



Town of Upper Marlboro

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Memorandum

Date: Tuesday, January 3, 2023

Subject: HVAC System Repair

RE: Update

Good evening, Commissioners,

As you all are aware, before the Christmas holiday, the office side of Town Hall lost heat due to a blower motor failure in the Carrier unit located in the rear of the building.

Once the quote was approved, Chapman services ordered the new motor, and it was installed on-site on Dec 27, 2022. The new motor came with a smaller input shaft than the previous model so a new one was ordered. The new input shaft was installed on Dec 29 and the unit was operational with issues. The units interface panel continued to throw alarm codes and shut the unit down. We believe that the space heaters in Town hall kept it warmer than the thermostat setting causing the unit to shut down during testing. Over the last few days, the space heaters have been off, and the building temperature has been stable. Chapman Services will be on- site on Jan 4, 2023, with their tech to inspect the dampers in the attic to ensure everything is operating as it should.

Chapman Services is also working on a quote for the service agreement as requested.

We are also awaiting quotes for service agreements from a few other companies. Due to the unique HVAC system we have, I have requested site visits before they prepare a quote.

Happy New Year!

Warm Regards,

Darnell F. Bond III
Director of Public Works
Town of Upper Marlboro