

LETTER OF AGREEMENT: HVAC FILTRATION ENVIRONMENTAL ACCOMMODATION

Date: [Insert Date]

Between:

Employer/Property Manager: [Insert Name/Company]

Employee/Tenant: [Insert Name]

1. Purpose

This agreement outlines the specific environmental accommodations provided to [Insert Name] regarding indoor air quality and HVAC filtration to address documented health sensitivities or medical requirements.

2. Specific Accommodations

The parties agree to the following measures:

- **Filtration Grade:** Installation of HVAC filters with a minimum rating of [Insert Rating, e.g., MERV 13 or HEPA] in the designated area.
- **Maintenance Schedule:** Filters will be inspected and replaced every [Insert Number] months or according to the manufacturer's high-efficiency guidelines.
- **Supplemental Equipment:** [Insert Company Name] will provide/allow a portable air purification unit in the designated workspace/unit located at [Insert Room Number/Location].
- **Airflow Management:** [Insert specific details regarding vent positioning or fan speeds if applicable].

3. Responsibilities

Provider Responsibilities: [Insert Name/Company] is responsible for the procurement, installation, and associated costs of the specialized filtration upgrades.

Recipient Responsibilities: [Insert Name] agrees to notify management immediately if the HVAC system appears to be malfunctioning or if air quality noticeably diminishes.

4. Duration and Review

This accommodation will remain in effect until [Insert Date or "End of Tenancy/Employment"]. The effectiveness of these measures will be reviewed on [Insert Date] to ensure the accommodation meets the medical necessity.

5. Confidentiality

All medical documentation provided to justify this accommodation shall be kept confidential and stored separately from general personnel or lease files.

Signatures

[Insert Name/Title of Provider Representative]
Date:

[Insert Name of Recipient]
Date: