

CLEAN**INDOOR AIR QUALITY & MECHANICAL HYGIENE**

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 Page 5 of 6

SCOPE OF WORK

1. All grilles and diffusers, either internal to apartments or in common areas, will be treated as follows:

- a. The grille will be removed and bagged.
- b. Each grille will be water and detergent washed.
- c. Each grille will be sanitized with an anti-microbial agent.
- d. The grille will be re-installed.
- e. Access to each apartment will be required three (3) times on the day of the cleaning.
 - 1. The grille will be removed and the ductwork will be sealed.
 - 2. The horizontal ductwork will be cleaned.
 - 3. The grille will be re-installed and housekeeping will be done.

2. The kitchen and exhaust ductwork will be addressed as follows:

- a. The horizontal ductwork will be cleared using a pneumatic-powered whip.
- b. The horizontal ductwork will be HEPA vacuumed.
- c. The vertical riser will be cleaned with a pneumatic whip or rotating brush depending on the internal size.
- d. Any debris will be trapped in a HEPA-filtered collection device.
- e. The exhaust fans will be disassembled, HEPA-vacuumed and re-assembled.
- f. All internal surfaces, from terminal ends of horizontal to the rooftop fan, will be treated with an anti-microbial agent via an airless sprayer or by a hand-wiping method. *From rooftop bottom of vertical run.*

3. The air-handling systems and associated ductwork will be addressed as follows:

- a. The HVAC system will be sequentially addressed in the direction of the airflow.
- b. The return ductwork grilles will be cleaned as discussed in Section 1.
- c. The horizontal ductwork will be cleaned using a pneumatic whip.
- d. Any debris will be collected in a HEPA-filtered collection unit.
- e. If internal cross-section of the ductwork is larger than 24 inches by 24 inches, a technician will enter it and will contact-clean with a HEPA vacuum.
- f. The outside air intake louvers will be pressure-washed or HEPA-vacuumed, as applicable.
- g. All internal surfaces of the air-handling unit will be HEPA vacuumed to 99.97% efficiency at .3 microns.
- h. The coils will be high-pressure water-washed or HEPA vacuumed, as applicable.
- i. The supply ductwork will be cleaned using the same protocols described above.
- j. All internal surfaces of the air delivery system will be treated with an anti-microbial agent via an airless sprayer or hand-wiping method.