

NYC Department of Environmental Protection
Indoor Clean Up Program
HVAC Action Plan

- I.**
 - 1) Contact the building owner, manager, and/or engineer to obtain information on the HVAC systems and activities performed by the building owner in relation to the HVAC after 9/11/2001.
 - 2) Examine report for each of the HVAC Systems from the contracted Environmental Consultants.
 - 3) If the system requires cleaning, contact the cleaning/HVAC contractors to see if the work can be performed in accordance with the existing scope of work.
- II.**
 1. Review/revise the checklist and scope-of-work with USEPA and NYCDEP HVAC consultants.
 2. Meet with HVAC inspectors to identify what is expected in the evaluation, checklist content and report preparation to ensure consistent investigations and standardize reporting. Particular attention shall be focused on the revised checklist.
 3. Schedule QA/QC on the Consultants report and evaluation as needed and triggered according to pre-established criteria for QA/QC. The QA/QC on the Consultants findings shall be performed by a separate independent contractor under a new contract with the NYCDEP. The QA/QC shall include an independent evaluation of the HVAC system and submittal of findings in writing to the NYCDEP. The QA/QC will include a review of the original report and examination of the system.

Note: Bulk and / or air sampling can be done to augment our recommendation.

2001
11/11