

NYC Department of Environmental Protection Indoor Clean Up Program

HVAC Action Plan

I.

- 1) Obtain building records from the building owner, manager, and/or engineer in accordance with EPA/DEP contractual protocol 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. Finalize a revised checklist and scope-of-work with USEPA and NYCDEP HVAC consultants.**
- 2. Instruct HVAC subcontractors with respect to HVAC evaluation, checklist content and report preparation to ensure consistent investigations and standardize reporting. Particular attention shall be focused on the revised checklist.**
- 3. Require immediate 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. (Check and Balance)**

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