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TECH CLEAN

NO. 499

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CLEAN**INDOOR AIR QUALITY & MECHANICAL HYGIENE**

TechClean Industries, Ltd. 242-E Route 109, Farmingdale, NY 11735
Tel: (631) 454-9595 • Fax: (631) 454-9605 • Tel: (800) 214-1147

603 Transpals

November 27, 2001

Mr. Peter Hoyle
Related Management Company
203 East 86th Street
New York, New York 10028

Re: Proposal No. 01-317-03 (revised) for the Cleaning of the Toilet and General Exhaust Systems and the Air-Handling Systems at 225 Rector Street, New York, New York

Dear Mr. Hoyle:

I would like to thank you for your interest in TechClean Industries, Ltd. and the Indoor Air Quality/Mechanical Hygiene Services we provide.

Based upon our conversation and my visit to the site, I have developed the following proposal for the cleaning of the toilet and general exhaust systems and the various air-handling systems at 225 Rector Street, New York, New York. The scope of work will be as follows:

1. The grilles and registers will be removed, water-washed and replaced.
2. The horizontal ductwork will be cleaned using various types of agitation equipment.
3. The exhaust risers will be cleaned using various types of agitation equipment along with the aid of the unit.
4. The supply risers will be cleaned using various types of agitation equipment and a HEPA-filtered collection unit.
5. The air-handling units will be HEPA-vacuumed and/or power-washed, as applicable.
6. The coils will be power-washed to remove any impacted debris.

The logistics involved in a project of this type are difficult. After we discern the placement of each riser and the diffusers fed by it, we will need to coordinate entry to the associated apartments. If access to an area is not possible, we cannot clean it nor can we guarantee that there will be no cross-contamination caused by our cleaning process. We also request that someone on staff be at our disposal in the event that unforeseen obstacles occur.

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Equipment and Material Specifications

1. TechClean shall supply all equipment and materials necessary for the cleaning of the toilet and general exhaust systems and the air-handling systems at 225 Rector Street. All chemicals utilized in this process shall have the MSDS submitted to Related Management for approval before usage.
2. Debris collection equipment shall be portable in size to enter the occupied space.
3. Electrical requirements will be coordinated through Related Management. TechClean will supply a 220-volt pigtail that will be installed by Related Management's in-house electrician.
4. Collectors shall be fan powered high efficiency, dust and particle collection systems. They shall be HEPA filtered, 99.97% efficient at .3 microns at 12,000 cubic ft. per minute.
5. TechClean shall take all necessary precautions to prevent dirt and debris from entering the conditioned space.
6. The collection systems shall be self-contained to adequately capture dirt and debris loosened from the upstream ducts, mains and branches during the cleaning process.

Agitation Equipment

1. Ductwork shall be cleaned, coated, and sanitized by inserting an air powered extended whip section, air powered oscillating brushes and electric robotic air powered brushing systems.
2. Utilized equipment shall be the best to contact clean all surfaces of the air duct regardless of shape and size.
3. Cleaning tools such as skipper balls or air sweeps will not be used because of their inability to contact clean all sides of the duct.
4. Where the ductwork is large enough and able to support the weight of a technician hand tools and HEPA vacuum 99.97% efficient at .3 microns shall be used.
5. Technicians entering the inside of the ductwork and air handling units will follow OSHA Confined Space Requirements OSHA 29 CFR 1910 1.46 and OSHA Respiratory Protection Program OSHA CFR 1926.58 Appendix C.
6. An air compressor shall be used. Electrical requirement shall be coordinated through Related Management. Compressor shall be capable of 180 PSI at 25 CFM.
7. All access installed in the ductwork shall be SMACNA style cam lock insulated access doors. No patches will be used.

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Quality Assurance

1. The Project Manager on this project shall have 5 years experience in the mechanical hygiene industry and at least 5 projects of similar scope and size.
Project Manager shall also be a certified air systems cleaning specialist.
Project layout, management and QA/QC of all mechanical hygiene services shall be administered by the Project Manager and a representative from Related Management.
Together they shall inspect all work in progress on a shift-by-shift basis to ensure all work is done according to specification.
2. Safety meetings shall be conducted as needed for any site-specific safety issues.
Report shall include topics discussed and the location of the First Aid kit and all other emergency and safety procedures.
3. Daily Progress Report shall be submitted to the Related Management representative at the end of each shift. Report shall contain progress of the shift and work that can be completed on the next shift.

Performance Requirements

All materials, equipment and personnel utilized in the performance of this mechanical hygiene project shall comply with the following codes and standards as applicable

1. United States Environmental Protection Agency (EPA)
2. Occupational Safety and Health Act (OSHA)
3. Underwriters Laboratory (UL)
4. Sheet Metal and Air Conditioning Contractors National Association (SMACNA)
5. National Fire Protection Association (NFPA)
6. National Environmental Balancing Bureau (NEBB)
7. All work will be done to ISO 9002 standards, (TechClean Industries is an ISO 9002 Company).
8. All TechClean Industries technicians shall have satisfactorily completed training in the following OSHA programs:
 1. HAZCOM
 2. Respiratory Protection Program
 3. Lockout/Tagout Procedures
 4. Confined Space Procedures
 5. Scaffold Safety
 6. Lead Safety
 7. Bloodborne Pathogens
 8. Hearing Conservation
 9. Asbestos Awareness
 10. Ladder Safety
 11. Right to Know
 12. Electrical Safety

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The cost for these services is \$67,750.00* plus applicable taxes.

*Coating will be an additional item and, if requested, will be done at a cost of \$4.95/square foot.

I hope that this proposal meets with your approval and we look forward to being of service to you in the near future. Please feel free to contact me if you have any questions or need any additional information.

Sincerely,

Craig Spiesman
Southeast Regional Manager

Craig Spiesman
TechClean

ACCEPTED BY:

Peter Hoyle
Name DIRECTOR OF ENGINEERING
RELATED MGMT CO
AGENT FOR OWNER

Purchase Order No.

*Scope of work, consisting of 2 pages, items 1-4
are conditions of this agreement.
P.H. JJ. 11/27/01*

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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 cleaned 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.

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4. General Conditions:

- a. All TechClean employees will be easily identifiable by wearing TechClean shirts.
- b. All personal items will be stored in a mechanical space to be determined once on-site.
- c. A member of the Building staff will escort TechClean employees into the apartments.
- d. Electrical requirements and logistics will be worked out prior to the start of the project with our personnel and the in-house staff.
- e. Work will be done on an ongoing basis from Monday through Saturday between the hours of 7:00 a.m. and 5:00 p.m.
- f. Secured lay-down will be required for TechClean tools and equipment.