

The Project Monitor shall also maintain a copy of each deliverable and all filed documentation submitted under this contract for 365 days.

The Project Monitor shall direct and coordinate all services and report all findings to EPA. The scope of this project will be as follows:

5. The Project Monitor shall be responsible for accessing a secure EPA Website (url, user name and password to be provided by EPA) to obtain requestor information (address, building identification numbers, etc.). In coordination with the EPA, the Project Monitor will access residential services requested from the Website and schedule clean-up activities and air sampling with the tenants/owners, asbestos abatement contractors and air monitoring technicians for the various apartments. The Project Monitor will then supply relevant information on activities for the EPA Indoor Air database via the secure EPA website. Data to be input may include but is not limited to start and completion dates for the cleaning, sampling dates and sample identification numbers.

Deliverable

The Project Monitor shall review all deliverables prior to submission to EPA. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors.

The Project monitor shall provide a validated address and scheduling information into the EPA Indoor Air web database via F2L or an agreed upon alternative electronic format or website approved by EPA within 24 hours of activity.

6. The Project Monitor will schedule and conduct pre-cleaning or pre-sampling building inspections of the residential units, heating, ventilation and air conditioning systems (HVAC) and common space based on the information and requests from the residents and building owners. Residents will be provided with information regarding sampling options (aggressive and modified aggressive sampling protocols) and the handling of valuable personal items (money, jewelry, heirlooms, etc.) And fragile objects during work. The Project Monitor will obtain written access and authorization to access the building and clean the apartments, HVAC systems and common spaces using the EPA Access Agreement (to be provided). The Project Monitor will advise EPA if any of following conditions are observed: mixed residential and commercial use within a building; dust and/or debris in common spaces; the presence of mold that may pose a hazard to residents or workers (guidelines to be provided); residents with special needs; potential asbestos-type insulation (e.g., fibrous materials); or other circumstances that may require deviation from the procedures specified in Scope of Work. In consultation with EPA, the Project Monitor will make a determination of the appropriate Cleaning Contract Scope of Work (i.e. Scope A or B) to be implemented. This