

Indoor Air Residential Assistance Program
Cleaning Contract Scope of Work
DRAFT - 6/24/02

A. Introduction

All work performed under this contract must be in compliance with all applicable, relevant, and appropriate regulations, including but not limited to those of the United States Environmental Protection Agency (EPA), the United States Department of Labor Occupational Safety and Health Administration (OSHA), the New York State Department of Labor (NYS DOL), and the New York City Department of Environmental Protection (DEP).

The USEPA and DEP will solicit participation in a direct assistance program for residents and residential building owners south of Canal Street who are concerned that their apartments may have debris/dust from the collapse of the World Trade Center (WTC). A DEP/USEPA telephone hotline has been established to receive requests from the public. The assistance will include various options, including the cleaning within apartments and common spaces by licensed asbestos contractors with follow-up asbestos sampling, asbestos air sampling only, and providing high efficiency particulate air (HEPA) vacuums.

NYS DOL licensed asbestos contractors shall perform clean up activities for residents who wish to have their homes cleaned. A third party Monitoring Contractor will schedule and monitor the work, perform a visual inspection, and perform asbestos air sampling when the clean up is completed.

The purpose of this contract is to acquire the services of a NYS DOL licensed asbestos contractor with DEP and NYS DOL certified workers for the performance of clean-up activities at residential buildings impacted by the collapse of the World Trade Center. The scope of work for the clean-up activities is attached.

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B. Roles and Responsibilities

The EPA has overall responsibility for insuring that work conducted as part of the Indoor Air Residential Assistance Program is completed safely, efficiently and in compliance with the Scope of Work and all applicable rules and regulations. As such, EPA shall have the following authorities relating to work conducted under this contract:

1. The authority to stop work for health and safety reasons or for non-compliance with the Scope of Work.
2. The authority to direct the contractor in the performance of the work.
3. The authority to review and approve or disapprove of the qualifications of the contractor personnel involved in the work.
4. The right to inspect and accept or reject any work .

compactor rooms and elevators interiors. If elevator shafts are determined to contain significant WTC dust and or debris, cleanup will proceed under the Scope B site specific work plan. Work will begin from the entrance and continue through all common spaces in an orderly fashion. If the Project Monitor in consultation with EPA determines that an HVAC system requires cleaning, the cleaning contractor shall clean the HVAC system utilizing specialized labor trained and experienced in duct cleaning.

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6. Cleaning of Residential Spaces

All horizontal hard surfaces shall be HEPA vacuumed and wet wiped. Vertical and soft surfaces shall be HEPA vacuumed two times. Surfaces include but are not limited to walls, floors, ceilings, ledges, trims, furnishings, appliances, equipment, etc. Encapsulating agents shall not be applied. Dry sweeping is prohibited. Cleaning of clothing and accessories (handbags, shoes etc.) shall be the responsibility of the occupant. A detailed description of the minimum cleaning requirements is as follows:

- a. Terraces, balconies, exterior window sills, window wells and window guards that are accessible from the interior of the dwelling, will be cleaned.
- b. Interior windows, screens, window sills and window guards will be cleaned
- c. Vacuuming will begin at the ceiling and continue down the walls to the floor.
- d. Carpets, curtains, fabric window treatments, upholstery, and other materials that cannot be cleaned by wet wiping shall be HEPA vacuumed two times. Carpets will be vacuumed using an agitator bar. Fabric covered furniture will be vacuumed using a stiff brush attachment.
- e. Wooden floors will be damp mopped or HEPA vacuumed if unfinished in consultation with resident
- f. Plants shall be cleaned by rinsing leaves with water.
- g. Paperwork, books shall be HEPA vacuumed.
- h. Electrical outlets, baseboard heating elements will be vacuumed.
- i. Window air conditioners will be vacuumed then removed from their position and vacuumed internally. Filters will be HEPA vacuumed and reinstalled. Air conditioners will be reinstalled after cleaning.
- j. Intake/discharge registers of HVAC systems (if present) will be removed/cleaned. The first foot of duct work will also be vacuumed, then the register will be replaced and covered with plastic.
- k. Appliances such as refrigerators and stoves will be cleaned and moved. The floor footprint of the appliances will be cleaned and the appliance will be reinstalled in its original position.
- l. Refrigerator cooling tubes will be brushed and vacuumed.
- m. Stove storage drawers will be vacuumed if present. Stove cook tops will be opened and vacuumed. Stove exhaust fan filters will be cleaned.
- n. The first foot of all exhaust duct work (including stove, dryer and bathroom vents) will be vacuumed. Exhaust fans will be vacuumed and wiped.
- o. Closet interiors will be vacuumed.
- p. Solid objects (electrical equipment, exercise equipment, etc.) will be wet wiped, moved to allow cleaning of the underlying surface and will be returned to their original location.