

Cleaning to be done in 11 Weeks
(Mid April)

1. Implementation of cancellation policy
 - a. Meeting with monitoring contractor/quad leader by 2/3/03
 - b. Clearly explain policy to all contractors by 2/3/03
 - c. Assist monitoring contractors in developing spreadsheet of all calls for tracking purposes
 - d. All residents to be called by 2/15/03
 - e. Initial call – send letter right away
 - f. Simultaneous letter/3 additional calls within same 2-week period
 - g. No response within two-week period/official cancellation

2. Total number of common spaces and apartments need to be delineated (within building requests)

3. All HVAC/Exhaust inspections must be done by February 22nd (3 weeks)

Refer to attached chart

4. Group all buildings by street address/proximity

5. Apartments/common spaces multiple

Refer to attached chart

6. Reinforce policy that residents cannot change from test only to test and clean

7. License/Access Agreement Policy

8. Send cover memo to building owner with timeframe when access agreement if due (2 weeks)

9. Need to get access agreements quickly (within 1 week) in order to continue inspections.

*Access agreement for inspections
Letter to be sent by 2/3
Seder owner memo.*

		A	B	C	D	Total	Remarks
1	Total requests (Cleaning & testing)	1420	1336	1457	1157	5370	
2	Apts. Cleaned	277	680	381	142	1480	Contractor information
3	Apts./ common spaces(multiple) to be cleaned	1143	656	1076	1015	3890	
4	Number of Apts./ common spaces(multiple) to be cleaned /day	21	12	20	18	71	
						0	
5	Total requests (Testing only)	277	292	268	411	1248	
6	Apts tested	46	62	55	188	351	
7	Apts to be tested	231	230	213	223	897	
8	Number apts to be tested / day	4	4	4	4	16	
						0	
9	Total number of bldgs for HVAC / Exhaust evaluation	46	26	44	20	136	
10	Total number of buildings cleared					0	
11	Total number of bldgs to be evaluated /week	15	9	15	7	45	

Assumption

1. Five days of cleaning and testing for next eleven weeks.
2. All HVAC /Exhaust evaluations to be completed by Feb. 22, 2003

Indoor Air Dust Cleaning Program Invoice Status

Contractor	NTE Amt	Inv. Date	Dep Recd	Inv. Amt.	Pmt Amt.	Status	Balance
ATC Assoc.	\$2,996,750						\$2,996,750
20030010463 (+C.O.)							
Trio	\$3,976,104						\$3,976,104
20030010446							
Cole Consult.	2,358,375	11/18	12/10	22,459	\$20,213	pd 1/29	\$2,279,417
20030010736		12/26	1/8	56,499	\$50,849	Sch. 2/11	
JBH Environ.	\$4,595,600	9/16-10/22	12/3	\$363,150	\$326,835	pd 1/29	\$4,011,020
20030010468		11/25-1/18	1/17	\$221,430	\$199,287	3 missing Inv.	
Warren & Panzer	\$2,858,375	9/27-11/26	12/24	\$125,689	\$113,120	pd 1/28	\$2,732,686
20030010692							
Kiss Construct.	\$4,333,734	9/26-11/1	12/3	\$97,305	\$87,574	pd 12/26	\$4,236,429
20030010705							
Athenica Environ.	\$2,367,600	11/7	12/10	\$1,045	\$940	pd 12/30	\$2,290,555
20030010717		12/20-1/10	1/17	\$76,000	\$68,400	Acct. 1/28	
Termon Const.	\$4,199,499	11/15	1/17	\$93,877	\$84,489	Acct. 1/28	\$4,105,622
20030010730							