

**Gilsenan, Michael**

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**From:** Theodorellys, Penny  
**Sent:** Thursday, March 06, 2003 11:39 AM  
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**Cc:**  
**Subject:** 114 Liberty Street

Good Morning.

The "walk-throughs" with residents have been completed. The cleaning contractor, ETS, has started to mobilize equipment to the building. He has started a pre-cleaning on the ground floor to allow for the construction of the equipment and worker decontamination enclosure systems. The systems should be completed by the end of today's shifts. Today, he will also be bringing in his negative pressure ventilation equipment and placing the units on the floors that are ready. The environmental consultant, JLC, has been sampling for the past two days and representatives will be present again today. As you are aware, JLC is monitoring the project activities and will have a project monitor on site during all the cleaning contractor's activities.

A proposed schedule of the work has been supplied to building representatives and is available at your lobby. However, once the project begins access to the building will be restricted. Entry must be through the worker decontamination enclosure system and a sign-in log must be maintained (the sign-in log is mandated by the rules and will be applicable until satisfactory clearance results are received). Only certified individuals and authorized visitors with proper equipment will be permitted to enter the building including the lobby. The contractor will allow immediate access to representatives of regulatory agencies on official business and verify whether anyone else is authorized to enter by reaching out to DEP. According to the current project design, the entrance on Liberty Street will be closed and sealed. Entry will be via the loading dock and building representatives will be present at the ground floor in the areas outside the decontamination enclosure systems.

As most of you are aware a number of issues and "items to be addressed" resulted from the "walk-throughs". I also received a number of e-mails and wanted everyone to have the opportunity to receive the responses.

1. In accordance with the scope of work for this project (Item 18), residents must identify items for disposal with clearly legible tags and provide a listing of the items. Residents have the final decision on cleaning or disposal of items. Item 18 also states that kitchen stoves shall be wet-wiped and HEPA-vacuumed and all other appliances shall be removed and disposed.

Some residents have opted to keep some appliances rather than discard them. As referenced above, residents have the final decision on this matter. However, since the scope of work specifically states the items shall be disposed, the Department will need a listing of these items "to be saved". Included on this list should be microwaves, mixers, television sets, stereo components, speakers, dishwashers, washing machines, etc. This is to make sure that we don't have any misunderstandings about what items stay and which are discarded.

Appliances that remain will be cleaned on the exterior surfaces and on surfaces that can be

readily reached by opening a door (i.e. the interior of a freezer or microwave will be wet wiped). Appliances will not be opened or dismantled for the cleaning. Since most appliances have vents, it is possible that dust is present within the item and will not be removed as part of this cleaning.

In some cases, a "save" list or a statement "to discard all items except..." was an easier item to prepare for the resident and was/is acceptable.

2. Residents are responsible for the removal of any valuables. If such removal is not feasible, the resident must provide notification as specified in Item 25. As in the above, these items should be provided on a "save" list to ensure the items receive the special handling necessary.
3. Item 17 states that items identified by residents for cleaning that cannot be cleaned shall be brought to the attention of DEP and that DEP will make a determination. This item also indicates that the Department will not make the determination to dispose any item without resident authorization. Items will be cleaned as specified in item 17. Typically, upholstered furniture, drapes, bedding, clothing, wicker items, items with deep intricate crevices and mesh, are difficult to clean. Items that were difficult to clean were identified and addressed on site during the walk-through. Clothing will not be handled. If the items that were addressed remain in the unit for the cleaning, the items will be cleaned "as best as possible", and then will be wrapped or placed in plastic bags.
4. In accordance with the scope of work for this project (Item 18), the contractor is not responsible for removing or disassembling built-in items. For the most part, built-in items were disassembled and the components were in a central location. The south kitchen walls were marked in the plans as one of the walls to be removed. These walls have attached cabinetry and various "back-splashes" depending on the apartment. The sheet rock will be removed down to the "back-splash" and the area behind the wall will be cleaned with extensions on HEPA-vacuums. There is some concern about whether the back-splashes will remain undamaged during this procedure. The contractor will take care to prevent damage, but is not responsible for removing the item.
5. The dropped ceilings are to be removed (Item 13). Since dropped ceilings are to be removed, any lighting, chandeliers, fixtures, attached to the ceilings must be removed if the resident wants to keep them. This is also true of lighting attached to walls that are slated for removal. If these items are not marked and listed for disposal and they remain attached to the surface, the ceiling/wall or portion thereof will not be removed.
6. We have received verbal communication of a couple of errors in the plans submitted to the Department. We will need written confirmation of all these changes in the marked plans. For example, all the walls in the lobby are marked for removal. We received information that only the west wall was to be removed and then we received information that all the walls were remaining. We will need the final decision today and written confirmation if the final decision is not the removal of all the walls. This decision is important in that it affects the way the project is currently designed.

Just one more item, we still need the original request forms for condominium unit 4 and the commercial spaces. Further we need the lists of disposal items (save acceptable as described above) and the "valuables". We have only received the information from three units.

This concludes the update and response to your questions. If you have any other questions or need

additional information please do not hesitate to call me (718) 595-3657 or send an e-mail.