

Maldonado, Jane

From: Maldonado, Jane
Sent: Monday, November 25, 2002 1:22 PM
To: 'Callahan.Kathy@eps.gov'
Subject: HVAC Actions Plan



HVAC Actions
plan.doc

Took out a (the) in II. 1. Finalized a revised checklist

Maldonado, Jane

From: Maldonado, Jane
Sent: Monday, November 25, 2002 1:46 PM
To: 'callahan.kathy@epa.gov'
Subject: HVAC



HVAC Actions
plan.doc

Just took the word "the" out from II. 1. **Finalize a revised checklist**

NYC Department of Environmental Protection Indoor Clean Up Program

HVAC Action Plan

I.

- 1) Obtain building records from the building owner, manager, and/or engineer in accordance with EPA/DEP contractual protocol on the HVAC systems and activities performed by the building owner in relation to the HVAC after 9/11/2001.
- 2) Examine report for each of the HVAC Systems from the contracted Environmental Consultants.
- 3) If the system requires cleaning, contact the cleaning/HVAC contractors to see if the work can be performed in accordance with the existing scope of work.

II.

1. Finalize a revised checklist and scope-of-work with USEPA and NYCDEP HVAC consultants.
2. Instruct HVAC subcontractors with respect to HVAC evaluation, checklist content and report preparation to ensure consistent investigations and standardize reporting. Particular attention shall be focused on the revised checklist.
3. Require immediate QA/QC on the Consultants report and evaluation as needed and triggered according to pre-established criteria for QA/QC. The QA/QC on the Consultants findings shall be performed by a separate independent contractor under a new contract with the NYCDEP. The QA/QC shall include an independent evaluation of the HVAC system and submittal of findings in writing to the NYCDEP. The QA/QC will include a review of the original report and examination of the system. (Check and Balance)

Note: Bulk and / or air sampling can be done to augment our recommendation.