

Gilsenan, Michael

From: Bennett, Paul
Sent: Wednesday, March 06, 2002 4:46 PM
To: Radhakrishnan, Krish; Theodorellys, Penny
Cc: Chapin, Diana; Gilsenan, Michael
Subject: FW: Delivery of ALCP Letters

Below is a summary of our efforts to get the letters out. We've exhausted the means available to locate building management reps at 41 locations. Suggest City DOF may be able to provide a more in-depth search through taxation records.

I'll bring up a hardcopy with specific details.

Should you need further assistance please let me know.

Paul.

-----Original Message-----

From: Keplich, Robert
Sent: Wednesday, March 06, 2002 4:37 PM
To: Bennett, Paul 001
Subject: Delivery of ALCP Letters

The following is a summary of the delivery of the ALCP Request for Environmental Hazard Assessments and Summary of Clean-up Activities letters:

Total Letters: 157

Delivered: 116

delivered by hand: 85

faxed: 31

Undeliverable: 41

For the 41 undeliverable letters, each building was visited twice, during which attempts were made to locate building management or obtain information about building management. Additionally, attempts were made to call the building management contacts provided by building occupants, displayed at building entrances, or listed in the database file given to us by the Asbestos Unit. Additionally, a search of the internet was conducted to locate a responsible party. The majority of the owners or management companies listed, did not have phone listings on the database or with directory assistance.

The 31 letters that were faxed were done so after each building was visited twice unsuccessfully, then we were able to reach the management companies or owners by phone and request a fax number. This was done with approval of Krish of ALCP.