



**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
OFFICE OF THE GENERAL COUNSEL**

MUNICIPAL BUILDING, 16th Floor
NEW YORK, N.Y. 10007
(212) 380-8400 Fax: (212) 380-8558
E-Mail: dcaslegal@dcas.nyc.gov

WILLIAM J. DIAMOND
Commissioner

PHILIP DAMASHEK
*General Counsel/
Deputy Commissioner For Legal Services*

MEMORANDUM

To: Jean Brewer, Assistant Commissioner
Office of Labor Relations (OLR)
Alma Torres, Safety and Health Coordinator
Commission on Human Rights (CHR)
John Galvani, Safety and Health Coordinator
Taxi & Limousine Commission (TLC)
Marie McCann, Deputy Executive Director
Civilian Complaint Review Board (CCRB)
Charles McFaul, Deputy Chief Administrative Law Judge
Office of Administrative Trials and Hearings (OATH)
Michael Slutsky, Director of Labor Relations
Department of Citywide Administrative Services (DCAS)
Peter Gilvarry, Director of Administration
Office of Collective Bargaining (OCB)
James Chin, Chair
Board of Standards and Appeals (BSA)

From: Andrew Prashad 
Research Scientist
Citywide Office of Occupational Safety and Health (COSH)

Date: November 7, 2001

Subject: Re-occupancy Walkthrough at 40 Rector Street

Date of the Walkthrough: October 23, 2001

Participants: COSH: Andrew Prashad
DC 37: Guille Mejia
OLR: Jean Brewer
CCRB: Marie Mc Cann

The Official New York City Web Site
nyc.gov

TLC: Lisa Rana
 OATH: Charles Mc Faul
 OCB; Peter Gilvarry

This is the second joint walk through with DC 37 and representatives of the agencies for the purpose of assessing the condition of the office spaces for re-occupancy after the events of September 11. The first walk through was done on October 10, 2001. Recommendations were made by COSH at that time for a thorough re-cleaning by a professional cleaning crew. At this walk through, all floors previously inspected were revisited. The HVAC system was not in operation at the time of the survey. The representative of the building management stated that the recommendations made by ATC associates, who performed the IAQ survey, were followed. A *Trion* brand electrical air cleaner was positioned in the lobby. The following is a floor by floor observation:

10th Floor: CHR- Several storm windows (interior) of the perimeter offices were not completely closed. A space existed at the bottom where the sash meets the frame and dust from the outside can infiltrate. Some windows had larger gaps than others do, such as windows in rooms 1006, 1011, and 1030. Dust was observed on the fire extinguisher located in the corridor between rooms 1007 and 1008. The upper sections of window shades in rooms 1008 and 1010 had dust and, room 1013 had dust and settlement on the upper sash. The ceiling diffuser cover was missing from Sherry Fisher's cubicle. Room 1022 had a missing storm sash and the window frames of room 1025 needed repair. The joints were not sealed and permits the infiltration of outside air.

9th Floor: CHR- Rooms 901, 903, 904, 919, 920, 921 and the library all had defective storm windows and/or window frames that do not provide a seal to the outside air.

9th Floor: BSA- The upper section of the sash behind the window shade in Mitchell Corby's office were dusty. In addition, the storm window did not close properly.

8th Floor: TLC- The hearing rooms located opposite the cashier's station, and the reception area all had windows where the frames were unsound and the storm sashes did not close properly. In particular, the exterior sash of the window situated adjacent to the reception was dirty. These windows face 33 Rector Street and its exterior was recently cleaned..

7th Floor: CFB- Every storm window of the perimeter offices either were not completely closed or the window frames not sealed at the joints thus allowing infiltration. In the board room on the West side, a film of dust was observed on the window sash and also in the area above the screen blind. In addition, the fabric-covered chairs in the large conference room were dusty.

6th Floor: OATH- The window frames in the offices of Judges Spooner and Lewis and in Kara Miller's office were not securely sealed. Gaps existed at the lower corners thus allowing outside air to enter. In addition, the books in the law library were dusty.

5th Floor: TLC- The storm windows in the offices of Debra Murphy, Lorraine Barbara, Vinnie Grippo, Peter Tumminelli, and J. Stroughter were not closed properly. The latching mechanism appeared to be stuck.

4th Floor: OLR- The window in the northwestern office had dust on the inner tracks of the storm window and on the sash.

3rd Floor: OLR- There was a gap between the inner and outer sashes of the window in Georgette Gesteley's office. Beth Kushner's office had a missing upper storm window and the metal frame was not sealed

2nd Floor: CCRB- The corrective recommendations made for this floor as based on the first walk through were followed and no additional re-mediations are needed.

The mechanical rooms on the 5th and 4th floor were inspected and found to be in good condition. The system was fitted with carbon filters. ATC Associates between October 22 and 23, 2001 did re-sampling for asbestos on the fifth through nineteenth floors and the results were reviewed by COSH. The results indicate that air samples were acceptable and met the AHERA re-occupancy requirements.

Recommendations:

It is recommended that the building management ensure that all storm windows are in place and in a closed position to prevent outside air from infiltrating the building. Also that the joints of the frames of all window sashes be caulked with a sealant. As a temporary measure, the window sashes may be sealed with duct tape to prevent staff from opening them. In addition, a cleaning crew should make frequent visits to maintain a clean environment especially around the windows. In addition, because of the proximity of the building, it is strongly suggested that the HVAC system filters be monitored and changed frequently. Finally, the recommendation made by ATC, that daily wet mopping of the lobby should continue

C: Sylvia Pryce
Richard Yates