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MEMORANDUM

To: Jeremiah W. Schwarz, Health and Safety Coordinator
Human Resource Administration (HRA)

From: Yousuf Sultan, Industrial Hygienist *ys*
Citywide Office of Occupational Safety and Health (COSH)

Date: November 29, 2001

Subject: Re-occupancy Walkthrough
Human Resource Administration, 11 Park Place

Date of the Walkthrough: November 2, 2001

Participants: COSH: Yousuf Sultan
HRA: Jeremiah W. Schwarz
DC-37: Russell Johnson

HRA occupies the 16th floor at 11 Park Place, which is managed by GVA Williams, 380 Madison Avenue, New York, NY 10017, (212) 716-3566. On September 11, an evacuation went in an orderly fashion. A fire safety plan is available in the building and the "Fire Drill and Evacuation Assignments" have been updated. The above floor has two types of ventilation systems. The air cooling system on the northeast side of the building supplies air through an intake directly above the window in room 1600 and the exhaust is directly above the window in the adjacent room. The southwest side of the building has a central AC unit and the 16th floor has a separate mechanical room. Currently, the central AC unit is operating in a re-circulation mode (10 percent fresh air). GVA Williams has provided COSH and DC-37 with a notarized letter from P.J. Mechanical, which confirms that all the condensers, were pressure washed and the air filters were replaced. The floors and work surfaces were noted clean and the office will be fully re-occupied by HRA on November 5. However, the building management did not have access to the computer room (HUB room), therefore, the room was not cleaned and it was noted covered with excessive debris. The window in the computer room was left open and a desk fan is used to cool the computer equipment. The building management was contacted and the computer room (including all equipment) was cleaned in the evening on November 2.

The Official New York City Web Site
nyc.gov

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The floor and work surfaces directly outside the computer room were also cleaned because the fan may have caused disturbance of the debris.

Copies of the Indoor Air Quality Analysis (IAQ) performed by ATC and reviewed by COSH indicate that asbestos fiber levels were well below the Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) exposure limits. According to Eipel Engineering P.C., the building has not sustained any structural damage and it is safe for re-occupancy.

Recommendations:

COSH recommends the following to improve the safety and health aspects of the work environment:

- Exterior windows should be kept closed until they are cleaned.
- The ventilation system should be monitored more closely to assess the condition of the HVAC filters due to the close proximity of the building to Ground Zero.
- A window AC should be installed in the computer room (HUB room) for cooling computer equipment and the window should be kept closed.
- The partition wall between rooms 1624 and 1625 was noted covered with stains because water leaks down the wall on rainy days. The leakage in the ceiling should be repaired.
- The "Fire Drill and Evacuation Assignments" has to be reviewed because one of the assigned employees is no longer working in the building.
- All fire extinguishers need to be inspected and tagged.

C: Sylvia Pryce
Richard Yates