



ASSOCIATES INC.

104 East 25th Street
10th Floor
New York, New York
10010-2917
212.353.8280
Fax 212.353.8306

February 7, 2002

Mr. Bernard P. Orlan
New York City Board of Education
28-11 Queens Plaza North
Long Island City, NY 11101

**Re: Scope of Work R2
HS for Economics & Finance (M833)**

Dear Mr. Orlan:

A meeting was held today (02/07/02) at 110 Livingston Street attended by representatives from the BOE, SCA, UFT, M833 PA Consultant and ATC to review and finalize the scope of work for the plenum cleaning at the High School of Economics and Finance. Below please find the final scope of work as agreed to by the attendees.

SCOPE OF WORK

- Contractor will remove and replace with NEW all existing ceiling tiles from suspended ceiling systems on the first through tenth floors. These tiles will be disposed of by the Contractor as conventional waste. Following the removal of the ceiling tiles and prior to the installation of new tiles, the Contractor will perform cleaning above the ceilings and within the plenums to remove any visible debris and remove/repair any damaged/loose duct insulation.
- The elevators shafts/pits and air return shaft shall also be cleaned. Cleaning shall be performed utilizing wet wiping/HEPA vacuuming techniques in order to minimize the migration of dust within the building.
- In areas where ceiling plaster and/or sheetrock ceilings exist, the Contractor shall cut access hatches in various locations within each space so as to allow for access above these ceilings for cleaning purposes. Contractor will install new access hatches where applicable on that floor.
- All other surfaces within the building including but not limited to lights, diffusers, floors, walls, desks, chairs, window sills, etc. shall be protected during this work and shall be rendered free of any dust and/or debris following the cleaning and prior to air sampling.



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- Following the removal and replacement of ceiling tiles and cleaning of these areas, a visual inspection shall be conducted by an independent third party project monitoring firm and/or New York City School Construction (NYCSCA) representatives to verify that all surfaces have been properly cleaned and are free of visible dust/debris.
- ***Prior to aggressive air sampling, to ensure air quality is not affected, the following shall be done: As a precaution, install filter material over each supply air diffuser prior to the activation of the mechanical ventilation system. The ventilation system shall be run for approximately twenty four (24) hours. The system shall then be shut off and all external filters shall be removed. Aggressive air monitoring shall then be conducted throughout the space with the ventilation system running.***
- Air sampling shall be performed on each floor as the cleaning work is completed in a specific zone. Aggressive air sampling shall be conducted in the areas below the ceiling and ambient air sampling shall be conducted in the air plenum (above ceiling) with the ventilation system running. A total of 7 samples will be collected on each floor; 5 aggressive samples below ceiling and 2 ambient air samples above ceiling. ATC Associates Inc. will perform the air sampling and analysis. All air sampling shall be conducted in compliance with all applicable local, state and federal regulations
- Air samples shall be analyzed via Transmission Electron Microscopy (TEM) methodology. Successful air clearance shall be achieved when all air samples collected within the building are below 70 structures per millimeter squared ($<70 \text{ str/mm}^2$) – TEM analysis.

Kiss Construction, Inc. has been retained by NYCSCA for this project and is scheduled to commence work at 8:00 AM on February 5, 2002. Kiss Construction has estimated that this work will be completed within four weeks.



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If you have any questions or comments regarding the scope of work, please do not hesitate to contact us at your earliest convenience.

Sincerely,

ATC ASSOCIATES INC.

Mark Terjesen
Senior Project Manager

MT/dc

Cc: A. Lempert – SCA
E. Duke – SCA
C. Proctor – UFT
E. Telemaque – EMTEQUE