



ASSOCIATES INC.

104 East 25th Street
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FEB ~~May~~ 4, 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
HS for Economics & Finance (M833)

Dear Mr. Orlan:

As per our meeting on February 4, 2002 at the High School for Economics and Finance, located at 100 Trinity Place, New York, NY, and based on discussions with UFT representatives as well as the PTA's consultant (EMTEQUE), the following scope of work has been formulated and agreed on by all parties concerned:

SCOPE OF WORK

- The Contractor shall perform a thorough cleaning above suspended ceiling systems and plenums as well as within the elevator pits within the building. Cleaning shall be performed utilizing wet wiping/HEPA vacuuming techniques in order to minimize the migration of dust within the building.
- Contractor will remove 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, the Contractor will perform the cleaning above the ceilings and within the plenums as described above. Cleaning of the plenum shall include all components and systems within the plenum. This work will be performed on a floor-by-floor basis, starting on the tenth floor and working downward. ✓
- 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. ✓
- Cleaning shall be performed until all surfaces are free of visible dust and/or debris. 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 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. ✓
- Aggressive air sampling shall be performed on a floor-by-floor basis as the cleaning work progresses. Air sampling shall be conducted in compliance with all applicable local, state and federal regulations. In areas where the ceiling system has not been removed, that is, where sheetrock and/or plaster ceilings exist, aggressive air sampling shall be conducted both above and below the ceiling. ATC Associates Inc. will perform this air monitoring. (ZONES) ✓
- 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. ✓
- Following successful air clearance sampling on each floor, the Contractor will install new ceiling tiles and/or install access hatches where applicable on that floor. The area below these ceilings will be recleaned following the installation of the new materials. ✓

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

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.

A handwritten signature in black ink, appearing to read 'Mark Terjesen'.

Mark Terjesen
Senior Project Manager

MT/dc

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

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