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January 31, 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:

At your request, ATC Associates, Inc. has compiled the following scope of work for the cleaning of ceiling plenums and various locations within the High School for Economics and Finance, located at 100 Trinity Place, New York, NY:

SCOPE OF WORK

- Contractor shall perform a thorough cleaning above suspended ceiling systems and plenums throughout the entire building. Cleaning shall be performed utilizing wet wiping/HEPA vacuuming techniques in order to minimize the migration of dust within the building.
- 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 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 of the plenums and prior to air sampling.
- It is recommended that all work be performed by a NYS DOH certified Asbestos Abatement Contractor utilizing NYS DOH and NYC DEP licensed asbestos abatement handlers and supervisors in order to ensure that state of the art cleaning technique are utilized.
- Bulk sample results collected from dust/debris atop ceiling plenums provided by NYC SCA, was determined to be non-ACM. Therefore all waste generated during these operations may be disposed of as conventional waste.
- Following the cleaning of these areas, a visual inspection shall be conducted by an independent third party project monitoring firm (consultant) and NYC BOE representatives to verify that all surfaces have been properly cleaned and are free of visible dust/debris.

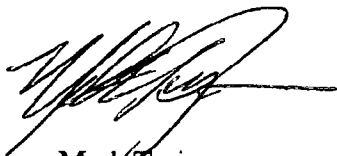
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- At the request of UFT and PTA representatives, aggressive air clearance sampling shall be performed throughout the entire building following the successful visual inspection following the cleaning. Air sampling shall be conducted in compliance with 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.
- Prior to commencement of the project, the Contractor shall submit the following items to NYC BOE for approval:
 1. A written Project Approach detailing how the said work shall be performed.
 2. An estimated cost for the work.
 3. A Project Schedule listing manpower, shift durations, phases and start and completion dates.

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