

Memorandum

To: Employees at 25 Sigourney Street
From: Donna Baisley, DPW-Facilities Management
DATE: March 15, 2006
Re: 25 Sigourney Street Update

Actions in response to Turner report Immediate and Short Term Recommendations

1. Recommendation: As a precaution, move employees who have documented building related lung decrement as diagnosed by an Occupational Health physician using accepted methods and standards and move them back after printing emissions item is resolved.

Ongoing, relocations currently in progress.

2. Recommendation: Isolate and exhaust all high volume printing/photocopying.

Luchini Milfort & Goodell engineers contracted to investigate and design exhaust. They were at the site 3/6 after 5 pm to begin.

3. Recommendation: Abate microbial growth located in sections of air handlers and ductwork.

Abatement of one unit to be performed the weekend of 3/17/06. Based upon the abatement of this first unit, procedural changes may be recommended for the remaining units.

4. Recommendation: Investigate HVAC system and outdoor air delivery, humidification and ventilation.

Funding and consultant approved. Awaiting final contract documents.

- 5a. Recommendation: Continue to manage any current moisture incursion.

Inspections after heavy rains are conducted by Tunxis. Additional repairs to window caulking in certain areas have been identified as likely areas of leakage. Kelly Construction will be performing this work as weather permits.

Locations of potential moisture incursion identified in TBS-Monroe Infrared Technology report were abated over the weekend of 2/10/06. Once caulking repairs are made, sheetrock will be reinstalled.

- 5b. Recommendation: Consider evaluating the feasibility of redesigning the exterior envelope or other options to minimize or stop the potential for water to enter the building.

Funding and consultant have been approved and final contract documents are forthcoming.

6. Recommendation: As a precaution, HEPA vacuum or damp wipe objects (paper, books, workstations, desks, etc.) with signs of settled dust prior to any major move or renovation within the building and further evaluate options to reduce the irritation being caused by certain paper materials.

DPW has consulted with each impacted agency and distributed procedures on 2/16/06.

7. Recommendation: Evaluate and improve on site storage conditions and cleaning plans in the lower level indoor storage room and outdoor storage area to avoid dirt accumulation and exposure to outdoor elements.

DPW is working with the agency business offices to accomplish an orderly cleanup.

8. Recommendation: Improve current cleaning procedures to ensure that areas are not accumulating dust and encourage employees to properly maintain their personal space.

Periodic and random inspections are being conducted by management company and janitorial service contractor.

9. Recommendation: Continue to use the high quality air filters and maintenance schedule currently in place.

Ongoing, part of current facility budget.

10. Recommendation: Enforce and ban all smoking from the premises.

Revised smoking policy went into effect 2/10/06.

11. Recommendation: Consider eliminating kitchenette odors.

DPW will take under advisement.

Actions in response to Turner Report Longer Term Recommendations

1. Recommendation: Consider the replacement of Variable Air Volume box controls.
Endorsed for action by Governor.
2. Recommendation: Consider the removal and replacement of the building's fiberglass liners and air duct board.
Under review by DPW.
3. Recommendation: Evaluate the need for a redesign of the upper floor balconies.
This is part of scope of work for #5.b.

Other Building Projects:

Fire Alarm System

As part of capital planning replacement of the fire alarm system was identified. This project has been designed and bids received 3/9/06. Bond funds for the project will have to be requested.

Parking Garage Major Renovation

This project was deferred in order to complete the exterior/interior repairs, replacement carpeting program and the roof and then put on hold until the Turner report was in. Design consultant has been assigned.

Restacking Plan for DRS

Project was put on hold until the Turner report was in. Approval has been received to restart this project.

Replacement Carpeting:

DPW has funding to complete remainder of DRS floors (15 and 16) and will be scheduled sometime after tax season.