

**DRS/DSS INTRANET LETTERS**

**FOR**

**25 SIGOURNEY STREET  
HARTFORD, CT**

**2001 NEWSLETTERS**

**(ISSUES #1 THRU #15)**



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC WORKS



T. R. Anson  
Commissioner

TO: Department of Revenue Services, Kevin Forsa  
UCONN Health Center, Anne Bracker, Industrial Hygienist  
Occupational Risk Control Services, Inc.-Gil Cormier, CIH, CSP

FROM: Department of Public Works-Facilities Management  
Donna Baisley, Assistant Director *Donna Baisley*  
Jackie Brown, Environmental Program Manager *Jackie Brown*  
Vibha Buckingham, Tunxis Management (Agent of DPW)

DATE: January 11, 2001

RE: 25 Sigourney Street  
Occupational Risk Control Services, Inc.-Gil Cormier, CIH, CSP  
Fungal & Bacterial Air Sampling Conducted 11/3/00  
Carpet Dust Samples, 17<sup>th</sup> Floor

Two reports have been completed related to the indoor air quality investigation at 25 Sigourney Street. Attached is the report of the results of airborne mold/spore and bacterial samples and the carpet dust sample report taken by Occupational Risk Control Services, Inc.-Gil Cormier, CIH,CSP. The process of testing molds/spore and bacterial levels is a new, *evolving science with no established standards*. DPW has and is working closely with Occupational Risk Control Service and the UCONN Health Center to take appropriate action with the guidance of these consultants.

Not submitted as a written report, but discussed at our last team meeting was the identification of two offices recently built using full-height panels. These specific walls had been stored in the basement and had not been reconditioned prior to installation. It appeared that based on symptoms being reported and the work areas the individuals were reporting from, that the walls *may have been a source of irritation*. After discussion with ORCS, Gil Cormier, and Kevin Forsa, of DRS, DPW instructed Tunxis to remove the walls, dispose of them and order new walls. *Removal of these full height walls was accomplished* using an outside vendor on the weekend of 1/6/01. Any future full height offices required by DRS will be built using new or reconditioned product.

The following is an overview of Gil's recommendations and action that is or has been taken by DPW.

**Report: Fungal air Sampling Survey conducted 11/3/00**

1. *Reference to the 16<sup>th</sup> Floor., Zone 7 (one sample)*

A preliminary meeting was held with Gil on 12/28/00 to review a draft of this report. One sample at the above location came back and was identified as an area that needed a further site investigation.

The 16<sup>th</sup> floor, Zone 7 was evaluated by Gil on 12/28.

It was discovered that this area *should have been remediated as a Level I*. This was completed on 12/30/00 using the guidelines established and approved by UCONN Health Center and Gil.

All other results were "not unusual for inside a office building with NO moisture problems" per the report.

If there is any water infiltration going forward, it should be reported immediately to building management for action.

2. **DPW's Response to Recommendations in the Fungal Air Sampling Survey**

-*Results* of the November 3 sampling were turned over to DRS on 1/11/01.

DRS will distribute the report to other key individuals and post for employees.

-*Symptom Logs* will be given to an individual having repeated symptoms that he or she may associate with the building. The employee participation is critical piece in order for us to have the ability to get to the root cause of symptoms and sources, if in fact it is building related.

The "symptom log" will become a required part of an air quality assessment going forward and requires employee cooperation.

-*Elimination of possible air pathways was recommended*. One area in particular on the the 17<sup>th</sup> floor was identified. This area of possible pathway was caulked on 1/3/01. To the best of our knowledge, we have eliminated possible air pathways.

-*A formal written program with procedures* is being developed by Jackie Brown, Environmental Program Manager for DPW. Although complaints are kept by Tunxis through the work order process and action was been taken, there was no formal established procedure to follow. *This written program will be used at all DPW managed locations.*

-*If there are occupant symptoms going forward.*

Occupants should consult with Department of Revenue Services, Human Resources Department. The symptom log, procedures will be followed to assist in determining whether it is a building issue and new formal procedures will be followed.

**- DPW's Summation:**

Phase I repairs of the roof copings and Phase II interim repairs of the windows and caulking of brick have been completed. If leakage should occur, staging and a vendor are on call to address a repair as weather permits.

It is estimated that 95% of the water infiltration has been eliminated as a result of the Phase I and Phase II repairs. Permanent repairs of the windows will not occur until 2001 and will be contingent upon funding through the bond commission.

The hvac system has been examined and adjusted to a positive pressure as recommended in previous reports. Sheetrock has been remediated on the 17<sup>th</sup> floor per guidelines established with UCONN Health Center and Gil Cormier of ORCS. Greenboard was used in place of drywall. Carpet tiles around the perimeter have been removed and in some offices carpet has been replaced. Two offices utilizing full-height walls were recently built and after a review of a timeline and complaints, it was determined these walls should be removed. This was done afterhours the weekend of January 6, 2001.

**Report: Carpet Dust Sampling**

1. This sampling was done on a hypothetical basis. Hypothesis in the dictionary reads as "taken as something to be true for the purpose of argument or investigation; theory". The hypothesis did not prove out. DPW was not made aware of any standards and no documentation was presented demonstrating whether sample results were or were not typical of similar carpet that has been in place for many years.  
***With that being said, it is DPW's intention to begin an orderly carpet replacement program commencing on the 17<sup>th</sup> floor first.*** A specification needs to be developed, bidding and funding needs to be put into place.  
***Replacement*** would NOT occur until the start of the 2001-2002 budget year. At this time we are unable to say how many floors could be accomplished in the budget year. ***We are beginning this process now and will give you an update in 60 days.***  
Based on recommendations from UCONN Health Center and Gil, it is likely that hard surfaces such as vinyl tile will be used for the two foot perimeter and high traffic areas.

**DPW's Response to Carpet Sampling Recommendations:**

*-This report is being provided to DRS as of 1/11/01. DRS will distribute the report to employees.*

*-Phase I and Phase II results have eliminated water incursion up to 95%. If there is water incursion, action will be taken to identify the source and the exterior repair will be executed, weather permitting.*

*-Carpet replacement has already begun on the 17<sup>th</sup> floor in offices known to have had significant or repeated water incursion. Specifications and funding will be requested as part of the budget process for 2001-2002. **If small areas appear to be a problem source, we will replace these areas at once, afterhours.***

*-Not discussed in the report, but discussed was the feasibility of installing a product with a hard surface such as vinyl tile in high traffic areas which typically require more frequent cleaning. As a pro-active measure we have already removed carpeting around the perimeter of the 17<sup>th</sup> floor, approximately 2' in.*

*-Carpets should be dried within 24 hours utilizing the recommended S001 Carpet Cleaning Standard. The IICRC standard cleaning guidelines were used during the last carpet cleaning performed in May of 2000.*

As stated at the beginning of this overview, this field is relatively new and still evolving. The final phases of permanent exterior repairs and orderly afterhours carpet replacement should complete this remediation. DPW would like to extend a sincere thank you for everyone's patience and cooperation.

cc: M. Becerra, Administrator  
G. Niles, Assistant Administrator  
D. Baisley, DPW Assistant Director  
J. Brown, DPW Environmental Program Manager  
V. Buckingham, Tunxis Management



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC WORKS



T. R. Anson  
Commissioner

TO: Kevin Forsa, Director of Administration  
Department of Revenue Services

FROM: Donna Baisley, Assistant Director *DB*

DATE: May 1, 2001

RE: 25 Sigourney Street-Recap of Progress Since March 1, 2001

On March 1, 2001 we had an open meeting with DRS employees and the indoor air quality team panel. In response to some of the questions asked we have been taking action as follows:

- 1. Interim Exterior Window Repairs On Going by Stanley Weisen, Inc.**  
Weather constraints had restricted access to the exterior of the building. As of Saturday, April 21, 2001 SWI began executing further repairs. Interior caulking repairs were executed based on known areas of water incursion after the March 9, 2001 driving rainstorm. On May 1, 2001 SWI conducted further exterior hose testing. The results have dictated the next priority area will be Zone 7, 19<sup>th</sup> floor commencing 5/14 weather permitting.
- 2. Follow-up Air Fungal Sampling-Variou Zones/Floors**  
Further testing was conducted by Occupational Risk Control Services On April 26, 2001 and OSHA on April 30, 2001. Results will not be available for approximately two weeks.
- 3. Re-Evaluation of Existing Fresh Air Makeup & Exhaust System**  
Although the systems have been examined, adjusted and repaired, we have been unable to put complaints to rest. Therefore we have contracted with Johnson Controls who will partner with Luchini, Milfort & Goodell Associates to conduct a thorough evaluation of the fresh air air and building exhaust system. This re-evaluation will take approximately four weeks to complete.
- 4. Carpet Replacement Priority Floors 17 & 5**  
A scope of work and bids have been returned by three vendors under State contract through Department of Administrative Services. Bids are being reviewed and a contract should be issued in late May with work commencing in late June, 2001. Once the award has been made, we will meet with the vendor and appropriate parties to determine the protocol that will be used to remove carpet, prep floor and install new.

5. **Design of Permanent Exterior Repairs**  
It is anticipated that the consultant will be funded in May, 2001. Remedial design will commence with a goal of executing permanent repairs Fall of 2001.
6. **Vacuum of Fabric Walls**  
Fabric walls, on Floors 17,18,19 have been vacuummed by Pritchard Using high efficiency vacumes. The remainder of DRS floors are in progress. Carpet edging under desks, tops of cabinets were done where employees cooperated & moved papers, personal items, etc.
7. **Exhaust fans** in all restrooms cleaned as of 3/26/01.
8. **Testing of the generator** which had been done Fridays is now done Saturdays.
9. **Elevator pits** are regularly inspected by Otis as part of regular maintenance. The pits are dry.
10. **Balcony perimeter carpet on the 5<sup>th</sup> floor** was removed. Sheetrock around a column which exhibits water stains will be remediated by May 21st by Haz Pros afterhours using New York City Guidelines.
11. **Perimeter areas on the 17<sup>th</sup> floor and 5<sup>th</sup> floor** where the carpet was removed will be cleaned with a disinfectant the weekend of May 4<sup>th</sup> to alleviate employees concerns that there may be a potential for mold.

DPW will continue to work closely with the team that has been put together to execute building exterior/interior repairs and respond to employee issues through your office, Kevin.

cc: M. Becerra, Administrator  
G. Niles, Assistant Administrator  
J. Brown, Environmental & Safety  
V. Buckingham, Tunxis Management

*E. Mailed to Kelly, Grand Dr. Street  
5/8/01*

Issue #1 Dated: May 8, 2001  
Prepared by: Donna Baisley, DPW-Facilities Management

RE: 25 Sigourney Street-Progress Report

On March 1, 2001 we had an open meeting with DRS employees and the indoor air quality team panel. Since March 1, 2001 we have met with members of management. In order to keep employees better informed DPW will be forwarding weekly Tuesday progress reports to DRS for posting on the DRS intranet. May 8, 2001 is the first of this series.

1. **Interim Exterior Window Repairs On-Going by Stanley Weisen, Inc.**
  - Weather constraints had restricted access to the exterior of the building.
  - Saturday, April 21, 2001 SWI began executing interim repairs.
  - Interior caulking repairs were executed based on known areas of water incursion after the March 9, 2001 driving rainstorm.
  - On May 1, 2001 SWI conducted further exterior hose testing. The results have dictated the next priority area will be Zone 7, 19<sup>th</sup> floor commencing 5/14, weather permitting.
  - It is anticipated that the design consultant for permanent repairs will be funded in May-June, 2001.
  
2. **Follow-up Air Fungal Sampling-VariouS Zones/Floors**

Further testing was conducted by Occupational Risk Control Services on April 26, 2001 and OSHA on April 30, 2001. Results will not be available for approximately two weeks.
  
3. **Re-Evaluation of Existing Fresh Air Makeup & Exhaust System**

DPW has contracted with Johnson Controls who will partner with Luchini, Milfort & Goodell Associates to conduct a thorough evaluation of the fresh air and building exhaust system. This re-evaluation will take approximately two-four weeks to complete. Results will dictate further action.
  
4. **Re-Inspection of Equipment Delivering Air to Space & Equipment Operation Commencing with the 17<sup>th</sup> Floor first.**

DPW has contracted Johnson Controls and Wings Testing & Balancing to conduct a thorough inspection and submit a report. Results will dictate further action.

**5. Replacement Carpet Priority Floors 17 & 5**

Bids are being reviewed and a contract should be issued in late May with work commencing in late June, 2001. Most importantly a procedure will be established by Gil Cormier, of ORCS and reviewed with the UCONN Health Center.

A test area will be conducted utilizing approved procedures and monitoring prior to the commencement of any major work.

Advance notice will be given.

Some of the following reflect answers to questions asked at the March 1 Open meeting:

**6. Vacuum of Fabric Walls**

Fabric walls, on Floors 17,18,19 have been vacuummed by Pritchard using high efficiency vacumes. The remainder of DRS floors are in progress.

**7. Exhaust fans** in all restrooms were cleaned as of 3/26/01.

**8. Testing of the generator** which had been done Fridays is now done Saturdays to alleviate any potential concerns regarding odors.

**9. Elevator pits** are regularly inspected by Otis as part of regular maintenance. The pits are dry.

**10. Balcony perimeter carpet on the 5<sup>th</sup> floor** was removed.

Sheetrock around a column which exhibits water stains will be remediated by May 21st by Ilaz Pros afterhours using established New York City Guidelines.

**11. As a precaution, perimeter areas where carpet was removed will be disinfected.** The 17<sup>th</sup> floor was completed the weekend of May 4<sup>th</sup>. Floors 18, 19 and 5 will be done the weekend of May 12<sup>th</sup>.

*The next scheduled update will be Tuesday, May 15, 2001.*

cc: M. Becerra, Administrator-DPW  
G. Niles, Assistant Administrator-DPW  
J. Brown, Environmental & Safety-DPW  
V. Buckingham, Tunxis Management  
A. Bracker, UCONN Health Center  
G. Cormier, Occupational Risk Control Services

Issue #2 Dated: May 15, 2001  
Prepared by: Donna Baisley, DPW-Facilities Management

RE: 25 Sigourney Street-Progress Report

This is the 2<sup>nd</sup> issue of "25 Sigourney Street-Progress Report being forwarded to DRS for distribution on the DRS Intranet in order to keep employees informed.

1. **Interim Exterior Window Repairs On-Going by Stanley Weisen, Inc.**  
*5/16/01-Wiesen is at the site and working as weather permits.*  
It is anticipated that the design consultant for permanent repairs will be funded in May-June, 2001.
2. **Follow-up Air Fungal Sampling-VariouS Zones/Floors**  
*5/16/01-Awaiting Results from samples taken 4/26 & 4/30.*
3. **Re-Evaluation of Existing Fresh Air Makeup & Exhaust System**  
*5/16/01 In Progress*  
DPW has contracted with Johnson Controls who will partner with Luchini, Milfort & Goodell Associates to conduct a thorough evaluation of the fresh air air and building exhaust system. This re-evaluation will take approximately two-four weeks to complete. Results will dictate further action.
4. **Re-Inspection of Equipment Delivering Air to Space & Equipment Operation Commencing with the 17<sup>th</sup> Floor first.**  
*As of 5/16/01-Johnson/Tunxis team worked on Sat. 5/12/01 to inspect, repair and adjust, as needed, approximately 43 air supply control boxes. Wings Testing & Balancing commenced 5/15/01 with taking air flow measurements and balancing of the 17<sup>th</sup> floor air distribution.*  
Results will dictate further action.

**5. Replacement Carpet Priority Floors 17 & 5**

Bids are being reviewed and a contract should be issued in late May with work commencing in late June, 2001. Most importantly a procedure will be established by Gil Cormier, of ORCS and reviewed with the UCONN Health Center.

A test area will be conducted utilizing approved procedures and monitoring prior to the commencement of any major work.

Advance notice will be given.

**6. Vacuum of Fabric Walls**

Fabric walls, on Floors 17,18,19 have been vacuummed by Pritchard using high efficiency vacumes. The remainder of DRS floors are in progress.

**7. Balcony perimeter carpet on the 5<sup>th</sup> floor was removed.**

Sheetrock around a column which exhibits water stains will be remediated by May 21st by Haz Pros afterhours using established New York City Guidelines. *There were actually four (4) columns that were remediated. Two (2) were done afterhours on May 3 and two (2) were done afterhours on May 8.*

**8. As a precaution, perimeter areas where carpet was removed will be disinfected.** The 17<sup>th</sup> floor was completed the weekend of May 4<sup>th</sup>. Floors 18, 19 and 5 will be done the weekend of May 12<sup>th</sup>.

*The next scheduled update will be Tuesday, May 22, 2001.*

cc: M. Becerra, Administrator-DPW  
G. Niles, Assistant Administrator-DPW  
J. Brown, Environmental & Safety-DPW  
V. Buckingham, Tunixis Management  
A. Bracker, UCONN Health Center  
G. Cormier, Occupational Risk Control Services



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC WORKS



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Subject:

TO:

T. R. Anson  
Commissioner



DRS Internal Report  
May 16 11

Attached is a copy of Issue #2-25 Sigourney Weekly Update.

**Issue #3-Dated:** May 25, 2001  
**Prepared by:** Donna Baisley, DPW-Facilities Management

**RE:** 25 Sigourney Street-Progress Report

This is the 3<sup>rd</sup> issue of "25 Sigourney Street-Progress Report" being forwarded to DRS for distribution on the DRS Intranet in order to keep employees informed. The next issue will be distributed sometime during the week of June 4<sup>th</sup>.

1. **Interim Exterior Window Repairs On-Going by Stanley Weisen, Inc.**  
*5/25/01*-The heavy rains this week interfered with on-going interim exterior remediation. Tunxis and SWI have been at the site daily conducting periodic inspections to document locations still experiencing water infiltration. Most of the locations (outside corners of the building) appear to have limited water infiltration coming in from the tops of the windows. Some balconies are also experiencing some water infiltration. Tunxis and our cleaning staff are working closely to keep the exposed concrete floor area dry and disinfect, if needed. This documentation will be reviewed by the architect.

DPW has assigned a Project Manager to work with Hoffman Architects, Tunxis and SWI regarding the building exterior. Although the May bond agenda meeting was cancelled, we have accessed preliminary funds to get Hoffman Architects started. Hoffman Architects designed the Phase I Roof Coping Repairs which significantly reduced water infiltration.

Hoffman will be directing tests, design and repairs for Phase II. Hoffman is recognized nationally as a company who specializes in the repair of exterior building envelopes.

2. **Follow-up Air Fungal Sampling-Variou~~s~~ Zones/Floors**  
*5/25/01*-Awaiting Results from samples taken by OSHA and Gil Cormier 4/26 & 4/30.
3. **Re-Evaluation of Existing Fresh Air Makeup & Exhaust System**  
*5/25/01 In Progress*  
DPW has contracted with Johnson Controls and Luchini, Milfort & Goodell Associates to conduct a thorough evaluation of the fresh air and building exhaust system. Provided we have the evaluation in, we will report on those results in Issue #4 sometime during the week of June 4<sup>th</sup>.

4. **Re-Inspection of Equipment Delivering Air to Space & Equipment Operation Commencing with the 17<sup>th</sup> Floor first.**  
5/25/01-Wings completed outside air flow measurements to the mechanical rooms for *ALL floors in the building*. Wings has confirmed there is greater than the recommended industry standard for outside fresh air makeup of 20 cfm/person. -Wings' next step will be to actually go to the floors, starting with 17 first to measure and balance air distribution. This will be done after the duct cleaning. (See #5.)
  
5. **Ductwork Inspection and Cleaning Commencing**  
5/25/01-Atlantic Air Duct Cleaning, a certified commercial air duct cleaning company, has been contracted to inspect and clean ductwork on the 17<sup>th</sup> floor *afterhours* commencing June 4, 2001. Atlantic is an experienced smoke/soot/odor/mold/bacteria remediation HVAC cleaning company using state of the art equipment and procedures that meet or exceed industry guidelines. It will take approximately one week to complete just the 17<sup>th</sup> floor. All filters will be upgraded and replaced after the ductwork cleaning has been completed.
  
6. **Replacement Carpet Priority Floors 17 & 5**  
Bids are being reviewed and a contract should be issued in late May with work commencing in late June, 2001. Most importantly a procedure will be established by Gil Cormier, of ORCS and reviewed with the UCONN Health Center.  
A test area will be conducted utilizing approved procedures and monitoring prior to the commencement of any major work. Advance notice will be given.
  
7. **Vacuum of Fabric Walls**  
Fabric walls on **ALL DRS** floors have been vacuumed and completed by Pritchard using high efficiency vacuums.

***The next scheduled update will be sometime during the week of June 4, 2001.***

cc: M. Becerra, Administrator-DPW  
G. Niles, Assistant Administrator-DPW  
J. Brown, Environmental & Safety-DPW  
V. Buckingham, Tunxis Management  
A. Bracker, UCONN Health Center  
G. Cormier, Occupational Risk Control Services

**Issue #4-Dated:** *June 8, 2001*  
**Prepared by:** Donna Haisley, Department of Public Works  
Facilities Management

**RE:** 25 Sigourney Street-Progress Report

This is the 4th issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS for distribution on the DRS Intranet in order to keep employees informed. Issue #5 will be published on June 22, 2001 unless situations warrant sooner. It is anticipated that an open meeting for all interested employees will be held in early July. The presenting panel will include DPW, DRS, UCONN Health Center, OSHA and the Department of Public Health and others as appropriate.

We wish to thank everyone for their input. All occupant diaries are being reviewed by Jackie Brown, DPW Environmental & Safety Officer. She is directing investigations into the hvac and subsequent repairs, as appropriate. In some cases, we have gotten positive feedback from employees where repairs have been executed. Actions and results are being forwarded to DRS Human Resources who then informs the reporting individual.

1. Water Infiltration Perimeter

Although less severe than in the past, some rainwater continues to infiltrate the building primarily in spaces with balconies and at some windows, in spite of on-going interim repairs. When it rains, whether it is afterhours or weekends, Tunxis Management conducts periodic inspections and takes necessary action to clean and dry areas that are wetted. In addition DPW has contracted a company to inspect and execute interim repairs, weather permitting.

The 19<sup>th</sup> Floor-Interior

Based on site inspections, it appears water intermittently infiltrates from the penthouse. Our consultants have proposed a solution which will be executed in July.

2. Carpet Replacement

Carpet replacement is being postponed until the design consultant has an opportunity to conduct further tests, evaluations and pilot repairs. Carpet has been removed on the perimeter of 17 and certain areas on other floors. The periodic inspections and containment actions are helping to prevent any additional carpet from getting wet. Carpet cleaning will be scheduled for July using guidelines reviewed by UCONN Health Center and Occupational Risk Control.

3. Indoor Air Quality

Department of Public Health is working with DRS and DPW to further evaluate any potential health related issues that may be associated with indoor air quality. DPH will also assist in outlining preventative and corrective actions, if appropriate, to ensure a healthy working environment.

4. Ductwork Cleaning-17<sup>th</sup> Floor

As stated in Issue #3, ductwork cleaning using industry approved procedures, commenced work Monday, June 4, 2001 afterhours. The work will be completed Friday night, June 8, 2001. In addition to cleaning, all control box air filters are being replaced as work progresses and the mechanical room filters will be replaced with a higher efficiency filter.

5. HVAC System Evaluation

Independent engineering consultants have been contracted to evaluate the existing ventilation system. Although the preliminary findings indicate the hvac system is adequate, the engineers have submitted recommendations that may improve overall ventilation comfort. Those recommendations are being reviewed.

6. Airborne Fungal Monitoring

Several DRS floors and zones were sampled on April 26 by Occupational Risk Control and again in the same areas on April 30 by Connecticut OSHA. Preliminary results indicate indoor fungal levels were less than outdoor fungal levels. The actual reports will be posted by June 21, 2001.

7. Tunxis Management-Property Manager

Viba Buckingham, of Tunxis Management, has been our property manager at Sigourney Street for several years. She has given her notice effective June 15, 2001 in order to take a position at Yale School of Medicine as Assistant Director of Custodial Services. Kyle Meccariello, Senior Vice President of Tunxis Management, will assume the role of property manager until a permanent replacement can be hired.

**Issue #5-Dated:** *June 22, 2001*  
**Prepared by:** Donna Baisley, Department of Public Works  
Facilities Management

**RE:** **25 Sigourney Street-Progress Report**

This is the 5<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS for distribution on the DRS Intranet in order to keep employees informed. Issue #6 will be published sometime during the *week of July 2, 2001*.

**1. *Water Infiltration Perimeter-Interim Remedial Actions***

DPW's vendor continues to implement interim repairs as weather permits.

**2. *Water Infiltration-Test Area 19<sup>th</sup> Floor Balcony-To Be Scheduled***

DPW's project manager has identified a 19<sup>th</sup> floor balcony as a test area for removal of windows, frames and some interior sheetrock. This area is currently a vacant full height office still experiencing some water incursion.

Our architect and vendor will examine all details, execute a repair, and conduct water tests to determine if the repair is effective. Conducting this test will assist the architect in designing a remedy for other window/balcony areas. The work in this test area will take three to five days to complete.

Our vendor, using guidelines established by a certified hygienist, will take precautionary measures. DPW's certified hygienist will meet with employees who work in this area to answer their questions prior to the commencement of work.

A DPW Project Manager will be overseeing this work. Sandra Brinkman, DPW's property manager at 25 Sigourney, will also be stopping by periodically.

***19<sup>th</sup> Floor-Interior Water Leakage from Penthouse***

A plan was reviewed and approved. DPW has authorized repairs to be completed within the next two weeks.

**3. *Carpet Replacement***

A carpet product has been selected after careful review of materials by Occupational Risk Control Services. DPW is meeting with the vendor and ORCS to establish a protocol for afterhours removal, schedules.

***DPW is very aware of that employees are concerned. A meeting with occupants of the 17<sup>th</sup> floor will be held prior to the commencement of work.***

**4. Carpet Removal Test Area-Conference Room #1707**

In preparation for future carpet replacement a test will be conducted to establish a protocol for carpet removal. The test area will be Conference Room #1707 on floor 17. Occupational Risk Control Services will direct the removal and conduct sampling before, during and after removal. During carpet removal air will be hepa filtered. Base line sampling will be done on June 28<sup>th</sup> carpet removed on Friday evening June 29<sup>th</sup>, follow-up testing.

**5. Carpet Cleaning**

Annual carpet cleaning will commence on the 17<sup>th</sup> floor during the month of July using certified cleaning methodology approved by Occupational Risk Control. Occupational Risk Control Services will take random samples of carpeting before and after cleaning to measure any reduction in fungal or bacterial levels.

**6. HVAC System Evaluation**

DPW has initiated actions as follows to insure optimal building ventilation:

- Ductwork cleaning on 17<sup>th</sup> floor was completed June 8, 2001
- Installation of higher efficiency Villadon filters 17<sup>th</sup> floor will be completed by June 29<sup>th</sup>.
- Air balancing 17<sup>th</sup> floor will commence June 26 and will take several days.
- An hvac company has been contracted to inspect all supply air control boxes and execute any needed repairs. Floors 17 and 6 have been completed. They will be working on floor 16 next and continue through all floors of the building.
- The engineering report recommended better control of static pressure. Specifications have been developed and we are awaiting quotations.

**7. Air Borne Fungal Sampling by OSHA & Occupational Risk Control Services**

*Generally in buildings with a mechanical filtration system fungal spore levels should be less inside than outside.* OSHA's sampling of 4/30/01 and Occupational Risk Control Services' sampling on 4/26/01 indicated levels were less inside than outside. ***DRS will post results.***

**8. Meeting Held June 20,2001**

On June 20, 2001 a meeting was held with representatives from DPW Facilities, DPW Project Management, DRS, Tunxis, OSHA, DPH, UCONN Health Center, and the A&R Union to report on actions taken to date and to review actions going forward. DPW and the team will continue to work closely. We will be meeting again on July 18<sup>th</sup>. ***An open forum with employees and the team will be scheduled for a later date.***

Distribution via e-mail to:

M. Becerra, G. Niles, J. Brown, W. Ponticelli, D. Imlah, J. Brown-DPW

K. Meccariello-Tunxis, S. Brinkman-Tunxis

K. Pedevillano, M. Thibedcau, K. Forsa-DRS

Dr. Storey, A. Bracker-UCONN Health Center

[Michelle.major@osha.gov](mailto:Michelle.major@osha.gov)

C. Webb, DPH

G. Cormier, ORCS

**Issue #6-Dated: July 9, 2001**  
Prepared by: Donna Baisley, Department of Public Works  
Facilities Management

RE: **25 Sigourney Street-Progress Report**

This is the 6<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS for distribution on the DRS Intranet in order to keep employees informed. We are expecting the results of *Item #4-Carpet Removal Test Area #1707* and those results will be distributed as soon as they are received. Issue #7 will be published sometime during the week of July 16.

**1. Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits.  
Tunxis continues to conduct inspections and take remedial actions to dry areas.

**2. Water Infiltration-Test Area 19<sup>th</sup> Floor Balcony**

**Friday, July 13-Meeting with Gil Cormier for 19<sup>th</sup> Floor Area Employees**

**Saturday, July 14, 2001 Haz Pros-Containment & Removal of Sheetrock**

DPW's architect has identified a 19<sup>th</sup> floor balcony as a test area for investigating water leakage. Removal of windows, frames and some interior sheet rock will occur in order to conduct tests. This area is currently a vacant full height office still experiencing some water incursion.

DPW's architect and vendor will examine all details, execute a repair, and conduct water tests to determine if the repair is effective. Conducting this test will assist the architect in designing a remedy for other window/balcony areas. The work in this test area will take three to five days to complete.

Hazpros has been contracted by DPW to remove the sheet rock in this test area using guidelines established by a certified hygienist Gil Cormier a certified hygienist with Occupational Risk Control Services. Oversight of the wall removal will also be provided by Gil Cormier. *Gil will meet with employees who work in this area on Friday, July 13<sup>th</sup> at 10:00 am, Legal Conference Room, 19<sup>th</sup> Floor.*

The DPW architect and architectural consultant will be in Monday to observe window wall conditions and conduct further exploratory work.

A representative from DPW and/or Tunxis will be overseeing all test work.

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

A plan to correct this leakage has been reviewed and approved. DPW authorized repairs and those repairs commenced the week of July 2, 2001. Monitoring of this area will continue after rain to determine if further repairs will be required.

**3. Carpet Replacement**

As soon as funds have been allocated, DPW will proceed with carpet replacement on the 17<sup>th</sup> floor. A carpet product has been selected after careful review of materials by Occupational Risk Control Services. Prior to carpet removal, a protocol will be established based upon the carpet removal test results discussed in Item #4. UCONN Health Center will also review and approve the protocol.

**4. Carpet Removal Test Area-Conference Room #1707**

In preparation for future carpet replacement a test was conducted after hours to establish a protocol for carpet removal. The test area was in Conference Room #1707 on floor 17. Occupational Risk Control Services directed the removal and conducted sampling before, during and after removal. During carpet removal air was hepa filtered. Base line sampling was done on June 28<sup>th</sup>. Carpet was removed on Friday evening June 29<sup>th</sup> and follow-up testing was done on June 30<sup>th</sup>. As of the 7/9/01 test results were not back. DPW will provide the results as soon as received.

**5. Carpet Cleaning**

Annual carpet cleaning will commence on the 17<sup>th</sup> floor during the month of July using certified cleaning methodology approved by Occupational Risk Control. Occupational Risk Control Services will take random samples of carpeting before and after cleaning to determine if there is any reduction in fungal or bacterial levels. *This cleaning is being done as an interim measure until the carpet replacement can be executed.*

**6. HVAC System Evaluation**

DPW has initiated actions as follows to insure optimal building ventilation:

- Ductwork cleaning on 17<sup>th</sup> floor was completed June 8, 2001
- Installation of higher efficiency villadon filters 17<sup>th</sup> floor was completed June 29<sup>th</sup>.
- Air balancing 17<sup>th</sup> floor commenced June 26 and is nearing completion.
- An hvac company has been contracted to inspect all supply air control boxes and execute any needed repairs. Floors 17, 16, and 6 have been completed. Floor 14 was started July 7, 2001.
- The engineering report recommended better control of static pressure. Specifications have been developed and we are awaiting quotations.

**7. Air Borne Fungal Sampling by OSHA & Occupational Risk Control Services**  
*Generally in buildings with a mechanical filtration system fungal spore levels should be less inside than outside.* OSHA's sampling of 4/30/01 and Occupational Risk Control Services' sampling on 4/26/01 indicated levels were less inside than outside. The final report and results from Occupational Risk Control Services have been posted by DRS. OSHA's complete report has not yet been received, but is expected in the near future.

**8. Removal of Live Plants**

A letter from DPW to DRS and DSS was forwarded requesting the removal of all live plants by the end of July. Our management office has already removed live plants from the main lobby and the management office. Based on random test samples of plant soil by Occupational Risk Control Services, it was determined that plants contained microbial growth and could be a possible cause of some employee symptoms. The tenant manual will be revised. Artificial plants are acceptable at your own expense.

**9. Open Forum with Interested Employees: Monday, August 13<sup>th</sup>-9am & 11am**  
**Location: DRS Conference Room-2AB**

Representatives of DPW, OSHA, DPII, UCONN Health Center, Occupational Risk Control Services, A&R Union will host two informational sessions at 9am and 11am, Monday, August 13<sup>th</sup> in DRS Conference Room-2AB. This meeting is open to all interested employees. We expect this meeting to be well attended with many questions from employees.

**\*\*\*\*\*Please note:**

**In order to address employee concerns at this meeting effectively, we are asking employees to submit their questions in advance via**

**e-mail to: [donna.baisley@po.state.ct.us](mailto:donna.baisley@po.state.ct.us)**

***In turn we will direct the questions to the appropriate panel member for response at the meeting.***

**Distribution via e-mail to:**

*M.* Becerra, G. Niles, J. Brown, W. Ponticelli, D. Imjah, -DPW

K. Meccariello-Tunxis, S. Brinkman-Tunxis, L. Colien-Tunxis

K. Pedevillano, M. Thibedeau, K. Forsa-DRS

Dr. Storey, A. Bracker-UCONN Health Center

*M.* [Michelle.major@osha.gov](mailto:Michelle.major@osha.gov)

*L.* Webb, DPII

*G.* Cormier, ORCS

**Issue #7-Dated:** July 20, 2001  
**Prepared by:** Donna Baisley, Department of Public Works  
Facilities Management

**RE: 25 Sigourney Street-Progress Report**

This is the 7<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS for distribution on the DRS Intranet in order to keep employees informed. Issue #8 will be published the week of August 6, 2001.

**1. Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits. Tunxis continues to conduct inspections and take remedial actions to dry areas if they become wetted.

**2. Water Infiltration-Test Area 19<sup>th</sup> Floor Balcony**

**Friday, July 13-Meeting with Gil Cormier for 19<sup>th</sup> Floor Area Employees**  
**Saturday, July 14, 2001 Haz Pros-Containment & Removal of Sheetrock**  
-Sheetrock removed by HazPros & inspected by architect.  
-It has not been necessary to date to remove the window.  
-Architect to design recommended repairs week of July 22, 2001.  
-This area will remain a "test area".

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

A plan to correct this leakage has been reviewed and approved. DPW authorized repairs and those repairs commenced the week of July 2, 2001. Monitoring of this area will continue after rain to determine if further repairs will be required.

**3. Carpet Replacement-17<sup>th</sup> Floor**

-Funds have been approved. It will take eight weeks to get delivery of carpet.  
-During that time, DPW, DRS, Occupational Risk Control Service, UCONN Health Center will be reviewing protocol and schedules for work afterhours.  
-A meeting *prior to commencement* of work will be held with the 17<sup>th</sup> floor staff.

**4. Carpet Removal Test Area-Conference Room #1707**

-Awaiting results from Occupational Risk Control Services.

**5. Carpet Cleaning**

-Funds to replace carpet on Floor 17 have been approved; therefore, carpet cleaning will not be done on those two DRS areas. The remainder of the floors will be scheduled for carpet cleaning using approved industry standard guidelines. Gil Cormier, of ORCS, will meet with the carpet cleaning team to insure adherence to these guidelines.  
-Employees will be advised of the schedule through their DRS liaison.

**6. HVAC System Evaluation**

DPW has initiated actions as follows to insure optimal building ventilation:

- Ductwork cleaning on 17<sup>th</sup> floor was completed June 8, 2001
- Installation of higher efficiency vialadon filters 17<sup>th</sup> floor was completed June 29<sup>th</sup>.
- Air balancing 17<sup>th</sup> floor commenced June 26 and is nearing completion.
- An hvac company has been contracted to inspect all supply air control boxes and execute any needed repairs. Floors 17, 16, and 6 have been completed. Floor 14 was started July 7, 2001.
- The engineering report recommended better control of static pressure. Preliminary scope and costs submitted. Funding is being requested.

**7. Air Borne Fungal Sampling by OSHA & Occupational Risk Control Services**

In April sampling of airborne cultureable fungal spore levels were taken on two different days in several locations. The samples were taken by ORCS and OSHA.

- The guideline is as follows: generally in buildings with mechanical filtration systems the levels inside should be less than outside.
- The ORCS report has been turned over to DRS and has been posted sometime ago.
- The OSHA report was turned over on 7/19/01 for DRS posting. The air samples indicated "non detected" or levels that were the same or less than outside. In a few locations some small quantities of species were found inside that were not outside. This may be an indication of a source such as plants or carpeting.

**8. Removal of Live Plants**

Random soil samples from potted plants were taken and results indicated that the soils contain cultureable fungal and bacterial spores, some of which are known to cause adverse health effects. DPW directed both DSS and DRS to remove potted plants by the end of July to eliminate a potential problem source. For comparison purposes, the average levels in the soil samples was higher than those found in the dust samples taken from carpets that had been repeatedly wetted. Perimeter carpet on the 17<sup>th</sup> floor and other floors that were known to have had carpet repeatedly wetted has already been removed.

**9. Open Forum with Interested Employees: Monday, August 13<sup>th</sup>-9am & 11am**

**Location: DRS Conference Room-2AB**

Representatives of DPW, OSHA, DPH, UCONN Health Center, Occupational Risk Control Services, A&R Union will host two informational sessions at 9am and 11am. Monday, August 13<sup>th</sup> in DRS Conference Room-2AB. This meeting is open to all interested employees. We expect this meeting to be well attended with many questions from employees.

**\*\*\*\*\*Please note:**

**In order to address employee concerns at this meeting effectively, we are asking employees to submit their questions in advance via**

**e-mail to: [donna.baisley@po.state.ct.us](mailto:donna.baisley@po.state.ct.us)**

**10. National Institute for Occupational Safety and Health (NIOSH)**

NIOSH is a Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury. NIOSH will be conducting a health hazard survey for the entire building. A kick-off meeting will be held with panel members and others. More information to follow in upcoming issues.

**11. Department of Public Health-Fact Sheet**

DPH is preparing a FACT SHEET to be posted on the DRS Intranet.

**Distribution via e-mail to:**

P. Delahunty, M. Becerra, A. Nichols, J. Brown, W. Ponticelli, D. Imlah, -DPW  
 K. Meccariello-Tunxis, S. Brinkman-Tunxis, L. Cohen-Tunxis  
 K. Pedevillano, M. Thibodeau, K. Forsa, Anne Alling-DRS  
 Dr. Storey, A. Bracker, M. Trape-UCONN Health Center  
 R. Palo, M. Major-OSHA  
 C. Webb, DPH, M. Fleissner, Dr.P.H., DPH  
 G. Cormier, ORCS

**Issue #8-Dated:** August 7, 2001  
**Prepared by:** Donna Baisley, Department of Public Works  
Facilities Management

**RE: 25 Sigourney Street-Progress Report**

This is the 8<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS for distribution on the DRS Intranet in order to keep employees informed. Issue #9 will be published August 17, 2001.

**1. Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits. Tunxis continues to conduct inspections and take remedial actions to dry areas if they become wetted.

**2. Test Area 19<sup>th</sup> Floor Balcony**

This area will remain vacant and a "test area".

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

A plan to correct this leakage has been reviewed and approved. DPW authorized repairs and those repairs were completed. Monitoring of this area will continue after rain to determine if further repairs will be required.

**3. Carpet Replacement-17<sup>th</sup> Floor**

-Funds have been approved. It will take approximately eight weeks from the date of order to get delivery of carpet.  
-During that time, DPW, DRS, Occupational Risk Control Service, UCONN Health Center will be reviewing protocol and schedules for work after hours.  
**-A meeting prior to commencement of work will be held with the 17<sup>th</sup> floor staff.**

**4. Carpet Removal Test Area-Conference Room #1707**

-Awaiting report from Occupational Risk Control Services.

**5. Carpet Cleaning**

-Funds to replace carpet on Floor 17 have been approved; therefore, carpet cleaning will not be done on in this area. The remainder of the floors will be scheduled for carpet cleaning using approved industry standard guidelines. Gil Cormier, of ORCS, will meet with the carpet cleaning team to insure adherence to these guidelines.  
-Employees will be advised of the schedule through their DRS liaison.

**6. HVAC System Evaluation**

DPW has initiated actions as follows to insure optimal building ventilation:

- Ductwork cleaning on 17<sup>th</sup> floor was completed June 8, 2001
- Installation of higher efficiency vlladon filters 17<sup>th</sup> floor was completed June 29<sup>th</sup>.
- Air balancing 17<sup>th</sup> floor commenced and is complete as of July 24, 2001.
- An hvac company has been contracted to inspect all supply air control boxes and execute any needed repairs. Floors 17, 16, and 6 have been completed. Floor 14 is nearing completion, Floor 15 was started July 28, 2001. There are approximately 43-50 control boxes per floor.
- The engineering report recommended better control of static pressure. Preliminary scope and costs submitted. Funding is being requested.

**8. Removal of Live Plants**

DRS employees have been very cooperative and most plants have been removed. This recommendation was based on test results taken from various plant containers on a variety of floors. The goal is to methodically eliminate any potential sources of contaminants that may be affecting sensitized individual. Thank you for assisting!

**9. Open Forum with Interested Employees:**

**Monday, August 13<sup>th</sup>-Department of Revenue Services Employees**

**Monday, August 13<sup>th</sup>-Department of Social Services Employees**

**Location: DRS Conference Room-2AB**

Representatives of DPW, Tunxis, OSHA, DPH, UCONN Health Center, Occupational Risk Control Services, A&R Union will host two informational sessions. The 9am session will be for DRS employees and 11am for DSS employees. Both sessions will be held on Monday, August 13<sup>th</sup> in DRS' Conference Room-2AB. This meeting is open to all interested employees who have obtained permission from their supervisor to attend. Brief reports of current status and future actions will be presented by the panel; however, the primary meeting focus is to give employees an opportunity to ask questions of the panel.

**\*\*\*\*\*Please note:**

**In order to address employee concerns at this meeting effectively, we are asking employees to submit their questions in advance via**

**e-mail to: [donna.baisley@po.state.ct.us](mailto:donna.baisley@po.state.ct.us)**

**(The questions submitted will be addressed first)**

**10. National Institute for Occupational Safety and Health (NIOSH)**

NIOSH is a Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury.

NIOSH came in July 26 and July 27 and held a kickoff meeting with representatives of DPW, DPW consultants, DRS, DSS, Tunxis, UCONN Health Center, OSHA, DP11, and Union representatives. *All parties involved have been and will continue to work together in order to effectively resolve issues.*

-After the introductory meeting, NIOSH then interviewed five (5) employees, received reports and correspondence related to the investigation and conducted a brief tour of the site including mechanical rooms.

-NIOSH will evaluate and review testing, reports, correspondence and interviews. We were advised that it will be at least two months before we have any feedback.

-NIOSH indicated DPW should proceed with remedial action as it is determined necessary with the continued guidance of the professionals on the panel.

-NIOSH indicated they would probably return to the site to conduct further tests; however, that date has not been established. NIOSH discussed the use of a boroscope to view the wall cavities.

-Results forwarded to the panel will be posted for employees as the practice has been in the past.

-NIOSH was invited to attend the August 16<sup>th</sup> meeting; however, their schedule would not permit them to attend.

**11. Department of Public Health-Fact Sheet**

DP11 has prepared a FACT SHEET answering frequently asked questions regarding indoor air quality and health. This will be posted on the DRS Intranet within a week. Copies of the FACT SHEET will be available at the August 13 meeting.

**12. Repairs and Maintenance Activity at the Site**

Last week it was brought to my attention that some employees expressed a concern about repairs being done after hours, in particular, replacement of stained ceiling tiles due to plumbing leaks. Precipitating the ceiling tiles, a plumber had been in for several days executing repairs to certain plumbing lines. That was completed and, in turn, the tiles were replaced. In the past, the practice may have been to spray paint the tiles or not to replace them as promptly as the maintenance staff is attempting to do now.

*What Tunxis will do going forward is a better job of notifying your primary agency liaison of work planned afterhours. The main DRS contact will be Kevin Forsa's office; DSS will be Marge Downey's office.*

**Distribution via e-mail to:**

P. Delahunty, M. Becerra, A. Nichols, J. Brown, W. Ponticelli, D. Imlah, -DPW  
K. Meccariello-Tunxis, L. Cohen, M. Halle-Tunxis  
K. Pedevillano, M. Thibedau, K. Forsa, Anne Alling, T. Lawson-ORS  
M. Downey, M. Barrett, M. Starkowski-DSS  
Dr. Storey, A. Bracker, M. Trapc-UCONN Health Center  
R. Palo, M. Major-OSHA  
C. Webb, DPH, M. Fleissner, Dr.P.H., DPH  
G. Cormier-ORCS  
L. Cannon, S. Arcna-Enviromed  
C. Rao, J. Ganser, NIOSH

**Issue #9-Dated:** August 17, 2001  
**Prepared by:** Donna Baisley, Department of Public Works  
Facilities Management

**RE: 25 Sigourney Street-Progress Report**

This is the 9<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Intranet in order to keep employees informed. Issue #10 will be published August 30, 2001.

**1. Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits. Tunxis continues to conduct inspections and take remedial actions to dry areas if they become wetted.

**2. Test Area 19<sup>th</sup> Floor Balcony**

This area will remain vacant and a "test area". (Room 1912)

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

A plan to correct this leakage has been reviewed and approved. DPW authorized repairs and those repairs were completed. Monitoring of this area will continue after rain to determine if further repairs will be required.

**Additional Test Areas 19<sup>th</sup> Floor**

Several additional test areas have been identified on the 19<sup>th</sup> floor which will require the relocation of a few individuals. The areas as identified now are Room 1912-done; Room 1920 Library; Room 1927; Room 1937; Room 1939. These areas will have sheetrock removed under full containment by Haz Pros and monitored by DPW or DPW's consultant. The schedule will be announced.

*Why are we doing 19 instead of 17? Based on feedback from the architect and SWI, who has been executing exterior interim repairs, the window details on the 17<sup>th</sup> floor are all similar. According to the architect and SWI, Floor 19 windows appear to be inconsistent and verification of what makes these areas different is required.*

**3. Carpet Replacement-17<sup>th</sup> Floor**

-Funds have been approved. It will take approximately eight weeks from the **date of order** to get delivery of carpet.

-As stated at the August 13, 2001 meeting, DPW is evaluating the feasibility of installing a hard surface such as vinyl tile in the high traffic core area which surrounds the elevator lobby and includes the elevator lobby on the 17<sup>th</sup> floor. A decision, with input from consultants will be made in time for the 10<sup>th</sup> Issue, dated August 30<sup>th</sup>.

**3. Carpet Replacement-17<sup>th</sup> Floor(continued)**

-As stated in earlier issues, carpet squares will NOT be installed up to the perimeter wall. The equivalent of one square of bare floor will be left between the carpet and perimeter wall until permanent exterior/interior repairs have been executed.

-Occupational Risk Control Services has already conducted a thorough evaluation of the proposed carpet squares and glue to be used. An approved, upgraded carpet maintenance program will be put in place with the installation of the new carpet.

-DPW, DRS, Occupational Risk Control Service, UCONN Health Center will be reviewing protocol and schedules for work after hours.

*-A meeting prior to commencement of work will be held with the 17<sup>th</sup> floor staff.*

**4. Carpet Removal Test Area-Conference Room #1707**

-Awaiting report from Occupational Risk Control Services.

**5. Carpet Cleaning**

-Funds to replace carpet on Floor 17 have been approved; therefore, carpet cleaning will not be done on in this area. The remainder of the floors will be scheduled for carpet cleaning using approved industry standard guidelines. Gil Cormier, of ORCS, will meet with the carpet cleaning team to insure adherence to these guidelines.

-Employees will be advised of the schedule through their DRS liaison.

**6. HVAC System Evaluation**

DPW has initiated actions as follows to insure optimal building ventilation:

-Ductwork cleaning on 17<sup>th</sup> floor was completed June 8, 2001

-Installation of higher efficiency villadon filters 17<sup>th</sup> floor was completed June 29<sup>th</sup>.

-Air balancing 17<sup>th</sup> floor commenced and is complete as of July 24, 2001.

-An hvac company has been contracted to inspect all supply air control boxes and execute any needed repairs. Floors 17, 16, and 6 have been completed.

Floor 14 is nearing completion, Floor 15 was started July 28, 2001. There are approximately 43-50 control boxes per floor.

-The engineering report recommended better control of static pressure. Preliminary scope and costs submitted. Funding is being requested.

**9. Open Forum with Interested Employees-August 13, 2001:**

*Thank you to all who participated.* E-mail questions were answered and questions from attending employees were then taken. Some individuals stopped by with questions after the meeting and some employees have e-mailed Donna Baisley with questions. We will respond direct to these employees and copy their agency liaison, Marge Downey of DSS and Kelli Pedevillano of DRS.

**10. National Institute for Occupational Safety and Health (NIOSH)**

NIOSH is a Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury.

- NIOSH came in July 26 and July 27 and held a kickoff meeting.
- NIOSH will evaluate and review testing, reports, correspondence and interviews. We were advised that it will be at least two months before we have any feedback.
- NIOSH indicated DPW should proceed with remedial action as it is determined necessary with the continued guidance of the professionals on the panel.
- NIOSH indicated they would probably return to the site to conduct further tests; however, that date has not been established. NIOSH discussed the use of a boroscope to view the wall cavities.
- Results forwarded to the panel will be posted for employees as the practice has been in the past.
- NIOSH was invited to attend the August 13<sup>th</sup> meeting; however, their schedule would not permit them to attend.

**11. Department of Public Health-Fact Sheet**

DPH has prepared a FACT SHEET answering frequently asked questions regarding indoor air quality and health. This will be posted on the DRS/DSS Intranet. Copies of the FACT SHEET were made available at the August 13 meeting.

**12. Repairs and Maintenance Activity at the Site**

Tunxis and/or DPW is notifying your primary agency liaison of work planned afterhours. The main DRS contact will be Kevin Forsa's office; DSS will be Marge Downcy's office.

**Distribution via e-mail to:**

P. Delahunty, M. Becerra, A. Nichols, J. Brown, W. Ponticelli, D. Imlah, -DPW  
K. Meccaricello-Tunxis, L. Cohen, M. Halle-Tunxis  
K. Pedevillano, M. Thibedeau, K. Forsa, Anne Alling, T. Lawson-DRS  
M. Downey, M. Barrett, M. Starkowski-DSS  
Dr. Storey, A. Bracker, M. Trape-UCONN Health Center  
R. Palo, M. Major-OSHA  
C. Webb, DPH, M. Fleissner, Dr.P.H., DPH  
G. Cormier-ORCS  
L. Cannon, S. Arcna-Enviromed  
C. Rao, J. Ganser, NIOSH

*Issue #10-Dated:* August 31, 2001  
Prepared by: Donna Baisley, Department of Public Works  
Facilities Management

RE: **25 Sigourney Street-Progress Report**

This is the 10<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Intranet in order to keep employees informed. Issue #11 will be published September 21, 2001. I am on vacation through September 11<sup>th</sup>. Jacquelyn Brown will be available to answer e-mails or other questions as appropriate.

**1. Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits. Tunxis continues to conduct inspections and take remedial actions to dry areas if they become wetted.

**2. Test Area 19<sup>th</sup> Floor Balcony**

This area will remain vacant and a "test area". (Room 1912)

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

A plan to correct this leakage has been reviewed and approved. DPW authorized repairs and those repairs were completed. Monitoring of this area will continue after rain to determine if further repairs will be required.

**Additional Test Areas 19<sup>th</sup> Floor-Weekend of September 7, 2001**

Several additional test areas have been identified on the 19<sup>th</sup> floor which will require the relocation of a few individuals. The areas as identified now are Room 1912-done; Room 1920 Library; Room 1927; Room 1937; Room 1939. These areas will have sheetrock removed under full containment by Haz Pros and monitored by DPW or DPW's consultant.

*We are working with DRS to relocate employees from the area. The current schedule for remediation by Haz Pros is the weekend of September 7, 2001. These areas will remain "test areas" until further notice.*

*Why are we doing 19 instead of 17? Based on feedback from the architect and SWI, who has been executing exterior interim repairs, the window details on the 17<sup>th</sup> floor are all similar. According to the architect and SWI, Floor 19 windows appear to be **inconsistent** and verification of what makes these areas different is required.*

**3. Carpet Replacement-17<sup>th</sup> Floor**

-Funds have been approved. It will take approximately eight weeks from the **date of order** to get delivery of carpet.

**4. Carpet Replacement-17<sup>th</sup> Floor (continued)**

*-As stated at the August 13, 2001 meeting, the placement of the order has been somewhat delayed. DPW is evaluating the feasibility of installing a hard surface such as vinyl tile in the high traffic core area surrounding the elevator lobby and including the elevator lobby on the 17<sup>th</sup> floor. DPW, the carpet vendor, Tunxis and Enviromed met on August 28<sup>th</sup>. Enviromed expects to have a recommendation to us regarding the high traffic core area the week of September 17<sup>th</sup>.*

***The following is a brief overview of the carpet product that has been selected for the general office areas of the 17<sup>th</sup> floor:***

*-Carpet manufacturer's have established an indoor air quality testing program to identify carpet products that are truly low-VOC emitters.*

*-The voluntary testing program applies to both carpet and adhesives.*

*-Products that earn the CRI "green label" have been tested by an independent laboratory and meet the criteria for very low emissions. Testing methodology was developed with the EPA and has been adopted by the American Society for Testing and Materials (ASTM) as D5116.*

*-Products are retested quarterly to monitor continued compliance.*

*The product we have selected meets the "green label" and was reviewed with Occupational Risk Control Services to insure our selection was appropriate.*

*-The new carpet is treated with exclusive soil and stain protection.*

*-It features PVC-free backing.*

*-Products are treated with a antimicrobial treatment.*

*-Carpet construction acts as a nearly impenetrable moisture barrier.*

*-Carpet selected is a "continuous filament fibre" which means minimal carpet fibres in the air. (cut piles emit more fibres)*

*-As stated in earlier issues, carpet squares will NOT be installed up to the perimeter wall. The equivalent of one square of bare floor will be left between the carpet and perimeter wall until permanent exterior/interior repairs have been executed.*

*-Carpet removal protocol including monitoring will be reviewed with the team prior to the commencement of work. Schedule yet to be determined.*

***-A meeting prior to commencement of work will be held with the 17<sup>th</sup> floor staff.***

**5. Carpet Removal Test Area-Conference Room #1707**

-Awaiting report from Occupational Risk Control Services.

**6. Carpet Cleaning**

-Funds to replace carpet on Floor 17 have been approved; therefore, carpet cleaning will not be done on in this area.

-The remainder of the floors will be scheduled for carpet cleaning using approved industry standard guidelines. DPW and/or our consultant will meet with the carpet cleaning team to insure adherence to these guidelines.

-DPW has asked our consultant to evaluate the pros and cons of wet cleaning versus dry "Capture" method. That is the reason for delay in carpet cleaning for floors other than 17.

-Employees will be advised of the cleaning schedule and method through their liaisons.

**7. HVAC System Evaluation**

DPW has initiated actions as follows to insure optimal building ventilation:

-Ductwork cleaning on 17<sup>th</sup> floor was completed June 8, 2001

-Installation of higher efficiency villadon filters 17<sup>th</sup> floor was completed June 29<sup>th</sup>.

-Air balancing 17<sup>th</sup> floor commenced and is complete as of July 24, 2001.

-An hvac company has been contracted to inspect all supply air control boxes and execute any needed repairs. Floors 17, 16, and 6 have been completed.

Floor 14 is nearing completion, floor 15 was started July 28, 2001. There are approximately 43-50 control boxes per floor.

-The engineering report recommended better control of static pressure. Preliminary scope and costs submitted. Funding is being requested.

**8. National Institute for Occupational Safety and Health (NIOSH)**

NIOSH is a Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury.

*DRS, DSS and DPW were notified on August 28, 2001 that NIOSH will be conducting a voluntary health screening questionnaire of all employees at the building September 11-14. Participation is voluntary, but the responses of every employee are vital to understanding possible building related health problems. NIOSH has indicated the completed questionnaires will be confidential and will be seen only by NIOSH staff. Supplemental information will be issued to employees by their respective agencies as to how surveys are to be distributed, returned, etc.*

**9. Department of Public Health-Fact Sheet**

DPH has prepared a FACT SHEET answering frequently asked questions regarding indoor air quality and health. This has been posted on the DRS/DSS Intranet.

**10. Repairs and Maintenance Activity at the Site**

Tunxis and/or DPW is notifying your primary agency liaison of work planned afterhours. The main DRS contact will be Kevin Forsa's office; DSS will be Marge Downey's office. As feasible, advance notice of work in ceilings during the day will be given to liaisons.

**11. Specific to DSS**

As stated by Michelle Major, of OSHA, she conducted an inspection of Floors 7 and 10 and took air samples. The written report will not be in for another three weeks.

NIOSH has requested that DSS employees participate in their questionnaire. Further info as it becomes available will be distributed through DSS management to employees.

Various plumbing repairs have been in progress along with hvac inspections and repairs.

**Distribution via e-mail to:**

P. Delahunty, M. Baccerra, A. Nichols, J. Brown, W. Ponticelli, D. Imlah, -DPW  
K. Meccariello-Tunxis, L. Cohen, M. Halle-Tunxis  
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M. Downey, M. Barrett, M. Starkowski-DSS  
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G. Cormier-ORCS  
L. Cannon, S. Arena-Enviromed  
C. Rao, J. Ganser, NIOSH

*Added: Kch3@cdc.gov*

**Issue #11-Dated:** *September 21, 2001*  
**Prepared by:** Donna Baisley, Department of Public Works  
Facilities Management

**RE: 25 Sigourney Street-Progress Report**

This is the 11<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Intranet in order to keep employees informed. Issue #12 will be published Friday, October 5, 2001.

**1. Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits. Tunxis continues to conduct inspections and take remedial actions to dry areas if they become wetted.

Preliminary plans for the exterior remediation have been submitted and were reviewed with agency representatives Friday, September 21, 2001. The schedule is on target for specifications and bidding.

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

A plan to correct this leakage has been reviewed and approved. DPW authorized repairs and those repairs were completed. Monitoring of this area will continue after rain to determine if further repairs will be required.

In addition to these interim repairs, DPW has initiated a condition assessment of the roof membrane to determine if and when it should be replaced.

**Additional Test Areas 19<sup>th</sup> Floor-Weekend of September 7, 2001**

Three additional test areas were completed the weekend of September 7<sup>th</sup>. One was an open work station area so a temporary sheetrock wall with door was installed to act as a barrier.

**2. Carpet Replacement-17<sup>th</sup> Floor**

-Funds have been approved. It will take approximately eight weeks from the date of order to get delivery of carpet.

3. **Carpet Replacement-17<sup>th</sup> Floor (continued)**

*-It has been determined that vinyl tile will be installed in the "core area" which is the high traffic areas which are the elevator lobby, the walk areas on either side of the elevator lobby to the stairwell and to the area in front of restrooms.*

***The following is a brief overview of the carpet product that has been selected for the general office areas of the 17<sup>th</sup> floor:***

*-Carpet manufacturer's have established an indoor air quality testing program to identify carpet products that are truly low-VOC emitters.*

*-The voluntary testing program applies to both carpet and adhesives.*

*-Products that earn the CRI "green label" have been tested by an independent laboratory and meet the criteria for very low emissions. Testing methodology was developed with the EPA and has been adopted by the American Society for Testing and Materials (ASTM) as D5116.*

*-Products are retested quarterly to monitor continued compliance.*

*The product we have selected meets the "green label" and was reviewed with Occupational Risk Control Services to insure our selection was appropriate.*

*-The new carpet is treated with exclusive soil and stain protection.*

*-It features PVC-free backing.*

*-Products are treated with a antimicrobial treatment.*

*-Carpet construction acts as a nearly impenetrable moisture barrier.*

*-Carpet selected is a "continuous filament fibre" which means minimal carpet fibres in the air. (cut piles emit more fibres)*

*-As stated in earlier issues, carpet squares will NOT be installed up to the perimeter wall. The equivalent of one square of bare floor will be left between the carpet and perimeter wall until permanent exterior/interior repairs have been executed. Each carpet square is 36" x 36".*

**4. Carpet Removal Protocol**

A protocol for removal of carpeting on the 17<sup>th</sup> floor has not yet been completed. The initial test area selected for the development of a protocol was small and in an enclosed area and, therefore, may not adequately represent conditions for larger, more open areas.

DPW has therefore selected a new test area (Zone 2) which will be used to develop the protocol for both removal and installation of new carpet. Procedures will be reviewed with UCONN Health prior implementation. We will meet with 17<sup>th</sup> floor employees prior to the start of work.

**5. Carpet Cleaning**

-Funds to replace carpet on Floor 17 and 5 have been approved; therefore, carpet cleaning will NOT be done on those floors.

-Carpet cleaning method will be the industry cleaning standard of 140 degrees at the nozzle.

-An approved cleaning and sanitizing agent will be used. This agent was used in last year's annual cleaning.

-MSDS sheets will be available upon request.

-DPW and Tunxis will conduct periodic spot checks to insure the cleaning crew is adhering to standards.

-Cleaning is expected to commence on October 5<sup>th</sup>. The *tentative* afterhours schedule is as follows:

	<u>DRS</u>	<u>DSS</u>
Friday, October 5	20	
Saturday, October 6		12
Friday, October 12	19	
Saturday, October 13		11
Friday, October 19	18	
Saturday, October 20		10
Friday, October 26		9
Saturday, October 27	16	
Friday, November 2		8
Saturday, November 3	15	
Friday, November 9		7
Saturday, November 10	14	
Friday, November 16	6 & Café	

**6. HVAC System Evaluation**

DPW continues to initiate actions to insure optimal building ventilation. Funds have been allocated for engineering design and estimated costs for improvements to better control static pressure within the building.

**7. National Institute for Occupational Safety and Health (NIOSH)**

NIOSH is a Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury.

*NIOSH conducted a voluntary health screening questionnaire of all employees at the building September 11-14. Participation was voluntary, but the responses of every employee is vital to understanding possible building related health problems. NIOSH has indicated the completed questionnaires will be confidential and will be seen only by NIOSH staff. Supplemental information will be issued to employees through their respective agencies.*

**8. Repairs and Maintenance Activity at the Site**

Tunxis and/or DPW is notifying your primary agency liaison of work planned afterhours. The main DRS contact will be Kevin Forsa's office; DSS will be Marge Downey's office. As feasible, advance notice of work in ceilings during the day will be given to liaisons.

**Distribution via e-mail to:**

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- L. Cannon, S. Arcna-Enviromed
- C. Rao, J. Ganser, NIOSH

*Handwritten notes on the left side of the page, including a large 'X' and some illegible text.*

*Handwritten notes at the bottom center: "done project", "distribution", "Marge Downey".*

*Handwritten notes on the right side: "2/29/01", "7:45 AM", "done 9".*

**Issue #12-Dated: October 9, 2001**  
Prepared by: Donna Baisley, Department of Public Works  
Facilities Management

RE: **25 Sigourney Street-Progress Report**

This is the 12<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Intranet in order to keep employees informed. Issue #13 will be published Friday, October 26, 2001. Changes are bolded.

1. **Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits. Tunxis continues to conduct inspections and take remedial actions to dry areas if they become wetted.

Preliminary plans for the exterior remediation have been submitted and were reviewed with agency representatives Friday, September 21, 2001. The schedule is on target for specifications and bidding.

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

In addition to interim repairs, DPW has initiated a condition assessment of the roof membrane to determine if and when it should be replaced. *This study is underway.*

2. **Carpet Replacement-17<sup>th</sup> Floor**

-Funds have been approved. It will take approximately eight weeks from the date of order to get delivery of carpet.

**2. Carpet Replacement-17<sup>th</sup> Floor (continued)**

*-It has been determined that vinyl tile will be installed in the "core area". These are the elevator lobby, the walk areas on either side of the elevator lobby to the stairwell and to the area in front of restrooms.*

*The following is a brief overview of the carpet product that has been selected for the general office areas of the 17<sup>th</sup> floor:*

*-Carpet manufacturer's have established an indoor air quality testing program to identify carpet products that are truly low-VOC emitters.*

*-The voluntary testing program applies to both carpet and adhesives.*

*-Products that earn the CR1 "green label" have been tested by an independent laboratory and meet the criteria for very low emissions. Testing methodology was developed with the EPA and has been adopted by the American Society for Testing and Materials (ASTM) as D5116.*

*-Products are retested quarterly to monitor continued compliance.*

*The product we have selected meets the "green label" and was reviewed with Occupational Risk Control Services to insure our selection was appropriate.*

*-The new carpet is treated with exclusive soil and stain protection.*

*-It features PVC-free backing.*

*-Products are treated with a antimicrobial treatment.*

*-Carpet construction acts as a nearly impenetrable moisture barrier.*

*-Carpet selected is a "continuous filament fibre" which means minimal carpet fibres in the air. (cut piles emit more fibres)*

*-As stated in earlier issues, carpet squares will NOT be installed up to the perimeter wall. The equivalent of one square of bare floor will be left between the carpet and perimeter wall until permanent exterior/interior repairs have been executed. Each carpet square is 36" x 36".*

**4. Carpet Removal Protocol**

A protocol for removal and installation of carpeting on the 17<sup>th</sup> floor has been drafted with input from UCONN Health Center. This protocol will be finalized for use prior to work commencing in Zone 2-17<sup>th</sup> floor.

**5. Carpet Cleaning**

The carpet cleaning schedule is being delayed for approximately three weeks due to an unforeseen difficulty in procuring the proper equipment for the job. Your agency liaison will be informed of the revised schedule.

**6. HVAC System Evaluation**

DPW continues to initiate actions to insure optimal building ventilation. Funds have been allocated for engineering design and estimated costs for improvements to better control static pressure within the building.

**7. National Institute for Occupational Safety and Health (NIOSH)**

NIOSH is a Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury.

*NIOSH conducted a voluntary health screening questionnaire of all employees at the building September 11-14. Participation was voluntary, but the responses of every employee is vital to understanding possible building related health problems. NIOSH has indicated the completed questionnaires will be confidential and will be seen only by NIOSH staff. Supplemental information will be issued to employees through their respective agencies.*

**8. Repairs and Maintenance Activity at the Site**

Tunxis and/or DPW is notifying your primary agency liaison of work planned afterhours. The main DRS contact will be Kevin Forsa's office; DSS will be Marge Downey's office. As feasible, advance notice of work in ceilings during the day will be given to liaisons.

**9. Discontinuance of Occupant Diaries**

**Occupants should discontinue submittal of occupant diaries.**

The diaries were started last year with DRS and recently with DSS in order to discern possible building related causes for employee complaints or symptoms. DPW now has a plan and schedule for corrective action for the interior and exterior of the building. Thank you to those who forwarded information that was helpful in the investigation.

**You should continue to work through your agency liaisons to report temperature, stuffiness, odor or other comfort related complaints. Your Liaison will call the Tunxis HELP desk and action taken by Tunxis will**

**be reported to your liaison.**

**Page 4 of 5**

**Issue 12**

- 10. DSS: OSHA Visit July, 2001**  
**OSHA has completed the report and it is being forwarded to management.**  
**All monitoring results were within current guidelines and standards.**

**Distribution via e-mail to:**

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G. Cormier-ORCS  
L. Cannon, S. Arena-Enviromed  
C. Rao, J. Ganser, NIOSH

**Issue #13-Dated:** **October 29, 2001**  
**Prepared by:** Donna Baisley, Department of Public Works  
Facilities Management

**RE: 25 Sigourney Street-Progress Report**

This is the 13<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Intranet in order to keep employees informed. Issue #14 will be published *Friday, November 30, 2001*. Changes are bolded.

**1. Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits. Tunxis continues to conduct inspections and take remedial actions to dry areas if they become wetted.

Preliminary plans for the exterior remediation have been submitted and were reviewed with agency representatives Friday, September 21, 2001. The schedule is on target for specifications and bidding.

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

In addition to interim repairs, DPW has initiated a condition assessment of the roof membrane to determine if and when it should be replaced. This study is underway.

**2. Carpet Replacement-17<sup>th</sup> Floor**

-Funds have been approved. It will take approximately eight weeks from the date of order to get delivery of carpet.  
*-The order will be placed the week of November 5<sup>th</sup> for remainder of 17<sup>th</sup> floor.*  
*-The order for the test area, Zone 2-17<sup>th</sup> floor was placed and arrived 10/30.*  
*As soon as we have consensus on the protocol discussed in #3, we will meet with DRS staff and schedule.*

**4. Carpet Removal Protocol**

A protocol for removal and installation of carpeting on the 17<sup>th</sup> floor has been drafted with input from UCONN Health Center. *This protocol will be finalized prior to work commencing in Zone 2-17<sup>th</sup> floor.*

**5. Carpet Cleaning**

*The carpet cleaning schedule is back on track and will commence after hours, Friday, November 2, 2001, Floor 12-DSS, Floor 20 DRS. Tunxis and DPW will be conducting random checks of the cleaning crew and equipment to insure established guidelines are being adhered to. The schedule will be issued by your agency liaison and is subject to change. Your cooperation will be required as employees will need to move boxes/personal items, etc. off the floor.*

**6. HVAC System Evaluation**

DPW continues to initiate actions to insure optimal building ventilation. Funds have been allocated for engineering design and estimated costs for improvements to better control static pressure within the building.

**7. National Institute for Occupational Safety and Health (NIOSH)**

NIOSH is a Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury. *Supplemental information will be issued to employees through their respective agencies.*

**8. Repairs and Maintenance Activity at the Site**

Tunxis and/or DPW is notifying your primary agency liaison of work planned afterhours. The main DRS contact will be Kevin Forsa's office; DSS will be Marge Downey's office. As feasible, advance notice of work in ceilings during the day will be given to liaisons.

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L. Cannon, S. Arena-Enviromed  
C. Rao, J. Ganser, NIOSH

**CARPET CLEANING SCHEDULE**  
**25 Sigourney Street**  
**Revised Start Date November 2, 2001**

DATE	FLOOR	COMMENTS
11-2	12	
11-3	20	
11-9	19	
11-10	11	
11-16	18	
11-17	10	
11-23	16	
11-24	9	
11-30	15	
12-1	8	
12-7	14	
12-8	7	
12-14	6	
12-15	Mezz./cafè	

**Each agency is responsible for notifying their employees to move boxes/personal items, etc. in their office/cubicle/area. If items are not moved, that particular area will not be cleaned and will not be rescheduled.**

**No furniture/file cabinets will be moved.**



**2. Carpet Replacement-17<sup>th</sup> Floor (continued)**

*-It has been determined that vinyl tile will be installed in the "core area".  
These are the elevator lobby, the walk areas on either side of the elevator lobby to the stairwell and to the area in front of restrooms.*

*The following is a brief overview of the carpet product that has been selected for the general office areas of the 17<sup>th</sup> floor:*

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*-Products are retested quarterly to monitor continued compliance.*

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A protocol for removal and installation of carpeting on the 17<sup>th</sup> floor has been drafted with input from UCONN Health Center. This protocol will be finalized for use prior to work commencing in Zone 2-17<sup>th</sup> floor.

**5. Carpet Cleaning**

The carpet cleaning schedule is being delayed for approximately three weeks due to an unforeseen difficulty in procuring the proper equipment for the job. Your agency liaison will be informed of the revised schedule.

**6. HVAC System Evaluation**

DPW continues to initiate actions to insure optimal building ventilation. Funds have been allocated for engineering design and estimated costs for improvements to better control static pressure within the building.

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**8. Repairs and Maintenance Activity at the Site**

Tunxis and/or DPW is notifying your primary agency liaison of work planned afterhours. The main DRS contact will be Kevin Forsa's office; DSS will be Marge Downey's office. As feasible, advance notice of work in ceilings during the day will be given to liaisons.

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**Occupants should discontinue submittal of occupant diaries.**  
The diaries were started last year with DRS and recently with DSS in order to discern possible building related causes for employee complaints or symptoms. DPW now has a plan and schedule for corrective action for the interior and exterior of the building. Thank you to those who forwarded information that was helpful in the investigation.

**You should continue to work through your agency liaisons to report temperature, stuffiness, odor or other comfort related complaints. Your Liaison will call the Tunxis HELP desk and action taken by Tunxis will**

**be reported to your liaison.**

**Page 4 of 5**

**Issue 12**

**10. DSS: OSHA Visit July, 2001**

**OSHA has completed the report and it is being forwarded to management.  
All monitoring results were within current guidelines and standards.**

**Distribution via e-mail to:**

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G. Cormier-ORCS  
L. Cannon, S. Arena-Enviromed  
C. Rao, J. Ganser, NIOSH

**Issue #14-Dated:** November 30, 2001  
**Prepared by:** Donna Baisley, Department of Public Works  
Facilities Management

**RE: 25 Sigourney Street-Progress Report**

This is the 14<sup>th</sup> issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Intranet in order to keep employees informed. Issue #15 will be published Friday, December 21, 2001. Changes are bolded.

**1. Water Infiltration Perimeter-Interim Remedial Actions**

DPW's vendor continues to implement interim repairs as weather permits. Tunxis continues to conduct inspections and take remedial actions to dry areas if they become wetted.

**19<sup>th</sup> Floor-Interior Water Leakage from Penthouse**

In addition to interim repairs, DPW has initiated a condition assessment of the roof membrane to determine if and when it should be replaced.

*The draft roofing report was submitted for project manager review 11/23/01.*

**Permanent Exterior Remedial Action Schedule**

*The project is on schedule. Critical path dates are as follows:*

<i>12/17/01</i>	<i>Architect submits construction documents.</i>
<i>2/13/02</i>	<i>Open bids.</i>
<i>3/27/02</i>	<i>Award contract to contractor contingent on bond fund approval.</i>
<i>11/15/02</i>	<i>Construction completed</i>

**2. Carpet Replacement-17<sup>th</sup> Floor**

*Zone 2, 17<sup>th</sup> floor carpet replacement was successfully executed using approved protocol Friday, November 16, 2001.*

*Delivery date and schedules for the remainder of 17<sup>th</sup> floor should be available next issue, 12/21/01.*

**3. Carpet Cleaning**

*Carpet cleaning for DRS/DSS floors has been underway weekends with Tunxis and DPW conducting random checks of the cleaning crew and equipment to insure established guidelines are being adhered to. The schedule has been issued by your agency liaison and is subject to change. Carpet cleaning will be complete by the end of December.*

**4. HVAC System Evaluation**

*Design documents have been submitted to the project manager for review. The recommended improvements will provide better control of the heating and ventilation system and the static pressure for the building. The anticipated schedule is to complete construction documents by the end of March, bid in April, and submit bond fund request in May, 2002. Construction would be contingent on approval of bond funds.*

**5. National Institute for Occupational Safety and Health (NIOSH)**

NIOSH is a Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury. *Information from NIOSH will be issued to employees through their respective Agencies.*

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C. Rao, J. Ganser, NIOSH

TO: Distribution to DRS & DSS Employees

FROM: Donna Baisley, DPW-Facilities Management

DATE: December 17, 2001

RE: ***DRS/DSS Intranet Issue #15 - Special Edition  
Published December 17, 2001***

This issue will take the place of the Issue 15 which was originally scheduled to be published on Friday, December 21. The following activities are underway:

*NIOSH Visit:*

1. DPW received clarification regarding the NIOSH visit to 25 Sigourney Street as follows:
  - Niosh arrives to setup equipment: Sunday evening, December 16, 2001 and conduct carpet and air borne tests Monday, December 17 through Wednesday, December 19, 2001.
  - Vacuum samples of carpet on the 17<sup>th</sup> floor will be taken afterhours each evening.
  - Airborne sampling will be conducted during the day.DPW, Tunxis and Enviromed will assist as requested.
  - NIOSH has indicated that the results of the employee survey will NOT be available at this time; however, the survey is in the review process.

*Carpet Replacement 17<sup>th</sup> Floor*

2. The order for replacement carpet on the 17<sup>th</sup> floor has been placed. The schedule shown below is contingent on delivery and may be subject to change. DPW will notify Kevin Forsa's office of any changes. Jackie Brown and Donna Baisley will meet with the 17<sup>th</sup> floor staff on December 20<sup>th</sup> at 9:30 am. Procedures developed with input from the UCONN Health Center will be followed: DPW will be on-site to oversee all work along with Tunxis Management.

***Commencing afterhours Friday-December 28, Saturday-December 29, Sunday-December 30<sup>th</sup>: Zone 3, 4.***

***The next weekend will be January 18, 19, 20 (Holiday-Monday). Zones and further weekend schedules for the 17<sup>th</sup> floor will be announced after the new year.***

Distribution List:

P. Delahunty, M. Becerra, A. Nichols, J. Brown, G. Faraci, W. Ponticelli, D. Imlah-DPW  
K. Meccariello, K. Tietjen, L. Cohen, M. Halle-Tunxis  
K. Pedevillano, M. Thibodeau, K. Forsa, A. Alling, T. Lawson-DRS  
M. Downey, A. Hardy, M. Barrett, M. Starkowski-DSS  
Dr. Storey, A. Bracker, M. Trape, L. Benaise-UCONN Health Center  
R. Palo, J. Pierce-OSHA  
C. Webb, M. Fleissner, J. Estrada-DPH  
C. Rao, J. Ganser, NIOSH  
L. Cannon, S. Arena-Enviromed