

DRS/DSS INTRANET LETTERS

FOR

**25 SIGOURNEY STREET
HARTFORD, CT**

2002 NEWSLETTERS

(ISSUES #16 THRU #31)

TO: Distribution to DRS & DSS Employees

FROM: Donna Baisley, DPW-Facilities Management

DATE: January 18, 2002

RE: ***25 Sigourney Street-Progress Report
DRS/DSS Intranet Issue #16***

This is the 16th 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 17 will be published Monday, February 25, 2002.

NIOSH Visit:

1. NIOSH visited the site from December 16 through December 19 to conduct further testing on the 17th floor as part of their survey. NIOSH will forward results and their review when available; however, no date has been established.
2. As stated in Special Edition #15, NIOSH is in the process of reviewing the employee survey; however, no date has been established for completion.
3. NIOSH, as part their research study, has contracted an environmental company to assist them in the next phase of work. NIOSH has told us that it is common to contract out some phases of their research studies. NIOSH, consultant representatives and Eileen Storey, of UCONN Health Center, will be visiting on Tuesday, January 22, 2002 to allow the consultant an opportunity to see the facility. The tour will assist the consultant in developing a scope for their future involvement with the study.

Carpet Replacement 17th Floor

4. Carpet replacement has been progressing in phases and on weekends using procedures developed with input from the UCONN Health Center. DPW and Tunxis Management have been and will be on site to oversee the carpet vendor and cleaning vendor.

The next weekend will be January 18, 19, 20 (Holiday-Monday). Zones and further weekend schedules for the 17th floor will be announced. We will continue to meet with employees in areas of each phase.

Carpet Cleaning Entire Building

5. Carpet Cleaning has been completed.

Permanent Exterior Repairs-Building Envelope

6. The project critical path dates are on schedule. A pre-bid conference is being conducted on January 24, 2002. Bid opening is presently scheduled for February 13, 2002.

Roof Replacement

7. The roof has been tested and inspected by an architect who has determined that given the age and condition, the most practical and cost effective plan is to replace it. DPW is in agreement with their assessment and will begin the process of design, specifications and funding. Replacement is not expected to begin until late 2002 or spring 2003. Repairs and maintenance will continue until replacement can be accomplished. A better timeline will be available in March.

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L. Cannon, S. Arena-Enviromed

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: February 25, 2002
RE: ***25 Sigourney Street-Progress Report***
DRS/DSS Intranet Issue #17

This is the 17th 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 18 will be published Monday, 25, 2002.

1. NIOSH

NIOSH has distributed their first "Interim Letter I" to Mike Winkler, of the A&R Union. The "interim letter is the beginning of a series of communications regarding our (NIOSH) assessment of your (25 Sigourney Street) workplace."

We have been informed that Dr. Carol Rao, Dr. Ju-Ilyeong Park, and Dr. Jean Cox-Ganser will be visiting 25 Sigourney on Saturday, March 2nd, and Sunday, March 3rd, for a preliminary walkthrough in order to prepare for an environmental site visit tentatively scheduled in April, 2002.

2. Carpet Replacement 17th Floor

Carpet replacement on the 17th floor has been completed.

3. Scheduled Filter Change & Upgrade to Viladon Filters

As discussed in previous Intranet Issues, DPW investigated various higher quality filters and did an initial installation on the 17th floor. These higher quality filters have now been installed on all DRS and DSS floors.

4. Permanent Exterior Repairs-Building Envelope.

The critical path dates are on schedule and bond funds for the project were approved *Friday, February 22, 2002*. The next critical path date is 3/27/02-award contract to contractor. A job kick-off meeting will be held with the project manager, contractor and designated representatives of DRS and DSS, Tunxis and DPW. NIOSH has been invited to attend when the date is established.

5. Roof Replacement

As stated in Issue #16, given the age and condition of the roof, the architect has recommended replacement and DPW has initiated the design process. Replacement is not expected to begin until late 2002 or Spring 2003. Repairs and maintenance will continue until replacement can be accomplished.

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L. Cannon, S. Arena-EnviroMed
M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: March 20, 2002
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet Issue #18

This is the 18th 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 19 will be published Monday, April 29, 2002.

1. NIOSH

NIOSH will complete airborne endotoxin and carpet sampling for the remainder of the building beginning April 2, 2002 through April 10, 2002. This is the same sampling they performed on the 17th floor in December. Further information may be distributed through your agency.

2. Permanent Exterior Repairs-Building Envelope.

The contract for exterior/interior repairs and remediation has been awarded. A pre-construction meeting with the vendor will be held March 28, 2002 to review a draft schedule for the project.

3. Roof Replacement

As stated in Issue #16, given the age and condition of the roof, the architect has recommended replacement and DPW has initiated the design process. Replacement is not expected to begin until late 2002 or Spring 2003. Repairs and maintenance will continue until replacement can be accomplished.

4. HVAC Evaluation

The design is complete for HVAC improvements that will provide greater control of building air pressure and more flexible control of outside air volumes. Construction documents are complete and work will be bid in April. Improvements will commence with the approval of bond funds.

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L. Cannon, S. Arcna-Enviromed
M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: April 18, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #19

This is the 19th issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. Issue 20 will be published Monday, May 6, 2002.

1. NIOSH

NIOSH completed their sampling. NIOSH has advised the next phase of the investigation will be respiratory and allergy testing of workers at the Sigourney Street facility. NIOSH will offer a subset of employees the medical tests and questionnaire to better define the kinds of symptoms and conditions experienced by the building occupants, and to ask about personal factors that have the potential to contribute to respiratory conditions. Participation in this study is voluntary and all participants will undergo an informed consent process.

The recruitment will occur in May. The medical testing will occur in June.

2. Permanent Exterior Repairs-Building Envelope.

The contract for exterior/interior repairs and remediation has been awarded and work has commenced on the retaining wall located to the right on the main entrance to the building. It has been confirmed that exterior work will be completed first and then the vendor will move to the interior to do any necessary remediation afterhours using established guidelines. If the exterior work proceeds as planned, the interior work would commence in September, 2002. Critical target dates will be published in the next issue.

3. Roof Replacement

As stated in Issue #16, given the age and condition of the roof, the architect has recommended replacement and DPW has initiated the design process. Replacement is not expected to begin until late 2002 or Spring 2003. Repairs and maintenance will continue until replacement can be accomplished.

4. HVAC Evaluation

The design is complete for HVAC improvements that will provide greater control of building air pressure and more flexible control of outside air volumes. Construction documents are complete and work will be bid in April. Improvements will commence with the approval of bond funds.

5. Restrooms

A routine inspection of restrooms and repair of loose wallpaper by second shift staff resulted in the discovery of visible mold underneath vinyl wallpaper in the mens/ladies room on floors 14, 15. The walls between the men's and ladies room on both of these floors were removed under full containment with negative air machines by an abatement contractor over the weekend of April 13, 2002.

NIOSH has indicated their environmental consultant will assist in a further investigation of restroom walls including wall cavities in early May. DPW welcomes this assistance and will expedite any necessary repairs based on the environmental consultant results.

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M. Winkler, A&R Employees Union

TO: DRS/DSS
FROM: Donna Baisley, DPW-FM
DATE: April 23, 2002

RE: NIOSH Consultant Preliminary Visit
Wednesday, April 24th
Visual Inspection of Restrooms

We spoke to NIOSH and their consultant, Environmental Health & Engineering, today.

EH&E will be visiting 25 Sigourney Street tomorrow, Wednesday, April 24, 2002, to conduct a preliminary visual inspection of the restroom walls commencing sometime after 10:00 a.m.

Restrooms may be closed for a brief period of ten minutes as they conduct the inspection. They will be accompanied by a representative of Tunxis and DPW.

Based on the preliminary results of the visual inspection, EH&E will schedule another visit on a Saturday to inspect the cavity between the walls with a boroscope. As soon as we have that date, the agencies will be notified.

Please distribute this information as appropriate. Thank you for your cooperation.

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M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: May 6, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #20

This is the 20th issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. Issue 21 will be published Monday, June 3, 2002.

1. NIOSH

The next phase of the NIOSH investigation will be respiratory and allergy testing of workers at the Sigourney Street facility. NIOSH will offer a subset of employees the medical tests and questionnaire to better define the kinds of symptoms and conditions experienced by the building occupants, and to ask about personal factors that have the potential to contribute to respiratory conditions. *Participation in this study is voluntary and all participants will undergo an informed consent process.*

The recruitment by NIOSH will occur May 14 and 15. The medical testing will occur in the first two weeks of June. Further information will be distributed by your agencies.

2. Permanent Exterior Repairs-Building Envelope.

The contract for exterior/interior repairs and remediation has been awarded and work has commenced on the retaining wall located to the right on the main entrance to the building. It has been confirmed that exterior work will be completed first and then the vendor will move to the interior to do any necessary remediation afterhours using established guidelines. If the exterior work proceeds as planned, the interior work would commence in September, 2002.

3. Roof Replacement

As stated in Issue #16, given the age and condition of the roof, the architect has recommended replacement and DPW has initiated the design process. Replacement is not expected to begin until late 2002 or Spring 2003. Repairs and maintenance will continue until replacement can be accomplished.

4. HVAC Evaluation

The design is complete for HVAC improvements that will provide greater control of building air pressure and more flexible control of outside air volumes. Construction documents are complete and work will be bid in June. Improvements will commence with the approval of bond funds.

5. Restrooms

A routine inspection of restrooms and repair of loose wallpaper by second shift staff resulted in the discovery of visible mold underneath vinyl wallpaper in the mens/ladies room on floors 14, 15. The walls between the men's and ladies room on both of these floors were removed under full containment with negative air machines by an abatement contractor over the weekend of April 13, 2002.

NIOSH's environmental consultant conducted a preliminary investigation of the restrooms on the 14th, 15th and 16th floors and will be returning the week of May 13th. In preparation for their investigation an additional access panel will be installed in the restrooms. On the day of the investigation, each bathroom will be closed for a short time as they proceed through the floors. DPW welcomes this assistance and will expedite any necessary repairs based on the environmental consultant results.

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M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: May 9, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #20-Supplement

This is a *Supplement to Issue 20 of "25 Sigourney Street-Progress Report"*. It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. Issue 21 will be published Monday, June 3, 2002.

5. Restrooms-Change in Location for Access Panel

Upon further discussions with the NIOSH consultant, the access panels will be cut in on the exterior sheetrock common area wall to the ladies/mens rooms on each floor rather than the interior wall of the restroom. Tunxis met with DRS and DSS representatives today to identify any equipment that may have to be moved in preparation for the work on Saturday, May 10, 2002. As instructed a plastic barrier will be used.

The consultants are expected to be at the site sometime during the week of May 13, 2002. On the day of the investigation, each bathroom will be closed for a short time as the consultant proceeds through the floors. DPW welcomes this assistance and will expedite any necessary repairs that may be recommended by the environmental consultant.

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M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: June 24, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #21

This is the 21st issue of "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. Issue 22 will be published the end of July.

1. NIOSH

NIOSH completed their on site medical testing of approximately 350 employees.

As part of the next phase of the NIOSH investigation, the NIOSH environmental consultant will be working on the 19th floor on June 27th in order to test air within perimeter wall cavities before construction activities begin. This work will take place during the day on the 27th and involves making tiny penetrations into the wall to obtain samples.

After normal working hours that same day, they will perform some investigative work behind the perimeter wall board using a boroscope. This investigative work is to better define the limits of water damaged wallboard.

2. Permanent Exterior Repairs-Building Envelope.

Exterior envelope and interior repairs will commence on Floor 19 the first week of July. All interior wallboard removal will be done after hours in containment under Negative air with HEPA filtration. An environmental consultant will oversee the Work. DRS is working with the contractor to arrange and schedule temporary re-Location of people and furniture in order to accomplish this work. Exterior and Interior work on floors 18 and 17 is tentatively scheduled to begin in August.

Employees will be advised of any changes to the remediation work schedule by their DRS liaison or through a supplemental edition of the "Progress Report".

3. Roof Replacement

As stated in Issue #16, given the age and condition of the roof, the architect recommended replacement and DPW has initiated the design process. Replacement is not expected to begin until late 2002 or Spring 2003. Repairs and maintenance will continue until replacement can be accomplished.

4. HVAC Evaluation

The design is complete for HVAC improvements that will provide greater control of building air pressure and more flexible control of outside air volumes. Construction documents are complete and a pre-bid conference was held June 12, 2002. Bids are due June 25, 2002. Improvements will commence with the approval of bond funds.

5. Restrooms

NIOSH's environmental consultant conducted an investigation of the restrooms on the 14th, 15th and 16th floors in May. We are awaiting the results.

Distribution List:

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C. Rao, J. Ganser, M. Johnson-NIOSH

L. Cannon, S. Arena-Enviromed

M. Winkler, A&R Employccs Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: July 9, 2002
RE: ***25 Sigourney Street-Progress Report***
DRS/DSS Intranet Issue #22

This is the 22nd issue of the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue will be published prior to July 22, 2002.

Interior Wallboard Removal to Commence on the 19th Floor

The 19th floor perimeter area wallboard removal is scheduled to begin July 11th after 5:00 pm and should be completed by July 17, 2002. All work will be done in containment under negative pressure with HEPA filtration after normal working hours. A professional abatement contractor is performing the work with oversight by an environmental and safety consultant.

Furniture will be moved away from the areas of work during the day *beginning Thursday, July 11, 2002*. Affected employees will be notified by DRS Facilities. Separate containment structures will be built around areas requiring wallboard removal. Once wallboard removal begins within a containment structure, wallboard removal will be completed the same night and the containment will be removed before the next morning. In some instances containment will be built the night before removal begins so you may see some containment structures in place for a day or two.

Reinstallation of new wallboard will not necessarily coincide with removal so exterior concrete and studs may be visible in some areas for approximately thirty (30) days.

If you have any questions, please contact Mark Thibedeau, of DRS, or Jackie Brown-DPW at 713-5678. The next floor scheduled for wallboard removal is Floor 17 on the evening of July 22, 2002.

NIOSH Consultant - Week of July 15, 2002

NIOSH's consultant will be returning the week of July 15th to continue their floor by floor perimeter wall cavity sampling.

Distribution List:

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R. Pato, J. Piette-OSHA

Handwritten signatures
C. Webb, M. Fleissner, J. Estrada-DPH
C. Rao, J. Ganser, M. Johnson-NIOSH
L. Canton, S. Arena-Enviromed
M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: July 25, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #23

This is the 23rd issue of the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue will be published on or about August 23, 2002.

Interior Wallboard Removal to Commence on the 19th Floor

The 19th floor perimeter area wallboard removal was completed. The vendor has now moved down to the 17th floor and is working closely with Tunxis and DRS to schedule moves as required. A DPW representative and/or a contracted environmental vendor are monitoring the after hours work.

Reinstallation of new wallboard will not necessarily coincide with removal so exterior concrete and studs may be visible in some areas for approximately thirty (30) days.

If you have any questions, please contact Mark Thibedeau, of DRS, or Jackie Brown-DPW at 713-5678.

NIOSH Consultant - Week of July 15, 2002

NIOSH's consultant returned the week of July 15th to continue their floor by floor perimeter wall cavity sampling. That has been completed. No results are available at this time.

HVAC Improvements

As discussed in previous issues, a design evaluation recommended improvements to provide greater control of building air pressure and more flexible control of outside air volumes. An award has been made and the vendor will commence work on or about August 22, 2002 with completion before December, 2002. Most of the work will occur in the penthouse and will not disturb day to day operations. Bi-weekly job meetings are held with designated representatives of DRS and DSS. The controls are Phase I of two phases.

Phase II will be the installation of a new energy management system to provide better controls to hvac equipment located in the mechanical rooms and in the ceilings. The system is currently in the design phase. The goal is to be installing the new system in early 2003. DRS and DSS designated agency representatives attend the bi-weekly job meetings which cover the hvac improvements as well as the exterior/interior remediation activities.

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M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: August 26, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #24

This is the 24th issue of the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue will be published on or about September 23, 2002.

Interior Wallboard Removal at Balconies

Both the 17th and 19th floor wallboard removal is **complete**. All wallboard was removed under full containment with negative pressure and HEPA filtration to prevent release of any particulate. A pressure gauge was periodically checked to verify negative pressure was maintained within the containment during the work. Once the work was complete, the interior of the plastic containment was wiped down and airborne particulate levels compared to pre-construction activity with a real time monitor prior to taking down the containment. The work was performed by an experienced abatement contractor after normal working hours and supervised by the State's environmental consultant who documented activities. Removed wallboard was found to have minimal water damage and no visible mold except for one small area of less than 10 square feet on the 19th floor.

Wallboard Replacement on 17th and 19th Floors

As noted in previous issues, sections of the perimeter walls have had concrete and metal studs visible for a period of time because wallboard can not be re-installed in an area until exterior brickwork is completed.

Some areas are now ready for wallboard replacement however a firm start date has not yet been determined. We are working with the contractor on dust minimization procedures. Once the new wallboard is up, the walls will then be painted with latex paint which will be done after hours. Individuals sitting near work areas will be relocated prior to the start of this work. More information will be provided prior to commencement of this work.

Remaining Exterior and Interior Work at Balconies on the 17th and 19th Floors

Brick removal and replacement above balcony doors is to begin August 28th. This work entails saw-cutting of brick which will be noisy and dusty. A plastic barrier will be fixed to the above floor slab to contain dust. An environmental consultant will perform noise and dust level monitoring to verify compliance with applicable standards. All individuals within the work areas will be relocated for approximately two weeks until both brickwork and wallboard replacement is complete.

A few individuals have expressed concerns about the temporary removal of some ceiling tiles along the perimeter as part of the construction activities. Plastic has been put up in some areas where tiles are missing in response to concerns however we thought the following information would be helpful in allaying concerns as well. First, there are no soft porous materials above the ceiling that would tend to harbor mold growth; there is the concrete slab of the floor above and some piping. Secondly, air flow from the office is actually drawn up into the plenum (area above the suspended ceiling) where it moves horizontally to the mechanical rooms and air handling units on each floor. This "return air" is then mixed with outdoor air, filtered and provided back to the floor through supply ducts. In other words the air is not moving down out of the ceiling but rather up into the area above the ceiling.

We have received some reports of water infiltration during recent heavy rains. This occurred in balcony areas that were under construction at the time of the storms and missing some exterior brick along the bottom of the doorways. The vendor has been put on notice to install barriers to minimize water should a rainstorm occur when brick is out.

The next floor slated for wallboard removal and repairs to sliding doors is the 5th floor. There is no firm start date yet but advance notice will be given to our DRS contacts so relocation can occur.

If you have any questions or concerns regarding construction activities, please contact your Agency Representatives or Donna Baisley, Jackie Brown or Gary Faraci with DPW at 713-5675. We know that construction can be disruptive but we will try our best to minimize any discomfort and resolve concerns.

NIOSH

As of 8/26/02, we have not received any written update regarding employee testing or environmental testing conducted during the spring and early summer.

HVAC Improvements

As discussed in previous issues, a design evaluation recommended improvements to provide greater control of building air pressure and more flexible control of outside air volumes. An award has been made and the vendor will commence work on or about August 22, 2002 with completion before December, 2002. Most of the work will occur in the penthouse and will not disturb day to day operations. Bi-weekly job meetings are held with designated representatives of DRS and DSS. The controls are Phase I of two phases.

Phase II will be the installation of a new energy management system to provide better controls to hvac equipment located in the mechanical rooms and in the ceilings. The system is currently in the design phase. The goal is to be installing the new system in early 2003. DRS and DSS designated agency representatives attend the bi-weekly job meetings which cover the hvac improvements as well as the exterior/interior remediation activities.

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TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: August 30, 2002
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet SPECIAL EDITION Issue #25

This is Issue 25 (*a Special Edition*) for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue will be published on or about September 23, 2002.

19th Floor Perimeter Carpeting Removal

This morning we received a phone call from the UCONN Health Center regarding samples that were taken from the ceiling and carpet in the DRS Human Resources area. Based on the verbal, *no issues were found with the samples taken from ceilings and walls*; however, we were advised that a dust sample taken from carpet located on the perimeter next to a balcony (which according to our records received previous water infiltration) did have some mold spores. Therefore, we are going to remove perimeter carpet up to five (5') on the 19th floor. This removal will be done by a professional remediation company using previously established procedures beginning Friday evening after 5 pm. August 30, 2002.

Because this dust sample exhibited a small amount of mold, we are also going to remove perimeter carpet on the 18th floor, as a precaution, in areas known to have had repeated water infiltration. This will commence next Friday evening through Sunday, the weekend of September 7th.

Roof Leak-Stairwell, 19th Floor, August 29, 2002

In spite of various interim roof repairs, the leak in the stairwell occurred again during Thursday's rain. Peterson Roofing will be at the site, Saturday, August 31, 2002, to try and determine the point of source. The difficulty is that the spot where the water drips from is not necessarily where the leak starts. We will continue to chase it down.

As stated in previous issues, the roof replacement is being designed and will be bid during the winter of 2003. The goal is to begin replacement, contingent on funding, in 2003.

Yesterday, DPW's architect was at the site to check on areas experiencing some water infiltration. Periodic inspections will continue.

Restrooms Floors 14 & 15

The contractor is scheduled to remove existing wallpaper and repaint the weekend of September 7, 2002. The restrooms will be closed for that weekend.

OPEN Employee Meeting to be Scheduled

We are in the process of scheduling an open employee meeting for the first or second week of September. A special edition will be published as soon as the date is firmly established.

Assignment of DPW Representative (On Site) to Floors 17 and 19

Gary Faraci, of DPW-Facilities Management, Environmental Health & Safety Group is going to be assigned to 25 Sigourney Street while construction is in progress on Floors 17 and 19. His primary function will be to monitor the construction procedures and quickly address issues that may arise in an effort to minimize disturbances to occupants. The DRS-Facilities unit will have direct access to Gary. DRS will assign a workstation for Gary to use as a home base.

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L. Cannon, S. Arena-Enviromed
M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: September 11, 2002
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet SPECIAL EDITION Issue #26

This is Issue 26 (*a Special Edition*) for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue will be published on or about September 23, 2002.

19th Floor Perimeter Carpeting Removal

As reported in Special Edition #25, approximately 5' of carpet was removed along the exterior perimeter walls of the 19th floor. DPW has arranged for new carpet squares to be installed in occupied areas that require walking on sticky (from the carpet glue) concrete. The installation of the new squares will begin Tuesday, September 17th after 5:00 p.m. and be finished Wednesday evening. There will be one square off the perimeter that will have no carpet. This area will be bare until water tests have demonstrated the area is dry and sheet rock is re-installed.

18th Floor Perimeter Carpeting Removal

Carpet was also removed up to 5' from the perimeter on the weekend of September 7th. DPW met with employees on Friday, September 6th to review the process and areas to be done. Advance notice will be given prior to the installation of new carpet.

We sincerely appreciate the patience extended by the DRS staff.

Roof Update

The leak that occurred in the stairwell on Thursday, August 29th was repaired on Saturday, August 31, 2002. Rain occurred on Saturday and again on Labor Day and the stairwell was dry. We will continue to monitor this area.

As stated in previous issues, the roof replacement is being designed and will be bid during the winter of 2003. The goal is to begin replacement, contingent on funding, in 2003.

There have been two (2) persistent areas on 19 that experience leaks even after numerous repairs. The leaks are coming from roofing membrane which is under a large perimeter concrete slab that is typically used to support window washing equipment. It has been determined that the concrete slab in these areas must be removed in order to better repair the membrane. The slab in these two areas will be removed on Saturday, September 14th, (weather permitting) and the repair will be executed.

Restrooms Floors 14 & 15

The work in these restrooms was executed over the weekend of September 7th and finished the evening of September 9, 2002.

7th Floor Lunchroom/Conference Room-Roof Area Over the Lobby

Leakage along the roof that sits over the lobby was repaired on Tuesday, September 3, 2002. Wallboard in the DSS lunchroom and conference room that was affected by the leakage was removed by an abatement contractor over Labor Day weekend and replaced

OPEN Employee Meeting to be Scheduled

The open meeting was delayed because we wanted to have NIOSH available to answer any health related questions regarding their study. NIOSH has indicated they cannot attend until at least the second week in October.

As soon as we have a firm date from NIOSH the open meeting will be scheduled and we will publish a special edition.

Assignment of DPW Representative (On Site) to Floors 17 and 19

Gary Faraci, of DPW-Facilities Management, Environmental Health & Safety Group is going to be assigned to 25 Sigourney Street while construction is in progress on Floors 17 and 19. His primary function will be to monitor the construction procedures and quickly address issues that may arise in an effort to minimize disturbances to occupants. The DRS-Facilities unit will have direct access to Gary. If you have any concerns regarding construction activity, please contact Kelli Pedevillano, of DRS first, and she will then contact Gary. *Gary is NOT there for routine building maintenance calls. Those types of calls should continue to go to Kelli, who will then contact Tunxis to dispatch the call.*

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TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: September 24, 2002
RE: ***25 Sigourney Street-Progress Report***
DRS/DSS Intranet SPECIAL EDITION Issue #27

This is Issue 27 (*a Special Edition*) for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue will be published on or about the week of September 30, 2002.

19th Floor Perimeter Carpeting

New carpet was installed to replace perimeter carpet removed. As done of the 17th floor there is one square off the perimeter that will have no carpet. This area will be bare until water tests have demonstrated the area is dry and sheet rock is re-installed.

18th Floor Perimeter Carpeting Removal

Advance notice will be given prior to the installation of new perimeter carpet.

Results of the DPW Boroscope Investigation

NIOSH's environmental consultant conducted some boroscope investigation behind wallboard on Floors 17, 18 and 19 and, with the exception of a couple of areas, verbally reported to DPW little to no mold was observed. DPW followed up with a more in depth investigation in an effort to document conditions. This investigation was conducted after hours during the month of September. The results identified some additional areas of wallboard that exhibit signs of having been wetted and/or potential mold growth.

All identified areas will be remediated (whether they exhibit mold or not) as though they were contaminated using established procedures which exceed New York City Guidelines for abatement of mold contaminated materials. The after hours remediation schedule will be coordinated through our main DSS and DRS agency contacts who will inform employees of the anticipated after hours schedule.

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Roof Update

As stated in previous issues, the roof replacement is being designed and will be bid during the winter of 2003. The goal is to begin replacement, contingent on funding, in 2003.

Exterior Construction Work to Be Accelerated

In order to complete the building envelope work for floors 17, 18 and 19 before cold weather sets in, a decision was made to install staging around the entire perimeter of the building. This additional staging will allow for more work activity. We've invited OSHA to come in on October 1st to measure noise and dust levels on the 17th floor. We realize this construction activity may be disruptive; however, we ask for everyone's tolerance.

OPEN Employee Meeting to be Scheduled

The open meeting was delayed because we wanted to have NIOSH available to answer any health related questions regarding their study. NIOSH has indicated they cannot attend until at least the second week in October.

As soon as we have a firm date from NIOSH a Special Edition will be published.

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TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: September 27, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet SPECIAL EDITION Issue #28

This is Issue 28 (*a Special Edition*) for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue is anticipated for the week of October 7, 2002.

OPEN EMPLOYEE MEETING WITH NIOSH

DATE: TUESDAY, OCTOBER 8, 2002
TIME: TWO SESSIONS-9AM AND 11AM
LOCATION: CONFERENCE ROOM A/B-MEZZANINE

NIOSH has confirmed they will be at 25 Sigourney Street on Tuesday, October 8, 2002. Two sessions will be held and the sessions are open to all interested employees. Representatives of DPW, OSHA, DPH and the UCONN Health Center have been invited to attend and will also be available to answer questions; however, the primary focus will be NIOSH and what they have to report.

Exterior Construction Work to Be Accelerated-OCTOBER 1, 2002
(weather permitting)

The building envelope work schedule is being compressed for floors 17, 18 and 19 starting Tuesday, October 1, 2002. Staging on the perimeter of the building will be installed beginning at the 17th floor first to allow for more work activity. Our goal is to get the work done in eight weeks rather than sixteen (weather permitting). We realize this construction activity may be disruptive; however, we are taking whatever steps we can to minimize this. OSHA has been asked to be present at startup to verify noise levels are kept below regulatory thresholds.

Construction activity is taking place outside with windows closed. The construction company has been instructed to check plastic barriers each day before work begins to be sure they are securely in place and inspect interior space each day for any housekeeping issues that may have been caused by construction.

DPW representatives, Gary Faraci and/or a construction project managers will be available to help address concerns that may arise.

DPW representatives will be available to answer questions related to this construction activity on Monday, September 30th at 9am and 11am in the DRS Training Room, 16th floor.

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Donna.Baisley

From: Jacquelyn Brown [jacquelyn.brown@po.state.ct.us]
Sent: Friday, September 27, 2002 2:21 PM
To: 'kevin.forsa@po.state.ct.us'
Cc: 'kelli.pedevillano@po.state.ct.us'; 'mark.thibedeau@po.state.ct.us';
'gary.faraci@po.state.ct.us'; 'ward.ponticelli@po.state.ct.us';
'donna.baisley@po.state.ct.us'
Subject: Proposed Agenda for employee meetings on Monday

Pre-Construction Meeting Agenda for occupants on 17, 18, & 19th floors

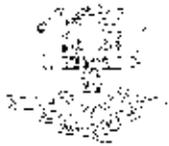
Discussion of what construction work is to take place and where.

OSHA will be present on start up day to verify noise levels are kept below regulatory threshold.

People will not need to be moved from perimeter offices because exterior work should not affect interior office areas (no windows will be opened). Plastic barriers will be placed on all window openings in case there are cracks or any other openings that could allow dust into the interior office areas.

Plastic barriers will be checked by the construction company every day before work begins to be sure they are securely in place. The construction company will inspect interior space each day for any housekeeping issues that may have been caused by construction.

DPW representatives, Gary Faraci and/or a construction project manager, will be available to help address concerns than may arise.



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: October 15, 2002
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet SPECIAL EDITION Issue #29

T. R. Anson
Commissioner

This is Issue 29 (*a Special Edition*) for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue is anticipated for October 25, 2002.

1. DPW has contracted Purcell Associates to provide full time on-site construction management beginning Tuesday, October 15, 2002. Purcell Associates has both abatement experience and experience in overseeing construction in occupied space.
2. DPW environmental consultant, Enviromed, began monitoring respirable dust levels during exterior demolition on Wednesday, October 9, 2002, from 5am-10am which are the hours demolition occurs. They are comparing and recording readings before, during and following demolition to determine the effectiveness of the plastic barriers. The data collected to date indicates the existing barriers are effectively preventing dust infiltration from the demolition work.
3. Inspection of barriers is being done on a daily basis by the DPW construction manager, a representative from Kelly Construction as well as Enviromed. Barriers are typically installed only where demolition is taking place.
4. NIOSH has distributed the data from the spore trap sampling of the perimeter wall cavities performed by their consultant, FH&E. DPW will be using this data to identify additional areas for boroscope investigation. The additional boroscope work is tentatively scheduled to begin on Thursday, October 17 after hours.
5. Restroom sampling results by FH&E was submitted to DPW on Tuesday, October 8, 2002. DPW is scheduling boroscope inspections of the wall cavities to better determine the extent of wall removal. A schedule for restroom remediation will be published the week of October 21, 2002.
6. It was determined that better communication is required between the various health organizations and agencies involved in 25 Sigourney Street. This will be accomplished by periodic meetings, the first of which will be scheduled for early November.

7. The reinstallation of wallboard will commence once the architect has determined exterior work has been completed and signs off. It is anticipated that the majority of this work will be scheduled to take place after normal working hours.
8. Construction activity associated with the repair of the sliding doors on the 5th floor began on October 14 with the remediation of the wallboard around the sliding doors in the cafeteria. Remediation of the walls around the sliding doors in Tax Payer Services will be performed after hours during the week. The remediation is done within full containment under negative pressure and supervised by Enviromed. The plastic containment will be left in place for the duration of the repair work that will take place over the next four weekends.

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TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: November 1, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #30

This is Issue 30 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue is anticipated for mid-November.

1. Restrooms

DPW has performed a boroscope survey of the bathroom walls to determine need and extent of remediation and renovations. In general, damaged wallboard is limited to relatively small areas immediately next to typical restroom water sources:

Below or around some sinks, next to and near some toilets or urinals. The one exception was in the 16th floor mens room where some damage was found in the middle of the common wall that separates mens/ladies restrooms. A scope of work is being developed, bids and funds are being solicited.

2. Carpeting 18th Floor in areas where perimeter carpet was removed.

Pricing has been submitted and funding requested.

3. NIOSH & DPW Boroscope Data

We have recently been advised that the NIOSH consultant's boroscope data was photocopied and distributed to occupants of 25 Sigourney Street. Please be advised that the black and white photocopies do not reflect the color codes that were used to identify areas of potential mold. The NIOSH/EH&E data identified two (2) areas with potential mold growth, one on the 17th floor and one on the 19th. *These areas have already been abated.*

Since the preliminary NIOSH/EH&E boroscope conducted in June, DPW has conducted a thorough boroscope of the entire building to document conditions. DPW is collaborating with NIOSH using the boroscope data and spore trap results to confirm areas requiring remediation.

4. Department of Public Health – Info Line (860-509-7740)

As discussed at the Open Employee Meeting, DPW Commissioner Anson formally requested that the Department of Health assist with answering employee questions related to health concerns either by establishing a presence at 25 Sigourney Street or some other alternative.

Commissioner Garcia has advised that in response to our request, DPH has established an *Info Line at 860-509-7740 for employees of 25 Sigourney to call*. Depending on the information requested, your question will be answered by a DPH representative or the question may be referred to another health professional for response.

5. Construction Activity

As indicated in the Special Edition Issue #29, DPW has contracted a full-time construction manager and environmental consultant for the site until further notice. These individuals are in close contact with construction and your DRS/DSS business unit in the coordination of work activities.

6. Investigative Study

Because 25 Sigourney is in close proximity to the highway, DPW had Enviromed investigate levels of typical air pollutants generated by automobile emissions in and around 25 Sigourney. They also evaluated the potential for air pollutants to be drawn into the building because of the stack effect. The study indicates that levels of air pollutants measured are well below any established guidelines.

7. Clarification of question presented at the Open Employee Meeting:

“Who has authority to close 25 Sigourney Street?”

It has been brought to my attention that attendees may have been left with the impression that the authority to close 25 Sigourney Street resided with the Commissioner of the Department of Revenue Services. This is incorrect. The ultimate responsibility is with the Department of Public Works as the agency assigned the care and control of 25 Sigourney Street. The Department of Public Works would strongly consider the input from the health professionals (including NIOSH, UCONN Health Center, consultants, monitoring agencies) and DRS and DSS agency management in making this decision; however, the ultimate responsibility is DPW's.

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TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: December 13, 2002
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #31

This is Issue 31 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue is anticipated for sometime in January 2003.

1. Restrooms

The work has been bid and funding has been requested. Awaiting approval.

2. Carpeting 18th Floor in areas where perimeter carpet was removed.

The work was bid and funding has been requested. Awaiting approval.

3. Department of Public Health – Info Line (860-509-7740)

The Info Line continues to be available to employees.

4. Construction Activity

Effective Monday, December 16, 2002 Steve Bobala, of the DPW General Government Team, will be assigned as the on site construction manager in place of Purcell Associates and Environmed. It is expected that the exterior work will be shutdown within the next ten days or sooner due to the winter weather. Work will resume in the spring when weather permits.

The January issue will include a floor plate plan outlining areas of the exterior completed and areas to be finished in the Spring. Monitoring after rain or heavy snow melts will continue through the winter.

5. HVAC Project for Control of Static Pressure

Work has been in progress primarily after hours. A delay in the arrival of certain equipment has pushed the completion date to January 17, 2003.

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M. Winkler, A&R Employees Union