

**DRS/DSS INTRANET LETTERS**

**FOR**

**25 SIGOURNEY STREET  
HARTFORD, CT**

**2004 NEWSLETTERS**

**(ISSUES # 42 AND #43)**

TO: Distribution to DRS & DSS Employees  
FROM: Donna Baisley, DPW-Facilities Management  
DATE: February 6, 2004  
RE: 25 Sigourney Street-Progress Report  
DRS/DSS Intranet Issue #42

This is Issue 42 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.

**1. Carpeting for the 19<sup>th</sup> Floor**

Carpet installation for the 19<sup>th</sup> floor commenced Monday, January 12, 2004 and was completed January 28, 2004.

**2. Interior Sheetrock Remediation & Re-Installation Project**

Work is complete.

**3. Exterior Project**

The scope of work identified as part of the project is substantially complete 12/31/03. Scaffolding has been removed.

Although project work has been completed, we will continue to conduct inspections after rain storms. If you should observe a problem area, we ask that you please contact your business office and they will contact Tunxis/DPW for immediate action.

The architect will be furnishing a recommended periodic inspection and maintenance program for the building exterior and roof.

**4. Special Cleaning-Month of January, 2004**

Since interior work is complete, as a final step, we scheduled a special cleaning of DRS space which included dusting of all file cabinets & partition tops, dust all window shades, vacuum chairs and all cubicle walls (both sides), vacuum ceiling air vents and diffusers, hot water extraction of carpet. Desk surfaces, computers, phones, personal objects within employee workspace are the responsibility of the individual to clean. The 18<sup>th</sup> floor carpet (installed in the late summer of 2003) will be cleaned the weekend of February 13, 2004.

We will work with the DSS business office to schedule the same cleaning commencing sometime in March, 2004.

**5. Roof Project Status**

The scope of work identified as part of the project was substantially complete 12/31/03. Two areas are awaiting final completion and work is expected to start Monday, February 9, 2004, weather permitting. The areas include one roof vent and flashing work under two sides of the louver sills which surround the cooling tower. Weather permitting, completion will take approximately three weeks. A follow-up inspection will be conducted.

Page 2 of Issue #42

Distribution via e-mail:

DPW-J. Holmes, M. Becerra, R. Curtis, J. Brown, W. Ponticelli, S. Bobala

Tunxis-D. Bell, K. Tietjen, M. Halle

DRS-K. Forsa, K. Pedevillano, M. Thibodeau, A. Alling, T. Lawson

DSS-M. Starkowski, D. Barry, T. A. Palmer, A. Hardy, M. Barrett

UConn Health Center-E. Storey

CONN-OSHA-R. Palo, J. Pierce

DPH-C. Webb, M. Fleissner, T. St. Louis

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

EH&E-B. Barry

ENVIROMED-L. Cannon

A&R-M. Winkler

TO: DRS/DSS Employees

FROM: Donna Baisley, DPW-EM

DATE: May 18, 2004

RE: **25 Sigourney Street-Progress Report**  
**DRS/DSS Intranet Issue #43**

This is Issue #43 of the DRS/DSS newsletter published by DPW and distributed via agency intranets for the purpose of keeping employees informed.

1. Repairs to the outside envelope performed well under the heavy spring rain. DPW contracted a consultant to conduct scans of the entire building envelope including the roof and exterior, using infrared and other technologies for detecting water intrusion. His last visit was April, 2004 and he identified only two areas for minor repairs. Identified was a minor gasket repair on a slanted overhead window over the revolving door to the main lobby. This was repaired in April. The other area identified for repair was replacement of some brick on an exterior corner balcony over work station area 1820. This repair is to be completed by May 19<sup>th</sup> and was not part of the original scope of work.

DPW has contracted this consultant to do a follow-up inspection of the exterior perimeter and the roofs in the fall of 2004. Actions will be taken depending on the results of their inspection.

DPW is moving ahead with the installation of carpet to the perimeter walls on DRS floors 17, 19 and 5 for late May or early June, 2004. Schedules will be coordinated through the DRS business office.

NIOSH is expected to return sometime in 2004. At this time we do not have a date or an outline of what those activities will entail. Information will be forwarded as it becomes available.

2. DPW met with the UCONN Health Center in December of 2003 and several times during 2004. Housekeeping is recognized as important to indoor air quality. During the month of January, carpets were cleaned using industry standards for hot water extraction, a thorough dusting and wipe down of work surfaces was done, fabric panels, chair seats, ceiling vents and diffusers were vacuumed, high dusting was done. Restrooms were also re-inspected and minor repairs were executed. A similar cleaning is underway for the DSS floors. The management company has been meeting with cleaning supervisors, conducting random inspections and has furnished the business office with dust and vacuum schedules by floor and area.
3. A 25 Sigourney Street Newsletter was published in May of 2000 which outlined seven (7) recommendations by one our professional consultants. Shown below is a review of those Year 2000 recommendations and a recap of actions taken.

**(2000) Recommendation #1. Stop All Known Water Leaks**

Phase I was completed 3/00 which included coping repairs to roof, repairs to balcony copings & balcony floors and drains. These actions resulted in a significant reduction in water infiltration problems, but did not stop all.

**(2000) Recommendation #1. Stop All Known Water Leaks (continued)**

Interior brick, window repairs were executed in 2000-2001.

Permanent work on the building envelope commenced in July of 2002. This permanent work was extensive and executed at every window of the building. Brick was removed and replaced over window-heads so that an improved drainage system could be installed. Work was also executed on the sliding glass door system and window frames.

The roof system was removed and replaced in 2003-2004 along with the roof over the main lobby entrance to the building.

Preventive maintenance will include spring and fall visits by a DPW consultant who will use infrared and other methods to scan the building envelope and report any areas that may need attention. As a precaution the building staff have been and continue to conduct inspections during or after heavy rains primarily focusing on areas that were problematic in the past (such as the balconies).

**(2000) Recommendation #2. Eliminate Mold Sources from within walls of 17,18,19.**

Interior remediation was executed in 2000 with the focus on floors 17, 18 and 19. With the assistance of various professional consultants retained by DPW and the NIOSH team, sheet rock and wall cavity inspections were expanded to all floors and restrooms. A plan for removal of sheet rock walls either wetted or exhibiting signs of mold was developed and work was executed after hours in 2002-2003 as part of the major exterior construction project.

**(2000) Recommendation #3. Mitigation Work Area Isolation & Containment**

Recommended standards/guidelines for work area isolation and containment were implemented and modified as the construction project progressed.

**(2000) Recommendation #4. Optional Further Wall Cavity Sampling**

NIOSH consultants conducted visual inspections of some walls and extensive sampling of the wall cavities. DPW conducted inspections utilizing a borescope. Sheet rock areas exhibiting mold or known to have been wetted were removed and replaced utilizing recommended standards/guidelines.

**(2000) Recommendation #5. Carpet Treatment**

Carpet cleaning methods were improved by utilizing industry standards for hot water extraction. On floors 5-Taxpayer Services, 17, 18, 19, carpet was removed and replaced. The most recent hot water extraction for DRS floors occurred in January 2004. DSS floors are in progress now.

**(2000) Recommendation #6. Building Pressures**

Initially the focus was on floors 17,18 and 19. Johnson Controls was contracted in 2000 to conduct an inspection of all equipment, all floors and executed repairs as needed. Higher efficiency filters were installed.

Consistent control of static pressure (positive pressure) was identified as one of the keys to improving heating ventilation and air conditioning.

A new static pressure control system was completed in 2003.

NIOSH consultants conducted their own thorough examination of the building systems.

**(2000) Recommendation #7. Further Sampling & Information Gathering**

As discussed in previous newsletters, the process of testing for molds/spores and bacterial levels and relating them to health is an evolving science with few, if any standards. NIOSH has gathered extensive data which has been shared with all parties involved.

DPW extends a sincere thank you for the assistance and cooperation extended by NIOSH, UCONN Health Center, OSHA, DPH, Tunxis Management staff, agency representatives of DRS/DSS, union representatives and the DPW project construction team during this project.

*Distribution List for DRS/DSS Intranet Issue #43*

*May 14, 2004*

DPW-J. Holmes, R. Curtis, M. Becerra, J. Brown, W. Ponticelli, S. Bobala  
Tunxis-K. Tinjen, M. Halle, D. Bell  
DRS-K. Forsa, K. Pedevillano, M. Thibodeau, A. Alling, T. Lawson  
DSS M. Sankowski, T.A. Palmer, A. Hardy, D. Barry, M. Barrett  
UCONN Health Center-E. Storey, A. Bracker, M. Trapu, J. Benaïac  
P. Schenk, N. Simcox  
DPH-C. Wehh, M. Fleissner, T. St. Louis  
NIOSH C.Rao, J. Ganser, T. Pearce, J. Hycong Park  
FH&E-B.Barry  
Environmed-L. Cannon  
A&R-M. Winkler