

**THE SCHOOL DISTRICT OF PHILADLPHIA
SCHOOL REFORM COMMISSION
Department of Design and Construction Services
440 North Broad Street
Philadelphia, 19130**

DESIGN AND CONSTRUCTION SERVICES

TELEPHONE: (215) 400-4730

Addendum No. 001

SUBJECT: Paint and Plaster General Services Contract at Various Schools

REFERENCE: Bid Proposal SDP Contracts No. B-001G of 2018-2019.

This Addendum No. 001, dated June 26, 2018 shall modify and become part of the proposed Contract Documents of the work of this project. Any items not mentioned herein, or affected by, shall be performed strictly in accordance with the original documents.

The following clarifications are for all Bidders for the contract number B001G of 2018-2019 as follows:

Bidders are notified that the following is added to the specifications and contract for this project.

- 1). The Paint and Plaster Stabilization Project Plan and Procedures are now part of the bidding and contract documents. (See Attached 8 Page Document)
- 2). All Paint and Plaster work is to be conducted in adherence to the U S EPA Renovation, Repair and Painting (RRP) rule and the School District of Philadelphia Paint and Plaster Stabilization Project Plan and Procedures .

END OF ADDENDUM No. 001

Paint and Plaster Stabilization Project Plan and Procedures

The School District of Philadelphia (District) has developed a Paint and Plaster Stabilization Project Plan and Procedures. The plan and procedures were jointly developed with the District's Office of Environmental Management and Services and the Philadelphia Federation of Teachers' Health and Welfare Fund and Union's Director of Environmental Science & Occupational Safety & Health.

Paint and Plaster Stabilization is a term that describes the process of a qualified group of trained professionals performing the removal of loose, peeling, flaking and damaged paint and plaster under controlled conditions. The work is performed in accordance with the US Environmental Protection Agency (EPA) Lead Renovation, Repair and Painting rule. The purpose of the work is to minimize the risk of children's exposure to lead-based paint while at school.

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I. Communication & Collaboration

Communication by the Operations Division with parents, principals, teachers and staff will take place at a minimum of 10-days prior to work commencement at a school. The Operations Division will coordinate and collaborate with the Philadelphia Federation of Teachers' Health and Welfare Fund and Union's Director of Environmental Science & Occupational Safety & Health on all communication activities and all work scopes, FAQs, notifications and other materials will be shared. The following communication will take place at every school in the program.

1. *Email to Principal*

An email to principals will be sent by the Operations Division at least two weeks in advance of work starting to announce that the project will commence at their school. The email will share coordination information including:

- Determining relevant school calendar issues such as testing and holidays.
- Providing the initial work schedule.
- Explaining the need for logistical support and help with storage, relocations and replacement of belongings in classrooms and closets.
- Requesting a point of contact for School Advisory Council and/or Home and School Association.

2. *Letter to Families and FAQ Sheet*

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A backpack letter will be sent home with students to announce that the project will commence within 10 days. A Frequently Asked Question sheet will be provided to parents. The EPA Lead RRP pamphlet will be sent home with students in grades Pre-K to 1 via backpack. The pamphlet will also be made available in the Main Office.

3. *Kick Off Meeting*

A kick off meeting will be conducted by the Operations Division. The meeting will be scheduled through the school's principal. The purpose of the meeting is to share information with teachers, staff and families about the project's work plan and procedures. A presentation will be provided by the Operations Division. The meeting will provide the opportunity for questions and answers.

4. *Teacher Notification*

Teachers will be notified directly by the Operations Division through an email and a postcard will be placed in each teacher's mailbox 10-days in advance of the project start.

5. *Detailed Work Scope Determination*

A school-specific scope determination report (i.e., the location and quantity of paint and plaster to be stabilized) will be made available in the school's main office and will also be emailed to a designated representative of the School Advisory Council and/or Home and School. An email from the school providing the name of the designated point of contact should be emailed to: capitalprograms@philasd.org.

6. *Weekly Email to Principal and SAC/HSA*

A weekly email will be sent to the Principal and a designated point of contact for the school's SAC/HSA to share the stabilization schedule. The Paint and Plaster Stabilization Plan and Procedures will also be emailed to the Principal and HSA/SAC.

II. **Preliminary Steps**

1. *Decluttering*

Classrooms, closets and other storage areas will need to be decluttered prior to commencing stabilization work. Coordination will be required for decluttering activities between teachers and facilities staff to ensure that outdated and unneeded academic materials can be discarded, and that resources are provided to assist in the decluttering task such as heavy lifting support staff for moving large furniture and such as additional recycling dumpsters.

2. *Wall Hangings*

Posters, bulletin boards, framed art and other wall hangings will have to be removed in order for the paint stabilization project to commence. This will be coordinated with teachers by the Operations Division at the kick off meeting and during the phasing of the project through the principal.

3. *Pre-Cleaning*

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On an as-needed basis for areas such as cluttered storage closets that require extensive movement of materials and HEPA vacuuming and wet wiping prior to paint and plaster stabilization, the Maintenance Environmental staff will perform a pre-cleaning in advance of stabilization work. The intent of this task is to provide a clean work area prior to stabilization. Pre-cleaning will take place in work areas where painters are able to complete stabilization in one work shift. Otherwise, post-cleaning will take place (described below).

4. *Post-Cleaning*

Post-cleaning will be conducted by facilities staff after paint and plaster stabilization is completed. This will include the HEPA vacuuming and wet-wiping of all horizontal surfaces and polishing floors. Testing will be conducted after the post-cleaning is completed in accordance with the plan's testing section.

5. *Swing Space*

The identification of swing space will be required to ensure that classrooms are available during the school year. A plan will be created on a school by school basis to relocate students and teachers from classrooms during the course of this work. All work areas will be scheduled for a cleaning by facilities staff after the paint stabilization work is completed by Maintenance. This will require an additional day to complete, therefore, swing space is essential.

6. *Cleaning Staff Training*

Cleaning staff will be provided with information about this project and expectation for post-cleaning.

III. Stabilization Procedures

Paint and plaster stabilization work will comply with the EPA's Lead RRP rule. All staff conducting this work will be certified as Lead RRP workers.

The following procedures should be followed:

1. *Work Practices*

- Isolate work areas to restrict dust from impacting adjacent areas.
- Post signs/notifications as per EPA Lead RRP.
- Place "walk-off" pads at all access points into/out of work area.
- Seal all openings [windows, doors and HVAC system registers/grilles] inside work areas as per direction from on-site environmental monitors and consistent with the EPA Lead RRP rules & guidelines.
- **Workers should wear disposable clothing and foot coverings while inside work areas – do not leave work areas wearing disposable clothing.**
- Move/cover all remaining objects in work area to protect them.

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- Employ/Erect “portable” dust containment barrier systems to limit the size of work areas requiring post-cleaning and limit testing and exposure.
- Place plastic floor coverings to extend at least 6 feet out from vertical surfaces being stabilized unless utilizing vertical barriers/containment systems.
- Perform all paint stabilization work in compliance with the EPA Lead RRP rules & guidelines and as per the directions of on-site environmental monitors to minimize dust contamination.
- Take all steps necessary to ensure that no dust or debris leaves the work area while the work is being performed.
- Use precautions to ensure that all employees, tools, and other items, including the exteriors of waste containers, are free of dust and debris before leaving the work area.
- Collect all paint chips & debris, fold up plastic floor coverings and any other plastic sheeting used on horizontal surfaces, without dispersing dust or debris and dispose of the material in heavy duty plastic waste bags.
- Do not use power tools.
- Do not use dry sweeping with brooms.
- Do use water/misting during stabilization to minimize dust.
- Do use HEPA vacuums and wet wiping/cleaning techniques.

2. *Clean-Up & Completion of Stabilization Work*

- There should be no signs of loose, peeling, flaking, bubbling or crumbling paint or plaster visible on walls or ceilings or on any other painted surfaces.
- There should be no visible signs of paint chips, debris or dust of any kind on surfaces within “contained” and isolated work areas NOR outside of the contained and isolated work areas.
- Window sills, floors, baseboards, shelving units, tops of cabinets, desks, chairs, tables and all other horizontal surfaces must be free of any visible signs of paint and plaster dust and/or debris.
- There must be absolutely no visible signs of paint chips, and/or paint/plaster dust or debris on academic/educational materials, including books, bins, toys, desks, chairs, carpets, papers, etc., after each work shift and to allow for re-occupancy the next day,
- Any remaining paint and plaster must be tightly adhered to wall and ceiling surfaces such that it can not be further damaged, pried off or disturbed by “simple fingernail pressure” otherwise work will not be considered to be successfully completed.
- Newly painted surfaces should match the aesthetics of the area in total and should cover the entirety of the wall or ceiling area that was addressed through this work. No visible “patches” of paint should be observed.

IV. **Oversight**

The environmental technician will oversee paint and plaster stabilization work to ensure compliance with lead safe work practices. An oversight report will be completed at the end of every shift to record the work areas that were stabilized. The following tasks will be verified and recorded:

- Pre-cleaning

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- Contents moved
- Work area prepped
- Surfaces stabilized
- Contents back in place
- Final inspection approval and photos

V. Testing

The District and the PFT worked closely to develop an agreed upon approach to verify that stabilization work was performed in accordance with lead safe work practices, and that classrooms will be safe for re-occupancy by children and staff. This approach exceeds the EPA Lead RRP rule requirements in terms of the types of and amounts of testing performed.

Testing will take place only on surfaces in a specified Lead RRP work area. All other areas in a space, e.g., classroom, will be visually inspected but not tested. For example, in a room where only one wall out of four is receiving paint and plaster stabilization, the testing procedures outlined in the plan will only apply to the designated work area for that wall. All other areas will be visually inspected for signs of paint chips, dust and debris.

Qualitative testing methods, i.e., visual inspection and EPA RRP Verification Testing, will be systematically compared with quantitative testing methods i.e., XRF Analyzer Dust Wipe Test, for 10-business days of the project at a given school. If the comparison testing is consistently correlated in terms of pass/fail, only qualitative testing will continue for the duration of the project.

1. *Initial Visual Inspection*

Following lead-based paint stabilization work and cleanup performed by RRP certified painters, a visual inspection will be performed by a “certified renovator” supervisor and the on-site, third party environmental technician, to verify that the area is free of paint chips, paint debris, and visible dust.

Following the completion of EPA RRP lead stabilization in a work area, sampling personnel will wait one (1)-hour prior to *initiating* the testing.

2. *EPA RRP Verification Testing*

The EPA RRP cleaning verification testing will be performed in accordance with Title 40 §745.85, within the work area.

Detailed as follows:

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- When work areas have passed the visual inspection, the cleaning verification procedure is performed by wiping all dust collection surfaces in the work area with a wet, disposable cleaning cloth and comparing that cloth visually to a cleaning verification card. Dust collection surfaces include, but are not limited to, window sills, countertops, desks, chairs, bookshelves, cabinets, and floors, found within the work area.
- Each window sill, in the work area, will be wiped by using a single, wet, disposable cleaning cloth. Once the entire window sill surface is wiped, the cleaning cloth is compared to the cleaning verification card.
- Each horizontal surface, within the work area, will be wiped using a wet disposable cleaning cloth.
- For smaller countertops, unit ventilator covers, floors, etc., with a total surface area less than 40 square feet—wipe the entire surface with a single wet disposable cleaning cloth and compare to the cleaning verification card.
- Large area surfaces, such as large countertops and floors, have surface areas larger than 40 square feet—each of these large countertops and floors must be divided into roughly equal sections that are 40 square feet or less.
- Wipe each section separately using a new wet disposable cleaning cloth for each separate section.
- When conducting cleaning verification on floors, the wet disposable cleaning cloth will be attached to the handle of a wet mopping system.
- The use of the wet mopping system handle allows the sampler to apply uniform pressure on the cleaning cloth.
- Each cleaning cloth is then compared to the cleaning verification card.

3. *Colorimetric Instant Wipe Test*

Following clearance by the EPA RRP cleaning verification testing, the environmental technician will use an SKC, Inc. “Full Disclosure® Instant Wipe” to validate the veracity of the results obtained by the qualitative dust verification testing outlined by the EPA RRP Rule. If the validation lead dust wipe sampling analytical results are found to be consistent with the results of the dust verification testing, the lead dust wipe sampling validation sampling will end after 10-business days.

The NIOSH-developed SKC, Inc. Full Disclosure® Instant Wipes will be used to collect an additional qualitative result for the presence of lead-containing dust on the surfaces of concern. Environmental technicians will follow the manufacturer’s recommendations for sample collection and colorimetric determination of results.

The “Instant Wipes” will be collected at agreed upon locations on at least 20% of the of the surfaces where the EPA RRP cleaning verification testing was performed ensuring that at least one wipe per impacted horizontal surface is used.

After a period of 10 business days or 2 weeks, and daily sample collection in at least the first two (2) schools, representative from the SDP-OEMS and PFTH&WF/U’s Director of Environmental

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Science & Occupational Safety & Health, will evaluate all results and findings and come up with recommendations for how, and if, this approach should be continued and on what frequency.

4. XRF Analyzer Dust Wipe Test

Lead-wipe samples, analyzed by an X-Ray Fluorescence (XRF) analyzer with dust wipe capabilities, will be performed to determine a quantitative result for the presence of lead-containing dust on the surfaces of concern. Environmental technicians will follow the manufacturer's recommendations for sample collection and analysis by XRF.

The XRF-analyzed wipes will be collected, at agreed-upon locations on at least 20% of the surfaces where the EPA RRP cleaning verification testing was performed and sufficient to ensure that a minimum of one sample per each individual type of horizontal surface (e.g stone flooring, hardwood flooring, desktops, etc.) will be collected.

For any location where either the "Instant Wipe" or XRF-analyzed wipe are found to have concentrations of lead above the lead clearance levels established, the location will be re-cleaned and re-tested until a concentration below the lead clearance level is achieved.

Three testing methods will be conducted as follows:

Type of Clearance Tests	Building Component	Number of Sample Locations within Work Area	Type of Testing	Testing Specifications/Limitations
EPA RRP Cleaning Verification Wipe	Floors, Countertops, Desks, Tables, Window Sills	One (1) wipe every 40 square feet (ft ²) or entire surface of component if surface area is less than 40ft ² One (1) wipe for every window sill	Qualitative	<ul style="list-style-type: none"> • Qualitative testing based on cleanliness (white glove test) • According to RRP, the areas pass after the 3rd cleaning, regardless of verification
SKC, Inc. Full Disclosure® Instant Wipes	Floors, Countertops, Desks, Tables, Etc Window Sills	20% of surfaces wiped using EPA RRP Cleaning Verification Wipes	Qualitative	<ul style="list-style-type: none"> • Qualitative testing based on colorimetric visual comparison • Lower Limit of Visual Detection is 18µg of lead • False positive and false negative interferences from silver, cadmium, barium, mercury, and titanium (percentages unknown).² • Involves field preparation of sampling media using reagents

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XRF-Analyzed Wipes	Floors, Countertops, Desks, Tables, Etc Window Sills	20% of surfaces wiped using EPA RRP Cleaning Verification Wipes	Quantitative	<ul style="list-style-type: none"> • Limit of Detection is 10µg of lead per wipe • XRF analysis is statistically comparable to analysis by Atomic Absorption Spectroscopy³ • Involves field preparation of samples (drying of samples in toaster oven) that takes up to 25 minutes per sample.
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5. *Optional Stakeholder Involvement with Testing and Verification*

The opportunity for parent and teacher involvement in verifying that areas are safe for re-occupancy after stabilization work is completed will be provided in the form of a small stakeholder team on an as requested basis. This will be offered at kick off meetings and scheduled through the Environmental Office.

The process will include:

In the morning between 7:00 and 7:30 a.m., a small stakeholder team including parent, teacher and other designated representatives will meet at the school. Information about areas in which stabilization work was completed the night before will be provided.

Following a visual inspection by the stakeholder team, both supplemental testing methodologies will be demonstrated.

VI. **Close Out**

1. Letter to parents
2. Post card placed in teachers' classrooms after area is completed
3. Final report in Main Office