

# ANNEX C: MOLD REMEDIATION OF SENSITIVE DOCUMENTS

for the Department of Parks & the Judiciary Department:

## SCOPE OF WORK & TECHNICAL REQUIREMENTS

### 1. INTRODUCTION

- (1) The Supreme Court File Cleaning / Parks Department Library book and document cleaning project is a **two (2) part project** being conducted cooperatively by two independent Government departments.
  - a. **Part A** involves a significant volume of Parks Department BG library books and reports which had been left in a deteriorating environment and as such the documents have become contaminated with dampness and mold (see ANNEX E & ANNEX F for further details).
  - b. **Part B** likewise involves a large number of Judiciary Department Supreme Court files and other documents in similarly poor condition also requiring remedial cleaning and restoration.
- (2) The contractor is being requested to:
  - a. Erect a remediation chamber/facility suitable for the mold remediation of delicate books, papers, files and other miscellaneous documents.
  - b. Collect, Remediate & Containerize Parks Department Library books and materials
  - c. Remediate Supreme Court files, documents and other materials
  - d. Maintain separation and confidentiality of each Department's documents
- (3) The cost for this project shall be prepared as **one LUMP SUM proposal** with a price breakdown submitted on the Pricing Sheet (ANNEX B) and including the following components:
  - a. Cost for facility setup and operation;
  - b. Cost for collection and transport of Parks Department books and documents to cleaning facility;
  - c. Cost for cleaning of Parks Department books and documents;
  - d. Cost for cleaning Supreme Court files and documents; and
  - e. Cost for storing cleaned Parks Department books and documents in Owner-supplied storage bins per Owner's weight requirements (see ANNEX D).

### 2. SCOPE OF WORK

- (1) Establish a controlled chamber for the cleaning of delicate documents of mold contamination.
- (2) Clean all contaminated documents using best practice methodology.
- (3) Inspect, test and release of documents to each of the prospective clients

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### 3. FACILITY LOCATION

- (1) The cleaning facility will be set up at the old Bishop Spencer School at Glebe Road, Pembroke
- (2) The Supreme Court documents are currently located at the old Bishop Spencer School
- (3) The Parks Department documents are currently located at the old Parks HQ at Botanical Gardens and will need to be collected and transported by the contractor to the old Bishop Spencer School

### 4. DOCUMENT CLEANING PROCEDURES

- (1) Erect a simple three (3) chambered polyethylene containment
  - a. Chamber #1 – dirty area where contaminated documents are sorted and placed in order of priority. (i.e., Area where Supreme Court files are currently stored).
  - b. Chamber #2 – Cleaning room - The air inside this chamber should be scrubbed/ filtered to minimize the levels of airborne molds and dust particles.
  - c. Chamber #3 – Post cleaning room where clean documents are stored and made available for testing by BWC.
  
- (2) The cleaning procedures should follow the format below:
  - a. Erect a decontamination facility for the workers within the containment. (a shower is mandatory).
  - b. Electricity and water at the site will be arranged by the contractor
  - c. Original cardboard or other paper-type boxing in-which the documents may have been stored should be discarded.
  - d. All files, documents and books must be cleaned thoroughly to a standard which will allow them to meet the analytical testing requirements and allow them to be returned to and used in an office, library or archive setting. The cleaning techniques/methodologies should be developed by the contractor to meet these requirements.

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#### 5. FINAL CLEARANCE INSPECTION AND TESTING

- (1) Visual inspection will be conducted randomly and daily on selected cleaned items.
- (2) Likewise, swab test samples will be taken randomly on cleaned documents.
- (3) Air testing will be conducted periodically within the cleaning room and the clean post-cleaning room.
- (4) The collection and transport to the new storage facility will be undertaken by the client departments once the results of the document testing have PASSED.

**6. REMEDIATION CLEANERS/CONTRACTORS** - All works must be performed by a mold remediation contractor/cleaner approved by the Bermuda Department of Environmental Health.

**7. PERSONAL PROTECTIVE GEAR** – All workers and persons entering the containment are required to wear personal protective equipment, such as, but not limited to, disposable suits, approved half mask respirators and eye protection.