

**Request for Proposals**  
**ASBESTOS ABATEMENT SERVICES**



**City of Allegan**  
**112 Locust Street**  
**Allegan, MI 49010**

**Date Issued: October 11, 2018**

**Date Due: October 18, 2018 at 11:00 am**

## INSTRUCTIONS TO PROPOSERS

### 1. SCOPE OF WORK

#### Project Description:

The City of Allegan is issuing this Request for Proposals (RFP) soliciting proposals from qualified firms to provide all services for the complete abatement and disposal of Asbestos Containing Materials >1% in a City owned building, as outlined in reports dated September 11, 2018 by Wightman & Associates, Inc. The building is located at 231 Trowbridge Street, and it is set to become the future City Hall of Allegan in the Spring of 2019. The entire interior is planned to be demolished with a timeline set for early January, 2019. A summary of the survey findings is attached below.

#### 231 Trowbridge Street

- HM-2- 6,912 sq feet of first level floor tile
- HM-3- 6,912 sq feet of first level floor tile mastic
- HM-4- 636 sq feet of first level linoleum/mastic
- HM-21- 11,000 sq feet of basement floor tile
- HM-24- 11,000 sq feet of basement floor tile mastic
- HM-27- 412 linear feet of exterior caulk
- HM-29- 170 linear feet of exterior caulk
- HM-33- 22 sq feet of south awning roofing

Each contractor is responsible to determine for themselves the accuracy of the volume estimates of asbestos containing material in the report.

The selected contractor will be responsible for the safety and security of the work site and must follow all Federal and/or State laws and regulations and provide documentation of proper disposal of the asbestos containing materials to the City of Allegan.

### 2. SCHEDULE

- |   |          |
|---|----------|
| • Release of Abatement Services RFP               | 10/11/18 |
| • Deadline for RFP Submissions (due by 11:00am)   | 10/18/18 |
| • RFP Sealed Bid Opening (@ 11:00am)              | 10/18/18 |
| • City Council Bid Selection                      | 10/22/18 |
| • Deadline for Abatement Services to be Completed | 12/21/18 |

### **3. GENERAL PROPOSAL CONDITIONS**

- A. The firm, organization, or company must be a licensed asbestos abatement contractor as per the requirements of the State of Michigan.
- B. Responses to the RFP shall be made according to the instructions contained herein. Failure to adhere to instructions may be cause for rejection of any proposal.
- C. Proposers understand and agree that submission of a proposal will constitute acknowledgment and acceptance of, and willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any subsequent contract between the selected proposer and the City of Allegan.
- D. False, misleading, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of the above requirement will be The City of Allegan's responsibility, and its judgment shall be final.
- E. Proposals shall provide a straightforward, concise delineation of the proposer's capability to satisfy the requirements of the RFP. Each proposal shall be submitted in the requested format and provide all pertinent information, including but not limited to information relating to capability, experience, financial resources, and other information as specified in Section 5 and otherwise required in this RFP. Each proposal shall be signed in ink by a duly authorized officer of the company.

### **4. SUBMISSION OF PROPOSALS**

- A. Proposals in response to this RFP shall be considered received at the time actually received by the addressee. All proposals and other communications should be addressed to the City of Allegan as follows:

Joel Dye  
City Manager  
City of Allegan  
112 Locust Street  
Allegan, MI 49010  
Phone: 269-673-5511  
Email: [jdye@cityofallegan.org](mailto:jdye@cityofallegan.org)
- B. The City of Allegan must receive written proposals at its office address listed in paragraph A of this section by 11:00am, Eastern Standard Time, October 18, 2018.
- C. Proposals received after this specified date and time shall be considered late and shall not be considered for evaluation.
- D. Each proposal shall be in the form specified in this RFP, and must be submitted as a sealed bid to Danielle Bird, City Clerk of Allegan, at the address 112 Locust Street, Allegan, MI 49010.

## 5. REQUIRED ELEMENTS OF PROPOSALS

- A. Cover Letter. Each proposer shall submit a short cover letter including the name and address of the organization submitting the proposal; and the name, address and telephone number of the contact person who will be authorized to make representations for the organization.
- B. Experience.
  - Qualifying Experience. Brief history of the firm including any fields of expertise, previous experience with jobs of similar scope. List a minimum of three (3) recent asbestos abatement projects similar in scope (if possible).
  - Litigation. Provide a list of any litigation in which the Firm, Managing Principal and/or Abatement Professional(s) is named a party.
- C. Proposed Work Plan/Schedule.
  - Include completion date- (Abatement services must be completed by 12/21/2018)
- D. Certification and/or Licenses. Proposer must possess and submit with this bid all valid certification and/or licenses required by federal and state laws at the time of submittal and for the length of the project.
- E. Certificate of Liability Insurance. Proposer must submit proof of liability insurance in an amount of at least \$1M. If proposer is awarded a contract for this project, a certificate of liability insurance listing The City of Allegan as an additional insured will be required.
- F. Bid Submittal Form. (Included in this RFP)

## 6. CLARIFICATION AND ADDENDA PROCESS

- A. A proposer may submit to the City of Allegan a written request for an interpretation or clarification of, or an addendum to, this RFP. The City of Allegan must receive any such request no later than 5:00 pm, Eastern Standard Time, October 15, 2018. The request must be emailed to [jmeagher@cityofallegan.org](mailto:jmeagher@cityofallegan.org). The subject line of all emails should be "City of Allegan - Abatement Services RFP." Proposers should specifically note the City of Allegan prefers questions be submitted by email.
- B. The City of Allegan will review and prepare a written response to each request made by a proposer pursuant to this section. The City of Allegan's written determination will be emailed by October 17, 2018, unless circumstances require a later date.
- C. The City of Allegan reserves the right to make modifications or addenda to this RFP. If the City of Allegan determines it is appropriate to revise any portion of this RFP, either at the request of a proposer or upon The City of Allegan's own initiative, the City of Allegan will issue, and make available to all prospective proposers, any updates to the RFP through email.
- D. The City of Allegan is not bound by any oral interpretations, clarifications, or changes made to this RFP by any City of Allegan employee or consultant. Any clarification or change to the RFP must be provided in writing pursuant to this section.



## **7. COST OF PROPOSAL**

Any costs incurred by proposers in responding to this RFP shall be the proposer's sole expense and will not be reimbursed by The City of Allegan.

## **8. CANCELLATION OF REQUEST FOR PROPOSALS**

The City of Allegan reserves the right in its discretion to cancel this RFP in whole or in part.

## **9. PROPOSAL REJECTION**

The City of Allegan reserves the right to accept or reject any and all proposals submitted in response to the RFP, or refuse to enter into any contract resulting from any proposal submitted, without expense to the City of Allegan.

## **10. PROPOSAL WITHDRAWAL**

Bids will be evaluated promptly after opening and a bid tabulation summary will be provided upon request. Bid results will not be given over the telephone. No bid may be withdrawn.

## **11. AWARD**

The City reserves the right to reject any or all bids and to award the contract in the City's best interest, and the City may select a bidder other than the lowest bidder in accordance with the terms stated in the notice. In addition to the quoted price, the following criteria may be used in the award: past experience, and service provided by the proposer, quality of work, completion date, and other factors deemed relevant by The City of Allegan.

## **12. BID SECURITY**

A certified check, cashier's check, or bid bond in an amount equal to five percent (5%) of the total of the bid, made payable to the City of Allegan, will be required with each bid. A 100% labor, material, and performance bond will be required of the successful bidder. The bonding company must be licensed to do business in the State of Michigan.

## City of Allegan

### BID SPECIFICATIONS / BID SUBMITTAL FORM

**Project Location:**        **231 Trowbridge Street- Future Allegan City Hall Site**

The undersigned ASBESTOS ABATEMENT CONTRACTOR, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contain herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents for the stated prices as payment in full.

Bid \$ \_\_\_\_\_

Available Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Submitting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Authorized Representative (print/type) : \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### **FIRM PRICING**

Prices submitted in this bid form are firm through (minimum 30 days): \_\_\_\_\_







PROJECT: **231 TROWBRIDGE STREET, ALLEGAN, MICHIGAN**

CLIENT: **CITY OF ALLEGAN**

DATE: **SEPTEMBER 11, 2018**

PROJECT NUMBER: **180614**

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Attention: Mr. Jordan Meagher, Community Development Coordinator

**RE: ASBESTOS SURVEY  
231 TROWBRIDGE STREET, ALLEGAN, MICHIGAN**

Dear Mr. Meagher:

The following report summarizes our research and findings for the Asbestos Survey conducted for this project. Attached is a copy of the analytical report.

If you have any questions or need further information regarding this matter, please do not hesitate to call.

Sincerely,

**WIGHTMAN & ASSOCIATES, INC.**

Alexander S. Wallace  
Michigan Accredited Asbestos Inspector  
Accreditation Number A48019  
awallace@gowightman.com

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**BENTON HARBOR**

▲ 2303 PIPESTONE ROAD  
BENTON HARBOR, MI 49022  
○ 269.927.0100

**ALLEGAN**

▲ 1670 LINCOLN ROAD (M-40)  
ALLEGAN, MI 49010  
○ 269.673.8465

**PORTAGE**

▲ 9835 PORTAGE ROAD  
PORTAGE, MI 49002  
○ 269.327.3532

**GOWIGHTMAN.COM**

## PROJECT SUMMARY

Wightman & Associates, Inc. (Wightman) was retained by the City of Allegan to perform a National Emissions Standard for Hazardous Air Pollutant (NESHAP) asbestos survey. Mr. Alexander S. Wallace conducted an Asbestos Survey of the structure located at 231 Trowbridge Street in Allegan, Michigan on August 29 & 30, 2018. The purpose of the survey was to determine if the structure contained any asbestos containing materials (ACM's).

The following known or assumed ACM's were identified during the survey.

Homogeneous Material	Material Description	Amount	ACM ?	F/NF*	TSI/SM/MM*
HM-2	Floor Tile (1 <sup>st</sup> Level)	6,912 ft <sup>2</sup>	Yes	NF	MM
HM-3	Floor Tile Mastic (1 <sup>st</sup> Level)	6,912 ft <sup>2</sup>	Yes	NF	MM
HM-4	Linoleum/Mastic (1 <sup>st</sup> Level)	636 ft <sup>2</sup>	Yes	NF	MM
HM-21	Linoleum (Basement)	145 ft <sup>2</sup>	Yes	NF	MM
HM-23	Floor Tile (Basement)	11,000 ft <sup>2</sup>	Yes	NF	MM
HM-24	Floor Tile Mastic (Basement)	11,000 ft <sup>2</sup>	Yes	NF	MM
HM-27	Caulk-Exterior	412 linear feet	Yes	F	MM
HM-29	Caulk-Exterior	170 linear feet	Yes	F	MM
HM-33	Roofing (South Awning)	22 ft <sup>2</sup>	Yes	NF	MM

\*F/NF = Friable or Non-Friable, SM = Surfacing Material, TSI = Thermal System Insulation, MM = Miscellaneous Material

During the survey, bulk samples were randomly collected from any suspected asbestos containing building materials (ACBM's). The samples were then submitted to a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory for analysis using polarized light microscopy (PLM). A sample is considered an ACM if it contains more than 1% of asbestos. Thermal system insulation (TSI), ceiling tiles, floor tiles, drywall joint compound, plaster, stucco, fireproof doors, mastics, roofing tar, window glaze, and vermiculite are some examples of building materials that may contain asbestos. Table 1 summarizes the sample results.

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PORTAGE, MI 49002  
○ 269.327.3532

### **SUMMARY OF TEST RESULTS**

The majority of the structure's floor is covered with asbestos containing 9" x 9" floor tile and mastic. The main level floor tile (HM-2) contained 5% Chrysotile asbestos and the mastic (HM-3) contained 2-6% Chrysotile asbestos. The 9" x 9" floor tile was observed to cover the entire basement level floor. The basement level floor tile (HM-23) contained 5% Chrysotile asbestos. The basement level mastic (HM-24) contained 5% Chrysotile asbestos. The floor tile and mastic are Category I Non-Friable ACMs.

The linoleum and associated mastic (HM-4) at the southwest and north entrances to the structure on the main level contained 20% Chrysotile asbestos. The 9" x 9" asbestos-containing floor tile was identified under the linoleum in the main level of the structure. The linoleum and associated mastic (HM-21) in the south men's room and south woman's room in the basement of the structure contained 25% Chrysotile asbestos. The linoleum and mastic are Category I Non-Friable ACMs.

The white caulking (HM-27) identified between the wood window outline and brick façade on the north and west sides of the exterior of the structure contained 3% Chrysotile asbestos. The caulking is a Friable Regulated Asbestos-Containing Material (RACM) and will need to be properly abated by a licensed asbestos abatement contractor.

The brown/black caulking (HM-29) identified between the metal weather strip and brick façade on the north and west sides of the exterior of the structure contained 15% Chrysotile asbestos. The caulking is a Friable Regulated Asbestos-Containing Material (RACM) and will need to be properly abated by a licensed asbestos abatement contractor.

The black roofing material (HM-33) identified on the southern awning of the structure contained 3% Chrysotile asbestos. The roofing material is a Category I Non-Friable ACM.

During renovation or demolition, there is the possibility of finding suspected ACM's hidden within the building that was not seen during the inspection. Work will need to stop and samples will need to be collected from any materials suspected of containing asbestos that were not previously tested.

Floor plans showing interior sample locations and the locations of the floor tile, mastic and linoleum have been attached to this report as Figures 1-3. Pictures taken during the inspection are also attached to this report.

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## **RECOMMENDATIONS**

It is our understanding that the structure is going to be demolished. According to the United States Environmental Protection Agency, demolition is defined as the removal of any load bearing wall. In accordance with 40 CFR Part 61, National Emissions Standards for Hazardous Air Pollutant; Asbestos NESHAP Revision; Final Rule, the following requirements must be completed. Any ACM that is friable or is likely to become friable must be removed prior to renovation or demolition. Friable asbestos material means any material containing more than 1 percent asbestos that when dry can be crumbled, pulverized, or reduced to powder by hand pressure.

The Michigan Department of Environmental Quality (MDEQ) and Michigan Occupational Safety and Health Administration (MIOSHA) are required to be notified in writing at least 10 working days prior to the intent to renovate/demolish. Wightman can complete the required forms for an additional fee.

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**TABLE 1 (PLM Results)**

<b>Sample #</b>	<b>Homogeneous Material</b>	<b>Material Description</b>	<b>Analytical Results % &amp; Type</b>	<b>Sample Location</b>
1	HM-1 HM-2 HM-3	Floor Tile, Mastic Floor Tile, Floor Tile Floor Tile, Mastic	None Detected 5% Chrysotile 6% Chrysotile	Suite #1
2	HM-2 HM-3	Floor Tile, Floor Tile Floor Tile, Mastic	5% Chrysotile 2% Chrysotile	Suite #1
3	HM-2 HM-3	Floor Tile, Floor Tile Floor Tile, Mastic	5% Chrysotile 6% Chrysotile	Suite #2
4	HM-2 HM-3	Floor Tile, Floor Tile Floor Tile, Mastic	5% Chrysotile 6% Chrysotile	Suite #2
5	HM-2 HM-3	Floor Tile, Floor Tile Floor Tile, Mastic	5% Chrysotile 6% Chrysotile	Large Conference Room
6	HM-2 HM-3	Floor Tile, Floor Tile Floor Tile, Mastic	5% Chrysotile 6% Chrysotile	SW Entrance
7	HM-4	Linoleum, Linoleum/Mastic	20% Chrysotile	SW Entrance
8	HM-4	Linoleum, Linoleum/Mastic	20% Chrysotile	North Entrance
9	HM-2 HM-3	Floor Tile, Floor Tile Floor Tile, Mastic	5% Chrysotile 6% Chrysotile	North Entrance
10	HM-2 HM-3	Floor Tile, Floor Tile Floor Tile, Mastic	5% Chrysotile 6% Chrysotile	Communication Room
11	HM-5	Drywall	None Detected	Suite #1
12	HM-5	Drywall	None Detected	Suite #2
13	HM-5	Drywall	None Detected	Small Conference Room
14	HM-6	Ceiling Tile	None Detected	Suite #1
15	HM-6	Ceiling Tile	None Detected	Suite #2
16	HM-7	Ceiling Tile	None Detected	Hallway
17	HM-7	Ceiling Tile	None Detected	Calibration Office
18	HM-7	Ceiling Tile	None Detected	Communication Room
19	HM-8 HM-9	Base Molding, Cove Base Base Molding, Mastic	None Detected None Detected	Kitchen Area
20	HM-8 HM-9	Duplicate #19 Duplicate #19	None Detected None Detected	Kitchen Area
21	HM-10 HM-11	Base Molding, Cove Base Base Molding, Mastic	None Detected None Detected	Elevated Lab
22	HM-10 HM-11	Base Molding, Cove Base	None Detected None Detected	Elevated Lab

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		Base Molding, Mastic		
23	HM-12 HM-13	Base Molding, Cove Base Base Molding, Mastic	None Detected None Detected	Suite #16
24	HM-14 HM-15	Base Molding, Cove Base Base Molding, Mastic	None Detected None Detected	North Bathroom
25	HM-14 HM-15	Duplicate #24 Duplicate #24	None Detected None Detected	North Bathroom
26	HM-16	Base Molding	None Detected	Suite #15
27	HM-17 HM-18	Base Molding, Cove Base Base Molding, Mastic	None Detected None Detected	Suite #15
28	HM-19 HM-20	Base Molding, Cove Base Base Molding, Mastic	None Detected None Detected	Suite #13
29	HM-19	Base Molding	None Detected	Suite #13
30	HM-21	Linoleum	25% Chrysotile	South Men's Room
31	HM-21	Linoleum	25% Chrysotile	South Woman's Room
32	HM-22 HM-23 HM-24	Floor Tile, Mastic Floor Tile, Floor Tile Floor Tile, Mastic	None Detected 5% Chrysotile 5% Chrysotile	Hallway
33	HM-23 HM-25	Floor Tile, Floor Tile Floor Tile, Floor Tile	5% Chrysotile None Detected	North Utility Room
34	HM-23 HM-24	Floor Tile, Floor Tile Floor Tile, Mastic	5% Chrysotile 5% Chrysotile	South Utility Room
35	HM-6	Ceiling Tile	None Detected	Hallway
36	HM-6	Ceiling Tile	None Detected	Suite #15
37	HM-6	Ceiling Tile	None Detected	Suite #12
38	HM-6	Ceiling Tile	None Detected	Suite #17
39	HM-6	Ceiling Tile (Duplicate #38)	None Detected	Suite #17
40	HM-26	Drywall	None Detected	North Furnace Room
41	HM-26	Drywall	None Detected	Hallway
42	HM-26	Drywall	None Detected	Suite #15
43	HM-26	Drywall	None Detected	Suite #17
44	HM-27	Caulk	3% Chrysotile	N & W Facade
45	HM-27	Caulk	3% Chrysotile	N & W Facade
46	HM-28	Window Glaze	None Detected	Outside Windows
47	HM-28	Window Glaze	None Detected	Outside Windows
48	HM-29	Caulk	15% Chrysotile	Upper Facade
49	HM-29	Caulk	15% Chrysotile	Upper Facade
50	HM-30	Roof, Membrane	None Detected	Main Roof

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	HM-31	Roof, Felt	None Detected	
	HM-32	Roof, Foam	None Detected	
51	HM-30	Roof, Membrane	None Detected	Main Roof
	HM-31	Roof, Felt	None Detected	
	HM-32	Roof, Foam	None Detected	
52	HM-33	Roof, Black	3% Chrysotile	South Awning
53	HM-34	Roof, White	None Detected	South Awning

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**MAIN LEVEL SAMPLE LOCATIONS**

The floor plan illustrates the layout of the main level, with sample locations marked by red dots and numbered 1 through 22. The rooms and areas include:

- Men's, Women's, Unisex:** Restrooms located in the top left corner.
- Kit Area:** Located near the restrooms.
- CAD Area:** Computer-aided design workspace.
- Small Conf Room:** A small conference room.
- Large Conf Room:** A large conference room with a long table and chairs.
- Office:** Multiple individual offices, including two labeled "OFFICE" in the bottom left.
- Facilities Engineering Offices Suite II:** A central workspace area.
- Calibration Office:** Located near the center of the plan.
- Drawing Records Area:** A room for storing drawing records.
- Storage Supply Closet:** A closet for storage and supplies.
- Break Area:** A designated area for breaks.
- Procurement Suite I:** A suite of rooms for procurement activities.
- Comm. Room:** A communication room.
- Freight Elev.**: A freight elevator located near the communication room.

Sample locations are indicated by red dots and numbered 1 through 22. The plan also shows various pieces of furniture, equipment, and architectural details such as stairs and elevators.

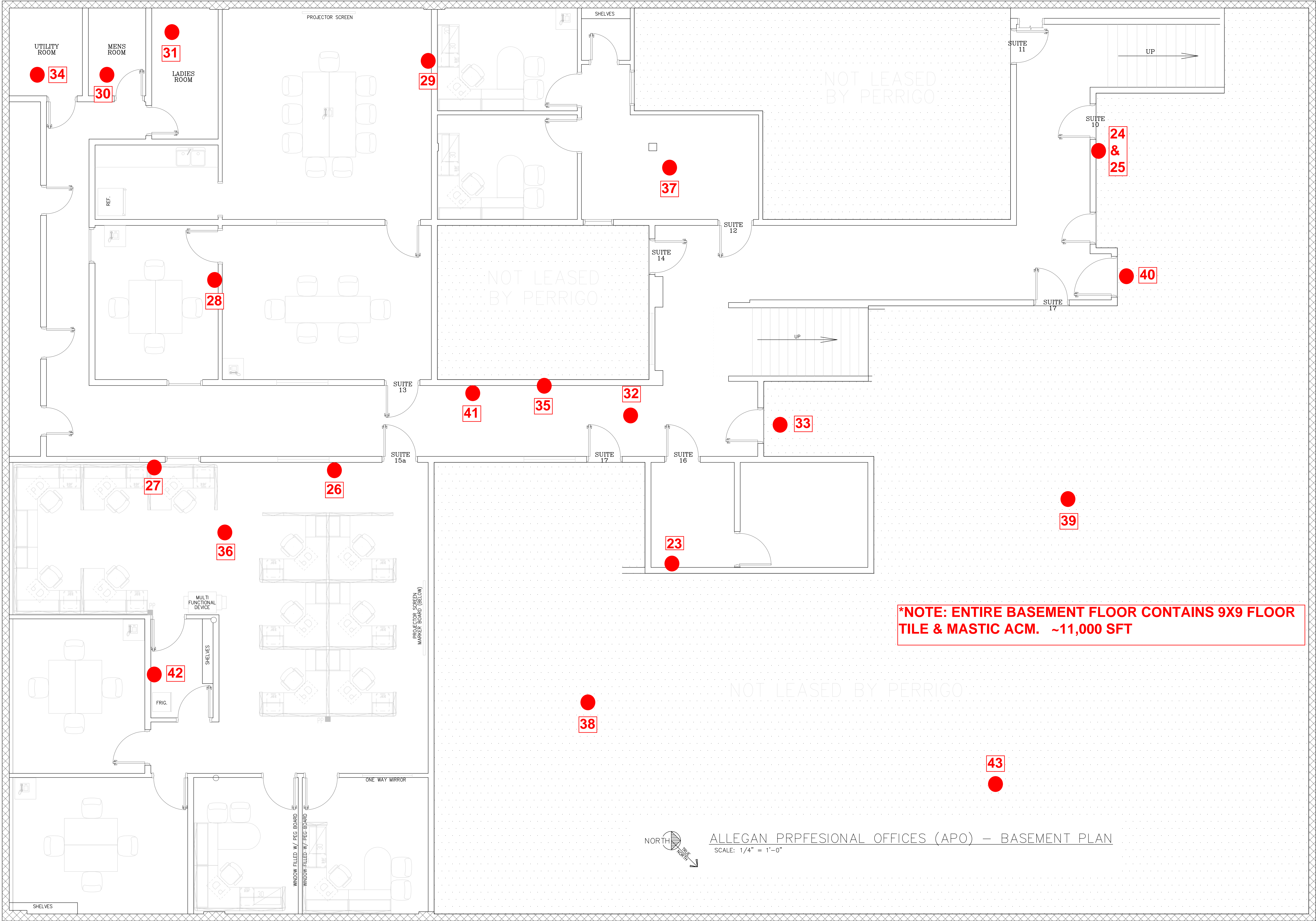


CAD FILE NAME: 1030-AP-APL1000-PLANS.dwg	PLANT LOCATION: 1030 AP 1ST FLOOR
PLOT SCALE: 1:1	SHEET NO: SHT 1
SCALE: AS NOTED	REVISION 10
CREATED BY: JTM	
CREATION DATE: 04/12/01	

NOTE: SCALING ACCURATE ONLY WHEN PLOTTED ON 24" X 36" PAPER ("D" SIZE)



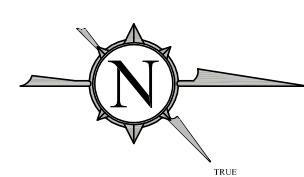
**FIGURE 2**  
**BASEMENT LEVEL SAMPLE LOCATIONS**



CAD FILE NAME: 1030-AP-APL0000-PLAN.dwg		PLOT SCALE: 1:1		SCALE: AS NOTED		CREATED BY: DRP		CREATION DATE: 02/16/2011		PLANT LOCATION: 1030 AP BASEMENT		SHEET NO.: SHT 1		REVISION: 4	
4		03/08/13		UPDATED FURNITURE AS-BUILT		DRP		FLT		MICHIGAN		Perrigo		ALLEGAN	
3		12/10/10		REVISED PER FIELD VERIFICATION		AMA		DRP		ALLEGAN PROFESSIONAL OFFICES - BASEMENT		DRAWING TITLE:		ARCHITECTURAL PLAN	
2		03/11/11		PLACED FURNITURE		DRP		JM		DESCRIPTION		REVISION		DATE	
1		02/16/11		WALKDOWN & CREATED DRAWING		DRP		JM		BY		APP.		REVISION DESCRIPTION	

NOTE: SCALING ACCURATE ONLY WHEN PLOTTED ON 24" X 36" PAPER (11" SIZE)

## 9x9 FLOOR TILE & LINOLEUM



CAD FILE NAME: 1030-AP-APL1000-PLAN.dwg	PLANT LOCATION 1030 AP 1ST FLOOR
PLOT SCALE: 1:1	SHEET NO. SHT 1
SCALE: AS NOTED	REVISION 10
CREATED BY: JTM	
CREATION DATE: 04/12/01	

	
ALLEGAN	MICHIGAN
DRAWING TITLE: ALLEGAN PROFESSIONAL OFFICE (APD) - 1ST FLOOR	
DESCRIPTION:	ARCHITECTURAL PLAN

6	09/23/13	ADDED CEILING GRID	DRP
5	09/30/13	UPDATED FURNITURE IN PROCUREMENT OFFICE	DRP
10	11/26/16	UPDATED OFFICE FURNITURE	DRP
9	03/23/16	UPDATED FURNITURE PLAN	DRP
8	06/18/15	UPDATED FURNITURE PLAN	DRP
7	10/25/13	UPDATED FURNITURE AS-BUILT	DRP
7	REVISION DATE	DESCRIPTION	BY
APP.			

NOTE: SCALING ACCURATE ONLY WHEN PLOTTED ON 24" X 36" PAPER ("D" SIZE)





(269) 673-8465 264 WESTERN AVENUE, ALLEGAN, MI  
 (269) 927-0100 2303 PIPESTONE ROAD, BENTON HARBOR, MI  
 (269) 327-3532 9835 PORTAGE ROAD, PORTAGE, MI



#1 - View of Suite #1



#2 - View of floor tile sample #1 (HM-2 & HM-3)



#3 - View of linoleum ACM (HM-4) at north entrance to structure



#4 - View of main level hallway. No floor tile under carpet.





#5 - View of Suite #2



#6 - View of fiberglass insulation in walls of main level



#7 - View of fiberglass insulation in walls of main level



#8 - View of "CAD Area" and base molding (HM-8 & HM-9) in kitchen area





#9 - View of linoleum ACM (HM-4) at southwest entrance to structure



#10 - View of fiberglass insulated duct work and air supply piping above ceiling in main level



#11 - View of communications room in main level of structure



#12 - View of floor tile (HM-23 & HM-24) in basement of structure





#13 - View of floor tile (HM-23 & HM-24) in Suite #16



#14 - View of basement hallway



#15 - View of fiberglass insulation in walls of basement level



#16 - View of fiberglass insulated air supply piping in basement





#17 - View of linoleum ACM (HM-21) in southern woman's room in basement



#18 - View of linoleum ACM (HM-21) in southern men's room in basement



#19 - View of floor tile (HM-23 & HM-24) in Suite #17



#20 - View of Suite #17





(269) 673-8465 ■ 264 WESTERN AVENUE, ALLEGAN, MI  
(269) 927-0100 ■ 2303 PIPESTONE ROAD, BENTON HARBOR, MI  
(269) 327-3532 ■ 9835 PORTAGE ROAD, PORTAGE, MI



#21 - Northern façade of structure



#22 - Western façade of structure



#23 - Southern façade of structure



#24 - View of southern entrance to structure





#25 - View of caulk (HM-27) between wood and brick on north and west building facade



#26 - View of caulking (HM-29) between weather stripping and brick on north and west building facade



#27 - Rooftop of structure



#28 - View of top of south awning (HM-33)



**The Identification Specialists**

Analysis Report  
prepared for  
Wightman & Associates, Inc.

**Report Date: 9/6/2018**

**Project Name: Allegan**

**Project #: 180614**

**SanAir ID#: 18038979**



NVLAP LAB CODE 200870-0

1551 Oakbridge Dr. Suite B | Powhatan, Virginia 23139-8061  
888.895.1177 | 804.897.1177 | fax: 804.897.0070 | [IAQ@SanAir.com](mailto:IAQ@SanAir.com) | [SanAir.com](http://SanAir.com)



SanAir ID Number

18038979

FINAL REPORT

9/6/2018 5:13:10 PM

**Name:** Wightman & Associates, Inc.  
**Address:** 2303 Pipestone Road  
Benton Harbor, MI 49022  
**Phone:** 269-487-9166

**Project Number:** 180614  
**P.O. Number:** 180614  
**Project Name:** Allegan  
**Collected Date:** 8/29/2018 - 8/30/2018  
**Received Date:** 8/31/2018 9:35:00 AM

Dear Alex Wallace,

We at SanAir would like to thank you for the work you recently submitted. The 53 sample(s) were received on Friday, August 31, 2018 via FedEx. The final report(s) is enclosed for the following sample(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53.

These results only pertain to this job and should not be used in the interpretation of any other job. This report is only complete in its entirety. Refer to the listing below of the pages included in a complete final report.

Sincerely,

A handwritten signature in black ink that reads "Sandra Sobrino". The signature is written in a cursive, flowing style.

Sandra Sobrino  
Asbestos & Materials Laboratory Manager  
SanAir Technologies Laboratory

**Final Report Includes:**

- Cover Letter
- Analysis Pages
- Disclaimers and Additional Information

**Sample conditions:**

- 53 samples in Good condition.



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**18038979**  
FINAL REPORT  
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**Received Date:** 8/31/2018 9:35:00 AM

Analyst: Childress, Susan

### Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic	Components		Asbestos Fibers
	Appearance	% Fibrous	% Non-fibrous	
1 / 18038979-001 Floor Tile 9x9 - Suite #1, Mastic	Yellow Non-Fibrous Homogeneous		100% Other	None Detected
1 / 18038979-001 Floor Tile 9x9 - Suite #1, Floor Tile	Tan Non-Fibrous Homogeneous		95% Other	5% Chrysotile
1 / 18038979-001 Floor Tile 9x9 - Suite #1, Mastic	Black Non-Fibrous Homogeneous		94% Other	6% Chrysotile
2 / 18038979-002 Floor Tile 9x9 - Suite #1, Floor Tile	Brown Non-Fibrous Homogeneous		95% Other	5% Chrysotile
2 / 18038979-002 Floor Tile 9x9 - Suite #1, Mastic	Black Non-Fibrous Homogeneous		98% Other	2% Chrysotile
3 / 18038979-003 Floor Tile 9x9 - Suite #2, Floor Tile	Brown Non-Fibrous Homogeneous		95% Other	5% Chrysotile
3 / 18038979-003 Floor Tile 9x9 - Suite #2, Mastic	Black Non-Fibrous Homogeneous		94% Other	6% Chrysotile
4 / 18038979-004 Floor Tile 9x9 - Suite #2, Floor Tile	Brown Non-Fibrous Homogeneous		95% Other	5% Chrysotile
4 / 18038979-004 Floor Tile 9x9 - Suite #2, Mastic	Black Non-Fibrous Homogeneous		94% Other	6% Chrysotile
5 / 18038979-005 Floor Tile 9x9 - Suite #2 Lrg Conf, Floor Tile	Brown Non-Fibrous Homogeneous		95% Other	5% Chrysotile

Analyst: *Susan P. Childress*

Approved Signatory:

Analysis Date: 9/6/2018

Date: 9/6/2018





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Analyst: Childress, Susan

**Asbestos Bulk PLM EPA 600/R-93/116**

SanAir ID / Description	Stereoscopic	Components		Asbestos Fibers
	Appearance	% Fibrous	% Non-fibrous	
5 / 18038979-005 Floor Tile 9x9 - Suite #2 Lrg Conf, Mastic	Black Non-Fibrous Homogeneous		94% Other	6% Chrysotile
6 / 18038979-006 Floor Tile 9x9 - SW Entrance, Floor Tile	Brown Non-Fibrous Homogeneous		95% Other	5% Chrysotile
6 / 18038979-006 Floor Tile 9x9 - SW Entrance, Mastic	Black Non-Fibrous Homogeneous		94% Other	6% Chrysotile
7 / 18038979-007 Linoleum - SW Entrance, Linoleum/Mastic	Various Non-Fibrous Heterogeneous	35% Cellulose	45% Other	20% Chrysotile
8 / 18038979-008 Linoleum - N Entrance, Linoleum/Mastic	Various Non-Fibrous Heterogeneous	35% Cellulose	45% Other	20% Chrysotile
9 / 18038979-009 Floor Tile 9x9 - N Entrance, Floor Tile	Tan Non-Fibrous Homogeneous		95% Other	5% Chrysotile
9 / 18038979-009 Floor Tile 9x9 - N Entrance, Mastic	Black Non-Fibrous Homogeneous		94% Other	6% Chrysotile
10 / 18038979-010 Floor Tile 9x9 - Comm. Room, Floor Tile	Tan Non-Fibrous Homogeneous		95% Other	5% Chrysotile
10 / 18038979-010 Floor Tile 9x9 - Comm. Room, Mastic	Black Non-Fibrous Homogeneous		94% Other	6% Chrysotile
11 / 18038979-011 Drywall - Suite #1	White Non-Fibrous Homogeneous	4% Cellulose	96% Other	None Detected

Analyst: *Susan P. Childress*

Approved Signatory:

*[Signature]*

Analysis Date: 9/6/2018

Date: 9/6/2018



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Analyst: Childress, Susan

**Asbestos Bulk PLM EPA 600/R-93/116**

SanAir ID / Description	Stereoscopic	Components		Asbestos Fibers
	Appearance	% Fibrous	% Non-fibrous	
12 / 18038979-012 Drywall - Suite #2	White Non-Fibrous Homogeneous	4% Cellulose	96% Other	None Detected
13 / 18038979-013 Drywall - Suite #2 Sm Conf	White Non-Fibrous Homogeneous	4% Cellulose	96% Other	None Detected
14 / 18038979-014 Ceiling Tile - Suite #1	White Fibrous Homogeneous	60% Cellulose 20% Glass	20% Other	None Detected
15 / 18038979-015 Ceiling Tile - Suite #2	White Fibrous Homogeneous	60% Cellulose 20% Glass	20% Other	None Detected
16 / 18038979-016 Ceiling Tile - Hallway	White Non-Fibrous Homogeneous	55% Cellulose 25% Glass 10% Min. Wool	10% Other	None Detected
17 / 18038979-017 Ceiling Tile - Cal. Room	White Non-Fibrous Homogeneous	55% Cellulose 25% Glass 10% Min. Wool	10% Other	None Detected
18 / 18038979-018 Ceiling Tile - Comm. Room	White Non-Fibrous Homogeneous	55% Cellulose 25% Glass 10% Min. Wool	10% Other	None Detected
19 / 18038979-019 Base Molding - Suite #2 Kitchen, Cove Base	Black Non-Fibrous Homogeneous		100% Other	None Detected
19 / 18038979-019 Base Molding - Suite #2 Kitchen, Mastic	White Non-Fibrous Homogeneous		100% Other	None Detected
20 / 18038979-020 Duplicate #19, Cove Base	Black Non-Fibrous Homogeneous		100% Other	None Detected

Analyst: *Susan P. Childress*

Approved Signatory:

Analysis Date: 9/6/2018

Date: 9/6/2018



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Analyst: Childress, Susan

### Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic	Components		Asbestos Fibers
	Appearance	% Fibrous	% Non-fibrous	
20 / 18038979-020 Duplicate #19, Mastic	White Non-Fibrous Homogeneous		100% Other	None Detected
21 / 18038979-021 Base Molding - Elevated Lab, Cove Base	Black Non-Fibrous Homogeneous		100% Other	None Detected
21 / 18038979-021 Base Molding - Elevated Lab, Mastic	Yellow Non-Fibrous Homogeneous		100% Other	None Detected
22 / 18038979-022 Base Molding - Elevated Lab, Cove Base	Black Non-Fibrous Homogeneous		100% Other	None Detected
22 / 18038979-022 Base Molding - Elevated Lab, Mastic	Yellow Non-Fibrous Homogeneous		100% Other	None Detected
23 / 18038979-023 Base Molding - Suite #16, Cove Base	Black Non-Fibrous Homogeneous		100% Other	None Detected
23 / 18038979-023 Base Molding - Suite #16, Mastic	Cream Non-Fibrous Homogeneous		100% Other	None Detected
24 / 18038979-024 Base Molding - Suite #10 Bath, Cove Base	Brown Non-Fibrous Homogeneous		100% Other	None Detected
24 / 18038979-024 Base Molding - Suite #10 Bath, Mastic	White Non-Fibrous Homogeneous		100% Other	None Detected
25 / 18038979-025 Duplicate #24, Cove Base	Brown Non-Fibrous Homogeneous		100% Other	None Detected

Analyst: *Susan P. Childress*

Approved Signatory:

Analysis Date: 9/6/2018

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Analyst: Childress, Susan

### Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic	Components		Asbestos Fibers
	Appearance	% Fibrous	% Non-fibrous	
25 / 18038979-025 Duplicate #24, Mastic	White Non-Fibrous Homogeneous		100% Other	None Detected
26 / 18038979-026 Base Molding - Suite 15	Black Non-Fibrous Homogeneous		100% Other	None Detected
27 / 18038979-027 Base Molding - Suite 15, Cove Base	Black Non-Fibrous Homogeneous		100% Other	None Detected
27 / 18038979-027 Base Molding - Suite 15, Mastic	White Non-Fibrous Homogeneous		100% Other	None Detected
28 / 18038979-028 Base Molding - Suite 13, Cove Base	Brown Non-Fibrous Homogeneous		100% Other	None Detected
28 / 18038979-028 Base Molding - Suite 13, Mastic	White Non-Fibrous Homogeneous		100% Other	None Detected
29 / 18038979-029 Base Molding - Suite 13	Black Non-Fibrous Homogeneous		100% Other	None Detected
30 / 18038979-030 Linoleum - Mens Room - South	Various Non-Fibrous Homogeneous	30% Cellulose	45% Other	25% Chrysotile
31 / 18038979-031 Linoleum - Womens Room - South	Various Non-Fibrous Homogeneous	30% Cellulose	45% Other	25% Chrysotile
32 / 18038979-032 Floor Tile 9x9 - Hallway, Mastic	Yellow Non-Fibrous Homogeneous		100% Other	None Detected

Analyst: *Susan P. Childress*

Approved Signatory:

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Analyst: Childress, Susan

**Asbestos Bulk PLM EPA 600/R-93/116**

SanAir ID / Description	Stereoscopic	Components		Asbestos Fibers
	Appearance	% Fibrous	% Non-fibrous	
32 / 18038979-032 Floor Tile 9x9 - Hallway, Floor Tile	Tan Non-Fibrous Homogeneous		95% Other	5% Chrysotile
32 / 18038979-032 Floor Tile 9x9 - Hallway, Mastic	Black Non-Fibrous Homogeneous		95% Other	5% Chrysotile
33 / 18038979-033 Floor Tile 9x9 - North Utility Room	Tan Non-Fibrous Homogeneous		95% Other	5% Chrysotile
33 / 18038979-033 Floor Tile 9x9 - North Utility Room			< 1% Other	None Detected
34 / 18038979-034 Floor Tile 9x9 - South Utility Room, Floor Tile	Tan Non-Fibrous Homogeneous		95% Other	5% Chrysotile
34 / 18038979-034 Floor Tile 9x9 - South Utility Room, Mastic	Black Non-Fibrous Homogeneous		95% Other	5% Chrysotile
35 / 18038979-035 Ceiling Tile - Hallway	White Fibrous Homogeneous	60% Cellulose 20% Glass	20% Other	None Detected
36 / 18038979-036 Ceiling Tile - Suite #15	White Fibrous Homogeneous	60% Cellulose 20% Glass	20% Other	None Detected
37 / 18038979-037 Ceiling Tile - Suite #12	White Fibrous Homogeneous	60% Cellulose 20% Glass	20% Other	None Detected
38 / 18038979-038 Ceiling Tile - Suite #17	White Fibrous Homogeneous	60% Cellulose 20% Glass	20% Other	None Detected

Analyst: *Susan P. Childress*

Approved Signatory:

*[Signature]*

Analysis Date: 9/6/2018

Date: 9/6/2018



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Analyst: Childress, Susan

### Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic	Components		Asbestos Fibers
	Appearance	% Fibrous	% Non-fibrous	
39 / 18038979-039 Ceiling Tile - Suite #17	White Fibrous Homogeneous	60% Cellulose 20% Glass	20% Other	None Detected
40 / 18038979-040 Drywall - North Furnace Room	White Non-Fibrous Homogeneous	5% Cellulose	95% Other	None Detected
41 / 18038979-041 Drywall - Hallway	White Non-Fibrous Homogeneous	5% Cellulose	95% Other	None Detected
42 / 18038979-042 Drywall - Suite #15	White Non-Fibrous Homogeneous	5% Cellulose	95% Other	None Detected
43 / 18038979-043 Drywall - Suite #17	White Non-Fibrous Homogeneous	5% Cellulose	95% Other	None Detected
44 / 18038979-044 Caulk - N & E Facade	Beige Non-Fibrous Homogeneous		97% Other	3% Chrysotile
45 / 18038979-045 Caulk - N & E Facade	Beige Non-Fibrous Homogeneous		97% Other	3% Chrysotile
46 / 18038979-046 Window Glaze	Black Non-Fibrous Homogeneous		100% Other	None Detected
47 / 18038979-047 Window Glaze	Black Non-Fibrous Homogeneous		100% Other	None Detected
48 / 18038979-048 Caulk - Upper Facade	Brown Non-Fibrous Homogeneous		85% Other	15% Chrysotile

Analyst: *Susan P. Childress*

Approved Signatory:

Analysis Date: 9/6/2018

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**Asbestos Bulk PLM EPA 600/R-93/116**

SanAir ID / Description	Stereoscopic	Components		Asbestos Fibers
	Appearance	% Fibrous	% Non-fibrous	
49 / 18038979-049 Caulk - Upper Facade	Brown Non-Fibrous Homogeneous		85% Other	15% Chrysotile
50 / 18038979-050 Roof - Main, Membrane	Black Non-Fibrous Homogeneous		100% Other	None Detected
50 / 18038979-050 Roof - Main, Felt	Grey Fibrous Homogeneous	60% Cellulose	40% Other	None Detected
50 / 18038979-050 Roof - Main, Foam	Yellow Non-Fibrous Homogeneous		100% Other	None Detected
51 / 18038979-051 Roof - Main, Membrane	Black Non-Fibrous Homogeneous		100% Other	None Detected
51 / 18038979-051 Roof - Main, Felt	Grey Fibrous Homogeneous	60% Cellulose	40% Other	None Detected
51 / 18038979-051 Roof - Main, Foam	Yellow Non-Fibrous Homogeneous		100% Other	None Detected
52 / 18038979-052 Roof - West Awning	Black Non-Fibrous Heterogeneous	20% Cellulose	77% Other	3% Chrysotile
53 / 18038979-053 Roof - West Awning	White Non-Fibrous Heterogeneous	20% Cellulose	80% Other	None Detected

Analyst: *Susan P. Childress*

Approved Signatory:

Analysis Date: 9/6/2018

Date: 9/6/2018

## **Disclaimer**

The final report cannot be reproduced, except in full, without written authorization from SanAir. Fibers smaller than 5 microns cannot be seen with this method due to scope limitations. The accuracy of the results is dependent upon the client's sampling procedure and information provided to the laboratory by the client. SanAir assumes no responsibility for the sampling procedure and will provide evaluation reports based solely on the sample and information provided by the client. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. government. Samples are held for a period of 60 days.

For NY state samples, method EPA 600/M4-82-020 is performed.

Polarized- light microscopy is not consistently reliable in detecting asbestos in floor covering and similar non-friable organically bound materials. Quantitative transmission electron microscopy is currently the only method that can be used to determine if this material can be considered or treated as non-asbestos containing.

### **Asbestos Certifications**

NVLAP lab code 200870

City of Philadelphia: ALL-460

PA Department of Environmental Protection Number: 68-05397

California License Number: 2915

Colorado License Number: AL-23143

Connecticut License Number: PH-0105

Massachusetts License Number: AA000222

Maine License Number: LB-0075

New York ELAP lab ID: 11983

Rhode Island License Number: AAL-126

Texas Department of State Health Services License Number: 300440

Commonwealth of Virginia 3333000323

Washington State License Number: C989

West Virginia License Number: LT000566

Vermont License: AL166318

Revision Date: 11/30/2017





1551 Oakbridge Dr. STE B  
Powhatan, VA 23139  
804.897.1177 / 888.895.1177  
Fax 804.897.0070  
sanair.com

Asbestos  
Chain of Custody  
Form 140, Rev 2, 5/18-18

SanAir ID Number

18038979

Company: <b>Wightman</b>		Project #: <b>180614</b>	Collect by: <b>Alex Wallace</b>
Address: <b>2303 Pipestone Road</b>		Project Name: <b>Allegan</b>	Phone #: <b>269-927-0100</b>
City, St., Zip: <b>Benton Harbor, MI 49022</b>		Date Collected: <b>8/29/18-8/30/18</b>	Fax #: <b>269-927-1300</b>
State of Collection: <b>MI</b>	Account#: <b>2725</b>	P.O. Number: <b>180614</b>	Email: <b>awallace@gowightman.com</b>

Bulk			Air			Soil		
ABB	PLM EPA 600/R-93/116	<input checked="" type="checkbox"/>	ABA	PCM NIOSH 7400	<input type="checkbox"/>	ABSE	PLM EPA 600/R-93/116 (Qual.)	<input type="checkbox"/>
	Positive Stop	<input type="checkbox"/>	ABA-2	OSHA w/ TWA*	<input type="checkbox"/>	<b>Vermiculite &amp; Soil</b>		
ABEPA	PLM EPA 400 Point Count	<input type="checkbox"/>	ABTEM	TEM AHERA	<input type="checkbox"/>	ABSP	PLM CARB 435 (LOD <1%)	<input type="checkbox"/>
ABB1K	PLM EPA 1000 Point Count	<input type="checkbox"/>	ABATN	TEM NIOSH 7402	<input type="checkbox"/>	ABSP1	PLM CARB 435 (LOD 0.25%)	<input type="checkbox"/>
ABBEN	PLM EPA NOB**	<input type="checkbox"/>	ABT2	TEM Level II	<input type="checkbox"/>	ABSP2	PLM CARB 435 (LOD 0.1%)	<input type="checkbox"/>
ABBCH	TEM Chatfield**	<input type="checkbox"/>	Other:		<input type="checkbox"/>	<b>Dust</b>		
ABBTM	TEM EPA NOB**	<input type="checkbox"/>	<b>New York ELAP</b>			ABWA	TEM Wipe ASTM D-6480	<input type="checkbox"/>
ABQ	PLM Qualitative	<input type="checkbox"/>	ABEPA2	NY ELAP 198.1	<input type="checkbox"/>	ABDMV	TEM Microvac ASTM D-5755	<input type="checkbox"/>
			ABENY	NY ELAP 198.6 PLM NOB	<input type="checkbox"/>			
			ABBNY	NY ELAP 198.4 TEM NOB	<input type="checkbox"/>			
<b>Water</b>						Matrix	Other	<input type="checkbox"/>
ABHE	EPA 100.2	<input type="checkbox"/>						<input type="checkbox"/>

\*\* Available on 24-hr. to 5-day TAT

Turn Around Times	3 HR (4 HR TEM) <input type="checkbox"/>	6 HR (8HR TEM) <input type="checkbox"/>	12 HR <input type="checkbox"/>	24 HR <input type="checkbox"/>
	2 Days <input type="checkbox"/>	<input checked="" type="checkbox"/> 3 Days	4 Days <input type="checkbox"/>	5 Days <input type="checkbox"/>

**Special Instructions**

Sample #	Sample Identification/Location	Volume or Area	Sample Date	Flow Rate*	Start - Stop Time*
1	Floor Tile 9x9 - Suite #1		8/29/18		
2	Floor Tile 9x9 - Suite #1				
3	Floor Tile 9x9 - Suite #2				
4	Floor Tile 9x9 - Suite #2				
5	Floor Tile 9x9 - Suite #2 Lrg Conf				
6	Floor Tile 9x9 - SW Entrance				
7	Linoleum - SW Entrance				
8	Linoleum - N Entrance				
9	Floor Tile 9x9 - N Entrance				
10	Floor Tile 9x9 - Comm. Room				
11	Drywall - Suite #1				
12	Drywall - Suite #2				

Relinquished by	Date	Time	Received by	Date	Time
<i>AW</i>	8/30/18	5:00P	<i>MC</i>	AUG 31 2018	9:35AM

If no technician is provided, then the primary contact for your account will be selected. Unless scheduled, the turnaround time for all samples received after 3 pm EST will be logged in the next business day. Weekend or holiday work must be scheduled ahead of time and is charged at 150% of the 3hr TAT or a minimum charge of \$150. A courier charge will be applied for same day and one-day turnaround times for offsite work. SanAir covers Standard Overnight FedEx shipping. Shipments billed to SanAir with a faster shipping rate will result in additional charges.

18038979

Sample #	Sample Identification/Location	Volume or Area	Sample Date	Flow Rate*	Start - Stop Time*
13	Drywall - Suite #2 Sm Conf				
14	Ceiling Tile - Suite #1				
15	Ceiling Tile - Suite #2				
16	Ceiling Tile - Hallway				
17	Ceiling Tile - Cal. Room				
18	Ceiling Tile - Comm. Room				
19	Base Molding - Blk - Suite #2 Kitchen				
20	Duplicate #19				
21	Base Molding - Blk - Elevated Lab				
22	Base Molding - Blk - Elevated Lab				
23	Base Molding - Blk - Suite #16				
24	Base Molding - Brn - Suite #10 Bath				
25	Duplicate #24				
26	Base Molding - Blk - Suite 15				
27	Base Molding - Blk - Suite 15				
28	Base Molding - Brn - Suite 13				
29	Base Molding - Blk - Suite 13				
30	Linoleum - Mens Room - South				
31	Linoleum - Womens Room - South				
32	Floor Tile 9x9 - Hallway				
33	Floor Tile 9x9 - North Utility Room				
34	Floor Tile 9x9 - South Utility Room				
35	Ceiling Tile - Hallway		8/30/18		
36	Ceiling Tile - Suite #15				
37	Ceiling Tile - Suite #12				
38	Ceiling Tile - Suite #17				
39	Ceiling Tile - Suite #17				
40	Drywall - North Furnace Room				
41	Drywall - Hallyway				
42	Drywall - Suite #15				
43	Drywall - Suite #17				

## Special Instructions

Relinquished by	Date	Time	Received by	Date	Time
<i>AW</i>	<i>8/30/18</i>	<i>5:00p</i>	<i>MC</i>	<i>AUG 31 2018</i>	<i>9:35AM</i>

If no technician is provided, then the primary contact for your account will be selected. Unless scheduled, the turnaround time for all samples received after 3 pm EST will be logged in the next business day. Weekend or holiday work must be scheduled ahead of time and is charged at 150% of the 3hr TAT or a minimum charge of \$150. A courier charge will be applied for same day and one-day turnaround times for offsite work. SanAir covers Standard Overnight FedEx shipping. Shipments billed to SanAir with a faster shipping rate will result in additional charges.

Special Instructions	
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Relinquished by	Date	Time	Received by	Date	Time
<i>[Signature]</i>	8/30/18	5:00 p	MC	AUG 31 2018	9:35 AM

If no technician is provided, then the primary contact for your account will be selected. Unless scheduled, the turnaround time for all samples received after 3 pm EST will be logged in the next business day. Weekend or holiday work must be scheduled ahead of time and is charged at 150% of the 3hr TAT or a minimum charge of \$150. A courier charge will be applied for same day and one-day turnaround times for offsite work. SanAir covers Standard Overnight FedEx shipping. Shipments billed to SanAir with a faster shipping rate will result in additional charges.

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