



## **Closing of Haven-Warren Hall Q&A**

### **1. What did CAU announce today?**

Clark Atlanta University officials announced today that Haven-Warren Hall would be closed indefinitely due to the presence of mold in portions of the building. The University received an expert opinion from an industrial hygienist that it is not necessary to evacuate the building; however, the University felt it necessary to take precautionary measures.

### **2. When is this change effective?**

The closing of Haven Warren Hall is effective immediately on Monday, March 24, 2008. After a meeting at 10:00AM to inform affected faculty and staff, all occupants will be directed to pack and remove their personal items and any critical materials and supplies needed to continue their work, and the building will be vacated. All classes scheduled in Haven- Warren Hall have been reassigned to other buildings effective immediately.

### **3. How was the mold discovered?**

During an engineering survey of the HVAC system in the building, it was determined through observation and discussions with employees that there appeared to be mold in portions of the building. A certified Industrial Hygienist was brought in to conduct tests, and he confirmed that some of the substance observed by the engineers and employees was mold. The results of the tests conducted by the hygienist are still pending. Those test results will tell us more about the extent of the problem.

**4. Did the hygienist recommend that the building be closed and vacated?**

No. Based on his experience and observations, the hygienist did not think evacuating and closing the building were necessary.

**5. Why did the administration decide to close Haven-Warren Hall?**

After careful consideration of all the facts, including employee concerns and the preliminary test results, the administration decided to be proactive and take this precautionary action. Vacating the building will also allow us to complete the cleaning, HVAC upgrades, and certain intended cosmetic improvements and office reconfigurations in less time and with fewer interruptions of classes and the important work being done in the building.

**6. Who is directly affected by this action?**

There are more than 60 class periods currently held in Haven-Warren Hall. In addition there are approximately 80 faculty and staff members with offices in Haven-Warren Hall. The departments affected: English Department, Financial Aid, Institutional Advancement and University Relations, Enrollment Services and Student Affairs, Student Accounts, Finance and Accounting, and Auxiliary Services.

**7. Where will the classes be held while Haven-Warren Hall is closed?**

All classes have been reassigned to several other buildings on campus, including Carl and Mary Ware, McPheeters-Dennis, Wright-Young and Henderson Gym. Notifications of these changes with specifics for each class are posted around the campus and information is available from the Registrar's Office.

**8. Where are the affected employees going to be located?**

The task of relocating faculty and staff is still in progress. Our goal is to have this work completed and all employees assigned to alternate locations by Wednesday, March 26. Locations being considered include: Henderson Gym; Student Center; Thayer Hall; Alumni House; and Harkness Hall. In addition, the administration is pursuing the option of erecting a temporary building on the site previously occupied by the recently demolished Brawley Hall. Affected

faculty and staff will be meeting with their respective Vice Presidents on Monday, March 24, for details and specifics.

**9. How soon will affected employees be able to resume their duties?**

Some employees will be able to resume their duties in alternate locations before the end of the day on Monday, March 24. Others will be directed to work from home to the extent that they can. The goal is to have all employees assigned to alternate locations on campus and back to their duties by Wednesday, March 26.

**10. When will the building be reopened?**

The exact date that Haven-Warren Hall will be reopened for occupancy is yet to be determined. This will depend on several factors, including test results from the hygienist, mold remediation and building cleanup, HVAC repairs and upgrades, and retesting after all work is completed. As more is learned about these factors, it will be reported to all faculty, staff, and students.

**11. Is it safe for employees to reenter the building to get supplies and other items?**

Yes. Based on preliminary test results and the opinion of our consultants, it is safe for employees to enter the building to retrieve supplies and materials from their offices. After the initial removal of required items on Monday, March 24, all those requiring access to the building must have requests approved through their respective Vice President or his/her designee.

**12. What is being done to eliminate the mold?**

The University has enlisted the services of a certified mold-remediation contractor who has already surveyed the building and is in the process of preparing a proposal to conduct the cleanup activity. When the proposal is accepted, cleanup activities will begin immediately. After the cleanup is complete, the building will undergo extensive retesting to confirm that the mold has been eliminated.

**13. How long will it take to remove the mold from the building?**

Until we get the official proposal from the contractor, we cannot project how long it will take to complete the cleanup and retesting. Once we have that information, we will report it to the CAU community.

**14. Where in the building has mold been located?**

Mold has been located in some offices and classrooms. The most common location is around the air-conditioning vents, where moisture tends to accumulate.

**15. Who will be doing the cleanup work in the building?**

Although we have brought in a highly recommended, experienced mold-remediation contractor to make an assessment and proposal, we have not made a final decision on who will do the work.

**16. How will faculty and staff know where they will be assigned during the temporary period?**

Initial and general information will be shared with affected faculty and staff in a meeting on Monday, March 24. More detailed information, including temporary office assignments, will be discussed with all affected person in separate meetings with their respective Vice Presidents.

**17. How many classes are affected and where will they be held?**

There are more than 60 classes held in Haven-Warren that have all been reassigned to other locations around the campus. The alternate locations include: Carl and Mary Ware; McPheeters-Dennis; Wright-Young; and the Henderson Gym.

**18. Will Davage Auditorium be closed also?**

Yes. Davage Auditorium will be closed until further notice. All activities scheduled for Davage Auditorium will be assigned to different venues, postponed or cancelled.

**19. Is the mold problem related to the ongoing heating and air-conditioning problem in Haven-Warren?**

Preliminary indications are that the design and operating condition of the heating and air-conditioning system in Haven-Warren have contributed directly to the onset of mold in portions of the building.

**20. Is anything being done to correct the heating and air-conditioning problem?**

In addition to the mold remediation and cleanup, the University intends to acquire the services of a mechanical contractor to replace and upgrade the heating and air-conditioning system in the building.

**21. How long has it been known that there is mold in the building?**

The official determination by the Certified Industrial Hygienist was made within the last two weeks.

**22. When will we know the results of the testing that has been done?**

We do not know for certain when the test results will be reported, but it is estimated that they will take between two and three weeks.

**23. Why wasn't this action taken sooner?**

The action being taken now is based on definitive evidence that there is mold present in portions of the building.

**24. How will employees know that the building is free of mold before moving back in?**

Once the remediation and cleanup work is completed, the building will be retested for the presence of mold. The building will be reoccupied only after those tests are reported and the elimination of the mold is conclusive

**25. How old is Haven-Warren Hall?**

Haven-Warren Hall was built in 1941. It underwent selective interior renovation in 1994. The size of Haven-Warren Hall is more than 47,000 gross square feet.

**26. How often are Haven-Warren and other university buildings tested for mold?**

University buildings are tested for mold whenever there is a report made to Facilities Management that mold is suspected to be present. Random tests have also been made when conditions (such as excessive moisture) are found to exist. At this time there is no indication that mold is a problem in any other CAU building.