



December 4, 2018

To: Bill Tracy, CBO
Tim Stover, Littleton Fire Marshal
From: Michael Haselhoff, Interstate Restoration
RE: The Windermere Apartments
5829 S. Datura St. Littleton, CO 80120

The following is the emergency plan for Windermere's resident relocation process to ensure that their life safety and security of personal belongings is in place. This is only for locations in the building that are clear of asbestos fibers as verified by air and surface testing.

Current testing has shown that we have asbestos containing fibers (spill) in the main lobby, 1st floor north wing (all units and common hallway), unit 233 on the 2nd floor north wing, both elevator shafts, and the central stairwell. Additional testing is being conducted in other units on the 2nd floor north wing. The areas that have been deemed a spill will have critical barriers, signage, and negative pressure in place in accordance with CDPHE requirements to prevent unauthorized individuals from entering these areas.

The building consists of three wings – north, south, and west – with a central elevator lobby on each floor.



All entry to the three wings will occur from the fire exit stairwells located outside each wing. The first-floor entrance for the main lobby will be locked and will have critical containment setup preventing anyone from entering this area. There will be no usage of the elevators as the power will be shut down.

Currently the following life safety systems are in place:

- Fire smoke detection (offsite monitored system)

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- Emergency lighting and exit signs
- Fire extinguishers (all corridors)
- Emergency egress on all corridors

To ensure that anyone that enters the building knows their location, signage will be placed on each unit door and the emergency fire exit doors stating the following:

Windermere Apartments
5829 S. Datura St.
Littleton, CO 80120
You are in:
West Wing – Floor 1
(wing and floor will be noted per location)
In Case of Emergency,
Call 911

While there are movers and residents in the building, we will have a competent person positioned in the appropriate corridors and outside each entry of the buildings. Each person will be equipped with a two-way radio as well as a cell phone to report any emergency incident to the authorities.

To ensure that only approved individuals are in the building, wrist bands will be issued daily. This will allow for management and security to regulate who's in the building at any time.

The proposed move out plan for Residents will be as follows; date TBD based on containment of building and approval of emergency plan. Each floor will be given two - four days to pack and move their belongings. The first and fifth floor will be scheduled to move on the same dates since the first floor will not need the stairs.

- Fifth (5th) floor all wings and first (1st floor) south and west wing will be allowed to pack on day one (1) and move all belongings on day two (2).
- Fourth (4th) floor all wings and lower (basement) floor will be allowed to pack on day three (3) and move all belongings on day four (4).
- Third (3rd) floor all wings will be allowed to pack on day five (5) and move all belongings on day six (6).
- Second (2nd) floor south and west wing will be allowed to pack on day seven (7) and move all belongings on day eight (8).
- Apartment 233 will not be allowed to remove anything due to the spill.

At this time all other apartments on the second-floor north wing have not been cleared. If/when they are cleared, residents will be allowed to move their belongings on the same days as the other wings on the second floor. If the north wing second floor is not cleared, nothing will be removed from the property by the residents.



To recap, Haven Property Management and Interstate Restoration will work together to ensure the resident safety and security is in place any time that residents and their contractors are in the building.

Please let me know if you have any questions or need additional information.

Thank you,

Michael Haselhoff
Senior Project Director
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