



United Federation of Teachers
A Union of Professionals

PROTOCOL CHECKLIST

FOR



CONSTRUCTION PROJECTS IN SCHOOLS

SCHOOL/CAMPUS:
MEETING DATE:

United Federation of Teachers

CHECKLIST FOR CONSTRUCTION PROJECTS IN SCHOOLS

1. Minutes were written by: _____

2.	School Utilization	
	School Hours:	_____

	Weekend Hours:	_____

	After-School Programs Hours:	_____

	Summer Programs Hours:	_____

3.	What is the scope of work?	
	A.	_____
	B.	_____
	C.	_____
	D.	_____
	E.	_____

4.	What is the time frame?	
	Begin Date:	_____
	Date of Completion:	_____

5. Who is the SCA Project Officer? _____

Emergency Contact List						
	Agency	Name	Title	Phone	Cell	Email
1	SCA		Project Officer			
2	SCA		Com. Rel.			
3	SCA		I.E.H.			
4						
5						
6						

**** (A completed list and/or attendance sheet from this meeting will be attached to the minutes and emailed to all.) ****

6.	During which hours will the work take place?
7.	Has school provided an official calendar, school calendar and test dates? YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	Has the contractor been informed that no work is to take place during school-wide testing? YES <input type="checkbox"/> NO <input type="checkbox"/>
9.	NOISE MITIGATION - What precautions will be taken to minimize noise?
10.	Has the contractor/SCA provided an updated/current work schedule? YES <input type="checkbox"/> NO <input type="checkbox"/>
11.	Job Committee (principal, chapter leader, custodian, parent coordinator) will meet with the SCA regularly during the construction time frame above. The first of these regular meetings will be on <div style="display: flex; justify-content: space-between; align-items: center;"> at . </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> (DATE) (TIME) </div>
12.	Do all workers display photo identification badges while on school property? YES <input type="checkbox"/> NO <input type="checkbox"/>
13.	What type of security is being planned before/after school hours?
14.	Which toilet facilities will be used by the workers (Will the contractor provide Porta Sans?)
15.	Which entrances, exits and staircases will be utilized by contractors?
16.	Is there any swing space required? YES <input type="checkbox"/> NO <input type="checkbox"/>
17.	Location of dumpsters?

18. COVID-19 – Has the contractor submitted a COVID-19 Site Safety Plan?

YES NO

Does the COVID-19 Safety Plan cover the following precaution per SCA, state and city safety standards?

- | | YES | NO | |
|---|--------------------------|--------------------------|-----------------------------|
| a. Posting of the COVID-19 Safety Plan and signage reminding everyone to adhere to all safety protocols | <input type="checkbox"/> | <input type="checkbox"/> | Where? <input type="text"/> |
| b. Health screening of personnel working on-site | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. Wearing face covering while on-site | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. Social distancing | <input type="checkbox"/> | <input type="checkbox"/> | |
| e. Handwashing and/or hand sanitizer stations | <input type="checkbox"/> | <input type="checkbox"/> | Where? <input type="text"/> |
| f. Communication and disinfection in the event of a positive case amongst workers. | <input type="checkbox"/> | <input type="checkbox"/> | |

19. ASBESTOS - Is any asbestos work involved? YES NO

(If YES, answer items A to E. If NO, skip to Question 20.)

A. Where and When will the abatements take place?

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.

B. Who is doing the abatement? (Company and name)

C. Who will be monitoring the asbestos work?

D. Who is the SCA I.H.?

E. Where will the air test results/clearance letter be emailed? (Name and email addressed Provided on sign in sheet)

20. PCBs - What precautions/procedures are used for PCB containing materials that will be disturbed? N/A (If yes, answer items 20A and 20B below. If N/A, skip to Question 21.)

A. Are there T12 florescent light fixtures in the school that will be replaced?

YES NO (If YES, answer items i to ix. If NO, skip to 20B.)

- i. Is there asbestos insulation on wiring that may be disturbed during removal of the light fixtures or ballasts?
YES NO
- ii. Are there any signs of past leakage of tar or oil from the lights?
YES NO
- iii. Will the contents be removed from each room where lights will be replaced?
YES NO
- iv. Will plastic sheeting be placed on the floors and fixed objects when lights are replaced?
YES NO
- v. Will isolation barriers be installed in room(s) where lights are to be replaced?
YES NO
- vi. Will the area be cleaned after completion of the work and removal of the plastic sheeting?
YES NO
- vii. Will the light fixture housing be removed?
YES NO
- viii. Where will the materials be stored until removed from site?
YES NO
- ix. Will the storage area have no floor drain?
YES NO

B. Is there PCB containing caulk?

YES NO (If YES, answer items i to vi. If NO, skip to Question 21.)

- i. Will dust isolation barriers and dust flaps be properly installed?
YES NO
- ii. Will movable items be moved at least 5 feet from the work area?
YES NO
- iii. Will immovable items be covered with plastic sheeting?
YES NO
- iv. Will all functional spaces be inspected to document pre-existing conditions prior to starting the work?
YES NO
- v. Will a HEPA air purifier be properly placed and used during the project?
YES NO
- vi. Will isolation barriers with dust flaps be maintained during the project?
YES NO

21.	LEAD BASED PAINT CONTROL – If lead-painted surfaces are impacted, what precautions/procedures are used for lead-painted surfaces? (DDC, NYPA, SCA, BOE, DSF) N/A <input type="checkbox"/>
------------	---

22.	CONSTRUCTION DUST CONTROL - What kinds of dust containment will be employed? A. Will the contractor have a cleaning crew? YES <input type="checkbox"/> NO <input type="checkbox"/> B. What precautions will be taken to minimize dust generation, such as vacuum attachments on equipment, wet methods, etc.? C. Will isolation barriers be installed in room(s) where dust-generating work will take place? YES <input type="checkbox"/> NO <input type="checkbox"/> D. Will the area be cleaned after removal of all poly and isolation barriers? YES <input type="checkbox"/> NO <input type="checkbox"/> E. What procedures will be implemented if there is any visible dust after the final cleaning is complete? F. Will a final inspection be performed by the Contractor and School Representative? YES <input type="checkbox"/> NO <input type="checkbox"/>
------------	---

23.	MASONRY WORK - If this work involves pointing/grinding/masonry work: N/A <input type="checkbox"/> A. Grinders will have vacuum attachments for dust? YES <input type="checkbox"/> NO <input type="checkbox"/> B. Scaffold Type used? YES <input type="checkbox"/> NO <input type="checkbox"/> ; Location: C. Sidewalk bridges will be located at: D. Netting will be used at (location):
------------	---

24.	FUMES/ODORS - What special precautions will be taken to minimize exposure to fumes?
------------	--

25. ROOFING TAR - If this is a roof replacement, where will the tanker or after-burner TARPOT be located? N/A

On the roof? YES NO

Street level? YES NO ; **On Street #:**

Other:

A. Approximately how many days will this process take?

Begin: **Date of Completion:**

B. During this work, are all outside intake vents sealed? YES NO

26. SDS – Safety Data Sheets will be located in an SDS Binder in:

	YES	NO
a. Principal's Office	<input type="checkbox"/>	<input type="checkbox"/>
b. Custodian's Office	<input type="checkbox"/>	<input type="checkbox"/>
c. Construction Office	<input type="checkbox"/>	<input type="checkbox"/>