SCHOOL CONSTRUCTION AUTHORITY
CONSTRUCTION PROJECTS
IN
SCHOOLS

SCHOOL/CAMPUS: __________________________
MEETING DATE: __________________________

MOST CURRENT REVISION
August 2016
1. Is there an attendance sheet with names, phone #s, and email addresses for this meeting?
   YES ☐ NO ☐

2. Minutes were written by: _______________________________________________________

3. School Utilization:
   School Hours: _________________________________________________________________
   Weekend Hours: _________________________________________________________________
   After-School Programs Hours: ____________________________________________________
   Summer Programs Hours: _________________________________________________________

4. What is the scope of work?
   A. ____________________________________________________________
   B. ____________________________________________________________
   C. ____________________________________________________________
   D. ____________________________________________________________
   E. ____________________________________________________________

5. What is the time frame?
   Begin Date: _________________________________________________________________
   Date of Completion: _________________________________________________________

6. Who is the SCA Project Officer? _______________________________________________

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<tr>
<th>Agency</th>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Fax</th>
<th>Cell</th>
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<tr>
<td>1</td>
<td>SCA</td>
<td>Project Officer</td>
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<td>2</td>
<td>SCA</td>
<td>Com. Rel.</td>
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<td>3</td>
<td>SCA</td>
<td>I. H.</td>
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(A completed list will be attached to the minutes – faxed to all)

7. During which hours will the work take place?
   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________
8. Do all workers display photo identification badges while on school property?
   YES ☐   NO ☐

9. Which entrances, exits and staircases will be utilized by contractors?

   _____________________________________________________________

10. 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: (DATE) at (TIME) A.M. /P.M.

11. Which toilet facilities will be used by the workers (Will the contractor provide Porta Sans?)

   _____________________________________________________________

12. Is any asbestos work involved?  YES ☐   NO ☐

   A. Where and When?
   1. _______________________________________________________
   2. _______________________________________________________
   3. _______________________________________________________
   4. _______________________________________________________

   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)
   _______________________________________________________

13. PCBs – What precautions/procedures are used for PCB containing materials that will be disturbed?

   a. Are there T12 florescent light fixtures in the school that will be replaced?
      YES ☐   NO ☐

   b. Is there PCB containing caulk?
      YES ☐   NO ☐
A. **PCB containing light fixtures**
   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 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. **PCB Caulk and other PCB containing building materials**
   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 ☐
C. What precautions will be taken to minimize dust generation, such as vacuum attachments on equipment, wet methods, etc?

D. What steps will be taken to ensure there is no visible dust outside of the isolation barrier during work?

E. Will the area be cleaned after removal of all poly and isolation barriers?  
   YES ☐  NO ☐

F. What procedures will be implemented if there is any visible dust after the final cleaning is complete?

G. Will a final inspection be performed by the Contractor and School Representative?  
   YES ☐  NO ☐

14. If this is a roof replacement, where will the tanker or after-burner TARPOT be located?
   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 ☐

15. Fumes/odors - What special precautions will be taken to minimize exposure to fumes?

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

   1. Principal’s Office  YES ☐  NO ☐
   2. Custodian’s Office  YES ☐  NO ☐
   3. Construction Office  YES ☐  NO ☐
17. If this work involves pointing/grinding/masonry work:
   A. Grinders will have vacuum attachments for dust? YES ☐ NO ☐
   B. Scaffold Type used? YES ☐ NO ☐; Where?: ___________________________
   C. Sidewalk bridges will be located at: ___________________________
   D. Netting will be used at (location): ___________________________

18. What kinds of dust containment will be employed?
   ___________________________
   ___________________________
   a. Are power tools equipped with dust controls? YES ☐ NO ☐

19. LEAD – What precautions/procedures are used for lead-painted surfaces?(DDC, NYPA, SCA, BOE, DSF)
   ___________________________
   ___________________________

20. Will the contractor have a cleaning crew? YES ☐ NO ☐

21. What precautions will be taken to minimize noise?
   ___________________________
   ___________________________

22. Has the contractor been informed that no work is to take place during school-wide testing?
   YES ☐ NO ☐

23. Has school provided an official calendar, school calendar and test dates?
   YES ☐ NO ☐

24. Is there any swing space available? YES ☐ NO ☐
   Location? ___________________________

25. Location of dumpsters?
   ___________________________
   ___________________________

26. What type of security is being planned before/after school hours??
   ___________________________
   ___________________________

27. Has the contractor/SCA provided an updated/current work schedule?
   YES ☐ NO ☐