UFT/DSF/NYPA
Pre-construction

PROTOCOL

CHECKLIST

FOR
NYPALIGHTING PROJECTS
IN
SCHOOLS

SCHOOL_____________ DATE_____________
Attendance sheet with names, phone and beeper #'s listed  Yes ☐  No ☐

<table>
<thead>
<tr>
<th>Emergency Contact List</th>
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<tbody>
<tr>
<td>Agency</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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</tbody>
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(A completed list will be attached – faxed to all)

2. Who is the Project Officer/Contract Manager or Supervisor?______________________________________________

3. School Utilization to be filled in by School Administrator(s):
   School hours_______________________  Weekend hours_______________________
   After-School Programs Hours__________  Summer Programs_____________________

4. What is the scope of work? Provide a short description of work to be done. Where different work is to be done in different locations, list locations of work with description

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

5. What is the time frame?  
   Start Date__________
   Anticipated Date of Completion__________________________

6. During which hours will the work take place?________________________________

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
7. Workers/Contractors are aware of the requirement that photo identification badges are displayed while on school property? □ Yes

8. Material Safety Data Sheets (MSDSs) will be located in a folder in:
   □ Principal’s office    □ Custodian’s office

9. Where work activities create excessive noise what will be done to minimize noise?
   __________________________________________________________
   __________________________________________________________

10. Location of dumpsters (if applicable):
    __________________________________________________________
    __________________________________________________________

Dust Control and Containment

11. The NYPA assigned project management team and all contractors know and will conform to the requirements of the NYCDOE DSF June 4, 2001 Standard Operating Procedures and Dust Control Procedures? □ Yes

   ✓ Isolation barriers and dust flaps installed and maintained
   ✓ Movable items moved at least 5 feet from the work area
   ✓ Immovable items covered with plastic sheeting
   ✓ All functional spaces inspected to document pre-existing conditions prior to starting the work?
   ✓ Appropriate precautions taken to minimize dust generation, such as vacuum attachments on equipment, wet methods, etc.
   ✓ Steps taken to ensure there is no visible dust outside of the isolation barrier during work
   ✓ Area be cleaned after removal of all poly and isolation barriers with no visible dust after the final cleaning is complete
   ✓ Final inspection performed by the Contractor and School Representative?
Asbestos

12. Will the work involve the disturbance of building materials, including wall, ceiling, flooring materials, windows, exterior doors, etc? □ Yes □ No
   a. Is there asbestos insulation on wiring that may be disturbed during removal of the light fixtures or ballasts? □ Yes □ No

   If so, will any asbestos-containing materials be disturbed? □ Yes □ No

13. If yes, what building materials and where are they located? ________________________________

14. When will the work take place?______________________________

15. Who is the asbestos abatement contractor?______________________________________________

16. Who is the third-party environmental consultant/project monitor who will monitor the asbestos work?______________________________________________

17. Where will the reoccupancy letter and asbestos air monitoring results be faxed and posted? (Name, telephone and fax number)______________________________

Lead

18. If the building was built prior to 1978 all work will be performed under applicable lead paint regulations. □ Yes

19. Are target populations involved? □ Yes □ No

   If so, where will the reoccupancy letter and lead clearance wipe testing results be faxed and posted? (Name, telephone and fax number)______________________________
If Applicable:

20. PCBs (Polychlorinated Biphenyls)

21. Will T12 florescent light fixtures in the school be replaced? □ Yes □ No

If the answer to Question #21 is Yes, this replacement work will be done by a qualified abatement contractor using the following procedures:

a. If there are signs of visible leakage from any fixtures, the appropriate procedures will be followed to prevent any other surfaces from being contaminated during removal.
b. The contractor will adhere to the work area protection requirements detailed in the Dust Control Protocol p.4 et.seq.
c. The contents of the room will be protected by a 6 mil plastic sheet affixed in place. Furniture will be moved out of the area below the lights to be removed and covered with 6 mil plastic sheeting.
d. Plastic sheeting (6 mil thick) will be placed on the floors and over fixed objects during the removal of the lights.
e. The contractor will remove the plastic protecting the surfaces and dispose of appropriately. After installation of the new fixtures, the room will be cleaned in accordance with standard construction practices.
f. The light fixtures will be completely removed and new fixtures installed.
g. Storage of tools, materials to be installed, and of fixtures and materials removed will be only in agreed upon locations. Removed materials will not be stored in a space with a floor drain.