UFT/DSF
Pre-construction

PROTOCOL

CHECKLIST

FOR
DOE/DSF
RENOVATION/CONSTRUCTION PROJECTS
IN
SCHOOLS

SCHOOL_____________ DATE_____________
1. Attendance sheet with names, phone and beeper #’s listed  Yes □  No □

<table>
<thead>
<tr>
<th>Emergency Contact List</th>
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</thead>
<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>
</table>

(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 DOE/DSF 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

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)

Will any window work or exterior door work be done? ☐ Yes ☐ No

- Is Polychlorinated Biphenyl (PCB) – containing caulk involved? ☐ Yes ☐ No