

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

Emergency Contact List						
	Agency	Name	Title	Phone	Fax	Cell
1						
2						
3						
4						
(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

NOTES