

# EASTERN MICHIGAN UNIVERSITY™

## PHYSICAL PLANT OPERATIONAL MAINTENANCE ADMINISTRATIVE PROCEDURE

<b>Section:</b>	<b>Critical Incident:</b>	<b>Effective Date:</b>	<b>May 2008</b>
<b>Subject:</b>	<b>Asbestos Abatement</b>	<b>Procedure Number:</b>	<b>S-01</b>

### Practice

The following procedure will be used by the Physical Plant and any other applicable personnel involved in work to be performed in or around Asbestos Containing Material or suspected Asbestos Containing Material that will either be removed, disturbed, or has a strong likelihood of being disturbed.

### Purpose

This procedure will be used to help protect University faculty, staff, students, and visitors from avoidable exposure to Asbestos Containing Material.

### Procedure

#### 1. GENERAL ASBESTOS PROCEDURES

- 1.1. **Under no condition are Physical Plant personnel to disturb any Asbestos Containing Material. Individuals that knowingly endanger themselves and/or others by disturbing known or suspected Asbestos Containing Material will receive disciplinary action up to and including termination.**
- 1.2. All abatement needs will be addressed by properly trained, certified, and equipped contractors that are legally able to handle this material.

- 1.3. Employees are required to bring any health and safety concerns to their immediate supervisor/manager so that the University may have the opportunity to address those concerns.
  - 1.3.1. Notifying the Health and Safety Office prior to any abatement activity is the responsibility of the employees' manager, project manager, or supervisor at the direction of the appropriate manager.
- 1.4. All activities requiring the disturbance of ACM shall follow the guidelines and procedure as set forth by the Health and Safety Office.

## 2. BUILDING LIST

The following list of buildings (not all inclusive) are either known or suspected to have asbestos containing material and should be treated accordingly.

600 W. Forest	Pease Auditorium
611 W. Cross	Pierce Hall
Boone Hall	Pray-Harrold
Bowen Field House	Quirk
Briggs Hall	Rackham
Central Stores	Roosevelt Hall
Ford Hall	Rynearson Stadium
Geddes Town Hall School House	Sculpture Studio
Heating Plant	Sherzer Hall
Hover	Sill Hall
Porter	Snow Health Center
King Hall	Starkweather hall
Kresge Environmental Center	Strong Hall
Mark Jefferson	Warner Gymnasium
McKenny Union	Welch Hall
Oestrike Stadium	

## 3. UNSCHEDULED ASBESTOS ABATEMENT

- 3.1. Upon encountering disturbed asbestos containing material or upon noticing that an activity has unknowingly disturbed asbestos containing material, stop all work in the immediate area.
- 3.2. The employee will immediately notify their immediate supervisor (foreman/project manager).
- 3.3. The foreman/project manager will then notify the appropriate manager.
- 3.4. The manager/project manager will then notify the Health and Safety Office verbally and in writing.
- 3.5. Health and Safety Office will schedule the abatement with an approved abatement contractor and air monitoring with the industrial hygiene consultant; and then confirm the scheduled abatement work with the Physical Plant.
- 3.6. The Health and Safety Office will provide written notification to the affected parties.
- 3.7. Once the area has been satisfactorily abated the Health and Safety Office will notify the above noted parties in writing.
- 3.8. The Physical Plant will restore the operation of all equipment shutoff as a result of the abatement.

#### 4. SCHEDULED ASBESTOS ABATEMENT


- 4.1.1. The designated project manager, foremen or manager will notify the Health and Safety Office in writing of the need for abatement.
- 4.2. The asbestos abatement check sheet shall be used by the project manager, foremen or manager to document procedures followed. Check sheet is attached.
  - 4.2.1. A site visit will be made by the appropriate project manager, foreperson, manager and Health and Safety Office to review the scope of the work.
  - 4.2.2. The Health and Safety Office will contact the abatement and air monitoring companies to schedule the abatement work.
  - 4.2.3. The Health and Safety Office will create and fax the work orders to the abatement contractor and air monitoring firms.
- 4.3. The Health and Safety Office will provide written notification to the affected parties of the abatement work.
- 4.4. Once the area has been satisfactorily abated, the Health and Safety Office will notify the above affected parties in writing of the abatement completion.
- 4.5.1. The Physical Plant will restore the operation of all equipment shutoff as a result of the abatement.

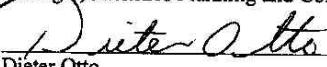
#### 5. CONSTRUCTION PROJECT ABATEMENT

- 5.1. Projects performed by Eastern Michigan University will follow the scheduled asbestos abatement procedures.
- 5.2. Project performed under the direction of a General Contractor will follow the following:
  - 5.2.1. General Contractor is responsible for all abatement work.
  - 5.2.2. Prior to any abatement work proceeding, the General Contractor will notify the project manager.
  - 5.2.3. If abatement is in an occupied space or building, the project manager will notify the Health and Safety Office and the Health and safety Office will notify the affected parties in writing of the abatement work.
  - 5.2.4. The General contractor will notify the project manager when the abatement is complete. If the project was in an occupied building, the


General Contractor will provide the Health and Safety Office with the documentation of clearance. Upon receipt of the clearance the Health and Safety Office will notify the affected parties of the abatement completion.

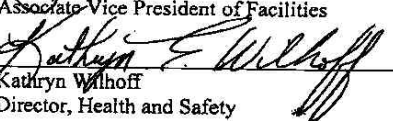
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# Asbestos Abatement Check Sheet

**Date:** \_\_\_\_\_ **Abatement Work Order No.** \_\_\_\_\_  
**Building:** \_\_\_\_\_ **Air Monitoring Work No.** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_

- Determine need for abatement and stop all work that could disturb suspected asbestos containing material.
  
- Notify the Health and Safety office in writing of the need for abatement, including the following:
  1. Date project is to begin and anticipated length of job
  2. Start time of project
  3. Building room number and/or location
  4. Physical Plant contact
  5. Material to be abated and quantity if known
  6. Account number to be used
  7. Project number if applicable
  8. Required service shutdowns for the work
  
- Wait for clearance in writing from Health & Safety
- Resume/start required work