



# Project Manager Renovation & Repair Checklist

PM Name: \_\_\_\_\_

Bldg: \_\_\_\_\_

Room or Area: \_\_\_\_\_

Date Completed: \_\_\_\_\_

EHS Approval: \_\_\_\_\_

## 1. General Activities:

### Pre-Renovation

Yes No N/A

- 1a. Notified staff, students, and parents of impending renovations and repairs
- 1b. Consulted EHS before starting projects that may disturb asbestos or lead paint
- 1c. Planned isolation strategy (from pollutants generated during renovations and repairs) for:
  - Students and staff
  - Non-work areas of building
  - Ventilation system
- 1d. Arranged for increased housekeeping during renovations and repairs
- 1e. Scheduled pollutant-producing activities during unoccupied periods

### Renovation

- 1f. Determined that housekeeping activities are sufficient to control dirt and dust
- 1g. Verified that isolation strategy is working

### Close-out

- 1h. Allowed time for off-gassing before space is occupied
- 1i. Cleaned surfaces with wet-wiping and vacuuming
- 1j. Cleaned buildings system components as needed
- 1k. Changed ventilation system filters

## 2. Painting:

### Pre-Renovation

- 2a. Confirmed that the painted surface is lead-free with EHS
- 2b. Selected a low-VOC emitting paint that is free of lead, mercury, and formaldehyde
- 2c. Scheduled painting during unoccupied periods

### Renovation

- 2d. Minimized occupant exposure to odors and contaminants
- 2e. Used exhaust and supply ventilation to sweep fumes out of building
- 2f. Blocked ventilation return openings
- 2g. Used proper storage and disposal practices for paints, solvents, and supplies



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## Close-out

- 2h. Allowed paint odors to dissipate before occupants returned
- 2i. Used supply and exhaust fans to sweep fumes out of the building
- 2j. Used appropriate storage and disposal practices for paints, solvents, and clean-up materials

Yes

No

N/A

## 3. Flooring:

### Pre-Renovation

- 3a. Ensured that flooring is free of asbestos fibers
- 3b. Selected low-emitting adhesives and flooring materials
- 3c. Obtained information about product constituents and emissions (SDS)
- 3d. Avoided installing carpet near water sources
- 3e. Scheduled installation during unoccupied periods
- 3f. Aired out (off-gassed) new products before installation

### Renovation

- 3g. Followed manufactures' recommendations for ventilating the work area
- 3h. Avoided recirculating air from the installation area
- 3i. Sealed return air grilles, opened doorways, and used exhaust fans to remove airborne contaminants
- 3j. Sealed joints of hard surfaces and/or entire surface of porous flooring installed near water sources

## Close-out

- 3k. Vacuumed new flooring after installation
- 3l. Followed manufactures' recommendations for ventilating the work area space (typical recommendation: allow maximum outdoor air into work area for 72 hours after installation.)

## 4. Roofing:

### Pre-Renovation

- 4a. Scheduled pollutant-producing activities during unoccupied periods

### Renovation

- 4b. Placed "hot pots" of tar away from outdoor air intakes
- 4c. Modified ventilation to avoid introducing odors and contaminants into building (for example, closed rooftop ventilation units in vicinity of work area and instructed staff and students to keep doors and windows closed)

## Notes: