



Guidance for Management Planners - Reinspection Checklist

The **Management Plan** is:

- the “standard operating procedure” for the maintenance and custodial department, and must reflect the policies and procedures that are actually implemented at the school.
- should be simple, direct, and easily understood. The content needs to meet regulatory requirements, as well as present in a logical fashion the identification of asbestos-containing materials (ACM), and methods for control.

Use of past inspections

- Past inspections could have missed ACM that is present. Document any newly discovered ACM or assumed ACM that is still present in the school.
- Check previous bulk sample reports. Were adequate samples collected? Can you identify where the samples were collected?

Operations and Maintenance Program

The program must address the types, amounts, locations, and condition of the ACM or assumed ACM remaining in the building.

- Is there a specific method to notify outside contractors?
- Will school personnel perform any operations and maintenance (O&M) activities/small-scale repairs?
- Is there a template for conducting periodic surveillance?
- Is there a system for work orders?

Review the reinspection report

- Is there a physical assessment category 1-7?
- Are homogeneous areas of ACM properly identified?
- Are quantities and locations of ACM clearly identified?
- Has the assumed ACM and non-ACM been clearly identified?
- Have the locations and approximate amounts/percentages of damaged ACM been identified?

Response action recommendations

- Are the response actions appropriate based on the physical condition and hazard assessment?
- Is there a detailed description of the actions to be taken?
- Is there a schedule to begin and complete the actions?

Evaluation of resources

- Is there a cost evaluation for the completion of each response action?
- Is there a cost evaluation for operations and maintenance, training, and surveillance?
- Are the costs based on present value?

Cleaning recommendations

- Is there damaged ACM, friable ACM, or ACM with the potential for significant damage?
- Provide the locations where special cleaning is recommended.
- Provide the cleaning method and frequency of the cleaning.

Signatures/Dates

- Each inspector and management planner must sign the reinspection, and provide a certification number.
- Each reinspection report must reflect the date the reinspection was performed.
- The reinspection must be recorded on the Standardized Reporting Format, which includes Response Action Recommendations and a schedule to begin and complete those actions.
- The reinspection report must be submitted to Department of Labor Standards (DLS) electronically within 30 days of the reinspection.
- The management plan must be organized in a manner consistent with DLS guidance documents.