

Guidance for Superintendents – Sample Template for Notification to Contractors and Short-Term Workers about Asbestos

Background:

Schools must notify contractors and short-term workers who perform work in the building about the presence of asbestos-containing materials in the vicinity of their work area. The intent is twofold: 1) material should not be accidentally disturbed which could result in occupant exposure or building contamination; and 2) if work will disturb the material, the contractor must use trained, licensed workers and use work practices to prevent occupant exposure and building contamination.

The school may decide the most efficient and effective method for notification. Some schools elect to notify contractors when contracts are awarded. Some schools use a “log-in book” to confirm that all employees of the contractor visiting the school on that particular day are notified about the presence of asbestos-containing materials in the building.

Contractors include electricians, plumbing and heating, HVAC, flooring, and Information Technology. For example, before an IT vendor installs wiring above a suspended ceiling, the school’s Asbestos Management Plan should be referenced to determine if the ceiling tiles contain asbestos, and determine if there is spray-on insulation or textured plaster above the ceiling which contain asbestos. Dust control work practices, and worker asbestos training, must be used if asbestos-containing materials will be disturbed. At the completion of work, the area may require O&M cleaning with wet methods or HEPA vacuums.

INSERT YOUR LETTERHEAD

NOTICE TO CONTRACTORS

This notice must be signed by all contractors and vendors conducting work in the schools. The original copy will be maintained in the school office. Each contractor must sign into the school Visitor's Log and complete a copy of this Notice.

To: All contractors who perform work in the ___XX___ School

Date: September 2013

From: _____

RE: Presence of Asbestos-Containing-Materials in the XX School

Your work in the _____ School may disturb Asbestos-Containing Materials.

Locations of Asbestos-Containing Materials:

A diagram of known and presumed asbestos-containing materials is attached to this notice.

Materials include: *(list materials in your school)*

- Ceiling tiles
- Floor tiles – all 9x9 and 12x12 tile
- Boiler insulation
- Pipe elbow insulation
- Spray-on textured ceiling

Disturbing Asbestos-Containing Materials and Presumed Asbestos-Containing Materials:

- If you suspect a material may contain asbestos, contact the district Designated Person, ___ (name) ___ at 617-###-#### before disturbing it.
- Personnel must be trained and authorized to disturb asbestos-containing materials.
- Personnel must follow Operations and Maintenance procedures to ensure that school occupants are not exposed to asbestos dust, and ensure that asbestos dust does not contaminate building areas. A licensed Asbestos Contractor is required when more than 3 square feet or 3 linear feet is disturbed.

Labels are located on asbestos-containing materials located in non-public mechanical areas. The lack of a label does not demonstrate that the material does not contain asbestos.

Please sign below and return this document to the school receptionist as agreement that you have been notified of the presence of asbestos-containing materials, and your acceptance that you will not disturb suspect asbestos-containing materials.

Printed name: _____ Signature: _____

Company: _____ Date: _____