

Project Manager Checklist

Project Manager	Name and Location of Project:
<p>Instructions: Review each of these questions prior beginning of work. The checklist is divided into two sections. The first section requires action if the answer to each question is "Yes". The second section requires action if the answer to the question is "No". Some questions may not be applicable to your project.</p>	

SECTION 1

<input type="checkbox"/>	Will the contractor be using chemicals such as, but not limited to, paints/thinners, concrete curing compounds, solvents, or cleaners?	The contractor must have Material Data Safety Sheets at the job site for review of workers and University personnel.
<input type="checkbox"/>	Will there be any wall or floor penetrations caused by drilling, cutting, or coring operations?	Asbestos containing building materials may be affected by such operations. Contact Safety and Health for an evaluation.
<input type="checkbox"/>	Will existing plumbing be demolished?	Asbestos containing building materials may be affected by such operations. Contact Safety and Health for an evaluation.
<input type="checkbox"/>	Will existing floor coverings be removed?	Asbestos containing building materials may be affected by such operations. Contact Safety and Health for an evaluation.
<input type="checkbox"/>	Will existing fire doors be removed or replaced?	Some fire doors may be insulated with asbestos. Contact Safety and Health for evaluation.
<input type="checkbox"/>	Does the project include replacing or demolishing fluorescent lighting?	Fluorescent lamps and ballasts that contain PCBs must be handled according to applicable environmental regulations.
<input type="checkbox"/>	Will there be any excavation involved?	The contractor must be vigilant of potential environmental concerns during excavation. Such concerns may include petroleum odors, petroleum sheens on groundwater, free product on groundwater, unusually colored soils, and evidence of dumping (debris).
<input type="checkbox"/>	Will the contractor be using machinery that requires periodic refueling?	The contractor must furnish Safety and Health with a Spill Prevention and Spill Response Plan.
<input type="checkbox"/>	Will existing structural steel be altered or removed?	Existing steel may be coated with lead-based coatings that may create a lead-inhalation hazard if torch-cut, ground, or welded to. Steel may be covered with asbestos-containing spray-on fireproofing. Contact Safety and Health for an evaluation.
<input type="checkbox"/>	Does the renovation require the removal of fume hoods or related air ducts?	Contact Safety and Health for evaluation of asbestos or chemical hazards.
<input type="checkbox"/>	Are there any chemicals in the space to be renovated?	Contact Safety and Health for disposal options.
<input type="checkbox"/>	Will the work being performed cause impairment to the fire detection and/or the fire suppression systems?	Risk Management must be notified in advance of the impairment of any device (smoke detectors, heat detectors, pull stations, or alarm panels).

<input type="checkbox"/>	Will there be any hot work such as welding, brazing, torch cutting, or grinding?	The contractor must have a written program for fire prevention and fire watch. No hot work is permitted within one hour of the end of a shift unless a fire watch is maintained.
<input type="checkbox"/>	Will dust be generated during the construction?	Dust is capable of activating smoke detectors. If smoke detectors are covered during construction to avoid this, the covers must be removed at the end of each work day. Covering these devices qualifies as an impairment to the system. Notify Risk Management.
<input type="checkbox"/>	Will construction work be performed adjacent to occupied offices or classrooms?	The migration of construction dust or odors must be prevented from impacting the occupied areas. This may include sealing all cracks, wall penetrations, or other openings joining the construction and occupied areas.
<input type="checkbox"/>	Is it possible to separate the construction area from the other areas of the building using existing doors and walls?	Critical barriers must be erected if existing doors and walls are not adequate to prevent the migration of fumes, dust, odors, or people to or from the construction zone.
<input type="checkbox"/>	Will there be noise or vibration?	Consideration should be given for the use of mufflers or other attenuating devices or work should be scheduled for hours when the least number of people will be affected.
<input type="checkbox"/>	Will oil based paint be used in finishing operations?	Such painting must be performed outdoors or off-site.
<input type="checkbox"/>	Will there be open holes and trenches?	The contractor is responsible for providing secure coverings to prevent trip/fall hazards.
<input type="checkbox"/>	Will there be a possibility of falling materials/debris from work area or scaffolds?	The contractor must prevent falling objects by using catch platforms or restrict access to the fall zone by erecting appropriate barriers.

SECTION 2

<input type="checkbox"/>	Does the contractor have a plan in place if a spill of hazardous materials occurs?	The contractor must have a written plan for containing and cleaning the spills of any hazardous, or nuisance chemicals that are used in their work.
<input type="checkbox"/>	Does the contractor have a program to identify hazards to the public?	The contractor must ensure the public's safety by defining and securing the construction zone.
<input type="checkbox"/>	Is there a need to control vehicular and pedestrian traffic if the project is outdoors?	The contractor must develop a plan if vehicular or pedestrian traffic is affected.
<input type="checkbox"/>	Is the work area locked when the contractor is not there?	The contractor is responsible for securing the work area against accidental or purposeful intrusion of the construction zone.
<input type="checkbox"/>	Does the contractor have a plan to assure good housekeeping?	The contractor is responsible for maintaining public walkways adjacent to the construction zone.
<input type="checkbox"/>	Will safe egress through or adjacent to the construction area be maintained?	Alternate routes shall be posted if egress is not maintained.