



See the Overview Document for More Information

Construction and Renovation Checklist



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This is a construction and renovation checklist that will help users identify what areas/items require further investigation. It is part of a series of documents in an NEA Building Walkthrough Toolkit. If the “NO” column is checked off in any of the below categories, those items will require additional follow-up, investigation, and mitigation.

Worksite Address: _____

Date and Time: _____

Building Name: _____

Location within Building: _____

Facilities Representative: _____

Conducted by Health and Safety Committee Local: _____

Information Flow

To get a full scope of construction and renovation activities, users should:

- Identify and collect contact information from the district administration, project officers, project management firm, general contractor, subcontractors, unions representing construction workers, and any district staff responsible for managing construction.
- Set up a process to review monitoring reports as they are generated, which will allow users to identify and request work changes before building occupants are negatively affected by construction-related releases.
- Identify appropriate people responsible and authorized-to-request-work-procedure changes if monitoring reports or conditions pose health or safety concerns.
- Obtain plans for free-standing new buildings, new additions, and the renovations of existing buildings.
- Obtain the emergency action and evacuation plans and hazardous spill cleanup plan.
- Obtain the bus rerouting plan.
- Obtain timetables for before, during, and after the major steps in each project; ask for weekly updates.

Resolving Complaints

Negotiate with the district administration or create a district policy (for non-bargaining states) for:

- A formal procedure to notify staff, parents/caregivers, and students about how and where to report problems;
- Adoption of a complaint form;
- An up-to-date complaint log with dates, investigation records, and outcomes shared on a timely basis;
- Prompt investigation of complaints, including an on-site inspection and interviews with staff; and
- Potentially dangerous projects, such as pollutant-producing activities, to be scheduled when schools or institutions of higher education are not in session;
- Set up a procedure where staff can immediately contact responsible people about ongoing hazards impacting student and staff health; direct contact information should be made available.

Quality Temporary Space

Temporary space that will house staff and students, whether in a building or portable/temporary classroom unit, should:

- Be free of asbestos, lead, mold, bird, bat, rodent, or animal droppings, and toxic fumes, exhaust, or substances;
- Have a fully functional mechanical heating, ventilation, and air conditioning (HVAC) system that provides fresh outside air, filtered with at least a MERV 13-rating filter, and maintains the temperature in the range of 68–78° F and humidity at 40–60 percent, respectively (operable windows can be a substitute for mechanical ventilation); and
- Be located as far from construction activities as possible to safeguard students and staff who suffer from asthma, allergies, respiratory illnesses, or other health concerns.

Isolation of Hazardous Work	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Is there fencing or other secure physical barriers between construction areas and areas used by the staff and students?									
Are open gates guarded?									

Are construction areas well-marked with signs and color-coding?									
Is a specific stairwell and/or elevator assigned to construction workers?									
Does that stairwell have at least two safe, clean, and unobstructed means of egress available at all times?									
Are exit stairwells, hallways, pathways, and exits maintained free of temporary cords and cables, trip hazards, or construction storage?									
Are all fire exits maintained free from combustible material at all times?									
Is emergency lighting maintained in all areas, even those under construction?									
Is construction traffic halted or carefully controlled during student arrival and dismissal?									
Are tools and machinery secured when not in use?									

Asbestos, Lead, and Other Hazardous Substances	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Is there an Asbestos Management Plan, and a plan in place to identify lead, mold, and other hazardous substances before construction work begins? Is that plan followed? <i>Asbestos Management Plans are required under Asbestos Hazard Emergency Response Act (AHERA).</i>									
Was an asbestos professional consulted whether asbestos-containing materials (ACM) would be disturbed by construction activities?									

Are all staff working on ACM licensed to handle asbestos?									
If ACM is being disturbed, is there monitoring and air sampling in place during work activities?									
Do staff have opportunities to review air sampling results to ensure clean air in occupied areas?									
Is there an emergency response plan in place if there is a breach of containment or any asbestos release?									
Has paint been tested for lead before disturbing it?									
Is there air monitoring in place for lead?									
Is containment being built to contain construction dust and fumes?									
Is additional filtered ventilation provided in areas near construction to contain dust? If needed, is additional cleaning of occupied areas provided?									
Is asbestos, lead, and other hazardous substances isolated and/or removed properly so that no dust can escape or stay in the air?									
Does the removal of lead and asbestos and re-entry comply with state and federal regulations? Are guidelines followed for mold removal?									
Are staff trained at an awareness level about the construction work in progress? Do they know how to recognize a problem and what to do if there is one?									

If polychlorinated biphenyls (PCBs) are potentially present in caulk disturbed during building renovation, are steps taken to minimize exposure?									
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Dust Control	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Is all dust work removed or contained by either wetting or with local exhaust ventilation?									
Are dust and debris isolated with floor-to-ceiling plastic sheeting?									
Where construction activities are ongoing, has the central ventilation system been shut down and vents covered to prevent the spreading of dust throughout occupied areas of the building?									
Are air sources and exhaust systems in place to ensure that construction containment areas are at negative pressure at all times?									
Are construction exhaust vents located so that exhaust is not re-entrained into building air intakes? Has construction exhaust air been HEPA filtered?									
Is all dust cleaned up using HEPA vacuuming and wet mopping/wiping before staff and students reoccupy any area?									

Toxic Vapors and Gases	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Are the least toxic options specified and used for paint, varnish, thinners, caulk, sealants, carpet, carpet adhesive, furnishings, and partitions?									
Is the use of non-electrical equipment prohibited indoors? <i>This is recommended to reduce carbon monoxide levels indoors.</i>									
Are safety data sheets (SDS) accessible for chemicals and products used during operations to all staff on all shifts?									
Are new materials that may give off toxic gases aired out (i.e., allowed to off-gas) before occupancy?									

Pre-Occupancy and Occupancy	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Are newly renovated/constructed areas flushed out for 14 days before occupancy? Is the outdoor air supply increased for the initial 60 days of occupancy to minimize harmful vapors?									
Have engineers tested components of the building system before occupancy to ensure that systems are well constructed?									
Is the HVAC system—if modified during the project—tested, balanced, and verified?									
After construction inspections are completed, does the district allow staff and parents to perform a walkthrough of the space(s) before all staff and students occupy the space(s)?									

Are staff, parents, and students notified in a language and method they understand before the renovation or construction project begins?									
Are emergency drills held to familiarize staff and students with temporary exits and revised emergency procedures?									