PROTOCOLS FOR WORKING IN CEILING AREAS
WARREN HALL & LIBRARY BUILDINGS

(For Minor Operations Only)

Revised 1-2007

Sprayed on fireproofing material applied to the underside of the metal pan/deck located above the dropped ceilings in Warren Hall and the Library buildings contain friable asbestos containing material (ACM). Also these procedures must be followed when doing work in and around ceilings in the Facilities Management main office building, Music and Business, Theater, University Union and other buildings that have acoustical spray on materials and in pipe chases where there are the old steam line pipes.

Because of the presence of asbestos, employee’s working in these areas must have specific training and shall observe proper precautionary procedures and don proper protective equipment before, during, and after performing any work. Additionally, workers must receive annual physical examinations to determine their suitability to wear a respirator.

The following procedures are intended to address work practices relating to work above the ceiling and other areas described above including: HVAC mixing boxes, ducting, pneumatic control air lines, and air registers that are suspended by wire hangers from the ceiling.

Protective clothing and supplies: Prior to “opening-up” the ceiling, workers shall suit up for the job, i.e. Tyvek coveralls with hood and booties, respirator with P100 filter cartridges, goggles, and gloves. Use duct tape to seal around wrists and neck. Note: Always use a new unused suit for each job, after break or lunch. Suiting-up protects against the possibility of any incidental/accidental ACM exposure.

Ladder: Ladder of sufficient height with platform and safety rail.

Plastic sheeting: Provide enough 6 mil plastic sheeting to ensure that the area below the work is covered and protected (minimum 10 foot radius) in case any ACM were to be disturbed. If you cannot spread out the sheeting in a 10-foot radius then a mini containment area must be built.

Tools: Use appropriate hand tools for the job to be performed including battery powered lights for good visibility. Have available amended water and a HEPA vacuum cleaner with attachments to clean up any ACM that may be dislodged.

Warning tape & signs: Install appropriate signs and warning tape to alert anyone approaching the work area.

Disposal bags: Label ACM disposal bags for collection and proper disposal of debris and protective clothing. These are special 6 mil. Clear plastic bags; plastic trash bags are not appropriate. (Available through the EH&S Office)
Location and date of removal.

TRAINING REQUIREMENTS:

Current “Operations and Maintenance” training is mandatory in order to work above the ceiling areas. (Omit “awareness training”)

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WORK PROCEDURES:

1. Meet and confer with room occupants to provide at least a 24 hour advanced notification of the work to be performed. Explain what is to be done and the safety precautions that will be used.

2. Preferably, the work should be performed and completed prior to the start of work of area occupants. Turn off air handlers in case of an incidental/accidental disturbance of ACM.

3. Prepare the area to be worked in, i.e. warning signs & tape: move furniture (if possible); put down plastic sheeting to protect floor/furniture. If unable to move furniture, cover with plastic sheeting.

4. Locate ladder and lay out all tools and equipment.

5. Put on all protective clothing and respirator with P100 cartridge; prepare access to ceiling.

6. Carefully access ceiling tile(s) keeping as flat as possible taking care not to drop any ACM that may be on them. Carefully place & store the removed tile(s) above the ceiling.

7. Using the spray bottle, dampen the ceiling tile and surrounding areas above the ceiling, in and around your work zone, to lessen the possibility of disturbing and/or creating any dust that might contain ACM.

8. Using the portable light, examine the work area; look for obvious ACM that will impact the ability to perform the job as well as inspecting the HVAC equipment to be worked on.

9. If conditions are safe, proceed with the HVAC repairs taking care not to disturb any ACM.

10. Upon completion of the job, carefully inspect your work, ensure that equipment is functioning properly (cycle the damper actuator(s) via the thermostat), remove all tools/parts/materials, replace the ceiling tile and proceed with taking down and remove all job related materials. If additional work needs to be done in the area during the next few days you may replace the ceiling tile with a masonite board or carefully install a plastic sheeting critical barrier being careful to insure the integrity of the barrier; i.e. making sure the duct tape will stay in place.

11. Either leave a “We were here” card or better yet, personally inform the room occupants that the work was successful or that more work will be required and some idea of how long that may take.

12. Replace all items that were moved thoroughly clean up the area so no visible dust is present.

IF ACM IS DETECTED:

If ACM is detected that impacts the ability to perform the job it must be properly cleaned up and/or abated before the work can proceed. If the amount of ACM is minimal, i.e. a few particles or small pieces of debris, they can be saturated with amended water from the spray bottle, HEPA vacuumed and/or wiped up and placed in a disposal bag. When securing bags, remove as much excess air as possible, twist and tape the open end of the bag then goose neck it and tape it again. If the ACM is significant and cannot be cleaned up immediately as part of this job then a report of what, where, & how must be provided. Carefully replace the ceiling tile after making detailed notes for the report and proceed with removing your gear from the job site. Report these conditions to the supervisor and the EHS. XS4139