

**PROCEDURE**

Effective Date: 09/13/2002, Reformatted 04/27/07

Approved By: Director of Facilities Management &amp; Director of Environmental Health and Safety

Authority: RCW Title 49 and Title 70

Cancels:

See Also Policy U5950.01

**PRO-FM5950.01A      PENETRATING BUILDING MATERIALS**

**BACKGROUND:** This procedure is for **SMALL SCALE, SHORT DURATION WORK ONLY**. Larger scale projects must comply with the WWU Lead Protection Program, including a written Lead Work Plan and/or with current asbestos regulations.

**Action by:****Action:**

FM Employee

1. If a penetration of a building structure is **GREATER THAN 1** square foot of surface or if work includes window glazing, **completes** a FM Pre-work Hazard Form to comply with asbestos regulations.

- 1a. **Takes** the completed Pre-work Hazard form to the FM Certified Asbestos Supervisor/Insulator.

FM Certified Asbestos Supervisor/Insulator

- 1b. **Evaluates** the project for asbestos impact by reviewing the University's good faith asbestos survey for the work area.

- 1c. **Specifies** personal protective equipment and work methods.

- 1d. **Determines** if a certified asbestos worker must perform the work.

- 1e. **Keeps** a copy of the Pre-work Hazard form and **gives** a copy to the employee performing the work.

- 1f. If the project involves asbestos-containing materials, **follows** asbestos protocols instead of this procedure.

FM Employee

2. If the area of a building penetration is **LESS THAN 1** square foot of surface, **reviews** the shop's Hazard Assessment Certification and **determines** what specified personal protective equipment is to be worn, as required, for protection regarding possible exposure to asbestos and/or lead.

## PROCEDURE

**Action by:**

FM Employee

**Action:**

3. Assembles the following:

- Work tools,
- Materials if wet work:
  - Plastic sheeting,
  - Cleanup rags or towels,
  - Water spray bottle
  - Shave cream can or wetting agent (as needed for type of penetration)
- Personal protective equipment, as required
- Plastic bags

Note If a HEPA vacuum cleaner is used to control dust, **contacts** the FM Certified Asbestos Supervisor/Insulator or designee as in Step 5.

4. **Cuts** the penetration or **removes** glazing to keep dust from forming in one of the following two ways:

4a. Uses a wet method, as follows

- Lays plastic if near carpet,
- **Puts on** personal protective equipment, as required,
- **Wets** the surface area, if not penetrating through a cup of shave cream,
- **Cuts** the penetration misting with water to knock dust from the air –OR– drilling through a cup of shave cream,
- **Cleans up** all exterior dust by wetting and wiping with damp or wet rags or towels,
- **Places** debris into a plastic bag and closes, and
- **Washes** hands.

–OR–

4b. **Uses** a HEPA vacuum cleaner immediately next to the cut to collect dust, places debris into a bag and **washes** hands when done.

## PROCEDURE

**Action by:**

FM Employee

**Action:**

5. **Vacuums** debris from the wall cavity only if necessary with a HEPA vacuum cleaner using the following approach:
  - 5a. **Contacts** the FM Certified Asbestos Supervisor/ Insulator or designee for vacuum cleaner location.
  - 5b. **Obtains** the vacuum and uses it.
  - 5c. **Returns** the HEPA vacuum as specified by the FM Certified Asbestos Supervisor/Insulator or designee.
6. **Takes** the bag of debris to a dumpster for disposal.