

Environmental Health & Safety

Asbestos Close out Checklist

Initial Each Step	Responsible Party
1. ____ Hire Consultant	Project Manager
2. ____ Hire Contractor	Project Manager
3. ____ Submit 10-day Notification to TX. State with copy to A&SC	Project Manager
4. ____ Send A&SC copies of all ACM-related reports when received	Project Manager
5. ____ A&SC audits ACM projects during work	A&SC
6. ____ Asbestos Project close-out documentation sent to A&SC From Asbestos Consultant(s) + Asbestos Contractor(s)	Project Manager
7. ____ A&SC annotates existing asbestos diagrams to reflect changes and sends to Plant Operations IT	A&SC
8. ____ Eva – IT. sends proposed revised ACM diagram to A&SC	IT
9. ____ A&SC scans all projects' documentation into P-Drive public folder \\plantops\plantops\Public\Asbestos\Asbestos related documents by building (Into related documents folder according to year)	A&SC
10. ____ A&SC approves revised diagrams and files in Public Folder at \\plantops\plantops\Public\Asbestos\Most Recent ACM Building Surveys Only (In appropriate building number)	A&SC

Date Abatement Completed:

Project Manager

Date

Asbestos & Safety Coordinator

Date

This checklist must be signed and returned to A&SC at <mailto:dpkhambhati@uh.edu>

Building Number:

Building Name:

Project Manager:

Material Removed: