

Renovation Hazard Assessment Checklist

The following checklist must be completed when requesting any renovation work on campus property. This will provide Facilities & Services with confirmation that known potential hazards were identified prior to renovation.

| Unit Contact Information | |
|---|----------------------------------|
| Person requesting renovation: _____ | Title: _____ |
| Email: _____ | Phone: _____ Today's Date: _____ |
| Brief Description of Space and Use: | |
| Hazard Information and Documentation of Clearance for Renovation (see https://www.drj.illinois.edu/SafetyLibrary/LaboratoryCloseOutProcedures for corresponding guidance on research safety items) | |
| 1. Are (were) any infectious or potentially infectious organisms used or stored in the space? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, lab supervisor or PI must verify that surfaces and equipment have been cleaned and/or decontaminated. _____ | |
| Signature | |
| 2. Are (were) hazardous chemicals used or stored in the space? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, lab supervisor or PI must verify that surfaces and equipment are free from chemical contamination. _____ | |
| Signature | |
| 3. Are (were) radioactive materials used or stored in the space? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, contact the Radiation Safety Section (rss@illinois.edu) to have the area surveyed and released for renovation. _____ | |
| Radiation Safety Signature | |
| 4. Are laboratory exhaust systems/fume hood(s) being repaired, renovated, relocated or removed? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, use the http://www.fs.illinois.edu/services/safety-and-compliance/employee-safety-health/chemical-fume-hood or call 265-9828 for additional information. _____ | |
| Safety and Compliance Signature | |
| 5. Are mercury-filled manometers, diffusion pumps, barometers, or thermometers used or stored in the space? Is any other hazardous waste stored in the space? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, submit a DRS waste disposal form to the Chemical Safety Section (css@illinois.edu). | |

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| 6. Is there any visible mercury contamination in drawers, on floors, etc.? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, contact the F&S Service Office at 333-0340 and place a work order for mercury cleanup. | |
| 7. Are asbestos containing materials (spray applied fireproofing, pipe insulation, floor tiles, etc) going to be disturbed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, contact the Division of Safety and Compliance at 265-9828 for assistance with sample data and abatement design specifications. | |
| 8. Is lead based paint going to be disturbed during the construction or renovation work? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, contact the Division of Safety and Compliance at 265-9828 for assistance with sample data and abatement design. | |
| 9. Are Fluorescent light fixtures going to be removed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, contact the F&S Service Office at 333-0340 for removal and proper disposal. | |
| 10. Will Fire Alarm systems or Fire suppression systems (sprinklers) be disabled during the construction or renovation work? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, contact the F & S Planning and Design, Fire Safety Division at 333-9711 for assistance. | |
| 11. Will normal routes used for emergency exit and evacuations be blocked or restricted? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, contact the F & S Planning and Design, Fire Safety Division at 333-9711 for assistance. | |
| 12. If adjacent areas are occupied by U of I employees, will the construction create excessive dust (i.e. demolition of plaster, drywall or flooring)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, you will need to consider installation of dust barriers, and possibly negative pressure ventilation. | |
| 13. If adjacent areas are occupied by U of I employees, will the construction create excessive noise (i.e. jack hammering, use of power saws, etc.)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, your work schedule may need to be adjusted to reduce the exposure to employees in adjacent areas. | |
| 14. Will welding, cutting, brazing or other types of hot work be used during the construction or renovation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, make sure the area is free from flammable clutter, keep a fire extinguisher ready during hot work and institute a fire watch for at least 30 minutes after the hot work is complete. | |
| 15. Will there be penetrations in the roof , windows, or other breaches of the building envelope? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, make sure precautions are taken to protect the building from water damage and subsequent mold growth. | |