



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

PRE-DEMOLITION INSPECTION CHECKLIST

Directions: Check that all of the following items have been addressed prior to initiating demolition activities.

<input type="checkbox"/> Pre-Task Plan: Pre-Task Plan is required for all construction activities at Harvard University.
<input type="checkbox"/> Site plan: Along with the Pre-Task Plan, identify areas of planned demolition on a site plan.
<input type="checkbox"/> Controlled access: The contractor shall confirm that the building is secured for controlled access by trained demolition personnel only.
<input type="checkbox"/> Hazardous Materials Survey: The contractor shall confirm that the building was surveyed for regulated hazardous materials (asbestos, lead paint, etc.) and shall confirm that any necessary abatement has been performed.
<input type="checkbox"/> Service connections: Verify that before a structure is demolished or removed, all utilities having service connections within the structure (such as water, electric, gas, sewer and other connections) have been notified. Demolition shall not proceed until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner. Check all utilities to ensure connections are disconnected.
<input type="checkbox"/> Notice to adjoining owners of intent, demolition and excavation: Notice shall be given to the owners of adjoining properties at least one week prior to the commencement of work.
<input type="checkbox"/> Portable fire extinguishers: Verify that all buildings under demolition shall be provided with at least one portable fire extinguisher at each exit and on all floor levels where combustible materials have accumulated. A portable fire extinguisher shall also be provided in every storage and construction shed. Additionally, at least one portable fire extinguisher shall be provided where special hazards, such as flammable or combustible liquid storage, exist.
<input type="checkbox"/> Fire Department access: Verify that fire department access shall be provided and maintained to all structures undergoing demolition. Fire department access roadways shall be of an approved surface material capable of providing emergency vehicle access and support at all times.
<input type="checkbox"/> Dust Control/Mitigation: Verify that sufficient and appropriate means and methods for dust control are available.
<input type="checkbox"/> Removal of debris: Verify that all waste materials be removed in a manner which prevents injury or damage to persons, adjoining properties and public rights-of-way.
<input type="checkbox"/> Removal of waste material: Verify that material shall not be dropped by gravity or thrown outside the exterior walls of a building during demolition. Wood or metal chutes shall be provided for the removal of such materials. Where the removal of any material will cause an excessive amount of dust, such material shall be wet down to prevent the creation of a nuisance.
<input type="checkbox"/> Lighting: Verify that all stairways and parts of buildings under demolition shall be adequately lighted while persons are engaged at work.
<input type="checkbox"/> Grading of lot: Where a structure has been demolished or removed, the vacant lot shall be filled, graded and maintained in conformity to the established elevation of the street grade at curb level nearest to the point of demolition or excavation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property (refer to Stormwater Management requirements).
<input type="checkbox"/> Other laws: The contractor must follow all Federal, State and local regulations and ordinances for demolition. The contractor shall contact each agency, as necessary, and obtain and produce all required permits and approvals.
<input type="checkbox"/> MassDEP BWP AQ06 Form: The contractor has submitted the AQ06 Form to the Massachusetts DEP, 10 days prior to the start of work.

**IN CASE OF EMERGENCY, CALL EMERGENCY SERVICES AT 911
AND THE UNIVERSITY OPERATIONS CENTER AT (617) 495-5560**