## PROJECT CALL LIST

To Be Completed By Project Manager and POSTED at Project Site

**Project Location (Bldg/Floor):**

**Project Start Date:**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE</strong></td>
<td><strong>EH&amp;S During Normal Business Hours (8am-5pm)</strong>&lt;br&gt; (212) 305-6780&lt;br&gt; (212) 205-7979 (Public Safety-After Hours)</td>
</tr>
<tr>
<td><strong>EH&amp;S</strong></td>
<td>For Issues involving Biological Materials, Chemical Spills, or Occupational Safety&lt;br&gt; (212) 305-6780&lt;br&gt; (212) 205-7979 (Public Safety-After Hours)</td>
</tr>
<tr>
<td>Radiation Safety Office</td>
<td>All Radiation Safety Concerns (212) 305-0303</td>
</tr>
<tr>
<td>Facilities Operations</td>
<td>(212) 305-HELP&lt;br&gt; (Option 3 from the menu)</td>
</tr>
<tr>
<td>CUIT</td>
<td>(212) 305-HELP&lt;br&gt; (Option 5 on the menu)</td>
</tr>
<tr>
<td>Public Safety</td>
<td>(212) 305-7979 – Emergencies&lt;br&gt; (212) 305-8080 – Information</td>
</tr>
<tr>
<td>Project Manager (Desk/Cell)</td>
<td></td>
</tr>
<tr>
<td>Onsite Contractor Supervisor</td>
<td></td>
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</tbody>
</table>
A. Purpose:

1. To prevent microbial amplification from water damage affecting the safety and comfort of area occupants.
2. To minimize property damage, remediation cost, and to enable prompt resumption of routine activities in affected areas.
3. To describe a unified set of procedures for addressing water intrusions.

B. Applicability/Scope:
This policy covers all campuses for a situation where due to water leak, flood, construction activity, or other such event, building materials or furniture become wet to the extent that remediation or removal is necessary.

C. Responsibility

1. Columbia University Facilities
   a. Ensure water leaks are addressed as soon as possible.
   b. Ensure wet or stained carpets and surfaces are either dried completely or removed as outlined in the procedure below.
   c. Inform clients about plan of action and any follow-up

2. EH&S
   a. Investigate mold complaints and coordinate with facilities probable plan of action.

D. Definitions: N/A

E. Procedures:

1. Water Intrusion
   a. The overall approach for dealing with wet building material shall be: “DRY IT OUT OR THROW IT OUT...QUICKLY (within 48 hours)”.
   b. Upon notification or discovery, Facilities will determine the source of the water and if the leak has been stopped. (The first priority is stopping the water flow, if possible.)
   c. Remove and replace any wet ceiling tiles.
   d. Inspect areas above ceilings for water-damaged filters, sheet rock, insulation, etc.
   e. Instruct occupants to inspect books, journals, and other papers and then either discard unsalvageable or unneeded materials, or thoroughly dry items that they wish to keep.
   f. Upholstered materials (chairs, couches) that cannot be cleaned and dried should be discarded.
   g. Carpets should be wet-vacuumed, cleaned and thoroughly dried, using fans whenever feasible; HVAC should be adjusted to maximize fresh air flow whenever possible. If necessary, cabinets, desks, etc. must be moved so that carpeting beneath them may also be wet-vacuumed, cleaned and thoroughly dried. As wet or damp carpets are the most problematic sources of microbial amplification, it is vital that these activities be undertaken as soon as possible.
   h. Water-damaged areas of walls shall be cut out and replaced, if necessary. Otherwise, walls shall be cleaned, dried, and repainted.

2. Mold
The procedures described above should eliminate fungal amplification. However, there will continue to be situations where mold may be ‘discovered’ even in the absence of recalled water intrusion. These discoveries are usually confined to a few specific types of surfaces or areas.

a. Non porous surfaces
   i. **Bathrooms**, in grout between tiles. Use routine cleaning procedures and stiff-bristled brush if needed.
   ii. **Cold rooms**. Change air filters in room units. Investigators will be instructed to remove any cellulosic materials (cardboard, paper) and to routinely clean non-porous surfaces.

b. Porous materials
   i. **Ceiling tiles**. Replace any tiles showing mold growth or water staining. Before replacing tiles, inspect space above the ceiling for on-going leaks.
   ii. **Walls**. Provided that no more than 10 square feet are affected, clean with any surface-compatible cleaner. Consider that mold on walls may be the result of water reaching the surface from a source inside the wall (above or below); investigate this possibility by inspecting surrounding areas for leaks.

c. If mold growth is extensive, contact EH&S.

F. Emergency Contacts:
   2. CUMC campus: - Facilities Management - 212-305-HELP (4357)
   3. LDEO campus: - Safety Manager (845-365-8822)

G. Medical Surveillance: NA
   Exposure to mold can cause an allergic reaction in some individuals. Those individuals who believe they have been so-affected should be evaluated at the Workforce Health and Safety (WHS) Clinic.

H. Recordkeeping:
   1. Records of investigations conducted by the EH&S staff will be maintained by EH&S office
   2. Records of actions taken by Facilities will be maintained by respective Facilities offices.

I. Forms: NA

J. References
   1. Guidelines on Assessment and Remediation of Fungi in Indoor Environments

K. Acknowledgements: NA
MANAGING MERCURY DURING CUSTODIAL,
MAINTENANCE, CONSTRUCTION, OR RENOVATION ACTIVITIES
POLICY AND PROCEDURE

Policy: To ensure that mercury encountered during custodial, maintenance, or construction/renovation activities is handled in a safe manner and in accordance with all Federal, State, and Local regulations.

Applicability: This policy and procedure applies to Facilities Management, Contractors, Capital Projects Management (CPM), Project Managers, and Environmental Health & Safety (EH&S).

Scope: Due to the age of many buildings at Columbia University, workers may encounter mercury during their work activities. The work activities affecting plumbing systems (e.g., pipes and traps) are of particular concern, as these systems have a tendency to accumulate spilled mercury. Workers should be aware of the potential of encountering mercury during any work activity. Mercury is a silvery, liquid metal that is fluid in its motion. Mercury reflects light and will “shine” when light is directed at its surface, thus a flashlight should be shined directly at suspect mercury materials. As a result of an accidental spill, mercury is usually found in small puddles or in very small droplets or beads.

Responsibility: It shall be the responsibility of Facilities Management, Project Managers, Contractors, and Environmental Health and Safety to ensure this policy and procedure is adhered to.

Procedure: Whenever mercury, or materials suspected of being or containing mercury, is encountered the following procedures shall be followed:

A. If the material is uncontained or has spilled:
   1. Employee/Contractor shall immediately stop all work activities.
   2. Employee/Contractor shall isolate the area (e.g., close door, string caution tape, etc.) to prevent the suspect material from being disturbed and dispersed and exit the area.
   3. Employee/Contractor must not attempt to clean-up or dispose of the suspect material.
   4. Employee/Contractor shall provide Supervisor/CPM Project Manager with all pertinent information (include: the name of involved workers, location of work area, type of fixture containing mercury, estimated quantity of mercury observed, whether the mercury spread from its original location) and be available to meet/speak directly with EH&S to review the situation.
   5. Supervisors/CPM Project Manager shall contact EH&S to apprise them of the situation.
   6. EH&S shall assess the situation and determine what action is required.
   7. EH&S shall coordinate all remediation activities in the work area.
   8. Work shall not proceed until EH&S provides clearance for activities to commence.

B. If you are opening or removing plumbing pipes or traps:
   1. Wear the appropriate Personal Protective Equipment (PPE) for the particular work activity.
   2. Place a bucket or suitable container under the opening of the pipe or trap to collect any liquid.
   3. Collect all liquids and check for visible mercury, as well as needles and glass slides in the liquid. Also using a flashlight, check the on the interior surface of the pipe and trap for visible mercury.
   4. If pipes, traps and liquid are free of visible mercury and/or needles and glass slides, drain dispose of the liquid and dispose of pipes and traps as general debris.
   5. If mercury and/or needles and glass slides are found, stop all work immediately and follow procedures 1 through 9 as set forth above.
CUMC Refrigerant Service Order Form

Service ID: ____________________________
Work Order #: ____________________________
Date: Issued: __________ Completed: __________
Technician(s): ____________________________

Facility: ____________________________
Location: ____________________________
Sub Location: ____________________________
Model: ____________________________
Manufacturer: ____________________________
Serial #: ____________________________
Refrigerant Type: ____________________________
Charge: ______ lbs ______ oz

Date: Issued: __________ Completed: __________

Service Request – Why dispatched

Service Description - Briefly describe what you found upon arrival at the unit.

Recovery Unit used __________

Recovery Vacuum: “0” “10” “15” Inches 28.2"

Recovery stopped, (Air) □ Transferred to receiver/condenser, or pump out unit. □ Unit flat at “0” psig could not recover

Refrigerant | Cylinder ID | Type | Condition | Quantity |
--- | --- | --- | --- | --- |
Recovered | | | | |
| | | | Lbs | oz |
| | | | Lbs | oz |
| | | | Lbs | oz |

Added

No cylinder Id # if Contractor supplied

□ New Unit Startup Charge

Lbs | oz
--- | ---
| |

Leaks

□ Leak Found Date: __________

□ Leak Repaired Date: __________

□ Initial Leak Verification Test Date: __________ Method: __________ Test done after repair before charging

□ Follow-up Verification Test Date: __________ Method: __________ Test done with unit running under normal load

□ Trace Gas Used R-Type: _______

Cylinder ID ______ Quantity _____ Lbs _____ oz

□ Accidental Release Occurred

Description of accident:

Estimated Amount Released _____ lbs _____ oz

Leak Notes: Exact location of leak and description of how repaired

Forward completed Form to Facilities Operations
Laboratory Clearance Procedure

All laboratories, lab equipment or potentially contaminated furniture must be cleared by Environmental Health and Safety (EH&S) prior to disposal.

LABS/LAB EQUIPMENT

Clearance by EH&S is mandatory for all laboratory, lab equipment or potentially contaminated lab furniture prior to disposal

- Was the lab/item used for any experiments involving radioactive materials?
  - Yes
    - Radiation clearance granted
    - Is the item a Biological Safety Cabinet?
      - Yes
        - If cabinet used with infectious materials, contact approved service vendor for decontamination.
      - No
        - Item must be decontaminated with a 10% bleach solution
  - No
    - Thoroughly clean item with a soap or mild detergent prior to clearance to remove any possible chemical contamination. If item is too contaminated to do this safely, contact EH&S

- Was the lab/item used for any experiments involving biological materials?
  - Yes
    - Radiation clearance granted
  - No

With the lab/item decontaminated, contact EH&S to obtain Clearance.

- Does the item contain oil or refrigerants?
  - Yes
    - Remove oil and/or contact Facilities Operations to arrange for refrigerant draining prior to disposal.
  - No
    - With EH&S Clearance granted (if applicable), contact facilities to pick up and remove the item.

NON-LAB WORKSPACES/LAB FURNITURE

- Has the workspace/furniture potentially come into contact with chemicals, biological, or radioactive materials?
  - Yes
    - Lab/Item must first be tested and cleared by a Radiation Safety Officer.
  - No
    - No Clearance required

K. McGhee Nov. 2008
Figure 2 – Waste Labels

- PCB Label
- Hazardous Waste Label
- Non-Hazardous Waste Label
- Used Oil Label
Figure 2 – Waste Labels

Universal Waste Label
CONTRACTOR INCIDENT REPORT FORM

NOTE: To be completed by Project Manager or Facilities Manager. Completed form to be returned to Compliance Director within 24 hours of Incident.

Date of Report: ___________________

Injured Party: ______________________________________________________________________________

Employer: _________________________________________________________________________________

Site: ___________________________ Site Location: _____________________________

Report Prepared By: __________________________________________________________

Signature: ______________________________________________________________________________

Title: ____________________________

1. ACCIDENT/ INCIDENT CATEGORY (check all that applies)
   ___ Injury ___ Illness ___ Near Miss ___ Property Damage ___ Fire ___ Chemical Exposure
   ___ On-site Equipment ___ Motor Vehicle ___ Electrical ___ Mechanical ___ Spill
   ___ Other (Specify: _____________________________)

2. DATE AND TIME OF ACCIDENT/ INCIDENT: _____________ _____________ (AM/ PM)

In a narrative report of the Accident/Incident, please identify the actions leading to or contributing to the accident/incident and the actions following the accident/incident.

3. WITNESS TO ACCIDENT/ INCIDENT:

   Name: __________________________________________ Company: _____________________________
   Address: ______________________________________ Address: _____________________________
   Phone No.: _____________________________ Phone No.: _____________________________

   Name: __________________________________________ Company: _____________________________
   Address: ______________________________________ Address: _____________________________
   Phone No.: _____________________________ Phone No.: _____________________________

   Name: __________________________________________ Company: _____________________________
   Address: ______________________________________ Address: _____________________________
   Phone No.: _____________________________ Phone No.: _____________________________
4. INJURED - ILL:

Name: ________________________________

Address: __________________________________ Age: __________________

Length of Service: ____________________ Time on Present Job: ________________

Time/Classification: _______________________________________________________

5. SEVERITY OF INJURY OR ILLNESS:

_____ Disabling ___ Non-disabling ___ Fatality____ Medical Treatment ___ First Aid Only

6. ESTIMATED NUMBER OF DAYS AWAY FROM JOB: ____________________________

7. NATURE OF INJURY OR ILLNESS: __________________________________________

8. CLASSIFICATION OF INJURY (Check all that apply):

__ Abrasions _____ Dislocations ___ Punctures ___ Bites _____ Faint/Dizziness ____ Radiation Burns

__ Blisters _____ Fractures ____ Respiratory Allergy ___ Bruises _____ Frostbite ____ Sprains

__ Chemical Burns ______ Heat Burns ____ Toxic Resp. Exposure _____ Cold Exposure

__ Heat Exhaustion __ Toxic Ingestion __ Concussion _____ Heat Stroke ____ Dermal Allergy

__ Lacerations

- Part of Body Affected: _______________________________________________________

- Degree of Disability: ________________________________

- Date Medical Care was received: _____________________________________________

- Where Medical Care was received: ___________________________________________

- Address (if off-site): _______________________________________________________

9. PROPERTY DAMAGE:

Description of Damage: _____________________________________________________

Cost of Damage: $ ____________
10. ACCIDENT/INCIDENT ANALYSIS: Causative agent most directly related to accident/incident (Object, substance, material, machinery, equipment, conditions)
   
   • Was weather a factor?
   
   • Unsafe mechanical/physical/environmental condition at time of accident/incident (Be specific):
   
   • Personal factors (Attitude, knowledge or skill, reaction time, fatigue, hobbies):

11. ON-SITE ACCIDENTS/INCIDENTS:
Level of personal protection equipment required in Site Safety Plan (if applicable):
   
   • Modifications:
   
   • Was injured using required equipment?
   
   • If not, how did actual equipment use differ from plan?

12. ACTION TAKEN TO PREVENT RECURRENCE: (Be specific. What has or will be done? When will it be done? Who is the responsible party to insure that the correction is made?)

13. ACCIDENT/INCIDENT REPORT REVIEWED BY:

   Name Printed: __________________________   Signature __________________________

14. OTHERS PARTICIPATING IN INVESTIGATION:

   Signature __________________________   Title _______________________________

   Signature __________________________   Title _______________________________

   Signature __________________________   Title _______________________________
Leak Damage Prevention Policy for Capital Projects

General
The Contractor is responsible to identify in writing to the Owner and coordinate in the field any work that has the potential for leaks. The Contractor is responsible for associated means and methods related to the work and direct supervision of it. The Contractor is responsible to provide adequate, readily available spill/leak containment equipment in the immediate area of work should a leak occur. All work must be in compliance with approved Construction Documents and Columbia University Compliance Guidelines. Contractor is also responsible to perform work consistent insurance guidelines.

Shut Downs
All requests for shut downs involving the isolation of wet piping for the purpose of demolition, cutting, capping, extending, replacing, etc. that has the potential for leak must be requested in writing to the Owner a minimum of 7 days in advance. Such requests must have complete and accurate information and include a request for an Operations Engineer to be present to confirm identified piping system, associated branch valves and floor valves at the riser. Shut downs must be rescheduled if an Operations Engineer cannot be present for the full duration at the requested time.

Demolition & Cutting of wet Piping
No cutting of piping should occur without an approved shut down, Operations Engineer’s confirmation that all associated/required valves are fully shut in the off position, an Operations Engineer being present for the entire process with Spill/Leak containment equipment present on site at the location of work. An Operations Engineer must be present with Spill/Leak containment equipment when the work is complete and the valves are returned to the open position. Any planned work must be rescheduled if an Operations Engineer cannot be present for the full duration at the requested time.

Critical Areas
The Contractor is responsible for identifying in writing to the Owner when work with leak potential is being performed over critical areas. Critical areas shall be defined by the Owner prior to any demolition or work being performed. The Contractor is responsible to provide adequate temporary protection and safeguards necessary to prevent damage or impact to any critical areas. Such temporary protections and safeguards must be reviewed by the Owner prior to any work being performed, however the Owner is not responsible to certify the adequacy of such protections and safeguards which is the Contractor’s responsibility.

Created May 2012, YW
Proprietary Cable Firestopping Requirements

General
The Contractor is responsible to coordinate with Owner's Cabling Vendor/Contractor and provide access to all rooms requiring cabling. Contractor is responsible to identify what walls extend from floor slab to floor slab allowing the Owner's Cabling Vendor/Contractor to confirm the number of required Proprietary Cable Firestopping locations.

Proprietary Cable Firestopping
All walls, existing or new, extending from structural floor slab to structural floor slab, whether fire rated or not, shall have the Owner's Proprietary Cable Firestopping installed by the Owner's Cabling Vendor/Contractor. Such walls shall include any non-fire rated acoustic walls, gypsum wall systems, etc., but do not include wall systems that only have studs running from slab to slab with breaks in wall board. In rated walls, Proprietary Cable Firestopping locations are subject to special inspections and rated wall assembly code compliance requirements.

Proprietary Cable Firestopping Product
The Owners proprietary Cable Firestopping Product is EZ-PATH Fire Rated Pathway made by Specified Technologies Inc. located at 200 Evans Way, Somerville, NJ 08876 with phone number 800-992-1180. Attached is a draft guide specification for information only as a sample of general information.

Alternative Vendors:
Hilti Inc. ((800) 879-8000) located at 5400 South 122nd East Avenue, Tulsa, OK 74146 & Cooper US Inc. (713-209-8400) located at 600 Travis Street, Suite 5600, Houston, Texas 77002-1001 are acceptable alternative Vendors to the above, however proposed use of specific products, models, associated accessories, and their specific applications are subject to review and approval by the Owner.
Note: The following is a SAMPLE checklist containing criteria that FDNY may inspect for during construction projects, including abatement projects.

FIRE SAFETY DURING CONSTRUCTION, ALTERATION, DEMOLITION, AND ABATEMENT

Name of Inspector: ________________________________________

Building Name: ___________________________________________

Owner/Contractor Name: __________________________________

Note: Abatement inspections should only be conducted from safe areas. Do not enter hazardous areas where active abatement procedures are in the process.

Work Permit and Signs:

A. Units shall ensure that the required written permit from the Department of Buildings (DOB) authorizing construction, demolition or alteration is present at the site. It shall be unlawful to construct, alter, repair, or demolish any building in the city until a written permit from the Commissioner of DOB has been issued.
   - [ ] Compliant  [ ] Non-Compliant  [ ] N/A  [ ] Not inspected – Abatement Area
   - Action: If non-compliant forward A-8 Referral Report

B. Signs must be posted at site containing Name, Address, and Phone Number of General Contractor and Owner.
   - [ ] Compliant  [ ] Non-Compliant  [ ] N/A  [ ] Not inspected – Abatement Area
   - Action: If non-compliant issue VO (FSC-1) or NOV (6)

Site Safety:

See the Construction Guides to determine when a Site Safety Manager/Coordinator and a Construction Site Fire Safety Manager is required, or call BISP Hotline.

Site Safety Manager/Coordinator and Construction Site Fire Safety Manager Name(s)

_________________________________________________________________________

A. The Site Safety Manager/Coordinator must be present at the site at all times during working hours. If the Site Safety Manager/Coordinator is not present, a certified alternate must be present in case of his/her absence and log entries made indicating same.
   - [ ] Compliant  [ ] Non-Compliant  [ ] N/A  [ ] Not inspected – Abatement Area
   - Action: If non-compliant serve Immediate Summons, issue a VO (FSC-2) in addition to the summons, notify DOB to respond and issue an NOV (5) for no log book or no log book entries.
Note: The following is a SAMPLE checklist containing criteria that FDNY may inspect for during construction projects, including abatement projects.

B. When a Construction Site Fire Safety Manager is required, they shall conduct an inspection of the construction site and all fire safety measures on at least a daily basis, and maintain a record of same in a bound log book or other approved means.

☐ Compliant  ☐ Non-Compliant  ☐ N/A  ☐ Not inspected – Abatement Area

Action: If non-compliant serve Immediate Summons, issue a VO (FSC-29), notify DOB to respond. Issue an NOV (5) for no log book or no log book entries.

NOTE: The owner shall designate a person to be the Construction Site Fire Safety Manager. It is possible that this person can also be the Site Safety Manager and Site Safety Coordinator.

C. A telephone not requiring a coin to operate, or other approved clearly identified means to notify the department, shall be provided at an approved location. The street address of the construction site and the emergency telephone number of the Fire Department shall be posted in a conspicuous area.

☐ Compliant  ☐ Non-Compliant  ☐ N/A  ☐ Not inspected – Abatement Area

Action: If non-compliant issue VO (FSC-3)

D. Approved vehicle access for fire apparatus shall be provided at all construction sites. Vehicle access shall be provided to within 100 feet of temporary or permanent Fire Department connections.

☐ Compliant  ☐ Non-Compliant  ☐ N/A  ☐ Not inspected – Abatement Area

Action: If non-compliant issue VO (M-3) or NOV (11)

Precautions against Fire:

A. Smoking shall be prohibited at all construction sites.

☐ Compliant  ☐ Non-Compliant  ☐ N/A  ☐ Not inspected – Abatement Area

Action: If non-compliant serve Immediate Summons to person smoking. Also issue an NOV (Other FC/Rule Violation [FC 1404.1]) to the DOB Work Permit Holder or the owner of the building.

See Chapter 5, Reference # 12.1 for more information, if needed or call the BISP Hotline.

B. No Smoking Signs should be posted throughout the construction site.

☐ Compliant  ☐ Non-Compliant  ☐ N/A  ☐ Not inspected – Abatement Area

Action: If non-compliant issue VO (GP-1) or NOV (6)

C. Combustible waste, including rubbish and construction and demolition material, shall not be accumulated within buildings and shall be removed from buildings at the end of each work shift, but at least once a day.

☐ Compliant  ☐ Non-Compliant  ☐ N/A  ☐ Not inspected – Abatement Area

Action: If non-compliant issue VO (HK-1) (Comply Forthwith)
Note: The following is a SAMPLE checklist containing criteria that FDNY may inspect for during construction projects, including abatement projects.

D. Combustible waste, including rubbish and construction and demolition material, shall be removed from the site or stored in noncombustible containers. 
   NOTE: Combustible waste material in excess of 15 cubic yards shall be removed daily from the site before the close of the day’s work, no exceptions.
   □Compliant □Non-Compliant □N/A □Not inspected – Abatement Area
   Action: If non-compliant issue VO (HK-1 waste removed from site forthwith) and/or VO (HK-6 for noncombustible container)

E. It shall be unlawful to ignite or maintain an open fire at a construction site.
   □Compliant □Non-Compliant □N/A □Not inspected – Abatement Area
   Action: If non-compliant serve Immediate Summons (FC 1404.3)

Means of Egress and Elevators:

A. All enclosed stairways and enclosed shafts (elevator, dumbwaiter etc.) shall be maintained enclosed on all floors except the uppermost floor being demolished.
   □Compliant □Non-Compliant □N/A □Not inspected – Abatement Area
   Action: If non-compliant issue VO (FSC -4)

B. At all times, there shall be safe access to and egress from every building and every floor in every building in course of construction or demolition by means of unobstructed hallways, stairways or ladder runs so enclosed or so located as to protect persons using them from falling materials.
   □Compliant □Non-Compliant □N/A □Not inspected – Abatement Area
   Action: If non-compliant issue VO (FSC -5 or 6) (Comply Forthwith)

C. If construction work reaches a height greater than 75 feet, at least one elevator or hoist shall be kept in readiness at all times for use by the Fire Department.
   □Compliant □Non-Compliant □N/A □Not inspected – Abatement Area
   Action: If non-compliant issue VO (FSC -8), request Battalion Chief to respond, and notify DOB for potential Stop Work Order (this order is issued by DOB)

Water Supply for Fire Protection:

A. Any water source intended for firefighting operations, including standpipe outlets, street hydrants and yard hydrants, shall not be used for construction, alteration or demolition purposes, unless approved, proof must be provided.
   □Compliant □Non-Compliant □N/A □Not inspected – Abatement Area
   Action: If non-compliant issue VO (FSC -7) (Comply Forthwith)
Note: The following is a SAMPLE checklist containing criteria that FDNY may inspect for during construction projects, including abatement projects.

B. **Standpipe systems** – Standpipes are required when in the course of construction or alteration the work reaches a height greater than 75 feet, the standpipe risers should be capped. The system can be dry if subject to freezing.

*NOTE: Concrete Construction*: Standpipe must be capped and maintained up to one floor below the stripping floor (3 floors below recently poured floor).

**Example**: Floor being poured (10th Floor) > Frame work (9th Floor) > Stripping floor (8th Floor) > Standpipe maintained Capped (7th Floor)

*Steel Construction*: Standpipe capped and maintained on floor below the walking floor. This could be considered tacked Q-Decking.

- Compliant
- Non-Compliant
- N/A
- Not inspected – Abatement Area

**Action**: If non-compliant issue VO (FSC -26), request Battalion Chief to respond, and notify DOB for potential Stop Work Order (this order is issued by DOB)

C. When demolition is started the standpipe risers should be capped on the floor immediately below where the work is being performed. The standpipe shall be maintained as a dry system until demolition is complete.

- Compliant
- Non-Compliant
- N/A
- Not inspected – Abatement Area

**Action**: If non-compliant issue VO (FSC -9), request Battalion Chief to respond, and notify DOB for potential Stop Work Order (this order is issued by DOB)

D. A metal sign reading “STANDPIPE SIAMESE CONNECTION” must be present at the Siamese connection for the standpipe, with a red light over the sign. The red light must be lit at night.

- Compliant
- Non-Compliant
- N/A
- Not inspected – Abatement Area

**Action**: If non-compliant issue VO (FSC -10) or NOV (6) for no sign, VO (FSC-10A) or NOV (27) for no light

*NOTE: Fire Units should pay particular attention to the condition of piping in below grade areas, section valves on each floor, and the riser in general.*

E. All exposed standpipe and sprinkler piping, except branch piping, must be painted red. Dedicated standpipe valve handles must be painted red. Combination standpipe valve handles must be painted yellow. Dedicated sprinkler valve handles must be painted green.

- Compliant
- Non-Compliant
- N/A
- Not inspected – Abatement Area

**Action**: If non-compliant issue NOV (12), See Chapter 5, Reference 1.10 for additional requirements
Note: The following is a SAMPLE checklist containing criteria that FDNY may inspect for during construction projects, including abatement projects.

F. **Sprinkler systems** – In structures undergoing demolition that have existing sprinkler systems with Siamese connections, such systems shall be maintained as a non-automatic sprinkler system.

*NOTE: Existing systems are any systems with a Siamese; because a Siamese is required when any fire area requires more than 36 heads. Partial systems are not required to be maintained during demolition. Partial systems will not have a Siamese. See Chapter 5, Reference #1.2 & #1.4 for additional information.*

- Compliant
- Non-Compliant
- N/A
- Not inspected – Abatement Area

**Action:** If non-compliant issue VO (FSC-11), request Battalion Chief to respond, and notify DOB for potential Stop Work Order (this order is issued by DOB)

G. When demolition starts, the sprinkler risers shall be capped immediately below the floor being demolished to maintain the sprinkler system on all lower floors for Fire Department use until demolition is complete.

- Compliant
- Non-Compliant
- N/A
- Not inspected – Abatement Area

**Action:** If non-compliant issue VO (FSC-9)

H. A metal sign must be present at the Siamese connection for the sprinkler system reading “SPRINKLER SIAMESE CONNECTION” with a red light over the sign. The red light must be lit at night.

- Compliant
- Non-Compliant
- N/A
- Not inspected – Abatement Area

**Action:** If non-compliant issue VO (FSC-12) or NOV (6) for no sign, VO (FSC-12A) or NOV (27) for no light

*NOTE: List the name of the Site Safety Manager/Coordinator or responsible person on site (owner, general contractor, construction foreman) that confirmed the standpipe and/or sprinkler system is in service*

**Name/Title:** ______________________________________________________________

I. **Portable Fire Extinguishers** – Buildings or structures under construction, alteration or demolition shall be provided with not less than one approved portable fire extinguisher and sized for not less than ordinary hazard as follows:

- At each stairway on all floor levels where combustible materials are being stored or combustible waste is being generated.
- At the entrance of each storage and construction shed.
- Additional portable fire extinguishers shall be provided where flammable and combustible liquids are stored, handled and used.

If fire extinguishers are provided they should be **serviced annually** and have a current service tag attached.

- Compliant
- Non-Compliant
- N/A
- Not inspected – Abatement Area

**Action:** If non-compliant issue VO (FE-1) to provide extinguisher or VO (FE-11) to service extinguisher or NOV (1) for either situation
Note: The following is a SAMPLE checklist containing criteria that FDNY may inspect for during construction projects, including abatement projects.

NOTE: For ordinary hazards (combustible materials such as wood, cloth, paper, rubber, and many plastics) one 2A extinguisher is required in the above locations. One 2A extinguisher can cover a maximum floor area of 1,500 square feet. 2A = one 2.5 gallon water extinguisher, the 2A should be indicated on the extinguisher label.

Fire Guards for Torch Operations:

A. A fire guard with a Certificate of Fitness is required to monitor all torch operations. The fire guard must pay particular attention to the sparks generated when the torch is in use.
   - At least one fire guard is required for each torch operator and an additional fire guard shall be provided on the floor below the torch operation.
   - The fire guard must be equipped with sufficient fire extinguishing devices; e.g., portable water extinguishers with at least a 2-A: 20-B:C rating or charged water lines that are/is readily available to the fire guard within 30 feet.
   - Torches shall not be used within 35 feet of combustibles or floor openings unless a shield has been erected around the work area to prevent stray sparks from causing a fire.

   Compliant □ Non-Compliant □ N/A □ Not inspected – Abatement Area
   Action: VO (FSC-22 or 23) for no Fire guard, VO (FSC-21) failure to maintain 35 feet, VO (FE-1) or NOV (1) for extinguisher

Heating Devices used for Curing and Drying:

A. It shall be unlawful at a construction site to store, handle or use portable fueled heating devices or equipment:
   - For purposes of human comfort or any other purpose other than construction-related curing and drying.
   - Utilizing a flammable liquid as a fuel (e.g. Gasoline)

   NOTE: LPG and Natural Gas are gases and Kerosene is a combustible liquid due to its flash point. That is why these are acceptable as fuels for heating devices.

   Compliant □ Non-Compliant □ N/A □ Not inspected – Abatement Area
   Action: VO (FSC-14) (Comply Forthwith)

B. The handling and use of portable fueled space heaters shall be under the personal supervision of a person holding a Certificate of Fitness. The storage of portable fueled space heaters and the fuel therefore, shall be under the general supervision of a Certificate of Fitness holder.

   Compliant □ Non-Compliant □ N/A □ Not inspected – Abatement Area
   Action: VO (C-21) or NOV (17) for handling and use, VO (C-22) or NOV (17) for storage

   NOTE: Personal supervision = must be on site at all times when heaters are being handled or used.
   General supervision = not required to be on site at all times.
Flammable Gases and Liquids:

A. For information on Flammable gases and liquids refer to either the BISP hotline or the appropriate Construction guide.
Confined Space Entry Guidelines For Contractors
(Excerpted from CU Confined Space Policy)

A. Introduction:
Contractors, subcontractors and their employees working at Columbia facilities who may be required to enter into confined spaces to perform assigned duties are responsible for developing and enforcing a comprehensive Confined Space Entry Program in accordance with the requirements of Occupational Safety and Health Administration (OSHA) Confined Space regulation 29 CFR 1910.146 and Columbia policy. Under no circumstances shall these guidelines be considered as a substitute of the Contractor’s confined space program.

The intent of contractor’s confined space program must be to eliminate potential accidental injuries and death associated with entry and working in confined spaces by training employees of the hazards associated with such work areas and outlining necessary safe work practices, as well as compliance with all applicable regulations. The Contractor’s program must address those issues and reinforce them through employee education and a continuous confined space monitoring program.

B. Types Of Confined Spaces:
A Confined space, as defined in the OSHA regulations and Columbia Confined Space Entry Policy, has limited access for entry or exit but is large enough and so configured that an employee can bodily enter and perform assigned task. Such spaces include, but are not limited to, storage tanks, reaction and process vessels, pits, silos, vats, degreasers, boilers, ventilation and exhaust ducts, sewers, tunnels, underground utility vaults, and pipelines. These spaces have the potential for causing injury and/or illness if preventive measures are not used.

There are two types of confined spaces that are present on Columbia premises; Non-Permit Confined Spaces (NPCS) and Permit-Required Confined Spaces (PRCS). As stated in the policy, PRCS are labeled with “DANGER – Confined Space – Entry by Permit Only” signs, respectively. Additionally, NPCS may be designated by labeled “DANGER – Confined Space” at individual campuses. Any employee of a contractor entering into NPCS for preventative maintenance and repairs must follow their company policy. At no time shall an employee of the contractor enter into PRCS without an authorized permit issued by the contractor’s Entry Supervisor.

C. Procedure For Entry Into Permit Required Confined Spaces:
The contractor shall develop written entry permit procedures as a part of their confined space program in accordance with the OSHA regulations and Columbia Confined Space Entry Policy (see Sections E).

D. Medical Guidelines:
There are no specific requirements for medical clearance under the OSHA regulations for entry into a confined space unless the employee is using a respirator, then fit testing is required per OSHA standard 29 CFR 1910.134. It is Contractor’s responsibility to ensure that the person entering into a confined space is fit for such duty.

E. Training:
The Contractors training must comply with applicable OSHA requirements and shall also cover site specific hazards encountered at the confined space, how to use PPE and follow safe work practices. The Columbia Confined Space Entry policy outlines training topics that must be included in the contractor’s comprehensive training program.

F. Responsibilities
1. Contractors
   a. Must contract all PRCS related work at any Columbia campus through Facilities Management;
   b. Must provide the following to Facilities at their request;
      i. Copy of Contractor’s Confined Space Program;
      ii. Copy of Contractor’s Health & Safety Plan, if required;
      iii. List of contractor’s personnel assigned to perform work and their role;
         1. Authorized Entrant
         2. Entry Attendant
         3. Fire Watch, if needed
      iv. Evidence of training of contractor’s employees for Confined Space Entry;
      v. MSDSs for all products to be used for work activities.
   c. Must discuss with Facilities the nature of work, possible dates when the work will be performed, potential hazards associated with such work like explosion, health and safety issues, other logistics, etc.;
   d. Must arrange a face-to-face meeting with Facilities and the personnel entering into the PRCS and Attendant to review work assignments;
   e. Must clean up the area at the end of each shift;
   f. Must inform employees to strictly observe all applicable university policies, like not smoking, access routes, use of facilities, etc., and ensure their adherence to these rules;
   g. Must inform Facilities if any regulatory agency personnel visits the area;
   h. Must immediately report incidents and accidents to the Facilities;
   i. Must debrief Facilities at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

2. Facilities
   a. Inform the contractor that the workplace contains PRCSs and that PRCS entry is allowed only through compliance with a contractor PRCS entry program;
   b. Apprise the contractor of the elements, including the hazards identified, established control procedures and Columbia experience with the space, that make the space in question a PRCS;

NOTE: The Facilities Entry Supervisor may terminate the work activity if it becomes apparent that safe work practices and other safety conditions are not being met or if conditions suddenly change or new hazards are introduced.

G. Recordkeeping
The contractor shall be responsible for maintaining all permits issued/or cancelled for one year per requirements of OSHA regulations and as agreed upon by Facilities. All medical clearance, fit testing and other records of employees shall be maintained by the contractor.

H. References:
   2. Columbia Confined Space Entry Program