

AHERA COMPLIANCE CHECKLIST

The following items marked "X" below were found deficient or missing from files. These items are required to be on file in the Management Plans located at the Superintendent's office and at each school building office. These items are required to be addressed in order to be in compliance with IDPH and AHERA rules and regulations:

 1. NEW BUILDING MATERIAL DOCUMENTS

Any new building material(s) installed in any building must be verified as non asbestos-containing materials. This can be achieved by obtaining and keeping on file, Material Safety Data Sheets (MSDS). If MSDS forms are not on file, the materials are to be assumed and treated as asbestos-containing materials. This includes projects such as new construction, additions, or renovation projects conducted by Architects, Engineers, or in-house.

 2. ANNUAL NOTIFICATIONS (Appendix F)

At least once every year, the school district must notify all building occupants by newsletter, bulletin, etc., that the Management Plan is available for review. A signed and dated copy of the notification must be incorporated in the Management Plans.

 3. CUSTODIAL / MAINTENANCE 2-HOUR AWARENESS TRAINING (Appendix E)

All custodial and maintenance personnel, including summer help, are required to receive a two-hour awareness training course within 60 days of employment. Documentation that each custodian/maintenance employee has been presented the course must be on file in the Management Plans.

Any maintenance and custodial personnel who have not had their 2-hour asbestos awareness training need to do so immediately.

 4. DESIGNATED PERSON

The school district is required to have a Designated Person that assures that the district is complying with the rules and regulations of IDPH and AHERA. The Designated Person appointed by the district must have at least five hours of asbestos training. Proper documentation including name, address, phone number, certifications, license, etc., is required to be on file.

 5. WORKER NOTIFICATION FORMS (Work Permits) (Appendix G)

Any contractor that will be conducting work within a building must fill out a work permit before starting a project even if there are no asbestos materials located within the area they will be working.

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- _____ 6. SMALL SCALE O & M ABATEMENT RECORDS (Appendix B)

If a small scale O & M abatement project has been conducted, proper documentation must be filed in the Management Plans.
- _____ 7. ABATEMENT / REMOVAL RECORDS (Appendix B)

If an abatement project has been conducted, the APM/ASP report must be on file.
- _____ 8. SIX-MONTH SURVEILLANCE REPORTS (Appendix G)

Documentation of all previous Six-Month Surveillances is required to be on file.
- _____ 9. THREE-YEAR REINSPECTION REPORTS (Appendix D)

Documentation of all previous Three-Year Reinspections is required to be on file.
- _____ 10. SAMPLING RECORDS / REPORTS (Appendix D)

If sampling has been conducted, proper documentation is required to be on file in the Management Plans depicting name of person performing the sampling, license number, sample number, chain of custodies, etc.
- _____ 11. WARNING LABELS

Warning labels must be visually placed on all asbestos thermal system insulations located in routine maintenance areas of the building. This includes boiler rooms, maintenance areas, etc.
- _____ 12. MANAGEMENT PLAN AND INSPECTION REPORT LOCATIONS

The original Inspection Report and Management Plan is required to be on file at the office of the Superintendent as well as at each building office.
- _____ 13. BUILDINGS OBTAINED AFTER OCTOBER 12, 1988

If the district will be leasing, renting, buying or using any building as a school building, the building must be inspected for asbestos-containing materials and have an Inspection Report and Management Plan developed prior to any occupancy of the building. This includes portable classrooms, temporary building facilities, bus garages, etc.
- _____ 14. REMOVAL CONDUCTED WITH UNLICENSED ASBESTOS WORKERS

Any asbestos-containing material knowingly or falsely removed is in violation of IDPH and AHERA rules and regulations.

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_____ 15. STOCKPILED FLOOR TILE

All stockpiled 9" sq. or 12" sq. asbestos floor tile must be wrapped in two layers of 6 Mil. poly and placed in sealed containers. The container is required to be appropriately labeled with asbestos warning signs or labels.

MISCELLANEOUS:

A. The following activities have been conducted since the last Reinspection:

1. Sampling:
2. Large Scale Abatement Project(s):
3. Small Scale O & M Project(s):
4. Other:

RE: Notification of Asbestos Management Plan

Once the asbestos inspection has taken place and the Asbestos Management Plan is developed, the Government is interested in three things:

1. There is a book which contains the management plan and is on file in the principal's office and available for inspection during normal business hours.
2. All relevant signatures are affixed in the respective places in the management plan.
3. **There is notification of the management plan.**

Relative to No. 3, such notification can be effectively carried out by having a statement such as the following in the Student Handbook:

_____ School has an Asbestos Management Plan that is on file in the principal's office and is available during normal business hours in accordance with federal regulations.

This statement should be included in your handbook or otherwise distributed to parents each year.

If you receive any letters or inquiries from the United States Government about your asbestos inspections, please contact Mr. Tom Hyde directly at Graham & Hyde Architects, telephone (217) 793-1761.