

Introduction

This document provides requirements for asbestos abatement projects at all KSU facilities. These specifications are intended to provide Kennesaw State University with recommended procedures and information that should facilitate the successful completion of asbestos abatement projects. Individual project circumstances may vary greatly depending on factors such as the type(s) or asbestos-containing material (ACM) present and whether the facility will remain occupied during the project, however, this document addresses general procedures that most significant asbestos abatement projects should have in common.

General Provisions

- KSU's Department of Environmental Health & Safety shall prepare project drawings, specifications, prepare bid documents and oversee the abatement work through completion.
- KSU shall reserve the right to accept or reject any or all bids submitted.
- All appropriate campus disciplines shall be involved in ACM abatement project pre-planning including Physical Plant, Environmental Safety, Facilities Planning and the affected department(s).
- The abatement contractor shall be registered in the state of Georgia as an Asbestos Abatement Contractor.
- All work shall be performed in compliance with current federal and state regulations, including U.S. EPA, OSHA, Georgia EPD and ALL other accepted industry standards.
- Any conflicts or overlap of these requirements shall be governed by the more stringent regulation or standard.
- Neither KSU nor our representative shall be responsible for acts or omissions of the contractor, its subcontractors, or any of its agents or employees performing any of the ACM abatement related tasks.

Contractor General Responsibilities

- Contractor shall maintain, in full force, adequate insurance coverage which may include, but not limited to:
 - A. Commercial General Liability
 - B. Contractors Pollution Liability
 - C. Environmental Consultants Professional Liability
 - D. Workmen's Compensation
 - E. Any other insurance as may be required by the state.
- Kennesaw State University should be listed as additional insured.
- The contractor shall provide KSU with a copy the certificate of insurance.

- The contractor shall furnish all labor, materials, facilities, equipment, services, insurance, and incidentals necessary to remove all specified asbestos within the work area as indicated in the project specifications and on project drawings provided by KSU or our representative.
- The contractor shall be responsible for restoring the work area and auxiliary areas utilized during the asbestos abatement project to conditions equal to or better than original.
- Contractor shall be responsible for ensuring proper disposal of all asbestos containing materials resulting from abatement work.
- Contractors shall be required to complete a pre-bid walk-through of the project area before being allowed to bid on the project.
- The contractor shall comply with industry standards and use accepted state-of-the-art or better materials and products throughout all phases of the project.
- The contractor shall complete all appropriate state asbestos project notifications and shall pay all notification fees.
- The contractor shall be responsible for verification of all quantity measurements on project drawings due to the fact that quantities indicated may be estimates.
- The contractor shall be required to establish barricades, post warning signs and coordinate with KSU or our representative to plan and schedule work activities to minimize the impact of asbestos abatement on any areas that may remain occupied during the project.

Specification for Pre-Abatement

- The work area shall be clearly defined by the project documents. All areas and conditions included as part of the work area shall be identified and shall be included in the pre-bid project walk-through.
- Areas with known ACM shall be identified at the pre-bid walk-through and shall be clearly identified on project drawings. Any suspected ACM not previously identified shall be sampled by KSU or our representative in advance and any necessary modifications shall be made to the scope of work for the project at that time.
- The contractor shall be required to seal the work area, ensure that critical barriers are placed over all openings to the regulated area, ensure the heating, ventilation and air-conditioning (HVAC) system in the work area is turned off, sealed and isolated from the work area through the final clearance phase of the project, ensure that all steam and hot pipes are cooled prior to work setup and neutralize all mechanical hazards (such as moving belts or shafts) in the work area.

Submittals

KSU or our representative may elect to require abatement contractors to submit any or all of the following prior to beginning and upon completion of work on the project.

Pre-Work Submittals

The following documents shall be submitted to KSU or our representative in a bound notebook at the mandatory pre-construction conference before beginning any asbestos abatement work:

- A. A detailed plan describing the procedures proposed for use in complying with the requirements of the project specifications. The plan shall include the location and layout of decontamination areas, the sequencing of asbestos work and methods to be used to assure the safety of building occupants, workers, and visitors to the site. The plan shall also include methods for controlling visible emissions in the work area and the containerization of asbestos debris.
- B. Medical examination reports for each employee of the contractor who will be on site (standard form from examining physician). These reports shall be less than or equal to 12 months old at the end of the project.
- C. Documentation that the contractor is currently licensed by the Georgia State Department of Natural Resources for asbestos abatement. **Note: License documentation is mandatory prior to beginning any work.**
- D. Documentation of timely notification to State DNR and documentation of project fees paid.
- E. Certificates of accreditation (asbestos training) for each employee of the contractor who will be on site shall be \leq 12 months.
- F. Documentation of respirator training and fit testing for each employee of the contractor who will be on the site. Fit test documentation shall be \leq 6 months old at the end of the project.
- G. Letter from a US EPA and Georgia EPD -approved disposal site to be used indicating that the ACM removed from the site will be accepted for disposal.
- H. A listing of authorized personnel to be granted access to work area.
- I. All necessary permits, licenses, and insurance (in accordance with Board of Regents and institution requirements).
- J. Documentation of contractor's notifications to appropriate campus departments (Physical Plant, Environmental Safety, Facilities Planning, etc.) regarding the abatement project schedule.
- K. A brief written description of any legal proceedings, lawsuits or claims which have been filed or levied against the contractor or any of their present or past employees for asbestos related activities.
- L. A brief written description of any U.S. EPA, Georgia EPD, OSHA or other regulatory agency citations.

- M. At least ten (10) different references (with names and phone numbers) of other asbestos abatement projects the contractor has performed.
- N. The names and numbers of person(s) to be contacted on behalf of the contractor in cases of emergency.
- O. Safety Data Sheets (SDSs) for all chemicals that will be used or that will be present at the job site.

Closeout Submittals

The following documents shall be submitted at the conclusion of the project in a bound notebook to KSU or our representative:

- 1. Copies of daily project sign-in/sign-out logs and daily project log forms (including descriptions of unique or unusual events during the project).
- 2. A copy of final clearance certification (see "AIR SAMPLING AND FINAL CLEARANCE CERTIFICATION").
- 3. A copy of the Completion Certification to the Georgia EPD.
- 4. Copies of waste manifests, disposal documents and any other relevant records.
- 5. Documentation certifying that all replacement materials are asbestos-free.

Contract Pricing

- Pricing for asbestos abatement work shall be based on unit area (square foot (ft²)) to be abated putting into consideration the nature of the material and all other operational requirements.
- The contractor shall be responsible for verification of all quantity measurements on project drawings due to the fact that quantities indicated may be estimates.
- No work beyond the specified scope shall be performed without written permission by KSU and an official-approved change order.