Pacific Lutheran University
Environmental, Health & Safety – Checklist
FACILITY IMPROVEMENT PROJECTS
Renovation, Relocation, Removal, or New Construction

The purpose of this checklist is to assist PLU in identifying health, safety and environmental concerns early in the planning process. Some of the checklist items are for notification only, while others will require significant lead time to resolve (e.g. if a permit is required).
Circle: Yes, No, Maybe or Not Applicable (NA) for each question. More explanation can be provided at the end or on a separate attachment.
At least 2 weeks prior to initiating the project forward completed checklist to: Director EHS&EP at bellje@plu.edu or mail hardcopy to: Human Resources – Garfield Station

Name of Person Completing Checklist:	Date Checklist Completed:
Project Name:	Anticipated Project Start Date:
Where/What Space:	
Brief Description of Project: Include Infrastructure Requirements(i.e. Electrical/Plumbing/Data & Communication)	
Other Issues and Comments:	
EHS Comments:	

1. Review the *Asbestos Awareness Program* to determine if any asbestos-related activities are required.　　　　　　　　　　　　　　　Yes No Maybe NA

2. Assess chemical hazards, and modify or upgrade the following, as warranted:
    ♦ Hazard Communication Program　　　　　　　　　　　　Yes No Maybe NA
    ♦ MSDS Information Available　　　　　　　　　　　　　Yes No Maybe NA

♦ Chemical containment systems   Yes No Maybe NA

Assess chemical hazards, and modify or upgrade the following, as warranted (continued):

♦ Separation of incompatible chemicals   Yes No Maybe NA
♦ Storage of flammable chemicals   Yes No Maybe NA
♦ Chemical inventory reporting   Yes No Maybe NA
♦ Hazardous waste handling   Yes No Maybe NA
♦ Waste water handling   Yes No Maybe NA
♦ Emergency showers and eyewashes   Yes No Maybe NA
♦ Chemical spill response preparedness at loading docks   Yes No Maybe NA

3. Review *Emergency Preparedness* requirements:
♦ Construction / Remodel Emergency Mitigation Checklist: PLU Mitigation Plan   Yes No Maybe NA
♦ Emergency alarm systems   Yes No Maybe NA
♦ Evacuation routes and maps   Yes No Maybe NA
♦ Evacuation procedures   Yes No Maybe NA
♦ Emergency lighting   Yes No Maybe NA
♦ Exit signs   Yes No Maybe NA
♦ Availability of exits   Yes No Maybe NA
♦ Fire extinguishers and other fire suppression systems   Yes No Maybe NA
♦ Aisle space   Yes No Maybe NA
♦ Update First Aid Kits / Supplies Location   Yes No Maybe NA
♦ Update AED Location   Yes No Maybe NA

4. Review, submit and/or amend permits:
♦ Hazardous Material Storage   Yes No Maybe NA
♦ Wastewater Discharge   Yes No Maybe NA
♦ Pierce County Building and Fire Marshall   Yes No Maybe NA
♦ Air Emissions   Yes No Maybe NA

5.   Review written EHS documents:

♦ Workplace Hazard Assessment	Yes No Maybe NA
♦ Fire Prevention Plan	Yes No Maybe NA
♦ Emergency Action Plan	Yes No Maybe NA
♦ Fall Protection Plan	Yes No Maybe NA
♦ Electrical Lockout/Tagout Plan	Yes No Maybe NA
♦ Confined Space Plan	Yes No Maybe NA
♦ Chemical Spill Response Plan	Yes No Maybe NA
♦ Chemical Inventory Reporting Analysis	Yes No Maybe NA
♦ Schematic diagram of sewer system	Yes No Maybe NA
♦ Spill Prevention, Control and Countermeasures Plan	Yes No Maybe NA
♦ Noise Level Screening Evaluation	Yes No Maybe NA

6.   Is there adequate Heating & Ventilation / Lighting.   Yes No Maybe NA

7.   Review content description and flow labels on tanks and pipes.   Yes No Maybe NA

8.   Review electrical safety requirements and make corrections as needed.   Yes No Maybe NA

9.   Identify / Label Electrical Circuit Breakers   Yes No Maybe NA

10. Document and diagram the HVAC system and prescribe a maintenance schedule.   Yes No Maybe NA

11. Dispose of discarded equipment and debris appropriately.   Yes No Maybe NA

12. Hold an evacuation exercise within 90 days of completion of the project.   Yes No Maybe NA

13. Notification of changes to FAMA – Custodial staff.   Yes No Maybe NA

14.   Update Emergency Contact Information   Yes   No Maybe NA