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

<table>
<thead>
<tr>
<th>Name of Person Completing Checklist:</th>
<th>Date Checklist Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>Anticipated Project Start Date:</td>
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<tr>
<td>Where/What Space:</td>
<td></td>
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<tr>
<td>Brief Description of Project: Include Infrastructure Requirements(i.e. Electrical/Plumbing/Data &amp; Communication)</td>
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<tr>
<td>Other Issues and Comments:</td>
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<td>EHS Comments:</td>
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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

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Chemical containment systems

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

- Separation of incompatible chemicals
- Storage of flammable chemicals
- Chemical inventory reporting
- Hazardous waste handling
- Waste water handling
- Emergency showers and eyewashes
- Chemical spill response preparedness at loading docks

3. Review Emergency Preparedness requirements:

- Construction / Remodel Emergency Mitigation Checklist: PLU Mitigation Plan
- Emergency alarm systems
- Evacuation routes and maps
- Evacuation procedures
- Emergency lighting
- Exit signs
- Availability of exits
- Fire extinguishers and other fire suppression systems
- Aisle space
- Update First Aid Kits / Supplies Location
- Update AED Location

4. Review, submit and/or amend permits:

- Hazardous Material Storage
- Wastewater Discharge
- Pierce County Building and Fire Marshall
- Air Emissions
5. Review written EHS documents:
   - Workplace Hazard Assessment
   - Fire Prevention Plan
   - Emergency Action Plan
   - Fall Protection Plan
   - Electrical Lockout/Tagout Plan
   - Confined Space Plan
   - Chemical Spill Response Plan
   - Chemical Inventory Reporting Analysis
   - Schematic diagram of sewer system
   - Spill Prevention, Control and Countermeasures Plan
   - 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