

DEMOLITION CHECKLIST

The following list contains contact information, scheduling guidance, and removal procedures for waste items prior to demolition, modernization, and renovation of school facilities. The General Contractor (GC) or the Construction Manager (CM) and/or its' licensed subcontractor(s) will be responsible for the execution of tasks 1 – 9. These tasks should be addressed in the GC's contract with the School District.

The School District's personnel and their respective contractors will execute tasks 10 – 18. **It is the responsibility of the GC or the CM to notify the appropriate contacts from The School District to initiate tasks 10 – 18, please plan adequately to allow time for said tasks to be planned, scheduled, and completed.**

A reminder, the "Sunshine State One Call" must be made prior to any digging and/or excavating. For more information regarding this issue contact the Environmental Control Office (561-684-5154).

Items for disposal are categorized as non-hazardous for removal purposes; for disposal purposes these items may be categorized as hazardous waste. Personnel removing and handling items are not required to have hazardous material training per 29 CFR 1910.1200 for the removal of said items.

1. **Electric, Water, Sewer** – The GC or the CM shall ensure utilities have been disconnected and abandoned prior to demolition. Proper entities should be notified with ample time for disconnection of services to be completed.
2. **Above Ground and Under Ground Gas Lines (Natural and LP)** – The GC or the CM shall ensure proper entities are notified for the disconnection, removal, and abandonment of gas sources prior demolition.
3. **Fluorescent & High Intensity Discharge (HID) Bulbs** – The GC or the CM and/or their subcontractor shall be responsible for the removal of fluorescent and HID (mercury vapor, metal halide, high pressure sodium, stadium lights) bulbs prior to demolition. The GC or the CM can contact AERC Recycling Solutions, Inc.; Jim or Toni at 321-952-1516 to request delivery of bulb containers and for the pick up of bulbs after removal. A minimum of 280 bulbs for disposal is required for delivery or pick up. Give a two-week notice to AERC before removal of bulbs, this will allow ample time for delivery of bulb containers. After all bulbs have been boxed and placed in an accessible protected dry location, the GC or the CM should notify AERC to coordinate a bulb pick up. If less than 280 bulbs are to be disposed or if any additional questions should arise contact the Environmental Control Office at (561) 684-5154. *Note: do not allow AERC to take ballasts; they handle **bulbs only** for the School District.*

4. **Lighting Ballasts and Emergency Lighting Batteries** – The GC or the CM and/or their subcontractor shall ensure that all ballasts and emergency lighting batteries are removed from their fixtures and placed in an accessible protected location in crates prior to demolition. Contact the Environmental Control Office (561-684-5154) for delivery of ballast/battery containers. When all ballasts and batteries are completely removed from fixtures contact the Environmental Control Office (561-684-5154) for pick up. The ECO will collect the ballasts and batteries and remove them from the site. *Note: Confirm electricity is disconnected prior to removal of all ballast and bulbs.*
5. **Grease Traps / Septic Tanks** – The GC or the CM and/or their licensed subcontractor shall ensure Grease Traps and Septic Tanks are pumped out prior to demolition. Grease Trap lines may be required to be jetted out. An inspection by the ECO is required prior to removal.
6. **Fire Extinguishers / Systems** – The GC or the CM and/or their subcontractor shall place all fire extinguishers in an accessible protected location for pick up prior to demolition. Contact William (Bill) Pinto with M&PO at (561) 687-7172 to coordinate pick up and notify of location of extinguishers. For fire suppression systems (kitchen areas) contact Bill Pinto a minimum of 10 business days prior to the demolition of the area.
7. **Freon** – The GC or the CM shall have a qualified subcontractor properly remove and contain freon from A/C units prior to demolition (other refrigerants may apply i.e. water fountains, refrigerant systems, etc.). Subcontractor will be required to submit certification of freon handling to the Environmental Control Office prior to start of work. Selected subcontractor shall adhere to environmental regulations when removing and capturing freon. Upon completion of freon removal, subcontractor shall submit specific documentation of freon removal to ECO.
8. **Mercury Devices** – The GC or the CM and/or their subcontractor shall ensure that all thermostat mercury devices are removed, placed in a small container, and placed in the same location of the ballast and batteries. Mercury devices must be removed prior to demolition. Contact the Environmental Control Office (561-684-5154) for the pick up of all mercury devices. *Note: Confirm electricity is disconnected prior to removal.*

9. **Transformer(s)** – First, GC or the CM shall determine if transformer is oil or non-oil cooled. Secondly, contact Florida Power & Light (FPL) for removal and disposal of the said transformer. If FPL does not claim ownership of the transformer upon a *visual* inspection, then contact the Environmental Control Office (561-684-5154) for resolution of the transformer. In order to expedite the removal and disposal process, ensure that the type of the transformer (oil or non-oil cooled) is identified prior to contacting the ECO.
10. **Internal Systems** – Contact Palm Beach County School District personnel Gary Carpentier (Phones & Data; 561-723-0968), Don Thrasher (Security & Alarms; 561-719-4447), Carl Boucard (Systems; 561-688-7588), and Bob Midgett (ITV; 561-738-2749) for guidance on the disconnection of internal systems. All systems must be disconnected properly prior to demolition in order to avoid false alarms and/or damage to remaining and operable systems.
11. **Interiors** – Contact Palm Beach County School District personnel Eric Meyers (561-882-1946) and Academic Construction Liaison (ACL) for guidance on the removal of the following items: Furniture, computers, school materials, sport equipment, payphones, and vending machines, all these items must be accounted for and removed.
12. **Salvage** – Contact the respective school Facility Manager to arrange the salvaging of any kitchen equipment, shop equipment, mechanical systems, or any other items that the Palm Beach County School District deems reusable or salvageable. Salvaging must be executed prior to demolition subcontractor arriving on site. The demolition subcontractor must take into account that their intended recyclable or resalable items may be reduced due to salvaging by the Palm Beach County School District.
13. **Notification of Asbestos Abatement** – Contact the Environmental Control Office (561-684-5154), they are responsible for and delegates all asbestos activities; including verifying, abating, and notifying. A NESHAP notification is required by law to be submitted to the local regulatory agency. *Note: To plan your abatement start date allow 10 business days for notification prior to your intended abatement start date.*

14. **Notification of Demolition** - Contact the Environmental Office (561-684-5154), they are responsible for overseeing demolitions and submitting notification to the local regulatory agency. A NESHAP notification is required by law to be submitted to the local regulatory agency. Notification is required to be submitted 10 Business Days prior demolition start date. Overseeing demolitions gives the authority to stop work if regulatory compliance is not adhered to, i.e. wetting C&D material prior to loading and wetting C&D material to eliminate air emission (dust) during demolition. *Note: to plan your demolition start date allow 10 business days for notification prior to your intended start date. In some instances your asbestos abatement completion date could be your demolition start date.*
15. **Hydraulic Fluids from Lifts, Elevators, and Trash Compactors** - Contact Paul Strauss at the Environmental Control Office (561-684-5154) for the removal of all hydraulic fluids from lifts, elevators, and trash compactors prior to demolition. *Note: Notification of such items should be disclosed ASAP to allow ECO ample time to properly award contract.*
16. **Other Chemical Products (paints, solvents, lab chemicals, pesticides, herbicides, etc.)** Contact the Environmental Control Office (561-684-5154) for the handling of other chemical products. All chemical must be removed prior to demolition. If there are any questions about hazardous materials found on school property please contact the ECO.
17. **Petroleum storage systems (gasoline & diesel fuel)** - Contact Paul Strauss at the Environmental Control Office (561-684-5154) for all systems involving emergency generators, boilers and vehicle fueling facilities. All petroleum systems must be properly de-commissioned and removed prior to demolition per federal regulatory requirements.
18. **Well Abandonment** – Contact the Environmental Control Office (561-684-5154) prior to demolition. Wells are required by S.F.W.M.D. to be properly abandoned by a licensed contractor prior to demolition.