Work Order Process: Daily Service & Project

Procedures for Potential TACM/ACM Disturbance

Mar2021

For HVAC, EL, LB, PL, SF, MS, PT, and other trades

EMPLOYEE: Review Assigned Work Order
- Does Work Impact Building Materials?
  - I.e. insulation, ceiling tile, drywall, plaster, floor tile?

Impact?

NO

YES

EMPLOYEE: Identify Building Color Code
- Refer to Maximo or Color Coded Cheat Sheet

Bldg Code?

GREEN

YELLOW/RED

EMPLOYEE: Engage Zone MGR/Supervisor
- Notify Supervisor via phone/email
- Place WO in WPCOND-I
- Add Log Note “TACM/ACM Assessment Requested XX/XX/XX.”

ZONE MGR/SUPERVISOR or EMPLOYEE: Request EHS Asbestos/Lead Survey
- safety@andrew.cmu.edu
- Copy assigned employee
- Add Log Note “EHS Ticket ### requested xx/xx/xx.”
- Notify customer of delays due to asbestos assessment

ZONE MGR/SUPERVISOR: Request EHS Asbestos/Lead Survey
- Add Log Notes with Negative Results
- Change status to INPRG
- Notify Assigned Employee

EHS: Provides TACM/ACM/Lead Results

TACM/ACM/Lead?

NO

YES

NEXT Pg. 2

End

End

Proceed with Work

End
HAZMAT Type

TACM

ZONE MGR/SUPERVISOR:
Initiate TACM Work Order (In House)

TACM In House Work:
- Less than 1% ACM (TACM)
- Work area less than 160sqft
- Verify JHA/Work Procedures exists for type of work requested.
- If yes to all above, create WO for In House
- If no to any of above, engage TACM/ACM/Lead contractor

ZONER MGR/SUPERVISOR:
Initiate ACM/Lead Work Order for Contractor

ACM/Lead Contractor Work:
- Anything greater than 1% ACM
- Term service contractors
- Refer to detailed ACM/Lead Checklist
- Consult with EHS for revised scope

ZONE MGR/SUPERVISOR:
- Obtain required documentation from contractor
- Submit to EHS at safety@andrew.cmu.edu

ZONE MGR/SUPERVISOR:
- Add log notes abatement occurred
- Change status to INPRG
- Notify Assigned Employee

EHS: Documents Abatement and Updates Records
- Submit to EHS at safety@andrew.cmu.edu with ticket number referenced against original ACM/Lead Survey

Proceed with Work

End

End