

**SAMPLE OF MODEL CONSTRUCTION/RENOVATION PROCEDURE
VERMONT DEPARTMENT OF HEALTH ENVISION PROGRAM**

- I. Implementation of Construction/Renovation Procedures
The [School District] will:
 - A. employ a proactive approach to construction and renovation that considers the overall environmental health of the school occupants, choice of materials and methods used in effort to prevent and reduce potential environmental health problems of the general school population;
 - B. inform the school staff, contracted employees, parents and legal guardians of the implementation of a school-wide Construction and Renovation procedures; and
 - C. inform any person(s) bidding to perform construction/renovation work of the implementation of the Construction and Renovation Procedure

- II. Pre-Construction and Renovation
 - A. Any person(s) performing construction/renovation work on school grounds shall read and sign the Construction/Renovation Procedure as well as the general School Environmental Health Policy prior to the commencement of work.
 - B. Pre-approve all construction materials, furnishings and equipment prior to purchasing. Consider the associated potential environmental health risks of materials and furnishings, where they will be located, and type of ventilation in the associated area. Substitute materials with more environmental health friendly products when possible.
 - C. Plan projects for when school is out of session when possible. Include time for occupancy/commissioning sign-off to occur.
 - D. Perform a walkthrough of building and grounds and identify and appropriately address hazards created by existing materials including, but not limited to: friable asbestos, lead-based paint, and particulate contamination of ventilation systems.

- III. Construction/Renovations
 - A. The [School District] shall avoid, if possible having substantial new work performed on school buildings or grounds (that are in use- playing fields, playgrounds) during the school year.
 - B. If work is being performed while the school is in session:
 - 1. All staff, students, parents/legal guardians, and other contracted employees shall be reasonably notified of the timeframe of the construction, where it is occurring, and any “new” hazardous materials being brought onto the site.
 - 2. Identify and appropriately address potential environmental problems by performing a walkthrough prior to construction/renovation work commencing.
 - 3. Ensure all work areas are well marked with signage and appropriate barriers.
 - 4. Determine measures needed to ensure that HVAC system does not become a pathway for pollutants
 - C. All work performed shall follow OSHA guidelines 29 CFR Part 1926 Safety and Health Regulations for Construction.

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- D. Any use of materials and/or chemicals not taken from a pre-approved list must be submitted to the Environmental Health Committee. MSDS (material safety data sheets) must be provided to place in the schools master copy of the MSDS. MSDS sheets must also be available in areas of construction.
 - E. Daily use of good work and housekeeping practices shall be employed to minimize the release and exposure to hazardous materials.
 - F. Both physical (e.g. taped plastic sheeting) and pressure barriers shall be utilized to minimize exposure to potential pollutants and debris from construction/renovation projects.
 - G. Communication and updates regarding construction and renovation work shall be provided to staff, students, and parents/legal guardians prior to commencement of work and throughout as needed.
 - H. Utilize project completion and room/area commissioning practices to ensure readiness for occupancy. These include:
 - 1. Walkthrough of area and completion of occupancy checklist with person(s) who performed work..
 - 2. Inspection (and purging if necessary) of HVAC system.
- IV. Education
- A. Any persons involved in construction and/or renovation of the school building or school grounds shall have all training and certifications necessary per federal and state guidelines. Any persons applying pesticides shall be trained and/or certified appropriately.
 - B. In all cases, any persons performing construction and/or renovations at the school site shall be fully familiar with the school's Environmental Health Plan and Construction/Renovation Procedures. (Note: The Construction/Renovation Procedures shall be signed by the appropriate person(s) performing the construction/renovation work and be kept on file for documentation purposes).