<table>
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<tr>
<th>PROJECTS</th>
<th>RISK MANAGEMENT (RM)</th>
<th>CAPITAL PROGRAMS MANAGEMENT GROUP (CPMG)</th>
<th>FACILITIES/ADMINISTRATION/CRAFTS AND TELECOMMUNICATION SERVICES</th>
<th>PURCHASING &amp; CONTRACT ADMINISTRATION</th>
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<td>Abatement for Construction Projects with Single Vendor Fees $&lt;35,000 Requires an average of six weeks to turnaround once Risk Management receives request.</td>
<td>1. Define scope of abatement to be completed. 2. Select contractor for abatement and consultant for air monitoring and oversight; selection limited to contractors and consultants on state contract or to contractors and consultants successfully completing bidding process. Contractors and consultants should be selected based on rotating schedule of established blanket purchase orders. 3. Notify manager for operation and maintenance (O&amp;M) asbestos abatement. 4. Request users/occupants. 5. Contact with RM is the responsibility of the project manager or coordinator.</td>
<td>1. Formally notify RM of pending renovation/demolition projects. 2. Provide plans, drawings, and specifications for planned renovation/demolition project. 3. Provide schedule for project. 4. If funding is needed, develop asbestos abatement budget request in conjunction with project.</td>
<td>1. Provide lockout/tagout and other utility shutdowns for all campus abatement projects. 2. Provide necessary utility hookups and field support to projects as necessary. To request abatement for shops: 1. Formally notify RM of pending repair, demolition or maintenance activity per the Request for Asbestos Services Facsimile Transmission Form. Include all requested information on form. If additional information is submitted, put on form or provide on separate sheet. 2. Visit site with RM representative or vendor to determine exact location if necessary. 3. Provide access to location for vendors if necessary. For Administrative Projects: 1. Follow instructions for FP&amp;C</td>
<td>1. Issue blanket purchase orders to abatement contractors and consultants on state contract - based on request from RM. 2. Increase asbestos blanket purchase orders per RM request.</td>
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| Abatement for Construction Projects with Single Vendor Fee $35,000 | 1. Define scope of asbestos abatement project achieved through consultant's prepared specifications.  
2. Develop costs estimates for asbestos abatement services.  
3. Prepare Scope of Work for publicly bidding asbestos work.  
4. Ensure regulatory compliance of abatement procedures.  
5. Monitor abatement contractor and consultant activity.  
6. Confirm acceptability of final air sample results and visual clearance. Provide approval to proceed with renovation/demolition project per RM Project Release Form.  
7. Provide technical assistance to FP&C for budget reconciliation. | 1. Take lead responsibility for project management and oversight.  
2. Formally notify RM of pending renovation/demolition projects.  
3. Provide plans, drawings, and Scope of Work for renovation/demolition project.  
4. Review with RM and negotiate consultant fees from list of state consultants to provide specification documents.  
5. Review with RM specification and submit to Purchasing for bid solicitation.  
6. Develop asbestos abatement budget request.  
7. Serve as budget manager for approved major asbestos abatement projects.  
8. Coordinate with RM asbestos abatement schedule.  
10. Request necessary utility shutdowns.  
11. Hold preconstruction conference.  
12. Coordinate staging, keying.  
13. Complete punch list for building condition after asbestos work.  
14. Jointly approve consultant and contractor pay requests with RM. | 1. Provide lockout/tagout and other utility shutdowns for all campus abatement projects.  
2. Provide necessary utility hookups and field support to project managers as necessary.  
To request abatement for shops:  
1. Follow instructions for CPMG.  
For administrative projects:  
1. Follow instructions for CPMG | 1. Review project with RM and CPMG.  
2. Solicit and receive fee proposals from a minimum of three asbestos abatement consultants on state contract.  
3. Review bids with RM and CPMG and approve final consultant selection.  
4. Award contract.  
5. Receive task order specifications from selected consultant.  
6. RM and CPMG to review specifications and submit to Purchasing for bid solicitation.  
7. Solicit and receive bids from a minimum of three asbestos abatement contractors on state contract.  
8. Review bids with consulting firm, RM and CPMG and approve final contractor selection.  
9. Award contract. |