<table>
<thead>
<tr>
<th>RESPONSIBILITIES</th>
<th>Abatement for Construction Projects Under $25,000</th>
<th>Abatement for Construction Projects Over $25,000</th>
</tr>
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<tbody>
<tr>
<td>RISK MANAGEMENT (RM)</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. Budget manager for asbestos abatement. 4. Notification of users/occupants. 5. Request necessary utility shutdowns. 6. Complete responsibility for abatement project management and oversight. 7. Ensure regulatory compliance. 8. Confirm air clearance results, if performed, and provide approval to proceed with renovation/demolition project per RM Project Release Form.</td>
<td>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&amp;C for budget reconciliation.</td>
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<tr>
<td>FACILITIES PLANNING AND CONSTRUCTION (FP&amp;C)</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 projects. 4. If funding is needed, develop asbestos abatement budget request in conjunction with project. 5. Contact with RM is the responsibility of the project manager or coordinator.</td>
<td>1. 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. Budget manager for approved major asbestos abatement projects. 8. Coordinate with RM asbestos abatement schedule. 9. Notifications to users/occupants. 10. Request necessary utility shutdowns. 11. Hold pre-construction conference. 12. Coordinate staging, keying. 13. Punch list for building condition after asbestos work. 14. Jointly approve consultant and contractor pay requests with RM.</td>
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* Requires an average of six (6) weeks to turnaround once request is received by Risk Management.
* FM Maintenance Shops operation and maintenance (O&M) abatement activity excluded.
### Projects

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<td>* Requires an average of six (6) weeks to turnaround once request is received by Risk Management.</td>
<td>* Requires an average of four (4) months to turnaround once request is received by Risk Management.</td>
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<td>* FM Maintenance Shops operation and maintenance (O&amp;M) abatement activity excluded.</td>
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### Responsibilities

### Facilities Management (FM) Administration/Crafts and Telecommunications Services

1. Provide lockout/tagout and other utility shutdowns for all campus abatement projects.
2. Provide necessary utility hookups and field support to project managers for where 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&C.

### Purchasing — Furniture

1. Formally notify RM of pending flooring or interior finishings replacement using Purchasing’s - RM Abatement Sign Off Sheet. Include location of area to be impacted.
2. Confirm availability of funds to cover costs for asbestos abatement.
3. Inform occupants of necessary project turnaround time including abatement and put-back.
4. Provide project schedule and anticipated dates for abatement to RM.

**To request abatement for shops:**

1. Formally notify RM of pending flooring or interior furnishings replacement using Purchasing’s - RM Abatement Sign Off Sheet. Include location of area to be impacted.
2. Confirm availability of funds to cover the cost. On this size project, funding will be supplied on a case-by-case basis.
3. Inform occupants of necessary project turnaround time including abatement and put-back.
4. Provide project schedule and anticipated dates for abatement to RM.

### Purchasing — Contract Administration

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.

**To review abatement for shops:**

1. Review project with RM and FP&C.
2. Solicit and receive fee proposals from a minimum of three asbestos abatement consultants on state contract.
3. Review bids with RM and FP&C and approve final consultant selection.
4. Award contract.
5. Receive task order specifications from selected consultant.
6. RM and FP&C 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 FP&C and approve final contractor selection.
9. Award contract.