The following checklist must be completed when requesting any renovation work on campus property. This will provide Facilities & Services with confirmation that known potential hazards were identified prior to renovation.

**Unit Contact Information**

Person requesting renovation: __________________________ Title: __________________________

Email: __________________________ Phone: __________________________ Today’s Date: __________________________

Brief Description of Space and Use:

**Hazard Information and Documentation of Clearance for Renovation**

(see https://www.drs.illinois.edu/SafetyLibrary/LaboratoryCloseOutProcedures for corresponding guidance on research safety items)

1. Are (were) any **infectious or potentially infectious organisms** used or stored in the space? □ Yes □ No

   If yes, lab supervisor or PI must verify that surfaces and equipment have been cleaned and/or decontaminated.

   __________________________

   Signature

2. Are (were) **hazardous chemicals** used or stored in the space? □ Yes □ No

   If yes, lab supervisor or PI must verify that surfaces and equipment are free from chemical contamination.

   __________________________

   Signature

3. Are (were) **radioactive materials** used or stored in the space? □ Yes □ No

   If yes, contact the Radiation Safety Section (rss@illinois.edu) to have the area surveyed and released for renovation.

   __________________________

   Radiation Safety Signature

4. Are **laboratory exhaust systems/fume hood(s)** being repaired, renovated, relocated or removed? □ Yes □ No

   If yes, use the http://www.fs.illinois.edu/services/safety-and-compliance/employee-safety-health/chemical-fume-hood or call 265-9828 for additional information.

   __________________________

   Safety and Compliance Signature

5. Are **mercury-filled** manometers, diffusion pumps, barometers, or thermometers used or stored in the space? Is any other hazardous waste stored in the space? □ Yes □ No

   If yes, submit a DRS waste disposal form to the Chemical Safety Section (css@illinois.edu).
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<th>Renovation Hazard Assessment Checklist</th>
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| 6. | Is there any visible **mercury contamination** in drawers, on floors, etc.?  
If yes, contact the F&S Service Office at 333-0340 and place a work order for mercury cleanup. |
| 7. | Are **asbestos containing materials** (spray applied fireproofing, pipe insulation, floor tiles, etc) going to be disturbed?  
If yes, contact the Division of Safety and Compliance at 265-9828 for assistance with sample data and abatement design specifications. |
| 8. | Is **lead based paint** going to be disturbed during the construction or renovation work?  
If yes, contact the Division of Safety and Compliance at 265-9828 for assistance with sample data and abatement design. |
| 9. | Are **Fluorescent light** fixtures going to be removed?  
If yes, contact the F&S Service Office at 333-0340 for removal and proper disposal. |
| 10. | Will **Fire Alarm systems** or **Fire suppression systems** (sprinklers) be disabled during the construction or renovation work?  
If yes, contact the F & S Planning and Design, Fire Safety Division at 333-9711 for assistance. |
| 11. | Will normal routes used for **emergency exit and evacuations** be blocked or restricted?  
If yes, contact the F & S Planning and Design, Fire Safety Division at 333-9711 for assistance. |
| 12. | If adjacent areas are occupied by U of I employees, will the construction create **excessive dust** (i.e. demolition of plaster, drywall or flooring)?  
If yes, you will need to consider installation of dust barriers, and possibly negative pressure ventilation. |
| 13. | If adjacent areas are occupied by U of I employees, will the construction create **excessive noise** (i.e. jack hammering, use of power saws, etc.)?  
If yes, your work schedule may need to be adjusted to reduce the exposure to employees in adjacent areas. |
| 14. | Will welding, cutting, brazing or other types of **hot work** be used during the construction or renovation?  
If yes, make sure the area is free from flammable clutter, keep a fire extinguisher ready during hot work and institute a fire watch for at least 30 minutes after the hot work is complete. |
| 15. | Will there be **penetrations in the roof**, windows, or other breaches of the building envelope?  
If yes, make sure precautions are taken to protect the building from water damage and subsequent mold growth. |