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| --- | --- | --- |
| Project: |  | W/O #: |
| VT Project Manager: |  |
| Work Site Location(s): |  |
| Applicable Date(s): |  |
| Contractor Name: |  |
| Description of project: |  |
|  |  |  |  |
| **Topic** |  |
| **1. Will the building be occupied?*** Will there be a road closure? If so, PM notify the Fire Department. Yes[ ]  No[ ]
* Do not block hallways, stairways, exits, or means of egress with furniture/equipment.
 | Yes[ ]  No[ ]  |
| **2. Asbestos/lead present?** * If yes, review the Inspection Report.
* Will it be abated prior to work? Yes[ ]  No[ ]
* Who will be performing abatement?
* Who will be the Project Monitor?
* Does the contractor(s) have proper training?
 | Yes[ ]  No[ ]  |
| **3. Substantial fencing and barricades necessary?*** Minimum PPE requirements posted? Other signage necessary (ex. detour, noise, etc.)?
* Will pedestrian traffic be affected? How controlled?
 | Yes[ ]  No[ ]  |
| **4. Will the work require entry into a confined space?*** If yes, inform the Contractor about known hazards and entry history for each space that they will enter. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does Contractor have its own Confined Space Program. Yes[ ]  No[ ]
 | Yes[ ]  No[ ]  |
| **5. Will hazardous chemicals be present?** * Will the Contractor be using hazardous chemicals in occupied buildings/spaces or in public areas (i.e. 2-part epoxy, etc.)? If yes, provide MSDS’s to EHS prior. Yes[ ]  No[ ]
* Will work be performed on the roof where fume hoods are present? Yes[ ]  No[ ]  If yes, refer to the Roof Access Policy. Access issues: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What roofing system will be used – [ ] Carlisle or [ ] Firestone?
 | Yes[ ]  No[ ]  |
| **6. Will nuisance dust/fumes/noise be created in an occupied space? Controlled?*** If yes, MSDS’s must be available upon request (in case of complaints).
* Dust from suspect silica operations sufficiently controlled? Yes[ ]  No[ ]
 | Yes[ ]  No[ ]  |
| **7. Will work involve fall hazards?*** Will the roof be accessed? Yes[ ]  No[ ]  Fall protection provided? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Note: mobile anchor points on roofs required manufacturer training before use!
* Will permanent fall protection systems be installed? Yes[ ]  No[ ]  What? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Will overhead work (i.e. scaffolds, manlifts) affect pedestrians/traffic below? Yes[ ]  No[ ]
 | Yes[ ]  No[ ]  |
| **8. Will work involve electrical or mechanical systems in existing facilities?*** LOTO activities must comply with OSHA regulations for all hazardous energy sources being de-energized prior to beginning work? Yes[ ]  No[ ]
* Locks and tags required on campus.
* Limited Approach Boundary or Arc Flash Boundary (whichever is greater) established for all energized electrical work in public areas? Yes[ ]  No[ ]
* Will the electrical work require a power outage for the department? Yes[ ]  No[ ]
* Will work be performed in electrical research areas? Yes[ ]  No[ ]
 | Yes[ ]  No[ ]  |
| **9. Will Hot Work be performed in existing facilities/occupied buildings?*** If yes, Contractor must have, and implement, a Hot Work Permit Program.
 | Yes[ ]  No[ ]  |
| **10. Will excavation/trenching work be performed by the Contractor?*** Excavation contractor/competent person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Miss Utilities markings current (i.e. within 15 days)? Yes[ ]  No[ ]
* Gas lines - tracer wire damaged or piping nicked-contact Atmos Energy for review.
* Contractor aware of Virginia’s **Reverse Signal Operations** standard? Yes[ ]  No[ ]
 | Yes[ ]  No[ ]  |
| **11. Will work involve a mobile crane?** * Will the crane be lifting substantial loads over occupied buildings and/or public areas, or could the object enter the building envelope? Yes[ ]  No[ ]  Estimated maximum load?
* Tunnels/vaults/utilities present at set up site that must be protected? Yes[ ]  No[ ]
* Operator certification and annual crane inspection available upon request? Yes[ ]  No[ ]
* Contact the Virginia Tech Airport at 231-4444 to discuss location and height. Submit a Notice of Proposed Construction or Alteration form to the FAA, if required.
 | Yes[ ]  No[ ]  |
| **12. Will fire detection/suppression systems in occupied buildings be disabled or altered?*** Third party fire watch services required? Yes[ ]  No[ ]  Who?
 | Yes[ ]  No[ ]  |
| **13. Is the work area in a building/space where lab access needs to be coordinated?*** If yes, complete Lab Access Form.
 | Yes[ ]  No[ ]  |
| **14. Does the Contractor have personnel trained in first aid and CPR on site?** | Yes[ ]  No[ ]  |
| **15. Will new boiler/pressure vessels be installed that require inspection?*** Notify Risk Management to schedule third party insurance inspection.
 | Yes[ ]  No[ ]  |
| **16. Will there be recycling needs?*** What?
 | Yes[ ]  No[ ]  |
| **17. Will temporary traffic control measures be necessary for road/lane closures?** * Virginia Work Area Protection Manual procedures must be followed.
 | Yes[ ]  No[ ]  |

* Contractors are solely responsible for safety of their crews and subcontractors.
* Contractors shall not create hazards for VT employees, students, or visitors.
* VT Alert notification/sign up is provided in the Guide.