

**Accessing Interstitial Spaces for Maintenance Activities**

Activities within the Interstitial Space above occupied areas of the BMSB can potentially result in disturbance of asbestos-containing materials that may cause respiratory hazards. This procedure is to be followed for all activities requiring access to the Interstitial Space above occupied areas of the BMSB. The use of respirators and disposable coveralls is mandatory. *Periodic air monitoring will be conducted at the discretion of the Asbestos Programs Office (APO).*

**Hours of Work:**

**Normal Hours** are defined as 07:00 through 17:00 (Mon-Fri)

**Quiet Hours** are defined as: 17:00 through 07:00

Access to the Interstitial Space for Maintenance Activities is to be restricted to **QUIET HOURS** for all activities other than **Emergency Work**.

**Emergency Work** is defined as: Any activity which requires immediate access within the interstitial space that is required to prevent loss or damage to physical or intellectual property or risk to Health and Safety of the building occupants.

**Required Equipment & Supplies:**

- Disposable coveralls c/w attached hood.
- Half-face negative pressure respirator equipped with new or tested P-100 filters.
- Approved asbestos warning signage.
- Asbestos caution tape.
- Necessary hand tools and equipment (i.e., screwdriver, etc.).
- Hand pump pressure sprayer with amended water.
- 6 mil asbestos labelled poly bags and a roll of duct tape.
- HEPA filtered vacuum or wash bucket with amended water and washcloths.

**Work Procedures:**

15. Ensure that an Asbestos Work Requisition/Permit is completed and forwarded to the University's Environmental Health and Safety Office before the anticipated start of work. Ensure that work DOES NOT commence until a signed and duly authorized permit is obtained.
16. Ensure that the following parties are notified and advised to vacate the space below the Work Area in advance of work:
  - a. The Dean, Director, Department Head or Manager responsible for the work floor or work area where work is being performed;
  - b. The specific offices or work areas directly impacted by the work; and
  - c. The general public, students, and/or any other individuals or staff who may have cause to frequent the office or area directly impacted by the work.
17. Ensure that copies of the "Notice of Asbestos Work" form have been filled out and posted at the appropriate locations within the Building.

18. Coordinate HVAC unit shutdown with the Physical Plant Engineer on shift. Ensure the fan has come to a complete stop and has been properly locked and tagged out in accordance with current University of Manitoba standardized Lock-out/Tag-out procedure prior to entering the Interstitial Space.
19. Prior to entering the Interstitial Space, from the Staging Area:
  - a. Don applicable personal protective equipment (PPE). Required PPE would consist of a set of disposable coveralls and a half-face negative pressure respirator equipped with P-100 filters.
  - b. Ensure coveralls being donned cover any existing or reusable clothing and come equipped with attached head cover (hood) and elasticized cuff at worker wrists and ankles.
20. Enter Interstitial Space and proceed to the appropriate work area following the most direct route that will not disturb asbestos-containing materials.
21. Clean-up any minor fallen debris that may be encountered on existing building surfaces, equipment, etc. present within the defined work area or along the established access and egress route(s) or pathway. Clean-up of ACM is to be conducted in compliance with procedures established within Appendices K and M of the University's AMP. Notify your supervisor of requirement to fill out an ADR for any material requiring major clean-up.
22. Proceed with scheduled work while adhering to asbestos precautions specified herein and Appendices K and M.
23. Upon completion of work, transport sealed polyethylene asbestos waste bags to the Staging Area.
24. Exit Interstitial Space into the adjoining Staging Area. Ensure all tools, equipment, and any left over materials are removed prior to worker egress.
25. Immediately upon egress into the Staging Area, worker(s) shall proceed to double bag all waste generated during the scheduled activities.
26. Following the completion of the above process, and while still wearing his/her respirator, remove disposable coveralls and place them inside a sealed and asbestos labelled polyethylene waste bag. Any dedicated footwear shall be removed, HEPA vacuumed or wet wiped and inspected for any signs of residual dust, or debris.
27. Proceed to perimeter exit, remove respirator, then proceed directly to designated wash station where each worker shall complete the following:
  - a. wash exposed skin and respirator with soap and water; and
  - b. seal inlet side of respirator filters with tape for disposal or re-use.
28. Upon completion of all activities within the Interstitial Space and prior to start-up of the HVAC and re-occupancy by building occupants, conduct a visual inspection of all occupied areas below the Interstitial Space Work Area.
29. In the event that visible debris is encountered in the occupied area that is suspect to contain asbestos, proceed as follows:
  - a. Isolate the area by posting approved asbestos warning signs and/or caution tape at access points.

- b. Conduct a clean-up the suspect material while adhering to the procedures set forth in Appendix P of the University's AMP.
  - c. Remove warning signs and/or caution tape upon satisfactory clean-up, visual inspection and air monitoring.
30. Report to the Physical Plant Bannatyne Campus Engineer and coordinate unit start-up.
  31. Return to the above Staging Area and transport sealed asbestos waste bags to designated waste storage site.
  32. HEPA vacuum and/or damp wipe the Staging Area upon completion of al work.

**Emergency Work Procedures:**

1. Emergency Work may be conducted during Normal Work Hours.
2. An Asbestos Work Requisition/Permit is not required for Emergency Work.
3. Notify the APO of the need to perform emergency work and obtain his/her direction as to the need for any further requirements.
4. Ensure that the following parties are notified and advised to vacate the space below the Work Area in advance of work:
  - a. For Normal Work Hours:
    - i. The Dean, Director, Department Head or Manager responsible for the work floor or work area where work is being performed; and
    - ii. The specific offices or work areas directly impacted by the work.
  - b. If after hours, notify security services at (204) 474-9312.
5. Proceed with Emergency work adhering with all other work procedures for work within the interstitial space.
6. Notify the APO upon completion of Emergency Work.
7. A work report shall be completed upon completion of the work.

**BMSB – Pot Light Bulb Replacement**

Replacement of the pot lights in the BMSB can potentially result in disturbance of asbestos-containing materials that may cause respiratory hazards. Settled asbestos-containing dust or debris from asbestos-containing fireproofing in the interstitial space may have contaminated the tops of the pot lights. This procedure is to be followed for the replacement of light bulbs in any of the pot lights within the BMSB where the light fixture is mounted into the underside of the interstitial space ceiling. The use of respirators and disposable coveralls is mandatory.

**Hours of Work:**

**Normal Hours** are defined as 07:00 through 17:00 (Mon-Fri)

**Quiet Hours** are defined as: 17:00 through 07:00

Replacement of pot light bulbs is to be restricted to **QUIET HOURS**.

**Required Equipment:**

- Disposable coveralls c/w attached hood.
- Half-face negative pressure respirator equipped with new or tested P-100 filters.
- HEPA filtered vacuum or wash bucket with amended water and washcloths.
- Plastic sheeting to secure as a drop cloth.
- Duct tape, spray glue, etc. to secure drop cloth in place.

**Other Equipment:**

- Barrier tape and signage.
- Pump sprayer with misting nozzle.
- Labelled asbestos waste bags (6 mil).
- Misc. small tools and cleaning supplies

**Work Procedures:**

33. Ensure that the following parties are notified and advised to vacate the space below the Work Area in advance of work:
  - a. the Dean, Director, Department Head or Manager responsible for the work floor or work area where work is being performed;
  - b. the specific offices or work areas directly impacted by the work; and
  - c. the general public, students, and/or any other individuals or staff who may have cause to frequent the office or area directly impacted by the work.
34. Ensure that copies of the “Notice of Asbestos Work” form have been filled out and posted at the appropriate locations within the Building.
35. Coordinate unit shutdown with the Physical Plant Engineer on shift. Ensure the fan has come to a complete stop and has been properly locked and tagged out in accordance with current University of Manitoba standardized Lock-out/Tag-out procedure prior to work.

36. Prior to commencing work, isolate the work area by:
  - a. posting approved asbestos warning signs and/or caution tape at access points; and
  - b. cover floor and furnishings in the vicinity of the work with polyethylene.
37. Don applicable personal protective equipment (PPE). Required PPE would consist of a set of disposable coveralls and a half-face negative pressure respirator equipped with P-100 filters. Ensure coveralls being donned cover any existing or reusable clothing and come equipped with attached head cover (hood) and elasticized cuff at worker wrists and ankles.
38. Proceed with scheduled work while adhering to asbestos precautions specified herein and Appendices K and L.
39. Proceed with the replacement of the light bulbs.
40. Upon completion of bulb replacement, clean drop sheets to be reused with HEPA vacuum or by wet methods.
41. Dispose as asbestos waste, drop sheets not cleaned.
42. Following the completion of the above process, and while still wearing his/her respirator, remove disposable coveralls and place them inside a sealed and asbestos labelled polyethylene waste bag. Any dedicated footwear shall be removed, HEPA vacuumed or wet wiped and inspected for any signs of residual dust, debris or filter medium.
43. Remove respirator, then proceed directly to designated wash station where each worker shall complete the following:
  - a. wash exposed skin and respirator with soap and water; and
  - b. seal inlet side of respirator filters with tape for disposal or re-use.
44. Report to the Physical Plant Engineer on shift and coordinate unit start-up.