EH&S GUIDELINES FOR PROJECT MANAGERS:
Minimizing Impacts on Local Building Occupants

I. BACKGROUND:
Renovation, demolition, and remodeling projects can impact building occupants by the use of common products such as paints, roofing compounds, cleaning projects, carpet glues, waterproofing materials for decks, etc. which generate odors, or by projects which create a lot of dust or noise.

Examples of projects that have generated complaints at Stanford include, but are not limited to:

- roofing projects (odor);
- deck surfacing projects (odor);
- external/internal painting (odor);
- application of pesticides near buildings (odor);
- application of lubricants to HVAC systems (odor);
- removing sheet rock walls (dust);
- jackhammering concrete (noise).

II. HOW TO ENGINEER OUT POTENTIAL IMPACTS FROM PROJECT:
Taking measures before the project begins can avert a lot of concerned calls from building occupants.

A) Odor Control

Outdoor Projects:
Measures for controlling odors from outdoor projects might include a combination of:

- keeping windows and doors closed shut;
- sealing off air intakes and other entry paths with polyethylene sheeting;
- shutting off the ventilation to the affected areas;
- conducting the project after hours or on weekends.

Indoor Projects:
Measures for controlling odors inside the building might include a combination of:

- increasing the building ventilation;
- installing temporary fans;
- conducting the project after hours or on weekends.

B) Dust Control
Measures for controlling dust include might include a combination of isolating the area, enforcing good housekeeping, etc.

C) Noise Control
Measures for controlling construction-related noise, which generally does not pose an occupational health hazard to building occupants, might simply mean informing occupants of the activity, or conducting work after hours or on weekends.
III. PROJECTS RECOMMENDED FOR SPECIFIC REVIEW BY EH&S

Projects that should be reviewed by EH&S’s Occupational Health and Safety Program include projects:

- where large quantities of products are used (e.g., large scale roofing or painting project);
- of long duration;
- which are conducted in close proximity to occupied area;
- which are conducted in a highly sensitive area (e.g., in Jordan Hall near the Infant Studies Program).

IV. INFORMATION NEEDED EH&S TO CONDUCT REVIEW

Project Managers are requested to submit the following information to the Occupational Health and Safety Program at 3-0448 for projects that require specific review (see Section III above). If at all possible, a ten day review period by EH&S is appreciated:

1) Specific Location of Project:
2) Duration of Project:
3) General Description of Project:
4) MSDSs for Products to be Used:
5) Quantity of Each Product:
6) Description of How the Products will be Applied (e.g., sprayed, rolled, etc.):
7) Description of How the Products will be Used (e.g., according to manufacturer’s instructions):
8) Frequency of Application of Products:
9) Description of Measures Taken to Prevent/Reduce Odors, Noise:

V. NOTIFICATION OF BUILDING OCCUPANTS

- Inform building occupants about the project via EH&S’s Form Entitled, “Notification of Stanford University Building Renovation or Maintenance Project” or by similar means.

- Send notice to building manager who then distributes project notice to affected personnel via e-mail and/or posting.

- Generally, building occupants should be informed at least five days prior to the beginning of the project.