

# **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.