



**Purpose—**

To identify potential environmental compliance requirements and occupational safety and health considerations for the protection of University personnel during construction and after commissioning. For use by University project managers, project coordinators, and professional services consultants (PSC) that perform activities on the campus.

**Checklist Questions—**

Questions in Sections A, B, and C address those activities associated with facility construction, demolition, and operations that trigger various environmental regulatory requirements.

Questions in Section D address activities related to construction activities and installations that may adversely impact University personnel during operations and maintenance after commissioning.

**Instructions & Contacts—**

Please make sure you are using the most current Safety and Compliance Checklist by visiting: <https://fs.illinois.edu/manuals-fact-sheets-forms-and-links/>

This checklist is for informational purposes only and is to be used to assist project personnel in both the design and construction phases of University projects. Please only complete the sections applicable to the project (Sections A or B and Section D – Section C is only required if operational changes are taking place as part of the project).

Please check the boxes and respond to any follow-up question that is applicable to the project. Use the comments boxes at the end of each section to provide additional information as needed. After completing the relevant sections, please provide name, signature, position title, and date at the end of the form.

**Submit the completed checklist via email to the University Project Manager and Environmental Compliance (ecs@illinois.edu) for review.** Follow-up assistance will be provided as necessary from ECS.

Please contact Environmental Compliance (ecs@illinois.edu) for any environmental compliance related questions or Occupational Safety and Health (oshs@illinois.edu) for any occupational safety and health related questions.

**Project Name:**

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**Project Number:**

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**Project Description:**

**PM Email:**



SECTION A: New Facility Construction

Section Not Applicable?

Environmental Program Area	Y N			
	<input type="checkbox"/>	<input type="checkbox"/>		
Air	1a.	<input type="checkbox"/>	<input type="checkbox"/>	Will a fossil fuel burning comfort-heating unit or boiler be modified, installed or removed? <i>If yes, provide the unit's heat input capacity and fuel type:</i> _____
	2a.	<input type="checkbox"/>	<input type="checkbox"/>	Will a permanent generator, turbine or internal combustion engine be installed with power output > 150 horsepower? <i>If yes, provide the unit type, fuel type and size:</i> _____
	3a.	<input type="checkbox"/>	<input type="checkbox"/>	Will refrigeration/air conditioning units be installed?
	4a.	<input type="checkbox"/>	<input type="checkbox"/>	Will an incinerator be installed?
Water	5a.	<input type="checkbox"/>	<input type="checkbox"/>	Will construction disturb soil in an area $\geq 1$ acre?
	6a.	<input type="checkbox"/>	<input type="checkbox"/>	Will a sanitary service connection/sewer main, septic system or a potable water main be installed or extended? <i>Please specify if sanitary sewer main, septic or potable water main:</i> _____
	7a.	<input type="checkbox"/>	<input type="checkbox"/>	Will a discharge to sanitary sewer include effluent from something other than toilets and sanitary plumbing? <i>If yes, what material will be discharged?</i> _____
	8a.	<input type="checkbox"/>	<input type="checkbox"/>	Will a discharge to storm sewer include effluents other than storm water runoff (i.e. fertilizers, detergents, cleaning solvents, petroleum based products, etc.)? <i>If yes, what material will be discharged?</i> _____
	9a.	<input type="checkbox"/>	<input type="checkbox"/>	Will the project be located adjacent to any University agricultural facility or impact storm water flow south of Kirby Ave/Florida Ave?
	10a.	<input type="checkbox"/>	<input type="checkbox"/>	Will the project incorporate sustainable storm water practices that reduce the impact of runoff from the property?
Waste Disposal	11a.	<input type="checkbox"/>	<input type="checkbox"/>	Will liquid waste or an item containing liquids (including oil) be disposed?
		<input type="checkbox"/>	<input type="checkbox"/>	Will the waste be <i>disposed</i> by Division of Research Safety via F&S Shops?
Chemical/Petroleum Storage	12a.	<input type="checkbox"/>	<input type="checkbox"/>	Will an emergency generator or other aboveground storage tank (AST) be installed, removed or relocated?
	13a.	<input type="checkbox"/>	<input type="checkbox"/>	Will an underground storage tank (UST) be installed, abandoned or removed?
Reporting Requirements	14a.	<input type="checkbox"/>	<input type="checkbox"/>	Has a Phase I Environmental Site Assessment (ESA) been conducted at the project site?
	15a.	<input type="checkbox"/>	<input type="checkbox"/>	Will the project include construction of a food service facility?

Comments:

[Click here to enter text.](#)



SECTION B: Facility Demolitions/Renovations (Part 1 of 2)

Section Not Applicable?

Environmental Program Area	Y N			
	<input type="checkbox"/>	<input type="checkbox"/>		
Air	1b.	<input type="checkbox"/>	<input type="checkbox"/>	Will a fossil fuel burning comfort-heating unit or boiler be installed? <i>If yes, provide the unit's heat input capacity and fuel type:</i> _____
	2b.	<input type="checkbox"/>	<input type="checkbox"/>	Will a permanent generator, turbine or internal combustion engine be installed with power output > 150 horsepower? <i>If yes, provide the unit type, fuel type and size:</i>
	3b.	<input type="checkbox"/>	<input type="checkbox"/>	Will an incinerator be installed?
	4b.	<input type="checkbox"/>	<input type="checkbox"/>	Will refrigeration/air conditioning units be installed, removed or disposed?
		<input type="checkbox"/>	<input type="checkbox"/>	Is an F&S Shop performing the work?
5b.	<input type="checkbox"/>	<input type="checkbox"/>	Will demolition be conducted as an open burning firefighting training exercise?	
Water	6b.	<input type="checkbox"/>	<input type="checkbox"/>	Will construction disturb soil in an area ≥1 acre?
	7b.	<input type="checkbox"/>	<input type="checkbox"/>	Will a sanitary service connection/sewer main, septic system or a potable water main be installed or extended? <i>Please specify if sanitary sewer main, septic or potable water main:</i>
	8b.	<input type="checkbox"/>	<input type="checkbox"/>	Will a discharge to sanitary sewer include effluent from something other than toilets and sanitary plumbing? <i>If yes, what material will be discharged?</i> _____
	9b.	<input type="checkbox"/>	<input type="checkbox"/>	Will a discharge to storm sewer include effluents other than storm water runoff (i.e. fertilizers, detergents, cleaning solvents, petroleum based products, etc.)? <i>If yes, what material will be discharged?</i> _____
	10b.	<input type="checkbox"/>	<input type="checkbox"/>	Will the project be located adjacent to any University agricultural facility or impact storm water flow south of Kirby Ave/Florida Ave?
	11b.	<input type="checkbox"/>	<input type="checkbox"/>	Will the project incorporate sustainable storm water practices that reduce the impact of runoff from the property?
Waste Disposal	12b.	<input type="checkbox"/>	<input type="checkbox"/>	Will liquid waste or an item containing liquids (including oil) be disposed?
		<input type="checkbox"/>	<input type="checkbox"/>	Will the waste be <i>disposed</i> by Division of Research Safety via F&S Shops?
	13b.	<input type="checkbox"/>	<input type="checkbox"/>	Will plumbing be dismantled in teaching or research laboratories? (Mercury or other hazardous liquids may be contained in the plumbing.)
		<input type="checkbox"/>	<input type="checkbox"/>	Will this material be <i>disposed</i> by Division of Research Safety via F&S Shops?
	14b.	<input type="checkbox"/>	<input type="checkbox"/>	Will equipment containing polychlorinated biphenyls (PCBs) be removed (i.e. transformers, capacitors, hydraulic and heat transfer systems, etc.)?
		<input type="checkbox"/>	<input type="checkbox"/>	Will this material be disposed by Division of Research Safety via F&S Shops?
	15b.	<input type="checkbox"/>	<input type="checkbox"/>	Will fluorescent or HID lights be removed or disposed?
		<input type="checkbox"/>	<input type="checkbox"/>	Will the lights be <i>disposed</i> by F&S Shops?
16b.	<input type="checkbox"/>	<input type="checkbox"/>	Will light ballasts be removed or disposed?	
	<input type="checkbox"/>	<input type="checkbox"/>	Will the ballasts be <i>disposed</i> by F&S Shops?	



SECTION B: Facility Demolitions/Renovations (Part 2 of 2)

Section Not Applicable?

Environmental Program Area	Y N			
	Waste Disposal	17b.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	Will the batteries be <i>disposed</i> by F&S Shops?
18b.		<input type="checkbox"/>	<input type="checkbox"/>	Will mercury-containing devices (switches, gauges, thermostats) be removed or disposed?
		<input type="checkbox"/>	<input type="checkbox"/>	Will these devices be <i>disposed</i> via Division of Research Safety?
19b.		<input type="checkbox"/>	<input type="checkbox"/>	Will building materials containing asbestos be removed or disposed?
		<input type="checkbox"/>	<input type="checkbox"/>	Is an F&S Shop performing the work?
20b.		<input type="checkbox"/>	<input type="checkbox"/>	Will any building materials be removed/disposed that contain lead, silver or chrome?
		<input type="checkbox"/>	<input type="checkbox"/>	Will these materials be disposed by Division of Research Safety via F&S Shops?
21b.		<input type="checkbox"/>	<input type="checkbox"/>	Will any building materials be removed/disposed that are coated with lead-based paint?
		<input type="checkbox"/>	<input type="checkbox"/>	If yes, will lead paint activities be performed in a regulated facility?
22b.	<input type="checkbox"/>	<input type="checkbox"/>	Will PCB bulk product waste be removed and disposed?	
	<input type="checkbox"/>	<input type="checkbox"/>	If yes, will building materials coated or serviced with PCB bulk product waste be removed and disposed of at the same time??	
Chemical/Petroleum Storage	23b.	<input type="checkbox"/>	<input type="checkbox"/>	Will an emergency generator set or other aboveground storage tank (AST) be installed, removed or relocated?
Reporting Requirements	24b.	<input type="checkbox"/>	<input type="checkbox"/>	Is this an AHERA regulated facility? (See list of AHERA buildings in comments below) If yes, all contractors must be provided access to the current Inspection Report and Management Plan, and complete the AHERA Work Permit for contractors. A copy of the completed permit must be available at the jobsite during the duration of the work and a copy must be submitted to <a href="mailto:oshs@illinois.edu">oshs@illinois.edu</a>
		<input type="checkbox"/>	<input type="checkbox"/>	
	25b.	<input type="checkbox"/>	<input type="checkbox"/>	Will there be a demo of a load bearing structural member?
	26b.	<input type="checkbox"/>	<input type="checkbox"/>	Will the project include renovation or construction of a food service facility?

AHERA regulated facilities on the Urbana-Champaign Campus include:

- Building #0075 – Children’s Research Center
- Building #0061 – University High School
- Building #0021 – Kenney Gym
- Building #0005 – Kenney Gym Annex
- Building #0063 – University High Gym
- Building #0210 - Digital Computer Laboratory

Comments:



SECTION C: Facility Operation Changes

Section Not Applicable?

Environmental Program Area	Y N			
Air	1c.	<input type="checkbox"/>	<input type="checkbox"/>	Will printing operations occur within the facility?
	2c.	<input type="checkbox"/>	<input type="checkbox"/>	Will batch, continuous or manual degreasing operations occur within the facility?
	3c.	<input type="checkbox"/>	<input type="checkbox"/>	Will a coating line using volatile organic materials operate within the facility?
	4c.	<input type="checkbox"/>	<input type="checkbox"/>	Will a furnace for melting metals operate within the facility?
	5c.	<input type="checkbox"/>	<input type="checkbox"/>	Will the facility contain equipment to melt or apply wax?
	6c.	<input type="checkbox"/>	<input type="checkbox"/>	Will adhesives be prepared within the facility?
	7c.	<input type="checkbox"/>	<input type="checkbox"/>	Will degreasing or solvent cleaning operations occur within the facility?
	8c.	<input type="checkbox"/>	<input type="checkbox"/>	Will the facility house extruders for metals, minerals, plastics, rubber or wood?
	9c.	<input type="checkbox"/>	<input type="checkbox"/>	Will the facility house die-casting machines for metal or plastics?
Water	10c.	<input type="checkbox"/>	<input type="checkbox"/>	Will drinking water be obtained from groundwater wells or a surface water body separate from University distribution system?
Chemical/ Petroleum Storage	11c.	<input type="checkbox"/>	<input type="checkbox"/>	Will any oil-based materials, including lubricants, coolants, and fuels be stored in quantities > 55 gallons?
	12c.	<input type="checkbox"/>	<input type="checkbox"/>	Will the new facility require bulk storage of hazardous or extremely hazardous substances? ( <i>“Hazardous substance” means most chemicals and fuel oil. Examples of “extremely hazardous substances” include sulfuric acid, ammonia, chlorine, and lindane. A full list is located in 40 CFR Part 355, Appendix A and B.</i> )
	13c.	<input type="checkbox"/>	<input type="checkbox"/>	Will pesticides be stored or pesticide applicators be filled at the project location (either during or after the construction process)?
Comments:				



**Information pertaining to waste disposal:**

- The University is responsible for proper waste disposal and reporting, even if a contractor is doing the work.
- If F&S Shops are not used to dispose of these materials, the disposal contractor **MUST** prepare a Waste Disposal Plan and have this plan approved by the Division of Research Safety (DRS) to ensure EPA compliant disposal and reporting. DRS will review all Waste Disposal Plans. The appropriate F&S Shop used for disposal of the material is responsible for contacting DRS to coordinate disposal of regulated wastes.
- DRS requires a minimum of two weeks lead-time to assist with disposal of most items. More time may be required if testing of the material(s) is needed prior to disposal.
- DRS contact information: 217-333-2436 or email: [drs@illinois.edu](mailto:drs@illinois.edu)
- Completing this form does not constitute notification to DRS.

----- **Please continue to complete Section D.** -----



SECTION D: Design Considerations for Protection of University Personnel Who Will Be Tasked with Operation and Maintenance upon Commissioning (Part 1 of 3)

Table with 4 columns: Y, N, NA, and Description. Rows 1-8 contain safety checklist items regarding exhaust systems, chemical fume hoods, biological safety cabinets, noise hazards, cranes, ladders, catwalks, and roof work.



SECTION D: Design Considerations for Protection of University Personnel Who Will Be Tasked with Operation and Maintenance upon Commissioning (Part 2 of 3)

Table with 4 columns: Y, N, NA, and Description. Rows 9-14 contain safety checklist items regarding hatch installation, access equipment, energy sources, confined spaces, and electrical protective devices.



SECTION D: Design Considerations for Protection of University Personnel Who Will Be Tasked with Operation and Maintenance upon Commissioning (Part 3 of 3)

	Y	N	NA	
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will routine maintenance equipment and devices such as valves, gauges, and access doors be installed (Facility Standard General Requirements Safety &amp; Compliance)?</p> <p><i>If yes, construction documents shall require that they be installed, to the extent practical, in a manner that:</i></p> <ul style="list-style-type: none"> <li>• they can be reached without the use of ladders, scaffolds, or lifts.</li> <li>• employees have clearance in all directions to perform routine maintenance activities without contacting other equipment or requiring awkward and/or static body postures (see notes below).</li> <li>• access doors are free to open fully without obstruction and meet applicable clearance requirements noted in OSHA and other national consensus standards.</li> </ul>
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will newly installed equipment restrict access to existing routine maintenance devices, equipment, or areas (Facility Standard General Requirements Safety &amp; Compliance)?</p> <p><i>If yes, construction documents shall require that they be installed, to the extent practical, in a manner that minimizes access to existing routine maintenance devices, equipment, or areas. Minimize clearance distances must be in accordance with those notes in OSHA regulations and other national consensus standards.</i></p>

Notes:

1. Awkward postures refer to positions of the body (limbs, joints, back) that deviate significantly from the neutral position while job tasks are being performed. For example, when a person's arm is hanging straight down (perpendicular to the ground) with the elbow close to the body, the shoulder is said to be in a neutral position. However, when employees are performing overhead work such as installing or repairing equipment or grasping objects from a high shelf, their shoulders are far from the neutral position.
2. "Static work" refers to the musculoskeletal effort required to hold a certain position, even a comfortable one. Static force or effort refers to the amount of tension our muscles generate. For example, tilting your head forward or backward from a neutral, vertical position quadruples the amount of force acting on your lower neck vertebra.

Comments:



Please sign below to verify that the information in this document is accurate and complete to the best of your knowledge. **Submit completed form via email to the University Project Manager and via email as a pdf attachment to [ecs@illinois.edu](mailto:ecs@illinois.edu).**

**Professional Services Consultant:**

Company: \_\_\_\_\_

Name: \_\_\_\_\_

X

Professional Services Consultant

**University Project Manager:**

Name: \_\_\_\_\_

X

University Project Manager

**University Project Coordinator:**

Name: \_\_\_\_\_

X

University Project Coordinator