



**APPENDIX A**

**Demolition and Renovation Contractors Asbestos Location Notification**

All contractors and subcontractors under direct contract with the University shall complete this form prior to beginning WKU projects.

**All general and trade contractors under direct contract with WKU shall assume responsibility and liability for their respective subcontractors pertaining to all asbestos regulations while working on WKU owned or operated properties.**

**Name of Facility or Project:** \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

Some materials in this building and/or work site contain asbestos, a naturally occurring family of fibrous minerals, which for decades was widely used in many interior and exterior building materials. Asbestos is closely regulated because airborne asbestos fibers may pose a serious health hazard, and proper procedures must be followed to prevent exposure. Airborne asbestos fibers may be released when asbestos-containing material is improperly removed, sawed, cut, sanded, drilled, or otherwise disturbed.

Your WKU Project Manager shall notify you, the contractor, of the location(s) of all known asbestos-containing material(s) prior to beginning work. The work you will be performing may be around but not including asbestos-containing materials. Do not inadvertently disturb any asbestos-containing materials.

**Strict compliance of the following are required when working on University properties:**

- **Consult with your Project Manager or the WKU Asbestos Program Coordinator concerning asbestos locations and concerns in your respective work area prior to beginning and during all work.**
- **Do not attempt the disturbance of walls, cavities, chases, components, tunnels or other not readily assessable areas without first inquiring of the concerns of unknown or hidden asbestos containing materials that may be uncovered or released from these areas due to your actions or neglect.**
- **Do not disturb pipe, joint, fitting, valve, tank insulating or gasket materials without prior approval from either your WKU Project Manager or the WKU Asbestos Management Coordinator.**
- **Do not remove, disturb, or damage any building materials without WKU Project Manager approval.**
- **Do not remove, drill, sand, cut or grind floor tiles, gaskets or other resilient materials unless you have been specifically instructed to do so and are positive they contain no asbestos.**
- **Do not damage floor tile while moving furniture, equipment, tools, or other objects.**
- **Do not climb on or lean ladders, equipment, or tools on insulated pipes, tanks, or equipment.**

Should you suspect that you, your workers, or others have disturbed asbestos-containing material, stop work immediately, leave the area, and inform your WKU Project Manager at once. Do not return to the area or continue work until you have specific instructions to do so by your WKU Project Manager.

*Be advised that any employee safety training, which may be required by OSHA or otherwise, including required asbestos awareness training, is the responsibility of you, the contractor. WKU is neither responsible nor liable for contractor non-compliance nor disregard with the above applicable regulations.*

Please acknowledge your understanding of this notification of asbestos-containing material(s) located in or near your project work area and your agreement to comply with the requirements of this notification.

**Contractors Representative:** \_\_\_\_\_  
Print Signature Date

**WKU Project Manager:** \_\_\_\_\_  
Print Date

*Note: The Project Manager shall make certain this completed notification is provided to the WKU Asbestos Program Coordinator, prior to the project, by all contractors and/or subcontractors performing work on WKU properties.*

**WKU Asbestos Program Coordinator:** \_\_\_\_\_  
Print Date

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