

Dallas, June 5, 1991

District Manager-Building Operations & Maintenance - Houston (Bill Nicks)
District Manager-Architecture - San Antonio: (Herb Looney)
Area Manager-Construction Management - Houston: (Peter M. Mistrot)
Area Manager-Architecture - Houston: (Jim White)
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Manager-Removal Operations - Dallas: (Mike Miller)
Manager-Safety - Dallas: (Joey Grubbs)
Senior Reports Clerk - Dallas: (Susan Papesh)

The next North Texas Building Asbestos Committee meeting will be on Thursday, July 18, 1991, at 9:00 a.m., One Bell Plaza, Room 1310, Dallas, Texas. The meeting will adjourn at 4:30 p.m. Please schedule your plane reservations appropriately.

This meeting will be a pilot course for the Asbestos Training that is to be presented across Texas this year. *

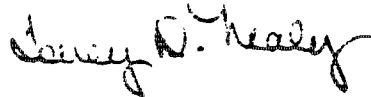
Attached are May meeting:

- * Member list
- * Prior meeting attendee list
- * Subcommittee Assignments/Results
- * Resolutions

006377

BUILDING ASBESTOS COMMITTEE
MEETING COVER LETTER
May 23, 1991
PAGE 2

Should you have any questions, please contact me on 214-464-2228.



Tobey D. Nealy
Area Manager-Bldgs.

Operations Staff
Operations and Maintenance

Attachments

cc: G.W. Fox
Roberta Ballantyne
Bob Jackson

006378

BUILDING ASBESTOS COMMITTEE
North Texas Area

Correspondence Identification:

460.0902 - Asbestos-Procedures Building Management Programs

Revised: 3/8/91

District Manager-Bldg. Ops. & Mtce. - Houston (Bill Nicks)
3100 Main/r607 (77002) 713-521-6138
District Manager-Architecture - San Antonio: (Herb Looney)
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I Bell/r3225 214-464-8361
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III Bell/r804 214/464-3834
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III Bell/r804 214/464-6075
Manager-Architecture - Dallas: (Mike Oliver)
III Bell/r804 214-464-4074
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III Bell/rSB-2A 214/464-4879
Manager-Buildings - El Paso: (Bettye G. Marable)
510 Texas/r115 (79901) 915-542-4670
Manager-Buildings - Ft. Worth: (Ralph McCloud)
1116 Houston/r800 (76118) 817-338-6083
Manager-Buildings - Dallas: (Marion Solomon)
I Bell Plaza/rPB10 214-464-3400
Manager-BOCC-Technical Support - Dallas: (Becky Brigham)
III Bell/r904 214-464-3872
Manager-Building Engineering - Houston: (Charles E. Broussard)
3100 Main/r609 (77002) 713-521-8524
Manager-Safety - Dallas: (Joey Grubbs)
I Bell/r910 214-464-8652
Manager-Safety Network Operations - Dallas: (Larry M. Peterson)
I Bell/r3240 214-464-8755
Manager-Removal Operations - Dallas: (Mike Miller)
I Bell/r1903 214-464-6693
Senior Reports Clerk - Dallas: (Susan Papesh)
3 Bell/r804 214-464-6670

006379

BUILDING ASBESTOS COMMITTEE
MEETING ATTENDANCE
MAY 16, 1991

IN ATTENDANCE:

District Manager-Building Operations & Maintenance - Houston: (Bill Nicks)
Area Manager-Buildings - Dallas: (Tobey D. Nealy)
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005360

Sub-Committees
Established on 7/12/90

1. "Management Plan Development"

Yadira Lopez	Charles Broussard
Kathy Schneider (Reported)	Marion Solomon
Ronnie Brandenburg	

GOALS:

- 1) Prepare a management plan for a small C.O. -COMPLETE
- 2) Establish a time frame by which all surveyed buildings are to have plans developed by July 18 meeting

RESULTS:

- 1) Management Plan Teams will consist of the Building Manager, an Architect or Engineer, and a Planner.
- 2) The Management Plans will consist of:

MASTER BOOK (GENERIC):

- *O & M Procedures;
- *Administrative Procedures; - update
- *Awareness training records for SWBT employees;
- *Asbestos Practice;
- *Purple Book;
- *Green Book

REMAINDER IN BUILDING SPECIFIC FILES/BINDERS AT MANAGERS OFFICE

- *Survey;
- *Schedule for removal, enclosure, encapsulation, or O & M of asbestos areas;
- *Letter of notification to tenants (copy);
- *Air Monitoring Results;
- *Follow-up survey reports;
- *Contact list.
- *???

** Both the Master Binder and Individual Building Binders will be kept in the Building Manager's Office.

- 3) Kathy, Pete and Bill Nicks are to determine and advise committee as soon as possible as to how many management plans can be done by 1/1/92.

056381

2. "Training" Subcommittee

Kathy Schneider	Perry Lambert
Mel West	Ronnie Brandenburg
Pete Campos	Mike Miller
Charles Broussard	

GOALS:

1. Develop and deliver training across Texas for the Asbestos Practice/O&M procedures. (90 day time frame?) - May 16th rough draft of class
2. Modular for needs of different departments.
Covers:
 - 1 - 904 Practice
 - 2 - O & M
 - 3 - Management Plant
3. Present final product to committee. - May or June
4. Determine locations and dates for training.
 1. Dallas Approx. 500-525 persons to be
Houston trained from various depart-
San Antonio ments.
Austin One full day of training
Midland at each location 25/class
Lubbock Approx. 32 classes
El Paso
 - Concentrated training
 - O&M by Trainers
 - Maneck teaches Trainers
2. Possibility of video taping or teleconferencing to reduce training. (Possibly consultation O & M Procedures on tape.)
3. Flow diagram has been developed for class.
4. Presentation of pilot in 60 days.
5. Pilot to be presented on July 18th.

006382

RESOLUTIONS - STATE OF TEXAS

1. Six (6) copies of Asbestos survey are to be prepared:
 - 2 for BOM
 - 1 for Arch
 - 1 for Network Operations
 - 1 for Safety
 - 1 for District Asbestos Library
 - 1 for ATT (condo buildings only)
2. INSURANCE
 - A) All policies must be approved by Julie Dople.
 - B) Certificates are required on each job and are approved by the Project Manager.
3. All managers are to keep track of all asbestos related expenditures, "loaded costs".
4. (Page 33) All buildings where asbestos has been identified requires a notice as employees enter the building that asbestos is present. Initial notification through PR.
5. Network Engineering is to receive list of surveyed building from the Architects. To Mel West by 15th of month following quarter end.
6. Architects are to supply a list of surveyed buildings to Safety for six (6) month air monitoring. Safety is to forward air monitoring results to the Architects.
7. All AIA contracts with Scope of Work need not go through Legal. Only if they are modified.
8. Building Managers or an Architect can be responsible for the handling of small glovebag or small abatement type projects. Which group will handle the job is determined by the size and time requirement of the project. For example, a glovebag job can be handled by either group. Abatement of floor tile should be handled by the Architects.
9. Drilling of VAT can be performed by Network:
 - *providing that an Exhibit 24 is completed and approved prior to beginning the work;
 - *the work is done in accordance to the Practice and laws;
 - *that a qualified (16 hr. training) contractor is utilized to do the work;

006383

*and that all paperwork is completed and forwarded to the Centralized Record Center immediately upon completion of the work.

*See procedure for using "foam" method. (Ref. Letter from Div. Mgr.-Switching and Div. Mgr. - Switching Engr. dated December 28, 1990. File Subject 219.02, 220.0 and 290.4520.)

10. Building asbestos surveys should include testing of standby generator exhaust insulation.
11. "CAD" - Symbols and layers are standardized.

Database will be incorporated into CAD.

Network Frame Planners are to receive a list of buildings that are on the CAD system.

12. The "Asbestos Action Items" Committee determined that there should be three action levels: significant damage, damage, no damage -
13. "Database Establishment and Centralized Bookkeeping" -A PC based data base is to be used.

Downloading certain data to TNESS will be investigated.

The Asbestos Database will be in DBASE IV incorporated into AUTOCAD.

14. Asbestos contracts can utilize a standard AIA contract with one page insurance requirements from Risk Management.

6/7
DDB - fyc I'll be note
attending some comments.
PC

Dallas, June 5, 1991

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Dallas, Texas. The meeting will adjourn at 4:30 p.m. Please schedule
your plane reservations appropriately.

* This meeting will be a pilot course for the Asbestos Training that is
to be presented across Texas this year.

Attached are May meeting:

- * Member list
- * Prior meeting attendee list
- * Subcommittee Assignments/Results
- * Resolutions

006385

BUILDING ASBESTOS COMMITTEE
MEETING COVER LETTER
May 23, 1991
PAGE 2

Should you have any questions, please contact me on 214-464-2228.

Tobey D. Nealy

Tobey D. Nealy
Area Manager-Bldgs.

Operations Staff
Operations and Maintenance

Attachments

cc: G.W. Fox
Robertta Ballantyne
Bob Jackson

006386

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006387

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005388

Sub-Committees
Established on 7/12/90

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Kathy Schneider (Reported)	Marion Solomon
Ronnie Brandenburg	

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- 3) ^{✓ done} Kathy, Pete and Bill Nicks are to determine and advise committee as soon as possible as to how many management plans can be done by 1/1/92.

Team {
BOM
Arch
Equip
Planners

UPDATE to Tobey
need to 91 /92 sched.

003389

2. "Training" Subcommittee

Kathy Schneider Perry Lambert
Mel West Ronnie Brandenburg
Pete Campos Mike Miller
Charles Broussard

GOALS:

1. Develop and deliver training across Texas for the Asbestos Practice/O&M procedures. (90 day time frame?) - May 16th rough draft of class
2. Modular for needs of different departments.
Covers:
 - 1 - 904 Practice
 - 2 - O & M
 - 3 - Management Plan
3. Present final product to committee. - May or June
4. Determine locations and dates for training.

1. Dallas
Houston

Approx. 500-525 persons to be trained from various departments.

5 sites

- ✓ San Antonio
- ✓ Austin
- ✓ Midland
- ✓ Lubbock
- ✓ El Paso

4 hrs. ?
One full day of training
at each location 25/class
Approx. 32 classes

- Concentrated training
- O&M by Trainers
- Maneck teaches Trainers

2. Possibility of video taping or teleconferencing to reduce training. (Possibly consultation O & M Procedures on tape.)
3. Flow diagram has been developed for class.
4. Presentation of pilot in 60 days.
5. Pilot to be presented on July 18th.

OTHER ITEMS

* Special KCO's for ACM & USTs
DDB - start now

NOV. 14th
deadline

Training
Christmas

have mixed
training (dept
interaction)

dept.
asbestos st
to DIST

006390

RESOLUTIONS - STATE OF TEXAS

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006392