

460.0902 - Asbestos-Procedures Building Management Programs

Dallas, November 19, 1990

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)
Area Manager-Architecture - San Antonio: (Pete Campos)
Area Manager-Planning - Dallas: (Howard Ratcliff)
Area Manager-Network Engineering - Dallas: (Mel West)
Manager-Architecture - San Antonio: (Doyle R. Griffin)
Manager-Architecture - Dallas: (David Keeling)
Manager-Architecture - Dallas: (Yadira Lopez)
Manager-Architecture - Dallas: (Kathy Schneider)
Manager-Buildings - El Paso: (Bettye G. Marable)
Manager-Buildings - Ft. Worth: (Ralph McCloud) ←
Manager-Buildings - Dallas: (Marion Solomon)
Manager-Building Engineering - Houston: (Charles E. Broussard)
Manager-Safety-Network Operations - Dallas: (Larry Peterson)
Manager-Architecture - Dallas: (Rebecca Kavanaugh)
Manager-Architecture - Dallas: (Mike Oliver)
Manager-Buildings - Houston: (Ronald H. Brandenburg)
Manager-Buildings - Dallas: (J.J. Garza)
Manager-BOCC-Technical Support - Dallas: (Becky Brigham)
Manager-Removal Operations - Dallas: (Mike Miller)
Manager-Safety - Dallas: (T.L. Bland)
Senior Reports Clerk - Dallas: (Susan Papesh)

The next North Texas Building Asbestos Committee meeting will be on Thursday, January 17, 1991, at 9:30 a.m., One Bell Plaza, Room 1309, Dallas, Texas. The meeting will adjourn at 3:00 p.m. Please schedule your plane reservations appropriately.

Attached are November meeting:

- * Member list
- * Prior meeting attendee list
- * Action Items
- * Subcommittees
- * Resolutions
- * Future Topics

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

Sue D. Healy
Area Manager-Buildings

Operations Staff
Operations & Maintenance

Attachments

cc: G.W. Fox
Roberta Ballantyne
Dave Baldwin

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BUILDING ASBESTOS COMMITTEE
North Texas Area

Correspondence Identification:

460.0902 - Asbestos-Procedures Building Management Programs

Revised: 11/16/90

District Manager-Bldg. Opers. & Mtce. - Houston (Bill Nicks)
3100 Main/r607 (77002)

District Manager-Architecture - San Antonio: (Herb Looney)
4119 Broadway/rG60E 512-841-0788

Area Manager-Buildings - Dallas: (Tobey D. Nealy)
I Bell/rPC10 214-464-2228

Area Manager-Environmental Regulation - Houston: (Peter M. Mistrot)
3100 Main/r609 (77002) 713-521-8976

Area Manager-Architecture - Houston: (Jim White)
3100 Main/r609 (77002)

Area Manager-Architecture - San Antonio: (Pete Campos)
4119 Broadway/rG60J 512-841-0797

Area Manager-Planning - Dallas: (Howard Ratcliff)
I Bell/r3310.01 214-464-3762

Area Manager-Network Engineering - Dallas: (Mel West)
I Bell/r1640.08 214-464-5919

Manager-Architecture - San Antonio: (Doyle R. Griffin)
4119 Broadway G60J (78209) 512-841-0802

Manager-Architecture - Dallas: (Rebecca Kavanaugh)
III Bell/r804 214/464-3467

Manager-Architecture - Dallas: (David Keeling)
III Bell/r804 214/464-3834

Manager-Architecture - Dallas: (Yadira Lopez)
III Bell/r804 214/464-4762

Manager-Architecture - Dallas: (Kathy Schneider)
III Bell/r804 214/464-6075

Manager-Architecture - Dallas: (Mike Oliver)
III Bell/r804 214-464-4074

Manager-Buildings - Houston: (Ronnie H. Brandenburg)
3100 Main/r105 (77002) 713-521-7414

Manager-Buildings - Dallas: (J. J. Garza)
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: (T. L. Bland)
I Bell/r910 214-464-7052

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

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BUILDING ASBESTOS COMMITTEE
MEETING ATTENDANCE
NOVEMBER 16, 1990

IN ATTENDANCE:

District Manager-Architecture - San Antonio: (Herb Looney)
Area Manager-Buildings - Dallas: (Tobey D. Nealy)
Area Manager-Environmental Regulation - Houston: (Peter M. Mistrot)
Area Manager- Planning - Dallas: (Howard Ratcliff)
Area Manager- Network Engineering - Dallas: (Mel West)
Manager-Architecture - San Antonio: (Doyle R. Griffin)
Manager-Architecture - Dallas: (David Keeling)
Manager-Architecture - Dallas: (Yadira Lopez)
Manager-Architecture - Dallas: (Kathy Schneider)
Manager-Buildings - El Paso: (Bettye G. Marable)
Manager-Buildings - Dallas: (Marion Solomon)
Manager-Buildings - Dallas: (J.J. Garza)
Senior Reports Clerk - Dallas: (Susan Papesh)

ABSENT:

District Manager-Building Operations & Maintenance - Houston: (Bill Nicks)
Area Manager-Architecture - Houston: (Jim White)
Area Manager-Architecture - San Antonio: (Pete Campos)
Manager-Architecture - Dallas: (Mike Oliver)
Manager-Buildings - Ft. Worth: (Ralph McCloud)
Manager-Buildings - Houston: (Ronald H. Brandenburg)
Manager-Building Engineering - Houston: (Charles E. Broussard)
Manager-BOCC-Technical Support - Dallas: (Becky Brigham)
Manager-Safety-Network Operations - Dallas: (Larry Peterson)
Manager-Removal Operations - Dallas: (Mike Miller)
Manager-Safety - Dallas: (T.L. Bland)
Manager-Architecture - Dallas: (Rebecca Kavanaugh)

Building Asbestos Committee
Action Items
November 16, 1990

FOR OUR NEXT MEETING:

1. Susan Papesh will revise the Project Input Form for the centralized record keeping function. It is to include:

Semi-annual air monitoring,
Labeling of asbestos,
Date the survey is scheduled to be performed.
2. Kathy Schneider is to prepare a management plan for a small C.O. that has already been surveyed.
3. David Keeling is to update the committee on the CAD progress as related to Asbestos.
4. Mel West is to find out if the Power Engineering Group is performing asbestos surveys on the generator exhaust stacks.
5. Mel and Susan are to investigate the TNESS mainframe system to determine if it would be a good location for the Asbestos Database.
6. Dennis Virzi is to have a prototype database if it is determined that the Asbestos Database is to be a PC application. (See #5 above)
7. Kathy Schneider is to revise the decision tree to reflect three classifications rather than eight.
8. Yadira Lopez is to have the standard contract reviewed, and ready for use by next meeting.
9. Tobey is to have the O & M Procedures reviewed by our next meeting.
10. T.L. Bland has developed an air monitoring schedule for North Texas. Members should receive copies soon.

Sub-Committees
Established on 7/12/90

1. "CAD" Standardization of Symbols - Layering of CAD

Becky Kavanaugh - leaving the committee

GOALS:

- 1) Standardize symbols
- 2) Develop CAD layering standards
- 3) Network frame planners to receive copies?

RESULTS:

David Keeling is to investigate and report in our 1/17/91 meeting.

2. "Small Glove Bag and Abatement Projects" (Especially outlying areas)

J. J. Garza
Bettye Marable
Kathy Schneider (Reported)
Ralph McCloud

GOALS:

- 1) Plan procedure for handling.
- 2) Centralization of records.

RESULTS:

- 1) It was determined that the Architects would handle the majority of the glove bag operations. Building Operations will handle only those emergency situations requiring immediate action. In those cases the Building Manager will need to forward the appropriate paperwork to the Centralized Record Center immediately upon completion of the project.

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 contractor is utilized to do the work;
- *and that all paperwork is completed and forwarded to the Centralized Record Center immediately upon completion of the work.

3. "Asbestos Action Items"

J. J. Garza	Bettye Marable
Mike Oliver	Larry Peterson
Kathy Schneider (Reported)	T. L. Bland

RESULTS:

- 1) Plan developed
- 2) The committee determined that there should be three action levels: significant damage, damage, no damage.
- 3) Rewrite to be part of "Administrative Plan"
- 4) Kathy is revising the decision tree to reflect 3 levels.

4. "Updating Surveys and Centralized Bookkeeping"

Susan Papish	Dennis Virzi
Ralph McCloud	David Keeling (Reported)
Kathy Schneider	Charles Broussard
Becky Kavanaugh	

RESULTS:

The committee came up with a Project Input Form that is to be utilized by the Architects when surveys are scheduled and performed, when removal projects are completed in asbestos areas, and when labeling has been completed. In addition, the committee is determining whether the database should be maintained on TNESS or a PC.

5. "Management Plan Development"

Yadira Lopez	Charles Broussard
Kathy Schneider (Reported)	Marion Solomon
T. L. Bland	Ronnie Brandenburg

GOALS:

- 1) Prepare a management plan for a small C.O. by 1/17/91.
- 2) Establish a time frame by which all surveyed buildings are to have plans developed.

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:
 - *Survey;
 - *O & M Procedures;
 - *Schedule for removal, enclosure, encapsulation, or O & M of asbestos areas;
 - *Administrative Procedures;
 - *Letter of notification to tenants (copy);
 - *Awareness training records for SWBT employees;
 - *Asbestos Practice;
 - *Air Monitoring Results;
 - *Follow-up survey reports;
 - *Contact list.
 - *???

6. "Standardized Asbestos Contract"

Yadira Lopez (Reported)
T. L. Bland

Jim White
Larry Peterson

GOALS:

- 1) Prepare a standard contract.
- 2) Reference NIBS (National Institute of Building Sciences) contract

RESULTS:

1. GHQ is preparing a "Shell Document" contract to be used on Asbestos projects.

Committee to follow-up with Legal and GHQ for a scheduled completion date for contract.

Maxim Engineering has reviewed the contract and made comment. These comments are to be discussed with legal and the final contract brought to the 1/17/90 committee meeting.

RESOLUTIONS - STATE OF TEXAS

1. Six (6) copies of Asbestos survey are to be prepared:
 - 2 for BOM
 - 1 for Arch
 - 1 for Network Operatons
 - 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. Drilling Holes in Vinyl Asbestos Tile (VAT)
 - A) Law Engineering Associates will be developing the procedures for drilling VAT.
 - B) No "Dry Drilling" is to be done.
4. All managers are to keep track of all asbestos related expenditures.
5. (Page 33) All buildings where asbestos has been identified requires a notice as employees enter the building that asbestos is present.
6. 33% likelihood of earthquake in Arkansas. For a 24 hour window either side of December 4th, 1990. If shocks are felt in Texas cities, then evacuation of employees may be required. - Pete Mistro
7. Network Engineering is to receive list of surveyed building from the Architects.
8. Architects are to supply a list of buildings to Safety for six (6) month air monitoring. Safety is to forward air monitoring results to the Architects.
9. All AIA contracts with Scope of Work need not go through Legal. Only if they are modified.
10. It was determined that the Architects would handle the majority of the glove bag operations. Building Operations will handle only those emergency situations requiring immediate action. In those cases the Building Manager will need to forward the appropriate paperwork to the Centralized Record Center immediately upon completion of the project.

11. 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 contractor is utilized to do the work;
- *and that all paperwork is completed and forwarded to the Centralized Record Center immediately upon completion of the work.

FUTURE TOPICS

1. Procedures for drilling vinyl asbestos tile.
2. Developing a schedule for Management Plan Preparation.
3. Asbestos labeling.