

SAMPLE RECORD KEEPING FORMS

Form 1. A sample form for recording information during asbestos-containing materials (ACM) reassessment.

Reinspection of Asbestos-Containing Materials

Location of asbestos-containing material (address, building, room, or general description): _____

Type of asbestos-containing material(s):

1. Sprayed- or troweled-on ceilings or walls
2. Sprayed- or troweled-on structural members
3. Insulation on pipes, tanks, or boiler
4. Other (describe): _____

Abatement Status:

1. The material has been encapsulated____, enclosed____, neither____, removed____.

Assessment:

1. Evidence of physical damage: _____

2. Evidence of water damage: _____

3. Evidence of delamination or other damage: _____

4. Degree of accessibility of the material: _____

5. Degree of activity near the material: _____

6. Location in an air plenum, air shaft, or airstream: _____

7. Other observations (including the condition of the encapsulation or enclosure, if any): _____

Recommended Action: _____

Signed: _____ Date: _____
(evaluator) A

Form 2. A sample application form for maintenance work approval.

Job Request Form for Maintenance Work

Name: _____ Date: _____

Telephone No.: _____ Job Request No.: _____

Requested starting date: _____ Anticipated finish date: _____

Address, building, and room number(s) (or description of area) where work is to be performed:

Description of work:

Description of any asbestos-containing material that might be affected, if known (include location and type):

Name and telephone number of requestor:

Name and telephone number of supervisor:

Submit this application to:

(Asbestos Program Manager)

NOTE: An application should be submitted for all maintenance work whether or not asbestos-containing material might be affected.
An authorization should be received before any work can proceed.

___ Granted (Job Request No. _____)

___ With conditions*

___ Denied

* Conditions: _____

Form 3. A sample maintenance work authorization form

Maintenance Work Authorization Form

No. _____

Authorization

Authorization is given to proceed with the following maintenance work: _____

Presence of Asbestos-Containing Materials (ACM)

- _____ Asbestos-containing materials (ACM) are not present in the vicinity of the maintenance work.
- _____ ACM is present, but its disturbance is not anticipated; however, if conditions change, the Asbestos Program Manager will re-evaluate the work request prior to proceeding.
- _____ ACM is present, and may be disturbed.

Work Practices if Asbestos-Containing Materials are Present

The following work practices shall be employed to avoid or minimize disturbing asbestos: _____

Personal Protection if Asbestos-Containing Materials are Present

The following equipment/clothes shall be used/worn during the work to protect workers: _____

(manuals on personal protection can be referenced)

Special Practices and/or Equipment Required: _____

Signed: _____ Date: _____
(Asbestos Program Manager)

Form 4. A sample work evaluation form

Evaluation of Work Affecting Asbestos-Containing Materials

This evaluation covers the following maintenance work:

Location of work (address, building, room number(s), or general description): _____

Date(s) of work: _____

Description of work: _____

Work approval form number: _____

Evaluation of work practices employed to minimize disturbance of asbestos: _____

Evaluation of work practices employed to contain released fibers and to clean up the work area: _____

Evaluation of equipment and procedures used to protect workers: _____

Personal air monitoring results (in-house worker or contract?):

Worker Name _____ Results _____

Worker Name _____ Results _____

Handling or storage of ACM waste _____

Signed: _____ Date: _____

(Asbestos Program Manager)