



TOWN OF BURLINGTON

Board of Health
61 Center Street
Burlington, MA 01803

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Website: www.burlington.org/boh

Sharon Walker Mastenbrook, Director of Public Health – (781) 270-1954
Heidi Porter, Environmental Engineer – (781) 270-1956
Marlene Johnson, Health Agent – (781) 270-1949

MEMORANDUM

TO: General Contractors and
Residential and Commercial Property Owners or their representatives

CC: Board of Health
File

FROM: Board of Health Staff

DATE: August 20, 2007

RE: Board of Health Requirements for Demolition/Renovation

In accordance with the Board of Health Hazardous Building Component Management Plan Policy, the owner of a property or his/her representative is required to complete the following activities prior to demolition/renovation of a building/residence:

1. Inspection for the presence of asbestos containing materials by a Massachusetts Licensed Asbestos Inspector;
2. Inspection and baiting for rodents by a Massachusetts Licensed Pesticide Applicator. The exterior property boundaries and, if necessary, the interior of the site building must be baited for rodents. Submit an inspection report and a plan of the property indicating bait locations with the Checklist;
3. Completion of the Board of Health Pre-Demolition/Pre-Renovation Inspection Checklist; and,
4. Submittal of the completed Checklist, \$10 check payable to the Town of Burlington, supporting information and the pest inspection/baiting documentation to the Board of Health. A staff member may contact you to schedule an inspection of the building/property to confirm that all hazardous building materials have been accounted for and proper baiting has been conducted.

Your Permit for Renovation/Demolition will not be issued by the Building Department until you have met the above requirements. For further details, please contact the Board of Health (781-270-1955 or www.burlington.org/boh) or review the Hazardous Building Component Management Plan Policy attached to the Pre-Demolition/Pre-Renovation Inspection Checklist.

Board of Health Members

Edward Weiner, Ph.D. - Chairman · Terry McSweeney - Vice-Chairman · James Dion · Catherine Read, Ph.D., RN · Wayne S. Saltsman, M.D., Ph.D.

Board of Health

Fee: \$10.00 _____

Pre-Demolition/Pre-Renovation

Inspection Checklist

Property Address: _____ Date: _____

Property use (i.e. residential, commercial, industrial): _____

If non-residential, indicate business/industry type: _____

Form Prepared By: _____ Telephone No.: _____

Signature of Person Preparing Form: _____

Property Owner: _____ Telephone No.: _____

Type of work to be done: _____

Return this completed form, the fee (payable to the Town of Burlington) and any supporting documentation to:

**Environmental Engineer
Board of Health
61 Center Street
Burlington, MA 01803
Phone: 781-270-1956
Fax: 781-273-7687**

MATERIALS REQUIRING EVALUATION:		Not Present	Removed
1. ASBESTOS <u>An asbestos survey must be completed by a MA licensed inspector</u> in the renovation/demolition area. Any identified asbestos containing materials must be removed and properly disposed prior to issuance of a demolition permit. Attach survey report to this checklist and if abatement was conducted attach remediation/abatement manifests confirming removal and proper disposal.	<input type="checkbox"/>	<input type="checkbox"/>	
2. ABANDONED CHEMICALS (e.g. gasoline, paints, thinners, pesticides) If abandoned chemicals were removed, indicate chemical type, quantity and how disposed (provide manifests). _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
3. COOLANT GASES (e.g. freon) If coolant gases were removed, indicate chemical type, quantity and how disposed (provide manifests). _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	

MATERIALS REQUIRING EVALUATION:		Not Present	Removed
4. BATTERIES* (e.g. nickel-cadmium, lithium ion, lead acid-typically found in emergency lighting) If batteries were removed, indicate type, quantity and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
5. FUEL TANKS If removed, indicate fuel type, tank type (above or under ground), tank size and how disposed (provide manifests). A tank removal permit from the Fire Department is required for all tank removals.		<input type="checkbox"/>	<input type="checkbox"/>
6. HYDRAULIC FLUIDS If hydraulic fluids were removed, indicate source, volume and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
7. FLUORESCENT LIGHT BULBS* If removed, indicate quantity and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
8. DIELECTRIC FLUIDS (e.g. from ballasts and transformers) If dielectric fluids were removed, indicate source, volume and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
9. LEAD PAINT OR MATERIALS CONTAMINATED WITH LEAD PAINT If removed, indicate source, volume and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>

MATERIALS REQUIRING EVALUATION:		Not Present	Removed
10. MERCURY PRODUCTS* (e.g. thermostats, boiler switches, gas regulators, sump pumps, flow meters, appliances, HVAC equipment, silent light switches and float switches) If removed, indicate quantity and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
11. BUILDING COMPONENTS CONTAMINATED BY FORMER SITE OPERATIONS (e.g. concrete floors or walls, piping) If removed, indicate material type, contaminant, quantity and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
12. RADIOACTIVE MATERIALS (e.g. self illuminative emergency lighting, older smoke detectors) If removed, indicate material type, quantity and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
13. OTHER POTENTIALLY HAZARDOUS MATERIALS Please use the space below to list or identify any additional building materials that will be impacted by the proposed renovation or demolition activities. If removed, indicate material type, quantity and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>

* Between the hours of 8:30 a.m. and 4:30 p.m., the Board of Health office accepts these items for recycling at no cost to Burlington residents. We also sponsor a low cost quarterly recycling event for businesses with larger quantities of universal wastes. Contact the Board of Health for additional information.

Board of Health
Pre-Demolition Pest Control Policy

Prior to any demolition activity at a property, the Burlington Board of Health requires that the property owner or his/her representative contract with a Massachusetts Licensed Pesticide Applicator for:

1. a **full inspection** of the site building and property;
2. **baiting** of the property boundaries; and,
3. **baiting** the building interior, if necessary.

Subsequent to the inspection and baiting, a report from the Massachusetts Licensed Pesticide Applicator must be submitted to the Board of Health Environmental Engineer in conjunction with the Pre-Demolition/Pre-Renovation Checklist. This report shall include the following:

- a) The address of the property that was inspected and baited;
- b) The date the inspection and baiting took place;
- c) Pre-demolition inspection findings; and,
- d) A plot plan showing the site boundaries, site building(s) and locations where exterior and, if necessary, interior bait traps have been set. **At a minimum**, baiting must be done on the outside of the building(s).

Is the inspection, baiting information and site plan attached to this checklist? Yes ___ No ___

Note: Board of Health approval for demolition will not be granted until the Pre-Demolition/Pre-Renovation Checklist is complete and supporting documentation provided.

Hazardous Building Component Management Plan Policy **(Pre-Demolition/Pre-Renovation Checklist)**

Prior to initiating any site renovation or demolition, the applicant/property owner must complete an accurate inventory and assessment of all hazardous building components present on site which may be disturbed by the proposed activities. The status of the following materials should be reviewed at this time:

- asbestos containing materials
- abandoned chemicals
- coolant gases such as freon
- batteries associated with emergency lighting and equipment
- fuels and storage tanks
- hydraulic fluids associated with elevators or mechanical lifts
- fluorescent light tubes
- electric ballasts or transformers containing dielectric fluids
- lead paint or materials contaminated with lead paint
- mercury switches and mercury bearing articles
- building components contaminated by former operations at the site
- other potentially hazardous materials

The inventory and assessment must be completed by a state licensed or certified professional or comparable individual approved by the Board of Health. The findings of the assessment should be relayed on the attached Inspection Checklist and should include the type of material present, the approximate amount, the general condition of the material, whether the material needs to be removed prior to renovation or demolition, and how the material will be removed and recycled/disposed. The Inspection Checklist and accompanying \$10.00 fee should be submitted to the Board of Health as part of the standard site plan review/demolition application. The Board of Health reserves the right to review and comment on the Inspection Checklist and conduct a pre-demolition/pre-renovation site inspection. All applicants should be advised that the Board of Health recommends, where possible, that all hazardous building components be removed prior to initiating site renovation or demolition. Please note that sampling of suspect asbestos containing materials should be conducted by a Massachusetts Licensed Inspector and the presence of asbestos can only be determined by laboratory analysis.

The applicant must also submit a copy of all disposal or recycling records to the Board of Health as confirmation that the materials have been properly managed during redevelopment activities. The materials must be removed from the property prior to renovation or demolition activities and records pertaining to disposal/recycling of the removed materials must be submitted to the Board of Health within fourteen (14) days after the initiation of renovation or demolition activities.

Failure to properly assess the hazardous building components or failure to provide the required documentation to the Board of Health may be cause for delaying the review and approval of redevelopment proposals. Failure to provide a copy of the Inspection Checklist or properly manage or recycle/dispose of the hazardous building components will be viewed as a violation of the local Toxic and Hazardous Materials Control bylaw and may result in the issuance of a \$200 fine per violation per day of non-compliance. This may also be cause for the Board of Health to seek enforcement assistance from state and federal authorities.

This policy was adopted by the Board of Health on June 24, 1997 in accordance to Massachusetts General Laws Chapter 111, section 31.