

# Procedure Guide: Determining Responsibility for Asbestos Testing and Clean-Up

## Criteria for University and Department Payment

### Overview

This guide outlines the procedure to determine whether the university or the department is responsible for costs associated with asbestos testing and clean-up. The university generally assumes responsibility when modifications are required for operational or safety reasons. Departments are responsible when requested changes fall outside these criteria, such as remodeling, enhancements, or when faculty are provided with start-up packages.

### Criteria List

#### **University Responsibility:**

- Modifications necessary for safety compliance
- Upgrades required by building codes or regulations
- Structural changes needed to maintain facility operations
- Repairs due to wear, damage, or aging infrastructure

#### **Department Responsibility:**

- Remodeling or aesthetic improvements not required for safety or compliance
- Requests categorized as optional upgrades or non-essential changes
- Changes included in faculty start-up packages
- Modifications for program-specific needs that are not mandated by the university

### Procedure Steps

1. Submit a work order request detailing the proposed changes or modifications.
2. The Facilities Management team reviews the request against the criteria above.
3. Determine responsibility based on the nature of the request:

- If it meets university criteria, the university covers asbestos testing and clean-up costs.
- If it falls under department criteria, the department is responsible for these costs.
- Communicate the decision to the requesting party and initiate appropriate actions.

Work may not proceed until asbestos testing requirements, funding responsibility, and any required abatement actions are confirmed.

For questions or clarifications, contact Facilities Management or your department administrator.