

## Demo / Removal Procedures

1. **Prior to departing office** - Check **Basecamp** for notes on what demo will be needed, check **Company Cam** to get an overview of what materials you will be dealing with and the current state of the job site. Look at the photos and notes to see if/where/how you need to set containments and verify that you have the tools, materials and equipment needed for the specific job.
2. **Upon arrival to job site** - Locate the main water shut-off to the house/unit in case of accidents and take wide angle PRE-DEMO photos of work area to be demoed and upload to Company Cam
3. **If containments have not been set or if more are needed**, set containments utilizing the Prep / Containment Procedures manual.
4. **Detach appliances** and/or plumbing fixtures, glass shower doors, etc. inside the work area, cap toilet drains and angle stops. Ensure nothing is leaking or dripping, if there is a leaking or dripping water or gas line contact your supervisor IMMEDIATELY
5. **Before performing any demo** review testing results to confirm the materials that require demo have NOT tested positive for asbestos or lead. If you cannot find the information, reach out to the project manager in charge of the job in the team text thread and ASK.
6. **Demo/detach and remove affected materials utilizing the following best practices:**
  - Make sure that proper PPE is utilized and safety protocols followed.
  - Prop and support countertops with 2x4s when removing base cabinets
  - Mark and cut straight lines when making flood cuts, cut drywall straight and at right angles.
  - Use the shortest blade depth necessary when cutting drywall to avoid cutting pipes and wires
7. **Bio Wash** - Apply Antimicrobial Agents using pump sprayer
8. **Setup equipment** minimum of 1 dehumidifier, 1 Air Scrubber, and 4 fans inside each containment where work will be taking place, set 1 Air Scrubber outside the containments in the unaffected living area.
9. **Fill out** the "Demo" section of the Room Scope Sheet for each room that you performed work in. There should be one sheet for each room. Take accurate measurements of the square footage of drywall and flooring removed, linear feet of flood cuts and cabinets etc. DO NOT GUESS OR ESTIMATE, MEASURE. If there is something you did or encountered and there isn't a place on the sheet to add it, write in the notes section, add a Job Notes sheet, write on the back of the Room Scope Sheet. DOCUMENT EVERYTHING
10. **Enter/Update the quantities** and "Date Set" in the "Equipment" section of the Room Scope Sheet. Enter the amount of time taken to setup the equipment in each room, on each rooms Scope Sheet in the "Equipment" section for "Setup Labor"
11. **Take wide angle photos and a walk through video** documenting all of the equipment, containments, floor protection and areas that you performed work in. Take individual photos of flood cuts, detached appliances & plumbing fixtures, capped water lines, detached cabinets, areas where drywall was removed, areas where flooring was removed, etc. Take more photos than you think are necessary. Before leaving the jobsite, send the walkthrough video in to the team text thread and upload all photos and video to **Company Cam**
12. **Double check your work**, double check basecamp notes, triple check your work, add basecamp notes documenting the work you just completed. Take moisture, temperature and humidity readings in each containment, fill out dry log, photograph the dry log, and Room Scope Sheet. BEFORE YOU LEAVE THE JOB SITE, place the dry log and scope sheet(s) in a plastic sleeve taped to the outside of the containment and upload the photos of dry log and Room Scope Sheet(s) to **Basecamp**.