

## Prep / Containment Procedures

1. **Prior to departing office** - Check Basecamp for notes on where/how to set containments and verify that you have the materials needed to set the containments necessary for the job
2. **Upon arrival to job site** - Take wide angle photos of work area to be contained and upload to Company Cam
3. **Lay Floor protection**, from the main point of entry to the jobsite to the work area, of the appropriate type based on flooring. Paper and tape for hard surface floors, self adhesive film for carpet.
4. **Set containments** using the following guidelines:
  - a. All containments, including door containments, should include a “double zipper” creating a “door” that can be rolled up, with a minimum 36” wide opening with a “DANGER” sign affixed to the outside of the door opening (door containments may be narrower depending on the doorway opening width).
  - b. Use Zip Poles where possible to support containment spans of greater than 6 feet
  - c. Prior to setting a containment over a doorway, remove the door slab by removing the pins from the hinges
  - d. Contain the WHOLE work area, leaving room inside the containment to work, move around, and remove large appliances, furniture, etc. For example, contain the WHOLE kitchen.
  - e. DO NOT PUT TAPE ON ANYTHING EXCEPT THE FLOOR, DRYWALL CEILINGS, AND WALLS.
  - f. Cover all air conditioning vents, return air grills, exhaust vents inside the containment
5. **After all containments**, floor protection, covers have been set, tape a caution sign on each double zippered door opening into EACH containment, tape the paperwork folder inside the containment..
6. **Set equipment** minimum of 1 dehumidifier, 1 Air Scrubber inside each containment where work will be taking place, set 1 Air Scrubber outside the containments in the unaffected living area.
7. **Fill out** the “Prep” section of a Room Scope Sheet for each room that will have work done or equipment set, there should be one sheet for each room. Take measurements of the square footage of plastic used DO NOT GUESS.
8. **Enter 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”
9. **Take wide angle photos and a walk through video** documenting all of the equipment, containments and floor protection. Take individual photos of door containments, covered AC vents and returns. 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**
10. **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**.