



## Town of Randolph, Massachusetts

### Board of Health

41 SOUTH MAIN

RANDOLPH, MASSACHUSETTS 02368

**TEL. (781) 961-0924**

**FAX (781) 961-0927**

#### Members:

Mark Kittredge, Chair  
Thomas Fisher, V. Chair  
Dr. David Kaplan, CHO, RS, Member

Nelly Brown Janga  
Esther Muhammad, RN  
John McVeigh, Commissioner

### MEMORANDUM

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

**DATE:** August 2016

**RE:** Board of Health Requirements for Demolition/ Extensive-Renovation

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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, \$25 check payable to the Town of Randolph, 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.

For further details, please contact the Board of Health (781-961- 0924 or [www.randolph-ma.gov/health-department](http://www.randolph-ma.gov/health-department))

**Randolph Board of Health**

Fee: \$25.00 \_\_\_\_\_

**Pre-Demolition/ Extensive Pre-Renovation 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 Randolph) and any supporting documentation to:**

**Board of Health  
 41 South Main St.  
 Randolph, MA 02368**

<b>MATERIALS REQUIRING EVALUATION:</b>		<b>Not Present</b>	<b>Removed</b>
<b>1. ASBESTOS</b>		<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>An asbestos survey must be completed by a MA licensed inspector</u></b> 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.</p>			
<b>2. ABANDONED CHEMICALS</b>		<input type="checkbox"/>	<input type="checkbox"/>
<p>(e.g. gasoline, paints, thinners, pesticides)          If abandoned chemicals were removed, indicate chemical type, quantity and how disposed (provide manifests).</p>			

<b>MATERIALS REQUIRING EVALUATION:</b>		<b>Not Present</b>	<b>Removed</b>
<b>3. FUEL TANKS</b> 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"/>
<b>4. HYDRAULIC FLUIDS</b> If hydraulic fluids were removed, indicate source, volume and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
<b>5. FLUORESCENT LIGHT BULBS*</b> If removed, indicate quantity and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>
<b>6. DIELECTRIC FLUIDS</b> (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"/>
<b>7. LEAD PAINT OR MATERIALS CONTAMINATED WITH LEAD PAINT</b> If removed, indicate source, volume and how disposed (provide manifests).		<input type="checkbox"/>	<input type="checkbox"/>

<b>MATERIALS REQUIRING EVALUATION:</b>		<b>Not Present</b>	<b>Removed</b>
<b>8.</b>	<b>MERCURY PRODUCTS*</b> (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"/>
<b>9.</b>	<b>RADIOACTIVE MATERIALS</b> (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"/>
<b>10.</b>	<b>OTHER POTENTIALLY HAZARDOUS MATERIALS</b> 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"/>

**Board of Health**  
**Pre-Demolition Pest Control Policy**

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

1. An **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 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.

**Small projects <1,000 sf may request an exemption to this policy if a site survey is done and risk is determined to be minimal.**

**Hazardous Building Components**  
**(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 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 /disposed. The Inspection Checklist and accompanying \$25.00 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.