



# INSTALLING EQUIPMENT, FURNISHINGS AND FIXTURES IN UW BUILDINGS

University departments and units must avoid potential exposures to regulated building materials when installing equipment, furnishings and fixtures.

## REGULATED BUILDING MATERIALS

Asbestos, lead, crystalline silica and polychlorinated biphenyls (PCBs) are regulated materials commonly found in older buildings. They may be found in:

- Plaster or wallboard systems
- Floor tiles, floor sheeting, mastics
- Weather caulking
- Paints and wall coatings
- Wiring and insulation

Regulated building materials pose no health risk when left alone and intact.

Do not assume new buildings (or areas without signage indicating the presence of regulated materials) are free of regulated materials.

## INSTALLATION STEPS

University departments and units may procure furniture, equipment, and fixtures that need to be attached to a wall, floor, or ceiling.

Before installation occurs, a **Building Materials Survey** must be conducted to determine whether the wall, floor, or ceiling contains regulated building materials.

Examples of installations include:

- Hanging pictures or whiteboards
- Installing cabinets or bookshelves
- Modifying doors, walls, or ceilings
- Adding office cubicles
- Installing audio/visual equipment and TVs

A contractor hired through [Procurement Services](#) may include installation in their bid. However, the contractor may not be familiar with University buildings and the presence of regulated building materials. Furthermore, some contractors may not know the regulatory requirements of managing regulated materials during installation.

The results of a **Building Materials Survey** will alert the contractor to take necessary steps before and during installation to avoid exposing building occupants and themselves to regulated materials.

### AVOID DAMAGING MATERIALS THAT MAY CONTAIN REGULATED MATERIALS. DO NOT:

- > Hammer nails into walls.
- > Put hooks into ceilings.
- > Install shelves on walls.
- > Pull up carpeting that is glued down.

## REQUEST A SURVEY

A **Building Materials Survey** will identify the presence (or absence) of regulated materials.

When purchases require installation on the Seattle campus and the installation is *not* managed by UW Facilities, contact the Facilities Regulated Materials Office at [uwrmo@uw.edu](mailto:uwrmo@uw.edu) to schedule a **Building Materials Survey**.

For buildings at other University locations or leased buildings, contact the facility manager for this service.

**Contact EH&S at 206.543-7388 or [ehsdept@uw.edu](mailto:ehsdept@uw.edu) for more information.**