Division 02 Existing Conditions pre-submittal checklist

PROJECT	SPEC SECTION	SUBMITTAL NO.

CHECKED BY	DATE

1. Before you start

These apply to every submittal, whatever the trade.

- [ ] Pull the exact spec section this package answers to, including addenda that changed it.
- [ ] Read the submittal articles in Part 1 and list every item they ask for.
- [ ] Confirm the transmittal names the right section number, and that each product is tagged to the paragraph it answers.
- [ ] Mark any deviation from the spec yourself on the transmittal. A declared deviation gets reviewed; a hidden one gets the package rejected.
- [ ] Keep a copy of exactly what you sent, with the date, for your submittal log.

2. Named manufacturers and products match the spec **Blocker**

Compare every product in the package to the manufacturer and model the spec names. If anything differs, attach the approved substitution or or-equal letter, or swap back before you send. Tick each item once you have checked it and nothing below applies without written approval.

- [ ] **Personal protective equipment (PPE)** manufacturer changes (respirators, Tyvek suits, gloves) affecting NIOSH/OSHA approval
- [ ] **Encapsulant product** substitutions for lead paint or asbestos (Fiberlock, Childers, Safe-Guard)
- [ ] **HEPA vacuum** manufacturer changes (affect HEPA filter efficiency rating)
- [ ] **Air filtration unit (negative air machine)** manufacturer or HEPA filter substitution
- [ ] **Waste containment materials** (poly sheeting mil rating, drum manufacturer) below specified grade
- [ ] **Wetting agent / surfactant** substitutions for friable asbestos work (must be approved)
- [ ] **Sealant or fixative** product substitutions on asbestos or lead abatement
- [ ] **UST (underground storage tank)** removal vendor or treatment product change

3. Performance values meet the spec numbers **Blocker**

Put the data sheet next to the spec and compare the actual values, not just the test method. A sheet that says "tested per ASTM" without the number is not proof. Tick each value once it meets or beats the spec.

- [ ] **HEPA filter efficiency** - minimum 99.97% at 0.3 micron (ANSI/ASME AG-1)

- [ ] **Negative air pressure differential** - minimum 0.02 in. w.g. (0.005 kPa) in containment zones per EPA guidance
- [ ] **Air exchange rate** in containment (typically 4+ air changes per hour)
- [ ] **Respirator protection factor** - APF for half-face vs full-face vs PAPR; must meet OSHA 1926.1101 (asbestos) or 1926.62 (lead)
- [ ] **Poly sheeting thickness** (mil) - minimum specified per work class (Class I asbestos = 6 mil)
- [ ] **Lead level clearance threshold** - wipe sample results vs HUD/EPA limit (40 micrograms/ft2 for floors)
- [ ] **Asbestos clearance air sample** - phase contrast microscopy (PCM) count below 0.01 f/cc or TEM below applicable limit
- [ ] **Bulk sampling minimum count** per OSHA 1926.1101 or EPA AHERA
- [ ] **Post-remediation mold clearance** - visual inspection + spore count vs pre-remediation baseline
- [ ] **UST excavation soil confirmation sampling** - lab results meeting regulatory cleanup levels (DTSC, EPA, state)
- [ ] **PCB decontamination standard** - EPA TSCA cleanup level (typically 10 micrograms/100 cm2 wipe)
- [ ] **Waste manifest tracking** - proper hazardous waste manifest number per EPA form 8700-22

4. Certifications and test reports are attached **Fix and Resubmit**

Reviewers want the report itself, not a line on the data sheet saying one exists. Tick each document that the spec requires and the package actually contains. Skip lines that do not apply to your section.

- [ ] **State asbestos contractor license** (required in every US state; license number must appear)
- [ ] **OSHA asbestos supervisor/worker training certificates** (16-hr initial, 8-hr annual refresher)
- [ ] **EPA AHERA accreditation** for school work (inspector, project designer, project monitor, contractor)
- [ ] **Cal/OSHA lead supervisor/worker training certificates** (for California projects)
- [ ] **CDPH/state lead abatement contractor license** where required
- [ ] **Certified industrial hygienist (CIH)** or certified asbestos consultant (CAC) credentials for project monitor
- [ ] **Third-party air monitoring firm accreditation** (NVLAP for TEM labs, state-accredited for PCM)
- [ ] **Laboratory accreditation** for bulk asbestos samples (NVLAP or state equivalent)
- [ ] **RCRA generator registration** for regulated hazardous waste disposal
- [ ] **Disposal facility permit/approval** - approved TSDF (treatment, storage, disposal facility)
- [ ] **Licensed disposal site acceptance letter** for asbestos waste (landfill NESHAP compliance)
- [ ] **EPA NESHAP notification** (10-day advance for demolition or renovation of regulated asbestos-containing material)
- [ ] **UST contractor certification** per state underground storage tank program
- [ ] **Structural engineer letter** for shoring submittals (if required by spec)
- [ ] **Survey crew license** for as-built surveys (state licensed land surveyor or professional engineer)

5. Colors, finishes, and profiles match the selection **Fix and Resubmit**

Match each visible attribute to the spec text and the architect's approved sample or color schedule. Tick each one you have confirmed.

- [ ] **Surface preparation level** for existing concrete or steel that will be finished or coated (SSPC/NACE blast profile spec)
- [ ] **Demolition limits and sequencing** visible in final building - saw-cut lines, patch boundaries, matching finish
- [ ] **Salvage item condition** (specified as "undamaged" or "suitable for reuse") - look for condition documentation
- [ ] **Dust or staining** on adjacent surfaces after remediation (clearance expectation)

6. Details and installation match the spec and drawings

Fix and Resubmit

These are the mismatches reviewers catch most in this division. Check your shop drawings and installation data against the spec and the contract drawings, and tick each line once you have confirmed it does not apply to your package.

- [ ] **Containment boundary** in submittal drawings differs from spec or contract drawings
- [ ] **Decon unit (shower) layout** or number of stages below required (EPA/OSHA minimum 3-stage)
- [ ] **Glove-bag procedure** not matching work class (Class III vs Class IV asbestos)
- [ ] **Critical barriers** at openings not specified or insufficient number of poly layers
- [ ] **Negative air machine placement** and duct routing not matching spec
- [ ] **Drop zone and waste transfer path** not matching site logistics plan
- [ ] **Plumbing isolation** for lead in drinking water remediation - isolation points differ from drawings
- [ ] **Shoring or underpinning detail** for selective demolition differs from structural drawings
- [ ] **Utility cap-off locations** for demolition differ from drawings
- [ ] **Disposal route** (waste hauler path on site) conflicts with project safety plan

7. Every required item is in the package

Fix and Resubmit

Open the submittal articles in Part 1 of your spec section (often split into action and informational submittals) and confirm each required item is present. The list below is what this division's specs most often require.

- [ ] Abatement contractor license (state-specific) and insurance certificate
- [ ] Worker and supervisor training certificates (asbestos, lead, mold)
- [ ] Abatement work plan / project design document
- [ ] Site-specific health and safety plan (HASP)
- [ ] Containment and negative air drawings
- [ ] Emergency response procedure (abatement-specific)
- [ ] Air monitoring firm qualifications and sampling protocol
- [ ] Waste characterization profile (for hazardous waste manifesting)
- [ ] Approved disposal facility acceptance letter
- [ ] EPA NESHAP notification copy (for regulated asbestos demolition/renovation)
- [ ] Inventory of materials to be abated with ACM classification
- [ ] Sampling laboratory accreditation certificates

- [ ] Post-abatement clearance testing protocol
- [ ] Chain of custody forms for air samples and bulk samples
- [ ] Contingency plan for unplanned ACM discovery (O&M trigger levels)

Free checklist from deviationcheck.com/checklists/02-existing-conditions/. Want the package checked against your spec? Deviation Check reviews it for $35 at deviationcheck.com.