

**Policy:** The College of Staten Island (CSI) is committed to providing a healthy and safe working environment for faculty, staff and students. To that end, any and all maintenance work conducted in laboratory facilities at CSI shall be reviewed and approved by the Principal Investigator of the laboratory, the Administrative Superintendent for Buildings and Grounds, and the Office of Environmental Health and Safety prior to such work beginning.

**Procedure:** The following steps will be followed when reviewing and approving maintenance work in laboratories;

- Step 1-** The Principal Investigator of the laboratory shall submit a work order for any necessary maintenance activities.
- Step 2-** The Administrative Superintendent shall review the work order and determine all areas affected by the maintenance activities.
- Step 3-** If the activities involve work in any laboratory, preparation area, chemical storage area, or any other location in which potentially hazardous chemicals are used or stored, then the Administrative Superintendent shall schedule a meeting/walkthrough with the Principal Investigator and the Office of Environmental Safety and Health.
- Step 4-** During the meeting/walkthrough precautions that need to be addressed by laboratory staff prior to beginning the maintenance work will be discussed with the Principal Investigator.
- Step 5-** When the necessary precautionary actions have been completed, the Principal Investigator will notify the Administrative Superintendent. The Administrative Superintendent shall then schedule a verification meeting/walkthrough with the Principal Investigator and Office of Environmental Health and Safety.
- Step 6-** If the verification meeting/walkthrough indicates that all precautionary measures have been implemented, then the Administrative Superintendent shall forward the work order to the appropriate trade for completion.