

## Procedural Guide for Demolition of Buildings

1. Parish first obtains approval from Bishop to demolish a building, by working with Finance Office (Finance Office contact can be either Finance Officer or Director of Property Management).
2. Parish specifically identifies the building to be demolished (whole or partial).
3. Parish or demolition contractor must obtain all demolition permits from local municipals and State.
4. A Maine State Certified Industrial Hygienist must do an impact survey for asbestos and hazardous materials. **A copy of the report must be submitted to the Diocese prior to demolition.**
5. If Asbestos is detected, an abatement firm, licensed with the State of Maine D.E.P., will properly remove the asbestos / hazardous materials. **A copy of abatement records will be forwarded to the Diocese to be kept on file.** These records will include the following information:
  - Certificate of Insurance
  - 10 Day State Notification
  - Design Plan
  - Abatement Company / Person's Qualification
    - a. License
    - b. Certification.
  - Abatement Company / Person's Notes & Information
    - ◆ Daily Job Report
  - Hygienist's Qualifications
    - ◆ Certification
    - ◆ Licenses
  - Hygienist's Notes & Air monitoring
  - Clearance Information
  - Waste Shipment Records
    - ◆ Destination (waste site) of asbestos.
    - ◆
6. All oil tanks must be properly pumped, cleaned and disposed of.
7. All utilities (electrical, phone, cable, sewer, and water etc) will be notified and disconnected / capped properly.
8. Foundations and slabs must be removed. Rubble foundation (stone and mortar) can be collapsed, filled over and compacted.
9. All work will be in accordance with Local, State and Federal Regulations.
10. **Copies of all documentation must be forwarded to the Diocese.**
11. **To remove from Insurance Assessments, notify Diocesan Risk Manager John Cavallaro via e-mail [jcavallaro@portlanddiocese.net](mailto:jcavallaro@portlanddiocese.net) after completion of demolition.**