

MEMORANDUM

From: Ron Saporta, Chief Operations Officer, Property Services & Sustainability
Date: November 1, 2018
Re: **Reminder regarding changes to your workspace**

As a general reminder, when considering any changes to your workspace such as installing new furniture, shelving, etc., any work that causes disturbance (e.g. drilling, screwing in, unscrewing, cutting, grinding, scraping, demolition) of the building fabric (e.g. walls, ceilings, flooring) should be vetted through a Facilities & Services Property Manager to ensure that Designated Substances such as asbestos are identified ahead of time. This ensures appropriate work procedures are used if asbestos, or other Designated Substances, are present. Occupants should not perform repairs, maintenance or new installations on their own.

As required by Ontario regulation, the University maintains a comprehensive inventory of asbestos-containing materials (ACM) present in University buildings. The inventory is part of a report called *Asbestos-Containing Building Materials Survey Report*. The survey report provides an overview of asbestos in a building. These survey reports are available online at <https://asbestos.fs.utoronto.ca>. The University continues to update the Survey. During the planning phase of a major construction project, the scope of the project is reviewed in detail (for example, which walls, floor tiles, ceilings, etc. will be removed) and a Designated Substances Report, which includes asbestos, that is specific to the project is generated. Additional samples are collected and analyzed for the project as needed, and the Survey Report is updated as needed.