

BUILDING DEMOLITION/DISPOSAL CHECKLIST

Building Name: Project Name **Building No.:** ####

- Initiate Project using the Project Initiation Form.
- Prepare and submit MDAH Notice of Intent form; obtain MDAH letter of approval to demolish.
- Prepare and submit IHL Board of Trustees agenda item for permission to demolish and remove the facility from inventory. Approval letter from MDAH must accompany this request. Obtain IHL letter of approval to demolish and remove from inventory (this letter of approval based on University obtaining MDEQ approval at appropriate time).
- Execute any MDAH requirements. Obtain photos for all agency records.
- Execute asbestos inspection (generally completed by General Contractor). Complete asbestos abatement and demolition plans and specifications, follow applicable bid laws to obtain bids, determine demolition contractor (or in-house) and schedule demolition, prepare and submit MDEQ Demolition/Renovation Notification Form; obtain MDEQ letter of compliance.
- Log into Bureau of Building's (BoB) website to delete building from inventory. Follow the BoB's instructions for deleting building from inventory and attach approval letters from IHL, MDEQ, MDAH and photos. After completion of BoB's instructions, building demolition may proceed.
- Send copies of all approval documents to IHL staff and MSU Property Control, and indicate timeline for demolition.
- Demolish and dispose of building following all state and federal regulations.
- Update property records and building records.