

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES

August 23, 2019

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 - 2019/20

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS

THIS CIRCULAR SUPERSEDES ALL OTHER CIRCULARS CONCERNING LEAD BASED PAINT

OPERATION AND MAINTENANCE PROCEDURES (O&M) OF DETERIORATED LEAD BASED PAINT TARGET ROOMS SERVING CHILDREN UNDER 6 YEARS OF AGE IN BUILDINGS CONSTRUCTED PRIOR TO 1985: LYFE CENTERS, U3K, UPK, KINDERGARTEN, FIRST GRADE, AND DISTRICT 75.

This document sets out procedures to quickly address peeling lead-based paint in an area smaller than 2 Sq. Ft. as a stopgap measure in order to allow children to remain in the classroom or other space without exposure to lead-based paint or dust. These stopgap measures will be taken until interim controls can be implemented or remediation is completed, which is typically within 5 days of identifying peeling paint.

Prior to lead remediation in applicable rooms, the following peeling/deteriorated paint operations and maintenance procedures are to be followed. Note that these procedures are only to be performed if paint-disturbing activities impact a work area that is less than 2 Sq. Ft. Additionally, if no paint-disturbing activities will occur, you may perform work in areas greater than 2 Sq. Ft.

Additionally, any Custodian Engineer or custodial worker performing this work is to be familiar with the Lead Awareness PowerPoint training ([link to training](#)).

1. Any O&M procedures must be performed after school hours without students or staff present in the affected room.
2. Once the area(s) of peeling/deteriorated paint is located, place a large piece of 6 mil. plastic sheeting ([see Attachment A](#)) directly underneath the area(s) with peeling/deteriorated paint in order to protect the floor and to catch any stray pieces of paint.
3. The two methods of paint film O&M, dependent on the area of deterioration, are described below:
 - Where paint has already chipped away from a surface leaving a clean edge, these areas are to be covered with plaster weld, primer or other bonding agent ([see Attachment A](#)).
 - Where paint is blistering or flaking, 6 mil. plastic sheeting ([see Attachment A](#)) coated around the edges with designated sealant ([see Attachment A](#)) will be laid over the entire area extending at least six inches beyond the area of disrepair and completely coated with a sealant to form a non-porous barrier.
 - This area(s) must be re-inspected regularly to ensure area remains intact and undisturbed.
4. Remove 6 mil. plastic sheeting from the floor, after lightly spraying water on any debris that may have fallen on the sheeting, and then fold sheeting and place it in a waste bag. The waste bag must be placed in a 5 gallon container and labeled "LEAD PAINT FILM" ([see Attachment B](#)). Upon completion of these steps, submit a work request to EHS (Trade Code 75) for the removal of the 5 gallon container.
5. Perform a visual inspection to ensure that the work area is clean and free of any visible dust and debris.
6. Contact your Deputy Director of Facilities and inform them of the deteriorated paint film condition, affected room number, and the actions taken. Additionally, you must report the deteriorated paint film condition as a Priority 4 emergency work order for the appropriate follow up by EHS (Trade Code 75).

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