

## APPENDIX G

### Guidelines for Managing Asbestos Containing Floor Tile

The following Environmental Protection Agency (EPA) and Western Kentucky University (WKU) guidelines shall be followed when stripping wax or finished topcoat from asbestos-containing floor tile in all properties owned or maintained by Western Kentucky University:

- ☑ **AVOID STRIPPING FLOORS:** Stripping of floors shall be done as infrequently as possible.
- ☑ **PROPERLY TRAIN STAFF:** Custodial staff that strips floors shall be trained to operate properly and safely the machines, pads, and floor care chemicals used at the University.
- ☑ **FOLLOW APPROPRIATE WORK PRACTICES:** Custodial staff that strips floors shall follow appropriate work practices, such as those recommended here, under informed supervision. Directions from floor tile and floor wax product manufacturers on proper maintenance procedures shall be consulted prior to floor care.
- ☑ **STRIP FLOORS WHILE WET:** **The floor shall be kept adequately wet during the floor stripping operation, Do not perform dry stripping.** Prior to machine operation, an emulsion of chemical stripper in water is commonly applied to the floor with a mop to soften the wax or finish coat. After stripping, before application of the new wax, the floor shall be thoroughly cleaned using wet methods.
- ☑ **RUN MACHINE AT SLOW SPEED:** If the machine used to remove the wax or finish coat has variable speeds, it shall be run at slow speed (about 175-190 rpm) during the operation.
- ☑ **SELECT THE LEAST ABRASIVE PAD POSSIBLE:** The machine shall be equipped with the least abrasive pad possible to strip wax or finish coat from asbestos-containing floors.
- ☑ **DO NOT OVER STRIP FLOORS:** Stop stripping operation when old surface coat is removed. Over-stripping can damage the floor and may cause the release of asbestos fibers. Do not operate a floor machine with any abrasive pad on un-waxed or unfinished floors.

### **Warning!**

**Do not sand, drill, saw, chip, pulverize, dry strip, or remove asbestos containing floor tile or adhesive. Improper removal and disposal is illegal and shall only be performed by properly trained workers utilizing work practices outlined in the University Asbestos Operations and Maintenance Program.**