

## Chapter 9 – Design Guides

### 9.13 DEMOLITION OF STRUCTURES GUIDE

#### A. GENERAL

1. Demolition of a building at any facility has ramifications other than just removal of the structure. Every building at every facility in New York State is recorded in property and building inventories maintained by the Office of General Services. Building inventories and building numbers are maintained by the Bureau of Fixed Assets (BFA), while the Bureau of Land Management (BLM) records and maintains the inventory of all the State's real property and processes building dispositions.
2. See Construction Permit requirements in Chapter 9.9 Codes Guide, Section G Permits.

#### B. DECLARATION OF SURPLUS

1. Before a building may be demolished, it shall be declared a surplus building. This declaration cannot be made by the Agency/Facility that owns/maintains/occupies the building. The requesting agency must complete a formal application that must be approved by the Division of the Budget (DOB). The procedure is as follows:
  - a. The Agency requesting the change in building status must complete and submit 4 copies of Form RPPU-712 "*Declaration of Surplus Building and/or Improvements*," with original signatures. This form is available from the OGS Bureau of Land Management (BLM), located on the 26<sup>th</sup> Floor of the Corning Tower Building, (518-474-2195), or see [Form RPPU-712](#).
    - 1) This form must be completed in its entirety, signed and certified by the representative in the requesting agency who has the authority to sign for real property transactions. The person with this authority is typically located in the main office of the agency, not at the facility (i.e., the Plant Superintendent, Facility Director), and must have his/her name on file with the OGS/BLM.
    - 2) The reason for declaring the structure as surplus should be kept simple (i.e., (a) Health and Safety or (b) Replace with new structure).
    - 3) The form must be accompanied by photos of the structure from all sides.
    - 4) Determination as to the historical significance of the structure must be included in the submittal process. This initial research must be completed by the requesting agency.
  - b. OGS/BLM reviews the request for surplus declaration. If no additional information is required, three copies of the request are forwarded to the Division of Budget (DOB).

- c. DOB reviews the request, and, if approved, returns two copies of the request to OGS/BLM. If disapproved, DOB returns all three copies of the request to OGS/BLM.
    - d. OGS/BLM returns one copy of the approved/disapproved request to the requesting agency.
  2. The Agency requesting design services for demolition of a building should attach a copy of the approved Form RPPU-712.
  3. After demolition of the structure:
    - a. When the structure has been demolished the agency must notify OGS/BLM.
    - b. OGS/BLM removes the structure from the inventory and notifies the Bureau of Fixed Assets.

## C. HAZARDOUS MATERIAL TESTING

1. Buildings to be demolished must be surveyed for the presence of hazardous materials, particularly asbestos and lead.
  - a. Asbestos: The NYS Department of Labor Industrial Code Rule 56 requires that any structure to be demolished **MUST** be surveyed to determine the presence of asbestos containing materials (ACM). In addition, the results of the asbestos survey must be recorded in a *Building/Structure Asbestos Survey Report*. Include the report name in 003126, Existing Hazardous Material Information and include the report in the Appendix of the Project Manual. This requirement is exempted for a building or structure certified in writing to be structurally unsound by a licensed Professional Engineer, Registered Architect, Building Inspector, Fire Inspector, or other official of competent jurisdiction. Refer to the DOL Rule 56-5 pertaining to the requirements of Building Asbestos Survey.  
<http://www.labor.ny.gov/workerprotection/safetyhealth/PDFs/ESU/Code%20Rule%2056-final-version.pdf>. A copy of the pre-demolition Asbestos Survey Report shall be submitted to the appropriate Asbestos Control Bureau District Office.
  - b. Lead: Test for the presence of lead in all anticipated locations (paint, pipes, batteries, flashing, etc.). Include the testing report in 003126, Existing Hazardous Material Information of the Project Manual. If lead is encountered in any samples of paint, it would be considered prudent to include a statement in the documents to assume that ALL painted surfaces contain lead.  
**NOTE:** *It is not the intention to complete lead abatement prior to, or separate from, the demolition. Rather, the information relative to lead, when present, should be included so the Contractor can plan for the handling and disposal of lead contaminated materials in accordance with the guidelines of other applicable regulations. See Chapter 9.8 Hazardous Materials Guide for details.*

- c. PCB's: Test all liquid filled power transformers, if not already tested and so identified by the Statewide contract. Also, test ballasts in fluorescent light fixtures.
  - d. Site: A review of the building's prior function will provide insight regarding the types of site testing that may be required for a reasonable and prudent investigation (ie. pesticides in a Grounds Building, heavy metals in a waste water treatment plant, soil around a flaking, lead painted water tower.)
  - e. Oils: Used oil and hydraulic oils in elevator equipment and shafts must be collected and properly disposed of prior to demolition.
  - f. Miscellaneous Materials: Most buildings to be demolished are in a deteriorated condition and have been abandoned or neglected for an extended period of time. Many have become "warehouses" for surplus furniture, supplies, and materials of uncertain origin. All such materials must be identified, including a description for their removal and disposition.
  - g. Mercury: Test potential mercury containing devices (i.e., airflow/fan unit controls, appliances, electronics, button cell batteries, plumbing, security systems, etc.). For a table of products that may contain mercury and recommended management options, go to:  
<http://www.epa.gov/epawaste/index.htm>
  - h. Containers of Unknown Waste: Classify contents and methods of disposal.
2. See [Chapter 9.8 Hazardous Materials Guide](#) for more information.

## D. DEMOLITION

1. In addition to demolition procedures, the following must be considered when preparing the contract documents:
  - a. Salvageable Materials:
    - 1) Determination of what items the Facility wants to be salvaged, if any.
    - 2) Identification of items will be removed by the Facility prior to demolition.
    - 3) Identification of items to be removed by the Contractor and turned over to the Facility.
  - b. Utilities:
    - 1) Determination must be made relative to utilities serving the structure to be demolished or affected by its removal. The work required for each individual utility must be specified (cut and plug, remove, abandon, etc.).
    - 2) In general, utilities serving a structure to be demolished should be terminated at the nearest manhole, valve, pole, etc. and totally removed for a distance of five feet outside the structure. Termination shall include removal of wiring from abandoned conduits, and capping or plugging of piping and conduits at both ends.



- 3) Buried heating and fuel storage petroleum tanks should be removed under the Statewide Tank Program.
- c. Site Access:
  - 1) All issues or restrictions related to accessing the demolition site and measures to be taken for protection of facility population or general public must be identified.
- d. Scope of Work:
  - 1) The demolition method should not be specified unless ASOLUTELY necessary. Identification of specific restrictions (such as no burning, no explosives) should be included. The intention is to get the building removed at the lowest cost.
- e. Foundations:
  - 1) Determining the procedure for removal of foundations and backfilling basements frequently presents the largest challenge in preparing demolition contracts. The intended re-use of the site is often a major determining factor and should be reviewed with the Client early on.  
In general, exterior foundation walls should only be removed two feet below proposed Finish Grade. Interior building walls are to be removed to the level of the lowest basement floor, and basement floors need only be broken up for drainage purposes.
- f. Backfilling:
  - 1) If the demolition site will be returned to a landscaped area, the basement can typically be backfilled with masonry and concrete demolition debris. If a new building will be constructed on the site, such backfill should probably be avoided. However, the ultimate responsibility for critical backfilling should be placed on the new building contractor, NOT the demolition contractor.
- g. Recycling:
  - 1) In general, the market will determine which materials in the debris stream will be recycled. However, to comply with the spirit of good sustainable design, it is a best practice to recycle. Demolition debris should be identified and its disposition specified whenever practicable.

**Revision History:**

<i>Rev</i>	<i>Date</i>	<i>Description</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
0	10/18/11	Last revised date		
1	07/09/14	Minor revisions	Nair	Parnett