Project Notification and Signage

The Project Notification and Signage Process

Please read the information and instruction below before using any of the documents in this package.

Submit a Notice of Construction Disruption Form

All projects must include a **Notice of Construction Disruption**, which should be filled out for each specific project (see sample). The notice must be sent to affected Building Security Coordinators (BSCs), **requesting that they forward the notice to all building occupants** while copying you for the record. The notice is a one-time per-project notification that the project manager prepares and sends to the BSC for distribution to building occupants well in advance of a project's start date. A listing of BSC's is available on the University Facilities web page: www.clemson.edu/facilities. Please see the sample document.

Construction Notification Sign(s)

Print out and post construction notification signs, one for each entry to a building; laminate the sign to protect the posting throughout the project duration. A sample is included within this package.

Post Outage Notifications to University Calendar

Outage notifications related to your project should be posted on the University Calendar available on the Clemson University homepage. This calendar should be for temporary utility, parking, and other disruptions associated with your project, not for posting the project itself.

Asbestos / Lead Abatement Requirements

If your project will have an asbestos and /or lead abatement, **you MUST also include:**

- Asbestos Notification – filled out for specific project (see included sample) and include with NOTICE OF CONSTRUCTION DISRUPTION to the BSC.
- Lead Notification - filled out for specific project (see included sample) and include with NOTICE OF CONSTRUCTION DISRUPTION to the BSC.
- Asbestos Abatement Sign – Fill out for specific project (see included sample) and post appropriately throughout the duration of the abatement. Remove upon completion of abatement.
- Lead Abatement Sign – Fill out for specific project (see included sample) and post appropriately throughout the duration of the abatement. Remove upon completion of abatement.

NOTE: The asbestos/lead signs are posted ONLY while the abatement is in progress and then subsequently removed by the Project Manager.

IMPORTANT – Project Managers must save a copy of all notifications, signs, outage notifications, and related emails for a specific project for later retrieval should a question or problem arise related to advance notification and signage during construction.