



ENVIRONMENT, SAFETY & HEALTH DIVISION

ESH: Building Inspection Office (BIO) Project Review Traveler Form

Program: [General Policy and Responsibilities](#)

Product ID: [478](#) | Revision ID: 1296 | Date Published: 21 April 2011 | Date Effective: 21 April 2011

URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/eshFormBIO.pdf> | [.doc](#)

Use this form in conjunction with the [ESH: Project Review Procedure](#) (SLAC-I-720-0A24C-001).
Project manager to fill in unshaded areas of form except where asked to complete jointly with BIO.

ESH BIO Project #		Submittal Date	
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Project Name		Location/ Bldg	
Project Manager		Phone #	
Requester		Phone #	
Engineer		Phone #	
Field Construction Mgr		Phone #	
Building or Area Mgr		Phone #	
Contract Administrator		Phone #	
ESH Point of Contact		Phone #	

Statement of Work

Note: the statement of work (SOW) must provide a general description of the project in sufficient detail to include all of the major elements and systems of the project. Examples are structural, fire protection, life safety (egress), mechanical, electrical, and piping systems, demolition, existing systems to remain, systems to be added, and interfaces with existing systems.

This SOW should also include any significant hazards associated with the project (examples are radiation, laser, pressure, cryogenic, and hazardous materials).

Drawings and specifications must be included with the SOW and include floor plans, site plans, equipment layout, elevations, along with details for applicable systems such as equipment anchorage, electrical panel loading, wall framing details, piping supports, and raceway supports.

Please include starting and ending dates for the each phase of the project.

This proposed project plan has been reviewed and is approved for submittal to the Building Inspection Office.

Building or Area Manager			
	Name (print)	Signature	Date
Requester's Department Head			
	Name (print)	Signature	Date

Complete this page along with the BIO to assist in determining the level of review. Contact the ESH program managers for ESH design assistance. This project review traveler **must be signed by the responsible building or area manager and line organization department head before being submitted to the Building Inspection Office.**

	PM to complete with Building Inspection Office			
	Applicable	Referred to for Review	Date of Comments	Date Approved
1) Interface with existing structure or infrastructure systems (check all that apply):				
a. Electrical systems (i.e., >48 V)				
b. Plumbing				
c. HVAC				
d. Structural components of a building				
e. Grounds / excavations				
f. Parking lots				
g. Process piping				
h. Egress				
i. Fire protection or fire alarm systems				
j. Fire barriers				
k. ADA				
l. Other (describe)				
2) Demolition of existing structures				
3) New pressure vessel, cryogenic, vacuum, or compressed gas systems, or modifications to existing systems involving greater than 10% of the system				
4) New or modified hazardous materials storage, delivery, or use systems				
5) Hazardous/construction waste generation				
6) Radiation protection job aspects (check all that apply):				
a. New or modifications to existing radiation protection shielding, PPS, BCS, or BSOICs				
b. Is the excavation within 25 lateral feet of an underground beam line housing?				
c. Radiation generating devices (including soil density gauges used for soil compaction test)				
d. Working on or with radioactive materials including radiation sources, or naturally occurring radiation materials such as thorium welding rods or sand blasting media				
e. Working in or around controlled areas, radiologically controlled areas, or radiological areas (radiation, high radiation, or contamination areas)				
f. Generation of radioactive waste				
g. Any building/trailer to be built within 165 feet (50 meters) of main linac				
7) Asbestos-containing material or lead removal or handling				
8) Use of portable electric generators				
9) Laser laboratories				
10) Biological laboratories				
11) Security				
12) Traffic safety plan				

Building Inspection Office Use Only			
SOC approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	SOC approval via separate document/e-mail
Permit card needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If permit card generated, attach to this traveler
Approved for construction			
	Name (print)		Date
	Signature		