

Laboratory and Facility Design and Construction Review Services FAQs

Q: During what phases of new laboratory and building construction does the EHS Office provide reviews?

A: The EHS Office provides input on EHS issues during the Conceptual/Planning, Design, Construction, and Building Commissioning/Certificate of Occupancy stages of a new laboratory or building.

Q: What types of review services does EHS provide?

A: EHS provides a multi-disciplinary approach to review and help resolve EHS issues with a review team representing, as needed, the Safety, Industrial Hygiene, Environmental Management, Radiation Protection, and Biosafety Programs. The EHS team reviews plans, drawings and preliminary designs; attends design and construction meetings to provide input; provides site inspections; provide safety awareness training for Project Managers and works closely with the DOF Project Manager/responsible DOF Senior Management, design and construction team, MIT management, DLCs, regulatory agencies and insurer to resolve potential EHS issues. Refer to [Laboratory and Facility Design and Construction Review Services SOP](#).

Q: Does the EHS Office provide reviews of new buildings and building renovations?

A: Yes, EHS provides reviews for all new buildings and major renovations. If requested by the DOF or DLC Project Manager, EHS will provide reviews during the various stages of smaller renovations, space changes and repair/maintenance projects especially when involving laboratory ventilation. Refer to [Laboratory and Facility Design and Construction Review Services SOP](#).

Q: Once issues are resolved on one project, how are the solutions transferred to other construction projects?

A: Post occupancy reviews of EHS issues are conducted and resolution of these issues is added to a “Lessons Learned” document. Refer to [Laboratory and Facility Design and Construction Review Services SOP](#).

Q: Who is responsible for seeing that the design of a new building or renovation meets building codes and MIT requirements?

A: The DOF Project Manager/responsible DOF Senior Management/DLC Project Manager with assistance from the EHS Office is responsible for ensuring that codes and MIT requirements are met for each project.

Q: Who is responsible for safety of MIT personnel during a construction project?

A: The DOF Project Manager/responsible DOF Senior Management/DLC Project Manager with assistance from the EHS Office is responsible for the safety of MIT personnel during a construction project.

Q: What is the process for getting building and occupancy permits?

A: The General Contractor, has the responsibility for obtaining building and occupancy permits for a particular project. The process is outlined in the [City of Cambridge Step by Step Guide to Building Permits with Certificate of Occupancy Procedure](#). Also, see [Laboratory and Facility Design and Construction Review Services SOP](#) and *EHS Construction Safety Program Guidelines*.

Q: What is the MIT policy for Hot Work?

A: Hot Work is a term used to describe cutting, welding, brazing or any activity using a torch or open flame/arc and thereby causing the potential for an uncontrolled fire. An MIT Hot Work Permit is required for all types of hot work. Only authorized Hot Work Supervisors can issue Hot Work Permits. All hot work jobs in the City of Cambridge require a Cambridge Fire Department Fire Watch Detail. The EHS Office provides oversight for the MIT Hot Work Program. Also, refer to the *Hot Work SOP* and *EHS Construction Safety Program Guidelines*.