

Appendix D – Window Removal Procedures

Exterior window removal of windows from the outside of a building is prohibited on windy days (winds greater than 15 miles per hour or the chips and dust are blowing off the plastic sheeting) as determined by the supervisor or project manager in charge of the job.

The removal of windows is considered Class C work. The exterior removal of window which have lead-based paint shall be conducted as follows:

- Seal off the work area by covering entryways with six mil polyethylene plastic sheeting and barrier tape, if you are working on the window from the inside;
- All adjacent and surrounding area windows shall be kept closed;
- Put a piece of plywood on the inside of the window and tape polyethylene plastic over the plywood extending 12 inches past the plywood, if you are working on the window from the outside;
- Tape plastic over the entire outside window opening, if you are working on the window from the inside;
- Cover the floor inside under the window with polyethylene plastic sheeting to catch any falling dust;
- Cover bare soil and vegetated areas with polyethylene extending at least five feet from the base and an additional three feet for every story where the windows are located;
- Spray the window sill and frame with clean water to reduce the generation dust;
- Remove the window unit from the outside of the building, if possible;
- Completely wet-scrape, use a High Efficiency Particulate Air (HEPA) vacuum to clean debris and wash the window opening before removing the plastic seal inside;
- Collect all dust and paint chips as the window is disassembled;
- Gently roll the drop cloth inward from the outside edges to the center;
- Dispose of drop cloth into a plastic bag labeled "Lead Contaminated Waste";
- Wash hands and face thoroughly;
- All work areas shall be visually inspected after clean-up procedures to ensure that no visible dust or debris is left in the work area;
- Dispose of all plastic bags inside drums provided at a designated location; and
- Contact IUEHS for the respective campus for [disposal](#) as needed.