

Seattle Public Schools – Self Help Facilities Projects

Guidelines: Carpet Removal and/or Installation

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Questions? Call the Self Help Coordinator at 252-0637

2 pages

- From the perspectives of maintenance, operations and recycling, a hard surface floor covering is preferred instead of carpet. But, if carpet is deemed appropriate for the area you have in mind, please follow these guidelines.
- **Self Help Application for Project Approval** <http://www.seattleschools.org/area/facilities/SelfHelp/Overview.pdf> is required for carpet removal and/or installation.
- **Carpet:**
 - Carpet must meet Class A or Class 1 fire rating for schools.
 - It is suggested you obtain estimate/quote from at least three vendors. The following are manufacturers/vendors that offer carpet that meets District standards.
 - Philadelphia - Carpet Exchange, Mike Bean, 206-947-0909. Type: Camden Harbor with Stylok backing.
 - Collins & Aikman - Chas Beresford Co., 206-284-6658
 - Mannington - 800-241-2262, ext. 8510
 - Blue Ridge Commercial Carpet - Brian Spitzer, 206-930-9673.
 - Shaw S/C - Arthur Elbling, 206-954-3543.
 - Lees - Allied Flooring, 281-9770. Type: Lees Faculty 4; prefer Jewel Blue.
 - An alternate manufacturer may be considered. The carpet must meet Class A or Class 1 fire rating and district specifications. Please submit a copy of carpet specifications for our review and approval.
 - The installing contractor must be on the District's Small Works Roster http://www.seattleschools.org/area/facilities/SmallWorksRoster/small_works_roster.xml
- **If an existing carpet will be removed:**
 - The underlying floor must be inspected by District Facilities staff. If the underlying floor covering is tile, it must be tested by Facilities staff to determine if it contains asbestos -- often when old carpet is removed, floor tiles come up with the carpet. During Facilities' inspection, the mastic will also be reviewed and tested for asbestos content.
 - If the tile contains asbestos, volunteers may not remove the carpet. Only District personnel, or a contractor trained in asbestos awareness may remove the carpet; they will need to address any tiles that become loose during the project. The project sponsors will need to cover these costs.
 - If the underlying floor does *not* contain asbestos, then volunteers may be involved with removing and properly disposing of the carpet. Follow removal precautions and guidelines, below.
 - The project sponsors must cover the cost of properly disposing the old carpet. Old carpet never may go into the school's on-site dumpster.
 - If there are electrical or data conduits overlaid on existing carpet, District personnel or a licensed electrical contractor will need to remove and replace wiring and conduit.
- **Insurance**
 - If volunteers are doing work associated with the project (removing furniture, etc.), project sponsors may need to provide a certificate of insurance naming Seattle School District as additional insured. We will let you know at the time of the project what is required.
 - Where a contractor is involved (e.g., installing carpet, electrical work), the contractor(s) must also provide a certificate of insurance <http://www.seattleschools.org/area/facilities/SelfHelp/InsuranceRequirements.pdf>
- **Precautions when removing old carpet** (*excerpted from information produced by Energy Options Northwest, Indoor Environmental Management*)

Old carpet contains fine dust particles, soot, dust mites, insect fragments and feces, PCB's and absorbed chemicals. Special precautions must be taken to avoid spreading these particles throughout the school and exposing workers and occupants to potential health threats.

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1. Workers must use personal protective equipment, and work areas must be isolated using pressure (such as a box fan placed in the window to create negative pressure and exhaust dust to the outside).
 2. If the carpet is very dirty, it is helpful to pre-clean so that less dust is stirred up during the removal process. Also, spraying the carpet with a small amount of amended water (add a couple of drops of liquid dish soap) will reduce the amount of dust generated during removal.
 3. Cut carpet into strips narrow enough for two people to handle easily, about six by twelve feet.
 4. Carefully and slowly roll each section of the carpet and secure it with duct tape. Wrap each roll in 6-mil plastic sheeting and secure with tape. Do the same with the pad.
 5. Remove bagged contaminated materials to an outside location. If no other egress is feasible, the window fan can be temporarily removed and the materials brought out through that window. Replace the fan and keep it running until the floor has been mopped.
 6. Rough -clean the floor surfaces with a HEPA (High Efficiency Particle Arrestor) vacuum to minimize tracking. Remove tacking strips, staples, glue and any other debris.
 7. Do a final HEPA vacuuming. Include all horizontal surfaces such as window sills and exposed shelving. Damp mop the floor.
 8. If the carpet or pad were moldy, clean the floor and other surfaces with a general purpose cleaner, followed by a cleaning with a 10:1 water/bleach solution.
- **Schedule**
 - Carpet removal and installation should be scheduled when school is not in session.
 - Allow time for appropriate off-gasing of fumes from new carpet and mastic per manufacturer's recommendations.

Thank you for taking pride in your school!

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