Appendix 6

**Recommendations for AF texts regarding material inventory during demolition**

This appendix contains recommendations for AF texts to fulfil industry standards. The recommended AF texts shall be adapted to the current project. Unused headings shall be deleted.

Advice and instructions are marked with *AI and italic font*.Italicised text should be removed. Other text represents recommendations for requirement text and can be used as it is or modified.

These administrative regulations adhere to AMA AF Konsult 10

AU ADMINISTRATIVE REGULATIONS

AUA GENERAL ORIENTATION

A material inventory means an inventory of materials and products affected by the demolition works, to investigate which types of hazardous waste, other waste and products for reuse will occur during planned demolition. (Expanded significance in relationship to BFS 2013:15 Riv 1).

AUA.2 Orientation relating to object

*AI: To provide the material inventory consultant with information useful in their assessment, the following information should be provided to the consultant:*

* *Existing activities in the relevant building.*
* *Information regarding the building, e.g. drawings, year of construction, year of rebuilding where applicable, installations etc. and information about previous activities in the building. Previous activities may have left contamination in the building which can be difficult to see, and all such information is therefore important prior to rebuilding or demolition.*

AUA.3 Orientation regarding the project and assignment

*AI: Describe what the current project involves: demolition/rebuilding/extension, adaptation for tenants, modernisation etc. Provide information regarding the accessibility of the space for visits during the tender period. Also provide information about the accessibility of the space for inventory.*

*A material inventory shall be carried out before actions that include demolition. Exceptions may only be made if those responsible are entirely sure that no hazardous materials or products will be affected by these actions. Inventory should be carried out of land affected by construction activities.*

AUA.5 Explanation of terms

**Material inventory**: Inventory of materials and products affected by construction and demolition works.

**Material and waste management plan**: Plan for the management of materials and products which become waste during construction and demolition works.

**The Resource and Waste Guidelines**: Resource and waste guidelines for construction and demolition.

AUB PROCUREMENT RULES

AUB.14 Remuneration form for the assignment

*AI: The material inventory should be procured on a cost plus basis. Sampling and analyses should also take place on a cost plus basis, against verified cost prices. The scope should be decided in consultation with the client. Request that a price list for the most common analyses is attached.*

AUB.22 List of tender specification documents

*AI: On condition that the information and documents below are available and relevant to the assignment, they shall be included in the tender specification.*

*Occupational health and safety risks may be involved in the inventory assignment, e.g. there may be loose asbestos or other dangerous substances in the spaces to be inventoried. Information about this should then be included in the tender specification.*

*- Previous inventories, investigations and analysis results*

*- Drawing information Available descriptions Building material declarations for built-in materials*

*- Other material specifications, datasheets, product sheets etc. Operating and care instructions*

*- Obligations from authorities*

*- The following appendices to the Resource and Waste Guidelines (The appendices are available on www.bygg.org and not attached.)*

* *Appendix 1 List of hazardous waste*
* *Appendix 2 Waste fractions during demolition – basic level*
* *Appendix 4 Waste fractions – overall list*
* *Appendix 5 Search list – materials and products from demolition/exchange*
* *Appendix 10 Form for material and waste management plan during demolition*

*- Information for consultant’s occupational health and safety plan.*

AUB.31 Tender form and contents

Laboratories engaged for analyses shall be accredited for the analyses they will carry out.

AUB.51 Bidder verification

The material inventory consultant should fulfil one of the following requirements:

- Have relevant training in environmental inventory and environmental legislation and have at least five years' relevant work experience, e.g. in the construction sector.

- Have experience of material inventory of at least ten objects, together with at least 5 years’ consultancy experience.

The inventory consultant shall have experience of inventorying the type of building involved.

Experience of inventory for reuse (i.e. evaluation of products for reuse) is useful.

*AI: Request for references should be included in the specification.*

The inventory consultant shall have knowledge about the occupational health and safety risks involved in inventory.

*AI: NOTE! Where ground investigation/sampling is involved, specific expertise is required.*

AUC ASSIGNMENT REGULATIONS

AUC.1 Scope

The assignment refers to material inventory of property YY.

The material inventory shall include:

* Complete inventory of all parts of the building which may be affected during demolition works as part of the project
* Materials and products which can be hazardous waste
* An assessment of which materials and products can be reused and material recycled
* Visual assessment, supplemented with sampling to a reasonable extent
* Knowledge should be sought regarding previous activities which may be of significance in determining how materials and products in the building should be disposed of during demolition

*AI: The Resource and Waste Guidelines’ Appendix 1, List of hazardous waste and Appendix 5, Search list – Materials and products from demolition/exchange should be used as the basis for the inventory.*

*State the project stage in which the inventory is to be carried out.*

*Destructive sampling should take place in consultation with the client if activities are underway in the buildings.*

AUC.153 Information to property owners, residents etc.

*AI: State whether the consultant should inform tenants and how.*

AUC.2 Implementation

The consultant shall carry out a risk assessment regarding the occupational health and safety environment before the inventory begins, and shall take the actions and use the protective equipment required.

AUC.22 Quality and environmental control

The consultant shall have a system for quality and environmental management. The consultant’s quality system shall describe how the activities are controlled in order for the client’s requirements to be fulfilled.

AUC.224 Quality and environmental audits

The client has the right to acquaint itself with the consultant’s internal quality audits to the extent that these affect the assignment.

AUC.242 Provision of documents and information from the client

The client's representative XX is available during the inventory period to answer questions, present the work area, operation and maintenance folders and where necessary to unlock spaces.

AUC.243 Provision of documents and information from the consultant

The material inventory consultant should draw up an occupational health and safety plan for their work before the assignment begins. The occupational health and safety plan should also include risks that affect tenants or activities. This plan should be approved by the client.

The material inventory report shall include the following:

* A list of all types of materials and products which will become hazardous waste in the case of demolition, with waste codes according to Appendix 4 of the Swedish Waste Ordinance.
* The estimated amount of all materials and products which will become hazardous waste during demolition.
* An overall description of how the stated hazardous waste should be handled.
* Products for reuse, together with waste for material recovery divided into fractions, overall estimated amounts, waste codes (where applicable) and the handling of the waste.
* The names of the fractions suggested for other waste should agree with the names in Appendices 1-4.
* Hazardous substances and materials which have been sought but not found.
* Spaces which were not accessible and which could therefore not be inventoried.
* Occupational health and safety aspects which may be of importance for future demolition/dismantling/decontamination or property maintenance and which affect substances and materials discovered.

The results should be provided in the form of an inventory report with supplementary reporting of the drawings provided with relevant marking of the hazardous waste discovered which cannot be described generally and marking of other waste. "Relevant" here includes appropriate detail level.

*AI: State if a material and waste management plan shall be drawn up into which information from the inventory will be inserted. The plan should be organised so that it can be supplemented at a later date with information regarding quantities removed, handling, transporters, recipients, received quantity and reference to verification for transport and reception. See the Resource and Waste Guidelines’ Appendix 10, Form for waste management plan.*

*If an inspection plan for demolition is required, state that it shall be possible to include the waste management plan and later additions in an inspection plan for demolition.*

AUC.331 Start meeting for material inventory

*AI: For larger projects, it can be appropriate to hold a meeting where project managers, administrators and material inventory consultants review the project.
The inventory consultant should also then have the opportunity to put questions to affected people within the client's organisation.*

AUC.615 Specific remuneration

Sample analyses are remunerated on the basis of verified cost price.