

## NOTICE TO TENANTS OF CITY OWNED BUILDINGS

FROM: City of Vancouver Real Estate and Facilities Management Department

SUBJECT: Tenant Improvements and Hazardous Material in City of Vancouver Buildings

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As a Tenant in a building owned by the City of Vancouver, we understand that from time to time you may want to undertake minor or major modifications to your Tenant spaces.

Many buildings contain hazardous materials (e.g., asbestos, lead-based coatings, silica). While hazardous materials in finishes or assemblies do not pose any risk when they are not disturbed, when they are disturbed they create a risk to you and your space and a compliance liability with WorkSafeBC.

Please review any proposed modification that will disturb, remove, cover, attach to, or penetrate existing finishes or assemblies with the Landlord *in advance* of proceeding with work. This requirement applies to modifications or repairs on any scale, even those that do not require regulatory approval (i.e. permits). Such work may include the installation of fixed millwork or shelving, flooring application, fixture replacement, removal of any fixed elements, or any cosmetic work involving sanding or scraping.

If you are planning a modification on any scale, please submit a written request describing the scope of work to your Landlord via your City contact, who will review the affected areas with the City's Hazardous Materials Team ("HMT"). The HMT will confirm whether any hazardous materials are present and what to do if Hazardous Materials have been discovered.

Thank you for your anticipated co operation.

Tenant Hazmat WorkSafe Memo for website

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