The Assessment Guide

These Assessment Guide Checklists are designed to assist individuals in evaluating whether a mobile home unit is a good candidate for deconstruction, and, if so, to aid the deconstruction team in preparing for the deconstruction event. These guides were developed, in part, based on the August 2009 Deconstruction Event that took place at the Cattaraugus Reservation of the Seneca Nation of Indians. A review of available resource tools such as: *A Guide to Deconstruction*, prepared by the Deconstruction Institute (January 2003) and *Building Savings: Strategies for Waste Reduction of Construction and Demolition Debris from Buildings*, prepared by the United States Environmental Protection Agency (June 2000) also contributed to these checklists. These literature sources, as well as other relevant research materials, are included in the Resource Guide section of the Abandoned Mobile Homes Toolkit.

The Assessment Guide Checklists are comprised of four separate worksheets. These include:

- Assessing Mobile Home Candidates for Deconstruction;
- Preparing for the Deconstruction Event;
- Health and Safety Considerations; and
- A Daily Log for Deconstruction Activities.

Each checklist includes a description of an activity or event, the rationale supporting the importance of the item, and space for notes to be collected during the completion of the checklists.

Assessing Mobile Home Candidates for Deconstruction		
Activity	**Rationale**	**Notes**
Who is the legal owner of the mobile home as well as the property owner where the unit is located?	Permission from the owner(s) must first be obtained.	
How long has the mobile home unit been vacant?	Mobile homes that have been abandoned for a long period of time may present additional safety issues for the deconstruction team. Information about the age and length of time that the unit has been vacant should be gathered, if possible.	
Did the mobile home unit serve as a former location for illegal activity such as methamphetamine laboratories?	If so, appropriate local authorities should be consulted prior to beginning any deconstruction activities.	
Was the mobile home unit built before 1978?	If so, there is a possibility that the mobile home may contain lead-based paint or asbestos containing materials which require special handling. An environmental survey should be conducted by a certified technician prior to conducting any deconstruction activities.	
Was the home built before enactment of the HUD-Code (June 15, 1976)?	Pre-HUD code enforcement units will likely contain lower quality materials (e.g. 2 x 3 studs rather than 2 x 4 studs) and/or lower quantities of materials (framing based on 24-inch spacing on center rather than the more traditional spacing of 16-inch spacing on center). As a result, the amount of salvageable materials will be reduced.	
Does the work site have access roads large enough to accommodate delivery of a roll-off container as well as other large trucks?	If not, consider whether the unit can be safely transported to a more convenient work location for deconstruction. Contact local authorities to inquire if there are any requirements for transporting the mobile home.	
Does the work site have adequate space for work station locations?	Work stations for processing removed materials should be large enough to allow for an efficient work site. Work stations will be required for removing nails from lumber; and, areas to sort and stock pile reclaimed materials or recyclables.	

Preparing for the Deconstruction Event		
Activity	**Rationale**	**Notes**
Identification of experienced deconstruction team members.	It is important to identify a team leader and team members who are skilled and trained in deconstruction techniques.	
Check with local authorities to determine if a demolition permit is required.	Some local authorities will require demolition permits for the deconstruction of a mobile home.	
Inspection of the work site for hazards.	The work site should be evaluated for safety hazards such as uneven ground (including roots and holes), location of utility lines (electrical and underground water and sewer lines), as well as trees and fencing that may present hazards.	
Inspection of the structural integrity of the mobile home.	Inspect the unit's deck, walls, ceilings, and roof to identify any obvious structural issues that may impact the method used to deconstruct the unit.	
Disconnection of all utilities.	All utilities (electric, natural gas, wastewater, water, telephone, and cable) MUST be disconnected before any deconstruction activities begin. Check with local utilities for guidance on the proper methods of accomplishing this.	
Identification of work station locations.	Work stations should be large enough to allow workers to work efficiently and safely.	
Identification of reuse, recycling, or disposal organizations.	Identify local recycling, salvage, and disposal options.	
Arrange with a local disposal hauler to have a roll-off container delivered to the work site.	Demolition activities will produce a large quantity of materials that will need to be disposed of at a landfill.	
Conduct a tool inventory review.	Ensure that the deconstruction team has all of the necessary tools to accomplish the project.	

Health and Safety Considerations		
Activity	**Rationale**	**Notes**
Preparation of the Deconstruction Safety Plan	The Deconstruction Safety Plan should contain contact information for each of the deconstruction team members, maps and directions to the closest local hospital or urgent care facility, and contact information for local fire, police and medical personnel. Post in a central location accessible to all team members.	
Ensure that all workers have received asbestos and lead-based paint awareness trainings.	All workers at the deconstruction site should be provided with training to help them identify potential asbestos containing materials as well as lead-based paint awareness.	
Discuss any safety concerns observed during the assessment phase with all deconstruction participants?	Inform the deconstruction team of the major health and safety concerns observed during the assessment phase.	
Discuss the proper use of personal protective equipment (PPE) and demonstrate the proper donning of PPE.	Proper PPE (hard hat, work gloves, steel toed boots, long pants, eye glasses, ear plugs, face masks or respirators etc.) should be issued to all team members prior to beginning initial deconstruction activities.	
Discuss and demonstrate the proper use of any equipment and tools that may be used during the deconstruction project.	Provide supervision to deconstruction team members who may not have prior experience in using these tools during the deconstruction project.	
Discuss the importance of maintaining a safe work environment by ensuring that workers take adequate breaks from activities.	Adequate work breaks are especially important when extreme weather conditions are present. Frequent water breaks should be encouraged when high temperatures are encountered.	
Maintain a first aid kit.	Ensure that its location is known to all members of the deconstruction team.	

Daily Log	
Activity	**Notes**
Site meetings should be held at the beginning of each day to review health and safety concerns and planned activities for the day.	
Deconstruction hazards should be identified daily and all hazards should be communicated to the deconstruction team members.	
Ensure all appropriate PPE is provided to all deconstruction team members.	
Isolate all hazards by using caution tape or some form of signage.	
Review all weather conditions prior to starting each day's deconstruction activities	
Designate a central location for all deconstruction members to meet in the event of unexpected bad weather or an emergency.	
Keep track of volumes of materials reclaimed, recycled, or landfilled.	