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## **HAZARDOUS MATERIALS ASSESSMENT REPORT**

**Client:** Cape Cod Australia Pty. Limited

**Job details:** Owner: Mr. M Oliver & Ms. P. Wright.  
Location: 217A Burns Bay Rd, Lane Cove.

**Plans for Job No:** 7779/16

**Revision No:** E

**Dated:** 08-09-2016

**Council area:** LANE COVE

**Date of assessment:** Thursday 20<sup>th</sup> October, 2016.

**Our reference:** HM05221016

**The Client acknowledges that:**

This report is provided for **the exclusive information of the Client**. It is a term and condition of the terms upon which this report is provided, that if the Client chooses to rely upon the report, that the Company and the Person making this report will not be liable to the Client or to any other Person who suffers personal or property damage or financial loss in respect of any cause of action or tort, contract or however the cause of action is said to arise.

This report is **not a guarantee or warranty** or an all-encompassing report dealing with the above property from every aspect. It is based on the condition of the property and the **"Readily Accessible Areas"** at the time of assessment. It is a reasonable attempt to identify as far as *reasonably practicable*, any significant hazardous materials i.e. materials *"that may"* contain asbestos [ACM] or [ACD], ceiling dusts *"that may"* contain lead, paints *"that may"* contain lead or synthetic mineral fibres [SMF], **visible** at the time of assessment.

This report, based on visual assessment, will not disclose hazardous materials in inaccessible areas, not readily accessible or obstructed at the time of assessment. Areas which are not normally accessible were not assessed and include but are not limited to – inside walls, the interior of a flat roof or beneath a suspended floor filled with earth.

This report is **not a Certificate of Compliance** with the requirements of the WHS Act 2011 and WHS Regulations 2011, relevant Codes of Practice or Australian Standards or NSW Office of Environment and Heritage [OEHL] Regulations.



**Front south eastern elevation of the residence**

## 1. GENERAL DESCRIPTION OF THE EXISTING RESIDENCE

<b>Estimated age:</b>	Circa 1970 to 1980
<b>Type of construction:</b>	Freestanding single storey brick veneer construction with a slab on ground flooring system.
<b>External cladding:</b>	Clay masonry brickwork
<b>Roof:</b>	Timber engineered truss roof structure, gable ended, hipped and valley with concrete roofing tiles to the front and pan profiled sheet metal roofing to the rear flat section and garage.

**Occupancy Status:** Was the residence occupied at the time of assessment?

Yes	✓	No		Not Applicable	
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**Orientation:** For the purpose of this report the front of the residence faces:

East		West		North		South		Northeast		Northwest		Southeast	✓	Southwest	
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## 2. AREAS ASSESSED

This assessment covers the following “*Readily Accessible Areas*” of the existing residence layout to identify as far as *reasonably practicable* any significant hazardous materials i.e. materials “*that may*” contain asbestos [ACM] or [ACD], ceiling dusts “*that may*” contain lead, paints “*that may*” contain lead or synthetic mineral fibre insulation [SMF].

Under Floor Space	X	Exterior	✓	Roof Surfaces	✓	Roof Cavity	✓	Interior	✓	Garage	✓
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### 3. ASSESSMENT OF THE EXISTING RESIDENCE LAYOUT FOR HAZARDOUS MATERIALS

Area Assessed	Description and Comment	Assessment / Action
<b>Under Floor Space</b>	Concrete slab on ground construction <b>Note:</b> not associated with the proposed Contract works	No action is required
<b>Exterior</b>		
Cladding	Clay masonry brickwork <b>Note 1:</b> existing Bedroom 2 (shown as Ensuite on Construction drawing 3 of 8 for job No. 7779/16) window to be removed and altered as part of the proposed Contract works. <b>Note 2:</b> existing Ensuite (shown as WIR on Construction drawing 3 of 8 for job No. 7779/16) window to be removed and altered as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Eave soffit lining	Probable asbestos cement [ACM] sheet to all eave soffits. <b>Note:</b> not associated with the proposed Contract works. Existing eaves to be retained.	All necessary steps are to be taken to protect the retained eaves from damage during the course of the works. Appropriate dust suppression measures to be provided. No further action is required.
Gable end lining	Timber weatherboards to dutch gable ends <b>Note:</b> north eastern elevation gable to be partially demolished to accommodate first floor additions.	Appropriate dust suppression measures to be provided. No further action is required.
Roofing material	Concrete roofing tiles to the front pitched roof <b>Note:</b> Approximately 60% of the roof surface to be removed to accommodate first floor additions as part of the proposed Contract works.	Remove and dispose of the concrete roofing tiles in a manner approved by NSW OEH and Lane Cove Council. Reuse existing tiles where possible. Appropriate dust suppression measures to be provided. No further action is required.
	Pre-finished pan profiled sheet metal roofing to the rear flat section above Rumpus and Garage. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Front Porch	Tiled concrete slab floor with brick piers. Probable asbestos cement [ACM] sheet to porch soffit lining with cover battens and quad profiled timber mould cornice. <b>Note:</b> Brick arches on the south eastern and north eastern elevation to be demolished and new brick pier built as part of the proposed Contract works.	All necessary steps are to be taken to protect the retained porch soffit lining from damage during the course of the works. Appropriate dust suppression measures to be provided. No further action is required.

Area Assessed	Description and Comment	Assessment / Action
Rear Patio	Attached metal framed structure with pitched roof and acrylic roofing. <b>Note:</b> existing patio structure to be demolished as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required
Painting - general	Combination of oil based and acrylic based surface coating to the eaves, gable ends, barges and trims. No exposed lead based paints were observed.	Appropriate dust suppression measures to be provided. No further action is required.
<b>Interior</b>		
Entry	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bedroom 1	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Ensuite (shown as WIR on Construction drawing 3 of 8 for job No. 7779/16)	Possible asbestos cement [ACM] wall lining, tiled floor to ceiling. Plasterboard ceiling lining with cove profiled plaster cornice. <b>Note 1:</b> existing wall common with Bedroom 2 to be demolished as part of the proposed Contract works. <b>Note 2:</b> existing services to be striped and terminated as part of the proposed Contract works.	~ 4.8 m <sup>2</sup> Remove and dispose of the ACM sheeting as required in a manner approved by Safe Work NSW, NSW OEH and Lane Cove Council. See attached Safe Work Method Statement for the removal of material <i>that may</i> contain asbestos [ACM]. All necessary steps are to be taken to protect the retained asbestos cement [ACM] wall lining from damage during the course of the works. Appropriate dust suppression measures to be provided. No further action is required.
Bedroom 2 (shown as Ensuite and Sitting Area on Construction drawing 3 of 8 for job No. 7779/16)	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note 1:</b> all existing internal walls to be demolished and new stud walls provided as part of the proposed Contract works. <b>Note 2:</b> Ensuite plumbing and drainage to be provided as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.

Area Assessed	Description and Comment	Assessment / Action
Bedroom 3 (shown as Sitting Area on Construction drawing 3 of 8 for job No. 7779/16)	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note:</b> all existing internal walls to be demolished as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Kitchen	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Meals	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note:</b> internal walls common with existing Bedroom 3 (shown as Sitting Area on Construction drawing 3 of 8 for job No. 7779/16) to be demolished as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bathroom	Possible asbestos cement [ACM] wall lining, tiled floor to ceiling. Plasterboard ceiling lining with cove profiled plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	All necessary steps are to be taken to protect the retained asbestos cement [ACM] wall lining from damage during the course of the works. Appropriate dust suppression measures to be provided. No further action is required.
WC	Possible asbestos cement [ACM] wall lining, tiled floor to ceiling. Plasterboard ceiling lining with cove profiled plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	All necessary steps are to be taken to protect the retained asbestos cement [ACM] wall lining from damage during the course of the works. Appropriate dust suppression measures to be provided. No further action is required.
Laundry <b>Note 1:</b> roof space access <b>Note 2:</b> skytube	Combination painted cement rendered and plasterboard walls Plasterboard ceiling lining with cove profiled plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bedroom 4 (shown as Bedroom 5 on Construction drawing 3 of 8 for job No. 7779/16)	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.

Area Assessed	Description and Comment	Assessment / Action
Rumpus	Combination painted cement rendered and plasterboard walls. Plasterboard ceiling lining with cove profiled plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Dining	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Living	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Study (shown as staircase on Construction drawing 3 of 8 for job No. 7779/16)	Plasterboard wall and ceiling lining with cove profiled plaster cornice <b>Note 1:</b> all existing internal walls to be demolished and new stud walls provided as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Painting - general	Combination of oil based and acrylic based surface coating to ceilings, walls, doors and trims. No exposed lead based paints were observed.	Appropriate dust suppression measures to be provided. No further action is required.
<b>Pitched Roof Cavity</b>	Engineered timber truss roof structure. <b>Note 1:</b> No sarking is provided to the underside of the concrete roof tiles. <b>Note 2:</b> Synthetic Mineral Fibre [SMF] batt insulation to overall roof space. <b>Note 3:</b> Approximately 60% of the roof surface to be removed as part of the proposed Contract works.	In our opinion the air quality will not generally be affected during the course of the construction of the new first floor addition. Remove and dispose of the SMF insulation in a manner approved by NSW OEH and Lane Cove Council. Appropriate dust suppression measures to be provided. No further action is required.
<b>Skillion Roof Cavity</b>	Inspection of the roof cavity was not carried out due to the method of construction. Possible foil backed insulation [SMF] to underside of sheet metal roofing. <b>Note:</b> not associated with the proposed Contract works.	No action is required.

Area Assessed	Description and Comment	Assessment / Action
<b>Electrical Meter Board</b>	Located on the south western external wall of the residence. Probable asbestos cement [ACM] in backing board is noted. <b>Note:</b> meter board and POA to be retained in current position as part of the proposed Contract works	All necessary steps are to be taken to protect the probable ACM from damage during the course of the works.
<b>Garage</b>	Attached full brick construction with prefinished pan profile sheet metal roofing. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
<b>Approximate area of materials “<i>that may</i>” contain asbestos [ACM] to be removed as part of the proposed Contract works.</b>		<b>4.8 m<sup>2</sup></b>

### **DEMOLITION WORK PLAN**

The partial demolition of the residence and the removal, storage, handling and disposal of building materials must be carried out as far as *reasonably practicable* in accordance with the following Regulations;

- Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011
- Safe Work NSW - Code of Practice - *How to manage and control asbestos in the workplace*
- Safe Work Australia - Code of Practice - *How to safely remove asbestos*
- NSW Work Health and Safety Regulation 2011 – Chapter 4 – Hazardous Work
- NSW Work Health and Safety Regulation 2011 – Chapter 6 – Construction Work
- NSW Work Health and Safety Regulation 2011 – Chapter 7 – Hazardous Chemicals
- NSW Work Health and Safety Regulation 2011 – Chapter 8 - Asbestos
- Australian Standard AS2601 [2001] - Demolition of Structures
- NSW Protection of the Environment Operations Act [1997] or as amended
- NSW Protection of the Environment Operations [Waste] Regulation [2014]
- NSW Office of Environment and Heritage [OEH] Regulations and Guidelines

A Demolition Work Plan must be submitted to LANE COVE Council and the Principal Certifying Authority (PCA) if LANE COVE Council is not the PCA, not less than five [5] working days **before commencing any demolition works** involving products or materials “*that may*” contain asbestos [ACM].

A copy of the Demolition Work Plan must be maintained on site and be made readily accessible to the Council Officer or ‘workers’ upon request.

## **ASBESTOS [ACM] REMOVAL CONTROL PLAN**

### **Safe Work Method Statement - Removal & Disposal of Materials *that may* contain Asbestos**

Any work involving the demolition, storage and disposal of products or materials “*that may*” contain asbestos [ACM] must be carried out as far as is *reasonably practicable* to minimise the release of airborne asbestos dust and fibres [ACD] in accordance with the following requirements;

- Relevant Work Health and Safety legislation including but not limited to; Work Health and Safety Regulation 2011 - Chapter 8 - Asbestos; Safe Work NSW - Code of Practice - *How to manage and control asbestos in the workplace*; Safe Work Australia - Code of Practice - *How to safely remove asbestos* and NSW Office of Environment and Heritage [OEH] requirements.
- The person with Management Control of the workplace and the licensed Asbestos Removalist must, so far as is *reasonably practicable*, and before commencing the asbestos [ACM] removal work, consult with and inform the following people about the asbestos [ACM] removal work and when the work will commence, so as to eliminate or minimise the exposure of the risks associated with asbestos:
  - The person who commissioned the asbestos removal work [Site Management]
  - A person conducting a business or undertaking at the workplace [Contractors]
  - The occupants of the domestic premises [Owner or Tenant]
  - Anyone occupying premises in the immediate vicinity of the workplace [Neighbours]
- All work procedures are to be devised as far as is *reasonably practicable*, to minimise the release of dust and fibres [ACD].
- Appropriate warning signage and barricades are to be erected to prevent as far as is *reasonably practicable*, entry of anyone not connected with the removal activity into the work area.
- The sign must be clearly displayed in a prominent visible position at the front of the site; containing the words “**DANGER ASBESTOS REMOVAL IN PROGRESS**” and including the details of the licensed Asbestos Removal Contractor [PCBU].
- When working with products and materials “*that may*” contain asbestos [ACM] all ‘workers’ are to wear personal protective equipment [PPE] including coveralls and approved respiratory protective equipment [RPE] in accordance with the requirements of AS/NZS1716 – *Respiratory Protection devices* and AS/NZS1715- *Selection, use and maintenance of respiratory protective devices*.
- As far as is *reasonably practicable*, use non powered hand tools for the removal of the materials *that may* contain asbestos [ACM] as these generate much less dust [ACD]. **Do not use** abrasive cutters and sanders, scrub or water blast the surface of products and materials “*that may*” contain asbestos [ACM].
- All products and materials “*that may*” contain asbestos [ACM] are to be kept damp to minimise as far as is *reasonably practicable* the generation of airborne asbestos dust and fibres [ACD]. Prevent and or contain excess run off water.
- Where it is *reasonably practicable* work in well ventilated areas.
- Use drop sheets to collect debris of materials *that may* contain asbestos [ACM]. Dispose of smaller products and materials “*that may*” contain asbestos [ACM] pieces and collected dust [ACD] in recommended heavy duty plastic bags which are clearly labelled “**asbestos waste**”.



- Wet clean or use approved vacuum cleaning equipment [HEPA] which complies with AS/NZS 603335.2.69 – *Industrial vacuum cleaners*. Household vacuum cleaners **must never be used** where asbestos [ACM] or [ACD] is or may be present, even if the unit has a HEPA filter.
- Wall cladding and ceiling lining sheets “*that may*” contain asbestos [ACM] are **not** to be reused.
- All products and materials “*that may*” contain asbestos [ACM] or [ACD] are to be stored, transported and disposed of in accordance with the NSW Protection of the Environment Operations Act [1997 or as amended] and NSW Protection of the Environment Operations [Waste] Regulation [2014]
- All products and materials “*that may*” contain asbestos [ACM] or [ACD] is to be either wrapped in recommended heavy duty plastic sheeting or placed in leak proof lined bins or vehicles and appropriately covered and sealed.
- All products and materials “*that may*” contain asbestos [ACM] or [ACD] are to be stored in a secure area and removed from site as soon as is *reasonably practicable* in a covered leak proof vehicle.
- A Clearance Certificate of Statement, prepared by a suitably *competent person* i.e. an Occupational Hygienist, Safe Work NSW licensed Asbestos Removalist, licensed Asbestos Assessor or a “*competent person*” must be provided to Council upon completion of the works prior to an Occupation Certificate being issued, which confirms that the material “*that may*” contain asbestos [ACM] or [ACD] has been removed appropriately and the relevant Conditions of Consent have been satisfied.
- All products and materials “*that may*” contain asbestos [ACM] or [ACD] are to be disposed of as soon as is *reasonably practicable*, at a licensed asbestos disposal site and in a manner approved by Safe Work NSW, NSW Office of Environment and Heritage [OEH] or LANE COVE Council.

#### **Safe Work Method Statement – Removal and Disposal of Ceiling Dust *that may* contain Lead**

All Contractors [PCBU] and ‘workers’ involved in the cleaning, repairing or replacement of ceilings are to follow the following procedures in order to minimise as far as is *reasonably practicable*, health risks from the ceiling dust. These procedures include but are not limited to:

- Appropriate warning signage and barricades are to be erected to prevent as far as is *reasonably practicable*, entry of anyone not connected with the removal activity into the work area.
- When working with in ceiling voids containing ceiling dust all ‘workers’ are to wear personal protective equipment [PPE] including coveralls and approved respiratory protective equipment [RPE] in accordance with the requirements of AS/NZS1716 - *Respiratory Protection devices* and AS/NZS1715 - *Selection, use and maintenance of respiratory protective devices*. Eye protection, complying with AS/NZS1336 and AS/NZS1337 whenever full face respirators are not used
- Ceiling voids are to be cleaned of accumulated dust before commencing any work involving partial or complete removal of the ceiling sheets.
- The property Owner [Client] is to be advised to clear or cover personal effects in adjoining living spaces as far as is *reasonably practicable*.
- Any openings between living areas are to be sealed prior to the commencement of any removal work of ceiling dust “*that may*” contain lead to prevent as far as is *reasonably practicable*, dust entering the retained living areas.

- Use approved vacuum cleaning equipment [HEPA] which complies with AS/NZS 603335.2.69 - *Industrial vacuum cleaners*, to prevent the release as far as is *reasonably practicable*, of dust that may contain lead while it is being removed. **Do not use** household vacuum cleaners even if the unit has a HEPA filter.
- Dispose of the collected dust in approved plastic bags which are clearly labelled.
- All ceiling dust containing lead or other contaminants is to be disposed of as far as is *reasonably practicable* in a manner, and at a site, approved by the Safe Work NSW, NSW Office of Environment and Heritage [OEHL], appropriate disposal Authority or LANE COVE Council.
- To minimise as far as is *reasonably practicable* contamination of living areas of the residence, airless spraying of PVA to seal the cleaned surfaces is recommended whenever the ceiling is removed.

#### **Safe Work Method Statement – Removal and Disposal of Synthetic Mineral Fibre Insulation**

All Contractors [PCBU's] and 'workers' involved in the removal of suspected synthetic mineral fibre [SMF] insulation are to follow the following procedures in order to minimise as far as is *reasonably practicable* health risks from synthetic mineral fibre [SMF] insulation. These procedures include but are not limited to:

- Appropriate warning signage and barricades are to be erected to prevent as far as is *reasonably practicable*, entry of anyone not connected with the removal activity into the work area.
- When removing synthetic mineral fibre [SMF] insulation all 'workers' are to wear personal protective equipment [PPE] including coveralls and an approved respiratory protective equipment [RPE] in accordance with the requirements of AS/NZS1716 - *Respiratory Protection devices* and AS/NZS1715 - *Selection, use and maintenance of respiratory protective devices*. Eye protection, complying with AS/NZS1336 and AS/NZS1337 whenever full face respirators are not used.
- The property Owner [Client] is to be advised to clear or cover personal effects in adjoining living spaces as far as is *reasonably practicable*.
- Any openings between living areas are to be sealed prior to the commencement of any removal work of synthetic mineral fibre [SMF] insulation to prevent as far as is *reasonably practicable*, dust and fibres entering the retained living areas.
- Use approved vacuum cleaning equipment that complies with AS/NZS 603335.2.69 - *Industrial vacuum cleaners*, to prevent as far as is *reasonably practicable*, the release of dust "that may" contain synthetic mineral fibres [SMF] while it is being removed. **Do not use** household vacuum cleaners even if the unit has a HEPA filter.
- Dispose of the synthetic mineral fibre [SMF] insulation in sealed approved plastic bags which are clearly labelled.
- All synthetic mineral fibre [SMF] insulation or other contaminants is to be disposed of as far as is *reasonably practicable*, in a manner, and at a site, approved by Safe Work NSW, NSW Office of Environment and Heritage [OEHL], appropriate licensed disposal Authority or LANE COVE Council.

## **Safe Work Method Statement – Lead based Paints**

All Contractors [PCBU's] and 'workers' involved in the cleaning, repairing or replacement of suspected lead based paint are to follow the following procedures in order to minimise as far as is *reasonably practicable*, health risks from lead based paints. These procedures include but are not limited to:

- Appropriate warning signage and barricades are to be erected to prevent as far as is *reasonably practicable*, entry of anyone not connected with the removal activity into the work area.
- When working with lead based paints all 'workers' are to wear personal protective equipment [PPE] including coveralls and an approved respiratory protective equipment [RPE] in accordance with the requirements of AS/NZS1716 - *Respiratory Protection devices* and AS/NZS1715 - *Selection, use and maintenance of respiratory protective devices*. Eye protection, complying with AS/NZS1336 and AS/NZS1337 whenever full face respirators are not used.
- The property Owner [Client] is to be advised to clear or cover personal effects in adjoining living spaces as much as is practical.
- Any openings between living areas are to be sealed prior to the commencement of any removal work of lead based paints to prevent as far as is *reasonably practicable*, dust entering the retained living areas.
- Use approved vacuum cleaning equipment [HEPA] which complies with AS/NZS 603335.2.69 - *Industrial vacuum cleaners*, to prevent as far as is *reasonably practicable*, the release of dust that may contain lead while it is being removed. **Do not use** household vacuum cleaners even if the unit has a HEPA filter.
- Dispose of collected lead based paint dust in sealed approved plastic bags which are clearly labelled.
- All dust containing lead or other contaminants is to be disposed of as far as *reasonably practicable* in a manner, and at a site, approved by Safe Work NSW, NSW Office of Environment and Heritage [OEH], appropriate disposal Authority or LANE COVE Council.

## **4. AREAS NOT ASSESSED**

All areas associated with the proposed Contract works were able to be assessed with the exception of the skillion roof cavity.

## **5. UNDETECTED HAZARDOUS MATERIALS**

Due to the level of accessibility including the presence of obstructions the overall degree of risk of **undetected** hazardous materials is considered as far as *reasonably practicable* to be:

Low	✓	Moderate		Moderate to High		High	
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## **CONFIRMATION**

This document confirms that the existing residence layout described in this report has been assessed as far as *reasonably practicable* for the inclusion of hazardous materials i.e. materials “*that may*” contain asbestos [ACM] or [ACD], paints “*that may*” contain lead, ceiling dusts “*that may*” contain lead or synthetic mineral fibres [SMF] in the existing structure.

**This assessment and report was carried out by:** Mark Spindler

**Signed for and on behalf of JONSPIN Building Services Pty. Limited**

A handwritten signature in black ink, appearing to read 'M Spindler', with a stylized flourish at the end.

**Mark Spindler**

**Date of Issue: 20<sup>th</sup> October 2016**