

BUILDING DEMOLITION/DISPOSAL CHECKLIST

Name of Building _____

- Initiate Project, using the Project Initiation Form and send it and letter to IHL staff indicating intent to delete buildings from inventory.
- Obtain assessment of MS Landmark Impacts from Mississippi Department of Archives & History (MDAH), using the Notice of Intent Form.
- Execute Mississippi Landmark Permit from MDAH (President must sign) when Required.
- Prepare a Request (signed by President) for Permission from IHL (IHL Letter/Agenda Item) to remove the facility from inventory (requires an executed MDAH permit.) (Notice of Intent Form/Approval Letter, and MSU's intent to execute Mississippi Department of Environmental Quality (MDEQ) Demolition/Renovation form, with final notice form forwarded later to IHL.)
- Execute requirements from MDAH, when required.
- Obtain record copies of photos for all records. (MDAH, BOB, IHL, MSU, (electronically for MSU))
- Execute Asbestos Inspection.
- Obtain executed MDEQ Demolition/Renovation Notification Form (note this form requires specific dates that cannot be given until after the disposal is approved and a disposition plan (contract) is developed to determine the dates of abatement, the contractor, etc).
- Send a letter to the BOB (copy w/enclosures to IHL and MSU Facilities Management) requesting the deletion of the building from inventory. Include with the letter a copy of the following: 1.) executed MDEQ Demolition/renovation notification form 2.)MDAH forms (notice of intent, response to notice of intent, and landmark permit if obtained) 3.) IHL approval letter, Photographs of the building. Send a copy of the letter to MSU Property Control.
- Upon receipt BOB approval, demolish/dispose of building IAW rules, Regulations, and state laws applicable.
- Obtain a copy of the executed MDEQ Demolition/Renovation Form and letter from MDEQ.
- Update Property Records