

ASBESTOS ENROLLMENT SURVEY – CHILD CARE FACILITIES

The Clean Classrooms for Carolina Kids program helps fulfill North Carolina requirements for public schools and child care facilities related to lead in water, lead-based paint, and asbestos. The goal is to identify and eliminate exposure to lead and asbestos hazards where North Carolina children learn and play.

This reference document provides information on who should complete the enrollment survey and what is included in the enrollment survey, as well as a full copy of the questions that your facility can expect to answer in the enrollment survey.

Who should complete the enrollment survey?

Your facility should designate a primary contact to complete the survey and be the main point of contact for the asbestos section of the program. Additional individuals can help to complete the enrollment survey, if needed. To access the enrollment survey, you will need to complete the required asbestos section training.

Primary Contact

The primary contact should be familiar with 1) any asbestos inspections that have already been conducted at your facility and 2) the layout of all the buildings at the facility. Additionally, if asbestos hazards are identified in your facility, the primary contact should be able to oversee the efforts to restrict access to or mitigate those hazards.

What is included in the enrollment survey?

The enrollment survey includes seven different sections:

1. [Welcome](#)
2. [Building Information](#)
3. [Student Demographics](#)
4. [Asbestos Questions](#)
5. [Renovations](#)
6. [Document Upload](#)
7. [Finalize](#)

If the lead-based paint enrollment survey has already been completed, the responses will auto populate for the Welcome, Building Information, and Student Demographics sections.

The primary contact is responsible for reviewing all auto-populated information. It is important that the information is carefully reviewed for accuracy because the responses will affect other questions in the enrollment survey and ultimately next steps for the facility.

Welcome

1. Overview

The asbestos enrollment survey will walk you through a series of questions related to your facility and will gather information on any asbestos-containing materials in your building(s).

There are seven sections to the survey:

1. [Welcome](#)
2. [Building Information](#)
3. [Student Demographics](#)
4. [Asbestos Questions](#)
5. [Renovations](#)
6. [Document Upload](#)
7. [Finalize](#)

You must save your progress on each page. You can sign out and come back to complete your enrollment survey at any time.

Your enrollment is not finished until you complete the survey and submit it.

Click the **Next** button to begin.

Note that the lead-based paint and lead in water surveys are in other sections and must be completed separately.

2. Contact Information

Add personnel to receive updates about your facility's progress in the asbestos section of our program. Added personnel must attend the pre-enrollment webinar and create an account to register before they can view or edit your facility's survey in the portal. Unregistered personnel will still receive email updates when added as a contact here.

You will need to enter the following information:

1. **First Name**
2. **Last Name**
3. **Email**
4. **Direct Phone Number**
5. **Title** (Director, Assistant Director, Teacher, Administrator, Maintenance Staff, Building Owner, Other)

If 'Other': **Role/Title**

3. Address Information

The physical addresses we have on file for your facility are listed below. It is required that your facility list at least one physical address. You may add additional addresses or modify existing addresses using the buttons below. You should not edit or delete the address designated for shipping as this will be used to send the sampling kit for the water section.



If your facility has multiple addresses, designate the main building as the physical address.

You will need to enter the following information:

1. Address
2. Address Details
3. City
4. State
5. ZIP Code
6. Address Type

Building Information

1. Overview

In this section, we will collect general information about your facility and details about your building(s).

Click the **Next** button to continue.

2. Center Information

1. Select the type of licensed child care facility you operate:

- Licensed center that is not a franchise and is not home operated
- Licensed center that is a franchise and is not home operated
- Licensed center that is home-based (i.e. center located in a residence)
- Licensed center that is a head start program
- Licensed center that is a head start pre-kindergarten at an elementary school
- Licensed center that is a school-based pre-kindergarten program
- Other licensed center at a school including licensed afterschool programs
- Head start other
- Family child care home
- Other
- Do not know

If "Other": **Please write in the child care center type that best describes your facility.** [Free-text]

If your licensed center is any of the following, you will be asked to select the school that your child care center is located in.

If your school is not listed, choose "Other" and write-in the name.

- Licensed center that is a head start pre-kindergarten at an elementary school
- Licensed center that is a school-based pre-kindergarten program
- Other licensed center at a school including licensed afterschool programs

2. What type of child care permit do you have?

If you have a temporary license select the type of license plan to get.

- Center License
- Family CC Home License
- GS 110-106

3. What is the size of your facility?

Only include areas that are licensed as a child care facility.

- <2,500 sq ft
- 2,500 – 10,000 sq ft
- >10,000 sq ft

4. What year did the program start operating in this building? [Free-text]

5. Does your facility own or lease your building(s)?

- Own
- Lease



It is your responsibility to contact your building owner and keep them informed throughout program participation. Ask for assistance if you do not know the answers to any questions.

If "Lease":

Building Owner Information

- 6. Who owns the building? (Name of Person or Company) [Free-text]**
- 7. Enter the building owner's address: [Free-text]**
- 8. Enter the building owner's phone number: [Free-text]**
- 9. Enter the building owner's email address: [Free-text]**

3. Buildings

Please list each of the buildings and annexes at your facility. We ask the year built for each building to determine if certain lead and asbestos regulations apply. Please contact the owner of the building(s) if you are renting and do not know the year a building was built.



Please ensure your building name is specific to the building at your facility.

1. **Building Name:** [Free-text]
2. **Building Description:** [Free-text]
3. **Do you know the exact year that the building was built?**

If you are unsure of the year the building was built, RTI may be in contact for additional information.

- Yes
- No

If "Yes", **Year Built:** [Free-text]

If "No": **Year Built Estimate** [Dropdown]

- Before 1979
- Between 1979 and 1988
- Between 1988 and 1990
- Between 1990 and 2014
- After 2014

4. Center Scheduling

1. **Does your facility close at any time? (Select all that apply)**
 - Yes – weekends
 - Yes – evenings
 - Yes – summer
 - Yes – vacation/holiday breaks
 - Yes – after school
 - No

Student Demographics

1. Overview

In this section, we collect information on student demographic and socioeconomic information.

If we receive a large volume of requests in a short period of time, these answers will be used to help prioritize when enrollment surveys are reviewed.

Click the **Next** button to continue.

2. Center Demographics

Student Enrollment

1. How many children are enrolled full time? [Free-text]
2. How many children are enrolled part time? [Free-text]
3. What is the age group of the youngest children at your facility?
 - 0 to 12 months
 - 1 to 2 years
 - 2 to 3 years
 - 3 to 4 years
 - 4 to 5 years
 - 5 to 6 years
 - 6+ years
4. What is the age group of the oldest children at your facility?
 - 0 to 12 months
 - 1 to 2 years
 - 2 to 3 years
 - 3 to 4 years
 - 4 to 5 years
 - 5 to 6 years
 - 6+ years
5. What percentage of enrolled children are eligible for free and reduced lunch? [Free-text value between 0 and 100]
6. What percentage of enrolled children in your program have subsidies, discounts, or scholarships for childcare? [Free-text value between 0 and 100]

Race and Ethnicity

1. What percentage of enrolled children identify as the following race and ethnicity? [Free-text values between 0 and 100]
 - White
 - Black
 - Hispanic or Latino
 - American Indian or Alaskan Native
 - Asian
 - Pacific Islander
 - Two or More

Asbestos Questions

1. Overview

In this section, we will collect information about asbestos in your facility, previous asbestos inspections, and concerns about asbestos exposure.

Click the **Next** button to continue.

2. Center Inspection Information

1. Has your facility already been inspected for asbestos?

- Yes
- No

If “Yes”:

2. Was the most recent asbestos inspection within the past three years?

- Yes
- No

3. Inspection History

Please provide details on your facility’s most recent asbestos inspection.

1. Most Recent Inspection Date (MM/DD/YYYY)

2. Area (Whole Facility, Partial Facility)

If “Partial Facility”: **Buildings** [Drop-down of all buildings entered in the Building Information section. Select all that apply.]

3. Company [Drop-down]

If “Other”: **Company (Write In)** [Free-text]

4. Inspection Report

1. Is your facility’s most recent asbestos inspection report available for electronic upload?

- Yes – I can upload the document(s) electronically
- No – I cannot upload the document(s) electronically, but I can mail the document(s) to RTI
- No – I cannot upload the document(s) electronically and I cannot mail the document(s) to RTI
- No – I do not have the document(s)

Mailing the documents will significantly delay this process and require additional communications to complete the program. We recommend scanning it for upload if at all possible.



The asbestos inspection report must be uploaded electronically or mailed to RTI to continue through the program and comply with state requirements (10A NCAC 41C.1002-.1007). An asbestos inspection will be required if documentation is not provided to RTI.

An asbestos inspection will be required if documentation is not provided to RTI.

Warning – Documents will not be returned. Please keep the original documents and only send copies to RTI. Mailing instructions are at the end of the survey.

5. Mitigation/Abatement

Previous Mitigation/Abatement

1. Did your facility mitigate/abate any asbestos-containing materials during the last three years (i.e., removals, repairs, enclosures, encapsulations)?

- Yes
- No

If “Yes”:

2. Are your facility’s mitigation/abatement records available for electronic upload?

- Yes – I can upload the document(s) electronically
- No – I cannot upload the document(s) electronically, but I can mail the document(s) to RTI
- No – I cannot upload the document(s) electronically and I cannot mail the document(s) to RTI
- No – I do not have the document(s)

Mailing the records will significantly delay this process and require additional communications to complete the program. We recommend scanning it for upload if at all possible.



An on-site visit by a professional may be required to verify the condition of specific-asbestos-containing materials if documentation is not provided to RTI.

Warning – Documents will not be returned. Please keep the original documents and only send copies to RTI. Mailing instructions are at the end of the survey.

Planned Mitigation/Abatement

1. Does your facility have plans to mitigate/abate any asbestos-containing materials within the next three years?

- Yes
- No
- Do not know

6. Areas of Concern

1. Are there any areas in your facility where you are concerned about exposure to asbestos?

- Yes
- No

If "Yes": **Please describe areas of concern.** [Free-text]
Example: Damaged floor tile in room 101 in Building A

7. Preferred Professionals



While we cannot guarantee you will be assigned your preferred company due to potential availability, we aim to connect you with your preferred company when possible.

1. Would you like to request specific accredited asbestos professionals to work with your facility?

- Yes
- No

If "Yes":

2. Choose the company you prefer to work with below. [Drop-down]

If "Other": **Write in the name of your preferred company.** [Free-text]

3. Would you like to be assigned to a different company if your preferred company is not currently available?

- Yes
- No



It may cause delays to wait for your preferred company to become available.

Renovations

1. Overview

In this section, we will collect general information about any previous or upcoming renovations.

Click the **Next** button to continue.

2. Renovation Information

1. Does your facility have any upcoming renovations planned or scheduled?

- Yes
- No

If "Yes":

2. When are the renovations scheduled? (MM/DD/YYYY)

3. Please provide a brief description of the planned renovations. [Free-text]

4. Has your National Emission Standards for Hazardous Air Pollutants (NESHAP) inspection been scheduled?

- Yes
- No
- Do not know

If "Yes":

5. When is or when was the inspection scheduled? (MM/DD/YYYY)



NESHAP requires areas or buildings to be inspected before renovations or demolition. The inspections includes identification of possible asbestos-containing materials.

Document Upload

1. Overview

In this section, you will be instructed to upload any documents that were indicated as available for electronic upload throughout the survey.



.pdf document type is recommended.

Remember to confirm that the document is legible and right side up.

Click the **Next** button to continue.

1. Property Tax Record

Please upload a property tax record that clearly displays the year your facility was built. If you need help finding this document, see the instructions below.

If you don't have a property tax record available, a link will be available to your county's tax record map where you can search for your address.

You will be provided instructions and can also call your county tax office for more information.

Do you need help finding your property tax document?

If you are having trouble finding your property tax document, you may select 'Yes' to continue without uploading it. Please note that this will cause a delay in the process and may require additional communication.

- Yes
- No

2. Inspection Report

If you indicated that you could electronically upload your facility's most recent asbestos inspection report, you will be directed to do so in this section.

3. Mitigation/Abatement Records

If you indicated that you could electronically upload your facility's records of mitigation/abatement activities to address asbestos-containing materials within the last three years, you will be directed to do so in this section.

Finalize

1. Overview

In this section, we ask you to finalize your survey.

Click the **Next** button to continue.

2. Summary

Mailing Documents

Warning – Documents will not be returned. Please keep the original documents and only send copies to RTI. Mailing instructions are at the end of the survey.

You indicated that your facility will mail the following document(s) to RTI:

- [If you indicated that you would mail any documents to RTI, the documents will be listed here.]

Please mail these document(s) to RTI using the following address:

Attn: Laurie Stella
RTI International
Clean Classrooms for Carolina Kids
3040 E. Cornwallis Road
Johnson 2nd Floor
Research Triangle Park, NC 27709

Electronic Document Upload

You uploaded the following documents for your facility:

- [If you electronically uploaded any documents in the Document Upload section, the documents will be listed here.]

What is next?

If all documents are electronically uploaded:

RTI will review your enrollment survey to determine if your facility will need an asbestos inspection to meet the requirements per [10A NCAC 41C.1002-.1007](#). We will contact you if we have any questions.

If any documentation is mailed:

Mailing documentation will significantly delay your progress through the program and may require additional communications. Once your documents have been received, RTI will review your enrollment survey to determine if your facility will need an asbestos inspection to meet the requirements per [10A NCAC 41C.1002-.1007](#). We will contact you if we have any questions.

3. Complete Survey

If there are any errors in your enrollment survey, the errors will be listed here along with links to 'jump' back to those sections.

Finalize and submit the enrollment survey. If you are not ready to submit, you may return to any section of the survey by selecting its name. Your progress will be saved, but you will have to continue through the survey from the point at which you stopped.

You will receive an email confirmation that your enrollment survey was received within 24 hours. If you do not get an email confirmation, please ensure your enrollment survey was submitted by logging back into the portal to check that you click submitted.

You must click the blue "Submit Enrollment Survey" button to complete the enrollment. If you do not, your work will be saved but you will not move onto the review stage.

Thank you for completing this survey!

I certify that to the best of my knowledge, all documents I upload are authentic and complete.

- Yes
- No

I certify that the documents I upload are legible, right side up, and uploaded in full.

- Yes
- No