

# Guide to Archibus' Hazardous Materials Feature

**What is Archibus?** Archibus is American University's space planning tool. Risk Management has leveraged this software to create a central archive to store hazardous building material records.

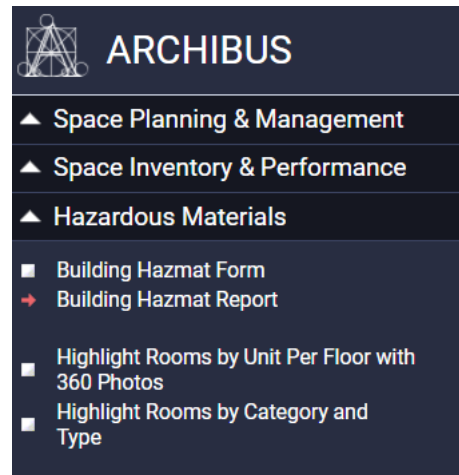
**Purpose:** The purpose of this software is to create a space where records of hazardous materials on campus can be archived for continuity and future project reference.

## Use Instructions:

Software Link: [ARCHIBUS Web Central](#)

Unless proven otherwise most buildings built before 1980 contain some kind of hazardous building material (ex: asbestos, lead, etc.). American University has many buildings built prior to 1980. Before upcoming renovation projects of any size, it's important to verify whether the scope of work will disturb hazardous building materials. Use this tool to scope out how extensive materials sampling will need to be based on any prior testing conducted.

1. Navigate to Archibus. On the left-hand navigation pane click 'Hazardous Materials' and then check the 'Building Hazmat Report' box to open the archive.
  - a. Note: If this is not an option on your navigation pane you might need to request access to the feature. Please email the Assistant Director of EHS for assistance.
2. To find information about a particular building click on the desired 'Building Name' or 'Building Code'. If there is information for that building it will populate below as a series of "documents" organized by project. Click on the 'Document Name' to download files for desired projects.
  - a. Note: Some projects have a lot of records and may have more than one document to review.



Building Hazmat Report				
Buildings				
Building Code	Building Name	Material Type	Material Location Known	Material Location Presumed
3244	AU House	Asbestos		
AND	Anderson Hall	Asbestos	In 2004, a non-destructive homogenous survey of...	
ASB	Asbury Building	Asbestos	In 2002, a non-destructive homogenous survey of...	
BEEG	Beeghly Building	Asbestos	In 2004, a non-destructive homogenous survey of...	
BTLR	Butler Pavillion	Asbestos		In 2024, Vertex Companies, LLC (VERTEX) \
DUNB	Dunblane	Asbestos	In 2024, a non-destructive homogenous survey of...	
HMLT	Hamilton Building	Asbestos	In 2024, a non-destructive homogenous survey of...	
HRST	Hurst Hall	Asbestos	In 2004, a non-destructive homogenous survey of...	
KAY	Kay Spiritual Life Center	Asbestos	In 2004, a non-destructive homogenous survey of...	
LEO	Leonard Hall	Asbestos	In 2004, a non-destructive homogenous survey of...	