

SECTION 01 00 00

GENERAL REQUIREMENTS



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1.1 GENERAL INTENTION

A. Contractor shall completely prepare site for building operations, including demolition and removal of existing tenant improvements, and furnish labor and materials and perform work for replacement of the Dietetics Air Handling Unit, Project #-654-14-406, as required by drawings and specifications. Contractor shall comply with the requirements noted in Subparagraph H "Facility Specific Requirements".

B. Visits to the site by Bidders may be made only by appointment with the

Contracting Officer.

C. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.

D. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.

E. Training:

1. All employees of general contractor or subcontractors shall have the (10-hour and 30-hour where applicable by position) OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team. The superintendent shall have the 30-hour OSHA certified Construction Safety course.

2. Submit training records of all such employees for approval before the start of work.

F. VHA Directive 2011-36, Safety and Health during Construction, dated 9/22/2011 in its entirety is made a part of this section

G. Facility Specific Requirements:

1. There should be no confined space access required on this project.

**a. Confined Space N/A**

2. "Rules for the Contractor" is set-up as a facility specific guide for the contractor.

**a. Rules of the Facility for Construction Contractors**

Sierra Nevada Health Care System is a multi-faceted health care facility tasked with providing health care to the men and women who have served in the armed forces of the United States of America in order to provide for the defense of this county. At all times while working within the facility grounds all contractor's employees must follow the below listed rules of the facility and treat all patients who they may come in contact with utmost respect and dignity. Any contractor employee who mistreats a veteran or violates any of the rules listed below will be removed from the facility.

**1. All patient information is private and cannot be disclosed to others.**

a. If a contractor employee sees a friend, neighbor or other acquaintance receiving health care at the facility they are not to discuss who they saw at the facility with anyone regardless of the circumstances.

b. Any information overheard or seen regarding a patient's medical condition is likewise not to be shared with anyone regardless of the circumstances.

**2. Safety is a top priority for the facility.**

a. Contractor must present evidence that each on-site employee has completed the 10 hour OSHA safety training course and evidence that each supervisor has completed the 30 hour OSHA safety training course for supervisors.

b. Contractor employees shall at all times wear proper safety attire for the work being accomplished. Further, all contractor equipment and work areas shall be observed at all times. Unattended ladders, doors to electrical closets or mechanical rooms being left open, access panels or manholes covers being moved and not protected are serious safety violations and could result in the dismissal of the responsible employee and a stand-down for the prime and all subs.

c. The General or Controlling Contractor is responsible for site safety, and the employer is responsible for the performance of the tasks of his/her employees. Note that the extent of the measures that a controlling employer must take to satisfy its duty to exercise reasonable care to prevent and detect violations is less than what is required of an employer with respect to protecting its own employees.

### **3. Electrical: De-energized Panels and Lockout/Tagout**

a. All contracting firms have sole responsibility for the systems given that they install and maintain. If contractors work on energy producing systems that are normally serviced by FMS personnel, or need to control the energy to the systems for which they have responsibility, then the **lockout/tagout operations** will be performed by the contractor and overseen by the primary COTR who validates that the contractors have applied their lockouts/tagouts in the appropriate locations.

c. Likewise, work on **electrical panels can only occur if the panel is de-energized**. Likewise, all utility systems are to be shut-down and certified as being off line prior to the contractor tapping into the system.

**4. Infection control is a top priority for the facility.** No work will be allowed to occur anywhere within the facility until an Infection Control Risk Assessment (ICRA) form has been filled out and all required work activities properly required by the completed ICRA have been implemented including, but not limited to construction of dust barriers and **installation of HEPA filters. The hospital side of job access points must be kept pristine; use of sticky mats and** continual sweeping/mopping and other appropriate measures to keep facility areas clean are to be provided by the contractor as needed

**5. Contractor employee parking.** No contractor is permitted to park on hospital property with either their personal or business vehicle - use the streets. Contractor's employees vehicles found parking on campus are subject to being ticketed (with fine) by VA Police with notification to the CEO of the prime.

**6. Contractor discussions regarding project details or related impact** are **NOT** to occur with anyone at the VA without the permission or presence of the COTR or other authorized representative from FMS.

**7. Contractor employee use of facility toilets and restrooms.**

Unless otherwise specified in the contract drawings and/or specifications no contractor employees are to use facility toilets or restrooms.

**8. Facility work hours.** The facility is an operating health care center and as such activities occur on a 24-7 basis. However the majority of services provided by the facility occur between the hours of 7a and 5p, Monday through Friday. The contractor is to schedule all work activities as necessary to minimize the impact of the construction activities on the day-to-day operations of the facility. Unless otherwise arranged, contractor work hours are limited to 7:30a to 4p.

**9. Utility shutdown.** No utility shutdowns will be allowed without proper prior coordination with the medical center. Minor utility shutdowns (those which in no way impact patient care activities) are to be scheduled no less than 72 hours in advance of the planned shutdown. Major utility shutdowns (those which do impact patient care activities) are to be formally requested no less than 21 days in advance of the requested shutdown.

**10. Contractor's staging area.** There is limited space available for the contractor to use as a staging location. Unless otherwise noted in the contract drawings or specifications, all staging of equipment and materials is to occur within the boundaries of the limits of construction as shown on the contract documents. Dumpster/Storage Area on VA property is not permitted except within the boundaries of the construction project. Coordination for street use for dumpsters and storage is between the contractor and the City of Reno.

**11. Crane Operations.** Crane Operations are not permitted over occupied areas. Crane operations should be scheduled when occupants are not routinely under the crane ops area.

**12. Fire alarm or fire sprinkler work and/or tie-ins.** No removal, relocation, disconnection, disabling or connection to the existing facility fire alarm or fire sprinkler systems are to occur until the contractor has obtained the approval of the facility safety manager. It is recommended that wire guards be installed over sprinkler heads within construction boundaries. The contractor is responsible for paying the cost of any fire department response when said the response is due to negligence by the contractor.

**13. Hot work.** No hot work is to occur until the contractor has received an approved hot work permit from the facility safety manager via the COR.

**14. Firearms, knives, etc.** This facility is located on federal property. In accordance with federal law, no person, unless authorized to do so (Federal police and government agents only at this facility) are allowed to carry firearms or knives on property grounds.

**15. Alcohol.** This facility is located on federal property. Therefore the possession, sale of or use of alcohol on the grounds is strictly prohibited.

**16. Smoking.** Smoking is not allowed anywhere in the facility inside buildings and only in selected areas outside buildings as defined by marks on the pavement.

**17. Fire Egress.** As a functioning medical facility it is imperative that, in the event of a disaster which requires evacuation, the evacuation routes are available to patients and staff. Blocking of stairwells, corridors, exit doors and other means of evacuation are strictly prohibited unless approved by the Facility Safety Manager as evidenced by his signature on a posted Interim Life Safety Measure (ISLM) document.

**18. Handicap Accessibility.** As a functioning medical facility it is imperative that all handicap access areas, including ramps, sidewalks, handrails, etc. remain unobstructed at all times unless approved by the Facility Safety Manager as evidenced by his signature on a posted Interim Life Safety Measure (ISLM) document.

**19. Debris removal.** All debris to be removed from a construction site off site for disposal is to be properly covered whenever it exits a construction area and enters an area occupied by the facility. Tossing of debris materials out of windows or off roof areas without proper use of a trash chute is strictly prohibited.

**20. Use of electronic equipment.** As a medical facility there is a large amount of electronic equipment that is used by the facility to track patient condition. Hand held electronic equipment such as cell phones, walkie-talkies, radios, iPods, has the potential to impact the signals provided by the medical equipment thereby impacting patient care. Therefore no hand held electronic equipment is to be used by any contractor employee in the vicinity of areas where health care is provided.

**21. Badges.** Identification badges are provided for use of all contractor employees. These badges are to be worn by the employee at all times they are on facility grounds. Any contractor employee who is either not wearing or cannot, upon questioning, produce their badge is subject to be removed from the facility. A background check is performed for any employee who will be on-site more than seven days.

**22. Project Submittals on Site.** At all times when work is in progress the contractor is to have a set of approved submittals on site for verification that the specified and approved items are being installed. These are to be made available at any time per request of the Contracting Officer or the project COR.

**23. Confined Space.** Several areas within hospital grounds are

considered Confined Spaces and some of those require Permit. You must have submitted and received COR approval of a contractor implemented Confined Space program prior to any access of these areas.

**24. Keys.** No VA key will be provided to a contractor. Access must either be via VA employee or through a contractor locking system. (Reminder: **DO NOT** prop open a door or tape the strike, etc. to get around the proper key use - such action may result in employee removal and contractor safety stand down.) The contractor must provide the COTR five spare keys to any contractor implemented locking system.

**25. COR Notification.** No contractor is permitted to perform on-site contract work without COTR knowledge.

3. ASBESTOS PERMIT: There should be no asbestos contact on this project.

4. Weekly COR Construction Site Safety Inspection is to ensure the contractor is complying with safety and infectious controls. Complete the form below for each inspection.

## **WEEKLY SAFETY INSPECTION CHECKLIST FOR CONSTRUCTION/RENOVATION SITES**

Project: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ COR/Inspector: \_\_\_\_\_

Hazard Exists

(Mark X) Comments

Yes No

1. Have the construction workers been informed and trained regarding facility ID badges and smoking?
2. Is appropriate signage installed and followed?
3. Are hazardous materials properly identified and Material Safety Data Sheets (MSDS) accessible?
4. Is material storage satisfactory?
5. Is means of egress clear in construction area?
6. Is the integrity of the fire detection/sprinkler system being maintained?
7. Are flammables stored in approved containers and properly secured?
8. Is hot work authorization permit on site?
9. Is there a fire watch during hot work?
10. Are the construction workers wearing adequate personal protective equipment?
11. Is proper ventilation installed (negative pressure)?
12. Is construction site closed to public thoroughfare?
13. Are construction partitions and fire/smoke barrier penetrations being maintained?
14. Are good housekeeping practices being used in construction area and flammable/ combustible loads being kept at a minimum?
15. Are scaffold handrails installed?
16. Are all points of operation machinery guarded and utilized properly?
17. Are fire extinguishers available and checked?
18. Is electrical ground on equipment intact?
19. Is there evidence of smoking or eating on site?
20. Do the construction workers know the location of medical services, emergency room (ER)?
21. Is the lockout/tag out program in place?

## **1.2 STATEMENT OF BID ITEM(S)**

A. Work includes general construction, demolition, structural, mechanical, plumbing and electrical work, necessary for removal of existing and installation of new air handler for the dietetics kitchen.

## **1.3 SOLICITATION AUTHORITY**

A. This is solicitation Request for Proposals (RFP) conducted under Far Part 15 contracting by negotiation where firms are offerors and shall submit offers. References to IFBS, bids, or bidders, in technical specification sections and technical drawings are strictly coincidental and strictly for purposes of administrative convenience and efficiency.

## **1.4 SOLICITATION CLAUSES AND PROVISIONS**

Please note that RFP, and any resultant contract, Part I, Schedule, and all clauses and provisions located there, supersede and contain final authority. Those clauses and provisions that may be referenced in these technical specification sections and technical drawings are strictly coincidental and for purposes of administrative convenience and efficiency.

## **1.5 SOLICITATION DEFINITIONS**

Throughout this RFP, and any resultant contract, the terms Contracting Officer's Representative (COR), Contracting Officer's Representative (COR), Project Engineer (PE), Contracting Officer's Representative (COR) (RE), and Project Manager (PM), all denote the same engineering official and may be used equally and interchangeably as described by the Contracting Officer (CO).

## **1.6 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR**

A. Sets of drawings and specifications may be purchased by the Contractor, at Contractor's expense.

## **1.7 CONSTRUCTION SECURITY REQUIREMENTS**

A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.

2. The General Contractor is responsible for assuring that all subcontractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.

2. For working outside the "regular hours" as defined in the contract, the General Contractor shall give 3 days' notice to the Contracting Officer's Representative (COR) so that security arrangements can be provided for the Contractor's employees on site after hours. This notice is separate from any notices required for utility shutdown described later in this section.

3. No photography of VA premises is allowed without written permission of the Contracting Officer.

4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the

event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

5. Authority for visits to project location:

Visits to the project site by Offerors, Subcontractors, Suppliers and other interested parties may be made only by appointment with the Contracting Officer or his dully authorized Project Manager / COR.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Contracting Officer's Representative (COR) for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.

2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.

D. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".

2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.

3. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.

4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.

5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.

6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".

E. Motor Vehicle Restrictions

1. Vehicles are not authorized to park on VA property at any time. Access shall be restricted to picking up and dropping off materials and supplies.

**1.8 FIRE SAFETY**

A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):  
E84-2009.....Surface Burning Characteristics of Building Materials

2. National Fire Protection Association (NFPA):  
10-2010.....Standard for Portable Fire Extinguishers  
30-2008.....Flammable and Combustible Liquids Code  
51B-2009.....Standard for Fire Prevention During Welding,



Cutting and Other Hot Work

70-2011.....National Electrical Code

241-2009.....Standard for Safeguarding Construction,  
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926.....Safety and Health Regulations for Construction

B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to Contracting Officer's Representative (COR) and Facility Safety Manager for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the Contracting Officer's Representative (COR) that individuals have undergone contractor's safety briefing.

C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.

D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet). D. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Contracting Officer's Representative (COR) and facility Safety Manager.

E. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to the Contracting Officer's Representative (COR) and facility Safety Manager. Contractor's workers must be informed of the egress routes and must complete quarterly fire drills if the Contractor is on-site for a period over 90 days.

F. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.

G. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.

H. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with Contracting Officer's Representative (COR) facility Safety Manager Officer. All existing or temporary fire

protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the Contracting Officer's Representative (COR) .

I. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with Contracting Officer's Representative (COR) and facility Safety Manager.

J. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Contracting Officer's Representative (COR) . Obtain permits from facility Safety Manager at least 48 hours in advance. Designate contractor's responsible projectsite fire prevention program manager to permit hot work.

K. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to Contracting Officer's Representative (COR) and facility Safety Manager.

L. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.

M. Dispose of waste and debris in accordance with NFPA 241 and Sections 01 74 19 CONSTRUCTION WASTE MANAGEMENT, and 01 81 11 SUSTAINABLE DESIGN REQUIREMENTS. Remove from buildings daily.

N. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

O. If required, submit documentation to the Contracting Officer's Representative (COR) that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.

P. Temporary Construction Partitions:

1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas and adjoining areas. Construct partitions of gypsum board or treated plywood (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, ¾ hour fire/smoke rated doors with self-closing devices.

2. Install one-hour fire-rated temporary construction partitions as shown on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.

3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed throughpenetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.

4. Temporary Enclosure: Erect a protective, covered enclosure for

passage of individuals as indicated on Drawings. Coordinate with doors, other facilities, and obstructions. Comply with regulations of authorities having jurisdiction and requirements indicated on Drawings.

a. Provide overhead decking, protective enclosure walls, lights, safe and well-drained walkways, and similar provisions for protection and safe passage.

b. Provide protection from exposure, foul weather, other construction operations, and similar activities. Enclosure is to be watertight.

c. Insulate temporary enclosure.

d. Construct with gypsum wallboard with joints taped on occupied side.

e. Provide temporary heating and cooling.

f. Provide watertight connection to existing building. Repair any damage to existing building upon removal of temporary enclosure.

g. Temporary enclosure is to be noncombustible according to ASTM E 136. Comply with NFPA 241.

h. Restore existing building to original condition after removal of temporary enclosure. Patch, repair and paint any damaged surfaces to match adjacent construction.

i. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.

#### **1.9 OPERATIONS AND STORAGE AREAS**

A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.

C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

D. Working space, material storage space, and dumpster space and space available for storing materials shall be limited to the interior of the construction boundary as shown on the drawings. Contractor must coordinate directly with the City of Reno regarding potential use of the adjacent streets.

E. Workmen are subject to rules of Medical Center applicable to their conduct.

F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by Contracting Officer's Representative (COR) where required by limited working space.

1. Do not store materials and equipment in other than assigned areas.

2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than five work days. Provide unobstructed access to Medical Center areas required to remain in operation.

3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements

G. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Contracting Officer's Representative (COR). All such actions shall be coordinated with the Utility Company involved:

H. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.

I. Phasing: To ensure such executions, Contractor shall furnish the Contracting Officer's Representative (COR) with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the Contracting Officer's Representative (COR) four weeks in advance of the proposed date of starting work in each specific area of Site, building or portion thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to Contracting Officer's Representative (COR) and Contractor, as follows:

1. Maintain the functioning structural, mechanical, electrical, plumbing, IT, and life safety systems that feed the existing to remain portions of the building throughout the duration of the project.

2. Minimize disruptions to the rest of the VA Reno campus.

3. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm

equipment, Contractor shall make arrangements for pre inspection of site with the safety manager, VA fire alarm technician and VA Maintenance, and a representative from the City of Reno Fire Department in attendance.

**3. Utilities Services:** Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Contracting Officer's Representative (COR).

1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Contracting Officer's Representative (COR). Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.

2. Contractor shall submit a request to interrupt any such services to Contracting Officer's Representative (COR), in writing, 72 hours in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.

3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.

4. Major interruptions of any system must be requested, in writing, at least 21 calendar days prior to the desired time and shall be performed as directed by the Contracting Officer's Representative (COR). The Contractor may not proceed with major system interruptions without written approval the COR.

a. The System Interruption Request must include a plan of action, detailing:

1. The specific work to be performed relative to this system interruption.

2. Detailed list of what systems will be affected, and what work will be done on those systems.

3. Description of backup plan in the event the work is delayed, including a detailed plan for maintaining facility operation during system outage.

4. In case of a contract construction emergency, service will be interrupted on approval of Contracting Officer's Representative (COR). Such approval will be confirmed in writing as soon as

practical.

M. Abandoned Lines:

1. All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be removed, shall be removed in their entirety.

2. All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, at natural points of connection (junction boxes, valves, tees, splits of main lines, etc.) within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.

N. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:

1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times.

O. Coordinate the work for this contract with other construction operations as directed by Contracting Officer's Representative (COR) . This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

**1.10 ALTERATIONS**

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Contracting Officer's Representative (COR) of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report to the Contracting Officer.

1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of the building.

2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.

3. Shall note any discrepancies between drawings and existing conditions at site.

4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Contracting Officer's Representative (COR).

B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of Contracting Officer's Representative (COR) , to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified

accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).

C. Re Survey: Thirty days before expected partial or final inspection date, the Contractor and Contracting Officer's Representative (COR) together shall make a thorough re survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:

1. Re survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.

D. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.

2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.

3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

#### **1.11 INFECTION PREVENTION MEASURES**

A. Implement the requirements of VAMC's Infection Control Risk Assessment

(ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.

B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to Contracting Officer's Representative (COR) and Facility ICRA team for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.

C. Medical center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:

1. The RE and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the patient-care rooms are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and

type of activity. Upon notification, the contractor shall implement corrective measures to restore proper pressure differentials as needed.

2. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.

D. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.

1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Contracting Officer's Representative (COR). Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.

2. Do not perform dust producing tasks within occupied areas without the approval of the Contracting Officer's Representative (COR). For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:

a. Provide dust proof one-hour fire-rated temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. Install a self-closing rated door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the Contracting Officer's Representative (COR) and Medical Center.

b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.

c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.

d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.

e. The contractor shall not haul debris through patient-care areas without prior approval of the Contracting Officer's Representative (COR) and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All



equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.

f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.

g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.

h. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.

**E. Final Cleanup:**

1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.

2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.

3. All new air ducts shall be cleaned prior to final inspection.

**1.12 DISPOSAL AND RETENTION**

A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:

1. Reserved items which are to remain property of the Government are identified by attached tags or noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by Contracting Officer's Representative (COR) .

2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.

3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

4. PCB Transformers and Capacitors: The Contractor shall be responsible for disposal of the Polychlorinated Biphenyl (PCB) transformers and capacitors . The transformers and capacitors shall be taken out of service and handled in accordance with the procedures of the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) as outlined in Code of Federal Regulation (CFR), Titled 40 and 49 respectively. The EPA's Toxic Substance Control Act (TSCA) Compliance Program Policy Nos. 6 PCB 6 and 6 PCB 7 also apply. Upon removal of PCB transformers and capacitors for disposal, the "originator" copy of the Uniform Hazardous Waste Manifest (EPA Form 8700 22), along with the Uniform Hazardous Waste Manifest Continuation Sheet (EPA Form 8700 22A) shall be returned to

the Contracting Officer who will annotate the contract file and transmit the Manifest to the Medical Center's Chief.

**1.13 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS**

A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree pruning compound as directed by the Contracting Officer.

B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge

C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

D. Refer to FAR clause 52.236-7, "Permits and Responsibilities," which is included in General Conditions. A National Pollutant Discharge Elimination System (NPDES) permit is required for this project. The Contractor is considered an "operator" under the permit and has extensive responsibility for compliance with permit requirements. Permit process to be coordinated with the appropriate VA will make the permit application local government agency available at the (appropriate medical center) office. The apparent low bidder, contractor and affected subcontractors shall furnish all information and certifications that are required to comply with the permit process and permit requirements. Many of the permit requirements will be satisfied by completing construction as shown and specified. Some requirements involve the Contractor's method of operations and operations planning and the Contractor is responsible for employing best management practices. The affected activities often include, but are not limited to the following:

- Designating areas for equipment maintenance and repair;
- Providing waste receptacles at convenient locations and provide regular collection of wastes;
- Locating equipment wash down areas on site, and provide appropriate control of wash-waters;
- Providing protected storage areas for chemicals, paints, solvents, fertilizers, and other potentially toxic materials; and
- Providing adequately maintained sanitary facilities.

#### **1.14 RESTORATION**

A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Contracting Officer's Representative (COR) . Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Contracting Officer's Representative (COR) before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.

C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.

D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

#### **1.15 PHYSICAL DATA**

A. Data and information furnished or referred to below is for the Contractor's information. The Government shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.

B. Government does not guarantee that other materials will not be encountered nor that proportions, conditions or character of several materials will not vary from those indicated by explorations. Bidders are expected to examine site of work and logs of borings; and, after investigation, decide for themselves character of materials and make their bids accordingly. Upon proper application to Department of Veterans Affairs, bidders will be permitted to make subsurface explorations of their own at site.

#### **1.16 N/A**

#### **1.17 LAYOUT OF WORK**

A. The Contractor shall lay out the work from Government established base lines and bench marks, indicated on the drawings, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required

to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the Contracting Officer. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the Contracting Officer until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.

#### **1.18 AS-BUILT DRAWINGS**

A. Division 1 Section "Project Record Documents" also applies to this subparagraph.

B. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.

C. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the Contracting Officer's Representative (COR) 's review, as often as requested.

D. Contractor shall deliver two approved completed sets of as-built drawings to the Contracting Officer's Representative (COR) within 15 calendar days after each completed phase and after the acceptance of the project by the Contracting Officer's Representative (COR) .

E. Paragraphs A, B, & C shall also apply to all shop drawings.

#### **1.19 USE OF ROADWAYS**

A. For hauling, use only established public roads and roads or driveways on Medical Center property and, when authorized by the Contracting Officer's Representative (COR) , such temporary roads or driveways which are necessary in the performance of contract work. Temporary roads or driveways shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.

C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.

#### **1.20 RESERVED**

#### **1.21 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT**

A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:

1. Permission to use each unit or system must be given by Contracting Officer's Representative (COR) . If the equipment is not installed and maintained in accordance with the following provisions, the Contracting Officer's Representative (COR) will withdraw permission for use of the equipment.

2. Electrical installations used by the equipment shall be completed in

accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.

3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.

4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze up damage. Contractor shall provide the Testing & Balancing report for each phase to include the AHU(s) to ensure that the systems are meeting the capacity required for each complete phase.

5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.

6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government.

B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.

C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

#### **1.22 TEMPORARY USE OF EXISTING ELEVATORS**

A. The Contractor is authorized to use the facility Freight Elevators for material, equipment and tool transfer. The use of any other facility elevators is not allowed, unless specific approval is granted by the COTR. The access route from the work area to the Freight Elevators is shown on the attachment at the end of this Section. The contractor is required to keep the access route clean from dust and debris at all times.

B. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:

1. Contractor makes all arrangements with the Contracting Officer's Representative (COR) for use of elevators. The Contracting Officer's Representative (COR) will ascertain that elevators are in proper condition. Contractor may use one elevator, for exclusive use during construction. Exact location of contractor's elevator shall be determined during the pre-construction meeting. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.

2. Contractor covers and provides maximum protection of following elevator components:

- a. Entrance jambs, heads soffits and threshold plates.
- b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.

- c. Finish flooring.

3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes.

4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced by new brake lining.

5. All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts, if recommended by elevator inspector after elevator is released by Contractor.

6. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer.

7. Contractor shall retain the services of a licensed elevator inspector to inspect the elevator and certify for facility operation once the contractor has completed all construction related use of the elevator. Any repairs required to be made to the elevator in order to obtain the above referenced certification shall be accomplished by the contractor at his/her own cost.

#### **1.23 RESERVED**

#### **1.24 TEMPORARY TOILETS**

A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by Contracting Officer's Representative (COR) , provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

B. Contractor may have for use of Contractor's workmen, such toilet accommodations as may be assigned to Contractor by Medical Center. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

#### **1.25 AVAILABILITY AND USE OF UTILITY SERVICES**

A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.

B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of

determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.

C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.

D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:

1. Obtain heat by connecting to Medical Center heating distribution system.

- a. Steam is available at no cost to Contractor.

E. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the Medical Center electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.

F. Water (for Construction and Testing): Furnish temporary water service.

1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.

2. Maintain connections, pipe, fittings and fixtures and conserve water use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at Contracting Officer's Representative (COR)'s discretion) of use of water from Medical Center's system.

G. Steam: Furnish steam system for testing required in various sections of specifications.

1. Obtain steam for testing by connecting to the Medical Center steam distribution system. Steam is available at no cost to the Contractor.

2. Maintain connections, pipe, fittings and fixtures and conserve steam use so none is wasted. Failure to stop leakage or other waste will be cause for revocation (at Contracting Officer's Representative (COR)'s discretion), of use of steam from the Medical Center's system.

#### **1.26 NEW TELEPHONE EQUIPMENT**

The contractor shall coordinate with the work of installation of telephone equipment by others. This work shall be completed before the tenant improvement is turned over to VA.

#### **1.27 TESTS**

A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.

B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.

C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.

D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.

E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

#### **1.28 MAINTENANCE AND OPERATING MANUALS & INSTRUCTIONS**

A. Contractor shall furnish staff with written Maintenance and Operating manuals and/or verbal instructions when required by the various sections of the specifications and as hereinafter specified.

B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the Contracting Officer's Representative (COR) coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly crossReferenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

C. Instructions:

1. All training requirements indicated within the plans and specifications must be completed prior to Final Inspection.
2. Contractor shall provide qualified, factory trained manufacturers'



representatives to give detailed instructions to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the Contracting Officer's Representative (COR) and shall be considered concluded only when the Contracting Officer's Representative (COR) is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Contracting Officer's Representative (COR), does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

3. Training sessions shall be videotaped for future reference. Contractor shall provide for at least one training session of each discipline to be videotaped. This requirement shall also apply to the training for each specialized piece of equipment.

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4. Contractor shall complete the Equipment Maintenance Forms as detailed on the form itself, included at the end of this Section.

#### **1.29 GOVERNMENT FURNISHED PROPERTY**

A. The Government shall deliver to the Contractor, the Government-furnished property shown on the drawings.

B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.

C. Contractor shall be prepared to receive this equipment from Government and store or place such equipment not less than 90 days before Completion Date of project.

D. Notify Contracting Officer in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.

1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative with a written statement as to its condition or shortages.

2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Government.

E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and

the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.

F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.

G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

#### **1.30 RELOCATED EQUIPMENT/ITEMS**

A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.

B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Contracting Officer's Representative (COR).

C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".

D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.

E. Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment to supervise assembly and installation of existing equipment, required to be relocated.

F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation

#### **1.31 RESERVED**

#### **1.32 CONSTRUCTION SIGN**

N/A

#### **1.33 SAFETY SIGN**

A. Provide a Safety Sign where directed by Contracting Officer's Representative (COR). Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 100 mm by 100 mm (four by four inch) posts extending full height of sign and 900 mm (three feet) into ground. Set bottom of sign level at 1200 mm (four feet) above ground.

B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.

C. Maintain sign and remove it when directed by Contracting Officer's Representative (COR).

D. Standard Detail Drawing Number SD10000-02(Found on VA TIL) of safety sign showing required legend and other characteristics of sign is shown on the drawings.

E. Post the number of accident free days on a daily basis.

#### **1.34 PHOTOGRAPHIC DOCUMENTATION**

A. During the construction period through completion, provide photographic documentation of construction progress and at selected milestones including electronic indexing, navigation, storage and remote access to the documentation, as per these specifications. Number of photographs required shall be within limits included in following table:

Estimated Cost No. of

Photographs

Up to \$250,000 50 to 100

" " \$500,000 100 to 150

" " \$1,000,000 150 to 200

" " \$2,000,000 200 to 250

" " \$5,000,000 250 to 300

" " \$10,000,000 300 to 400

More

than

\$10,000,000 400 to 500

The commercial photographer or the subcontractor used for this work shall meet the following qualifications:

1. Demonstrable minimum experience of three (3) years in operation providing documentation and advanced indexing/navigation systems including a representative portfolio of construction projects of similar type, size, duration and complexity as the Project.
2. Demonstrable ability to service projects throughout North America, which shall be demonstrated by a representative portfolio of active projects of similar type, size, duration and complexity as the Project.

B. Photographic documentation elements:

1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.
2. Indexing and navigation system shall utilize actual Autodesk documents, making such drawings interactive on an on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
3. Documentation shall combine indexing and navigation system with inspection-grade digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation shall be accessible on-line through use of an internet connection. Documentation shall allow for secure multiple-user access, simultaneously, on-line.
4. Before construction, the building pad, adjacent streets, roadways, parkways, driveways, curbs, sidewalks, landscaping, adjacent utilities and adjacent structures surrounding the building pad and site shall be documented. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. If site work or pad preparation is extensive, this documentation may be required immediately before construction and at several predetermined intervals before building work commences.
5. Construction progress for all trades shall be tracked at predetermined

intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 360 degrees around the site and each building. Interior Progressions shall track interior improvements beginning when stud work commences and continuing until Project completion.

6. As-built condition of pre-slab utilities and site utilities shall be documented prior to pouring slabs, placing concrete and/or backfilling. This process shall include all underground and in-slab utilities within the building(s) envelope(s) and utility runs in the immediate vicinity of the building(s) envelope(s). This may also include utilities enclosed in slab-on-deck in multi-story buildings. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive site utility plans.

7. As-built conditions of mechanical, electrical, plumbing and all other systems shall be documented post-inspection and preinsulation, sheet rock or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.

8. As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs as directed by the Contracting Officer's Representative (COR) in order to capture pre-determined focal points, such as waterproofing, window flashing, radiused steel work, architectural or Exterior Insulation and Finish Systems (EIFS) detailing. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive elevations or elevation details.

9. As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the Contracting Officer's Representative (COR). Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.

10. Miscellaneous events that occur during any Contractor site visit, or events captured by the Department of Veterans Affairs independently, shall be dated, labeled and inserted into a Section in the navigation structure entitled "Slideshows," allowing this information to be stored in the same "place" as the formal scope.

11. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.

12. Monthly (29 max) exterior progressions (360 degrees around the project) and slideshows (all elevations and building envelope). The slideshows allow for the inclusion of Department of Veterans Affairs pictures, aerial photographs, and timely images which do not fit into any regular monthly photopath.

13. Weekly (21 Max) Site Progressions - Photographic documentation capturing the project at different stages of construction. These progressions shall capture underground utilities, excavation, grading, backfill, landscaping and road construction throughout the duration of the project.

14. Regular (8 max) interior progressions of all walls of the entire project to begin at time of substantial framed or as directed by the Contracting Officer's Representative (COR) through to completion.
15. Detailed Exact-Built of all Slabs for all project slab pours just prior to placing concrete or as directed by the Contracting Officer's Representative (COR).
16. Detailed Interior exact built overlapping photos of the entire building to include documentation of all mechanical, electrical and plumbing systems in every wall and ceiling, to be conducted after rough-ins are complete, just prior to insulation and or drywall, or as directed by Contracting Officer's Representative (COR) .
17. Finished detailed Interior exact built overlapping photos of all walls, ceilings, and floors to be scheduled by Contracting Officer's Representative (COR) prior to occupancy.
18. In event a greater or lesser number of images than specified above are required by the Contracting Officer's Representative (COR) , adjustment in contract price will be made in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- C. Images shall be taken by a commercial photographer and must show distinctly, at as large a scale as possible, all parts of work embraced in the picture.
- D. Coordination of photo shoots is accomplished through Contracting Officer's Representative (COR). Contractor shall also attend construction team meetings as necessary. Contractor's operations team shall provide regular updates regarding the status of the documentation, including photo shoots concluded, the availability of new Progressions or Exact-Built viewable on-line and anticipated future shoot dates.
- E. Contractor shall provide all on-line domain/web hosting, security measures, and redundant server back-up of the documentation.
- F. Contractor shall provide technical support related to using the system or service.
- G. Upon completion of the project, final copies of the documentation (the "Permanent Record") with the indexing and navigation system embedded (and active) shall be provided in an electronic media format, typically a DVD or external hard-drive. Permanent Record shall have Building Information Modeling (BIM) interface capabilities. On-line access terminates upon delivery of the Permanent Record.

#### **1.35 HISTORIC PRESERVATION**

Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the Contracting Officer's Representative (COR) verbally, and then with a written follow up.

#### **1.36 WORK DAYS AND HOURS AT PROJECT LOCATION**

- A. The normal work days and hours for this project will be Monday through Friday, excluding federal holidays, from 7:30 a.m. to 4:00 p.m. Access to the work site may be restricted to these hours and days. Work during other than normal work days and hours may be required, but days and hours must still be coordinated in advance with the Contracting Officer through the COR.
- B. SNHCS, Reno, NV. Normal working hours are between 7:30 a.m. and 4:00 p.m., Monday through Friday. If the Contractor needs to perform work during hours or days other than the hours or work days stated, the Contractor shall submit a written request Seven (7) Calendar Days prior to required start of work. The request shall include number of work days, work hours, elements, labor categories, and VA Master

Specifications Construction Division Number, also starting times, 10/01/12

GENERAL REQUIREMENTS 01 00 00 -52

ending times, and overall dates of proposed work. Work may begin during requested times only after approval of the request by the Contracting Officer.

#### **1.37 SECURITY OF DOCUMENTS**

Security requirements addressing the destructions of records, drawings, and specifications by the Contractor shall be accomplished in accordance with VA Directive 6371 dated 02 May 2008.

#### **1.38 BRAND NAME OR EQUAL**

Wherever a brand name is cited, contractor shall ensure, in any resultant contract, that any equal has the salient characteristics of the brand name. Lack of confirmation shall be grounds for Government inspection at any time and Government direction for replacement of materials or equipment by the Contractor at no increase in contract price or time.

#### **1.39 SMOKE AND CARBON MONOXIDE MONITORING REQUIREMENTS**

Contractor, his employees, his subcontractors, and their employees shall adhere to SNHCS Policies for these requirements. They are available upon request from COR.

#### **1.40 ADDITIONAL PROJECT INFORMATION**

A. Project duration is 450 Calendar Days from Issuance of Notice to Proceed.

B. Security Requirements. Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

C. The Federal Government observes the following Holidays. New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day and, any other day specifically declared by the President of the United States.

#### **1.41 ACCESS TO VA INFORMATION AND VA INFORMATION SYSTEMS.**

##### **A. GENERAL**

Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

1. A contractor/subcontractor shall request logical (technical) or physical access to VA information and VA information systems for their employees, subcontractors, and affiliates only to the extent necessary to perform the services specified in the contract, agreement, or task order.

2. All contractors, subcontractors, and third-party servicers and associates working with VA information are subject to the same investigative requirements as those of VA appointees or employees who have access to the same types of information. The level and process of background security investigations for contractors must be in accordance with VA Directive and Handbook 0710, Personnel Suitability and Security Program. The Office for Operations, Security, and Preparedness is responsible for these policies and procedures.

3. Contract personnel who require access to national security programs must have a valid security clearance. National Industrial Security Program (NISP) was established by Executive Order 12829 to ensure

that cleared U.S. defense industry contract personnel safeguard the classified information in their possession while performing work on contracts, programs, bids, or research and development efforts. The Department of Veterans Affairs does not have a Memorandum of Agreement with Defense Security Service (DSS). Verification of a Security Clearance must be processed through the Special Security Officer located in the Planning and National Security Service within the Office of Operations, Security, and Preparedness.

4. Custom software development and outsourced operations must be located in the U.S. to the maximum extent practical. If such services are proposed to be performed abroad and are not disallowed by other VA policy or mandates, the contractor/subcontractor must state where all non-U.S. services are provided and detail a security plan, deemed to be acceptable by VA, specifically to address mitigation of the resulting problems of communication, control, data protection, and so forth. Location within the U.S. may be an evaluation factor.

5. The contractor or subcontractor must notify the Contracting Officer immediately when an employee working on a VA system or with access to VA information is reassigned or leaves the contractor or subcontractor's employ. The Contracting Officer must also be notified immediately by the contractor or subcontractor prior to an unfriendly termination.

#### B. VA INFORMATION CUSTODIAL LANGUAGE

1. Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the VA.

2. VA information should not be co-mingled, if possible, with any other data on the contractors/subcontractor's information systems or media storage systems in order to ensure VA requirements related to data protection and media sanitization can be met. If co-mingling must be allowed to meet the requirements of the business need, the contractor must ensure that VA's information is returned to the VA or destroyed in accordance with VA's sanitization requirements. VA reserves the right to conduct on-site inspections of contractor and subcontractor IT resources to ensure data security controls, separation of data and job duties, and destruction/media sanitization procedures are in compliance with VA directive requirements.

3. Prior to termination or completion of this contract, contractor/subcontractor must not destroy information received from VA, or gathered/created by the contractor in the course of performing this contract without prior written approval by the VA. Any data destruction done on behalf of VA by a contractor/subcontractor must be done in accordance with National Archives and Records Administration (NARA) requirements as outlined in VA Directive 6300, Records and Information Management and its Handbook 6300.1 Records Management Procedures, applicable VA Records Control Schedules, and VA Handbook 6500.1, Electronic Media Sanitization. Self-certification by the contractor that the data destruction requirements above have been met must be sent to the VA Contracting Officer within 30 days of termination of the contract.

4. The contractor/subcontractor must receive, gather, store, back up, maintain, use, disclose and dispose of VA information only in

compliance with the terms of the contract and applicable Federal and VA information confidentiality and security laws, regulations and policies. If Federal or VA information confidentiality and security laws, regulations and policies become applicable to the VA information or information systems after execution of the contract, or if NIST issues or updates applicable FIPS or Special Publications (SP) after execution of this contract, the parties agree to negotiate in good faith to implement the information confidentiality and security laws, regulations and policies in this contract.

5. The contractor/subcontractor shall not make copies of VA information except as authorized and necessary to perform the terms of the agreement or to preserve electronic information stored on contractor/subcontractor electronic storage media for restoration in case any electronic equipment or data used by the contractor/subcontractor needs to be restored to an operating state. If copies are made for restoration purposes, after the restoration is complete, the copies must be appropriately destroyed.

6. If VA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for VA to withhold payment to the contractor or third party or terminate the contract for default or terminate for cause under Federal Acquisition Regulation (FAR) part 12.

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□ □ Version □ 6/22/2012 □

## Equipment □ Requiring □ Maintenance □

?

Complete ? this ? form ? for ? each ? piece ? of ? equipment ? requiring ? maintenance. ??T he ?

entire ? package ? of ? these ? forms ? should ? be ? submitted ? not ? later ? than ? one ? we ek ? after ?

final ? acceptance ? of ? the ? entire ? project ? (final ? acceptance ? date ? is ? required ? for ? the ?

“Acquisition ? Date” ? field ? below). ?

?

?

EQUIPMENT ? TYPE ? ? ? ? ? ? ? ? ? ? ? ?

?

MANUFACTURER ? ? ? ? ? ? ? ? ? ? ? ?

?

MODEL ? ? ? ? ? ? ? ? ? ? ? ?

?

SERIAL ? NUMBER ? ? ? ? ? ? ? ? ? ? ? ?

?

PURCHASE ? ORDER ? NUMBER ? ? ? ? ? ? ? ? ? ? ? ?



?

TITLE OF CONTRACT ? ? ? ? ? ? ? ? ? ?

?

ACQUISITION METHOD ? ? Construction ? ? ? ? ? ?

?

ACQUISITION DATE ? ? ? ? ? ? ? ? ? ?

?

VENDOR ? ? ? ? ? ? ? ? ? ? ? ?

?

ASSET VALUE ? ? ? ? ? ? ? ? ? ? ? ?

?

LOCATION ? ? ? ? ? ? ? ? ? ? ? ?

???

? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ?

Printed name and signature of the Project Superintendent or Quality Manager, and Date

?

Version 6/22/2012

## Form Completion Guidance

??

Equipment Type—

Common name for the category of equipment: Air Handler

Unit, VAV, CV, pump, valve, electrical panel, etc. Every piece of equipment which

requires maintenance must have its own form completed.

?

Manufacturer ? ? ? Obvious

?

Model ? ? ? Obvious

?

Serial Number ? ? ? Obvious

?

Purchase Order Number—

a nine character number identifying the contract made

between the VA and the prime contractor. The number starts with “654”, then

normally either a “C” or a “Z”, then five numbers.

?

Title of Contract—

Official contract title (normally use that shown on the plans)

Acquisition Method—should always be “Construction”

Acquisition Date—The date of final acceptance of the entire project.

Vendor—

Company name of construction prime contractor and sub contractor installing the equipment. “ABC Construction/XYZ Plumbing”

Asset Value—

Cost which the sub contractor paid the supplier of the equipment

Location—

Specific room number if available, else identify clearly by other means, perhaps using north, south, east, west in combination with an area if applicable,

etc

#### **PROJECT MANAGEMENT AND COORDINATION 013100 - 1**

#### **SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

##### **1.2 SUMMARY**

A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. General coordination procedures.
2. Coordination drawings.

B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

C. Related Requirements:

1. Section 011200 "Multiple Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
2. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
3. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
4. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

5. Section 019113 "General Commissioning Requirements" for coordinating the Work with Owner's Commissioning Authority.

**1.3 INFORMATIONAL SUBMITTALS**

A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. [ **Use CSI Form 1.5A.** ] Include the following information in tabular form:

1. Name, address, and telephone number of entity performing subcontract or supplying products.

**PROJECT MANAGEMENT AND COORDINATION 013100 - 2**

2. Number and title of related Specification Section(s) covered by subcontract.

3. Drawing number and detail references, as appropriate, covered by subcontract.

B. Key Personnel Names: Within **15** days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in project meeting room, in temporary field office, [ **on Project Web site,** ] and by each temporary telephone.

Keep list current at all times.

**1.4 GENERAL COORDINATION PROCEDURES**

A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.

2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.

3. Make adequate provisions to accommodate items scheduled for later installation.

B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.

1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction

**PROJECT MANAGEMENT AND COORDINATION 013100 - 3**

activities[ **and activities of other contractors** ] to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's construction schedule.

2. Preparation of the schedule of values.

3. Installation and removal of temporary facilities and controls.

4. Delivery and processing of submittals.

5. Progress meetings.

6. Preinstallation conferences.

7. Project closeout activities.

8. Startup and adjustment of systems.

D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

PROJECT SCHEDULES 01 32 16.15 - 1

## **SECTION 01 32 16.15**

### **PROJECT SCHEDULES**

#### **PART 1- GENERAL**

##### **1.1 DESCRIPTION:**

A. The Contractor shall develop a Critical Path Method (CPM) plan and schedule demonstrating fulfillment of the contract requirements (Project Schedule), and shall keep the Project Schedule up-to-date in accordance with the requirements of this section and shall utilize the plan for scheduling, coordinating and monitoring work under this contract (including all activities of subcontractors, equipment vendors and suppliers). Conventional Critical Path Method (CPM) technique shall be utilized to satisfy both time and cost applications.

##### **1.2 CONTRACTOR'S REPRESENTATIVE:**

A. The Contractor shall designate an authorized representative responsible for the Project Schedule including preparation, review and progress reporting with and to the Contracting Officer's Representative (COTR).

B. The Contractor's representative shall have direct project control and complete authority to act on behalf of the Contractor in fulfilling the requirements of this specification section.

d. Test, balance and adjust various systems and pieces of equipment, maintenance and operation manuals, instructions and preventive maintenance tasks.

e. VA inspection and acceptance activity/event with a minimum duration of five work days at the end of each phase and immediately preceding any VA move activity/event required by the contract phasing for that phase.

2. Show not only the activities/events for actual construction work for each trade category of the project, but also trade relationships to indicate the movement of trades from one area, floor, or building, to another area, floor, or building, for at least five trades who are performing major work under this contract.

3. Break up the work into activities/events of a duration no longer than 20 work days each or one reporting period, except as to non-construction activities/events (i.e., procurement of materials, delivery of equipment, concrete and asphalt curing) and any other activities/events for which the COTR may approve the showing of a longer duration. The duration for VA approval of any required submittal, shop drawing, or other submittals will not be less than 20 work days.

4. Describe work activities/events clearly, so the work is readily identifiable for assessment of completion. Activities/events labeled "start," "continue," or "completion," are not specific and will not be allowed. Lead and lag time activities will not be acceptable.

5. The schedule shall be generally numbered in such a way to reflect

either discipline, phase or location of the work.

**1.8 PAYMENT TO THE CONTRACTOR:**

A. Monthly, the contractor shall submit the AIA application and certificate for payment documents G702 & G703 reflecting updated schedule activities and cost data in accordance with the provisions of the following Article, PAYMENT AND PROGRESS REPORTING, as the basis upon which progress payments will be made pursuant to Article, FAR 52.232 - 5 (PAYMENT UNDER FIXED-PRICE CONSTRUCTION CONTRACTS) and VAAR 852.236 - 83 (PAYMENT UNDER FIXED-PRICE CONSTRUCTION CONTRACTS). The Contractor shall be entitled to a monthly progress payment upon approval of estimates as determined from the currently approved updated project schedule. Monthly payment requests shall include: a listing of all agreed upon project schedule changes and associated data; and an electronic file (s) of the resulting monthly updated schedule.

B. Approval of the Contractor's monthly Application for Payment shall be contingent, among other factors, on the submittal of a satisfactory monthly update of the project schedule.

**1.9 PAYMENT AND PROGRESS REPORTING**

A. Monthly schedule update meetings will be held on dates mutually agreed to by the COTR and the Contractor. Contractor and their CPM consultant (if applicable) shall attend all monthly schedule update meetings. The Contractor shall accurately update the Project Schedule and all other data required and provide this information to the COTR three work days in advance of the schedule update meeting. Job progress will be reviewed to verify:

1. Actual start and/or finish dates for updated/completed activities/events.
2. Remaining duration for each activity/event started, or scheduled to start, but not completed.
3. Logic, time and cost data for change orders, and supplemental agreements that are to be incorporated into the Project Schedule.

End of Section

**SECTION 01 33 23**

**SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES**

1.1 Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91), in GENERAL CONDITIONS.

1.2 For the purposes of this contract, samples including laboratory samples to be tested, test reports, certificates, and manufacturers' literature and data shall also be subject to the previously referenced requirements. The following text refers to all items collectively as SUBMITTALS.

1.3 Submit for approval, all of the items specifically mentioned under the separate sections of the specification, with information sufficient to evidence full compliance with contract requirements. Materials, fabricated articles and the like to be installed in permanent work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:

- A. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
- B. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
- C. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.

1.4 Forward submittals in sufficient time to permit proper consideration

and approval action by Government. Time submission to assure adequate lead time for procurement of contract - required items. Delays attributable to untimely and rejected submittals including any laboratory samples to be tested will not serve as a basis for extending contract time for completion.

1.5 Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by Resident Engineer on behalf of the Contracting Officer.

1.6 Upon receipt of submittals, Architect-Engineer will assign a file number thereto. Contractor, in any subsequent correspondence, shall refer to this file and identification number to expedite replies relative to previously approved or disapproved submittals.

1.7 The Government reserves the right to require additional submittals, whether or not particularly mentioned in this contract. If additional submittals beyond those required by the contract are furnished pursuant to request therefor by Contracting Officer, adjustment in contract price and time will be made in accordance with Articles titled CHANGES (FAR 52.243-4) and CHANGES - SUPPLEMENT (VAAR 852.236-88) of the GENERAL CONDITIONS.

1.8 Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Contracting Officer and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.

1.9 Submittals must be submitted by Contractor only and shipped prepaid. Contracting Officer assumes no responsibility for checking quantities or exact numbers included in such submittals.

A. Submit samples required by Section 09 06 00, SCHEDULE FOR FINISHES, in quadruplicate. Submit other samples in single units unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified.

B. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor. Letter shall be sent via first class mail, or hand delivery and shall contain the list of items, name of Medical Center, name of Contractor, contract number, applicable specification paragraph numbers, applicable drawing numbers (and other information required for exact identification of location for each item), manufacturer and brand, ASTM or Federal Specification Number (if any) and such additional information as may be required by specifications for particular item being furnished. In addition, catalogs shall be marked to indicate specific items submitted for approval.

1. A copy of letter must be enclosed with items, and any items received without identification letter will be considered "unclaimed goods" and held for a limited time only.

2. Each sample, certificate, manufacturers' literature and data shall be labeled to indicate the name and location of the Medical Center, name of Contractor, manufacturer, brand, contract number and ASTM or Federal Specification Number as applicable and location(s) on project.

3. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.

C. In addition to complying with the applicable requirements

specified in preceding Article 1.9, samples which are required to have Laboratory

approved by Contracting Officer.

1. Laboratory shall furnish Contracting Officer with a certificate stating that it is fully equipped and qualified to perform intended work, is fully acquainted with specification requirements and intended use of materials and is an independent establishment in no way connected with organization of Contractor or with manufacturer or supplier of materials to be tested.

2. Certificates shall also set forth a list of comparable projects upon which laboratory has performed similar functions during past five years.

3. Samples and laboratory tests shall be sent directly to approved commercial testing laboratory.

4. Contractor shall send a copy of transmittal letter to both Resident Engineer and to Architect-Engineer simultaneously with submission of material to a commercial testing laboratory.

5. Contractor shall forward a copy of transmittal letter to Resident Engineer simultaneously with submission to a commercial testing laboratory.

6. Laboratory test reports shall be sent directly to Resident Engineer for appropriate action.

7. Laboratory reports shall list contract specification test requirements and a comparative list of the laboratory test results. When tests show that the material meets specification requirements, the laboratory shall so certify on test report.

8. Laboratory test reports shall also include a recommendation for approval or disapproval of tested item.

D. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.

E. Approved samples will be kept on file by the Resident Engineer at the site until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work. At completion of contract, samples that are not approved will be returned to Contractor only upon request and at Contractor's expense. Such request should be made prior to completion of the contract. Disapproved samples that are not requested for return by Contractor will be discarded after completion of contract.

F. Submittal drawings (shop, erection or setting drawings) and schedules, required for work of various trades, shall be checked before submission by technically qualified employees of Contractor for accuracy, completeness and compliance with contract requirements. These drawings and schedules shall be stamped and signed by Contractor certifying to such check.

1. For each drawing required, submit one legible photographic paper or vellum reproducible.

2. Reproducible shall be full size.

3. Each drawing shall have marked thereon, proper descriptive title, including Medical Center location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.

4. A space 120 mm by 125 mm (4-3/4 by 5 inches) shall be reserved on

each drawing to accommodate approval or disapproval stamp.

5. Submit drawings, ROLLED WITHIN A MAILING TUBE, fully protected for shipment.

6. One reproducible print of approved or disapproved shop drawings will be forwarded to Contractor.

7. When work is directly related and involves more than one trade, shop drawings shall be submitted to Architect-Engineer under one cover.

1.10 Samples (except laboratory samples), shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to:

H+K Architects

5485 Reno Corporate Drive, Suite 100

Reno, NV 89511

1.11 At the time of transmittal to the Architect-Engineer, the Contractor shall also send a copy of the complete submittal directly to the Resident Engineer.

1.12 The Architect will consider requests for substitution if received within 60 days after commencement of the Work. Requests received more than 60 days after commencement of the Work may be considered or rejected at the discretion of the Architect. All substitutions complying with the performance required by the specified products, materials, and assemblies that do not compromise the aesthetic intent as determined by the Architect will be considered as equal and allowed. Any additional costs associated with a substitution shall be a no additional cost to the Owner, and the Contractor shall be solely responsible for coordination of all associated assembly and layout revisions due to the aforementioned substitution.

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## **SECTION 01 45 29**

### **TESTING LABORATORY SERVICES**

#### **PART 1 - GENERAL**

##### **1.1 DESCRIPTION:**

This section specifies materials testing activities and inspection services required during project construction to be provided by a Testing Laboratory retained and paid for by Contractor.

##### **1.2 APPLICABLE PUBLICATIONS:**

A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

B. American Association of State Highway and Transportation Officials (AASHTO):

T27-06.....Sieve Analysis of Fine and Coarse Aggregates

T96-02 (R2006).....Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine

T99-01 (R2004).....The Moisture-Density Relations of Soils Using a 2.5 Kg (5.5 lb.) Rammer and a 305 mm (12 in.) Drop

T104-99 (R2003).....Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate

T180-01 (R2004).....Moisture-Density Relations of Soils using a 4.54 kg (10 lb.) Rammer and a 457 mm (18 in.) Drop

T191-02(R2006).....Density of Soil In-Place by the Sand-Cone Method

C. American Concrete Institute (ACI):

506.4R-94 (R2004).....Guide for the Evaluation of Shotcrete

D. American Society for Testing and Materials (ASTM):



A325-06.....Structural Bolts, Steel, Heat Treated, 120/105  
ksi Minimum Tensile Strength  
A370-07.....Definitions for Mechanical Testing of Steel  
Products  
A416/A416M-06.....Steel Strand, Uncoated Seven-Wire for  
Prestressed Concrete  
A490-06.....Heat Treated Steel Structural Bolts, 150 ksi  
Minimum Tensile Strength  
C31/C31M-06.....Making and Curing Concrete Test Specimens in the  
Field  
C33-03.....Concrete Aggregates  
D3666-(2002).....Minimum Requirements for Agencies Testing and  
Inspection Bituminous Paving Materials  
D3740-07.....Minimum Requirements for Agencies Engaged in the  
Testing and Inspecting Road and Paving Material  
E94-04.....Radiographic Testing  
E164-03.....Ultrasonic Contact Examination of Weldments  
E329-07.....Agencies Engaged in Construction Inspection  
and/or Testing  
E543-06.....Agencies Performing Non-Destructive Testing  
E605-93(R2006).....Thickness and Density of Sprayed Fire-Resistive  
Material (SFRM) Applied to Structural Members  
E709-(2001).....Guide for Magnetic Particle Examination  
E1155-96(R2008).....Determining FF Floor Flatness and FL Floor  
Levelness Numbers  
E. American Welding Society (AWS):  
D1.1-07.....Structural Welding Code-Steel

**1.3 REQUIREMENTS:**

A. Accreditation Requirements: Construction materials testing laboratories must be accredited by a laboratory accreditation authority and will be required to submit a copy of the Certificate of Accreditation and Scope of Accreditation. The laboratory's scope of accreditation must include the appropriate ASTM standards (i.e.; E 329, C 1077, D 3666, D3740, A 880, E 543) listed in the technical sections of the specifications. Laboratories engaged in Hazardous Materials Testing shall meet the requirements of OSHA and EPA. The policy applies to the specific laboratory performing the actual testing, not just the "Corporate Office."

B. Inspection and Testing: Testing laboratory shall inspect materials and workmanship and perform tests described herein and additional tests requested by Resident Engineer. When it appears materials furnished, or work performed by Contractor fail to meet construction contract requirements, Testing Laboratory shall direct attention of Resident Engineer to such failure.

C. Written Reports: Testing laboratory shall submit test reports to Resident Engineer, Contractor, unless other arrangements are agreed to in writing by the Resident Engineer. Submit reports of tests that fail to meet construction contract requirements on colored paper.

D. Verbal Reports: Give verbal notification to Resident Engineer immediately of any irregularity.

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**PART 2 - PRODUCTS (NOT USED)**

**PART 3 - EXECUTION**

**3.1 EARTHWORK:(NOT USED)**

a.

b.

TESTING LABORATORY SERVICES 01 45 29 - 8

g. Temperature of concrete in each test cylinder when test cylinder was molded.

h. Maximum and minimum ambient temperature during placing.

i. Ambient temperature when concrete sample in test cylinder was taken.

j. Date delivered to laboratory and date tested.

**3.4 STRUCTURAL STEEL:**

A. General: Provide shop and field inspection and testing services to certify structural steel work is done in accordance with contract documents. Welding shall conform to AWS D1.1 Structural Welding Code.

B. Prefabrication Inspection:

1. Review design and shop detail drawings for size, length, type and location of all welds to be made.

2. Approve welding procedure qualifications either by pre-qualification or by witnessing qualifications tests.

3. Approve welder qualifications by certification or retesting.

4. Approve procedure for control of distortion and shrinkage stresses.

5. Approve procedures for welding in accordance with applicable sections of AWS D1.1.

C. Fabrication and Erection:

1. Weld Inspection:

a. Inspect welding equipment for capacity, maintenance and working condition.

b. Verify specified electrodes and handling and storage of electrodes in accordance with AWS D1.1.

c. Inspect preparation and assembly of materials to be welded for conformance with AWS D1.1.

d. Inspect preheating and interpass temperatures for conformance with AWS D1.1.

e. Measure 25 percent of fillet welds.

f. Welding Ultrasonic Testing: Test in accordance with ASTM E164 and AWS D1.1 for 100 percent of all full penetration welds and a minimum of 20 percent of all other partial penetration welds, at random.

g. Verify that correction of rejected welds are made in accordance with AWS D1.1.

h. Testing and inspection do not relieve the Contractor of the responsibility for providing materials and fabrication procedures in compliance with the specified requirements.

2. Bolt Inspection:

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a. Inspect high-strength bolted connections in accordance AISC Specifications for Structural Joints Using ASTM A325 or A490 Bolts.

b. Slip-Critical Connections: Inspect 10 percent of bolts, but not less than 2 bolts, selected at random in each connection in accordance with AISC Specifications for Structural Joints Using ASTM A325 or A490 Bolts. Inspect all bolts in connection when one or more are rejected.

c. Fully Pre-tensioned Connections: Inspect 10 percent of bolts, but not less than 2 bolts, selected at random in 25 percent of connections in accordance with AISC Specification for Structural Joints Using ASTM A325 or A490 Bolts. Inspect all bolts in connection when one or more are rejected.

d. Bolts installed by turn-of-nut tightening may be inspected with

calibrated wrench when visual inspection was not performed during tightening.

e. Snug Tight Connections: Inspect 10 percent of connections verifying that plies of connected elements have been brought into snug contact.

f. Inspect field erected assemblies; verify locations of structural steel for plumbness, level, and alignment.

D. Submit inspection reports, record of welders and their certification, and identification, and instances of noncompliance to Resident Engineer.

### **3.5 STEEL DECKING:**

A. Provide field inspection of welds of metal deck to the supporting steel, and testing services to insure steel decking has been installed in accordance with contract documents and manufacturer's requirements.

B. Qualification of Field Welding: Qualify welding processes and welding operators in accordance with "Welder Qualification" procedures of AWS D1.1. Refer to the "Plug Weld Qualification Procedure" in Part 3 "Field Quality Control."

C. Submit inspection reports, certification, and instances of noncompliance to Resident Engineer.

### **3.6 SHEAR CONNECTOR STUDS:**

A. Provide field inspection and testing services required by AWS D.1 to insure shear connector studs have been installed in accordance with contract documents.

B. Tests: Test 20 percent of headed studs for fastening strength in accordance with AWS D1.1.

C. Submit inspection reports, certification, and instances of noncompliance to Resident Engineer.

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- - - E N D - - -

SAFETY REQUIREMENTS 01 52 50-1

SECTION 01 52 50

SAFETY REQUIREMENTS

## **PART 1 GENERAL**

### **1.1 REFERENCES**

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

**ANSI A10.14** (1991) Construction and Demolition **Operations - Requirements for Safety Belts, Harnesses, Lanyards**

and Lifelines for Construction and Demolition Use

**ANSI Z359.1** (1992) Safety Requirements for Personal Fall Arrest Systems

CODE OF FEDERAL REGULATIONS (CFR)

**29 CFR 1910.94** Ventilation

**29 CFR 1910.120** Hazardous Waste Operations and Emergency Response

**29 CFR 1926.65** Hazardous Waste Operations and Emergency Response

**29 CFR 1926.502(f)** Warning Line Systems

CORPS OF ENGINEERS (COE)

**COE EM-385-1-1** (1996) Safety and Health Requirements Manual

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

**NFPA 70** (1996) National Electrical Code

**NFPA 241** (1996) Safeguarding Construction, Alteration, and Demolition Operations

### **1.2 DEFINITIONS**

a. Certified Industrial Hygienist. An industrial hygienist is an individual who is certified by the American Board of Industrial

Hygiene.

b. Certified Safety Professional. A safety manager, safety specialist, or safety engineer that has passed the CSP exam administered by the Board of Certified Safety Professionals.

SAFETY REQUIREMENTS 01 52 50-2

c. Confined Space. A space which by design has limited openings for entry and exit, unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy, engulfment or any other recognized safety or health hazard. Confined spaces include, but are not limited to storage tanks, process vessels, pits, silos, vats, degreasers, reaction vessels, boilers, ventilation and exhaust ducts, sewers, tunnels, underground utility vaults, and pipelines.

d. Multi-employer work site (MEWS). The prime contractor is the "controlling authority" for all work site safety and health of the subcontractors.

e. Recordable Occupational Injuries or Illness. An occupational injury or illnesses which result in serious injuries, lost workday cases, non-fatal cases or significant mishaps.

f. Serious Injuries & Fatalities. Regardless of the time between the injury and death or the length of the illness; hospitalization of three or more employees; or property damage in excess of \$200,000.

g. Lost Workday Cases. Injuries, other than fatalities, that result in lost workdays.

h. Non-Fatal Cases. Cases without lost workdays which result in transfer to another job or termination of employment, or require medical treatment (other than first aid) or involve property damage in excess of \$10,000 but less than \$200,000 or involve: loss of consciousness or restriction of work or motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases.

i. Health and Safety Plan (HASP). The HASP is the VA equivalent Army term of SHP or SSHP used in COE EM-385-1-1. "USACE" property and equipment specified in COE EM-385-1-1 should be interpreted as Government property and equipment.

j. Safety Officer. The superintendent or QC Manager who is responsible, qualified and competent for the on-site safety required for the project.

k. Significant Contractor Mishap. A contractor mishap which involves falls of 4 feet or more, electrical mishaps, confined space mishaps, diving mishaps, equipment mishaps, and fire mishaps which result in a lost time injury, or property damage of \$10,000 or more, but less than \$200,000; or when fire department or emergency medical treatment (EMT) assistance is required.

l. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment provided by a physician or registered personnel.

m. First Aid. A one-time treatment, and follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care, even though provided by a physician or registered professional personnel.

n. Lost Workdays. The number of days (consecutive or not) after, but not including, the day of injury or illness during which the employee would have worked but could not do so; that is, could not perform all or part of his normal assignment during all or any part of the workday or shift; because of the occupational injury or illness.

### **1.3 SUBMITTALS**

**1.3.1.1** Submit the following in accordance with Section 01340.

- a. Infectious Control Risk Assessment
- b. Health and Safety Plan (HASP)

**1.3.1.2** Infectious Control Risk Assessment.

The Contractor shall prepare an Infectious Control Risk Assessment for each area and phase of construction. The attached for shall be used for this assessment.

**1.3.1.3** Health and Safety Plan (HASP)

Allow 30 calendar days for review by the VA.

### **1.4 QUALITY ASSURANCE**

#### **1.4.1 Qualifications**

a. Qualifications of Safety Officer:

- (1) Ability to manage the on-site contractor safety program through appropriate management controls,
- (2) Ability to identify hazards and have the capability to expend resources necessary to abate the hazards.
- (3) Must have worked on similar types of projects that are equal to or exceed the scope of the project assigned with the same responsibilities.

b. Qualifications of Qualified Person, Confined Space Entry. The qualified person shall be capable (by education and specialized training) of anticipating, recognizing, and evaluating employee exposure to hazardous substances or other unsafe conditions in a confined space. This person shall be capable of specifying necessary control and protective action to ensure worker safety.

c. Qualification of Crane Operators. Crane operators shall meet the requirements in COE EM-385-1-1, Appendix G.

#### **1.4.2 Qualifications of Qualified Person, Confined Space Entry**

The qualified person shall be capable (by education and specialized training) of anticipating, recognizing, and evaluating employee exposure to hazardous substances or other unsafe conditions in a confined space. This person shall be capable of specifying necessary control and protective action to ensure worker safety.

#### **1.4.3 Qualification of Crane Operators**

Crane operators shall meet the requirements in COE EM-385-1-1, Appendix G.

#### **1.4.4 Meetings**

##### **1.4.4.1 Preconstruction Conference**

The Contractor's Safety Officer shall attend the preconstruction conference.

##### **1.4.4.2 Meeting on Work Procedures**

Meet with Contracting Officer to discuss work procedures and safety precautions required by the HASP. Ensure the participation of the Contractor's superintendent, the Quality Control, and the CSP or CIH.

##### **1.4.4.3 Weekly Safety Meetings**

Hold weekly. Attach minutes showing contract title, signatures of attendees and a list of topics discussed to the QC Contractor Quality Control daily report.

### **1.5 INFECTIOUS CONTROL RISK ASSESSEMENT**

Prepare for each phase of the work. As a minimum, define activity being performed, sequence of work, specific hazards anticipated, control measures to eliminate or reduce each hazard to acceptable levels, training requirements for all involved, and the competent person in charge of that phase of work.

### **1.6 HEALTH AND SAFETY PLAN (HASP)**

Prepare as required by 29 CFR 1910.120 and COE EM-385-1-1.

#### **1.6.1 Qualified Personnel**

Retain a Certified Industrial Hygienist (CIH) or a Certified Safety

Professional (CSP) to prepare the HASP, conduct activity hazard analyses, and prepare detailed plan for demolition, removal, and disposal of materials.

#### **1.6.2 Contents**

In addition to the requirements of COE EM-385-1-1, Table 28-1, the HASP must include:

- a. Location, size, and details of control areas.
- b. Location and details of decontamination systems.
- c. Interface of trades involved in the construction.
- d. Sequencing of work.
- e. Disposal plan.
- f. Sampling protocols.
- g. Testing labs.
- h. Protective equipment.
- i. Pollution control.
- j. Evidence of compliance with 29 CFR 1910.120 and 29 CFR 1926.65.
- k. Training and certifications of CIH, CSP or other competent persons.

#### **1.7 DRUG PREVENTION PROGRAM**

Conduct a proactive drug and alcohol use prevention program for all workers, prime and subcontractor, on the site. Ensure that no employees either use illegal drugs or consume alcohol during work hours. Ensure no employees under the influence of drugs or alcohol during work hours.

#### **1.8 DUTIES OF THE SAFETY OFFICER**

- a. Ensure construction hazards are identified and corrected.
- b. Maintain applicable safety reference material on the job site.
- c. Maintain a log of safety inspections performed.
- d. Attend the pre-construction conference.

#### **1.9 DISPLAY OF SAFETY INFORMATION**

Display the following information in clear view of the on-site construction personnel:

- a. Map denoting the route to the nearest emergency care facility with emergency phone numbers.
- b. Confined space entry permit.
- c. Sign with number of hours worked since last lost workday accident.

#### **1.10 SITE SAFETY REFERENCE MATERIALS**

Maintain safety-related references applicable to the project, including those listed in the article "References." Maintain applicable equipment manufacturers' manuals.

#### **1.11 HIGH HAZARD WORK AND LONG DURATION**

Work under this contract is potentially hazardous. Pursuant to contract clause "FAR 52.236-13, Accident Prevention, Alternate I," submit in writing additional proposals for effecting accident prevention under hazardous conditions. Meet in conference with Contracting Officer to discuss and develop mutual understanding relative to the administration of the overall safety program.

#### **1.12 EMERGENCY MEDICAL TREATMENT**

Contractors shall arrange for their own emergency medical treatment. Government has no responsibility to provide. However, if emergency medical care is rendered by VA medical services, charges will be billed to Contractor's workmen's compensation insurance company at prevailing rates.

#### **1.13 SITE CONDITIONS**

##### **1.13.1 Noise**

Enforce hearing protection protecting Contractor's site personnel from Government or Contractor produced noise.

##### **1.14 REPORTS**

##### **1.14.1 Reporting Reports**

For OSHA recordable accidents, the prime contractor shall conduct a suitable

investigation, and provide a written report to the Contracting Officer within 5 calendar days of the accident.

#### **1.14.2 Notification**

Notify Contracting Officer, within 4 hours, of any accident meeting the definition of OSHA recordable occupational injury or illness. Information shall include Contractor name; contract title; type of contract; name of activity, installation or location where mishap occurred; date and time of mishap; names of personnel injured; extent of property damage, if any; and brief description of mishap (to include type of construction equipment used, PPE used, etc.) In addition to OSHA reporting requirements, initial notification shall be made of any accident involving significant mishaps.

#### **1.14.3 OSHA Citations and Violations**

Provide the Contracting Officer with a copy of each OSHA citation, OSHA report and Contractor response. Correct violations and citations promptly and provide written corrective actions to the Contracting Officer.

### **PART 2 PRODUCTS**

#### **2.1 FALL PROTECTION ANCHORAGE**

Fall protection anchorages, used by contractors to protect their people, shall be left in place and so identified for continued customer use.

#### **2.2 CONFINED SPACE SIGNAGE**

Provide permanent signs integral to or securely attached to access covers for new confined spaces. Signs wording: "DANGER--PERMIT REQUIRED CONFINED SPACE - DO NOT ENTER -" on bold letters a minimum of one inch in height and constructed to be clearly legible with all paint removed. The signal word "DANGER" and shall be red and readable from 5 feet.

### **PART 3 EXECUTION**

#### **3.1 CONSTRUCTION**

Comply with [COE EM-385-1-1](#), [NFPA 241](#), the Infectious Control Risk Assessment and other related submittals and activity fire and safety regulations.

##### **3.1.1 Hazardous Material Exclusions**

Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/nonionizing radiation as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint are prohibited. Exceptions to the use of any of the above excluded materials may be considered by Contracting Officer upon written request by Contractor.

##### **3.1.2 Unforeseen Hazardous Material**

The design should have identified materials such as PCB, lead paint, and friable and nonfriable asbestos. If additional material, not indicated, that may be hazardous to human health upon disturbance during construction operations is encountered, stop that portion of work and notify the Contracting Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous. If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to "FAR 52.243-4, Changes" and "FAR 52.236-2, Differing Site Conditions."

#### **3.3 PERSONNEL PROTECTION**

##### **3.3.1 Hazardous Noise**

Provide hazardous noise signs, and hearing protection, wherever equipment and work procedures produce sound-pressure levels greater than 85 dBA steady state or 140 dBA impulse, regardless of the duration of the exposure.

##### **3.3.2 Fall Protection**

Enforce use of the fall protection device named for each activity in the AHA all times when an employee is on a surface 6 feet or more above lower

levels. Personal fall arrest systems are required when working from an articulating or extendible boom, scissor lifts, swing stages, or suspended platform. Fall protection must comply with [ANSI A10.14](#).

#### **3.3.2.1 Personal Fall Arrest Device**

Equipment, subsystems, and components shall meet [ANSI Z359.1](#), Personal Fall Arrest Systems. Only a full-body harness with a shock absorbing lanyard is an acceptable personal fall arrest device. Body belts may only be used as positioning devices only such as for steel reinforcing assembly. Body belts are not authorized as a personal fall arrest device. Harnesses must have upper middle back "D" rings for proper body suspension during a fall. Lanyard must be fitted with a double locking snap hook attachment. Webbing, straps, and ropes must be of synthetic fiber or wire rope.

#### **3.3.2.2 Fall Protection for Roofs**

- a. For work within 6 feet of an edge, on low-pitched roofs, personnel shall be protected by use of personal fall arrest systems, guardrails, and safety nets. Safety monitoring system is not adequate fall protection and is not authorized.
- b. For work greater than 6 feet from an edge, warning lines shall be erected and installed in accordance with 29 CFR 1926.502(f).
- c. Work on steep roofs requires personal fall arrest, guardrails with toe boards, or safety nets. This requirement includes residential or housing type construction.

#### **3.3.2.3 Safety Nets**

Safety nets shall be provided in unguarded workplaces over water, machinery, dangerous operations, or more than 25 feet above surface.

#### **3.3.3 Scaffolding**

Employees shall be provided with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Contractor shall ensure that employees that are qualified perform scaffold erection. Do not use scaffold without the capability of supporting at least four times the maximum intended load or without appropriate fall protection as delineated in the accepted fall protection plan. Minimum platform size shall be based on the platform not being greater in height than four times the dimension of the smallest width dimension for rolling scaffold. Some Baker type scaffolding has been found not to meet these requirements. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward. The first tie-in shall be at the height equal to 4 times the width of the scaffold base.

#### **3.3.4 Use of Material Handling Equipment**

- a. Material handling equipment such as forklifts shall not be modified with work platform attachments for supporting employees unless specifically delineated in the manufactures printed operating instructions. Crane supported work platforms shall only be used in extreme conditions if the Contractor proves that using any other access to the work location would provide a greater hazard to the workers.
- b. Cranes must be equipped with Load Indicating Devices, anti-two blocks devices, load, and boom angle moment indicating indicators.
- c. Christmas-tree lifting (multiple rigged materials) is not allowed.

#### **3.3.5 Excavations**

The competent person for excavation shall be on site when work is being performed in excavation, and shall inspect excavations prior to entry by workers. Individual must evaluate for all hazards, including atmospheric, that may be associated with the work, and shall have the resources necessary to correct hazards promptly.

#### **3.3.6 Conduct of Electrical Work**



Underground electrical spaces must be certified safe for entry before entering to conduct work. Cable intended to be cut must be positively identified and de-energized prior to performing each cut. Perform all high voltage cutting remotely. When racking in or live switching of circuit breakers, no additional person other than the switch operator will be allowed in the space during the actual operation. Plan so that work near energized parts is minimized to the fullest extent possible. Use of electrical outages clear of any energized electrical sources is the preferred method. When working in energized substations, only qualified electrical workers shall be permitted to enter. When work requires Contractor to work near energized circuits as defined by the NFPA 70, high voltage personnel must use personnel protective equipment that includes, as a minimum, electrical hard hat, safety shoes, insulating gloves with leather protective sleeves, fire retarding shirts, coveralls, face shields, and safety glasses.

#### **3.3.7 Work in Manholes**

Contractor shall provide mechanical ventilation for all work accomplished in manholes, unless other hazards are present like friable asbestos.

#### **3.3.8 Work in Confined Spaces**

Comply with the requirements in Section 06.I of COE EM-385-1-1. Any potential for a hazard in the confined space requires a permit system to be used.

- a. Entry Procedures. Prohibit entry into a confined space by personnel for any purpose, including hot work, until the qualified person has conducted appropriate tests to ensure the confined or enclosed space is safe for the work intended and that all potential hazards are controlled or eliminated and documented. (See Section 06.I.05 of COE EM-385-1-1 for entry procedures.) All hazards pertaining to the space shall be reviewed with each employee during review of the AHA.
- b. Forced air ventilation is required for all confined space entry operations and the minimum air exchange requirements must be maintained.
- c. Ensure the use of rescue and retrieval devices in confined spaces greater than 5 feet in depth. Conform to Sections 06.I.09, 06.I.10 and 06.I.11 of COE EM-385-1-1.
- d. Sewer wet walls require continuous atmosphere monitoring with audible alarm for toxic gas detection.
- e. Include training information for employees who will be involved as entrant attendants for the work. Conform to Section 06.I.06 of COE EM-385-1-1.
- f. Entry Permit. Use ENGFORM 5044-R or other form with the same minimum information for the Daily Confined Space Entry Permit, completed by the qualified person. Post the permit in a conspicuous place close to the confined space entrance.

#### **3.3.9 Crystalline Silica**

Grinding, abrasive blasting, and foundry operations of construction materials containing crystalline silica, shall comply with OSHA regulations, such as 29 CFR 1910.94, and COE EM-385-1-1, (Appendix C). The Contractor shall develop and implement effective exposure control and elimination procedures to include dust control systems, engineering controls, and establishment of work area boundaries, as well as medical surveillance, training, air monitoring, and personal protective equipment.

### **3.4 ACCIDENT SCENE PRESERVATION**

For serious accidents, ensure the accident site is secured and evidence is protected remaining undisturbed until released by the Contracting Officer.

### **3.5 FIELD QUALITY CONTROL**

#### **3.5.1 Inspections**

Include safety inspection as a part of the daily Quality Control inspections required in Section 01 45 00, "Quality Control."

-- End of Section --

## **SECTION 01 57 19**

### **TEMPORARY ENVIRONMENTAL CONTROLS**

#### **PART 1 - GENERAL**

##### **1.1 DESCRIPTION**

A. This section specifies the control of environmental pollution and damage that the Contractor must consider for air, water, and land resources. It includes management of visual aesthetics, noise, solid waste, radiant energy, and radioactive materials, as well as other pollutants and resources encountered or generated by the Contractor. The Contractor is obligated to consider specified control measures with the costs included within the various contract items of work.

B. Environmental pollution and damage is defined as the presence of chemical, physical, or biological elements or agents which:

1. Adversely effect human health or welfare,
2. Unfavorably alter ecological balances of importance to human life,
3. Effect other species of importance to humankind, or;
4. Degrade the utility of the environment for aesthetic, cultural, and historical purposes.

C. Definitions of Pollutants:

1. Chemical Waste: Petroleum products, bituminous materials, salts, acids, alkalis, herbicides, pesticides, organic chemicals, and inorganic wastes.
2. Debris: Combustible and noncombustible wastes, such as leaves, tree trimmings, ashes, and waste materials resulting from construction or maintenance and repair work.
3. Sediment: Soil and other debris that has been eroded and transported by runoff water.
4. Solid Waste: Rubbish, debris, garbage, and other discarded solid materials resulting from industrial, commercial, and agricultural operations and from community activities.
5. Surface Discharge: The term "Surface Discharge" implies that the water is discharged with possible sheeting action and subsequent soil erosion may occur. Waters that are surface discharged may terminate in drainage ditches, storm sewers, creeks, and/or "water of the United States" and would require a permit to discharge water from the governing agency.
6. Rubbish: Combustible and noncombustible wastes such as paper, boxes, glass and crockery, metal and lumber scrap, tin cans, and bones.
7. Sanitary Wastes:
  - a. Sewage: Domestic sanitary sewage and human and animal waste.
  - b. Garbage: Refuse and scraps resulting from preparation, cooking, dispensing, and consumption of food.

##### **1.2 QUALITY CONTROL**

A. Establish and maintain quality control for the environmental protection of all items set forth herein.

B. Record on daily reports any problems in complying with laws, regulations, and ordinances. Note any corrective action taken.

##### **1.3 REFERENCES**

A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

B. U.S. National Archives and Records Administration (NARA):  
33 CFR 328.....Definitions

##### **1.4 SUBMITTALS**

A. In accordance with Section, 01 33 23, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES, furnish the following:

1. Environmental Protection Plan: After the contract is awarded and prior to the commencement of the work, the Contractor shall meet with the Resident Engineer to discuss the proposed Environmental Protection Plan and to develop mutual understanding relative to details of environmental protection. Not more than 20 days after the meeting, the Contractor shall prepare and submit to the Resident Engineer and the Contracting Officer for approval, a written and/or graphic Environmental Protection Plan including, but not limited to, the following:

- a. Name(s) of person(s) within the Contractor's organization who is (are) responsible for ensuring adherence to the Environmental Protection Plan.
- b. Name(s) and qualifications of person(s) responsible for manifesting hazardous waste to be removed from the site.
- c. Name(s) and qualifications of person(s) responsible for training the Contractor's environmental protection personnel.
- d. Description of the Contractor's environmental protection personnel training program.
- e. A list of Federal, State, and local laws, regulations, and permits concerning environmental protection, pollution control, noise control and abatement that are applicable to the Contractor's proposed operations and the requirements imposed by those laws, regulations, and permits.
- f. Methods for protection of features to be preserved within authorized work areas including trees, shrubs, vines, grasses, ground cover, landscape features, air and water quality, fish and wildlife, soil, historical, and archeological and cultural resources.
- g. Procedures to provide the environmental protection that comply with the applicable laws and regulations. Describe the procedures to correct pollution of the environment due to accident, natural causes, or failure to follow the procedures as described in the Environmental Protection Plan.
- h. Permits, licenses, and the location of the solid waste disposal area.
- i. Drawings showing locations of any proposed temporary excavations or embankments for haul roads, material storage areas, structures, sanitary facilities, and stockpiles of excess or spoil materials. Include as part of an Erosion Control Plan approved by the District Office of the U.S. Soil Conservation Service and the Department of Veterans Affairs.
- j. Environmental Monitoring Plans for the job site including land, water, air, and noise.
- k. Work Area Plan showing the proposed activity in each portion of the area and identifying the areas of limited use or nonuse. Plan should include measures for marking the limits of use areas. This plan may be incorporated within the Erosion Control Plan.

B. Approval of the Contractor's Environmental Protection Plan will not relieve the Contractor of responsibility for adequate and continued control of pollutants and other environmental protection measures.

#### **1.5 PROTECTION OF ENVIRONMENTAL RESOURCES**

A. Protect environmental resources within the project boundaries and those affected outside the limits of permanent work during the entire period of this contract. Confine activities to areas defined by the specifications and drawings.

B. Protection of Land Resources: Prior to construction, identify all land resources to be preserved within the work area. Do not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines, grasses, top soil, and land forms without permission from the Resident Engineer. Do not fasten or attach ropes, cables, or guys to trees for anchorage unless specifically authorized, or where special emergency use is permitted.

1. Work Area Limits: Prior to any construction, mark the areas that require work to be performed under this contract. Mark or fence isolated areas within the general work area that are to be saved and protected. Protect monuments, works of art, and markers before construction operations begin. Convey to all personnel the purpose of marking and protecting all necessary objects.

2. Protection of Landscape: Protect trees, shrubs, vines, grasses, land forms, and other landscape features shown on the drawings to be preserved by marking, fencing, or using any other approved techniques.

a. Box and protect from damage existing trees and shrubs to remain on the construction site.

b. Immediately repair all damage to existing trees and shrubs by trimming, cleaning, and painting with antiseptic tree paint.

c. Do not store building materials or perform construction activities closer to existing trees or shrubs than the farthest extension of their limbs.

3. Reduction of Exposure of Unprotected Erodible Soils: Plan and conduct earthwork to minimize the duration of exposure of unprotected soils. Clear areas in reasonably sized increments only as needed to use. Form earthwork to final grade as shown. Immediately protect side slopes and back slopes upon completion of rough grading.

4. Temporary Protection of Disturbed Areas: Construct diversion ditches, benches, and berms to retard and divert runoff from the construction site to protected drainage areas approved under paragraph 208 of the Clean Water Act.

a. Sediment Basins: Trap sediment from construction areas in temporary or permanent sediment basins that accommodate the runoff of a local 100-year (design year) storm. After each storm, pump the basins dry and remove the accumulated sediment. Control overflow/drainage with paved weirs or by vertical overflow pipes, draining from the surface.

b. Reuse or conserve the collected topsoil sediment as directed by the Resident Engineer. Topsoil use and requirements are specified in Section 31 20 00, EARTH MOVING.

c. Institute effluent quality monitoring programs as required by Federal, State, and local environmental agencies.

5. Erosion and Sedimentation Control Devices: The erosion and sediment controls selected and maintained by the Contractor shall be such that water quality standards are not violated as a result of the Contractor's activities. Construct or install all temporary and permanent erosion and sedimentation control features shown. Maintain temporary erosion and sediment control measures such as berms, dikes, drains, sedimentation basins, grassing, and mulching, until permanent drainage and erosion control facilities are completed and operative.

6. Manage borrow areas on and off Government property to minimize erosion and to prevent sediment from entering nearby water courses or lakes.

7. Manage and control spoil areas on and off Government property to limit spoil to areas and prevent erosion of soil or sediment from

entering nearby water courses or lakes.

8. Protect adjacent areas from despoilment by temporary excavations and embankments.

9. Handle and dispose of solid wastes in such a manner that will prevent contamination of the environment. Place solid wastes (excluding clearing debris) in containers that are emptied on a regular schedule. Transport all solid waste off Government property and dispose of waste in compliance with Federal, State, and local requirements.

10. Store chemical waste away from the work areas in corrosion resistant containers and dispose of waste in accordance with Federal, State, and local regulations.

11. Handle discarded materials other than those included in the solid waste category as directed by the Resident Engineer.

C. Protection of Water Resources: Keep construction activities under surveillance, management, and control to avoid pollution of surface and ground waters and sewer systems. Implement management techniques to control water pollution by the listed construction activities that are included in this contract.

1. Washing and Curing Water: Do not allow wastewater directly derived from construction activities to enter water areas. Collect and place wastewater in retention ponds allowing the suspended material to settle, the pollutants to separate, or the water to evaporate.

2. Control movement of materials and equipment at stream crossings during construction to prevent violation of water pollution control standards of the Federal, State, or local government.

3. Monitor water areas affected by construction.

D. Protection of Fish and Wildlife Resources: Keep construction activities under surveillance, management, and control to minimize interference with, disturbance of, or damage to fish and wildlife. Prior to beginning construction operations, list species that require specific attention along with measures for their protection.

E. Protection of Air Resources: Keep construction activities under surveillance, management, and control to minimize pollution of air resources. Burning is not permitted on the job site. Keep activities, equipment, processes, and work operated or performed, in strict accordance with the State of Nevada and Federal emission and performance laws and standards. Maintain ambient air quality standards set by the Environmental Protection Agency, for those construction operations and activities specified.

1. Particulates: Control dust particles, aerosols, and gaseous byproducts from all construction activities, processing, and preparation of materials (such as from asphaltic batch plants) at all times, including weekends, holidays, and hours when work is not in progress.

2. Particulates Control: Maintain all excavations, stockpiles, haul roads, permanent and temporary access roads, plant sites, spoil areas, borrow areas, and all other work areas within or outside the project boundaries free from particulates which would cause a hazard or a nuisance. Sprinklering, chemical treatment of an approved type, light bituminous treatment, baghouse, scrubbers, electrostatic precipitators, or other methods are permitted to control particulates in the work area.

3. Hydrocarbons and Carbon Monoxide: Control monoxide emissions from equipment to Federal and State allowable limits.

4. Odors: Control odors of construction activities and prevent obnoxious odors from occurring.

F. Reduction of Noise: Minimize noise using every action possible. Perform noise-producing work in less sensitive hours of the day or week as directed by the Resident Engineer. Maintain noise-produced work at or below the decibel levels and within the time periods specified.

1. Perform construction activities involving repetitive, high-level impact noise only between 8:00 a.m. and 6:00 p.m. unless otherwise permitted by local ordinance or the Resident Engineer. Repetitive impact noise on the property shall not exceed the following dB limitations:

Time Duration of Impact Noise Sound Level in dB

More than 12 minutes in any hour 70

Less than 30 seconds of any hour 85

Less than three minutes of any hour 80

Less than 12 minutes of any hour 75

2. Provide sound-deadening devices on equipment and take noise abatement measures that are necessary to comply with the requirements of this contract, consisting of, but not limited to, the following:

a. Maintain maximum permissible construction equipment noise levels at 15 m (50 feet) (dBA):

EARTHMOVING MATERIALS HANDLING

FRONT LOADERS 75 CONCRETE MIXERS 75

BACKHOES 75 CONCRETE PUMPS 75

DOZERS 75 CRANES 75

TRACTORS 75 DERRICKS IMPACT 75

SCAPERS 80 PILE DRIVERS 95

GRADERS 75 JACK HAMMERS 75

TRUCKS 75 ROCK DRILLS 80

PAVERS,

STATIONARY

80 PNEUMATIC TOOLS 80

PUMPS 75 BLASTING 75

GENERATORS 75 SAWS 75

COMPRESSORS 75 VIBRATORS 75

b. Use shields or other physical barriers to restrict noise transmission.

c. Provide soundproof housings or enclosures for noise-producing machinery.

d. Use efficient silencers on equipment air intakes.

e. Use efficient intake and exhaust mufflers on internal combustion engines that are maintained so equipment performs below noise levels specified.

f. Line hoppers and storage bins with sound deadening material.

g. Conduct truck loading, unloading, and hauling operations so that noise is kept to a minimum.

3. Measure sound level for noise exposure due to the construction at least once every five successive working days while work is being performed above 70 dB(A) noise level. Measure noise exposure at the property line or 15 m (50 feet) from the noise source, whichever is greater. Measure the sound levels on the A weighing network of a General Purpose sound level meter at slow response. To minimize the effect of reflective sound waves at buildings, take measurements at 900 to 1800 mm (three to six feet) in front of any building face. Submit the recorded information to the Resident Engineer noting any problems and the alternatives for mitigating actions.

G. Restoration of Damaged Property: If any direct or indirect damage is done to public or private property resulting from any act, omission, neglect, or misconduct, the Contractor shall restore the damaged

property to a condition equal to that existing before the damage at no additional cost to the Government. Repair, rebuild, or restore property as directed or make good such damage in an acceptable manner.

H. Final Clean-up: On completion of project and after removal of all debris, rubbish, and temporary construction, Contractor shall leave the construction area in a clean condition satisfactory to the Resident Engineer. Cleaning shall include off the station disposal of all items and materials not required to be salvaged, as well as all debris and rubbish resulting from demolition and new work operations.

## **PART 2 - PRODUCTS**

### **2.1 EQUIPMENT**

A. HVAC Equipment: Unless owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.

1. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return air grille in system and remove at end of construction.

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## **SECTION 01 70 00**

### **EXECUTION REQUIREMENTS**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

##### **1.2 SUMMARY**

A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:

1. Construction layout.
2. Field engineering and surveying.
3. Installation of the Work.
4. Coordination of Owner-installed products.
5. Progress cleaning.
6. Starting and adjusting.
7. Protection of installed construction.
8. Correction of the Work.

##### **B. Related Sections:**

1. Division 1 Section "Submittal Procedures" for submitting surveys.
2. Division 2 Section "Demolition" for demolition and removal of selected portions of the building.
3. Division 1 Section "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.
4. Division 7 Section "Firestopping" for patching penetrations in fire-rated construction.

##### **1.3 DEFINITIONS**

A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.

B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

##### **1.4 INFORMATIONAL SUBMITTALS**

A. Qualification Data: For land surveyor.

B. Certificates: Submit certificate signed by land surveyor certifying

that location and elevation of improvements comply with requirements.

C. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

D. Certified Surveys: Submit **two** copies signed by land surveyor.

#### 1.5 QUALITY ASSURANCE

A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.

B. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

#### 1.6 WARRANTY

A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

A. General: Comply with requirements specified in other Sections.

B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to the Architect for the visual and functional performance of in-place materials.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.

1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and waterservice piping; underground electrical services, and other utilities.

2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:

a. Description of the Work.

b. List of detrimental conditions, including substrates.

c. List of unacceptable installation tolerances.

d. Recommended corrections.

2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and



fixture installation.

4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.

5. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

A. Existing Utility Information: Furnish information to Resident Engineer that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of the Contractor, submit a request for information to Architect according to requirements in Division 1 Section "Project Management and Coordination."

E. Surface and Substrate Preparation: Comply with manufacturer's recommendations for preparation of substrates to receive subsequent work.

### 3.3 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect and Resident Engineer promptly.

B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.

1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.

2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.

3. Inform installers of lines and levels to which they must comply.

4. Check the location, level and plumb, of every major element as the Work progresses.

5. Notify Architect and Resident Engineer when deviations from required lines and levels exceed allowable tolerances.

6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.

D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

E. Record Log: Maintain a log of layout control work. Record deviations

from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect and Resident Engineer.

#### 3.4 FIELD ENGINEERING

A. Identification: Owner will identify existing benchmarks, control points, and property corners.

B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.

1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect or Resident Engineer. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect or Resident Engineer before proceeding.

2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.

C. Benchmarks: Establish and maintain a minimum of **two** permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.

1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.

3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.

D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.

#### 3.5 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

1. Make vertical work plumb and make horizontal work level.

2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.

3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.

4. Maintain minimum headroom clearance of **96 inches** in occupied spaces and **90 inches** in unoccupied spaces.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

E. Tools and Equipment: Do not use tools or equipment that produces harmful noise levels.

F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check

Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

G. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.

2. Allow for building movement, including thermal expansion and contraction.

3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

### 3.6 OWNER-INSTALLED PRODUCTS

A. Site Access: Provide access to Project site for Owner's construction personnel.

B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel.

1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable.

Notify Owner if changes to schedule are required due to differences in actual construction progress.

2. Preinstallation Conferences: Include Owner's construction personnel at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3. The Contractor shall be responsible for coordinating the support systems (mechanical, plumbing, electrical, data, structural, and radiation shielding) for the Medical Equipment, to be supplied by others. Due to the highly technical nature of the Medical Equipment, it is imperative the Contractor request, obtain and review the product information and installation requirements for each piece of equipment, prior to system rough-in. If the Equipment to be installed differs in manufacturer, model, or location from that shown on the construction drawings, the Contractor shall notify the Architect immediately. The rough-in work may not proceed until the Architect and the Design Team have reviewed the MP&E systems, structural support and radiation shielding for compatibility with the construction drawings.

### 3.7 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.

1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise

above 80 deg F.

3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

a. Utilize containers intended for holding waste materials of type to be stored.

4. Coordinate progress cleaning for joint-use areas where more than one installer has worked.

B. Site: Maintain Project site free of waste materials and debris.

C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

1. Remove liquid spills promptly.

2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Division 1 Section "Temporary Facilities and Controls."

H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### 3.8 STARTING AND ADJUSTING

A. Coordinate startup and adjusting of equipment and operating components with requirements in Division 1 Section "General Commissioning Requirements."

B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.

C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.

D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

E. Manufacturer's Field Service: Comply with qualification requirements in Division 1 Section "Quality Requirements."

### 3.9 PROTECTION OF INSTALLED CONSTRUCTION

A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial

Completion.

B. Comply with manufacturer's written instructions for temperature and relative humidity.

### 3.10 CORRECTION OF THE WORK

A. Repair or remove and replace defective construction. Restore damaged substrates and finishes.

1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

B. Restore permanent facilities used during construction to their specified condition.

C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.

D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.

E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01700

## **SECTION 01 73 10**

### **CUTTING AND PATCHING**

#### PART 1 - GENERAL

##### 1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

##### 1.2 SUMMARY

A. This Section includes procedural requirements for cutting and patching.

B. Related Sections include the following:

1. Division 1 Section "Selective Demolition" for demolition of selected portions of the building.

2. Divisions 2 through 16 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

3. Division 7 Section "Through-Penetration Firestop Systems" for patching fire-rated construction.

##### 1.3 DEFINITIONS

A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.

B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

##### 1.4 SUBMITTALS

A. Cutting and Patching Proposal: Submit a proposal describing procedures at least **10** days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:

1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.

2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.

3. Products: List products to be used and firms or entities that will perform the Work.

4. Dates: Indicate when cutting and patching will be performed.

5. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will

disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems will be disrupted.

6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.

7. Resident Engineer's Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

#### 1.5 QUALITY ASSURANCE

##### A. LEED Requirements for Building Reuse:

1. Credit MR 1.1[ **and 1.2**]: Maintain existing building structure (including structural floor and roof decking) and envelope (exterior skin and framing, excluding window assemblies and nonstructural roofing material) not indicated to be removed; do not cut such existing construction beyond indicated limits.

2. Credit MR 1.3: Maintain existing interior nonstructural elements (interior walls, doors, floor coverings, and ceiling systems) not indicated to be removed; do not cut such existing construction beyond indicated limits.

3. Credit MR 1.2[ **and 1.3**]: Maintain existing nonshell, nonstructural components (walls, flooring, and ceilings) not indicated to be removed; do not cut such existing construction beyond indicated limits.

B. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or loaddeflection ratio.

1. Foundation Construction.

2. Bearing and Retaining Walls.

3. Structural Concrete

4. Structural Steel

5. Structural Decking

6. Miscellaneous structural metals

7. Equipment Supports

8. Piping, ductwork, vessels and equipment.

C. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:

1. Primary operational systems and equipment.

2. Air or smoke barriers.

3. Fire-suppression systems.

4. Mechanical systems piping and ducts.

5. Control systems.

6. Communication systems.

7. Conveying systems.

8. Electrical wiring systems.

9. Operating systems of special construction in Division 13 Sections.

D. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their loadcarrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Miscellaneous elements include the

following:

1. Water, moisture, or vapor barriers.
2. Membranes and flashings.
3. Exterior curtain-wall construction.
4. Equipment supports.
5. Piping, ductwork, vessels, and equipment.
6. Noise- and vibration-control elements and systems.

E. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

F. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

#### 1.6 WARRANTY

A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

A. General: Comply with requirements specified in other Sections.

B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.

1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.

2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

B. Before proceeding, meet at the site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

#### 3.2 PREPARATION

A. Temporary Support: Provide temporary support of Work to be cut.

B. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to **[minimize]** **[prevent]** interruption to occupied areas.

#### 3.3 PERFORMANCE

A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.

2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.

3. Concrete: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.

4. Excavating and Backfilling: Comply with requirements in applicable Division 2 Sections where required by cutting and patching operations.

5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.

6. Proceed with patching after construction operations requiring cutting are complete.

C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.

2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.

a. Clean piping, conduit, and similar features before applying paint or other finishing materials.

b. Restore damaged pipe covering to its original condition.

3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.

4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.



5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weather tight condition.

D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION 01731

Appendix A

#### SUMMARY OF SOLID WASTE DISPOSAL AND DIVERSION

Project Name: Project Number:

Contractor Name: License Number:

Contractor Address:

Solid

Waste

Material

Date Material

Disposed/

Diverted

Amount

Disposed/

Diverted

(ton or cu.

yd)

Municipal

Solid Waste

Facility (name,

address, &

phone number)

Recycling/

Reuse Facility

(name, address,

& phone

number)

Comments (if

disposed, state why

not diverted)

Land

Clearing

Debris

Asphalt

Concrete

Metal

Wood

Debris

Glass

Clay brick

Paper/

Cardboard

Plastic

Gypsum

Paint

Carpet

Other:

Signature: Date:

**SECTION 01 77 00**

**CLOSEOUT PROCEDURES**

PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Substantial Completion procedures.
2. Final completion procedures.
3. Warranties.
4. Final cleaning.

B. Related Sections:

1. Division 1 Section "General Requirements" for submitting final completion construction photographic documentation.
2. Division 1 Section "Execution Requirements" for progress cleaning of Project site.
3. Division 1 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
4. Division 1 Section "General Requirements" for operation and maintenance manual requirements.
5. Division 1 Section "Demonstration and Training" for requirements for instructing Owner's personnel.
6. Divisions 2 through 16 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

#### 1.3 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete with request.

1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
2. Advise Owner of pending insurance changeover requirements.
3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
5. Prepare and submit Project Record Documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
8. Complete startup testing of systems.
9. Submit test/adjust/balance records.
10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
11. Advise Owner of changeover in heat and other utilities.
12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
13. Complete final cleaning requirements, including touchup painting.
14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect and/or Resident Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. If the Architect is unable to issue the certificate of substantial completion because the work is not considered to be substantially complete, the Contractor shall compensate for the Architect's services and expenses. Compensation shall be noted in the Supplementary General Conditions.

2. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

3. Results of completed inspection will form the basis of requirements for final completion.

#### 1.4 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:

1. Submit a final Application for Payment according to Division 1 Section "Payment Procedures."

2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.

3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

4. Submit pest-control final inspection report and warranty.

5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings.

B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect and/or Resident Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Submit the following with request for inspection:

a. Previous inspection lists indicating completion of all items.

b. If any items cannot be completed, obtain prior approval of such delay.

2. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

#### 1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction. [ **Use CSI Form 14.1A.** ]

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.

2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and

building systems.

3. Include the following information at the top of each page:

- a. Project name.
- b. Date.
- c. Name of Architect and/or Resident Engineer.
- d. Name of Contractor.
- e. Page number.

4. Submit list of incomplete items in the following format:

- a. PDF electronic file.
- b. Three paper copies of product schedule or list, unless otherwise indicated. Architect, will return two copies.

#### 1.6 WARRANTIES

##### A. Warranty Requirements

1. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.

2. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.

3. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.

4. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.

a. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.

5. Submittal: The Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work, or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

B. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.

C. Partial Occupancy: Submit properly executed warranties within **15** days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.

D. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.

1. Bind warranties and bonds in heavy-duty, three-ring, vinylcovered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive **8-1/2-by-11-inch** paper.

2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
4. Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide table of contents at beginning of document.
- E. Provide additional copies of each warranty to include in operation and maintenance manuals.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

1. Use cleaning products that meet Green Seal GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

## PART 3 - EXECUTION

### 3.1 FINAL CLEANING

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:

- a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
- b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
- c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
- d. Remove tools, construction equipment, machinery, and surplus material from Project site.
- e. Remove snow and ice to provide safe access to building.
- f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
- g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- h. Sweep concrete floors broom clean in unoccupied spaces.
- i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
- j. Clean transparent materials, including mirrors and glass in

doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.

k. Remove labels that are not permanent.

l. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.

1) Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates.

m. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.

n. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.

o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.

p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.

q. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter upon inspection.

1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report upon completion of cleaning.

r. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

s. Leave Project clean and ready for occupancy.

C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.

D. Construction Waste Disposal: Comply with waste disposal requirements in [Division 1 Section "Temporary Facilities and Controls."]

[Division 1 Section "Construction Waste Management."]

END OF SECTION 01770

A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.

B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's[ and **Construction Manager's**] reference during normal working hours.

END OF SECTION 01781