

Attachment #2



12424 South Lombard Lane
 Alsip, Illinois 60803
 Phone: (708) 371-0600
 Fax: (708) 371-0670

QUOTATION

Proposal Number	
023743	
Date	Page 1 of 3
1/27/2016	

Bill To:

Ship To:

V A Hospital
 5th Ave & Roosevelt Road
 Hines , IL 60141

Requested By: Marty Muth

Reference	Customer ID	Terms	FOB	ASHW Contact
Building 200 C017 Armstrong Digital Flo Heaters				Don Howley

- Order Note:
- 1- Capacity to heat 73 gallons per minute from 40- 140 degrees using 15 psig steam.(Redundant 146 GPM) See enclosed literature for details.
 - 2- Relief Valves for water side are supplied loose for field installation.
 - 3- Includes 1 day start up and training.
 - 4- 120 Volt power supply is required for BrainScan.
 - 5 - One Pressure reducing valve required per heater.

Quantity	Item Code	Description	Extended Description	Sell Price	Extended Sell Price
1	Digital Flo	DF665DWP5050BS is a complete pre-piped parallel (redundant) instantaneous steam/water shell and tube heater. The assembly includes a properly sized shell and tube heat exchanger with a Digital Recirculating Valve (DRV50) and BrainScan hot water monitoring control module			
2	GP2000150321	GP2000 1.50-in 3-21RG ARMSTRONG PRV	Armstrong GP2000 1.5 in threaded range 3-21 pressure reducing valve		
2	KEB150 100MESH	1.50in Keckley Y-Strainer w/ 100M Screen	Style B Y-Strainer, Cast Iron Body, 250-lb Threaded, 100 Mesh Lined 304 SS Screen		
2	Kunkle Safety Valve	Model 6252FKH01-LS 2" x 3" 30# Set Cap. 4361#/hr			
2	800075125	Armstrong IB Trap 125psi 7/64 Orifice	Model 800 Cast Iron Inverted Bucket Trap standard 3/4 inch NPT 125psi with 7/64 orifice		

IMPORTANT NOTES

1. Orders over \$50,000 require 30/30/40 payment terms
2. If requested Affiliated Steam will provide a final and unconditional waiver of lien from its manufacturers or suppliers.
3. The waiver will show a nominal dollar amount of \$10.00.
4. Delivery dates are approximate and not guaranteed.
5. Due to the volatility of the metals market pricing is valid for only 30 days.
6. In order to confirm quoted pricing on replacement tube bundles - the bundle must be pulled from the unit for inspection & final measurements and are non-returnable.

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QUOTATION

Proposal Number	
023743	
Date	Page 2 of 3
1/27/2016	

Quantity	Item Code	Description	Extended Description	Sell Price	Extended Sell Price
2	DF665 Insulation Jacket	Removable Insulation Jacket Model D51470			
2	KEB075	3/4in Keckley Style B Y Strainer	Y Strainer with cast iron body, 250lb threaded, 20 mesh 304SS screen		
2	KEDPE300	3-inch Keckley Drip Pan Elbow			
2	Watts Relief Valve	Model 1" LF174A - 0121508 -150#			
Shipped loose for field installation. To be installed on 1" ports off 665 Head.					
2	Q321 ASSEMBLY 0-30	Winters Gauge Assembly Including	A525 1/4 inch syphon, 171N 1/4 inch brass ball valve and Winter's Q321 0-30 pressure gauge		



Armstrong® Hot Water Generation – Steam/Water Double Wall

Digital-Flo® Steam/Water Shell and Tube Heat Exchanger

Model DF665DWP80BS

DF665DWP80BS is a complete pre-piped parallel (redundant) instantaneous steam/water shell and tube heater. The assembly includes a properly sized shell and tube heat exchanger with a Digital Recirculating Valve (DRV80) and BrainScan® hot water monitoring control module.

Digital technology provides enhanced water temperature control accuracy and enhanced user safety in a single control component. BrainScan® technology to remotely view and adjust set point, data log and monitor inlet hot, inlet cold/return and mixed water outlet with multiple BAS interface options.

Operational Specifications

- +/-2°F water temperature control at points of use 25' downstream during demand
- +/-2°F water temperature control during zero system demand "idling" periods
- 2°F minimum valve inlet to outlet temperature requirement (system recirculation temperature loss)
- Automatic shutoff of hot water flow upon cold water inlet supply failure
- Automatic shutoff of hot water flow in the event of a power failure
- Programmable set point range of 81-158°F (27-70°C)
- Programmable 1st level hi/lo temp alarm display
- Programmable temperature error level for double safety shutdown.

Technical Specifications

- Maximum steam pressure: 15 PSIG
- Maximum domestic pressure: 150 PSI
- Minimum recirculation flow: 10 GPM
- Design conditions: Domestic-73 GPM (Redundant)/165 GPM (Parallel) at 100°F delta T using 15 PSIG steam
- Complete assembly Lead Free Compliant
- All domestic side valve fittings and isolation valves, strainers, inlet/return check valves, inlet system blend and return thermometers pre-piped.
- DRV – all wetted parts 316 stainless steel
- DRV to be UL Listed
- Heat Exchanger shall be double wall with 5/8" copper inner, 3/4" ID copper outer tube expanded into steel (steam side) and brass (water side) tube sheets.
- Water pipe of type L copper
- Fabricated carbon steel frame with machine grade enamel paint
- 120 volt power supply required
- Secondary (double) safety shut-off valve included

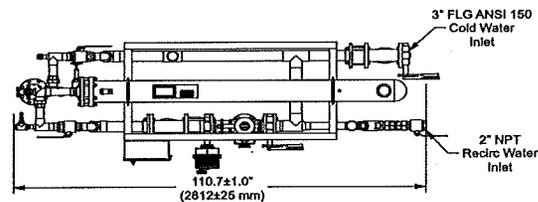
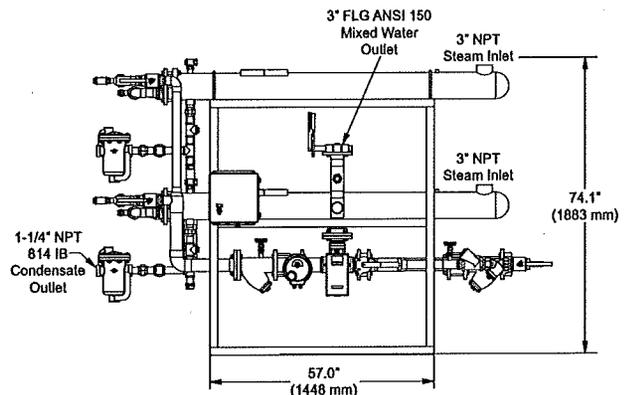
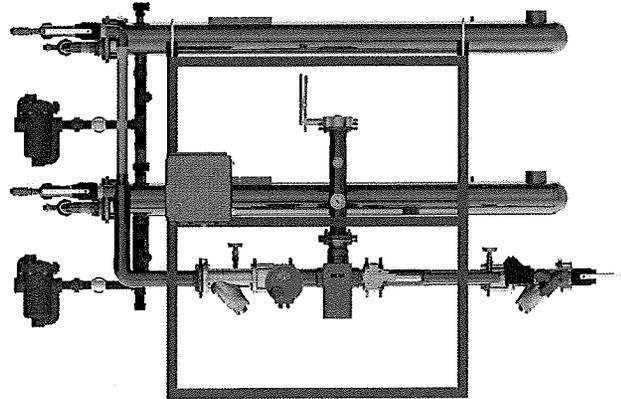
Connectivity

BrainScan® – Is an optionally selected control module from Armstrong which enables an interface with Building Automation Systems (BAS) which utilize Modbus, Bacnet™ or LonWorks™ protocols via the use of specific processor cards. BrainScan® also has an ethernet port and operates as a web server for remote network access.

BrainScan® has the following outputs:

- Set Point
- Inlet/Outlet Temperature
- Over Temperature Alert
- Error Messages

Designs, materials, weights and performance ratings are approximate and subject to change without notice. Visit armstronginternational.com for up-to-date information.



For a submittal drawing, refer to D589776.



Armstrong Water Temperature Control - Recirculation Systems

Connectivity

The integral RS 485 Serial Port on The Brain® Digital Recirculating Valve (DRV) can be used to connect the DRV to either BrainScan® or directly to a Building Automation System (BAS) which operates on a Modbus protocol.

BrainScan®

BrainScan® is an optionally selected control module from Armstrong which enables an interface with Building Automation Systems (BAS) which utilize Modbus, Bacnet™ or LonWorks™ protocols via the use of specific processor cards.

BrainScan® also has an ethernet port and operates as a web server for remote network access.

BrainScan® includes remote hot water supply, cold/ recirculation water supply, blended water outlet temperature outputs and is supplied with a system graphic, memory card for data storage and web based software.

BrainScan® includes terminals for additional installer supplied RTD's, pressure transducers and pulse type flow meters and this data can be forwarded via the BrainScan® interface.

Modbus

Modbus – DRV can be configured to communicate directly with BAS which use Modbus protocols.

When configured for Modbus the DRV becomes a Remote Terminal Unit (RTU).

The BAS will need to be using a Modbus RTU format.

When connected directly to a BAS using Modbus, the DRV will be assigned a unique network address which is programmed via the Integral DB9 external port.

RS485 Port

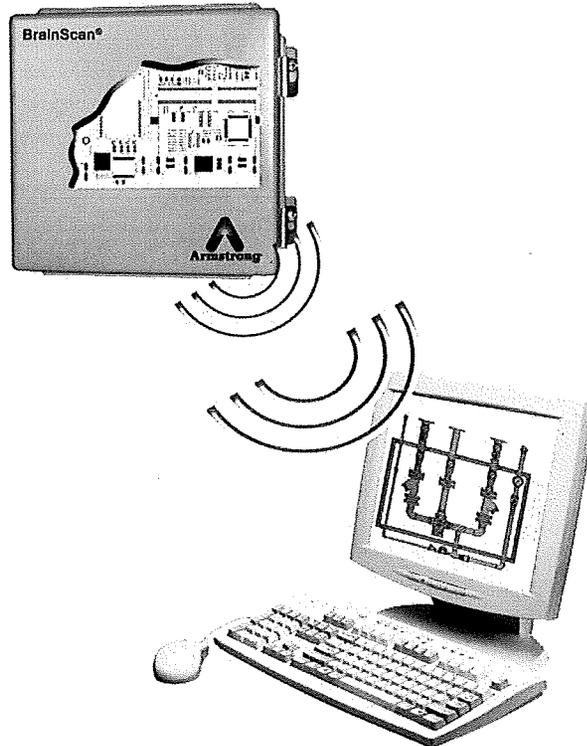
The integral RS485 Serial Port provides an ability to remotely program the DRV and update the firmware via BrainScan or Modbus.

The integral RS485 Serial Port can receive the following outputs from the DRV and communicate them via BrainScan or Modbus.

- Set Point
- Inlet/Outlet Temperature
- Over Temperature Alert

The integral RS284 Serial Port can receive the following self-diagnostic error messages from the DRV and communicate them via BrainScan or Modbus

- Over Temperature Error
- PCB Error
- Thermister Error
- Motor Error/Emergency Mode
- Battery Error

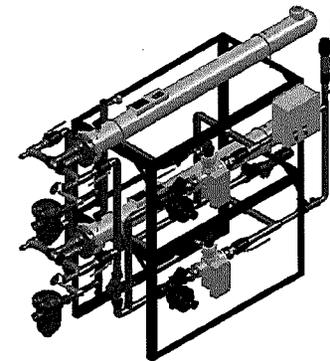


All dimensions and weights are approximate. Use certified print for exact dimensions. Design and materials are subject to change without notice.

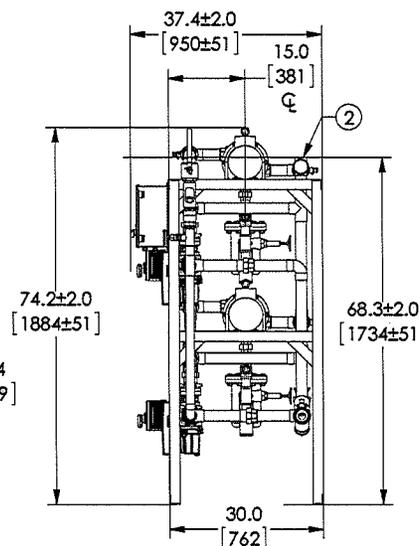
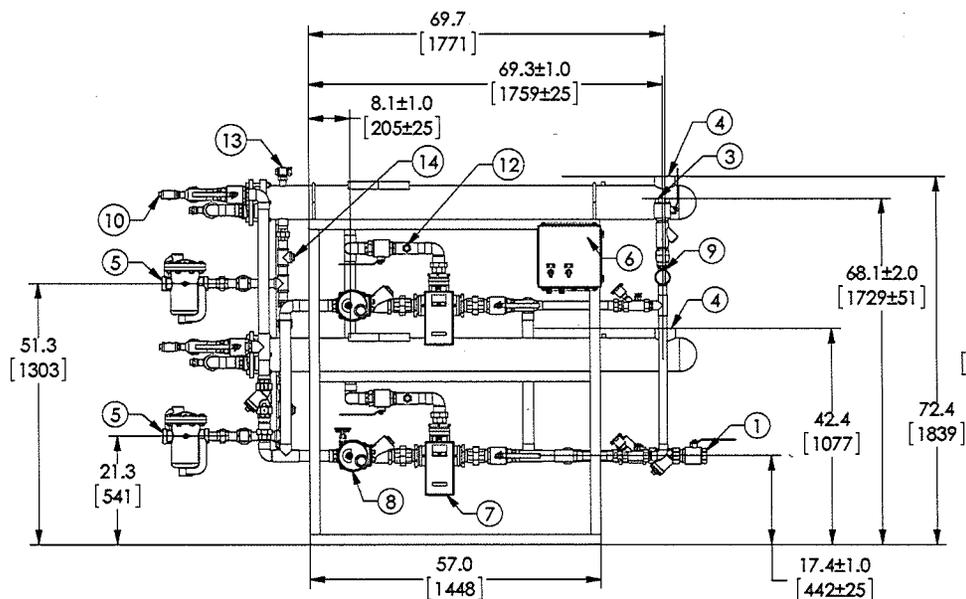
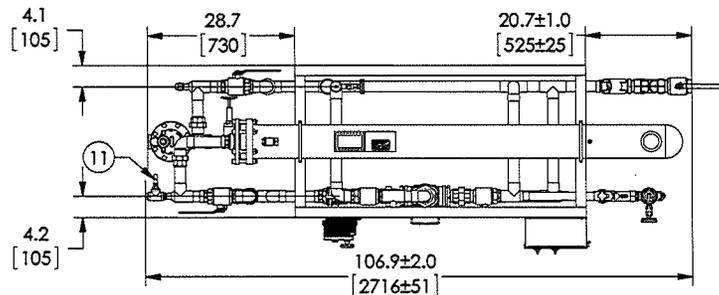
Attachment #3

APPROVAL

- BY: _____ DATE: _____
- APPROVED, PROCEED WITH FABRICATION
 - APPROVED AS NOTED, PROCEED WITH FABRICATION IN ACCORDANCE WITH COMMENTS
 - DISAPPROVED, DO NOT FABRICATE



DIGITAL FLO STEAM/WATER SHELL & TUBE HEAT EXCHANGER DOUBLE WALL



PROJECT NAME :

TAG :

ITEM	DESCRIPTION	CONNECTION
1	COLD WATER INLET	2" NPT
2	MIXED WATER OUTLET	2" SWT
3	RECIRC WATER INLET	1-1/2" NPT
4	STEAM INLET	3" NPT
5	CONDENSATE OUTLET	1-1/4" NPT 81.4 IB
6	ELECTRICAL PANEL/BRAINSCAN	110VAC @ 2A
7	DRV50 (2)	3" NPT
8	N.C. ACTUATED BUTTERFLY VALVE SAFETY SHUT OFF (2)	2" NPT
9	THERMOMETER (3)	
10	CIP CONNECTION (4)	1" NPT
11	SRV(PRESSURE) PIPE TO DRAIN (2)	1" NPT
12	SRV(CONNECTION FOR USER SUPPLIED T&P) (2)	1" NPT
13	AIR VENT (2)	3/4" NPT
14	VACUUM BREAKER (2)	1/2" NPT

ITEM	MATERIAL
PIPING	COPPER TYPE "L"
EXCHANGER SHELL MATL	CARBON STEEL
EXCHANGER TUBE MATL	COPPER
DRV SET POINT	85°F

NOTE(S):

- ARMSTRONG PART NUMBER : D621825
- ALL DIMENSIONS +/- 0.5[13] UNLESS OTHERWISE SHOWN.
- COMPLETE ASSEMBLY LEAD FREE COMPLIANT - THE WETTED SURFACE OF THIS PRODUCT CONTACTED BY CONSUMABLE WATER CONTAINS LESS THAN ONE QUARTER OF ONE PERCENT (0.25%) OF LEAD BY WEIGHT.
- PACKAGE INCLUDES ALL REQUIRED INLET CHECK VALVES AND STRAINERS ON DOMESTIC SIDE.
- DRV, SAFETY SHUT OFF AND ELECTRICAL PANEL ARE PREWIRED TO PROVIDE A SINGLE ELECTRICAL LANDING POINT AT THE PANEL.
- ITEM #11 IS 1/4[6.4] PIPE TO DRAIN IF FACTORY PRESS RELIEF VALVE IS USED.

DO NOT SCALE DRAWING TOLERANCES UNLESS OTHERWISE SPECIFIED	
DIMENSIONING ENGLISH [mm]	
FRACTIONAL ± 1/64	ANGULAR: ± 2
DECIMAL .XXX ± .005 XX ± .015 X ± .03	IN .0005 MM .010 .10

NAME	DATE
DRAWN CFG	11/8/2014
RELEASED SALES	

ARMSTRONG INTERNATIONAL Copyright © 2010 ARMSTRONG INTERNATIONAL, INC.	
DF665DWP50-50BS 2 NPT 2 SWT 1-1/2 NPT CPR	
CONFIG# (C-161341)	SHEET 1 OF 1
REV A DWG. SALES	

Attachment #4

MC Consulting Inc.

BLDG 200 BSMT FL

LOCATION		ACM %	TYPE	QTY	SAMPLE	MATERIAL DESCRIPTION	REEVALUATION 2010			COMMENTS
RANK	FUNCTION						FRIABLE	COND	POT FOR	
							Y/N		DIST	
	MSTC	0	N/A	11 SF	98265-X	MSTC FOR 98265 LAB RESULTS	N	GOOD	LOW	NO CHANGE
	BSBRD	0	N/A	11 SF	98265-X	4" BLK BSBRD	N	GOOD	LOW	NO CHANGE
	ACT	0	N/A	272 SF	98276-X	1'X1' WHT W/CRATERS WALL TILE	Y	GOOD	LOW	NO CHANGE
	ACT	0	N/A	70 SF	98276-X	1'X1' WHT W/CRATERS	Y	GOOD	LOW	NO CHANGE
ROOM C013										
	NSCM	N/A	N/A	N/A	N/A	NSCM	N/A	N/A	N/A	NO CHANGE
	PLAS-W	0	N/A	576 SF	98261-X	PLAS	Y	GOOD	MOD	NO CHANGE
	VFT	0	N/A	315 SF	98264-X	1'X1' TAN W/GRY & BRN FLKS	N	GOOD	LOW	NO CHANGE
	MSTC	0	N/A	315 SF	98264-X	MSTC FOR 98264 LAB RESULTS	N	GOOD	LOW	NO CHANGE
ROOM C014										
	NSCM	N/A	N/A	N/A	N/A	NSCM	N/A	N/A	N/A	NO CHANGE
	NSINS	N/A	N/A	N/A	N/A	NSINS	N/A	N/A	N/A	NO CHANGE
	DUCT	N/A	N/A	N/A	N/A	DUCT INS NS	N/A	N/A	N/A	NO CHANGE
	PLAS-W	0	N/A	880 SF	98261-X	PLAS	Y	GOOD	MOD	NO CHANGE
	MSTC	0	N/A	36 SF	98265-X	MSTC FOR 98265 LAB RESULTS	N	GOOD	LOW	NO CHANGE
	BSBRD	0	N/A	36 SF	98265-X	4" BLK BSBRD	N	GOOD	LOW	NO CHANGE
7	VFT	8	CHR	750 SF	98278-X	9"X9" TAN W/BRN & WHT STRKS	N	GOOD	LOW	NO CHANGE
7	MSTC	30	CHR	750 SF	98279-X	MSTC FOR 98278	N	GOOD	LOW	NO CHANGE
ROOM C015										
	NSFM	N/A	N/A	N/A	N/A	NSFM	N/A	N/A	N/A	NO CHANGE
7	PIPE F-DHW	15	CHR	N/A	97755-X	N-ACC ASSUME POSITIVE	Y	N/A	LOW	Presume behind walls & above ceilings
7	PIPE F-DCW	15	CHR	N/A	97765-X	N-ACC ASSUME POSITIVE	Y	N/A	LOW	Presume behind walls & above ceilings
	PLAS-W	0	N/A	256 SF	98261-X	PLAS	Y	GOOD	MOD	NO CHANGE
	PLAS-A	0	N/A	60 SF	98261-X	PLAS	Y	GOOD	MOD	NO CHANGE
ROOM C016										
	NSFM	N/A	N/A	N/A	N/A	NSFM	N/A	N/A	N/A	NO CHANGE
7	PIPE F-DHW	15	CHR	N/A	97755-X	N-ACC ASSUME POSITIVE	Y	N/A	LOW	Presume behind walls & above ceilings
7	PIPE F-DCW	15	CHR	N/A	97765-X	N-ACC ASSUME POSITIVE	Y	N/A	LOW	Presume behind walls & above ceilings
	PLAS-A	0	N/A	60 SF	98261-X	PLAS	Y	GOOD	MOD	NO CHANGE
ROOM C017										
	NSCM	N/A	N/A	N/A	N/A	NSCM	N/A	N/A	N/A	NO CHANGE
	NSINS	N/A	N/A	N/A	N/A	NSINS	N/A	N/A	N/A	NO CHANGE
	NSFM	N/A	N/A	N/A	N/A	NSFM	N/A	N/A	N/A	NO CHANGE
	NSWM	N/A	N/A	N/A	N/A	NSWM	N/A	N/A	N/A	NO CHANGE
	VIB	0	N/A	10 SF	97443-X	VIB CANVAS	N	GOOD	LOW	NO CHANGE

Attachment #4

MC Consulting Inc.

BLDG 200 BSMT FL

LOCATION		ACM %	TYPE	QTY	SAMPLE	MATERIAL DESCRIPTION	REEVALUATION 2010			COMMENTS
RANK	FUNCTION						FRIABLE	COND	POT FOR	
							Y/N		DIST	
6	FIRESTOP	10	CHR	N/A	97509-X	FIRESTOP WHT	Y	GOOD	LOW	NO CHANGE
6	PIPE F-DCW	15	CHR	10 LF	97756-X	CW FITG	Y	GOOD	LOW	NO CHANGE
6	PIPE F-DCW	15	CHR	N/A	97766-X	CW FITG	Y	GOOD	LOW	NO CHANGE
ROOM C018										
	PLAS-W	0	N/A	704 SF	98261-X	PLAS	Y	GOOD	MOD	NO CHANGE
	BSBRD	0	N/A	29 SF	98265-X	4" BLK BSBRD	N	GOOD	LOW	NO CHANGE
	MSTC	0	N/A	29 SF	98265-X	MSTC FOR 98265 LAB RESULTS	N	GOOD	LOW	NO CHANGE
7	VFT	8	CHR	420 SF	98278-X	9"X9" TAN W/BRN & WHT STRKS	N	GOOD	LOW	NO CHANGE
7	MSTC	30	CHR	420 SF	98279-X	MSTC FOR 98278	N	GOOD	LOW	NO CHANGE
ROOM C019										
	NSFM	N/A	N/A	N/A	N/A	NSFM	N/A	N/A	N/A	NO CHANGE
	NSCM	N/A	N/A	N/A	N/A	NSCM	N/A	N/A	N/A	NO CHANGE
	NSWM	N/A	N/A	N/A	N/A	NSWM	N/A	N/A	N/A	NO CHANGE
6	FIRESTOP	10	CHR	N/A	97509-X	FIRESTOP WHT	Y	GOOD	LOW	NO CHANGE
5	PIPE F-CHW	25	CHR	25 LF	97772-X	CHILLER	Y	GOOD	LOW	NO CHANGE
6	TANK	70	MIX	700 SF	97769-	TANK INS	Y	GOOD	LOW	NO CHANGE
	FIREPROOF	0	N/A	4000 SF	97770-	FIREPROOF SPRAY ON	Y	GOOD	LOW	NO CHANGE
	PIPE F-CHW	0	N/A	N/A	97771-	CHILL RET LINE	Y	GOOD	LOW	NO CHANGE
5	PIPE F-CHW	25	CHR	10 LF	97772-	CHILLER	Y	GOOD	LOW	NO CHANGE
2	PIPE F-STM	15	CHR	30 LF	97773-	STM LINE TO CHILLER	Y	GOOD	LOW	NO CHANGE
5	PIPE-STM	7	MIX	N/A	97774-	STM	Y	GOOD	LOW	NO CHANGE
ROOM C021										
	NSFM	N/A	N/A	N/A	N/A	NSFM	N/A	N/A	N/A	NO CHANGE
	NSWM	N/A	N/A	N/A	N/A	NSWM	N/A	N/A	N/A	NO CHANGE
7	PIPE F-DHW	15	CHR	N/A	97755-X	N-ACC ASSUME POSITIVE	Y	N/A	LOW	Presume behind walls & above ceilings
7	PIPE F-DCW	15	CHR	N/A	97765-X	N-ACC ASSUME POSITIVE	Y	N/A	LOW	Presume behind walls & above ceilings
	PLAS-A	0	N/A	200 SF	98261-X	PLAS	Y	GOOD	MOD	NO CHANGE
ROOM C022										
	NSCM	N/A	N/A	N/A	N/A	NSCM	N/A	N/A	N/A	NO CHANGE
	NSFM	N/A	N/A	N/A	N/A	NSFM	N/A	N/A	N/A	NO CHANGE
	NSWM	N/A	N/A	N/A	N/A	NSWM	N/A	N/A	N/A	NO CHANGE
ROOM C023										
	NSWM	N/A	N/A	N/A	N/A	NSWM	N/A	N/A	N/A	NO CHANGE
	NSCM	N/A	N/A	N/A	N/A	NSCM	N/A	N/A	N/A	NO CHANGE
	NSFM	N/A	N/A	N/A	N/A	NSFM	N/A	N/A	N/A	NO CHANGE

Attachment #5

VA Hospital
Hines, IL 60141

Policy Memorandum 578-12-138A-076 (R1)
April 11, 2014

Safety and Health During Construction Activities

Changes:

- Add to 3, RESPONSIBILITY: paragraph g, to read:

g. Contracting Officer (CO) and Contracting Officer's Representative (COR):

(10) Ensuring that if contracted construction worker(s) have been determined to be at risk for transmission of tuberculosis (TB) based upon the TB section of the Infection Control Risk Assessment (to be completed by COR and approved by Infection Control prior to Contract Award), the contractor must provide written certification that all contract employees assigned to the work site have had a pre-placement tuberculin screening within 90 days prior to assignment to the worksite and been found to be with negative screening reactions. This can be the CDC two-step skin testing or a Food and Drug Administration (FDA)-approved blood test. Contract employees manifesting positive screening reactions to the tuberculin must be examined according to current CDC guidelines prior to working on VHA property.

Subsequently, if the employee is found without evidence of active (infectious) pulmonary TB, a statement documenting examination by a physician must be on file with the employer (construction contractor) noting that the employee with a positive tuberculin screening test is without evidence of active (infectious) pulmonary TB. If the employee is found with evidence of active (infectious) pulmonary TB, the employee would require treatment with a subsequent statement as outlined in subparagraph 4q(11)(c) before being allowed to return to work on VHA property.

(11) Evaluating and considering past safety records of prospective contractors in awarding contracts. At a minimum, ensuring that all solicitations and contracts specify that contractors must not have more than three serious, one repeat, or one willful OSHA violation(s) in the past 3 years, or any significant environmental penalties, when contract selection is applicable at the station level.

(12) Ensuring that prior to the commencement of all projects that the contractor receive a copy of the HINES VAH Contractor Safety Disciplinary Procedures (Attachment F).

(13) The COR shall ensure proper notification to the CO if unsafe action by the contractor occurs by submitting to both the Contractor and the Contracting Officer (Attachment G) Hines VAH COR Letter of Concern for Safety Non-Compliance, in accordance with (Attachment F) HINES VAH Contractor Safety Disciplinary Procedures.

- Add to 3, RESPONSIBILITY: paragraph h, to read:

h. Construction Safety Officer(s) (CSOs):

Attachment #5

(8) Monitoring and inspecting construction and renovation work sites periodically to ensure compliance with safety elements of established program(s) as noted in Attachment H, titled OSHA Required Competent Person Inspections.

(13) As applicable if a Crane lift is required to complete aspects of the project then the Hines VA Hospital Planned Critical Lift Plan & Crane Permit (Attachment J) is required to be completed and approved by a member of the Safety Section prior to the Crane being allowed on campus. Once the Crane is onsite the HINES VAH Onsite Inspection Checklist for Mobile Cranes (Attachment I) shall be completed by the Construction Safety Officer prior to commencement of work.

References Added:

Above Ceiling Entry and Wall Construction Permits 578-07-001-102 (R-2) dated December 27, 2011

Smoking Policy 578-03-001-038 (R-2) dated February 1, 2012

Cutting, Welding, and other Hot work 578-03-001-089 (R-2) dated July 5, 2013

Hazard Communication Program 578-03-001-034 (R-1) dated January 13, 2012

Confined Space Program 578-12-138S-047 dated May 2, 2012

Asbestos Management Program 578-03-001-046 (R-1) dated January 30, 2012

ISO 14001/Environmental Management System

29 CFR Part 1926, OSHA Standards for the Construction Industry

CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health-Care Setting, 2005

Related Forms:

- Replaced: Older Attachment C, VHA Construction Site Safety Review Checklist from April 2013 with updated Attachment C, VHA Construction Site safety Review Checklist from March 2014.

- Added additional Attachments:

F Hines VAH Contractor Safety Disciplinary Procedure

G Hines VAH COR Letter of Concern for Safety Non-Compliance

H OSHA Required Competent Person Inspections

I Crane Operation and Minimum Criteria On-Site Inspection Checklist

J Hines VA Hospital Planned Critical Lift Plan & Crane Permit

Attachment D GEMS Awareness Competent Person Training and Attachment E VA Master Specifications Section 0174 19 Construction Waste Management combined and renamed Attachment D GEMS Awareness Competent Person Training

Attachment #5

VA Hospital
Hines, IL 60141

Policy Memorandum 578-12-138A-076 (R1)
April 11, 2014

Safety and Health During Construction Activities

1. **PURPOSE:** To establish policy and procedures to ensure that construction projects will be planned, coordinated and regularly inspected to ensure compliance with applicable fire, infection control, environmental, security, safety, and occupational health regulations and policies.

2. **POLICY:**

a. In order to protect patients, staff, visitors, and contractors from safety and health hazards associated with construction activities, this policy is established for the Edward Hines Jr. VA Hospital (Hines VA) and for all property where construction is undertaken. This policy requires that strategies be established to control the hazards inherent in conducting construction or maintenance operations in areas that are occupied by patients, visitors, or healthcare staff. These strategies include the assignment of appropriate responsibility at all levels of the organization, establishing and maintaining the necessary expertise to manage an effective construction health and safety program, applying technical guidance and best practices to assist in managing the program, and providing a Construction Safety Committee to oversee and enforce the application of this policy.

b. Construction activities shall be defined to include delegated minor or non-recurring maintenance projects performed by contractors, station-level projects performed by contractors, and station Maintenance and Operations (M&O) personnel. Construction shall also include non-delegated projects including majors, and Hines VA shall coordinate those construction impacts with the project's Project Engineer/Contracting Officers Representative (COR) through Hines VA single point of contact. This definition also applies to enhanced use and lease projects related to structures for which Hines VA maintains management responsibility or authority.

c. The intention of this Construction Safety Program is to reduce the potential for injury and illness to VA patients, employees, and visitors that might result from unsafe construction activities; to increase the level of construction safety expertise of VA employees; to decrease the potential for serious Occupational Safety and Health Administration (OSHA) violations; to provide a guideline for addressing safety-related construction issues; and to reduce the potential for property and liability exposures due to construction-related activities.

d. Proper application of this program will reduce the potential for liability, which could result from construction accidents, life safety deficiencies, or infection control failures.

3. **RESPONSIBILITY:**

a. VA Hospital Director:

(1) Establishing and monitoring an effective facility Construction Safety Program.

Attachment #5

(2) Establishing a Multi-Disciplinary Team (Construction Safety Committee) with representatives from the following program areas:

- Infection Control
- Patient Safety
- Occupational Safety and Health
- Police
- Engineering (Facilities Management)
- Engineering (Projects Management)
- Green Environmental Management System (GEMS)
- Emergency Planning Coordinator
- Local Union Safety Representatives (from affected bargaining units)
- Contracting
- Employee Occupational Health

(3) Ensuring that appropriate staff receives training in construction safety. All members of the Multi-Disciplinary Team complete at least 10 hours of Construction Safety Training at least every 2 years; or complete 30 hours of Construction Safety Training.

(4) Ensuring that the Construction Safety Committee actively engages in:

(a) Protecting patients, visitors, and employees from traumatic injury, toxic environmental exposures, and occupational and facility-associated infections.

b. Associate Director:

(1) Completing responsibilities delegated from the Hospital, as appropriate, for oversight of these policies.

c. Chief, Facilities Management Service:

(1) Working with contractor and VHA facility staff to coordinate and monitor an effective Construction Safety Program for projects under their direction.

(2) Completing OSHA's 30-hour Construction Safety Training and subsequently completes at least 10 hours of Construction Safety Training at least every 2 years.

(3) Supporting the periodic inspections of construction sites.

(4) Ensuring contractors comply with VA safety and health policies and procedures and contract requirements.

(5) Serving on the facility Construction Safety Committee/subcommittee to ensure contracts meet the committee's requirements.

Attachment #5

(6) Supporting the Construction Safety Officer, Facility Safety Manager, Contracting Officer, and engineering staff in implementing the Construction Safety Program.

d. Chief, Project Planning Section:

(1) Working through safety and health staff, CORs, maintenance staff, contractors, and the Construction Safety Committee to plan, coordinate and monitor the Construction Safety Program for all projects at the facility.

(2) Completing OSHA's 30-hour Construction Safety Training and subsequently complete 10 hours of Construction Safety Training at least every 2 years.

(3) Participating in monthly construction rounds of construction sites to ensure compliance with safety elements of the construction contract and performance of the program.

(4) Serving on the facility Construction Safety Committee to ensure contract requirements meet the committee's approval.

(5) Supporting the Competent Person (CP), Safety Officer, Infection Control Practitioner, Contracting Officer (CO), and engineering staff in implementation of the Construction Safety Program.

(6) Working with contracting staff to ensure competent staff is assigned as CORs to oversee work.

e. Chief, Maintenance and Operations Section:

(1) Completing OSHA's 30-hour Construction Safety Training and subsequently complete 10 hours of Construction Safety Training at least every 2 years.

(2) Participate in construction rounds of in-house construction sites to ensure compliance with safety elements of the construction contract and performance of the program.

(3) Ensure that in-house work forces have necessary training and competency for tasks being performed.

f. Chief, Biomedical Engineering:

(1) Ensuring that all construction accomplished in support of major equipment installations (as a part of the equipment purchase) are in compliance with the site Construction Safety Program policy and procedures.

g. Contracting Officer (CO) and Contracting Officer's Representative (COR):

(1) Completing at least at least 10 hours of Construction Safety Training and completing OSHA's 30-Hour Construction Safety training. Subsequently, complete at least 10 hours of construction safety training every 2 years.

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(2) Ensuring that all solicitations and contracts include the Federal Acquisition Regulation (FAR) clause found in FAR 52.236-13, Accident Prevention, and Veterans Affairs Acquisition Regulation (VAAR) clause found in VAAR 836.236-87.

(3) Designating, in writing, the Construction Safety Officer(s) (CSO) to serve as the Safety Officer for VHA contracts.

(4) Adding paragraph (f) found in FAR 52.236-13 to the basic clause if the contract will involve work of a long duration or hazardous nature, or performance on a government facility that on the advice of CSO or COR involves hazardous materials or operations that might endanger the safety of the public or government personnel or property.

(5) Ensuring that all solicitations and contracts specify that on-site general and sub-contractor's construction workers have completed at least 10 hours of Construction Safety training or the OSHA 30-hour Construction Safety training, and other relevant competency training, as determined by the CSO with input from the Multi-Disciplinary Team. The determination for other relevant competency training is based on the project hazards and complexity, Federal, and State regulations and VA requirements.

(6) Ensuring that all projects require contractor certification verifying completion of required training.

(7) Ensuring submittals for contract construction or renovation work to include the names, qualifications, and training dates for the contractor CP designated to administer the site-specific safety program, as well as the CP for other activities as required by OSHA regulation (such as scaffolds, cranes, excavations, etc.).

(8) Serving on the facility Construction Safety Committee or subcommittee to ensure contracts meet the Committee's requirements.

(9) Supporting the CSO, Facility Safety Manager, and appropriate staff in implementing the construction safety program and enforcement of the contracts.

(10) Ensuring that if contracted construction worker(s) have been determined to be at risk for transmission of tuberculosis (TB) based upon the TB section of the Infection Control Risk Assessment (to be completed by COR and approved by Infection Control prior to Contract Award), the contractor must provide written certification that all contract employees assigned to the work site have had a pre-placement tuberculin screening within 90 days prior to assignment to the worksite and been found to be with negative screening reactions. This can be the CDC two-step skin testing or a Food and Drug Administration (FDA)-approved blood test. Contract employees manifesting positive screening reactions to the tuberculin must be examined according to current CDC guidelines prior to working on VHA property. Subsequently, if the employee is found without evidence of active (infectious) pulmonary TB, a statement documenting examination by a physician must be on file with the employer (construction contractor) noting that the employee with a positive tuberculin screening test is without evidence of active (infectious) pulmonary TB. If the employee is found with evidence of active (infectious) pulmonary TB, the employee would require treatment with a subsequent statement as outlined in subparagraph 4q(11)(c) before being allowed to return to work on VHA property.

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(11) Evaluating and considering past safety records of prospective contractors in awarding contracts. At a minimum, ensuring that all solicitations and contracts specify that contractors must not have more than three serious, one repeat, or one willful OSHA violation(s) in the past 3 years, or any significant environmental penalties, when contract selection is applicable at the station level.

(12) Ensuring that prior to the commencement of all projects that the contractor receive a copy of the HINES VAH Contractor Safety Disciplinary Procedures (Attachment F).

(13) The COR shall ensure proper notification to the CO if unsafe action by the contractor occurs by submitting to both the Contractor and the Contracting Officer (Attachment G) Hines VAH COR Letter of Concern for Safety Non-Compliance, in accordance with (Attachment F) HINES VAH Contractor Safety Disciplinary Procedures.

h. Construction Safety Officer(s) (CSOs):

(1) Submitting project reviews of all construction projects, to include at a minimum the Infection Control Risk Assessment, Pre-Construction Risk Assessment (Attachment A), and National Environmental Protection Act Evaluation (Attachment B).

(2) Providing oversight of contract construction safety.

(3) Being knowledgeable in the general inspection of typical work sites during construction and renovation performed by contract staff and in the review of contractor safety program submittals. Note: CSC(s) do not take the place of the contractor's CP nor act on their behalf. The CSC(s) determines if the contractor is meeting VA standards and contractual requirements for safety and OSHA compliance. When these standards and contract requirements are not being met, the VA Contracting Officer's Representative (COR), CO, and CSC must take immediate action to prevent injury, exposure, noncompliance, and/or property damage.

(4) Completing OSHA's 30-hour Construction Safety Training and subsequently complete 10 hours of Construction Safety Training at least every 2 years.

(5) Ensuring that the specific safety requirements for construction operations are implemented during facility projects.

(6) Serving as a member of the Multi-Disciplinary Team.

(7) Conducting periodic inspections of VHA construction sites to ensure compliance with safety elements of the established program(s); at minimum, weekly inspections are required.

(8) Monitoring and inspecting construction and renovation work sites periodically to ensure compliance with safety elements of established program(s) as noted in Attachment H, titled OSHA Required Competent Person Inspections.

(9) Maintaining competence in the general inspection of work sites during construction, renovation, and maintenance, falls under the purview of this policy.

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(10) Approving corrective actions.

(11) Stopping unsafe work or activities that are non-compliant with the contract or OSHA and notifying the CO immediately.

(12) Maintaining communication with the contractor CP on questions of safety.

(13) As applicable if a Crane lift is required to complete aspects of the project then the Hines VA Hospital Planned Critical Lift Plan & Crane Permit (Attachment J) is required to be completed and approved by a member of the Safety Section prior to the Crane being allowed on campus. Once the Crane is onsite the HINES VAH Onsite Inspection Checklist for Mobile Cranes (Attachment I) shall be completed by the Construction Safety Officer prior to commencement of work.

i. Facility Safety Program Manager or designee:

(1) Completing OSHA's 30-hour Construction Safety Training and subsequently complete at least 10 hours of Construction Safety Training at least every 2 years.

(2) Ensuring that VHA policy for the Construction Safety Program is implemented within the medical center.

(3) Chairing the Construction Safety Committee.

(4) Ensuring that necessary and relevant Interim Life Safety Measures (ILSMs) are established and implemented. Conducts required additional training for compliance with identified ILSMs.

(5) Rendering technical advice and assistance as required in connection with life safety and fire protection issues during construction, project design, and development.

(6) Overseeing compliance with OSHA and other relevant construction safety regulations.

(7) Confirming that VAMC staff receives training required by this memorandum.

(8) Ensuring that the Construction Safety Program includes appropriate periodic construction site hazard surveillance.

j. Infection Preventionist:

(1) Advising and/or providing recommendations on exposure mitigation and the prevention of facility associated infections in patients, staff, and visitors.

(2) Coordinating with the manager of each construction project (in-house and contract) to conduct an Infection Control Risk Assessment (ICRA) during the planning and/or design stage of the work. ICRA's must be documented in writing and focus on eliminating or minimizing the risk of infection during construction and renovation activities.

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(3) Monitoring infection prevention protocols during construction activities as indicated in ICRA for that project.

k. GEMS Coordinator:

(1) Providing guidance on EPA regulations and environmental issues, as those regulations and issues directly and immediately relate to the safety during the design stage.

(2) Monitoring contractor compliance with contract specifications on EPA regulations, Attachment B – NEPA Assessment) as those regulations directly and immediately relate to the construction project, including environmental compliance, pollution prevention (Attachment D- GEMS Awareness Competent Person Training), waste management (Attachment E – Construction Project Waste Minimization Report), and permitting.

(3) Completing OSHA's 30-hour Construction Safety Training and subsequently complete 10 hours of Construction Safety Training at least every 2 years.

l. Emergency Planning Coordinator:

(1) Providing guidance on OSHA regulations as they apply to emergency planning, response and operations in construction (i.e. 29 CFR 1926.35 and 29 CFR 1926.65).

(2) Monitoring contractor performance to contracted specifications on OSHA Regulations as they appear to emergency planning, response, and operations related to construction operations.

m. The Construction Safety Committee (Multi-Disciplinary Team):

(1) Determining the scope and depth of safety, infection control, emergency management, and security interventions appropriate for all construction work. The team may develop threshold criteria for each level of intervention. For instance, after review, some projects may require only Construction Safety Officer surveillance to ensure employee safety and OSHA compliance, while other projects will require all disciplines to be involved.

(2) Conducting preconstruction risk assessments for air quality requirements, infection control, utility requirements, noise, vibration, and other hazards that affect care, treatment, and services. Using the current American Institute of Architects (AIA) Guidelines, staff must conduct and document in writing preconstruction risk assessments during the design or planning stage of the work (prior to bidding, award, and starting work). Preconstruction risk assessments must focus on eliminating or minimizing the above mentioned risks during construction and renovation activities. The complexity of the preconstruction risk assessment report is determined by the complexity of the threats posed by the construction project. Assigned VHA staff and Construction Facility Management Resident Engineers (CFM REs) must confirm compliance during the construction phase of the work.

(3) Verifying that an Infection Control Risk Assessment (ICRA) was completed prior to construction occurring thereby mitigating the risk of transmission of Mycobacterium Tuberculosis (TB) to contracted construction workers. The completed ICRA though reviewed

Attachment #5

by the Infection Preventionist per project is based upon many variables such as the construction site location, duration of construction activity, patient population, as well as the Hines VAH Annual Tb Risk Assessment, and the Center for Disease Control (CDC) defined risk as outlined in the “*CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health-Care Setting, 2005.*”

(4) Ensuring ILSMs are assessed and implemented on all construction work in accordance with TJC Standards. ILSMs are required when Life Safety Code deficiencies or construction activities pose significant hazards as determined by the assessment. Each medical facility must have a local policy addressing ILSM as required by TJC.

(5) Participating in all phases of construction work from planning through completion. This includes review and approval of construction plans, contract specifications, and contract submittals related to construction safety and health and any other documents that may assist in the implementation of an effective Construction Safety Program. The Multi-Disciplinary Team must be involved early in the process and continue oversight on a regular basis to avoid costly and disruptive delays.

(6) Ensuring that the Construction Safety Program includes periodic construction site hazard surveillance activities with appropriate membership, scope, and frequency for each project as determined by the Construction Safety Committee. The frequency and location of the hazard surveillance activities shall be defined and adhered to, which will include an agreed schedule for construction safety rounds and appropriate follow up enforcement of the corresponding corrective actions. Hazard Surveillance activities must be documented (date, time, members of the inspection team, deficiencies, types of corrective action, and time and date of correction). Note: Correction of hazards found during hazard surveillance activities must be tracked to completion by the Construction Safety Committee, with action by the appropriate COR/CSO/CP.

(7) Ensuring all contractors entering VHA properties comply with the security management program. As a minimum, contractors must notify and obtain permission from the VA Police, be identified by project and employer, and be restricted from unauthorized access.

(8) Evaluating the effectiveness of the Construction Safety Program in an annual report to the facility Safety Committee and/or Environment of Care Committee or equivalent committee.

(9) Requiring the contractor CP to implement and maintain an effective Safety Program that identifies and controls hazards that may cause injury or illness to VA patients, staff, visitors, and contractor employees.

(10) Requiring the contractor CP to implement and maintain an effective Safety Program that identifies and makes available their sub-contractors CP qualifications/certifications to the COR for all generally determined high risk construction activities as defined in 29 CFR 1926.

(11) Ensuring that documentation of the team’s inspections is provided to the Network Safety and Health Staff as requested.

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n. Police and Security:

(1) Ensuring that all contractors entering VAMC property comply with the Security Management Program. At a minimum, contractors must notify and obtain permission of the VAMC Police, be identified by project and employer, and be restricted from unauthorized access.

(2) Conducting periodic surveillance of site security and the integrity of barriers for trenches and other hazards.

4. INTERVENTION AND ENFORCEMENT:

a. All of the individuals with defined actions in this directive will intervene whenever conditions as a result of construction activities immediately threaten life or health or threaten to damage equipment or buildings. Intervention and enforcement of this policy and the associated regulatory requirements are as follows:

(1) Staff. All staff will identify hazardous conditions in need of intervention and further develop a culture of safety. CPs and all facility management will take prompt corrective measures to include immediate abatement of hazards, stopping of work, hazard awareness training, administrative controls, etc.

(2) Contractors. The Construction Safety Officer or CO shall notify the contractor orally, with written confirmation, and request immediate initiation of corrective action of hazards identified. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the CO may issue an order stopping all or part of the work until satisfactory corrective action has been taken. Upon a repeat offense of the same or substantially similar hazard, the Construction Safety Officer or CO should inform OSHA or other authorities (i.e., federal, state, or local officials) of the instances where the contractor has been notified to take immediate action to correct serious or imminent dangers. The Construction Safety Officer, with assistance from the Multi-Disciplinary Team, is responsible for making the Contractor and CO formally aware of hazards in need of correction. The CO is responsible for enforcement of the contract.

5. REFERENCES:

VHA Directive 2011-036, Safety and Health During Construction Activities, dated September 22, 2011 (Data available on Intranet)

Interim Life Safety Measures, Policy Memorandum 578-02-001-088(R-2), dated October 3, 2011 (Data available on intranet)

Above Ceiling Entry and Wall Construction Permits 578-07-001-102 (R-2) dated December 27, 2011 (Data available on Intranet)

Smoking Policy 578-03-001-038 (R-2) dated February 1, 2012 (Data available on Intranet)

Attachment #5

Cutting, Welding, and other Hot work 578-03-001-089 (R-2) dated July 5, 2013 (Data available on intranet)

Hazard Communication Program 578-03-001-034 (R-1) dated January 13, 2012 Data Available on intranet)

Confined Space Program 578-12-138S-047 dated May 2, 2012 Data available on intranet)

Asbestos Management Program 578-03-001-046 (R-1) dated January 30, 2012 (Data available on intranet)

ISO 14001/Environmental Management System (Data available on internet)

OSHA 1926, Construction Standards. www.osha.gov (Data available on internet)

CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health-Care Setting, 2005 (Data available on internet)

29 CFR 1926 (Data available on internet)

6. **RESCISSION**: Policy 578-12-138A-076 Safety and Health During construction Activities

7. **RECERTIFICATION**: This Policy Memorandum will be re-certified on or before April 11, 2017.

8. **FOLLOW-UP RESPONSIBILITY**: Facilities Management Services (138), Chief, Project Planning.

/s/

Joan M. Ricard, FACHE
Hospital Director

Distribution: Hines Internet Website and Service Chiefs / Service Line Managers via Email

Attachments:

- A Pre-construction/Safety Risk Assessment
- B National Environmental Protection Act Assessment
- C Construction Safety Checklist
- D GEMS Awareness Competent Person Training
- E Construction Project Waste Minimization Report
- F Hines VAH Contractor Safety Disciplinary Procedure
- G Hines VAH COR Letter of Concern for Safety Non-Compliance
- H OSHA Required Competent Person Inspections
- I Crane Operation and Minimum Criteria On-Site Inspection Checklist
- J Hines VA Hospital Planned Critical Lift Plan & Crane Permit

Attachment #5A

Policy Memorandum 578-12-138A-076 (R1)

April 11, 2014

Attachment A

Pre-Construction/Safety Risk Assessment		
Location of Construction (Bldg. No. /Room No.):		Project No.: 578-__-__
Project Title:		
Project Coordinator:	Project Start Date:	
Contractor Performing Work:	Estimated Duration:	
Supervisor:	Telephone:	
Description of Project:		
Construction Activities		
<p>The following projects <u>do not</u> require completion of the Pre-Construction/Safety Risk Assessment form:</p> <ol style="list-style-type: none"> 1. Painting and installation of new wallpaper in business offices and non-patient areas. 2. Painting in a patient room, if closed for painting and less than 3 square feet of wall area is to be patched and painted. Contractor shall replace the air filter for the room's air conditioning unit upon completion of painting. 3. Installation of a soap dispenser/needle box/paper towel holder in a patient room 4. Repair of a window blind. 5. Ceiling tile replacement for areas less than ten (10) 2' x 2' tiles, if not in business offices and non-patient areas. 6. Ceiling tile replacement for areas less than five (5) 2' x 2' tiles in a patient area, if patient is out of the immediate area and clean up can be accomplished before patient returns. 7. Minimal repair of Nurse Call System/TV/Bed/Telephone. 8. Checking or replacing of electric outlet. 9. Replacing a light bulb. 10. Unstopping sink/commode with no water on floor. 11. Unstopping commode when water on floor requires maintenance to have Housekeeping clean area immediately. 12. Repair of a medical gas outlet. (Front Body) 13. Taking air balance measurement readings. 14. Checking air conditioning unit/system. 15. Intermediate jobs that create a moderate amount of dust inside the room with negative air pressure maintained in the room via use of HEPA-equipped unit with minimum 10 ACH and all air discharged outside. The HEPA unit must continue running 2 hours after completion of job and Housekeeping must clean room before the HEPA unit is removed from room. All work and use of HEPA unit must be documented and copies forwarded to Infection Prevention and Safety. NOTE: All duct vents to be sealed off during work! 		
Yes	No	Will there be noise generated that will impact a department adjacent to, above, or below the construction area?
		a. If so, these departments must be notified.
		b. How are you going to reduce the noise to an acceptable level?
Yes	No	Will there be vibration generated that will impact a department adjacent to, above, or below the construction area?
		a. If so, these departments must be notified each time this type of work will be performed.
		b. How are you going to reduce the vibration to an acceptable level?

Attachment #5A

Policy Memorandum 578-12-138A-076 (R1)

April 11, 2014

Attachment A

Yes	No	Are Emergency Procedures in place and posted on each job for accidental events that could greatly impact Patient Care or Life Safety to the facility?
		Typically included items in these procedures are: <ul style="list-style-type: none"> • Emergency telephone numbers of key departments. • A contingency plan describing the location of main valves, switches, and controls. • A contingency plan for unexpected outages.
Environment		
Yes	No	Are any of the following environmental hazards present?
		Will hazardous chemicals be used on this project? How will fumes and odors be controlled? <i>Material Safety Data Sheets (MSDS) are required.</i> Reference: Hazard Communication Program 578-03-001-034 (R-1) dated January 13, 2012
		Is asbestos abatement required on this job? <i>If so, notify Safety at the Pre-Construction Meeting.</i> Reference: Asbestos Management Program 578-03-001-046 (R-1) dated January 30, 2012
		Will there be hot work (welding, brazing, soldering) done on this project? If so, then a Hot Work Permit must be posted on the job site. All hot work must have a fire watch assigned to each area while the hot work is being performed. Reference: Cutting, Welding, and other Hot work Policy 578-03-001-089 (R-2)
		Will there be work performed above the ceiling? Will repair/construction activities involve penetration in to existing walls, ceilings, door frames, or doors? If so, must apply for an Above Ceiling Entry and Wall Construction Permit. Reference: Above Ceiling Entry and Wall Construction Permits 578-07-001-102 (R-2) dated December 27, 2011
		Will confined space entry be required on this project? If so, the VAMC Confined Space Entry Program must be followed. Reference: Confined Space Program 578-12-138S-047 dated May 2, 2012
Utility Failures		
Yes	No	Will any of the following systems be out of service at any time during the project?
		<ul style="list-style-type: none"> • Fire alarm (<i>For outages greater than 4 hours, Interim Life Safety Measures must be implemented.</i>)
		<ul style="list-style-type: none"> • Sprinkler (<i>For outages greater than 4 hours, Interim Life Safety Measures must be implemented.</i>)
		<ul style="list-style-type: none"> • Electrical
		<ul style="list-style-type: none"> • Domestic water (<i>For outages greater than 2 weeks, affected domestic water systems will be flushed 5 times the plumbing volume to ensure no residual contaminants i.e. Legionella.</i>)
		<ul style="list-style-type: none"> • Oxygen
		<ul style="list-style-type: none"> • Sewage
		<ul style="list-style-type: none"> • HVAC
* The contractor must provide the COR a minimum of 3 weeks' notice prior to a scheduled utility outage.		

Yes	No	
		Will there be any work that will require activation of the Interim Life Safety Measures (ILSM) during this project? Other work may require ILSMs, but typical work requiring ILSM implementation are: <ul style="list-style-type: none"> • Any construction that impacts an exit or stairs • Any construction that impacts major breaches in a fire or smoke wall • Taking the main fire protection system out of service (sprinkler) • Taking the main fire alarm system out of service • Taking the "area" fire or fire alarm systems out of service for more than 4 hours within a 24-hour period Implementation of the ILSM requires a fire watch and the ILSM forms to be completed.

Attachment #5A

Policy Memorandum 578-12-138A-076 (R1)

April 11, 2014

Attachment A

Additional Safety Concerns	
Yes	No
	Will construction affect exit routes from occupied areas adjacent to construction site?
	Will the project affect traffic patterns in area? <i>If yes, explain plan.</i>
	Will the project involve the deployment of a crane to deliver equipment over occupied facilities? • Must submit a <i>Lift Safety Plan</i> and the Hines VA Hospital Planned Critical Lift Plan & Crane Permit to the Safety Office for approval a minimum of 3 weeks prior to the arrival of the crane on Hines VA Hospital. Follow the Safety Office's <i>Lift Safety Plan</i> format and include the following information: crane specifications, crane inspection list, and crane staff training record/certification. Contractors shall maintain and present the following items prior to crane start (items can be kept in crane cab): crane certifications, crane registration, fire extinguisher, and crane operating and safety manual.
	The following must be completed prior to any construction activities:
	<ul style="list-style-type: none"> • Construct separation walls prior to project start. • Fire protection systems must remain intact. • Provide extra fire extinguishers in work areas. • Maintain exit lights in work area. • Maintain negative air pressure in construction area (24/7) throughout project duration. • Maintain means to monitor and ensure negative pressure via barometer / magnahelix. • There cannot be any return air from within the construction area to the rest of the building. • Redirect egress routes; do not allow egress routes to pass through construction areas. • Provide and maintain "Construction Area-Do No Enter" signs on doors leading into the construction area. • Maintain up-to-date daily logs and maintain a current Hot Work Permit. • Provide and install no-slip mats at doors exiting construction area. • All debris removal must be by covered cart. • Maintain a clean and orderly work area. • Determine how, if at all, this project will affect the departments above, below, and adjacent to this project?
Air Quality and Infection Prevention	
Construction activity types are defined by the amount of dust that is generated, the duration of the activity, and the amount of shared HVAC systems. Contact Hines VA's Safety and Infection Prevention Departments if any activity is questionable under these guidelines.	
Yes	No
	Will dust be generated during this project? <i>If yes, explain location of and plan for interim dust barriers or attach floor plan with barriers clearly marked.</i>
	Is work occurring in an area defined by Infection Control as being at risk for Tuberculosis? <i>If yes, explain location of and plan for notification of floor staff and PPE for assigned contractors, attach floor plan with barriers clearly marked.</i>
	Will debris removal be necessary? <i>If yes, explain plan for debris removal and control.</i>
	Negative airflow ventilation and filtration in place and assessed for effectiveness.
	Exhaust fans in-place and functioning.
	Air supply duct to area closed and HEPA filtration unit in-place and functioning in adjacent patient care area?
	Will work be done in a sterile area? <i>If so, how will sterile atmosphere be maintained (to include access in/out of the work area)?</i>

Attachment #5A

Policy Memorandum 578-12-138A-076 (R1)

April 11, 2014

Attachment A

Type A		Inspections and Non-Invasive Activities or Small Scale/Short Duration Activities. (Refer to Infection Control Risk Assessment for Type Selection)
Yes	No	
		Removal of ceiling tiles for visual inspection (limited to 1 tile per 50 square feet)
		Painting (excludes sanding)
		Wall covering—Describe work to be done:
		Electrical trim work. Describe:
		Minor plumbing. Describe:
Type B		Small Scale, Short Duration Activities that create minimal dust. (Refer to Infection Control Risk Assessment for Type Selection)
Yes	No	
		Installation of telephone and computer cabling
		Access to chase spaces
		Sanding of walls for painting or wall covering (minor repairs—excludes sanding for drywall finishing)
Type C		Any work that generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies. (Refer to Infection Control Risk Assessment for Type Selection)
Yes	No	
		Sanding of walls--drywall finishing
		Removal of <input type="checkbox"/> floor coverings <input type="checkbox"/> ceiling tiles <input type="checkbox"/> casework Describe:
		Cutting of walls or ceiling. Describe:
		New wall construction
		Minor ductwork or electrical work above ceilings
		Major cabling activities
		Activity cannot be completed within a single work shift
Type D		Major demolition and Construction Projects. (Refer to Infection Control Risk Assessment for Type Selection)
Yes	No	
		Will require heavy demolition or removal of a complete ceiling system
		New construction
Contractor Signature		COR / CSO Signature
Date:		Date:
Safety Signature		Date:

Safety Service Recommendations (as needed):	

Attachment #5B

Policy Memorandum 578-12-138A-076(R1)

April 11, 2014

Attachment B

NEPA Assessment

Project:	Location:	Date:
		Project #:
Type of Project: <input type="checkbox"/> Operation and Maintenance Activities <input type="checkbox"/> Repairs/Renovation Project <input type="checkbox"/> New Construction Project <input type="checkbox"/> Lease <input type="checkbox"/> Other _____	Project Scope:	
Level of NEPA Analysis: <input type="checkbox"/> Categorical Exclusion (CATEX) <input type="checkbox"/> Environmental Assessment Needed (EA) <input type="checkbox"/> Environmental Impact Statement Needed (EIS)	Other Environmental Permits/Analysis Needed:	

PROJECT IMPACTS

Would the proposed activity involve or generate any of the following?

Source	Yes	No	Source	Yes	No	Source	Yes	No
Air Emissions Including GHG's	<input type="checkbox"/>	<input type="checkbox"/>	Liquid Effluent	<input type="checkbox"/>	<input type="checkbox"/>	RCRA or CERCLA Sites	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	Petroleum Storage	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands	<input type="checkbox"/>	<input type="checkbox"/>
Excess Noise	<input type="checkbox"/>	<input type="checkbox"/>	Solid Waste	<input type="checkbox"/>	<input type="checkbox"/>	Permit Modification	<input type="checkbox"/>	<input type="checkbox"/>
Utility Modification	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste	<input type="checkbox"/>	<input type="checkbox"/>	Chemical Use/Storage	<input type="checkbox"/>	<input type="checkbox"/>
Soil Disturbances	<input type="checkbox"/>	<input type="checkbox"/>	Biological Resources	<input type="checkbox"/>	<input type="checkbox"/>	Aesthetics	<input type="checkbox"/>	<input type="checkbox"/>
Water Treatment	<input type="checkbox"/>	<input type="checkbox"/>	Radioactive Waste	<input type="checkbox"/>	<input type="checkbox"/>	Water/Well Use	<input type="checkbox"/>	<input type="checkbox"/>
Water Flow Modification	<input type="checkbox"/>	<input type="checkbox"/>	Mixed Waste	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

DETERMINATION

I find the proposed project qualifies as a CATEGORICAL EXCLUSION with no extraordinary circumstances. Specify which CATEX: _____

I find that the proposed project MAY have a significant effect on the environment; therefore, an ENVIRONMENTAL ASSESSMENT will be prepared.

EIS

X

Project Engineer

X

GEMS Coordinator

Attachment #5B

Policy Memorandum 578-12-138A-076(R1)

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Attachment B

VA Categorical Exclusion List

Found in 38 CFR Part 26.6(b)(1)

1. Repair, replacement, and new installation of primary or secondary electrical distribution systems;
2. Repair, replacement, and new installation of components such as windows, doors, roofs; and site elements such as sidewalks, patios, fences, retaining walls, curbs, water distribution lines, and sewer lines which involve work totally within VA property boundaries.;
3. Routine VA grounds and facility maintenance activities;
4. Procurement activities for goods and services for routing facility operations maintenance and support;
5. Interior construction or renovation;
6. New construction of 75,000 gross square feet or less;
7. Development of 20 acres of land or less within an existing cemetery, or development on acquired land of five acres or less;
8. Actions which involve support or ancillary appurtenances for normal operation;
9. Leases, licenses, permits, and easements;
10. Reduction in force resulting from workload adjustments, reduced personnel or funding levels, skill imbalances or other similar causes;
11. VA policies, actions and studies which do not significantly affect the quality of the human environment;
12. Preparation of regulations, directives, manuals or other guidance that implement, but do not substantially change, the regulations, directives, manuals, or other guidance of higher organizational levels or another Federal agency; and
13. Actions, activities, or programs that do not require expenditure of Federal funds.

Extraordinary Circumstances List

Found in 38 CFR Part 26.6(b)(1)

1. Greater scope or size than normally experienced for a particular categorical exclusion
2. Actions in highly populated or congested areas
3. Potential for degradation, although slight, or existing poor environmental conditions
4. Use of unproven technology
5. Potential presence of an endangered species, archeological remains, or other protected resources
6. Potential presence of hazardous or toxic substances

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Attachment C

VHA Construction Site Safety Review Checklist

Project: _____ Date: _____ Time: _____

Contractor: _____ COR: _____

Inspection Team: _____

Safety & Health General	OK	NC	N/A	Concrete Operations	OK	NC	N/A
1. Safety Program / Injury Illness Protectn Plan				50. Cement/Silica dust exposures			
2. Orientation/Code of Safe Practices/Badges				51. Cutting Sawing/Grinding Controls			
3. Toolbox Meetings/Pre-Job Safety				52. PPE utilized by Crew			
4. Postings (OSHA) (Project Info/POC)				53. Wall or Structure Supported			
5. Emergency Numbers/First Aid				54. Pumps/equipment set-up/ cond.			
6. Toilets/ Hand Wash/Drinking Water				Ladders			
Environment				55. Ladder Conditions			
7. Ventilation, incl neg. air/ HEPA / Manometer				56. 3' Above Landing			
8. Illumination				57. Braced & Tied			
9. Integrity of Dust Control and containment				58. A-Frame Step Ladder Set Up			
10. Openings Guarded/Covered-Marked				59. Correct Height			
11. Stairs/Walkways Guarded & Accessible				60. Proper Use			
12. Rebars Capped				Scaffolds/Shoring (Interior/Exterior)			
13. Equipment/Material Storage				61. Current certified installation doc			
14. Traffic/Public Safety				62. Planks/toe boards			
15. 1 or 2 hr. fire separation based upon ILSM				63. Railed Properly			
16. Construction Warning Signs Posted				64. Tied to Structure			
17. Housekeeping				65. Ladder Access			
18. Emergency Exits – Clear / Unlocked				66. Daily Inspections			
19. ILSM in place – Exits Blocked/Locked				67. Users trained/Competent person			
Electrical Safety				68. Falling Object Protection			
20. Cords, Plugs Conditions, Surge Protectors				Excavations/Trench			
21. GFI Boxes & Grounding				69. Daily Inspections/Competent Person			
22. Overhead Lines protected/marked/spotter				70. Shored/sloped > 5' or soil cond.			
23. Lock out Tag Out				71. Spoil Piles at least 2' from edge			
24. Power/Generator/breaker panels secured				72. Underground Line located/potholed			
Personal Protection (PPE)				73. Barricades/protective measures			
25. Hard Hats				74. Ladder every 25' & after 4' deep			
26. Eye & Face Protection				Vehicle/Equipment Operations			
27. Ear Protection				75. Seat Belts by Operators			
28. Gloves/Clothing				76. Back Up Alarms – all Equipment			
29. Footwear				77. Reflective garments/PPE			
30. Respiratory (Dust/Canister Masks)				78. Personal cars in designated areas			
Site Security				79. Forklift operators trained			
31. Fencing				80. Flagmen/Traffic Control			
32. Security				Scissors/Zoom Booms/Lift Trucks			
33. Entrance/Exit				81. Controls Operative			
Hand/ Power/Powder Actuated Tools				82. Safety Chains in Place			
34. Guards attached/functional				83. Harness & Lanyards (JLG's)			
35. Grounded Properly				84. Operator Certification			
36. Working Properly				85. Visual Inspection			
37. Trained or Certified Operators/PPE				86. Fluid Levels (Oil, Water)			
Fire Protection				87. Brakes/Lights/Back up Alarm(s)			
38. Fire Extinguishers checked/accessible				88. Gauges – Operative			
39. Alarm/Detection System in Place				89. Scheduled Maintenance			
40. Smoking (No Smoking)				Welding & Cutting			
41. Hot Work Permits approved/current				90. Approved Hot Work Permit			
42. Flammable/Combustible Material				91. Cylinders – Use & Segregation			
Fall Protection				92. Torches, Hoses, Gauges, PPE, etc			
43. Use of Fall Protection above 6'				93. Weld Cables, Holders & Grounds			
44. Floor openings/holes securely covered				94. Fire Protection (Task Work)			
45. Perimeter/Interior Shaft Guardrails				Personnel Hoists & Cranes			
46. Falling material/objects				95. Inspections & Maintenance			
47. Trained on Use – Competent Person				96. Crane Set Up & Swing Protection			
48. Handrails for stairs 4 or more steps				97. Rigging & Loads Secured			
49. Fall Protection Equipm't in place/Inspected.				98. Certified Operator			

Legend: OK = Condition of non-compliance was not identified; NC = Needs Correction; N/A = Not Applicable

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GEMS Awareness Training for Contractors Competent Person

All federal agencies are required by Executive Order to implement an Environmental Management System, reduce waste, reduce quantity of toxic and hazardous chemical and materials acquired, used or disposed of, increase diversion of solid waste by recycling, and use sustainable environmental practices (acquisition of bio-based, environmentally preferable, energy-efficient, water-efficient and recycled-content products).

The Department of Veterans Affairs has chosen the term GEMS to refer to the department's Green Environmental Management System. Green Environmental Management Systems have been shown to be a valuable tool to lessen negative impacts on the environment, and create more efficient, cost effective means of providing service to our veterans. **The GEMS program emphasizes importance of compliance to federal, state, and local regulations; encourages pollution prevention strategies whenever possible; and focuses on continued improvement on environmental issues.** The GEMS Program is based on ISO 14001, which relates to Environmental Management Systems (EMS). The EMS provides a framework to review activities performed by, or on behalf of the organization, including work performed by contractors.

Any parties, including contractors, who perform an activity identified as being significant based on the impact on the environment, environmental compliance, exposure risk, etc., must be aware of our facility GEMS program and ways to reduce the environmental impacts.

Training for contractors involved in construction, renovation or demolition shall consist of being made knowledgeable of VA Master Specifications Section 01 74 19 by their employer regarding construction waste management. The below signer certifies that each member of their staff who is involved in significant construction waste management activities has been given a copy of VA Master Specifications Section 01 74 19.

Acknowledgement by Competent Person of Document Receipt

Company: _____

Received by (print name): _____

Signature: _____

Date: _____

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CONTRACTOR ENVIRONMENTAL TRAINING

SECTION 01 74 19 CONSTRUCTION WASTE MANAGEMENT

PART 1 – GENERAL

1.1 DESCRIPTION

- A. This section specifies the requirements for the management of non-hazardous building construction and demolition waste.
- B. Waste disposal in landfills shall be minimized to the greatest extent possible. Of the inevitable waste that is generated, as much of the waste material as economically feasible shall be salvaged, recycled or reused.
- C. Contractor shall use all reasonable means to divert construction and demolition waste from landfills and incinerators, and facilitate their salvage and recycle not limited to the following:
 - 1. Waste Management Plan development and implementation.
 - 2. Techniques to minimize waste generation.
 - 3. Sorting and separating of waste materials.
 - 4. Salvage of existing materials and items for reuse or resale.
 - 5. Recycling of materials that cannot be reused or sold.
- D. At a minimum the following waste categories shall be diverted from landfills:
 - 1. Soil.
 - 2. Inerts (e.g., concrete, masonry and asphalt).
 - 3. Clean dimensional wood and palette wood.
 - 4. Green waste (biodegradable landscaping materials).
 - 5. Engineered wood products (plywood, particle board and I-joists, etc.).
 - 6. Metal products (e.g., steel, wire, beverage containers, copper, etc.).
 - 7. Cardboard, paper and packaging.
 - 8. Bitumen roofing materials.
 - 9. Plastics (e.g., ABS, PVC).
 - 10. Carpet and/or pad.
 - 11. Gypsum board.
 - 12. Insulation.
 - 13. Paint.
 - 14. Fluorescent lamps.

1.2 RELATED WORK

- A. Section 02 41 00, DEMOLITION.
- B. Section 01 00 00, GENERAL REQUIREMENTS.
- C. Lead Paint: Section 02 83 33.13, LEAD BASED PAINT REMOVAL AND DISPOSAL.

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1.3 QUALITY ASSURANCE

- A. Contractor shall practice efficient waste management when sizing, cutting and installing building products. Processes shall be employed to ensure the generation of as little waste as possible. Construction /Demolition waste includes products of the following:
1. Excess or unusable construction materials.
 2. Packaging used for construction products.
 3. Poor planning and/or layout.
 4. Construction error.
 5. Over ordering.
 6. Weather damage.
 7. Contamination.
 8. Mishandling.
 9. Breakage.
- B. Establish and maintain the management of non-hazardous building construction and demolition waste set forth herein. Conduct a site assessment to estimate the types of materials that will be generated by demolition and construction.
- C. Contractor shall develop and implement procedures to reuse and recycle new materials to a minimum of 50 percent.
- D. Contractor shall be responsible for implementation of any special programs involving rebates or similar incentives related to recycling. Any revenues or savings obtained from salvage or recycling shall accrue to the contractor.
- E. Contractor shall provide all demolition, removal and legal disposal of materials. Contractor shall ensure that facilities used for recycling, reuse and disposal shall be permitted for the intended use to the extent required by local, state, federal regulations. The Whole Building Design Guide website <http://www.wbdg.org> provides a Construction Waste Management Database that contains information on companies that haul, collect, and process recyclable debris from construction projects.
- F. Contractor shall assign a specific area to facilitate separation of materials for reuse, salvage, recycling, and return. Such areas are to be kept neat and clean and clearly marked in order to avoid contamination or mixing of materials.
- G. Contractor shall provide on-site instructions and supervision of separation, handling, salvaging, recycling, reuse and return methods to be used by all parties during waste generating stages.
- H. Record on daily reports any problems in complying with laws, regulations and ordinances with corrective action taken.

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1.4 TERMINOLOGY

- A. Class III Landfill: A landfill that accepts non-hazardous resources such as household, commercial and industrial waste resulting from construction, remodeling, repair and demolition operations.
- B. Clean: Untreated and unpainted; uncontaminated with adhesives, oils, solvents, mastics and like products.
- C. Construction and Demolition Waste: Includes all non-hazardous resources resulting from construction, remodeling, alterations, repair and demolition operations.
- D. Dismantle: The process of parting out a building in such a way as to preserve the usefulness of its materials and components.
- E. Disposal: Acceptance of solid wastes at a legally operating facility for the purpose of land filling (includes Class III landfills and inert fills).
- F. Inert Backfill Site: A location, other than inert fill or other disposal facility, to which inert materials are taken for the purpose of filling an excavation, shoring or other soil engineering operation.
- G. Inert Fill: A facility that can legally accept inert waste, such as asphalt and concrete exclusively for the purpose of disposal.
- H. Inert Solids/Inert Waste: Non-liquid solid resources including, but not limited to, soil and concrete that does not contain hazardous waste or soluble pollutants at concentrations in excess of water-quality objectives established by a regional water board, and does not contain significant quantities of decomposable solid resources.
- I. Mixed Debris: Loads that include commingled recyclable and non-recyclable materials generated at the construction site.
- J. Mixed Debris Recycling Facility: A solid resource processing facility that accepts loads of mixed construction and demolition debris for the purpose of recovering re-usable and recyclable materials and disposing non-recyclable materials.
- K. Permitted Waste Hauler: A company that holds a valid permit to collect and transport solid wastes from individuals or businesses for the purpose of recycling or disposal.
- L. Recycling: The process of sorting, cleansing, treating, and reconstituting materials for the purpose of using the altered form in the manufacture of a new product. Recycling does not include burning, incinerating or thermally destroying solid waste.
 - 1. On-site Recycling – Materials that are sorted and processed on site for use in an altered state in the work, i.e. concrete crushed for use as a sub-base in paving.

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2. Off-site Recycling – Materials hauled to a location and used in an altered form in the manufacture of new products.
- M. Recycling Facility: An operation that can legally accept materials for the purpose of processing the materials into an altered form for the manufacture of new products. Depending on the types of materials accepted and operating procedures, a recycling facility may or may not be required to have a solid waste facilities permit or be regulated by the local enforcement agency.
- N. Reuse: Materials that are recovered for use in the same form, on-site or off-site.
- O. Return: To give back reusable items or unused products to vendors for credit.
- P. Salvage: To remove waste materials from the site for resale or re-use by a third party.
- Q. Source-Separated Materials: Materials that are sorted by type at the site for the purpose of reuse and recycling.
- R. Solid Waste: Materials that have been designated as non-recyclable and are discarded for the purposes of disposal.
- S. Transfer Station: A facility that can legally accept solid waste for the purpose of temporarily storing the materials for re-loading onto other trucks and transporting them to a landfill for disposal, or recovering some materials for re-use or recycling.

1.5 SUBMITTALS

- A. In accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, and SAMPLES, furnish the following:
- B. Prepare and submit to the Resident Engineer a written demolition debris management plan. The plan shall include, but not be limited to, the following information:
 1. Procedures to be used for debris management.
 2. Techniques to be used to minimize waste generation.
 3. Analysis of the estimated job site waste to be generated:
 - a. List of each material and quantity to be salvaged, reused, recycled.
 - b. List of each material and quantity proposed to be taken to a landfill.
 4. Detailed description of the Means/Methods to be used for material handling.
 - a. On site: Material separation, storage, protection where applicable.
 - b. Off site: Transportation means and destination. Include list of materials.
 - 1) Description of materials to be site-separated and self-hauled to designated facilities.
 - 2) Description of mixed materials to be collected by designated waste haulers and removed from the site.
 - c. The names and locations of mixed debris reuse and recycling facilities or sites.
 - d. The names and locations of trash disposal landfill facilities or sites.

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- e. Documentation that the facilities or sites are approved to receive the materials.
- C. Designated Manager responsible for instructing personnel, supervising, documenting and administer over meetings relevant to the Waste Management Plan.
- D. Monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling.

1.6 APPLICABLE PUBLICATIONS

- A. Publications listed below form a part of this specification to the extent referenced. Publications are referenced by the basic designation only. In the event that criteria requirements conflict, the most stringent requirements shall be met.
- B. U.S. Green Building Council (USGBC):
LEED Green Building Rating System for New Construction

1.7 RECORDS

Maintain records to document the quantity of waste generated; the quantity of waste diverted through sale, reuse, or recycling; and the quantity of waste disposed by landfill or incineration. Records shall be kept in accordance with the LEED Reference Guide and LEED Template.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. List of each material and quantity to be salvaged, recycled or reused.
- B. List of each material and quantity proposed to be taken to a landfill.
- C. Material tracking data: Receiving parties, dates removed, transportation costs, weight tickets, tipping fees, manifests, invoices, net total costs or savings.

PART 3 - EXECUTION

3.1 COLLECTION

- A. Provide all necessary containers, bins and storage areas to facilitate effective waste management.
- B. Clearly identify containers, bins and storage areas so that recyclable materials are separated from trash and can be transported to respective recycling facility for processing.
- C. Hazardous wastes shall be separated, stored, disposed of according to local, state, federal regulations.

3.2 DISPOSAL

- A. Contractor shall be responsible for transporting and disposing of materials that cannot be delivered to a source-separated or mixed materials recycling facility to a transfer station or disposal facility that can accept the materials in accordance with state and federal regulations.
- B. Construction or demolition materials with no practical reuse or that cannot be salvaged or recycled shall be disposed of at a landfill or incinerator.

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3.3 REPORT

- A. With each application for progress payment, submit a summary of construction and demolition debris diversion and disposal including beginning and ending dates of period covered.
- B. Quantify all materials diverted from landfill disposal through salvage or recycling during the period with the receiving parties, dates removed, transportation costs, weight tickets, manifests, invoices. Include the net total costs or savings for each salvaged or recycled material.
- C. Quantify all materials disposed of during the period with the receiving parties, dates removed, transportation costs, weight tickets, tipping fees, manifests, invoices. Include the net total costs for each disposa

Construction Project Waste Minimization Report
(Provide documentation for all waste/recycling streams)

Project Name/Number:					Date:	
Material (circle NA if not applicable)		Quantity (lbs or tons)	Destination (facility name and phone)			
Appliances (other than HVAC)	NA				HVAC Appliances	NA
Asbestos	NA				Light fixtures	NA
Asphalt	NA				Metal pipe	NA
Batteries	NA				Non PCB-ballasts	NA
Brick	NA				Scrap metal	NA
Bulk waste	NA				Siding	NA
Ceiling tiles	NA				Sinks/toilets	NA
Concrete	NA				Vegetation	NA
Doors	NA				Windows	NA
Excavated dirt/rock	NA				Wire	NA
Fluorescent tubes	NA				Wood/Lumber	NA
Hardware	NA				Other:	NA

VA Construction Waste Management Specifications (Section 01 74 19) require "Contractor shall use all reasonable means to divert construction and demolition waste from landfills and incinerators, and facilitate their salvage and recycle not limited to" the above. The contractor shall, (1.7 Records)" maintain records to document the quantity of waste generated; the quantity of waste diverted through sale, reuse, or recycling; and the quantity of waste disposed by landfill or incineration."

Note: Contractor should submit copies of weigh tickets from the disposal center as back up documentation of the quantities indicated above. (3.3 Report) "With each application for progress payment, submit a summary of construction and demolition debris diversion and disposal." (1.3 D Quality Assurance) "Any revenues or savings obtained from salvage or recycling shall accrue to the contractor."

Attachment #5F

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Attachment F

HINES VAH CONTRACTOR SAFETY DISCIPLINARY PROCEDURES

All contractor and sub-contractor employees are expected to comply with jobsite rules and OSHA regulations, and to follow established operating procedures set forth by the HINES VAH. Violations, and repeated violations will not be tolerated and superintendent/foreman will be held accountable for the conduct of contractor and sub-contractor employees.

Superintendents and foremen are required to take action when a violation is observed or brought to their attention. Immediate action to control or eliminate a hazard is required.

In the event a violation/repeat violation is observed, the following procedures have been established to place an employee and the contractor on notice.

Notice

Action

First Offense

A written warning from the Contracting Officer (CO) to the contractor (Copy to the Contracting Officer Representative (COR) will address the violation of the employee and the contractor. A copy will be provided to the superintendent and one placed in the contract file and the HINES VAH construction safety office file, referencing the violation and warning, including date and time.

Repeated Offense

A written letter of reprimand from the Contracting Officer addressed to the contractor with reference to the violation, and a request for replacement of the project superintendent. A copy of this letter will be given to the Contractor's main office, HINES VAH Construction Safety Office and a copy will be filed at HINES VAHs' Network Contracting Office (NCO) #6. Also a warning from the CO to the contractor (copy to COR) that a 3rd offense will result in "Stop Work" at no-cost to the government until a safety stand-down is completed by the contractor.

Final Offense

A "Stop Work" at no-cost to the government will take place immediately and will not be removed until a safety stand-down (SSD) is completed by the contractor and its employees, and monitored by the HINES VAH Construction Safety Manager. Requirement for immediate replacement of superintendent will result. Documentation of the offense and completion of SSD will be filed at the HINES VAH Construction Safety Office and the NCO #6.

The above procedure has been prepared so that there is no question about how violations of rules, regulations, and procedures will be handled by HINES VAH and so that contractor, sub-contractors and their employees will know what to expect if they do not comply with the established rules, regulations, and procedures. Management knowledge of unsafe behavior and lack or appropriate documented discipline may be a violation of federal, state laws and regulations.

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HINES VETERANS AFFAIRS HOSPITAL COR LETTER OF CONCERN FOR SAFETY NON-COMPLIANCE

Project Number: _____ Project Name: _____

COR: _____

This is a Letter of CONCERN issued by the Hines Veterans Affairs' Hospital FMS Project Planning Office informing that your company, _____, has been found to be in violation of your contract as a result of repetitive non-compliance with applicable federal, state, or Hines VAH safety requirements or facility policy.

On _____ in accordance with Safety and Health During Construction Activities Policy Memorandum 578-12-138A-076, your superintendent _____ was given a Notice for Safety Non-Compliance (copy attached). This notice specifies areas where your company does not comply with federal, state, or Hines VA Hospital safety requirements, and requests that these items be corrected immediately.

If they are not corrected, more stringent measures will be taken in follow-up with the Contracting Officer.

Contracting Officer Representative

Date

Hines FMS Chief of Project Planning

Date

Attachment #5H

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Attachment H

OSHA Required Competent Person Inspections

Inspection	Frequency	Applicable Standard
Asbestos Work	Frequent and regular	29 CFR 1926.1101(o)(2)
Asbestos Work, Class I	At least once during each work shift, and at any time at employee request	29 CFR 1926.1101(o)(3)
Asbestos Work, Class II, III & IV	Intervals sufficient to assess whether conditions have changed, and at any reasonable time at employee request	29 CFR 1926.1101(o)(3)
Asbestos Work, In order to perform the duties set out in 29 CFR 1925.1101(o)(3)(i) and (ii)	Frequent and regular	29 CFR 1926.1101(o)(3)
Asbestos Work, Protective Clothing	Once per work shift	29 CFR 1926.1101(i)(4)(i)
Assured Equipment Grounding Program, If Ground Fault Circuit Interrupters aren't used	Daily, before usage	29 CFR 1926.404(b)(1)(iii)(B)
Concrete, lift slab operations, If leveling is maintained by manual controls	During lift	29 CFR 1926.705(i)
Cranes and Derricks,	Daily, prior to each use, and during use	29 CFR 1926.550(a)(5)
Cranes and Derricks,	Annual, thorough inspection with dates & documentation maintained	29 CFR 1926.550(a)(6)
Cranes and Derricks, Rigging, Personnel Platform, and the Crane or Derrick base support or ground	Once, After Each Required Trial lift, prior to use of crane or derrick and personnel basket	29 CFR 1926.550(g)(5)(i), 29 CFR 1926.550(g)(5)(ii), 29 CFR 1926.550(g)(5)(iii), 29 CFR 1926.550(g)(5)(iv)
Demolition	Once, prior to start	29 CFR 1926.850(a)
Demolition, material chutes, discharge end	Continuous, during chute usage	29 CFR 1926.852(c)
Demolition, mechanical demolition	Continuous, during mechanical demolition	29 CFR 1926.859(g)
Fall Protection, Roofing Work on Low Slope Roofs - Safety monitoring system	Continuous, during used of safety monitoring system	29 CFR 1926.501(b)(10)

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OSHA Required Competent Person Inspections

Inspection	Frequency	Applicable Standard
Fall Protection, Net and Net Installation	Once, prior to use	29 CFR 1926.502(c)(4)(ii)
Fall Protection, Personal Fall Arrest System	After being subject to impact loading	29 CFR 1926.502(d)(19)
Fall Protection, While using a Fall Protection Plan for leading edge work, precast concrete erection work, or residential construction work	Continuous, during usage of a fall protection plan	29 CFR 1926.502(h), 29 CFR 1926.502(k), 1926.501(b)(2)(i), 1926.501(b)(12), 1926.501(b)(13), OSHA Directive # STD 03-00-001 - STD 3-0.1A
Fire Extinguishers	Periodically	29 CFR 1926.150(a)(4) and 1926.150(c)(1)(viii)
General Site – All construction activities and as specially specified in this table	Frequent and regular, as necessary to ensure compliance with 29 CFR 1926	29 CFR 1926.20(b)(2)
Ladders	Periodic basis and after any occurrence that could affect their safe use	29 CFR 1926.1053(b)(15)
Lead Work	Frequent and regular	29 CFR 1926.62(e)(2)(iii)
Life Safety, Means of exiting construction areas, ILMS assessment defined affected areas	Daily	TJC, LS.01.02.01, EP 4
Life Safety, Temporary systems, used to compensate for impaired fire safety system (fire alarm, detection, suppression)	Monthly	TJC, LS.01.02.01, EP 12
Personnel Hoists	Once, prior to placement into service	29 CFR 1926.552(c)(15)
Power Transmission Lines, stinging parallel to energize transmission lines	Once, prior to start of work	29 CFR 1926.955(d)(1)
Rigging Equipment (Slings, and All Fastening and Attachments)	Daily prior to use	29 CFR 1926.251(a)(6)

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OSHA Required Competent Person Inspections

Inspection	Frequency	Applicable Standard
Scaffolds, All	Daily , before each work shift, and after any occurrence which could affect a scaffold's structural integrity	29 CFR 1926.451(f)(3)
Scaffolds, All - Components made of dissimilar metals	Once , prior to use	29 CFR 1926.451(b)(11)
Scaffolds, All - Components manufactured by different manufacturers intermixed	Once , prior to use	29 CFR 1926.451(b)(10)
Scaffolds, All - during storms or high winds (Not Recommended)	Once , prior to each, see requirements in 29 CFR 1926.451(f)(12) prior to allowing.	29 CFR 1926.451(f)(12)
Scaffolds, All - erected, moved, dismantled, or altered	Once , during erection, moving, dismantling, or altering	29 CFR 1926.451(f)(7)
Scaffolds, All - Manila or plastic (or other synthetic) rope being used for top rails or mid rails	Often as necessary , ensure strength requirements	29 CFR 1926.451(g)(4)(xiv)
Scaffolds, Supported - Determination of the feasibility and safety of providing fall protection for employees during erection & dismantling	Once , prior to erection	29 CFR 1926.451(g)(2)
Scaffolds, Supported - Determination of whether safe access during erection is feasible and does not create a greater hazard	Once , prior to erection	29 CFR 1926.451(e)(9)(i)
Scaffolds, Suspension - Ropes	Once , prior to each work shift and after every occurrence which could affect a rope's integrity	29 CFR 1926.451(d)(10)
Scaffolds, Suspension - Direct connections to supporting surfaces	Once , prior to use	29 CFR 1926.451(d)(3)(i)
Steel Erection, Columns	During column erection	29 CFR 1926.755(a)
Steel Erection, Cranes	Daily , prior to each shift	29 CFR 1926.753(c)(1)(ii)

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OSHA Required Competent Person Inspections

Inspection	Frequency	Applicable Standard
Steel Erection, Structural Steel Assembly	During assembly to determine if plumbing up is necessary	29 CFR 1926.754(d)(i)
Trenches/excavations	Daily , prior to start of work & as needed	29 CFR 1926.651(k)(1)
Trenches/excavations , After rain storm or hazard increasing occurrence	After each , prior to start of work	29 CFR 1926.651(k)(1)
Trenches/excavations , If water is controlled or prevented from accumulating by the use of water removal equipment	Continuous , during used of water control requirement	29 CFR 1926.651(h)(2)
Trenches and excavations , Less than 5 feet in depth	Daily , if an excavation protective system is to not be used	29 CFR 1926.652(a)(1)(ii)
Trenches/excavations , Structural ramps for employee access and egress	Once , prior to use	29 CFR 1926.651(c)(1)(i)
Trenches/excavations , Subject to runoff from heavy rains , If excavation work interrupts the natural drainage of surface water	Once , prior to entry	29 CFR 1926.651(h)(3) and in accordance with 29 CFR 1926 (h)(1) & (h)(2) as necessary to prevent water accumulation
Trenches/excavations , When material or equipment that is used for protective systems is damaged	Once , prior to continued use	29 CFR 1926.652(d)(3)
Welding, Heating, or Cutting , On surfaces with preservative coating whose flammability is unknown	Once , test to determine flammability	29 CFR 1926.354(a)

NOTE: *The required Competent Person inspections for contracted construction work is the contractor's responsibility with VHA providing oversight.*

Attachment #5H

Policy Memorandum 578-12-138A-076(R1)

April 11, 2014

Attachment I

HINES VAH ONSITE INSPECTION CHECKLIST FOR MOBILE CRANES				
Crane Owner:				
Crane's Office Address:				
Office Phone Number:				
Make of Crane:				
Year of Manufacture:		Model No:		Serial No:
Crane Capacity:		Date of Last Inspection:		Unit No:
Indicate Crane Type: Check Appropriate Box				
Slewing Mobile Crane:		Non-Slewing Mobile Crane:		
Vehicle Loading:		Tele-Handler:		
Other:				
Travel Type				
Truck Mounted: Yes: __ No: __ Track mounted or crawler: Yes: __ No: __ Rough terrain: Yes: __ No: __				
AREAS TO CHECK FOR COMPLIANCE				
1	Does the crane have registration or interstate equivalent (Cranes > than 10 tons)?			
2	Does the crane driver hold the relevant certificate of competency?			
3	Is there a legible copy of the operator's manual with the crane (English)?			
4	Is a logbook kept with the crane?			
5	Are pre-start checks and daily inspections being performed and recorded?			
6	Are service records and 12 month inspection/maintenance reports available?			
7	Has the crane crew discussed operational issues and is an appropriate work procedure JSA available?			
8	Setting up and sitting the crane:			YES
				NO
				N/A
	➤ Is the crane set up reasonably level, on well compacted and stable?			
	➤ Are outriggers clear of excavations, soft or filled ground?			
	➤ Are outriggers fully extended?			
	➤ Are timbers under outrigger pads secure e.g.: solid blocked (pig sty formation)?			Other:
	➤ Where bog mats are used, has certification of the ground bearing capacity been obtained from a geo-technical engineer?			

Attachment #5H

Policy Memorandum 578-12-138A-076(R1)

April 11, 2014

Attachment I

	Setting up and sitting the crane: Continued	<i>YES</i>	<i>NO</i>	<i>N/A</i>
9	Crane sited on top of suspended slab:			
	➤ Has an engineer calculated point loads for outrigger pads and detailed back propping requirements, where needed?			
10	Exclusion Zones:	<i>YES</i>	<i>NO</i>	<i>N/A</i>
	➤ Where necessary, is the counterweight slewing area barricaded (e.g.: flags tied between outriggers)?			
	➤ Are precautions in place regarding suspended loads passing over workers?			
11	Communications:	<i>YES</i>	<i>NO</i>	<i>N/A</i>
	➤ Are clear communication protocols in place to control lifts (e.g.: radios clear without interference, whistles can be heard, clear line of sight when signaling)?			
12	PPE:	<i>YES</i>	<i>NO</i>	<i>N/A</i>
	➤ Is the crane crew wearing appropriate PPE (e.g.: visibility vests, hard hats, boots etc.)?			
13	If crane is operating in close proximity to overhead power lines and the power lines have not been de-energized, cranes must operate in accordance with the No Go Zone requirements, including:	<i>YES</i>	<i>NO</i>	<i>N/A</i>
	➤ Has written permission from the local power company been obtained?			
	➤ Is an Energy Safe approved spotter observing and warning against unsafe approach to overhead power lines?			
	➤ Has a tool box meeting and a site JSA been completed?			
14	Obvious visual defects that may compromise the safety of the crane:	<i>YES</i>	<i>NO</i>	<i>N/A</i>
	➤ Are hydraulic rams, hoses and connections in good order?			
	➤ Are tires and/or tracks in good order?			
	➤ Are warning devices operational, including flashing lights, or audible beeper?			
15	Indicators and limiting devices (ONLY ask crane driver to demonstrate correct function of these safety features if he has failed to	<i>YES</i>	<i>NO</i>	<i>N/A</i>

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	carry out a pre-operational check):			
	➤ Is the crane fitted with a load indicator and is it operational?			
	➤ Is the crane fitted with a rated capacity limiter and is it operational?			
	➤ Is the crane fitted with a bluffing limiter and buffer and is it operational?			
	➤ Is the crane fitted with anti-two-block and is it operational (N/A non-slew crane)?			
	➤ Is the crane fitted with a positive lock out on the free fall function and is it operational?			
	➤ Are dead-man levers and foot pedals returning to the neutral position automatically upon release by the operator?			
16	Crane and carrier cabin:	<i>YES</i>	<i>NO</i>	<i>N/A</i>
	➤ Is seating in good order?			
	➤ Are decals on operator controls legible?			
	➤ Have access steps/ladder to cabin got non-slip surfaces?			
	➤ Has a grab rail been provided?			
	➤ Has a grab rail been provided?			
	➤ Is cabin clean and free from oil/grease?			
	➤ Is there a fire extinguisher in the cabin and up to date?			
17	Have road and footpath closure permits been obtained and is traffic management in place? ~road/footpath closure permit ~ traffic management	<i>YES</i>	<i>NO</i>	<i>N/A</i>
18	Load Charts:	<i>YES</i>	<i>NO</i>	<i>N/A</i>
	➤ Are load charts legible, kept with the crane?			
19	Lifting Gear:	<i>YES</i>	<i>NO</i>	<i>N/A</i>
	➤ Is lifting gear (chains, slings, wire rope, shackles) of adequate capacity, in good order and appropriately marked?			
	➤ Has lifting gear been inspected and inspection details recorded (tagged)?			
	➤ Is the load hook fitted with a safety catch and is it operational?			
	➤ Are tag lines being used, where required?			
	➤ Are slings and attachments being stored correctly?			

Attachment #5H

Policy Memorandum 578-12-138A-076(R1)

April 11, 2014

Attachment I

List any Issues Identified			
ITEM #	ISSUE	ACTION TO BE TAKEN	BY

Competent Person:

Name: _____ Signature: _____ Date: _____

Contractor Representative:

Name: _____ Signature: _____ Date: _____

Crane Operator:

Name: _____ Signature: _____ Date: _____

VA Contract Officer Representative

Name: _____ Signature: _____ Date: _____

Attachment #6

VA Hospital
Hines, IL

Policy Memorandum 578-03-001-089 (R-2)
March 27, 2013

Cutting, Welding and Other Hot Work

Changes:

- Removed paragraph 2a (7) "Construction areas, small projects, and or emergency repair locations.

Education / Training:

- The Safety Officer will ensure review of changes by FMS staff and contractors affected.

Related Forms: None

KEYWORDS: welding, hot work, burn permits

Attachment #6

VA Hospital
Hines IL 60141

Policy Memorandum 578-03-001-089 (R-2)
March 27, 2013

Cutting, Welding and Other Hot Work

1. **PURPOSE:** To establish policy and procedures for cutting, welding and other hot work operations in non-designated areas and to assure that all supervisors, employees, and contractors take proper precautions when any cutting, welding, or other hot work is to be accomplished.

2. **POLICY:**

a. Designated welding areas include the following Facilities Management Service shops/areas:

- (1) Machine Repair Shop,
- (2) Pipefitting Shop,
- (3) Air Conditioning and Refrigeration Shop,
- (4) Motor Transportation Shop,
- (5) Biomedical Section Repair Area, and
- (6) Boiler Plant.

b. In order to minimize the risk of fires during construction, alteration, demolition operations, or making repairs while performing hot work such as cutting, welding, thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, or any other similar work, procedures and controls are hereby established to **control** all cutting and welding operations conducted in areas not specifically designated for this type of operation.

c. Cutting, welding, and other hot work shall NOT be permitted in the following areas:

- (1) In the presence of explosive atmosphere (mixtures of flammable gases, vapors, liquids, or dust with air);
- (2) In areas not authorized by the Safety Section; and
- (3) In buildings equipped with a sprinkler system while the sprinkler system is impaired.

d. A cutting, welding, and other hot work permit shall be obtained from the Safety Section, located in Building 2, within 1-2 days **prior** to any and all cutting and welding (see Attachment A) in non-designated areas. The original, or a copy, must be immediately available while work is being done in those non-designated areas. A copy of the permit shall be retained in the files of the Safety Section.

Attachment #6

e. The Safety Officer, other designated fire safety personnel in the Safety section and FMS employees at/or above the section chief level shall have the authority to stop cutting, welding, and other hot work operations that are being accomplished without a permit and such operations that do not meet standards set forth in NFPA 51B.

f. Cutting, welding, and other hot work operations performed by outside contractors, i.e. non-Hines VA employees, in non-designated areas on off tours (nights, weekends and holidays) MUST be directly supervised/observed by the project engineer even if a fire watch is not required.

3. **RESPONSIBILITIES:**

a. The Safety Section is responsible for:

(1) providing oversight of the overall hazardous operations involving cutting and welding operations within the hospital complex, and

(2) authorizing cutting, welding, and other hot work operations in areas not specifically designed or approved for such processes

b. The Chief, Facilities Management Service is responsible for:

(1) ensuring that maintenance personnel are trained in proper welding, cutting and other hot work procedures and comply with the requirements of this policy, and

(2) ensuring that an individual from the requesting shop or department shall supply an individual for safety operations who is knowledgeable and capable of operating the fire extinguisher in their possession .in the event that a fire watch is required during operations in both designated and non-designated areas.

d. The contracting officer's representative (COR)/project engineer is responsible for:

(1) assuring that all contractors follow the procedures in this policy, and

(2) requesting authorization, i.e. burn permit is secured for cutting, welding, and other hot work operations, prior to the initiation of work in non-designated areas, to assure conditions are safe;

(3) supervising/observing cutting, welding and other hot work operations done in non-designated areas during off tours (nights, weekends and holidays); and

(4) participating in any fire watches required for work being done by non-VA employees or ensuring that coverage can be provided by appropriate personnel in the Safety Section.

Attachment #6

e. **Contractors** are responsible for:

(1) instructing their employees on this policy prior to the initiation of any cutting, welding or hot work, and

(2) requesting authorization, i.e. burn permit for cutting, welding, and other hot work prior to the initiation of work;

(3) ensuring that individuals involved in hot work operations shall be trained in the safe operation of their equipment and in the safe use of the process;

(4) ensuring that individuals involved in hot work operations have an awareness of the inherent risks involved and understand the emergency procedures in the event of a fire;

(5) ensuring the original/copy of the burn permit is available at the work site; and

(6) ensuring that the original/copy of the burn permit is returned to the Safety Office upon for record keeping.

4. **ACTIONS:**

a. Upon issuance of cutting and welding permit, the name of the individual receiving the permit and the date and time of issuance shall be entered in the Safety Section Hot Work Permit Log. A copy of the permit shall be retained in the files of the Safety Section.

b. For all cutting, welding, and other hot work operations not in approved designated areas, the Safety Section will be notified at extension 24301 or extension 25614 at least 30 minutes prior to any operation. NOTE: If this work has been scheduled in advance for the off tours, the project engineer must be present during the work.

c. When work cannot be moved practically, the work area will be made fire safe by removing or covering combustibles within a range of possible sparks.

d. The area around any operation will be cleared of dust or lint to exceed the possible range of sparks by three (3) feet.

e. Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks which might drop through the floor. The same precautions shall be observed with regard to cracks or holes in walls, open doorways and open or broken windows.

f. Where combustible materials such as paper clippings, wood shavings, or textile fibers are on the floor, the floor shall be swept clean for a radius of 35 feet (10.7 m). Combustible floors shall be kept wet, covered with damp sand, or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock.

Attachment #6

g. When required based on the assessment of the Safety Section personnel (see Attachment A), the fire watch will be designed to have appropriate personnel present, as detailed above, with an approved fire extinguisher for the duration of the operation and for thirty (30) minutes after the operation is complete.

h. When cutting or welding overhead, an approved fire blanket will be placed below to cover the area affected. Note: The blanket will either be provided by the contractor or the VA employees doing the work.

i. Upon the completion of operation, an inspection will be made for any hot materials and areas by the fire watch individual before securing the area.

5. **REFERENCES:**

a. NFPA 51B, Standard for Fire Prevention During Welding, Cutting, and Other Hot Work, 2009 Edition

b. 29 CFR OSHA 1910.252(a)(2)(i) General Requirements: Welding, Cutting & Brazing

6. **RESCISSION:** Policy Memorandum 578-03-001-089 (R-1) Cutting, Welding, and Other Hot Work, dated March 13, 2010.

7. **RECERTIFICATION:** This Policy Memorandum will be re-certified on or before March 27, 2016

8. **FOLLOW-UP RESPONSIBILITY:** Safety Section (001S)

Joan M. Ricard, FACHE
Hospital Director

Attachments

Distribution: Hines Intranet Website and Service Chiefs/Service Line Managers via E-mail

Attachment #6

Policy Memorandum 578-03-001-089(R-2)
March 27, 2013
Attachment A

PERMIT FOR CUTTING AND WELDING WITH PORTABLE GAS OR ARC EQUIPMENT

Date _____

Building _____

Department _____ Floor _____

Work to be done _____

Special precautions _____

The location where this work is to be done has been examined, necessary precautions taken, and permission is granted for this work. (See other side.)

Permit expires _____

Signed _____
(Individual responsible for authorizing
welding and cutting)

Time started _____ Completed _____

FINAL CHECK-UP

Work areas and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite sides of walls) were inspected 30 minutes after the work was completed and were found fire safe.

Signed _____
(Individual Responsible for Permit)

Attachment #6

ATTENTION

Before approving any cutting and welding permit, the fire safety officer/ appointee shall inspect the work area and confirm that precautions have been taken to prevent fire in accordance with NFPA 51B.

PRECAUTIONS

- _____ Sprinklers in service
- _____ Cutting and welding equipment in good repair

WITHIN 35 FT. OF WORK

- _____ Floors swept clean of combustibles
- _____ Combustible floors wet down, covered with damp sand, metal or other shields
- _____ No combustible material or flammable liquids
- _____ Combustibles and flammable liquids protected with covers or guards
- _____ All wall and floor openings covered
- _____ Covers suspended beneath work to collect sparks

WORK ON WALLS OR CEILINGS

- _____ Construction non-combustible and without combustible covering
- _____ Combustibles moved away from opposite side of wall

WORK ON ENCLOSED EQUIPMENT (Tanks, containers, ducts, dust collectors, etc.)

- _____ Equipment cleaned of all combustibles
- _____ Containers purged of flammable vapors

FINAL CHECK-UP

- _____ To be made 30 minutes after completion of any operation unless fire watch is provided.

Signed _____
(Individual Responsible for Permit)

Attachment #7

VA Hospital
Hines, IL 60141

Policy Memorandum 578-02-001-088(R-3)
November 25, 2014

INTERIM LIFE SAFETY MEASURES

Changes:

3c(1) The Chief, Project/Planning Section, FMS, the Chief, Maintenance Section, FMS, the Chief, Information Resources Management, and all other service/section chiefs who have program responsibility for construction projects and/or activities, including work/projects involving penetrations of walls and/or ceilings are responsible for:

- (1) Ensuring the accurate preparation and timely submission of the ILSM Construction Project Evaluation Worksheet (Attachment B).
- (2) Ensuring that an amended ILSM Construction Project Evaluation Worksheet for the project is promptly submitted to Safety if changes impacting ILSM occur after the construction phase of a project or construction activities begins, and
- (3) Ensuring that the members of their respective staffs assigned project coordination duties know and understand the provisions of this plan, and monitor plan compliance within their respective work groups.

Education /Training: Policy to be review at service/service line staff meetings.

Related forms - Attachments

- Attachment A - Interim Life Safety Measures
- Attachment B - Interim Life Safety Measures Construction Project Evaluation Worksheet
- Attachment C - Interim Life Safety Measures Occupant impact Evaluation Worksheet.
- Attachment D - Interim Life Safety Measures High Hazard Inspection Report
- Attachment E – Fire Watch Decision Grid

Attachment #7

VA Hospital
Hines, IL 60141

Policy Memorandum 578-02-001-088 (R-3)
November 25, 2014

INTERIM LIFE SAFETY MEASURES

1. **PURPOSE:** To establish specific procedures for implementing those provisions of the Hospital Fire Safety Management Plan pertaining to the use of interim life safety measures (ILSM).

2. **POLICY:**

a. The eleven interim life safety measures, listed on Attachment A, are a series of administrative actions required to temporarily compensate for significant hazards posed by existing Life Safety Code (LSC) deficiencies or construction activities.

b. The ILSM assessment will be completed before any construction project is initiated.

c. Interim life safety measures will apply to appropriate personnel, including construction workers, will be implemented upon project development, and will be continuously enforced through project completion.

d. A fire watch is implemented on a "case-by-case" basis as determined by the fire watch decision grid. (Attachment E)

3. **RESPONSIBILITIES:**

a. The Safety Section is assigned overall responsibility for developing, implementing, enforcing and evaluating the effectiveness of the complete Interim Life Safety Measures Policy.

b. The Safety Section is responsible for:

(1) Evaluating specific LSC deficiencies and construction hazards to determine when and to what extent one or more of the listed ILSMs are applicable,

(2) Maintaining required ILSM records and for conducting required ILSM inspections, testing, training, and monitoring as required,

(3) The day to day enforcement of the ILSM plan, and

(4) For advising the Chief, FMS, as to the effectiveness of the plan, and recommending plan improvements as necessary.

(5) Provide the appropriate training for all affected personnel if it is determined that ILSM measures are to be implemented, and

Attachment #7

(6) If appropriate based on the ILSM to be implemented, conduct addition fire drills in accordance with Hospital Policy 578-02-001-086 Fire Safety.

c. The Chief, Project/Planning Section, FMS, the Chief, Maintenance Section, FMS, the Chief, Office of Information and Technology, and all other service/section chiefs who have program responsibility for construction projects and/or activities, including work/projects involving penetrations of walls and/or ceilings are responsible for:

(1) Ensuring the accurate preparation and timely submission of the ILSM Construction Project Evaluation Worksheet (Attachment B),

(2) Ensuring that an amended ILSM Construction Project Evaluation Worksheet for the project is promptly submitted to Safety if changes impacting ILSM occur after the construction phase of a project or construction activities begins, and

(3) Ensuring that the members of their respective staffs assigned project coordination duties know and understand the provisions of this plan, and monitor plan compliance within their respective work groups.

d. Police Service is responsible for:

(1) Conducting daily inspections of sites under ILSM during weekends and holidays.

(2) Documenting findings of daily inspections on Attachment D.

4. **ACTIONS:**

a. The chief of a service or section initiating a construction project to be accomplished by a contractor will ensure that requirements for full compliance with all applicable NFPA LSC Codes and Hines Hospital fire and safety policies are communicated to all parties involved.

b. A minimum of two weeks before the start of the construction phase of a project, the chief of the service or section responsible for the project will ensure that an ILSM Construction Project Evaluation Worksheet, describing the project and its potential impact on life safety, is accurately completed and submitted to Safety through the Chief, FMS. After the construction phase of a project begins, the responsible service or section chief will ensure that an amended ILSM Construction Project Evaluation Worksheet for the project is promptly submitted to Safety if changes impacting ILSM occur.

c. Safety staff will review the ILSM Construction Project Evaluation Worksheet submitted for each project, inspect the job site as necessary, obtain additional information as required, and complete an ILSM Occupant Impact Evaluation Worksheet (Attachment C).

Attachment #7

d. If it is determined on the basis of the evaluations conducted that ILSMs are not required for a particular project, Safety personnel will advise the responsible service/section chief accordingly.

e. Should it be determined that one or more ILSMs are required to be used during a given project, Safety personnel will explain the actions necessary to the responsible service/section chief and will ensure implementation of the ILSMs as appropriate. ILSMs required for a project will be discussed in detail and noted in the minutes of each pre-construction meeting pertaining to that project.

f. When the construction phase of a project with required ILSMs begins, Safety will initiate daily inspection of the site to ensure that ILSMs are in effect, and for compliance with established safety codes and policies. These inspections will continue through project completion. Findings will be documented on the ILSM High Hazard Inspection Report (Attachment D).

g. Police Service will conduct daily inspections on weekends and holidays.

5. **REFERENCES:**

- a. The Joint Commission (TJC), Environment of Care Standards.
- b. Hospital Policy, 578-02-001-086(R3) Fire Safety, dated December 12, 2014.
- c. Hospital Policy, 578-03-001-089(R2), Cutting, Welding, and Other Hot Work, dated July 5, 2013.
- d. Hospital Policy, 578-12-138A-076(R1), Safety and Health during Construction Activities, April 11, 2014.

6. **RESCISSION:** Policy Memorandum 578-02-001-088 (R-2), Interim Life Safety Measures, dated October 3, 2011.

7. **RECERTIFICATION:** This policy memorandum will be re-certified on or before November 26, 2017.

8. **FOLLOW-UP RESPONSIBILITY:** Safety Section (001S).

/s/

Daniel S. Zomchek, Ph.D., FACHE
Acting Hospital Director

Attachments

Distribution: Hines Intranet Website and Service Chiefs via E-mail

Attachment #7

Attachment A
Policy Memorandum 578-02-001-088(R-3)
November 25, 2014

INTERIM LIFE SAFETY MEASURES

1. Ensuring free and unobstructed exits. Personnel in affected areas receive additional training when alternative exits are designated. Buildings or areas under construction must maintain escape routes for construction workers at all times. Means of exiting construction areas are inspected daily.
2. Ensuring free and unobstructed access to emergency services and for fire, police, and other emergency forces.
3. Ensuring fire alarm, detection, and suppression systems are in good working order. A temporary but equivalent system shall be provided when any fire system is impaired. Temporary systems must be inspected and tested monthly.
4. Ensuring temporary construction partitions are smoke-tight and built of noncombustible or limited combustible materials that will not contribute to the development or spread of fire.
5. Providing additional firefighting equipment and training personnel in its use.
6. Prohibiting smoking, according to the Joint Commission Environment of Care standards, throughout all buildings on the station as well as in and adjacent to construction areas.
7. Developing and enforcing storage, housekeeping, and debris removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level.
8. Conducting a minimum of two fire drills per shift per quarter.
9. Increasing hazard surveillance of buildings, grounds, and equipment with special attention to excavations, construction areas, construction storage, and field offices.
10. Training personnel to compensate for impaired structural or compartmentalization features of fire safety.
11. Conducting organization-wide safety education programs to promote awareness of Life Safety Code deficiencies, construction hazards, and Interim Life Safety Measures.

Attachment #7

Attachment B
Policy Memorandum 578-02-001-088(R-3)
November 25, 2014

EDWARD HINES JR. VA HOSPITAL
FACILITIES MANAGEMENT SERVICE

INTERIM LIFE SAFETY MEASURES CONSTRUCTION PROJECT EVALUATION WORKSHEET

PROJECT TITLE/NUMBER: _____

BUILDING/ROOM NUMBER: _____

SERVICE/SECTION RESPONSIBLE: _____

EFFECTS ON LIFE SAFETY

Provide a brief description of the project and any effects it is likely to have on life safety. Examples include: closing of an exit; use or storage of flammable materials on-site; installation of a dust barrier; blocking streets, driveways or access roads; impairment of fire detection and/or suppression systems; and removal of doors.

Attachment #7

SPECIFIC SAFETY CONCERNS

Will any of the work to be performed during this project as currently planned compromise or impair the use of the critical elements of fire protection listed below?

1. FIRE ALARM SYSTEMS: YES ____ NO ____

If YES is checked above, provide additional details, including number of devices affected and length of time systems will be impaired, on a separate sheet.

2. AUTOMATIC FIRE SPRINKLER SYSTEMS: YES ____ NO ____

If YES is checked above, provide additional information including the size and occupancy of the area affected, and the anticipated duration of the impairment.

3. EXITS (STAIRWELLS, CORRIDORS & DOORS): YES ____ NO ____

If YES is checked above, provide additional information including the type, number, and location of exits, which will be obstructed, and the anticipated duration of the impairment.

4. ACCESS TO EMERGENCY VEHICLES & PERSONNEL: YES ____ NO ____

If YES is checked above, provide additional information including location of blockage, how access will be obstructed, and the anticipated duration of the impairment.

5. INTEGRITY OF SMOKE &/OR FIRE COMPARTMENTS: YES ____ NO ____

If YES is checked above, provide additional information including size, location, number, and purpose of penetrations, which will be made.

Person responsible for construction projects
And/or activities, including work/projects

Date

Service/Section Chief

Date

Attachment #7

Attachment C
Policy Memorandum 578-02-001-088(R-3)
November 25, 2014

EDWARD HINES JR. VA HOSPITAL
FACILITIES MANAGEMENT SERVICE

INTERIM LIFE SAFETY MEASURES OCCUPANT IMPACT EVALUATION WORKSHEET

DESCRIPTION OF LSC DEFICIENCY OR CONSTRUCTION PROJECT:

SIGNAGE

1. Will the above described LSC deficiency or construction project hinder the occupants in the immediate area from effectively implementing **RESCUE**?

YES ____ NO ____

If YES is checked above, will the condition described exist for more than one working day?

YES ____ NO ____

If the condition will exist for more than one working day, signage must be prepared and posted informing the occupants of the compromise of safety and directing a higher level of awareness of fire hazards.

SIGNS POSTED BY: _____

DATE: _____

2. Will the above described LSC deficiency or construction project hinder the occupants in the immediate area from effectively activating a pull station fire **ALARM**?

YES ____ NO ____

Attachment #7

If YES is checked above after question 2, will the condition described exist for more than one working day?

YES _____ NO _____

If the condition will exist for more than one working day, signage must be prepared and posted informing the occupants that the fire alarm pull station is out of service and instructing the occupants to call the Hines Police Department by telephone at extension 22323 to report a fire.

SIGNS POSTED BY: _____ DATE: _____

3. Will the above described LSC deficiency or construction project hinder the ability of the occupants in the immediate area to **CONFINE** a fire?

YES _____ NO _____

If YES is checked above, will the condition described exist for more than one working day?

YES _____ NO _____

If the condition will exist for more than one working day, signage must be prepared and posted informing the occupants of the condition and listing alternative actions to be taken until the condition is remediated.

SIGNS POSTED BY: _____ DATE: _____

4. Will the above described LSC deficiency or construction project reduce or hinder the ability of the occupants in the immediate area or the community Fire Department to **EXTINGUISH** a fire?

YES _____ NO _____

If YES is checked above, will the condition described exist for more than one working day?

YES _____ NO _____

If the condition will exist for more than one working day, signage must be prepared and posted informing the occupants of the condition and listing alternative actions to be taken until the condition is remediated. Additionally, the community Fire Department will develop a contingency firefighting tactical plan for the area. In the case of construction projects, that contingency plan must be approved and in place prior to permitting any work to start at the job site.

SIGNS POSTED BY: _____ DATE: _____

Attachment #7

5. Will the above described LSC deficiency or construction project hinder the occupants' ability to **EVACUATE** the building or area?

YES ____ NO ____

If YES is checked above, will the condition described exist for more than one working day?

YES ____ NO ____

If the condition will exist for more than one working day, signage must be prepared and posted advising the occupants of the condition and describing alternate routes of egress.

SIGNS POSTED BY: _____ DATE: _____

TRAINING

6. Does the ILSM signage pertaining to **RESCUE** provide sufficient information and instruction in itself to ensure proper occupant response during an emergency incident?

YES ____ NO ____

If the signage is determined to be inadequate to ensure proper occupant response, Safety will provide the personnel affected with additional instruction and training as necessary. Such training will be documented.

TRAINING CONDUCTED BY: _____ DATE: _____

7. Does the ILSM signage pertaining to **ALARM** provide sufficient information and instruction in itself to ensure proper occupant response during an emergency incident?

YES ____ NO ____

If the signage is determined to be inadequate to ensure proper occupant response, Safety will provide the personnel affected with additional instruction and training as necessary. Such training will be documented.

TRAINING CONDUCTED BY: _____ DATE: _____

8. Does the ILSM signage pertaining to **CONFINE** provide sufficient information and instruction in itself to ensure proper occupant response during an emergency situation?

YES ____ NO ____

If the signage is determined to be inadequate to ensure proper occupant response, Safety will provide the personnel affected with additional instruction and training as necessary. Such training will be documented.

Attachment #7

TRAINING CONDUCTED BY: _____ DATE: _____

9. Does the ILSM signage pertaining to **EVACUATE** provide sufficient information and instruction in itself to ensure proper occupant response during an emergency situation?

YES ____ NO ____

If the signage is determined to be inadequate to ensure proper occupant response, Project/Planning will provide the personnel affected with additional instruction and training as necessary. Such training will be documented.

TRAINING CONDUCTED BY: _____ DATE: _____

FIRE DRILLS

10. Will the above described LSC deficiency or construction project necessitate altering staff response to **RESCUE, ALARM, CONFINEMENT, EXTINGUISHMENT** and/or **EVACUATION**?

YES ____ NO ____

If YES is checked above, will condition exist for more than sixty days?

YES ____ NO ____

If staff response to Rescue, Alarm, Confinement, Extinguishment and/or Evacuation will be altered for more than sixty days, the Safety Section will increase the frequency of scheduled fire drills in the area affected to two per shift per quarter.

ADDITIONAL FIRE DRILLS SCHEDULED BY: _____ DATE: _____

Attachment #7

INSPECTION

If evaluation indicates that one or more ILSMs must be used for this deficiency or project, daily inspection of the site by Safety personnel will be required. Each inspection must be documented on the ILSM High Hazard Inspection Report.

INSPECTION REQUIRED: YES ____ NO ____

INSPECTION SCHEDULED BY: _____ DATE: _____

EVALUATION COMPLETED BY:

SIGNATURE OF SAFETY STAFF

DATE

Attachment #7

Attachment D
Policy Memorandum 578-02-001-088(R-3)
November 25, 2014

EDWARD HINES JR. VA HOSPITAL
FACILITIES MANAGEMENT SERVICE

INTERIM LIFE SAFETY MEASURES HIGH HAZARD INSPECTION REPORT

LOCATION: _____

DESCRIPTION OF DEFICIENCY OR PROJECT: _____

ILSMs REQUIRED: _____

	<u>YES</u>	<u>NO</u>
1. Is the ability of the occupants to perform rescue impaired?	_____	_____
2. Is the ability of the occupants to activate an alarm impaired?	_____	_____
3. Is the ability of the occupants to confine a fire impaired?	_____	_____
4. Is the ability of the occupants to extinguish a fire impaired?	_____	_____
5. Is the ability of the occupant to perform evacuation impaired?	_____	_____
6. Is access to emergency vehicles/personnel impaired?	_____	_____
7. Is the automatic fire sprinkler system in operation?	_____	_____
8. Are the smoke detectors operating?	_____	_____
9. Are flammable or combustible materials stored in the area?	_____	_____
10. Is the area clear of storage, trash, waste and debris?	_____	_____

REMARKS/CORRECTION ACTION REQUIRED: _____

SIGNATURE OF INSPECTOR

DATE

Attachment #7

Attachment E
Policy Memorandum 578-02-001-088(R-3)
November 25, 2014

Fire Watch Decision Grid		
Service Situation	Fire Watch Required?	ILSM Evaluation Required?
A. Putting a shield over one smoke detector to prevent dust/false alarms for more than 4 hours	No	Recommended
Rationale: Other features of fire protection are not compromised during the event, such as additional smoke detectors or sprinkler heads in the affected area.		
B. Covering all smoke detectors during a controlled event, such as only during the time contractors are working in an affected area, although after hours the entire area is fully operational	No	Yes
Rationale: During a controlled event, the organization would be managing the deficiency. The area would be continually monitored, and ILSM should be implemented as per policy		
C. Shutting off a zone valve to the sprinkler system or disabling a fire alarm zone for more than 4 hours		
<ul style="list-style-type: none"> • Scheduled event (that is, working on, servicing, or upgrading fire alarm system or sprinkler system) 	Not in all cases	Yes (emphasis on occupant notification)
Rationale: During a controlled event, the organization would be managing the deficiency. The area would be continually monitored, and ILSM would be implemented as per policy.		
<ul style="list-style-type: none"> • Unscheduled event (that is, shutting off a zone valve to the sprinkler system or disabling a smoke zone for more than 4 hours in response to a system failure) 	Yes	Yes

Attachment #8

Infection Control Risk Assessment for Construction / Renovation Projects	
Project Name: Replace hot water steam bundles	Project/ Work-Order Number: 578-15-020
Project Planner or Technician: Azad Sunkavalli	Extension: 21152
Building Number: 200	Floor(s)/Room(s): Lower Level Mechanical room
Start date: TBD	Projected completion date: / /
Construction Activity	Infection control risk group
TYPE A: Non-invasive activity, low noise, no vibration DUST LEVEL Low	X GROUP 1: LOW office areas, FMS areas, all non-patient care areas.
TYPE B: Small scale, short duration, low-moderate noise, low-moderate vibration DUST LEVEL: Moderate to High	GROUP 2: Medium All other patient care areas including general medicine floors, ultrasound, Rehab, Occupational Therapy.
X TYPE C: Requires more than one work shift to complete, low-moderate noise, moderate-high vibration DUST LEVEL Moderate to High	GROUP 3: Medium/High ED, Radiology/MRI, admissions, food service areas, laboratories.
TYPE D: Major demolition and construction activities Requiring consecutive work shifts, moderate-high noise, moderate-high vibration DUST LEVEL High	GROUP 4: Highest Operating rooms, SPS, ICU's, Outpatient areas, oncology, anesthesia, post anesthetic recovery, all endoscope areas, Pharmacy, Renal Dialysis

Project Class Determination Matrix

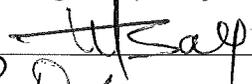
<u>Construction Activity</u> →	Type "A"	Type "B"	Type "C"	Type "D"
<u>Risk Level</u> ↓				
Group 1	I	II	II	III
Group 2	I	II	III	IV
Group 3	I	III	III	IV
Group 4	III	IV	IV	IV

Contractors Actions by Project Class

CLASS I	<ol style="list-style-type: none"> 1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace any ceiling tile displaced for visual inspection. 	<ol style="list-style-type: none"> 3. Contain construction waste before transport in tightly-covered containers. 4. Emergency Preparedness training/posting/ID card.
CLASS II	<ol style="list-style-type: none"> 1. Provide active means to prevent air-borne dust from dispersing into atmosphere. 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tap 	<ol style="list-style-type: none"> 4. Block off and seal air vents. 5. Wipe surfaces with disinfectant. 6. Contain construction waste before transport in tightly-covered containers. 7. Emergency Preparedness training/posting/ID card.
CLASS III	<ol style="list-style-type: none"> 1. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 2. Complete all critical barriers before any work begins. 3. Maintain negative air pressure within work area utilizing HEPA-equipped air filtration units. 4. Provide dust mat at entrance and exit of work area. 	<ol style="list-style-type: none"> 5. Contain construction waste before transport in tightly-covered containers. 6. Wet mop or vacuum with HEPA-filtered vacuum before leaving work area. 7. Cover transport receptacles or carts. Tape covering. 8. Emergency Preparedness training/posting/ID card.
CLASS IV	<ol style="list-style-type: none"> 1. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 2. Complete all critical barriers before any work begins. 3. Maintain negative air pressure within work area utilizing HEPA-equipped air filtration units. 4. Provide adhesive walk-off mat at entrance and exit of work area. 5. Seal holes, pipes, conduits and punctures appropriately. 6. Vacuum the entire work area with HEPA vacuums or wet mop with disinfectant at the completion of project. 	<ol style="list-style-type: none"> 7. Do not remove barriers from work area until completed project is thoroughly cleaned by housekeeping and inspected by the Infection Control Department, Safety Section, and Engineering Service. 8. Remove barrier materials carefully to minimize spreading dust and debris associated with construction. 9. Contain construction waste before transport in tightly-covered containers. 10. Cover transport receptacles or carts. Tape covering. 11. Remove isolation of HVAC system in areas where work was performed at the end of the project. 12. Emergency Preparedness training/posting/ID card.

Risk Assessment for TB exposure: Does the project involve the building's: a) HVAC Yes___ No_X; b) HEPA filters Yes ___ No X; c) Negative Pressure Room (s) Yes _____ No X? If **any** checked yes, an N95 mask **will be** required.

Classification II Contractor's signature (for Projects only) _____

Project Planner or Technician Signature 

Supervisor signature 

Date 2/5/14