

SPECIALTY TREATMENT EXPANSION PROJECT
JAMES A. HALEY VETERANS' HOSPITAL

SECTION 01 00 00
GENERAL REQUIREMENTS

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1.1 GENERAL INTENTION

A. Contractor shall completely prepare site for building operations, including demolition and other items as indicated herein. The Contractor shall furnish all necessary equipment, labor, materials, temporary equipment and items, tools, specialty services, supervision, and perform work for NRM Project No. 673-CSI-100, "SPECIALTY TREATMENT EXPANSION PROJECT" at the James A. Haley Veterans Hospital located in Tampa, Florida as required by drawings and specifications.

B. [REDACTED]

[REDACTED] All bids will take into consideration of existing site conditions; it is the responsibility of the contractor to review the entire job site footprint and existing site conditions prior to bid submission. All proposals shall include a detailed cost breakdown (materials, labor, and equipment) by trade, specification division and section; lump sum costs are not acceptable.

C. Offices of TTV Architects, Inc., as Architect-Engineers (A/E), will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.

D. Before placement and installation of work subject to tests by testing laboratory or other parties retained by Department of Veterans Affairs, the Contractor shall notify the COTR and Contracting Officer (CO) in sufficient time to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than seven (7) calendar days, unless otherwise designated by the COTR and Contracting Officer.

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

F. Prior to commencing work, general contractor shall provide proof that an OSHA certified "competent person" (CP) [(29 CFR 1926.20(b)(2)] will

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maintain a presence at the work site whenever the general or subcontractors are present.

G. Training:

1. Beginning July 31, 2005, all supervisory type personnel and employees of general contractor and subcontractors shall have the 30-hour OSHA certified Construction Safety course and other relevant competency training, as determined by VA CP with input from the ICRA team.
2. Beginning July 31, 2005, all non-supervisory type personnel and employees of general contractor and subcontractors shall have the 10-hour OSHA certified Construction Safety Course and other relevant competency training, as determined by VA CP with input from the ICRA team.
3. Submit copies of certificates and training records for all such personnel and employees that may be and/or will be on the work site(s) to the COTR and Contracting Officer for approval before the start of any work on-site.

H. Related Work: This specification section applies to ALL Divisions (0 through 34) of work under ALL other specification sections. A partial list of Codes and Standards adopted by the Department of Veterans Affairs is attached in Appendix B.

I. Normal Operation / Construction Hours: Construction operations at the James A. Haley VA Hospital are 7:30 AM to 4:30 PM, Monday through Friday, with the exception of Federal Holidays. Requests to work beyond normal work hours shall be submitted in writing to the Resident Engineer / COTR for approval and will include a description of work to be performed. Approval is subject to availability of the Resident Engineer / COTR, type of work to be performed, and the specific hours requested. Contractors are reminded that patients are generally asleep after 10:00 PM. Approval to work beyond this time will also include an evaluation of the anticipated noise level generated by the contractor. Under no circumstances will the contractor proceed without express, written approval of the Resident Engineer / COTR.

1.2 STATEMENT OF BID ITEM(S)

A. ITEM I, GENERAL CONSTRUCTION: Provide all necessary equipment, labor, materials, specialty services, supervision, and tools to complete **NRM Project No. 673-CSI-100, "Specialty Treatment Expansion Project."** Work

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includes architectural, asbestos abatement, mechanical, electrical, plumbing and interior designs, and certain other items of work required by the drawings and specifications. All work is to be completed in **600 calendar days including weekend work and night shift work.**

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. Additional sets of drawings and specifications may be made by the Contractor, at Contractor's expense, from PDF document copies that can be requested from the COTR's electronic files.
- B. Additional sets of drawings and specifications may be made by the Contractor, at Contractor's expense, from electronic or reproducible hard copy prints furnished by the ISSUING OFFICE. Such media or prints shall be returned to the ISSUING OFFICE immediately after printing is completed.

1.4 CONSTRUCTION SECURITY REQUIREMENTS

A. Security Plan:

- 1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
- 2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.
- 3. The General Contractor shall furnish to the COTR and Contracting Officer lists of employees that will be or may be on the construction site(s). The List shall be on Company letter head that provides all of the company contact information, shall provide the project number and title, locations of work, names of the employees, their titles, their job types, and personal contact numbers (i.e. cell phone). All sub-contractors, vendors and suppliers for the project shall furnish the same listing on their individual company letter heads to the GC whom will provide the lists to the COTR and Contracting Officer. These lists shall be updated as necessary during the entire duration of the project. These lists may be used to provide a check list record of personnel on-site each day to be provided with the contractors Daily Log reports. These lists may be used to provide a check list record of personnel on-site each day to be provided to the VA Police Department and their Dispatch Office where normal sign in and sign out occurs.

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B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. For working outside the "regular hours" as defined in the contract, The General Contractor shall provide a request for approval 14 calendar days prior to the requested date, to the Contracting Officer and COTR, so that security, escort and other appropriate arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown or access closure described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Guards:

1. The General Contractor shall not be required to provide unarmed guards at the project site twenty-four (24) hours a day, seven (7) days a week or after construction hours.
2. Any guard provided shall have communication devices to report events as directed by VA Police.
3. The General Contractor is not required to install equipment for recording guard rounds to ensure systematic checking of the premises.
4. The General Contractor may need to provide a guard as required by the contract drawings and specifications, including specification sections for Asbestos Abatement.

D. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the COTR and Contracting Officer for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over lock cylinders with associated parts and instructions to the VA COTR and locksmith for

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permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.

3. Contractor may be issued keys and/or keycard for construction through the COTR and Contracting Officer.
4. All keys and/or keycard must be turned in at the end of Contract.
5. Any key assigned to the contractor, which is lost or stolen will result in a replacement cost of \$100.00 per key and/or keycard either lost or stolen. Any key either lost or stolen shall be reported to the COTR; it is the contractor's responsibility to inform VA Police and give a detailed report about the key loss. The contractor shall take a copy of the official police report and make payment to the Agent Cashier before any additional replacement keys are made. Final payment may be withheld and/or reduced until all keys are returned or accounted for. A copy of the Police Report and receipt of payment shall be provided to the VA COTR.

E. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
3. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".

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7. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).
 - a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
 - b. "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

F. Motor Vehicle Restrictions

1. Access shall be restricted to picking up and dropping off materials and supplies.
2. Separate permits shall be issued for General Contractor and its employees for parking in designated areas only.
3. There are no Contractor designated general parking areas. General Contractor parking is at the University Mall. The Patient Shuttle Services provided by the VA can be used on a first come, first served basis.

1.5 FIRE SAFETY

- A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.
1. American Society for Testing and Materials (ASTM):
E84-2008.....Surface Burning Characteristics of Building
Materials
 2. National Fire Protection Association (NFPA):
10-2006.....Standard for Portable Fire Extinguishers
30-2007.....Flammable and Combustible Liquids Code
51B-2003.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work
70-2007.....National Electrical Code
241-2004.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations
 3. Occupational Safety and Health Administration (OSHA):
29 CFR 1926.....Safety and Health Regulations for Construction
 4. Hospital Policy Memorandums:

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- or roof. Seal joints and penetrations. At door openings, install Class C, ¾ hour fire/smoke rated doors with self-closing devices.
2. Install one-hour and/or two-hour fire-rated temporary construction partitions as shown on drawings and/or as indicated in the specification sections to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
 3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration fire stop materials in accordance with Section 07 84 00, FIRESTOPPING.
- F. Temporary Heating and Electrical:** Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- G. Means of Egress:** Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COTR and Contracting Officer.
- H. Egress Routes for Construction Workers:** Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to the COTR and the Contracting Officer.
- I. Fire Extinguishers:** Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids:** Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- K. Standpipes:** Install and extend standpipes up with each floor in accordance with 29 CFR 1926 and NFPA 241. Do not charge wet standpipes subject to freezing until weather protected.
- L. Sprinklers:** Install, test and activate new automatic sprinklers prior to removing existing sprinklers.
- M. Existing Fire Protection:** Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than four (4) hours in a twenty-four (24) hour period. Request interruptions in accordance with Article 1.6, OPERATIONS AND STORAGE AREAS, and coordinate with COTR and Contracting Officer. All existing or temporary fire protection systems (fire

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alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the COTR and Contracting Officer.

- N. **Smoke Detectors:** Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COTR and Contracting Officer. Replace all smoke detection devices in the construction area with heat detection devices for the duration of the project. Prior to final project inspection, smoke detectors shall be reinstalled.
- O. **Hot Work (Burn Permit):** Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COTR and Contracting Officer. Obtain permits from facility COTR and Contracting Officer at least seventy-two (72) hours in advance. Designate contractor's responsible project-site fire prevention program manager to permit hot work. See Appendix C for the proper procedure and forms and Appendix D for the proper safety procedures for hot work.
- P. **Fire Hazard Prevention and Safety Inspections:** Inspect entire construction areas daily. Coordinate with, and report findings and corrective actions daily to COTR and Contracting Officer. See HPM 138-03.
- Q. **Smoking:** Smoking is prohibited in and adjacent to construction areas inside and outside of existing buildings and additions under construction.
- R. **Waste:** Dispose of waste and debris in accordance with NFPA 241. Remove from buildings and site daily.
- S. **Construction Operations:** Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- T. **Impaired Areas:** If required, submit documentation to the COTR and Contracting Officer that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.
- U. **Forms:** Forms for certain Fire Safety items are attached to this specification section.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by

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the COTR and the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the COTR and the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the COTR and the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the COTR and the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the COTR and the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.
- D. Working space and space available for storing materials shall be as determined by the COTR and Contracting Officer. The Contractor shall keep ALL work areas, storage areas, staging areas, and access areas and routes clean and neat. The Contractor shall provide sufficient trash containers so there is no debris lying around. The containers shall be emptied at least daily and trash disposed of by the contractor.
- E. Workmen are subject to rules of the Medical Center applicable to their conduct. All personal automobiles and contractor vehicles shall be parked off-site, as there is no available parking on-site.
- F. Execute work in such a manner as to interfere as little as possible with work being done by others. Keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times.
- G. Execute work so as to interfere as little as possible with normal functioning of the Medical Center as a whole, including operations of

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utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COTR and Contracting Officer where required by limited working space.

1. Do not store materials and equipment in other than assigned areas.
2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two (2) work days. Provide unobstructed access to the Medical Center areas required to remain in operation.
3. Where access by the Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

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

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

I. **Phasing:** To insure such executions, Contractor shall furnish the COTR and Contracting Officer with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the COTR and Contracting Officer **twenty-one (21) calendar days in advance** of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to the Medical Center Director, COTR and Contracting Officer and Contractor.

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1. The contractor is to submit his phasing schedule in writing to the Contracting Officer for review and approval no later than **twenty-one (21) calendar days** after issuance of the Notice to Proceed. This includes utility outages and access closures.
2. All work, such as corridor work, which is outside the main construction area, shall be done on evenings or weekends, so as not to disrupt the normal operations.
3. The contractor shall have **all** submittals completed and turned in to the Government for review by the A/E firm no later than **thirty (30) calendar days** from the date of the signed Notice to Proceed. The government will return submittals within **twenty-one (21) calendar days** from acceptance from the contractor. **NO WORK SHALL BE STARTED UNTIL ALL RELATED SUBMITTALS ARE APPROVED.** All materials shall be approved by the Government prior to delivery to the job site and start of work.
4. All renovation activities will take place at a busy Medical Center. The contractor shall not interfere with existing, on-going functions, or normal activity of the hospital. The contractor will provide walk-off mats for dust control, appropriate construction barriers, and keep noise & vibration to a minimum during normal business hours. Contractors shall review Hospital Policy Memorandum (HPM) No. 138-24, "Infection Control During Construction and Renovation" and comply as outlined in this policy. Certain portions of the work will be confined to evenings, and/or weekends, as identified on the drawings.
5. No work shall start until the preconstruction survey and inspection is completed.
6. The Contractor shall provide a detailed asbestos abatement schedule, if required by the project scope.
7. Any utility service, parking lot, roadway, loading dock, and/or Grounds interruptions requests shall be submitted in writing **twenty-one (21) calendar days** in advance of the planned utility interruption/access closure. For approval and coordination, see HPM 138-23 Appendix C.
8. Set up phasing by buildings, wings, floors, or areas in accordance with information received from the Medical Center through the COTR and the Contracting Officer.

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- J. **Vacated Buildings:** Building(s) will be vacated by Government in accordance with above phasing beginning immediately after date of receipt of Notice to Proceed and turned over to Contractor.
- K. **Occupied Buildings:** Building(s) will be occupied during performance of work, but immediate areas of alterations will be vacated.
1. Certain areas of Building(s) will be occupied by Medical Center personnel for various periods. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs' personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.
 2. Immediate areas of alterations not mentioned in preceding Subparagraph 1 will be temporarily vacated while alterations are performed.
- L. **Construction Fence:** Before construction operations begin, Contractor shall provide a chain link construction fence, 2.1 m (7 feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 381 mm (15 inches). Bottom of fences shall extend to 25 mm (1 inch) above grade. Remove the fence when directed by the COTR and Contracting Officer.
- M. **Buildings and Systems:** When a building is turned over to Contractor, the Contractor shall accept entire responsibility. Therefore:
1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
 2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs

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or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

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

1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior written approval of the COTR and Contracting Officer. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS, and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements. The attached Live Electrical Work notification form must be used. See Appendix C for the proper procedure and forms and Appendix D for the proper safety procedures to be followed.
2. Contractor shall submit a request to interrupt any such services to the COTR and Contracting Officer, in writing, twenty-one (21) calendar days in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption. See Appendix C for the proper procedure and forms and Appendix D for the proper safety procedures to be followed.
3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of the Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.

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4. Major interruptions of any system must be requested, in writing, at least **twenty-one (21) calendar days** prior to the desired time and shall be performed as directed by the COTR and Contracting Officer.
 5. In case of a contract construction emergency, service will be interrupted on approval of the COTR and Contracting Officer. Such approval will be confirmed in writing as soon as practical. On the next business day, the contractor's Daily Log report shall explain the circumstances causing the emergency and the corrective actions taken.
 6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- O. **Abandoned Lines:** N/A
- P. **Roads, Parking Lots, Docks and Grounds:** To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times.
 2. Method and scheduling of required cutting, altering and removal of existing roads, parking lots, walks and entrances must be approved by the COTR and Contracting Officer.
 3. Interruptions of these areas must be requested, in writing, at least **twenty-one (21) calendar days** prior to the desired time and shall be performed as directed by the COTR and Contracting Officer.
 4. Interruptions will follow the same procedures as outlined in Article 1.6.N.2, Existing Utility Services.
- Q. **Coordination of Work:** Coordinate the work for this contract with other construction operations as directed by the COTR and Contracting Officer. This includes the scheduling of traffic and the use of roadways, as specified in Article 1.16, USE OF ROADWAYS, PARKING LOTS, AND GROUNDS.

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R. Coordination of Construction with Medical Center Director: The activities at a Medical Center shall take precedence over construction activities. The Contractor must cooperate and coordinate with the Medical Center, through the COTR and Contracting Officer, in arranging construction schedule to cause the least possible interference with facility activities on the campus. Construction noise during the events or services shall not disturb the events or service. Trucks and workmen shall not pass through the event or service area during this period:

1. The Contractor is required to discontinue his work sufficiently in advance of Easter Sunday, Mother's Day, Father's Day, Memorial Day, Veteran's Day and/or Federal holidays, to permit him to clean up all areas of operation adjacent to existing event or service areas before these dates.
2. The Medical Center observes the following **Federal Holidays**: New Years Day, Labor Day, Martin Luther King Jr. Day, Columbus Day, Presidents Day, Veterans Day, Memorial Day, Thanksgiving, Independence Day, and Christmas Day.
3. Clean-up shall include the removal of all equipment, tools, materials and debris and leaving the areas in a clean, neat condition.

S. Sign-In / Sign-Out Procedures:

1. All contractor employees are required to sign in and out at VA Police dispatch located in Building #1, First floor, A-Wing, Room 1A-147, near the Emergency Room Entrance, unless otherwise directed by the COTR. A valid state driver's license or state identification card is mandatory for all employees to have access to this facility. All employees are required to wear the assigned VA badges at all times.
2. If after-hour key service is needed, contact the Hospital Police Dispatch Office at extension 7554. All after hours work shall be coordinated through the Contracting Officer in writing **14 calendar days prior to approval.**

T. Reports:

1. **Daily Logs:** In conjunction with the contractor's daily report, Contractor shall furnish a daily report for each day from the date of Notice to Proceed until Final Acceptance, including those days that no work is performed. The report shall have attached there to a

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copy of inspections conducted by the VA, a list of all employees on site that day, however, this does not relieve the Contractor of the responsibility to conduct and report inspections. Daily reports shall be submitted on Form VAF 10-6131, "Daily Log" to the COTR by 9:00 AM the following duty day.

2. **Payrolls:** The Contractor shall submit two (2) copies of certified payrolls required by VAAR 852.236-85 - Supplementary Labor Standard Provision. Certified payrolls shall be submitted to the Contracting Officer no later than Wednesday for the previous week.
3. **Payment Requests:** Monthly payment requests from the contractor will not be processed unless all paperwork is current, including daily reports, asbestos reports, updated process schedules and certified payrolls for the prime and all subs.
4. **Requests for Information and/or Clarification:** All RFI's and RFC's shall be submitted to the Contracting Officer to ensure timely response. The Government will answer RFI's and RFC's within twenty-one (21) calendar days from acceptance from the contractor.
5. **Submittal Log:** The contractor shall utilize the specifications and drawings to prepare and provide a submittal log. The Submittal Log shall list all submittals by specification section, paragraph and drawing numbers from the beginning to the end of the documents. The Submittal Log shall be provided to the COTR and Contracting Officer within ten (10) calendar days after receipt of Notice To Proceed. The Government may require additional submittals at its discretion at no additional cost. All submittals shall be approved, by the Contracting Officer prior to beginning related work.

U. **Material Safety Data Sheets (MSDS's):** Contractor shall provide five (3) **GREEN** Loose-leaf binders, permanently labeled "MSDS for Project - SPECIALTY TREATMENT EXPANSION PROJECT" with copies of each Material Safety Data Sheets for each and every product, chemical, and other required materials to be used on this project.

1. All instructions for use shall be compiled with.
2. Products will not be used until MSDS's are submitted to the COTR. These shall be provided for any material no later than the day before those materials arrive on VA property.

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3. The contractor shall maintain a current binder on the job site at all times, readily available for viewing by the COTR, Contracting Officer, or Safety Officer.
 4. At no time shall the Contractor have, or permit the sub-contractors to have, materials on VA property/station without MSDS.
- V. **Fire Retardant Materials**: All materials used on this project, including temporary barriers, plywood, poly, and other required materials shall be fire retardant. All poly shall be 6 mil. minimum. The semi-permanent construction barriers shall be smoke tight.
- W. **Smoke Free Facility**: The James A. Haley VA Hospital is a **SMOKE FREE** facility. There is **NO SMOKING** allowed in any interior or exterior spaces, including all Mechanical Spaces and roofs. Smoking is only permitted in designated exterior smoking areas.

1.7 ALTERATIONS

- A. **Survey**: Before any work is started, the Contractor shall make a thorough survey with the COTR and Contracting Officer of buildings, grounds, areas of buildings and grounds in which alterations occur, and areas which are anticipated routes of access. The contractor shall furnish a report, signed by all three, which lists any deficiencies noted at that time. This report shall be approved by the VA prior to the start of any work. The inspection shall include a list by rooms and spaces:
1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building(s) and grounds.
 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
 3. Shall note any discrepancies between drawings and existing conditions at site(s).
 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor, COTR and Contracting Officer.
- B. **Relocated Items**: Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in

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opinion of the COTR and Contracting Officer, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).

- C. **Re-Survey:** Thirty (30) calendar days before expected partial or final inspection date, the Contractor, COTR and Contracting Officer together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.
- D. **Protection:** Provide the following protective measures:
1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
 2. Temporary protection against damage for portions of existing roofs, structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
 3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.
 4. Once the contractor is notified by the VA of problems or damage to VA property, the contractor shall take immediate corrective action to protect and restore said property. During normal duty hours, corrective action shall be initiated within two (2) hours. After normal duty hours, corrective action shall be initiated within four

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- (4) hours.** The Daily Log for that day shall explain the problem(s) and corrective action(s) taken.
5. Dampen debris to keep down dust and provide temporary construction, dust-proof, asbestos containment, smoke rated, and/or fire rated barriers where specified, where indicated on the drawings, and as directed by the COTR. Access doors in barriers shall be hinged and secured with locks. Walk-off mats shall be provided at all access doors.
 6. Block off all ducts and diffusers to prevent circulation of dust into occupied areas during construction. Provide Negative Air Machines as specified, to maintain negative pressure within the construction area(s).
 7. The contractor **shall not** allow trash and debris to accumulate on the job site. As a minimum, trash and debris shall be removed once daily, with no flammable materials or trash left on the construction site overnight. All debris shall be removed from the job site in a closed container and disposed of in a proper manner.

1.8 INFECTION PREVENTION MEASURES

- A. Contractor's shall review Hospital Policy Memorandum (HPM) No. 138-24 "Infection Control During Construction and Renovation" dated November 1, 2008 or latest version and comply as outlined in this policy. Certain portions of the work will be confined to evenings, and/or weekends, as identified on the drawings or in the specification sections. This HPM and others, either current or when updated, work in conjunction with this article. Work for this project has been deemed to be **Type D, and requires CLASS IV precautions** under HPM 138-24.
- B. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- C. Establish and maintain a dust control program as part of the contractor's infection prevention measures in accordance with the guidelines provided by ICRA Group and as specified here. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to the COTR and Contracting Officer and Facility ICRA team for review for compliance

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with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.

1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the Medical Center.

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

1. The COTR, Contracting Officer and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the patient-care rooms are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. Upon notification, the contractor shall implement corrective measures to restore proper pressure differentials as needed.

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

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

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

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

a. Provide dust proof, smoke tight, one-hour and/or two-hour fire-rated temporary drywall construction barriers, as required, to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side.

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Install a self-closing rated door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the COTR, Contracting Officer and Medical Center.

- b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 98% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other pre-filter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.
- c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 610mm x 914mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
- d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
- e. The contractor shall not haul debris through patient-care areas without prior approval of the COTR, Contracting Officer and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.

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- f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
- g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within twelve (12) hours. Remove and dispose of porous materials that remain damp for more than seventy-two (72) hours.
- h. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.

F. Final Cleanup:

- 1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
- 2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
- 3. All new air ducts shall be cleaned prior to final inspection.

1.9 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows and/or in accordance with Section 01 74 19, CONSTRUCTION WASTE MANAGEMENT:
 - 1. Reserved items which are to remain property of the Government are identified by attached tags or noted on drawings and/or in specifications as items to be stored. The COTR and Contracting Officer may also designate items to remain the property of the Government. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by COTR and Contracting Officer.
 - 2. Items not reserved shall become property of the Contractor and be removed by Contractor from the Medical Center, or taken to the

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Engineering Shop area by the contractor on a case-by-case basis as directed by the COTR.

3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.
4. During above ceiling work, the contractor will have to clear rooms, protect VA property and finishes, and move furnishings as necessary to protect the area and items from dust and debris, in the performance of the work above the ceiling.
5. **PCB Transformers, PCB Capacitors and Other Hazardous Waste:** The Contractor shall be responsible for disposal of the Polychlorinated Biphenyl (PCB) transformers and capacitors and other Hazardous Waste. The transformers and capacitors and other Hazardous Waste shall be taken out of service and handled in accordance with the procedures of the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) as outlined in Code of Federal Regulation (CFR), Titled 40 and 49 respectively. The EPA's Toxic Substance Control Act (TSCA) Compliance Program Policy Nos. 6-PCB-6 and 6-PCB-7 also apply. Upon removal of PCB transformers and capacitors and other Hazardous Waste for disposal, the "originator" copy of the Uniform Hazardous Waste Manifest (EPA Form 8700-22), along with the Uniform Hazardous Waste Manifest Continuation Sheet (EPA Form 8700-22A) shall be returned to the Contracting Officer who will annotate the contract file and transmit the Manifest to the Medical Center's COTR and Contracting Officer.
 - a. Copies of the following listed CFR titles may be obtained from the Government Printing Office:
 - 40 CFR 261.....Identification and Listing of Hazardous Waste
 - 40 CFR 262.....Standards Applicable to Generators of Hazardous Waste
 - 40 CFR 263.....Standards Applicable to Transporters of Hazardous Waste

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40 CFR 761.....PCB Manufacturing, Processing, Distribution in
Commerce, and use Prohibitions

49 CFR 172.....Hazardous Material tables and Hazardous
Material Communications Regulations

49 CFR 173.....Shippers - General Requirements for Shipments
and Packaging

49 CFR 173.....Subpart A General

49 CFR 173.....Subpart B Preparation of Hazardous Material for
Transportation

49 CFR 173.....Subpart J Other Regulated Material; Definitions
and Preparation

TSCA.....Compliance Program Policy Nos. 6-PCB-6 and
6-PCB-7

1.10 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work sites, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer. The contractor shall replace, at their own expense, items damaged to the satisfaction of the COTR and Contracting Officer.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

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- C. Contractor shall take all measures and provide all materials necessary for protecting and preserving existing equipment and property in affected areas of construction against dust, debris and physical damage, so that equipment and affected areas to be used in Medical Center operations will not be hindered. Contractor shall permit access to VA personnel through construction areas as required for maintenance and normal Medical Center operations.
- D. When the construction area is turned over to Contractor, Contractor shall accept entire responsibility there-of. Contractor shall maintain in operating condition, existing fire protection, exit light circuits, alarm equipment, and other operational originating in, or passing through the construction area. **IT IS VERY IMPORTANT ESSENTIAL AND LIFE SAFETY SYSTEMS BE CONTINUOUSLY MAINTAINED AND NOT INTERRUPTED WITHOUT TWENTY-ONE (21) CALENDAR DAYS PRIOR WRITTEN NOTICE TO THE MEDICAL CENTER.**
- E. Items of equipment and furnishings located in rooms in which work is to be done under this contract shall remain the property of the Government. During the alteration period when rooms and space are vacated by Veterans' Affairs, such items which are not required by drawings and specifications to be either relocated or reused, will be removed or protected by the Contractor as directed by the COTR.
- F. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Article 1.7, "Alterations", Article 1.11, "Restoration", and Article 1.6, "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.
- G. Refer to FAR clause 52.236-7, "Permits and Responsibilities." A National Pollutant Discharge Elimination System (NPDES) permit is required for projects when the disturbed area on the site one acre or more. The Contractor is considered an "operator" under the permit and has extensive responsibility for compliance with permit requirements. VA will make the permit application available at the (appropriate medical center) office. The apparent low bidder, contractor and affected subcontractors shall furnish all information and certifications that are required to comply with the permit process and permit requirements. Many of the permit requirements will be satisfied

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by completing construction as shown and specified. Some requirements involve the Contractor's method of operations and operations planning and the Contractor is responsible for employing best management practices. The affected activities often include, but are not limited to the following:

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

1.11 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COTR and Contracting Officer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COTR and Contracting Officer before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.

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

1.12 PHYSICAL DATA

A. Data and information furnished or referred to below, in the contract specification sections, on the contract drawings, and/or in other VA furnished documentation is for the Contractor's information. The Government shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor. The contractor shall be responsible for conducting a thorough site investigation, before bidding, to satisfy themselves as to actual conditions.

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

1.13 PROFESSIONAL SURVEYING SERVICES

A. A registered professional land surveyor or registered civil engineer whose services are retained and paid for by the Contractor shall perform services specified herein and in other specification sections. The Contractor shall certify that the land surveyor or civil engineer is not one who is a regular employee of the Contractor, and that the land surveyor or civil engineer has no financial interest in this contract.

1.14 LAYOUT OF WORK

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

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

- B. Establish and plainly mark center lines for each building and/or addition to each existing building, and such other lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations established for each such structure and/or addition, are in accordance with lines and elevations shown on contract drawings.
- C. Following completion of general demolition and before any other permanent work is performed, establish and plainly mark, through use of appropriate other means, sufficient additional survey control points or system of points as may be necessary to assure proper alignment, orientation, and elevations of all major features of work. Survey shall include, but not be limited to, location of exterior walls, center lines of columns in directions, major utilities and elevations of floor slabs:
 - 1. Such additional survey control points or system of points thus established shall be checked and certified by a registered civil engineer. Furnish such certification to the VA COTR and Contracting Officer before any work (such as footings, floor slabs, columns, walls, utilities and other major controlling features) is placed.
- D. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article 1.13, "Professional Surveying Services".

1.15 AS-BUILT DRAWINGS

- A. The contractor shall maintain two (2) full size sets of as-built (working) drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. Additional sketches will be required where original

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detail is changed, site conditions differ, and where required to clarify mark-ups. To insure compliance, as-built drawings shall be made available for the COTR and Contracting Officer's review, as often as requested.

- C. Contractor shall deliver two (2) approved completed sets of as-built drawings to the COTR and Contracting Officer within **fifteen (15) calendar days** after each completed phase of the project by the COTR and Contracting Officer.
- D. Upon completion of the project and before final settlement, Contractor shall deliver two (2) approved completed detailed sets of as-built drawings to the COTR and Contracting Officer within **fifteen (15) calendar days** after project acceptance. These drawings shall show sizes, materials, connections to existing structures, utilities, building service equipment, circuits, electrical conduit and junction box locations and routes, and other required information.
- E. Paragraphs A, B, C & D shall also apply to ALL shop drawings and Installation drawings provided by equipment suppliers and vendors.
- F. Charts, Graphs and Other Information: Provide four (4) hard copies and one (1) electronic of all valve locations for plumbing, mechanical & medical gas valve locations. One chart shall be mounted in the mechanical room location as directed by the COTR. Chart shall be plastic laminate or in suitable picture frame.

1.16 USE OF ROADWAYS, PARKING LOTS AND GROUNDS

- A. For hauling, use only established public roads. For hauling, use Roads, Parking Lots and Grounds, and such temporary roads which are necessary in the performance of contract work on Medical Center property, when authorized by the COTR and Contracting Officer. Temporary roads shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.
- B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.
- C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads

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leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.

- D. To minimize interference of construction activities with the flow of Medical Center Traffic and Parking, comply with the following:
1. Keep roads, walks and entrances to grounds, parking, and occupied areas of buildings, clear of all construction materials, debris, vehicles, and standing equipment.
 2. The Warehouse Supervisor shall approve all loading and unloading, and material movements at the north docks.
 3. Methods and scheduling for the cutting, altering, removal and/or blockage of existing roads, walks, entrances, parking lots and grounds must be approved by the COTR and Contracting Officer prior to any work.
 4. The Contractor shall submit a request to interrupt any roadway, parking lot, or loading dock to the Contracting Officer, in writing, twenty-one (21) calendar days in advance of any proposed interruption. The request shall state the reason, areas to be affected, date, exact time of, and approximate duration of such interruption.

1.17 COTR AND CONTRACTING OFFICER FIELD OFFICES

- A. The Contracting Officer's field office is physically located five miles east of the Main Campus / Facility. The physical address of the Contracting Section (ASAO 8) is Suite 525, located at 8875 Hidden River Parkway, Tampa, FL 33637-1035.
- B. The COTR's field office is physically located north of the Main Campus / Facility. The physical address of the Facilities Management Services (FMS), Project Section (138P) is Suite 202, located at 2702 East 131 Avenue, Tampa, FL 33612.

1.18 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:
1. Permission to use each unit or system must be given in writing by the COTR and Contracting Officer. If the equipment is not installed and maintained in accordance with the following provisions, the COTR and Contracting Officer will withdraw permission for use of the equipment. Metering may be required based on project use.

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2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
 3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
 4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage. ALL controls for the equipment shall be functioning properly to prevent damage to the equipment.
 5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced periodically during construction and at completion of construction and prior to testing and balancing of system.
 6. All components of equipment and distribution systems and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government. Equipment and distribution systems must be operated as a complete system and be fully maintained by operating personnel.
- B. Prior to final inspection, the equipment or parts used, which show wear and tear beyond normal, shall be replaced with identical replacements at no additional cost to the Government.
- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

1.19 TEMPORARY USE OF EXISTING ELEVATORS

- A. Contractor will not be allowed the use of existing Medical Center elevators for handling building materials and equipment and personnel, unless approved in writing by the COTR and Contracting Officer. Outside

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type hoist, crane, and/or elevator shall be used by Contractor for transporting materials and equipment and personnel.

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

1. Contractor makes all arrangements with the COTR and Contracting Officer for use of elevators. The COTR and Contracting Officer will ascertain that elevators are in proper condition. The Contractor may, if approved by the COTR and the Contracting Officer, have exclusive use or daily use of the designated elevator(s), except for Facilities Maintenance & Operations. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
 - c. Finish flooring.
 - d. All other components.
3. When under exclusive use: Government will accept hoisting ropes of elevator and rope of each speed governor (or appropriate elevator lifting mechanisms) if they are worn under normal operation. However, if these ropes (or appropriate elevator lifting mechanisms) are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes (or appropriate elevator lifting mechanisms).
4. When under exclusive use: If brake lining (or appropriate elevator braking mechanisms) of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced by new brake lining (or appropriate elevator braking mechanisms).
5. When under exclusive use: All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts, if recommended by elevator inspector after elevator is released by Contractor.

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

1.20 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by the COTR and Contracting Officer, provide suitable dry closets where directed. Keep such places clean and free from flies and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.
- B. Contractor may have for use of Contractor's workmen, such toilet accommodations as may be assigned to Contractor by the Medical Center's COTR and Contracting Officer. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

1.21 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable utility services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. **Temporary Utilities:** The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work and unless otherwise directed by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.
- C. **Meters:** Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity and other utilities at the request of the CO or COTR.
- D. **Heat:** Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any

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temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:

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

a. Steam is available at no cost to Contractor. The Contractor may connect to existing systems at their own expense.

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

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

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

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

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

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

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

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

H. Fuel: Natural gas, LP gas and/or burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, and for performing the specified boiler tests will be furnished by the Government. Fuel required for prolonged boiler-burner setup, adjustments, or modifications due to improper design or operation of

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boiler, burner, or control devices, or for prolong use of generator power shall be furnished by the Contractor at Contractor's expense.

I. Sewer: Furnish temporary sewer service.

1. Sewer/sanitary waste service may be obtained (site dependent) by connecting to the Medical Center sewer/sanitary waste distribution system. Provide backflow preventer at each connection as required. Provide cleanouts at each connection. Sewer is available at no cost to the Contractor.

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

3. Contractor may need to obtain a storage tank for sewer services and have it pumped out as necessary, at their own expense.

J. Connections: ALL connections to and disconnections from existing utility services shall be coordinated per this specification section. Refer to Article 1.6 OPERATIONS AND STORAGE AREAS, paragraphs for Utility Services, Existing Utility Services, Abandoned Lines and others.

1.22 NEW TELEPHONE EQUIPMENT

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

1.23 TESTS / COMMISSIONING

A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested. A copy of the testing agency field reports shall be submitted with the Daily Log report for the day the testing was conducted.

B. Conduct final tests required in various sections of specifications in presence of the COTR and/or an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests. A copy of the testing agency field reports shall be submitted with the Daily Log report for the day the testing was conducted.

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- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feed-water, condensate and other related components.
- D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.
- E. Individual test results of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.24 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals, verbal instructions, video instructions, and computer based instructions when required by the various sections of the specifications and as hereinafter specified.
- B. **Manuals:** Provide Maintenance and Operating manuals (**three [3] copies each**) for each separate piece of equipment and system shall be delivered to the COTR and Contracting Officer coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment and system. They shall include complete information necessary for starting, adjusting, programming, maintaining in continuous operation for long periods of time, and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Manuals shall include all wiring diagrams, pipe and tubing diagrams, programming instructions, and other required information to completely maintain and operate each piece of equipment

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and system. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

- C. Instructions:** Provide **four (4) hours of training, two (2) hours each/sessions or as specified, one session will be non-standard hours. [Unless otherwise scheduled by the COTR and Contracting Officer]**, for VA personnel for each piece of equipment, each component piece of the equipment, and each system. Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed instructions to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment and system. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the COTR, the Contracting Officer, and the M&O Supervisor, and shall be considered concluded only when the COTR, the Contracting Officer, and the M&O Supervisor, are satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COTR and Contracting Officer, does not demonstrate sufficient qualifications in accordance with requirements for instructors above. Training sessions may be recorded by the VA.

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1.25 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government - furnished property shown on the Schedules and/or drawings.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- C. Contractor shall be prepared to receive this equipment from Government and store or place such equipment, as required, not less than 90 calendar days before Completion Date of project.
- D. Storage space for some, but not all, equipment may be provided by the Government and the Contractor shall be prepared to unload and store such equipment therein upon its receipt at the Medical Center. Coordination with the COTR and the Contracting Officer is required.
- E. Notify Contracting Officer in writing, 60 calendar days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
 - 1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative with a written statement as to its condition or shortages.
 - 2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Government.
- F. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.
- G. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.

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

1.26 RELOCATED EQUIPMENT AND ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown on the drawings to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as indicated in the drawings and specifications and/or as directed by the COTR and Contracting Officer.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, whenever such lines are disconnected from equipment to be relocated.
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.
- E. Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment to supervise disassembly, assembly and installation of existing equipment and items, required to be relocated.
- F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.27 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT

- A. Contractor shall complete areas and/or rooms to be renovated and coordinate with the COTR and Contracting Officer the use of elevators and areas/rooms for storage of certain materials and equipment by Department of Veterans Affairs.

1.28 CONSTRUCTION SIGN

- A. Maintain signs and remove when directed by the COTR and Contracting Officer.
- B. Provide two (2) construction signs at each entrance to the construction areas. Signs shall be constructed of a durable material, twelve (12) inches high and thirty (30) inches wide with yellow background and blue

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Helvetica lettering two (2) inches high. Letter as shown in the following:

**DANGER - KEEP OUT
CONSTRUCTION AREA**

AUTHORIZED PERSONNEL ONLY

**EXCUSE THE INCONVENIENCE
WE ARE WORKING TO IMPROVE YOUR FACILITY**

1.29 SAFETY SIGN

- A. Provide a Safety Sign where directed by COTR and Contracting Officer. Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 102 mm x 102 mm (four x four inch) posts extending full height of sign and 914 mm (three feet) into ground. Set bottom of sign level at 1219 mm (four feet) above ground.
- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.
- C. Maintain signs and remove when directed by COTR and Contracting Officer.
- D. Provide a Detail Drawing of construction sign showing required legend and other characteristics of sign to the COTR and Contracting Officer for approval. Upon written approval, the contractor will construct and install the construction sign.
- E. Post the number of accident free days on a daily basis.
- F. Provide all OSHA required Safety Signs where required by OSHA and where directed by COTR and Contracting Officer. These shall be commercially produced.

1.30 CONSTRUCTION DIGITAL IMAGES

- A. Prior to and During the construction period through completion, furnish Department of Veterans Affairs with digital images, including one color print of each view and one Compact Disc (CD) per visit containing those views taken on that visit. Digital views shall be taken of exterior and/or interior as selected and directed by COTR and Contracting Officer. Each view shall be taken with a minimum size of 6 megapixels (MP) and the images will be a minimum of 2272 x 1704 pixels for the 203 x 254 mm (8 x 10 inch) prints and 2592 x 1944 pixels for the 406 x 508 mm (16 x 20 inch) prints, as per these specifications:

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1. Images will be taken at monthly intervals. However, the VA COTR and Contracting Officer may also direct the taking of special digital images at any time prior to completion and acceptance of contract. If the number of trips to the site exceeds an average of one per month of the contract performance period then an adjustment in contract price will be made in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
 2. In event a greater or lesser number of images than specified above are required by the COTR and Contracting Officer, adjustment in contract price will be made in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- B. Images on CD-ROM shall be recorded in JPEG format with a minimum of 24 bit color and no reduction in actual picture size. Compressed size of the file shall be no less than 80% of the original with no loss of information. File names shall contain the date the image was taken, the Project number and a unique sequential identifier. The CD-ROM shall also contain an index of all the images contained therein in either a TXT or Microsoft Word format.
- C. In case any set of images are not submitted within five calendar days of the date established by the COTR and Contracting Officer for taking thereof, the COTR and Contracting Officer may have such images/photographs taken and cost of same will be deducted from any money due to the Contractor.

1.31 HISTORIC PRESERVATION

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

1.32 EQUIPMENT

- A. The contractor shall coordinate the installation of equipment with work performed by others. This work shall be completed before the building is turned over to VA.
- B. All required programming devices, two (2) each of specialty tools, two (2) sets of start-up supplies, one (1) additional set of belts - fuses - etc. per each piece of equipment and other items required by the specification sections and drawings shall be furnished.

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1.33 FINAL PAYMENT

A. Final payment under this contract shall be withheld pending receipt of ALL tests, close out documents, all equipment manuals, staff training, specialty tools, start-up supplies, as built drawings and certifications. These tests and certifications shall include: sprinkler certification, fire alarm certification, plumbing system leak tests - to include hot - cold - waste - vents, medical gas certifications, fire/smoke wall certification, vibration analysis of motor driven equipment, motor - shaft - base - pulley alignment certifications, HVAC TAB, Air Handler control demonstration/training of VA personnel, and other required information, completed punch list items and the return of all keys.

1.34 WARRANTY CALLS

A. The Government may contact the Contractor for warranty services by telephone, fax, e-mail, letter, or in person. The Contractor shall respond with actual physical repair activity (labor, equipment, materials, etc.) in accordance with contract documents. Please note that emergency calls may occur during other than normal work hours. A representative from the Facilities Management Service will identify the emergency calls.

1.35 ATTACHMENTS

A. Appendices:

1. **Appendix A** - Approved OSHA Training Providers List
2. **Appendix B** - VA Adopted Codes
3. **Appendix C** - Proper Procedures and Forms for all Utility Shutdowns and Live Electrical Work
4. **Appendix D** - Safety and Infection Control Guide.

B. Forms:

1. **Attachment 1 A / B** - Notification of Impaired Fire Protection by Contractor Personnel/Notification of Restored Fire Protection by Contractor Personnel
2. **Attachment 2** - Notification of Hot Work Operations by Contractor Personnel (Burn Permit)
3. **Attachment 3** - Hot Work Fire Safety Check List for Operations Area Inspection
4. **Attachment 4** - Construction Fire Safety Check List
5. **Attachment 5 A / B** - Contractor Work Plan/Peer Review Request

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C. Hospital Policy Memoranda:

1. **HPM 138-15** - Interim Life Safety Measures (ILSM)
2. **HPM 138-24** - Infection Control During Construction and Renovation (ICRA)
3. **HPM 138-31** - Fire/Smoke Barrier Penetration Permit System
4. **HPM 138-04** - Lockout/Tagout Program

D. Tampa ISO

1. **Attachment 6 With No Sensitive** but Require Training- VA Information and Information System Security/Privacy Language

- - - E N D - - -

Appendix A

Approved OSHA Training Providers List

Current List of Approved Outreach On-line Training Websites:

Construction 10 hour

- A. Bright Brains / AdvanceOnline - www.advanceonline.com and hosted through:
1. Region X OSHA Training Institute Education Center:
www.regionxoti.org
 2. AGC: <http://agc.advanceonline.com>
 3. JJ Keller: www.keller-itc.com
- B. ClickSafety - www.clicksafety.com and hosted through:
1. Keene State College: www.keene.edu/conted/osha.cfm
- C. 360Training - www.oshacampus.com and hosted through:
1. Eastern Kentucky University - <http://eku.360training.com>
 2. Metropolitan Community Colleges - <http://mcc.360training.com>
 3. Red Rocks Community College - <http://rrcc.360training.com>
 4. WESTEC OSHA ED Center - <http://westec.360training.com>

Construction 30 hour

- A. Turner Construction -
<https://www.turnerknowledge.com/turner/livelink.exe?func=login.channelpartner>
- B. ClickSafety - www.clicksafety.com and hosted through:
1. Keene State College: www.keene.edu/conted/osha.cfm

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Appendix B

VA Adopted Codes

GENERAL: VA has adopted the latest editions of the following codes and standards as a minimum for all projects performed in the modernization, alteration, addition, or improvement of its real property and the construction of new structures. VA design Manuals and Master Specifications specify other codes and standards that VA follows on its projects:

- A. VA Directives, Design Manuals, Master Specifications, VA National CAD Standard Application Guide, and other Guidance on the Technical Information Library (TIL) (<http://www.cfm.va.gov/til/>)
- B. International Building Code (IBC), including International Mechanical and Plumbing Codes
- C. NFPA 101, Life Safety Code (see NOTES below)
- D. NFPA National Fire Codes, with the exception of NFPA 5000 and NFPA 900
- E. Occupational, Safety and Health Administration (OSHA) Standards
- F. VA Seismic Design Requirements, H-18-8
- G. NFPA 70, National Electrical Code (NEC)
- H. National Standard Plumbing Code (NSPC)
- I. Safety Code for Elevators and Escalators, American Society of Mechanical Engineers (ASME) A 17.1
- J. ASME Boiler and Pressure Vessel Codes
- K. ASME Code for Pressure Piping
- L. Architectural Barriers Act Accessibility Standard (ABAAS) including VA Supplement, Barrier Free Design and (ABA)
- M. Building Code Requirements for Reinforced Concrete, American Concrete Institute and Commentary (ACI 318)
- N. Manual of Steel Construction, Load and Resistance Factor Design Specifications for Structural Steel Buildings, American Institute of Steel Construction (AISC)
- O. Energy policy Act of 2005 (EPAct)
- P. American Society of Heating and Refrigeration Engineers (ASHRAE) 90.1, Energy Standards for Buildings Except Low-Rise Residential Buildings
- Q. Federal Leadership in High Performance and Sustainable Buildings: Memorandum of Understanding (MOU)
- R. Executive Order 13423: Strengthening Federal Environmental, Energy, and Transportation Management

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- S. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance
- T. The Provisions for Construction and Safety Signs. Stated in the General Requirements, Section 01 00 00, of the VA Construction Specifications
- U. America Society of Heating and Refrigeration Engineers (ASHRAE), Ventilation for Acceptable Indoor Air Quality - ASHRAE Standard 62.1
- V. Safety Standard for Refrigeration Systems - ASHRAE Standard 15

Local Codes: As an agency of the federal government, VA is not subject to local imposition of code enforcement procedures (drawing reviews, building permits, inspections, fees, etc.). VA must function as the Authority Having Jurisdiction (AHJ) and thus has the responsibility to guard public health and safety through enforcing its adopted codes. However, local authorities should be notified about planned projects and given opportunity to review drawings provided that VA does not pay for review or inspection fees.

NOTES:

1. NFPA 101 primarily addresses life safety and fire protection features while the IBC addresses a wide range of considerations, including, but not limited to, structural strength, stability, sanitation, adequate light and ventilation, and energy conservation. VA buildings must meet the requirements of NFPA 101 and documents referenced by NFPA 101 in order to comply with the accreditation requirements of The Joint Commission for the Accreditation of Hospitals. Therefore, designs shall comply with the requirements of the latest edition of NFPA 101 and documents referenced therein. Design features not addressed by NFPA 101 or documents referenced therein shall comply with the requirements of the latest edition of the IBC or as otherwise addressed above in this Program Guide. For design features that are addressed by both the IBC as well as NFPA 101 or a document referenced by NFPA 101, the requirements of NFPA 101 or the document referenced by NFPA 101 shall be used exclusively (this applies even if the IBC requirements are different).
2. **Conflicts between Nationally Recognized Codes and Standards and VA Requirements:** Should a conflict exist between VA requirements and VA adopted nationally recognized codes and standards, the conflict shall be brought to the attention of VA. The resolution of the conflict shall be

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made by the authority having jurisdiction for VA to ensure a consistency system wide.

Appendix C

Proper Procedures and Forms for all Access Closures, Utility Shutdowns
and Live Electrical Work Request

GENERAL NARRATIVE OF DOCUMENTATION REQUIREMENTS FOR PLANNED UTILITY SHUTDOWNS

General: All of the following types of work will be documented by the requesting party (contractor or in-house maintenance person) in a file folder fitted with two-hole prong paper fasteners. Fasteners will be attached to the tops of each cover of the file folder. This narrative should be used in conjunction with the Utility Shutdown Flow Chart for a clear understanding of the shutdown process.

1. **Planned Utility Shutdown:**

In accordance with Hospital Policy Memorandum No. HPM 138-23, June 2007, a request for utility shutdown must be presented to the Chief, Facilities Management Service (FMS), for evaluation and action to determine whether the shutdown will be classified as routine or major.

- A. A **Draft Utility Shutdown** Notice is initiated by the requesting party and upon completion will be stapled to the outside front-cover of the file folder.
- B. The **Planned Utility Interruption/ Checklist** will be attached to the inside front-cover using the two-hole prong fastener.
- C. The **Work Plan / Peer Review** form (attachment #5) is initiated and attached to the inside back-cover using the two-hole prong fastener.
- D. All **Supporting Documents** will be attached to the inside back-cover of the file folder in reverse chronological order (most recent on top). These documents include, but are not limited to, (1) any required permits (enclosed space, above ceiling, etc.) and approvals, (2) drawings / sketches of work, (3) meeting minutes, (4) coordination with affected services, (5) Mitigation Plan, (6) Contingency Plan, (7) shutdown procedures, and (8) start-up procedures, or as required by the Approving Official (Chief, FMS).

2. **Live Electrical Work:**

In accordance with VHA Directive 2006-056, any energized electrical work plan must have the prior knowledge and approval of the Medical Center Director (Exception - The Chief, FMS may approve energized electrical work plans for Branch Circuits, from the final overcurrent protecting devices to the outlets, that do not serve the critical patient care areas, such as Operating Rooms, Critical Care, Intensive Care, Dialysis Units, Isolation Rooms, Catheterization

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Laboratories, Emergency Rooms, or Supply, Processing, and Distribution (SPD) rooms).

- A. The **Request to Perform Live Electrical Work** (memo to the Hospital Director) is initiated and upon approval will be attached to the inside back-cover using the two-hole prong fastener.
- B. The **Work Plan / Peer Review** form (attachment #5) is initiated and attached to the inside back-cover using the two-hole prong fastener.
- C. All **Supporting Documents** will be attached to the inside back-cover of the file folder in reverse chronological order (most recent on top). These documents include, but are not limited to, (1) any required permits (enclosed space, above ceiling, etc.) and approvals, (2) drawings / sketches of work, (3) meeting minutes, and (4) coordination with affected services.

3. **Hot Work (Burn):**

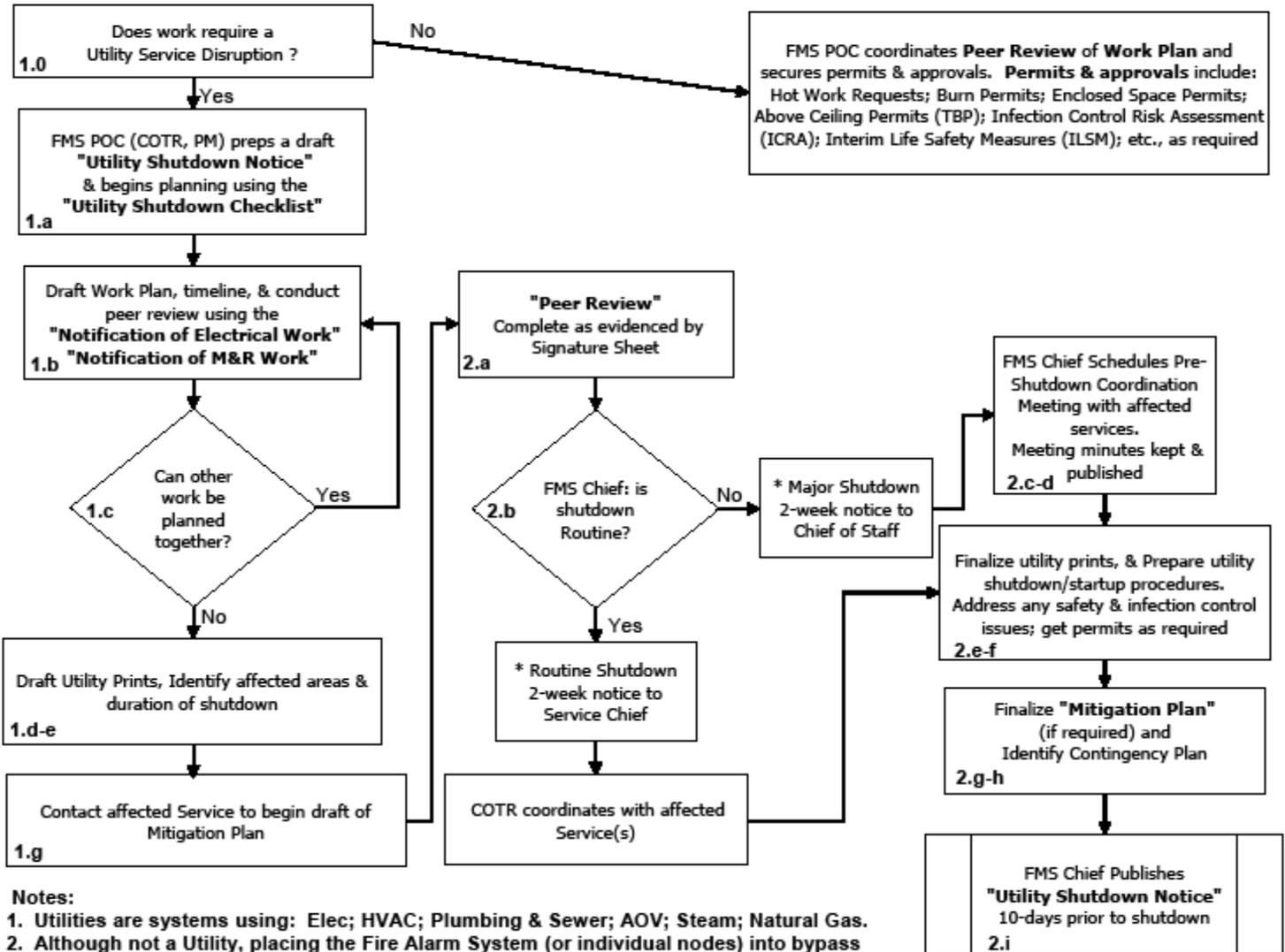
Facilities Management Service Standard Operating Procedures No. 138-05, August 2009, defines Hot Work as operations which include "... cutting, welding, brazing, silver soldering and other processes that utilize an open flame or arc." Please note that although Live Electrical Work is sometimes referred to in the trade as Hot Work, it is not (within the context of this document) since under normal working conditions it will not result in an open flame or arc.

- A. The **Hot Work (Burn) Permit** is initiated and consists of two documents - the Notification of Hot Work Operations by Contractor Personnel (Burn Permit) and the Hot Work Fire Safety Check List for Operations Area Inspection (Attachments 2 & 3). Upon approval it will be posted at the job site until all work has been completed. After completion of work, the documents will be attached to the inside back-cover of the file folder.
- B. The **Work Plan / Peer Review** form (attachment #5) is initiated and attached to the inside back-cover using the two-hole prong fastener.
- C. All **Supporting Documents** will be attached to the inside back-cover of the file folder in reverse chronological order (most recent on top). These documents include, but are not limited to, (1) any required permits (enclosed space, above ceiling, etc.) and approvals, (2) drawings / sketches of work, (3) meeting minutes, and (4) coordination with affected services. The following flowchart is based on the Planned Utility Interruption Checklist included within Appendix C.

4. **Planned Access Closure Request:**

- A. A request for an access closure must be presented to the Chief, Facilities Management Service (FMS), for evaluation and action to determine whether the closure will be classified as routine or major.
- B. A **Draft Closure Notice** is initiated by the requesting party and upon completion will be stapled to the outside front-cover of the file folder.
- C. The **Planned Utility Interruption/Closure Checklist** will be attached to the inside front-cover using the two-hole prong fastener.
- D. The **Work Plan and Peer Review** form (attachment #5) is initiated and attached to the inside back-cover using the two-hole prong fastener.
- E. All **Supporting Documents** will be attached to the inside back-cover of the file folder in reverse chronological order (most recent on top). These documents include, but are not limited to, (1) any required permits (enclosed space, above ceiling, etc.) and approvals, (2) drawings / sketches of work, (3) meeting minutes, (4) coordination with affected services, (5) Mitigation Plan, (6) Contingency Plan, (7) shutdown procedures, and (8) start-up procedures, or as required by the Approving Official (Chief, FMS).

Flowchart - Planned Utility Shutdown



PLANNED UTILITY INTERRUPTION CHECKLIST

Project Name: _____ **Project #** _____

COTR Name: _____ **Phone #:** () _____

1. Utility Shutdown Request

#	Item	POC	Comments
1.a.	Draft Utility Shutdown Notice	COTR	
1.b.	Work Plan, draft Timeline & Peer review	Contractor / COTR	
1.c.	Other Work Plans (Piggyback work)	M&O / COTR	
1.d.	Utility prints marked with isolation points for valves, equipment	COTR / M&O	
1.e.	Identify affected areas / services	COTR / M&O	
1.f.	Identify duration of shutdown	Contractor / COTR	
1.g.	Draft mitigation plan	COTR / M&O	

2. Planning the Shutdown

#	Item	POC	Comments
2.a.	Peer Review complete	COTR	
2.b.	Chief FMS determines "Routine" or "Major" shutdown	Chief FMS	
2.c.	Coordination meetings as applicable		
2.d.	Coordinate with affected areas & services*	COTR / M&O	
2.e.	Prepare utility shutdown and start-up procedures	M&O Shops	
2.f.	Verify & update prints	COTR	
2.g.	Finalize Utility Mitigation Plan	M&O	
2.h.	Identify Contingency Plan	COTR / M&O	
2.i.	Publish Utility Shutdown Notice	COTR	

*Include respiratory therapy on all AOV-related system modifications.

3. Preparation

#	Item	POC	Comments
3.a.	Tag and mark field verified equipment and locations of valves / breakers, switches, etc that disrupt utilities & hospital services*	M&O	
3.b.	Stage work materials, pre-fabricated parts, etc. 24 hours before work is to begin. The COTR is to verify that all materials and tools are present.	Contractor	
3.c.	Stage mitigation supplies & services	M&O	

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3.d	Shutdown folder to CEP, contents include (as applicable):	CEP Supervisor	
	<ul style="list-style-type: none"> • Final Shutdown Notice • Work Plan with Peer review & Timeline • Mitigation Plan • POC Lists with contact information • Shutdown and Start up procedures 		

*Includes all sources of stored energy and services such as medical gasses.

4. Execution

#	Item	POC	Comments
4.a.	COTR informs CEP to initiate shutdown	COTR	
4.b	CEP initiates shutdown*; equipment is LOTO as planned	CEP	
4.c	Monitor shutdown and informs all parties when utility / service is secure	CEP	
4.d	Tracks progress via the Work Plan Timeline	CEP / COTR	
4.e	Notifies CEP when work is complete	COTR	
4.f	Initiates start up procedures to return the utility to service	CEP	
4.g	Notifies AOD when facility returns to safe state	CEP	

*Contact Repertory Therapy POC whenever AOV-related items are affected.

5. Recovery

#	Item	POC	Comments
5.a	Mitigation measures removed; report completion to CEP	CEP / Shops	
5.b	Update Drawings	COTR	
5.c	File Shutdown Folder	Chief, FMS	

Note: Be sure to include the following on this side of 2-Prong Folder. Some elements may be omitted.

1. Notes from Shutdown Meetings / Coordination
2. Mitigation Plan
3. Contingency Plan
4. Shutdown procedures
5. Work Plan / Peer Review
6. Start up procedures

FACILITIES MANAGEMENT SERVICE - ALERT

Distributed:
UTILITY SHUTDOWN NOTICE

UTILITY AREA(S) AFFECTED:	DATE:	ESTIMATED TIME FRAME:
TIME / DURATION:	_____	_____

HOW THIS AFFECTS YOU:
REASON FOR SHUTDOWN:

FMS CONTACT PERSON: _____ , COTR, at ext., or Cell.

If you have any questions or problems with this date, please notify the contact person(s) above by the close of business one day from the date of this publication. After that date, the closure will proceed as described above. Supervisors, please share with all staff.

Julie Lybanon
Acting Chief, Facilities Management Service

PLEASE SHARE WITH ALL STAFF

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ENERGIZED (LIVE) ELECTRICAL WORK DIRECTOR MEMO

Date: [Enter Today's Date]
From: Facilities Management Service (138)
Subject: Request to Perform Live Electrical Work for the NRM Project No. 673-CSI-100, "SPECIALTY TREATMENT EXPANSION PROJECT".
To: Director (00)

1. In accordance with VHA Directive 2006-056 an energized electrical work plan must have the prior knowledge, and approval of the Medical Center Director.

Description of the work being performed, and the circuits impacted by this work:

2. The start date for this work is Day, Date at Time. The estimated duration for this work is hours.
3. Any questions or concerns please call [Enter Name of COTR], Project Engineer / COTR, at extension [COTR Number], VA Cell Phone [COTR Number], or e-mail: [Enter COTR email address]@va.gov.

Julie Lybanon
Acting Chief, Facilities Management Service

Approve / Disapprove

Thomas A. Cappello, Acting Director (00) Date

Enclosure: (#)

Appendix D

Safety and Infection Control Guide

Required to be Posted on the Construction Site

This Safety and Infection Control Guide is for informational purposes only and is not meant to be used in place of the contract.

General Information and Telephone Numbers:

- CEP ext. 7080
- Police ext. 7554
- Safety Office ext. 7292
- Medical Emergency (Non-Life Threatening) Dial 911
- Medical Emergency (Life Threatening) VA ED / Dial 911

Fire Safety:

- Contractors are to provide their own Fire Extinguishers and are required to perform and document that monthly maintenance has been performed.
- All Contractors' staff should be aware of the exits in and around the construction area and keep them clear.
- If an alarm is activated in the construction area, a member of the construction crew should remain available to advise VA staff as to the cause of the alarm (if known) and dial the CEP at extension 7080.
- Permits are required to perform "Hot Work Operations" including cutting, welding, brazing or silver soldering, or any process that utilizes an open flame.

Safety:

- Ensuring free and unobstructed access to emergency services and for fire, police and other emergency forces.
- Ensuring temporary construction partitions are smoke tight and built of noncombustible or limited combustible materials.

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- Any Lock out / Tag out that needs to be done on utilities or equipment in the facility should go through the COTR and VA Maintenance & Operations Supervisor.
- Any penetrations made by Contractors during construction / renovation activities should be sealed (at least temporarily) at the end of the work shift.
- Smoking is not permitted within the Construction site.

The following is the procedure for reporting a fire at the JAH Facility:

FIRE SAFETY FOR CONTRACTORS
(SEGURIDAD CONTRA INCENDIOS PARA CONTRATISTAS)

CODE RED (FIRE)

CODIGO ROJO (FUEGO)

R - Rescue (Rescatar)

A - Alarm (Activar la Alarma)



Pull the nearest pull station. (Activar la alarma contra incendios mas cercana.)



Call 1 - 2 - 3 and inform the operator of location. (Marcar en el teléfono el numero 1-2-3 para informar a la operadora la localización del fuego.)

**C - Contain (Close the door / Isolate the area of fire)
(Contener) (Cerrar las puertas / Aislar el área del fuego)**

E - Extinguish / Evacuate (Extinguir / Desalojar)

Privacy:

- Patient information found within a construction site should be turned in to the Nurse Manager or COTR.

Security:

- ID Badges must be worn at all times while on duty.
- Parking is allowed in designated areas only.

Infection Control Orientation for Construction Workers

The dirt and dust that are part of construction activities contain hidden infectious hazards. It is not "just dust". One such hazard is fungal organisms such as *Aspergillus*. *Aspergillus* may be found in decaying leaves and compost, plaster and drywall, standing water, and settled dust. These organisms usually do not cause problems in healthy people, but can cause problems in a hospital with sick patients, especially those with lung problems, or in those with poor immunity, such as transplant or cancer patients. Therefore, it is critical that you do your part to keep everyone in the hospital safe and healthy as possible. We, in turn, will make conditions as safe as possible for you.

1. Medical Waste:

- a. Hospital staff will remove any medical waste, including sharp object containers (for used needles and syringes), from construction areas prior to the start of projects.
- b. Please notify your supervisor and the COTR or Resident Engineer immediately if you (contract workers) find any needles, syringes, sharp medical objects or red bag waste left in the construction area.

2. Barrier Walls:

- a. Construction areas *must* be kept separate from patient care areas by barriers that keep the dust and dirt inside the worksite.
- b. Walls must provide a **complete** seal of the construction area from adjacent areas, 1.8.E.2 (walls may be rigid or 6 mil thick plastic)minimum .
- c. Any gaps or breaks in barriers must be repaired immediately.

3. Environmental Control:

- a. The construction zone and adjacent entry areas shall be maintained daily by the Contractor in a clean and sanitary manner.

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- b. Vacuum dirt and dust routinely inside the work area. This will minimize dirt tracking on shoes and reduce the dust generation inside the work area. (Sweeping creates more dust in the air).
- c. Debris shall not be hauled through patient care areas unless approved by Infection Control and the COTR or Resident Engineer.
- d. Demolition debris must be removed in carts with a tightly fitted cover.
- e. Do not overfill carts so that cover will not fit tightly.
- f. If 6 mil plastic minimum is used as cover, no sharp objects shall be allowed to cut through the plastic.
- g. Wipe down the exterior of the carts with a damp rag to remove dust before taking it through the hospital.
- h. Debris removal will follow specified traffic patterns and elevator usage.
- i. Sticky or walk - off mats (minimum of 24 x 36 inches) shall be placed immediately outside the construction area and are changed regularly (i.e., whenever they no longer remove dirt from feet).
- j. Contractor must ensure that their staff mop any dirt / dust tracking which occurs outside the construction barrier by their workers with a damp mop.
- k. There shall be no standing water left in the construction area. This includes water in equipment drip pans and any open containers within the construction area.
- l. All accidental spills must be cleaned up and dried within 12 hours.
- m. Remove and dispose of porous materials that remain damp for more than 48 hours.
- n. Optimally, construction-zone air will be exhausted directly to the outside with no potential for re-circulation. If an existing direct exhaust system cannot be located and a tie into re-circulated air system is necessary, a pre-filter and high efficiency filter (95%) will be used prior to exhaust to prevent contamination of the duct. The filters will be changed routinely so that operational performance of unit is maintained.
- o. Negative air pressure must be maintained within the construction area for all projects that generate a moderate or high level of dust and are adjacent to any patient care or treatment area.
- p. Contractors working in a sterile or invasive procedure area of the hospital will be provided with a disposable coverall, head cover, and

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shoe covers that must be worn upon entry and removed after exiting that area.

- q. Tools and equipment must be damp-wiped prior to entry and exit from sterile and invasive procedure areas.
- r. All equipment, tools, material, etc., transported through occupied patient areas shall be made free from dust and moisture by vacuuming and wipe down.
- s. Water mist work surface to control dust when cutting or drilling.
- t. Seal unused doors with duct tape.
- u. Block off and seal air vents in construction area to prevent duct contamination.
- v. Seal holes, pipes, conduits and punctures appropriately.
- w. If demolition chutes are used, they must be sealed when not in use. The chute and damper should be sprayed with water, as necessary, to maintain dust control.
- x. Control, collection and disposal must be provided for any drain liquid or sludge found when demolishing plumbing.
- y. During outside excavation work, exterior window seals may be required to reduce the amount of outside dust entering the building.

4. Worksite Access Control:

- a. Use designated entry and exit procedures.
- b. Keep all hospital hallways free of debris and dirt.
- c. No unauthorized personnel should be allowed to enter the construction areas.
- d. Use designated elevators only.

5. Workers:

- a. Clothing and shoes must be free of loose soil and debris when exiting the work area.
- b. Use personal protective equipment (masks, face shields, etc.) as indicated for the task at hand.
- c. Hand washing is the best method of reducing the transmission of infection. Always wash your hands with soap and water after visiting the restroom, before eating or smoking, and when leaving the construction site.

Please feel free to call the Infection Control Section at:

(813) 972-2000 extensions 4953 or 6953

Pagers 201-1764 or 201-1228

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ATTACHMENT #1 - A

NOTIFICATION OF IMPAIRED FIRE PROTECTION BY CONTRACTOR PERSONNEL

PROJECT No. & TITLE: 673-CSI-100, "SPECIALTY TREATMENT EXPANSION PROJECT"

NAME OF FACILITY _____

NOTIFIED BY _____

TITLE _____

COMPANY _____

NATURE OF IMPAIRMENT _____

PRECAUTIONS TO BE TAKEN _____

CLOSED VALVE NO. _____ IN BLDG. NO. _____ LOCATED IN ROOM _____

CONTROLLING _____

ON DATE: Sn, M, T, W, Th, F, St _____ @ TIME _____ AM/PM

BECAUSE: _____

ON DATE: Sn, M, T, W, Th, F, St _____ @ TIME _____ AM/PM

COTR _____ WAS CONTACTED AT (813) 972-2000

ext. _____ or (813) _____

DATE/TIME SAFETY OFFICER WAS CONTACTED AT EXT. 7598

DATE/TIME EGCC OPERATOR/CEP WAS CONTACTED AT EXT. 7080

DATE/TIME FIRE DEPARTMENT WAS CONTACTED AT (813) 971-3636

DATE/TIME RSFPE WAS CONTACTED AT () _____

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ATTACHMENT #1 - B

NOTIFICATION OF RESTORED FIRE PROTECTION BY CONTRACTOR PERSONNEL

PROJECT No. & TITLE: 673-CSI-100, "SPECIALTY TREATMENT EXPANSION PROJECT"

NAME OF FACILITY _____

NOTIFIED BY _____

TITLE _____

COMPANY _____

NATURE OF IMPAIRMENT _____

AND FULL PROTECTION RESTORED, EXCEPT _____

OPENED VALVE NO. _____ IN BLDG. NO. _____ LOCATED IN ROOM _____

CONTROLLING _____

ON DATE: Sn, M, T, W, Th, F, St _____ @ TIME _____ AM/PM

BECAUSE: _____

ON DATE: Sn, M, T, W, Th, F, St _____ @ TIME _____ AM/PM

COTR _____ WAS CONTACTED AT (813) 972-2000

ext. _____ or (813) _____

DATE/TIME SAFETY OFFICER WAS CONTACTED AT EXT. 7598

DATE/TIME EGCC OPERATOR/CEP WAS CONTACTED AT EXT. 7080

DATE/TIME FIRE DEPARTMENT WAS CONTACTED AT (813) 971-3636

DATE/TIME RSFPE WAS CONTACTED AT () _____

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ATTACHMENT #2

NOTIFICATION OF HOT WORK OPERATIONS BY CONTRACTOR PERSONNEL (BURN PERMIT)

PROJECT No. & TITLE: 673-CSI-100, "SPECIALTY TREATMENT EXPANSION PROJECT"

NAME OF FACILITY _____

BUILDING No. & NAME: _____

ON FLOORS: _____

ON DATE: Sn, M, T, W, Th, F, St _____ @ TIME _____ AM/PM

WORK TO BE DONE:

SPECIAL PRECAUTIONS:

NAME OF FIRE WATCH PERSON IF APPLICABLE:

COMMENTS:

NOTIFIED BY _____

NOTIFIERS SIGNATURE & DATE _____

TITLE & PHONE No. _____

CONTRACTOR _____

COTR _____

APPROVAL _____

COTR SIGNATURE & DATE _____

SAFETY STAFF MEMBER _____

SAFETY SIGNATURE & DATE _____

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ATTACHMENT #3

HOT WORK FIRE SAFETY CHECK LIST FOR OPERATIONS AREA INSPECTION

PROJECT No. & TITLE: 673-CSI-100, "SPECIALTY TREATMENT EXPANSION PROJECT"

DATE: _____

_____ Floor swept clean of combustibles.
_____ Floors wet down, covered with damp sand, metal or other shields.
_____ Combustibles material or flammable liquids removed from area,
_____ whenever possible.
_____ Combustibles and flammable liquids protected with covers, guards,
_____ or metal shields.
_____ All wall and floor openings covered.
_____ Covers suspended beneath work to collect sparks.

WORK BEING DONE ON WALLS OR CEILINGS

_____ Ensure wall construction is noncombustible and is without
_____ combustible covering.
_____ Move combustibles away from opposite side of wall.

WORK BEING DONE ON ENCLOSED EQUIPMENT- (TANKS, DUCTS, ETC.)

_____ Remove all combustibles from enclosures.
_____ Purge containers of flammable vapors. Ensure continuous purge so
_____ no vapors accumulate during work.

FIRE WATCH

_____ To be provided during and until 30 minutes after operation.
_____ Provided with a 10-pound dry chemical or halon extinguisher and
_____ small hose.
_____ Trained in use of equipment and in sounding fire alarm.

FINAL CHECK-UP

_____ To be made 30 minutes after completion of any operation unless
_____ fire watch is provided.
_____ Notify Safety Office (extension 7292) when work is complete.
_____ (Contractors - notify COTR)
_____ Notify Graphic Control Center (extension 7080), if any fire zones
_____ were by-passed

HOT WORK LOCATION _____

NOTIFIERS SIGNATURE & DATE _____

NAME & PHONE No. _____

CONTRACTOR

COTR SIGNATURE & DATE

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ATTACHMENT #4

CONSTRUCTION FIRE SAFETY CHECK LIST

(For protection of VA property, patients, visitors and personnel)

PROJECT No. & Title: 673-CSI-100, "SPECIALTY TREATMENT EXPANSION PROJECT"

DATE: _____

A. FIRE EXTINGUISHERS (OSHA 1926.150[c])

- _____ (1) Extinguisher available within 100 feet. Extinguisher rated not less than 2A.
- _____ (2) If flammable liquids or gases present, a fire extinguisher rated not less than 10B within 50 feet.

B. IGNITION HAZARDS (OSHA 1926.1511[a])

- _____ (1) Internal combustion engines located away from combustibles.
- _____ (2) Smoking is prohibited in fire hazard areas (flammables, combustibles).

C. INDOOR STORAGE (OSHA 1926.151[d])

- _____ (1) Site kept free from accumulation of unnecessary combustibles.
- _____ (2) Storage shall not obstruct means of exits.
- _____ (3) Clearance maintained around lights and heating units.

D. FLAMMABLE AND COMBUSTIBLE LIQUIDS (OSHA 1926.152)

- _____ (1) Approved containers.
- _____ (2) No storage in areas of exits, stairways or people traffic areas.
- _____ (3) Max. 25 gal. In room - otherwise approved storage cabinet.

E. TEMPORARY HEATING DEVICES (OSHA 1926.154)

- _____ (1) Adequate ventilation for workmen and heater combustion.
- _____ (2) Clearance of combustibles from heaters at least 3 feet.
- _____ (3) Stability of heater.

F. SIGNS AND BARRICADES (OSHA 1926.200)

- _____ (1) Danger signs where immediate hazards exist.
- _____ (2) Caution signs where potential hazards exist.
- _____ (3) Safety instruction signs where necessary.
- _____ (4) Barricades where necessary to protect persons from hazards.

G. WELDING AND CUTTING - HOT WORK PERMIT REQUIRED (NFPA-51B & OSHA 1910.252)

- _____ (1) Inspection of area before permit given.
- _____ (2) Distance from combustibles 35 feet.
- _____ (3) Fire extinguisher in immediate area.

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- _____ (4) Wall and floor openings covered.
- _____ (5) No flammable liquids present.
- _____ (6) Inspection after work.

H. ELECTRICAL (OSHA 1924.400-2, 1926.302, & NFPA 241-4)

- _____ (1) All temporary wiring grounded and in accordance with National Electric Code (NEC).
- _____ (2) Precautions taken to make any open wiring inaccessible to other than authorized personnel.
- _____ (3) Temporary light bulb equipped with guards, use heavy duty cords, and not suspended by their cords unless specifically designed for that use.
- _____ (4) Runs of open conductors located away from possible damage and fastened at intervals of no greater than 10 feet.
- _____ (5) Outlets in construction sites have GFCI or assured equipment grounding.
- _____ (6) Extension cords protected from damage. No worn or frayed cables. Not hung from nails or suspended by wire.
- _____ (7) Fuses or circuit breaker provided for each feeder or branch circuit.
- _____ (8) Electrical powered operated hand tools shall either be of the approved double insulated type or properly grounded.

I. DEMOLITION (OSHA 1926.850-858 and NFPA 241 - Ch.7)

- _____ (1) Electric, gas water, steam, etc. shut off prior to work.
- _____ (2) Any utilities that are necessary to be maintained need protection.
- _____ (3) Masonry walls shall not be permitted to fall on floors such that it would exceed the safe carrying capacity of the floor.
- _____ (4) Floor openings within 10 feet of any wall being demolished shall be planked solid except when no one below.
- _____ (5) The storage of waste material and debris shall not exceed the floor loading limit.
- _____ (6) Construction of dust barriers as needed (not OSHA).
- _____ (7) Notification of shut off and protect smoke detectors, etc. during day time only (not OSHA). Coordinated with COTR.
- _____ (8) Precautions if floors are soaked with oil or flammable liquids, if dust accumulation is present or other combustibles a present and hot work is being performed.
- _____ (9) Smoking is prohibited throughout demolition (NFPA 241, 7-4, 2).
- _____ (10) Flammable and combustible liquids removed from area.
- _____ (11) Water supplies must still be available from fire hydrants in the vicinity of the structure or area.
- _____ (12) Asbestos abatement, breakables (i.e., glass) shall be removed prior to demolition.

J. TEMPORARY BUILDINGS, TRAILERS (NFPA 241, Ch.2)

- _____ (1) Temporary offices, trailers, sheds, etc. of combustible construction at least 30 feet from permanent buildings.
- _____ (2) Only safety installed approved heating devices used. Ample clearance around stoves, heaters and chimneys per NFPA 211.

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K. ROOFING OPERATIONS (NFPA 241, Ch.6)

- _____ (1) Asphalt and tar kettles located outside the building or on a noncombustible roof away from combustibles. Kettles must have gravity lids, tight fitting.
- _____ (2) Torch applied roofing systems shall be installed using extreme caution. Follow manufacturer's instructions. Caution around roof openings, penetrations or flashings.
- _____ (3) Fire extinguisher, 20-B minimum, within 30 feet of roof kettle. At least one extinguisher 2A:20-B:C on the roof being repaired; also one within 30 feet of torch applied roofing equipment.
- _____ (4) Fuel containers at least 10 feet away from burner flame.
- _____ (5) Notify building occupants who might be affected. Coordinate with C.O.T.R.
- _____ (6) Investigate location of supply air intakes. Coordinate shutdowns as necessary with COTR.
- _____ (7) Roof edges will be guarded by means of typical roof protection or a safety monitoring system.

L. EXIT PATHWAYS (NFPA 241, Ch.5; also reference NFPA 101)

- _____ (1) Every building and area will remain accessible to fire department apparatus and personnel. Roadways will be maintained with 20 feet of all buildings.
- _____ (2) Adequate egress paths, including stairs and corridors, will be maintained at all times. Exits may only be blocked temporarily if unavoidable and when adequate alternate measures are provided (signage, temporary fire detection, training, etc.) to warn personnel. Coordinate with COTR.

WORK LOCATION _____

NOTIFIERS SIGNATURE & DATE _____

NAME & PHONE No. _____

CONTRACTOR _____

COTR SIGNATURE & DATE _____

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ATTACHMENT #5 - A

CONTRACTOR WORK PLAN / PEER REVIEW REQUEST

PROJECT No. & TITLE: 673-CSI-100, "SPECIALTY TREATMENT EXPANSION PROJECT"

DATE OF WORK: Sn, M, T, W, Th, F, St _____ START TIME: _____ AM/PM

END TIME: _____ AM/PM ESTIMATED DURATION OF WORK: _____ HOURS

LOCATION OF WORK:

DESCRIPTION OF WORK:

TOOLS & EQUIPMENT TO PERFORM WORK: _____

PERSONAL PROTECTIVE EQUIPMENT FOR WORK: _____

NAME(S) OF EMPLOYEE(S) PERFORMING WORK:

SUPERVISOR / WORK LEADER SIGNATURE & DATE: _____

SUPERVISOR / WORK LEADER NAME (PRINTED): _____

PROCEDURE(S) : _____

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All maintenance and repair work must have a written procedure prepared by the maintenance person performing the task.

Before: _____

During: _____

After: _____

DATE AND TIME COTR NOTIFIED:

GENERAL CONTRACTOR'S NOTIFYING PERSON:

NOTIFYING PERSON'S SIGNATURE:

GENERAL CONTRACTOR COMPANY:

PHONE NUMBER(S):

PEER REVIEW #5 - B

**SPECIALTY TREATMENT EXPANSION PROJECT
JAMES A. HALEY VETERANS' HOSPITAL**

HPM 138-15: ILSM PROJECT EVALUATION CHECKLIST

Project: _____ **Building / Location:** _____

Floor: _____ **Start Date:** _____ **Finish Date:** _____

Duration: _____

<u>Question</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Will existing exits be impaired or blocked?			
2. Will existing corridor width be reduced?			
3. Will alternative exits be required?			
4. Will construction area exit routes be needed?			
5. Will patient access to emergency services be impaired?			
6. Will police, fire, or EMS access to emergency services be impaired?			
7. Will fire alarm system be impaired?			
8. Will sprinkler system be impaired?			
9. Will temporary or equivalent systems be needed?			
10. Will temporary smoke-tight construction partitions be needed?			
11. Will additional handheld fire-fighting equipment be needed?			
12. Will personnel training in the use of handheld fire extinguishers be needed?			
13. Will reinforcement of the smoking policy be needed?			
14. Will a reduction in the flammable or combustibile fire load be needed?			
15. Will housekeeping or debris removal practices be needed?			
16. Will additional fire drills or fire response training be needed?			
17. Will increased hazard surveillance of building, grounds, or equipment be needed?			
18. Will special attention to excavations, construction storage, or work areas be needed?			
19. Will training to compensate for structural or compartmentation deficiencies be needed?			
20. Will organization training in LSC deficiencies, construction hazards, or ILSM be needed?			

This evaluation is to be completed by the Safety Office together with the COTR / Project Manager before the start of any construction renovation work to ensure that appropriate ILSM are implemented. If you answered "yes" to any of the questions above, complete all ILSM forms as required and as related to the construction project.

Safety Office: _____ Date: _____

COTR / Project Manager: _____ Date: _____

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INTERIM LIFE SAFETY MEASURES (ILSM) ASSIGNMENT

Project: _____ **Building / Location:** _____

Floor: _____ **Start Date:** _____ **Finish Date:** _____

Duration: _____

- _____ 1. Ensuring free and unobstructed exit access and exits. Staff receives additional trailing / communication when alternative exits are designated. Buildings or areas under construction must maintain escape routes for construction workers at all times. Means of exiting construction 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. Provide fire watch or evacuate buildings in the event that the fire alarm, detection or suppression systems are taken out of service for more than four hours in a 24-hour period.
- _____ 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 in accordance with Section 01 00 00, General Requirements.
- _____ 5. Providing additional fire-fighting equipment and train personnel in its use.
- _____ 6. Prohibiting smoking in or adjacent to construction areas.
- _____ 7. Developing and enforcing storage, housekeeping, and debris removal practices that reduce the buildings 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 compartmentation features of fire safety.
- _____ 11. Conducting organization wide safety education programs to promote awareness of any LSC deficiencies, construction hazards and these ILSM. Conduct familiarization tours and site visits for local Fire Department, when necessary.

Signature of Safety Office Staff Member

Date

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Signature of COTR / Project Manager

Date

INTERIM LIFE SAFETY MEASURES (ILSM) FOR BUILDING LIFE SAFETY CODE DEFICIENCIES

Building: _____ **Floor:** _____ **Room:** _____

Description of building life safety code deficiency: _____

PFI ID (If Applicable): _____

Corrective Action to be Taken: _____

- _____ 1. Ensuring free and unobstructed exit access and exits. Staff receives 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 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. Provide fire watch or evacuate buildings in the event that the fire alarm, detection or suppression systems are taken out of service for more than four hours in a 24-hour period.
- _____ 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 fire-fighting equipment and train personnel in its use.
- _____ 6. Prohibiting smoking in or adjacent to construction areas.
- _____ 7. Developing and enforcing storage, housekeeping, and debris removal practices that reduce the buildings 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 compartmentation features of fire safety.
- _____ 11. Conducting organization wide safety education programs to promote awareness of any LSC deficiencies, construction hazards and these ILSM. Conduct familiarization tours and site visits for local Fire Department, when necessary.
- _____ 12. Additional measures are not required.

Signature of Safety Office Staff Member

Date

Signature of COTR / Project Manager

Date

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DAILY CONSTRUCTION SITE INSPECTION

Date: _____ Inspector: _____

Project Number: _____

<u>Description</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
Contractor acknowledge asbestos in writing			
Adequate barriers in place			
Smoke proof			
Dust proof			
Signage in place			
Applicable codes complied with			
Occupational Safety & Health Administration (OSHA) compliance			
*Interim Life Safety in place			
*Staff trained regarding Interim Life Safety			
*Temporary fire protection in place / fire watch			
Contractors aware of egress routes			
*Increase in fire drills, other training			
All exits clear			
Free access to Emergency Services			
Alternate access for public and emergency use			
Additional fire fighting staff & equipment available			
Smoking is strictly prohibited			
Construction site clean and orderly			
*Hazard surveillance occurring? How often?			
*Staff informed if adjacent areas affected			
Construction site restricted			
*Local authorities aware of Interim Life Safety			
Effective site storage of materials, other			
*Fire zones maintained, staff aware of changes			
Contractor confirms egress routes for staff clear			
Hot work permits are being issued.			
Penetrations through firewalls are properly sealed			

*** Safety Office:** Complete applicable items as required.

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HPM 138-24: INFECTION CONTROL DURING CONSTRUCTION AND RENOVATION (ICRA)

CLASS II PROJECT = Small scale, short duration activities which create minimal dust.

Date of Project: _____ Project Number: _____

Location of Project / Brief Description:

Name of Employee(s) conducting work:

COTR, Resident or Project Engineer, Supervisor, or designated competent person

PROCEDURES DURING PROJECT:

1. Provide active means to prevent airborne dust from dispersing into the atmosphere (check one).
_____ Containment booth used.
_____ Enclose work area with fire-rated plastic sheeting from floor to ceiling with at least 2-foot overlapping flaps for access to entry.
_____ Use HEPA vacuum at point of dust generation.
2. Water mist work surfaces to control dust while cutting.
3. Seal unused doors with duct tape.
4. Block off and seal HVAC returns.
5. Place dust mat at entrance and exit of work area. Clean or change routinely, as needed.
6. Remove or isolate HVAC system in areas where work is being performed.
7. Complete the daily infection control inspection log for projects lasting more than one day and report any deviations to Infection Control.

PROCEDURES UPON PROJECT COMPLETION:

1. Wipe work surfaces with disinfectant.
2. Contain construction waste before transport in tightly covered containers.

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3. Wet mop and / or vacuum with HEPA filtered vacuum before leaving work area.
4. Remove isolation of HVAC systems in areas where work is being performed.

Safety Staff Member (date)

Infection Control (date)

COTR / Construction Supervisor (date)

CLASS III PROJECT = Work that generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies.

Date of Project: _____ Project Number: _____

Location of Project / Brief Description:

Name of Employee(s) conducting work:

COTR, Resident or Project Engineer, Supervisor, or designated competent person

PROCEDURES DURING PROJECT:

1. Remove or isolate HVAC system in area where work is being done to prevent contamination of duct system.
2. Complete all critical barriers (i.e. sheetrock, plywood, plastic), to seal the area from the non - work area or implement the control cube method (cart with plastic covering and sealed connection to the work site with HEPA vacuum for vacuuming prior to exit) before construction begins.
3. Maintain negative air pressure within the work site utilizing HEPA equipped air filtration units.
4. Contain construction waste before transport in tightly covered containers.

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5. Cover transport receptacles or carts. Tape the covering unless a solid lid is used.
6. Place dust mat at the entrance / exit of the work area. Clean or change routinely, as needed.
7. Complete the daily infection control inspection log for projects lasting more than one day and report any deviations to Infection Control.

PROCEDURES UPON PROJECT COMPLETION:

1. Do not remove barriers from work area until completed project is inspected by Safety and Infection Control Sections and thoroughly cleaned by Environmental Management Service.
2. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
3. Vacuum the work area with HEPA filtered vacuums.
4. Wet mop area with disinfectant.
5. Remove isolation of HVAC system in areas where the work is being performed.

Safety Staff Member (date) Infection Control (date)

COTR / Construction Supervisor (date)

CLASS IV PROJECT = Major demolition and / or construction projects.

Date of Project: _____ Project Number: _____

Location of Project / Brief Description:

Name of Employee(s) conducting work:

COTR, Resident or Project Engineer, Supervisor, or designated competent person

PROCEDURES DURING PROJECT:

1. Isolate HVAC system in area where work is being done to prevent

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- contamination of the duct system.
2. Complete all critical barriers (i.e. sheetrock, plywood, plastic), to seal the area from the non - work area or implement the control cube method (cart with plastic covering and sealed connection to the work site with HEPA vacuum for vacuuming prior to exit) before construction begins.
 3. Maintain negative air pressure within the work site utilizing HEPA equipped air filtration units.
 4. Contain construction waste before transport in tightly covered containers.
 5. Seal holes, pipes, conduits, and punctures appropriately.
 6. Construct an anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving the work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.
 7. Complete the daily infection control inspection log for projects lasting more than one day and report any deviations to Infection Control.

PROCEDURES UPON PROJECT COMPLETION:

1. Do not remove barriers from work area until completed project is inspected by the owner's Safety and Infection Control Sections and thoroughly cleaned by the owner's Environmental Management Service.
2. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
3. Contain construction waste before transport in tightly covered containers.
4. Cover transport receptacles or carts. Tape covering unless solid lid.
5. Vacuum the work area with HEPA filtered vacuums.
6. Wet mop area with disinfectant.
7. Remove isolation of HVAC system in areas where the work is being performed.

Safety Staff Member (date)

Infection Control (date)

COTR / Construction Supervisor (date)

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EXTERNAL DEMOLITION AND DIRT EXCAVATION INFECTION CONTROL NOTIFICATION

Date of Project: _____ Project Number: _____

Location of Project / Brief Description:

Name of Employee(s) conducting work:

COTR, Resident or Project Engineer, Supervisor, or designated competent person

Check Items to be Addressed During the Project in the Table Below:

<u>Item</u>	(√)	<u>Recommendation</u>
Demolition site		Shroud the site if possible to reduce environmental contamination.
Adjacent air intakes		Seal off affected intakes if possible or relocate intake if funds permit.
HVAC system		Consult with the facility engineer about pressure differentials and air recirculation options. Keep facility's indoor air pressure positive relative to the outside.
Filters		Ensure that filters are properly installed. Change pre-filters frequently to prevent dust build-up on high efficiency filters.
Windows		Sealed and caulked to prevent entry of airborne fungal spores.
Doors		Keep closed as much as possible. Do not prop doors open. Seal and caulk unused doors (not emergency exits). Use tacky mats at entrances.
Water pipes		Note water pipe location relative to construction area to prevent intrusion of dust into water systems.
Rooftops		Avoid rooftops during active demolition/construction.
Dust generation		Mist the area with water to minimize dust.
Immune compromised patients		Check likelihood of immune compromised patients being close to construction area. Reroute patient/pedestrian traffic so as to avoid outside areas close to these sites. Use walkways protected from demolition / construction sites.
Truck traffic		Reroute if possible or arrange for frequent street cleaning
Education/awareness		Encourage reporting of incidents associated with construction.

Safety Staff Member (date)

Infection Control (date)

COTR / Construction Supervisor (date)

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DAILY INFECTION CONTROL INSPECTION LOG

Project Number _____ **Project Class** _____ **Date** _____

Follow all provisions listed that apply to the Project Class in the list below:

<u>Class I, II, III, IV</u>	<u>Comments</u>
1. Methods in place to minimize dust generation.	
2. Appropriate signage on doors to construction area.	
3. Appropriate debris transport - covered cart, dedicated elevator, dedicated route.	
4. Area cleaned at end of day. Trash to designated area.	
5. No visible signs of mice, insects, birds or other vermin.	
6. Roof protection in place for projects on roof.	
7. Displaced ceiling tiles are readily replaced.	
8. Traffic pattern discourages patient exposure.	
9. Water disruptions, if needed, are scheduled during low activity	
<u>Class II</u>	
10. Fire-rated plastic barrier encloses work area with 2-ft overlapping flaps for access.	
11. Surfaces water-misted to control dust while cutting and/or HEPA vacuum power tool used.	
12. Unused doors sealed with duct tape.	
<u>Class II, III, IV</u>	
13. Air vents blocked off and sealed.	
14. Dust mat at work area entrance and exit. Cleaned or changed routinely.	
15. Floors not showing visible tracked dirt outside construction area.	
16. HVAC system for this area is sealed or isolated	
<u>Class III, IV</u>	
17. Barrier is solid. Critical barriers to seal area in place before beginning work.	
18. Negative air pressure maintained with HEPA equipped units.	
19. Waste contained in tightly covered containers.	
20. Transport carts sealed with tape if not a solid lid.	
<u>Class IV</u>	
21. Patients relocated away from construction area.	
22. HVAC system for this area is isolated.	
23. Holes, pipes, conduits and punctures are sealed appropriately.	
24. Anteroom present and all personnel are required to pass through and be vacuumed with HEPA vacuum prior to leaving site or they wear coveralls that are removed each time they leave site.	
25. Barriers in place until final inspection by Safety Office and Infection Control and cleaning by Housekeeping	

Inspector Signature

Attachment 6 With No Sensitive but Require Training- VA Information and Information System Security/Privacy Language

VA INFORMATION AND INFORMATION SYSTEM SECURITY/PRIVACY LANGUAGE

VA INFORMATION CUSTODIAL LANGUAGE:

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

SECURITY INCIDENT INVESTIGATION:

a. The term "security incident" means an event that has, or could have, resulted in unauthorized access to, loss or damage to VA assets, or sensitive information, or an action that breaches VA security procedures. The contractor/subcontractor shall immediately notify the COTR and simultaneously, the designated ISO and Privacy Officer for the contract of any known or suspected security/privacy incidents, or any unauthorized disclosure of sensitive information, including that contained in system(s) to which the contractor/subcontractor has access.

b. To the extent known by the contractor/subcontractor, the contractor/subcontractor's notice to VA shall identify the information involved, the circumstances surrounding the incident (including to whom, how, when, and where the VA information or assets were placed at risk or compromised), and any other information that the contractor/subcontractor considers relevant.

c. With respect to unsecured protected health information, the business associate is deemed to have discovered a data breach when the business associate knew or should have known of a breach of such information. Upon discovery, the business associate must notify the covered entity of the breach. Notifications need to be made in accordance with the executed business associate agreement.

d. In instances of theft or break-in or other criminal activity, the contractor/subcontractor must concurrently report the incident to the appropriate law enforcement entity (or entities) of jurisdiction, including the VA OIG and Security and Law Enforcement. The contractor, its employees, and its subcontractors and their employees shall cooperate with VA and any law enforcement authority responsible for the investigation and prosecution of any possible criminal law violation(s) associated with any incident. The contractor/subcontractor shall cooperate with VA in any civil litigation to recover VA information, obtain monetary or other compensation from a third party for damages arising from any incident, or obtain injunctive relief against any third party arising from, or related to, the incident.

LIQUIDATED DAMAGES FOR DATA BREACH:

a. Consistent with the requirements of 38 U.S.C. §5725, a contract may require access to sensitive personal information. If so, the contractor is

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liable to VA for liquidated damages in the event of a data breach or privacy incident involving any SPI the contractor/subcontractor processes or maintains under this contract.

b. The contractor/subcontractor shall provide notice to VA of a "security incident" as set forth in the Security Incident Investigation section above. Upon such notification, VA must secure from a non-Department entity or the VA Office of Inspector General an independent risk analysis of the data breach to determine the level of risk associated with the data breach for the potential misuse of any sensitive personal information involved in the data breach. The term 'data breach' means the loss, theft, or other unauthorized access, or any access other than that incidental to the scope of employment, to data containing sensitive personal information, in electronic or printed form, that results in the potential compromise of the confidentiality or integrity of the data. Contractor shall fully cooperate with the entity performing the risk analysis. Failure to cooperate may be deemed a material breach and grounds for contract termination.

SECURITY CONTROLS COMPLIANCE TESTING :

On a periodic basis, VA, including the Office of Inspector General, reserves the right to evaluate any or all of the security controls and privacy practices implemented by the contractor under the clauses contained within the contract. With 10 working-day's notice, at the request of the government, the contractor must fully cooperate and assist in a government-sponsored security controls assessment at each location wherein VA information is processed or stored, or information systems are developed, operated, maintained, or used on behalf of VA, including those initiated by the Office of Inspector General. The government may conduct a security control assessment on shorter notice (to include unannounced assessments) as determined by VA in the event of a security incident or at any other time.

TRAINING:

a. All contractor employees and subcontractor employees requiring access to VA information and VA information systems shall complete VA Privacy and Information Security Awareness and Rules of Behavior Training.

(1) Sign and acknowledge (either manually or electronically) understanding of and responsibilities for compliance with the *Rules of Behavior*.

b. The contractor shall provide to the contracting officer and/or the COTR a copy of the training certificates and certification of signing the Rules of Behavior for each applicable employee within 1 week of the initiation of the contract and annually thereafter, as required.

c. Failure to complete the mandatory annual training and sign the Rules of Behavior annually, within the timeframe required, is grounds for suspension or termination of all physical or electronic access privileges and removal from work on the contract until such time as the training and documents are complete.

The Certification and Accreditation (C&A) requirements do not apply and a Security Accreditation Package is not required for this SOW.