

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

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**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**1.1 SAFETY REQUIREMENTS**

Refer to section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

**1.2 GENERAL INTENTION**

A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for Project #673-13-651 "Improve Bldg. 1 Penthouse Life Safety Issues" Project as required by drawings and specifications.

B. Visits to the site by Bidders may be made only by appointment with the Medical Center Contracting Officer's Representative.

C. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access. The current version of hospital HPMs and SOPs listed below shall be followed:

- HPM 138-03 Safety and Health During Construction Activities
- HPM 138-04 Lockout - Tagout Program
- HPM 138-15 Interim Life Safety Measures
- HPM 138-23 Utility Shutdown Procedures
- HPM 138-24 Infection Control During Construction And Renovation
- SOP 138d-03 Ceiling, Floor, Wall or Partition Penetration Permit System
- SOP 138e-02 Fire Sprinkler Valve Supervision Program.
- SOP 138e-10 Hot Work Operations

- SOP 138e-11 Notification of Fire Alarm Impairment
- SOP 138e-17 Smoke Detector Cover Log

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

**E. Training:**

- (1) Beginning July 31, 2005, all supervisory type personnel/ 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/ 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.

**F. 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 COR for approval and will include a description of work to be performed. Approval is subject to availability of the COR, 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 COR.

**1.3 STATEMENT OF BID ITEM(S)**

- A. ITEM I, GENERAL CONSTRUCTION: This is a Design-Build project. The work includes, but is not limited to: Building out a secondary means of emergency egress and installation of an OSHA approved hand rail for the penthouse level of building 1. This project will include predominately structural systems and some minor modifications to other systems, as applicable.

**1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR**

- A. Drawings and contract documents may be obtained from the website where the solicitation is posted. Additional copies will be at Contractor's expense.

**1.5 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 COR 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 COR 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.

4. The General Contractor shall provide 2 ea Kaba Eplex E5731BWL-626-41, Electronic Pushbutton - Prox - Lock, IC "7 Pin 0 Bitted" BEST CORE. To be installed on the jobsite access doors. Locks are to be turned over to the COR upon completion of the project.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. (See hospital HPM 132-05) 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 21 calendar days prior to the requested date to the Contracting Officer Representative so that arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.

4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Key Control:

1. The General Contractor shall make available as requested keys and lock combinations to the Contracting officers representative (COR) for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the COR for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.
3. Contractor may be issued keys for construction thru the COR as required.
4. All keys must be turned in at the end of the Contract.
5. Any key assigned to the contractor, which is lost or stolen will result in a replacement cost of \$100.00 per key either lost or stolen. Any key either lost or stolen shall be reported to the COR; it is the contractor's responsibility to inform the 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 keys are returned or accounted for. A copy of the police report and receipt of payment shall be provided to the VA COR.

D. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the

approach to following goals and maintaining confidentiality of "sensitive information".

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

E. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted at least 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.3. Contractor parking is allowed on the 6<sup>th</sup> floor of the parking garage or in the Freedom lot (location subject to change at any time during contract).

#### **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 the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

- D. Working space and space available for storing materials shall be as determined by the COR. The contractor shall keep all work areas, storage areas, staging areas, access areas and routes clean and neat. The contractor shall provide sufficient trash containers so that 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 Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COR where required by limited working space.
1. Do not store materials and equipment in other than assigned areas.
  2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to Medical Center areas required to remain in operation.
  3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

G. Phasing:

The Medical Center must maintain its operation 24 hours a day 7 days a week. Therefore, any interruption in service must be scheduled and coordinated with the COR to ensure that no lapses in operation occur. It is the CONTRACTOR'S responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the

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equipment and materials to be used, the interim life safety measure to be used during the work, and a schedule defining the duration of the work with milestone subtasks. The work to be outlined shall include, but not be limited to:

To insure such executions, Contractor shall furnish the COR with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof.

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 of the facility.

The contractor shall have all submittals completed and turned in to the Government for review 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.

- H. Building No. 1 will be occupied during performance of work. 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. These routes whether access or egress shall be isolated from the construction area by temporary partitions and have walking surfaces, lighting etc. to facilitate patient and staff access. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center
- I. When a building and/or construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance therefore:

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1. 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 or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.
- J. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COR.
1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of COR. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without a detailed work plan, 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 00, COMMON WORK RESULTS FOR ELECTRONIC SAFETY AND SECURITY for additional requirements.
  2. Contractor shall submit a request to interrupt any such services to COR , in writing, 21 calendar days in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption. Refer to Attachment 5A.
  3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time

- approved by Medical Center may occur at other than Contractor's normal working hours.
4. Major interruptions (deemed by the COR) of any system must be requested, in writing, at least 30 calendar days prior to the desired time and shall be performed as directed by the COR.
  5. In case of a contract construction emergency, service will be interrupted on approval of COR. 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.
- K. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged at the main, branch or panel they originate from. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces unless otherwise directed by the COR.
- L. 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.
  2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the COR.

3. Interruptions to 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 COR.

M. Coordinate the work for this contract with other construction operations as directed by COR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

N. Coordination of Construction with Medical center Director: The activities at the Medical Center shall take precedence over construction activities. The Contractor must cooperate and coordinate with the Medical Center Director, through the COR, in arranging construction schedule to cause the least possible interference with Medical Center activities. Construction noise during the interment services shall not disturb the service. Trucks and workmen shall not pass through the 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 burial plots before these dates.

2. Cleaning up shall include the removal of all equipment, tools, materials and debris and leaving the areas in a clean, neat condition.

#### **1.7 ALTERATIONS**

A. Protection: Provide the following protective measures:

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

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

3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.
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 actions shall be initiated within four (4) hours. The daily log for that day shall explain the problem(s) and corrective action(s) taken.

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

4. During above ceiling work, the contractor will have to clear rooms, protect VA property/finishes and move furnishings as necessary to protect the area and items from dust and debris, in the performance

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

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

**(FAR 52.236-9)**

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and

"Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

D. Refer to FAR clause 52.236-7, "Permits and Responsibilities," which is included in General Conditions. A National Pollutant Discharge Elimination System (NPDES) permit is required for this project. The Contractor is considered an "operator" under the permit and has extensive responsibility for compliance with permit requirements. 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 by completing construction as shown and specified. Some requirements involve the Contractor's method of operations and operations planning and the Contractor is responsible for employing best management practices. The affected activities often include, but are not limited to the following:

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

#### **1.10 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 COR. Existing work to be altered or extended and that is found to be

defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

#### **1.11 PHYSICAL DATA**

- A. Data and information furnished or referred to below is for the Contractor's information. The Government shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor. The contractor shall be responsible for conducting a through 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. Bidders are expected to examine site of work and logs of borings; and, after investigation, decide for themselves character of materials and make

their bids accordingly. Upon proper application to Department of Veterans Affairs, bidders will be permitted to make subsurface explorations of their own at site.

#### **1.12 LAYOUT OF WORK**

- A. The Contractor shall lay out the work from Government established base lines and bench marks, indicated on the drawings, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the Contracting Officer Representative. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the Contracting Officer Representative until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer may replace them and deduct the expense of the replacement from any amounts due or to become due to the
- B. Whenever changes from contract drawings are made in line or grading requiring certificates, record such changes on a reproducible drawing bearing the registered land surveyor or registered civil engineer seal, and forward these drawings upon completion of work to COR.
- C. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article "Professional Surveying Services".

#### **1.14 AS-BUILT DRAWINGS**

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the COR review, as often as requested.

C. Contractor shall deliver two approved completed sets of as-built drawings in the electronic version (scanned PDF) to the COR [Chief Engineer][Chief of Facilities Management] within 15 calendar days after each completed phase and after the acceptance of the project by the COR.

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

**1.15 USE OF ROADWAYS**

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

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

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

**1.16 NOT USED**

**1.17 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 written approval and compliance with the following provisions:

1. Permission to use each unit or system must be given by COR in writing. If the equipment is not installed and maintained in accordance with the written agreement and following provisions, the COR will withdraw permission for use of the equipment.

2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Installation of temporary electrical equipment or devices shall be in accordance with NFPA 70, National Electrical Code, (2014 Edition), Article 590, *Temporary Installations*. 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.
  5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
  6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government.
- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.

- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.
- D. Any damage to the equipment or excessive wear due to prolonged use will be repaired replaced by the contractor at the contractor's expense.

**1.20 TEMPORARY TOILETS**

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

**1.21 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 electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner, in compliance with code and as satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia and repair restore the infrastructure as required.
- C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.

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

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

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 as per code. 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 COR discretion) of use of water from Medical Center's system.

G. Fuel: Natural and LP gas and 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 boiler, burner, or control devices shall be furnished and paid by the Contractor at Contractor's expense.

**1.22 NEW TELEPHONE EQUIPMENT**

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

**1.24 INSTRUCTIONS**

- A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals and one compact disc (four hard copies and one electronic copy each) for each separate piece of equipment shall be delivered to the COR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.
- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed training to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the

various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructions 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 COR and shall be considered concluded only when the COR is satisfied in regard to complete and thorough coverage. The contractor shall submit a course outline with associated material to the COR for review and approval prior to scheduling training to ensure the subject matter covers the expectations of the VA and the contractual requirements. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

#### **1.25 GOVERNMENT-FURNISHED PROPERTY**

- A. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.
- B. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

#### **1.26 RELOCATED // EQUIPMENT // ITEMS //**

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment indicated by symbol "R" or otherwise shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the COR.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, at the main whenever such lines are disconnected from equipment to be relocated. Remove

abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".

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

- A. Provide a Construction Sign where directed by the COR. All wood members shall be of framing lumber. Cover sign frame with 0.7 mm (24 gage) galvanized sheet steel nailed securely around edges and on all bearings. Provide three 100 by 100 mm (4 inch by 4 inch) posts (or equivalent round posts) set 1200 mm (four feet) into ground. Set bottom of sign level at 900 mm (three feet) above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with 50 x 100 mm (two by four inch) material as directed.
- B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters shall be of black gloss paint, except project title which shall be blue gloss paint.
- C. Maintain sign and remove it when directed by the COR.

#### **1.29 SAFETY SIGN**

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

- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with ;gloss paint of colors noted.
- C. Maintain sign and remove it when directed by COR.
- D. Standard Detail Drawing Number SD10000-02(Found on VA TIL) of safety sign showing required legend and other characteristics of sign is shown on the drawings.
- E. Post the number of accident free days on a daily basis.

**1.30 PHOTOGRAPHIC DOCUMENTATION**

- A. During the construction period through completion, provide photographic documentation of construction progress and at selected milestones including electronic indexing, navigation, storage and remote access to the documentation, as per these specifications. The commercial photographer or the subcontractor used for this work shall meet the following qualifications:
  - 1. Demonstrable minimum experience of three (3) years in operation providing documentation and advanced indexing/navigation systems including a representative portfolio of construction projects of similar type, size, duration and complexity as the Project.
  - 2. Demonstrable ability to service projects throughout North America, which shall be demonstrated by a representative portfolio of active projects of similar type, size, duration and complexity as the Project.
- B. Photographic documentation elements:
  - 1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.

2. Indexing and navigation system shall utilize actual AUTOCAD construction drawings, making such drawings interactive on an on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
3. Documentation shall combine indexing and navigation system with inspection-grade digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation shall be accessible on-line through use of an internet connection. Documentation shall allow for secure multiple-user access, simultaneously, on-line.
4. Before construction, the building pad, adjacent streets, roadways, parkways, driveways, curbs, sidewalks, landscaping, adjacent utilities and adjacent structures surrounding the building pad and site shall be documented. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. If site work or pad preparation is extensive, this documentation may be required immediately before construction and at several pre-determined intervals before building work commences.
5. Construction progress for all trades shall be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 360 degrees around the site and each building. Interior Progressions shall track interior improvements beginning when stud work commences and continuing until Project completion.
6. As-built condition of pre-foundation utilities and site utilities shall be documented prior to pouring footers, placing concrete and/or backfilling. This process shall include all underground and in-slab utilities within the building(s) envelope(s) and utility runs in the immediate vicinity of the building(s) envelope(s). This

- may also include utilities enclosed in slab-on-deck in multi-story buildings. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive site utility plans.
7. As-built conditions of mechanical, electrical, plumbing and all other systems shall be documented post-inspection and pre-insulation, sheet rock or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.
  8. As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs as directed by the COR in order to capture pre-determined focal points, such as waterproofing, window flashing, radiused steel work, architectural or Exterior Insulation and Finish Systems (EIFS) detailing. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive elevations or elevation details.
  9. As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the COR. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.
  10. Miscellaneous events that occur during any Contractor site visit, or events captured by the Department of Veterans Affairs independently, shall be dated, labeled and inserted into a Section in the navigation structure entitled "Slideshows," allowing this information to be stored in the same "place" as the formal scope.

11. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.
12. Monthly (29 max) exterior progressions (360 degrees around the project) and slideshows (all elevations and building envelope). The slideshows allow for the inclusion of Department of Veterans Affairs pictures, aerial photographs, and timely images which do not fit into any regular monthly photopath.
13. Weekly (21 Max) Site Progressions - Photographic documentation capturing the project at different stages of construction. These progressions shall capture underground utilities, excavation, grading, backfill, landscaping and road construction throughout the duration of the project.
14. Regular (8 max) interior progressions of all walls of the entire project to begin at time of substantial framed or as directed by the COR through to completion.
15. Detailed Exact-Built of all Slabs for all project slab pours just prior to placing concrete or as directed by the COR.
16. Detailed Interior exact built overlapping photos of the entire building to include documentation of all mechanical, electrical and plumbing systems in every wall and ceiling, to be conducted after rough-ins are complete, just prior to insulation and or drywall, or as directed by COR.
17. Finished detailed Interior exact built overlapping photos of all walls, ceilings, and floors to be scheduled by COR prior to occupancy.
18. In event a greater or lesser number of images than specified above are required by the COR, adjustment in contract price will be made in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).

- C. Images shall be taken by a commercial photographer and must show distinctly, at as large a scale as possible, all parts of work embraced in the picture.
- D. Coordination of photo shoots is accomplished through COR. Contractor shall also attend construction team meetings as necessary. Contractor's operations team shall provide regular updates regarding the status of the documentation, including photo shoots concluded, the availability of new Progressions or Exact-Builts viewable on-line and anticipated future shoot dates.
- E. Contractor shall provide all on-line domain/web hosting, security measures, and redundant server back-up of the documentation.
- F. Contractor shall provide technical support related to using the system or service.
- G. Upon completion of the project, final copies of the documentation (the "Permanent Record") with the indexing and navigation system embedded (and active) shall be provided in an electronic media format, typically a DVD or external hard-drive. Permanent Record shall have Building Information Modeling (BIM) interface capabilities. On-line access terminates upon delivery of the Permanent Record.

- - - E N D - - -

# Appendix A

## Approved OSHA Training Providers List

**SECTION 01 00 00**  
**GENERAL REQUIREMENTS**  
**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](http://www.advanceonline.com) and hosted through:
  - 1. Region X OSHA Training Institute Education Center: [www.regionxoti.org](http://www.regionxoti.org)
  - 2. AGC: <http://agc.advanceonline.com>
  - 3. JJ Keller: [www.keller-itc.com](http://www.keller-itc.com)
- B. ClickSafety - [www.clicksafety.com](http://www.clicksafety.com) and hosted through:
  - 1. Keene State College: [www.keene.edu/conted/osha.cfm](http://www.keene.edu/conted/osha.cfm)
- C. 360Training - [www.oshacampus.com](http://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](http://www.clicksafety.com) and hosted through:
  - 1. Keene State College: [www.keene.edu/conted/osha.cfm](http://www.keene.edu/conted/osha.cfm)

# Appendix B

## VA Adopted Codes

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**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](http://www.cfm.va.gov/til/) (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. American Society of Mechanical Engineers (ASME) Safety Code for Elevators and Escalators, (A17.1)
- 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 (EPAAct)
- 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
- 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 may 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 made by the authority having jurisdiction for VA to ensure a consistency system wide.

# Appendix C

## Facilities Management Service-Alerts

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**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 (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 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.

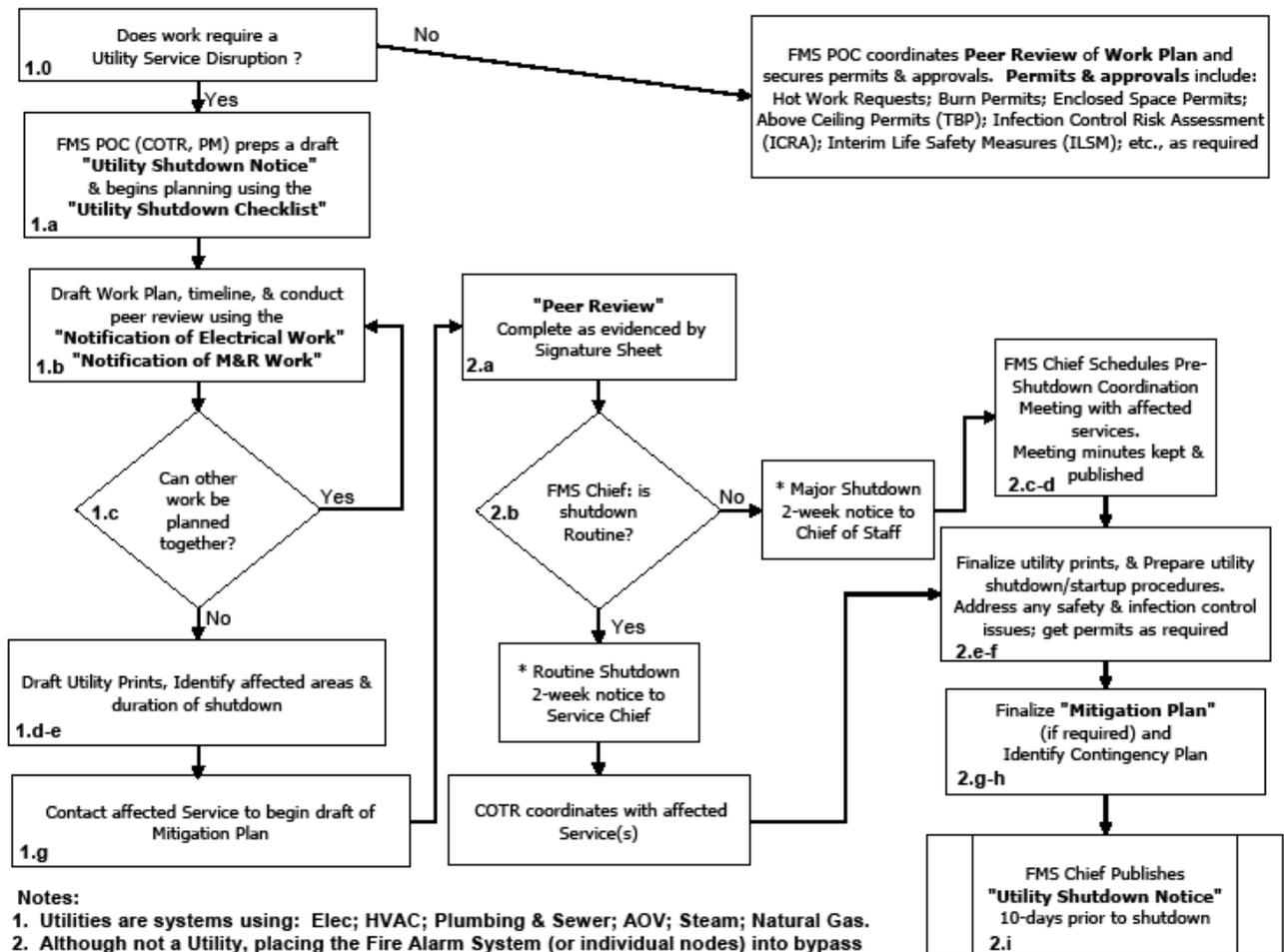
- A. The **Hot Work (Burn) Permit** is initiated and consists of two documents – the Notification of Hot Work Operations by Contractor Personnel (Burn Permit) and the Hot Work Fire Safety Check List for Operations Area Inspection (Attachments 2 & 3). Upon approval it will be posted at the job site until 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	
3.d	Shutdown folder to CEP, contents include (as applicable): <ul style="list-style-type: none"> <li>• Final Shutdown Notice</li> <li>• Work Plan with Peer review &amp; Timeline</li> <li>• Mitigation Plan</li> <li>• POC Lists with contact information</li> <li>• Shutdown and Start up procedures</li> </ul>	CEP Supervisor	

\*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 Respiratory 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:

<b>AREA(S) AFFECTED:</b>
<b>TIME / DURATION:</b>

**DATE:**

**ESTIMATED TIME FRAME:**

*HOW THIS AFFECTS YOU:*

*REASON FOR SHUTDOWN:*

FMS CONTACT PERSON:

, COTR

@ 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.

Chief, Facilities Management Service

***PLEASE SHARE WITH ALL STAFF***

**ENERGIZED (LIVE) ELECTRICAL WORK DIRECTOR MEMO**

Date:

From: Facilities Management Service (138)

Subject: Request to Perform Live Electrical Work for the 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 . The estimated duration for this work is hours.
3. Any questions or concerns please call , Project Engineer / COTR, at extension , VA Cell Phone , or e-mail:

Chief, Facilities Management Service

Approve

Disapprove

, Director (00)

Date:

Enclosure:

**HOT TAP WORK PERMIT - EQUIPMENT IN SERVICE (Page 1 of 3)**

Note: Separate request required for each individual hot tap.

**Part I: TO BE COMPLETED BY THE REQUESTER:**

Job/Work Order Number:

(1) Description of piping/equipment/job location:

(2) Description of work to be done:

(3) Justification of why the piping/equipment cannot be de-energized through explanation of continuity of service is essential & shutdown impractical (Note: Inconvenience is not a factor):

Requester/Title:

Date:

**Part II: TO BE COMPLETED BY THE QUALIFIED PERSONS *DOING* THE WORK:**

**YES NO**

---

(1) Have personnel executing the “Hot Tap” procedure provided documentation of the necessary level of training to meet responsibilities associated with the procedure.

(2) **Competent Person** oversight is available and will be present during the hot tapping.

(3) **Welding Required**

(4) Hot Work permit was obtained and includes a specific Hot Tapping Welding Safety Task Review (API-2201, Appendix C)

(5) Emergency Action Plan developed (i.e.API-2201, Appendix D)

(6) Necessary personal protective equipment to safely perform the assigned task (FR Clothing, Welding Helmet, Gloves, etc...)

(7) Means employed to restrict the access of unqualified persons from the work area:

(8) Evidence of completion of a Job Briefing including discussion of any job-related hazards:

(9) Multi-Gas Meter is available, calibrated, and will be used for monitoring

(10) Do you agree the described work can be done safely? (If *no* return to requester)

Contractor/ VA Operation Supervisor(s):

Date:

COTR/VA Project Engineer:

Date:

**HOT TAP WORK PERMIT - EQUIPMENT IN SERVICE (Page 2 of 3)**

**Part III: RECOMMENDATION(S) TO PERFORM THE WORK WHILE EQUIPMENT IS IN SERVICE:**

Facility Safety Officer:

DATE:

Chief, Facilities Management Service:

DATE:

**Part IV: APPROVAL TO PERFORM THE WORK WHILE EQUIPMENT IS IN SERVICE:**

Medical Center Director:

DATE:

***TO BE FILLED OUT BY THE REQUESTER***

---

**TYPE OF PROPOSED INSTALLATION:**

HEADER OR VESSEL INFORMATION

LINE SIZE (in.):

METALLURGY:

OPERATING PRESSURE:

PSIG

TEMPERATURE:

PROCESS DESCRIPTION:

BRANCH CONNECTION INFORMATION

LINE SIZE (in.):

FLANGE RATING:

PSI

OPERATING PRESSURE:

PSIG

METALLURGY:

INITIATOR:

DATE:

Provide location sketch of the proposed hot tap. The hot tap location must have scaffolding (where required for access), insulation must be removed and the equipment must be marked for the exact hot tap location prior to notifying Pressure Equipment Inspection.

**HOT TAP WORK PERMIT - EQUIPMENT IN SERVICE (Page 3 of 3)**

**TO BE FILLED OUT BY THE CONTRACTOR (COMPETENT PERSON) or VA PROJECT ENGINEER**

**AND PRESSURE EQUIPMENT ENGINEER (QUALIFIED PERSON)**

---

WALL THICKNESS AT HOT TAP LOCATION: (in.)

DETERMINED BY:

DATE:

WELD DETAIL NUMBER:

- |               |        |
|---------------|--------|
| 1. PROCEDURE: | X-RAY: |
| 2. PROCEDURE: | X-RAY: |
| 3. PROCEDURE: | X-RAY: |

INSPECTOR:

TESTS REQUIRED:

- |   |      |         |
|---|------|---------|
| (A) NOZZLE:                                     | PSIG | MEDIUM: |
| (B) REINFORCING PAD:                            | PSIG | MEDIUM: |
| (C) BLOCK VALVE: HYDROSTATIC SEAT EACH SIDE AT: |      | PSIG    |

AREA INSPECTOR:

DATE:

PRESSURE EQUIPMENT ENGINEER:

DATE:

**TO BE FILLED OUT BY THE CONTRACTOR PERFORMING THE HOT TAP**

---

HOT TAP MACHINE:

MAKE:

MACHINE RATING: PSIG @: F

MODEL:

PRESSURE TESTED @ PSIG

SERIAL NO.:

BY:

DATE:

CONTRACTOR REPRESENTATIVE:

DATE:

# FACILITIES MANAGEMENT SERVICE - ALERT

**Distributed:**

<b>AREA(S) AFFECTED:</b>
<b>TIME / DURATION:</b>

**DATE:**

**ESTIMATED TIME FRAME:**

***HOW THIS AFFECTS YOU:***

***REASON FOR SHUTDOWN:***

**FMS CONTACT PERSON:**

, COTR

@ 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.

Chief, Facilities Management Service

***PLEASE SHARE WITH ALL STAFF***

# Appendix D

## Safety and Infection Control Guide

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**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 123         |
| • Medical Emergency (Life Threatening)     | VA ED / Dial 123 |

**Fire Safety:**

- Contractors shall provide worksite Fire Extinguishers **and** are required to perform and document monthly maintenance.
- All Contractors' staff shall be aware exit locations in and around the worksite and keep them clear.
- If an alarm is activated in the construction area, a member of the construction crew shall be available to advise VA staff on the cause of the alarm (if known) and dial the CEP.
- Permits are required to perform "Hot Work Operations" including cutting, welding, brazing or silver soldering, or any process that utilizes an open flame.

**Safety:**

- Access to emergency services (fire, police and other emergency forces) shall be free and unobstructed.
- Temporary construction partitions shall be smoke tight and built of noncombustible or limited combustible materials.
- All Lock out / Tag out needed on utilities or equipment in the facility shall go through the COTR and VA Maintenance & Operations Supervisor.
- All penetrations made by Contractors during construction / renovation activities shall be sealed (at least temporarily) at the end of the work shift.
- Smoking is permitted only in designated areas, and **NOT** within the Construction site.

The following procedure is for reporting a fire at the JAHVH 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.
- 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 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

Attachments 1a & 1b  
Fire Protection Notifications

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**ATTACHMENT #1 - A**

**NOTIFICATION OF IMPAIRED FIRE PROTECTION BY CONTRACTOR PERSONNEL**

PROJECT No. & TITLE:

NAME OF FACILITY:

NOTIFIED BY:

TITLE:

COMPANY:

NATURE OF IMPAIRMENT:

PRECAUTIONS TO BE TAKEN:

CLOSED VALVE #:

BLDG. #:

ROOM #:

CONTROLLING:

START DATE: Su M T W Th F Sa @ TIME:

END DATE: Su M T W Th F Sa @ TIME:

JUSTIFICATION:

COTR CONTACTED:	DATE/TIME
EXT: or CELL:	
SAFETY OFFICER CONTACTED (EXT. 7598)	
EGCC OPERATOR/CEP CONTACTED (EXT. 7080)	
FIRE DEPARTMENT CONTACTED (813- 971-3636)	
RSPFE CONTACTED ( )	



## Attachment 2

### Notification of Hot Work Operations by Contractor Personnel (Burn Permit)

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**ATTACHMENT #2**

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

PROJECT No. & TITLE:

NAME OF FACILITY:

BUILDING # & NAME:

FLOORS:

ON DATE:    Sn    M    T    W    Th    F    St    WORK TIME:

WORK TO BE DONE:

SPECIAL PRECAUTIONS:

NAME OF FIRE WATCH PERSON IF APPLICABLE:

COMMENTS:

NOTIFIED BY:

NOTIFIERS SIGNATURE & DATE:

TITLE & PHONE No.:

CONTRACTOR:

APPROVED

APPROVED WITH COMMENT

DISAPPROVED

COTR NAME:

COTR SIGNATURE & DATE:

SAFETY STAFF MEMBER:

SAFETY SIGNATURE & DATE:

## Attachment 3

# Fire Safety Inspection Checklist for Hot Work Operations Area

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**ATTACHMENT #3**

**FIRE SAFETY INSPECTION CHECKLIST FOR HOT WORK OPERATIONS AREA**

PROJECT No. & TITLE:

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 of flammable vapors. Ensure continuous purge so no vapors accumulate during work.

**FIRE WATCH**

To be provided during and until 30 minutes after operation.

Provide a 10-pound dry chemical or halon extinguisher and small hose.

Workers trained in use of equipment and in sounding fire alarm.

**FINAL CHECK-UP**

Conducted 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:

# Attachment 4

## Construction Fire Safety Checklist

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**ATTACHMENT #4**

**CONSTRUCTION FIRE SAFETY CHECK LIST**

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

PROJECT No. & Title:

DATE:

**A. FIRE EXTINGUISHERS (OSHA 1926.150[c])**

- (1) Extinguisher rated not less than 2A within 100 feet.
- (2) Extinguisher rated not less than 10B within 50 feet, if flammable liquids or gases present.

**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, etc.).

**C. INDOOR STORAGE (OSHA 1926.151[d])**

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

**D. FLAMMABLE AND COMBUSTIBLE LIQUIDS (OSHA 1926.152)**

- (1) Stored in approved containers only.
- (2) No storage in areas of exits, stairways or pedestrian traffic.
- (3) Maximum in room storage of 25 gal., otherwise store in approved cabinet.

**E. TEMPORARY HEATING DEVICES (OSHA 1926.154)**

- (1) Adequate ventilation for workmen and heater combustion.
- (2) Minimum clearance (at least 3 feet) of combustibles from heaters.
- (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 to protect persons from hazards, where necessary.

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

- (1) Inspection of area before permit given.
- (2) Minimum distance of 35 feet from combustibles.
- (3) Properly rated fire extinguisher in immediate area.

- (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 bulbs equipped with guards, 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 be available from fire hydrants in the vicinity of the structure or area.
- (12) Prior to demolition, asbestos abatement and breakables (i.e., glass) shall be removed.

**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) Safety Office approved only heating devices installed. Per NFPA 211, maintain minimum clearance around stoves, heaters and chimneys.

**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 COTR.
- (6) Investigate location of supply air intakes. Coordinate shutdowns as necessary with COTR.
- (7) Roof edges shall be guarded by 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:

# Attachments 5a & 5b

## Contractor Work Plan & Peer Review

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**ATTACHMENT #5 - A**

**CONTRACTOR WORK PLAN / PEER REVIEW REQUEST**

**PROJECT No. & TITLE:**

**START DATE:** Su M T W Th F Sa **DATE:** @ **TIME:**

**END DATE:** Su M T W Th F Sa **DATE:** @ **TIME:**

**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 NAME (PRINTED):**

**SUPERVISOR / WORK LEADER SIGNATURE:**

**DATE:**

**PROCEDURE(S):**

*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) –**

**OFFICE:**

**CELL:**

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**PEER REVIEW #5 – B**

**PROJECT No. & TITLE:**

<u>Name</u>	<u>Signature</u>	<u>Title / Service</u>	<u>Date</u>
		*COR / FMS	
		*Elec Supv / FMS	
		*AC Supv / FMS	
		*Plumb Supv / FMS	
		*CEP / FMS	
		*M&O Supv / FMS	
		*Projects Supv / FMS	
		*Safety / FMS	
		*BioMed / FMS	
		*Chief / FMS	
		*Infect Ctrl / MED	
		*Logistics	
		*SPD/SPS	
		*POLICE	
		*AFGE	
		*NNU	

\* - Designates signature required.

**Check all that apply:**

<input type="checkbox"/>	Notification of Live Electrical Work	<input type="checkbox"/>	Mitigation Plan
<input type="checkbox"/>	Enclosed Space Permit	<input type="checkbox"/>	Contingency Plan
<input type="checkbox"/>	Burn Permit (Hot Work)	<input type="checkbox"/>	Utility Shutdown required?
<input type="checkbox"/>	Safety Review (ILSM)	<input type="checkbox"/>	Coordination Meeting Required?
<input type="checkbox"/>	Infection Controls Review (ICRA)	<input type="checkbox"/>	Utility Shutdown / Closure Notice
<input type="checkbox"/>	Above Ceiling Permit	<input type="checkbox"/>	Utility Shutdown & Start Up Procedures
<input type="checkbox"/>	Drawings Enclosed	<input type="checkbox"/>	Shutdown Checklist and Flow Chart

## Attachment 6

# VA Information and Information System Security/Privacy Language

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**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 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.