

**SECTION 01 00 00
GENERAL REQUIREMENTS**

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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 the renovation of approximately 12,000 gsf, which includes the Sterile Processing Service (SPS) proper and the AMMS space located on the Basement Level of Building 1 of the Washington DC VAMC Campus as required by drawings and specifications.

A new mechanical room with a mezzanine level will be fitted out within an existing Storage Room that is approximately 612 sf.

B. Visits to the site by Bidders may be made only by appointment with the Medical Center Engineering Officer.

C. Offices of EBA Ernest Bland Associates, as Architect-Engineers, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.

D. Before placement and installation of work subject to tests by testing laboratory retained by Department of Veterans Affairs, the Contractor shall notify the COR in sufficient time to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than three work days unless otherwise designated by the COR.

E. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA

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police, be identified by project and employer, and restricted from unauthorized access.

1.3 STATEMENT OF BID ITEM(S)

- A. ITEM I, GENERAL CONSTRUCTION: Work includes labor, materials, equipment, tools, general construction, alterations, mechanical and electrical work, necessary removal of existing structures and construction and certain other items for the Renovation of the Sterile Processing Services (SPS) Department located on the Basement Level of Building 1.
- B. ALTERNATE NO.1: Not Used
- C. ALTERNATE NO. 2: Not Used
- D. ALTERNATE NO. 3: Base Bid and
- All equipment indicated as "Standby" on Schedules MH801, MH802 and PL801 shall be roughed and valved or dampered closed and capped.
- E. ALTERNATE NO. 4: Base Bid and
- Install ceramic tile in lieu of resinous wall surfaces and install sheet flooring in lieu of resin flooring
- F. ALTERNATE NO. 5: Base Bid and
- Do not include construction of Scope Decontamination (GE125C), Endo-Processing High Level Disinfection Room (GE133C), and Scope Storage (GE133B)
- G. ALTERNATE NO. 6: Base Bid and
- General Contractor shall purchase all of the medical equipment under another contract. This excludes all of the medical equipment associated with the Endo-Processing High Level Disinfection Room, Scope Decontamination Room and Scope Storage

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:

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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.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. Before starting work the General Contractor shall give one week's notice to the Contracting Officer so that escort 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. Guards:

1. The General Contractor shall provide unarmed guards at the project site after construction hours.
2. The Contractor shall provide the guards and VA police with communication devices as directed.
3. The general Contractor shall install equipment for recording guard rounds to ensure systematic checking of the premises.

D. Key Control:

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1. The General Contractor shall provide duplicate 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 VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.

E. Document Control:

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

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- a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
- b. "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

F. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
2. A limited number of (2 to 5) permits shall be issued for General Contractor and its employees for parking in designated areas only.

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,

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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.

(FAR 52.236-10)

- D. Working space and space available for storing materials shall be as determined by the COR.
- 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. 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 ensure such executions, Contractor shall furnish the COR with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the COR two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such phasing dates to ensure accomplishment of this work in successive phases mutually agreeable to Medical Center Director, COR and Contractor, as follows:

Phase 1: See AZ Series of Contract Drawings.

Phase 2: See AZ Series of Contract Drawings.

Phase 2A: See AZ Series of Contract Drawings.

Phase 3: See AZ Series of Contract Drawings.

- H. Building(s) No.1 - Basement Level will be occupied during performance of work.; but immediate areas of alterations will be vacated per Phase.

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 operations will continue during the construction period.

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- J. When a building and/or construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance therefore:
1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
 2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.
- K. 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 [Chief Engineer][Chief of Facilities Management]. 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 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.
 2. Contractor shall submit a request to interrupt any such services to COR, in writing, 7 days n advance of proposed interruption. Request

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shall state reason, date, exact time of, and approximate duration of such interruption.

3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 15 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.
 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.
- L. 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.
- M. 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.

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N. 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.

1.7 ALTERATIONS

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR and a representative of VA Supply Service, of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. This report shall list by rooms and spaces:

1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building.
2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
3. Shall note any discrepancies between drawings and existing conditions at site.
4. Shall designate areas for working space, materials storage and routes of access to areas within building where alterations occur and which have been agreed upon by Contractor and COR.

B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of COR and/or Supply Representative, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).

C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COR together shall make a thorough re-survey

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of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:

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

D. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 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:

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

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2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.
4. PCB Transformers and Capacitors: The Contractor shall be responsible for disposal of the Polychlorinated Biphenyl (PCB) transformers and capacitors. The transformers and capacitors shall be taken out of service and handled in accordance with the procedures of the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) as outlined in Code of Federal Regulation (CFR), Titled 40 and 49 respectively. The EPA's Toxic Substance Control Act (TSCA) Compliance Program Policy Nos. 6-PCB-6 and 6-PCB-7 also apply. Upon removal of PCB transformers and capacitors for disposal, the "originator" copy of the Uniform Hazardous Waste Manifest (EPA Form 8700-22), along with the Uniform Hazardous Waste Manifest Continuation Sheet (EPA Form 8700-22A) shall be returned to the Contracting Officer who will annotate the contract file and transmit the Manifest to the Medical Center's Chief.
 - a. Copies of the following listed CFR titles may be obtained from the Government Printing Office:
 - 40 CFR 261.....Identification and Listing of Hazardous Waste
 - 40 CFR 262.....Standards Applicable to Generators of Hazardous Waste
 - 40 CFR 263.....Standards Applicable to Transporters of Hazardous Waste
 - 40 CFR 761.....PCB Manufacturing, Processing, Distribution in Commerce, and use Prohibitions

- 49 CFR 172.....Hazardous Material tables and Hazardous
Material Communications Regulations
- 49 CFR 173.....Shippers - General Requirements for Shipments
and Packaging
- 49 CFR 173.....Subpart A General
- 49 CFR 173.....Subpart B Preparation of Hazardous Material for
Transportation
- 49 CFR 173.....Subpart J Other Regulated Material; Definitions
and Preparation
- TSCA.....Compliance Program Policy Nos. 6-PCB-6 and 6-
PCB-7

1.9 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.

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

1.10 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 ensure 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.

1.11 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 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.

1.12 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

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- 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.

1.13 TEMPORARY USE OF EXISTING ELEVATORS

- A. Use of existing elevator for handling building materials and Contractor's personnel will be permitted subject to following provisions:
 - 1. Contractor makes all arrangements with the COR for use of elevators. The COR will ascertain that elevators are in proper condition. Contractor may use Freight Elevator in Building No. 1 for exclusive use for special nonrecurring time intervals when permission is granted. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
 - 2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
 - c. Finish flooring.
 - 3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes at the contractors expense.

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4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced by new brake lining at the contractors expense.
5. All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts at the contractors expense, if recommended by elevator inspector after elevator is released by Contractor.
6. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer.

1.14 TEMPORARY TOILETS

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

1.15 TESTS

- A. As per specification section 23 05 93 the contractor shall provide a written testing and commissioning plan complete with component level, equipment level, sub-system level and system level breakdowns. The plan will provide a schedule and a written sequence of what will be tested, how and what the expected outcome will be. This document will be submitted for approval prior to commencing work. The contractor shall document the results of the approved plan and submit for approval with the as built documentation.
- B. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- C. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.

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

1.16 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

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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 instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the 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.

1.17 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the Schedule drawings.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.

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- C. Storage space for equipment will be provided by the Government and the Contractor shall be prepared to unload and store such equipment therein upon its receipt at the Medical Center
- D. Notify Contracting Officer in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative with a written statement as to its condition or shortages.
 2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Government.
- E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.
- F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.
- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

1.18 RELOCATED EQUIPMENT ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the 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.
- E. Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment to supervise assembly and installation of existing equipment, required to be relocated. F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.19 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT

- A. Contractor shall complete approximately square meters (square feet) of space in building accessible from ground level without use of elevators for storage of certain materials and equipment by Department of Veterans Affairs.
 - 1. Provide such space with adequate light, ventilation and heat in season and lock for adequate security. Contractor shall also install and connect portion of nearest specified fire protection system including all apparatus for instant use to provide water for adequate fire protection of storage space.

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2. Storage space shall be turned over to Contracting Officer ninety days prior to Completion Date of the buildings involved.
 3. Forward two sets of drawings to Contracting Officer through the Resident Engineer COR 120 days prior to Completion Date of building; drawings shall indicate those areas which will be made available to Department of Veterans Affairs for temporary storage.
- B. "Completion Date" shall mean that date as established by Contracting Officer upon which Contractor will turn over entire project or portions thereof to the Government.

1.20 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.

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SECTION 01 32 16.15
PROJECT SCHEDULES
(SMALL PROJECTS - DESIGN/BID/BUILD)

PART 1- GENERAL

1.1 DESCRIPTION:

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

1.2 CONTRACTOR'S REPRESENTATIVE:

- A. The Contractor shall designate an authorized representative responsible for the Project Schedule including preparation, review and progress reporting with and to the Contracting Officer's Representative (COR).
- B. The Contractor's representative shall have direct project control and complete authority to act on behalf of the Contractor in fulfilling the requirements of this specification section.
- C. The Contractor's representative shall have the option of developing the project schedule within their organization or to engage the services of an outside consultant. If an outside scheduling consultant is utilized, Section 1.3 of this specification will apply.

1.3 CONTRACTOR'S CONSULTANT:

- A. The Contractor shall submit a qualification proposal to the COR, within 10 days of bid acceptance. The qualification proposal shall include:
1. The name and address of the proposed consultant.
 2. Information to show that the proposed consultant has the qualifications to meet the requirements specified in the preceding paragraph.
 3. A representative sample of prior construction projects, which the proposed consultant has performed complete project scheduling services. These representative samples shall be of similar size and scope.
- B. The Contracting Officer has the right to approve or disapprove the proposed consultant, and will notify the Contractor of the VA decision

within seven calendar days from receipt of the qualification proposal. In case of disapproval, the Contractor shall resubmit another consultant within 10 calendar days for renewed consideration. The Contractor shall have their scheduling consultant approved prior to submitting any schedule for approval.

1.4 COMPUTER PRODUCED SCHEDULES

- A. The contractor shall provide monthly, to the Department of Veterans Affairs (VA), all computer-produced time/cost schedules and reports generated from monthly project updates. This monthly computer service will include: three copies of up to five different reports (inclusive of all pages) available within the user defined reports of the scheduling software approved by the Contracting Officer; a hard copy listing of all project schedule changes, and associated data, made at the update and an electronic file of this data; and the resulting monthly updated schedule in PDM format. These must be submitted with and substantively support the contractor's monthly payment request and the signed look ahead report. The COR shall identify the five different report formats that the contractor shall provide.
- B. The contractor shall be responsible for the correctness and timeliness of the computer-produced reports. The Contractor shall also be responsible for the accurate and timely submittal of the updated project schedule and all CPM data necessary to produce the computer reports and payment request that is specified.
- C. The VA will report errors in computer-produced reports to the Contractor's representative within ten calendar days from receipt of reports. The Contractor shall reprocess the computer-produced reports and associated diskette(s), when requested by the Contracting Officer's representative, to correct errors which affect the payment and schedule for the project.

1.5 THE COMPLETE PROJECT SCHEDULE SUBMITTAL

- A. Within 45 calendar days after receipt of Notice to Proceed, the Contractor shall submit for the Contracting Officer's review; three blue line copies of the interim schedule on sheets of paper 765 x 1070 mm (30 x 42 inches) and an electronic file in the previously approved CPM schedule program. The submittal shall also include three copies of a computer-produced activity/event ID schedule showing project duration; phase completion dates; and other data, including event cost. Each activity/event on the computer-produced schedule shall contain as

a minimum, but not limited to, activity/event ID, activity/event description, duration, budget amount, early start date, early finish date, late start date, late finish date and total float. Work activity/event relationships shall be restricted to finish-to-start or start-to-start without lead or lag constraints. Activity/event date constraints, not required by the contract, will not be accepted unless submitted to and approved by the Contracting Officer. The contractor shall make a separate written detailed request to the Contracting Officer identifying these date constraints and secure the Contracting Officer's written approval before incorporating them into the network diagram. The Contracting Officer's separate approval of the Project Schedule shall not excuse the contractor of this requirement. Logic events (non-work) will be permitted where necessary to reflect proper logic among work events, but must have zero duration. The complete working schedule shall reflect the Contractor's approach to scheduling the complete project. The final Project Schedule in its original form shall contain no contract changes or delays which may have been incurred during the final network diagram development period and shall reflect the entire contract duration as defined in the bid documents. These changes/delays shall be entered at the first update after the final Project Schedule has been approved. The Contractor should provide their requests for time and supporting time extension analysis for contract time as a result of contract changes/delays, after this update, and in accordance with Article, ADJUSTMENT OF CONTRACT COMPLETION.

- D. Within 30 calendar days after receipt of the complete project interim Project Schedule and the complete final Project Schedule, the Contracting Officer or his representative, will do one or both of the following:
1. Notify the Contractor concerning his actions, opinions, and objections.
 2. A meeting with the Contractor at or near the job site for joint review, correction or adjustment of the proposed plan will be scheduled if required. Within 14 calendar days after the joint review, the Contractor shall revise and shall submit three blue line copies of the revised Project Schedule, three copies of the revised computer-produced activity/event ID schedule and a revised electronic file as specified by the Contracting Officer. The revised

submission will be reviewed by the Contracting Officer and, if found to be as previously agreed upon, will be approved.

- E. The approved baseline schedule and the computer-produced schedule(s) generated there from shall constitute the approved baseline schedule until subsequently revised in accordance with the requirements of this section.
- F. The Complete Project Schedule shall contain approximately _____work activities/events.

1.6 WORK ACTIVITY/EVENT COST DATA

- A. The Contractor shall cost load all work activities/events except procurement activities. The cumulative amount of all cost loaded work activities/events (including alternates) shall equal the total contract price. Prorate overhead, profit and General Requirements on all work activities/events for the entire project length. The contractor shall generate from this information cash flow curves indicating graphically the total percentage of work activity/event dollar value scheduled to be in place on early finish, late finish. These cash flow curves will be used by the Contracting Officer to assist him in determining approval or disapproval of the cost loading. Negative work activity/event cost data will not be acceptable, except on VA issued contract changes.
- B. The Contractor shall cost load work activities/events for guarantee period services, test, balance and adjust various systems in accordance with the provisions in Article, FAR 52.232 - 5 (PAYMENT UNDER FIXED-PRICE CONSTRUCTION CONTRACTS) and VAAR 852.236 - 83 (PAYMENT UNDER FIXED-PRICE CONSTRUCTION CONTRACTS).
- C. In accordance with FAR 52.236 - 1 (PERFORMANCE OF WORK BY THE CONTRACTOR) and VAAR 852.236 - 72 (PERFORMANCE OF WORK BY THE CONTRACTOR), the Contractor shall submit, simultaneously with the cost per work activity/event of the construction schedule required by this Section, a responsibility code for all activities/events of the project for which the Contractor's forces will perform the work.
- D. The Contractor shall cost load work activities/events for all BID ITEMS including ASBESTOS ABATEMENT. The sum of each BID ITEM work shall equal the value of the bid item in the Contractors' bid.

1.7 PROJECT SCHEDULE REQUIREMENTS

- A. Show on the project schedule the sequence of work activities/events required for complete performance of all items of work. The Contractor Shall:
1. Show activities/events as:
 - a. Contractor's time required for submittal of shop drawings, templates, fabrication, delivery and similar pre-construction work.
 - b. Contracting Officer's and Architect-Engineer's review and approval of shop drawings, equipment schedules, samples, template, or similar items.
 - c. Interruption of VA Facilities utilities, delivery of Government furnished equipment, and rough-in drawings, project phasing and any other specification requirements.
 - d. Test, balance and adjust various systems and pieces of equipment, maintenance and operation manuals, instructions and preventive maintenance tasks.
 - e. VA inspection and acceptance activity/event with a minimum duration of five work days at the end of each phase and immediately preceding any VA move activity/event required by the contract phasing for that phase.
 2. Show not only the activities/events for actual construction work for each trade category of the project, but also trade relationships to indicate the movement of trades from one area, floor, or building, to another area, floor, or building, for at least five trades who are performing major work under this contract.
 3. Break up the work into activities/events of a duration no longer than 20 work days each or one reporting period, except as to non-construction activities/events (i.e., procurement of materials, delivery of equipment, concrete and asphalt curing) and any other activities/events for which the COR may approve the showing of a longer duration. The duration for VA approval of any required submittal, shop drawing, or other submittals will not be less than 20 work days.
 4. Describe work activities/events clearly, so the work is readily identifiable for assessment of completion. Activities/events labeled "start," "continue," or "completion," are not specific and will not be allowed. Lead and lag time activities will not be acceptable.

5. The schedule shall be generally numbered in such a way to reflect either discipline, phase or location of the work.
- B. The Contractor shall submit the following supporting data in addition to the project schedule:
1. The appropriate project calendar including working days and holidays.
 2. The planned number of shifts per day.
 3. The number of hours per shift.
- Failure of the Contractor to include this data shall delay the review of the submittal until the Contracting Officer is in receipt of the missing data.
- C. To the extent that the Project Schedule or any revised Project Schedule shows anything not jointly agreed upon, it shall not be deemed to have been approved by the COR. Failure to include any element of work required for the performance of this contract shall not excuse the Contractor from completing all work required within any applicable completion date of each phase regardless of the COR's approval of the Project Schedule.
- D. Compact Disk Requirements and CPM Activity/Event Record Specifications: Submit to the VA an electronic file(s) containing one file of the data required to produce a schedule, reflecting all the activities/events of the complete project schedule being submitted.

1.8 PAYMENT TO THE CONTRACTOR:

- A. Monthly, the contractor shall submit an application and certificate for payment using VA Form 10-6001a and certificate for payment documents G702 & G703 reflecting updated schedule activities and cost data in accordance with the provisions of the following Article, PAYMENT AND PROGRESS REPORTING, as the basis upon which progress payments will be made pursuant to Article, FAR 52.232 - 5 (PAYMENT UNDER FIXED-PRICE CONSTRUCTION CONTRACTS) and VAAR 852.236 - 83 (PAYMENT UNDER FIXED-PRICE CONSTRUCTION CONTRACTS). The Contractor shall be entitled to a monthly progress payment upon approval of estimates as determined from the currently approved updated project schedule. Monthly payment requests shall include: a listing of all agreed upon project schedule changes and associated data; and an electronic file (s) of the resulting monthly updated schedule.

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

1.9 PAYMENT AND PROGRESS REPORTING

- A. Monthly schedule update meetings will be held on dates mutually agreed to by the COR and the Contractor. Contractor and their CPM consultant (if applicable) shall attend all monthly schedule update meetings. The Contractor shall accurately update the Project Schedule and all other data required and provide this information to the COR three work days in advance of the schedule update meeting. Job progress will be reviewed to verify:
1. Actual start and/or finish dates for updated/completed activities/events.
 2. Remaining duration for each activity/event started, or scheduled to start, but not completed.
 3. Logic, time and cost data for change orders, and supplemental agreements that are to be incorporated into the Project Schedule.
 4. Changes in activity/event sequence and/or duration which have been made, pursuant to the provisions of following Article, ADJUSTMENT OF CONTRACT COMPLETION.
 5. Completion percentage for all completed and partially completed activities/events.
 6. Logic and duration revisions required by this section of the specifications.
 7. Activity/event duration and percent complete shall be updated independently.
- B. After completion of the joint review, the contractor shall generate an updated computer-produced calendar-dated schedule and supply the Contracting Officer's representative with reports in accordance with the Article, COMPUTER PRODUCED SCHEDULES, specified.
- C. After completing the monthly schedule update, the contractor's representative or scheduling consultant shall rerun all current period contract change(s) against the prior approved monthly project schedule. The analysis shall only include original workday durations and schedule logic agreed upon by the contractor and resident engineer for the contract change(s). When there is a disagreement on logic and/or durations, the Contractor shall use the schedule logic and/or durations provided and approved by the resident engineer. After each rerun

update, the resulting electronic project schedule data file shall be appropriately identified and submitted to the VA in accordance to the requirements listed in articles 1.4 and 1.7. This electronic submission is separate from the regular monthly project schedule update requirements and shall be submitted to the resident engineer within fourteen (14) calendar days of completing the regular schedule update. Before inserting the contract changes durations, care must be taken to ensure that only the original durations will be used for the analysis, not the reported durations after progress. In addition, once the final network diagram is approved, the contractor must recreate all manual progress payment updates on this approved network diagram and associated reruns for contract changes in each of these update periods as outlined above for regular update periods. This will require detailed record keeping for each of the manual progress payment updates.

- D. Following approval of the CPM schedule, the VA, the General Contractor, its approved CPM Consultant, RE office representatives, and all subcontractors needed, as determined by the SRE, shall meet to discuss the monthly updated schedule. The main emphasis shall be to address work activities to avoid slippage of project schedule and to identify any necessary actions required to maintain project schedule during the reporting period. The Government representatives and the Contractor should conclude the meeting with a clear understanding of those work and administrative actions necessary to maintain project schedule status during the reporting period. This schedule coordination meeting will occur after each monthly project schedule update meeting utilizing the resulting schedule reports from that schedule update. If the project is behind schedule, discussions should include ways to prevent further slippage as well as ways to improve the project schedule status, when appropriate.

1.10 RESPONSIBILITY FOR COMPLETION

- A. If it becomes apparent from the current revised monthly progress schedule that phasing or contract completion dates will not be met, the Contractor shall execute some or all of the following remedial actions:
1. Increase construction manpower in such quantities and crafts as necessary to eliminate the backlog of work.

2. Increase the number of working hours per shift, shifts per working day, working days per week, the amount of construction equipment, or any combination of the foregoing to eliminate the backlog of work.
 3. Reschedule the work in conformance with the specification requirements.
- B. Prior to proceeding with any of the above actions, the Contractor shall notify and obtain approval from the COR for the proposed schedule changes. If such actions are approved, the representative schedule revisions shall be incorporated by the Contractor into the Project Schedule before the next update, at no additional cost to the Government.

1.11 CHANGES TO THE SCHEDULE

- A. Within 30 calendar days after VA acceptance and approval of any updated project schedule, the Contractor shall submit a revised electronic file (s) and a list of any activity/event changes including predecessors and successors for any of the following reasons:
1. Delay in completion of any activity/event or group of activities/events, which may be involved with contract changes, strikes, unusual weather, and other delays will not relieve the Contractor from the requirements specified unless the conditions are shown on the CPM as the direct cause for delaying the project beyond the acceptable limits.
 2. Delays in submittals, or deliveries, or work stoppage are encountered which make rescheduling of the work necessary.
 3. The schedule does not represent the actual prosecution and progress of the project.
 4. When there is, or has been, a substantial revision to the activity/event costs regardless of the cause for these revisions.
- B. CPM revisions made under this paragraph which affect the previously approved computer-produced schedules for Government furnished equipment, vacating of areas by the VA Facility, contract phase(s) and sub phase(s), utilities furnished by the Government to the Contractor, or any other previously contracted item, shall be furnished in writing to the Contracting Officer for approval.
- C. Contracting Officer's approval for the revised project schedule and all relevant data is contingent upon compliance with all other paragraphs of this section and any other previous agreements by the Contracting Officer or the VA representative.

- D. The cost of revisions to the project schedule resulting from contract changes will be included in the proposal for changes in work as specified in FAR 52.243 - 4 (Changes) and VAAR 852.236 - 88 (Changes - Supplemental), and will be based on the complexity of the revision or contract change, man hours expended in analyzing the change, and the total cost of the change.
- E. The cost of revisions to the Project Schedule not resulting from contract changes is the responsibility of the Contractor.

1.12 ADJUSTMENT OF CONTRACT COMPLETION

- A. The contract completion time will be adjusted only for causes specified in this contract. Request for an extension of the contract completion date by the Contractor shall be supported with a justification, CPM data and supporting evidence as the COR may deem necessary for determination as to whether or not the Contractor is entitled to an extension of time under the provisions of the contract. Submission of proof based on revised activity/event logic, durations (in work days) and costs is obligatory to any approvals. The schedule must clearly display that the Contractor has used, in full, all the float time available for the work involved in this request. The Contracting Officer's determination as to the total number of days of contract extension will be based upon the current computer-produced calendar-dated schedule for the time period in question and all other relevant information.
- B. Actual delays in activities/events which, according to the computer- produced calendar-dated schedule, do not affect the extended and predicted contract completion dates shown by the critical path in the network, will not be the basis for a change to the contract completion date. The Contracting Officer will within a reasonable time after receipt of such justification and supporting evidence, review the facts and advise the Contractor in writing of the Contracting Officer's decision.
- C. The Contractor shall submit each request for a change in the contract completion date to the Contracting Officer in accordance with the provisions specified under FAR 52.243 - 4 (Changes) and VAAR 852.236 - 88 (Changes - Supplemental). The Contractor shall include, as a part of each change order proposal, a sketch showing all CPM logic revisions, duration (in work days) changes, and cost changes, for work in question

and its relationship to other activities on the approved network diagram.

- D. All delays due to non-work activities/events such as RFI's, WEATHER, STRIKES, and similar non-work activities/events shall be analyzed on a month by month basis.

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SECTION 01 33 23
SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- 1-1. Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91), in General requirements.
- 1-2. For the purposes of this contract, samples (including laboratory samples to be tested), test reports, certificates, and manufacturers' literature and data shall also be subject to the previously referenced requirements. The following text refers to all items collectively as SUBMITTALS.
- 1-3. Submit for approval, all of the items specifically mentioned under the separate sections of the specification, with information sufficient to evidence full compliance with contract requirements. Materials, fabricated articles and the like to be installed in permanent work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:
 - A. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
 - B. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
 - C. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- 1-4. Forward submittals in sufficient time to permit proper consideration and approval action by Government. Time submission to assure adequate lead time for procurement of contract - required items. Delays attributable to untimely and rejected submittals (including any laboratory samples to be tested) will not serve as a basis for extending contract time for completion.
- 1-5. Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by COR on behalf of the Contracting Officer.
- 1-6. Upon receipt of submittals, Architect-Engineer will assign a file number thereto. Contractor, in any subsequent correspondence, shall

refer to this file and identification number to expedite replies relative to previously approved or disapproved submittals.

- 1-7. The Government reserves the right to require additional submittals, whether or not particularly mentioned in this contract. If additional submittals beyond those required by the contract are furnished pursuant to request therefor by Contracting Officer, adjustment in contract price and time will be made in accordance with Articles titled CHANGES (FAR 52.243-4) and CHANGES - SUPPLEMENT (VAAR 852.236-88) of the General Requirements.
- 1-8. Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Contracting Officer and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.
- 1-9. Submittals must be submitted by Contractor only and shipped prepaid. Contracting Officer assumes no responsibility for checking quantities or exact numbers included in such submittals.
 - A. Submit samples required by Section 09 06 00, SCHEDULE FOR FINISHES, in quadruplicate. Submit other samples in single units unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified.
 - B. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor. Letter shall be sent via email and shall contain the list of items, name of Medical Center, name of Contractor, contract number, applicable specification paragraph numbers, applicable drawing numbers (and other information required for exact identification of location for each item), manufacturer and brand, ASTM or Federal Specification Number (if any) and such additional information as may be required by specifications for particular item being furnished. In addition, catalogs shall be marked to indicate specific items submitted for approval.
 1. A copy of letter must be enclosed with items, and any items received without identification letter will be considered "unclaimed goods" and held for a limited time only.

2. Each sample, certificate, manufacturers' literature and data shall be labeled to indicate the name and location of the Medical Center, name of Contractor, manufacturer, brand, contract number and ASTM or Federal Specification Number as applicable and location(s) on project.
 3. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
- C. In addition to complying with the applicable requirements specified in preceding Article 1.9, samples which are required to have Laboratory Tests (those preceded by symbol "LT" under the separate sections of the specification shall be tested, at the expense of Contractor, in a commercial laboratory approved by Contracting Officer.
1. Laboratory shall furnish Contracting Officer with a certificate stating that it is fully equipped and qualified to perform intended work, is fully acquainted with specification requirements and intended use of materials and is an independent establishment in no way connected with organization of Contractor or with manufacturer or supplier of materials to be tested.
 2. Certificates shall also set forth a list of comparable projects upon which laboratory has performed similar functions during past five years.
 3. Samples and laboratory tests shall be sent directly to approved commercial testing laboratory.
 4. Contractor shall send a copy of transmittal letter to both COR and to Architect-Engineer simultaneously with submission of material to a commercial testing laboratory.
 5. Laboratory test reports shall be sent directly to COR for appropriate action.
 6. Laboratory reports shall list contract specification test requirements and a comparative list of the laboratory test results. When tests show that the material meets specification requirements, the laboratory shall so certify on test report.
 7. Laboratory test reports shall also include a recommendation for approval or disapproval of tested item.
- D. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other

previously specified information required on label and in transmittal letter.

- E. Approved samples will be kept on file by the COR at the site until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work. At completion of contract, samples that are not approved will be returned to Contractor only upon request and at Contractor's expense. Such request should be made prior to completion of the contract. Disapproved samples that are not requested for return by Contractor will be discarded after completion of contract.
- F. Submittal drawings (shop, erection or setting drawings) and schedules, required for work of various trades, shall be checked before submission by technically qualified employees of Contractor for accuracy, completeness and compliance with contract requirements. These drawings and schedules shall be stamped and signed by Contractor certifying to such check.
1. For each drawing required, submit one legible photographic paper or vellum reproducible.
 2. Reproducible shall be full size.
 3. Each drawing shall have marked thereon, proper descriptive title, including Medical Center location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.
 4. A space 120 mm by 125 mm (4-3/4 by 5 inches) shall be reserved on each drawing to accommodate approval or disapproval stamp.
 5. Submit drawings, ROLLED WITHIN A MAILING TUBE, fully protected for shipment.
 6. One reproducible print of approved or disapproved shop drawings will be forwarded to Contractor.
 7. When work is directly related and involves more than one trade, shop drawings shall be submitted to Architect-Engineer under one cover.
- 1-10. Samples (except laboratory samples), shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to

EBA Ernest Bland Associates, P.C.

(Architect-Engineer)

802 Sligo Avenue

(A/E P.O. Address)

Silver Spring, MD 20910

(City, State and Zip Code)

- 1-11. At the time of transmittal to the Architect-Engineer, the Contractor shall also send a copy of the complete submittal directly to the COR.

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**SECTION 01 35 26
SAFETY REQUIREMENTS**

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**SECTION 01 35 26
SAFETY REQUIREMENTS**

1.1 APPLICABLE PUBLICATIONS:

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

B. American Society of Safety Engineers (ASSE):

A10.1-2011.....Pre-Project & Pre-Task Safety and Health
Planning

A10.34-2012.....Protection of the Public on or Adjacent to
Construction Sites

A10.38-2013.....Basic Elements of an Employer’s Program to
Provide a Safe and Healthful Work Environment
American National Standard Construction and
Demolition Operations

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

E84-2013.....Surface Burning Characteristics of Building
Materials

D. The Facilities Guidelines Institute (FGI):

FGI Guidelines-2010Guidelines for Design and Construction of
Healthcare Facilities

E. National Fire Protection Association (NFPA):

10-2013.....Standard for Portable Fire Extinguishers

30-2012.....Flammable and Combustible Liquids Code

51B-2014.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work

70-2014.....National Electrical Code

70B-2013.....Recommended Practice for Electrical Equipment
Maintenance

70E-2012Standard for Electrical Safety in the Workplace

99-2012.....Health Care Facilities Code

241-2013.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

F. The Joint Commission (TJC)

TJC ManualComprehensive Accreditation and Certification
Manual

G. U.S. Nuclear Regulatory Commission

10 CFR 20Standards for Protection Against Radiation

H. U.S. Occupational Safety and Health Administration (OSHA):

29 CFR 1904Reporting and Recording Injuries & Illnesses

29 CFR 1910Safety and Health Regulations for General
Industry

29 CFR 1926Safety and Health Regulations for Construction
Industry

CPL 2-0.124.....Multi-Employer Citation Policy

I. VHA Directive 2005-007

1.2 DEFINITIONS:

A. OSHA "Competent Person" (CP). One who is capable of identifying existing and predictable hazards in the surroundings and working conditions which are unsanitary, hazardous or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them (see 29 CFR 1926.32(f)).

B. "Qualified Person" means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

- C. High Visibility Accident. Any mishap which may generate publicity or high visibility.
- D. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.
- E. Recordable Injuries or Illnesses. Any work-related injury or illness that results in:
 - 1. Death, regardless of the time between the injury and death, or the length of the illness;
 - 2. Days away from work (any time lost after day of injury/illness onset);
 - 3. Restricted work;
 - 4. Transfer to another job;
 - 5. Medical treatment beyond first aid;
 - 6. Loss of consciousness; or
 - 7. A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above.

1.3 REGULATORY REQUIREMENTS:

- A. In addition to the detailed requirements included in the provisions of this contract, comply with 29 CFR 1926, comply with 29 CFR 1910 as incorporated by reference within 29 CFR 1926, comply with ASSE A10.34, and all applicable [federal, state, and local] laws, ordinances, criteria, rules and regulations [_____]. Submit matters of interpretation of standards for resolution before starting work. Where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements govern except with specific approval and acceptance by the COR, and/or Government Designated Authority.

1.4 ACCIDENT PREVENTION PLAN (APP):

A. The APP (aka Construction Safety & Health Plan) shall interface with the Contractor's overall safety and health program. Include any portions of the Contractor's overall safety and health program referenced in the APP in the applicable APP element and ensure it is site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all worksite safety and health of each subcontractor(s). Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out.

B. The APP shall be prepared as follows:

1. Written in English by a qualified person who is employed by the Prime Contractor articulating the specific work and hazards pertaining to the contract (model language can be found in ASSE A10.33). Specifically articulating the safety requirements found within these VA contract safety specifications.
2. Address both the Prime Contractors and the subcontractors work operations.
3. State measures to be taken to control hazards associated with materials, services, or equipment provided by suppliers.
4. Address all the elements/sub-elements and in order as follows:
 - a. **SIGNATURE SHEET.** Title, signature, and phone number of the following:
 - 1) Plan preparer (Qualified Person such as corporate safety staff person or contracted Certified Safety Professional with construction safety experience);
 - 2) Plan approver (company/corporate officers authorized to obligate the company);
 - 3) Plan concurrence (e.g., Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or

superintendent, project safety professional). Provide concurrence of other applicable corporate and project personnel (Contractor).

b. BACKGROUND INFORMATION. List the following:

- 1) Contractor;
- 2) Contract number;
- 3) Project name;
- 4) Brief project description, description of work to be performed, and location; phases of work anticipated (these will require an AHA).

c. STATEMENT OF SAFETY AND HEALTH POLICY. Provide a copy of current corporate/company Safety and Health Policy Statement, detailing commitment to providing a safe and healthful workplace for all employees. The Contractor's written safety program goals, objectives, and accident experience goals for this contract should be provided.

d. RESPONSIBILITIES AND LINES OF AUTHORITIES. Provide the following:

- 1) A statement of the employer's ultimate responsibility for the implementation of his SOH program;
- 2) Identification and accountability of personnel responsible for safety at both corporate and project level. Contracts specifically requiring safety or industrial hygiene personnel shall include a copy of their resumes.
- 3) The names of Competent and/or Qualified Person(s) and proof of competency/qualification to meet specific OSHA Competent/Qualified Person(s) requirements must be attached.;
- 4) Requirements that no work shall be performed unless a designated competent person is present on the job site;
- 5) Requirements for pre-task Activity Hazard Analysis (AHAs);
- 6) Lines of authority;

- 7) Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be identified;

e. SUBCONTRACTORS AND SUPPLIERS. If applicable, provide procedures for coordinating SOH activities with other employers on the job site:

- 1) Identification of subcontractors and suppliers (if known);
- 2) Safety responsibilities of subcontractors and suppliers.

f. TRAINING.

- 1) Site-specific SOH orientation training at the time of initial hire or assignment to the project for every employee before working on the project site is required.
- 2) Mandatory training and certifications that are applicable to this project (e.g., explosive actuated tools, crane operator, rigger, crane signal person, fall protection, electrical lockout/NFPA 70E, machine/equipment lockout, confined space, etc...) and any requirements for periodic retraining/recertification are required.
- 3) Procedures for ongoing safety and health training for supervisors and employees shall be established to address changes in site hazards/conditions.
- 4) OSHA 10-hour training is required for all workers on site and the OSHA 30-hour training is required for Trade Competent Persons (CPs)

g. SAFETY AND HEALTH INSPECTIONS.

- 1) Specific assignment of responsibilities for a minimum daily job site safety and health inspection during periods of work activity: Who will conduct (e.g., "Site Safety and Health CP"), proof of inspector's training/qualifications, when inspections will be conducted, procedures for documentation, deficiency tracking system, and follow-up procedures.

- 2) Any external inspections/certifications that may be required (e.g., contracted CSP or CSHT)

h. ACCIDENT INVESTIGATION & REPORTING. The Contractor shall conduct mishap investigations of all OSHA Recordable Incidents. The APP shall include accident/incident investigation procedure & identify person(s) responsible to provide the following to the COR, and/or Government Designated Authority:

- 1) Exposure data (man-hours worked);
- 2) Accident investigations, reports, and logs.

i. PLANS (PROGRAMS, PROCEDURES) REQUIRED. Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable occupational risks in site-specific compliance and accident prevention plans. These Plans shall include but are not be limited to procedures for addressing the risks associates with the following:

- 1) Emergency response ;
- 2) Contingency for severe weather;
- 3) Fire Prevention ;
- 4) Medical Support;
- 5) Posting of emergency telephone numbers;
- 6) Prevention of alcohol and drug abuse;
- 7) Site sanitation (housekeeping, drinking water, toilets);
- 8) Night operations and lighting ;
- 9) Hazard communication program;
- 10) Welding/Cutting "Hot" work ;
- 11) Electrical Safe Work Practices (Electrical LOTO/NFPA 70E);
- 12) General Electrical Safety

- 13) Hazardous energy control (Machine LOTO);
- 14) Site-Specific Fall Protection & Prevention;
- 15) Excavation/trenching;
- 16) Asbestos abatement;
- 17) Lead abatement;
- 18) Crane Critical lift;
- 19) Respiratory protection;
- 20) Health hazard control program;
- 21) Radiation Safety Program;
- 22) Abrasive blasting;
- 23) Heat/Cold Stress Monitoring;
- 24) Crystalline Silica Monitoring (Assessment);
- 25) Demolition plan (to include engineering survey);
- 26) Formwork and shoring erection and removal;
- 27) PreCast Concrete.

C. Submit the APP to the COR, and/or Government Designated Authority for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES 15 [___] calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP.

D. Once accepted by the COR, and/or Government Designated Authority, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified.

E. Once work begins, changes to the accepted APP shall be made with the knowledge and concurrence of the COR, and/or Government Designated Authority. Should any severe hazard exposure, i.e. imminent danger,

become evident, stop work in the area, secure the area, and develop a plan to remove the exposure and control the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate/remove the hazard. In the interim, take all necessary action to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public (as defined by ASSE/SAFE A10.34) and the environment.

1.5 ACTIVITY HAZARD ANALYSES (AHAS):

- A. AHAs are also known as Job Hazard Analyses, Job Safety Analyses, and Activity Safety Analyses. Before beginning each work activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or sub-contractor is to perform the work, the Contractor(s) performing that work activity shall prepare an AHA (Example electronic AHA forms can be found on the US Army Corps of Engineers web site)
- B. AHAs shall define the activities being performed and identify the work sequences, the specific anticipated hazards, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk.
- C. Work shall not begin until the AHA for the work activity has been accepted by the COR, and/or Government Designated Authority and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives at preparatory and initial control phase meetings.
 1. The names of the Competent/Qualified Person(s) required for a particular activity (for example, excavations, scaffolding, fall protection, other activities as specified by OSHA and/or other State and Local agencies) shall be identified and included in the AHA. Certification of their competency/qualification shall be submitted to the Government Designated Authority (GDA) for acceptance prior to the start of that work activity.
 2. The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).

- a. If more than one Competent/Qualified Person is used on the AHA activity, a list of names shall be submitted as an attachment to the AHA. Those listed must be Competent/Qualified for the type of work involved in the AHA and familiar with current site safety issues.
 - b. If a new Competent/Qualified Person (not on the original list) is added, the list shall be updated (an administrative action not requiring an updated AHA). The new person shall acknowledge in writing that he or she has reviewed the AHA and is familiar with current site safety issues.
3. Submit AHAs to the COR, and/or Government Designated Authority for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES for review at least 15 calendar days prior to the start of each phase. Subsequent AHAs as shall be formatted as amendments to the APP. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the activity's safety and health controls.
 4. The AHA list will be reviewed periodically (at least monthly) at the Contractor supervisory safety meeting and updated as necessary when procedures, scheduling, or hazards change.
 5. Develop the activity hazard analyses using the project schedule as the basis for the activities performed. All activities listed on the project schedule will require an AHA. The AHAs will be developed by the contractor, supplier, or subcontractor and provided to the prime contractor for review and approval and then submitted to the COR, and/or Government Designated Authority.

1.6 PRECONSTRUCTION CONFERENCE:

- A. Contractor representatives who have a responsibility or significant role in implementation of the accident prevention program, as required by 29 CFR 1926.20(b)(1), on the project shall attend the preconstruction conference to gain a mutual understanding of its implementation. This includes the project superintendent, subcontractor superintendents, and any other assigned safety and health professionals.

- B. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Contracting Officer's representative as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, review, and acceptance of AHAs to preclude project delays.
- C. Deficiencies in the submitted APP will be brought to the attention of the Contractor within 14 days of submittal, and the Contractor shall revise the plan to correct deficiencies and re-submit it for acceptance. Do not begin work until there is an accepted APP.

1.7 "SITE SAFETY AND HEALTH OFFICER" (SSHO) AND "COMPETENT PERSON" (CP):

- A. The Prime Contractor shall designate a minimum of one SSHO at each project site that will be identified as the SSHO to administer the Contractor's safety program and government-accepted Accident Prevention Plan. Each subcontractor shall designate a minimum of one CP in compliance with 29 CFR 1926.20 (b)(2) that will be identified as a CP to administer their individual safety programs.
- B. Further, all specialized Competent Persons for the work crews will be supplied by the respective contractor as required by 29 CFR 1926 (i.e. Asbestos, Electrical, Cranes, & Derricks, Demolition, Fall Protection, Fire Safety/Life Safety, Ladder, Rigging, Scaffolds, and Trenches/Excavations).
- C. These Competent Persons can have collateral duties as the subcontractor's superintendent and/or work crew lead persons as well as fill more than one specialized CP role (i.e. Asbestos, Electrical, Cranes, & Derricks, Demolition, Fall Protection, Fire Safety/Life Safety, Ladder, Rigging, Scaffolds, and Trenches/Excavations).
- D. The SSHO or an equally-qualified Designated Representative/alternate will maintain a presence on the site during construction operations in accordance with FAR Clause 52.236-6: *Superintendence by the Contractor*. CPs will maintain presence during their construction activities in accordance with above mentioned clause. A listing of the designated SSHO and all known CPs shall be submitted prior to the start of work as

part of the APP with the training documentation and/or AHA as listed in Section 1.8 below.

- E. The repeated presence of uncontrolled hazards during a contractor's work operations will result in the designated CP as being deemed incompetent and result in the required removal of the employee in accordance with FAR Clause 52.236-5: Material and Workmanship, Paragraph (c).

1.8 TRAINING:

- A. The designated Prime Contractor SSHO must meet the requirements of all applicable OSHA standards and be capable (through training, experience, and qualifications) of ensuring that the requirements of 29 CFR 1926.16 and other appropriate Federal, State and local requirements are met for the project. As a minimum the SSHO must have completed the OSHA 30-hour Construction Safety class and have five (5) years of construction industry safety experience or three (3) years if he/she possesses a Certified Safety Professional (CSP) or certified Construction Safety and Health Technician (CSHT) certification or have a safety and health degree from an accredited university or college.
- B. All designated CPs shall have completed the OSHA 30-hour Construction Safety course within the past 5 years.
- C. In addition to the OSHA 30 Hour Construction Safety Course, all CPs with high hazard work operations such as operations involving asbestos, electrical, cranes, demolition, work at heights/fall protection, fire safety/life safety, ladder, rigging, scaffolds, and trenches/excavations shall have a specialized formal course in the hazard recognition & control associated with those high hazard work operations. Documented "repeat" deficiencies in the execution of safety requirements will require retaking the requisite formal course.
- D. All other construction workers shall have the OSHA 10-hour Construction Safety Outreach course and any necessary safety training to be able to identify hazards within their work environment.
- E. Submit training records associated with the above training requirements to the COR, and/or Government Designated Authority for review for compliance with contract requirements in accordance with Section 01 33

23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES 15 calendar days prior to the date of the preconstruction conference for acceptance.

- F. Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the SSHO or his/her designated representative. As a minimum, this briefing shall include information on the site-specific hazards, construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, emergency procedures, accident reporting etc... Documentation shall be provided to the COR that individuals have undergone contractor's safety briefing.
- G. Ongoing safety training will be accomplished in the form of weekly documented safety meeting.

1.9 INSPECTIONS:

- A. The SSHO shall conduct frequent and regular safety inspections (daily) of the site and each of the subcontractors CPs shall conduct frequent and regular safety inspections (daily) of the their work operations as required by 29 CFR 1926.20(b)(2). Each week, the SSHO shall conduct a formal documented inspection of the entire construction areas with the subcontractors' "Trade Safety and Health CPs" present in their work areas. Coordinate with, and report findings and corrective actions weekly to COR, and/or Government Designated Authority.
- B. A Certified Safety Professional (CSP) with specialized knowledge in construction safety or a certified Construction Safety and Health Technician (CSHT) shall randomly conduct a monthly site safety inspection. The CSP or CSHT can be a corporate safety professional or independently contracted. The CSP or CSHT will provide their certificate number on the required report for verification as necessary.
 - 1. Results of the inspection will be documented with tracking of the identified hazards to abatement.
 - 2. The COR, and/or Government Designated Authority will be notified immediately prior to start of the inspection and invited to accompany the inspection.

3. Identified hazard and controls will be discussed to come to a mutual understanding to ensure abatement and prevent future reoccurrence.
4. A report of the inspection findings with status of abatement will be provided to the COR, and/or Government Designated Authority within one week of the onsite inspection.

1.10 ACCIDENTS, OSHA 300 LOGS, AND MAN-HOURS:

- A. Notify the COR, and/or Government Designated Authority as soon as practical, but no more than four hours after any accident meeting the definition of OSHA Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$5,000, or any weight handling equipment accident. Within notification include contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of construction equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the COR, and/or Government Designated Authority determine whether a government investigation will be conducted.
- B. Conduct an accident investigation for recordable injuries and illnesses, for Medical Treatment defined in paragraph DEFINITIONS, and property damage accidents resulting in at least \$20,000 in damages, to establish the root cause(s) of the accident. Complete the VA Form 2162, and provide the report to the COR, or Government Designated Authority within 5 calendar days of the accident. The COR, or Government Designated Authority will provide copies of any required or special forms.
- C. A summation of all man-hours worked by the contractor and associated sub-contractors for each month will be reported to the COR, and/or Government Designated Authority monthly.
- D. A summation of all OSHA recordable accidents experienced on site by the contractor and associated sub-contractors for each month will be provided to the COR, and/or Government Designated Authority monthly. The contractor and associated sub-contractors' OSHA 300 logs will be

made available to the COR, and/or Government Designated Authority as requested.

1.11 PERSONAL PROTECTIVE EQUIPMENT (PPE):

A. PPE is governed in all areas by the nature of the work the employee is performing. For example, specific PPE required for performing work on electrical equipment is identified in NFPA 70E, Standard for Electrical Safety in the Workplace.

B. Mandatory PPE includes:

1. Hard Hats - unless written authorization is given by the COR, and/or Government Designated Authority in circumstances of work operations that have limited potential for falling object hazards such as during finishing work or minor remodeling. With authorization to relax the requirement of hard hats, if a worker becomes exposed to an overhead falling object hazard, then hard hats would be required in accordance with the OSHA regulations.
2. Safety glasses - unless written authorization is given by the COR, and/or Government Designated Authority appropriate safety glasses meeting the ANSI Z.87.1 standard must be worn by each person on site.
3. Appropriate Safety Shoes - based on the hazards present, safety shoes meeting the requirements of ASTM F2413-11 shall be worn by each person on site unless written authorization is given by the COR, and/or Government Designated Authority.
4. Hearing protection - Use personal hearing protection at all times in designated noise hazardous areas or when performing noise hazardous tasks.

1.12 INFECTION CONTROL

- A. Infection Control is critical in all medical center facilities. Interior construction activities causing disturbance of existing dust, or creating new dust, must be conducted within ventilation-controlled areas that minimize the flow of airborne particles into patient areas.
- B. An AHA associated with infection control will be performed by VA personnel in accordance with FGI Guidelines (i.e. Infection Control

Risk Assessment (ICRA)). The ICRA procedure found on the American Society for Healthcare Engineering (ASHE) website will be utilized. Risk classifications of Class II or lower will require approval by the COR, and/or Government Designated Authority before beginning any construction work. Risk classifications of Class III or higher will require a permit before beginning any construction work. Infection Control permits will be issued by the COR. The Infection Control Permits will be posted outside the appropriate construction area. More than one permit may be issued for a construction project if the work is located in separate areas requiring separate classes. The primary project scope area for this project is: **Class [II]**, however, work outside the primary project scope area may vary. The required infection control precautions with each class are as follows:

1. Class I requirements:

a. During Construction Work:

- 1) Notify the COR, and/or Government Designated Authority.
- 2) Execute work by methods to minimize raising dust from construction operations.
- 3) Ceiling tiles: Immediately replace a ceiling tiles displaced for visual inspection.

b. Upon Completion:

- 1) Clean work area upon completion of task
- 2) Notify the COR, Contracting Officer Representative, and/or Government Designated Authority.

2. Class II requirements:

a. During Construction Work:

- 1) Notify the COR, Contracting Officer Representative, and/or Government Designated Authority.

- 2) Provide active means to prevent airborne dust from dispersing into atmosphere such as wet methods or tool mounted dust collectors where possible.
- 3) Water mist work surfaces to control dust while cutting.
- 4) Seal unused doors with duct tape.
- 5) Block off and seal air vents.
- 6) Remove or isolate HVAC system in areas where work is being performed.

b. Upon Completion:

- 1) Wipe work surfaces with cleaner/disinfectant.
- 2) Contain construction waste before transport in tightly covered containers.
- 3) Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area.
- 4) Upon completion, restore HVAC system where work was performed
- 5) Notify the COR, and/or Government Designated Authority.

3. Class III requirements:

a. During Construction Work:

- 1) Obtain permit from the COR, and/or Government Designated Authority.
- 2) Remove or Isolate HVAC system in area where work is being done to prevent contamination of duct system.
- 3) Complete all critical barriers i.e. sheetrock, plywood, plastic, to seal area from non work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. Install construction barriers and ceiling protection carefully, outside of normal work hours.

- 4) Maintain negative air pressure, 0.01 inches of water gauge, within work site utilizing HEPA equipped air filtration units and continuously monitored with a digital display, recording and alarm instrument, which must be calibrated on installation, maintained with periodic calibration and monitored by the contractor.
- 5) Contain construction waste before transport in tightly covered containers.
- 6) Cover transport receptacles or carts. Tape covering unless solid lid.

b. Upon Completion:

- 1) Do not remove barriers from work area until completed project is inspected by the COR, Contracting Officer Representative, and/or Government Designated Authority and thoroughly cleaned by the VA Environmental Services Department.
- 2) Remove construction barriers and ceiling protection carefully to minimize spreading of dirt and debris associated with construction, outside of normal work hours.
- 3) Vacuum work area with HEPA filtered vacuums.
- 4) Wet mop area with cleaner/disinfectant.
- 5) Upon completion, restore HVAC system where work was performed.
- 6) Return permit to the COR, Contracting Officer Representative, and/or Government Designated Authority.

4. Class IV requirements:

a. During Construction Work:

- 1) Obtain permit from the COR, and/or Government Designated Authority.
- 2) Isolate HVAC system in area where work is being done to prevent contamination of duct system.

- 3) Complete all critical barriers i.e. sheetrock, plywood, plastic, to seal area from non work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. Install construction barriers and ceiling protection carefully, outside of normal work hours.
- 4) Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.
- 5) Seal holes, pipes, conduits, and punctures.
- 6) Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave work site.
- 7) All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exits the work area.

b. Upon Completion:

- 1) Do not remove barriers from work area until completed project is inspected by the COR, and/or Government Designated Authority with thorough cleaning by the VA Environmental Services Dept.
- 2) Remove construction barriers and ceiling protection carefully to minimize spreading of dirt and debris associated with construction, outside of normal work hours.
- 3) Contain construction waste before transport in tightly covered containers.
- 4) Cover transport receptacles or carts. Tape covering unless solid lid.
- 5) Vacuum work area with HEPA filtered vacuums.
- 6) Wet mop area with cleaner/disinfectant.
- 7) Upon completion, restore HVAC system where work was performed.

- 8) Return permit to the COR, Contracting Officer Representative, and/or Government Designated Authority.

C. Barriers shall be erected as required based upon classification (Class III & IV requires barriers) and shall be constructed as follows:

1. Class III and IV - closed door with masking tape applied over the frame and door is acceptable for projects that can be contained in a single room.
2. Construction, demolition or reconstruction not capable of containment within a single room must have the following barriers erected and made presentable on hospital occupied side:
 - a. Class III & IV (where dust control is the only hazard, and an agreement is reached with the COR and Medical Center) - Airtight plastic barrier that extends from the floor to ceiling. Seams must be sealed with duct tape to prevent dust and debris from escaping
 - b. Class III & IV - Drywall barrier erected with joints covered or sealed to prevent dust and debris from escaping.
 - c. Class III & IV - Seal all penetrations in existing barrier airtight
 - d. Class III & IV - Barriers at penetration of ceiling envelopes, chases and ceiling spaces to stop movement air and debris
 - e. Class IV only - Anteroom or double entrance openings that allow workers to remove protective clothing or vacuum off existing clothing
 - f. Class III & IV - At elevators shafts or stairways within the field of construction, overlapping flap minimum of two feet wide of polyethylene enclosures for personnel access.

D. Products and Materials:

1. Sheet Plastic: Fire retardant polystyrene, 6-mil thickness meeting local fire codes

2. Barrier Doors: Self Closing One-hour fire-rated solid core wood in steel frame, painted.
 3. Dust proof one-hour fire-rated drywall.
 4. High Efficiency Particulate Air-Equipped filtration machine rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. HEPA filters should have ASHRAE 85 or other prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Maintenance of equipment and replacement of the HEPA filters and other filters will be in accordance with manufacturer's instructions.
 5. Exhaust Hoses: Heavy duty, flexible steel reinforced; Ventilation Blower Hose
 6. Adhesive Walk-off Mats: Provide minimum size mats of 24 inches x 36 inches
 7. Disinfectant: Hospital-approved disinfectant or equivalent product
 8. Portable Ceiling Access Module
- E. Before any construction on site begins, all contractor personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- F. A dust control program will be establish and maintained as part of the contractor's infection preventive measures in accordance with the FGI Guidelines for Design and Construction of Healthcare Facilities. Prior to start of work, prepare a plan detailing project-specific dust protection measures with associated product data, including periodic status reports, and submit to Resident Engineer, and Facility CSC for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
- G. Medical center Infection Control personnel will monitor for airborne disease (e.g. aspergillosis) during construction. A baseline of conditions will be established by the medical center prior to the start of work and periodically during the construction stage to determine

impact of construction activities on indoor air quality with safe thresholds established.

- H. In general, the following preventive measures shall be adopted during construction to keep down dust and prevent mold.
1. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. HEPA filtration is required where the exhaust dust may reenter the medical center.
 2. Exhaust hoses shall be exhausted so that dust is not reintroduced to the medical center.
 3. Adhesive Walk-off/Carpet Walk-off Mats shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
 4. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as it is created. Transport these outside the construction area in containers with tightly fitting lids.
 5. The contractor shall not haul debris through patient-care areas without prior approval of the COR and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.
 6. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.

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

I. Final Cleanup:

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

J. Exterior Construction

1. Contractor shall verify that dust will not be introduced into the medical center through intake vents, or building openings. HEPA filtration on intake vents is required where dust may be introduced.
2. Dust created from disturbance of soil such as from vehicle movement will be wetted with use of a water truck as necessary
3. All cutting, drilling, grinding, sanding, or disturbance of materials shall be accomplished with tools equipped with either local exhaust ventilation (i.e. vacuum systems) or wet suppression controls.

1.13 TUBERCULOSIS SCREENING

- A. Contractor shall provide written certification that all contract employees assigned to the work site have had a pre-placement tuberculin screening within 90 days prior to assignment to the worksite and been found have negative TB screening reactions. Contractors shall be required to show documentation of negative TB screening reactions for any additional workers who are added after the 90-day requirement before they will be allowed to work on the work site. NOTE: This can be the Center for Disease Control (CDC) and Prevention and two-step skin testing or a Food and Drug Administration (FDA)-approved blood test.

1. Contract employees manifesting positive screening reactions to the tuberculin shall be examined according to current CDC guidelines prior to working on VHA property.
2. Subsequently, if the employee is found without evidence of active (infectious) pulmonary TB, a statement documenting examination by a physician shall be on file with the employer (construction contractor), noting that the employee with a positive tuberculin screening test is without evidence of active (infectious) pulmonary TB.
3. If the employee is found with evidence of active (infectious) pulmonary TB, the employee shall require treatment with a subsequent statement to the fact on file with the employer before being allowed to return to work on VHA property.

1.14 FIRE SAFETY

- A. Fire Safety Plan: Establish and maintain a site-specific fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to COR, and/or Government Designated Authority for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES. This plan may be an element of the Accident Prevention Plan.
- B. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- C. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- D. Temporary Construction Partitions:

1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas and the areas that are described in phasing requirements and adjoining areas. Construct partitions of gypsum board or treated plywood (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, ¼ hour fire/smoke rated doors with self-closing devices.
 2. Install one-hour fire-rated temporary construction partitions as shown on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
 3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.
- E. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- F. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COR, and/or Government Designated Authority.
- G. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to COR, and/or Government Designated Authority.
- H. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- I. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.

- J. Standpipes: Install and extend standpipes up with each floor in accordance with 29 CFR 1926 and NFPA 241. Do not charge wet standpipes subject to freezing until weather protected.
- K. Sprinklers: Install, test and activate new automatic sprinklers prior to removing existing sprinklers.
- L. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with COR, and/or Government Designated Authority. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the COR.
- M. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR, Contracting Officer Representative, and/or Government Designated Authority.
- N. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COR and/or Facility Safety Officer. Obtain permits from COR and/or facility Safety Officer at least 24 hours in advance . Designate contractor's responsible project-site fire prevention program manager to permit hot work.
- O. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to COR, Contracting Officer Representative, and/or Government Designated Authority.
- P. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.
- Q. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.

- R. If required, submit documentation to the COR, Facility Safety Office, or other Government Designated Authority that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.

1.15 ELECTRICAL

- A. All electrical work shall comply with NFPA 70 (NEC), NFPA 70B, NFPA 70E, 29 CFR Part 1910 Subpart J - General Environmental Controls, 29 CFR Part 1910 Subpart S - Electrical, and 29 CFR 1926 Subpart K in addition to other references required by contract.
- B. All qualified persons performing electrical work under this contract shall be licensed journeyman or master electricians. All apprentice electricians performing under this contract shall be deemed unqualified persons unless they are working under the immediate supervision of a licensed electrician or master electrician.
- C. All electrical work will be accomplished de-energized and in the Electrically Safe Work Condition (refer to NFPA 70E for Work Involving Electrical Hazards, including Exemptions to Work Permit). Any Contractor, subcontractor or temporary worker who fails to fully comply with this requirement is subject to immediate termination in accordance with FAR clause 52.236-5(c). Only in rare circumstance where achieving an electrically safe work condition prior to beginning work would increase or cause additional hazards, or is infeasible due to equipment design or operational limitations is energized work permitted. The COR, and/or Government Designated Authority with approval of the Medical Center Director will make the determination if the circumstances would meet the exception outlined above. An AHA specific to energized work activities will be developed, reviewed, and accepted prior to the start of that work.
1. Development of a Hazardous Electrical Energy Control Procedure is required prior to de-energization. A single Simple Lockout/Tagout Procedure for multiple work operations can only be used for work involving qualified person(s) de-energizing one set of conductors or circuit part source. Task specific Complex Lockout/Tagout Procedures are required at all other times.

2. Verification of the absence of voltage after de-energization and lockout/tagout is considered "energized electrical work" (live work) under NFPA 70E, and shall only be performed by qualified persons wearing appropriate shock protective (voltage rated) gloves and arc rate personal protective clothing and equipment, using Underwriters Laboratories (UL) tested and appropriately rated contact electrical testing instruments or equipment appropriate for the environment in which they will be used.
 3. Personal Protective Equipment (PPE) and electrical testing instruments will be readily available for inspection by the COR, Contracting Officer Representative, and/or Government Designated Authority.
- D. Before beginning any electrical work, an Activity Hazard Analysis (AHA) will be conducted to include Shock Hazard and Arc Flash Hazard analyses (NFPA Tables can be used only as a last alternative and it is strongly suggested a full Arc Flash Hazard Analyses be conducted). Work shall not begin until the AHA for the work activity has been accepted by the COR, , and/or Government Designated Authority and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives at preparatory and initial control phase meetings.
- E. Ground-fault circuit interrupters. All 120-volt, single-phase 15- and 20-ampere receptacle outlets on construction sites shall have approved ground-fault circuit interrupters for personnel protection. "Assured Equipment Grounding Conductor Program" only is not allowed.

1.16 FALL PROTECTION

- A. The fall protection (FP) threshold height requirement is 6 ft (1.8 m) for ALL WORK, unless specified differently or the OSHA 29 CFR 1926 requirements are more stringent, to include steel erection activities, systems-engineered activities (prefabricated) metal buildings, residential (wood) construction and scaffolding work.
 1. The use of a Safety Monitoring System (SMS) as a fall protection method is prohibited.

2. The use of Controlled Access Zone (CAZ) as a fall protection method is prohibited.
3. A Warning Line System (WLS) may ONLY be used on floors or flat or low-sloped roofs (between 0 - 18.4 degrees or 4:12 slope) and shall be erected around all sides of the work area (See 29 CFR 1926.502(f) for construction of WLS requirements). Working within the WLS does not require FP. No worker shall be allowed in the area between the roof or floor edge and the WLS without FP. FP is required when working outside the WLS.
4. Fall protection while using a ladder will be governed by the OSHA requirements.

1.17 SCAFFOLDS AND OTHER WORK PLATFORMS

- A. All scaffolds and other work platforms construction activities shall comply with 29 CFR 1926 Subpart L.
- B. The fall protection (FP) threshold height requirement is 6 ft (1.8 m) as stated in Section 1.16.
- C. The following hierarchy and prohibitions shall be followed in selecting appropriate work platforms.
 1. Scaffolds, platforms, or temporary floors shall be provided for all work except that can be performed safely from the ground or similar footing.
 2. Ladders less than 20 feet may be used as work platforms only when use of small hand tools or handling of light material is involved.
 3. Ladder jacks, lean-to, and prop-scaffolds are prohibited.
 4. Emergency descent devices shall not be used as working platforms.
- D. Contractors shall use a scaffold tagging system in which all scaffolds are tagged by the Competent Person. Tags shall be color-coded: green indicates the scaffold has been inspected and is safe to use; red indicates the scaffold is unsafe to use. Tags shall be readily visible, made of materials that will withstand the environment in which they are used, be legible and shall include:

1. The Competent Person's name and signature;
 2. Dates of initial and last inspections.
- E. Mast Climbing work platforms: When access ladders, including masts designed as ladders, exceed 20 ft (6 m) in height, positive fall protection shall be used.

1.18 EXCAVATION AND TRENCHES

- A. All excavation and trenching work shall comply with 29 CFR 1926 Subpart P.
- B. All excavations and trenches 5 feet in depth or greater shall require a written trenching and excavation permit (NOTE - some States and other local jurisdictions require separate state/jurisdiction-issued excavation permits). The permit shall be completed and provided to the COR, Facility Safety Officer and/or other Government Designated Authority prior to commencing work for the day. At the end of the day, the permit shall be closed out and provided to the COR, Facility Safety Officer and/or other Government Designated Authority. The permit shall be maintained onsite and include the following:
1. Determination of soil classification
 2. Indication that utilities have been located and identified. If utilities could not be located after all reasonable attempt, then excavating operations will proceed cautiously.
 3. Indication of selected excavation protective system.
 4. Indication that the spoil pile will be stored at least 2 feet from the edge of the excavation and safe access provided within 25 feet of the workers.
 5. Indication of assessment for a potential toxic, explosive, or oxygen deficient atmosphere.
- C. If not using an engineered protective system such as a trench box, shielding, shoring, or other Professional Engineer designed system and using a sloping or benching system, soil classification cannot be Solid Rock or Type A. All soil will be classified as Type B or Type C and sloped or benched in accordance with Appendix B of 29 CFR 1926.

1.19 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

- A. All installation, maintenance, and servicing of equipment or machinery shall comply with 29 CFR 1910.147 except for specifically referenced operations in 29 CFR 1926 such as concrete & masonry equipment [1926.702(j)], heavy machinery & equipment [1926.600(a)(3)(i)], and process safety management of highly hazardous chemicals (1926.64). Control of hazardous electrical energy during the installation, maintenance, or servicing of electrical equipment shall comply with Section 1.15 to include NFPA 70E and other VA specific requirements discussed in the section.

1.20 CONFINED SPACE ENTRY

- A. All confined space entry shall comply with 29 CFR 1910.146 except for specifically referenced operations in 29 CFR 1926 such as excavations/trenches [1926.651(g)].
- B. A site-specific Confined Space Entry Plan (including permitting process) shall be developed and submitted to the COR, Facility Safety Officer and/or other Government Designated Authority.

1.21 WELDING AND CUTTING

As specified in section 1.14, Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COR, Facility Safety Officer and/or other Government Designated Authority. Obtain permits from COR, Facility Safety Officer and/or other Government Designated Authority at least 24 hours in advance. Designate contractor's responsible project-site fire prevention program manager to permit hot work.

1.22 LADDERS

- A. All Ladder use shall comply with 29 CFR 1926 Subpart X.
- B. All portable ladders shall be of sufficient length and shall be placed so that workers will not stretch or assume a hazardous position.
- C. Manufacturer safety labels shall be in place on ladders
- D. Step Ladders shall not be used in the closed position
- E. Top steps or cap of step ladders shall not be used as a step

F. Portable ladders, used as temporary access, shall extend at least 3 ft (0.9 m) above the upper landing surface.

1. When a 3 ft (0.9-m) extension is not possible, a grasping device (such as a grab rail) shall be provided to assist workers in mounting and dismounting the ladder.
2. In no case shall the length of the ladder be such that ladder deflection under a load would, by itself, cause the ladder to slip from its support.

G. Ladders shall be inspected for visible defects on a daily basis and after any occurrence that could affect their safe use. Broken or damaged ladders shall be immediately tagged "DO NOT USE," or with similar wording, and withdrawn from service until restored to a condition meeting their original design.

1.23 FLOOR & WALL OPENINGS

A. All floor and wall openings shall comply with 29 CFR 1926 Subpart M.

B. Floor and roof holes/openings are any that measure over 2 in (51 mm) in any direction of a walking/working surface which persons may trip or fall into or where objects may fall to the level below. See 21.F for covering and labeling requirements. Skylights located in floors or roofs are considered floor or roof hole/openings.

C. All floor, roof openings or hole into which a person can accidentally walk or fall through shall be guarded either by a railing system with toeboards along all exposed sides or a load-bearing cover. When the cover is not in place, the opening or hole shall be protected by a removable guardrail system or shall be attended when the guarding system has been removed, or other fall protection system.

1. Covers shall be capable of supporting, without failure, at least twice the weight of the worker, equipment and material combined.
2. Covers shall be secured when installed, clearly marked with the word "HOLE", "COVER" or "Danger, Roof Opening-Do Not Remove" or color-coded or equivalent methods (e.g., red or orange "X"). Workers must be made aware of the meaning for color coding and equivalent methods.

3. Roofing material, such as roofing membrane, insulation or felts, covering or partly covering openings or holes, shall be immediately cut out. No hole or opening shall be left unattended unless covered.
4. Non-load-bearing skylights shall be guarded by a load-bearing skylight screen, cover, or railing system along all exposed sides.
5. Workers are prohibited from standing/walking on skylights.

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**SECTION 01 42 19
REFERENCE STANDARDS****PART 1 - GENERAL****1.1 DESCRIPTION**

This section specifies the availability and source of references and standards specified in the project manual under paragraphs APPLICABLE PUBLICATIONS and/or shown on the drawings.

1.2 AVAILABILITY OF SPECIFICATIONS LISTED IN THE GSA INDEX OF FEDERAL SPECIFICATIONS, STANDARDS AND COMMERCIAL ITEM DESCRIPTIONS FPMR PART 101-29 (FAR 52.211-1) (AUG 1998)

- A. The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29 and copies of specifications, standards, and commercial item descriptions cited in the solicitation may be obtained for a fee by submitting a request to - GSA Federal Supply Service, Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.
- B. If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (a) of this provision. Additional copies will be issued for a fee.

1.3 AVAILABILITY FOR EXAMINATION OF SPECIFICATIONS NOT LISTED IN THE GSA INDEX OF FEDERAL SPECIFICATIONS, STANDARDS AND COMMERCIAL ITEM DESCRIPTIONS (FAR 52.211-4) (JUN 1988)

The specifications and standards cited in this solicitation can be examined at the following location:

DEPARTMENT OF VETERANS AFFAIRS
Office of Construction & Facilities Management
Facilities Quality Service (00CFM1A)
425 Eye Street N.W, (sixth floor)
Washington, DC 20001
Telephone Numbers: (202) 632-5249 or (202) 632-5178
Between 9:00 AM - 3:00 PM

1.4 AVAILABILITY OF SPECIFICATIONS NOT LISTED IN THE GSA INDEX OF FEDERAL SPECIFICATIONS, STANDARDS AND COMMERCIAL ITEM DESCRIPTIONS (FAR 52.211-3) (JUN 1988)

The specifications cited in this solicitation may be obtained from the associations or organizations listed below.

- AA Aluminum Association Inc.
<http://www.aluminum.org>
- AABC Associated Air Balance Council
<http://www.aabchg.com>
- AAMA American Architectural Manufacturer's Association
<http://www.aamanet.org>
- AAN American Nursery and Landscape Association
<http://www.anla.org>
- AASHTO American Association of State Highway and Transportation Officials
<http://www.aashto.org>
- AATCC American Association of Textile Chemists and Colorists
<http://www.aatcc.org>
- ACGIH American Conference of Governmental Industrial Hygienists
<http://www.acgih.org>
- ACI American Concrete Institute
<http://www.aci-int.net>
- ACPA American Concrete Pipe Association
<http://www.concrete-pipe.org>
- ACPPA American Concrete Pressure Pipe Association
<http://www.acppa.org>
- ADC Air Diffusion Council
<http://flexibleduct.org>
- AGA American Gas Association
<http://www.aga.org>

AGC Associated General Contractors of America
<http://www.agc.org>

AGMA American Gear Manufacturers Association, Inc.
<http://www.agma.org>

AHAM Association of Home Appliance Manufacturers
<http://www.aham.org>

AIA American Institute of Architects
<http://www.aia.org>

AISC American Institute of Steel Construction
<http://www.aisc.org>

AISI American Iron and Steel Institute
<http://www.steel.org>

AITC American Institute of Timber Construction
<http://www.aitc-glulam.org>

AMCA Air Movement and Control Association, Inc.
<http://www.amca.org>

ANLA American Nursery & Landscape Association
<http://www.anla.org>

ANSI American National Standards Institute, Inc.
<http://www.ansi.org>

APA The Engineered Wood Association
<http://www.apawood.org>

ARI Air-Conditioning and Refrigeration Institute
<http://www.ari.org>

ASAE American Society of Agricultural Engineers
<http://www.asae.org>

ASCE American Society of Civil Engineers
<http://www.asce.org>

ASHRAE American Society of Heating, Refrigerating, and
Air-Conditioning Engineers
<http://www.ashrae.org>

ASME American Society of Mechanical Engineers
<http://www.asme.org>

ASSE American Society of Sanitary Engineering
<http://www.asse-plumbing.org>

ASTM American Society for Testing and Materials
<http://www.astm.org>

AWI Architectural Woodwork Institute
<http://www.awinet.org>

AWS American Welding Society
<http://www.aws.org>

AWWA American Water Works Association
<http://www.awwa.org>

BHMA Builders Hardware Manufacturers Association
<http://www.buildershardware.com>

BIA Brick Institute of America
<http://www.bia.org>

CAGI Compressed Air and Gas Institute
<http://www.cagi.org>

CGA Compressed Gas Association, Inc.
<http://www.cganet.com>

CI The Chlorine Institute, Inc.
<http://www.chlorineinstitute.org>

CISCA Ceilings and Interior Systems Construction Association
<http://www.cisca.org>

CISPI Cast Iron Soil Pipe Institute
<http://www.cispi.org>

CLFMI Chain Link Fence Manufacturers Institute
<http://www.chainlinkinfo.org>

CPMB Concrete Plant Manufacturers Bureau
<http://www.cpmb.org>

CRA California Redwood Association
<http://www.calredwood.org>

CRSI Concrete Reinforcing Steel Institute
<http://www.crsi.org>

CTI Cooling Technology Institute
<http://www.cti.org>

DHI Door and Hardware Institute
<http://www.dhi.org>

EGSA Electrical Generating Systems Association
<http://www.egsa.org>

EEI Edison Electric Institute
<http://www.eei.org>

EPA Environmental Protection Agency
<http://www.epa.gov>

ETL ETL Testing Laboratories, Inc.
<http://www.etl.com>

FAA Federal Aviation Administration
<http://www.faa.gov>

FCC Federal Communications Commission
<http://www.fcc.gov>

FPS The Forest Products Society
<http://www.forestprod.org>

GANNA Glass Association of North America
<http://www.cssinfo.com/info/gana.html/>

FM Factory Mutual Insurance
<http://www.fmglobal.com>

GA Gypsum Association
<http://www.gypsum.org>

GSA General Services Administration
<http://www.gsa.gov>

HI Hydraulic Institute
<http://www.pumps.org>

HPVA Hardwood Plywood & Veneer Association
<http://www.hpva.org>

ICBO International Conference of Building Officials
<http://www.icbo.org>

ICEA Insulated Cable Engineers Association Inc.
<http://www.icea.net>

\ICAC Institute of Clean Air Companies
<http://www.icac.com>

IEEE Institute of Electrical and Electronics Engineers
<http://www.ieee.org>

IMSA International Municipal Signal Association
<http://www.imsasafety.org>

IPCEA Insulated Power Cable Engineers Association

NBMA Metal Buildings Manufacturers Association
<http://www.mbma.com>

MSS Manufacturers Standardization Society of the Valve and Fittings Industry Inc.
<http://www.mss-hq.com>

NAAMM National Association of Architectural Metal Manufacturers
<http://www.naamm.org>

NAPHCC Plumbing-Heating-Cooling Contractors Association
<http://www.phccweb.org.org>

NBS National Bureau of Standards
See - NIST

NBBPVI National Board of Boiler and Pressure Vessel Inspectors
<http://www.nationboard.org>

NEC National Electric Code
See - NFPA National Fire Protection Association

NEMA National Electrical Manufacturers Association
<http://www.nema.org>

NFPA National Fire Protection Association
<http://www.nfpa.org>

NHLA National Hardwood Lumber Association
<http://www.natlhardwood.org>

NIH National Institute of Health
<http://www.nih.gov>

NIST National Institute of Standards and Technology
<http://www.nist.gov>

NLMA Northeastern Lumber Manufacturers Association, Inc.
<http://www.nelma.org>

NPA National Particleboard Association
18928 Premiere Court
Gaithersburg, MD 20879
(301) 670-0604

NSF National Sanitation Foundation
<http://www.nsf.org>

NWWDA Window and Door Manufacturers Association
<http://www.nwwda.org>

OSHA Occupational Safety and Health Administration
Department of Labor
<http://www.osha.gov>

PCA Portland Cement Association
<http://www.portcement.org>

PCI Precast Prestressed Concrete Institute
<http://www.pci.org>

PPI The Plastic Pipe Institute
<http://www.plasticpipe.org>

PEI Porcelain Enamel Institute, Inc.
<http://www.porcelainenamel.com>

PTI Post-Tensioning Institute
<http://www.post-tensioning.org>

RFCI The Resilient Floor Covering Institute
<http://www.rfci.com>

RIS Redwood Inspection Service
See - CRA

RMA Rubber Manufacturers Association, Inc.
<http://www.rma.org>

SCMA Southern Cypress Manufacturers Association
<http://www.cypressinfo.org>

SDI Steel Door Institute
<http://www.steeldoor.org>

IGMA Insulating Glass Manufacturers Alliance
<http://www.igmaonline.org>

SJI Steel Joist Institute
<http://www.steeljoist.org>

SMACNA Sheet Metal and Air-Conditioning Contractors
National Association, Inc.
<http://www.smacna.org>

SSPC The Society for Protective Coatings
<http://www.sspc.org>

STI Steel Tank Institute
<http://www.steeltank.com>

SWI Steel Window Institute
<http://www.steelwindows.com>

TCA Tile Council of America, Inc.
<http://www.tileusa.com>

TEMA Tubular Exchange Manufacturers Association
<http://www.tema.org>

TPI Truss Plate Institute, Inc.
583 D'Onofrio Drive; Suite 200
Madison, WI 53719
(608) 833-5900

UBC The Uniform Building Code
See ICBO

UL Underwriters' Laboratories Incorporated
<http://www.ul.com>

ULC Underwriters' Laboratories of Canada
<http://www.ulc.ca>

WCLIB West Coast Lumber Inspection Bureau
6980 SW Varns Road, P.O. Box 23145
Portland, OR 97223
(503) 639-0651

WRCLA Western Red Cedar Lumber Association
P.O. Box 120786
New Brighton, MN 55112
(612) 633-4334

WWPA Western Wood Products Association
<http://www.wwpa.org>

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**SECTION 01 45 29
TESTING LABORATORY SERVICES**

PART 1 - GENERAL

1.1 DESCRIPTION:

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

1.2 APPLICABLE PUBLICATIONS:

- A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.
- B. American Association of State Highway and Transportation Officials (AASHTO):
 - T27-11.....Standard Method of Test for Sieve Analysis of Fine and Coarse Aggregates
 - T96-02 (R2006).....Standard Method of Test for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine
 - T99-10.....Standard Method of Test for Moisture-Density Relations of Soils Using a 2.5 Kg (5.5 lb.) Rammer and a 305 mm (12 in.) Drop
 - T104-99 (R2007).....Standard Method of Test for Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate
 - T180-10.....Standard Method of Test for Moisture-Density Relations of Soils using a 4.54 kg (10 lb.) Rammer and a 457 mm (18 in.) Drop
 - T191-02(R2006).....Standard Method of Test for Density of Soil In-Place by the Sand-Cone Method
- C. American Concrete Institute (ACI):
 - 506.4R-94 (R2004).....Guide for the Evaluation of Shotcrete
- D. American Society for Testing and Materials (ASTM):
 - A325-10.....Standard Specification for Structural Bolts, Steel, Heat Treated, 120/105 ksi Minimum Tensile Strength
 - A370-12.....Standard Test Methods and Definitions for Mechanical Testing of Steel Products

A416/A416M-10.....Standard Specification for Steel Strand,
Uncoated Seven-Wire for Prestressed Concrete

A490-12.....Standard Specification for Heat Treated Steel
Structural Bolts, 150 ksi Minimum Tensile
Strength

C31/C31M-10.....Standard Practice for Making and Curing
Concrete Test Specimens in the Field

C33/C33M-11a.....Standard Specification for Concrete Aggregates

C39/C39M-12.....Standard Test Method for Compressive Strength
of Cylindrical Concrete Specimens

C109/C109M-11b.....Standard Test Method for Compressive Strength
of Hydraulic Cement Mortars

C136-06.....Standard Test Method for Sieve Analysis of Fine
and Coarse Aggregates

C138/C138M-10b.....Standard Test Method for Density (Unit Weight),
Yield, and Air Content (Gravimetric) of
Concrete

C140-12.....Standard Test Methods for Sampling and Testing
Concrete Masonry Units and Related Units

C143/C143M-10a.....Standard Test Method for Slump of Hydraulic
Cement Concrete

C172/C172M-10.....Standard Practice for Sampling Freshly Mixed
Concrete

C173/C173M-10b.....Standard Test Method for Air Content of freshly
Mixed Concrete by the Volumetric Method

C330/C330M-09.....Standard Specification for Lightweight
Aggregates for Structural Concrete

C567/C567M-11.....Standard Test Method for Density Structural
Lightweight Concrete

C780-11.....Standard Test Method for Pre-construction and
Construction Evaluation of Mortars for Plain
and Reinforced Unit Masonry

C1019-11.....Standard Test Method for Sampling and Testing
Grout

C1064/C1064M-11.....Standard Test Method for Temperature of Freshly
Mixed Portland Cement Concrete

C1077-11c.....Standard Practice for Agencies Testing Concrete
and Concrete Aggregates for Use in Construction
and Criteria for Testing Agency Evaluation

C1314-11a.....Standard Test Method for Compressive Strength
of Masonry Prisms

D422-63(2007).....Standard Test Method for Particle-Size Analysis
of Soils

D698-07e1.....Standard Test Methods for Laboratory Compaction
Characteristics of Soil Using Standard Effort

D1140-00(2006).....Standard Test Methods for Amount of Material in
Soils Finer than No. 200 Sieve

D1143/D1143M-07e1.....Standard Test Methods for Deep Foundations
Under Static Axial Compressive Load

D1188-07e1.....Standard Test Method for Bulk Specific Gravity
and Density of Compacted Bituminous Mixtures
Using Coated Samples

D1556-07.....Standard Test Method for Density and Unit
Weight of Soil in Place by the Sand-Cone Method

D1557-09.....Standard Test Methods for Laboratory Compaction
Characteristics of Soil Using Modified Effort
(56,000ft lbf/ft³ (2,700 KNm/m³))

D2166-06.....Standard Test Method for Unconfined Compressive
Strength of Cohesive Soil

D2167-08).....Standard Test Method for Density and Unit
Weight of Soil in Place by the Rubber Balloon
Method

D2216-10.....Standard Test Methods for Laboratory
Determination of Water (Moisture) Content of
Soil and Rock by Mass

D2974-07a.....Standard Test Methods for Moisture, Ash, and
Organic Matter of Peat and Other Organic Soils

D3666-11.....Standard Specification for Minimum Requirements
for Agencies Testing and Inspecting Road and
Paving Materials

D3740-11.....Standard Practice for Minimum Requirements for
Agencies Engaged in Testing and/or Inspection
of Soil and Rock as used in Engineering Design
and Construction

- D6938-10.....Standard Test Method for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)
- E94-04(2010).....Standard Guide for Radiographic Examination
- E164-08.....Standard Practice for Contact Ultrasonic Testing of Weldments
- E329-11c.....Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection
- E543-09.....Standard Specification for Agencies Performing Non-Destructive Testing
- E605-93(R2011).....Standard Test Methods for Thickness and Density of Sprayed Fire Resistive Material (SFRM) Applied to Structural Members
- E709-08.....Standard Guide for Magnetic Particle Examination
- E1155-96(R2008).....Determining FF Floor Flatness and FL Floor Levelness Numbers

E. American Welding Society (AWS):

- D1.D1.1M-10.....Structural Welding Code-Steel

1.3 REQUIREMENTS:

- A. Accreditation Requirements: Construction materials testing laboratories must be accredited by a laboratory accreditation authority and will be required to submit a copy of the Certificate of Accreditation and Scope of Accreditation. The laboratory’s scope of accreditation must include the appropriate ASTM standards (i.e.; E329, C1077, D3666, D3740, A880, E543) listed in the technical sections of the specifications. Laboratories engaged in Hazardous Materials Testing shall meet the requirements of OSHA and EPA. The policy applies to the specific laboratory performing the actual testing, not just the “Corporate Office.”
- B. Inspection and Testing: Testing laboratory shall inspect materials and workmanship and perform tests described herein and additional tests requested by COR. When it appears materials furnished, or work performed by Contractor fail to meet construction contract requirements, Testing Laboratory shall direct attention of COR to such failure.

- C. Written Reports: Testing laboratory shall submit test reports to COR, Contractor, unless other arrangements are agreed to in writing by the COR. Submit reports of tests that fail to meet construction contract requirements on colored paper.
- D. Verbal Reports: Give verbal notification to COR immediately of any irregularity.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 CONCRETE:

- A. Batch Plant Inspection and Materials Testing:
 - 1. Perform continuous batch plant inspection until concrete quality is established to satisfaction of COR with concurrence of Contracting Officer and perform periodic inspections thereafter as determined by COR.
 - 2. Periodically inspect and test batch proportioning equipment for accuracy and report deficiencies to COR.
 - 3. Sample and test mix ingredients as necessary to insure compliance with specifications.
 - 4. Sample and test aggregates daily and as necessary for moisture content. Test the dry rodded weight of the coarse aggregate whenever a sieve analysis is made, and when it appears there has been a change in the aggregate.
 - 5. Certify, in duplicate, ingredients and proportions and amounts of ingredients in concrete conform to approved trial mixes. When concrete is batched or mixed off immediate building site, certify (by signing, initialing or stamping thereon) on delivery slips (duplicate) that ingredients in truck-load mixes conform to proportions of aggregate weight, cement factor, and water-cement ratio of approved trial mixes.
- B. Field Inspection and Materials Testing:
 - 1. Provide a technician at site of placement at all times to perform concrete sampling and testing.
 - 2. Review the delivery tickets of the ready-mix concrete trucks arriving on-site. Notify the Contractor if the concrete cannot be placed within the specified time limits or if the type of concrete delivered is incorrect. Reject any loads that do not comply with the

- Specification requirements. Rejected loads are to be removed from the site at the Contractor's expense. Any rejected concrete that is placed will be subject to removal.
3. Take concrete samples at point of placement in accordance with ASTM C172. Mold and cure compression test cylinders in accordance with ASTM C31. Make at least three cylinders for each 40 m³ (50 cubic yards) or less of each concrete type, and at least three cylinders for any one day's pour for each concrete type. // After good concrete quality control has been established and maintained as determined by COR make three cylinders for each 80 m³ (100 cubic yards) or less of each concrete type, and at least three cylinders from any one day's pour for each concrete type. // Label each cylinder with an identification number. COR may require additional cylinders to be molded and cured under job conditions.
 4. Perform slump tests in accordance with ASTM C143. Test the first truck each day, and every time test cylinders are made. Test pumped concrete at the hopper and at the discharge end of the hose at the beginning of each day's pumping operations to determine change in slump.
 5. Determine the air content of concrete per ASTM C173. For concrete required to be air-entrained, test the first truck and every 20 m³ (25 cubic yards) thereafter each day. For concrete not required to be air-entrained, test every 80 m³ (100 cubic yards) at random. For pumped concrete, initially test concrete at both the hopper and the discharge end of the hose to determine change in air content.
 6. If slump or air content fall outside specified limits, make another test immediately from another portion of same batch.
 7. Perform unit weight tests in compliance with ASTM C138 for normal weight concrete and ASTM C567 for lightweight concrete. Test the first truck and each time cylinders are made.
 8. Notify laboratory technician at batch plant of mix irregularities and request materials and proportioning check.
 9. Verify that specified mixing has been accomplished.
 10. Environmental Conditions: Determine the temperature per ASTM C1064 for each truckload of concrete during hot weather and cold weather concreting operations:
 - a. When ambient air temperature falls below 4.4 degrees C (40 degrees F), record maximum and minimum air temperatures in each

- 24 hour period; record air temperature inside protective enclosure; record minimum temperature of surface of hardened concrete.
- b. When ambient air temperature rises above 29.4 degrees C (85 degrees F), record maximum and minimum air temperature in each 24 hour period; record minimum relative humidity; record maximum wind velocity; record maximum temperature of surface of hardened concrete.
11. Inspect the reinforcing steel placement, including bar size, bar spacing, top and bottom concrete cover, proper tie into the chairs, and grade of steel prior to concrete placement. Submit detailed report of observations.
12. Observe conveying, placement, and consolidation of concrete for conformance to specifications.
13. Observe condition of formed surfaces upon removal of formwork prior to repair of surface defects and observe repair of surface defects.
14. Observe curing procedures for conformance with specifications, record dates of concrete placement, start of preliminary curing, start of final curing, end of curing period.
15. Observe preparations for placement of concrete:
- a. Inspect handling, conveying, and placing equipment, inspect vibrating and compaction equipment.
- b. Inspect preparation of construction, expansion, and isolation joints.
16. Observe preparations for protection from hot weather, cold weather, sun, and rain, and preparations for curing.
17. Observe concrete mixing:
- a. Monitor and record amount of water added at project site.
- b. Observe minimum and maximum mixing times.
18. Measure concrete flatwork for levelness and flatness as follows:
- a. Perform Floor Tolerance Measurements F_F and F_L in accordance with ASTM E1155. Calculate the actual overall F- numbers using the inferior/superior area method.
- b. Perform all floor tolerance measurements within 48 hours after slab installation and prior to removal of shoring and formwork.
- c. Provide the Contractor and the COR with the results of all profile tests, including a running tabulation of the overall F_F

and F_L values for all slabs installed to date, within 72 hours after each slab installation.

19. Other inspections:

- a. Grouting under base plates.
- b. Grouting anchor bolts and reinforcing steel in hardened concrete.

C. Laboratory Tests of Field Samples:

1. Test compression test cylinders for strength in accordance with ASTM C39. For each test series, test one cylinder at 7 days and one cylinder at 28 days. Use remaining cylinder as a spare tested as directed by COR. Compile laboratory test reports as follows:
Compressive strength test shall be result of one cylinder, except when one cylinder shows evidence of improper sampling, molding or testing, in which case it shall be discarded and strength of spare cylinder shall be used.
2. Make weight tests of hardened lightweight structural concrete in accordance with ASTM C567.
3. Furnish certified compression test reports (duplicate) to COR. In test report, indicate the following information:
 - a. Cylinder identification number and date cast.
 - b. Specific location at which test samples were taken.
 - c. Type of concrete, slump, and percent air.
 - d. Compressive strength of concrete in MPa (psi).
 - e. Weight of lightweight structural concrete in kg/m^3 (pounds per cubic feet).
 - f. Weather conditions during placing.
 - g. Temperature of concrete in each test cylinder when test cylinder was molded.
 - h. Maximum and minimum ambient temperature during placing.
 - i. Ambient temperature when concrete sample in test cylinder was taken.
 - j. Date delivered to laboratory and date tested.

3.2 REINFORCEMENT:

- A. Review mill test reports furnished by Contractor.
- B. Make one tensile and one bend test in accordance with ASTM A370 from each pair of samples obtained.
- C. Written report shall include, in addition to test results, heat number, manufacturer, type and grade of steel, and bar size.

- D. Perform tension tests of mechanical and welded splices in accordance with ASTM A370.

3.3 ARCHITECTURAL PRECAST CONCRETE:

- A. Inspection at Plant: Forms, placement of reinforcing steel, concrete cover, and placement and finishing of concrete.
- B. Concrete Testing: Test concrete including materials for concrete as required in Article CONCRETE of this section, except make two test cylinders for each day's production of each strength of concrete produced.
- C. Inspect members to insure specification requirements for curing and finishes have been met.

3.4 MASONRY:

- A. Mortar Tests:
 - 1. Laboratory compressive strength test:
 - a. Comply with ASTM C780.
 - b. Obtain samples during or immediately after discharge from batch mixer.
 - c. Furnish molds with 50 mm (2 inch), 3 compartment gang cube.
 - d. Test one sample at 7 days and 2 samples at 28 days.
 - 2. Two tests during first week of operation; one test per week after initial test until masonry completion.
- B. Grout Tests:
 - 1. Laboratory compressive strength test:
 - a. Comply with ASTM C1019.
 - b. Test one sample at 7 days and 2 samples at 28 days.
 - c. Perform test for each 230 m² (2500 square feet) of masonry.
- C. Masonry Unit Tests:
 - 1. Laboratory Compressive Strength Test:
 - a. Comply with ASTM C140.
 - b. Test 3 samples for each 460 m² (5000 square feet) of wall area.
- D. Prism Tests: For each type of wall construction indicated, test masonry prisms per ASTM C1314 for each 460 m² (5000 square feet) of wall area. Prepare one set of prisms for testing at 7 days and one set for testing at 28 days.

3.5 STRUCTURAL STEEL:

- A. General: Provide shop and field inspection and testing services to certify structural steel work is done in accordance with contract documents. Welding shall conform to AWS D1.1 Structural Welding Code.
- B. Prefabrication Inspection:
 - 1. Review design and shop detail drawings for size, length, type and location of all welds to be made.
 - 2. Approve welding procedure qualifications either by pre-qualification or by witnessing qualifications tests.
 - 3. Approve welder qualifications by certification or retesting.
 - 4. Approve procedure for control of distortion and shrinkage stresses.
 - 5. Approve procedures for welding in accordance with applicable sections of AWS D1.1.
- C. Fabrication and Erection:
 - 1. Weld Inspection:
 - a. Inspect welding equipment for capacity, maintenance and working condition.
 - b. Verify specified electrodes and handling and storage of electrodes in accordance with AWS D1.1.
 - c. Inspect preparation and assembly of materials to be welded for conformance with AWS D1.1.
 - d. Inspect preheating and interpass temperatures for conformance with AWS D1.1.
 - e. Measure 25 percent of fillet welds.
 - f. Welding Magnetic Particle Testing: Test in accordance with ASTM E709 for a minimum of:
 - 1) 20 percent of all shear plate fillet welds at random, final pass only.
 - 2) 20 percent of all continuity plate and bracing gusset plate fillet welds, at random, final pass only.
 - 3) 100 percent of tension member fillet welds (i.e., hanger connection plates and other similar connections) for root and final passes.
 - 4) 20 percent of length of built-up column member partial penetration and fillet welds at random for root and final passes.
 - 5) 100 percent of length of built-up girder member partial penetration and fillet welds for root and final passes.

- g. Welding Ultrasonic Testing: Test in accordance with ASTM E164 and AWS D1.1 for 100 percent of all full penetration welds, braced and moment frame column splices, and a minimum of 20 percent of all other partial penetration column splices, at random.
 - h. Welding Radiographic Testing: Test in accordance with ASTM E94, and AWS D1.1 for 5 percent of all full penetration welds at random.
 - i. Verify that correction of rejected welds are made in accordance with AWS D1.1.
 - j. Testing and inspection do not relieve the Contractor of the responsibility for providing materials and fabrication procedures in compliance with the specified requirements.
2. Bolt Inspection:
- a. Inspect high-strength bolted connections in accordance AISC Specifications for Structural Joints Using ASTM A325 or A490 Bolts.
 - b. Slip-Critical Connections: Inspect 10 percent of bolts, but not less than 2 bolts, selected at random in each connection in accordance with AISC Specifications for Structural Joints Using ASTM A325 or A490 Bolts. Inspect all bolts in connection when one or more are rejected.
 - c. Fully Pre-tensioned Connections: Inspect 10 percent of bolts, but not less than 2 bolts, selected at random in 25 percent of connections in accordance with AISC Specification for Structural Joints Using ASTM A325 or A490 Bolts. Inspect all bolts in connection when one or more are rejected.
 - d. Bolts installed by turn-of-nut tightening may be inspected with calibrated wrench when visual inspection was not performed during tightening.
 - e. Snug Tight Connections: Inspect 10 percent of connections verifying that plies of connected elements have been brought into snug contact.
 - f. Inspect field erected assemblies; verify locations of structural steel for plumbness, level, and alignment.
- D. Submit inspection reports, record of welders and their certification, and identification, and instances of noncompliance to COR.

3.6 STEEL DECKING:

- A. Provide field inspection of welds of metal deck to the supporting steel, and testing services to insure steel decking has been installed in accordance with contract documents and manufacturer's requirements.
- B. Qualification of Field Welding: Qualify welding processes and welding operators in accordance with "Welder Qualification" procedures of AWS D1.1. Refer to the "Plug Weld Qualification Procedure" in Part 3 "Field Quality Control."
- C. Submit inspection reports, certification, and instances of noncompliance to COR.

3.7 SHEAR CONNECTOR STUDS:

- A. Provide field inspection and testing services required by AWS D.1 to insure shear connector studs have been installed in accordance with contract documents.
- B. Tests: Test 20 percent of headed studs for fastening strength in accordance with AWS D1.1.
- C. Submit inspection reports, certification, and instances of noncompliance to COR.

3.8 SPRAYED-ON FIREPROOFING:

- A. Provide field inspection and testing services to certify sprayed-on fireproofing has been applied in accordance with contract documents.
- B. Obtain a copy of approved submittals from COR.
- C. Use approved installation in test areas as criteria for inspection of work.
- D. Test sprayed-on fireproofing for thickness and density in accordance with ASTM E605.
 - 1. Thickness gauge specified in ASTM E605 may be modified for pole extension so that overhead sprayed material can be reached from floor.
- E. Location of test areas for field tests as follows:
 - 1. Thickness: Select one bay per floor, or one bay for each 930 m² (10,000 square feet) of floor area, whichever provides for greater number of tests. Take thickness determinations from each of following locations: Metal deck, beam, and column.
 - 2. Density: Take density determinations from each floor, or one test from each 930 m² (10,000 square feet) of floor area, whichever

provides for greater number of tests, from each of the following areas: Underside of metal deck, beam flanges, and beam web.

F. Submit inspection reports, certification, and instances of noncompliance to COR.

3.9 TYPE OF TEST:

Approximate Number of Tests Required

A. Concrete:

- Making and Curing Concrete Test Cylinders (ASTM C31) _____
- Compressive Strength, Test Cylinders (ASTM C39) _____
- Concrete Slump Test (ASTM C143) _____
- Concrete Air Content Test (ASTM C173) _____
- Unit Weight, Lightweight Concrete (ASTM C567) _____
- Aggregate, Normal Weight: Gradation (ASTM C33) _____
- Deleterious Substances (ASTM C33) _____
- Soundness (ASTM C33) _____
- Abrasion (ASTM C33) _____
- Aggregate, Lightweight Gradation (ASTM C330) _____
- Deleterious Substances (ASTM C330) _____
- Unit Weight (ASTM C330) _____
- Flatness and Levelness Readings (ASTM E1155) (number of days) _____

B. Reinforcing Steel:

- Tensile Test (ASTM A370) _____
- Bend Test (ASTM A370) _____
- Mechanical Splice (ASTM A370) _____
- Welded Splice Test (ASTM A370) _____

C. Masonry:

- Making and Curing Test Cubes (ASTM C109) _____
- Compressive Strength, Test Cubes (ASTM C109) _____
- Sampling and Testing Mortar, Comp. Strength (ASTM C780) _____
- Sampling and Testing Grout, Comp. Strength (ASTM C1019) _____
- Masonry Unit, Compressive Strength (ASTM C140) _____
- Prism Tests (ASTM C1314) _____

D. Structural Steel:

- Ultrasonic Testing of Welds (ASTM E164) _____

Magnetic Particle Testing of Welds (ASTM E709) _____

Radiographic Testing of Welds (ASTM E94) _____

E. Sprayed-On Fireproofing:

Thickness and Density Tests (ASTM E605) _____

F. Inspection:

Technical Personnel (Man-days) _____

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SECTION 01 57 19
TEMPORARY ENVIRONMENTAL CONTROLS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. This section specifies the control of environmental pollution and damage that the Contractor must consider for air, water, and land resources. It includes management of visual aesthetics, noise, solid waste, radiant energy, and radioactive materials, as well as other pollutants and resources encountered or generated by the Contractor. The Contractor is obligated to consider specified control measures with the costs included within the various contract items of work.
- B. Environmental pollution and damage is defined as the presence of chemical, physical, or biological elements or agents which:
1. Adversely affect human health or welfare,
 2. Unfavorably alter ecological balances of importance to human life,
 3. Effect other species of importance to humankind, or;
 4. Degrade the utility of the environment for aesthetic, cultural, and historical purposes.
- C. Definitions of Pollutants:
1. Chemical Waste: Petroleum products, bituminous materials, salts, acids, alkalis, herbicides, pesticides, organic chemicals, and inorganic wastes.
 2. Debris: Combustible and noncombustible wastes, such as leaves, tree trimmings, ashes, and waste materials resulting from construction or maintenance and repair work.
 3. Sediment: Soil and other debris that has been eroded and transported by runoff water.
 4. Solid Waste: Rubbish, debris, garbage, and other discarded solid materials resulting from industrial, commercial, and agricultural operations and from community activities.
 5. Surface Discharge: The term "Surface Discharge" implies that the water is discharged with possible sheeting action and subsequent soil erosion may occur. Waters that are surface discharged may terminate in drainage ditches, storm sewers, creeks, and/or "water of the United States" and would require a permit to discharge water from the governing agency.

- 6. Rubbish: Combustible and noncombustible wastes such as paper, boxes, glass and crockery, metal and lumber scrap, tin cans, and bones.
- 7. Sanitary Wastes:
 - a. Sewage: Domestic sanitary sewage and human and animal waste.
 - b. Garbage: Refuse and scraps resulting from preparation, cooking, dispensing, and consumption of food.

1.2 QUALITY CONTROL

- A. Establish and maintain quality control for the environmental protection of all items set forth herein.
- B. Record on daily reports any problems in complying with laws, regulations, and ordinances. Note any corrective action taken.

1.3 REFERENCES

- A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.
- B. U.S. National Archives and Records Administration (NARA):
33 CFR 328.....Definitions

1.4 SUBMITTALS

- A. In accordance with Section, 01 33 23, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES, furnish the following:
 - 1. Environmental Protection Plan: After the contract is awarded and prior to the commencement of the work, the Contractor shall meet with the COR to discuss the proposed Environmental Protection Plan and to develop mutual understanding relative to details of environmental protection. Not more than 20 days after the meeting, the Contractor shall prepare and submit to the COR and the Contracting Officer for approval, a written and/or graphic Environmental Protection Plan including, but not limited to, the following:
 - a. Name(s) of person(s) within the Contractor's organization who is (are) responsible for ensuring adherence to the Environmental Protection Plan.
 - b. Name(s) and qualifications of person(s) responsible for manifesting hazardous waste to be removed from the site.
 - c. Name(s) and qualifications of person(s) responsible for training the Contractor's environmental protection personnel.
 - d. Description of the Contractor's environmental protection personnel training program.

- e. A list of Federal, State, and local laws, regulations, and permits concerning environmental protection, pollution control, noise control and abatement that are applicable to the Contractor's proposed operations and the requirements imposed by those laws, regulations, and permits.
 - f. Procedures to provide the environmental protection that comply with the applicable laws and regulations. Describe the procedures to correct pollution of the environment due to accident, natural causes, or failure to follow the procedures as described in the Environmental Protection Plan.
 - g. Permits, licenses, and the location of the solid waste disposal area.
 - h. Work Area Plan showing the proposed activity in each portion of the area and identifying the areas of limited use or nonuse. Plan should include measures for marking the limits of use areas. This plan may be incorporated within the Erosion Control Plan.
- B. Approval of the Contractor's Environmental Protection Plan will not relieve the Contractor of responsibility for adequate and continued control of pollutants and other environmental protection measures.

1.5 PROTECTION OF ENVIRONMENTAL RESOURCES

- A. Protect environmental resources within the project boundaries and those affected outside the limits of permanent work during the entire period of this contract. Confine activities to areas defined by the specifications and drawings.
- B. Protection of Air Resources: Keep construction activities under surveillance, management, and control to minimize pollution of air resources. Burning is not permitted on the job site. Keep activities, equipment, processes, and work operated or performed, in strict accordance with the District of Columbia and Federal emission and performance laws and standards. Maintain ambient air quality standards set by the Environmental Protection Agency, for those construction operations and activities specified.
 - 1. Particulates: Control dust particles, aerosols, and gaseous by-products from all construction activities, processing, and preparation of materials (such as from asphaltic batch plants) at all times, including weekends, holidays, and hours when work is not in progress.

- 2. Particulates Control: Maintain all excavations, stockpiles, haul roads, permanent and temporary access roads, plant sites, spoil areas, borrow areas, and all other work areas within or outside the project boundaries free from particulates which would cause a hazard or a nuisance. Sprinklering, chemical treatment of an approved type, light bituminous treatment, baghouse, scrubbers, electrostatic precipitators, or other methods are permitted to control particulates in the work area.
 - 3. Hydrocarbons and Carbon Monoxide: Control monoxide emissions from equipment to Federal and State allowable limits.
 - 4. Odors: Control odors of construction activities and prevent obnoxious odors from occurring.
- C. Reduction of Noise: Minimize noise using every action possible. Perform noise-producing work in less sensitive hours of the day or week as directed by the COR. Maintain noise-produced work at or below the decibel levels and within the time periods specified.
- 1. Perform construction activities involving repetitive, high-level impact noise only between 8:00a.m. and 6:00p.m unless otherwise permitted by local ordinance or the COR. Repetitive impact noise on the property shall not exceed the following dB limitations:
- | Time Duration of Impact Noise | Sound Level in dB |
|-------------------------------------|-------------------|
| More than 12 minutes in any hour | 70 |
| Less than 30 seconds of any hour | 85 |
| Less than three minutes of any hour | 80 |
| Less than 12 minutes of any hour | 75 |
- D. Restoration of Damaged Property: If any direct or indirect damage is done to public or private property resulting from any act, omission, neglect, or misconduct, the Contractor shall restore the damaged property to a condition equal to that existing before the damage at no additional cost to the Government. Repair, rebuild, or restore property as directed or make good such damage in an acceptable manner.
 - E. Final Clean-up: On completion of project and after removal of all debris, rubbish, and temporary construction, Contractor shall leave the construction area in a clean condition satisfactory to the COR. Cleaning shall include off the station disposal of all items and materials not required to be salvaged, as well as all debris and rubbish resulting from demolition and new work operations.

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**SECTION 01 58 16
TEMPORARY INTERIOR SIGNAGE****PART 1 GENERAL****DESCRIPTION**

This section specifies temporary interior signs.

PART 2 PRODUCTS**2.1 TEMPORARY SIGNS**

- A. Fabricate from 50 Kg (110 pound) mat finish white paper.
- B. Cut to 100 mm (4-inch) wide by 300 mm (12 inch) long size tag.
- C. Punch 3 mm (1/8-inch) diameter hole centered on 100 mm (4-inch) dimension of tag. Edge of Hole spaced approximately 13 mm (1/2-inch) from one end on tag.
- D. Reinforce hole on both sides with gummed cloth washer or other suitable material capable of preventing tie pulling through paper edge.
- E. Ties: Steel wire 0.3 mm (0.0120-inch) thick, attach to tag with twist tie, leaving 150 mm (6-inch) long free ends.

PART 3 EXECUTION**3.1 INSTALLATION**

- A. Install temporary signs attached to room door frame or room door knob, lever, or pull for doors on corridor openings.
- B. Mark on signs with felt tip marker having approximately 3 mm (1/8-inch) wide stroke for clearly legible numbers or letters.
- C. Identify room with numbers as designated on floor plans.

3.2 LOCATION

- A. Install on doors that have room, corridor, and space numbers shown.
- B. Doors that do not require signs are as follows:
 - 1. Corridor barrier doors (cross-corridor) in corridor with same number.
 - 2. Folding doors or partitions.
 - 3. Toilet or bathroom doors within and between rooms.
 - 4. Communicating doors in partitions between rooms with corridor entrance doors.
 - 5. Closet doors within rooms.
- C. Replace missing, damaged, or illegible signs.

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**SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT****PART 1 - GENERAL****1.1 DESCRIPTION**

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

1.2 RELATED WORK

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

1.3 QUALITY ASSURANCE

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

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

1.4 TERMINOLOGY

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

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

1.5 SUBMITTALS

- A. In accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, and SAMPLES, furnish the following:
- B. Prepare and submit to the COR a written demolition debris management plan. The plan shall include, but not be limited to, the following information:
1. Procedures to be used for debris management.
 2. Techniques to be used to minimize waste generation.
 3. Analysis of the estimated job site waste to be generated:
 - a. List of each material and quantity to be salvaged, reused, recycled.
 - b. List of each material and quantity proposed to be taken to a landfill.

4. Detailed description of the Means/Methods to be used for material handling.
 - a. On site: Material separation, storage, protection where applicable.
 - b. Off site: Transportation means and destination. Include list of materials.
 - 1) Description of materials to be site-separated and self-hauled to designated facilities.
 - 2) Description of mixed materials to be collected by designated waste haulers and removed from the site.
 - c. The names and locations of mixed debris reuse and recycling facilities or sites.
 - d. The names and locations of trash disposal landfill facilities or sites.
 - e. Documentation that the facilities or sites are approved to receive the materials.
- C. Designated Manager responsible for instructing personnel, supervising, documenting and administer over meetings relevant to the Waste Management Plan.
- D. Monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling.

1.6 APPLICABLE PUBLICATIONS

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

1.7 RECORDS

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

PART 2 - PRODUCTS

2.1 MATERIALS

- A. List of each material and quantity to be salvaged, recycled, reused.
- B. List of each material and quantity proposed to be taken to a landfill.

- C. Material tracking data: Receiving parties, dates removed, transportation costs, weight tickets, tipping fees, manifests, invoices, net total costs or savings.

PART 3 - EXECUTION**3.1 COLLECTION**

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

3.2 DISPOSAL

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

3.3 REPORT

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

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**SECTION 01 77 05
CLOSEOUT PROCEDURES**

PART 1- GENERAL**1.1 DESCRIPTION:**

- A. The requirements of this Section relate to the procedures and administration of Substantial Completion, Final Acceptance, and Warranty.

1.2 SUBMITTALS:

- A. The Contractor shall submit, in accordance with Sections 01 00 00 General Requirements and 01 90 00 General Commissioning, the following:
1. Request for Certification of Substantial Completion
 2. Request for Final Inspection and Testing
 3. Final Record Documents. The Contractor shall submit final documents marked "As-Built" to the COR with a request for inspection and Substantial Completion.
 4. Asbestos and Lead Paint Certification
 5. Warranty Management Plan

PART 2- PRODUCTS (NOT USED)**PART 3- EXECUTION****3.1 DESCRIPTION:**

- A. The contractor shall comply with the instructions of the contracting Officer and the COR for procedures, sequence, timing, and similar considerations regarding the turnover of facilities to Government personnel.

3.2 SUBSTANTIAL COMPLETION:

1. Reflect a 100 percent complete status or list non-substantial items that remain incomplete.
 - a. Show the percentage of completion and an explanation for incomplete work.
 - b. Include copies of supporting documentation
2. Deliver extra materials in the manner requested by COR. Also, provide an itemized list by specification section to include item product name, product description, product number, quantities, manufacturer or vendor name, manufacturer contact details, unit of

- measure, and unit cost of delivered materials 60 days prior to substantial completion. These shall include:
3. Show the percentage of completion and an explanation for incomplete work.
 - a. Operating and Maintenance tools.
 - b. Surplus Government-furnished materials.
 - c. Manufacturer recommended spare parts
 - d. Extra stock of materials (attic stock).
 4. Changeover:
 - a. Make final changeover of facilities and services from temporary to permanent.
 - b. Complete commissioning, start-up testing, and training of the Government's operating and maintenance personnel.
 - c. Remove temporary facilities, construction tools and equipment, mock-ups, rejected materials, and similar items of construction not incorporated into permanent work. This removal shall include surplus materials.
 - d. Make physical adjustments, correct minor defects, touch-up finishes, and lubricate operating parts.

3.3 FINAL ACCEPTANCE:

1. The Contractor shall notify the COR at least fifteen (15) calendar days prior to the time when the Contractor believes all work include in the contract will be ready for Final Acceptance. The QC Manager shall initiate final inspections and testing without delay, notify the COR in writing if portions of the work are not ready for Final Acceptance, and notify the COR whether Final Acceptance for a portion of the work will be delayed beyond Final Acceptance for the majority of the work.

3.4 RECORD DOCUMENT SUBMITTALS:

1. The Contractor shall comply with the requirements of Section 01 33 23 Construction Submittals, for the preparation and processing of final Record Document submittals.
2. Refer to each Contract Technical Specification Section for specific Record Document submittal requirements on individual units of work.
3. The Contractor shall develop and maintain an original mark-up set of contract Documents and Submittals at the Project Site.
4. Record Shop Drawings
5. Construction Coordination Documentation:

- a. Minutes of meetings
- b. Submittal register
- c. Shipping logs
6. Field Engineering Submittals
7. Operation and Maintenance Data including warranty and part numbers with dates of final acceptance as provided to contact list for authorized parts and service

3.5 CLEANING

1. Initial Cleaning
 - a. Remove debris and surface dust from limited access spaces including shafts, chases, and similar spaces
 - b. Clean fixtures of all dust and debris
 - c. Maintain in protected and sufficiently clean condition through the remainder of construction to prevent staining or other deleterious effects of soiling.
 - d. Promptly remove significant soiling, including graffiti deposits, occurring during construction.
 - e. Comply with product manufacturers' instruction and recommendations, including limitations, for cleaning directions of exposed surfaces and the use of cleaning substances and devices.
2. Final Cleaning
 - a. Immediately prior to the COR's inspection(s) of work for Certification of Substantial Completion, the Contractor shall repeat cleaning operation
 - b. Contractor to comply with governing regulations including safety standards and environmental protection.
 - c. Remove excess lubrications and similar substances
 - d. Remove exposed-to-view labels not required as permanent labels.
 - e. Replace broken and noticeably abraded glass and plastic units.
 - f. Clean and sanitize all surfaces of building and systems materials (i.e. flooring, walls, doors and hardware, ceilings, ductwork, filters, etc.), countertops, furniture, shelving, work tables, sinks, and equipment in all areas of work to meet operational requirements of the department utilizing the space (i.e. Sterile Processing and Storage)

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SECTION 01 81 11**SUSTAINABLE DESIGN REQUIREMENTS****PART 1 - GENERAL****1.1 SUMMARY**

This Section describes general requirements and procedures to comply with the Guiding Principles for Leadership in High Performance and Sustainable Buildings Memorandum of Understanding incorporated in the Executive Orders 13423 and 13514; Energy Policy Act of 2005 (EPA 2005) and the Energy Independence and Security Act of 2007 (EISA 2007).

1.2 OBJECTIVES

- A. To maximize resource efficiency and reduce the environmental impacts of construction and operation, the Contractor during the construction phase of this project shall implement the following procedures:
1. Select products that minimize consumption of energy, water and non-renewable resources, while minimizing the amounts of pollution resulting from the production and employment of building technologies. It is the intent of this project to conform with EPA's Five Guiding Principles on environmentally preferable purchasing. The five principles are:
 - a. Include environmental considerations as part of the normal purchasing process.
 - b. Emphasize pollution prevention early in the purchasing process.
 - c. Examine multiple environmental attributes throughout a product's or service's life cycle.
 - d. Compare relevant environmental impacts when selecting products and services.
 - e. Collect and base purchasing decisions on accurate and meaningful information about environmental performance.
 2. Control sources for potential Indoor Air Quality (IAQ) pollutants by controlled selection of materials and processes used in project construction in order to attain superior IAQ.
 3. Products and processes that achieve the above objectives to the extent currently possible and practical have been selected and included in these Construction Documents. The Contractor is responsible to maintain and support these objectives in developing means and methods for performing the work of this Contract and in

proposing product substitutions and/or changes to specified processes.

4. Use building practices that insure construction debris and particulates do not contaminate or enter duct work prior to system startup and turn over.

1.3 RELATED DOCUMENTS

- A. Section 01 74 19 CONSTRUCTION WASTE MANAGEMENT
- B. Section 01 91 00 GENERAL COMMISSIONING REQUIREMENTS

1.4 DEFINITIONS

- A. Agrifiber Products: Composite panel products derived from agricultural fiber
- B. Biobased Product: As defined in the 2002 Farm Bill, a product determined by the Secretary to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials
- C. Biobased Content: The weight of the biobased material divided by the total weight of the product and expressed as a percentage by weight
- D. Certificates of Chain-of-Custody: Certificates signed by manufacturers certifying that wood used to make products has been tracked through its extraction and fabrication to ensure that it was obtained from forests certified by a specified certification program
- E. Composite Wood: A product consisting of wood fiber or other plant particles bonded together by a resin or binder
- F. Construction and Demolition Waste: Includes solid wastes, such as building materials, packaging, rubbish, debris, and rubble resulting from construction, remodeling, repair and demolition operations. A construction waste management plan is to be provided by the Contractor as defined in Section 01 74 19.
- G. Third Party Certification: Certification of levels of environmental achievement by nationally recognized sustainability rating system.
- H. Light Pollution: Light that extends beyond its source such that the additional light is wasted in an unwanted area or in an area where it inhibits view of the night sky
- I. Recycled Content Materials: Products that contain pre-consumer or post-consumer materials as all or part of their feedstock

- J. Post-Consumer Recycled Content: The percentage by weight of constituent materials that have been recovered or otherwise diverted from the solid-waste stream after consumer use
- K. Pre-Consumer Recycled Content: Materials that have been recovered or otherwise diverted from the solid-waste stream during the manufacturing process. Pre-consumer content must be material that would not have otherwise entered the waste stream as per Section 5 of the FTC Act, Part 260 "Guidelines for the Use of Environmental Marketing Claims": www.ftc.gov/bcp/grnrule/guides980427
- L. Regional Materials: Materials that are extracted, harvested, recovered, and manufactured within a radius of 250 miles (400 km) from the Project site
- M. Salvaged or Reused Materials: Materials extracted from existing buildings in order to be reused in other buildings without being manufactured
- N. Sealant: Any material that fills and seals gaps between other materials
- O. Type 1 Finishes: Materials and finishes which have a potential for short-term levels of off gassing from chemicals inherent in their manufacturing process, or which are applied in a form requiring vehicles or carriers for spreading which release a high level of particulate matter in the process of installation and/or curing.
- P. Type 2 Finishes: "Fuzzy" materials and finishes which are woven, fibrous, or porous in nature and tend to adsorb chemicals offgas
- Q. Volatile Organic Compounds (VOCs): Any compound of carbon, excluding carbon monoxide, carbon dioxide, carbonic acid, metallic carbides or carbonates, and ammonium carbonate, which participates in atmospheric photochemical reactions. Compounds that have negligible photochemical reactivity, listed in EPA 40 CFR 51.100(s), are also excluded from this regulatory definition.

1.5 SUBMITTALS

- A. Sustainable Design Submittals:
 - 1. Water Conserving Fixtures: Submittals must include manufacturer's cut sheets for all water-consuming plumbing fixtures and fittings (toilets, urinals, faucets, showerheads, etc.) highlighting maximum flow rates and/or flush rates. Include cut sheets for any automatic faucet-control devices.
 - 2. Process Water Use: Provide manufacturer's cut sheets for all water-consuming commercial equipment (clothes washers, dishwashers, ice

- machines, etc.), highlighting water consumption performance. Include manufacturer's cut sheets or product data for any cooling towers, highlighting water consumption estimates, water use reduction measures, and corrosion inhibitors.
3. Elimination of CFCs AND HCFCs: Provide manufacturer's cut sheets for all cooling equipment with manufacturer's product data, highlighting refrigerants; provide manufacturer's cut sheets for all fire-suppression equipment, highlighting fire-suppression agents; provide manufacturer's cut-sheets for all polystyrene insulation (XPS) and closed-cell spray foam polyurethane insulation, highlighting the blowing agent(s).
 5. Appliances and Equipment: Provide copies of manufacturer's product data for all Energy Star eligible equipment and appliances, including office equipment, computers and printers, electronics, and commercial food service equipment (excluding HVAC and lighting components), verifying compliance with EPA's Energy Star program.
 6. On-Site Renewable Energy Systems: Provide cut sheets and manufacturer's product data for all on-site renewable energy generating components and equipment, including documentation of output capacity.
 7. Measurement and Verification Systems: Provide cut sheets and manufacturer's product data for all controls systems, highlighting electrical metering and trending capability components.
 8. Salvaged or Reused Materials: Provide documentation that lists each salvaged or reused material, the source or vendor of the material, the purchase price, and the replacement cost if greater than the purchase price.
 9. Recycled Content: Submittals for all materials with recycled content (excluding MEP systems equipment and components) must include the following documentation: Manufacturer's product data, product literature, or a letter from the manufacturer verifying the percentage of post-consumer and pre-consumer recycled content (by weight) of each material or product
 - a. An electronic spreadsheet that tabulates the Project's total materials cost and combined recycled content value (defined as the sum of the post-consumer recycled content value plus one-half of the pre-consumer recycled content value) expressed as a percentage of total materials cost. This spreadsheet shall be

submitted every third month with the Contractor's Certificate and Application for Payment. It should indicate, on an ongoing basis, line items for each material, including cost, pre-consumer recycled content, post-consumer recycled content, and combined recycled content value.

10. Regional Materials: Submittals for all products or materials expected to contribute to the regional calculation (excluding MEP systems equipment and components) must include the following documentation:
 - a. Cost of each material or product, excluding cost of labor and equipment for installation
 - b. Location of product manufacture and distance from point of manufacture to the Project Site
 - c. Location of point of extraction, harvest, or recovery for each raw material in each product and distance from the point of extraction, harvest, or recovery to the Project Site
 - d. Manufacturer's product data, product literature, or a letter from the manufacturer verifying the location and distance from the Project Site to the point of manufacture for each regional material
 - e. Manufacturer's product data, product literature, or a letter from the manufacturer verifying the location and distance from the Project Site to the point of extraction, harvest, or recovery for each regional material or product, including, at a minimum, gravel and fill, planting materials, concrete, masonry, and GWB
 - f. An electronic spreadsheet that tabulates the Project's total materials cost and regional materials value, expressed as a percentage of total materials cost. This spreadsheet shall be submitted every third month with the Contractor's Certificate and Application for Payment. It should indicate on an ongoing basis, line items for each material, including cost, location of manufacture, distance from manufacturing plant to the Project Site, location of raw material extraction, and distance from extraction point to the Project Site.
11. Outdoor Air Delivery Monitoring: Provide manufacturer's cut sheets highlighting the installed carbon dioxide monitoring system components and sequence of controls shop drawing documentation, including CO2 differential set-points and alarm capabilities.

12. Interior Adhesives and Sealants: Submittals for all field-applied adhesives and sealants, which have a potential impact on indoor air, must include manufacturer's MSDSs or other Product Data highlighting VOC content.
 - a. Provide manufacturers' documentation verifying all adhesives used to apply laminates, whether shop-applied or field-applied, contain no urea-formaldehyde.
13. Interior Paints and Coatings: Submittals for all field-applied paints and coatings, which have a potential impact on indoor air, must include manufacturer's MSDSs or other Product Data highlighting VOC content
14. Exterior Paints and Coatings: Submittals for all field-applied paints and coatings, which have a potential impact on ambient air quality, must include manufacturer's MSDSs or other manufacturer's Product Data highlighting VOC content.
15. Floorcoverings:
16. Systems Furniture and Seating: Provide manufacturer's product data verifying that all systems furniture and seating products meet the requirements of one of the following:
 - a. Greenguard certification
 - b. SCS Indoor Advantage certification
 - c. SCS Indoor Advantage Gold certification
 - d. BIFMA Standard X7.1-2005, as tested to BIFMA method M7.1-2005 and as verified by an independent laboratory
 - d. Calculated indoor air concentration limits for furniture systems and seating determined by the U.S. EPA's Environmental Technology Verification Large Chamber Test Protocol for Measuring Emissions of VOCs and Aldehydes (September 1999) testing protocol as conducted in an independent air quality testing laboratory
17. Entryway Systems: Provide manufacturer's cut sheets for all walk-off systems installed to capture particulates, including permanently installed grates, grilles, slotted systems, direct glue-down walk-off mats, and non-permanent roll-out mats.
18. Air Filtration: Provide manufacturer's cut sheets and product data highlighting the following:
 - a. Minimum Efficiency Reporting Value (MERV) for filtration media in all air handling units (AHUs) per ASHRAE HVAC Design Manual for Hospitals and Clinics.

- b. Minimum Efficiency Reporting Value (MERV) for filtration media installed at return air grilles during construction if permanently installed AHUs are used during construction. See above for requirements
19. Mercury in Lighting: Provide manufacturer's cut sheets or product data for all fluorescent or HID lamps highlighting mercury content.
 20. Lighting Controls: Provide manufacturer's cut sheets and shop drawing documentation highlighting all lighting controls systems components.
 21. Thermal Comfort Controls: Provide manufacturer's cut sheets and shop drawing documentation highlighting all thermal comfort-control systems components.
 22. Blended Cement: It is the intent of this specification to reduce CO₂ emissions and other environmentally detrimental effects resulting from the production of portland cement by requiring that all concrete mixes, in aggregate, utilize blended cement mixes to displace portland cement as specified in Section 03 30 00, CONCRETE typically included in conventional construction. Provide the following submittals:
 - a. Copies of concrete design mixes for all installed concrete
 - b. Copies of typical regional baseline concrete design mixes for all compressive strengths used on the Project
 - c. Quantities in cubic yards of each installed concrete mix
 23. Gypsum Wall Board: Provide manufacturer's cut sheets or product data verifying that all gypsum wallboard products are moisture and mold-resistant.
 24. Fiberglass Insulation: Provide manufacturer's cut sheets or product data verifying that fiberglass batt insulation contains no urea-formaldehyde.
 25. Duct Acoustical Insulation: Provide manufacturer's cut sheets or product data verifying that mechanical sound insulation materials in air distribution ducts consists of an impervious, non-porous coatings that prevent dust from accumulating in the insulating materials.
 26. Green Housekeeping: Provide documentation that all cleaning products and janitorial paper products meet the VOC limits and content requirements of this specification section.

- B. Project Materials Cost Data: Provide a spreadsheet in an electronic file indicating the total cost for the Project and the total cost of building materials used for the Project, as follows:
1. Not more than 60 days after the Preconstruction Meeting, the General Contractor shall provide to the Owner and Architect a preliminary schedule of materials costs for all materials used for the Project organized by specification section. Exclude labor costs and all mechanical, electrical, and plumbing (MEP) systems materials and labor costs. Include the following:
 - a. Identify each reused or salvaged material, its cost, and its replacement value.
 - b. Identify each recycled-content material, its post-consumer and pre-consumer recycled content as a percentage the product's weight, its cost, its combined recycled content value (defined as the sum of the post-consumer recycled content value plus one-half of the pre-consumer recycled content value), and the total combined recycled content value for all materials as a percentage of total materials costs.
 - c. Identify each regional material, its cost, its manufacturing location, the distance of this location from the Project site, the source location for each raw material component of the material, the distance of these extraction locations from the Project site, and the total value of regional materials as a percentage of total materials costs.
 - d. Identify each biobased material, its source, its cost, and the total value of biobased materials as a percentage of total materials costs. Also provide the total value of rapidly renewable materials (materials made from plants that are harvested in less than a 10-year cycle) as a percentage of total materials costs.
 - e. Identify each wood-based material, its cost, the total wood-based materials cost, each FSC Certified wood material, its cost, and the total value of Certified wood as a percentage of total wood-based materials costs.
 2. Provide final versions of the above spreadsheets to the Owner and Architect not more than 14 days after Substantial Completion.
- C. Construction Waste Management: See Section 01 74 19 "Construction Waste Management" for submittal requirements.

- D. Construction Indoor Air Quality (IAQ) Management: Submittals must include the following:
1. Not more than 30 days after the Preconstruction Meeting, prepare and submit for the Architect and Owner's approval, an electronic copy of the draft Construction IAQ Management Plan in an electronic file including, but not limited to, descriptions of the following:
 2. Instruction procedures for meeting or exceeding the minimum requirements of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guidelines for Occupied Buildings Under Construction, 1995, Chapter 3, including procedures for HVAC Protection, Source Control, Pathway Interruption, Housekeeping, and Scheduling
 - a. Instruction procedures for protecting absorptive materials stored on-site or installed from moisture damage
 - b. Schedule of submission to Architect of photographs of on-site construction IAQ management measures such as protection of ducts and on-site stored oil installed absorptive materials
 - c. Instruction procedures if air handlers must be used during construction, including a description of filtration media to be used at each return air grille
 - d. Instruction procedure for replacing all air-filtration media immediately prior to occupancy after completion of construction, including a description of filtration media to be used at each air handling or air supply unit
 3. Not more than 30 days following receipt of the approved draft CIAQMP, submit an electronic copy of the approved CIAQMP in an electronic file, along with the following:
 - a. Manufacturer's cut sheets and product data highlighting the Minimum Efficiency Reporting Value (MERV) for all filtration media to be installed at return air grilles during construction if permanently installed AHUs are used during construction.
 - b. Manufacturer's cut sheets and product data highlighting the Minimum Efficiency Reporting Value (MERV) for filtration media in all air handling units (AHUs).
 4. Not more than 14 days after Substantial Completion provide the following:
 - a. Documentation verifying required replacement of air filtration media in all air handling units (AHUs) after the completion of

construction and prior to occupancy and, if applicable, required installation of filtration during construction.

- b. Minimum of 18 Construction photographs: Six photographs taken on three different occasions during construction of the SMACNA approaches employed, along with a brief description of each approach, documenting implementation of the IAQ management measures, such as protection of ducts and on-site stored or installed absorptive materials.
- c. A copy of the report from testing and inspecting agency documenting the results of IAQ testing, demonstrating conformance with IAQ testing procedures and requirements defined in Section 01 81 09 "Testing for Indoor Air Quality."
- E. Commissioning: See Section 01 91 00 "General Commissioning Requirements" for submittal requirements.
- F. Sustainable Design Progress Reports: Concurrent with each Application for Payment, submit reports for the following:
 - 1. Construction Waste Management: Waste reduction progress reports and logs complying with the requirements of Section 01 74 19 "Construction Waste Management."
 - 2. Construction IAQ Management: See details below under Section 3.2 Construction Indoor Air Quality Management for Construction IAQ management progress report requirements.

1.6 QUALITY ASSURANCE

- A. Preconstruction Meeting: After award of Contract and prior to the commencement of the Work, schedule and conduct meeting with Owner, Architect, and all Subcontractors to discuss the Construction Waste Management Plan, the required Construction Indoor Air Quality (IAQ) Management Plan, and all other Sustainable Design Requirements. The purpose of this meeting is to develop a mutual understanding of the Project's Sustainable Design Requirements and coordination of the Contractor's management of these requirements with the Contracting Officer and the Construction Quality Manager.
- B. Construction Job Conferences: The status of compliance with the Sustainable Design Requirements of these specifications will be an agenda item at all regular job meetings conducted during the course of work at the site.

PART 2 - PRODUCTS**2.1 PRODUCT ENVIRONMENTAL REQUIREMENTS**

- A. Do not burn rubbish, organic matter, etc. or any material on the site. Dispose of legally in accordance with Specifications Sections 01 74 19.
- B. Water-Conserving Fixtures: Plumbing fixtures and fittings shall use in aggregate at least 20% less water than the water use baseline calculated for the building after meeting the Energy Policy Act of 1992 fixture performance requirements. Flow and flush rates shall not exceed the following:
1. Toilets: no more than 1.3 gallons per flush, otherwise be dual flush 1.6/0.8 gallons per flush, and have documented bowl evacuation capability per MaP testing of at least 400 grams
 2. Urinals: Waterless or Water sense rated with no more than 0.5 gallons per flush.
 3. Lavatory Faucets: 0.5 gpm with automatic faucet controls
 4. Kitchen Sink Lavatories: 2.2 gpm
 5. Showerheads: no more than 1.5gpm
- C. Elimination of CFCs AND HCFCs:
1. Ozone Protection and Greenhouse Gas Reduction: Base building cooling equipment shall contain no refrigerants other than the following: HCFC-123, HFC-134a, HFC-245fa, HFC-407c, or HFC 410a.
 2. Fire suppression systems may not contain ozone-depleting substances such as halon 1301 and 1211.
- D. Appliances and Equipment: All materials and equipment being installed that falls under the Energy Star or FEMP programs must be Energy Star or FEMP-rated. Eligible equipment includes refrigerators, motors, laundry equipment, office equipment and more. Refer to each program's website for a complete list.
- E. HVAC Distribution Efficiency:
1. All duct systems shall be constructed of aluminum, stainless steel or galvanized sheet metal, as deemed appropriate based on the application requirements. No fiberglass duct board shall be permitted.
 2. All medium- and high-pressure ductwork systems shall be pressure-tested in accordance with the current SMACNA standards.
 3. All ductwork shall be externally insulated. No interior duct liner shall be permitted.

4. Where possible, all air terminal connections shall be hard-connected with sheet metal ductwork. If flexible ductwork is used, no flexible duct extension shall be more than six feet in length.
 5. All HVAC equipment shall be isolated from the ductwork system with flexible duct connectors to minimize the transmittance of vibration.
 6. All supply and return air branch ducts shall include the appropriate style of volume damper. Air terminal devices such as grilles, registers, and diffusers shall be balanced at duct branch dampers, not at terminal face.
- F. Measurement and Verification: Install controls and monitoring devices as required by MEP divisions order to comply with International Performance Measurement & Verification Protocol (IPMVP), Volume III: Concepts and Options for Determining Energy Savings in New Construction, April 2003, Option D.
1. The IPMVP provides guidance on situation-appropriate application of measurement and verification strategies.
- G. Salvaged or Reused materials: There shall be no substitutions for specified salvaged and reused materials and products.
1. Salvaged materials: Use of salvaged materials reduces impacts of disposal and manufacturing of replacements.
- H. Recycled Content of Materials:
1. Provide building materials with recycled content such that post-consumer recycled content value plus half the pre-consumer recycled content value constitutes a minimum of 30% of the cost of materials used for the Project, exclusive of all MEP equipment, labor, and delivery costs. The Contractor shall make all attempts to maximize the procurement of materials with recycled content.
 - a. e post-consumer recycled content value of a material shall be determined by dividing the weight of post-consumer recycled content by the total weight of the material and multiplying by the cost of the material.
 - b. Do not include mechanical and electrical components in the calculations.
 - c. Do not include labor and delivery costs in the calculations.
 - d. Recycled content of materials shall be defined according to the Federal Trade Commission's "Guide for the Use of Environmental Marketing Claims," 16 CFR 260.7 (e).

- e. Utilize all on-site existing paving materials that are scheduled for demolition as granulated fill, and include the cost of this material had it been purchased in the calculations for recycled content value.
- f. The materials in the following list must contain the minimum recycled content indicated:

Category	Minimum Recycled Content
Cast-in-Place Concrete	6% pre-consumer
Steel Reinforcing Bars	90% combined
Steel Deck	75% combined
Steel Fabrications	60% combined
Aluminum Fabrications	35% combined

I. Biobased Content:

- 1. For products designated by the USDA’s BioPreferred program, provide products that meet or exceed USDA recommendations for biobased content, so long as products meet all other performance requirements in VA master specifications. For more information regarding the product categories covered by the BioPreferred program, visit <http://www.biopreferred.gov>

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SECTION 01 91 00
GENERAL COMMISSIONING REQUIREMENTS

PART 1 - GENERAL**1.1 COMMISSIONING DESCRIPTION**

- A. This Section 01 91 00 GENERAL COMMISSIONING REQUIREMENTS shall form the basis of the construction phase commissioning process and procedures. The Commissioning Agent shall add, modify, and refine the commissioning procedures, as approved by the Department of Veterans Affairs (VA), to suit field conditions and actual manufacturer's equipment, incorporate test data and procedure results, and provide detailed scheduling for all commissioning tasks.
- B. Various sections of the project specifications require equipment startup, testing, and adjusting services. Requirements for startup, testing, and adjusting services specified in the Division 21, Division 22, Division 23, Division 26, Division 27, Division 28 series sections of these specifications are intended to be provided in coordination with the commissioning services and are not intended to duplicate services. The Contractor shall coordinate the work required by individual specification sections with the commissioning services requirements specified herein.
- C. Where individual testing, adjusting, or related services are required in the project specifications and not specifically required by this commissioning requirements specification, the specified services shall be provided and copies of documentation, as required by those specifications shall be submitted to the VA and the Commissioning Agent to be indexed for future reference.
- D. Where training or educational services for VA are required and specified in other sections of the specifications, including but not limited to Division 21, Division 22, Division 23, Division 26, Division 27, and Division 28 series sections of the specification, these services are intended to be provided in addition to the training and educational services specified herein.
- E. Commissioning is a systematic process of verifying that the building systems perform interactively according to the construction documents and the VA's operational needs. The commissioning process shall encompass and coordinate the system documentation, equipment startup, control system calibration, testing and balancing, performance testing and training. Commissioning during the construction and post-occupancy

phases is intended to achieve the following specific objectives according to the contract documents:

1. Verify that the applicable equipment and systems are installed in accordance with the contract documents and according to the manufacturer's recommendations.
 2. Verify and document proper integrated performance of equipment and systems.
 3. Verify that Operations & Maintenance documentation is complete.
 4. Verify that all components requiring servicing can be accessed, serviced and removed without disturbing nearby components including ducts, piping, cabling or wiring.
 5. Verify that the VA's operating personnel are adequately trained to enable them to operate, monitor, adjust, maintain, and repair building systems in an effective and energy-efficient manner.
 6. Document the successful achievement of the commissioning objectives listed above.
- F. The commissioning process does not take away from or reduce the responsibility of the Contractor to provide a finished and fully functioning product.

1.2 CONTRACTUAL RELATIONSHIPS

- A. For this construction project, the Department of Veterans Affairs contracts with a Contractor to provide construction services. The contracts are administered by the VA Contracting Officer and the Contracting Officer's Representative (COR) as the designated representative of the Contracting Officer. On this project, the authority to modify the contract in any way is strictly limited to the authority of the Contracting Officer.
- B. In this project, only two contract parties are recognized and communications on contractual issues are strictly limited to VA COR and the Contractor. It is the practice of the VA to require that communications between other parties to the contracts (Subcontractors and Vendors) be conducted through the COR and Contractor. It is also the practice of the VA that communications between other parties of the project (Commissioning Agent and Architect/Engineer) be conducted through the COR.
- C. Whole Building Commissioning is a process that relies upon frequent and direct communications, as well as collaboration between all parties to the construction process. By its nature, a high level of communication

and cooperation between the Commissioning Agent and all other parties (Architects, Engineers, Subcontractors, Vendors, third party testing agencies, etc.) is essential to the success of the Commissioning effort.

D. With these fundamental practices in mind, the commissioning process described herein has been developed to recognize that, in the execution of the Commissioning Process, the Commissioning Agent must develop effective methods to communicate with every member of the construction team involved in delivering commissioned systems while simultaneously respecting the exclusive contract authority of the Contracting Officer and COR. Thus, the procedures outlined in this specification must be executed within the following limitations:

1. No communications (verbal or written) from the Commissioning Agent shall be deemed to constitute direction that modifies the terms of any contract between the Department of Veterans Affairs and the Contractor.
2. Commissioning Issues identified by the Commissioning Agent will be delivered to the COR and copied to the designated Commissioning Representatives for the Contractor and subcontractors on the Commissioning Team for information only in order to expedite the communication process. These issues must be understood as the professional opinion of the Commissioning Agent and as suggestions for resolution.
3. In the event that any Commissioning Issues and suggested resolutions are deemed by the COR to require either an official interpretation of the construction documents or require a modification of the contract documents, the Contracting Officer or COR will issue an official directive to this effect.
4. All parties to the Commissioning Process shall be individually responsible for alerting the COR of any issues that they deem to constitute a potential contract change prior to acting on these issues.
5. Authority for resolution or modification of design and construction issues rests solely with the Contracting Officer or COR, with appropriate technical guidance from the Architect/Engineer and/or Commissioning Agent.

1.3 RELATED WORK

A. Section 01 00 00 GENERAL REQUIREMENTS.

- B. Section 01 32.16.15 PROJECT SCHEDULES (SMALL PROJECTS - DESIGN/BID/BUILD)
- C. Section 01 33 23 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES
- D. Section 01 81 11 SUSTAINABLE DESIGN REQUIREMENTS
- E. Section 21 08 00 COMMISSIONING OF FIRE PROTECTION SYSTEMS.
- F. Section 22 08 00 COMMISSIONING OF PLUMBING SYSTEMS.
- G. Section 23 08 00 COMMISSIONING OF HVAC SYSTEMS.
- H. Section 26 08 00 COMMISSIONING OF ELECTRICAL SYSTEMS.
- I. Section 27 08 00 COMMISSIONING OF COMMUNICATIONS SYSTEMS.
- J. Section 28 08 00 COMMISSIONING OF ELECTRONIC SAFETY AND SECURITY SYSTEMS.

1.4 SUMMARY

- A. This Section includes general requirements that apply to implementation of commissioning without regard to systems, subsystems, and equipment being commissioned.
- B. The commissioning activities have been developed to support the VA requirements to meet guidelines for Federal Leadership in Environmental, Energy, and Economic Performance.

1.5 ACRONYMS

List of Acronyms	
Acronym	Meaning
A/E	Architect / Engineer Design Team
AHJ	Authority Having Jurisdiction
ASHRAE	Association Society for Heating Air Condition and Refrigeration Engineers
BOD	Basis of Design
BSC	Building Systems Commissioning
CCTV	Closed Circuit Television
CD	Construction Documents
CMMS	Computerized Maintenance Management System
CO	Contracting Officer (VA)
COR	Contracting Officer's Representative
COBie	Construction Operations Building Information Exchange
CPC	Construction Phase Commissioning
Cx	Commissioning
CxA	Commissioning Agent
CxM	Commissioning Manager

List of Acronyms	
Acronym	Meaning
CxR	Commissioning Representative
DPC	Design Phase Commissioning
FPT	Functional Performance Test
GBI-GG	Green Building Initiative - Green Globes
HVAC	Heating, Ventilation, and Air Conditioning
LEED	Leadership in Energy and Environmental Design
NC	Department of Veterans Affairs National Cemetery
NCA	Department of Veterans Affairs National Cemetery Administration
NEBB	National Environmental Balancing Bureau
O&M	Operations & Maintenance
OPR	Owner's Project Requirements
PFC	Pre-Functional Checklist
PFT	Pre-Functional Test
SD	Schematic Design
SO	Site Observation
TAB	Test Adjust and Balance
VA	Department of Veterans Affairs
VAMC	VA Medical Center
VA CFM	VA Office of Construction and Facilities Management
VACO	VA Central Office
VA PM	VA Project Manager

1.6 DEFINITIONS

Acceptance Phase Commissioning: Commissioning tasks executed after most construction has been completed, most Site Observations and Static Tests have been completed and Pre-Functional Testing has been completed and accepted. The main commissioning activities performed during this phase are verification that the installed systems are functional by conducting Systems Functional Performance tests and Owner Training.

Accuracy: The capability of an instrument to indicate the true value of a measured quantity.

Back Check: A back check is a verification that an agreed upon solution to a design comment has been adequately addressed in a subsequent design review

Basis of Design (BOD): The Engineer's Basis of Design is comprised of two components: the Design Criteria and the Design Narrative, these documents record the concepts, calculations, decisions, and product selections used to meet the Owner's Project Requirements (OPR) and to satisfy applicable regulatory requirements, standards, and guidelines.

Benchmarks: Benchmarks are the comparison of a building's energy usage to other similar buildings and to the building itself. For example, ENERGY STAR Portfolio Manager is a frequently used and nationally recognized building energy benchmarking tool.

Building Information Modeling (BIM): Building Information Modeling is a parametric database which allows a building to be designed and constructed virtually in 3D, and provides reports both in 2D views and as schedules. This electronic information can be extracted and reused for pre-populating facility management CMMS systems. Building Systems Commissioning (BSC): NEBB acronym used to designate its commissioning program.

Calibrate: The act of comparing an instrument of unknown accuracy with a standard of known accuracy to detect, correlate, report, or eliminate by adjustment any variation in the accuracy of the tested instrument.

CCTV: Closed circuit Television. Normally used for security surveillance and alarm detections as part of a special electrical security system.

COBie: Construction Operations Building Information Exchange (COBie) is an electronic industry data format used to transfer information developed during design, construction, and commissioning into the Computer Maintenance Management Systems (CMMS) used to operate facilities. See the Whole Building Design Guide website for further information (<http://www.wbdg.org/resources/cobie.php>)

Commissionability: Defines a design component or construction process that has the necessary elements that will allow a system or component to be effectively measured, tested, operated and commissioned

Commissioning Agent (CxA): The qualified Commissioning Professional who administers the Cx process by managing the Cx team and overseeing the Commissioning Process. Where CxA is used in this specification it means the Commissioning Agent, members of his staff or appointed members of the commissioning team. Note that LEED uses the term Commissioning Authority in lieu of Commissioning Agent.

Commissioning Checklists: Lists of data or inspections to be verified to ensure proper system or component installation, operation, and function. Verification checklists are developed and used during all phases of the commissioning process to verify that the Owner's Project Requirements (OPR) is being achieved.

Commissioning Design Review: The commissioning design review is a collaborative review of the design professionals design documents for items pertaining to the following: owner's project requirements; basis of design; operability and maintainability (O&M) including documentation; functionality; training; energy efficiency, control systems' sequence of operations including building automation system features; commissioning specifications and the ability to functionally test the systems.

Commissioning Issue: A condition identified by the Commissioning Agent or other member of the Commissioning Team that adversely affects the commissionability, operability, maintainability, or functionality of a system, equipment, or component. A condition that is in conflict with the Contract Documents and/or performance requirements of the installed systems and components. (See also - Commissioning Observation).

Commissioning Manager (CxM): A qualified individual appointed by the Contractor to manage the commissioning process on behalf of the Contractor.

Commissioning Observation: An issue identified by the Commissioning Agent or other member of the Commissioning Team that does not conform to the project OPR, contract documents or standard industry best practices. (See also Commissioning Issue)

Commissioning Plan: A document that outlines the commissioning process, commissioning scope and defines responsibilities, processes, schedules, and the documentation requirements of the Commissioning Process.

Commissioning Process: A quality focused process for enhancing the delivery of a project. The process focuses upon verifying and documenting that the facility and all of its systems, components, and assemblies are planned, designed, installed, tested, can be operated, and maintained to meet the Owner's Project Requirements.

Commissioning Report: The final commissioning document which presents the commissioning process results for the project. Cx reports include an executive summary, the commissioning plan, issue log, correspondence, and all appropriate check sheets and test forms.

Commissioning Representative (CxR): An individual appointed by a sub-contractor to manage the commissioning process on behalf of the sub-contractor.

Commissioning Specifications: The contract documents that detail the objective, scope and implementation of the commissioning process as developed in the Commissioning Plan.

Commissioning Team: Individual team members whose coordinated actions are responsible for implementing the Commissioning Process.

Construction Phase Commissioning: All commissioning efforts executed during the construction process after the design phase and prior to the Acceptance Phase Commissioning.

Contract Documents (CD): Contract documents include design and construction contracts, price agreements and procedure agreements. Contract Documents also include all final and complete drawings, specifications and all applicable contract modifications or supplements.

Construction Phase Commissioning (CPC): All commissioning efforts executed during the construction process after the design phase and prior to the Acceptance Phase Commissioning.

Coordination Drawings: Drawings showing the work of all trades that are used to illustrate that equipment can be installed in the space allocated without compromising equipment function or access for maintenance and replacement. These drawings graphically illustrate and dimension manufacturers' recommended maintenance clearances. On mechanical projects, coordination drawings include structural steel, ductwork, major piping and electrical conduit and show the elevations and locations of the above components.

Data Logging: The monitoring and recording of temperature, flow, current, status, pressure, etc. of equipment using stand-alone data recorders.

Deferred System Test: Tests that cannot be completed at the end of the acceptance phase due to ambient conditions, schedule issues or other conditions preventing testing during the normal acceptance testing period.

Deficiency: See "Commissioning Issue".

Design Criteria: A listing of the VA Design Criteria outlining the project design requirements, including its source. These are used during the design process to show the design elements meet the OPR.

Design Intent: The overall term that includes the OPR and the BOD. It is a detailed explanation of the ideas, concepts, and criteria that are defined by the COR to be important. The design intent documents are utilized to provide a written record of these ideas, concepts and criteria.

Design Narrative: A written description of the proposed design solutions that satisfy the requirements of the OPR.

Design Phase Commissioning (DPC): All commissioning tasks executed during the design phase of the project.

Environmental Systems: Systems that use a combination of mechanical equipment, airflow, water flow and electrical energy to provide heating, ventilating, air conditioning, humidification, and dehumidification for the purpose of human comfort or process control of temperature and humidity.

Executive Summary: A section of the Commissioning report that reviews the general outcome of the project. It also includes any unresolved issues, recommendations for the resolution of unresolved issues and all deferred testing requirements.

Functionality: This defines a design component or construction process which will allow a system or component to operate or be constructed in a manner that will produce the required outcome of the OPR.

Functional Test Procedure (FTP): A written protocol that defines methods, steps, personnel, and acceptance criteria for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.

Industry Accepted Best Practice: A design component or construction process that has achieved industry consensus for quality performance and functionality. Refer to the current edition of the NEBB Design Phase Commissioning Handbook for examples.

Installation Verification: Observations or inspections that confirm the system or component has been installed in accordance with the contract documents and to industry accepted best practices.

Integrated System Testing: Integrated Systems Testing procedures entail testing of multiple integrated systems performance to verify proper functional interface between systems. Typical Integrated Systems Testing includes verifying that building systems respond properly to loss of utility, transfer to emergency power sources, re-transfer from emergency power source to normal utility source; interface between HVAC

controls and Fire Alarm systems for equipment shutdown, interface between Fire Alarm System and Security Access Control Systems to control access to spaces during fire alarm conditions; and other similar tests as determined for each specific project.

Issues Log: A formal and ongoing record of problems or concerns - and their resolution - that have been raised by members of the Commissioning Team during the course of the Commissioning Process.

Lessons Learned Workshop: A workshop conducted to discuss and document project successes and identify opportunities for improvements for future projects.

Maintainability: A design component or construction process that will allow a system or component to be effectively maintained. This includes adequate room for access to adjust and repair the equipment. Maintainability also includes components that have readily obtainable repair parts or service.

Manual Test: Testing using hand-held instruments, immediate control system readouts or direct observation to verify performance (contrasted to analyzing monitored data taken over time to make the 'observation').

Owner's Project Requirements (OPR): A written document that details the project requirements and the expectations of how the building and its systems will be used and operated. These include project goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information.

Peer Review: A formal in-depth review separate from the commissioning review processes. The level of effort and intensity is much greater than a typical commissioning facilitation or extended commissioning review. The VA usually hires an independent third-party (called the IDIQ A/E) to conduct peer reviews.

Precision: The ability of an instrument to produce repeatable readings of the same quantity under the same conditions. The precision of an instrument refers to its ability to produce a tightly grouped set of values around the mean value of the measured quantity.

Pre-Design Phase Commissioning: Commissioning tasks performed prior to the commencement of design activities that includes project programming and the development of the commissioning process for the project

Pre-Functional Checklist (PFC): A form used by the contractor to verify that appropriate components are onsite, correctly installed, set up, calibrated, functional and ready for functional testing.

Pre-Functional Test (PFT): An inspection or test that is done before functional testing. PFT's include installation verification and system and component start up tests.

Procedure or Protocol: A defined approach that outlines the execution of a sequence of work or operations. Procedures are used to produce repeatable and defined results.

Range: The upper and lower limits of an instrument's ability to measure the value of a quantity for which the instrument is calibrated.

Resolution: This word has two meanings in the Cx Process. The first refers to the smallest change in a measured variable that an instrument can detect. The second refers to the implementation of actions that correct a tested or observed deficiency.

Site Observation Visit: On-site inspections and observations made by the Commissioning Agent for the purpose of verifying component, equipment, and system installation, to observe contractor testing, equipment start-up procedures, or other purposes.

Site Observation Reports (SO): Reports of site inspections and observations made by the Commissioning Agent. Observation reports are intended to provide early indication of an installation issue which will need correction or analysis.

Special System Inspections: Inspections required by a local code authority prior to occupancy and are not normally a part of the commissioning process.

Static Tests: Tests or inspections that validate a specified static condition such as pressure testing. Static tests may be specification or code initiated.

Start Up Tests: Tests that validate the component or system is ready for automatic operation in accordance with the manufactures requirements.

Systems Manual: A system-focused composite document that includes all information required for the owners operators to operate the systems.

Test Procedure: A written protocol that defines methods, personnel, and expectations for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.

Testing: The use of specialized and calibrated instruments to measure parameters such as: temperature, pressure, vapor flow, air flow, fluid flow, rotational speed, electrical characteristics, velocity, and other data in order to determine performance, operation, or function.

Testing, Adjusting, and Balancing (TAB): A systematic process or service applied to heating, ventilating and air-conditioning (HVAC) systems and other environmental systems to achieve and document air and hydronic flow rates. The standards and procedures for providing these services are referred to as "Testing, Adjusting, and Balancing" and are described in the Procedural Standards for the Testing, Adjusting and Balancing of Environmental Systems, published by NEBB or AABC.

Thermal Scans: Thermographic pictures taken with an Infrared Thermographic Camera. Thermographic pictures show the relative temperatures of objects and surfaces and are used to identify leaks, thermal bridging, thermal intrusion, electrical overload conditions, moisture containment, and insulation failure.

Training Plan: A written document that details, in outline form the expectations of the operator training. Training agendas should include instruction on how to obtain service, operate, startup, shutdown and maintain all systems and components of the project.

Trending: Monitoring over a period of time with the building automation system.

Unresolved Commissioning Issue: Any Commissioning Issue that, at the time that the Final Report or the Amended Final Report is issued that has not been either resolved by the construction team or accepted by the VA. Validation: The process by which work is verified as complete and operating correctly:

1. First party validation occurs when a firm or individual verifying the task is the same firm or individual performing the task.
2. Second party validation occurs when the firm or individual verifying the task is under the control of the firm performing the task or has other possibilities of financial conflicts of interest in the resolution (Architects, Designers, General Contractors and Third Tier Subcontractors or Vendors).
3. Third party validation occurs when the firm verifying the task is not associated with or under control of the firm performing or designing the task.

Verification: The process by which specific documents, components, equipment, assemblies, systems, and interfaces among systems are confirmed to comply with the criteria described in the Owner's Project Requirements.

Warranty Phase Commissioning: Commissioning efforts executed after a project has been completed and accepted by the Owner. Warranty Phase Commissioning includes follow-up on verification of system performance, measurement and verification tasks and assistance in identifying warranty issues and enforcing warranty provisions of the construction contract.

Warranty Visit: A commissioning meeting and site review where all outstanding warranty issues and deferred testing is reviewed and discussed.

Whole Building Commissioning: Commissioning of building systems such as Building Envelope, HVAC, Electrical, Special Electrical (Fire Alarm, Security & Communications), Plumbing and Fire Protection as described in this specification.

1.7 SYSTEMS TO BE COMMISSIONED

- A. Commissioning of a system or systems specified for this project is part of the construction process. Documentation and testing of these systems, as well as training of the VA’s Operation and Maintenance personnel, is required in cooperation with the VA and the Commissioning Agent.
- B. The following systems will be commissioned as part of this project:

Systems To Be Commissioned	
System	Description
Conveying Equipment	
Electric Cart Elevators	Interface with other systems (Fire Alarm, etc.) [ASTM testing and certification by others]
Fire Suppression	
Fire Sprinkler Systems	Wet pipe system, dry pipe system, pre-action system, special agent systems
Plumbing	
Domestic Water Distribution	Backflow preventers
Domestic Hot Water Systems	Heat exchangers, circulation pumps
Sewerage Pump Systems	Sewage ejectors

Systems To Be Commissioned	
System	Description
Instrument Compressed Air Systems	Packaged compressor systems, air dryers, filtration
Medical Air Systems	Cross-connection verification
Medical Vacuum Systems	Cross-connection verification
Medical Gas Systems (other than Medical Air Systems)	Oxygen, cross-connection verification
Reverse-Osmosis Systems	Packaged Reverse-Osmosis systems
HVAC	
Noise and Vibration Control	Noise and vibration levels for critical equipment such as Air Handlers, Air-Cooled Condensers, etc. will be commissioned as part of the system commissioning
Direct Digital Control System	Operator Interface Computer, Operator Work Station (including graphics, point mapping, trends, alarms), Network Communications Modules and Wiring, Integration Panels. [DDC Control panels will be commissioned with the systems controlled by the panel]
Steam/Heating Hot Water System**	Heat exchangers, controls, interface with facility DDC system.
HVAC Air Handling Systems	Air handling Units, humidifiers, DDC control panels
HVAC Ventilation/Exhaust Systems	General exhaust, decontaminator exhaust, wet exhaust, room pressurization control systems
HVAC Energy Recovery Systems	Heat Wheels, AHU Integrated Heat Recovery
HVAC Terminal Unit Systems	CAV terminal units
Decentralized Unitary HVAC Systems*	Split-system HVAC systems, controls, interface with facility DDC
Humidity Control Systems	Humidifiers, controls, interface with facility DDC

Systems To Be Commissioned	
System	Description
Hydronic Distribution Systems	Pumps, DDC control panels, heat exchangers,
Electrical	
Grounding & Bonding Systems	Witness 3rd party testing, review reports
Electrical System Protective Device Study	Review reports, verify field settings consistent with Study
Low-Voltage Distribution System	Normal power distribution system, Life-safety power distribution system, critical power distribution system, equipment power distribution system, switchboards, distribution panels, panelboards, transformers, motor controllers, enclosed switches and circuit breakers, verify breaker testing results (injection current, etc)
Lighting & Lighting Control Systems	Emergency lighting, occupancy sensors, lighting control systems, architectural dimming systems, exterior lighting and controls
Communications	
Structured Cabling System	Witness 3rd party testing, review reports
Intercom & Program Systems	Witness 3rd party testing, review reports
Electronic Safety and Security	
Physical Access Control Systems	Witness 3rd party testing, review reports
Video Surveillance System	Witness 3rd party testing, review reports
Fire Detection and Alarm System	100% device acceptance testing, battery draw-down test, verify system monitoring, verify interface with other systems.
Site Utilities	

Systems To Be Commissioned	
System	Description
Water Utilities	City Water Service Entrance, Backflow Prevention, Pressure Control, Booster Pumps, Irrigation Systems
Sanitary Sewerage Utilities	City Sanitary Connection, Waste Treatment Systems
Storm Drainage Utilities	City Storm Water Connection, Site Storm Water Distribution
Energy Distribution Utilities	Connection to Third Party Energy (Steam, High Temp Hot Water, Chilled Water) Supply Systems, Metering, Pressure Control
Integrated Systems Tests	
Fire Alarm Response	Integrated System Response to Fire Alarm Condition and Return to Normal

1.8 COMMISSIONING TEAM

- A. The commissioning team shall consist of, but not be limited to, representatives of Contractor, including Project Superintendent and subcontractors, installers, schedulers, suppliers, and specialists deemed appropriate by the Department of Veterans Affairs (VA) and Commissioning Agent.
- B. Members Appointed by Contractor:
 - 1. Contractor' Commissioning Manager: The designated person, company, or entity that plans, schedules and coordinates the commissioning activities for the construction team.
 - 2. Contractor's Commissioning Representative(s): Individual(s), each having authority to act on behalf of the entity he or she represents, explicitly organized to implement the commissioning process through coordinated actions.
- C. Members Appointed by VA:
 - 1. Commissioning Agent: The designated person, company, or entity that plans, schedules, and coordinates the commissioning team to implement the commissioning process. The VA will engage the CxA under a separate contract.
 - 2. User: Representatives of the facility user and operation and maintenance personnel.

3. A/E: Representative of the Architect and engineering design professionals.

1.9 VA'S COMMISSIONING RESPONSIBILITIES

- A. Appoint an individual, company or firm to act as the Commissioning Agent.
- B. Assign operation and maintenance personnel and schedule them to participate in commissioning team activities including, but not limited to, the following:
 1. Coordination meetings.
 2. Training in operation and maintenance of systems, subsystems, and equipment.
 3. Testing meetings.
 4. Witness and assist in Systems Functional Performance Testing.
 5. Demonstration of operation of systems, subsystems, and equipment.
- C. Provide the Construction Documents, prepared by Architect and approved by VA, to the Commissioning Agent and for use in managing the commissioning process, developing the commissioning plan, systems manuals, and reviewing the operation and maintenance training plan.

1.10 CONTRACTOR'S COMMISSIONING RESPONSIBILITIES

- A. The Contractor shall assign a Commissioning Manager to manage commissioning activities of the Contractor, and subcontractors.
- B. The Contractor shall ensure that the commissioning responsibilities outlined in these specifications are included in all subcontracts and that subcontractors comply with the requirements of these specifications.
- C. The Contractor shall ensure that each installing subcontractor shall assign representatives with expertise and authority to act on behalf of the subcontractor and schedule them to participate in and perform commissioning team activities including, but not limited to, the following:
 1. Participate in commissioning coordination meetings.
 2. Conduct operation and maintenance training sessions in accordance with approved training plans.
 3. Verify that Work is complete and systems are operational according to the Contract Documents, including calibration of instrumentation and controls.
 4. Evaluate commissioning issues and commissioning observations identified in the Commissioning Issues Log, field reports, test

- reports or other commissioning documents. In collaboration with entity responsible for system and equipment installation, recommend corrective action.
5. Review and comment on commissioning documentation.
 6. Participate in meetings to coordinate Systems Functional Performance Testing.
 7. Provide schedule for operation and maintenance data submittals, equipment startup, and testing to Commissioning Agent for incorporation into the commissioning plan.
 8. Provide information to the Commissioning Agent for developing commissioning plan.
 9. Participate in training sessions for VA's operation and maintenance personnel.
 10. Provide technicians who are familiar with the construction and operation of installed systems and who shall develop specific test procedures to conduct Systems Functional Performance Testing of installed systems.

1.11 COMMISSIONING AGENT'S RESPONSIBILITIES

- A. Organize and lead the commissioning team.
- B. Prepare the commissioning plan. See Paragraph 1.12-A of this specification Section for further information.
- C. Review and comment on selected submittals from the Contractor for general conformance with the Construction Documents. Review and comment on the ability to test and operate the system and/or equipment, including providing gages, controls and other components required to operate, maintain, and test the system. Review and comment on performance expectations of systems and equipment and interfaces between systems relating to the Construction Documents.
- D. At the beginning of the construction phase, conduct an initial construction phase coordination meeting for the purpose of reviewing the commissioning activities and establishing tentative schedules for operation and maintenance submittals; operation and maintenance training sessions; TAB Work; Pre-Functional Checklists, Systems Functional Performance Testing; and project completion.
- E. Convene commissioning team meetings for the purpose of coordination, communication, and conflict resolution; discuss status of the commissioning processes. Responsibilities include arranging for facilities, preparing agenda and attendance lists, and notifying

participants. The Commissioning Agent shall prepare and distribute minutes to commissioning team members and attendees within five workdays of the commissioning meeting.

- F. Observe construction and report progress, observations and issues. Observe systems and equipment installation for adequate accessibility for maintenance and component replacement or repair, and for general conformance with the Construction Documents.
- G. Prepare Project specific Pre-Functional Checklists and Systems Functional Performance Test procedures.
- H. Coordinate Systems Functional Performance Testing schedule with the Contractor.
- I. Witness selected systems startups.
- J. Verify selected Pre-Functional Checklists completed and submitted by the Contractor.
- K. Witness and document Systems Functional Performance Testing.
- L. Compile test data, inspection reports, and certificates and include them in the systems manual and commissioning report.
- M. Review and comment on operation and maintenance (O&M) documentation and systems manual outline for compliance with the Contract Documents. Operation and maintenance documentation requirements are specified in Paragraph 1.25, Section 01 00 00 GENERAL REQUIREMENTS.
- N. Review operation and maintenance training program developed by the Contractor. Verify training plans provide qualified instructors to conduct operation and maintenance training.
- O. Prepare commissioning Field Observation Reports.
- P. Prepare the Final Commissioning Report.
- Q. Return to the site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal Systems Functional Performance Testing. Also interview facility staff and identify problems or concerns they have operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports, documents and requests for services to remedy outstanding problems.
- R. Assemble the final commissioning documentation, including the Final Commissioning Report and Addendum to the Final Commissioning Report.

1.12 COMMISSIONING DOCUMENTATION

- A. Commissioning Plan: A document, prepared by Commissioning Agent, that outlines the schedule, allocation of resources, and documentation requirements of the commissioning process, and shall include, but is not limited, to the following:
1. Plan for delivery and review of submittals, systems manuals, and other documents and reports. Identification of the relationship of these documents to other functions and a detailed description of submittals that are required to support the commissioning processes. Submittal dates shall include the latest date approved submittals must be received without adversely affecting commissioning plan.
 2. Description of the organization, layout, and content of commissioning documentation (including systems manual) and a detailed description of documents to be provided along with identification of responsible parties.
 3. Identification of systems and equipment to be commissioned.
 4. Schedule of Commissioning Coordination meetings.
 5. Identification of items that must be completed before the next operation can proceed.
 6. Description of responsibilities of commissioning team members.
 7. Description of observations to be made.
 8. Description of requirements for operation and maintenance training.
 9. Schedule for commissioning activities with dates coordinated with overall construction schedule.
 10. Process and schedule for documenting changes on a continuous basis to appear in Project Record Documents.
 11. Process and schedule for completing prestart and startup checklists for systems, subsystems, and equipment to be verified and tested.
 12. Preliminary Systems Functional Performance Test procedures.
- B. Systems Functional Performance Test Procedures: The Commissioning Agent will develop Systems Functional Performance Test Procedures for each system to be commissioned, including subsystems, or equipment and interfaces or interlocks with other systems. Systems Functional Performance Test Procedures will include a separate entry, with space for comments, for each item to be tested. Preliminary Systems Functional Performance Test Procedures will be provided to the VA, Architect/Engineer, and Contractor for review and comment. The Systems Performance Test Procedure will include test procedures for each mode

of operation and provide space to indicate whether the mode under test responded as required. Each System Functional Performance Test procedure, regardless of system, subsystem, or equipment being tested, shall include, but not be limited to, the following:

1. Name and identification code of tested system.
 2. Test number.
 3. Time and date of test.
 4. Indication of whether the record is for a first test or retest following correction of a problem or issue.
 5. Dated signatures of the person performing test and of the witness, if applicable.
 6. Individuals present for test.
 7. Observations and Issues.
 8. Issue number, if any, generated as the result of test.
- C. Pre-Functional Checklists: The Commissioning Agent will prepare Pre-Functional Checklists. Pre-Functional Checklists shall be completed and signed by the Contractor, verifying that systems, subsystems, equipment, and associated controls are ready for testing. The Commissioning Agent will spot check Pre-Functional Checklists to verify accuracy and readiness for testing. Inaccurate or incomplete Pre-Functional Checklists shall be returned to the Contractor for correction and resubmission.
- D. Test and Inspection Reports: The Commissioning Agent will record test data, observations, and measurements on Systems Functional Performance Test Procedure. The report will also include recommendation for system acceptance or non-acceptance. Photographs, forms, and other means appropriate for the application shall be included with data. Commissioning Agent Will compile test and inspection reports and test and inspection certificates and include them in systems manual and commissioning report.
- E. Corrective Action Documents: The Commissioning Agent will document corrective action taken for systems and equipment that fail tests. The documentation will include any required modifications to systems and equipment and/or revisions to test procedures, if any. The Commissioning Agent will witness and document any retesting of systems and/or equipment requiring corrective action and document retest results at no additional cost to the Government and cover the additional costs (time and materials) of the Design Team.

F. Commissioning Issues Log: The Commissioning Agent will prepare and maintain Commissioning Issues Log that describes Commissioning Issues and Commissioning Observations that are identified during the Commissioning process. These observations and issues include, but are not limited to, those that are at variance with the Contract Documents. The Commissioning Issues Log will identify and track issues as they are encountered, the party responsible for resolution, progress toward resolution, and document how the issue was resolved. The Master Commissioning Issues Log will also track the status of unresolved issues.

1. Creating an Commissioning Issues Log Entry:

- a. Identify the issue with unique numeric or alphanumeric identifier by which the issue may be tracked.
- b. Assign a descriptive title for the issue.
- c. Identify date and time of the issue.
- d. Identify test number of test being performed at the time of the observation, if applicable, for cross reference.
- e. Identify system, subsystem, and equipment to which the issue applies.
- f. Identify location of system, subsystem, and equipment.
- g. Include information that may be helpful in diagnosing or evaluating the issue.
- h. Note recommended corrective action.
- i. Identify commissioning team member responsible for corrective action.
- j. Identify expected date of correction.
- k. Identify person that identified the issue.

2. Documenting Issue Resolution:

- a. Log date correction is completed or the issue is resolved.
- b. Describe corrective action or resolution taken. Include description of diagnostic steps taken to determine root cause of the issue, if any.
- c. Identify changes to the Contract Documents that may require action.
- d. State that correction was completed and system, subsystem, and equipment are ready for retest, if applicable.
- e. Identify person(s) who corrected or resolved the issue.
- f. Identify person(s) verifying the issue resolution.

G. Final Commissioning Report: The Commissioning Agent will document results of the commissioning process, including unresolved issues, and performance of systems, subsystems, and equipment. The Commissioning Report will indicate whether systems, subsystems, and equipment have been properly installed and are performing according to the Contract Documents. This report will be used by the Department of Veterans Affairs when determining that systems will be accepted. This report will be used to evaluate systems, subsystems, and equipment and will serve as a future reference document during VA occupancy and operation. It shall describe components and performance that exceed requirements of the Contract Documents and those that do not meet requirements of the Contract Documents. The commissioning report will include, but is not limited to, the following:

1. Lists and explanations of substitutions; compromises; variances with the Contract Documents; record of conditions; and, if appropriate, recommendations for resolution. Design Narrative documentation maintained by the Commissioning Agent.
2. Commissioning plan.
3. Pre-Functional Checklists completed by the Contractor, with annotation of the Commissioning Agent review and spot check.
4. Systems Functional Performance Test Procedures, with annotation of test results and test completion.
5. Commissioning Issues Log.
6. Listing of deferred and off season test(s) not performed, including the schedule for their completion.

H. Addendum to Final Commissioning Report: The Commissioning Agent will prepare an Addendum to the Final Commissioning Report near the end of the Warranty Period. The Addendum will indicate whether systems, subsystems, and equipment are complete and continue to perform according to the Contract Documents. The Addendum to the Final Commissioning Report shall include, but is not limited to, the following:

1. Documentation of deferred and off season test(s) results.
2. Completed Systems Functional Performance Test Procedures for off season test(s).
3. Documentation that unresolved system performance issues have been resolved.

4. Updated Commissioning Issues Log, including status of unresolved issues.
 5. Identification of potential Warranty Claims to be corrected by the Contractor.
- I. Systems Manual: The Commissioning Agent will gather required information and compile the Systems Manual. The Systems Manual will include, but is not limited to, the following:
1. Design Narrative, including system narratives, schematics, single-line diagrams, flow diagrams, equipment schedules, and changes made throughout the Project.
 2. Reference to Final Commissioning Plan.
 3. Reference to Final Commissioning Report.
 4. Approved Operation and Maintenance Data as submitted by the Contractor.

1.13 SUBMITTALS

- A. Preliminary Commissioning Plan Submittal: The Commissioning Agent has prepared a Preliminary Commissioning Plan based on the final Construction Documents. The Preliminary Commissioning Plan is included as an Appendix to this specification section. The Preliminary Commissioning Plan is provided for information only. It contains preliminary information about the following commissioning activities:
1. The Commissioning Team: A list of commissioning team members by organization.
 2. Systems to be commissioned. A detailed list of systems to be commissioned for the project. This list also provides preliminary information on systems/equipment submittals to be reviewed by the Commissioning Agent; preliminary information on Pre-Functional Checklists that are to be completed; preliminary information on Systems Performance Testing, including information on testing sample size (where authorized by the VA).
 3. Commissioning Team Roles and Responsibilities: Preliminary roles and responsibilities for each Commissioning Team member.
 4. Commissioning Documents: A preliminary list of commissioning-related documents, include identification of the parties responsible for preparation, review, approval, and action on each document.
 5. Commissioning Activities Schedule: Identification of Commissioning Activities, including Systems Functional Testing, the expected duration and predecessors for the activity.

6. Pre-Functional Checklists: Preliminary Pre-Functional Checklists for equipment, components, subsystems, and systems to be commissioned. These Preliminary Pre-Functional Checklists provide guidance on the level of detailed information the Contractor shall include on the final submission.
 7. Systems Functional Performance Test Procedures: Preliminary step-by-step System Functional Performance Test Procedures to be used during Systems Functional Performance Testing. These Preliminary Systems Functional Performance procedures provide information on the level of testing rigor, and the level of Contractor support required during performance of system's testing.
- B. Final Commissioning Plan Submittal: Based on the Final Construction Documents and the Contractor's project team, the Commissioning Agent will prepare the Final Commissioning Plan as described in this section. The Commissioning Agent will submit three hard copies and three sets of electronic files of Final Commissioning Plan. The Contractor shall review the Commissioning Plan and provide any comments to the VA. The Commissioning Agent will incorporate review comments into the Final Commissioning Plan as directed by the VA.
 - C. Systems Functional Performance Test Procedure: The Commissioning Agent will submit preliminary Systems Functional Performance Test Procedures to the Contractor, and the VA for review and comment. The Contractor shall return review comments to the VA and the Commissioning Agent. The VA will also return review comments to the Commissioning Agent. The Commissioning Agent will incorporate review comments into the Final Systems Functional Test Procedures to be used in Systems Functional Performance Testing.
 - D. Pre-Functional Checklists: The Commissioning Agent will submit Pre-Functional Checklists to be completed by the Contractor.
 - E. Test and Inspection Reports: The Commissioning Agent will submit test and inspection reports to the VA with copies to the Contractor and the Architect/Engineer.
 - F. Corrective Action Documents: The Commissioning Agent will submit corrective action documents to the COR with copies to the Contractor and Architect.
 - G. Preliminary Commissioning Report Submittal: The Commissioning Agent will submit three electronic copies of the preliminary commissioning

report. One electronic copy, with review comments, will be returned to the Commissioning Agent for preparation of the final submittal.

- H. Final Commissioning Report Submittal: The Commissioning Agent will submit four sets of electronically formatted information of the final commissioning report to the VA. The final submittal will incorporate comments as directed by the VA.
- I. Data for Commissioning:
 - 1. The Commissioning Agent will request in writing from the Contractor specific information needed about each piece of commissioned equipment or system to fulfill requirements of the Commissioning Plan.
 - 2. The Commissioning Agent may request further documentation as is necessary for the commissioning process or to support other VA data collection requirements, including Construction Operations Building Information Exchange (COBIE), Building Information Modeling (BIM), etc.

1.14 COMMISSIONING PROCESS

- A. The Commissioning Agent will be responsible for the overall management of the commissioning process as well as coordinating scheduling of commissioning tasks with the VA and the Contractor. As directed by the VA, the Contractor shall incorporate Commissioning tasks, including, but not limited to, Systems Functional Performance Testing (including predecessors) with the Master Construction Schedule.
- B. Within five days of contract award, the Contractor shall designate a specific individual as the Commissioning Manager (CxM) to manage and lead the commissioning effort on behalf of the Contractor. The Commissioning Manager shall be the single point of contact and communications for all commissioning related services by the Contractor.
- C. Within five days of contract award, the Contractor shall ensure that each subcontractor designates specific individuals as Commissioning Representatives (CXR) to be responsible for commissioning related tasks. The Contractor shall ensure the designated Commissioning Representatives participate in the commissioning process as team members providing commissioning testing services, equipment operation, adjustments, and corrections if necessary. The Contractor shall ensure that all Commissioning Representatives shall have sufficient authority to direct their respective staff to provide the services required, and

to speak on behalf of their organizations in all commissioning related contractual matters.

1.15 QUALITY ASSURANCE

- A. Instructor Qualifications: Factory authorized service representatives shall be experienced in training, operation, and maintenance procedures for installed systems, subsystems, and equipment.
- B. Test Equipment Calibration: The Contractor shall comply with test equipment manufacturer's calibration procedures and intervals. Recalibrate test instruments immediately whenever instruments have been repaired following damage or dropping. Affix calibration tags to test instruments. Instruments shall have been calibrated within six months prior to use.

1.16 COORDINATION

- A. Management: The Commissioning Agent will coordinate the commissioning activities with the VA and Contractor. The Commissioning Agent will submit commissioning documents and information to the VA. All commissioning team members shall work together to fulfill their contracted responsibilities and meet the objectives of the contract documents.
- B. Scheduling: The Contractor shall work with the Commissioning Agent and the VA to incorporate the commissioning activities into the construction schedule. The Commissioning Agent will provide sufficient information (including, but not limited to, tasks, durations and predecessors) on commissioning activities to allow the Contractor and the VA to schedule commissioning activities. All parties shall address scheduling issues and make necessary notifications in a timely manner in order to expedite the project and the commissioning process. The Contractor shall update the Master Construction as directed by the VA.
- C. Initial Schedule of Commissioning Events: The Commissioning Agent will provide the initial schedule of primary commissioning events in the Commissioning Plan and at the commissioning coordination meetings. The Commissioning Plan will provide a format for this schedule. As construction progresses, more detailed schedules will be developed by the Contractor with information from the Commissioning Agent.
- D. Commissioning Coordinating Meetings: The Commissioning Agent will conduct periodic Commissioning Coordination Meetings of the commissioning team to review status of commissioning activities, to

discuss scheduling conflicts, and to discuss upcoming commissioning process activities.

- E. Pretesting Meetings: The Commissioning Agent will conduct pretest meetings of the commissioning team to review startup reports, Pre-Functional Checklist results, Systems Functional Performance Testing procedures, testing personnel and instrumentation requirements.
- F. Systems Functional Performance Testing Coordination: The Contractor shall coordinate testing activities to accommodate required quality assurance and control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting. The Contractor shall coordinate the schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT

- A. The Contractor shall provide all standard and specialized testing equipment required to perform Systems Functional Performance Testing. Test equipment required for Systems Functional Performance Testing will be identified in the detailed System Functional Performance Test Procedure prepared by the Commissioning Agent.
- B. Data logging equipment and software required to test equipment shall be provided by the Contractor.
- C. All testing equipment shall be of sufficient quality and accuracy to test and/or measure system performance with the tolerances specified in the Specifications. If not otherwise noted, the following minimum requirements apply: Temperature sensors and digital thermometers shall have a certified calibration within the past year to an accuracy of 0.5 °C (1.0 °F) and a resolution of + or - 0.1 °C (0.2 °F). Pressure sensors shall have an accuracy of + or - 2.0% of the value range being measured (not full range of meter) and have been calibrated within the last year. All equipment shall be calibrated according to the manufacturer's recommended intervals and following any repairs to the equipment. Calibration tags shall be affixed or certificates readily available.

PART 3 - EXECUTION

3.1 COMMISSIONING PROCESS ROLES AND RESPONSIBILITIES

A. The following table outlines the roles and responsibilities for the Commissioning Team members during the Construction Phase:

Construction Phase		CxA = Commissioning Agent COR = Contracting Officer's Representative A/E = Design Arch/Engineer PC = Prime Contractor O&M = Gov't Facility O&M					L = Lead P = Participate A = Approve R = Review O = Optional	
Commissioning Roles & Responsibilities								
Category	Task Description	CxA	COR	A/E	PC	O&M	Notes	
Meetings	Construction Commissioning Kick Off meeting	L	A	P	P	O		
	Commissioning Meetings	L	A	O	P	O		
	Project Progress Meetings	P	A	O	L	O		
	Controls Meeting	L	A	P	P	O		
Coordination	Coordinate with [OGC's, AHJ, Vendors, etc.] to ensure that Cx interacts properly with other systems as needed to support the OPR and BOD.	L	A	P	P	N/A		
Cx Plan & Spec	Final Commissioning Plan	L	A	R	R	O		
Schedules	Duration Schedule for Commissioning Activities	L	A	R	R	N/A		
OPR and BOD	Maintain OPR on behalf of Owner	L	A	R	R	O		

Construction Phase		CxA = Commissioning Agent COR = Contracting Officer's Representative A/E = Design Arch/Engineer PC = Prime Contractor O&M = Gov't Facility O&M					L = Lead P = Participate A = Approve R = Review O = Optional	
Commissioning Roles & Responsibilities								
Category	Task Description	CxA	COR	A/E	PC	O&M	Notes	
	Maintain BOD/DID on behalf of Owner	L	A	R	R	O		
Document Reviews	TAB Plan Review	L	A	R	R	O		
	Submittal and Shop Drawing Review	R	A	R	L	O		
	Review Contractor Equipment Startup Checklists	L	A	R	R	N/A		
	Review Change Orders, ASI, and RFI	L	A	R	R	N/A		
Site Observations	Witness Factory Testing	P	A	P	L	O		
	Construction Observation Site Visits	L	A	R	R	O		
Functional Test Protocols	Final Pre-Functional Checklists	L	A	R	R	O		
	Final Functional Performance Test Protocols	L	A	R	R	O		
Technical Activities	Issues Resolution Meetings	P	A	P	L	O		
Reports and	Status Reports	L	A	R	R	O		

Construction Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		COR = Contracting Officer's Representative					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	COR	A/E	PC	O&M	Notes
Logs	Maintain Commissioning Issues Log	L	A	R	R	O	

B. The following table outlines the roles and responsibilities for the Commissioning Team members during the Acceptance Phase:

Acceptance Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		COR = Contracting Officer's Representative					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Meetings	Commissioning Meetings	L	A	O	P	O	
	Project Progress Meetings	P	A	O	L	O	
	Pre-Test Coordination Meeting	L	A	O	P	O	
	Lessons Learned and Commissioning Report Review Meeting	L	A	P	P	O	

Acceptance Phase		CxA = Commissioning Agent COR = Contracting Officer's Representative A/E = Design Arch/Engineer PC = Prime Contractor O&M = Gov't Facility O&M					L = Lead P = Participate A = Approve R = Review O = Optional
Commissioning Roles & Responsibilities							
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Coordination	Coordinate with [OGC's, AHJ, Vendors, etc.] to ensure that Cx interacts properly with other systems as needed to support OPR and BOD	L	P	P	P	O	
Cx Plan & Spec	Maintain/Update Commissioning Plan	L	A	R	R	O	
Schedules	Prepare Functional Test Schedule	L	A	R	R	O	
OPR and BOD	Maintain OPR on behalf of Owner	L	A	R	R	O	
	Maintain BOD/DID on behalf of Owner	L	A	R	R	O	
Document Reviews	Review Completed Pre-Functional Checklists	L	A	R	R	O	
	Pre-Functional Checklist Verification	L	A	R	R	O	
	Review Operations & Maintenance Manuals	L	A	R	R	R	
	Training Plan Review	L	A	R	R	R	
	Warranty Review	L	A	R	R	O	
	Review TAB Report	L	A	R	R	O	
Site Observations	Construction Observation Site Visits	L	A	R	R	O	
	Witness Selected Equipment Startup	L	A	R	R	O	

Acceptance Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		COR = Contracting Officer's Representative					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Functional Test Protocols	TAB Verification	L	A	R	R	O	
	Systems Functional Performance Testing	L	A	O	P	P	
	Retesting	L	A	O	P	P	
Technical Activities	Issues Resolution Meetings	P	A	P	L	O	
	Systems Training	L	S	R	P	P	
Reports and Logs	Status Reports	L	A	R	R	O	
	Maintain Commissioning Issues Log	L	A	R	R	O	
	Final Commissioning Report	L	A	R	R	R	
	Prepare Systems Manuals	L	A	R	R	R	

C. The following table outlines the roles and responsibilities for the Commissioning Team members during the Warranty Phase:

Warranty Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		COR = Contracting Officer's Representative					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Meetings	Post-Occupancy User Review Meeting	L	A	O	P	P	
Site Observations	Periodic Site Visits	L	A	O	O	P	
Functional Test Protocols	Deferred and/or seasonal Testing	L	A	O	P	P	
Technical Activities	Issues Resolution Meetings	L	S	O	O	P	
	Post-Occupancy Warranty Checkup and review of Significant Outstanding Issues	L	A		R	P	
Reports and Logs	Final Commissioning Report Amendment	L	A		R	R	
	Status Reports	L	A		R	R	

3.2 STARTUP, INITIAL CHECKOUT, AND PRE-FUNCTIONAL CHECKLISTS

A. The following procedures shall apply to all equipment and systems to be commissioned, according to Part 1, Systems to Be Commissioned.

1. Pre-Functional Checklists are important to ensure that the equipment and systems are hooked up and operational. These ensure that Systems Functional Performance Testing may proceed without unnecessary delays. Each system to be commissioned shall have a full Pre-Functional Checklist completed by the Contractor prior to Systems Functional Performance Testing. No sampling strategies are used.

a. The Pre-Functional Checklist will identify the trades responsible for completing the checklist. The Contractor shall ensure the appropriate trades complete the checklists.

b. The Commissioning Agent will review completed Pre-Functional Checklists and field-verify the accuracy of the completed checklist using sampling techniques.

2. Startup and Initial Checkout Plan: The Contractor shall develop detailed startup plans for all equipment. The primary role of the Contractor in this process is to ensure that there is written documentation that each of the manufacturer recommended procedures have been completed. Parties responsible for startup shall be identified in the Startup Plan and in the checklist forms.

a. The Contractor shall develop the full startup plan by combining (or adding to) the checklists with the manufacturer's detailed startup and checkout procedures from the O&M manual data and the field checkout sheets normally used by the Contractor. The plan shall include checklists and procedures with specific boxes or lines for recording and documenting the checking and inspections of each procedure and a summary statement with a signature block at the end of the plan.

b. The full startup plan shall at a minimum consist of the following items:

1) The Pre-Functional Checklists.

2) The manufacturer's standard written startup procedures copied from the installation manuals with check boxes by each procedure and a signature block added by hand at the end.

3) The manufacturer's normally used field checkout sheets.

c. The Commissioning Agent will submit the full startup plan to the VA and Contractor for review. Final approval will be by the VA.

- d. The Contractor shall review and evaluate the procedures and the format for documenting them, noting any procedures that need to be revised or added.
3. Sensor and Actuator Calibration
 - a. All field installed temperature, relative humidity, and pressure sensors and gages, and all actuators (dampers and valves) on all equipment shall be calibrated using the methods described in Division 21, Division 22, Division 23, Division 26, Division 27, and Division 28 specifications.
 - b. All procedures used shall be fully documented on the Pre-Functional Checklists or other suitable forms, clearly referencing the procedures followed and written documentation of initial, intermediate and final results.
 4. Execution of Equipment Startup
 - a. Four weeks prior to equipment startup, the Contractor shall schedule startup and checkout with the VA and Commissioning Agent. The performance of the startup and checkout shall be directed and executed by the Contractor.
 - b. The Commissioning Agent will observe the startup procedures for selected pieces of primary equipment.
 - c. The Contractor shall execute startup and provide the VA and Commissioning Agent with a signed and dated copy of the completed startup checklists, and contractor tests.
 - d. Only individuals that have direct knowledge and witnessed that a line item task on the Startup Checklist was actually performed shall initial or check that item off. It is not acceptable for witnessing supervisors to fill out these forms.

3.3 DEFICIENCIES, NONCONFORMANCE, AND APPROVAL IN CHECKLISTS AND STARTUP

- A. The Contractor shall clearly list any outstanding items of the initial startup and Pre-Functional Checklist procedures that were not completed successfully, at the bottom of the procedures form or on an attached sheet. The procedures form and any outstanding deficiencies shall be provided to the VA and the Commissioning Agent within two days of completion.
- B. The Commissioning Agent will review the report and submit comments to the VA. The Commissioning Agent will work with the Contractor to correct and verify deficiencies or uncompleted items. The Commissioning Agent will involve the VA and others as necessary. The Contractor shall

correct all areas that are noncompliant or incomplete in the checklists in a timely manner, and shall notify the VA and Commissioning Agent as soon as outstanding items have been corrected. The Contractor shall submit an updated startup report and a Statement of Correction on the original noncompliance report. When satisfactorily completed, the Commissioning Agent will recommend approval of the checklists and startup of each system to the VA.

- C. The Contractor shall be responsible for resolution of deficiencies as directed the VA.

3.4 PHASED COMMISSIONING

- A. The project may require startup and initial checkout to be executed in phases. This phasing shall be planned and scheduled in a coordination meeting of the VA, Commissioning Agent, and the Contractor. Results will be added to the master construction schedule and the commissioning schedule.

3.5 DDC SYSTEM TRENDING FOR COMMISSIONING

- A. Trending is a method of testing as a standalone method or to augment manual testing. The Contractor shall trend any and all points of the system or systems at intervals specified below.
- B. Alarms are a means to notify the system operator that abnormal conditions are present in the system. Alarms shall be structured into three tiers - Critical, Priority, and Maintenance.
 1. Critical alarms are intended to be alarms that require the immediate attention of and action by the Operator. These alarms shall be displayed on the Operator Workstation in a popup style window that is graphically linked to the associated unit's graphical display. The popup style window shall be displayed on top of any active window within the screen, including non DDC system software.
 2. Priority level alarms are to be printed to a printer which is connected to the Operator's Work Station located within the engineer's office. Additionally Priority level alarms shall be able to be monitored and viewed through an active alarm application. Priority level alarms are alarms which shall require reaction from the operator or maintenance personnel within a normal work shift, and not immediate action.
 3. Maintenance alarms are intended to be minor issues which would require examination by maintenance personnel within the following shift. These alarms shall be generated in a scheduled report

- automatically by the DDC system at the start of each shift. The generated maintenance report will be printed to a printer located within the engineer's office.
- C. The Contractor shall provide a wireless internet network in the building for use during controls programming, checkout, and commissioning. This network will allow project team members to more effectively program, view, manipulate and test control devices while being in the same room as the controlled device.
- D. The Contractor shall provide graphical trending through the DDC control system of systems being commissioned. Trending requirements are indicated below and included with the Systems Functional Performance Test Procedures. Trending shall occur before, during and after Systems Functional Performance Testing. The Contractor shall be responsible for producing graphical representations of the trended DDC points that show each system operating properly during steady state conditions as well as during the System Functional Testing. These graphical reports shall be submitted to the COR and Commissioning Agent for review and analysis before, during dynamic operation, and after Systems Functional Performance Testing. The Contractor shall provide, but not limited to, the following trend requirements and trend submissions:
1. Pre-testing, Testing, and Post-testing - Trend reports of trend logs and graphical trend plots are required as defined by the Commissioning Agent. The trend log points, sampling rate, graphical plot configuration, and duration will be dictated by the Commissioning Agent. At any time during the Commissioning Process the Commissioning Agent may recommend changes to aspects of trending as deemed necessary for proper system analysis. The Contractor shall implement any changes as directed by the COR. Any pre-test trend analysis comments generated by the Commissioning Team should be addressed and resolved by the Contractor, as directed by the COR, prior to the execution of Systems Functional Performance Testing.
 2. Dynamic plotting - The Contractor shall also provide dynamic plotting during Systems Functional Performance testing at frequent intervals for points determined by the Systems Functional Performance Test Procedure. The graphical plots will be formatted and plotted at durations listed in the Systems Functional Performance Test Procedure.

3. Graphical plotting - The graphical plots shall be provided with a dual y-axis allowing 15 or more trend points (series) plotted simultaneously on the graph with each series in distinct color. The plots will further require title, axis naming, legend etc. all described by the Systems Functional Performance Test Procedure. If this cannot be sufficiently accomplished directly in the Direct Digital Control System then it is the responsibility of the Contractor to plot these trend logs in Microsoft Excel.
4. The following tables indicate the points to be trended and alarmed by system. The Operational Trend Duration column indicates the trend duration for normal operations. The Testing Trend Duration column indicates the trend duration prior to Systems Functional Performance Testing and again after Systems Functional Performance Testing. The Type column indicates point type: AI = Analog Input, AO = Analog Output, DI = Digital Input, DO = Digital Output, Calc = Calculated Point. In the Trend Interval Column, COV = Change of Value. The Alarm Type indicates the alarm priority; C = Critical, P = Priority, and M = Maintenance. The Alarm Range column indicates when the point is considered in the alarm state. The Alarm Delay column indicates the length of time the point must remain in an alarm state before the alarm is recorded in the DDC. The intent is to allow minor, short-duration events to be corrected by the DDC system prior to recording an alarm.

Dual-Path Air Handling Unit Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
General Exhaust Air Temperature	AI	15 Min	24 hours	3 days	N/A		
RA Temperature	AI	15 Min	24 hours	3 days	N/A		
RA Humidity	AI	15 Min	24 hours	3 days	P	>60% RH	10 min
SA Temp	AI	15 Min	24 hours	3 days	C	±5°F from SP	10 min
Supply Fan Speed	AI	15 Min	24 hours	3 days	N/A		
General Exhaust Fan Speed	AI	15 Min	24 hours	3 days	N/A		

Dual-Path Air Handling Unit Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
General Exhaust Pre-Filter Status	AI	None	None	None	N/A		
OA Pre-Filter Status	AI	None	None	None	N/A		
After Filter Status	AI	None	None	None	N/A		
SA Flow	AI	15 Min	24 hours	3 days	C	±10% from SP	10 min
OA Supply Temp	AI	15 Min	24 hours	3 days	P	±5°F from SP	10 min
Exhaust Supply Temp	AI	15 Min	24 hours	3 days	N/A		
CHS Valve Position	AI	15 Min	24 hours	3 days	N/A		
OA Flow	AI	15 Min	24 hours	3 days	P	±10% from SP	5 min
General Exhaust Air Flow	AI	15 Min	24 hours	3 days	P	±10% from SP	5 min
Decontamination Exhaust Air	AI	15 Min	24 hours	3 days	P	±10% from SP	5 min
Wet Exhaust Air Flow	AI	15 Min	24 hours	3 days	P	±10% from SP	5 min
Initial UVC Intensity (%)	AI	None	None	None	N/A		
Duct Pressure	AI	15 Min	24 hours	3 days	C	±25% from SP	6 min
Supply Fan Status	DI	COV	24 hours	3 days	C	Status <> Command	10 min
Exhaust Fan Status	DI	COV	24 hours	3 days	C	Status <> Command	10 Min
High Static Status	DI	COV	24 hours	3 days	P	True	1 min
Fire Alarm Status	DI	COV	24 hours	3 days	C	True	5 min
Freeze Stat	DI	COV	24 hours	3 days	C	True	10 min
Fire/Smoke Damper Status	DI	COV	24 hours	3 days	P	Closed	1 min
Emergency AHU Shutdown	DI	COV	24 hours	3 days	P	True	1 min
Decontamination Fan #1 A & 2B Status	DI	COV	24 hours	3 days	C	Status <> Command	10 min

Dual-Path Air Handling Unit Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Wet Exhaust Fan #2 A & 2B Status	DI	COV	24 hours	3 days	C	Status <> Command	10 min
Purge Exhaust Fan #3 Status	DI	COV	24 hours	3 days	C	Status <> Command	10 min
High Static Alarm	DI	COV	24 hours	3 days	C	True	10 min
UVC Emitter Alarm	DI	COV	24 hours	3 days	P	True	10 min
Power Failure	DI	COV	24 hours	3 days	P	True	1 min
Supply Fan Speed	AO	15 Min	24 hours	3 days	N/A		
General Exhaust Fan Speed	AO	15 Min	24 hours	3 days	N/A		
Decontamination Exhaust Fan Speed	AO	15 Min	24 hours	3 days	N/A		
Wet Exhaust Fan Speed	AO	15 Min	24 hours	3 days	N/A		
CHS Valve Position	AO	15 Min	24 hours	3 days	N/A		
Steam Valve Position	AO	15 Min	24 hours	3 days	N/A		
Supply Fan S/S	DO	COV	24 hours	3 days	N/A		
General Exhaust Fan S/S	DO	COV	24 hours	3 days	N/A		
Fire/Smoke Dampers	DO	COV	24 hours	3 days	N/A		
Decontamination Exhaust Fan 2A & 2B S/S	DO	COV	24 hours	3 days	N/A		
Wet Exhaust Fan 1A & 1B S/S	DO	COV	24 hours	3 days	N/A		
Purge	DO	COV	24 hours	3 days	N/A		

Terminal Unit (CAV, AFCV, etc.) Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Space Temperature	AI	15 Min	12 hours	3 days	P	±5°F from SP	10 min

Terminal Unit (CAV, AFCV, etc.) Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Air Flow	AI	15 Min	12 hours	3 days	P	±5°F from SP	10 min
SA Temperature	AI	15 Min	12 hours	3 days	P	±5°F from SP	10 min
Local Setpoint	AI	15 Min	12 hours	3 days	M	±10°F from SP	60 min
Space Humidity	AI	15 Min	12 hours	3 days	P	> 60% RH	5 min
Damper Position	AO	15 Minutes	12 hours	3 days	N/A		
Heating coil Valve Position	AO	15 Minutes	12 hours	3 days	N/A		

Steam and Condensate Pumps Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Steam Flow (LB/HR)	AI	15 Minutes	12 hours	3 days	N/A		
Condensate Flow (GPM)	AI	15 Minutes	12 hours	3 days	N/A		
High Water Level Alarm	DI	COV	12 hours	3 days	C	True	5 Min

Potable and Non-Potable Domestic Hot Water Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Non-Potable Domestic HW Setpoint HWG-1	AI	15 Minute	12 Hours	3 days	N/A		
Non-Potable Domestic HW Setpoint HWG-2	AI	15 Minute	12 Hours	3 days	N/A		
Non-Potable Domestic HW Temperature	AI	15 Minute	12 Hours	3 days	C	> 135 oF	10 Min
Potable Dom. Circ. Pump #1 Status	DI	COV	12 Hours	3 days	M	Status <> Command	30 min

Potable and Non-Potable Domestic Hot Water Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Potable Dom. Circ. Pump #2 Status	DI	COV	12 Hours	3 days	M	Status <> Command	30 min
Potable Dom. Circ. Pump #3 Status	DI	COV	12 Hours	3 days	M	Status <> Command	30 min
Potable Dom. Circ. Pump #4 Status	DI	COV	12 Hours	3 days	M	Status <> Command	30 min
Tempered Water Circ. Pump #5	DI	COV	12 Hours	3 days	M	Status <> Command	30 min
Tempered Water Circ. Pump #6	DI	COV	12 Hours	3 days	M	Status <> Command	30 min
Potable Dom. Circ. Pump #1 Start/Stop	DO	COV	12 Hours	3 days	N/A		
Potable Dom. Circ. Pump #2 Start/Stop	DO	COV	12 Hours	3 days	N/A		
Potable Dom. Circ. Pump #3 Start/Stop	DO	COV	12 Hours	3 days	N/A		
Potable Dom. Circ. Pump #4 Start/Stop	DO	COV	12 Hours	3 days	N/A		
Potable Dom. Circ. Pump #5 Start/Stop	DO	COV	12 Hours	3 days	N/A		
Potable Dom. Circ. Pump #6 Start/Stop	DO	COV	12 Hours	3 days	N/A		
Non-Potable Domestic HWG-1 Control Valve Position	AO	15 Min	12 Hours	3 days	N/A		

Hydronic Hot Water Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
System HS Temperature	AI	15 min	12 hours	3 days	C	±5°F from SP	10 Min

Hydronic Hot Water Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
System HR Temperature	AI	15 min	12 hours	3 days	M	±15°F from SP	300 Min
HX-1 Entering Temperature	AI	15 min	12 hours	3 days	P	±5°F from SP	10 Min
HX-2 Entering Temperature	AI	15 min	12 hours	3 days	P	±5°F from SP	10 Min
HX-1 Leaving Temperature	AI	15 min	12 hours	3 days	P	±5°F from SP	10 Min
HX-2 Leaving Temperature	AI	15 min	12 hours	3 days	P	±5°F from SP	10 Min
System Flow (GPM)	AI	15 min	12 hours	3 days	N/A		
System Differential Pressure	AI	15 min	12 hours	3 days	P	±10% from SP	8 Min
HW Pump 1 Status	DI	COV	12 Hours	3 days	C	Status <> Command	30 min
HW Pump 2 Status	DI	COV	12 Hours	3 days	C	Status <> Command	30 min
HW Pump 1 VSMC Speed	AO	15 Min	12 Hours	3 days	N/A		
HW Pump 2 VSMC Speed	AO	15 Min	12 Hours	3 days	N/A		
Steam Station #1 1/3 Control Valve Position	AO	15 Min	12 Hours	3 days	N/A		
Steam Station #1 2/3 Control Valve Position	AO	15 Min	12 Hours	3 days	N/A		
Steam Station Bypass Valve Position	AO	15 Min	12 Hours	3 days	N/A		
HW Pump 1 Start/Stop	DO	COV	12 Hours	3 days	N/A		
HW Pump 2 Start/Stop	DO	COV	12 Hours	3 days	N/A		
HR #1 Valve	DO	COV	12 Hours	3 days	N/A		
HR #2 Valve	DO	COV	12 Hours	3 days	N/A		

Chilled Water System Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Chilled Water Supply Temperature	AI	15 Minutes	12 Hours	3 days	N/A		
Chilled Water Return Temperature	AI	15 Minutes	12 Hours	3 days	P	±5°F from SP	10 Min
Chilled Water Flow (GPM)	AI	15 Minutes	12 Hours	3 days	N/A		

Refrigerant Monitoring System Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Refrigerant Detector	DI	COV	12 Hours	3 days	C	True	10 Min
Refrigerant Exhaust Fan Status	DI	COV	12 Hours	3 days	M	Status <> Command	30 min
Emergency Shutdown	DI	COV	12 Hours	3 days	P	True	1 Min

E. The Contractor shall provide the following information prior to Systems Functional Performance Testing. Any documentation that is modified after submission shall be recorded and resubmitted to the COR and Commissioning Agent.

1. Point-to-Point checkout documentation;
2. Sensor field calibration documentation including system name, sensor/point name, measured value, DDC value, and Correction Factor.
3. A sensor calibration table listing the referencing the location of procedures to following in the O&M manuals, and the frequency at which calibration should be performed for all sensors, separated by system, subsystem, and type. The calibration requirements shall be submitted both in the O&M manuals and separately in a standalone document containing all sensors for inclusion in the commissioning documentation. The following table is a sample that can be used as a template for submission.

SYSTEM		
Sensor	Calibration Frequency	O&M Calibration Procedure Reference
Discharge air temperature	Once a year	Volume I Section D.3.aa
Discharge static pressure	Every 6 months	Volume II Section A.1.c

4. Loop tuning documentation and constants for each loop of the building systems. The documentation shall be submitted in outline or table separated by system, control type (e.g. heating valve temperature control); proportional, integral and derivative constants, interval (and bias if used) for each loop. The following table is a sample that can be used as a template for submission.

AIR HANDLING UNIT AHU-1				
Control Reference	Proportional Constant	Integral Constant	Derivative Constant	Interval
Heating Valve Output	1000	20	10	2 sec.

3.6 SYSTEMS FUNCTIONAL PERFORMANCE TESTING

- A. This paragraph applies to Systems Functional Performance Testing of systems for all referenced specification Divisions.
- B. Objectives and Scope: The objective of Systems Functional Performance Testing is to demonstrate that each system is operating according to the Contract Documents. Systems Functional Performance Testing facilitates bringing the systems from a state of substantial completion to full dynamic operation. Additionally, during the testing process, areas of noncompliant performance are identified and corrected, thereby improving the operation and functioning of the systems. In general, each system shall be operated through all modes of operation (seasonal, occupied, unoccupied, warm-up, cool-down, part- and full-load, fire alarm and emergency power) where there is a specified system response. The Contractor shall verify each sequence in the sequences of operation. Proper responses to such modes and conditions as power failure, freeze condition, low oil pressure, no flow, equipment failure, etc. shall also be tested.
- C. Development of Systems Functional Performance Test Procedures: Before Systems Functional Performance Test procedures are written, the Contractor shall submit all requested documentation and a current list of change orders affecting equipment or systems, including an updated

points list, program code, control sequences and parameters. Using the testing parameters and requirements found in the Contract Documents and approved submittals and shop drawings, the Commissioning Agent will develop specific Systems Functional Test Procedures to verify and document proper operation of each piece of equipment and system to be commissioned. The Contractor shall assist the Commissioning Agent in developing the Systems Functional Performance Test procedures as requested by the Commissioning Agent i.e. by answering questions about equipment, operation, sequences, etc. Prior to execution, the Commissioning Agent will provide a copy of the Systems Functional Performance Test procedures to the VA, the Architect/Engineer, and the Contractor, who shall review the tests for feasibility, safety, equipment and warranty protection.

- D. Purpose of Test Procedures: The purpose of each specific Systems Functional Performance Test is to verify and document compliance with the stated criteria of acceptance given on the test form. Representative test formats and examples are found in the Commissioning Plan for this project. (The Commissioning Plan is issued as a separate document and is available for review.) The test procedure forms developed by the Commissioning Agent will include, but not be limited to, the following information:
1. System and equipment or component name(s)
 2. Equipment location and ID number
 3. Unique test ID number, and reference to unique Pre-Functional Checklists and startup documentation, and ID numbers for the piece of equipment
 4. Date
 5. Project name
 6. Participating parties
 7. A copy of the specification section describing the test requirements
 8. A copy of the specific sequence of operations or other specified parameters being verified
 9. Formulas used in any calculations
 10. Required pretest field measurements
 11. Instructions for setting up the test.
 12. Special cautions, alarm limits, etc.
 13. Specific step-by-step procedures to execute the test, in a clear, sequential and repeatable format

14. Acceptance criteria of proper performance with a Yes / No check box to allow for clearly marking whether or not proper performance of each part of the test was achieved.
 15. A section for comments.
 16. Signatures and date block for the Commissioning Agent. A place for the Contractor to initial to signify attendance at the test.
- E. Test Methods: Systems Functional Performance Testing shall be achieved by manual testing (i.e. persons manipulate the equipment and observe performance) and/or by monitoring the performance and analyzing the results using the control system's trend log capabilities or by standalone data loggers. The Contractor and Commissioning Agent shall determine which method is most appropriate for tests that do not have a method specified.
1. Simulated Conditions: Simulating conditions (not by an overwritten value) shall be allowed, although timing the testing to experience actual conditions is encouraged wherever practical.
 2. Overwritten Values: Overwriting sensor values to simulate a condition, such as overwriting the outside air temperature reading in a control system to be something other than it really is, shall be allowed, but shall be used with caution and avoided when possible. Such testing methods often can only test a part of a system, as the interactions and responses of other systems will be erroneous or not applicable. Simulating a condition is preferable. e.g., for the above case, by heating the outside air sensor with a hair blower rather than overwriting the value or by altering the appropriate setpoint to see the desired response. Before simulating conditions or overwriting values, sensors, transducers and devices shall have been calibrated.
 3. Simulated Signals: Using a signal generator which creates a simulated signal to test and calibrate transducers and DDC constants is generally recommended over using the sensor to act as the signal generator via simulated conditions or overwritten values.
 4. Altering Setpoints: Rather than overwriting sensor values, and when simulating conditions is difficult, altering setpoints to test a sequence is acceptable. For example, to see the Air Conditioning compressor lockout initiate at an outdoor air temperature below 12°C (54°F), when the outdoor air temperature is above 12°C (54°F),

- temporarily change the lockout setpoint to be 2 C (4 F) above the current outdoor air temperature.
5. Indirect Indicators: Relying on indirect indicators for responses or performance shall be allowed only after visually and directly verifying and documenting, over the range of the tested parameters, that the indirect readings through the control system represent actual conditions and responses. Much of this verification shall be completed during systems startup and initial checkout.
- F. Setup: Each function and test shall be performed under conditions that simulate actual conditions as closely as is practically possible. The Contractor shall provide all necessary materials, system modifications, etc. to produce the necessary flows, pressures, temperatures, etc. necessary to execute the test according to the specified conditions. At completion of the test, the Contractor shall return all affected building equipment and systems, due to these temporary modifications, to their pretest condition.
- G. Sampling: No sampling is allowed in completing Pre-Functional Checklists. Sampling is allowed for Systems Functional Performance Test Procedures execution. The Commissioning Agent will determine the sampling rate. If at any point, frequent failures are occurring and testing is becoming more troubleshooting than verification, the Commissioning Agent may stop the testing and require the Contractor to perform and document a checkout of the remaining units, prior to continuing with Systems Functional Performance Testing of the remaining units.
- H. Cost of Retesting: The cost associated with expanded sample System Functional Performance Tests shall be solely the responsibility of the Contractor. Any required retesting by the Contractor shall not be considered a justified reason for a claim of delay or for a time extension by the Contractor. Contractor shall also be responsible for additional cost (time and materials) for the Architect/Engineer to witness retesting.
- I. Coordination and Scheduling: The Contractor shall provide a minimum of 7 days' notice to the Commissioning Agent and the VA regarding the completion schedule for the Pre-Functional Checklists and startup of all equipment and systems. The Commissioning Agent will schedule Systems Functional Performance Tests with the Contractor and VA. The Commissioning Agent will witness and document the Systems Functional

Performance Testing of systems. The Contractor shall execute the tests in accordance with the Systems Functional Performance Test Procedure.

- J. Testing Prerequisites: In general, Systems Functional Performance Testing will be conducted only after Pre-Functional Checklists have been satisfactorily completed. The control system shall be sufficiently tested and approved by the Commissioning Agent and the VA before it is used to verify performance of other components or systems. The air balancing and water balancing shall be completed before Systems Functional Performance Testing of air-related or water-related equipment or systems are scheduled. Systems Functional Performance Testing will proceed from components to subsystems to systems. When the proper performance of all interacting individual systems has been achieved, the interface or coordinated responses between systems will be checked.
- K. Problem Solving: The Commissioning Agent will recommend solutions to problems found, however the burden of responsibility to solve, correct and retest problems is with the Contractor.

3.7 DOCUMENTATION, NONCONFORMANCE AND APPROVAL OF TESTS

- A. Documentation: The Commissioning Agent will witness, and document the results of all Systems Functional Performance Tests using the specific procedural forms developed by the Commissioning Agent for that purpose. Prior to testing, the Commissioning Agent will provide these forms to the VA and the Contractor for review and approval. The Contractor shall include the filled out forms with the O&M manual data.
- B. Nonconformance: The Commissioning Agent will record the results of the Systems Functional Performance Tests on the procedure or test form. All items of nonconformance issues will be noted and reported to the VA on Commissioning Field Reports and/or the Commissioning Master Issues Log.
1. Corrections of minor items of noncompliance identified may be made during the tests. In such cases, the item of noncompliance and resolution shall be documented on the Systems Functional Test Procedure.
 2. Every effort shall be made to expedite the systems functional Performance Testing process and minimize unnecessary delays, while not compromising the integrity of the procedures. However, the Commissioning Agent shall not be pressured into overlooking noncompliant work or loosening acceptance criteria to satisfy

- scheduling or cost issues, unless there is an overriding reason to do so by direction from the VA.
3. As the Systems Functional Performance Tests progresses and an item of noncompliance is identified, the Commissioning Agent shall discuss the issue with the Contractor and the VA.
 4. When there is no dispute on an item of noncompliance, and the Contractor accepts responsibility to correct it:
 - a. The Commissioning Agent will document the item of noncompliance and the Contractor's response and/or intentions. The Systems Functional Performance Test then continues or proceeds to another test or sequence. After the day's work is complete, the Commissioning Agent will submit a Commissioning Field Report to the VA. The Commissioning Agent will also note items of noncompliance and the Contractor's response in the Master Commissioning Issues Log. The Contractor shall correct the item of noncompliance and report completion to the VA and the Commissioning Agent.
 - b. The need for retesting will be determined by the Commissioning Agent. If retesting is required, the Commissioning Agent and the Contractor shall reschedule the test and the test shall be repeated.
 5. If there is a dispute about item of noncompliance, regarding whether it is an item of noncompliance, or who is responsible:
 - a. The item of noncompliance shall be documented on the test form with the Contractor's response. The item of noncompliance with the Contractor's response shall also be reported on a Commissioning Field Report and on the Master Commissioning Issues Log.
 - b. Resolutions shall be made at the lowest management level possible. Other parties are brought into the discussions as needed. Final interpretive and acceptance authority is with the Department of Veterans Affairs.
 - c. The Commissioning Agent will document the resolution process.
 - d. Once the interpretation and resolution have been decided, the Contractor shall correct the item of noncompliance, report it to the Commissioning Agent. The requirement for retesting will be determined by the Commissioning Agent. If retesting is required, the Commissioning Agent and the Contractor shall reschedule the

test. Retesting shall be repeated until satisfactory performance is achieved.

- C. Cost of Retesting: The cost to retest a System Functional Performance Test shall be solely the responsibility of the Contractor. Any required retesting by the Contractor shall not be considered a justified reason for a claim of delay or for a time extension by the Contractor. Contractor shall be responsible for additional cost (time and materials) for the Architect/Engineer to witness retesting.
- D. Failure Due to Manufacturer Defect: If 10%, or three, whichever is greater, of identical pieces (size alone does not constitute a difference) of equipment fail to perform in compliance with the Contract Documents (mechanically or substantively) due to manufacturing defect, not allowing it to meet its submitted performance specifications, all identical units may be considered unacceptable by the VA. In such case, the Contractor shall provide the VA with the following:
1. Within one week of notification from the VA, the Contractor shall examine all other identical units making a record of the findings. The findings shall be provided to the VA within two weeks of the original notice.
 2. Within two weeks of the original notification, the Contractor shall provide a signed and dated, written explanation of the problem, cause of failures, etc. and all proposed solutions which shall include full equipment submittals. The proposed solutions shall not significantly exceed the specification requirements of the original installation.
 3. The VA shall determine whether a replacement of all identical units or a repair is acceptable.
 4. Two examples of the proposed solution shall be installed by the Contractor and the VA shall be allowed to test the installations for up to one week, upon which the VA will decide whether to accept the solution.
 5. Upon acceptance, the Contractor shall replace or repair all identical items, at their expense and extend the warranty accordingly, if the original equipment warranty had begun. The replacement/repair work shall proceed with reasonable speed beginning within one week from when parts can be obtained.

- E. Approval: The Commissioning Agent will note each satisfactorily demonstrated function on the test form. Formal approval of the Systems Functional Performance Test shall be made later after review by the Commissioning Agent and by the VA. The Commissioning Agent will evaluate each test and report to the VA using a standard form. The VA will give final approval on each test using the same form, and provide signed copies to the Commissioning Agent and the Contractor.

3.8 DEFERRED TESTING

- A. Unforeseen Deferred Systems Functional Performance Tests: If any Systems Functional Performance Test cannot be completed due to the building structure, required occupancy condition or other conditions, execution of the Systems Functional Performance Testing may be delayed upon approval of the VA. These Systems Functional Performance Tests shall be conducted in the same manner as the seasonal tests as soon as possible. Services of the Contractor to conduct these unforeseen Deferred Systems Functional Performance Tests shall be negotiated between the VA and the Contractor.
- B. Deferred Seasonal Testing: Deferred Seasonal Systems Functional Performance Tests are those that must be deferred until weather conditions are closer to the systems design parameters. The Commissioning Agent will review systems parameters and recommend which Systems Functional Performance Tests should be deferred until weather conditions more closely match systems parameters. The Contractor shall review and comment on the proposed schedule for Deferred Seasonal Testing. The VA will review and approve the schedule for Deferred Seasonal Testing. Deferred Seasonal Systems Functional Performances Tests shall be witnessed and documented by the Commissioning Agent. Deferred Seasonal Systems Functional Performance Tests shall be executed by the Contractor in accordance with these specifications.

3.9 OPERATION AND MAINTENANCE TRAINING REQUIREMENTS

- A. Training Preparation Conference: Before operation and maintenance training, the Commissioning Agent will convene a training preparation conference to include COR, VA's Operations and Maintenance personnel, and the Contractor. The purpose of this conference will be to discuss and plan for Training and Demonstration of VA Operations and Maintenance personnel.
- B. The Contractor shall provide training and demonstration as required by other Division 21, Division 22, Division 23, Division 26, Division 27,

Division 28, and Division 31 sections. The Training and Demonstration shall include, but is not limited to, the following:

1. Review the Contract Documents.
 2. Review installed systems, subsystems, and equipment.
 3. Review instructor qualifications.
 4. Review instructional methods and procedures.
 5. Review training module outlines and contents.
 6. Review course materials (including operation and maintenance manuals).
 7. Review and discuss locations and other facilities required for instruction.
 8. Review and finalize training schedule and verify availability of educational materials, instructors, audiovisual equipment, and facilities needed to avoid delays.
 9. For instruction that must occur outdoor, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.
- C. Training Module Submittals: The Contractor shall submit the following information to the VA and the Commissioning Agent:
1. Instruction Program: Submit two copies of outline of instructional program for demonstration and training, including a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module. At completion of training, submit two complete training manuals for VA's use.
 2. Qualification Data: Submit qualifications for facilitator and/or instructor.
 3. Attendance Record: For each training module, submit list of participants and length of instruction time.
 4. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.
 5. Demonstration and Training Recording:
 - a. General: Engage a qualified commercial photographer to record demonstration and training. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice. At beginning of each training module, record each chart containing learning objective and lesson outline.

- b. Video Format: Provide high quality color DVD color on standard size DVD disks.
 - c. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.
 - d. Narration: Describe scenes on video recording by audio narration by microphone while demonstration and training is recorded. Include description of items being viewed. Describe vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - e. Submit two copies within seven days of end of each training module.
6. Transcript: Prepared on 8-1/2-by-11-inch paper, punched and bound in heavy-duty, 3-ring, vinyl-covered binders. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding videotape. Include name of Project and date of videotape on each page.
- D. Quality Assurance:
1. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
 2. Instructor Qualifications: A factory authorized service representative, complying with requirements in Division 01 Section "Quality Requirements," experienced in operation and maintenance procedures and training.
 3. Photographer Qualifications: A professional photographer who is experienced photographing construction projects.
- E. Training Coordination:
1. Coordinate instruction schedule with VA's operations. Adjust schedule as required to minimize disrupting VA's operations.
 2. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
 3. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by the VA.

F. Instruction Program:

1. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections, and as follows:

- a. Fire protection systems, including fire alarm, and fire suppression systems.
- b. Intrusion detection systems.
- c. Elevators.
- d. Medical equipment, including medical gas equipment and piping.
- e. Laboratory equipment, including laboratory air and vacuum equipment and piping.
- f. Heat generation, including pumps, steam distribution piping, condensate return systems, heating hot water heat exchangers, and heating hot water distribution piping.
- g. Refrigeration systems, including condensers and distribution piping.
- h. HVAC systems, including air handling equipment, air distribution systems, and terminal equipment and devices.
- i. HVAC instrumentation and controls.
- j. Electrical service and distribution, including transformers, panelboards and motor controls.
- k. Lighting equipment and controls.
- l. Communication systems, including intercommunication, surveillance, mass evacuation, voice and data.

G. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participants are expected to master. For each module, include instruction for the following:

1. Basis of System Design, Operational Requirements, and Criteria:

Include the following:

- a. System, subsystem, and equipment descriptions.
- b. Performance and design criteria if Contractor is delegated design responsibility.
- c. Operating standards.
- d. Regulatory requirements.
- e. Equipment function.
- f. Operating characteristics.

- g. Limiting conditions.
 - H, Performance curves.
2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project Record Documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
 3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
 4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
 5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.

- d. Economy and efficiency adjustments.
- 6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
- 7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
- 8. Repairs: Include the following:
 - a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.
- H. Training Execution:
 - 1. Preparation: Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a combined training manual. Set up instructional equipment at instruction location.
 - 2. Instruction:
 - a. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Department of Veterans Affairs for number of participants, instruction times, and location.
 - b. Instructor: Engage qualified instructors to instruct VA's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1) The Commissioning Agent will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.

- 2) The VA will furnish an instructor to describe VA's operational philosophy.
 - 3) The VA will furnish the Contractor with names and positions of participants.
3. Scheduling: Provide instruction at mutually agreed times. For equipment that requires seasonal operation, provide similar instruction at start of each season. Schedule training with the VA and the Commissioning Agent with at least seven days' advance notice.
 4. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral, or a written, performance-based test.
 5. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.
- I. Demonstration and Training Recording:
1. General: Engage a qualified commercial photographer to record demonstration and training. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice. At beginning of each training module, record each chart containing learning objective and lesson outline.
 2. Video Format: Provide high quality color DVD color on standard size DVD disks.
 3. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.
 4. Narration: Describes scenes on videotape by audio narration by microphone while demonstration and training is recorded. Include description of items being viewed. Describe vantage point, indicating location, direction (by compass point), and elevation or story of construction.

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