

PROJECT MANUAL

Provide Interior Signage Package
Project Number 541-16-526

LOUIS STOKES CLEVELAND VAMEDICAL CENTER WADE PARK DIVISION
10701 EAST BLVD., CLEVELAND, OHIO 44106

4/21/2017

DEPARTMENT OF VETERANS AFFAIRS
MASTER SPECIFICATIONS

TABLE OF CONTENTS
Section 00 01 10

| | DIVISION 0 - SPECIAL SECTIONS | DATE |
|----------|---|-------------|
| 00 01 10 | Table of Contents | |
| 00 01 15 | List of Drawing Sheets | |
| | | |
| | DIVISION 1 - GENERAL REQUIREMENTS | |
| | | |
| 01 00 00 | General Requirements | |
| | Hazardous Work Activity Checklist | |
| | OSHA Requirements and Safety and Health Regulations | |
| | Sample Infection Control Permit | |
| | | |

SECTION 00 01 15
DRAWING INDEX

The documents for this contract include the drawings listed below, the Project Manual, the Master Signage Schedule, and the Statement of Work.

SIGNAGE REPLACEMENT PLANS:

MAIN HOSPITAL

SUB-BASEMENT LEVEL

| | |
|--------|--------------------------------|
| EX-SB | MASTER SUB-BASEMENT KEY PLAN |
| A-SB.1 | ENLARGED SIGNAGE PLAN - AREA 1 |
| A-SB.2 | ENLARGED SIGNAGE PLAN - AREA 2 |
| A-SB.3 | ENLARGED SIGNAGE PLAN - AREA 3 |

BASEMENT LEVEL

| | |
|-------|--------------------------------|
| EX-0 | MASTER BASEMENT KEY PLAN |
| A-0.1 | ENLARGED SIGNAGE PLAN - AREA 1 |
| A-0.2 | ENLARGED SIGNAGE PLAN - AREA 2 |
| A-0.3 | ENLARGED SIGNAGE PLAN - AREA 3 |
| A-0.4 | ENLARGED SIGNAGE PLAN - AREA 4 |
| A-0.5 | ENLARGED SIGNAGE PLAN - AREA 5 |
| A-0.6 | ENLARGED SIGNAGE PLAN - AREA 6 |
| A-0.7 | ENLARGED SIGNAGE PLAN - AREA 7 |
| A-0.8 | ENLARGED SIGNAGE PLAN - AREA 8 |

FIRST FLOOR

| | |
|-------|--------------------------------|
| EX-1 | MASTER FIRST FLOOR KEY PLAN |
| A-1.1 | ENLARGED SIGNAGE PLAN - AREA 1 |
| A-1.2 | ENLARGED SIGNAGE PLAN - AREA 2 |
| A-1.3 | ENLARGED SIGNAGE PLAN - AREA 3 |
| A-1.4 | ENLARGED SIGNAGE PLAN - AREA 4 |
| A-1.5 | ENLARGED SIGNAGE PLAN - AREA 5 |
| A-1.6 | ENLARGED SIGNAGE PLAN - AREA 6 |
| A-1.7 | ENLARGED SIGNAGE PLAN - AREA 7 |
| A-1.8 | ENLARGED SIGNAGE PLAN - AREA 8 |

SECOND FLOOR

| | |
|-------|--------------------------------|
| EX-2 | MASTER SECOND FLOOR KEY PLAN |
| A-2.1 | ENLARGED SIGNAGE PLAN - AREA 1 |
| A-2.2 | ENLARGED SIGNAGE PLAN - AREA 2 |
| A-2.3 | ENLARGED SIGNAGE PLAN - AREA 3 |
| A-2.4 | ENLARGED SIGNAGE PLAN - AREA 4 |
| A-2.5 | ENLARGED SIGNAGE PLAN - AREA 5 |
| A-2.6 | ENLARGED SIGNAGE PLAN - AREA 6 |
| A-2.7 | ENLARGED SIGNAGE PLAN - AREA 7 |
| A-2.8 | ENLARGED SIGNAGE PLAN - AREA 8 |

THIRD FLOOR

| | |
|-------|--------------------------------|
| EX-3 | MASTER THIRD FLOOR KEY PLAN |
| A-3.1 | ENLARGED SIGNAGE PLAN - AREA 1 |
| A-3.2 | ENLARGED SIGNAGE PLAN - AREA 2 |
| A-3.3 | ENLARGED SIGNAGE PLAN - AREA 3 |

A-3.4 ENLARGED SIGNAGE PLAN - AREA 4

FOURTH FLOOR

EX-4 MASTER FOURTH FLOOR KEY PLAN
A-4.1 ENLARGED SIGNAGE PLAN - AREA 1
A-4.2 ENLARGED SIGNAGE PLAN - AREA 2
A-4.3 ENLARGED SIGNAGE PLAN - AREA 3
A-4.4 ENLARGED SIGNAGE PLAN - AREA 4

FIFTH FLOOR

EX-5 MASTER FIFTH FLOOR KEY PLAN
A-5.1 ENLARGED SIGNAGE PLAN - AREA 1
A-5.2 ENLARGED SIGNAGE PLAN - AREA 2
A-5.3 ENLARGED SIGNAGE PLAN - AREA 3
A-5.4 ENLARGED SIGNAGE PLAN - AREA 4

SIXTH FLOOR

EX-6 MASTER SIXTH FLOOR KEY PLAN
A-6.1 ENLARGED SIGNAGE PLAN - AREA 1

PENTHOUSE ROOF

EX-PR MASTER PENTHOUSE ROOF KEY PLAN
A-PR.1 ENLARGED SIGNAGE PLAN - AREA 1
A-PR.2 ENLARGED SIGNAGE PLAN - AREA 2

LEARNING EXCHANGE BUILDING

FIRST AND SECOND FLOORS

LXC-1.0 1ST AND 2ND FLOOR SIGNAGE PLANS

WAYFINDING PLANS

WF-0 BASEMENT LEVEL WAYFINDING SIGNAGE PLAN

WF-1 1ST FLOOR MASTER WAYFINDING PLAN
WF-1.1 1ST FLOOR PRIORITY 1 WAYFINDING SIGNAGE PLAN
WF-1.2 1ST FLOOR PRIORITY 2 WAYFINDING SIGNAGE PLAN
WF-1.3 1ST FLOOR PRIORITY 3 WAYFINDING SIGNAGE PLAN

WF-2 2ND FLOOR WAYFINDING SIGNAGE PLAN
WF-3 3RD FLOOR WAYFINDING SIGNAGE PLAN
WF-4 4TH FLOOR WAYFINDING SIGNAGE PLAN
WF-5 5TH FLOOR WAYFINDING SIGNAGE PLAN
WF-6 6TH FLOOR WAYFINDING SIGNAGE PLAN

SIGNAGE ELEVATIONS

SE-1 WALL-MOUNTED ROOM I.D. SIGNAGE ELEVATIONS
SE-2 WALL-MOUNTED ROOM I.D. SIGNAGE ELEVATIONS
SE-3 WALL-MOUNTED ROOM I.D. SIGNAGE ELEVATIONS
SE-4 WALL-MOUNTED ROOM I.D. SIGNAGE ELEVATIONS
SE-5 WALL-MOUNTED ROOM I.D. SIGNAGE ELEVATIONS
SE-6 WALL-MOUNTED ROOM I.D. SIGNAGE ELEVATIONS
SE-7 WALL-MOUNTED ROOM I.D. SIGNAGE ELEVATIONS
SE-8 WAYFINDING SIGNAGE ELEVATIONS

SE-9
SE-10

WAYFINDING SIGNAGE ELEVATIONS
WAYFINDING SIGNAGE ELEVATIONS

**SECTION 01 00 00
GENERAL REQUIREMENTS**

TABLE OF CONTENTS

| | | |
|------|---|----|
| 1.1 | GENERAL INTENTION | 1 |
| 1.2 | STATEMENT OF BID ITEM(S) | 1 |
| 1.3 | SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR | 1 |
| 1.4 | CONSTRUCTION SECURITY REQUIREMENTS | 1 |
| 1.5 | FIRE SAFETY | 2 |
| 1.6 | OPERATIONS AND STORAGE AREAS | 4 |
| 1.7 | ALTERATIONS | 6 |
| 1.8 | INFECTION PREVENTION MEASURES | 7 |
| 1.9 | DISPOSAL AND RETENTION | 12 |
| 1.10 | RESTORATION | 13 |
| 1.11 | AVAILABILITY AND USE OF UTILITY SERVICES | 13 |
| 1.12 | ATTACHMENTS | 14 |
| | HAZARDOUS WORK ACTIVITY CHECKLIST | |
| | OSHA REQUIREMENTS AND SAFETY AND HEALTH REGULATIONS | |
| | SAMPLE INFECTION CONTROL PERMIT | |

SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Contractor shall fabricate and install interior signage, including the replacement of some existing signage, at the Louis Stokes VAMC Cleveland Facility as required by the Drawings, Project Manual, Master Signage Schedule, and Statement of Work
- B. Site visits will be in accordance with specification reference FAR 52.236-27 Site Visits.
- C. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
- D. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2) will maintain a presence at the work site whenever the general or subcontractors are present.
- E. Training:
 - 1. All employees of general contractor or subcontractors shall have the following required hours of OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team.
 - a. Superintendent: 30 hours.
 - b. All other Workers: 10 hours.
 - 2. Submit training records of all such employees for approval before the start of work.

1.2 STATEMENT OF BID ITEM(S)

- A. ITEM I, GENERAL CONSTRUCTION: Work includes removal of existing wall and ceiling hung signage, wall prep and priming, fabrication of new wall and ceiling hung signage and inserts, installation of wall and ceiling hung signage and inserts.

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. AFTER AWARD OF CONTRACT, zero (0) sets of specifications and drawings will be furnished.

1.4 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Plan:
 - 1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
 - 2. The General Contractor is responsible for assuring that all sub-

contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days' notice to the Contracting Officer so that security 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. 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. No parking is available at Medical Center for contractors and contractor commuter vehicles shall be parked off-site.

1.5 FIRE SAFETY

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

1. American Society for Testing and Materials (ASTM):
E84-2008.....Surface Burning Characteristics of Building
Materials
2. National Fire Protection Association (NFPA):
10-2006.....Standard for Portable Fire Extinguishers
30-2007.....Flammable and Combustible Liquids Code
51B-2003.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work
70-2007.....National Electrical Code
241-2004.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations
3. Occupational Safety and Health Administration (OSHA):
29 CFR 1926.....Safety and Health Regulations for Construction

- 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. Temporary Construction Partitions:
 - 1. Provide a temporary construction barrier at any location where excessive dust will be generated. Dust collection methods will need to be implemented if barriers are not used.
- D. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COR.
- E. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to COR. Any construction materials found in exit stairs or corridors will be disposed of at contractor's expense.

- F. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- G. 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. 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.
- H. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR.
- I. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COR. Obtain permits from COR at least 48 hours in advance.
- J. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to COR.
- K. 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.
- L. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily. A dumpster location will be unavailable to the contractor and construction debris shall be removed from the site on a daily basis.
- M. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- N. If required, submit documentation to the COR that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.
- O. See additional OSHA Requirements and Safety and Health Regulations attachment at the end of this specification section.

1.6 OPERATIONS AND STORAGE AREAS

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

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

- C. Working space and space available for storing materials shall be as determined by the COR.
- D. Workmen are subject to rules of Medical Center applicable to their conduct.
- E. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COR where required by limited working space.
 - 1. Do not store materials and equipment in other than assigned areas.
 - 2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient that do not impede Medical Center activation. Provide unobstructed access to Medical Center areas required to remain in operation.
- F. Work will occur in occupied areas.
 - 1. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.
- G. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of COR. Electrical work shall be accomplished

with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval.

1. Contractor shall submit a request to interrupt any such services to COR, in writing, 72 hours in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 2. 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.
 3. 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.
 4. 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.
- H. 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.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR 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. Shall note any discrepancies between drawings and existing conditions at site.
 3. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and 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, 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. Protection: Provide the following protective measures:
 - 1. 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.
 - 2. 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 INFECTION PREVENTION MEASURES

- A. Infection Control permits (see sample at the end of this specification section) 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 I, however, work outside the primary project scope area may vary. The required infection control precautions are denoted on the following table:

Description of Required Infection Control Precautions by Class

| | | |
|-----------------|---|---|
| <p>Class 1</p> | <ol style="list-style-type: none"> 1. Notify and receive permission from the COR to perform requested work. 2. Execute work by methods to minimize raising dust from construction operations. 3. Immediately replace a ceiling tile displaced for visual inspection. | <ol style="list-style-type: none"> 1. Notify COR for inspection once the work is complete. |
| <p>CLASS II</p> | <ol style="list-style-type: none"> 1. Notify and receive permission from the COR to perform requested work. 2. Provide active means to prevent airborne dust from dispersing into atmosphere. 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. Place dust mat at entrance and exit of work area. 7. Remove or isolate HVAC system in areas where work is being performed. | <ol style="list-style-type: none"> 1. Wipe work surfaces with 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. Remove isolation of HVAC system in areas where work is being performed. |

| | | |
|-----------|--|--|
| CLASS III | <ol style="list-style-type: none"> 1. Obtain and post valid Infection Control Construction Permit at each work site. Permit must be signed by COR, I.C. Nurse and General Contractor to be valid. 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 methods (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. Construction of barrier will need to occur outside normal work shifts with approval of COR. 4. Construct anteroom where possible and directed by COR. 5. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 6. Contain construction waste before transport in tightly covered containers. 7. Cover transport receptacles or carts. Tape covering | <ol style="list-style-type: none"> 1. Do not remove barriers from work area until completed project is inspected by the Owner's Safety Department. 2. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. Barriers are required to be removed after hours with approval of COR. 3. Vacuum work area with HEPA filtered vacuums. 4. Wet mop area with disinfectant. 5. Remove isolation of HVAC system in areas where work is being performed. |
|-----------|--|--|

| | | |
|----------|---|--|
| | <p>unless solid lid.</p> <p>8. If the spread of dust from construction personnel is not contained workers may be required to wear shoe covers and or be vacuumed prior to leaving worksite at the discretion of the COR or I.C. Nurse.</p> <p>9. Seal holes, pipes, conduits and punctures appropriately.</p> <p>10. Include particle count readings on daily logs against baseline points as required by COR or I.C. Nurse.</p> | |
| CLASS IV | <p>1. Follow all requirements listed in Class III as well as additional requirements listed below.</p> <p>2. 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 the work site.</p> <p>3. All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exits the work area.</p> | <p>1. Before work is turned over and accepted by the VA a certified I.H. must be used to certify cleaning as well as swab and air sampling of the area. These tests shall meet or exceed industry standards for the type of area being renovation.</p> |

B. An infection control orientation will be provided by the VA Infection Control Personnel to the Contractor prior to construction start.

- C. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- D. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group—as specified here. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to for review for compliance.
 - 1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- E. Medical center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:
 - 1. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.
- F. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.
 - 1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Resident Engineer. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
 - 2. Do not perform dust producing tasks within occupied areas without the approval of the COR. For construction in any areas that will remain

jointly occupied by the medical Center and Contractor's workers, the Contractor shall:

- a. Vacuum and wet mop all areas where any dust has been generated. Vacuum shall utilize HEPA filtration. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
- b. 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.
- c. 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.
- d. 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.

G. 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.

1.9 DISPOSAL AND RETENTION

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

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

p
r
e
s
e
n
t
l
o
c
a
t
i
o
n
s
i
n
s
u
c
h
a
m
a
n
n
e
r
a
s
t
o
p
r
e
v
e
n
t
d
a
m

age which would be detrimental to re-installation and reuse.
Store such items where directed by COR.

09-08M

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

1.10 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

1.11 AVAILABILITY AND USE OF UTILITY SERVICES

- A. Electricity (for Construction and Testing): Furnish all temporary electric services.
 1. The use of facility power shall be protected by GFCI or NEC approved temporary power stations.

1.12 ATTACHMENTS

HAZARDOUS WORK ACTIVITY CHECKLIST

OSHA REQUIREMENTS

ICRA PERMIT

- - - E N D - - -

Hazardous Work Activity Checklist

Project: _____ Project/Contract #: _____

Any activity answered yes must be addressed in the Site Specific Safety Plan

| Activity | Yes | No |
|---|-----|----|
| Respiratory protection is required for the work being conducted List specifics | | |
| Hearing protection is required for the work being conducted List specifics: Type of noise; impact, constant, start up | | |
| Other personal protective equipment is required for the work being conducted, What activity? ___ List specifics: (Gloves, safety Glasses, hard hat, steel toes, overalls) | | |
| There are overhead hazards associated with the work being conducted Wires, power, communication, grounding, location(s), signage List specifics: | | |
| Work is being conducted in a confined space. Permit required? List specifics: Tanks, sewer, tunnels | | |
| Ladders will be necessary for the work being conducted | | |
| Scaffolding will be necessary for the work being conducted List specifics: | | |
| Other work platforms will be necessary for the work being conducted List specifics: Rails, toe boards, netting | | |
| Fall protection is required for the work being conducted List specifics: | | |
| ASBESTOS Abatement Exposure to asbestos may be associated with the work being conducted List specifics: Renovation, Demolition, Emergency Response 29 <u>CFR</u> 1910.1001 | | |
| Hazardous materials will be used MSDSs will be provided for known substances List specifics: 29 CFR 1910.1200 | | |

Hazardous Work Activity Checklist

| Activity | Yes | No |
|---|-----|----|
| Hot work(Cutting, Welding, Brazing, etc) Use of VAMC Cleveland Hot Work Policy (MCP 138-012) is required | | |
| Additional ventilation will be necessary for the work being conducted List specifics: Reason for need of ventilation, confined space, foul odor, excessive heat. | | |
| Operation and maintenance of electric power generation, control, transformation, transmission, and distribution lines and equipment are necessary for the work being conducted List specifics: | | |
| Work will be conducted on energized equipment. Use of VAMC Cleveland Working on Energized Equipment policy (138-034) is required. List specifics: list voltages in area, emergency procedures | | |
| Other electrical work will be conducted List specifics: | | |
| Lock Out/Tag Out will be necessary for the work being conducted List specifics: | | |
| Cranes, derricks, or slings will be necessary for the work being conducted List specifics: | | |
| Excavating will be necessary for work being conducted List site specifics: | | |
| Excavating or earthmoving equipment will be used List specifics: | | |
| Industrial trucks will be used List specifics: | | |

Hazardous Work Activity Checklist

| Activity | Yes | No |
|--|-----|----|
| Other motorized vehicles will be used List specifics: | | |
| Concrete and masonry construction operations will be necessary for work being conducted List specifics: % of recycled components | | |
| Steel erection activities will be necessary for the work being conducted List specifics : New Steel % of recycled material, | | |
| Alteration , conversion, or improvement of existing electric transmission and distribution lines and equipment will be necessary for the work being conducted List specifics: | | |
| Hand and portable powered tools or other hand-held equipment will be used | | |
| Compressed gas or compressed air equipment is necessary for work being conducted | | |
| List all other hazardous activities that will be conducted or potentially hazardous equipment that will be used | | |

Hazardous Work Activity Checklist

| Activity | Yes | No |
|--|-----|----|
| Demolition will be necessary for the work being conducted | | |
| <i>New Construction:</i> Minimum <u> % </u> of total project waste shall be diverted from landfill. Recycled aggregate, Concrete, Steel | | |
| <i>Interior Remodeling:</i> Minimum <u> % </u> of total project waste shall be diverted from landfill. <ul style="list-style-type: none"> a) Ceiling tile b) Steel c) Carpet | | |
| The following waste categories, at a minimum, shall be diverted from landfill <ul style="list-style-type: none"> a) Green waste (biodegradable landscaping materials). b) Soil. c) Inerts (concrete, asphalt, masonry). d) Clean dimensional wood, palette wood. e) Engineered wood products: plywood, particle board, I-joists, etc. f) Cardboard, paper, packaging. g) Asphalt roofing materials. h) Insulation. i) Gypsum board. j) Carpet and pad. k) Paint. l) Plastics: ABS, PVC. m) Beverage containers. | | |

Submitted by (Contractor) _____ Date: _____

Reviewed by (COR) _____

Date: _ _

Reviewed by (CSM) _____

Date: _ _

SAMPLE INFECTION CONTROL PERMIT

| Infection Control Construction Permit | |
|--|---|
| Construction Class: | |
| Project Name and Number: | Permit #: |
| Location of Construction: | |
| COR: | Telephone: |
| Contractor Performing Work: | |
| Supervisor: | Telephone: |
| CLASS I | <ol style="list-style-type: none"> 1. Obtain approval from COR before activities begin 2. Work performed is limited to inspections and minor installations 3. Execute work by methods to minimize raising dust from inspection operations 4. Permit does not need to be posted for this classification. |
| CLASS II | <ol style="list-style-type: none"> 1. Obtain and post infection control permit at work location before work begins 2. Provide active means to prevent air borne dust from dispersing into atmosphere 3. Place dust mat at entrances and exits of work sites 4. Tools and equipment must be cleaned prior to entrance to the medical center 5. Isolate HVAC and seal unused doors with duct tape 6. Contain construction waste before transport in tightly covered containers |
| CLASS III | <ol style="list-style-type: none"> 1. Obtain and post infection control permit at work location before work begins 2. Follow all requirements listed for Class II in addition to requirements listed below 3. Isolate supply and return ductwork to prevent contamination of system. 4. Complete all critical dust barriers as well as the creation of an anti-room where required for inspection by COR before work begins. 5. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 6. Construct anteroom where required by COR and I.C. Nurse 7. Obtain COR approval before construction and removal of any dust partitions 8. Include particle count readings on daily logs against baseline points as required by COR or I.C. Nurse. |
| CLASS IV | <ol style="list-style-type: none"> 1. Obtain and post infection control permit at work location before work begins 2. Follow all requirements listed for Class III in addition to requirements listed below 3. Workers are required to wear clean suites on site 4. All personnel entering and leaving work site must be vacuumed using a HEPA filtered vacuum cleaner. 5. This class of permit will require additional specialized precautions unique to each activity which will be listed below |
| Additional Requirements: | |
| Infection Control Nurse: | Date: |
| COR: | Date: |
| Contractor: | Date: |

OSHA Requirements and Safety and Health Regulations

PART 1 - OSHA Requirements

1.1 General

- A. Contractors are required to comply with the Occupational Safety and Health Act of 1970. This will include the safety and health standard found in Code of Federal Regulations (CFR) 1910 and 1926. Copies of those standards can be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20420.
- B. In addition, Contractor will be required to comply with other applicable Medical Center policies and safety regulations. These policies and regulations will be presented to the Contractor at the pre-construction meeting. Each of the Contractor's employees will be required to read the statement of policies and regulations, and sign an acknowledgment that such policies and regulations are understood. Signed acknowledgment will be returned to the Contract Officer Representative (COR).
- C. Contractors involved with the removal, alteration or disturbance of asbestos-type insulation or materials or lead paint will be required to comply strictly with the regulations found in CFR 1910.1001 and the appropriate Environmental Protection Agency (EPA) lead regulations regarding disposal of asbestos or lead paint. Assistance in identifying asbestos or lead can be requested from the Medical Center's Industrial Hygienist and the COR.
- D. Contractors entering locations of asbestos contamination or lead paint residue (i.e., pipe, basements, walls, windows) shall be responsible for providing respiratory protection to their employees and ensuring respirators are worn in accordance with the Occupational Safety and Health Administration (OSHA) [CFR 1910.1001(g)]. Asbestos-or lead paint-contaminated areas shall be defined on project drawings. The minimum equipment requirements will be a half-mask air-purifying respirator equipped with high efficiency filters and disposable coveralls, or as determined by air monitoring results.
- E. Contractor, along with other submittals and at least two weeks prior to bringing any materials on-site, must submit a complete list of chemicals the Contractor will use and Material Safety Data Sheets (MSDS) for all hazardous materials as defined in OSHA 1910.1200(d), Hazard Determination. Contracting Officer shall have final approval of all materials brought on site.

- F. The Contractor will be held solely responsible for the safety and health of their employees. The contractor will also be held responsible for protecting the health and safety of the VA Community (patients, staff, and visitors) from the unwanted effects of construction. VA staff will monitor the Contractor's performance in complying with all safety and health aspects of the project. Severe or constant violations may result in an immediate work stoppage or request for a Compliance Officer from the Occupational Safety and Health Administration.
- G. During all phases of demolition, construction and alterations, Contractors are required to understand and strictly follow National Fire Protection Association (NFPA) 241, Standard for Safeguarding Construction, Alteration and Demolition Operations. The Medical Center's Safety and Occupational Health Specialist or Industrial Hygienist will closely monitor the work area for compliance. Appropriate action will be taken for non-compliance.

PART 2 - Specific VA Medical Center Fire and Safety Policies, Procedures and Regulations

2.1 Introduction.

- A. The safety and fire protection of patients, employees, members of the public and government is one of continuous concern to this Medical Center.
- B. Contractors, their supervisors and employees are required to comply with Medical Center policies to ensure the occupational safety and health of all. Failure to comply may result in work stoppage.
- C. While working at this Medical Center, contractors are responsible for the occupational safety and health of their employees. Contractors are required to comply with the applicable OSHA standards found in 29 CFR 1910 for general industry and 29 CFR 1926 for construction. Failure to comply with these standards may result in work stoppage and a request to the Area Director of OSHA for a Compliance Officer to inspect your work site.
- D. Contractors are to comply with the requirements found in the National Fire Protection Association (NFPA) 241, Building Construction and Demolition Operation, and NFPA 51B, Fire Prevention in Use of Cutting and Welding Processes.
- E. Questions regarding occupational safety and health issues can be addressed to the Medical Center Safety and Occupational Health Specialist (ext. 821-6156) or Industrial Hygienist (ext. 821-6158).

- F. Smoking is not permitted in any interior areas of the Medical Center, including all interior stairwells, tunnels, construction and/or service/maintenance sites. Compliance with this policy by your direct and subcontracted labor force is required.

2.2 Hazard Communication

- A. Contractors shall comply with OSHA Standard 29 CFR 1926.59, Hazard Communication.
- B. Contractors shall submit to the COR, copies of MSDS covering all hazardous materials to which the Contractor and VA employees are exposed.
- C. Contractors shall inform the Safety Officer of the hazards to which VA personnel and patients may be exposed.
- D. Contractors shall have a written Hazard Communication Program available at the construction site, which details how the Contractor will comply with 29 CFR 1926.59.

2.3 Fires

- A. All fires must be reported. In the event of a fire in your work area, use the nearest pull box station, and also notify Medical Center staff in the immediate area. Emergency notification can also be accomplished by dialing ext. 2222.
- B. Be sure to give the exact location from where you are calling and the nature of the emergency. If a Contractor experiences a fire that was rapidly extinguished by your staff, you still must notify the COR within an hour of the event so that an investigation of the fire can be accomplished.

2.4 Fire Alarms, Smoke Detection and Sprinkler System

If the nature of your work requires the deactivation of the fire alarm, smoke detection or sprinkler system, you must notify the COR. Notification must be made in accordance with the major and minor shutdown requirements of the specification so time can be allowed to deactivate the system and provide alternative measures for fire protection. Under no circumstance is a Contractor allowed to deactivate any of the fire protection systems in this Medical Center.

2.5 Smoke Detectors

False alarms will not be tolerated. You are required to be familiar with the location of the smoke detectors in your work area. When performing cutting, burning or welding or any other operations that may cause smoke or dust, you must take steps to temporarily cover

smoke detectors in order to prevent false alarms. Failure to take the appropriate action will result in the Contracting Officer assessing actual costs for government response for each false alarm that is preventable. Prior to covering the smoke detectors, the Contractor will notify the COR, who will also be notified when the covers are removed.

2.6 Hot Work Permit

- A. Hot work is defined as operations including, but not limited to, cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipes or any similar situation. If such work is required, whenever possible the Contractor must notify the COR no less than three (3) days in advance of such work. The Competent Hot Work Supervisor (CHWS) will inspect the work area and issue a Hot Work Permit, authorizing the performance of such work.
- B. All hot work will be performed in compliance with the Medical Center's policy 138-012 regarding Hot Work Permits and NFPA 241, Safeguarding Construction, Alteration and Demolition Operations; and NFPA 51B, Fire Prevention in Use of Cutting and Welding Processes; and applicable OSHA standard. A hot work permit will only be issued to individuals familiar with these regulations.
- C. A Hot Work Permit will be issued only for the period necessary to perform such work. In the event the time necessary will exceed one day, a Hot Work Permit may be issued for the period needed; however, the CHWS will inspect the area daily. Hot Work Permit will apply only to the location identified on the permit. If additional areas involve hot work, then additional permits must be requested.
- D. Contractors will not be allowed to perform hot work processes without the appropriate permit.
- E. Any work involving the Medical Center's fire protection system will require advance notification. Under no circumstance will the Contractor or employee attempt to alter or tamper with the existing fire protection system.
- F. Thirty minutes following completion of the hot work, the Fire Watch will perform an inspection of the area to confirm that sparks or drops of hot metal are not present.

2.7 Temporary Enclosures

Only non-combustible materials will be used to construct temporary enclosures or barriers at this Medical Center. Materials used to construct dust barriers must conform to NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.

2.8 Flammable Liquids

All flammable liquids will be kept in approved safety containers. Only the amount necessary for your immediate work will be allowed in the building. Flammable liquids must be removed from the building at the end of each day.

2.9 Compressed Gas Cylinders

Compressed gas shall be secured in an upright position at all times. A suitable cylinder cart will be used to transport compressed gas cylinders. Only those compressed gas cylinders necessary for immediate work will be allowed in occupied buildings. All other compressed gas cylinders will be stored outside of buildings in a designated area. Contractors will comply with applicable standards compressed gas cylinders found in 29 CFR 1910 and 1926 (OSHA).

2.10 Internal Combustion Engine-Powered Equipment

Equipment powered by an internal combustion engine (such as saws, compressors, generators, etc.) will not be used in an occupied building. Special consideration may be given for unoccupied buildings only if the OSHA and NFPA requirements have been met.

2.11 Powder-Activated Tools

The operator of powder-activated tools must be trained and certified to use them. Powder-activated tools will be kept secured at all times. When not in use, the tools will be locked up. When in use, the operator will have the tool under his immediate control.

2.12 Tools

- A. Under no circumstances will equipment, tools and other items of work to be left unattended for any reason. All tools, equipment and items of work must be under the immediate control of your employee.
- B. If for some reason a work area must be left unattended, then tools and other equipment must be placed in an appropriate box or container and locked. All tool boxes, containers or any other device used for the storage of tools and equipment will be provided with a latch and padlock, and will be kept locked at all times, except for putting in and removing tools.
- C. All doors to work areas will be closed and locked when rooms are left unattended. Failure to comply with this policy will be considered a violation of VA Regulations 1.218(b), Failure to comply with signs of a directive and restrictive nature posted for safety purposes, and subject to a \$50.00 fine. Subsequent similar violations may result in both imposition of such a fine as well as the Contracting Officer taking

action under the contract's Accident Prevention Clause [Federal Acquisition Regulation (FAR) 52.236-13] to suspend all contract work until violations may be satisfactorily resolved, or under FAR 52.236-5, Material and Workmanship Clause, to remove from the worksite any personnel deemed by the Contracting Officer to be careless to the point of jeopardizing the welfare of facility patients or staff.

- D. You must report any tools or equipment that are missing to the VA Police Department.
- E. Tools and equipment found unattended will be confiscated and removed from the work area.

2.13 Ladders

Ladders must not be left unattended in an upright position. Ladders must be attended at all times or taken down, and chained securely to a stationary object.

2.14 Scaffolds

All scaffolds will be attended at all times. When not in use, an effective barricade (fence) will be erected around the scaffold to prevent use by unauthorized personnel (Reference OSHA 1926, Subpart L).

2.15 Storage

You must make prior arrangements with the COR for the storage of building materials. Storage will not be allowed to accumulate in the Medical Center buildings.

2.16 Trash and Debris

You must remove all trash and debris from the work area on a daily basis. Trash and debris will not be allowed to accumulate inside or outside of the buildings. You are responsible for making arrangements for removal of trash from the Medical Center facility.

2.17 Protection of Floors

It may be necessary at times to take steps to protect floors from dirt, debris, paint, etc. A tarp or other protective covering may be used in accordance with specifications outlined in the general requirements section. However, you must maintain the proper amount of floor space for the safe passage of pedestrian traffic.

2.18 Signs

Signs must be placed at the entrance to work areas warning people of your work. Signs must be suitable for the condition of the work. Small pieces of paper with printing or writing are not acceptable. The VA Medical Center (VAMC) Safety Officer or COR can be consulted in this matter.

2.19 Accidents and Injuries

Contractors must report all accidents and injuries involving their employees.

2.20 Infection Control

Contractors must control the generation of dust and the contamination of patient care surfaces, supplies and equipment. During demolition phases of the construction:

- A. If applicable, any enclosed construction areas shall be under negative pressure, ensuring there is an appreciable flow of clean air from the VA-occupied portion of the facility into the construction area. The airflow shall be sufficiently strong enough to draw in the plastic door flaps commonly located at the construction entrance or at the specific site within the construction area.
- B. Construction debris being transported through the VA-occupied portion of the facility shall be covered and/or wetted.
- C. Construction employees shall remove dust-laden clothing before entering the VA-occupied portion of the facility.
- D. Carpet/sticky mats shall be placed at all construction entrances, and be satisfactorily maintained so as to minimize the tracking of dust into the VA-occupied portion of the facility.
- E. Dry sweeping of dust and debris is not to be performed.
- F. Contractor must obtain an Infection Control Construction permit from the COR before work can begin. A separate permit is required for each area work is being done. Permit must be signed by the LC Nurse, COR, and Contractor. Permit is required to be posted outside work site at all times.

2.21 Contractor Parking and Material Delivery

Contractor's parking is not available at the medical center and the delivery of building materials tools, etc., must be pre-arranged with the COR and coordinated with Logistics dock availability.