

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**1.1 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 Renovation of the 20-Bed Nursing Unit "A" in VA Palo Alto Building 520 to the "F.O.R. Program" as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Contracting Officer Technical Representative (COTR).
- C. Offices of The Design Partnership LLP, Gayner Engineers, RHAA Landscape Architects; Sandis; Guidepost Solution/Safir-Rosetti; and Degenkolb Engineers, 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. 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.
- E. 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.
- F. Training:
  - 1. All employees of general contractor or subcontractors shall have the 30-hour OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team.
  - 2. Submit training records of all such employees for approval before the start of work.

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

A. GENERAL CONSTRUCTION: Work includes general construction, demolition, alterations, walks, grading, landscape paving and accessories, planting and irrigation, drainage, plumbing, mechanical and electrical work, utility systems, finishes, flooring, window coverings and necessary removal of existing structures and construction and certain other items.

B. OVERVIEW:

1. The Building 520 project at VA Palo Alto Health Care System is being remodeled to accommodate a change of use for one of the four inpatient psychiatric nursing units. Nursing Unit A is to be remodeled from a locked inpatient unit to one where patients are allowed free egress (at least during the day, called the F.O.R. Program) and is being converted to achieve a more residential feel, as the Veteran population transitions to life in the community. The scope of work includes Renovation of all Patient Rooms and adjacent toilet/shower rooms; Changes to the Nurse Station and Nursing Offices; Addition of a private exterior courtyard; Changes to the existing Dining Room; Addition of a Barbeque area in one of the existing Courtyards; Changes to the Day Rooms. Work will include new finishes (flooring, wall finishes and accent ceilings) and reconfiguration of the generally non-structural walls (though some are bearing) to eliminate certain rooms/add others.
2. Intent is that the project will provide a complete and functional housing environment for the inpatient Veterans, with Nursing Services as shown on the Contract Documents.
3. This scope of work should be used as a general guide to the work incorporated into the Contract Documents (Drawings and Specifications) but where there are discrepancies, the Contract Documents (Drawings and Specifications) shall govern over this SCOPE OF WORK, unless the scope is increased by this section in which case the greater scope description shall govern.

## C. SCOPE OF WORK:

1. Patient Rooms: Removal of existing flooring, resilient base, doors, security windows, blinds, nurse call, anti-ligature door alarm and light fixtures. Installation of new entry door and hardware, carpet, base, wall covering, painting, repair of window sill/surround where security window is removed, new light fixtures and mechanical trim. Addition of power and data outlets. Modification of existing door frames to accommodate change to door swing and hardware. (Rooms: A-121, A-122, A-123, A125, A-126, A-127, A-132, A-133, A-134, A-135, A-136, A-137, A-143, and as indicated on the drawings.)
2. Patient Toilet Rooms: Removal of existing plumbing fixtures/trim, toilet accessories, lighting, nurse call and mechanical registers/trim. Installation of new plumbing fixtures/trim, new shower surround, new sink counter and storage facilities and other toilet accessories. New Paint. New door and door hardware. Two rooms are designated as Accessible and are slightly different from the typical toilet/shower room. Modification of existing door frames to accommodate change to door swing and hardware. (Rooms: A-121A, A-12A2, A-123A, A125, A-126A, A-127A, A-132A, A-133A, A-134A, A-135, A-136A, A-137A, A-143A, and as indicated on the drawings.)
3. Nursing Station: Removal of existing large nurse station casework and related electrical and low voltage components. Construction of new, smaller reception desk. Demolition of floor slab as necessary to round conduits to new free-standing nurse station. (Room A-150.) Modification to rear walls of nurse station to create enclosed nursing office, with interior windows and removal of door to small conference room. Revisions to Medication Room and Dispensing Window. Creation of Clean Utility Room. Changes to doors and door hardware throughout. Installation of linear wood ceiling system over day room and new Nurse Station. Modification to MEP systems to accommodate new layout. (Rooms A-150A, A-150B Exposed fire sprinkler line in existing clerestory roof monitors to be re-routed so that they are concealed in building framing. (Rooms A-130 and A-150)

4. Day Room: Removal of existing flooring and new engineered wood flooring throughout. Demolition of concrete slab for installation of floor-mount electrical and low voltage. Installation of new full-height free-standing casework element. Change one restroom to a tub room. Upgrades to all restrooms. Exposed fire sprinkler line in existing clerestory roof monitors to be re-routed so that they are concealed in building framing. (Rooms A-130, A-150, A-140, A-131 and A-178.)
5. Entry to Unit: Removal of entry vestibule door and modification to existing 2-Hour Area Separation Fire Wall to align to the new, relocated fire-rated entry door. Installation of intercom system with ability to be released from Nursing Station. Modification of the existing "Interview Room" to be a Copy Room and Office, with new door and hardware, lighting and data/power. (Rooms A-WL1, F-101 and A-C01.)
6. Dining Room: Removal of existing restroom and casework. Installation of new banquette seating, casework, sink island and kitchen appliances. New exhaust through roof for new range hood. (A-170) New built-in barbeque area in adjacent re-designed courtyard area, with new planting and paving. (A-CT1) Contract includes routing a new natural gas line from existing mechanical wing of the building to serve the new gas barbeque. (Rooftop) Storage room adjacent to courtyard will be outfitted with Bicycle storage racks. (A-CT1A) Scope includes slab demolition to accommodate plumbing and electrical at new casework island, and removal of existing restroom plumbing. (Rooms A-170, A-170B.) Modification to existing Courtyard, elimination of certain planting, replacement with paving. (A-CT1)
7. Soiled Utility/Storage/Clean Storage: Modifications to existing service core for access by Veterans with new wall framing, MEP and Doors/Hardware. (A-148, A-158, A-159 and A-160.)
8. Observation Room/Waiting: Change existing Isolation/Restraint Room and toilet to separate waiting room and observation area with one-way glazed wall, and remodeled restroom. (Rooms A-145, A-145B and A-145A Restroom)

9. New Exterior Patio: A new exterior door is to be installed from the remodeled Day Room to a new exterior patio area. (A-130 and A-CT3.) Door will be provided with new access control features and sidelights. Patio to have enclosing planter and planting, paving, lawn area, irrigation and trellis cover. (A-CT3)
10. New Landscaping at Existing Courtyard: New planting at existing Courtyard A-CT2.)
11. Existing interior security windows are to be removed throughout the unit, including staff offices, and exterior window frames patched, and/or solid surface material sills to be repaired/replaced. Sandwiched window-blinds to be removed. New window coverings to be provided. (All rooms throughout, including Staff Offices A-181, A-183, A-185, A-187.)
12. Change door swing at restroom at Staff Office corridor. Install cross-corridor door to separate staff areas from Nursing Unit B utility corridor. (Room A-178 and A-C080)
13. New flooring, base and paint and Wallcovering throughout. Modifications to existing fixtures, accessories, etc. at new floor and wall finishes.
14. New wood ceiling systems in A-150 and A-170.

### **1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR**

- A. AFTER AWARD OF CONTRACT, one sets of specifications and drawings will be furnished. These drawings and specifications will consist of those returned by prospective bidders.
- B. Additional sets of drawings may be made by the Contractor, at Contractor's expense, from the provided CD.
- C. The contractor shall maintain on site ONE printed set of specifications, ONE printed set of drawings, ONE printed set of all RFI's, RFP's, and other documents that modify the original specifications and drawings.

#### 1.4 CONSTRUCTION SECURITY REQUIREMENTS

##### A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.
3. The contractor shall submit their Security Plan within 10 days of the contract award. The Notice to Proceed (NTP) will not be issued until the Security Plan is approved.

##### B. Security Procedures:

1. Worksites located within occupied buildings will be locked at all times. Install a passage way lockset that will receive a "Best" lock core. The lock core will be installed by the VA Palo Alto. The VAPA will provide as many keys as requested by the contractor. As an alternate, the contractor may install a cipher lock; this lock must be capable of being opened with a "Best" lock key. The lock core will be installed by the VAPA.
2. 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.
3. 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 arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
4. No photography of VA premises is allowed without written permission of the Contracting Officer.
5. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the

event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Contracting Officer's Technical Representative (COTR) 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.

D. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
4. 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.
5. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
6. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.

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

#### E. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
2. Separate permits shall be issued for General Contractor and its employees for parking in designated areas only.
3. Parking is VERY limited at the site, and Contractor shall arrange for off-site parking as needed for his employees and subcontractors or otherwise coordinate with the Contracting Officer's Representative (COR).

#### 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):

E84-2009.....Surface Burning Characteristics of Building  
Materials



## 2. National Fire Protection Association (NFPA):

10-2010.....Standard for Portable Fire Extinguishers

30-2008.....Flammable and Combustible Liquids Code

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

70-2011.....National Electrical Code

241-2009.....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. Fire Safety Plan: Establish and maintain a 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 Facility Safety Officer for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES. The Notice to Proceed (NTP) will not be issued until the Fire Safety Plan is approved.

C. Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the COTR that individuals have undergone contractor's safety briefing.

D. 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.

E. 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).

F. Temporary Construction Partitions:

1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas 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, ¾ hour fire/smoke rated doors with self-closing devices. See paragraph 1.4 Construction Security Requirements, B. Security Procedures for lock requirements.
2. Install one-hour and two-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 and openings into 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.

G. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.

H. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with // COR and facility Safety Officer.

I. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to COR and facility Safety Officer.

J. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.

- K. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- L. Sprinklers: Install, test and activate new automatic sprinklers prior to removing existing sprinklers.
- M. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with COTR and facility Safety Officer. 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.
- N. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR and facility Safety Officer .
- O. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. VAPA Memorandum No. SAFE-09-6 dated October 13, 2009 contains all Hot Work Permit requirements. This document is located in RULES OF THE STATION. Obtain permits from the SAFE Service and coordinate with the COR.
- P. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to COR and facility Safety Officer .
- Q. 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.
- R. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily at the end of each work shift.
- S. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

**1.6 OPERATIONS AND STORAGE AREAS**

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.
- D. Working space and space available for storing materials shall be as determined by the COTR.
- 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 COTR 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. Building 520 will be occupied during performance of work; but immediate areas of alterations will be vacated. Nursing Unit A will be vacated for construction activities by the Contractor.

1. Certain areas of Building 520 will be occupied by Medical Center personnel for various periods as listed below:

AREA	PERIOD
Nursing Units B, C & D	Entire Construction Duration
Administration Building	Entire Construction Duration
Loading Dock	Entire Construction Duration
Adjacent Courtyards & Site	Entire Construction Duration

Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. Coordinate alteration work in areas occupied by

- Department of Veterans Affairs so that Medical Center operations will continue during the construction period.
2. Immediate areas of alterations not mentioned in preceding Subparagraph 1 will be temporarily vacated while alterations are performed.
- I. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, 2.1m (seven feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 375mm (15 inches). Bottom of fences shall extend to 25mm (one inch) above grade. Remove the fence when directed by COTR.
- J. When a building is turned over to Contractor, Contractor shall accept entire responsibility therefore.
1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
  2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs 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 COTR.
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 COTR. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.
2. Contractor shall submit a request to interrupt any such services to COTR, in writing, 48 hours in advance of proposed interruption. Request 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 COTR.
  5. In case of a contract construction emergency, service will be interrupted on approval of COTR. 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. 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.
  2. Method and scheduling of required cutting, altering and removal of existing walks and entrances must be approved by the COTR.
- N. Coordinate the work for this contract with other construction operations as directed by COTR. 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 Facilities, of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by all three, 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 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 and/or Facilities 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, per the contracting officer.
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.
- D. Protection: Provide the following protective measures:
1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
  2. Temporary protection against damage for portions of existing 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 INFECTION PREVENTION MEASURES

- A. 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.
- B. 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 and as specified here. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to COTR and Facility ICRA team for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES. The Notice to Proceed (NTP) will not be issued until the Infectious Prevention Plan is approved.
  - 1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the VAPA. All personnel working on the project are required to watch the video "Infection Control During Construction".
- C. Medical center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:
  - 1. The RE and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the patient-care rooms are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. Upon notification, the contractor shall implement

- corrective measures to restore proper pressure differentials as needed.
2. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.
- D. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.
1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by COTR. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
  2. Do not perform dust producing tasks within occupied areas without the approval of the COTR. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:
    - a. Provide dust proof one-hour temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. Install a self-closing rated door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the COTR and Medical Center. (Typically only allowed for work of short duration.)
    - b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other

prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.

- c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
- d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
- e. The contractor shall not haul debris through patient-care areas without prior approval of the COTR 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.
- f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
- g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 24 hours.

- h. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.
- E. Final Cleanup:
  - 1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling 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 and existing air ducts affected by construction shall be cleaned prior to final inspection.

#### **1.9 DISPOSAL AND RETENTION**

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:
  - 1. Reserved items which are to remain property of the Government are noted on drawings or in specifications or as indicated by facility 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.
  - 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.

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

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.
- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

**1.11 RESTORATION**

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the

COTR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COTR 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).

#### **1.12 NOT USED**

#### **1.13 NOT USED**

#### **1.14 LAYOUT OF WORK**

- A. The Contractor shall lay out the work from Government established base lines and bench marks, indicated on the drawings, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the Contracting Officer. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the Contracting Officer until authorized to remove them.

If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.

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

#### **1.15 AS-BUILT DRAWINGS**

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.



- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the COTR's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the COTR within 15 calendar days after each completed phase and after the acceptance of the project by the COTR.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.
- E. Final payment shall not be made before receipt of all as built drawings, manual and other contract documentation by the COR

#### **1.16 USE OF ROADWAYS**

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

#### **1.17 NOT USED**

#### **1.18 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT**

- A. Use of new and existing installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:
  - 1. Permission to use each unit or system must be given by COTR. If the equipment is not installed and maintained in accordance with the

following provisions, the COTR 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. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
  3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
  4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
  5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
  6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government.
- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.
- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

**1.19 NOT USED****1.20 NOT USED****1.21 TEMPORARY TOILETS**

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

**1.22 AVAILABILITY AND USE OF UTILITY SERVICES**

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.
- C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.
- D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
1. Obtain heat by connecting to Medical Center heating distribution system.

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

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

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

1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at COTR's discretion) of use of water from Medical Center's system.

#### **1.23 NEW TELEPHONE EQUIPMENT**

The contractor shall coordinate with the work of installation of telephone equipment by others. This work shall be completed before the building is turned over to VA. Note that the facility uses CAT-6 Cabling. Please coordinate installation with the facility.

#### **1.24 TESTS**

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. 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.

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

#### **1.25 INSTRUCTIONS**

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the COTR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and

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

- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed instructions 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 COTR and shall be considered concluded only when the COTR is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COTR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

#### **1.26 GOVERNMENT-FURNISHED PROPERTY**

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

- 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.

**1.27 RELOCATED ITEMS**

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items 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 COTR.
- C. Suitably cap existing service lines, such as condensate return, water, drain, gas, air, and/or electrical, 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. All service lines such as noted above for relocated equipment/items shall be in place at point of relocation ready for use before any existing equipment/item is disconnected. Make relocated existing equipment/item ready for operation or use immediately after reinstallation.

**1.28 NOT USED****1.29 NOT USED****1.30 NOT USED****1.31 NOT USED****1.32 NOT USED****1.33 HISTORIC PRESERVATION**

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



**1.34 PROJECT SCHEDULE:**

Total contract period shall be 180 calendar days (6 months) from Notice to Proceed. Contractor may elect to complete the project in less time.

2 WEEKS SUBMITTALS

2 WEEKS MOBILIZATION

4 WEEKS DEMOLITION

4 MONTHS CONSTRUCTION

6 MONTH CONSTRUCTION DURATION

**1.35 PALO ALTO DIVISION SPECIAL REQUIREMENTS: (ATTACHMENTS)**

- A. Construction "Rules of the Station" for VAPAHCS
- B. Utility Shutdown Procedures - VAPAHCS Memo 138-08-14
- C. Sign-in/Acknowledgement Sheet for Utility Shut-Downs.
- D. Acceptable Construction Fencing Types.
- E. Site Safety Review Checklist
- F. ILSM (Interim Life Safety Measures) Matrix & Sample Matrix
- G. VAPAHCS Codes of Practice for Tel/Data Cabling Installations
- H. VAPAHCS Tel/Data Jack Conventions
- I. Project Construction Wall Flyer Notice - Sample
- J. Hot Work Program Requirements - VAPAHCS Memo SAFE-09-06

**Attachment A:**

**Construction "Rules of the Station" for VAPAHCS**



# RULES OF THE STATION

## **RULES OF THE STATION**

### **VETERANS AFFAIRS PALO ALTO HEALTH CARE SYSTEM**

The guidelines published in this issue are for the use and convenience of construction and maintenance contractors, vendors and others performing contract work at all Divisions of the VA Palo Alto Health Care System.

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- B. Utilities
- C. Protective Clothing/Equipment
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- G. Parking/Traffic
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- U. Smoking
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- DD. Noise
- EE. Roads and Walks
- FF. Fire Safety Precautions

- A. **CONTRACT WORK HOURS**. All work on the contract shall be performed between 8:00 am and 4:30pm Monday through Friday, excluding National Holidays, unless approved in writing by the Contracting Officer. Contractors may request, in writing, approval to work other hours or weekends. Except for emergencies, the contract person should receive such requests two weeks before the scheduled work. When possible, Contractors will submit emergency requests at least two days before the scheduled work.
- B. **UTILITIES**. No utility service such as water, gas, medical air and gas, steam, sewer, electric, fire protection or communication shall be interrupted without prior approval of the contact person. This includes those interruptions required by the contract. Construction contracts include provisions for maintaining utility systems or providing temporary facilities. Utility shutdowns shall be done on weekends. Requests for utility shutdowns shall reach the contact person at least 30 days before the scheduled work. Any EMERGENCY REQUIRING AN IMMEDIATE SHUTDOWN WILL BE REPORTED IMMEDIATELY to the contact person. The contact person will in turn immediately notify the Engineering Office

and the appropriate Chief, Facilities and Operations. The Contractor will prepare and forward to the Chief, Engineering Service, a written report of the situation, why it happened, a schedule of any further corrective work needed, and what, if any steps are being taken to prevent a recurrence.

- C. **INTERIM LIFE SAFETY MEASURES.** If a Fire Alarm system is out of service for more than 4 hours, or if a Sprinkler system is out of service for more than 4 hours, then this shall require the contractor to implement Interim Life Safety Measures in accordance with the latest issue of the VA Palo Alto Health Care System Memorandum SAFE 07-23.
- D. **PROTECTIVE CLOTHING/EQUIPMENT.** All workers will wear and/or use protective clothing and gear when required. This includes hard hats, goggles, protective shoes, gloves, masks or breathing apparatus, etc. The Contractor shall provide and protective equipment that may be required.
- E. **TELEPHONES.** Contractors may provide their own telephone, or pay telephones are available at may locations throughout the VA Palo Alto Health Care System for public use including contractors and the contract workers. Government telephones will not be used for private business or personal calls. Contractors or their workers may use the Government telephones to call/page the contact person, the Engineering Service office, or when authorized by the contact person - to call their office concerning contract matters. Telephone calls for contract workers will not be accepted by the Health Care System.
- F. **ELEVATORS/CORRIDORS.** Contractors and workers may use corridors and elevators for travel to and from the job sites when in proper attire (shirt and shoes required) provided they don't track mud, wet cement or any form of "dirt" into the buildings. The contact person will assign specific routes, times and elevators to use for transportation of materials and equipment. The Contractor will clean-up any mess caused by their workmen. Smoking is prohibited in elevators and corridors. Elevators will not be used during an emergency.
- G. **TOILETS.** The Contractor is to provide their own toilet facilities, however, the contact person will advise the Contractor which toilet facilities (if available) may be used by the Contractor's workmen. The Contractor will ensure that the facilities are kept clean and will be responsible for any damage done by the Contractor's workers.
- H. **PARKING/TRAFFIC.** Specific parking areas may be assigned for workers on larger construction projects. Workers on smaller construction or maintenance contracts may use that is away from buildings if no parking area is designated. Contractors, including maintenance contractors and workers are specifically prohibited from parking in those spaces reserved for Engineering Vehicles or lawn areas. Further, the Contractor is not to "back in" the space.
- I. **DELIVERIES.** The contact person will assign routes for the delivery of materials and supplies to the job site. The Contractor or construction traffic will not block any Health Care System road or street, walk or building egress without requesting approval in a timely manner.

- J. **LOADING/UNLOADING.** Building loading docks and landings may be used to load or unload construction materials when approved by the contact person. However, any vehicle left unattended for more than a few minutes may be cited by the Health Care System Police. Some areas may be reserved for Health Care System operations only during certain hours.
- K. **FEDERAL POLICE.** The Health Care System Police are Federal Police Officers with full authority to make arrests, investigate crime, and to issue citations. Citations issued for driving, parking violations or other offenses usually require an appearance in the Federal District Court and/or payment of a fine. FOR THE SAFETY OF PATIENTS speed limits, other driving and parking codes are strictly enforced.
- L. **LOCKED AREAS.** The Contractor is to coordinate access to locked areas with the contact person, including obtaining keys required for access to work sites. All buildings at the Health Care System are locked during other than normal work hours. When the Contractor has approval to work other than normal work hours, he will need to make arrangements for his workers to have access to job sites.
- M. **OPERATIONS AND STORAGE AREAS** will be confined to areas designated by the contract or approved in writing by the contact person or the Contacting Officer. The Government will not be responsible for any tools, equipment or materials left or stored on Government facilities, unless exceptions are provided in the contract.
- N. **CONSTRUCTION WASTE AND DEBRIS** will not be disposed of on station or in Health Care System trash containers or dumpsters. The Contractor may provide his own bin or dumpster, however, the use and location of such must be approved in writing by the contract person. Construction waste and debris will not be accumulated in corridors or other building areas where it might cause a fire or safety hazard.
- O. **RECREATIONAL FACILITIES** such as swimming pools, gym, tennis courts, etc. Are not to be used by Contractors or Contractor's workers. Contractors and workers, in proper attire, are permitted to use the canteen for breaks and lunch and to purchase incidentals in the Canteen Store.
- P. **DISPOSAL OF HAZARDOUS MATERIALS.** Several buildings at the VAPAHCS contain asbestos containing materials (ACM). Some typical types of materials found to contain ACMs are pipe insulation, transit wall panels, floor tile, linoleum backing, floor/roof mastics and others. Contractors are required to communicate this information to all of their employees and subcontractors that will be working at any of the VAPAHCS sites, and failure to do so could result in OSHA citation(s). **Contractors are also required to alert the VAPAHCS immediately in the event any known or suspected ACM is accidentally disturbed or will need to be disturbed before proceeding with work.** If not indicated in the contract drawings, known locations of ACMs can be determined from the current VAPAHCS asbestos survey. Disposal of any hazardous or potentially hazardous materials in sanitary or storm sewer systems or on Health Care System grounds is strictly prohibited. Hazardous materials, such as asbestos materials, used cleaning solutions and other harmful

chemicals shall be disposed of in accordance with State and/or local laws and regulations. In case of an accidental spill of hazardous materials, the contractor is expected to take immediate action to contain the spill and at the same time notify the C.O.T.R./Contracting Officer of the spill. Action should be taken to mitigate the situation until you receive direction from the VAPAHCS Quality Management personnel.

- Q. **WASH DOWN**. Washing leftover cement, plaster, paint, oil or grease, solvents, etc. Into any drains and the washing down of cement trucks or other delivery vehicles is strictly prohibited. **REPORT ANY ACIDENTAL SPILLS THAT MAY RUN INTO STORM DRAINS IMMEDIATELY TO THE ENGINEERING SERVICE AT EXTENSION 62468.** Even accidental spills, particularly those not immediately controlled or contained, may result in legal action by local or state authorities against the responsible parties.
- R. **REMOVAL OF GOVERNMENT PROPERTY**, including empty boxes, crates, wood, etc. is prohibited, except approved by the Chief, Supply Service. Contractors or vendors taking Government equipment off station for repairs will notify the contact person of such action. In most cases, a receipt will be required.
- S. **SEXUAL HARASSMENT** is strictly prohibited. This includes deliberate or unsolicited verbal comments or gestures of a sexual nature, unwelcome sexual advances, requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature.
- T. **DRUGS AND ALCOHOL**. Possession or use of non-prescription drugs or alcohol, including beer and wine, on the Health Care System grounds is strictly prohibited.
- U. **FIREARMS AND EXPLOSIVES**. Possession of firearms, ammunitions, explosive devices and any hand held item that may be considered an offensive weapon is strictly prohibited. This includes carrying such items in vehicles.
- V. **SMOKING POLICY**. Smoking is prohibited in all Health Care System Buildings particularly in corridors, elevators, offices and patient areas, except in designated areas.
- W. **LOST AND FOUND**. Any article or money found on the premises should be delivered immediately to the contact person or the Health Care System Police for safekeeping. Anyone losing an article or money should contact the Health Care System Police to determine if it has been turned in.
- X. **SMOKE/FIRE BARRIER PENETRATIONS**. Any penetrations to smoke or fire barrier walls, ceiling or floor slabs shall be properly sealed immediately. We recommend Hilti Fire Stop 601 or 635 for walls and ceilings and Hilti Fire Stop 657 for floor penetrations.
- Y. **WELDING AND OR BURNING**: Any person planning welding, cutting metal studs or other such burning operations will obtain a burning permit from the Occupational Health and Safety Office, extension 65894. Welding and/or burning operations are allowed only during normal working hours.



- Z. **LOW VOLTAGE CABLE INSTALLATION**: The contractor shall install low voltage cable in raceways only after scheduling the work with the contact person. Whenever feasible, low voltage cables to be in the ceiling will be installed before the ceiling tile is installed.
- AA. **OCCUPATIONAL HEALTH AND SAFETY**: Contractors and their employees are expected to comply with and are subject to applicable OSHA and CAL-OSHA regulations as at any construction site.
- BB. **INJURY ACCIDENTS**: The Health Care System does not have the equipment, facilities, or personnel trained to handle serious injuries. Call 911 from a pay phone (or use an outside line) for emergency medical assistance and notify the contact person and the Health Care System Police.
- CC. **DAMAGE TO GOVERNMENT PROPERTY** caused by the Contractor or his workmen, whether accidental or incidental to the work, shall be corrected immediately at the Contractor's expense. This includes damage to lawns, shrubbery, irrigation systems, curbs, etc. Caused by construction vehicles/traffic and other operations.
- DD. **DUST AND FUME CONTROL** will be exercised on all construction operations. Workers will be careful not to operate any vehicles, gas or diesel engines, or to perform any fume or dust generating process near a building intake system.
- EE. **NOISE** will be held to a minimum at all times. Jack-hammering, core drilling and other noisy or disturbing operations may have to be rescheduled (or accomplished after hours) to avoid interfering with surgery or other programs. OSHA standards related to decibels are a requirement in any event.
- FF. **ROADS & WALKS**. Any debris dropped along egress from the station will be cleaned up immediately. Mud and dirt on roads and walks will be cleaned up as soon as the construction operation is complete or at the end of each day.
- GG. **FIRE SAFETY PRECAUTIONS** Contractors are expected to comply with all fire safety precautions. In the event of a fire or during regular fire drill, the contractor must vacate the construction site within the zone affected.

- - - E N D - - -

**Attachment B:**

**Utility Shutdown Procedures - VAPAHCS Memo 138-08-14**

**Attachment C:**

**Sign-in/Acknowledgement Sheet for Utility Shut-Downs.**

**Attachment D:**

**Acceptable Construction Fencing Types.**

**Attachment E:**

**Site Safety Review Checklist**

## Veteran Affairs Palo Alto Health Care System (VAPAHCS)

## Construction Site Safety Review Checklist

Project: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Certifier Signature: \_\_\_\_\_  
 \_\_\_\_\_ Time: \_\_\_\_\_

All Contractor personnel and Subcontractor employees are responsible to conduct work activities in a safe and healthful manner for their health and well-being as well VAPAHCS personnel. The purpose of this Site Safety Review is to increase the Contractor/Subcontractors awareness of the need for safe work habits and a positive attitude toward loss prevention and control. Below columns marked with "NC" answers require the Contractor/Subcontractors implementation of corrective action plans. Additional comments/actions will be described on additional pages to supplement this report.

Safety & Health General	OK	NC	N/A	Concrete Operations	OK	NC	N/A
1. Safety Program / Injury Illness Protectn Plan				50. Cement/Silica dust exposures			
2. Orientation/Code of Safe Practices				51. Cutting Sawing/Grinding Controls			
3. Toolbox Meetings/Pre-Job Safety				52. PPE utilized by Crew			
4. Postings (OSHA) (Project Info/POC)				53. Wall or Structure Supported			
5. Emergency Numbers/First Aid				54. Pumps/equipment set-up/ cond.			
6. Toilets/ Hand Wash/Drinking Water				<b>Ladders</b>			
<b>Environment</b>				55. Ladder Conditions			
7. Ventilation, incl negative air/HEPA filtration				56. 3' Above Landing			
8. Illumination				57. Braced & Tied			
9. Integrity of Dust Control and containment				58. A-Frame Step Ladder Set Up			
10. Openings Guarded/Covered-Marked				59. Correct Height			
11. Stairs/Walkways Guarded & Accessible				60. Proper Use			
12. Rebars Capped				<b>Scaffolds/Shoring</b>			

				<b>(Interior/Exterior)</b>			
13. Equipment/Material Storage				61. Current certified installation doc			
14. Traffic/Public Safety				62. Planks/toe boards			
15. 2 hr. fire separation from Patient Care Areas				63. Railed Properly			
16. Construction Warning Signs Posted				64. Tied to Structure			
17. Housekeeping				65. Ladder Access			
18. Emergency Exits – Clear / Unlocked				66. Daily Inspections			
19. ILSM in place – Exits Blocked/Locked				67. Users trained/Competent person			
<b>Electrical Safety</b>				68. Falling Object Protection			
20. Cords, Plugs Conditions, Surge Protectors				<b>Excavations/Trench</b>			
21. GFI Boxes & Grounding				69. Daily Inspections/Competent Person			
22. Overhead Lines protected/marked/spotter				70. Shored/sloped > 5' or soil cond.			
23. Lock out Tag Out				71. Spoil Piles at least 2' from edge			
24. Power/Generator/breaker panels secured				72. Underground Line located/potholed			
<b>Personal Protection (PPE)</b>				73. Barricades/protective measures			
25. Hard Hats				74. Ladder every 25' & after 4' deep			
26. Eye & Face Protection				<b>Vehicle/Equipment Operations</b>			
27. Ear Protection				75. Seat Belts by Operators			
28. Gloves/Clothing				76. Back Up Alarms – all Equipment			
29. Footwear				77. Reflective garments/PPE			
30. Respiratory (Dust/Canister Masks)				78. Personal cars in designated areas			
<b>Site Security</b>				79. Forklift operators trained			
31. Fencing				80. Flagmen/Traffic Control			
32. Security				<b>Scissors/Zoom Booms/Lift</b>			

				<b>Trucks</b>			
33. Entrance/Exit				81. Controls Operative			
<b>Hand/ Power/Powder Actuated Tools</b>				82. Safety Chains in Place			
34. Guards attached/functional				83. Harness & Lanyards (JLG's)			
35. Grounded Properly				84. Operator Certification			
36. Working Properly				85. Visual Inspection			
37. Trained or Certified Operators/PPE				86. Fluid Levels (Oil, Water)			
<b>Fire Protection</b>				87. Brakes/Lights/Back up Alarm(s)			
38. Fire Extinguishers checked/accessible				88. Gauges – Operative			
39. Alarm/Detection System in Place				89. Scheduled Maintenance			
40. Smoking (No Smoking)				<b>Welding &amp; Cutting</b>			
41. Hot Work Permits approved/current				90. Approved Hot Work Permit			
42. Flammable/Combustible Material				91. Cylinders – Use & Segregation			
<b>Fall Protection</b>				92. Torches,Horses,Gauges,PPE,etc			
43. Use of Fall Protection above 6'				93. Weld Cables, Holders & Grounds			
44. Floor openings/holes securely covered				94. Fire Protection (Task Work)			
45. Perimeter/Interior Shaft Guardrails				<b>Personnel Hoists &amp; Cranes</b>			
46. Falling material/objects				95. Inspections & Maintenance			
47. Trained on Use – Competent Person				96. Crane Set Up & Swing Protection			
48. Handrails for stairs 4 or more steps				97. Rigging & Loads Secured			
49. Fall Protection Equipmt in place/Inspected.				98. Certified Operator			

Legend: OK = Practice in Compliance; NC = Needs Correction -- Identify ID number & correction needed on back of sheet; N/A = Not Applicable



**Attachment F:**

**ILSM (Interim Life Safety Measures) Matrix & Sample Matrix**

**Attachment G:****VAPAHCS Codes of Practice for Tel/Data Cabling Installations****Office of Information and Technology DESIGN AND CONSTRUCTION GUIDANCE  
(revised 3/8/11)****1. General VA Palo Alto Health Care System****1.1 Codes of Practice**

Adherence to **the** VA Network Cable Specifications by cabling installation contractors is a condition of contract. In the event the cabling installation is sub-contracted by the prime contractor, the prime contractor will supply a copy of these specifications to the sub-contractor. This requirement shall cover all levels of sub-contracting.

Any variations to the issued job specification shall be referred for approval to the Contracting Officer Technical Representative (COTR).

Contractors shall install all cable and cabling products with a proven track record for data network cabling installations. Such installations shall also meet all requirements as set out in this specification.

Un-terminated "future capacity" cables are not permitted. All installed cables shall be terminated at each end and documentation, labeling and (where applicable) test results provided. This applies to all permanently installed cable types.

**1.2 Documentation**

At least two copies of documents describing the data cable installation shall be provided.

A copy to be supplied to the COTR for approval

### **1.3 Network Equipment**

COTR must approve the installation or removal of network hardware equipment. Non-VA staff shall carry out such work only with prior approval from the COTR.

### **1.4 Network Equipment Environment**

Punch down area(s) (location of the data communication rack(s)) will be determined by the building Architect/Engineer and the COTR.

Contractor shall supply at minimum 1000BaseT, Category 6 certified rack-mounted modular RJ45 HIGH DENSITY patch panel (24/48 ports) for jacks meeting the ANSI/EIA/TIA t568-B- category 6 standards.

Contractor shall supply at minimum 1000BaseT, Category 6 certified AT&T style 110 blocks for voice requirements meeting the ANSI/EIA/TIA t568-B- category 6 standards. Contractor shall install one full wall of fire-rated plywood for the 110 blocks to be mounted on.

Contractor will supply contract specified number of 19"W x 84"H steel data communication rack. Both racks shall have a grounding wire and bus bar installed to earth ground.

Each jack on the AT&T style 110 block and HIGH DENSITY rack mountable patch panel will correspond with the jack at the wall device faceplate.

Where network equipment is to be located in a secure room or large closet, the room or closet shall have a dry powder extinguisher, suitable for electrical fires, provided and installed within the room. Air conditioning is required in each IT room. And the OI&T key core should be installed.

## **2. Unshielded Twisted Pair (UTP) Category 6 \*Contractor shall use a Cable color other than White \***

IEEE 802.3 100BaseT UTP Level 6, 24 AWG plenum rated cable.

Insulation - high-speed data grade.

Sheath - high temperature UL data grade.

### **2.1 Network Configuration Constraints \* Contractor shall use a Cable color other than White \***

Each segment comprises a four pair Category 6 cable.

Pin all 8 conductors.

Maximum link length - 90 meters

Maximum channel length - 100 meters

Maximum number of stations per segment - 1.

## **2.2 Installation Constraints**

### **2.2.1 Installation Standards**

Cable and connecting hardware meeting or exceeding the Category 6 specifications shall be used throughout, with pairs terminated according to the T568B wiring scheme.

## **2.2.2 General Requirements**

The cabling system shall include all patch panels, horizontal cables, transition blocks, vertical cabling, modular jacks, system cables, patch cables, cable management, and a comprehensive labeling system. Cable trays shall be installed in main hallways in the place of j-hooks.

## **2.2.3 Data Outlets**

The following information represents a minimum requirement for the number of UTP outlets that shall be installed in each type of workspace.

If the construction at the location of the voice/data outlet is drywall, provide flush-mounted single-gang outlet boxes with six-port base plates and applicable wall device faceplates (cable to be installed behind drywall).

If the construction at the location of the voice/data outlet is a solid wall, provide surface-mounted single-gang outlet boxes with six-port base plates and applicable wall device faceplates (cable to be installed in plastic wall mold equipped with protective insulator or sleeve).

Where modular furniture is used, the location of the voice/data outlet will be in the baseboard of the furniture, where the networked equipment (computers, printers, etc) will be located. Provide flush-mounted single gang outlet boxes with six-port base plates and applicable wall device faceplates. If flush-mounted single-gang outlet boxes cannot be used, then modular surface mount boxes will be used with six-port inserts. All cable runs in modular furniture will be through furniture wire baseboard ducts/conduit.

## **2.2.4 Horizontal Cabling**

The horizontal wiring shall be a star topology connecting each network outlet jack to a jack on a patch panel rack in a communications enclosure/room.

The cable used shall be 4-pair 100-ohm high performance, 24 AWG solid conductor, and unshielded twisted pair cable, meeting or exceeding the Category 6 specification.

### **2.2.5 Network Outlet and Labeling**

**\*ETHERNET 568B .5 RJ 45 shall be blue and .6 RJ 45 shall be yellow \***

**\*VOICE Pair one in insert one shall be white and Pair two in insert two shall be white**

Each network outlet faceplate shall incorporate one or more modular, universal RJ45 IDC jack sockets meeting or exceeding the Category 6 specification. Label each jack at this wall device faceplate to correspond with the label on the patch panel jack (N1, N2, etc.). All numbering should be readily visible.

### **2.2.6 Cable Installation**

The cable interconnecting a network outlet to the patch panel shall be one continuous length with no intermediate joins, splices or taps. Each cable runs shall be no longer than 300 feet total in length, from start to finish.

Cable termination onto a horizontal distribution panel or patch panel shall be undertaken in a manner that permits additional cables to be terminated without unduly disturbing previously installed cables.

Each voice/data outlet / device location will have three (3) cable runs. One (1) will terminate on the AT&T style 110 block for voice requirements and two (2) will terminate on the high density rack mounted patch panel.

No more than 24 cables shall be cable tied in a bunch.

A 2-meter loop of cable shall be left within or on the approach to each communications room/enclosure to facilitate re-termination of the cable in the future, should this be required. Such cable slack shall be coiled and supported in a neat and practical manner.

A 0.5-meter loop of cable shall be left in the trunking on the approach to each network outlet to facilitate re-termination of the cable in the future, should this be required.

The amount of untwisting in a pair as a result of termination to connecting hardware shall be no greater than 13mm, and less than this if possible.

Cable bend radii shall be no less than eight times the cable diameter or as specified by the cable manufacturer; whichever is the greater.

Precautions shall be observed to eliminate cable stress caused by tension in suspended cable runs and tightly strapped bundles.

Cable bundles shall not rub on, or be unduly compressed against any cable tray, equipment racking, or other cable support.

Cable bundles shall not obstruct the installation and removal of equipment in equipment racks.

Where UTP cables are run parallel with electrical cables the following minimum separation rules shall be observed:

<u>Circuit rating</u>	<u>Unshielded power/data</u>	<u>Shielded power/data</u>
$\leq 1$ KVA	300mm	25mm
$\geq 1 < 2$ KVA	450mm	50mm
$\geq 2 < 5$ KVA	600mm	150mm
5 KVA	1500mm	300mm

Where UTP cables are run in the proximity of electrical motors or transformers the minimum separation shall be 1 meter.

In situations where the above minimum distances cannot be applied due to a lack of available space, data cables shall be enclosed in rigid and/or flexible steel conduit. Conduit shall be bonded to a protective ground at one point in the installation. No steel cabling enclosure medium shall be installed without having continuity to a protective ground.

### 2.3 Inter-Building Cabling

#### **Wiring Maintenance or other local buildings:**



If local network connectivity for Maintenance or other local buildings is required, follow all specifications as stated in this document.

Connecting Maintenance or other local buildings with the Administration Building:

If the distance between the punch down area in the Administration Building to the punch down area in the Maintenance Building does not exceed 100m or 328' (maximum length of the cable run), then 1000BaseT UTP Level 6 24AWG plenum 4 pair cable may be used. Two cables will be required and must be installed in direct buried conduit that will connect the two buildings.

If the distance to the punch down area in the Maintenance Building exceeds 100m / 328' but is no more than 2km / 1.24 miles (maximum length of the cable run). Cable should be routed as shown on the contract drawing. All feeder and riser copper cabling shall be terminated on 110 blocks and associated protectors shall be installed according to ansi/eia/tia standards/nec.

If the distance to the maintenance building exceeds 2km / 1.24 miles but is no more than 5km / 3.10 miles, then single-mode fiber 8x125 microns is recommended.

The contractor will install LC connectors at both ends of the SM fiber. A minimum of 12 SM strands will be required and must either be installed in conduit and/or installed below the frost line, however, it is highly recommend the cable be installed in conduit. All bends will be made with long radius conduit. All associated fiber patch panels shall be installed by the contractor.

Below is a list of hardware that is required if fiber is installed. VA will supply the Cisco Catalyst Switch for installation by the contractor on an approval basis. Contact the COTR to arrange delivery.

Single-mode

-----  
Cisco Catalyst 3750-48 port

Cisco Catalyst LX uplink port

Single-mode Fiber 8.3x125 microns

LC Connectors

## **2.4 Testing**

Testing shall be carried out with building electrical services operating (lighting, power, air-conditioning plant and lift services where applicable).

Wiring shall be tested to verify the continuity, integrity and polarity of the cable according to the specified pin and pair grouping assignments.

## **2.5 Documentation**

The contractor shall provide installation documentation at the completion of the cabling system installation.

The contractor shall certify that the cabling system meets the UTP cabling system requirements for Category 6 performance levels.

## **3. Optical Fiber Cable (Ethernet)**

Single-mode Fiber

Core Diameter 7 - 9 microns

Cladding diameter 125 microns

Prim. Acryl. Buffer diameter 250 microns

Proof test not less than 50kpsi.

Numerical aperture 0.11

Attenuation not greater than 0.5dB/Km @ 1310nm. not greater than 0.4dB/Km @ 1550nm.

Termination: All Single-mode terminations shall be made with LC connectors

### **3.1 Fiber Network Configuration Constraints**

Maximum Single-mode segment length – 5 km

### **3.2 Installation Constraints**

Minimum bend radius (during installation)- not less than 20 X outside diameter of cable.

Minimum bend radius (as installed) - not less than 10 X outside diameter of cable or the manufacturer's specification, whichever is the greater.

During installation the pulling force shall not exceed the manufacturer's specified maximum.

Cable slack shall be provided as follows:

Within pits - 2 meters minimum.

At a termination location - 2 meters minimum.

Within a termination enclosure - 0.5 meter minimum.

All fiber cable terminations are to be LC connectors. When using a wall or rack mount enclosure, a patch cord protector shall be included in the installation.

### **3.3 Testing**

100% Insertion Loss (light source and power meter) testing of all terminated fibers shall be performed in both directions at 1310nm for single mode cables.

OTDR tests shall be performed at high wavelength, if the distance is greater than 1000m at 1550nm for single mode cables.

Optical loss covers the total loss between two corresponding optical ports and must include allowances for losses due to fiber, connectors, passive optical components, splices and any margin for maintenance. This loss shall not exceed 5db.

Copies of all test results are to be provided to the COTR on completion of the project.

### **3.4 Documentation**

Documentation of a cable installation shall comprise the following:

Cable type

Route followed

Pit locations (where applicable)

Building names

Table of losses for each core

**4. 0 In reference to VA Master Specification Section 27 15 00 Communications Horizontal cabling, the following shall be noted :**

Palo Alto EPBX has one in existence and it is located in Bldg 100 FB370.

Page 27 15 00- 24.

e.1 2 Category 6 rj 11 to be installed

f. Provide each rj45 type jacks

Page 27 15 00 -25. h. Fiber Optics. VA Palo Alto networking equipment does not support ST type – Provide LC terminations on both ends.

Page 27 15 00 -26. 2. SM fiber – Provide LC terminations.

Page 27 15 00 -29. 4.C Palo Alto no longer uses MM fiber due to the distance limitations. Provide Type SM. VA Palo Alto networking gear has been refreshed by OI&T in March 2009 for SM fiber uplinks.

Page 27 15 00 -29.5. Palo Alto purchases our own patch cables – this purchases is unnecessary.

Page 27 15 00 -34.

h.3 Indicates a clause for growth on Category 6 cabling which should be able to give VA Palo Alto the additional rj45 we are asking

h.4 Indicates a clause for distance on MM vs SM which should be able to give Palo Alto the SM fiber with LC connections we are asking for.

Fiber limitations are identified on Page 27 15 00-34. h..4 –Provide proof of testing of all fibers to VA Palo Alto IT.

The Contractor supply and install the IT equipment rack into each TC.

Provide the IT department with cable warranty and POC so VA Palo Alto can route any cable warranty issues directly with them. Industry standards are 10 years on cabling warranty.

Submit Contractor's telecommunications OEM certifications for the installers as mandated by 27 15 00-9 1.4.E.

Under clause 27 15 00-2 E, Contractor shall use cable tray for the horizontal cabling.

**Attachment H:**

**VAPAHCS Tel/Data Jack Conventions**

**Attachment I:**

**Project Construction Wall Flyer Notice - Sample**





## CONSTRUCTION AREA

ENGINEERING SERVICE has hired a construction contractor to (Project Title, Location) This project (Project Number) began in (Month and Year) and will continue until approximately (Month and Year).

**CONSTRUCTION HOURS:** 8:00 a.m. - 4:30 p.m.

For information regarding this project, contact

**CO's Name, Contracting Officer, x(Extension)**

**COTRs Name, Engineering Service, x(Extension)**

**Mary Barbara, Safety Officer, x65994.**

**Excuse our dust!**

**Attachment J:**

**Hot Work Program Requirements - VAPAHCS Memo SAFE-09-06**

**VA PALO ALTO HEALTH CARE SYSTEM**

**3801 Miranda Avenue**

**Palo Alto, CA 94304-1290**

**Effective Date: February 21, 2007**

**Issue Date: October 13, 2009**

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**HEALTH CARE SYSTEM MEMORANDUM No. SAFE-09-06**

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**SUBJECT: HOT WORK PROGRAM**

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1. **SUMMARY:** Veterans Affairs Palo Alto Health Care System (VAPAHCS) Memorandum No. SAFE-07-06, dated May 8, 2008, is rescinded. Minor changes have been made.

2. **PURPOSE:** To establish policy and procedures for cutting and welding and other hot work operations in nondesignated areas.

3. **POLICY:** All supervisors, employees, and contractors will take proper precautions when any cutting, welding, or other hot work is to be accomplished and assure all work is done in a safe manner with limited risk to patients, staff and visitors.

4. **DEFINITIONS:**

a. Hot Work: Hot work activities include welding, flame cutting, open-flame brazing or soldering, grinding, thermal spraying and/or other similar activities that generate sparks/heat that can provide an ignition source. The use of a portable engine for temporary power is also considered a hot work operation.

b. Fire Watch: An individual responsible for keeping an eye on the work area during the hot work process. The Fire Watch shall not be the same person actively performing the hot work.

5. **PROCEDURES:** Procedures and controls are established to control all cutting and welding operations conducted in areas not specifically designated for this type of operation. Permits will be authorized and issued by the Safety and Emergency Management (SAFE) Section in written form. Permits are not necessary when hot work is performed in Engineering shops designated for routine use of cutting and welding equipment.

a. When a hot work operation is necessary, SAFE will be contacted by the Contracting Officer's Technical Representative (COTR) or government employee. For major projects, the COTR should coordinate hot work requirements beforehand to preclude delay in contractor work.

b. When a permit is issued, Section A of the permit (Attachment A) will initially be completed by the SAFE Service.

c. Section B of the permit will be completed by the contractor or government employee requesting the permit and the permit will be maintained at the job site.

d. Section C on the permit will be completed by the supervisor or fire watch after the 30-minute inspection of the area has been completed.

e. When the operation is completed, and Section C of the permit is signed, it will then be forwarded to the SAFE Service where it will be maintained as a permanent record for a period of one year.

f. A Fire watch is required for all hot work unless specified differently on the permit. A fire watch is normally required in locations meeting the following conditions:

(1) Appreciable combustible material, in building construction or contents, closer than 35 feet (10.7 m) to the point of operation.

(2) Appreciable combustibles are more than 35 feet (10.7 m) away but are easily ignited by sparks.

(3) Wall or floor openings within a 35-foot (10.7 m) radius expose combustible material in adjacent areas including concealed spaces in walls or floors.

(4) Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.

g. The Fire watch shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them or otherwise sound the alarm. A fire watch shall be maintained for at least 30 MINUTES after completion of welding.

**6. RESPONSIBILITIES:**

a. The Chief, Engineering Service is responsible for ensuring hot work permits are completed prior to hot work being conducted by contractors and staff under their purview.

b. The Facility Safety Officer, or authorized SAFE staff, will authorize and issue hot work permits when required and after assuring proper procedures have been put in place.

c. The COTR/Person requesting the Permit is responsible to insure that all required safety precautions as prescribed on the Hot Work Permit are complied with throughout the task.

**7. REFERENCES:**

a. NFPA 51B, Standard for Fire Prevention During Welding, Cutting and Other Hot Work, 1999 Edition.

b. OSHA 29 CFR 1910.119.

**8. RESCISSION DATE: October 31, 2012.**

9. **RESPONSIBLE OFFICIAL**: Chief, Safety, Emergency Management and Occupational Health Section.

Elizabeth Joyce Freeman

Director

Attachments (1)

**ATTACHMENT A****VA Palo Alto Health Care System****HOT WORK PERMIT****A. Safety & Emergency Management Service Completes**

Date: \_\_\_\_\_

Requester (Section or Company Name): \_\_\_\_\_

Building/Department/Floor: \_\_\_\_\_

COTR/Permit Requestor: \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_Special Precautions (other than these listed): \_\_\_\_\_  
\_\_\_\_\_

Permit expires on: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date/Time Issued: \_\_\_\_\_

**ATTENTION**



**ATTACHMENT A (cont.)**

**VA Palo Alto Health Care System**

**HOT WORK PERMIT (cont.)**

**PRECAUTIONS**



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