

**SECTION 01 00 11**  
**MEDICAL CENTER REQUIREMENTS**

**PART 1 - GENERAL**

**1.1 GENERAL INTENTION:**

- A. This document pertains to station policy for construction projects performed at the Veterans Affairs Medical Center, VA Central Iowa Healthcare System. Safety and health concerns are taken seriously at this facility. Both our staff and yours are expected to strictly adhere to the regulations and requirements. This is exceedingly important, since we must be primarily concerned for the safety of our patients. In this regard, OSHA Standards may protect worker safety and health, but they have minimal benefit for protecting the safety and health of our patients, due primarily to their differing medical conditions. Review this information as orientation with your personnel performing work on site. Where the requirements as outlined in this and Section 01 00 00 are differing, the more stringent shall apply.

**1.2 REQUIREMENTS:**

- A. Security:
1. Secure all construction areas, especially mechanical and electrical rooms against entry of unauthorized individuals including patients.
  2. Notify the Contracting Officer's Technical Representative (COTR) for permission to work after hours and weekends. Standard work hours for the medical center are Monday–Friday, 8:00 a.m. to 4:30 p.m.
- B. Key Security:
1. Only a limited number of keys will be issued to the contractor.
  2. All new keys required to be issued will be completed at the Contractor's expense.
  3. Ensure all doors leading to and from construction are either monitored or locked to prevent access to the area from unauthorized persons.
- C. General Safety:
1. Follow all federal, state and local safety and health regulations.
  2. Maintain safety in the construction site/area in accordance with the provisions of the contract that includes the Occupational Safety and Health Administration (OSHA) Regulations; National Electrical Codes; National Fire Protection Association (NFPA) 70, National Electric Code; and NFPA 101, Life Safety Code. Work in a safe manner and take all proper precautions while performing your work. Extra precautions shall be taken when working around persons occupying the building during construction.

3. Provide Personal Protective Equipment (PPE) for your employees.
  4. Post appropriate signs in specific hazardous areas.
  5. Keep tools, ladders, etc., away from patients to prevent injuries.
- D. Safety Inspections: The professional Occupational Safety and Health staff at this facility will perform safety inspections of all contract operations. Written reports of unsafe practices or conditions will be reported to the COTR and Contracting Officer for immediate attention and resolution.
- E. Fire Alarms:
1. The fire alarm system connects all buildings at this facility, and is activated by various heat, duct, manual pull stations and smoke sensors. Manual pull stations are provided at each entrance. Please survey the area in which you are working to locate the manual pull stations.
  2. In the event of a fire alarm sounding, you are to remain in your area, unless medical center personnel (Safety, Nursing or Engineering) instruct otherwise, or unless a fire situation is in your area, in which case you should immediately evacuate.
  3. Any work involving the fire protection systems will require written permission to proceed from the COTR.
  4. Do not tamper with or otherwise disturb any fire alarm system components without prior written permission. To do so without written permission will result in an adverse action.
- F. Hazardous Materials:
1. Many of the operations you are scheduled to perform may involve the use of hazardous materials. Prior to locating hazardous materials on site, all Material Safety Data Sheets (MSDS) will be submitted through the COTR for evaluation by the facility Safety Officer with sufficient advance notice to allow proper training of staff.
  2. Storage of hazardous materials within buildings will be minimal with only enough on hand to perform daily work tasks. Flammable materials will either be removed from buildings at the end of the work shift or stored in approved flammable storage containers.
  3. Care must be taken to ensure adequate ventilation to remove vapors of hazardous materials in use. Many of the patients being cared for in the facility are susceptible to environmental contaminants, even when odors seem minimal. You will isolate those areas where vapors are produced, and ventilate to the greatest extent possible to reduce the number of complaints.
- G. Airborne Dust Control During Construction:
1. Generation of dust is of major concern for staff and especially in patient occupied buildings. Where operations involve the generation of dust, all efforts will be directed at reducing

airborne generated dust to the lowest level feasible. This may be accomplished by a number of methods. These include misting the area with water, or use of tools attached to high efficiency particulate air (HEPA) filtering vacuums. Where large amounts of materials may be disturbed, resulting in airborne dust, establishment of full ceiling-to-floor plastic barriers may be required.

2. Classification of Jobs:

- a. CLASS I - Includes, but is not limited to, minor disturbances involving plumbing, electrical, carpentry, ductwork and minor aesthetic improvements.
- b. CLASS II - (projects require barrier precautions) - Includes, but is not limited to, construction of new walls, construction of new rooms, major utility changes, major equipment installation, demolition of wallboards, plaster, ceramic tiles or ceiling and floor tiles, removal of windows, removal of casework, etc.

H. Class I Procedures:

- 1. Mist (with water) work surfaces to control dust while cutting. Alternatively a high efficiency particulate air vacuum (HEPA) can be used by positioning the vacuum next to the equipment at the use site.
- 2. Tape doors for activities that produce large amounts of dust, and block off and seal air vents.
- 3. Cover holes/openings (penetrations), in walls, ceiling, floors or door that cannot be patched or fixed within 4 hours. Only approved fire-rated materials will be used to fill holes in fire/smoke walls.
- 4. Comply with the OSHA regulations regarding noise and vapor containment.
- 5. Cleanup and disposal: Construction waste must be contained before transport using plastic bags and/or covered transport receptacle and/or cart and tape covering.
- 6. Wet mop and/or HEPA vacuum before leaving work area.
- 7. Place dust mats at entrance and exit of work area, and clean or change daily to prevent tracking of dust into occupied areas.
- 8. After work completion, remove covering from air vents.

I. Class II (Post Construction Warning Signs):

- 1. Same procedures as Class I - however, use of a HEPA vacuum is mandatory.
- 2. Construct all dust barriers before construction begins per the following instructions: For single rooms, seal door/frame with tape and plastic. The sheet should be divided vertically with a knife. Flaps should be taped on either side of the single sheet to create a flapped entrance.

3. For larger areas, install an airtight (fire retardant) plastic barrier that extends from floor to ceiling, or seal to prevent dust and debris from escaping. Seal all seams with duct tape. Install barrier partitions to stop movement of air and debris penetrating ceiling envelopes, chases and/or ceiling spaces. Construct entrance with a double flap of plastic to prevent escape of debris; or, if elevator shafts or stairways are within the field of construction, install solid barriers.

J. Contact with Asbestos Containing Materials (ACM):

1. Due to the age of buildings, many contain asbestos containing materials (ACM). Primary ACM uses in the medical center includes floor tile, mastic, piping and HVAC insulation. The medical center has performed a comprehensive asbestos survey and has identified accessible ACM. Some areas contain damaged asbestos and should not be accessed without prior abatement.
2. The most common type of ACM insulation you may encounter includes thermal system insulation (TSI) and floor tile. ACM TSI is generally covered with a cloth wrap or lagging, and the asbestos substrate generally appear white in color. Do not sand, drill, gouge or otherwise disturb this type of insulation. Contractors disturbing or releasing asbestos containing materials will be liable for all damages and cleanup costs.
3. Where disturbance of asbestos is likely, it has been addressed in the contract for removal. If contact with the presence of asbestos is presented, stop all work in the immediate area and immediately contact the COTR or Safety Officer to make necessary arrangements for removal.
4. In some areas, asbestos insulation has been identified on elbows, between fiberglass piping insulation, as patching materials among the fiberglass insulation. Fiberglass insulation used in this facility is usually yellow or pink in color, wrapped either by cloth or paper lagging.
5. To protect and ensure all your employees are aware that asbestos containing materials have been used in the construction of this facility, you are required to have them review this section and complete the awareness statement included as Attachment A. Once this documentation has been signed by all employees, forward to the COTR for documentation.
6. A complete assessment of asbestos materials and conditions are available for viewing by contacting the facility Safety Officer. Prior to performing work above any ceiling or starting in a new area, consult with the COTR concerning existing conditions of ACM.
7. Some of the areas in the facility are identified as restricted areas due to condition of ACM. These are readily labeled. Do not enter these areas unless first contacting the COTR. Entry

- requirements to these areas are awareness of the hazards, proper protective clothing (coveralls and respirators) and personal monitoring in accordance with OSHA requirements.
8. Submit contractor asbestos awareness statements for all persons working on the site prior to commencing work.

K. Environmental Protection:

1. It may help you to be aware of the seriousness with which the environmental protection requirements of each contract are regarded. Adherence to these requirements is subject to continuing scrutiny from the community and backed by severe penalties, such as fines and incarceration. These environmental requirements will be strictly enforced.
2. No hazardous materials will be disposed of on Government property. All waste will be hauled off-site or disposed in contractor owned and operated waste removal containers.
3. A copy of all waste manifests for special or hazardous wastes will be forwarded to the COTR. Environmental requirements will be strictly enforced.

L. Permit Required Confined Spaces:

1. Contractors performing work on this facility will follow all requirements outlined in OSHA Standards for working in confined spaces. There are numerous permits required for confined spaces on this facility. These spaces have been identified. Some spaces have been posted, but the majority have not due to their configuration. A complete listing of these areas is located in the Safety Office.
2. Confined spaces are areas that are large enough to be entered, have limited egress/exit potential and are not designed for permanent human occupancy. If you encounter any space that meets this definition, and if it is a suspected confined space, please contact the COTR.
3. Contractors performing work in confined spaces are responsible for compliance with all applicable standards and regulations.

M. Housekeeping:

1. Protect patients and VA personnel in occupied areas from the hazards of dust, noise, construction debris and material associated with a construction environment. Keep work area clear, clean and free of loose debris, construction materials and partially installed work that would create a safety hazard or interfere with VA personnel duties and traffic.
2. Wet mop occupied areas clean and remove any accumulation of dust/debris from cutting or drilling from any surface at the end of each workday.
3. Make every effort to keep dust and noise to a minimum at all times. Take special precautions to protect VA equipment from damage including excessive dust.

4. Maintain clear access to mechanical, electrical devices, equipment and main corridors. This will ensure access to existing systems in the event of an emergency.
5. Clean area of all construction debris and dust upon completion of demolition and/or renovation.
6. During construction operations, keep existing finishes protected from damage. Cover and protect all carpets during construction. Any carpets or surfaces damaged as a result of construction activities will be replaced at the contractor expense.

N. Hot Work Permits:

1. Any hot work operations including cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipes or any other similar activity, will require a Hot Work Permit to be obtained by the COTR. The Contractor will be responsible for conforming to all Medical Center regulations, policies and procedures concerning Hot Work Permits as outlined below:
  - a. Prior to the performance of hot work in patient-occupied buildings, a request for a Hot Work Permit will be made to the COTR.
  - b. The COTR will inspect the area and ensure that the requirements of NFPA 241 and OSHA standards have been satisfied. The Hot Work Permit will be granted and will be posted in the immediate area of the work.
  - c. The Hot Work Permit will apply only to the location identified on the permit. If additional areas involve hot work, additional permits must be requested.
  - d. Upon completion of all hot work, the COTR will be notified by the responsible individual to perform a re-inspection of the area.
2. Do not use any of the extinguishers in the medical center for standby purpose while conducting hot work. Contractors are required to supply their own Class ABC extinguishers. Medical center extinguishers are only to be used in the event of a fire.

- O. Emergency Medical Services: Emergency medical services for stabilization purposes are available for contractors at this facility. For medical emergencies, dial "0" when inside any building. Report the nature of the emergency and location. The operator will dispatch in-house personnel or coordinate an outside emergency assistance based on the nature of the emergency.
- P. Use of Government-Owned Material and Equipment: Use of Government-owned material and equipment is prohibited.
- Q. Superintendent Communications: At all times during the performance of this contract, the Contractors Superintendent is to be available by cellular phone. At the beginning of the contract

and prior to beginning any construction, supply the COTR with the telephone number for the Superintendent.

- R. Parking: Contractor employees shall be assigned a parking area during the preconstruction meeting.
- S. Traffic:
  - 1. Traffic hazards are minimal at this facility. Drivers should be particularly concerned with pedestrian traffic.
  - 2. Seat belt use is mandatory on the station.
  - 3. Federal police officers maintain a 24-hour patrol of the area.
- T. Contractor's Trailers: Contractor's trailers shall be located at the area assigned. All utility connections to the trailer shall be installed at the contractor expense. Trailer removal is required upon completion of the contract, unless approved by the COTR to leave in place.
- U. Smoking: No smoking is permitted in buildings or around hazardous areas. Any smoking inside a government building is subject to a fine without warning.

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