

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

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**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 Project Number 529-12-105, Replace Windows Building 2 at VA Butler Healthcare, 325 New Castle Road, Butler PA 16001 as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Project Manager.
- C. Offices of Tolman Engineering, PLLC, 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. Not used.
- E. 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.
- F. 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.
- G. Training:
  - 1. All employees of general contractor or subcontractors shall have the 10-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.

H. VHA Directive 2011-36, Safety and Health during Construction, dated 9/22/2011 in its entirety is made a part of this section

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

A. ITEM I, WINDOW REMOVAL AND REPLACEMENT: Work includes general construction, construction phasing, installation of exterior construction access and security, removal and disposal of all existing aluminum windows and frames, removal, abatement, and disposal of asbestos Transite window panels and sealant, lead paint abatement of original steel window frames and window surrounds, preparation of openings for installation of new aluminum windows, supply and installation of new aluminum windows and accessories, supply and installation of security and protective screens, repair and/or replacement of existing window stools and surrounds, removal, cataloging and storage, and reinstallation of existing window treatments and suspended ceilings, and any other work specified herein or shown on the drawings. Completion time shall be 280 calendar days.

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

A. Additional sets of drawings may be made by the Contractor, at Contractor's expense.

#### **1.4 CONSTRUCTION SECURITY REQUIREMENTS**

A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.

2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Work Hours:

1. Access/Work shall not begin prior to 8:00 AM (or as approved by the Project Manager).
2. Access/Work shall end prior to 4:30 PM (or as approved by the Project Manager).
3. Off hours required by special work shall be coordinated with Project Manager 72 hours in advance.

D. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Project Manager for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.

2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.

E. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
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 Site Security Officer 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.

F. Motor Vehicle Restrictions

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

**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 Project Manager for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES 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 Project Manager that individuals have undergone contractor's safety briefing.
- C. 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.
- D. 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).
- E. 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.
  2. Install 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, vertical shafts and openings enclosures.

3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.
- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Project Manager.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to Project Manager.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- K. Not Used.
- L. Not Used.
- 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 Project Manager, 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 Project Manager.

- N. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with Project Manager.
- O. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Project Manager. Obtain permits from facility Fire Department the morning of usage. Follow all VA guidelines. Designate contractor's responsible project-site fire prevention program manager to permit hot work.
- P. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to Project Manager.
- 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.
- S. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- T. If required, submit documentation to the Project Manager that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.

#### **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.

**(FAR 52.236-10)**

- D. Working space and space available for storing materials shall be as determined by the Project Manager.
- 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 Project Manager where required by limited working space. Execute work in such a manner as to interfere as little as possible with work being done by others. Keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times.
1. Do not store materials and equipment in other than assigned areas.

2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to Medical Center areas required to remain in operation.

G. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Project Manager. All such actions shall be coordinated with the Utility Company involved:

H. Phasing: To insure such executions, Contractor shall furnish the Project Manager with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the Project Manager two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to Contracting Officer, Project Manager and Contractor.

Note: Completion Time - Total time for completion is 280 calendar days. This includes the thirty (30) calendar day submittal period. Provide all submittals within thirty (30) calendar days from the date of receipt of the notice to proceed. Upon submission, review, and approval of all submittals by the A/E and Project Manager, the contractor will immediately begin construction, unless approved otherwise by the Contracting Officer. Construction must start immediately after the 30 calendar day submittal period, pending approval of submittals.

Project phasing shall be based on the contractor having access to four (4) to five (5) windows for a specified time. All window removal, installation, and related work shall be completed prior to access to additional rooms being granted. All work in the northwest section of the basement, first floor, and second floor shall be completed first. Contractor shall submit a proposed access plan and schedule to the COR for coordination and approval. Hours of normal operation are from 8:00 AM to 4:30 PM.

I. Building will be occupied during performance of work. When working in building 2: when work is completed after the normal shift, the contractor shall put all areas of work back in place for

patient/employee occupancy. At no time after their daily shift shall the area be exposed (ie, walls, ceilings, floors)

1. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.
- J. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, 2.1m (seven feet) minimum height, around the construction area at building 46. 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 Project Manager.
- K. 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.
- L. 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 Project Manager.

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 Project Manager. 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 Project Manager, 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 Project Manager.
5. In case of a contract construction emergency, service will be interrupted on approval of Project Manager. 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.

- M. 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.
- N. 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. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times.
  2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the Project Manager.
- O. Coordinate the work for this contract with other construction operations as directed by Project Manager. 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 Project Manager, of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. This report shall list by rooms and spaces:

1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of buildings.
  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 Project Manager.
- 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 Project Manager, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Project Manager 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. More than one (1) ceiling tile removed will require an ICRA permit.
- 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. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to Project Manager and Facility ICRA team for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
  1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- 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 Project Manager 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 Project Manager. 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 Project Manager. 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 fire-rated 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 Project Manager and Medical Center. Perform all work in accordance with NFPA.

- 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 Project Manager 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 72 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, vertical shafts and utility chases that have been part of the construction.
- 2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
- 3. All new air ducts shall be cleaned prior to final inspection.

**1.9 DISPOSAL AND RETENTION**

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

- 1. Reserved items which are to remain property of the Government are identified by attached tags 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 Project Manager.

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.

(FAR 52.236-9)

C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

D. Not used.

#### **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 Project Manager. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Project Manager 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 PHYSICAL DATA - NOT USED.**

**1.13 PROFESSIONAL SURVEYING SERVICES**

A registered professional land surveyor or registered civil engineer whose services are retained and paid for by the Contractor shall perform services specified herein and in other specification sections. The Contractor shall certify that the land surveyor or civil engineer is not one who is a regular employee of the Contractor, and that the land surveyor or civil engineer has no financial interest in this contract.

**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.

**(FAR 52.236-17)**

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 Project Manager before any work (such as footings, floor slabs, columns, walls, utilities and other major controlling features) is placed.

D. During progress of work, and particularly as work progresses from floor to floor, Contractor shall have line grades and plumbness of all major form work checked and certified by a registered land surveyor or registered civil engineer as meeting requirements of contract drawings. Furnish such certification to the Project Manager before any major items of concrete work are placed. In addition, Contractor shall furnish to the Project Manager certificates from a registered land surveyor or registered civil engineer that the following work is complete in every respect as required by contract drawings.

1. Lines of each building and/or addition.
2. Elevations of bottoms of footings and tops of floors of each building and/or addition.
3. Lines and elevations of sewers and of all outside distribution systems.

E. Whenever changes from contract drawings are made in line or grading requiring certificates, record such changes on a reproducible drawing bearing the registered land surveyor or registered civil engineer seal, and forward these drawings upon completion of work to Project Manager.

F. 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 Project Manager's review, as often as requested.

C. Contractor shall deliver two approved completed sets of as-built drawings to the Project Manager within 15 calendar days after each completed phase and after the acceptance of the project by the Project Manager.

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

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

A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the Project Manager, 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 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 Project Manager. If the equipment is not installed and maintained in accordance with the following provisions, the Project Manager 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. Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment.

- 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 TEMPORARY USE OF EXISTING ELEVATORS**

- A. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
  - 1. Contractor makes all arrangements with the Project Manager for use of elevators. The Project Manager will ascertain that elevators are in proper condition and hours of usage. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
  - 2. Contractor covers and provides maximum protection of following elevator components:
    - a. Entrance jambs, heads soffits and threshold plates.
    - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
    - c. Finish flooring.
  - 3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes.

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

**1.20 NOT USED.**

**1.21 TEMPORARY TOILETS**

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

**1.22 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. Not used.

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 Project Manager's discretion) of use of water from Medical Center's system.

G. Not used.

H. Fuel: Natural and LP gas and burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, and for performing the specified boiler tests will be furnished by the Government. Fuel required for prolonged boiler-burner setup,

adjustments, or modifications due to improper design or operation of boiler, burner, or control devices shall be furnished by the Contractor at Contractor's expense.

**1.23 NOT USED.**

**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 Project Manager 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 Project Manager and shall be considered concluded only when the Project Manager 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 Project Manager, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

**1.26 NOT USED.**

**1.27 RELOCATED EQUIPMENT**

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated on drawings.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Project Manager.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum 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.

**1.28 NOT USED.**

**1.29 NOT USED.**

**1.30 SAFETY SIGN**

- A. Provide a Safety Sign where directed by Project Manager. Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 100 mm by 100 mm (four by four inch) posts extending full height of sign

and 900 mm (three feet) into ground. Set bottom of sign level at 1200 mm (four feet) above ground.

- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.
- C. Maintain sign and remove it when directed by Project Manager.
- D. Standard Detail Drawing Number SD10000-02(Found on VA TIL) of safety sign showing required legend and other characteristics of sign is made a part of this specification.

### **1.31 PHOTOGRAPHIC DOCUMENTATION**

- A. During the construction period through completion, provide photographic documentation of construction progress and at selected milestones including electronic indexing, navigation, storage and remote access to the documentation, as per these specifications.
- B. Photographic documentation elements:
  - 1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.
  - 2. Indexing and navigation system shall utilize actual AUTOCAD construction drawings, making such drawings interactive on an on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
  - 3. Documentation shall combine indexing and navigation system with inspection-grade digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation shall be accessible on-line through use of an internet connection. Documentation shall allow for secure multiple-user access, simultaneously, on-line.

4. Before construction, the building pad, adjacent streets, roadways, parkways, driveways, curbs, sidewalks, landscaping, adjacent utilities and adjacent structures surrounding the building pad and site shall be documented. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. If site work or pad preparation is extensive, this documentation may be required immediately before construction and at several pre-determined intervals before building work commences.
5. Construction progress for all trades shall be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 360 degrees around the site and each building. Interior Progressions shall track interior improvements beginning when stud work commences and continuing until Project completion.
6. As-built condition of pre-slab utilities and site utilities shall be documented prior to pouring slabs, placing concrete and/or backfilling. This process shall include all underground and in-slab utilities within the building(s) envelope(s) and utility runs in the immediate vicinity of the building(s) envelope(s). This may also include utilities enclosed in slab-on-deck in multi-story buildings. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive site utility plans.
7. As-built conditions of mechanical, electrical, plumbing and all other systems shall be documented post-inspection and pre-insulation, sheet rock or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.

8. As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs as directed by the Project Manager in order to capture pre-determined focal points, such as waterproofing, window flashing, radiused steel work, architectural or Exterior Insulation and Finish Systems (EIFS) detailing. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive elevations or elevation details.
  9. As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the Project Manager. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.
  10. Miscellaneous events that occur during any Contractor site visit, or events captured by the Department of Veterans Affairs independently, shall be dated, labeled and inserted into a Section in the navigation structure entitled "Slideshows," allowing this information to be stored in the same "place" as the formal scope.
  11. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.
  12. Weekly (21 Max) Site Progressions - Photographic documentation capturing the project at different stages of construction. These progressions shall capture underground utilities, excavation, grading, backfill, landscaping and road construction throughout the duration of the project.
- C. Coordination of photo shoots is accomplished through Project Manager. Contractor shall also attend construction team meetings as necessary. Contractor's operations team shall provide regular updates regarding the status of the documentation, including photo shoots concluded, the availability of new Progressions or Exact-Built's viewable on-line and anticipated future shoot dates.

D. Upon completion of the project, final copies of the documentation (the "Permanent Record") with the indexing and navigation system embedded (and active) shall be provided in an electronic media format, typically a DVD or external hard-drive. Permanent Record shall have Building Information Modeling (BIM) interface capabilities. On-line access terminates upon delivery of the Permanent Record.

**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 Project Manager verbally, and then with a written follow up.

**1.34 GENERAL CONTRACTOR CONSTRUCTION REQUIREMENTS**

- Contractors, as well as their employees, sub-contractors, affiliates, and visitors, are expected to fully comply with OSHA requirements (29 CFR), NFPA regulations, and Joint Commission standards for accreditation while working on federal property or representing VA Butler Healthcare in any way. In many cases, this includes developing and maintaining relevant written programs, ensuring the completion of appropriate training, and presenting evidence of these materials to the VA project COTR for approval prior to commencing work. For example, documentation that the OSHA 10 hour course has been completed by all employees.
  
- Contractors are expected to independently provide properly trained personnel and all safety equipment necessary for the contracted work including, but not limited to, personal protective equipment (i.e., safety glasses, face shields, ear plugs, hard hats, steel-toed footwear, flame-retardant clothing, gloves, etc.), atmospheric testing devices (such as "four-gas" monitors), confined space retrieval or

extraction gear (harnesses, tripods, etc.), fall prevention/protection devices, lockout locks/tags/devices, excavation shoring or "trench boxes," etc. Please note that lockout locks and tags use by the contractor must comply with VA Butler Healthcare requirements; your COTR can provide specific details.

- The contractor will notify the Fire Department (Building 48, phone number 724-477-5055) 24 hours in advance (except for hot work permits) before conducting confined space entries, sprinkler/fire alarm modifications, or creating opening or holes in floors, walls, ceilings, or roofs of VA Butler Healthcare structures. Except for hot work operations or actual emergencies, these tasks require a 24-hour advanced notice to allow for proper planning and adequate task review. Work will NOT commence for any of these tasks until Fire Department approval is received. Hot work permits can be obtained at the Fire Department after 7 a.m. on the day the work will take place. If a contractor enters a confined space, the contractor is responsible to provide a copy of their confined space permit to the Fire Department when they return the portable radio to the fire station.
  
- Good communication is critical to maintaining a safe work environment for all parties of this contract. To that end, the contractor and COTR are expected to communicate progress, project needs, changes, and problems on a daily basis. For consistency in communicating, the contractor shall designate a *single person* to serve as the point of contact and "competent person" for the job (as defined in relevant OSHA standards). The point of contact shall be properly trained for the assigned work and is responsible for channeling pertinent information to the VA COTR and disseminating information back to relevant parties under their direction.
  
- VA Butler Healthcare reserves the right to temporarily terminate contractor operations, without financial penalty or other negative contract implications, if instances of non-compliance with safety regulations or generally accepted safe work practices are observed. Operations will not resume until all safety issues have been resolved to the satisfaction of VA Butler Healthcare management.

### **1.35 EXCAVATION SAFETY**

Contractor to comply with all excavation safety requirements as defined in 29 CFR 1926 and all applicable VA Guidelines:

**19-1**      **PURPOSE:** To establish safe operating procedures for Contractors working in and around excavations.

**19-2**      **POLICY:** Excavations deeper than 15 inches require some or all of the following precautions prior to the initiation of work, depending upon the depth and specific circumstances:

- Determining the dimensions and soil classification of the excavation
- Performing a hazard analysis
- Locating all underground utilities through use of a digging permit (a digging permit is **ALWAYS** required for excavations)
- Lockout/tagout of associated utility hazards, as required
- Completing a confined space entry permit
- Determining if other protective systems are necessary, and providing these systems as required

Excavation Safety Inspection Checklist

To be completed by the Competent Person

Competent Person: \_\_\_\_\_ Time: \_\_\_\_\_

Excavation Width: \_\_\_\_\_

General Worksite Inspection

A. Surface encumbrances removed or supported Yes\_\_\_\_  
No\_\_\_\_

B. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.  
Yes\_\_\_ No\_\_\_

C. Hardhats worn by all employees. Yes\_\_\_  
No\_\_\_

D. Spoils, materials, and equipment set back at least 25 feet from the edge of the excavation.  
Yes\_\_\_ No\_\_\_

E. Barriers provided at all excavations, wells, pits, shafts, etc.  
Yes\_\_\_ No\_\_\_

F. Warning vests or other highly visible clothing provided and worn by employees *directly* exposed to vehicular traffic.  
Yes\_\_\_ No\_\_\_

G. Employees required to stand away from vehicles while loading/unloading.  
Yes\_\_\_ No\_\_\_

H. Warning system established and used when mobile equipment is operating near the edge of the excavation.  
Yes\_\_\_ No\_\_\_

I. Employees prohibited from passing beneath suspended loads.  
Yes\_\_\_ No\_\_\_

J. Employees prohibited from working on the faces of sloped or benched excavations above other employees.  
Yes\_\_\_ No\_\_\_

Utilities:

A. Exact location of utilities marked. Yes\_\_\_  
No\_\_\_

B. Underground installations protected, supported, or removed when  
excavation is open. Yes\_\_\_ No\_\_\_



Steam Sewer	Electrical	Gas	Water		
<b>Engineer</b> review completed by:					
The following sources apply and have been locked/tagged prior to starting work (circle)					
Steam Sewer	Electrical	Gas	Water		
Special instructions or equipment required (sketch on reverse, if necessary):					
<b>Maint. Sup. Initials</b>		<b>Fac. Manager Initials</b>		<b>Safety Officer Initials</b>	
___Approved    ___Denied	___Approved    ___Denied	___ Approved    ___Denied			
Digging/Drilling Completed:		Date:	Time:		

### 1.36 CONFINED SPACE ENTRY

Contractor to comply with all confined space entry requirements per 29 CFR 1910.146.

### 1.37 CONSTRUCTION WASTE MANAGEMENT

Contractor to comply with all construction waste management requirements as listed below:

**I. PURPOSE:** To outline the policy and procedures to ensure effective management/disposal of any waste generated through approved construction projects at this Medical Center.

**II. POLICY:** It is the policy of this Medical Center that construction projects shall generate the least amount of waste possible.

#### **III. PROCEDURES:**

A. Of the inevitable waste that is generated, as many of the waste materials as economically feasible shall be reused, salvaged or recycled.

B. Waste disposal in landfills shall be minimized to the greatest extent possible.

#### 1. Waste Diversion Goals.

a. New Construction: Minimum 5 of total project waste shall be diverted from landfill.

b. Demolition, Major Remodeling: Minimum 5 of total project waste shall be diverted from landfill.

c. Interior Remodeling: Minimum 5 of total project waste shall be diverted from landfill.

2. The following waste categories, at a minimum, shall be diverted from landfill if economically feasible:

a. Green waste (biodegradable landscaping materials).

b. Soil.

c. Inerts (concrete, asphalt, masonry).

- d. Clean dimensional wood, palette wood.
  - e. Engineered wood products: plywood, particle board, I-joists, etc.
  - f. Cardboard, paper, packaging.
  - g. Asphalt roofing materials.
  - h. Insulation.
  - i. Gypsum board.
  - j. Carpet and pad.
  - k. Paint.
  - l. Plastics: ABS, PVC.
  - m. Beverage containers
- C. Submittals:
1. Waste Management Plan. Prior to any waste removal, the Contractor shall submit their Waste Management Plan to the Medical Center. The Plan shall contain the following:
    - a. Analysis of the estimated job site waste to be generated, including types and quantities.
    - b. Proposed alternatives to land filling. Contractor shall prepare a list of each material proposed to be salvaged, re-used, or recycled during the course of the project.
    - c. Methods handling of materials to be recycled.
  2. On site:
    - a. Materials separation
    - b. Materials storage
    - c. Materials protection, where applicable
  3. Off site: Provide name of mixed debris recycling facility; include list of materials to be recycled.
    - a. Procedures. A description of the means to be employed in recycling the above materials consistent with requirements for acceptance by designated facilities.
    - b. Landfill Options. The name of the landfill(s) where trash will be disposed of.

- c. Meetings. Contractor shall conduct Construction Waste Management meetings. Meetings shall include the Subcontractor, the Project Manager and representatives as designated by the Chief Engineer. At a minimum, waste management goals and issues shall be discussed at pre-bid meetings, pre-construction meetings and regular job-site meetings.
  - d. Transportation. A description of the means of transportation of the recyclable materials (whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site) and destination of materials.
  - e. Waste Management Plan Implementation.
  - f. Manager. The Subcontractor shall designate an on-site party (or parties) responsible for instructing workers and subcontractors and overseeing and documenting results of the Waste Management Plan for the project.
  - g. Distribution. The Subcontractor shall distribute copies of the Waste Management Plan to the Medical Center Chief Engineer.
  - h. Instruction. The Subcontractor shall provide on-site instruction of appropriate separation, handling, recycling, salvage, reuse and return methods to be used by all parties at appropriate stages of the project.
  - i. Separation Facilities. The Subcontractor shall lay out and label a specific area to facilitate separation of materials for reuse, salvage, recycling, and return. Recycling and waste bin areas are to be kept neat and clean and clearly marked in order to avoid contamination or mixing of materials.
  - j. Hazardous Wastes. Hazardous wastes shall be separated, stored, and disposed of according to local, state and federal regulations.
4. Reports:
- a. The Contractor shall submit (monthly, quarterly, at end of job) a Waste Management Progress Report. The report shall contain the amount (in tons or cubic yards) of material land filled from the project, the identity of the landfill, the total amount of tipping fees paid at the landfill and the total disposal cost. Include legible copies of manifests, weight tickets, receipts and invoices. Manifests shall be from recycle and/or disposal site operators that can legally accept the materials for the purpose of reuse, recycling or disposal.
  - b. For each material recycled, reused or salvaged from the project, provide the following:
    - (1) Amount (in tons or cubic yards).

(2) removed from the job site.

(3) Receiving party.

(4) Transportation cost.

(5) Amount of any money paid or received for the recycled or salvaged material. Net total cost or savings of salvage or recycling each material. Attach manifests, weight tickets, receipts, and/or invoices. Indicate the project information, including project title, name of company completing form, and beginning and ending dates of period covered by summary form.

**IV. RESPONSIBILITIES:** The Subcontractor shall employ processes that ensure the generation of as little waste as possible and shall avoid the generation of waste due to the following:

- a. Over-packaging.
- b. Error.
- c. Poor planning, layout.
- d. Over ordering.
- e. Breakage
- f. Mishandling.
- g. Contamination.
- h. Damage from weather.

A. Description of Work.

1. Includes:

- a. Waste Management Plan development and implementation.
- b. Meetings to discuss goals, issues and training for the Waste Management Plan.
- c. Techniques to minimize waste generation.
- d. Sorting and separation of waste materials.
- e. Reuse of salvaged materials on site.
- f. Salvage of existing materials and items for reuse or resale.

- g. Recycling of materials that cannot be reused or sold.
- h. Record keeping of receipts and records of salvaged, recycled or land filled materials.

2. Related Elements:

- a. Alternates.
- b. Construction Waste Management.
- c. Site Demolition.
- d. Site Clearing.
- e. Slope Protection/Erosion Control.
- f. Asphalt Concrete.
- g. Crushed Stone Paving.
- h. Portland Cement Concrete Paving.
- i. Valve Boxes.
- j. Storm Sewers.
- k. Chain Link Fences and Gates.
- l. Walk, Road and Parking Appurtenances.
- m. Miscellaneous Landscaping Materials.
- n. Concrete, Concrete Formwork, and Concrete Reinforcement.
- o. Cast-in-Place Concrete.
- p. Unit Masonry.
- q. Structural Steel.
- r. Steel Roof Deck/Steel Floor Deck.
- s. Cold Formed Metal Framing.
- t. Metal Fabrications.
- u. Rough and Finish Carpentry.
- v. Engineered Structural Wood.
- w. Plastic Lumber.

x.	Building Insulation.
y.	Modified Bitumen Roofing.
z.	Metal Doors.
aa.	Wood and Plastic Doors and Frames.
bb.	Metal Support Systems.
cc.	Gypsum Wallboard.
dd.	Acoustical Treatment.
ee.	Resilient Flooring.
ff.	Tile and Carpet.
gg.	Painting.
hh.	Toilet Compartments.
ii.	Louvers and Vents.
jj.	Signage and Graphics.
kk.	Ductwork and Ductwork Accessories

#### **V. DEFINITIONS:**

- A. Class III Landfill: A landfill that accepts non-hazardous resources such as household, commercial and industrial waste resulting from construction, remodeling, repair and demolition operations.
- B. Clean: Untreated and unpainted; uncontaminated with adhesives, oils, solvents, mastics and like products.
- C. Construction and Demolition Waste: Includes all non-hazardous resources resulting from construction, remodeling, alterations, repair and demolition operations.
- D. Dismantle: The process of parting out a building in such a way as to preserve the usefulness of its materials and components.
- E. Disposal: Acceptance of solid wastes at a legally operating facility for the purpose of land filling (includes Class III landfills and inert fills).
- F. Inert Backfill Site: A location, other than inert fill or other disposal facility, to which inert materials are taken for the purpose of filling an excavation, shoring or other soil engineering operation.
- G. Inert Fill: A facility that can legally accept inert waste, such as asphalt and concrete exclusively for the purpose of disposal.

- H. Inert Solids/Inert Waste: Non-liquid solid resources including, but not limited to, soil and concrete that does not contain hazardous waste or soluble pollutants at concentrations in excess of water-quality objectives established by a regional water board, and does not contain significant quantities of decomposable solid resources.
- I. Mixed Debris: Loads that include commingled recyclable and non-recyclable materials generated at the construction site.
- J. Mixed Debris Recycling Facility: A solid resource processing facility that accepts loads of mixed construction and demolition debris for the purpose of recovering re-usable and recyclable materials and disposing non-recyclable materials.
- K. Permitted Waste Hauler: A company that holds a valid permit to collect and transport solid wastes from individuals or businesses for the purpose of recycling or disposal.
- L. Recycling: The process of sorting, cleansing, treating, and reconstituting materials for the purpose of using the altered form in the manufacture of a new product. Recycling does not include burning, incinerating or thermally destroying solid waste.
- M. On-site Recycling. Materials that are sorted and processed on site for use in an altered state in the work, i.e. concrete crushed for use as a sub-base in paving.
- N. Off-site Recycling. Materials hauled to a location and used in an altered form in the manufacture of new products.
- O. Recycling Facility: An operation that can legally accept materials for the purpose of processing the materials into an altered form for the manufacture of new products. Depending on the types of materials accepted and operating procedures, a recycling facility may or may not be required to have a solid waste facilities permit or be regulated by the local enforcement agency.
- P. Re-Use: Materials that are recovered for use in the same form, on-site or off-site.
- Q. Return: To give back reusable items or unused products to vendors for credit.
- R. Salvage: To remove waste materials from the site for resale or re-use by a third party.
- S. Source-Separated Materials: Materials that are sorted by type at the site for the purpose of reuse and recycling.
- T. Solid Waste: Materials that have been designated as non-recyclable and are discarded for the purposes of disposal.
- U. Transfer Station: A facility that can legally accept solid waste for the purpose of temporarily storing the materials for re-loading onto

other trucks and transporting them to a landfill for disposal, or recovering some materials for re-use or recycling.

**VI. REFERENCES:**

Guides. No preference is given to the recycles listed below; they are listed for the convenience of the contractor.

Dirt/clean fill.

Green/landscaping waste.

Concrete, asphaltic concrete.

Cardboard, paper, packaging.

Clean dimensional wood, palette wood.

Usable palettes.

Metals from banding, ductwork, piping, rebar, roofing, other trim, steel, iron, galvanized Carpet and pad.

Gypsum board.

Paint.

Insulation.

Asphalt shingles.

Beverage containers.

**1.38 PROCEDURES REGARDING PROCESSING INVOICES**

All payments are now processed through the On Line Certification System in Austin, Texas. You are required to reference the purchase order number as well as the contract number on the first page of the invoice. You are required to submit a draft copy to the COTR for approval. Once a draft is approved by the COTR at the VA Butler, you are required to fax a copy of your invoice to 512-460-5545 for payment. Be absolutely sure the purchase order number is on the invoice.

- 1) A draft (pencil) copy of the invoice shall be e-mailed to the COTR for approval and cc Contracting Officer.
- 2) If the invoice **is** approved by the COTR "as is", the contractor will be notified via email to submit the invoice to the Dept of Vet Affairs, Financial Svc Ctr, PO Box 149971, Austin TX 78714-8971, or by fax to 512-460-5545. **The purchase order number and project name MUST be on the invoice.** If the invoice is **not** approved as submitted to the COTR, the contractor will be notified via e-mail of required changes and will re-submit pencil copy to reflect said changes for approval. Upon approval by the COTR of the corrected invoice, the contractor shall either fax to 512-460-5545 or mail the invoice to the Financial Svc Center at the address provided above.

-- END --

VAMC BUTLER, PA 16001

4/1/2010 ENVIRONMENTAL REQUIREMENTS CHECKLIST

**Instructions:** The Contracting Officer/Facilities Management Officer will provide this list to applicable A/E Firms and on-site contractors.

The A/E firm and the contractor must complete this checklist for any work applicable to the project scope of work.

Any checks below will require remediation and appropriate work plans prior to start of construction work and activities.

**A/E Firm and Contractor will ensure all PA DEP( Requests for Determination Form) and permits and fees are properly filed prior to start of work operations.**

The contracting officer will review the applicable subsections checked and ensure contractors' scope of work includes the checked items.

Contracting and Facilities Management Staff will ensure program requirements are met prior release of contract.

The contracting officer/Facilities Management Staff will consult the Environmental Protection Specialist with any specific program requirements.

**Project Name:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

<b>Work Activity</b>	
<b>Constructing or Modifying Facilities, Equipment or Processes</b>	
<input type="checkbox"/>	3.2 Const. or Mod. Facilities, Structures, Equipment, or Processes - General
<input type="checkbox"/>	3.3 Const. or Mod. Stationary Air Emission Sources
<input type="checkbox"/>	3.4 Relocating Portable Air Emission Sources, or Bringing Portable or Stationary Air Emission Sources onto the Site
<input type="checkbox"/>	3.5 Const. or Mod. Drinking Water Systems & Controlling Cross Connections at the Site
<input type="checkbox"/>	3.6 Const. or Mod. Drinking Water Sys. & Controlling Cross Connections
<input type="checkbox"/>	3.7 Const. or Mod. Facilities that Store Oil in Containers or Tanks
<input type="checkbox"/>	3.8 Const. or Mod. AST & UST <u>not</u> Regulated under 40 CFR 280
<input type="checkbox"/>	3.9 Const. or Mod. UST Systems Regulated under 40 CFR 280
<input type="checkbox"/>	3.10 Changing Use or Reactivating ASTs & USTs <u>not</u> Regulated under 40 CFR 280
<input type="checkbox"/>	3.11 Changing Use or Reactivating USTs Regulated under 40 CFR 280
<input type="checkbox"/>	3.12 Const. or Mod. Septic Tanks or Systems
<input type="checkbox"/>	3.13 Const. or Mod. Sewage & Other Wastewater Systems
<input type="checkbox"/>	3.14 Disch. New Wastewaters or Changing Disch. to the City of Butler Sewer System
<input type="checkbox"/>	3.15 Discharging New Wastewaters at the Site
<input type="checkbox"/>	3.16 Const. or Mod. Potable Water, Production, Monitoring, & Obs. Wells
<input type="checkbox"/>	3.17 Const. or Mod. Injection Wells
<input type="checkbox"/>	3.18 Reactivating Buildings or Facilities from Standby (Inactive) Status
<b>Operating Facilities, Equipment, or Processes</b>	
<input type="checkbox"/>	3.19 Oper. Facilities, Equipment or Processes - General
<input type="checkbox"/>	3.20 Oper. & Sampling Drink. Water Sys. & Controlling Cross Connections at the Site
<input type="checkbox"/>	3.21 Oper. Stationary Air Emission Sources
<input type="checkbox"/>	3.22 Oper. Stat., Portable or Mobile Oil Tanks & Oil Container Storage Facilities
<input type="checkbox"/>	3.23 Oper. ASTs & USTs <u>not</u> Regulated under 40 CFR 280
<input type="checkbox"/>	3.24 Operating Volatile Organic Liquid Storage Tanks
<input type="checkbox"/>	3.25 Oper., Discharging to & Monitoring Permitted Injection Wells
<input type="checkbox"/>	3.26 Oper. & Discharging to Shallow Injection Wells <u>not</u> Requiring a Permit
<input type="checkbox"/>	3.27 Discharging to Septic Tanks or Systems
<input type="checkbox"/>	3.28 Discharging Wastewaters to the City of Butler Sewer System
<input type="checkbox"/>	3.29
<input type="checkbox"/>	3.30 Oper. Potable Water, Production, Monitoring, & Observation Wells
<input type="checkbox"/>	3.31 Using, Storing & Dispositioning Chemical Products/Chemicals/Hazardous Agents
<input type="checkbox"/>	3.32 Using Drinking Water Sys. & Controlling Cross Connections at the Site
<input type="checkbox"/>	3.34 Managing Storm Water Discharges at the Site
<input type="checkbox"/>	3.35 Perf. Activities with the Potential for Fugitive Dust or Fugitive Emissions
<input type="checkbox"/>	3.36 Conducting Open Burning
<input type="checkbox"/>	3.37 Responding to Regulatory Inspections
<b>Maintaining or Repairing Facilities, Equipment, or Processes</b>	
<input type="checkbox"/>	3.38 Maint. & Repairing Facilities, Structures, Equipment or Processes - General
<input type="checkbox"/>	3.39 Starting Up, Shutting Down, or Performing Scheduled Maint. on Stationary Air Emissions Sources
<input type="checkbox"/>	3.40 Maint., Repairing or Altering Drinking Water Sys. at the Site
<input type="checkbox"/>	3.41 Repairing Drinking Water Sys. & Controlling Cross Connections

<input type="checkbox"/>	3.42	Repairing ASTs & USTs not Regulated under 40 CFR 280
<input type="checkbox"/>	3.43	Repairing USTs Regulated under 40 CFR 280
		<b>WORK ACTIVITY</b>
<input type="checkbox"/>	3.44	Planning Activities that may Break Up, Dislodge, Disturb or Block Access to
<input type="checkbox"/>		Asbestos-Containing Material
<input type="checkbox"/>	3.45	Removing Asbestos-Containing Material
<input type="checkbox"/>	3.46	Maint. Equipment Containing or Contaminated with PCBs
<input type="checkbox"/>	3.47	Decontaminating Equipment Containing or Contaminated with PCBs
<input type="checkbox"/>	3.48	Maint., Testing & Disposing of Halon-Containing Equipment & Halon
<input type="checkbox"/>	3.49	Maint., Serv., or Repairing Stationary HVAC & Refrigeration Equipment
<input type="checkbox"/>	3.50	Maintaining, Servicing or Repairing Motor Vehicle Air Conditioners (MVACs)
<input type="checkbox"/>	3.51	Removing Lead from Service or from a Structure, or Classifying Newly
		Discovered Lead
<input type="checkbox"/>	3.52	Applying & Storing Pesticides
<input type="checkbox"/>	3.53	Applying Fertilizers
<input type="checkbox"/>	3.54	Maint. & Repairing Septic Tanks or Systems
<input type="checkbox"/>	3.55	Pumping Septic Tanks & Septic Systems
		Discontinuing Use Of, or Closing Facilities, Equipment or Processes
<input type="checkbox"/>	3.56	Deactivating, Decontaminating, Dismantling, or Closing Facilities (including
		trailers), Structures, Equipment, or Processes - General
<input type="checkbox"/>	3.57	Permanently Discont. Use of, or Closing, USTs Reg. under 40 CFR 280
<input type="checkbox"/>	3.58	Abandoning or Closing Septic Tanks
<input type="checkbox"/>	3.59	Abandoning Potable Water, Production, Monitoring, and Observation Wells
<input type="checkbox"/>	3.60	Abandoning Injection Wells
		Disturbing Soils
<input type="checkbox"/>	3.61	Disturbing Soils

		Purchasing of Goods and Services
<input type="checkbox"/>	3.62	Procuring Goods or Services
<input type="checkbox"/>	3.63	Purchasing Diesel Fuel
<input type="checkbox"/>	364	Purch. Refrigerants, Appliances Containing Refrigerants, Sys. Components
		that Operate Using Refrigerants, or Refrigerant Recovery or Recycling
		Equip.
<input type="checkbox"/>	3.65	Procuring Pesticides
		Spills/Rele., Fires, and Explosions; and Permit or Reg. Exceedances
<input type="checkbox"/>	3.66	Reporting and Cleaning Up Spills & Releases
<input type="checkbox"/>	3.67	Cleaning Up Spills and Releases of PCBs
<input type="checkbox"/>	3.68	Exceeding Permitted or Reg. Limits from Stationary Air Emission Sources
<input type="checkbox"/>	3.69	Exceeding WW Discharge Limits to the City of Butler Sewer System
		Generating Waste
<input type="checkbox"/>	3.70	Generating Waste
		(Content Weights for recovery, recycling Required)
		Receiving Off-site Waste, Disposing of Waste & Recycling or Reusing Materials
<input type="checkbox"/>	3.71	Distributing, Excessing or disposing of Appliances Containing Refrigerants
<input type="checkbox"/>	3.72	Dispositioning Excess Materials
<input type="checkbox"/>	3.73	Disposing of Asbestos-Containing Material
<input type="checkbox"/>		Sample Collection and Monitoring
<input type="checkbox"/>	3.74	Monitor Wastewater Discharge to the City of Butler Sewer System
<input type="checkbox"/>	3.75	Preparing to collect and collecting samples (CERCLA or D&D&D)
<input type="checkbox"/>	3.76	Preparing to collect and collecting samples (NON-CERCLA or NON-D&D&D)
<input type="checkbox"/>	3.77	Packaging and Temporarily Storing Samples

<input type="checkbox"/>	3.78	Transferring Samples to a Laboratory
<input type="checkbox"/>	3.79	Storing and Maintaining Samples
<input type="checkbox"/>	3.80	Disposing of samples
<input type="checkbox"/>	3.81	Report. Env. Characterization Data collected to support FFA/CO Activities
<input type="checkbox"/>	3.82	Report Disturbances to CERCLA or Inactive Waste Sites and Identifying of
		Suspected Inactive Waste Sites
<input type="checkbox"/>	3.83	Developing and Maintaining an EMS
<input type="checkbox"/>	3.84	Performing CERCLA Remedial Activities

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