

**SECTION 01 01 10 - SN****SPECIAL NOTES****PART 1: GENERAL****1.1 GENERAL:**

- A. The contractor will be working in and around an occupied and operating hospital. The contractor will be required to keep roads, walks and entrances to grounds, parking, and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Submittals regarding staging of equipment, crane placement, storage of supplies, etc. are required.
- B. The contractor can start the work of submittals and CPM upon receipt of the Notice to Proceed. However, physical work onsite and mobilization shall not commence until all required submittals for work to commence in the following six months and all long lead time equipment/materials are approved by the Contracting Officer or the Contracting Officer's Representative (COR). An approved cost-loaded, Critical Path Method (CPM) construction schedule is required prior to commencement of construction. CPM schedule shall be approved by the Contracting Officer, or the Contracting Officer's Representative.
- C. Any reference to the Resident Engineer in this document shall be construed as synonymous with the Contracting Officer's Representative (COTR) and/or Contracting Officer's Representative (COR).

**1.2 FIRE ALARM SYSTEM:**

**FIRE/SECURITY ALARM SYSTEMS:** Contractor shall advise the Graphic Control Center and/or the Police Desk at extension 41010/42222 respectively, prior to any work which might result in the Fire Alarm System or Security System (this includes but is no limited to: Smoke Detectors, Water Flow Switches, Pull Stations, Sprinkler Heads, Motion Detectors, Door Contacts, Security Door Controls, etc.) being activated, in addition to having an approved outage form from the Facility Management Department. Notification to Graphics and/or the Police Desk and having an outage form, does not absolve the contractor from following the proper procedures to prevent the system from activating, i.e. covering the smoke heads with paper bags, closing valves, containing dust, monitoring and controlling security devices, etc.). If any system activates due to the contractor's failure to notify the Graphic Control Center, the Contractor's failure to follow proper procedures, or the Contractor's failure to obtain an outage form, a Modification/Settlement by Determination deduction of \$2500.00 per alarm/event or notice from the Police that a construction area was left unsecured will be issued to the contractor.

**1.3 SCHEDULING OF WORK:**

- A. Contractor shall verbally schedule work areas with Resident Engineer not less than fifteen (15) calendar days in advance of commencement of work. Verbal notification shall be backed up and verified in writing.
- B. Contractor shall verbally schedule outages or service interruptions with Resident Engineer not less than fifteen (15) calendar days in advance of intended commencement of work. Notification does not guarantee the date of scheduled outage or service interruption however Resident Engineer will schedule such dates and inform the contractor. Date will be scheduled with medical center personnel when service interruption will minimize affect to hospital patients and operations. Contractor to submit VA System Outage Request form to Resident Engineer not less than fifteen (15) calendar days in advance of intended commencement of outage work. Contractor to attend (2) weekly pre-outage meetings with Engineering and staff to coordinate actual date of outage, duration, time of outage, phasing, and affected services. In addition, contractor to attend the pre-outage meeting one hour prior to outage to coordinate communications, readiness, pre-outage checklist, document requirements, temporary measures, lock out tag out and other outage requirements and procedures.
- C. Contractor to attend weekly construction meetings.

#### 1.4 PROTECTION OF WORK AREAS:

Contractor to provide drop cloths when working in occupied areas to avoid staining or damaging existing carpets or vinyl tile floors.

#### 1.5 HOURS OF WORK:

- A. The hours of contract work shall be from 7:00 a.m. until 4:30 p.m. the normal work shift for hospital employees, the contractor shall verify shift or shifts required for construction areas. Other than normal, after (off) hours, including federal holidays shall be scheduled two days prior to starting with the Project Manager. These off hours will be required to complete the project in the time allotted for the contract at no additional cost to the Department of Veterans Affairs. Upon approval of the Department of Veterans Affairs, the contractor will propose the scope or extent of off hour work due to individual contractor resources available to accomplish this project in the time allotted. In addition, these off hours will be required for utility/service interruptions, and any/other work that may interrupt the operation of the occupied space, i.e., some road construction, demolition, work in occupied areas, work affecting occupied areas, etc. Some noise producing demolition operations will be required to be scheduled for off work hours as directed by Resident Engineer and described on drawings. Reference the Risk Baseline for additional requirements.
- B. Certain work items, which require off-hour work, have been identified. These items are indicated on the drawings and in the Risk Baseline. Refer, in particular, to Phasing Notes on Drawings. All drawings shall be reviewed for off-hour work requirements and items creating disturbance to the hospital staff or patient care must be performed during off-hour working periods as established and approved by the VA Engineer.
- C. Building will be occupied during performance of work, but areas of alterations will be vacated. 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 the VA so that Medical Center operations will continue during the construction period. Contractor to construct 7 feet tall by 5 feet wide metal stud and drywall tunnels through occupied space as deemed necessary by the VA for access by Medical Center personnel and maintaining construction operations.

#### 1.6 SUBMITTAL APPROVAL AND START OF CONSTRUCTION PROJECT:

No work may commence prior to the contractor receiving written approval of all submittals related to work on this contract. Delivery of submittals to the COTR or verbal acknowledgement of receipt by the Project Manager **does not** constitute approval.

#### 1.7 EMERGENCY SERVICE:

All offerors, if successful, must be able to respond to all contract and contractor created emergency services resulting from contractor actions and installations, as determined by the Department of Veterans Affairs Resident Engineer, with qualified staff personnel within one (1) hour of verbal notification during construction stages and warranty period. Bidders must be prepared to show proof, in writing, that they can satisfy this requirement prior to award.

#### 1.8 KEYS:

Keys for access to construction/work areas may be issued to the contractor at the discretion of the Project Manager. Up to three sets of keys will be provided at no cost. Additional keys will be provided for a charge of \$5.00 per key, payable by check to the Department of Veterans Affairs. All keys issued will be signed for and issued to the General Contractor. Upon completion of the work, failure to return all issued keys to the Project Manager will result in the issuance of a Settlement by Determination in the amount of \$100.00 for each outstanding key. In addition, a \$5.00 fee will be paid to VA for each outstanding key. Keys will be provided through the FM SAM Box. Keys are to be picked up and returned daily. If keys are not returned by the end of the day, a modification of \$5.00/key per day will be assessed against the contractor.

## 1.9 SAFETY ITEMS:

- A. Training: All employees of contractor and subcontractor shall be aware of the egress routes from the construction areas. It is the contractor's responsibility to ensure all employees are aware of the fire alarm codes for the building they are working in and participate in fire alarm drills and actual fire alarms.
- B. Barricades: The contractor is responsible to erect barricades, construction and safety signs, and new egress routes. The barricades will be erected to restrict areas where hazardous operations are performed. The construction and safety signs shall consist of caution signs as determined and approved by VA; egress signs, where egress has been altered for construction; and any applicable hazardous warning signs. If the egress is changed due to construction, the contractor shall provide temporary directional signs for changes as determined by VA and for construction of any walkways, steps, or overhead protection scaffolding or the like as required providing a new means of egress.  
**Emergency egress plan shall be developed by the contractor and submitted for approval by the designated VA safety manager before egress routes are altered.**
- C. Fire Extinguisher: The contractor and subcontractor's shall provide fully charged and fully operational fire extinguishers as required and in accordance with section FSS on the job site(s) at all times. Reference section 01 01 10 FSS.
- D. Debris: Combustible storage and debris shall be kept to the lowest level necessary for required daily operations. The construction area shall be kept clean as indicated in general requirements and conditions
- E. Gasoline Powered Equipment: Gasoline powered equipment shall not be used within the confines of any building on the Medical Center without specific written permission from the Chief, Engineering Service.
- F. Fire/Smoke Doors: Fire and/or smoke doors shall not be propped open or prevented from closing and latching. This includes mechanical equipment rooms and utility closet doors.
- G. Construction Site Phone: Contractor to run wiring from telephone closet to the construction space for the installation of a VA phone in the constitution space. Installation of the phone is required prior to construction can begin. The VA will provide the phone.
- H. Construction Hard Hats: General Contractor to provide (4) sets of hard hats and safety glasses for each worksite for VA staff use.
- I. Exit Signs:
  - a. Inside Construction Space: Contractor to provide luminescent Exit Signs throughout the construction space such that while standing in any place within the construction space, an Exit sign is visible and the path of egress can be followed.
  - b. Outside Construction Space: Contractor will cover, relocate, etc. Exit signs impacted due to their construction operations as directed by the ILSM and the VA Safety Officer.

## 1.10 SECURITY OF CONSTRUCTION SITES – Contractor Regulations

- A. All construction sites must be secured to prevent inappropriate access by patients, visitors, and employees. While such security fences, doors, and barricades are temporary, they must be substantially installed to control access to the site. The existing security (Pegasys by Johnson Controls and Ingersoll Rand) system must be extended to each construction access door. Each construction door must be provided with an Ingersoll Rand Integrated Reader Lock programmed to the existing VA security system. Construction sites and all security measures must be monitored daily to ensure that security is maintained. Local VA Police must be alerted about the construction project. At the close of activity daily, before securing the site or portions of the site, the contractor must ensure that there are no patients, visitors, or staff in the area. If construction site problems arise, the Contracting Officer and COTR will take appropriate action to correct any and all safety and security conditions.
- B. VA engineering, safety/fire department, and police staff must have the right to access the construction site as needed to perform their assigned responsibilities.

- C. Lock up the worksite at all times to prevent patients and other unauthorized people from entering the site.
- D. The need for job site security is much greater when work is being conducted in psychiatric areas to protect the safety of the patients. All job boxes, tools, etc., must be locked up even when workers are on site unless there's enough activity to assure that patients cannot access tools or site. Verify that no one is in the construction area upon locking up the site for the evening.
- E. Two evacuation routes from the worksite must be maintained at all times.
- F. Contractors may lock up their tools etc., with personal locks.

#### 1.11 PENETRATIONS:

##### A. WALL:

- a. All wall and/or floor penetrations created by work on this contract, whether by demolition or new construction, shall be patched by the general contractor or as assigned by the general contractor. All patching materials shall be of like kind or a suitable substitute approved by NFPA or UL.
- b. If the permit is for other than inspection, a Follow-Up Inspection page will need to be filled out by the person performing the installation/removal work, which then needs to be signed and returned to whoever originally issued the permit. The permit initiator is then responsible for checking the areas listed on the permit to ensure firestopping was completed according to Facility standards and penetrations sealed with an approved fire/smoke sealant compound so as to maintain fire and smoke separation integrity. Documentation of the sealant or system used in the penetration must be made available at the affected penetration by the permit requestor at the time of permit completion inspection. The program or person completing the follow up inspection must validate that the sealant compound or system is properly rated and installed for maintaining the rating of the affected smoke or firewall. Photo-documentation in lieu of interim inspections can be performed to validate work.
- c. ONLY (1) one type of fire sealant is permissible per hole.
- d. The permit will be in this person's possession while all inspections and/or work are being performed.

##### B. CEILINGS:

- a. To ensure that proper ceiling penetrations are sealed, all internal departments and contractors doing any cabling, wiring, plumbing, etc., must obtain a ceiling access permit from Facilities Services prior to installation.
- b. All wall penetrations must be located, marked, and sealed by contractor responsible for penetration. As penetrations are sealed, Facilities Service must be contacted to inspect penetrations for proper sealing.
- c. If the permit is for other than inspection, a Follow-Up Inspection page will need to be filled out by the person performing the installation/removal work, which then needs to be signed and returned to whoever originally issued the permit. The permit initiator is then responsible for checking the areas listed on the permit to ensure firestopping was completed according to Facility standards and penetrations sealed with an approved fire/smoke sealant compound so as to maintain fire and smoke separation integrity. Documentation of the sealant or system used in the penetration must be made available at the affected penetration by the permit requestor at the time of permit completion inspection. The program or person completing the follow up inspection must validate that the sealant compound or system is properly rated and installed for maintaining the rating of the affected smoke or firewall. Photo-documentation in lieu of interim inspections can be performed to validate work.
- d. The permit will be in this person's possession while all inspections and/or work are being performed.
- e. At the end of each work day and prior to leaving work site, the contractor shall replace all ceiling tiles temporarily removed to do work above finished ceilings in corridors.

- f. If it is not practical to replace all ceiling tiles on a daily basis the contractor is to construct 7 feet tall by 5 feet wide metal stud and drywall tunnels through occupied spaces as deemed necessary by the VA for access by Medical Center personnel and maintaining construction operations. Upon the first incident of the contractor not replacing the ceiling tiles, this tunnel construction will have to commence immediately prior to any further construction on the project.

C. Reference section 01 01 10 – 1HR for additional information.

#### 1.12 PHASING and WEATHER CONDITIONS:

Phasing on this contract is critical as portions of the area to be remodeled shall remain occupied throughout the construction work. Contractor will be working in an operational hospital and not be provided designated elevators or entrances. The contractor will share the corridors, the B-Bank elevators, loading dock, etc. with staff, patients and other contractors. Each phase shall be as described on the drawings and/or specifications shall be completed in the sequence described. Also refer to Section 01 00 00, Article 1.6.G. Phasing.

Cold and Extreme Heat Weather Construction. All construction shall have provisions for cold weather or extreme heat conditions regardless of solicitation date, construction award date, anticipated notice to proceed, and duration. Provisions are identified and defined but not limited to each specification section and drawings. Contractor to provide necessary means and methods required to accommodate cold weather or extreme heat construction conditions.

#### 1.13 SCAFFOLDING:

Prior to setup of all scaffolding, the contractor is to provide a submittal of the scaffolding design through the submittal review process. The scaffolding design is to be stamped by a professional engineer. Contractor is to provide copies of daily scaffolding inspections with daily logs.

#### 1.14 ENERGY EFFICIENCY REQUIREMENTS:

- A. Federal Executive Order #13423/#13514 requires all energy efficiency materials, equipment, and systems to be evaluated and if feasible incorporated into VA Projects. The A/E, prime contractor, and all subcontractors shall cooperate with the Federal Government in specifying, evaluating, documenting, purchasing, and installing energy efficient equipment that meet basic energy efficiency criteria established by the VA. The criteria can be defined as comparing total energy savings to life cycle cost of the equipment. To accomplish this objective, the A/E shall produce an Energy Equipment Schedule comparing a description of each standard piece of equipment (system) versus a description of recommended efficient equipment (or system); including the estimated purchase price, estimated cost to install, maintain, and operate the equipment as well as the estimated annual energy usage and estimated useful life for each piece of equipment (or system).
- B. All design and installation will be in accordance with current VAMC, HVAC design guides, NEC, NFPA, ASHRAE 90.1, state, local and all VA and federal codes.
- C. The VA intends to provide energy savings equipment and design modifications for current energy usage to the most efficient and economical level possible.

#### 1.15 INSPECTIONS:

All mechanical and electrical work shall be inspected by Engineering Service (Shop & Resident Engineer) personnel prior to being put into operation or closing up if work will be hidden by walls, ceilings, drop ceilings, cover plates, access panels, etc. Contractor shall notify the VA RE a minimum of two days prior to the inspection date, times and dates shall be scheduled and agreed upon by VA. Installations will be inspected by these VA personnel for work in compliance with State, Federal, Local, Dept. of Veterans Affairs Codes, regulations and contract specifications. If corrections, alterations, adjustments, new construction etc. is required, the VA will be notified within 48 hours of completion of such items. These inspections and corrections, alterations, etc. will be made at no additional time or cost to VA.

## 1.16 CONTRACTOR'S AGREEMENT - RULES AND REGULATIONS FOR ALL CONTRACTORS

The following is the contractor's agreement required to be signed at the pre-construction meeting and updated monthly when new subcontractors start working on the job site. The agreement will be preceded by a training video provided by the VA. The agreement is the general contractor's responsibility to ensure all subcontractor personnel are trained and acknowledge (sign) the agreement.

### A. STANDARD POLICY

All outside General contractors and Sub-contractors will coordinate all work within the hospital with Facilities Management before beginning work.

### B. PURPOSE

General Contractor will ensure that each individual General Contractor and Sub-Contractor employee is responsible for complying with established hospital standards, applicable OSHA Safety Requirements, federal, state and local environmental regulations, wearing prescribed safety equipment, and preventing avoidable accidents.

### C. PROCEDURE

**General Contractor will ensure that each individual general contractor and sub-contractor employee review, understand and acknowledge (sign) the following information prior to the commencement of work scheduled at this facility. General Contractor will forward copies of signed acknowledgements to Project Engineer of all new employees on a monthly basis.**

**The following building rules and regulations affect all contractor personnel, suppliers, and vendors:**

### D. Access to Construction Areas

- Access is limited to areas such as critical care and surgical units, as well as mechanical/electrical rooms, etc. Access can be obtained through Facilities Service.
- Access to any floors of the facility after normally scheduled work hours (Monday-Friday, 7:00 a.m.-5:00 p.m.) must be scheduled in advance with the Project section of Facilities Service. Police and Security reserves the right to refuse access to anyone without prior authorization and identification.
- Ready access for the Engineering, Safety, Police and (the Fire Department) shall be maintained to all areas under construction at all times.
- Areas under construction shall be locked during off-hours. Keys and cylinders for this purpose are obtained through Facilities Service. Contractors will not put their locks on any doors without VA approval.

### E. Accidents and Injuries

- First Aid/Medical Aid/Emergency Treatment for workers: The contractor must post emergency phone numbers and treatment facilities if any contractor employees are injured on the job, or need medical treatment
- Work site injuries must be reported to the VA. The VA has an accident reporting form (form number 2162). The COTS/ Safety/ or Security and Police Service will initiate the 2 162. Once the VA has completed the supervisor's portion the injured individual will be required to complete the narrative portion of the report. The service chief responsible for the contract is also required to sign the report and forward the original report to the Safety Section.

### F. Asbestos

- There are both friable and non-friable asbestos-containing materials located within the hospital complex. Inspection reports are located in the Facilities Service Department. Contractors are required to be aware of the asbestos materials located in the vicinity of their work. Further, all contractors are expressly forbidden to disturb any asbestos-containing materials unless specifically authorized in writing by VA. Under no circumstances are any materials supplied or installed by the contractor to contain asbestos in any form or quantity.
- Asbestos removal contractors will be trained and licensed, and will follow all OSHA rules, VA specifications, state and local regulations from notification to disposal.

- A VA representative will verify the adequacy of the barriers and ventilation before any asbestos removal work is conducted.
- The contractor is responsible for monitoring his own employees' exposure to asbestos.
- Additional specific asbestos removal specifications will apply.
- Contractor to provide a Fiscal Year breakdown of Asbestos Costs on the project.

#### G. ACM TRACE WORK OPERATIONS

- **ACM TRACE RESULTS** - Should renovation activities deem the material friable due to cutting, grinding or other mechanical means of removal, an employer is bound by OSHA 29 CFR regulations 1926.1200 (d) (5) (iv) to protect their employees. This may determine that removal of the materials be performed by asbestos abatement workers trained in 29 CFR 1926.1101.

*\*OSHA regulation 1910.1200 HAZARDOUS COMMUNICATION Section (d)(5) Hazard determination "...employer shall determine the hazards of mixture of chemicals as follows: (iv) "If the...employer has evidence to indicate that a component present in the mixture in concentrations of less than one percent...could be released in concentrations which would exceed an established OSHA permissible exposure limit...or could present a health risk to employees in those concentrations, the mixture shall be assumed to present the same hazard."*

- **General Summary:**
  1. Employees, contractors, etc. must be warned about the presence of asbestos.
  2. The contractor must have a competent person on site during work. (At a minimum, it should be a trained, certified asbestos supervisor).
  3. Personal exposure assessments (negative exposure assessment) are required (PCM analysis) and workers should begin work with PPE.
  4. Wet methods and daily clean up and sealing waste in leak tight containers are required. The following is a list of references from OSHA guides. Note: The reference to the word "sheet rock" is based on trace (<1%) of asbestos being present in the "sheet rock."
- The contractor will be responsible for proper work practices and prohibitions for all construction activities involving material that contains any amount of asbestos regardless of the exposure levels. And the standard has exposure-based requirements, consisting of a 0.1 fiber/cc 8-hour TWA PEL and a 1 fiber/cc 30-minute excursion limit, and other requirements that apply whenever worker exposures exceed either or both of the limits, regardless of the amount of asbestos contained in the materials involved.
- If some of the items associated with the installed sheetrock contain some asbestos but none of them contain >1% asbestos, then removal of the sheetrock is considered unclassified asbestos work. This means that only certain ones of the standard's work practice and engineering control obligations, and prohibitions pertain. Some of the general ones do not pertain because they apply to installed building materials containing >1% asbestos (ACM). How many of the eligible general work practice and engineering control obligations, and prohibitions are applicable depends on whether the employee levels of exposure to airborne asbestos exceed either of the asbestos PELs. In further explanation: These OSHA references are specific to this issue.
- If the employees' asbestos exposures exceed neither asbestos PEL, then only two of standard's general work practice control procedures and three of the standard's general prohibitions pertain to the sheetrock removal operation; none of the standard's engineering control methods pertain to the sheetrock removal operation. Those general work practice procedures and general prohibitions the employer must observe under such a condition are those presented at:
- 29 CFR 1926.1101(g)(1)(ii), which requires: **wet methods, or wetting agents, to control employee exposures during asbestos handling, ... removal, cutting, ... and cleanup, except where employers demonstrate that the use of wet methods is infeasible due to for example, the creation of electrical hazards ... [and] equipment malfunction...;** 29 CFR 1926.1101(g)(1)(iii), which requires: **prompt clean-up and disposal of wastes and debris contaminated with asbestos in leak-tight containers...;** 29 CFR 1926.1101(g)(3)(i), which prohibits: **high-speed abrasive disc saws that are not equipped with point of cut ventilator or enclosures**

**with HEPA filtered exhaust air; 29 CFR 1926.1101(g)(3)(ii), which prohibits: compressed air used to remove asbestos, or materials containing asbestos, unless the compressed air is used in conjunction with an enclosed ventilation system designed to capture the dust cloud created by the compressed air; and 29 CFR 1926.1101(g)(3)(iv), which prohibits: employee rotation as a means of reducing employee exposure to asbestos.**

#### **H. Clean-Up**

- All work activity within occupied portions of the facility shall be immediately cleaned and restored to its original finished condition upon completion of the activity. If the activity continues into the next workday, the area shall be left safe, clean, and presentable.
- Public restrooms are not to be used for the cleaning of tools or equipment, i.e., paintbrushes, rollers, finishing tools, etc. Janitor's slop sinks are available for this purpose. If janitor's closets are used, they must be cleaned.
- Trash, combustible waste, and excess construction materials must be removed daily to prevent accumulation. Contractors must arrange for the removal of their debris and waste.
- All work for an area must be confined within that space. Public corridors, stairwells, equipment rooms, and vacant floors are not to be used for the storage of materials or as a workshop. Tracking of construction dirt into the public corridors or stairwells must be prevented. The contractor will provide dampened walk-off mats at all entrances and exits from the construction area.
- If smoke detectors are covered during dust-producing activities, they must be uncovered daily.

#### **I. Compressed Gas Cylinders**

- Compressed gas cylinders are very dangerous if not treated properly.
- Employees who work with compressed gas cylinders must have specific training.
- Make sure that they are secured properly when in use or in storage.
- Always keep the caps on the cylinders when they are not in use.
- See also Hot Work section.

#### **J. Confined Space**

- Confined Space Entries. All Confined Spaces are clearly marked on campus. NO ENTRY is allowed in the areas without prior approval by the Project Engineer. NO ONE will be allowed to enter these areas without the proper qualifications, equipment and training as required by the OSHA Standards (29 CFR 1910.147)
- Identify storm sewers, underground electrical vaults, and all other areas that require confined space permits. (e.g., a map showing the locations of all the confined spaces located in the Facilities Service Department).
- All hospital personnel that would require entry into these spaces must abide by the Confined Space Program Procedure.
- It is the sole responsibility of any outside contractor doing work on a VA Medical Center campus to coordinate entry into any of these spaces or any other marked permit required confined spaces with the medical center.
- Anyone entering a permit-required confined space must follow Occupational Safety and Health Administration (OSHA) Regulations, 29 CFR 1910.120.
- **Contractor to submit as a formal submittal the Confined Space Entry program (and CSE Permit if needed).**

#### **K. Contractor Room/Space Guidelines:**

- Materials will be kept on the job site, in the contractor's room or in storage space provided by the Contractor via trailer located in the VA corporation yard on the North East section of the VA grounds.
- Any shared space within storage room(s) must be accessible to Facilities Service. Do not block access to electric panels or fire protection equipment.
- Hallways are not to be used for storage.
- Contractors will manage the area and assure the site is kept clean and safe. (OSHA standards apply.)
- Any disputes or concerns will be directed to the Facilities Service Manager.

#### **L. Damage by Contractors**

- Any damage caused by the contractor's employees is to be reported to the COTR or Facilities Service Project Section immediately.



**M. Deliveries**

- All material deliveries at the loading dock must be coordinated with the Receiving Department in advance.

**N. Dress Code**

- All personnel must be appropriately dressed for their work. T-shirts or garments with obscene or suggestive messages are not permitted. Personnel found improperly dressed will be asked to leave the facility. No construction staff is allowed to remove shirts or other clothing. No articles may include offensive statements/graphics.

**O. Dust Barriers and Ventilation Requirements**

- Reference section 01 01 10 IC.
- Dust barriers are needed to protect occupied areas on any portion of the job that has potential to create dust.

**P. Elevator Usage**

- Contractors shall not hold or block from use any public elevators in any building unless authorized by the COTR.
- Contractors shall use "B" bank freight elevators only for the delivery and transportation of materials and demolition materials. Contractors shall not hold or block public elevators from use in any building. .

**Q. EMERGENCIES**

**Fire Plan - There is no difference between a fire drill and an actual fire.**

**General Contractor will ensure that each employee on the worksite knows where the pull stations are in the areas you are working.**

**If you are in the area of the fire:**

- R     Rescue anyone from the area if necessary**
- A     Pull the nearest Pull Station**
- C.     Contain the fire by closing all doors in the area**
- E     Extinguish if possible or Evacuate the area immediately**

**If you are NOT in the area of the fire:**

***Construction Workers* are to cease activities, stay in place, and wait for further instructions or cancellation of the fire drill.**

**DO NOT move through the hospital. DO NOT use the elevators or stairwells.**

- Medical Emergencies - Any contractor who witnesses a medical emergency is to pick up a nearest phone and dial "911" or the operator and describe the condition of the emergency.
- Accidents/Injuries - The contractor must post emergency phone numbers and treatment facilities for any injured employee.
- Worksite injuries must be reported to the VA immediately using the VA accident reporting form (Number 2162). The COTR/Safety/or Security and Police Service will initiate the 2162.
- Patients and visitors may be anxious or irritated because of their situation. If you are faced with any patient or visitor that gets aggressive with you, simply call Ext. 42222 and say "Code Green" and describe the situation. Security will respond immediately.

**R. Equipment Safety**

- Ladders are not to be left unattended in public areas during breaks and lunch hours. Ladders shall be laid down and placed out of traffic areas during these periods.
- No tools, carts, ladders or other equipment are to be left unattended outside a secure area.
- Yellow safety barricades must be used when working in public areas.
- Use of hospital equipment is permitted only if the contractor receives permission from Facilities Service and is properly trained on the USC of the equipment.

**S. Equipment and Supplies**

- Caution must be used with all flammable materials, i.e., adhesives, thinners, varnishes, etc.
- All paints shall be low odor latex paint. The contractor will use odor reducing agents in all paints and solvents. Ventilation will be required if toxic or foul-smelling materials have to be applied.
- Only a one-day supply of paints, oils, and gas cylinders is permitted within the facility, unless it's properly stored in a flammable liquid storage cabinet.

**T. Fire Alarm System**

- Care must be exercised to prevent the accidental tripping of smoke detectors or fire alarms.
- Notify Facilities Service of your activities and location.
- Cover and protect the smoke alarms with paper bags when raising dust or creating smoke in short duration (less than 3 days) ancillary work areas. All other construction areas to follow section 01 01 10 – 1HR. (You must inform Facilities Service Fire Department when bagging smoke alarms.)
- Remove the paper bag upon completion of your work and at the end of each workday.
- If you accidentally trip an alarm, notify Facilities Service (Fire Department) immediately.

**U. Hazardous Materials and Waste**

- A listing of all hazardous materials that will be used on the job and their material safety data sheets (MSDS) will be provided to the VA before the chemicals are used.
- Any excess or used chemicals will be removed from the hospital promptly and properly disposed of by the contractor in accordance with federal, state and local regulations.
- Any hazardous waste generated at the facility must be properly contained and labeled and stored in accordance with local, state, federal and hospital regulations.
- Do not store flammable materials in the facility unless stored in an approved non-combustible storage cabinet or prior approval by the Project Engineer and Safety Office.

**V. Heavy Lifting**

- Hoisting heavy materials/items require prior review by the Project Engineer.

**W. Housekeeping**

- Housekeeping in public areas of the hospital will be maintained at the highest level, even while work is on going.
- In secured areas, housekeeping will be performed as needed, but at a minimum at the end of each job task, and at the end of the workday.
- Debris and waste will not be allowed to accumulate on the work site and disposal must be arranged to keep the amounts low.

**X. Hot Work Permits**

- Hot work permits are required before cutting, soldering, welding operations begin. Before any cutting, soldering or welding is conducted, the contractor or sub-contractor shall obtain permission through a hot work permit. The contractor shall be responsible for obtaining the hot work permits from the Project Engineer.
- Gas and oxygen canisters shall be properly chained and protected and two 10-pound fire extinguishers shall be present.
- A fire watch shall be maintained on the worksite during the hot work operations, and for 30 minutes after the hot work is completed.
- **All burn permits will be completed, signed and scanned within 48 hrs and posted to Buzzsaw.**

**Y. Identification Badges**

- ID Badges are required for all contractor employees working at the V.A.
- Before beginning work on any project, all outside contractors shall check obtain a VA contractor badge from the Police / Security Desk and obtain a contractors I.D. badge. The Contractor will complete the badge application and email it to the COTR, who will forward to the Police. The contractor will stop at the Police Desk 1-2 days later to complete the badge process. VA contractor badges are required for all contractors and consultants who will be onsite for more than (3) total days of the project. Temporary badges will be provided to the GC for contractors onsite for less than (3) days. The outside contractor will supply the following information: location of work site, authorization, duration, and any pertinent information that is required.

**Z. Infection Control**

- Reference section 01 01 10 IC.
- Sensitive/High Risk areas of the hospital require extra precautions to assure patient safety. These areas include but are not limited to the operating rooms, intensive care units, chemotherapy and transplant units. Contact infection control for other areas that may require special precautions.
- When working in patient care areas, please be sure to read and follow the directions listed on any Infection Control Precaution sheets posted outside of a patient's room. Generally this means permission must be obtained from Nursing staff before entry.
- Temporary walls or dust barriers are required to enclose areas under construction.
- Under some circumstances it may be necessary to block return and supply ducts, and install special HEPA exhaust ventilation from the worksite. There should be no re-circulation of air from construction area to rest of hospital.
- Dampened walk-off mats must be located outside of construction area.
- Dust mops/wet mops must be available to remove any dust tracked outside barriers.
- *Standard Precautions* assumes that any person may carry a contagious disease. In order to protect you from these diseases always assume blood, non-intact skin, mucous membranes and all other body fluids and excretions are infectious. Do not touch any such materials but contact a VA employee immediately. Needle container boxes are provided for the disposal of syringes and other sharps used in the medical center. These must be properly disposed of and should be moved only by VA personnel. The VA Medical Center provides written guidelines, education, and personal protective equipment (PPE) for anyone working at VA Medical Center campus to prevent their exposure to bloodborne pathogens.

**AA. Interim Life Safety**

- The hospital will document whether and to what extent Interim Life Safety Measures will be implemented for each project.
- VA Safety will ensure what interim life safety measures (ILSM) are required by the General Contractor to temporarily compensate for the hazards posted by existing Life Safety Code (LSC) deficiencies or construction activities in areas of the Medical Center.
- Implementation of ILSM will be required in or adjacent to all construction areas and throughout buildings with existing LSC deficiencies, ILSM applies to both construction workers and affected hospital employees, and will be implemented upon construction development and continuously enforced through construction completion.
- Almost always, Interim Life Safety Measures will require walkthrough inspections by the job foreman, the project manager, and safety staff at varying intervals.
- Training of workers and any affected staff will always be a significant part of the
- Interim Life Safety Measures procedures.

**BB. Life Safety**

- Any life safety code violations incurred during construction or renovation must be resolved and will result in close coordination with Project Engineer and Safety Section to implement the hospital's Interim Life Safety Measures. These measures are required by JCAHO and NFPA.

**CC. Lock Out/Tag Out**

- Lock Out/Tag Out - No contract worker is allowed to change the status/position of ANY switch, valve or any other energy source without prior approval from the Project Engineer. All Lock out/Tag Out activities need approval prior to being implemented. Any activity requiring a Lockout/Tagout process must comply with the hospital policy.
- Per OSHA Regulation 29 CFR 1910.147, all contractors must comply with OSHA's Safety Lockout/Tagout procedures.
- Coordinate all shut downs with Hospital Personnel.
- Only VA staff is authorized to shut down utilities unless permission is specifically granted.
- **Contractor to submit as a formal submittal the Lock Out / Tag Out Program policies and procedures.**

**DD. Material Safety Data Sheets (MSDS)**

- MSDS must be provided for any hazardous materials that you will be shipping or delivering to the VA Medical Center.
- MSDS are available for all materials used in the medical center. Contact the COTR if you need an MSDS for a VA owned material.
- See also Hazardous Materials and Wastes.

**EE. Noise**

- All core drilling, chipping, and hole drilling shall be done at a time and day determined by occupants on that floor and the floors above and below. The COTR shall coordinate and approve it.
- The patients, visitors, and staff deserve consideration and the quiet enjoyment of their premises. Anyone found being loud, rude, or otherwise annoying to the patients, their guests, or staff will be asked to leave the facility. Use of vulgar language will not be tolerated.
- All work activity within occupied portions of the facility shall be accomplished with minimal disruption to the patients, physicians, visitors, and staff.
- The playing of radios, tapes, and CD players is not permitted in any occupied area. "Walk-man" radios/tapes/CD players are not permitted anywhere.
- The playing of radios, tapes, and CD players is permitted in vacant areas but shall not be heard outside the vacant area.
- In inpatient areas, coordinate construction activities and debris removal with the Nurse Manager or Charge Nurse to minimize disruption.

**FF. OSHA Compliance**

- All contractors are subject to Occupational Safety and Health Administration (OSHA) regulations, these standards and are expected to enforce these standards in the performance of their work, OSHA regulations can be found in chapter 29 of the Code of Federal Regulations (CFR). Failure on the part of any contractor employee to comply with these standards and/or conduct their work in a safe fashion will result in an interruption in the work schedule for which the contractor will be solely responsible, Any contractor found deviating from regulatory standards and/or policy and SOPS will immediately be issued a stop work order and will be responsible for contractual conflicts related to the work stoppage.

**GG. Parking**

- Facilities Service Project Section will designate parking. Contractors may not block fire lanes or other roadways. Violators will be ticketed. During large construction projects, a staging site may be available for parking to contractors.
- All Contractors who need parking must contact Facilities Service for a parking permit.
- If special parking is required, permission shall be granted and coordinated through Facilities Management. Contractors should park in the designated Visitor parking areas. Limited loading and unloading will be permitted at the loading dock area, afterwards contractor employees will be required to park in designated areas.

**II. Patient/Visitor Privacy**

- Patient/Visitor Privacy. No construction staff is allowed to review, acknowledge or move any patient information or records.
- No construction staff may acknowledge any patient or visitor unless spoken to - even if the individual is known on a personal basis.

- Radios are NOT allowed on campus.
- Cell phones are to be used only in designated areas.

#### **JJ. Personal Protective Equipment**

- There are many situations that require specific personal protective equipment for worker safety according to OSHA. It is the responsibility of the individual contractor to know when it is to be used and is responsible to wear them.

#### **KK. Restroom Usage**

- Contractors are to use public restroom unless otherwise instructed to specific restrooms or portable facilities.

#### **LL. Requests for Information**

- All contractor requests for assistance and information shall be addressed to the Facilities Service Project Section or Facilities Service Department.

#### **MM. Safety Regulations**

- Contractors are expected to comply with all Occupational Safety and Health Administration (OSHA) regulations, 29 CFR 1926 and 1910.
- Work that is performed within a corridor or occupied space must be confined by dust barriers or non-combustible partitions.
- Appropriate job signs and barricades are to be placed in the area of construction to prevent occupants from straying into the job site.
- Stairwell doors shall not be propped open or blocked at any time. Equipment cannot be stored in the stairwells.
- All contractors are encouraged to frequently review these guidelines with their employees and/or subcontractors on site (e.g., during weekly Tool Box Safety Meetings).
- All contractors and their subcontractors are responsible for complying with these guidelines and all other conditions, OSHA requirements, and safety regulations.

#### **NN. Scaffolding**

- Prior to setup of all scaffolding, the contractor is to provide a submittal of the scaffolding design through the submittal review process. The scaffolding design is to be stamped by a professional engineer.
- Contractor to provide copies of daily scaffolding inspections with daily logs.

#### **OO. Smoking**

- The Smoking policy of the hospital is no smoking in any building nor within 50 feet of any the building entrance and only in areas designated for smoking. All construction employees must comply with this policy. A copy of the hospital smoking policy will be supplied at the pre-construction conference.
- Violation of the smoking policy will result in the worker being removed from the worksite for the duration of the project.
- The designated smoking areas are: Smoking Shelter located outside the East entrance
- Job site supervisors will enforce this smoking policy.

#### **PP. Stop Work**

- The hospital safety officer and COTR have the Director's permission and authority to stop work whenever conditions pose an imminent threat to life and health or threaten damage to equipment or buildings.

#### **QQ. Subcontractors**

- The general contractor has the responsibility to assure that all the subcontractors and their workers are properly trained and follow these safety guidelines. Assistance from VA staff will be providing on a case by case basis on technical issues.
- The VA reserves the right to approve of any subcontractor being used to complete a project.
- A worker on-site must be designated "in charge" at all times during the project.

**RR. Traffic Control**

- Contractors shall provide trained personnel and/or equipment, signage, barricades etc., to regulate traffic whenever construction operations affect traffic patterns.

**SS. Trenching**

- OSHA regulations must be followed during trenching operations.

**TT. Waste Management**

- Reference section 01 74 19.
- Trash, combustible waste, and excess construction materials must be removed daily to prevent accumulation. Contractors must arrange for the removal of their debris and waste. The building's dumpster shall not be used unless appropriate arrangements are made with Facilities Service.
- The contractor is encouraged to contact utilize our recycling program for the disposal of recyclables.
- The contractor is expected to comply with all environmental regulations.
- Contractor to provide a Fiscal Year breakdown of Waste Management/Recycling Costs on the project.

**UU. Work Site Requirements**

- Contractor to provide a list of emergency contacts at the entrance to construction site.
- All contractors are to maintain their work area as clean as possible while working and cleanup thoroughly every day.
- Prior to any utilities or critical systems being interrupted, a two weeks written notification to Facilities Management Project Engineer is mandatory. Only Facilities Management personnel will shut off a utility.
- All contractors are expected to use courtesy. Loud, vulgar, abusive language, sexual harassment and aggressive behavior will not be tolerated.
- All contractors working above the ceiling are required to replace all disturbed ceiling tile by the end of each day.
- Prior to making any penetrations in walls, floors or ceilings, it is the contractor's responsibility to identify rated systems and be verified through review of as builts, line diagrams, etc.
- All repaired penetrations on rated systems must be completed using a fire rated material matching the rating of the system and must inspected by the Project Engineer before ceiling tiles are replaced or area is concealed.
- Temporary construction partitions of non-combustible materials shall be installed as required to provide a smoke tight separation between the areas undergoing renovation and/or construction and adjoining areas that are occupied by the facility.
- Exits for occupied areas of the building including rooms, suites, corridors and floors shall not be blocked by the construction or by construction materials. Exit may be blocked temporarily if it is unavoidable and adequate alternative measures are provided, such as signage, instructions to occupants and approved in advance by the Project Engineer.
- Existing fire protection systems including fire alarm systems, smoke detection systems, and sprinkler systems shall not be altered except as required for the alteration and/or renovation project. Any alteration to the system shall be coordinated with Project Engineer. When sprinkler or fire and smoke detector systems are out of service for more than eight hours general contractor shall be responsible to institute a Fire Watch till systems are operational.
- At the end of each workday, combustible packaging and crating materials for building products and equipment to be installed shall be removed from the occupied building.
- It is the responsibility of each contractor to know exactly where the fire extinguishers and pull stations are in the areas they are working.
- Fire hazard inspections shall be conducted daily by the contractor once construction starts and until the work is turned back over to the facility.
- All temporary electrical wiring and equipment used for construction shall be installed and used in accordance with pertinent provisions of NFPA 70 and National Electrical Code.
- Contractor shall maintain construction site to permit access by the fire department as necessary. Clear building construction areas of obstructions so that all portions are accessible for fire department apparatus and permit emergency egress of patients and other personnel.
- All necessary precautions shall be taken by the contractor to prevent accidental operation of any existing smoke detectors by minimizing the amount of dust generated in the vicinity of any smoke detectors. Any activity that may generate dust or smoke shall be reviewed with the Project Engineer and the infectious control nurse.

1.17 STANDARD REQUIRED FORMS

A. The following forms are required as noted below:

- a. Contractor's Checklist – Completed and signed by General Contractor
- b. Contractor's Impact Statement – Completed and signed by every contractor / subcontractor working on the project.
- c. Daily Log of Construction – Completed daily by General Contractor.
- d. Daily Intermediate Life Safety Measures (ILSM) Inspection Form – Completed daily by General Contractor.

**CONTRACTOR CHECKLIST**

This agreement is between \_\_\_\_\_ and \_\_\_\_\_  
 Project Name (ref. #) \_\_\_\_\_  
 Project Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
 Work Allowed Between Hours \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM

**Before performing any work on facility premises, outside contractors must read this checklist and comply with all local, state, federal and facility safety policies.**

**1.0 Life Safety** Will the contractor compromise any part during the Life Safety System of this facility (ceiling tiles, penetrations in smoke or fire walls, blocking exits, shutting down fire/smoke detection or fire suppression, etc.) **Y N**  
 Describe. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**1.1** Is Interim Life Safe necessary? **Y N**, if yes, attach and follow interim plan.

**2.0 Services** Will there be any compromises to patient services during the work performed? **Y N**

**2.1** What adjustments need to be implemented to minimize impact to residents, visitors and staff? **Y N** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3.0 Chemical** Will hazardous chemicals (liquids or gases) be used on-site? **Y N**  
 If yes, what risks do they create for facility staff? Is there any chance of exposure? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3.1** Are there any facility chemicals being used, stored or handled where the contractor will be working? **Y N**

If yes, has the contractor been informed by issuing MSDS's? **Y N**

**4.0 "Hot Work":** Will the contractor use equipment which will generate open flames, sparks or other ignition sources **Y N**

**4.1** Will flammable chemicals be in the area? **Y N**

**4.2** Will a **Fire Watch** be necessary to be posted during all Hot Work activities? **Y N**

**5.0 Confined Spaces:** Does the work involve entry into a confined space? **Y N**  
 If yes, retain a copy of contractor's Confined Space Entry program (and CSE Permit if needed).

**6.0 Lockout/Tagout :** Does the work involve maintenance on energized equipment or systems? **Y N** (If yes, retain a copy of the contractor's LOCKOUT/TAGOUT program)

**6.1** Is there any impact to residents, visitors, or staff during this procedure? **Y N**  
 If so, describe the impact, ways to minimize the impact and who has been notified. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**7.0 Unsafe Conditions/ Impact to Residents, Visitors and Staff** Are there any unusual or unsafe conditions which need to be addressed and/or communicated to facility staff, visitors or residents? ? **Y N**

Describe. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8.0 Description of Work Area** The departments/areas you will be working are

List: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8.1 The potential hazards to you/your workers in the areas you are working in**

List \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8.2 The specific problems that can be caused by the wrong actions in the areas you are working**

List \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**9.0 Contractor's Employees**

**Safety Officer Contact** \_\_\_\_\_

**Facility Project Manager** \_\_\_\_\_

**First Aid Plan** \_\_\_\_\_

**Fire Plan** \_\_\_\_\_

**Disaster Plan** \_\_\_\_\_

**Restricted Areas** \_\_\_\_\_

**10.0 Restricted Areas**

The following are the areas of the hospital where construction workers are allowed to go in the hospital.

List \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Contractor Representative)

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

\_\_\_\_\_  
 (Facility Project Manager)

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

## Contractor's Impact

System	Possible Interruption	Possible Effect to Patients
Electrical	<ul style="list-style-type: none"> <li>- Changing position of switches and breakers</li> <li>- Cutting or splicing into wires</li> <li>- Disconnecting wires or terminals</li> <li>- Disturbing Junction Boxes/Electrical Panels</li> <li>- Core Drilling</li> <li>- Demolition of walls</li> <li>- Excavation</li> </ul>	Electrical Systems provides LIFE SUPPORT (Directly and Indirectly) - Can cause DEATH to critical patients
Water Lines	<ul style="list-style-type: none"> <li>- Turning valves</li> <li>- Cutting into lines</li> <li>- Demolition &amp; Excavation</li> </ul>	Dialysis, OR, HVAC, ICU, X Ray, etc Can cause DEATH to critical patients Infection Control issues Major Cleanup issues
Medical Gases: Oxygen Air Vacuum Nitrous Oxide Nitrogen	<ul style="list-style-type: none"> <li>- Cutting or disturbing into lines (labeled, unlabeled)</li> <li>- Changing valve positions</li> <li>- Deactivating alarms</li> <li>- Demolition &amp; Excavation</li> </ul>	Oxygen, vacuum, air, etc. ICU, OR, Med/Surg. Can cause DEATH to critical patients
HVAC	<ul style="list-style-type: none"> <li>- Shutting down</li> <li>- Modifying</li> <li>- Changing controls</li> <li>- Cutting into the roof</li> <li>- Producing foul odors near intakes</li> <li>- Cutting into chilled water lines</li> <li>- Obstruct fresh air intake</li> </ul>	Temperature is critical in OR, ICU, etc. Infection Control issues Major Air Quality Issues
Fire Alarm and Sprinklers	<ul style="list-style-type: none"> <li>- ANY modifications</li> <li>- covering or removing smoke heads</li> <li>- Demolition &amp; Excavation</li> <li>- Damage or set off sprinkler heads</li> <li>- Duct work modifications</li> </ul>	<ul style="list-style-type: none"> <li>- Compromising Fire Safety</li> <li>- False Alarms</li> <li>- Floods</li> <li>- Major disruptions and distractions</li> </ul>
Code Alarms Nurse Call Wander Guards	<ul style="list-style-type: none"> <li>- Demolition &amp; Excavation</li> <li>- Unplugging</li> <li>- Changing position of switches/breakers</li> </ul>	<b>ALL THE ABOVE CAN RESULT IN DEATH</b> Lack of communicating system can result in patient death or injury

IF THERE IS ANY QUESTION REGARDING ANY OF THE INFORMATION ON THIS DOCUMENT, IMMEDIATELY CONTACT FACILITY MANAGEMENT OR SAFETY OFFICE TO RESOLVE ISSUES PRIOR TO WORK COMMENCEMENT.

Contract Company: \_\_\_\_\_

Receipt Acknowledged: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**DAILY LOG OF CONSTRUCTION**

M T W Th F Pkg. No.:

PROJECT:

BUILDING

CONTRACT NO.  
V69DC-

DATE

CONTRACTOR

CONTRACTOR REPRESENTATIVE ON JOB

WEATHER (*Rain, Snow, Cloudy, Windy, etc., OR NA if all indoors*)TEMP.  
High LowSITE CONDITIONS (*CLEAN, DEBRIS, DUST, ETC.*)

NO. CONTRACTOR'S MEN BY JOB CATEGORIES

NO. SUBCONTRACTOR'S MEN BY JOB CATEGORIES

**EQUIPMENT ON JOB**

Brief description of size

No.  
UnitsWorking  
Yes No**MATERIALS DELIVERED****OFFICIAL VISITORS TO JOB SITE****STATUS OF WORK**

ITEM NO. Brief description of work in progress, questionable performance, unforeseen developments on job etc. Include tests made and samples taken.

STATUS OF INFECTIOUS CONTROL MEASURES (NEGATIVE AIR FLOW, CLEAN WALK OFF MAT, ANTE-ROOM SECURE,...)

NEGATIVE AIR FLOW PRESSURE READING: \_\_\_\_\_

SAFETY COMMENTS

DIFFICULTIES WITH CONTRACTOR OR REPRESENTATIVE

UNFORESEEN DEVELOPMENTS ON JOB CONTINUED (*Describe conditions, action taken; person contacted, recommended actions*)

SIGNATURE

TITLE

PROJECT SUPERINTENDENT

FORM QCA-01A

### Daily Intermediate Life Safety Measures (ILSM) Inspection Form

**INSTRUCTIONS:** This form is to be utilized when significant hazards posed by existing NFPA 101 deficiencies or construction activities are in progress. ILSM must be implemented upon project start and continuously enforced through project completion to provide a level of life safety comparable to that described in Chapter 1-7, 31 and applicable occupancy chapters of the Life Safety Code. WHERE APPLICABLE NOTE EXCEPTIONS ONLY OF AREA IDENTIFIED AS BEING DEFICIENT DURING INSPECTION AND EXPLAIN IN SUFFICIENT DETAIL IN THE COMMENTS SECTION OF THIS FORM. TURN COMPLETED FORMS INTO THE LHS SAFETY OFFICER.

PROJECT:	DATE	MON	TUE	WED	THR	FRI	SAT	SUN
1. Are exits readily accessible and provide unobstructed egress?								
2. If required, due to inaccessibility of existing, have alternate exits been established?								
3. If alternate exits have been established, are personnel in the area informed and aware of their relocation and existence?								
4. Are the existing and relocation exits clearly identified and able to be seen in the event of an emergency or fire?								
5. Are fire evacuation routes posted and do they reflect up-to-date changes and alternate escape routes due to construction deficiencies?								
6. Are written procedures and guidelines posted in the immediate and adjacent areas for what to do and who to call in the event of fire or emergency?								
7. Are personnel in the immediate and adjacent areas aware and informed as to the procedures and guidelines to follow in the event of fire or emergency?								
8. Do fire alarms, detection, and suppression equipment and systems appear to be operational?								
9. If the fire alarm or suppression systems are impaired or temporarily made nonfunctional has a fire watch, as required or necessary, of the area been established?								
10. If the existing fire alarm or suppression systems/equipment are impaired, have measures been taken to provide equivalent equipment/systems for adequate protection? Note date of installation for equivalent measures to the right.								
11. If the fire alarm or suppression systems are impaired, are the temporary equipment/systems being inspected and tested at least monthly?								
12. If temporary fire alarm or suppression systems are installed, are personnel in the area aware and informed on how to operate or utilize in the event of fire or emergency?								
13. Has the LHS "No Smoking" policy been posted, implemented and enforced in the construction area?								
14. Are construction/remodel area storage, waste and debris being maintained to minimize potential for fire or safety hazards during daily operations?								

## Daily Intermediate Life Safety Measures (ILSM) Inspection Form (Continued)

PROJECT:	DATE	MON	TUE	WED	THR	FRI	SAT	SUN
15. Are temporary partitions built to be smoke tight and of noncombustible/fire retardant materials to minimize spread of smoke or fire within the building?								
16. Do electrical panels, temporary wiring, extension cords, tools and equipment appear to be installed, utilized, and functioning in a safe manner?								
17. In general, are the exterior construction site, buildings, and ground free of hazard and potential safety violations?								
18. If there is any gas/arc welding or cutting being performed within the building or on site, have additional fire safety precautions been taken and the necessary equipment provided and utilized?								
19. If there is any gas/arc welding or cutting being performed within the building or on site, has the Plant Operations department been notified?								
20. If there are hand and safety rails required, are they in place and maintained in good condition?								
21. Are extension cords that are being used a 3 wire grounded type?								
22. If there are temporary electrical outlets provided, do they have ground fault protection at the receptacle or at the panel?								
23. If hazardous chemicals are present and/or being used, are they being limited to the amount needed and used daily?								
24. Are MSDS sheets readily available for any hazardous chemicals that are present or being used?								
25. Do ladders and scaffolds appear to be in satisfactory condition and being utilized in a safe manner?								
26. Is personnel protective equipment, such as safety glasses, hard hats and etc. needed or required and being used?								
27. If infection control is required, are the appropriate policies and procedures known and being followed?								
28. If electrical equipment needs to be de-energized, are applicable "Lockout/Tagout" procedures being followed?								
PLACE INITIALS OF PERSON PERFORMING DAILY INSPECTION TO THE RIGHT.								

INSPECTION COMMENTS/FINDINGS: \_\_\_\_\_

DATE PROJECT STARTED \_\_\_\_\_ DATE PROJECT COMPLETED \_\_\_\_\_

PROJECT CE #: \_\_\_\_\_ GENERAL CONTRACTOR \_\_\_\_\_

AREAS(S) OF PROJECT/JOB INSPECTED \_\_\_\_\_

1.18 Project Specific Risk Baseline (Appendix A)