

SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Contractor shall completely prepare and protect site and furnish all labor, equipment, and materials to perform work for the **complete renovation of the existing Police Station and PIV office area, as required by drawings and specifications.**
- B. Visits to the site may be made by appointment only, with the Medical Center Contracting Officer.
- C. Offices of Sigma Psi Engineering, 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. VA Testing Lab: **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. Contractors will be provided a badge after providing **required proof of identification, fingerprinting and security clearance.** Badges must be worn while on VA property. **Expect badging of all contractor employees to take up to 4 hours per each group, and security clearance to take several weeks.**
- 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. Beginning July 31, 2005, all employees of general contractor or subcontractors shall have the OSHA certified **10-hour** Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team.

2. Submit training records of all such employees for approval before the start of work.

1.2 STATEMENT OF BID ITEM(S)

A. INCLUDES ALL LABOR, MATERIAL AND EQUIPMENT REQUIRED FOR THE COMPLETE RENOVATION OF THE EXISTING POLICE, DISPATCH AND OPERATORS AREAS, INCLUDING THE SECONDARY PIV SITE AND OFFICES, AS INDICATED ON THE PLANS AND SPECIFICATIONS.

B. SEE SF 1442

- #### 1.3 AFTER AWARD OF CONTRACT, _0_ set of specifications and drawings will be furnished.

B. 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. When photographs are permitted, ensure there are no VA patients or employees in the photographs.
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. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the COTR for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all contract required lock cylinders to the VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate

D. Document Control: NOT USED

E. Motor Vehicle Restrictions

1. Parking for the Contractor employees and subcontractors is NOT provided. **One parking space** for the Contractor's on-site Superintendent shall be made available at a place designated by the COTR, **as a first come/first serve basis**.
2. Use of the warehouse loading dock shall be coordinated with the COTR. No vehicle shall be left at the dock without the approval from the Warehouse Supervisor.

1.5 FIRE SAFETY

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

1. American Society for Testing and Materials (ASTM):

E84-2008.....Surface Burning Characteristics of Building
Materials

2. National Fire Protection Association (NFPA):

10-2006.....Standard for Portable Fire Extinguishers

30-2007.....Flammable and Combustible Liquids Code

51B-2003.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work

70-2007.....National Electrical Code

241-2004.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926.....Safety and Health Regulations for Construction

B. 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 Contracting Officer Technical Representative (COTR) 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 COTR 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 the areas that are described in phasing requirements. Construct partitions of gypsum board (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 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 COTR.

H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions daily to the COTR.

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. Sprinklers: Install, test and activate new automatic sprinklers prior to

removing existing sprinklers.

- L. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with COTR. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the COTR. Parameters for the testing and results of any tests performed shall be recorded, witnessed by the COTR, and copies provided to the COTR.
- M. Smoke Detectors: Prevent accidental operation. **Provide and Remove temporary covers at end of work operations each day.** Coordinate with the COTR.
- N. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COTR to obtain permits at least 24 hours in advance. Designate contractor's responsible project-site fire prevention program manager to permit hot work.
- O. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to the COTR.
- P. Smoking: Smoking is prohibited on all VA property.
- Q. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- R. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- S. Submit documentation to the COTR that personnel have been trained in the fire safety aspects of working in hospital 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: **NOT USED**

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

D. Working space and space available for storing materials shall be as determined by the COTR.

E. Workmen are subject to rules of Medical Center applicable to their conduct.

F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted at certain times in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COTR where required by limited working space.

1. Do not store materials and equipment in other than assigned areas.

2. 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.

3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

- G. **Phasing:** To insure such executions, Contractor shall furnish the COTR with a schedule of approximate phasing and 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 COTR 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 the **Contracting Officer, COTR and Contractor.**
- H. All Buildings will be occupied during performance of work; contractor shall **cone & taped off** immediate areas of alterations in patient & employee occupied spaces.
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. **All work to be performed after 5:00pm within occupied areas of renovation work.**
- I. Construction Fence: **NOT USED**
- J. 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 The COTR.
1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of The COTR. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any

- energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, for additional requirements.
2. Contractor shall submit a request to interrupt any such services to The COTR, in writing, 2 weeks in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the COTR.
 5. In case of a contract construction emergency, service will be interrupted on approval of the COTR. Such approval will be confirmed in writing as soon as practical.
 6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Contractor.
- K. 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 back to the nearest junction box. 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.
- L. 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 **surfaces and entrances** must be approved by the COTR.

M. Coordinate the work for this contract with other construction operations as directed by The COTR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

1.7 ALTERATIONS

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COTR areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both. This report shall list by rooms and spaces:

1. Existing condition and types of resilient flooring, doors, windows, walls, elevators and other surfaces not required to be altered throughout affected areas of building.

2. Existence and conditions of items such as **HVAC** fixtures and accessories, electrical fixtures, equipment, **controls, cables**, etc., required by drawings to be 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 COTR.

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 COTR, 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) of Section 00 72 00, GENERAL CONDITIONS.

C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COTR 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, elevators, railing 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, all **existing hospital surfaces** shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by the ICRA. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to the COTR 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 COTR and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the **patient travel zones** 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 of **excessive dust or fume conditions**.

D. In general, following preventive measures shall be adopted during construction to keep down dust and prevent **migration of fumes**.

1. Dampen debris to keep down dust. Close off and seal ducts and diffusers to prevent circulation of dust into occupied areas during construction. Mark position of dampers prior to closing them to allow for accurate repositioning.
2. Do not perform dust producing tasks within occupied areas without the approval of the COTR. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall provide:
 - a. Provide dust proof two-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 COTR and Contracting Officer.

- b. HEPA filtration is required where the exhaust dust may re-enter 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 reinforced and exhausted so that dust is not reintroduced to the medical center.
- c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
- d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
- e. The contractor shall not haul debris through patient-care areas without prior approval of the COTR. 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 or work tasks 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 2 hours. Remove and dispose of materials that remain damp for more than 8 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, **and** as work progresses, **vacuum and wash all surfaces** that have been part of the construction.
 - 2. HEPA type vacuum cleaning is used for all references to cleaning activity. **Vacuuming and washing of all surfaces in the construction area shall include, but not limited to, the floors, ceilings, walls, furniture, cabinets, partitions, window sills, windows, etc.**
 - 3. All **air duct grills in immediate area of work** shall be cleaned prior to final inspection.

1.9 DISPOSAL AND RETENTION

- 1. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of on a daily basis. Reserved items which are to remain property of the Government are indicated on drawings or in specifications **as items to be relocated or temporarily 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 and/or re-install such items where directed by the contract documents.**
- 2. Items and material not reserved shall become property of the Contractor and be immediately 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.

4. PCB Transformers and Capacitors: **NOT USED**

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

- A. 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 will have the necessary work performed and charge the cost to the Contractor.

1.11 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COTR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COTR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing

pipng 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) of Section 00 72 00, GENERAL CONDITIONS.

1.12 PHYSICAL DATA: NOT USED

1.13 PROFESSIONAL SURVEY: NOT USED

1.14 LAYOUT OF WORK: NOT USED

1.15 AS-BUILT DRAWINGS

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the COTR's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the COTR within 15 calendar days after each completed phase and after the acceptance of the project by the Contracting Officer.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.16 USE OF ROADWAYS

- A. For **deliveries**, use only established public roads and roads on Medical Center property and, when authorized by the COTR.

Temporary roads: **NOT USED**

1.17 RESIDENT'S OFFICE: NOT USED

1.18 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT; NOT USED

1.19 TEMPORARY USE OF EXISTING ELEVATORS

- A. Use of existing **freight** elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:

1. Contractor makes all arrangements with the COTR for use of elevators. The COTR will ascertain that elevators are in proper working condition.

1.20 TEMPORARY USE OF NEW ELEVATORS: NOT USED

1.21 TEMPORARY TOILETS

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

1.22 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing **110v** outlets and supplies, as specified in the contract.
- 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. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, and associated paraphernalia.
- C. Contractor will be supplied utilities for the construction at no cost to the contractor, with the exceptions, if any, listed in paragraph 1.21-E.
- D. Heat: **NOT USED**
- E. Electricity (for Construction and Testing): Furnish all temporary electric services **not readily available at the site.**
 1. Obtain electricity by connecting to the Medical Center electrical distribution system. Electricity for all **contract use** is available at no cost to the Contractor.
- F. Water (for Construction and Testing): Furnish temporary water service.

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

G. STEAM: **Not used**

H. Natural Gas: **Not used**

1.23 TELEPHONE EQUIPMENT MOVES:

The contractor shall coordinate with the work of installation of telephone drops and equipment, temporary and/or permanent.

This work shall be completed before the Service is turned over to VA.

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 the **Manufacturer's Representative and COTR**. 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.

- 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 results 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 **Repair** manuals and verbal instructions when required by the various sections of the specifications.
- B. Manuals: Maintenance and operating manuals (**four copies each**) for each separate piece of equipment shall be delivered to the COTR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment 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 Resident Engineer and shall be considered concluded only when the Resident Engineer is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COTR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.26 GOVERNMENT-FURNISHED PROPERTY

A. NOT USED

1.27 RELOCATED/REMOVED ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall all existing equipment and items shown to be relocated or removed by the Contractor.
- B. Perform relocation or removal of such equipment or items at such times and in such a manner as directed by the **Manufacturer's Representative**.
- 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.
- E. Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment to supervise assembly and installation of existing **Alarms, Security**

monitors, PA's, data racks, card reader systems and other related equipment, required to be relocated.

- F. All service lines such as noted above for relocated equipment shall be in place **and pre-tested** at point of relocation, **whether temporary or permanent**, ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.28 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT: NOT USED

1.29 SAFETY SIGN: NOT USED

1.30 CONSTRUCTION SIGN: NOT USED

1.31 PHOTOGRAPHIC DOCUMENTATION: NOT USED

1.32 FINAL ELEVATION DIGITAL IMAGES: NOT USED

1.33 HISTORIC PRESERVATION

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

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