

**DIVISION 1  
TEMPORARY SERVICES AND FACILITIES**

**01500-1**

1. GENERAL REQUIREMENTS: The University recognizes the importance of adequate temporary facilities and staging areas for the support of new construction and renovation projects while at the same time desires to fully minimize the physical, visual and operational impact to the normal campus.
  
2. SETTING CONSTRUCTION STAGING PLAN
  - 2.1 The consultant team will work with the University's Project Manager to develop a conceptual approach to the construction site and staging plan and probable temporary services appropriate to the type and size of the project.
  
  - 2.2 The Contractor, when added to the project team, shall develop a formal construction site plan for the project for approval by the University's Project Manager.
  
  - 2.3 The Construction Staging Plan will establish:
    - The limits of the construction site
    - Extent and type of perimeter fencing
    - Vehicular routing and site access
    - Internal site organization including trailer, storage, staging and parking areas
    - Types and location of utility taps or tie-ins, including but not limited to: Power, water, sanitary sewer, storm run-off, phone and/or data, etc.
    - Location, type and impact of temporary construction equipment
  
  - 2.4 *Construction Activities* – All construction related activities shall be within the defined construction site limits.
  
  - 2.5 Temporary activities, such as utility tie-in or driveway construction that are outside the construction limits shall be reviewed and approved by the University prior to commencing.
  
3. COSTS AND RESPONSIBILITIES
  - 3.1 The cost of all temporary building construction and utilities, except as otherwise identified, shall be the responsibility of the Contractor.
  
  - 3.2 All tie-ins to existing campus services and infrastructure must be reviewed and approved by the appropriate University department, coordinated through the University's Project Manager.
  
  - 3.3 The following utilities, excluding the cost for the physical tie-in, maintenance and removal, will be typically provided to the Contractor at no cost. The Architect shall review and confirm with the University's Project Manager these cost responsibilities prior to inclusion in the project specifications. Items in the list include but are not limited to:

**DIVISION 1  
TEMPORARY SERVICES AND FACILITIES**

**01500-2**

- Electricity/power
- Domestic water
- Chilled water
- Steam
- The land line for telephone/data (Typically the University ties in to the University phone system and installs the temporary line(s) to job site trailer or office)

3.4 Contractor shall provide and maintain barricades and temporary signage as required to safely direct pedestrian and/or vehicular traffic around the site.

4. SITE MANAGEMENT AND CLEAN-UP

4.1 The contract documents will include a requirement for the Contractor to maintain an orderly project site with debris and waste materials ordered, contained and regularly removed from the site. Fencing shall be maintained in good order.

4.2 The Contractor shall be required to wash down trucks leaving the site to minimize dust and mud falling from trucks on University streets. Contractor shall clean dust or mud that has fallen on streets from vehicles at the end of each day, or more frequently as conditions require.

**DIVISION 1  
TREE PROTECTION**

**01532-1**

1. GENERAL REQUIREMENTS: The University values the trees of the campus, old and recently planted, as a physical endowment for the long-term benefit of the students, faculty, staff and alumni. All activities that may alter, threaten or suggest removal of a tree shall be reviewed with the University's Project Manager.
  - 1.1 *Tree Removal* – During the development of building designs for new building or expansions to existing, parking areas or other hardscape construction, the potential impact on the existing campus trees shall be a consideration. The design team shall work with the University's Project Manager to develop specific criteria for an acceptable level of impact for the project. No tree shall be removed without express written approval by the University's project Manager.
  - 1.2 *Tree Preservation* – During any renovation, new construction or site activity vendors and contractors shall follow the current adopted edition of the "Tree Preservation Guidelines." See Appendix D. The Architect will review these guidelines with the University's Project Manager as to their specific application to their project and document any project specific requirements.

**DIVISION 1  
CONTRACT CLOSE-OUT**

**01700-1**

1. GENERAL REQUIREMENTS: The consultant team, led by the Architect, has the customary responsibilities for closing out the construction contract and for establishing the Contractor's work is substantially complete. The University will be an active participant in this process.

1.1 *Substantial Completion*

- 1.1.1 Prior to initiation of project close out activities, the Architect shall work with the University's Project Manager and Contractor to develop a strategy and associated schedule for the project close out that allows for post close out activities including, but not limited to: Furniture installation, audio visual and technology equipment installation and system commissioning.
- 1.1.2 The University will conduct independent close out walk-through and establish punch lists for the Contractor. It is the University's desire to conduct their punch list reviews after the consultants have determined the areas complete and ready for review, such that their focus will be on functional and service issues.

2.2 *Final Completion*

**DIVISION 1  
PROJECT RECORD DOCUMENTS**

**01720-1**

1. GENERAL REQUIREMENTS: The University generally requires the following record documents be provided for each of its projects by either the consultant team or Contractor:

- 1.1 *Record Construction Drawings*

- 1.1.1 Record drawings shall be provided by each of the consultants that provided drawings created specifically for the project. The drawings shall reflect all modifications made in the course of the project for changes and RFI responses. The drawing shall also include field changes as provided by the Contractor.

- 2.1 *Operations and Maintenance Manuals*

- 2.1.1 Operations and Maintenance Manuals shall be required for all products, finishes, equipment, and systems included in the project. They shall include pertinent drawings & diagrams, instructions for operating, troubleshooting, and maintenance. Where appropriate they shall provide parts lists and source contact information to allow purchase for maintenance and repairs.

- 3.1 *Project Submittals and Shop Drawings*

- 3.1.1 As many shop drawings contain more detailed information on the construction of the building, they are a valuable tool for maintenance and repair of the building over its life. Review the range of shop drawings required for the project with the University's Project Manager and determine which shop drawings will be of long term value and identify them to be included as part of the project record documents.

- 4.1 *Record Project Finish Schedule*

- 4.1.1 The Architect will provide a complete condensed record of all interior and exterior finishes to facilitate the long-term maintenance of the building. Provide in a form based on Appendix E.

- 5.1 *Record Equipment Inventory*

- 5.1.1 Covered in Divisions 15 and 16.

- 6.1 *Facilities Engineering and Planning Equipment Status Form*

- 6.1.1 Consultant to require the Contractor to provide Equipment Status Forms for all major equipment items. Prior to closeout, the contractor, Architect and University's Project manager to meet to establish the criteria for which equipment for which Equipment Status Forms shall be submitted.

*7.1 Furniture Specifications and Placement Schedule*

- 7.1.1 Provide a record set of all documents used to locate, specify and purchase the furniture and loose accessories for the project. Provide one consolidate schedule style document that identifies each of the selected products, the options included in the purchased items and the finish selections.

*8.1 Demonstration and Training*

- 8.1.1 See Section 01810 – Demonstration and Training

**DIVISION 1  
WARRANTIES**

**01740-1**

1. GENERAL REQUIREMENTS:

1.1 It is the University's desire to establish a strong and appropriate series of warranties for the general building construction, its equipment and specialized systems.

1.1.1 The Contractor will provide a general one year Project Warranty similar to Appendix F.

1.1.2 Special warranties, similar to Appendix G should be required for all special systems, equipment or construction and shall be for appropriate periods supported by the manufacturers or industry responsible. The Architect and his consultants shall review with the University's Project Manager to determine which items will require special warranties and the time period of each such warranty.

1.2 The specifications shall make it clear that the Contractor is responsible for all warranties required in the contract documents, even if they exceed the manufacturer's or subcontractor's warranty.

**DIVISION 1  
PREVENTATIVE MAINTENANCE**

**01760-1**

1. GENERAL REQUIREMENTS: At the completion of each construction project, the University would like to acquire all appropriate information needed to operate and maintain the building or facility.
  - 1.1 *Vendor Information* – Except as more specifically required elsewhere, the Architect shall require the Contractor to, as a part of the project close-out, provide the University with a comprehensive list of all product, material or equipment vendors (except for the most common items such as plywood, gypsum board or metal studs). See Appendix H for template of required information.
  - 1.2 *Equipment Information* - Except as more specifically covered elsewhere, the Architect shall require the Contractor to, as a part of the project close-out, provide the University with a comprehensive list of all equipment fixtures or devices either described, scheduled or indicated in the drawings or specifications that requires maintenance, could be damaged or require repair or replacement. See Appendix J for template of required information.

**DIVISION 1  
DEMONSTRATION AND TRAINING**

**01820-1**

1. GENERAL REQUIREMENTS: At the completion of each construction project, the University would like to acquire comprehensive training for the appropriate operation and maintenance of all significant systems, equipment or fixtures to prepare its personnel to maintain and/or operate the new facility.
  - 1.1 *Basic Training and Demonstration* – The Architect and his consultants shall review with the University’s Project Manager all products, systems, fixtures and equipment to be included in the project to determine the type and level of training and demonstration the University will expect just prior to the project’s point of substantial completion. These requirements will be included in the project bid specifications.
    - 1.1.1 Include as part of the training requirements:
      - Minimum qualifications for training instructor
      - Minimum requirements for handouts and instruction outline
      - Minimum requirements for documenting the training sessions including if they are to be recorded, and if so, who will be responsible for taping and producing the training videos
    - 1.1.2 Documentation of Training sessions, including pertinent training material, shall be included as part of the Owner’s Manuals. Refer to Section 01720.