

**DEPARTMENT OF VETERANS AFFAIRS
VHA MASTER SPECIFICATIONS**

**TABLE OF CONTENTS
Section 00 01 10**

| | DIVISION 00 - SPECIAL SECTIONS | DATE |
|-------------|--|-------------|
| 00 01 15 | List of Drawing Sheets | 07-15 |
| | DIVISION 01 - GENERAL REQUIREMENTS | |
| 01 00 00 | General Requirements | 12-18 |
| 01 33 23 | Shop Drawings, Product Data, and Samples | 05-17 |
| 01 35 26 | Safety Requirements | 02-17 |
| 01 45 29 | Testing Laboratory Services | 11-18 |
| 01 74 19 | Construction Waste Management | 09-13 |
| 01 91 00 | General Commissioning Requirements | 10-15 |
| | DIVISION 02 - EXISTING CONDITIONS | |
| 02 41 00 | Demolition | 08-17 |
| 02 82 13.19 | Asbestos Floor Tile and Mastic Abatement | 09-15 |
| | DIVISION 03 - CONCRETE | |
| 03 30 53 | (Short-Form) Cast-in-Place Concrete | 02-16 |
| | DIVISION 04 - MASONRY | |
| 04 05 13 | Masonry Mortaring | 10-17 |
| 04 20 00 | Unit Masonry | 08-17 |
| | DIVISION 05 - METALS | |
| 05 12 00 | Structural Steel Framing | 11-18 |
| 05 50 00 | Metal Fabrications | 08-18 |
| | DIVISION 06 - WOOD, PLASTICS AND COMPOSITES | |
| 06 10 00 | Rough Carpentry | 10-17 |
| | DIVISION 07 - THERMAL AND MOISTURE PROTECTION | |
| 07 21 13 | Thermal Insulation | 10-17 |
| 07 22 00 | Roof and Deck Insulation | 02-16 |
| 07 53 23 | Ethylene-Propylene-Diene-Monomer Roofing | 02-16 |
| 07 60 00 | Flashing and Sheet Metal | 09-18 |
| 07 81 00 | Applied Fireproofing | 10-17 |
| 07 84 00 | Firestopping | 02-16 |

| | | |
|----------|---|-------|
| 07 92 00 | Joint Sealants | 10-17 |
| 07 95 13 | Expansion Joint Cover Assemblies | 02-16 |
| | DIVISION 08 - OPENINGS | |
| 08 11 13 | Hollow Metal Frames | 08-16 |
| 08 14 00 | Interior Wood Doors | 02-16 |
| 08 31 13 | Access Doors and Frames | 02-16 |
| 08 71 00 | Door Hardware | 08-19 |
| 08 71 13 | Automatic Door Operators | 02-16 |
| 08 80 00 | Glazing | 10-15 |
| 08 90 00 | Louvers | 05-15 |
| | DIVISION 09 - FINISHES | |
| 09 05 16 | Subsurface Preparation for Floor Finishes | 02-15 |
| 09 06 00 | Schedule for Finishes | 04-15 |
| 09 22 16 | Non-Structural Metal Framing | 06-18 |
| 09 29 00 | Gypsum Board | 06-18 |
| 09 30 13 | Ceramic/Porcelain Tiling | 09-15 |
| 09 51 00 | Acoustical Ceilings | 12-18 |
| 09 65 13 | Resilient Base and Accessories | 02-16 |
| 09 65 16 | Resilient Sheet Flooring | 05-18 |
| 09 65 19 | Resilient Tile Flooring | 05-18 |
| 09 72 16 | Vinyl-Coated Fabric Wall Covering | 10-15 |
| 09 91 00 | Painting | 01-16 |
| 09 96 59 | Specialty Glazed Coatings | 07-14 |
| | DIVISION 10 - SPECIALTIES | |
| 10 14 00 | Signage | 10-15 |
| 10 20 00 | Interior Specialties | |
| 10 26 00 | Wall Protection | 10-15 |
| 10 28 00 | Accessories | 02-16 |
| | DIVISION 11 - EQUIPMENT | |
| 11 53 53 | Biological Safety Cabinets Laminar Airflow Stations | 01-11 |
| | DIVISION 12 - FURNISHINGS | |
| 12 34 00 | Manufactured Plastic Casework | 10-15 |
| 12 35 53 | Stainless Steel Casework | |
| | DIVISION 21- FIRE SUPPRESSION | |
| 21 00 60 | Fire Protection Demolition | |
| 21 13 13 | Wet-Pipe Sprinkler Systems | 06-15 |
| | DIVISION 22 - PLUMBING | |
| 22 00 60 | Plumbing Demolition | |

| | | |
|----------|--|-------|
| 22 05 11 | Common Work Results for Plumbing | 07-16 |
| 22 05 23 | General-Duty Valves for Plumbing Piping | 09-15 |
| 22 07 11 | Plumbing Insulation | 09-15 |
| 22 11 00 | Facility Water Distribution | 09-15 |
| 22 13 00 | Facility Sanitary and Vent Piping | 09-15 |
| 22 40 00 | Plumbing Fixtures | 09-15 |
| | | |
| | DIVISION 23 - HEATING, VENTILATING, AND AIR CONDITIONING (HVAC) | |
| | | |
| 23 00 60 | HVAC Demolition | |
| 23 05 11 | Common Work Results for HVAC | 08-17 |
| 23 05 12 | General Motor Requirements for HVAC Equipment | 08-17 |
| 23 05 41 | Noise and Vibration Control for HVAC Piping and Equipment | 02-15 |
| 23 05 93 | Testing, Adjusting, and Balancing for HVAC | 02-15 |
| 23 07 11 | HVAC Insulation | 02-15 |
| 23 08 00 | Commissioning of HVAC Systems | 11-16 |
| 23 09 23 | Direct-Digital Control System for HVAC | 09-11 |
| 23 21 13 | Hydronic Piping | 08-17 |
| 23 22 13 | Steam and Condensate Heating Piping | 08-17 |
| 23 25 00 | HVAC Water Treatment | 02-15 |
| 23 31 00 | HVAC Ducts and Casings | 03-13 |
| 23 34 00 | HVAC Fans | 02-15 |
| 23 36 00 | Air Terminal Units | 02-15 |
| 23 37 00 | Air Outlets and Inlets | 02-15 |
| 23 40 00 | HVAC Air Cleaning Devices | 02-12 |
| 23 73 00 | Indoor Central-Station Air-Handling Units | 04-11 |
| | | |
| | DIVISION 26 - ELECTRICAL | |
| | | |
| 26 05 11 | Requirements for Electrical Installations | 01-16 |
| 26 05 12 | Electrical Demolition | |
| 26 05 19 | Low-Voltage Electrical Power Conductors and Cables | 01-17 |
| 26 05 26 | Grounding and Bonding for Electrical Systems | 01-17 |
| 26 05 33 | Raceway and Boxes for Electrical Systems | 01-18 |
| 26 24 16 | Panelboards | 01-18 |
| 26 27 26 | Wiring Devices | 01-18 |
| 26 29 11 | Motor Controllers | 01-18 |
| 26 29 21 | Enclosed Switches and Circuit Breakers | 01-17 |
| 26 51 00 | Interior Lighting | 01-18 |
| | | |
| | DIVISION 27 - COMMUNICATIONS | |
| | | |
| 27 10 05 | Computer Network and Telephone Wiring System | |
| 27 51 16 | Public Address Systems | |
| 27 51 23 | Intercommunications Systems | |
| | | |
| | DIVISION 28 - ELECTRONIC SAFETY AND SECURITY | |
| | | |
| 28 31 00 | Fire Detection and Alarm | 10-11 |

**SECTION 00 01 15
LIST OF DRAWING SHEETS**

The drawings listed below accompanying this specification form a part of
the contract.

| <u>Drawing No.</u> | <u>Title</u> |
|--------------------|--|
| | <u>01 - GENERAL</u> |
| GI-001 | Cover Sheet |
| GI-002 | Abbreviations, Symbols & Accessibility Details. |
| GI-101 | Basement Life Safety Plan |
| GI-102 | First Floor Life Safety Plan |
| GI-103 | Phasing Plan |
| | <u>02 - HAZARDOUS</u> |
| HA-101 | Asbestos Abatement Plan |
| | <u>05 - ARCHITECTURAL</u> |
| AD-101 | Basement Demolition Plans |
| AD-102 | First Floor Demolition Plans |
| AE-101 | Basement Plans & Door Schedule |
| AE-102 | First Floor Plans |
| AE-103 | Signage Plans & Details |
| AE-450 | Interior Elevations |
| AE-501 | Details & Partition Types |
| AF-101 | Interior Finishes |
| | <u>06 - FIRE PROTECTION</u> |
| FP1 | Fire Protection Demolition and New Plans |
| | <u>07 - PLUMBING</u> |
| P1 | Foundation and Basement Plumbing Demolition Plan |
| P2 | Foundation, Basement, First Floor, Fourth Floor and Penthouse Plumbing Plans |
| | <u>08 - MECHANICAL</u> |
| H1 | Basement, First Floor, and Penthouse HVAC Piping Demolition Plans |
| H2 | Basement, First Floor, and Penthouse HVAC Piping Plans |
| H3 | Ventilation Demolition Plans |
| H4 | Ventilation Plans |
| H5 | Mechanical Sections and Details |
| H6 | Mechanical Schedules |
| H7 | Mechanical Schedules and Control Diagrams |

09 - ELECTRICAL

| | |
|----|--|
| E1 | Electrical Symbol Legend and Luminaire Schedule |
| E2 | Basement Electrical Demolition and Lighting Plan |
| E3 | Basement Power and Systems Plans |
| E4 | First Floor Electrical Demolition Plan and Lighting Plan |
| E5 | First Floor Power and Systems Plans |
| E6 | Partial Penthouse Electrical Plan and Electrical Details |
| E7 | Electrical One Line Diagram |

- - - END - - -

**SECTION 01 00 00
GENERAL REQUIREMENTS**

TABLE OF CONTENTS

1.1 SAFETY REQUIREMENTS..... 1

1.2 GENERAL INTENTION..... 1

1.3 STATEMENT OF BID ITEM(S)..... 2

1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR..... 2

1.5 CONSTRUCTION SECURITY REQUIREMENTS..... 2

1.6 OPERATIONS AND STORAGE AREAS..... 3

1.7 ALTERATIONS..... 7

1.8 DISPOSAL AND RETENTION..... 8

1.9 PROTECTION OF EXISTING STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS 9

1.10 RESTORATION..... 9

1.11 LAYOUT OF WORK..... 10

1.12 AS-BUILT DRAWINGS..... 10

1.13 USE OF ROADWAYS..... 11

1.14 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT..... 11

1.15 TEMPORARY USE OF EXISTING ELEVATORS..... 12

1.16 TEMPORARY TOILETS..... 13

1.17 AVAILABILITY AND USE OF UTILITY SERVICES..... 13

1.18 TESTS..... 14

1.19 CONSTRUCTION MEETINGS..... 15

1.20 INSTRUCTIONS..... 15

1.21 GOVERNMENT-FURNISHED PROPERTY..... 16

1.22 RELOCATED EQUIPMENT ITEMS..... 17

1.23 PHOTOGRAPHIC DOCUMENTATION..... 18

1.24 LOCAL FARGO VA HEALTH CARE SYSTEM CONSTRUCTION CONTRACTOR ORIENTATION
AND POLICIES 18

SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 SAFETY REQUIREMENTS

- A. Refer to section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

1.2 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for Fargo VA Health Care System Renovate Pharmacy for USP 800 Compliance, Project Number 437-18-101 as required by drawings and specifications.
- B. Only one organized site visit shall be conducted per FAR 52.236-27 Alternate I.
- C. Offices of Stone Group Architects, 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.
- D. All employees of general contractor and subcontractors shall comply with VA security management program and obtain I.D. badges from the VA.
- E. Prior to commencing work, general contractor shall provide proof that an OSHA-designated "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.
- F. Training:
1. All employees of general contractor or subcontractors shall have the 10-hour (Non-Supervisory employee) or 30-hour (Supervisory Employee) OSHA Construction Safety course and other relevant competency training, as determined by PE/COR acting as the Construction Safety Officer with input from the facility Construction Safety Committee.
 2. Submit training records of all such employees for approval before the start of work.

- G. VHA Directive 7715, Safety and Health during Construction, in its entirety is made a part of this section.

1.3 STATEMENT OF BID ITEM(S)

- A. ITEM I, Design and Construction Documents: Work includes all labor, material, equipment and supervision to furnish the required documents for construction including Drawings, Specifications, construction cost estimates, and other documents as necessary.
- B. ITEM II, Pre-Construction: Execution of management and logistical services required to prepare for the construction of the project.
- C. ITEM I, Construction: Work includes general construction, alterations, necessary removal of existing structures and construction and certain other items.

Work includes all labor, material, equipment and supervision to perform the required plumbing and mechanical construction work on this project including replacement of ductwork, diffusers, exhaust, plumbing, fire protection and various other items.

Work includes all labor, material, equipment and supervision to perform the required electrical construction work including lighting, power, low voltage, equipment and certain other items.

1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. AFTER AWARD OF CONTRACT, 0 sets of specifications and drawings will be furnished.
- B. Additional sets of drawings may be made by the Contractor, at Contractor's expense, from the Federal Business Operations or other project solicitation sites as applicable for the project.

1.5 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 and Sub-Contractor 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 as 8:00 AM to 4:30 PM, the General Contractor shall give 21 days' notice to the COR so that arrangements can be made and PCRA/ICRAs completed. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the approval of the Contracting Officer.

C. Document Control:

1. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
2. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
3. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.

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

(FAR 52.236-10)

- C. Working space and space available for storing materials shall be determined by the Project Engineer.
- D. Workers are subject to rules of Medical Center applicable to their conduct.
- E. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by Project Engineer 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 is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

F. Phasing:

The Medical Center must maintain its operation 24 hours a day 7 days a week. Therefore, any interruption in service must be scheduled and coordinated with the COR to ensure that no lapses in operation occur. It is the CONTRACTOR'S responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the equipment and materials to be used, the interim life safety measure to be used during the work, and a schedule defining the duration of the work with milestone subtasks. The work to be outlined shall include, but not be limited to:

1. To ensure such executions, Contractor shall furnish the Project Engineer with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the Project Engineer in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such dates to ensure accomplishment of this work in successive phases mutually agreeable to Project Engineer and Contractor. Refer to the drawings for phasing plans and requirements.

G. All buildings will be occupied during performance of work.

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. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.
2. Select immediate areas of alterations will be temporarily vacated while alterations are performed. Coordinate with Project Engineer. Other areas will not be vacated during construction.

- H. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Project Engineer.
1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Project Engineer. Electrical work shall be accomplished with all affected circuits or equipment de-energized. 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 Project Engineer, in writing, 21 days in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 3. Contractor will be advised 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 at no additional cost to the government.
 4. Major interruptions of any system must be requested, in writing, at least 21 calendar days prior to the desired time and shall be performed as directed by the Project Engineer.
 5. In case of a contract construction emergency, service will be interrupted on approval of Project Engineer.
- I. 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 at the main, branch or panel they originate from. 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.

- J. 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.
- K. Coordinate the work for this contract with other construction operations as directed by Project Engineer. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Project Engineer, of areas of building in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. Failure to perform the survey as noted shall mean the Contractor accepts the construction work site and conditions as being in 100% acceptable condition. This report shall list by rooms and spaces:
1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building.
 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
 3. Shall note any discrepancies between drawings and existing conditions at site.
 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Project Engineer.

B. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Project Engineer together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:

1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workers in executing work of this contract.

C. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 DISPOSAL AND RETENTION

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

1. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by Project Engineer.
2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.

3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government and shall be removed in advance of work to avoid interfering with Contractor's operation.

1.9 PROTECTION OF EXISTING STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures and equipment on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

(FAR 52.236-9)

- C. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

1.10 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Project Engineer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Project Engineer 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 workers to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems which are not scheduled for discontinuance or abandonment.

1.11 LAYOUT OF WORK

- A. The Contractor shall lay out the work and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades established.

(FAR 52.236-17)

- B. Establish and plainly mark such lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations are in accordance with lines and elevations shown on contract drawings.

1.12 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 ensure compliance, as-built drawings shall be made available for the Project Engineer's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the Project Engineer within 5 calendar days after each completed phase and after the acceptance of the project by the Project Engineer.

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

1.13 USE OF ROADWAYS

A. For hauling, use only established public roads and roads on Medical Center property. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

1.14 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to written approval and compliance with the following provisions:
1. Permission to use each unit or system must be given by Project Engineer in writing. If the equipment is not installed and maintained in accordance with the written agreement and following provisions, the Project Engineer will withdraw permission for use of the equipment.
 2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
 3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
 4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
 5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system. Cleaning of new ductwork shall be provided by the Contractor, at no additional cost to the Government, if ducts

are dirty as determined by the Project Engineer's visual observation.

6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government.
- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.
 - C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

1.15 TEMPORARY USE OF EXISTING ELEVATORS

- A. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
 1. Contractor makes all arrangements with the Project Engineer for use of elevators. The Project Engineer will ascertain that elevators are in proper condition.
 2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
 - c. Finish flooring.
 3. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Project Engineer.

1.16 TEMPORARY TOILETS

- A. Contractor may have for use of Contractor's workers, such toilet accommodations as may be assigned to Contractor by Medical Center.

Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workers. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

1.17 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, and associated paraphernalia and repair restore the infrastructure as required.
- C. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
 - 1. Obtain heat by connecting to Medical Center heating distribution system.
 - a. Steam is available; tap into existing distribution system.
- D. Electricity (for Construction and Testing): Furnish all temporary electric services.
 - 1. Obtain electricity by connecting to the Medical Center electrical distribution system.
- E. 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 as per code. Chief Engineer must approve tie-in location and backflow preventer prior to installation.

2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at Project Engineer's discretion) of use of water from Medical Center's system.

1.18 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire system 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 reasonable period of time during which operating and environmental conditions remain reasonably constant.
- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.19 CONSTRUCTION MEETINGS

- A. Construction meetings will be held weekly to coordinate the activities of the Contractor.
 1. Each meeting shall be attended by VA Representative, A/E Representative and Field Representative of each trade.

2. The General Contractor shall be responsible for conducting and supervising the meeting and for recording and distributing minutes of the meeting to each representative.

1.20 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (two [2] bound hard files and Adobe .pdf files on CD/DVD) for each separate piece of equipment shall be delivered to the Project Engineer coincidental with the delivery of the equipment to the job site. Omit all special characters in electronic files (i.e. #, %, &, *, :, <, >, ?, /). 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. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.
- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed training to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until

instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the Project Engineer and shall be considered concluded only when the Project 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 Project Engineer, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.21 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property as drawn and specified.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- C. Notify Contracting Officer in writing, 90 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
 - 1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with Project Engineer. At such time the Contractor shall acknowledge receipt of equipment, make notations, and immediately furnish the Project Engineer with a written statement as to its condition or shortages.
 - 2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Project Engineer.
- D. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.

- E. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.
- F. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

1.22 RELOCATED EQUIPMENT ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Project Engineer.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, at the main 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 approved by the VA, who is an authorized representative of the manufacturer of this equipment to supervise disconnection, dismantling assembly installation, and connection of existing equipment, required to be relocated to assure it is in proper operating condition; any warranties in effect must not be voided.
- F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.23 PHOTOGRAPHIC DOCUMENTATION

- A. During the construction period through completion, provide a minimum of ten (10) photographs of construction progress taken per day with all photographs submitted weekly.

1.24 LOCAL FARGO VA HEALTH CARE SYSTEM CONSTRUCTION CONTRACTOR ORIENTATION AND POLICIES

- A. Contracts: The following staff or resource people will be working with you at the Fargo VA Health Care System. Please feel free to contact these individuals with any questions:

1. Chief Engineer: Aaron Faiman (701) 239-3700, ext. 93335 or (701) 239-3760.
2. Project Engineer: Aaron Faiman (701) 239-3700, ext. 93335 or (701) 239-3760.

- B. Vehicle Traffic Rules: All construction contractors shall park their vehicles in areas assigned by the Contracting Officer or Engineering Service representatives. All persons coming on the premises of the Fargo VA Health Care System must obey the posted traffic and parking rules. Police Service will issue tickets to contractor vehicles parked in areas other than those assigned.

- C. Keys/ID Badges: VA ID badges must be worn while you are on Medical Center premises. Contact Engineering Service to obtain an ID badge and any necessary keys. Contract staff are responsible for the security of keys and ID badges issued to them and may be charged for replacement cost. You must notify Engineering (ext. 3361) personnel immediately to report any loss, theft or suspected reproduction of a Medical Center key or access card.

- D. Smoking: Smoking is prohibited.

- E. Use of Government Telephones

1. Government telephones are for official Government business use. Contract staff may use telephones, for local calls only, to contact your place of employment or to address unforeseen events such as injury on the job, work schedule changes etc.

- F. Housekeeping

1. All construction sites shall be kept clean, orderly and in sanitary condition.
2. All rags/cloth and rubbish soaked with flammable and/or combustible material shall be placed in a covered metal receptacle until being disposed.
3. A clear and unobstructed path must be maintained to all portable fire extinguishers, hose cabinets, pull stations, fire exits and electrical panels.
4. Fire doors and smoke barrier doors shall not be blocked in a manner to prevent their protective operation in the event of a fire.
5. The use of wedges, stops, ropes, or other unapproved methods of holding doors open is prohibited.
6. All indoor trash containers over 20 gallons will be constructed of non-combustible materials and be covered or have a self-extinguishing cover.

G. Storage

1. Any commodities that may be hazardous in combination with each other must be stored so they cannot come in contact with each other.
2. Store flammable and combustible liquids and gasses in approved storage containers.
3. A clear space of 18 inches will be maintained below sprinkler heads.
4. Items stored in tiers will be stacked, blocked, interlocked and limited in height to prevent sliding or collapse.
5. Materials will not be stored directly on the floor.
6. Storage areas will be kept free from accumulation of materials that constitute hazards.
7. Stairwells, stairways and corridors shall not be utilized for storage.
8. Storage will not be permitted within 3 feet of an electric panel in all directions.

H. Hazardous Materials

1. Discovery of any suspected asbestos containing material shall result in the contractor stopping work in the area and reporting the discovery immediately to the Engineering Office (ext. 3361) or one of the contact persons indicated above. Engineering Service shall then evaluate the suspect material and if it contains asbestos shall arrange for the removal of the asbestos.
2. Contractors shall maintain and provide to the VA Project Engineer MSDS's for products used during construction which shall explain the labeling system and all other required information. Report any discovery of an existing hazardous material to Engineering Service, (ext. 3361).

I. Infection Control

1. Purpose: To prevent the acquisition of nosocomial infection in patients and healthcare workers during Medical Center renovation or construction activities.
2. The Contractor shall contact Engineering Service (239-3760) prior to beginning construction in any areas so that a Pre-Construction Risk Assessment (PCRA) may be performed and all applicable forms completed. Once completed the Contractor shall obtain a completed and approved copy of a PCRA form for each area of work in which the Contractor is involved. The Contractor shall conform to all of the requirements as noted on the completed forms. The Contractor shall post a copy of the completed forms outside the construction barrier at each work site in plain view and accessible to VA Staff for verification that requirements noted on PCRA form are being adhered to.
3. General: The goal of Infection Control is to identify and reduce the risks of acquiring and transmitting infections among patients, employees, service workers and visitors to the Medical Center. During construction or renovation projects, hidden infectious disease hazards may be released into the air, carried on dust particles, on workers clothing or be present in damp areas or areas where water has collected. One particular organism of concern is a

fungal organism known as Aspergillus. Aspergillus can be found in decaying leaves and compost, plaster and drywall, and settled dust. These organisms like many others encountered in our everyday lives usually do not cause problems in healthy people, however a hospital is full of sick patients. Aspergillus and other organisms can cause severe illness and even death in some patients. Therefore, it is critical that everyone do their best to help prevent conditions that might lead to the dispersion of this or other infectious organisms by:

- a. Maintaining barrier walls that keep dust and dirt inside the worksite.
 - b. Maintaining a state of negative air pressure within the construction site to prevent dust and dirt from dispersing into the Medical Center from the worksite. The Contractor shall install bulb type pressure differential monitoring devices or an alarm system in temporary construction barriers and shall monitor and maintain negative air pressure in construction areas.
 - c. Removing demolition debris in a manner that minimizes any contamination of the environment outside the worksite by dust and debris.
 - d. Utilizing walk off mats and making sure clothing is free of loose soil and debris when leaving the construction site.
 - e. Assuring that any water or sludge found during demolition of plumbing or in the construction process is collected and disposed of in a controlled manner.
 - f. Keeping demolition chutes sealed when not in use to maintain dust control. Use a water spray to minimize dust generation when using chutes if possible.
 - g. Using only designated entry and exit pathways.
4. Please feel free to contact Infection Control at ext. 3668 if you have questions or concerns.
 5. If you find any needles, syringes, sharp medical objects please do not handle or remove yourself. Contact the Medical Center project

coordinator or Project Engineer at 239-3760 or at Medical Center extension 3361 for removal.

6. Infection control activities are critical in all areas of the Medical Center. Construction activities causing disturbance of existing dust, or generating new dust must be conducted in ways that will minimize dust generation and dispersion.
7. All construction/maintenance workers and contract workers must follow the infection control procedures as described in this guideline.
8. The following infection control procedures shall be followed at a minimum:
 - a. Barriers - Complete all critical barriers before construction begins.
 - 1) Construction or renovation sites not capable of containment within a single room must be separated from patient-care areas and other critical areas by barriers that keep the dirt and dust inside the work site.
 - 2) The integrity of the barrier walls must assure a complete seal of the construction area from adjacent areas.
 - 3) Temporary barriers and enclosures must be dust proof with airtight seals maintained at the full perimeter of the walls, floors and upper decking, as well as all penetrations. Seal holes, pipes, conduits and punctures appropriately.
 - 4) Tightly sealing doors (zipper) or an overlapping flap of at least 2 feet in width of a durable poly must be used at points of personnel access, where plastic/poly barriers are approved for use by VA Project Engineer.
 - 5) Elevator shafts or stairways must be isolated outside of the construction field to prevent dispersion of dust from the work site.
 - b. Environmental Controls

- 1) Isolate the HVAC system in areas where work is being done to prevent contamination of the duct system.
- 2) Maintain negative air pressure within work site. Utilize HEPA-filtration units if air is being re-circulated.
- 3) Seal holes, pipes, conduits and punctures appropriately.
- 4) Provide a designated area within the work site where all personnel leaving the work site can vacuum off with a HEPA-filtered vacuum to remove all loose dust and debris from clothing.
- 5) Vacuum with a HEPA-filtered vacuum and/or wet mop frequently at entrance and exit points.
- 6) "Sticky" or walk-off mats shall be utilized immediately outside the construction area to remove dust and soil from shoes, cart wheels, etc. as personnel exit the area. The mats must be large enough to cover the entire exit and changed frequently to prevent accumulation of dust. Contractor shall place a form on a wall adjacent to each mat with space to record date, time and exchanger's signature so VA Staff can monitor that mats are changed at required frequency.
- 7) Contain construction debris during transport in covered containers.
- 8) Debris must be removed from the construction area on a daily basis in covered carts using specified traffic patterns.
- 9) Control, collection and disposal must be provided for any drain liquid or sludge encountered when demolishing plumbing.

c. Cleaning

- 1) The construction zone and adjacent areas must be maintained by wet mopping the area daily or more frequently as needed to minimize dust generation.
- 2) Final cleaning of the area must be completed prior to acceptance of the completed project area by VA.

- 3) Do not remove barriers from work area until the project is completed and area is thoroughly cleaned. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
 - 4) Clothing shall be free of loose soil and debris before exiting the construction zone.
 - 5) Personnel entering sterile/invasive procedure areas will be provided with a disposable jump suit, head covering and shoe covers to wear while working in the area. They must be removed when exiting the area and new coverings obtained when reentering the areas.
 - 6) Tools and equipment must be damp-wiped prior to entry and exit from sterile and invasive procedure areas.
 - 7) Tools and equipment soiled with blood or body fluids must be cleaned with a hospital-approved disinfectant prior to removing from the area.
- d. Environmental Monitoring and Completion
- 1) Infection Control, in cooperation with Engineering and Safety will make periodic visits to the work site to ensure compliance with the infection control guidelines.
 - 2) Whenever safe infection control conditions are not met the appropriate contractor will be notified to correct the conditions immediately.
 - 3) All work will be stopped on a project if a hazardous infection control deficiency exists that would result in patients being put at significant risk.
 - 4) Water supply lines shall be flushed before placing newly renovated or constructed areas into service. Industrial Hygiene tests as noted will assure that water supply lines are safe for use.

J. Construction Safety

1. The Medical Center policy is to provide an environment for patients, visitors and staff that is free from danger. Within the Medical Center, the NFPA Life Safety Code is followed. Interim life safety measures (ILSM's) are applied to all construction projects as necessary and are defined in construction contracts. Minimum ILSM's are:
 - a. Exits - provide free and unobstructed egress.
 - b. Free and unobstructed access to emergency department/service for emergency forces.
 - c. Temporary construction partitions are in accordance with contract requirements.
 - d. Smoking is permitted in designated areas only.
 - e. Storage, housekeeping and debris removal policies and procedures that reduce the flammable and combustible fire load are enforced.
 - f. Hazard surveillance is increased in construction areas.

K. Fire Safety

1. The contractors shall coordinate all construction activities with the VA Engineering Service to determine if fire alarm initiating devices are located within the construction area. Engineering Service shall disable the appropriate alarm initiating devices. Once work in the area is complete it is the contractor's responsibility to contact Engineering Service to have the fire alarm initiation devices enabled.
2. Fire alarm, detection and suppression systems are not to be impaired unless there is work on the system to be performed. If fire alarm, detection and suppression systems are impaired for more than four hours the contractor shall implement a fire watch, at no additional cost to the Government, in compliance with NFPA requirements and shall obtain VA Engineering Service approval.
3. Additional firefighting equipment is provided and employees are trained in its use.

4. Hot work permits and fire extinguishers are required when working with open flames, or hot items and for activities that may generate sparks. Contact Engineering Service to obtain a hot work permit.
5. In the event of a fire alarm, "Code Red" and the location of a fire will be communicated by an overhead announcement. The "all clear" is authorized by the Fargo Fire Department or by the personnel conducting the fire drill and will be communicated by an overhead announcement. If a fire or fire drill is located in or adjacent to the construction area, construction contractor staff shall be responsible for the following:
 - a. Be alert to the Code Red announcement.
 - b. Participate in fire drills.
 - c. Follow the RACE Plan (Rescue, Alarm, Contain, Extinguish) if fire is discovered by a construction contractor.
 - d. Close all corridor doors within the construction area.
 - e. Evacuate the immediate area.

L. Utilities

1. Engineering (ext. 3361) is responsible for all utilities within the Medical Center. If there are problems or failures of the utilities, call extension 3361 during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). After hours and on weekends, contact the Police Service at ext. 3251 to report problems and failures. A utilities failure and its type/location will be communicated by a "Utility Failure" overhead announcement.
2. All utility service connections shall be reviewed with and approved by Engineering Service just prior to the connection being made with the existing utility. This condition shall apply to both temporary and permanent connections. This final utility system connection check is meant to ensure the following:
 - a. The Medical Center is prepared for the connection.

- b. The contractor is prepared for the connection work, which shall include but not be limited to, all safety measures have been taken or are in place, backflow preventers are in place, hot work permits have been issued, fire watch is in place, fire alarm initiation devices have been disabled if necessary, etc.

M. Emergencies

1. "Disaster Alert" - The Medical Center has initiated a process that provides an "all-hazard" approach to disaster management. Construction contractor staff shall ensure corridors are free of obstructions and a foreman or representative shall report to the Engineering Service office for further instructions.
2. Hostage Situations - Immediately report to Police Service (ext. 2222), any incident in which the safety of any person is threatened by another.
3. "Bomb Threat" - React calmly and evacuate. Notify Police Service (ext. 2222) if the threat poses immediate danger to a person or destruction of property. If you discover a suspicious object, do not touch or move the object.
4. Severe Weather - In the event of an overhead announcement, all personnel are expected to take cover in windowless interior corridors that are not on the top floor of the building.
5. Armed Assailant - React calmly and evacuate. Avoid area(s) where it has been indicated an armed assailant is in the building or on the ground.

- - - E N D - - -

PRE-CONSTRUCTION RISK ASSESSMENT (PCRA)

Project #

Project Title:

Est. Start Date:

Area of Construction:

Est. Duration:

Contractor/Supervisor:

PCRA Completed by:

SAFETY/ENGINEERING

| Y | N | | If YES, CIRCLE ILSM from list below or describe other intervention |
|----------|----------|--|---|
| | | Will exits or exit egress routes from occupied areas change? | A, E, H, J, L |
| | | Will the construction area have less than two remote exits? | A, E, H, J, L |
| | | Will there be excessive distance to exit? | A, E, H, J, L |
| | | Will access to Emergency Services become blocked or obstructed? | A, B, I, J, L |
| | | Will any part of the fire protection systems (detection, notification or suppression) be shut down or impaired for >4 hours in a 24-hour period? | C, E, H, I, K |
| | | Will smoke or firewalls be breached? | A, E, G, H |
| | | Will any temporary construction partitions be built? | D |
| | | Will the project result in the accumulation of construction debris? | E, F, G, H |
| | | Will construction affect grounds safety (pits, storage, equipment, etc.)? | H |
| | | Will construction present other life safety hazards? | H, J |
| | | Will protection of hazardous areas be compromised? | H |

INTERVENTION

- | | | |
|--|---|---|
| A. Ensure Alternate Egress Routes | E. Additional Fire Fighting Equipment | I. Additional Training of Emergency Personnel |
| B. Ensure Alternate Emergency Access | F. Control Combustible Loads | J. Ensure Additional Employee Education |
| C. Fire Department Notification | G. Conduct 2 Fire Drills Per Shift in All Areas | K. Institute a Fire Watch w/documentation |
| D. Ensure Smoke-Tight Temporary Construction | H. Increase Hazard Surveillance Rounds | L. Post temporary signage |

| Y | N | CONSTRUCTION ACTIVITY | If YES, describe intervention |
|----------|----------|--|--------------------------------------|
| | | Will there be any anticipated utility shutdowns? (Communications, electrical, heating/cooling, HVAC, medical gases, vacuum, water, server) | |
| | | Will noise levels be excessive? | |
| | | Will vibration levels be excessive? | |
| | | Will additional security measures be implemented? | |

Additional Requirements:

PATIENT SAFETY COORDINATOR

| Y | N | CONSTRUCTION ACTIVITY |
|----------|----------|---|
| | | Does this project involve a patient care area either directly or adjacent to? |
| | | List: |
| | | Do areas involved have knowledge of construction? |
| | | List: |
| | | Does this project alter patient access building/patient care area, either temporarily or permanently? |

If YES, indicate intervention:

| | | |
|-------------------------------|---|---|
| Access | 1. The new/temporary access path should be intuitive, i.e. easy to follow. 2. Signage should be adequate for decreased visual acuity and at appropriate viewing levels for both ambulating and w/c bound individuals. | 3. The access path should be smooth, without tripping hazards. 4. The access path should be handicap accessible. |
| Constructi on Area/ Materials | 1. Construction areas should not be accessible by unauthorized personnel. 2. Construction areas should be visually identified. | 3. Construction materials and tools should be moved and stored appropriately to preclude unauthorized access? |
| Critical Alarms | Critical clinical alarms shall be functional and audible within and adjacent to the construction zone? Including but not limited to: a. Emergency CODE Systems c. Wander guard technology e. Medication//Nutrition Pumps b. Medical Gas Alarms (Oxygen, Air, Suction) d. Vital Sign Monitoring/Telemetry Systems f. Nurse Call Systems | |

Additional Requirements:

INFECTION CONTROL RISK ASSESSMENT

INFECTION CONTROL COORDINATOR

| Y | N | CONSTRUCTION ACTIVITY TYPE | Y | N | PATIENT RISK GROUP (may modify as appropriate) |
|---|---|---|---|---|--|
| | | A: Inspection, non-invasive activity-includes, not limited to removal of ceiling tiles for inspection (1/50 sq ft), painting (not sanding), wall covering, electrical trim work, minor plumbing, activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection. | | | <u>Low Risk-</u> (ex Office Areas) |
| | | B: Small scale, short duration, moderate to high levels-includes but not limited to installation of telephone/computer cabling, access to chase spaces, cutting of walls or ceiling where dust migration can be controlled. | | | <u>Medium Risk-</u> (ex Cardiology, ECHO, Endoscopy, Nuclear Medicine, Physical Therapy, Radiology/MRI, Respiratory Therapy) |
| | | C: Work that generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies. Includes but not limited to sanding of walls for painting or wall covering; removal of floor coverings, ceiling tiles, and casework; new wall construction; minor duct work or electrical work above the ceilings; major cabling activity; any activity which cannot be completed in a single work shift. | | | <u>High Risk-</u> (ex CCU, ER, Labor & Delivery, Laboratories (specimen), Newborn Nursery, Outpatient Surgery, Pediatrics, Pharmacy, Post Anesthesia care, Surgical Units) |
| | | D: Major duration and construction activities-Includes, but not limited to: activities that require consecutive work shifts; requires heavy demolition or removal of a complete cabling system; new construction. | | | <u>Highest Risk-</u> (ex Any area caring for Immunocompromised patients, Burn Unit, Cardiac Cath Lab, Central Sterile Supply, ICU, Medical Unit, Negative pressure isolation rooms, Oncology, Operating rooms including C-section) |

| Project Class | Patient Risk Group | TYPE A | TYPE B | TYPE C | TYPE D |
|---------------|---------------------|-----------|---------------|---------------|---------------|
| | LOW Risk | I | II | II | III/IV |
| | MEDIUM Risk | I | II | III | IV |
| | HIGH Risk | I | II | III/IV | IV |
| | HIGHEST Risk | II | III/IV | III/IV | IV |

During Construction Project

Upon Completion of Project

| | | |
|-----------|--|---|
| CLASS I | <ol style="list-style-type: none"> Execute work by methods to minimize raising dust from construction operations. Immediately replace any ceiling tile displaced for visual inspection. | |
| CLASS II | <ol style="list-style-type: none"> Include all items from Class I above Provides active means to prevent air-borne dust from dispersing into atmosphere Water mist work surfaces to control dust while cutting. Seal unused doors with duct tape. Block off and seal air vents. Place dust mat at access points of work area. Contain construction waste before transport in tightly covered containers. Isolate HVAC system in areas where work is being performed to prevent contamination of duct system. | <ol style="list-style-type: none"> Wipe surfaces with disinfectant. Contain construction waste before transport in tightly covered containers. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. Remove isolation of HVAC system in areas where work is being performed. |
| CLASS III | <ol style="list-style-type: none"> Include all items from Class I/II above Involve Infection Control in design/planning before construction begins. Complete all critical barriers i.e. sheetrock, plywood, plastic, to seal area from non-work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. Cover transport receptacles or carts. Tape covering unless solid lid. | <ol style="list-style-type: none"> Include all items from Class I/II above Do not remove barriers from work area until completed project is thoroughly cleaned as required by Chief, EMS and Infection Control Coordinator. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. Vacuum work area with HEPA filtered vacuums. Wet mop area with disinfectant. |
| CLASS IV | <ol style="list-style-type: none"> Include all items from Class I/II/III above Involve Infection Control in design/planning before construction begins. Seal holes, pipes, conduits, and punctures appropriately. If exiting to a patient care area, construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site. Walk-off mats are recommended to minimize tracking of heavy dirt and dust from construction areas. Shoe covers may be considered in certain areas. | <ol style="list-style-type: none"> Include all items from Class I/II/III above |

ICRA PROJECT CLASS:

Y N **RISK OF TB EXPOSURE** **TYPE OF RISK:**

If yes, describe intervention:

Additional Requirements:

Patient Safety Coordinator/Date

Infection Control Coordinator/Date

IH/Safety Date

Project Engineer/Date

ILSM EVALUATION

PROJECT:

LOCATION:

START DATE:

| Evaluated Item | YES | NO | Joint Commission ILSM Administrative Actions | If answer is "Yes", see actions required to be taken | Training/Review Date |
|--|--------------------------|--------------------------|---|---|----------------------|
| Will any exit be obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | Ensuring unobstructed exits. When alternative exits have been designed, staff members in affected areas must receive additional training. Buildings or areas under construction must maintain escape routes for construction workers at all times, and the means of exiting construction areas are inspected daily. | Personnel in the building will receive training on alternate routes and exits Construction areas will have designated and marked exits to be clear at all times if necessary | Date: Date: |
| Will any entrance be obstructed to limit the access to emergency services? | <input type="checkbox"/> | <input type="checkbox"/> | Ensuring free and unobstructed access to emergency services and for fire, police, and other emergency forces. | The construction plans will be reviewed to ensure proper access and will be maintained | Date: |
| Will any fire detection or suppression system be impaired for > 8 hours in a 24 hour period? | <input type="checkbox"/> | <input type="checkbox"/> | Ensuring that the fire detection and suppression systems are in good working order. A temporary but equivalent system must be provided when any fire system is impaired. Temporary systems must be inspected and tested monthly. | Contractor will be briefed to schedule work to minimize time systems impaired and notify appropriate offices prior to system being impaired | Date: |
| Will construction be open to other areas without any smoke tight barriers? | <input type="checkbox"/> | <input type="checkbox"/> | Ensuring that temporary construction partitions are smoke tight and built of noncombustible of limited combustible materials that will not contribute to the development or spread of fire. | Contractor will be briefed at pre-construction conference of requirement | Date: |
| Will fire hazard be substantially higher? | <input type="checkbox"/> | <input type="checkbox"/> | Providing additional firefighting equipment and training staff in its use. | Contractor will be briefed at the pre-construction conference for the need to provide adequate firefighting equipment and training construction employees | Date: |
| Will smoking be permitted in construction areas? | <input type="checkbox"/> | <input type="checkbox"/> | Prohibiting smoking throughout the organization's buildings and in and near construction areas. | Refer to Fargo VA HCS Smoking Policy | Date: |
| Will storage, housekeeping and debris removal practices increase the fire load? | <input type="checkbox"/> | <input type="checkbox"/> | Developing and enforcing storage, housekeeping, and debris removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level. | Contractor will be briefed at preconstruction conference of requirement | Date: |

| Evaluated Item | YES | NO | Joint Commission ILSM Administrative Actions | If answer is "Yes", see actions required to be taken | Training/Review Date |
|---|--------------------------|--------------------------|--|--|----------------------|
| Will the fire hazard increase to justify extra fire drills? | <input type="checkbox"/> | <input type="checkbox"/> | Conducting a minimum of two fire drills per shift per quarter. | Safety Department will evaluate effects of work on life safety and determine if there is a need to increase frequency of drills | Date: |
| Will hazardous conditions substantially increase in or around the buildings to require extra surveillance activities? | <input type="checkbox"/> | <input type="checkbox"/> | Increasing hazard surveillance of buildings, grounds, and equipment, with special attention to excavations, construction areas, construction storage, and field offices. | A Fire Watch will be implemented as needed | Date: |
| Will structural features of fire safety be impaired? | <input type="checkbox"/> | <input type="checkbox"/> | Training staff to compensate for impaired structural or compartmentalization features of fire safety. | Personnel in the building will receive training in response for life safety deficiencies if necessary | Date: |
| Will this project affect the life safety features of all areas? | <input type="checkbox"/> | <input type="checkbox"/> | Conducting organization wide safety education programs to promote awareness of LSC building deficiencies, construction hazards, and ILSMs. | Staff will be made aware of deficiencies, hazards, and interim measures during personal contact, training, and/or information channels. ILSM will be posted by project site. | Date: |
| Other Life Safety Code considerations? | <input type="checkbox"/> | <input type="checkbox"/> | | If Ceiling Tiles are out for more than 4 hours a fire watch will be implemented. | Date: |

ILSM Required: Yes No

ILSM Issue Date: Evaluation determines no ILSM needed

X

Prepared by

X

Reviewed By

SECTION 01 33 23
SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. This specification defines the general requirements and procedures for submittals. A submittal is information submitted for the A/E and VA to review to establish compliance with the contract documents.
- B. Detailed submittal requirements are found in the technical sections of the contract specifications. The Contracting Officer may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective technical specifications at no additional cost to the government.
- C. VA approval of a submittal does not relieve the Contractor of the responsibility for any error which may exist. The Contractor is responsible for fully complying with all contract requirements and the satisfactory construction of all work, including the need to check, confirm, and coordinate the work of all subcontractors for the project. Non-compliant material incorporated in the work will be removed and replaced at the Contractor's expense.

1.2 DEFINITIONS

- A. Preconstruction Submittals: Submittals which are required prior to issuing contract notice to proceed or starting construction. For example, Certificates of insurance; Surety bonds; Site-specific safety plan; Construction progress schedule; Schedule of values; Submittal register; List of proposed subcontractors.
- B. Shop Drawings: Drawings, diagrams, and schedules specifically prepared to illustrate some portion of the work. Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be integrated and coordinated.
- C. Product Data: Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions, and brochures, which describe and illustrate size, physical appearance, and other characteristics of materials, systems, or equipment for some portion of the work. Samples of warranty language when the contract requires extended product warranties.
- D. Samples: Physical examples of materials, equipment, or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged. Color

samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project. Field samples and mock-ups constructed to establish standards by which the ensuing work can be judged.

- E. Design Data: Calculations, mix designs, analyses, or other data pertaining to a part of work.
- F. Test Reports: Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work. Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.
- G. Certificates: Document required of Contractor, or of a manufacturer, supplier, installer, or subcontractor through Contractor. The purpose is to document procedures, acceptability of methods, or personnel qualifications for a portion of the work.
- H. Manufacturer's Instructions: Pre-printed material describing installation of a product, system, or material, including special notices and MSDS concerning impedances, hazards, and safety precautions.
- I. Manufacturer's Field Reports: Documentation of the testing and verification actions taken by manufacturer's representative at the job site on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions. The documentation must indicate whether the material, product, or system has passed or failed the test.
- J. Operation and Maintenance Data: Manufacturer data that is required to operate, maintain, troubleshoot, and repair equipment, including manufacturer's help, parts list, and product line documentation. This data shall be incorporated in an operations and maintenance manual.
- K. Closeout Submittals: Documentation necessary to properly close out a construction contract. For example, Record Drawings and as-built drawings. Also, submittal requirements necessary to properly close out a phase of construction on a multi-phase contract.

1.3 SUBMITTAL REGISTER

- A. The submittal register will list items of equipment and materials for which submittals are required by the specifications. This list may not be all inclusive and additional submittals may be required by the specifications. The Contractor is not relieved from supplying submittals required by the contract documents but which have been omitted from the submittal register.

- B. The submittal register will serve as a scheduling document for submittals and will be used to control submittal actions throughout the contract period.
- C. The Contractor shall provide the initial submittal register in electronic format. The Contractor shall track all submittals by maintaining a complete list, including completion of all data columns, including dates on which submittals are received and returned.
- D. The Contractor shall update the submittal register as submittal actions occur and maintain the submittal register at the project site until final acceptance of all work by Contracting Officer.
- E. The Contractor shall submit formal weekly updates to the submittal register in electronic format. Each weekly update shall document actual submission and approval dates for each submittal. Contractor shall provide hardcopies of updates for review at weekly progress meetings.

1.4 SUBMITTAL SCHEDULING

- A. Submittals are to be scheduled, submitted, reviewed, and approved prior to the acquisition of the material or equipment.
- B. Coordinate scheduling, sequencing, preparing, and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow time for potential resubmittal.
- C. No delay costs or time extensions will be allowed for time lost in late submittals or resubmittals.
- D. All submittals are required to be approved prior to the start of the specified work activity.

1.5 SUBMITTAL PREPARATION

- A. Each submittal is to be complete and in sufficient detail to allow ready determination of compliance with contract requirements.
- B. Collect required data for each specific material, product, unit of work, or system into a single submittal. Prominently mark choices, options, and portions applicable to the submittal. Partial submittals will not be accepted for expedition of construction effort. Submittal will be returned without review if incomplete.
- C. If available product data is incomplete, provide Contractor-prepared documentation to supplement product data and satisfy submittal requirements.
- D. All irrelevant or unnecessary data shall be removed from the submittal to facilitate accuracy and timely processing. Submittals that contain

the excessive amount of irrelevant or unnecessary data will be returned with review.

- E. Provide a transmittal form for each submittal with the following information:
 - 1. VA project title, location and number.
 - 2. VA Project number
 - 3. VA construction contract number.
 - 4. Date of the drawings and revisions.
 - 5. Name, address, and telephone number of subcontractor, supplier, manufacturer, and any other subcontractor associated with the submittal.
 - 6. List paragraph number of the specification section and sheet number of the contract drawings by which the submittal is required.
 - 7. When a resubmission, add alphabetic suffix on submittal description. For example, submittal 18 would become 18A, to indicate resubmission.
 - 8. Product identification and location in project.
- F. The Contractor is responsible for reviewing and certifying that all submittals are in compliance with contract requirements before submitting for VA review. Proposed deviations from the contract requirements are to be clearly identified. All deviations submitted must include a side by side comparison of item being proposed against item specified. Failure to point out deviations will result in the VA requiring removal and replacement of such work at the Contractor's expense.
- G. Stamp, sign, and date each submittal transmittal form indicating action taken.
- H. Stamp used by the Contractor on the submittal transmittal form to certify that the submittal meets contract requirements is to be similar to the following:

| |
|---|
| CONTRACTOR |
| (Firm Name) |
| _____ Approved |
| _____ Approved with corrections as noted on submittal data and/or attached sheets(s) |
| SIGNATURE: _____ |
| TITLE: _____ |
| DATE: _____ |

1.6 SUBMITTAL FORMAT AND TRANSMISSION

- A. Provide submittals in electronic format, with the exception of material samples, and one (1) hard copy submittal to the VA Project Engineer. Use of the VISN 23 contract with Submittal Exchange will be determined by the VISN 23 CAM. Use PDF as the electronic format, unless otherwise specified or directed by the Contracting Officer.
- B. Compile the electronic submittal file as a single, complete document. Name the electronic submittal file specifically according to its contents.
- C. Electronic files must be of sufficient quality that all information is legible. Generate PDF files from original documents so that the text included in the PDF file is both searchable and can be copied. If documents are scanned, Optical Character Resolution (OCR) routines are required.

- D. At the time of electronic transmittal to the Architect-Engineer, the Contractor shall also send one (1) hard copy of the complete submittal directly to the Project Engineer:

Fargo VA Health Care System
Attn: Engineering Service (437/138)
2101 Elm Street
Fargo, ND 58102

- E. Provide hard copies of submittals when requested by the Architect-Engineer. Additional copies of any submittal may be requested at the discretion of the Architect-Engineer, at no additional cost to the VA.

1.7 SAMPLES

- A. Submit two sets of physical samples showing range of variation, for each required item to Image Group, Inc., 403 Center Avenue, Suite 300, Moorhead, MN 56560.
- B. Where samples are specified for selection of color, finish, pattern, or texture, submit the full set of available choices for the material or product specified.
- C. When color, texture, or pattern is specified by naming a particular manufacturer and style, include one sample of that manufacturer and style, for comparison.
- D. Before submitting samples, the Contractor is to ensure that the materials or equipment will be available in quantities required in the project. No change or substitution will be permitted after a sample has been approved.
- E. The VA reserves the right to disapprove any material or equipment which previously has proven unsatisfactory in service.
- F. Physical samples supplied maybe requested back for use in the project after reviewed and approved.

1.8 OPERATION AND MAINTENANCE DATA

- A. Submit data specified for a given item within 5 calendar days after the item is delivered to the contract site.
- B. In the event the Contractor fails to deliver O&M Data within the time limits specified, the Contracting Officer may withhold from progress payments 50 percent of the price of the item with which such O&M Data are applicable.

1.9 TEST REPORTS

- A. COR may require specific test after work has been installed or completed which could require contractor to repair test area at no additional cost to contract.

1.10 VA REVIEW OF SUBMITTALS AND RFIS

- A. The VA will review all submittals for compliance with the technical requirements of the contract documents. The Architect-Engineer for this project will assist the VA in reviewing all submittals and determining contractual compliance. Review will be only for conformance with the applicable codes, standards and contract requirements.
- B. Period of review for submittals begins when the VA COR receives submittal from the Contractor.
- C. Period of review for each resubmittal is the same as for initial submittal.
- D. VA review period is 15 working days minimum for submittals.
- E. VA review period is 10 working days minimum for RFIs.
- F. The VA will return submittals to the Contractor with the following notations:
 - 1. "Approved" authorizes the Contractor to proceed with the work covered.
 - 2. "Approved As Noted" authorizes the Contractor to proceed with the work covered provided the Contractor incorporates the noted comments and makes the noted corrections.
 - 3. "Revise and Resubmit" indicates noncompliance with the contract requirements or that submittal is incomplete. Resubmit with appropriate changes and corrections. No work shall proceed for this item until resubmittal is approved.
 - 4. "Rejected" indicates submittal does not have evidence of being reviewed and approved by Contractor or is not complete. A submittal marked "Rejected" will be returned with an explanation of the reason it is not reviewed. Resubmit submittals after taking appropriate action.

1.11 APPROVED SUBMITTALS

- A. The VA approval of submittals is not to be construed as a complete check, and indicates only that the general method of construction, materials, detailing, and other information are satisfactory.
- B. VA approval of a submittal does not relieve the Contractor of the responsibility for any error which may exist. The Contractor is

responsible for fully complying with all contract requirements and the satisfactory construction of all work, including the need to check, confirm, and coordinate the work of all subcontractors for the project. Non-compliant material incorporated in the work will be removed and replaced at the Contractor's expense.

- C. After submittals have been approved, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.
- D. Retain a copy of all approved submittals at project site, including approved samples.

1.12 WITHHOLDING OF PAYMENT

- A. Payment for materials incorporated in the work will not be made if required approvals have not been obtained.

- - - E N D - - -

**SECTION 01 35 26
SAFETY REQUIREMENTS**

TABLE OF CONTENTS

1.1 APPLICABLE PUBLICATIONS 2

1.2 DEFINITIONS 3

1.3 REGULATORY REQUIREMENTS 5

1.4 ACCIDENT PREVENTION PLAN (APP) 5

1.5 ACTIVITY HAZARD ANALYSES (AHAs) 10

1.6 PRECONSTRUCTION CONFERENCE 12

1.7 "SITE SAFETY AND HEALTH OFFICER" (SSHO) and "COMPETENT PERSON" (CP) .. 12

1.8 TRAINING 13

1.9 INSPECTIONS 14

1.10 ACCIDENTS, OSHA 300 LOGS, AND MAN-HOURS 15

1.11 PERSONAL PROTECTIVE EQUIPMENT (PPE) 16

1.12 INFECTION CONTROL 17

1.13 FIRE SAFETY 26

1.14 ELECTRICAL 28

1.15 FALL PROTECTION 30

1.16 SCAFFOLDS AND OTHER WORK PLATFORMS 31

1.17 CRANES 31

1.18 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) 32

1.19 WELDING AND CUTTING 32

1.20 LADDERS 32

1.21 FLOOR AND WALL OPENINGS 33

**SECTION 01 35 26
SAFETY REQUIREMENTS**

1.1 APPLICABLE PUBLICATIONS:

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

B. American Society of Safety Engineers (ASSE):

A10.1-2011.....Pre-Project and Pre-Task Safety and Health Planning

A10.34-2012.....Protection of the Public on or Adjacent to Construction Sites

A10.38-2013.....Basic Elements of an Employer’s Program to Provide a Safe and Healthful Work Environment American National Standard Construction and Demolition Operations

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

E84-2013.....Surface Burning Characteristics of Building Materials

D. The Facilities Guidelines Institute (FGI):

FGI Guidelines-2010Guidelines for Design and Construction of Healthcare Facilities

E. National Fire Protection Association (NFPA):

10-2013.....Standard for Portable Fire Extinguishers

30-2012.....Flammable and Combustible Liquids Code

51B-2014.....Standard for Fire Prevention During Welding, Cutting and Other Hot Work

70-2014.....National Electrical Code

70B-2013.....Recommended Practice for Electrical Equipment Maintenance

70E-2015Standard for Electrical Safety in the Workplace

99-2012.....Health Care Facilities Code

241-2013.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

F. The Joint Commission (TJC)

TJC ManualComprehensive Accreditation and Certification
Manual

G. U.S. Nuclear Regulatory Commission

10 CFR 20Standards for Protection Against Radiation

H. U.S. Occupational Safety and Health Administration (OSHA):

29 CFR 1904Reporting and Recording Injuries and Illnesses

29 CFR 1910Safety and Health Regulations for General
Industry

29 CFR 1926Safety and Health Regulations for Construction
Industry

CPL 2-0.124.....Multi-Employer Citation Policy

I. VHA Directive 7715

1.2 DEFINITIONS:

A. Critical Lift. A lift with the hoisted load exceeding 75% of the crane’s maximum capacity; lifts made out of the view of the operator (blind picks); lifts involving two or more cranes; personnel being hoisted; and special hazards such as lifts over occupied facilities, loads lifted close to power-lines, and lifts in high winds or where other adverse environmental conditions exist; and any lift which the crane operator believes is critical.

B. OSHA “Competent Person” (CP). One who is capable of identifying existing and predictable hazards in the surroundings and working conditions which are unsanitary, hazardous or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them (see 29 CFR 1926.32(f)).

- C. "Qualified Person" means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.
- D. High Visibility Accident. Any mishap which may generate publicity or high visibility.
- E. Accident/Incident Criticality Categories:

No impact - near miss incidents that should be investigated but are not required to be reported to the VA;

Minor incident/impact - incidents that require first aid or result in minor equipment damage (less than \$5000). These incidents must be investigated but are not required to be reported to the VA;

Moderate incident/impact - Any work-related injury or illness that results in:

1. Days away from work (any time lost after day of injury/illness onset);
2. Restricted work;
3. Transfer to another job;
4. Medical treatment beyond first aid;
5. Loss of consciousness;
6. A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (5) above or,
7. Any incident that leads to major equipment damage (greater than \$5000).

These incidents must be investigated and are required to be reported to the VA; Major incident/impact - Any mishap that leads to fatalities, hospitalizations, amputations, and losses of an eye as a result of contractors' activities. Or any incident which leads to major property

damage (greater than \$20,000) and/or may generate publicity or high visibility. These incidents must be investigated and are required to be reported to the VA as soon as practical, but not later than 2 hours after the incident.

- F. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.

1.3 REGULATORY REQUIREMENTS:

- A. In addition to the detailed requirements included in the provisions of this contract, comply with 29 CFR 1926, comply with 29 CFR 1910 as incorporated by reference within 29 CFR 1926, comply with ASSE A10.34, and all applicable [federal, state, and local] laws, ordinances, criteria, rules and regulations. Submit matters of interpretation of standards for resolution before starting work. Where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements govern except with specific approval and acceptance by the Project Engineer

1.4 ACCIDENT PREVENTION PLAN (APP):

- A. The APP (aka Construction Safety and Health Plan) shall interface with the Contractor's overall safety and health program. Include any portions of the Contractor's overall safety and health program referenced in the APP in the applicable APP element and ensure it is site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all worksite safety and health of each subcontractor(s). Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out.

- B. The APP shall be prepared as follows:

- 1. Written in English by a qualified person who is employed by the Prime Contractor articulating the specific work and hazards

pertaining to the contract (model language can be found in ASSE A10.33). Specifically articulating the safety requirements found within these VA contract safety specifications.

2. Address both the Prime Contractors and the subcontractors work operations.
3. State measures to be taken to control hazards associated with materials, services, or equipment provided by suppliers.
4. Address all the elements/sub-elements and in order as follows:
 - a. SIGNATURE SHEET. Title, signature, and phone number of the following:
 - 1) Plan preparer (Qualified Person such as corporate safety staff person or contracted Certified Safety Professional with construction safety experience);
 - 2) Plan approver (company/corporate officers authorized to obligate the company);
 - 3) Plan concurrence (e.g., Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional). Provide concurrence of other applicable corporate and project personnel (Contractor).
 - b. BACKGROUND INFORMATION. List the following:
 - 1) Contractor;
 - 2) VA contract number;
 - 3) VA project name;
 - 4) VA project number;
 - 5) Brief project description and description of work to be performed.
 - c. STATEMENT OF SAFETY AND HEALTH POLICY. Provide a copy of current corporate/company Safety and Health Policy Statement, detailing commitment to providing a safe and healthful workplace for all

employees. The Contractor's written safety program goals, objectives, and accident experience goals for this contract should be provided.

d. RESPONSIBILITIES AND LINES OF AUTHORITY. Provide the following:

- 1) A statement of the employer's ultimate responsibility for the implementation of his SOH program;
- 2) Identification and accountability of personnel responsible for safety at both corporate and project level. Contracts specifically requiring safety or industrial hygiene personnel shall include a copy of their resumes.
- 3) The names of Competent and/or Qualified Person(s) and proof of competency/qualification to meet specific OSHA Competent/Qualified Person(s) requirements must be attached.;
- 4) Requirements that no work shall be performed unless a designated competent person is present on the job site;
- 5) Requirements for pre-task Activity Hazard Analysis (AHAs);
- 6) Lines of authority;
- 7) Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be identified;

e. SUBCONTRACTORS AND SUPPLIERS. If applicable, provide procedures for coordinating SOH activities with other employers on the job site:

- 1) Identification of subcontractors and suppliers (if known);
- 2) Safety responsibilities of subcontractors and suppliers.

f. TRAINING.

- 1) Site-specific SOH orientation training at the time of initial hire or assignment to the project for every employee before working on the project site is required.

- 2) Mandatory training and certifications that are applicable to this project (e.g., explosive actuated tools, crane operator, rigger, crane signal person, fall protection, electrical lockout/NFPA 70E, machine/equipment lockout, confined space, etc...) and any requirements for periodic retraining/recertification are required.
- 3) Procedures for ongoing safety and health training for supervisors and employees shall be established to address changes in site hazards/conditions.
- 4) OSHA 10-hour training is required for all workers on site and the OSHA 30-hour training is required for Trade Competent Persons (CPs) and all supervisors/foremen.

g. SAFETY AND HEALTH INSPECTIONS.

- 1) Specific assignment of responsibilities for a minimum daily job site safety and health inspection during periods of work activity: Who will conduct (e.g., "Site Safety and Health CP"), proof of inspector's training/qualifications, when inspections will be conducted, procedures for documentation, deficiency tracking system, and follow-up procedures.
- 2) Any external inspections/certifications that may be required (e.g., contracted CSP or CSHT)

h. ACCIDENT/INCIDENT INVESTIGATION AND REPORTING. The Contractor shall conduct mishap investigations of all Moderate and Major as well as all High Visibility Incidents. The APP shall include accident/incident investigation procedure and identify person(s) responsible to provide the following to the Project Engineer or Government Designated Authority:

- 1) Exposure data (man-hours worked);
- 2) Accident investigation reports;
- 3) Project site injury and illness logs.

i. PLANS (PROGRAMS, PROCEDURES) REQUIRED. Based on a risk assessment of contracted activities and on mandatory OSHA compliance

programs, the Contractor shall address all applicable occupational, patient, and public safety risks in site-specific compliance and accident prevention plans. These Plans shall include but are not be limited to procedures for addressing the risks associates with the following:

- 1) Emergency response;
- 2) Contingency for severe weather;
- 3) Fire Prevention;
- 4) Medical Support;
- 5) Posting of emergency telephone numbers;
- 6) Prevention of alcohol and drug abuse;
- 7) Site sanitation (housekeeping, drinking water, toilets);
- 8) Night operations and lighting;
- 9) Hazard communication program;
- 10) Welding/Cutting "Hot" work;
- 11) Electrical Safe Work Practices (Electrical LOTO/NFPA 70E);
- 12) General Electrical Safety;
- 13) Hazardous energy control (Machine LOTO);
- 14) Site-Specific Fall Protection and Prevention;
- 15) Asbestos abatement;
- 16) Crane Critical lift;
- 17) Respiratory protection;
- 18) Health hazard control program;
- 19) Heat/Cold Stress Monitoring;
- 20) Crystalline Silica Monitoring (Assessment);
- 21) Demolition plan (to include engineering survey);

22) Public (Mandatory compliance with ANSI/ASSE A10.34-2012).

- C. Submit the APP for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES 21 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP.
- D. Once accepted, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer in accordance with FAR Clause 52.236-13, *Accident Prevention*, until the matter has been rectified.
- E. Once work begins, changes to the accepted APP shall be made with the knowledge and concurrence of the Project Engineer and Government Designated Authority. Should any severe hazard exposure, i.e. imminent danger, become evident, stop work in the area, secure the area, and develop a plan to remove the exposure and control the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate/remove the hazard. In the interim, take all necessary action to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public and the environment.

1.5 ACTIVITY HAZARD ANALYSES (AHAS) :

- A. AHAs are also known as Job Hazard Analyses, Job Safety Analyses, and Activity Safety Analyses. Before beginning each work activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or sub-contractor is to perform the work, the Contractor(s) performing that work activity shall prepare an AHA (Example electronic AHA forms can be found on the US Army Corps of Engineers web site).
- B. AHAs shall define the activities being performed and identify the work sequences, the specific anticipated hazards, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk.
- C. Work shall not begin until the AHA for the work activity has been accepted by the Project Engineer or Government Designated Authority and discussed with all engaged in the activity, including the Contractor,

subcontractor(s), and Government on-site representatives at preparatory and initial control phase meetings.

1. The names of the Competent/Qualified Person(s) required for a particular activity (for example, excavations, scaffolding, fall protection, other activities as specified by OSHA and/or other State and Local agencies) shall be identified and included in the AHA. Certification of their competency/qualification shall be submitted to the Government Designated Authority (GDA) for acceptance prior to the start of that work activity.
2. The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).
 - a. If more than one Competent/Qualified Person is used on the AHA activity, a list of names shall be submitted as an attachment to the AHA. Those listed must be Competent/Qualified for the type of work involved in the AHA and familiar with current site safety issues.
 - b. If a new Competent/Qualified Person (not on the original list) is added, the list shall be updated (an administrative action not requiring an updated AHA). The new person shall acknowledge in writing that he or she has reviewed the AHA and is familiar with current site safety issues.
3. Submit AHAs for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES for review at least 21 calendar days prior to the start of each phase. Subsequent AHAs as shall be formatted as amendments to the APP. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the activity's safety and health controls.
4. The AHA list will be reviewed periodically (at least monthly) at the Contractor supervisory safety meeting and updated as necessary when procedures, scheduling, or hazards change.
5. Develop the activity hazard analyses using the project schedule as the basis for the activities performed. All activities listed on the

project schedule will require an AHA. The AHAs will be developed by the contractor, supplier, or subcontractor and provided to the prime contractor for review and approval and then submitted to VA for final approval following Section 01 33 23 requirements.

1.6 PRECONSTRUCTION CONFERENCE:

- A. Contractor representatives who have a responsibility or significant role in implementation of the accident prevention program, as required by 29 CFR 1926.20(b)(1), on the project shall attend the preconstruction conference to gain a mutual understanding of its implementation. This includes the project superintendent, subcontractor superintendents, and any other assigned safety and health professionals.
- B. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Project Engineer as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, review, and acceptance of AHAs to preclude project delays.
- C. Deficiencies in the submitted APP will be brought to the attention of the Contractor, and the Contractor shall revise the plan to correct deficiencies and re-submit it for acceptance. Do not begin work until there is an accepted APP.

1.7 "SITE SAFETY AND HEALTH OFFICER" (SSHO) AND "COMPETENT PERSON" (CP):

- A. The Prime Contractor shall designate a minimum of one SSHO at each project site that will be identified as the SSHO to administer the Contractor's safety program and government-accepted Accident Prevention Plan. Each subcontractor shall designate a minimum of one CP in compliance with 29 CFR 1926.20 (b)(2) that will be identified as a CP to administer their individual safety programs.
- B. Further, all specialized Competent Persons for the work crews will be supplied by the respective contractor as required by 29 CFR 1926 (i.e. Asbestos, Electrical, Cranes, Demolition, Fall Protection, Fire Safety/Life Safety, Ladder, Rigging, and Scaffolds).

- C. These Competent Persons can have collateral duties as the subcontractor's superintendent and/or work crew lead persons as well as fill more than one specialized CP role (i.e. Asbestos, Electrical, Cranes, Demolition, Fall Protection, Fire Safety/Life Safety, Ladder, Rigging, and Scaffolds). However, the SSHO has be a separate qualified individual from the Prime Contractor's Superintendent and/or Quality Control Manager with duties only as the SSHO.
- D. The SSHO or an equally-qualified Designated Representative/alternate will maintain a presence on the site during construction operations in accordance with FAR Clause 52.236-6: *Superintendence by the Contractor*. CPs will maintain presence during their construction activities in accordance with above mentioned clause. A listing of the designated SSHO and all known CPs shall be submitted prior to the start of work as part of the APP with the training documentation and/or AHA as listed in Section 1.8 below.
- E. The repeated presence of uncontrolled hazards during a contractor's work operations will result in the designated CP as being deemed incompetent and result in the required removal of the employee in accordance with FAR Clause 52.236-5: *Material and Workmanship*, Paragraph (c).

1.8 TRAINING:

- A. The designated Prime Contractor SSHO must meet the requirements of all applicable OSHA standards and be capable (through training, experience, and qualifications) of ensuring that the requirements of 29 CFR 1926.16 and other appropriate Federal, State and local requirements are met for the project. As a minimum the SSHO must have completed the OSHA 30-hour Construction Safety class and have five (5) years of construction industry safety experience or three (3) years if he/she possesses a Certified Safety Professional (CSP) or certified Construction Safety and Health Technician (CSHT) certification or have a safety and health degree from an accredited university or college.
- B. All designated CPs shall have completed the OSHA 30-hour Construction Safety course within the past 5 years.
- C. In addition to the OSHA 30 Hour Construction Safety Course, all CPs with high hazard work operations such as operations involving asbestos,

electrical, cranes, demolition, work at heights/fall protection, fire safety/life safety, ladder, rigging, and scaffolds shall have a specialized formal course in the hazard recognition and control associated with those high hazard work operations. Documented "repeat" deficiencies in the execution of safety requirements will require retaking the requisite formal course.

- D. All other construction workers shall have the OSHA 10-hour Construction Safety Outreach course and any necessary safety training to be able to identify hazards within their work environment.
- E. Submit training records associated with the above training requirements for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES 21 calendar days prior to the date of the preconstruction conference for acceptance.
- F. Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the SSHO or his/her designated representative. As a minimum, this briefing shall include information on the site-specific hazards, construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, emergency procedures, accident reporting etc. Documentation shall be provided to the Project Engineer weekly that individuals have undergone contractor's safety briefing.
- G. Ongoing safety training will be accomplished in the form of weekly documented safety meeting. Provide copies of this documentation to the COR.

1.9 INSPECTIONS:

- A. The SSHO shall conduct frequent and regular safety inspections (daily) of the site and each of the subcontractors CPs shall conduct frequent and regular safety inspections (daily) of the their work operations as required by 29 CFR 1926.20(b)(2). Each week, the SSHO shall conduct a formal documented inspection of the entire construction areas with the subcontractors' "Trade Safety and Health CPs" present in their work areas. Coordinate with, and report findings and corrective actions weekly to Project Engineer or Government Designated Authority.

- B. A Certified Safety Professional (CSP) with specialized knowledge in construction safety or a certified Construction Safety and Health Technician (CSHT) shall randomly conduct a monthly site safety inspection. The CSP or CSHT can be a corporate safety professional or independently contracted. The CSP or CSHT will provide their certificate number on the required report for verification as necessary.
1. Results of the inspection will be documented with tracking of the identified hazards to abatement.
 2. The Project Engineer or Government Designated Authority will be notified immediately prior to start of the inspection and invited to accompany the inspection.
 3. Identified hazard and controls will be discussed to come to a mutual understanding to ensure abatement and prevent future reoccurrence.
 4. A report of the inspection findings with status of abatement will be provided to the Project Engineer or Government Designated Authority within one week of the onsite inspection.

1.10 ACCIDENTS, OSHA 300 LOGS, AND MAN-HOURS:

- A. The prime contractor shall establish and maintain an accident reporting, recordkeeping, and analysis system to track and analyze all injuries and illnesses, high visibility incidents, and accidental property damage (both government and contractor) that occur on site. Notify the Project Engineer or Government Designated Authority as soon as practical, but no more than four hours after any accident meeting the definition of a Moderate or Major incidents, High Visibility Incidents, or any weight handling and hoisting equipment accident. Within notification include contractor name; VA project number; VA contract title; VA contract number; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of construction equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Project Engineer or Government Designated Authority determine whether a government investigation will be conducted.

- B. Conduct an accident investigation for all Minor, Moderate and Major incidents as defined in paragraph DEFINITIONS, and property damage accidents resulting in at least \$20,000 in damages, to establish the root cause(s) of the accident. Provide a report to the Project Engineer or Government Designated Authority within 5 calendar days of the accident.
- C. A summation of all man-hours worked by the contractor and associated sub-contractors for each month will be reported to the Project Engineer or Government Designated Authority monthly.
- D. A summation of all Minor, Moderate, and Major incidents experienced on site by the contractor and associated sub-contractors for each month will be provided to the Project Engineer or Government Designated Authority monthly. The contractor and associated sub-contractors' OSHA 300 logs will be made available to the Project Engineer or Government Designated Authority as requested.

1.11 PERSONAL PROTECTIVE EQUIPMENT (PPE) :

- A. PPE is governed in all areas by the nature of the work the employee is performing. For example, specific PPE required for performing work on electrical equipment is identified in NFPA 70E, Standard for Electrical Safety in the Workplace.
- B. Mandatory PPE includes:
 - 1. Hard Hats - unless written authorization is given by the Project Engineer or Government Designated Authority in circumstances of work operations that have limited potential for falling object hazards such as during finishing work or minor remodeling. With authorization to relax the requirement of hard hats, if a worker becomes exposed to an overhead falling object hazard, then hard hats would be required in accordance with the OSHA regulations.
 - 2. Safety glasses - unless written authorization is given by the Project Engineer or Government Designated Authority in circumstances of no eye hazards, appropriate safety glasses meeting the ANSI Z.87.1 standard must be worn by each person on site.
 - 3. Appropriate Safety Shoes - based on the hazards present, safety shoes meeting the requirements of ASTM F2413-11 shall be worn by

each person on site unless written authorization is given by the Project Engineer or Government Designated Authority in circumstances of no foot hazards.

4. Hearing protection - Use personal hearing protection at all times in designated noise hazardous areas or when performing noise hazardous tasks.

1.12 INFECTION CONTROL

- A. Infection Control is critical in all Medical Center facilities. Interior construction activities causing disturbance of existing dust, or creating new dust, must be conducted within ventilation-controlled areas that minimize the flow of airborne particles into patient areas.
- B. The Contractor shall contact Engineering Service (239-3760) prior to beginning construction in any areas so that a Preconstruction Risk Assessment (PCRA) and Infection Control Risk Assessment (ICRA) may be performed and all applicable forms completed. Once completed the Contractor shall obtain a completed and approved copy of the PCRA/ICRA as noted in the completed forms. The Contractor shall post a copy of the completed form outside of the construction barrier at each work site in plain view and accessible to VA Staff for verification that requirements noted on PCRA/ICRA Form are being adhered to.
- C. Implement the requirements of VAMC's PCRA/ICRA Form. 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. Obtain PCRA/ICRA Form from PE/COR prior to starting construction and check with PE/COR for new versions when moving to other construction areas.
- D. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the Medical Center.
- E. The required infection control precautions with each class are as follows:
 1. Class I requirements:
 - a. During Construction Work:
 - 1) Notify the Project Engineer or Government Designated Authority.

- 2) Execute work by methods to minimize raising dust from construction operations.
- 3) Ceiling tiles: Immediately replace a ceiling tiles displaced for visual inspection.

b. Upon Completion:

- 1) Clean work area upon completion of task
- 2) Notify the Project Engineer or Government Designated Authority.

2. Class II requirements:

a. During Construction Work:

- 1) Notify the Project Engineer or Government Designated Authority.
- 2) Provide active means to prevent airborne dust from dispersing into atmosphere such as wet methods or tool mounted dust collectors where possible.
- 3) Water mist work surfaces to control dust while cutting.
- 4) Adhesive walk-off/carpet walk-off mats shall be used at all interior transitions from the construction area to occupied Medical Center area.
- 5) Seal unused doors with duct tape.
- 6) Block off and seal air vents.
- 7) Maintain negative air pressure within work site utilizing HEPA-equipped air filtration units.
- 8) Remove or isolate HVAC system in areas where work is being performed.

b. Upon Completion:

- 1) Wipe work surfaces with cleaner/disinfectant.

- 2) Contain construction waste before transport in tightly covered containers.
- 3) Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area.
- 4) Upon completion, restore HVAC system where work was performed
- 5) Notify the Project Engineer or Government Designated Authority.

3. Class III requirements:

a. During Construction Work:

- 1) Remove or isolate HVAC system in area where work is being done to prevent contamination of duct system.
- 2) Complete all critical barriers, i.e. sheetrock, to seal area from non-work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. Install construction barriers and ceiling protection carefully.
- 3) Adhesive walk-off/carpet walk-off mats shall be used at all interior transitions from the construction area to occupied Medical Center area.
- 4) Maintain negative air pressure, 0.01 inches of water gauge, within work site utilizing HEPA equipped air filtration units and continuously monitored with a digital display, recording and alarm instrument, which must be calibrated on installation, maintained with periodic calibration and monitored by the contractor.
- 5) Contain construction waste before transport in tightly covered containers.
- 6) Cover transport receptacles or carts. Tape covering unless solid lid.

b. Upon Completion:

- 1) Do not remove barriers from work area until completed project is inspected by the Project Engineer or Government Designated Authority and thoroughly cleaned.
- 2) Remove construction barriers and ceiling protection carefully to minimize spreading of dirt and debris associated with construction, outside of normal work hours.
- 3) Vacuum work area with HEPA filtered vacuums.
- 4) Wet mop area with cleaner/disinfectant.
- 5) Upon completion, restore HVAC system where work was performed.

4. Class IV requirements:

a. During Construction Work:

- 1) Isolate HVAC system in area where work is being done to prevent contamination of duct system.
- 2) Complete all critical barriers, i.e. sheetrock to seal area from non work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. Install construction barriers and ceiling protection carefully, outside of normal work hours.
- 3) Adhesive walk-off/carpet walk-off mats shall be used at all interior transitions from the construction area to occupied Medical Center area.
- 4) Maintain negative air pressure, 0.01 inches of water gauge, within work site utilizing HEPA equipped air filtration units and continuously monitored with a digital display, recording and alarm instrument, which must be calibrated on installation, maintained with periodic calibration and monitored by the contractor.
- 5) Seal holes, pipes, conduits, and punctures.
- 6) Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner

before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave work site.

- 7) All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exits the work area.

b. Upon Completion:

- 1) Do not remove barriers from work area until completed project is inspected by the Project Engineer or Government Designated Authority with thorough cleaning.
- 2) Remove construction barriers and ceiling protection carefully to minimize spreading of dirt and debris associated with construction.
- 3) Contain construction waste before transport in tightly covered containers.
- 4) Cover transport receptacles or carts. Tape covering unless solid lid.
- 5) Vacuum work area with HEPA filtered vacuums.
- 6) Wet mop area with cleaner/disinfectant.
- 7) Upon completion, restore HVAC system where work was performed.

F. Barriers shall be erected as required based upon classification (Class III and IV requires barriers) and shall be constructed as follows:

1. Class III and IV - closed door with masking tape applied over the frame and door is acceptable for projects that can be contained in a single room.
2. Construction, demolition or reconstruction not capable of containment within a single room must have the following barriers erected and made presentable on hospital occupied side:
 - a. Class III and IV (where dust control is the only hazard, and an agreement is reached with the Project Engineer and Medical Center) - Airtight plastic barrier that extends from the floor to

ceiling. Seams must be sealed with duct tape to prevent dust and debris from escaping.

- b. Class III and IV - Drywall barrier erected with joints covered or sealed to prevent dust and debris from escaping.
- c. Class III and IV - Seal all penetrations in existing barrier airtight
- d. Class III and IV - Barriers at penetration of ceiling envelopes, chases and ceiling spaces to stop movement air and debris
- e. Class IV only - Anteroom or double entrance openings that allow workers to remove protective clothing or vacuum off existing clothing
- f. Class III and IV - At elevators shafts or stairways within the field of construction, overlapping flap minimum of two feet wide of polyethylene enclosures for personnel access.

G. Products and Materials:

1. Sheet Plastic: Fire retardant polystyrene, 6-mil thickness meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the Project Engineer.
2. Barrier Doors: Self-Closing, Class C, 3/4-hour fire/smoke-rated solid core wood in steel frame, painted, and locks that use the Fargo VA Best Corporation 7-pin cores.
3. 5/8" Type "X" fire-rated drywall.
4. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the Medical Center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Air)-Equipped filtration machine 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. Maintenance of equipment and replacement of the

- HEPA filters and other filters will be in accordance with manufacturer's instructions.
5. Exhaust Hoses: Heavy duty, flexible steel reinforced; Ventilation Blower Hose.
 6. Adhesive Walk-off Mats: Provide minimum size mats of 24 inches x 36 inches 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 or at a minimum of one hour whichever is less. Contractor shall post a chart indicating when "sticky" mat was changed (individual sheets) with day, time and name of person who changed the "sticky" mat.
 7. Disinfectant: Hospital-approved disinfectant or equivalent product.
 8. Portable Ceiling Access Module.
 9. Maintain negative air pressure, 0.01 inches of water gauge, within work site utilizing HEPA equipped air filtration units and continuously monitored with a digital display, recording and alarm instrument, which must be calibrated on installation, maintained with periodic calibration and monitored by the contractor.
- H. Before any construction on site begins, all contractor personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the Medical Center.
- I. A dust control program will be establish and maintained as part of the contractor's infection preventive measures in accordance with the guidelines provided by PCRA/ICRA Form. Prior to start of work, prepare a plan detailing project-specific dust protection measures with associated product data, including periodic status reports, and submit to Project Engineer and Facility CSC for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES. The Contractor shall install belt type pressure differential monitoring devices in temporary construction barriers and shall monitor and maintain negative air pressure in construction areas.

- J. Medical Center Infection Control personnel will monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions will 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.
1. The Project Engineer and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the adjacent rooms are appropriate for their settings. Construction area always negative and corrections required immediately upon discovery or VA notification otherwise work will be stopped immediately.
 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.
- K. In general, the following preventive measures shall be adopted during construction to keep down dust and prevent mold.
1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Project Engineer. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
 2. Do not perform dust producing tasks within occupied areas without the approval of the Project Engineer.
 3. Contractor shall verify that construction exhaust to exterior is not reintroduced to the Medical Center through intake vents, or building openings. HEPA filtration is required where the exhaust dust may reenter the Medical Center.
 4. Exhaust hoses shall be exhausted so that dust is not reintroduced to the Medical Center.
 5. Adhesive Walk-off/Carpet Walk-off Mats 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.

6. Vacuum and wet mop all transition areas from construction to the occupied Medical Center at the end of each workday or more frequently if needed. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as it is created. Transport these outside the construction area in containers with tightly fitting lids.
7. The contractor shall not haul debris through patient-care areas without prior approval of the Project Engineer and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.
8. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
9. 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 immediately. Remove and dispose of porous materials.
10. At completion, remove construction barriers protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.

L. Final Cleanup:

1. Upon completion of project, or as work progresses, remove all construction debris from all areas that have been part of the construction.
2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.

3. All air ducts within project area shall be cleaned prior to final inspection.

M. Exterior Construction

1. Contractor shall verify that dust will not be introduced into the Medical Center through intake vents, or building openings. HEPA filtration on intake vents is required where dust may be introduced.
2. Dust created from disturbance of soil such as from vehicle movement will be wetted with use of a water truck as necessary.
3. All cutting, drilling, grinding, sanding, or disturbance of materials shall be accomplished with tools equipped with either local exhaust ventilation (i.e. vacuum systems) or wet suppression controls.

1.13 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):
 - E84-2018a..... Surface Burning Characteristics of Building Materials
2. National Fire Protection Association (NFPA):
 - 10-2018..... Standard for Portable Fire Extinguishers
 - 30-2018..... Flammable and Combustible Liquids Code
 - 51B-2019..... Standard for Fire Prevention During Welding, Cutting and Other Hot Work
 - 70-2017..... National Electrical Code
 - 101-2018..... Life Safety Code
 - 241-2019..... Standard for Safeguarding Construction, Alteration, and Demolition Operations
3. Occupational Safety and Health Administration (OSHA):
 - 29 CFR 1926... Safety and Health Regulations for Construction
4. VHA Directive 7712

- B. Fire Safety Plan: Establish and maintain a site-specific fire protection program in accordance with 29 CFR 1926. Prior to the Contractor or Sub-Contractor 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. Provide documentation to the Project Engineer that all construction workers have undergone contractor's safety briefing. This plan may be an element of the Accident Prevention Plan.

- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- E. Temporary Construction Partitions:
 - 1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas and adjoining areas. Construct partitions of gypsum board on both sides of steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, 3/4 hour fire/smoke rated doors with self-closing devices.
 - 2. Install fire-rated construction partitions as shown or indicated on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
 - 3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.
- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.

- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Project Engineer or Government Designated Authority.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to Project Engineer or Government Designated Authority.
- 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. Remove from job site when not being used.
- 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 Project Engineer or Government Designated Authority. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the Medical Center. Parameters for the testing and results of any tests performed shall be recorded and copies provided to the Project Engineer.
- M. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with Project Engineer or Government Designated Authority.
- N. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Engineering Office. Obtain permits from Project Engineer.
- O. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas daily. Coordinate with, and report findings and

corrective actions weekly to Project Engineer or Government Designated Authority.

- P. Smoking: Smoking is prohibited.
- 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.

1.14 ELECTRICAL

- A. All electrical work shall comply with NFPA 70 (NEC), NFPA 70B, NFPA 70E, 29 CFR Part 1910 Subpart J - General Environmental Controls, 29 CFR Part 1910 Subpart S - Electrical, and 29 CFR 1926 Subpart K in addition to other references required by contract.
- B. All qualified persons performing electrical work under this contract shall be licensed journeyman or master electricians. All apprentice electricians performing under this contract shall be deemed unqualified persons unless they are working under the immediate supervision of a licensed electrician or master electrician.
- C. All electrical work will be accomplished de-energized and in the Electrically Safe Work Condition (refer to NFPA 70E for Work Involving Electrical Hazards). Any Contractor, subcontractor or temporary worker who fails to fully comply with this requirement is subject to immediate termination in accordance with FAR clause 52.236-5(c).
 - 1. Development of a Hazardous Electrical Energy Control Procedure is required prior to de-energization. A single Simple Lockout/Tagout Procedure for multiple work operations can only be used for work involving qualified person(s) de-energizing one set of conductors or circuit part source. Task specific Complex Lockout/Tagout Procedures are required at all other times.
 - 2. Verification of the absence of voltage after de-energization and lockout/tagout is considered "energized electrical work" (live work) under NFPA 70E, and shall only be performed by qualified persons wearing appropriate shock protective (voltage rated) gloves and arc rate personal protective clothing and equipment, using Underwriters

Laboratories (UL) tested and appropriately rated contact electrical testing instruments or equipment appropriate for the environment in which they will be used.

3. Personal Protective Equipment (PPE) and electrical testing instruments will be readily available for inspection by the Project Engineer or Government Designated Authority.
- D. Before beginning any electrical work, an Activity Hazard Analysis (AHA) will be conducted to include Shock Hazard and Arc Flash Hazard analyses (NFPA Tables can be used only as a last alternative and it is strongly suggested a full Arc Flash Hazard Analyses be conducted). Work shall not begin until the AHA for the work activity and permit for energized work has been reviewed and accepted by the Project Engineer or Government Designated Authority and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives at preparatory and initial control phase meetings.
- E. Ground-fault circuit interrupters. GFCI protection shall be provided where an employee is operating or using cord- and plug-connected tools related to construction activity supplied by 125-volt, 15-, 20-, or 30-ampere circuits. Where employees operate or use equipment supplied by greater than 125-volt, 15-, 20-, or 30- ampere circuits, GFCI protection or an assured equipment grounding conductor program shall be implemented in accordance with NFPA 70E - 2015, Chapter 1, Article 110.4(C) (2).

1.15 FALL PROTECTION

- A. The fall protection (FP) threshold height requirement is 6 ft (1.8 m) for ALL WORK, unless specified differently or the OSHA 29 CFR 1926 requirements are more stringent.
1. The use of a Safety Monitoring System (SMS) as a fall protection method is prohibited.
 2. The use of Controlled Access Zone (CAZ) as a fall protection method is prohibited.
 3. Fall protection while using a ladder will be governed by the OSHA requirements.

1.16 SCAFFOLDS AND OTHER WORK PLATFORMS

- A. All scaffolds and other work platforms construction activities shall comply with 29 CFR 1926 Subpart L.
- B. The fall protection (FP) threshold height requirement is 6 ft (1.8 m) as stated in Section 1.15.
- C. The following hierarchy and prohibitions shall be followed in selecting appropriate work platforms.
 - 1. Scaffolds, platforms, or temporary floors shall be provided for all work except that can be performed safely from the ground or similar footing.
 - 2. Ladders less than 20 feet may be used as work platforms only when use of small hand tools or handling of light material is involved.
 - 3. Ladder jacks, lean-to, and prop-scaffolds are prohibited.
 - 4. Emergency descent devices shall not be used as working platforms.
- D. Contractors shall use a scaffold tagging system in which all scaffolds are tagged by the Competent Person. Tags shall be color-coded: green indicates the scaffold has been inspected and is safe to use; red indicates the scaffold is unsafe to use. Tags shall be readily visible, made of materials that will withstand the environment in which they are used, be legible and shall include:
 - 1. The Competent Person's name and signature;
 - 2. Dates of initial and last inspections.

1.17 CRANES

- A. All crane work shall comply with 29 CFR 1926 Subpart CC.
- B. Prior to operating a crane, the operator must be licensed, qualified or certified to operate the crane. Thus, all the provisions contained with Subpart CC are effective and there is no "Phase In" date.
- C. A detailed lift plan for all lifts shall be submitted to the Project Engineer 21 days prior to the scheduled lift complete with route for truck carrying load, crane load analysis, siting of crane and path of swing and all other elements of a critical lift plan where the lift

meets the definition of a critical lift. Critical lifts require a more comprehensive lift plan to minimize the potential of crane failure and/or catastrophic loss. The plan must be reviewed and accepted by the General Contractor before being submitted to the VA for review. The lift will not be allowed to proceed without prior acceptance of this document.

D. Crane operators shall not carry loads

1. over the general public or VAMC personnel

2. over any occupied building unless

a. the top two floors are vacated

b. or overhead protection with a design live load of 300 psf is provided

1.18 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

A. All installation, maintenance, and servicing of equipment or machinery shall comply with 29 CFR 1910.147 except for specifically referenced operations in 29 CFR 1926 such as concrete and masonry equipment [1926.702(j)], heavy machinery and equipment [1926.600(a)(3)(i)], and process safety management of highly hazardous chemicals (1926.64). Control of hazardous electrical energy during the installation, maintenance, or servicing of electrical equipment shall comply with Section 1.14 to include NFPA 70E and other VA specific requirements discussed in the section.

1.19 WELDING AND CUTTING

A. As specified in section 1.13.N, Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Project Engineer and/or other Government Designated Authority. Designate contractor's responsible project-site fire prevention program manager to permit hot work.

1.20 LADDERS

A. All ladder use shall comply with 29 CFR 1926 Subpart X.

B. All portable ladders shall be of sufficient length and shall be placed so that workers will not stretch or assume a hazardous position.

- C. Manufacturer safety labels shall be in place on ladders.
- D. Step ladders shall not be used in the closed position.
- E. Top steps or cap of step ladders shall not be used as a step.
- F. Portable ladders, used as temporary access, shall extend at least 3 ft (0.9 m) above the upper landing surface.
 - 1. When a 3 ft (0.9-m) extension is not possible, a grasping device (such as a grab rail) shall be provided to assist workers in mounting and dismounting the ladder.
 - 2. In no case shall the length of the ladder be such that ladder deflection under a load would, by itself, cause the ladder to slip from its support.
- G. Ladders shall be inspected for visible defects on a daily basis and after any occurrence that could affect their safe use. Broken or damaged ladders shall be immediately tagged "DO NOT USE," or with similar wording, and withdrawn from service until restored to a condition meeting their original design.

1.21 FLOOR AND WALL OPENINGS

- A. All floor and wall openings shall comply with 29 CFR 1926 Subpart M.
- B. Floor and roof holes/openings are any that measure over 2 in (51 mm) in any direction of a walking/working surface which persons may trip or fall into or where objects may fall to the level below.
- C. All floor, roof openings or hole into which a person can accidentally walk or fall through shall be guarded either by a railing system with toeboards along all exposed sides or a load-bearing cover. When the cover is not in place, the opening or hole shall be protected by a removable guardrail system or shall be attended when the guarding system has been removed, or other fall protection system.
 - 1. Covers shall be capable of supporting, without failure, at least twice the weight of the worker, equipment and material combined.
 - 2. Covers shall be secured when installed, clearly marked with the word "HOLE", "COVER" or "Danger, Roof Opening-Do Not Remove" or color-

coded or equivalent methods (e.g., red or orange "X"). Workers must be made aware of the meaning for color coding and equivalent methods.

3. Roofing material, such as roofing membrane, insulation or felts, covering or partly covering openings or holes, shall be immediately cut out. No hole or opening shall be left unattended unless covered.

- - - E N D - - -

SECTION 01 45 29
TESTING LABORATORY SERVICES

PART 1 - GENERAL

1.1 DESCRIPTION:

- A. This section specifies materials testing activities and inspection services required during project construction to be provided by a Testing Laboratory retained by the General Contractor.

1.2 APPLICABLE PUBLICATIONS:

- A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.
- B. American Association of State Highway and Transportation Officials (AASHTO):
 - T27-11.....Standard Method of Test for Sieve Analysis of Fine and Coarse Aggregates
 - T96-02 (R2006).....Standard Method of Test for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine
 - T99-10.....Standard Method of Test for Moisture-Density Relations of Soils Using a 2.5 Kg (5.5 lb.) Rammer and a 305 mm (12 in.) Drop
 - T104-99 (R2007).....Standard Method of Test for Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate
 - T180-10.....Standard Method of Test for Moisture-Density Relations of Soils using a 4.54 kg (10 lb.) Rammer and a 457 mm (18 in.) Drop
 - T191-02 (R2006).....Standard Method of Test for Density of Soil In-Place by the Sand-Cone Method
 - T310-13.....Standard Method of Test for In-place Density and Moisture Content of Soil and Soil-aggregate by Nuclear Methods (Shallow Depth)
- C. American Concrete Institute (ACI):
 - 506.4R-94 (R2004).....Guide for the Evaluation of Shotcrete
- D. American Society for Testing and Materials (ASTM):
 - A370-12.....Standard Test Methods and Definitions for Mechanical Testing of Steel Products

A416/A416M-10.....Standard Specification for Steel Strand,
Uncoated Seven-Wire for Prestressed Concrete

C31/C31M-10.....Standard Practice for Making and Curing
Concrete Test Specimens in the Field

C33/C33M-11a.....Standard Specification for Concrete Aggregates

C39/C39M-12.....Standard Test Method for Compressive Strength
of Cylindrical Concrete Specimens

C109/C109M-11b.....Standard Test Method for Compressive Strength
of Hydraulic Cement Mortars

C136-06.....Standard Test Method for Sieve Analysis of Fine
and Coarse Aggregates

C138/C138M-10b.....Standard Test Method for Density (Unit Weight),
Yield, and Air Content (Gravimetric) of
Concrete

C140-12.....Standard Test Methods for Sampling and Testing
Concrete Masonry Units and Related Units

C143/C143M-10a.....Standard Test Method for Slump of Hydraulic
Cement Concrete

C172/C172M-10.....Standard Practice for Sampling Freshly Mixed
Concrete

C173/C173M-10b.....Standard Test Method for Air Content of freshly
Mixed Concrete by the Volumetric Method

C330/C330M-09.....Standard Specification for Lightweight
Aggregates for Structural Concrete

C567/C567M-11.....Standard Test Method for Density Structural
Lightweight Concrete

C780-11.....Standard Test Method for Pre-construction and
Construction Evaluation of Mortars for Plain
and Reinforced Unit Masonry

C1019-11.....Standard Test Method for Sampling and Testing
Grout

C1064/C1064M-11.....Standard Test Method for Temperature of Freshly
Mixed Portland Cement Concrete

C1077-11c.....Standard Practice for Agencies Testing Concrete
and Concrete Aggregates for Use in Construction
and Criteria for Testing Agency Evaluation

C1314-11a.....Standard Test Method for Compressive Strength
of Masonry Prisms

D422-63(2007).....Standard Test Method for Particle-Size Analysis
of Soils

D698-07e1.....Standard Test Methods for Laboratory Compaction
Characteristics of Soil Using Standard Effort

D1140-00(2006).....Standard Test Methods for Amount of Material in
Soils Finer than No. 200 Sieve

D1143/D1143M-07e1.....Standard Test Methods for Deep Foundations
Under Static Axial Compressive Load

D1188-07e1.....Standard Test Method for Bulk Specific Gravity
and Density of Compacted Bituminous Mixtures
Using Coated Samples

D1556-07.....Standard Test Method for Density and Unit
Weight of Soil in Place by the Sand-Cone Method

D1557-09.....Standard Test Methods for Laboratory Compaction
Characteristics of Soil Using Modified Effort
(56,000ft lbf/ft³ (2,700 KNm/m³))

D2166-06.....Standard Test Method for Unconfined Compressive
Strength of Cohesive Soil

D2167-08).....Standard Test Method for Density and Unit
Weight of Soil in Place by the Rubber Balloon
Method

D2216-10.....Standard Test Methods for Laboratory
Determination of Water (Moisture) Content of
Soil and Rock by Mass

D2974-07a.....Standard Test Methods for Moisture, Ash, and
Organic Matter of Peat and Other Organic Soils

D3666-11.....Standard Specification for Minimum Requirements
for Agencies Testing and Inspecting Road and
Paving Materials

D3740-11.....Standard Practice for Minimum Requirements for
Agencies Engaged in Testing and/or Inspection
of Soil and Rock as used in Engineering Design
and Construction

D6938-10.....Standard Test Method for In-Place Density and
Water Content of Soil and Soil-Aggregate by
Nuclear Methods (Shallow Depth)

E94-04(2010).....Standard Guide for Radiographic Examination

- E164-08.....Standard Practice for Contact Ultrasonic Testing of Weldments
- E329-11c.....Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection
- E543-09.....Standard Specification for Agencies Performing Non-Destructive Testing
- E605-93 (R2011).....Standard Test Methods for Thickness and Density of Sprayed Fire Resistive Material (SFRM) Applied to Structural Members
- E709-08.....Standard Guide for Magnetic Particle Examination
- E1155-96 (R2008).....Determining FF Floor Flatness and FL Floor Levelness Numbers
- F3125/F3125M-15.....Standard Specification for High Strength Structural Bolts, Steel and Alloy Steel, Heat Treated, 120 ksi (830 MPa) and 150 ksi (1040 MPa) Minimum Tensile Strength, Inch and Metric Dimensions

E. American Welding Society (AWS):

- D1.D1.1M-10.....Structural Welding Code-Steel

1.3 REQUIREMENTS:

- A. Accreditation Requirements: Construction materials testing laboratories approved by Fargo VA Health Care System and retained and paid for by Contractor must be accredited by a laboratory accreditation authority and will be required to submit a copy of the Certificate of Accreditation and Scope of Accreditation. The laboratory's scope of accreditation must include the appropriate ASTM standards (i.e.; E329, C1077, D3666, D3740, A880, E543) listed in the technical sections of the specifications. Laboratories engaged in Hazardous Materials Testing shall meet the requirements of OSHA and EPA. The policy applies to the specific laboratory performing the actual testing, not just the "Corporate Office."
- B. Inspection and Testing: Testing laboratory shall inspect materials and workmanship and perform tests described herein and additional tests requested by Project Engineer. When it appears materials furnished, or work performed by Contractor fail to meet construction contract

requirements, Testing Laboratory shall direct attention of Project Engineer to such failure.

- C. Written Reports: Testing laboratory shall submit test reports to Project Engineer, Contractor, unless other arrangements are agreed to in writing by the Project Engineer. Submit reports of tests that fail to meet construction contract requirements on colored paper.
- D. Verbal Reports: Give verbal notification to Project Engineer immediately of any irregularity.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 CONCRETE:

- A. Field Inspection and Materials Testing:
 - 1. Provide a technician at site of placement at all times to perform concrete sampling and testing.
 - 2. Review the delivery tickets of the ready-mix concrete trucks arriving on-site. Notify the Contractor if the concrete cannot be placed within the specified time limits or if the type of concrete delivered is incorrect. Reject any loads that do not comply with the specification requirements. Rejected loads are to be removed from the site at the contractor's expense. Any rejected concrete that is placed will be subject to removal.
 - 3. Take concrete samples at point of placement in accordance with ASTM C172. Mold and cure compression test cylinders in accordance with ASTM C31. Make at least three cylinders for each 40 m³ (50 cubic yards) or less of each concrete type, and at least three cylinders for any one day's pour for each concrete type. After good concrete quality control has been established and maintained as determined by Project Engineer make three cylinders for each 80 m³ (100 cubic yards) or less of each concrete type, and at least three cylinders from any one day's pour for each concrete type. Label each cylinder with an identification number. Project Engineer may require additional cylinders to be molded and cured under job conditions at no additional cost to the Government.
 - 4. Perform slump tests in accordance with ASTM C143. Test the first truck each day, and every time test cylinders are made. Test pumped concrete at the hopper and at the discharge end of the hose at the beginning of each day's pumping operations to determine change in slump.

5. Determine the air content of concrete per ASTM C173. For concrete required to be air-entrained, test the first truck and every 20 m³ (25 cubic yards) thereafter each day. For concrete not required to be air-entrained, test every 80 m³ (100 cubic yards) at random. For pumped concrete, initially test concrete at both the hopper and the discharge end of the hose to determine change in air content.
6. If slump or air content fall outside specified limits, make another test immediately from another portion of same batch.

B. Laboratory Tests of Field Samples:

1. Test compression test cylinders for strength in accordance with ASTM C39. For each test series, test one cylinder at 7 days and one cylinder at 28 days. Use remaining cylinder as a spare tested as directed by Project Engineer. Compile laboratory test reports as follows: Compressive strength test shall be result of one cylinder, except when one cylinder shows evidence of improper sampling, molding or testing, in which case it shall be discarded and strength of spare cylinder shall be used.
2. Furnish certified compression test reports (duplicate) to Project Engineer. In test report, indicate the following information:
 - a. Cylinder identification number and date cast.
 - b. Specific location at which test samples were taken.
 - c. Type of concrete, slump, and percent air.
 - d. Compressive strength of concrete in MPa (psi).
 - e. Weight of lightweight structural concrete in kg/m³ (pounds per cubic feet).
 - f. Weather conditions during placing.
 - g. Temperature of concrete in each test cylinder when test cylinder was molded.
 - h. Maximum and minimum ambient temperature during placing.
 - i. Ambient temperature when concrete sample in test cylinder was taken.
 - j. Date delivered to laboratory and date tested.

3.2 STRUCTURAL STEEL:

- A. General: Provide shop and field inspection and testing services to certify structural steel work is done in accordance with contract documents. Welding shall conform to AWS D1.1 Structural Welding Code.
- B. Prefabrication Inspection:

1. Review design and shop detail drawings for size, length, type and location of all welds to be made.
2. Approve welding procedure qualifications either by pre-qualification or by witnessing qualifications tests.
3. Approve welder qualifications by certification or retesting.
4. Approve procedure for control of distortion and shrinkage stresses.
5. Approve procedures for welding in accordance with applicable sections of AWS D1.1.

C. Fabrication and Erection:

1. Weld Inspection:

- a. Inspect welding equipment for capacity, maintenance and working condition.
- b. Verify specified electrodes and handling and storage of electrodes in accordance with AWS D1.1.
- c. Inspect preparation and assembly of materials to be welded for conformance with AWS D1.1.
- d. Inspect preheating and interpass temperatures for conformance with AWS D1.1.
- e. Measure 25 percent of fillet welds.
- f. Welding Magnetic Particle Testing: Test in accordance with ASTM E709 for a minimum of:
 - 1) 20 percent of all shear plate fillet welds at random, final pass only.
 - 2) 20 percent of all continuity plate and bracing gusset plate fillet welds, at random, final pass only.
 - 3) 100 percent of tension member fillet welds (i.e., hanger connection plates and other similar connections) for root and final passes.
 - 4) 20 percent of length of built-up column member partial penetration and fillet welds at random for root and final passes.
 - 5) 100 percent of length of built-up girder member partial penetration and fillet welds for root and final passes.
- g. Welding Ultrasonic Testing: Test in accordance with ASTM E164 and AWS D1.1 for 100 percent of all full penetration welds, braced and moment frame column splices, and a minimum of 20 percent of all other partial penetration column splices, at random.

- h. Verify that correction of rejected welds is made in accordance with AWS D1.1.
 - i. Testing and inspection do not relieve the Contractor of the responsibility for providing materials and fabrication procedures in compliance with the specified requirements.
2. Bolt Inspection:
- a. Inspect high-strength bolted connections in accordance AISC Specifications for Structural Joints Using ASTM F3125 Bolts.
 - b. Slip-Critical Connections: Inspect 10 percent of bolts, but not less than 2 bolts, selected at random in each connection in accordance with AISC Specifications for Structural Joints Using ASTM F3125 Bolts. Inspect all bolts in connection when one or more are rejected.
 - c. Fully Pre-tensioned Connections: Inspect 10 percent of bolts, but not less than 2 bolts, selected at random in 25 percent of connections in accordance with AISC Specification for Structural Joints Using ASTM F3125 Bolts. Inspect all bolts in connection when one or more are rejected.
 - d. Bolts installed by turn-of-nut tightening may be inspected with calibrated wrench when visual inspection was not performed during tightening.
 - e. Snug Tight Connections: Inspect 10 percent of connections verifying that plies of connected elements have been brought into snug contact.
 - f. Inspect field erected assemblies; verify locations of structural steel for plumbness, level, and alignment.
- D. Submit inspection reports, record of welders and their certification, and identification, and instances of noncompliance to Project Engineer.

3.3 SPRAYED-ON FIREPROOFING:

- A. Provide field inspection and testing services to certify sprayed-on fireproofing has been applied in accordance with contract documents.
- B. Obtain a copy of approved submittals from Project Engineer.
- C. Use approved installation in test areas as criteria for inspection of work.
- D. Test sprayed-on fireproofing for thickness and density in accordance with ASTM E605.

1. Thickness gauge specified in ASTM E605 may be modified for pole extension so that overhead sprayed material can be reached from floor.
- E. Location of test areas for field tests as follows:
1. Thickness: Select one bay per floor, or one bay for each 930 m² (10,000 square feet) of floor area, whichever provides for greater number of tests. Take thickness determinations from each of following locations: Metal deck, beam, and column.
 2. Density: Take density determinations from each floor, or one test from each 930 m² (10,000 square feet) of floor area, whichever provides for greater number of tests, from each of the following areas: Underside of metal deck, beam flanges, and beam web.
- F. Submit inspection reports, certification, and instances of noncompliance to Project Engineer.

- - - E N D - - -

SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT

PART 1 - GENERAL**1.1 DESCRIPTION**

- A. This section specifies the requirements for the management of non-hazardous building construction and demolition waste.
- B. Waste disposal in landfills shall be minimized to the greatest extent possible. Of the inevitable waste that is generated, as much of the waste material as economically feasible shall be salvaged, recycled or reused.
- C. Contractor shall use all reasonable means to divert construction and demolition waste from landfills and incinerators, and facilitate their salvage and recycle not limited to the following:
 - 1. Waste Management Plan development and implementation.
 - 2. Techniques to minimize waste generation.
 - 3. Sorting and separating of waste materials.
 - 4. Salvage of existing materials and items for reuse or resale.
 - 5. Recycling of materials that cannot be reused or sold.
- D. At a minimum the following waste categories shall be diverted from landfills:
 - 1. Inerts (eg, concrete, masonry and asphalt).
 - 2. Clean dimensional wood and palette wood.
 - 3. Engineered wood products (plywood, particle board and I-joists, etc).
 - 4. Metal products (eg, steel, wire, beverage containers, copper, etc).
 - 5. Cardboard, paper and packaging.
 - 6. Plastics (eg, ABS, PVC).
 - 7. Carpet and/or pad.
 - 8. Gypsum board.
 - 9. Insulation.
 - 10. Paint.
 - 11. Fluorescent lamps.

1.2 RELATED WORK

- A. Section 02 41 00, DEMOLITION.
- B. Section 01 00 00, GENERAL REQUIREMENTS.

1.3 QUALITY ASSURANCE

- A. Contractor shall practice efficient waste management when sizing, cutting and installing building products. Processes shall be employed

to ensure the generation of as little waste as possible. Construction /Demolition waste includes products of the following:

1. Excess or unusable construction materials.
 2. Packaging used for construction products.
 3. Poor planning and/or layout.
 4. Construction error.
 5. Over ordering.
 6. Weather damage.
 7. Contamination.
 8. Mishandling.
 9. Breakage.
- B. Establish and maintain the management of non-hazardous building construction and demolition waste set forth herein. Conduct a site assessment to estimate the types of materials that will be generated by demolition and construction.
- C. Contractor shall develop and implement procedures to recycle construction and demolition waste to a minimum of 25 percent.
- D. Contractor shall be responsible for implementation of any special programs involving rebates or similar incentives related to recycling. Any revenues or savings obtained from salvage or recycling shall accrue to the contractor.
- E. Contractor shall provide all demolition, removal and legal disposal of materials. Contractor shall ensure that facilities used for recycling, reuse and disposal shall be permitted for the intended use to the extent required by local, state, federal regulations. The Whole Building Design Guide website <http://www.wbdg.org/tools/cwm.php> provides a Construction Waste Management Database that contains information on companies that haul, collect, and process recyclable debris from construction projects.
- F. Contractor shall assign a specific area to facilitate separation of materials for reuse, salvage, recycling, and return. Such areas are to be kept neat and clean and clearly marked in order to avoid contamination or mixing of materials.
- G. Contractor shall provide on-site instructions and supervision of separation, handling, salvaging, recycling, reuse and return methods to be used by all parties during waste generating stages.
- H. Record on daily reports any problems in complying with laws, regulations and ordinances with corrective action taken.

1.4 TERMINOLOGY

- A. Class III Landfill: A landfill that accepts non-hazardous resources such as household, commercial and industrial waste resulting from construction, remodeling, repair and demolition operations.
- B. Clean: Untreated and unpainted; uncontaminated with adhesives, oils, solvents, mastics and like products.
- C. Construction and Demolition Waste: Includes all non-hazardous resources resulting from construction, remodeling, alterations, repair and demolition operations.
- D. Dismantle: The process of parting out a building in such a way as to preserve the usefulness of its materials and components.
- E. Disposal: Acceptance of solid wastes at a legally operating facility for the purpose of land filling (includes Class III landfills and inert fills).
- F. Inert Backfill Site: A location, other than inert fill or other disposal facility, to which inert materials are taken for the purpose of filling an excavation, shoring or other soil engineering operation.
- G. Inert Fill: A facility that can legally accept inert waste, such as asphalt and concrete exclusively for the purpose of disposal.
- H. Inert Solids/Inert Waste: Non-liquid solid resources including, but not limited to, soil and concrete that does not contain hazardous waste or soluble pollutants at concentrations in excess of water-quality objectives established by a regional water board, and does not contain significant quantities of decomposable solid resources.
- I. Mixed Debris: Loads that include commingled recyclable and non-recyclable materials generated at the construction site.
- J. Mixed Debris Recycling Facility: A solid resource processing facility that accepts loads of mixed construction and demolition debris for the purpose of recovering re-usable and recyclable materials and disposing non-recyclable materials.
- K. Permitted Waste Hauler: A company that holds a valid permit to collect and transport solid wastes from individuals or businesses for the purpose of recycling or disposal.
- L. Recycling: The process of sorting, cleansing, treating, and reconstituting materials for the purpose of using the altered form in the manufacture of a new product. Recycling does not include burning, incinerating or thermally destroying solid waste.

1. On-site Recycling - Materials that are sorted and processed on site for use in an altered state in the work, i.e. concrete crushed for use as a sub-base in paving.
 2. Off-site Recycling - Materials hauled to a location and used in an altered form in the manufacture of new products.
- M. Recycling Facility: An operation that can legally accept materials for the purpose of processing the materials into an altered form for the manufacture of new products. Depending on the types of materials accepted and operating procedures, a recycling facility may or may not be required to have a solid waste facilities permit or be regulated by the local enforcement agency.
- N. Reuse: Materials that are recovered for use in the same form, on-site or off-site.
- O. Return: To give back reusable items or unused products to vendors for credit.
- P. Salvage: To remove waste materials from the site for resale or re-use by a third party.
- Q. Source-Separated Materials: Materials that are sorted by type at the site for the purpose of reuse and recycling.
- R. Solid Waste: Materials that have been designated as non-recyclable and are discarded for the purposes of disposal.
- S. Transfer Station: A facility that can legally accept solid waste for the purpose of temporarily storing the materials for re-loading onto other trucks and transporting them to a landfill for disposal, or recovering some materials for re-use or recycling.

1.5 SUBMITTALS

- A. In accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, and SAMPLES, furnish the following:
- B. Prepare and submit to the Project Engineer a written demolition debris management plan. The plan shall include, but not be limited to, the following information:
1. Procedures to be used for debris management.
 2. Techniques to be used to minimize waste generation.
 3. Analysis of the estimated job site waste to be generated:
 - a. List of each material and quantity to be salvaged, reused, and recycled.
 - b. List of each material and quantity proposed to be taken to a landfill.

- C. Designated Manager responsible for instructing personnel, supervising, documenting and administer over meetings relevant to the Waste Management Plan.
- D. Monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling. Failure to provide this monthly report with the monthly payment request shall result in rejection of the payment request.

1.6 RECORDS

- A. Maintain records to document the quantity of waste generated; the quantity of waste diverted through sale, reuse, or recycling; and the quantity of waste disposed by landfill or incineration.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. List of each material and quantity to be salvaged, recycled, and reused.
- B. List of each material and quantity proposed to be taken to a landfill.
- C. Material tracking data: Receiving parties, dates removed, transportation costs, weight tickets, tipping fees, manifests, invoices, net total costs or savings.

PART 3 - EXECUTION

3.1 COLLECTION

- A. Provide all necessary containers, bins and storage areas to facilitate effective waste management.
- B. Clearly identify containers, bins and storage areas so that recyclable materials are separated from trash and can be transported to respective recycling facility for processing.
- C. Hazardous wastes shall be separated, stored, disposed of according to local, state, federal regulations.

3.2 DISPOSAL

- A. Contractor shall be responsible for transporting and disposing of materials that cannot be delivered to a source-separated or mixed materials recycling facility to a transfer station or disposal facility that can accept the materials in accordance with state and federal regulations.
- B. Construction or demolition materials with no practical reuse or that cannot be salvaged or recycled shall be disposed of at a landfill or incinerator.

3.3 REPORT

- A. With each application for progress payment, submit a summary of construction and demolition debris diversion and disposal including beginning and ending dates of period covered.
- B. Quantify all materials diverted from landfill disposal through salvage or recycling during the period with the receiving parties, dates removed, transportation costs, weight tickets, manifests, invoices. Include the net total costs or savings for each salvaged or recycled material.
- C. Quantify all materials disposed of during the period with the receiving parties, dates removed, transportation costs, weight tickets, tipping fees, manifests, and invoices. Include the net total costs for each disposal.

- - - E N D - - -

SECTION 01 91 00**GENERAL COMMISSIONING REQUIREMENTS****PART 1 - GENERAL****1.1 COMMISSIONING DESCRIPTION**

- A. This Section 01 91 00 GENERAL COMMISSIONING REQUIREMENTS shall form the basis of the construction phase commissioning process and procedures. The Commissioning Agent shall add, modify, and refine the commissioning procedures, as approved by the Department of Veterans Affairs (VA), to suit field conditions and actual manufacturer's equipment, incorporate test data and procedure results, and provide detailed scheduling for all commissioning tasks.
- B. Various sections of the project specifications require equipment startup, testing, and adjusting services. Requirements for startup, testing, and adjusting services specified in the Division 23, sections of these specifications are intended to be provided in coordination with the commissioning services and are not intended to duplicate services. The Contractor shall coordinate the work required by individual specification sections with the commissioning services requirements specified herein.
- C. Where individual testing, adjusting, or related services are required in the project specifications and not specifically required by this commissioning requirements specification, the specified services shall be provided and copies of documentation, as required by those specifications shall be submitted to the VA and the Commissioning Agent to be indexed for future reference.
- D. Where training or educational services for VA are required and specified in other sections of the specifications, including but not limited to Division 23 series sections of the specification, these services are intended to be provided in addition to the training and educational services specified herein.
- E. Commissioning is a systematic process of verifying that the building systems perform interactively according to the construction documents and the VA's operational needs. The commissioning process shall encompass and coordinate the system documentation, equipment startup, control system calibration, testing and balancing, performance testing and training. Commissioning during the construction and post-occupancy

phases is intended to achieve the following specific objectives according to the contract documents:

1. Verify that the applicable equipment and systems are installed in accordance with the contract documents and according to the manufacturer's recommendations.
 2. Verify and document proper integrated performance of equipment and systems.
 3. Verify that Operations & Maintenance documentation is complete.
 4. Verify that all components requiring servicing can be accessed, serviced and removed without disturbing nearby components including ducts, piping, cabling or wiring.
 5. Verify that the VA's operating personnel are adequately trained to enable them to operate, monitor, adjust, maintain, and repair building systems in an effective and energy-efficient manner.
 6. Document the successful achievement of the commissioning objectives listed above.
- F. The commissioning process does not take away from or reduce the responsibility of the Contractor to provide a finished and fully functioning product.
- G. All tests and forms shall be witnessed, signed, and dated by the VA Representative/M&R Shop Representative and the commissioning agent. Any tests missing signatures shall be re-tested at no cost to the VA Medical Center.

1.2 CONTRACTUAL RELATIONSHIPS

- A. For this construction project, the Department of Veterans Affairs expects the general contractor to provide all required commissioning services. The commissioning agent may in no way be related to or otherwise with the architect, engineer, general contractor, or sub-contractors.
- B. In this project, only two contract parties are recognized and communications on contractual issues are strictly limited to VA Project Engineer. It is the practice of the VA to require that communications between other parties to the contracts (Subcontractors, Commissioning Agent, and Vendors) be conducted through the VA Project Engineer and General Contractor. It is also the practice of the VA that communications between other parties of the project (Commissioning Agent and Architect/Engineer) be conducted through the VA Project Engineer.

- C. Whole or Partial Building Commissioning is a process that relies upon frequent and direct communications, as well as collaboration between all parties to the construction process. By its nature, a high level of communication and cooperation between the Commissioning Agent and all other parties (Architects, Engineers, Subcontractors, Vendors, third party testing agencies, etc.) is essential to the success of the Commissioning effort.
- D. With these fundamental practices in mind, the commissioning process described herein has been developed to recognize that, in the execution of the Commissioning Process, the Commissioning Agent must develop effective methods to communicate with every member of the construction team involved in delivering commissioned systems while simultaneously respecting the exclusive contract authority of the Contracting Officer and general contractor. Thus, the procedures outlined in this specification must be executed within the following limitations:
1. No communications (verbal or written) from the Commissioning Agent shall be deemed to constitute direction that modifies the terms of any contract between the Department of Veterans Affairs and the Contractor.
 2. Commissioning issues identified by the Commissioning Agent will be delivered to the VA Project Engineer and copied to the designated Commissioning Representatives for the Contractor and subcontractors on the Commissioning Team for information only in order to expedite the communication process. These issues must be understood as the professional opinion of the Commissioning Agent and as suggestions for resolution.
 3. In the event that any commissioning issues and suggested resolutions are deemed by the VA Project Engineer to require either an official interpretation of the construction documents or require a modification of the contract documents, the Contracting Officer will issue an official directive to this effect.
 4. All parties to the commissioning process shall be individually responsible for alerting the VA Project Engineer of any issues that they deem to constitute a potential contract change prior to acting on these issues. No action shall be taken without written approval or contract modification by the VA Contracting Officer.
 5. Authority for resolution or modification of design and construction issues rests solely with the Contracting Officer with appropriate

technical guidance from the VA Project Engineer, Architect/Engineer and/or Commissioning Agent.

1.3 RELATED WORK

- A. Section 01 00 00 GENERAL REQUIREMENTS.
- B. Section 01 33 23 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES
- C. Section 23 08 00 COMMISSIONING OF HVAC SYSTEMS.

1.4 SUMMARY

- A. This section includes general requirements that apply to implementation of commissioning without regard to systems, subsystems, and equipment being commissioned.
- B. The commissioning activities have been developed to support the VA requirements to meet guidelines for Federal Leadership in Environmental, Energy, and Economic Performance.

1.5 ACRONYMS

| List of Acronyms | |
|------------------|---|
| Acronym | Meaning |
| A/E | Architect / Engineer Design Team |
| AHJ | Authority Having Jurisdiction |
| ASHRAE | Association Society for Heating Air Condition and Refrigeration Engineers |
| BOD | Basis of Design |
| BSC | Building Systems Commissioning |
| CCTV | Closed Circuit Television |
| CD | Construction Documents |
| CMMS | Computerized Maintenance Management System |
| CO | Contracting Officer (VA) |
| COR | Contracting Officer's Representative (see also VA-RE) |
| COBie | Construction Operations Building Information Exchange |
| CPC | Construction Phase Commissioning |
| Cx | Commissioning |
| CxA | Commissioning Agent |
| CxM | Commissioning Manager |
| CxR | Commissioning Representative |
| DPC | Design Phase Commissioning |
| FPT | Functional Performance Test |
| GBI-GG | Green Building Initiative - Green Globes |
| HVAC | Heating, Ventilation, and Air Conditioning |

| List of Acronyms | |
|------------------|---|
| Acronym | Meaning |
| LEED | Leadership in Energy and Environmental Design |
| NC | Department of Veterans Affairs National Cemetery |
| NCA | Department of Veterans Affairs National Cemetery Administration |
| NEBB | National Environmental Balancing Bureau |
| O&M | Operations & Maintenance |
| OPR | Owner's Project Requirements |
| PFC | Pre-Functional Checklist |
| PFT | Pre-Functional Test |
| SD | Schematic Design |
| SO | Site Observation |
| TAB | Test Adjust and Balance |
| VA | Department of Veterans Affairs |
| VAMC | VA Medical Center |
| VA CFM | VA Office of Construction and Facilities Management |
| VACO | VA Central Office |
| VA PM | VA Project Manager |
| VA-RE | VA Resident Engineer |
| USGBC | United States Green Building Council |

1.6 DEFINITIONS

- A. **Acceptance Phase Commissioning:** Commissioning tasks executed after most construction has been completed, most Site Observations and Static Tests have been completed and Pre-Functional Testing has been completed and accepted. The main commissioning activities performed during this phase are verification that the installed systems are functional by conducting Systems Functional Performance tests and Owner Training.
- B. **Accuracy:** The capability of an instrument to indicate the true value of a measured quantity.
- C. **Architect (A/E):** Includes Architect identified in the Contract for Construction between the Department of Veterans Affairs and Contractor, plus consultant/design professionals responsible for design of fire suppression, plumbing, HVAC, controls for HVAC systems, electrical, communications, electronic safety and security, as well as other related systems.

- D. **Back Check:** A back check is a verification that an agreed upon solution to a design comment has been adequately addressed in a subsequent design review
- E. **Basis of Design (BOD):** The Engineer's Basis of Design is comprised of two components: the Design Criteria and the Design Narrative, these documents record the concepts, calculations, decisions, and product selections used to meet the Owner's Project Requirements (OPR) and to satisfy applicable regulatory requirements, standards, and guidelines.
- F. **Benchmarks:** Benchmarks are the comparison of a building's energy usage to other similar buildings and to the building itself.. For example, ENERGY STAR Portfolio Manager is a frequently used and nationally recognized building energy benchmarking tool
- G. **Building Information Modeling (BIM):** Building Information Modeling is a parametric database which allows a building to be designed and constructed virtually in 3D, and provides reports both in 2D views and as schedules. This electronic information can be extracted and reused for pre-populating facility management CMMS systems. Building Systems Commissioning (BSC): NEBB acronym used to designate its commissioning program.
- H. **Building Systems Commissioning (BSC):** NEBB acronym used to designate its commissioning program.
- I. **Calibrate:** The act of comparing an instrument of unknown accuracy with a standard of known accuracy to detect, correlate, report, or eliminate by adjustment any variation in the accuracy of the tested instrument.
- J. **CCTV:** Closed circuit Television. Normally used for security surveillance and alarm detections as part of a special electrical security system.
- K. **COBie:** Construction Operations Building Information Exchange (COBie) is an electronic industry data format used to transfer information developed during design, construction, and commissioning into the Computer Maintenance Management Systems (CMMS) used to operate facilities. See the Whole Building Design Guide website for further information (<http://www.wbdg.org/resources/cobie.php>)
- L. **Commissionability:** Defines a design component or construction process that has the necessary elements that will allow a system or component to be effectively measured, tested, operated and commissioned
- M. **Commissioning Agent (CxA):** The qualified Commissioning Professional who administers the Cx process by managing the Cx team and overseeing the

Commissioning Process. Where CxA is used in this specification it means the Commissioning Agent, members of his staff or appointed members of the commissioning team. Note that LEED uses the term Commissioning Authority in lieu of Commissioning Agent.

- N. **Commissioning Checklists:** Lists of data or inspections to be verified to ensure proper system or component installation, operation, and function. Verification checklists are developed and used during all phases of the commissioning process to verify that the Owner's Project Requirements (OPR) is being achieved.
- O. **Commissioning Design Review:** The commissioning design review is a collaborative review of the design professionals design documents for items pertaining to the following: owner's project requirements; basis of design; operability and maintainability (O&M) including documentation; functionality; training; energy efficiency, control systems' sequence of operations including building automation system features; commissioning specifications and the ability to functionally test the systems.
- P. **Commissioning Issue:** A condition identified by the Commissioning Agent or other member of the Commissioning Team that adversely affects the commissionability, operability, maintainability, or functionality of a system, equipment, or component. A condition that is in conflict with the Contract Documents and/or performance requirements of the installed systems and components. (See also - Commissioning Observation).
- Q. **Commissioning Manager (CxM):** A qualified individual appointed by the Contractor to manage the commissioning process on behalf of the Contractor.
- R. **Commissioning Observation:** An issue identified by the Commissioning Agent or other member of the Commissioning Team that does not conform to the project OPR, contract documents or standard industry best practices. (See also Commissioning Issue)
- S. **Commissioning Plan:** A document that outlines the commissioning process, commissioning scope and defines responsibilities, processes, schedules, and the documentation requirements of the Commissioning Process.
- T. **Commissioning Process:** A quality focused process for enhancing the delivery of a project. The process focuses upon verifying and documenting that the facility and all of its systems, components, and assemblies are planned, designed, installed, tested, can be operated, and maintained to meet the Owner's Project Requirements.

- U. **Commissioning Report:** The final commissioning document which presents the commissioning process results for the project. Cx reports include an executive summary, the commissioning plan, issue log, correspondence, and all appropriate check sheets and test forms.
- V. **Commissioning Representative (CxR):** An individual appointed by a sub-contractor to manage the commissioning process on behalf of the sub-contractor.
- W. **Commissioning Specifications:** The contract documents that detail the objective, scope and implementation of the commissioning process as developed in the Commissioning Plan.
- X. **Commissioning Team:** Individual team members whose coordinated actions are responsible for implementing the Commissioning Process.
- Y. **Construction Phase Commissioning:** All commissioning efforts executed during the construction process after the design phase and prior to the Acceptance Phase Commissioning.
- Z. **Contract Documents (CD):** Contract documents include design and construction contracts, price agreements and procedure agreements. Contract Documents also include all final and complete drawings, specifications and all applicable contract modifications or supplements.
- AA. **Construction Phase Commissioning (CPC):** All commissioning efforts executed during the construction process after the design phase and prior to the Acceptance Phase Commissioning.
- BB. **Coordination Drawings:** Drawings showing the work of all trades that are used to illustrate that equipment can be installed in the space allocated without compromising equipment function or access for maintenance and replacement. These drawings graphically illustrate and dimension manufacturers' recommended maintenance clearances. On mechanical projects, coordination drawings include structural steel, ductwork, major piping and electrical conduit and show the elevations and locations of the above components.
- CC. **Data Logging:** The monitoring and recording of temperature, flow, current, status, pressure, etc. of equipment using stand-alone data recorders.
- DD. **Deferred System Test:** Tests that cannot be completed at the end of the acceptance phase due to ambient conditions, schedule issues or other conditions preventing testing during the normal acceptance testing period.

- EE. **Deficiency:** See "Commissioning Issue".
- FF. **Design Criteria:** A listing of the VA Design Criteria outlining the project design requirements, including its source. These are used during the design process to show the design elements meet the OPR.
- GG. **Design Intent:** The overall term that includes the OPR and the BOD. It is a detailed explanation of the ideas, concepts, and criteria that are defined by the owner to be important. The design intent documents are utilized to provide a written record of these ideas, concepts and criteria.
- HH. **Design Narrative:** A written description of the proposed design solutions that satisfy the requirements of the OPR.
- II. **Design Phase Commissioning (DPC):** All commissioning tasks executed during the design phase of the project.
- JJ. **Environmental Systems:** Systems that use a combination of mechanical equipment, airflow, water flow and electrical energy to provide heating, ventilating, air conditioning, humidification, and dehumidification for the purpose of human comfort or process control of temperature and humidity.
- KK. **Executive Summary:** A section of the Commissioning report that reviews the general outcome of the project. It also includes any unresolved issues, recommendations for the resolution of unresolved issues and all deferred testing requirements.
- LL. **Functionality:** This defines a design component or construction process which will allow a system or component to operate or be constructed in a manner that will produce the required outcome of the OPR.
- MM. **Functional Test Procedure (FTP):** A written protocol that defines methods, steps, personnel, and acceptance criteria for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.
- NN. **Industry Accepted Best Practice:** A design component or construction process that has achieved industry consensus for quality performance and functionality. Refer to the current edition of the NEBB Design Phase Commissioning Handbook for examples.
- OO. **Installation Verification:** Observations or inspections that confirm the system or component has been installed in accordance with the contract documents and to industry accepted best practices.

- PP. **Integrated System Testing:** Integrated Systems Testing procedures entail testing of multiple integrated systems performance to verify proper functional interface between systems. Typical Integrated Systems Testing includes verifying that building systems respond properly to loss of utility, transfer to emergency power sources, re-transfer from emergency power source to normal utility source; interface between HVAC controls and Fire Alarm systems for equipment shutdown, interface between Fire Alarm system and elevator control systems for elevator recall and shutdown; interface between Fire Alarm System and Security Access Control Systems to control access to spaces during fire alarm conditions; and other similar tests as determined for each specific project.
- Issues Log: A formal and ongoing record of problems or concerns - and their resolution - that have been raised by members of the Commissioning Team during the course of the Commissioning Process.
- QQ. **Lessons Learned Workshop:** A workshop conducted to discuss and document project successes and identify opportunities for improvements for future projects.
- RR. **Maintainability:** A design component or construction process that will allow a system or component to be effectively maintained. This includes adequate room for access to adjust and repair the equipment. Maintainability also includes components that have readily obtainable repair parts or service.
- SS. **Manual Test:** Testing using hand-held instruments, immediate control system readouts or direct observation to verify performance (contrasted to analyzing monitored data taken over time to make the 'observation').
- TT. **Owner's Project Requirements (OPR):** A written document that details the project requirements and the expectations of how the building and its systems will be used and operated. These include project goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information.
- UU. **Peer Review:** A formal in-depth review separate from the commissioning review processes. The level of effort and intensity is much greater than a typical commissioning facilitation or extended commissioning review. The VA usually hires an independent third-party (called the IDIQ A/E) to conduct peer reviews.

- VV. **Precision:** The ability of an instrument to produce repeatable readings of the same quantity under the same conditions. The precision of an instrument refers to its ability to produce a tightly grouped set of values around the mean value of the measured quantity.
- WW. **Pre-Design Phase Commissioning:** Commissioning tasks performed prior to the commencement of design activities that includes project programming and the development of the commissioning process for the project
- XX. **Pre-Functional Checklist (PFC):** A form used by the contractor to verify that appropriate components are onsite, correctly installed, set up, calibrated, functional and ready for functional testing.
- YY. **Pre-Functional Test (PFT):** An inspection or test that is done before functional testing. PFT's include installation verification and system and component start up tests.
- ZZ. **Procedure or Protocol:** A defined approach that outlines the execution of a sequence of work or operations. Procedures are used to produce repeatable and defined results.
- AAA. **Range:** The upper and lower limits of an instrument's ability to measure the value of a quantity for which the instrument is calibrated.
- BBB. **Resolution:** This word has two meanings in the Cx Process. The first refers to the smallest change in a measured variable that an instrument can detect. The second refers to the implementation of actions that correct a tested or observed deficiency.
- CCC. **Site Observation Visit:** On-site inspections and observations made by the Commissioning Agent for the purpose of verifying component, equipment, and system installation, to observe contractor testing, equipment start-up procedures, or other purposes.
- DDD. **Site Observation Reports (SO):** Reports of site inspections and observations made by the Commissioning Agent. Observation reports are intended to provide early indication of an installation issue which will need correction or analysis.
- EEE. **Special System Inspections:** Inspections required by a local code authority prior to occupancy and are not normally a part of the commissioning process.
- FFF. **Static Tests:** Tests or inspections that validate a specified static condition such as pressure testing. Static tests may be specification or code initiated.

- GGG. **Start Up Tests:** Tests that validate the component or system is ready for automatic operation in accordance with the manufactures requirements.
- HHH. **Systems Manual:** A system-focused composite document that includes all information required for the owners operators to operate the systems.
- III. **Test Procedure:** A written protocol that defines methods, personnel, and expectations for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.
- JJJ. **Testing:** The use of specialized and calibrated instruments to measure parameters such as: temperature, pressure, vapor flow, air flow, fluid flow, rotational speed, electrical characteristics, velocity, and other data in order to determine performance, operation, or function.
- KKK. **Testing, Adjusting, and Balancing (TAB):** A systematic process or service applied to heating, ventilating and air-conditioning (HVAC) systems and other environmental systems to achieve and document air and hydronic flow rates. The standards and procedures for providing these services are referred to as "Testing, Adjusting, and Balancing" and are described in the Procedural Standards for the Testing, Adjusting and Balancing of Environmental Systems, published by NEBB or AABC.
- LLL. **Thermal Scans:** Thermographic pictures taken with an Infrared Thermographic Camera. Thermographic pictures show the relative temperatures of objects and surfaces and are used to identify leaks, thermal bridging, thermal intrusion, electrical overload conditions, moisture containment, and insulation failure.
- MMM. **Training Plan:** A written document that details, in outline form the expectations of the operator training. Training agendas should include instruction on how to obtain service, operate, startup, shutdown and maintain all systems and components of the project.
- NNN. **Trending:** Monitoring over a period of time with the building automation system.
- OOO. **Unresolved Commissioning Issue:** Any Commissioning Issue that, at the time that the Final Report or the Amended Final Report is issued that has not been either resolved by the construction team or accepted by the VA. **Validation:** The process by which work is verified as complete and operating correctly:

1. First party validation occurs when a firm or individual verifying the task is the same firm or individual performing the task.
2. Second party validation occurs when the firm or individual verifying the task is under the control of the firm performing the task or has other possibilities of financial conflicts of interest in the resolution (Architects, Designers, General Contractors and Third Tier Subcontractors or Vendors).
3. Third party validation occurs when the firm verifying the task is not associated with or under control of the firm performing or designing the task.

PPP. **Verification:** The process by which specific documents, components, equipment, assemblies, systems, and interfaces among systems are confirmed to comply with the criteria described in the Owner's Project Requirements.

QQQ. **Warranty Phase Commissioning:** Commissioning efforts executed after a project has been completed and accepted by the Owner. Warranty Phase Commissioning includes follow-up on verification of system performance, measurement and verification tasks and assistance in identifying warranty issues and enforcing warranty provisions of the construction contract.

RRR. **Warranty Visit:** A commissioning meeting and site review where all outstanding warranty issues and deferred testing is reviewed and discussed.

1.7 SYSTEMS TO BE COMMISSIONED

A. Commissioning of a system or systems specified for this project is part of the construction process. Documentation and testing of these systems, as well as training of the VA's Operation and Maintenance personnel, is required in cooperation with the VA and the Commissioning Agent.

B. The following systems will be commissioned as part of this project:

| Systems To Be Commissioned | |
|----------------------------|-------------|
| System | Description |
| HVAC | |

| Systems To Be Commissioned | |
|-----------------------------------|---|
| System | Description |
| Direct Digital Control System | Operator Interface Computer, Operator Work Station (including graphics, point mapping, trends, alarms), Network Communications Modules and Wiring, Integration Panels. [DDC Control panels will be commissioned with the systems controlled by the panel] |
| HVAC Air Handling Systems | Air handling Units, humidifiers, DDC control panels |
| HVAC Ventilation/Exhaust Systems | General exhaust, toilet exhaust, pharmacy exhaust, room pressurization control systems |
| HVAC Terminal Unit Systems | VAV Terminal Units, airflow valves |
| Humidity Control Systems | Humidifiers, controls, interface with facility DDC |

1.8 COMMISSIONING TEAM

- A. The commissioning team shall consist of, but not be limited to, representatives of Contractor, including Project Superintendent and subcontractors, installers, schedulers, suppliers, and specialists deemed appropriate by the Department of Veterans Affairs (VA), A/E, and Commissioning Agent.
- B. Members Appointed by Contractor:
1. Contractor' Commissioning Manager: The designated person, company, or entity that plans, schedules and coordinates the commissioning activities for the construction team.
 2. Contractor's Commissioning Representative(s): Individual(s), each having authority to act on behalf of the entity he or she represents, explicitly organized to implement the commissioning process through coordinated actions.
 3. Commissioning Agent: The designated person, company, or entity that plans, schedules, and coordinates the commissioning team to implement the commissioning process. The A/E and VA must approve of

the contractor's commissioning agent choice through the submittal process.

1.9 VA'S COMMISSIONING RESPONSIBILITIES

- A. Assign operation and maintenance personnel and schedule them to participate in commissioning team activities including, but not limited to, the following:
 - 1. Attending coordination meetings.
 - 2. Attending training in operation and maintenance of systems, subsystems, and equipment.
 - 3. Attending testing meetings.
 - 4. Witness and assist in Systems Functional Performance Testing.
 - 5. Attending demonstration of operation of systems, subsystems, and equipment.

1.10 CONTRACTOR'S COMMISSIONING RESPONSIBILITIES

- A. The Contractor shall assign a Commissioning Manager to manage commissioning activities of the Contractor, and subcontractors.
- B. Provide the Construction Documents, prepared by Architect and approved by VA, to the Commissioning Agent and for use in managing the commissioning process, developing the commissioning plan, systems manuals, and reviewing the operation and maintenance training plan.
- C. The Contractor shall ensure that the commissioning responsibilities outlined in these specifications are included in all subcontracts and that subcontractors comply with the requirements of these specifications.
- D. The Contractor shall ensure that each installing subcontractor shall assign representatives with expertise and authority to act on behalf of the subcontractor and schedule them to participate in and perform commissioning team activities including, but not limited to, the following:
 - 1. Participate in commissioning coordination meetings.
 - 2. Conduct operation and maintenance training sessions in accordance with approved training plans.
 - 3. Verify that work is complete and systems are operational according to the Contract Documents, including calibration of instrumentation and controls.
 - 4. Evaluate commissioning issues and commissioning observations identified in the Commissioning Issues Log, field reports, test reports or other commissioning documents. In collaboration with

- entity responsible for system and equipment installation, recommend corrective action.
5. Review and comment on commissioning documentation.
 6. Participate in meetings to coordinate Systems Functional Performance Testing.
 7. Provide schedule for operation and maintenance data submittals, equipment startup, and testing to Commissioning Agent for incorporation into the commissioning plan.
 8. Provide information to the Commissioning Agent for developing commissioning plan.
 9. Participate in training sessions for VA's operation and maintenance personnel.
 10. Provide technicians who are familiar with the construction and operation of installed systems and who shall develop specific test procedures to conduct Systems Functional Performance Testing of installed systems.

1.11 COMMISSIONING AGENT'S RESPONSIBILITIES

- A. Organize and lead the commissioning team.
- B. Prepare the commissioning plan.
- C. Review and comment on selected submittals from the Contractor for general conformance with the Construction Documents. Review and comment on the ability to test and operate the system and/or equipment, including providing gages, controls and other components required to operate, maintain, and test the system. Review and comment on performance expectations of systems and equipment and interfaces between systems relating to the Construction Documents.
- D. At the beginning of the construction phase, conduct an initial construction phase coordination meeting for the purpose of reviewing the commissioning activities and establishing tentative schedules for operation and maintenance submittals; operation and maintenance training sessions; TAB Work; Pre-Functional Checklists, Systems Functional Performance Testing; and project completion.
- E. Convene commissioning team meetings for the purpose of coordination, communication, and conflict resolution; discuss status of the commissioning processes. Responsibilities include arranging for facilities, preparing agenda and attendance lists, and notifying participants. The Commissioning Agent shall prepare and distribute

minutes to commissioning team members and attendees within five workdays of the commissioning meeting.

- F. Observe construction and report progress, observations and issues. Observe systems and equipment installation for adequate accessibility for maintenance and component replacement or repair, and for general conformance with the Construction Documents.
- G. Prepare Project specific Pre-Functional Checklists and Systems Functional Performance Test procedures.
- H. Coordinate Systems Functional Performance Testing schedule with the Contractor.
- I. Witness selected systems startups.
- J. Verify selected Pre-Functional Checklists completed and submitted by the Contractor.
- K. Witness and document Systems Functional Performance Testing.
- L. Compile test data, inspection reports, and certificates and include them in the systems manual and commissioning report.
- M. Review and comment on operation and maintenance (O&M) documentation and systems manual outline for compliance with the Contract Documents. Operation and maintenance documentation requirements are specified in Section 01 00 00 GENERAL REQUIREMENTS.
- N. Review operation and maintenance training program developed by the Contractor. Verify training plans provide qualified instructors to conduct operation and maintenance training.
- O. Prepare commissioning Field Observation Reports.
- P. Prepare the Final Commissioning Report.
- Q. Return to the site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal Systems Functional Performance Testing. Also interview facility staff and identify problems or concerns they have operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports, documents and requests for services to remedy outstanding problems.
- R. Assemble the final commissioning documentation, including the Final Commissioning Report and Addendum to the Final Commissioning Report.

1.12 COMMISSIONING DOCUMENTATION

- A. Commissioning Plan: A document, prepared by Commissioning Agent, that outlines the schedule, allocation of resources, and documentation requirements of the commissioning process, and shall include, but is not limited, to the following:
1. Plan for delivery and review of submittals, systems manuals, and other documents and reports. Identification of the relationship of these documents to other functions and a detailed description of submittals that are required to support the commissioning processes. Submittal dates shall include the latest date approved submittals must be received without adversely affecting commissioning plan.
 2. Description of the organization, layout, and content of commissioning documentation (including systems manual) and a detailed description of documents to be provided along with identification of responsible parties.
 3. Identification of systems and equipment to be commissioned.
 4. Schedule of commissioning coordination meetings.
 5. Identification of items that must be completed before the next operation can proceed.
 6. Description of responsibilities of commissioning team members.
 7. Description of observations to be made.
 8. Description of requirements for operation and maintenance training.
 9. Schedule for commissioning activities with dates coordinated with overall construction schedule.
 10. Process and schedule for documenting changes on a continuous basis to appear in Project Record Documents.
 11. Process and schedule for completing prestart and startup checklists for systems, subsystems, and equipment to be verified and tested.
 12. Preliminary Systems Functional Performance Test procedures.
- B. Systems Functional Performance Test Procedures: The Commissioning Agent will develop Systems Functional Performance Test Procedures for each system to be commissioned, including subsystems, or equipment and interfaces or interlocks with other systems. Systems Functional Performance Test Procedures will include a separate entry, with space for comments, for each item to be tested. Preliminary Systems Functional Performance Test Procedures will be provided to the VA, Architect/Engineer, and Contractor for review and comment. The Systems Performance Test Procedure will include test procedures for each mode

of operation and provide space to indicate whether the mode under test responded as required. Each System Functional Performance Test procedure, regardless of system, subsystem, or equipment being tested, shall include, but not be limited to, the following:

1. Name and identification code of tested system.
 2. Test number.
 3. Time and date of test.
 4. Indication of whether the record is for a first test or retest following correction of a problem or issue.
 5. Dated signatures of the person performing test and of the witness, if applicable.
 6. Individuals present for test.
 7. Observations and issues.
 8. Issue number, if any, generated as the result of test.
- C. Pre-Functional Checklists: The Commissioning Agent will prepare Pre-Functional Checklists. Pre-Functional Checklists shall be completed and signed by the Contractor, verifying that systems, subsystems, equipment, and associated controls are ready for testing. The Commissioning Agent will check Pre-Functional Checklists to verify accuracy and readiness for testing. Inaccurate or incomplete Pre-Functional Checklists shall be returned to the Contractor for correction and resubmission.
- D. Test and Inspection Reports: The Commissioning Agent will record test data, observations, and measurements on Systems Functional Performance Test Procedure. The report will also include recommendation for system acceptance or non-acceptance. Photographs, forms, and other means appropriate for the application shall be included with data. Commissioning Agent will compile test and inspection reports and test and inspection certificates and include them in systems manual and commissioning report.
- E. Corrective Action Documents: The Commissioning Agent will document corrective action taken for systems and equipment that fail tests. The documentation will include any required modifications to systems and equipment and/or revisions to test procedures, if any. The Commissioning Agent will witness and document any retesting of systems and/or equipment requiring corrective action and document retest results.

F. Commissioning Issues Log: The Commissioning Agent will prepare and maintain Commissioning Issues Log that describes Commissioning Issues and Commissioning Observations that are identified during the Commissioning process. These observations and issues include, but are not limited to, those that are at variance with the Contract Documents. The Commissioning Issues Log will identify and track issues as they are encountered, the party responsible for resolution, progress toward resolution, and document how the issue was resolved. The Master Commissioning Issues Log will also track the status of unresolved issues.

1. Creating an Commissioning Issues Log Entry:
 - a. Identify the issue with unique numeric or alphanumeric identifier by which the issue may be tracked.
 - b. Assign a descriptive title for the issue.
 - c. Identify date and time of the issue.
 - d. Identify test number of test being performed at the time of the observation, if applicable, for cross reference.
 - e. Identify system, subsystem, and equipment to which the issue applies.
 - f. Identify location of system, subsystem, and equipment.
 - g. Include information that may be helpful in diagnosing or evaluating the issue.
 - h. Note recommended corrective action.
 - i. Identify commissioning team member responsible for corrective action.
 - j. Identify expected date of correction.
 - k. Identify person that identified the issue.
2. Documenting Issue Resolution:
 - a. Log date correction is completed or the issue is resolved.
 - b. Describe corrective action or resolution taken. Include description of diagnostic steps taken to determine root cause of the issue, if any.
 - c. Identify changes to the Contract Documents that may require action.
 - d. State that correction was completed and system, subsystem, and equipment are ready for retest, if applicable.
 - e. Identify person(s) who corrected or resolved the issue.
 - f. Identify person(s) verifying the issue resolution.

- G. Final Commissioning Report: The Commissioning Agent will document results of the commissioning process, including unresolved issues, and performance of systems, subsystems, and equipment. The Commissioning Report will indicate whether systems, subsystems, and equipment have been properly installed and are performing according to the Contract Documents. This report will be used by the Department of Veterans Affairs when determining that systems will be accepted. This report will be used to evaluate systems, subsystems, and equipment and will serve as a future reference document during VA occupancy and operation. It shall describe components and performance that exceed requirements of the Contract Documents and those that do not meet requirements of the Contract Documents. The commissioning report will include, but is not limited to, the following:
1. Lists and explanations of substitutions; compromises; variances with the Contract Documents; record of conditions; and, if appropriate, recommendations for resolution. Design narrative documentation maintained by the Commissioning Agent.
 2. Commissioning plan.
 3. Pre-Functional Checklists completed by the Contractor, with annotation of the Commissioning Agent review and spot check.
 4. Systems Functional Performance Test Procedures, with annotation of test results and test completion.
 5. Commissioning Issues Log.
 6. Listing of deferred and off season test(s) not performed, including the schedule for their completion.
- H. Addendum to Final Commissioning Report: The Commissioning Agent will prepare an Addendum to the Final Commissioning Report near the end of the Warranty Period. The Addendum will indicate whether systems, subsystems, and equipment are complete and continue to perform according to the Contract Documents. The Addendum to the Final Commissioning Report shall include, but is not limited to, the following:
1. Documentation of deferred and off season test(s) results.
 2. Completed Systems Functional Performance Test Procedures for off season test(s).
 3. Documentation that unresolved system performance issues have been resolved.

4. Updated Commissioning Issues Log, including status of unresolved issues.
 5. Identification of potential Warranty Claims to be corrected by the Contractor.
- I. Systems Manual: The Commissioning Agent will gather required information and compile the Systems Manual. The Systems Manual will include, but is not limited to, the following:
1. Design Narrative, including system narratives, schematics, single-line diagrams, flow diagrams, equipment schedules, and changes made throughout the Project.
 2. Reference to Final Commissioning Plan.
 3. Reference to Final Commissioning Report.
 4. Approved Operation and Maintenance Data as submitted by the Contractor.

1.13 SUBMITTALS

- A. Preliminary Commissioning Plan Submittal: The Commissioning Agent shall prepare a Preliminary Commissioning Plan based on the final Construction Documents. It shall contain preliminary information about the following commissioning activities:
1. The Commissioning Team: A list of commissioning team members by organization.
 2. Systems to be commissioned. A detailed list of systems to be commissioned for the project. This list also provides preliminary information on systems/equipment submittals to be reviewed by the Commissioning Agent; preliminary information on Pre-Functional Checklists that are to be completed; preliminary information on Systems Performance Testing, including information on testing sample size.
 3. Commissioning Team Roles and Responsibilities: Preliminary roles and responsibilities for each Commissioning Team member.
 4. Commissioning Documents: A preliminary list of commissioning-related documents, include identification of the parties responsible for preparation, review, approval, and action on each document.
 5. Commissioning Activities Schedule: Identification of Commissioning Activities, including Systems Functional Testing, the expected duration and predecessors for the activity.
 6. Pre-Functional Checklists: Preliminary Pre-Functional Checklists for equipment, components, subsystems, and systems to be

commissioned. These Preliminary Pre-Functional Checklists provide guidance on the level of detailed information the Contractor shall include on the final submission.

7. Systems Functional Performance Test Procedures: Preliminary step-by-step System Functional Performance Test Procedures to be used during Systems Functional Performance Testing. These Preliminary Systems Functional Performance procedures provide information on the level of testing rigor, and the level of Contractor support required during performance of system's testing.
- B. Final Commissioning Plan Submittal: Based on the final construction documents and the Contractor's project team, the Commissioning Agent will prepare the Final Commissioning Plan as described in this section. The Commissioning Agent will submit three hard copies and three sets of electronic files of Final Commissioning Plan. The Contractor shall review the Commissioning Plan and provide any comments to the VA. The Commissioning Agent will submit reports to the VA, architect, and engineer and incorporate their review comments into the Final Commissioning Plan.
- C. Systems Functional Performance Test Procedure: The Commissioning Agent will submit preliminary Systems Functional Performance Test Procedures to the Contractor, and the VA, architect, and engineer for review and comment. The Contractor shall return review comments to the A/E, VA, and the Commissioning Agent. The A/E and VA will also return review comments to the Commissioning Agent. The Commissioning Agent will incorporate review comments into the Final Systems Functional Test Procedures to be used in Systems Functional Performance Testing.
- D. Pre-Functional Checklists: The Commissioning Agent will submit Pre-Functional Checklists to be completed by the Contractor.
- E. Test and Inspection Reports: The Commissioning Agent will submit test and inspection reports to the A/E and VA with copies to the Contractor and the Architect/Engineer.
- F. Corrective Action Documents: The Commissioning Agent will submit corrective action documents to the A/E and VA Project Engineer with copies to the Contractor and Architect.
- G. Preliminary Commissioning Report Submittal: The Commissioning Agent will submit three electronic copies of the preliminary commissioning report. One electronic copy, with review comments, will be returned to the Commissioning Agent for preparation of the final submittal.

- H. Final Commissioning Report Submittal: The Commissioning Agent will submit four sets of electronically formatted information of the final commissioning report to the A/E and VA in pdf format (or in Microsoft Word or Excel format as long as it is compatible with current version in use at the Fargo VA Medical Center). The final submittal will incorporate comments as directed by the VA.
- I. Data for Commissioning:
1. The Commissioning Agent will request in writing from the Contractor specific information needed about each piece of commissioned equipment or system to fulfill requirements of the Commissioning Plan.
 2. The Commissioning Agent may request further documentation as is necessary for the commissioning process or to support other VA data collection requirements, including Construction Operations Building Information Exchange (COBIE), Building Information Modeling (BIM), etc.

1.14 COMMISSIONING PROCESS

The Commissioning Agent will be responsible for the overall management of the commissioning process as well as coordinating scheduling of commissioning tasks with the VA, A/E, and the Contractor. The Contractor shall incorporate commissioning tasks, including, but not limited to, Systems Functional Performance Testing (including predecessors) with the master construction schedule.

- A. Within 15 days of contract award, the Contractor shall designate a specific individual as the Commissioning Manager (CxM) to manage and lead the commissioning effort on behalf of the Contractor. The Commissioning Manager shall be the single point of contact and communications for all commissioning related services by the Contractor.
- B. Within 30 days of contract award, the Contractor shall ensure that each subcontractor designates specific individuals as Commissioning Representatives (CXR) to be responsible for commissioning related tasks. The Contractor shall ensure the designated Commissioning Representatives participate in the commissioning process as team members providing commissioning testing services, equipment operation, adjustments, and corrections if necessary. The Contractor shall ensure that all Commissioning Representatives shall have sufficient authority to direct their respective staff to provide the services required, and

to speak on behalf of their organizations in all commissioning related contractual matters.

1.15 QUALITY ASSURANCE

- A. Instructor Qualifications: Factory authorized service representatives shall be experienced in training, operation, and maintenance procedures for installed systems, subsystems, and equipment.
- B. Test Equipment Calibration: The Contractor shall comply with test equipment manufacturer's calibration procedures and intervals. Recalibrate test instruments immediately whenever instruments have been repaired following damage or dropping. Affix calibration tags to test instruments. Instruments shall have been calibrated within six months prior to use.

1.16 COORDINATION

- A. Management: The Commissioning Agent will coordinate the commissioning activities with the VA, A/E, and Contractor. The Commissioning Agent will submit commissioning documents and information to the VA and A/E. All commissioning team members shall work together to fulfill their contracted responsibilities and meet the objectives of the contract documents.
- B. Scheduling: The Contractor shall work with the Commissioning Agent, A/E and the VA to incorporate the commissioning activities into the construction schedule. The Commissioning Agent will provide sufficient information (including, but not limited to, tasks, durations and predecessors) on commissioning activities to allow the Contractor, A/E and the VA to schedule commissioning activities. All parties shall address scheduling issues and make necessary notifications in a timely manner in order to expedite the project and the commissioning process. The Contractor shall update the master construction schedule.
- C. Initial Schedule of Commissioning Events: The Commissioning Agent will provide the initial schedule of primary commissioning events in the Commissioning Plan and at the commissioning coordination meetings. The Commissioning Plan will provide a format for this schedule. As construction progresses, more detailed schedules will be developed by the Contractor with information from the Commissioning Agent.
- D. Commissioning Coordinating Meetings: The Commissioning Agent will conduct periodic Commissioning Coordination Meetings of the commissioning team to review status of commissioning activities, to

discuss scheduling conflicts, and to discuss upcoming commissioning process activities.

- E. Pretesting Meetings: The Commissioning Agent will conduct pretest meetings of the commissioning team to review startup reports, Pre-Functional Checklist results, Systems Functional Performance Testing procedures, testing personnel and instrumentation requirements.
- F. Systems Functional Performance Testing Coordination: The Contractor shall coordinate testing activities to accommodate required quality assurance and control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting. The Contractor shall coordinate the schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT

- A. The Contractor shall provide all standard and specialized testing equipment required to perform Systems Functional Performance Testing. Test equipment required for Systems Functional Performance Testing will be identified in the detailed System Functional Performance Test Procedure prepared by the Commissioning Agent.
- B. Data logging equipment and software required to test equipment shall be provided by the Contractor.
- C. All testing equipment shall be of sufficient quality and accuracy to test and/or measure system performance with the tolerances specified in the Specifications. If not otherwise noted, the following minimum requirements apply: Temperature sensors and digital thermometers shall have a certified calibration within the past year to an accuracy of 0.5 °C (1.0 °F) and a resolution of + or - 0.1 °C (0.2 °F). Pressure sensors shall have an accuracy of + or - 2.0% of the value range being measured (not full range of meter) and have been calibrated within the last year. All equipment shall be calibrated according to the manufacturer's recommended intervals and following any repairs to the equipment. Calibration tags shall be affixed or certificates readily available.

PART 3 - EXECUTION

3.1 COMMISSIONING PROCESS ROLES AND RESPONSIBILITIES

A. The following table outlines the roles and responsibilities for the Commissioning Team members during the Construction Phase:

| Construction Phase | | CxA = Commissioning Agent PE = VA Project Engineer A/E = Design Arch/Engineer PC = Prime Contractor O&M = Gov't Facility O&M | | | | | L = Lead P = Participate A = Approve R = Review O = Optional | |
|--|---|--|----|-----|----|-----|--|--|
| Commissioning Roles & Responsibilities | | | | | | | | |
| Category | Task Description | CxA | PE | A/E | PC | O&M | Notes | |
| Meetings | Construction Commissioning Kick Off meeting | L | P | P | P | O | | |
| | Commissioning Meetings | L | P | P | P | O | | |
| | Project Progress Meetings | P | P | P | L | O | | |
| | Controls Meeting | L | P | P | P | O | | |
| | | | | | | | | |
| Coordination | Coordinate with [OGC's, AHJ, Vendors, etc.] to ensure that Cx interacts properly with other systems as needed to support the OPR and BOD. | L | P | P | P | N/A | | |
| | | | | | | | | |
| Cx Plan & Spec | Final Commissioning Plan | L | R | R | R | O | | |
| | | | | | | | | |
| Schedules | Duration Schedule for Commissioning Activities | L | A | R | R | N/A | | |
| | | | | | | | | |
| OPR and BOD | Maintain OPR on behalf of Owner | L | A | R | R | O | | |

| Construction Phase | | CxA = Commissioning Agent PE = VA Project Engineer A/E = Design Arch/Engineer PC = Prime Contractor O&M = Gov't Facility O&M | | | | | L = Lead P = Participate A = Approve R = Review O = Optional |
|--|--|--|----|-----|----|-----|--|
| Commissioning Roles & Responsibilities | | | | | | | |
| Category | Task Description | CxA | PE | A/E | PC | O&M | Notes |
| | Maintain BOD/DID on behalf of Owner | L | A | R | R | O | |
| | | | | | | | |
| Document Reviews | TAB Plan Review | L | A | R | R | O | |
| | Submittal and Shop Drawing Review | R | A | R | L | O | |
| | Review Contractor Equipment Startup Checklists | L | A | R | R | N/A | |
| | Review Change Orders, ASI, and RFI | R | R | R | R | N/A | |
| | | | | | | | |
| Site Observations | Witness Factory Testing | P | O | O | L | O | |
| | Construction Observation Site Visits | L | A | P | R | O | |
| | | | | | | | |
| Functional Test Protocols | Final Pre-Functional Checklists | L | R | R | R | O | |
| | Final Functional Performance Test Protocols | L | R | R | R | O | |
| | | | | | | | |
| Technical Activities | Issues Resolution Meetings | P | P | P | L | O | |
| | | | | | | | |
| Reports and Logs | Status Reports | L | R | R | R | O | |
| | Maintain Commissioning Issues Log | L | R | R | R | O | |

B. The following table outlines the roles and responsibilities for the Commissioning Team members during the Acceptance Phase:

| Acceptance Phase | | CxA = Commissioning Agent PE = VA Project Engineer A/E = Design Arch/Engineer PC = Prime Contractor O&M = Gov't Facility O&M | | | | | L = Lead P = Participate A = Approve R = Review O = Optional | |
|--|--|--|----|-----|----|-----|--|--|
| Commissioning Roles & Responsibilities | | | | | | | | |
| Category | Task Description | CxA | PE | A/E | PC | O&M | Notes | |
| Meetings | Commissioning Meetings | L | P | P | P | O | | |
| | Project Progress Meetings | P | P | P | L | O | | |
| | Pre-Test Coordination Meeting | L | P | P | P | O | | |
| | Lessons Learned and Commissioning Report Review Meeting | L | P | P | P | O | | |
| | | | | | | | | |
| Coordination | Coordinate with [OGC's, AHJ, Vendors, etc.] to ensure that Cx interacts properly with other systems as needed to support OPR and BOD | L | P | P | P | O | | |
| | | | | | | | | |
| Cx Plan & Spec | Maintain/Update Commissioning Plan | L | R | R | R | O | | |
| | | | | | | | | |
| Schedules | Prepare Functional Test Schedule | L | R | R | R | O | | |
| | | | | | | | | |
| OPR and BOD | Maintain OPR on behalf of Owner | L | A | R | R | O | | |
| | Maintain BOD/DID on behalf of Owner | L | A | R | R | O | | |
| | | | | | | | | |
| Document Reviews | Review Completed Pre-Functional Checklists | L | R | R | R | O | | |
| | Pre-Functional Checklist Verification | L | R | R | R | O | | |

| Acceptance Phase | | CxA = Commissioning Agent PE = VA Project Engineer A/E = Design Arch/Engineer PC = Prime Contractor O&M = Gov't Facility O&M | | | | | L = Lead P = Participate A = Approve R = Review O = Optional |
|--|---|--|----|-----|----|-----|--|
| Commissioning Roles & Responsibilities | | | | | | | |
| Category | Task Description | CxA | PE | A/E | PC | O&M | Notes |
| | Review Operations & Maintenance Manuals | L | R | R | R | R | |
| | Training Plan Review | L | R | R | R | R | |
| | Warranty Review | L | R | R | R | O | |
| | Review TAB Report | L | R | R | R | O | |
| | | | | | | | |
| Site Observations | Construction Observation Site Visits | L | P | P | P | O | |
| | Witness Selected Equipment Startup | L | P | P | P | P | |
| | | | | | | | |
| Functional Test Protocols | TAB Verification | L | A | R | R | O | |
| | Systems Functional Performance Testing | L | A | P | P | P | |
| | Retesting | L | A | P | P | P | |
| | | | | | | | |
| Technical Activities | Issues Resolution Meetings | P | A | P | L | O | |
| | Systems Training | L | P | R | P | P | |
| | | | | | | | |
| Reports and Logs | Status Reports | L | A | R | R | O | |
| | Maintain Commissioning Issues Log | L | A | R | R | O | |
| | Final Commissioning Report | L | A | R | R | R | |
| | Prepare Systems Manuals | L | A | R | R | R | |
| | | | | | | | |

C. The following table outlines the roles and responsibilities for the Commissioning Team members during the Warranty Phase:

| Warranty Phase | | CxA = Commissioning Agent | | | | | L = Lead |
|--|--|----------------------------|----|-----|----|-----|-----------------|
| Commissioning Roles & Responsibilities | | PE = VA Project Engineer | | | | | P = Participate |
| | | A/E = Design Arch/Engineer | | | | | A = Approve |
| | | PC = Prime Contractor | | | | | R = Review |
| | | O&M = Gov't Facility O&M | | | | | O = Optional |
| Category | Task Description | CxA | PE | A/E | PC | O&M | Notes |
| Meetings | Post-Occupancy User Review Meeting | L | P | P | P | P | |
| | | | | | | | |
| Site Observations | Periodic Site Visits | L | P | P | P | P | |
| Functional Test Protocols | Deferred and/or seasonal Testing | L | A | P | P | P | |
| | | | | | | | |
| Technical Activities | Issues Resolution Meetings | L | P | P | P | P | |
| | Post-Occupancy Warranty Checkup and review of Significant Outstanding Issues | L | P | P | P | P | |
| Reports and Logs | Final Commissioning Report Amendment | L | R | R | R | R | |
| | Status Reports | L | R | R | R | R | |
| | | | | | | | |

3.2 STARTUP, INITIAL CHECKOUT, AND PRE-FUNCTIONAL CHECKLISTS

- A. The following procedures shall apply to all equipment and systems to be commissioned, according to Part 1, Systems to Be Commissioned.
1. Pre-Functional Checklists are important to ensure that the equipment and systems are hooked up and operational. These ensure that Systems Functional Performance Testing may proceed without unnecessary delays. Each system to be commissioned shall have a full Pre-Functional Checklist completed by the Contractor prior to Systems Functional Performance Testing. No sampling strategies are used.
 - a. The Pre-Functional Checklist will identify the trades responsible for completing the checklist. The Contractor shall ensure the appropriate trades complete the checklists.
 - b. The Commissioning Agent will review completed Pre-Functional Checklists and field-verify the accuracy of the completed checklist using sampling techniques.
 2. Startup and Initial Checkout Plan: The Contractor shall develop detailed startup plans for all equipment. The primary role of the Contractor in this process is to ensure that there is written documentation that each of the manufacturer recommended procedures have been completed. Parties responsible for startup shall be identified in the Startup Plan and in the checklist forms.
 - a. The Contractor shall develop the full Startup Plan by combining (or adding to) the checklists with the manufacturer's detailed startup and checkout procedures from the O&M manual data and the field checkout sheets normally used by the Contractor. The plan shall include checklists and procedures with specific boxes or lines for recording and documenting the checking and inspections of each procedure and a summary statement with a signature block at the end of the plan.
 - b. The full startup plan shall at a minimum consist of the following items:
 - 1) The Pre-Functional Checklists.
 - 2) The manufacturer's standard written startup procedures copied from the installation manuals with check boxes by each procedure and a signature block added by hand at the end.
 - 3) The manufacturer's normally used field checkout sheets.

- a) The Commissioning Agent will submit the full startup plan to the VA, A/E and Contractor for review. Final approval will be by the VA.
 - b) The Contractor shall review and evaluate the procedures and the format for documenting them, noting any procedures that need to be revised or added.
3. Sensor and Actuator Calibration
- a. All field installed temperature, relative humidity, CO2 and pressure sensors and gages, and all actuators (dampers and valves) on all equipment shall be calibrated using the methods described in Division 23 specifications.
 - b. All procedures used shall be fully documented on the Pre-Functional Checklists or other suitable forms, clearly referencing the procedures followed and written documentation of initial, intermediate and final results.
4. Execution of Equipment Startup
- a. Four (4) weeks prior to equipment startup, the Contractor shall schedule startup and checkout with the VA, A/E and Commissioning Agent. The performance of the startup and checkout shall be directed and executed by the Contractor.
 - b. The Commissioning Agent will observe the startup procedures for selected pieces of primary equipment.
 - c. The Contractor shall execute startup and provide the VA and Commissioning Agent with a signed and dated copy of the completed startup checklists, and contractor tests.
 - d. Only individuals that have direct knowledge and witnessed that a line item task on the Startup Checklist was actually performed shall initial or check that item off. It is not acceptable for witnessing supervisors to fill out these forms.

3.3 DEFICIENCIES, NONCONFORMANCE, AND APPROVAL IN CHECKLISTS AND STARTUP

- A. The Contractor shall clearly list any outstanding items of the initial startup and Pre-Functional Checklist procedures that were not completed successfully, at the bottom of the procedures form or on an attached sheet. The procedures form and any outstanding deficiencies shall be provided to the VA, A/E and the Commissioning Agent within two days of completion.
- B. The Commissioning Agent will review the report and submit comments to the A/E and VA. The Commissioning Agent will work with the Contractor

to correct and verify deficiencies or uncompleted items. The Commissioning Agent will involve the A/E and VA and others as necessary. The Contractor shall correct all areas that are noncompliant or incomplete in the checklists in a timely manner, and shall notify the VA, A/E and Commissioning Agent as soon as outstanding items have been corrected. The Contractor shall submit an updated startup report and a Statement of Correction on the original noncompliance report. When satisfactorily completed, the Commissioning Agent will recommend approval of the checklists and startup of each system to the VA and A/E.

C. The Contractor shall be responsible for resolution of deficiencies.

3.4 PHASED COMMISSIONING

A. The project may require startup and initial checkout to be executed in phases. This phasing shall be planned and scheduled in a coordination meeting of the VA and A/E, Commissioning Agent, and the Contractor. Results will be added to the master construction schedule and the commissioning schedule.

3.5 DDC SYSTEM TRENDING FOR COMMISSIONING

A. Trending is a method of testing as a standalone method or to augment manual testing. The Contractor shall trend any and all points of the system or systems at intervals specified below.

B. Alarms are a means to notify the system operator that abnormal conditions are present in the system. Alarms shall be structured into three tiers - Critical, Priority, and Maintenance.

1. Critical alarms are intended to be alarms that require the immediate attention of and action by the Operator. These alarms shall be displayed on the Operator Workstation in a popup style window that is graphically linked to the associated unit's graphical display. The popup style window shall be displayed on top of any active window within the screen, including non DDC system software.

2. Priority level alarms are to be printed to a printer which is connected to the Operator's Work Station located within the engineer's office. Additionally Priority level alarms shall be able to be monitored and viewed through an active alarm application. Priority level alarms are alarms which shall require reaction from the operator or maintenance personnel within a normal work shift, and not immediate action.

3. Maintenance alarms are intended to be minor issues which would require examination by maintenance personnel within the following shift. These alarms shall be generated in a scheduled report automatically by the DDC system at the start of each shift. The generated maintenance report will be printed to a printer located within the engineer's office.
- C. The Contractor shall provide graphical trending through the DDC control system of systems being commissioned. Trending requirements are indicated below and included with the Systems Functional Performance Test Procedures. Trending shall occur before, during and after Systems Functional Performance Testing. The Contractor shall be responsible for producing graphical representations of the trended DDC points that show each system operating properly during steady state conditions as well as during the System Functional Testing. These graphical reports shall be submitted to the VA Project Engineer, A/E and Commissioning Agent for review and analysis before, during dynamic operation, and after Systems Functional Performance Testing. The Contractor shall provide, but not limited to, the following trend requirements and trend submissions:
1. Pre-testing, Testing, and Post-testing - Trend reports of trend logs and graphical trend plots are required as defined by the Commissioning Agent. The trend log points, sampling rate, graphical plot configuration, and duration will be dictated by the Commissioning Agent. At any time during the Commissioning Process the Commissioning Agent may recommend changes to aspects of trending as deemed necessary for proper system analysis. The Contractor shall implement any changes. Any pre-test trend analysis comments generated by the Commissioning Team should be addressed and resolved by the Contractor prior to the execution of Systems Functional Performance Testing.
 2. Dynamic plotting - The Contractor shall also provide dynamic plotting during Systems Functional Performance testing at frequent intervals for points determined by the Systems Functional Performance Test Procedure. The graphical plots will be formatted and plotted at durations listed in the Systems Functional Performance Test Procedure.
 3. Graphical plotting - The graphical plots shall be provided with a dual y-axis allowing 15 or more trend points (series) plotted

simultaneously on the graph with each series in distinct color. The plots will further require title, axis naming, legend etc. all described by the Systems Functional Performance Test Procedure. If this cannot be sufficiently accomplished directly in the Direct Digital Control System then it is the responsibility of the Contractor to plot these trend logs in Microsoft Excel.

4. The following tables indicate the points to be trended and alarmed by system. The Operational Trend Duration column indicates the trend duration for normal operations. The Testing Trend Duration column indicates the trend duration prior to Systems Functional Performance Testing and again after Systems Functional Performance Testing. The Type column indicates point type: AI = Analog Input, AO = Analog Output, DI = Digital Input, DO = Digital Output, Calc = Calculated Point. In the Trend Interval Column, COV = Change of Value. The Alarm Type indicates the alarm priority; C = Critical, P = Priority, and M = Maintenance. The Alarm Range column indicates when the point is considered in the alarm state. The Alarm Delay column indicates the length of time the point must remain in an alarm state before the alarm is recorded in the DDC. The intent is to allow minor, short-duration events to be corrected by the DDC system prior to recording an alarm.

| Dual-Path Air Handling Unit Trending and Alarms | | | | | | | |
|--|-------------|-----------------------|-----------------------------------|-------------------------------|-------------------|--------------------|--------------------|
| Point | Type | Trend Interval | Operational Trend Duration | Testing Trend Duration | Alarm Type | Alarm Range | Alarm Delay |
| OA Temperature | AI | 15 Min | 24 hours | 3 days | N/A | | |
| RA Temperature | AI | 15 Min | 24 hours | 3 days | N/A | | |
| RA Humidity | AI | 15 Min | 24 hours | 3 days | P | >60% RH | 10 min |
| SA Humidity | AI | 15 Min | 24 hours | 3 days | P | >80% RH | 10 min |
| Mixed Air Temp | AI | None | None | None | N/A | | |
| SA Temp | AI | 15 Min | 24 hours | 3 days | C | ±5°F from SP | 10 min |
| Supply Fan Speed | AI | 15 Min | 24 hours | 3 days | N/A | | |
| Return Fan Speed | AI | 15 Min | 24 hours | 3 days | N/A | | |

| Dual-Path Air Handling Unit Trending and Alarms | | | | | | | |
|---|------|----------------|----------------------------|------------------------|------------|-------------------|-------------|
| Point | Type | Trend Interval | Operational Trend Duration | Testing Trend Duration | Alarm Type | Alarm Range | Alarm Delay |
| CHW Valve Position | AI | 15 Min | 24 hours | 3 days | N/A | | |
| HW Valve Position | AI | 15 Min | 24 hours | 3 days | N/A | | |
| Return and Supply Duct Pressure | AI | 15 Min | 24 hours | 3 days | C | ±25% from SP | 6 min |
| CO2 Level | AI | 15 Min | 24 hours | 3 days | P | ±10% from SP | 10 min |
| Supply Fan Status | DI | COV | 24 hours | 3 days | C | Status <> Command | 10 min |
| Return Fan Status | DI | COV | 24 hours | 3 days | C | Status <> Command | 10 Min |
| High Static Status | DI | COV | 24 hours | 3 days | P | True | 1 min |
| Fire Alarm Status | DI | COV | 24 hours | 3 days | C | True | 5 min |
| Freeze Stat | DI | COV | 24 hours | 3 days | C | True | 10 min |
| Emergency AHU Shutdown | DI | COV | 24 hours | 3 days | P | True | 1 min |
| Exhaust Fan #1 Status | DI | COV | 24 hours | 3 days | C | Status <> Command | 10 min |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Power Failure | DI | COV | 24 hours | 3 days | P | True | 1 min |
| Humidifier Modulating Valve Position | AO | 15 Min | 24 hours | 3 days | N/A | | |
| Humidifier On/Off Valve Position | BO | 15 Min | 24 hours | 3 days | N/A | | |
| Supply Fan Speed | AO | 15 Min | 24 hours | 3 days | N/A | | |
| Return Fan Speed | AO | 15 Min | 24 hours | 3 days | N/A | | |
| Supply Fan S/S | DO | COV | 24 hours | 3 days | N/A | | |

| Dual-Path Air Handling Unit Trending and Alarms | | | | | | | |
|--|-------------|-----------------------|-----------------------------------|-------------------------------|-------------------|--------------------|--------------------|
| Point | Type | Trend Interval | Operational Trend Duration | Testing Trend Duration | Alarm Type | Alarm Range | Alarm Delay |
| Return Fan S/S | DO | COV | 24 hours | 3 days | N/A | | |
| AHU Energy | Calc | 1 Hour | 30 day | N/A | N/A | | |

| Terminal Unit (VAV, CAV, Airflow Valve, Reheat coil, etc.) Trending and Alarms | | | | | | | |
|---|-------------|-----------------------|-----------------------------------|-------------------------------|-------------------|--------------------|--------------------|
| Point | Type | Trend Interval | Operational Trend Duration | Testing Trend Duration | Alarm Type | Alarm Range | Alarm Delay |
| Space Temperature | AI | 15 Min | 12 hours | 3 days | P | ±5°F from SP | 10 min |
| Air Flow | AI | 15 Min | 12 hours | 3 days | P | ±5°F from SP | 10 min |
| SA Temperature | AI | 15 Min | 12 hours | 3 days | P | ±5°F from SP | 10 min |
| Local Setpoint | AI | 15 Min | 12 hours | 3 days | M | ±10°F from SP | 60 min |
| Unoccupied Override | DI | COV | 12 hours | 3 days | M | N/A | 12 Hours |
| Damper Position | AO | 15 Minutes | 12 hours | 3 days | N/A | | |
| Heating coil Valve Position | AO | 15 Minutes | 12 hours | 3 days | N/A | | |

D. The Contractor shall provide the following information prior to Systems Functional Performance Testing. Any documentation that is modified after submission shall be recorded and resubmitted to the VA Project Engineer, A/E and Commissioning Agent.

1. Point-to-Point checkout documentation;
2. Sensor field calibration documentation including system name, sensor/point name, measured value, DDC value, and Correction Factor.
3. A sensor calibration table listing the referencing the location of procedures to following in the O&M manuals, and the frequency at which calibration should be performed for all sensors, separated by system, subsystem, and type. The calibration requirements shall be submitted both in the O&M manuals and separately in a standalone document containing all sensors for inclusion in the commissioning

documentation. The following table is a sample that can be used as a template for submission.

| SYSTEM | | |
|-------------------------------|------------------------------|--|
| Sensor | Calibration Frequency | O&M Calibration Procedure Reference |
| Discharge air temperature | Once a year | Volume I Section D.3.aa |
| Discharge static pressure | Every 6 months | Volume II Section A.1.c |
| CxA Signature | | |
| VA Project Engineer Signature | | |
| A/E Signature | | |

4. Loop tuning documentation and constants for each loop of the building systems. The documentation shall be submitted in outline or table separated by system, control type (e.g. heating valve temperature control); proportional, integral and derivative constants, interval (and bias if used) for each loop. The following table is a sample that can be used as a template for submission.

| AIR HANDLING UNIT AHU-1 | | | | |
|--------------------------------|------------------------------|--------------------------|----------------------------|-----------------|
| Control Reference | Proportional Constant | Integral Constant | Derivative Constant | Interval |
| Heating Valve Output | 1000 | 20 | 10 | 2 sec. |
| CxA Signature | | | | |
| VA Project Engineer Signature | | | | |
| A/E Signature | | | | |

3.6 SYSTEMS FUNCTIONAL PERFORMANCE TESTING

- A. This paragraph applies to Systems Functional Performance Testing of systems for all referenced specification Divisions.
- B. Objectives and Scope: The objective of Systems Functional Performance Testing is to demonstrate that each system is operating according to the Contract Documents. Systems Functional Performance Testing facilitates bringing the systems from a state of substantial completion to full dynamic operation. Additionally, during the testing process,

areas of noncompliant performance are identified and corrected, thereby improving the operation and functioning of the systems. In general, each system shall be operated through all modes of operation (seasonal, occupied, unoccupied, warm-up, cool-down, part- and full-load, fire alarm and emergency power) where there is a specified system response. The Contractor shall verify each sequence in the sequences of operation. Proper responses to such modes and conditions as power failure, freeze condition, low oil pressure, no flow, equipment failure, etc. shall also be tested.

- C. Development of Systems Functional Performance Test Procedures: Before Systems Functional Performance Test procedures are written, the Contractor shall submit all requested documentation and a current list of change orders affecting equipment or systems, including an updated points list, program code, control sequences and parameters. Using the testing parameters and requirements found in the Contract Documents and approved submittals and shop drawings, the Commissioning Agent will develop specific Systems Functional Test Procedures to verify and document proper operation of each piece of equipment and system to be commissioned. The Contractor shall assist the Commissioning Agent in developing the Systems Functional Performance Test procedures as requested by the Commissioning Agent i.e. by answering questions about equipment, operation, sequences, etc. Prior to execution, the Commissioning Agent will provide a copy of the Systems Functional Performance Test procedures to the VA, the Architect/Engineer, and the Contractor, who shall review the tests for feasibility, safety, equipment and warranty protection.
- D. Purpose of Test Procedures: The purpose of each specific Systems Functional Performance Test is to verify and document compliance with the stated criteria of acceptance given on the test form. Representative test formats and examples are found in the Commissioning Plan for this project and are created by the commissioning agent. (The Commissioning Plan is issued as a separate document and is available for review.) The test procedure forms developed by the Commissioning Agent will include, but not be limited to, the following information:
1. System and equipment or component name(s)
 2. Equipment location and ID number

3. Unique test ID number, and reference to unique Pre-Functional Checklists and startup documentation, and ID numbers for the piece of equipment
 4. Date
 5. VA Project Number, VA Project Title and VA Contract Number
 6. Participating parties
 7. A copy of the specification section describing the test requirements
 8. A copy of the specific sequence of operations or other specified parameters being verified
 9. Formulas used in any calculations
 10. Required pretest field measurements
 11. Instructions for setting up the test.
 12. Special cautions, alarm limits, etc.
 13. Specific step-by-step procedures to execute the test, in a clear, sequential and repeatable format
 14. Acceptance criteria of proper performance with a Yes / No check box to allow for clearly marking whether or not proper performance of each part of the test was achieved.
 15. A section for comments.
 16. Signatures and date block for the Commissioning Agent. A place for the Contractor to initial to signify attendance at the test. A place for the VA representative to initial to signify attendance at the test.
- E. Test Methods: Systems Functional Performance Testing shall be achieved by manual testing (i.e. persons manipulate the equipment and observe performance) and/or by monitoring the performance and analyzing the results using the control system's trend log capabilities or by standalone data loggers. The Contractor and Commissioning Agent shall determine which method is most appropriate for tests that do not have a method specified.
1. Simulated Conditions: Simulating conditions (not by an overwritten value) shall be allowed, although timing the testing to experience actual conditions is encouraged wherever practical.
 2. Overwritten Values: Overwriting sensor values to simulate a condition, such as overwriting the outside air temperature reading in a control system to be something other than it really is, shall be allowed, but shall be used with caution and avoided when possible. Such testing methods often can only test a part of a

- system, as the interactions and responses of other systems will be erroneous or not applicable. Simulating a condition is preferable. e.g., for the above case, by heating the outside air sensor with a hair blower rather than overwriting the value or by altering the appropriate setpoint to see the desired response. Before simulating conditions or overwriting values, sensors, transducers and devices shall have been calibrated.
3. Simulated Signals: Using a signal generator which creates a simulated signal to test and calibrate transducers and DDC constants is generally recommended over using the sensor to act as the signal generator via simulated conditions or overwritten values.
 4. Altering Setpoints: Rather than overwriting sensor values, and when simulating conditions is difficult, altering setpoints to test a sequence is acceptable. For example, to see the air conditioning compressor lockout initiate at an outside air temperature below 12 C (54 F), when the outside air temperature is above 12 C (54 F), temporarily change the lockout setpoint to be 2 C (4 F) above the current outside air temperature.
 5. Indirect Indicators: Relying on indirect indicators for responses or performance shall be allowed only after visually and directly verifying and documenting, over the range of the tested parameters, that the indirect readings through the control system represent actual conditions and responses. Much of this verification shall be completed during systems startup and initial checkout.
- F. Setup: Each function and test shall be performed under conditions that simulate actual conditions as closely as is practically possible. The Contractor shall provide all necessary materials, system modifications, etc. to produce the necessary flows, pressures, temperatures, etc. necessary to execute the test according to the specified conditions. At completion of the test, the Contractor shall return all affected building equipment and systems, due to these temporary modifications, to their pretest condition.
- G. Sampling: No sampling is allowed in completing Pre-Functional Checklists. Sampling is allowed for Systems Functional Performance Test Procedures execution. The Commissioning Agent will determine the sampling rate. If at any point, frequent failures are occurring and testing is becoming more troubleshooting than verification, the Commissioning Agent may stop the testing and require the Contractor to

perform and document a checkout of the remaining units, prior to continuing with Systems Functional Performance Testing of the remaining units.

- H. Cost of Retesting: The cost associated with expanded sample System Functional Performance Tests shall be solely the responsibility of the Contractor. Any required retesting by the Contractor shall not be considered a justified reason for a claim of delay or for a time extension by the Contractor.
- I. Coordination and Scheduling: The Contractor shall provide a minimum of 21 days' notice to the Commissioning Agent, A/E and the VA regarding the completion schedule for the Pre-Functional Checklists and startup of all equipment and systems. The Commissioning Agent will schedule Systems Functional Performance Tests with the Contractor, A/E and VA. The Commissioning Agent will witness and document the Systems Functional Performance Testing of systems. The Contractor shall execute the tests in accordance with the Systems Functional Performance Test Procedure.
- J. Testing Prerequisites: In general, Systems Functional Performance Testing will be conducted only after Pre-Functional Checklists have been satisfactorily completed. The control system shall be sufficiently tested and approved by the Commissioning Agent, A/E and the VA before it is used to verify performance of other components or systems. The air balancing and water balancing shall be completed before Systems Functional Performance Testing of air-related or water-related equipment or systems are scheduled. Systems Functional Performance Testing will proceed from components to subsystems to systems. When the proper performance of all interacting individual systems has been achieved, the interface or coordinated responses between systems will be checked.
- K. Problem Solving: The Commissioning Agent will recommend solutions to problems found, however the burden of responsibility to solve, correct and retest problems is with the Contractor.

3.7 DOCUMENTATION, NONCONFORMANCE AND APPROVAL OF TESTS

- A. Documentation: The Commissioning Agent will witness, and document the results of all Systems Functional Performance Tests using the specific procedural forms developed by the Commissioning Agent for that purpose. Prior to testing, the Commissioning Agent will provide these forms to

the VA, A/E and the Contractor for review and approval. The Contractor shall include the filled out forms with the O&M manual data.

- B. Nonconformance: The Commissioning Agent will record the results of the Systems Functional Performance Tests on the procedure or test form. All items of nonconformance issues will be noted and reported to the VA on Commissioning Field Reports and/or the Commissioning Master Issues Log.
1. Corrections of minor items of noncompliance identified may be made during the tests. In such cases, the item of noncompliance and resolution shall be documented on the Systems Functional Test Procedure.
 2. Every effort shall be made to expedite the systems functional Performance Testing process and minimize unnecessary delays, while not compromising the integrity of the procedures. However, the Commissioning Agent shall not be pressured into overlooking noncompliant work or loosening acceptance criteria to satisfy scheduling or cost issues, unless there is an overriding reason to do so by direction from the VA.
 3. As the Systems Functional Performance Tests progresses and an item of noncompliance is identified, the Commissioning Agent shall discuss the issue with the Contractor, A/E and the VA.
 4. When there is no dispute on an item of noncompliance, and the Contractor accepts responsibility to correct it:
 - a. The Commissioning Agent will document the item of noncompliance and the Contractor's response and/or intentions. The Systems Functional Performance Test then continues or proceeds to another test or sequence. After the day's work is complete, the Commissioning Agent will submit a Commissioning Field Report to the VA and A/E. The Commissioning Agent will also note items of noncompliance and the Contractor's response in the Master Commissioning Issues Log. The Contractor shall correct the item of noncompliance and report completion to the VA, A/E and the Commissioning Agent.
 - b. The need for retesting will be determined by the Commissioning Agent. If retesting is required, the Commissioning Agent and the Contractor shall reschedule the test and the test shall be repeated.
 5. If there is a dispute about item of noncompliance, regarding whether it is an item of noncompliance, or who is responsible:

- a. The item of noncompliance shall be documented on the test form with the Contractor's response. The item of noncompliance with the Contractor's response shall also be reported on a Commissioning Field Report and on the Master Commissioning Issues Log.
 - b. Resolutions shall be made at the lowest management level possible. Other parties are brought into the discussions as needed. Final interpretive and acceptance authority is with the Department of Veterans Affairs.
 - c. The Commissioning Agent will document the resolution process.
 - d. Once the interpretation and resolution have been decided, the Contractor shall correct the item of noncompliance, report it to the Commissioning Agent. The requirement for retesting will be determined by the Commissioning Agent. If retesting is required, the Commissioning Agent and the Contractor shall reschedule the test. Retesting shall be repeated until satisfactory performance is achieved.
- C. Cost of Retesting: The cost to retest a System Functional Performance Test shall be solely the responsibility of the Contractor. Any required retesting by the Contractor shall not be considered a justified reason for a claim of delay or for a time extension by the Contractor.
- D. Failure Due to Manufacturer Defect: If 10%, or three, whichever is greater, of identical pieces (size alone does not constitute a difference) of equipment fail to perform in compliance with the Contract Documents (mechanically or substantively) due to manufacturing defect, not allowing it to meet its submitted performance specifications, all identical units may be considered unacceptable by the VA. In such case, the Contractor shall provide the A/E and VA with the following:
1. Within one week of notification from the VA, the Contractor shall examine all other identical units making a record of the findings. The findings shall be provided to the A/E and VA within two weeks of the original notice.
 2. Within two weeks of the original notification, the Contractor shall provide a signed and dated, written explanation of the problem, cause of failures, etc. and all proposed solutions which shall include full equipment submittals. The proposed solutions shall not

significantly exceed the specification requirements of the original installation.

3. The A/E and VA shall determine whether a replacement of all identical units or a repair is acceptable. The contracting officer shall inform the contractor.
 4. Two examples of the proposed solution shall be installed by the Contractor and the A/E, Commissioning Agent, and VA shall be allowed to test the installations for up to one week, upon which the A/E, Commissioning Agent, and VA will decide whether to accept the solution.
 5. Upon acceptance, the Contractor shall replace or repair all identical items, at their expense and extend the warranty accordingly, if the original equipment warranty had begun. The replacement/repair work shall proceed with reasonable speed beginning within one week from when parts can be obtained.
 6. Immediately after the defect is found, a temporary solution shall be installed in order to keep the system running while a permanent solution is agreed upon.
- E. Approval: The Commissioning Agent will note each satisfactorily demonstrated function on the test form. Formal approval of the Systems Functional Performance Test shall be made later after review by the Commissioning Agent, A/E, and by the VA. The Commissioning Agent will evaluate each test and report to the A/E and VA using a standard form. The VA will give final approval on each test.

3.8 DEFERRED TESTING

- A. Unforeseen Deferred Systems Functional Performance Tests: If any Systems Functional Performance Test cannot be completed due to the building structure, required occupancy condition or other conditions, execution of the Systems Functional Performance Testing may be delayed upon approval of the VA. These Systems Functional Performance Tests shall be conducted in the same manner as the seasonal tests as soon as possible. Services of the Contractor to conduct these unforeseen Deferred Systems Functional Performance Tests shall be negotiated between the VA and the Contractor.
- B. Deferred Seasonal Testing: Deferred Seasonal Systems Functional Performance Tests are those that must be deferred until weather conditions are closer to the systems design parameters. The Commissioning Agent will review systems parameters and recommend which

Systems Functional Performance Tests should be deferred until weather conditions more closely match systems parameters. The Contractor shall review and comment on the proposed schedule for Deferred Seasonal Testing. The A/E and VA will review and approve the schedule for Deferred Seasonal Testing. Deferred Seasonal Systems Functional Performances Tests shall be witnessed and documented by the Commissioning Agent. Deferred Seasonal Systems Functional Performance Tests shall be executed by the Contractor in accordance with these specifications.

3.9 OPERATION AND MAINTENANCE TRAINING REQUIREMENTS

- A. Training Preparation Conference: Before operation and maintenance training, the Commissioning Agent will convene a training preparation conference to include A/E, VA's Project Engineer, VA's Operations and Maintenance personnel, and the Contractor. The purpose of this conference will be to discuss and plan for Training and Demonstration of VA Operations and Maintenance personnel.
- B. The Contractor shall provide training and demonstration as required by other sections. The training and Demonstration shall include, but is not limited to, the following:
 - 1. Review the contract documents.
 - 2. Review installed systems, subsystems, and equipment.
 - 3. Review instructor qualifications.
 - 4. Review instructional methods and procedures.
 - 5. Review training module outlines and contents.
 - 6. Review course materials (including operation and maintenance manuals).
 - 7. Review and discuss locations and other facilities required for instruction.
 - 8. Review and finalize training schedule and verify availability of educational materials, instructors, audiovisual equipment, and facilities needed to avoid delays.
 - 9. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.
- C. Training Module Submittals: The Contractor shall submit the following information to the A/E and VA and the Commissioning Agent:
 - 1. Instruction Program: Submit two copies of outline of instructional program for demonstration and training, including a schedule of

- proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module. At completion of training, submit two complete training manuals for VA's use.
2. **Qualification Data:** Submit qualifications for facilitator and/or instructor.
 3. **Attendance Record:** For each training module, submit list of participants and length of instruction time.
 4. **Evaluations:** For each participant and for each training module, submit results and documentation of performance-based test.
 5. **Demonstration and Training Recording:**
 - a. **General:** Record demonstration and training. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice. At beginning of each training module, record each chart containing learning objective and lesson outline.
 - b. **Video Format:** Provide high quality color DVD color on standard size DVD disks or digital copy.
 - c. **Recording:** Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.
 - d. **Narration:** Describe scenes on video recording by audio narration by microphone while demonstration and training is recorded. Include description of items being viewed. Describe vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - e. Submit two copies within seven days of end of each training module.
 - f. **Identification:** On each copy, provide an applied label with the following information:
 - 1) Name of Project.
 - 2) Name and address of photographer
 - 3) Name of Contractor.
 - 4) Date videotape was recorded.
 - 5) Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - 6) VA Project Number
 - 7) VA Project Title

8) VA Contract Number

6. Transcript: Prepared on 8-1/2-by-11-inch paper, punched and bound in heavy-duty, 3-ring, vinyl-covered binders. Mark (type written) appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding videotape. Include name of Project, date of videotape, VA Project Number, VA Project Title, and VA Contract Number on each page.

D. Quality Assurance:

1. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this project, and whose work has resulted in training or education with a record of successful learning performance.
2. Instructor Qualifications: A factory authorized service representative, complying with requirements in Division 01 Section "Quality Requirements," experienced in operation and maintenance procedures and training.
3. Photographer Qualifications: A professional photographer who is experienced photographing construction projects.

E. Training Coordination:

1. Coordinate instruction schedule with VA's operations. Adjust schedule as required to minimize disrupting VA's operations.
2. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
3. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by the VA.

F. Instruction Program:

1. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections, and as follows:
 - a. Heat generation, including pumps, heating hot water heat exchangers, and heating hot water distribution piping.
 - b. HVAC systems, including air handling equipment, air distribution systems, and terminal equipment and devices.

- c. HVAC instrumentation and controls.
- G. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participants are expected to master. For each module, include instruction for the following:
1. Basis of System Design, Operational Requirements, and Criteria:
Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
 2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project Record Documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
 3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
 4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.

- d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
- a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
- a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:
- a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
- a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.
- H. Training Execution:
- 1. Preparation: Assemble educational materials necessary for instruction, including documentation and training module. Assemble

training modules into a combined training manual. Set up instructional equipment at instruction location.

2. Instruction:
 - a. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Department of Veterans Affairs for number of participants, instruction times, and location.
 - b. Instructor: Engage qualified instructors to instruct VA's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1) The Commissioning Agent will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
 - 2) The VA will furnish the Contractor with names and positions of participants.
3. Scheduling: Provide instruction at mutually agreed times. For equipment that requires seasonal operation, provide similar instruction at start of each season. Schedule training with the A/E, VA and the Commissioning Agent with at least thirty days' advance notice.
4. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

----- END -----