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DIVISION B
SPECIAL REQUIREMENTS FOR UNIVERSITY PROJECTS

B.1 GENERAL

A. Professional must develop a Special Requirements Section for all projects. This section shall be included as part of the Contract Specifications or, in projects of reduced scope, incorporated on the Contract Drawings.

B. Professional shall use these Special Requirements as a guideline for selecting and incorporating into the Contract Documents those items that directly relate to the project's Scope of Work.

C. Professional shall review these requirements with the University's Project Manager, in order to insure a proper conduct of the work on the part of the Contractors working for the University.

D. When the term "Contractor" is used in this document, it refers to either the single Contractor in charge of the job, or each of the Prime Contractors involved. In some cases, the specific Prime Contractor has been identified when the responsibility has to be singled out. The Professional is to tailor the language of this document according to the manner in which the project will be bid.

B.2 ASBESTOS/LEAD PROCEDURES

A. Summary:

The intent of this procedure is to identify hazardous materials when designing and renovating spaces within the University buildings. Hazardous materials should be accounted for in the design, budget, and schedule of the project in order to minimize the disruption to the User of the space. Even though not all materials that will be disturbed during construction can be tested prior to starting the work, a plan must be developed to deal with those areas that will be disturbed prior to bidding the work.

B. Design Procedure:

1. The Design Professional is to review the University's ACM database on the asbestos materials within and adjacent to the space that is to be renovated.

2. Once the project scope is defined, the Design Professional is to determine what materials will be affected by the work and visit the site to verify existing conditions.

3. The University's Design Project Manager will arrange for an analysis of the materials if necessary, (i.e.: plaster walls, ceilings, acoustical treatments, flooring material, flooring adhesive, floor tile under carpeting, wall tile adhesive, etc.) to determine the exact content of asbestos in the material and to verify the existing conditions. This analysis is to be performed by a licensed technician who can certify the results. The University has a service contract with a testing firm.

4. During the review of the Design, the University's Design Project Manager will review the space for lead containing material that might be affected by the demolition. Example: cutting structural steel with lead paint on it.

5. Construction documents are to include the abatement of asbestos and lead, and are to be part of the general construction trades contract. This may not always be the case; for
example, on large building demolition projects the abatement may be a separate contract. Therefore, who will perform the abatement should be discussed during the early stages of the design process.

6. Construction bid documents for asbestos and lead abatement shall specify that all work is to be performed in accordance with Federal, State, and local regulations.

C. Testing Procedure:

1. The following building components should be suspect for containing hazardous materials:

   **Walls:** Plaster, Tile, brick (fire brick), Transite.

   **Ceilings:** Plaster, suspended acoustical, glued acoustical (including the mastic) and spray-on acoustical treatments.

   **Flooring:** Tile and mastic, sheet flooring and mastic, carpeting adhesives, and in areas that are carpeted, the surface below the carpet should be exposed and tested.

   **Insulation:** Pipe insulation, pipe fittings, covering on pipe insulation, ductwork insulation, spray-on insulations and fire proofing.

   **Transite:** This was used for: ductwork, fume hood linings, fire rated partitions, heat shields behind steam radiators and counter tops in labs.

   **Doors:** Fire doors and cores of older doors.

   **Mastic:** Chalkboard adhesive, glass and mirror adhesives.

   **Boilers:** Chamber linings, doors and breachings.

   **Paint:** Test for lead paint in any areas that has a substantial amount of demolition. This is especially critical with the demolition of steel and the work done with a cutting torch or cutting blade.

2. All layers of building finishes should be tested. For example, vinyl asbestos tile may be found under carpeting, asbestos plaster under a layer of drywall and asbestos ceiling plaster above an acoustical tile ceiling. Insulation on piping above ceilings and in mechanical areas should be suspect of ACM.

D. Testing Results:

1. The Architect or the person responsible for the design should forward a complete set of demolition drawings to the University’s Design Project Manager. The University’s Design Project Manager shall have the area that is to be disturbed or removed tested for asbestos, lead, and other hazardous materials. This should include a written scope identifying surfaces to be tested. The testing company will then provide a full report of areas tested and show the areas on a drawing where the sampling was taken.

2. Acceptable types of tests are bulk samples, point counts, and T.E.M.
A. *Professional Note -- (The following paragraphs are to be used for the construction of new buildings):*

General Contractor shall provide and maintain, at his/her own cost and expense, a suitable office on the premises, at a location directed by the University. The office will contain provisions for email, telephone, fax machine, a table or shelf desk and suitable provision for storage of drawings and contract documents. Contractor shall provide and maintain heating facilities and supply fuel for same in cold weather and shall remove the office from the premises at completion of work. A mobile type office is acceptable.

Other Prime Contractors may, at their option and expense, be located in an area approved by the University, erect and maintain office space on the premises for their own use, and remove same upon completion of their contracts.

B. *Professional Note -- (The following may be used for the remodeling of existing buildings.):*

Contractors shall establish an area at the work site as may be feasible for conducting their operations, as agreed upon by the University.

B.4 OFFICE OF THE UNIVERSITY REPRESENTATIVE

A. *Professional Note -- (This paragraph to be used for the construction of new buildings or large renovations. Verify with the University’s Project Manager.):*

General Contractor, at his/her own cost and expense, shall provide and maintain suitable office space for a University representative at the site, at a location directed by the University. The office shall be large enough to house a desk, drafting table, drawing reference table, file cabinets and a small conference table. Contractor shall pay for and install telephone, E-mail, and fax services, water, heat, sanitary and electrical services to the office space. Costs for telephone calls are to be at the expense of the University.

B.5 TELEPHONE SERVICE

A. *Professional Note -- (This paragraph is to be used for the construction of new buildings, or large renovations):*

General Contractor, at his/her own cost and expense, shall immediately upon award of the contract install and maintain in his/her temporary office, a telephone with local and long distance connections provided with a large gong in an approved location. Long distance calls shall be paid by the person making the calls. Other Prime Contractors shall arrange for telephone services either with the General Contractor or independently with the phone company.

B. *(This paragraph is to be used for small renovations.):*

Contractors will be required to use pay phones or cell phones at their own cost and expense. Contractors shall refrain from soliciting the use of University telephones.
B.6 STORAGE SHED

A. Each Prime Contractor shall, at his/her own cost and expense, provide upon the premises, at a location directed by the University and maintain and remove when directed, suitable substantial watertight storage sheds in which he/she shall store all materials which might be damaged by the weather. Storage sheds shall be of sufficient size to hold all the materials required on the site at one time and shall have floors raised at least six (6) inches above the ground on heavy joists or sleepers. Contractors shall not store materials in any existing building or beyond the contract limits as defined by the drawings. Storage sheds shall have sufficient ventilation to preclude condensation. Roofing materials shall be stored under roofs and not under protective wrapping or covering alone.

B. Contractors shall take precautions as may be necessary for the security of these stored materials. The University shall not be held responsible for any stored items at the sites. This shall be the sole responsibility and liability of the Contractors.

C. Professional Note -- (The following paragraph is to be used in renovation work):

Contractors shall not use other than approved designated work areas for storage of materials. Storage of combustibles will not be permitted within University buildings. Corridors, hallways, stairwells, loading docks and egress ways shall not be used for storage of materials.

B.7 SCAFFOLDING

A. Prime Contractors are referred to and agree to comply with the terms, regulations and conditions contained in the latest editions of the BOCA National Building Code and where applies the Department of Labor and Industry "Regulations for Constructions and Repairs", and "Regulations for Railings, Toe Boards, Open Side Floors, Platforms and Runways", "Regulations for Protection from Fire and Panic" and OSHA requirements.

B. Each Contractor shall furnish at his/her own cost and expense scaffolding, trestles, ladders and platforms and other equipment that is required for the execution of the work under his/her own contract.

C. Contractors shall be required to receive permission from the University for the display of signs, banners or emblems prior to erecting same on Contractor owned equipment.

B.8 EXCAVATIONS (UNCLASSIFIED)

Excavation under this Contract is unclassified and includes every kind of subsurface condition and material encountered in the Contract area. No extra or additional compensation for excavation will be paid under this Contract because of unknown subsurface conditions or materials.

B.9 SUBSURFACE INFORMATION

A. Any available data concerning subsurface materials or conditions based on soundings, test pits or test borings, has been obtained by the retained Professional for his/her use in designing this project. Its accuracy or completeness is not guaranteed by the University or the Professional and in no event is it to be considered as part of the contract plans or specifications. Contractors must assume all risks in excavating for this project and shall not be entitled to rely on any subsurface information obtained from the retained Professional. Bidders shall make their own investigation of existing subsurface conditions, and if they do not do so, the University will not be responsible in any way for the consequences.

B. Said subsurface information is available at the office of the retained Professional, and prospective
bidders may obtain this information by applying to the retained Professional. Bidders will be required to sign a standard form of receipt for this subsurface information in accordance with the provisions of this section.

B.10 TEMPORARY SERVICES DURING CONSTRUCTION

A. **Professional Note** -- *(The Professional is to discuss with the University’s Project Manager temporary service requirements. Verify available services for Regional Campuses as they may vary and be restrictive for these temporary services.)*:

*New buildings or renovations to existing buildings through State Agencies require the contractors to meter and pay for these services until final acceptance of the project work.*

B. Designated Contractor shall, at his/her own cost and expense, install, operate, protect and maintain the respective temporary services as hereinafter specified, during the construction period of this project. These temporary services shall include water supply, electric light and power, material hoists, fire protection, sanitary facilities, access roads, and any other services as may be stipulated in the General Conditions, Special Requirements, and/or Specifications.

C. General Contractor shall pay the costs for electric power, and fuel required for the operation of temporary services except where it is stipulated herein that these items will be furnished free of charge to the Contractors by the University or will be furnished by other Contractors. However, the General Contractor will not be required to pay the cost of water, electric power and fuel where these items are used for the specified testing of equipment furnished and installed by other Contractors. Each Contractor shall pay for the cost of these items which are used in testing of equipment furnished and installed under his/her respective contract.

D. Temporary connections to new and/or existing permanent service lines shall be made at locations as directed by the University and when the temporary service lines are no longer required, they shall be removed by the Contractor installing same. Any part or parts of the permanent service lines, grounds, and buildings disturbed or damaged by the installation and/or removal of the temporary service lines shall be restored to their original condition by the Contractor responsible for the temporary installation, at no cost to the University.

E. Any Contractor who fails to carry out his/her responsibility in supplying temporary services as set forth in his/her contract shall be held responsible for such failure and the University shall have the right to take such actions as it deems proper for the protection and conduct of the work and shall deduct the cost involved from the amount due of the Contractor at fault.

B.11 TEMPORARY WATER SUPPLY

A. Plumbing Contractor shall, at his/her own cost and expense, install, operate, protect and maintain an adequate water supply for use by the Contractors on the project during the period of construction either by means of the permanent water supply line or by the installation of a temporary water supply line. This water supply line shall be made available within fifteen (15) days after being so directed by the University. Contractors shall notify the University twenty (20) days prior to the time they will require the temporary water supply.

B. Plumbing Contractor will be required to bring the temporary water supply to a point approximately ten (10) feet from the building and to provide a meter; the actual location of the point to which the water is brought shall be in close proximity to the point of entrance of the permanent water supply. From this point, each Contractor shall install, valve, maintain and protect such temporary water lines as he/she will require to perform the work under his/her contract.
C. Professional Note -- (The following paragraph must be verified by Addendum during bidding with the University’s Project Manager.):

The University will provide water for construction purposes at no cost to the Contractor.

B.12 TEMPORARY HEAT

A. Professional Note -- (The following is to be used for new buildings):

The temporary heat requirements are divided into two categories i.e., (1) temporary heat required prior to the enclosure of the structure, structures, or portions thereof; (2) temporary heat subsequent to the enclosure of the structures.

A structure shall be considered to be enclosed when (a) the roof is on tight; (b) the exterior walls have been complete; and (c) when openings, doors and windows are closed with permanent closures, or with substantial temporary closures which will affect the retention of heat within the structure.

Where projects are multi-story which are more than three (3) levels or stories above grade, buildings shall be defined as "enclosed" when the requirements of the preceding paragraph have been met, except that the stipulation that the roof shall have been completed shall not apply as long as the floor construction of the level above the proposed working area is complete, and as long as all stairs or other openings which penetrate or project through the ceiling or the floor above the proposed working area have been protected. This provision shall apply only after the first three (3) floors are fully enclosed.

Prior to the enclosure of structure, structures, or portions thereof, and when official weather predictions forecast below freezing temperatures, each Prime Contractor shall provide, maintain, operate and pay all costs, including fuel, to supply temporary heat to protect his/her own portion of the work of the project.

Self-contained oil fired portable heaters, if used, shall be vented to the outside of the structure; these types of heaters shall be used only in areas where finished work has been started.

Temporary heat in the enclosed structures will be required on a 24-hour basis when the ambient temperature is officially predicted or is actually at 35°F or lower. Heating Contractors shall advise the University of each 24-hour period that heat will be furnished prior to furnishing same, in order to coordinate accurate field records. The University may authorize temporary heat at times other than above required in order to affect job progress.

After the structure is enclosed and temporary heat is required as determined by the University, the Heating Contractor, at his/her own cost and expense, shall provide the equipment and heating personnel for the temporary heat. The Heating Contractor may install gas or oil fire portable heating units provided the byproducts of combustion are totally vented outside the building. The Heating Contractor may utilize the permanent system or portions thereof or may install temporary steam or hot water radiation or convection or a combination of both. The Heating Contractor may install, operate, protect and maintain a temporary steam heating system through connections to existing University steam lines. The University will provide steam for temporary heating after the structure is enclosed at no cost to the Contractors. (Coordinate with the University for tie-ins to operating systems.)

Temporary heating systems shall be of sufficient capacity to heat the interior of the structure to 50°F when the outside temperature is 0°F. Temperature at all times must be 50°F or above. This service shall be continued until the entire project is completed.
Where electricians or plumbers are required to install, operate, supervise or maintain equipment used in the provision of temporary heat, the payment for the services of such personnel shall be the responsibility of the Electrical or Plumbing Contractor respectively. It will be the responsibility of the Electrical and/or Plumbing Contractor to coordinate with the Heating Contractor to meet the temporary heat requirements.

General Contractor shall pay for fuel, including steam for the temporary heat and for electricity in conjunction with the operation of temporary heating facilities after enclosure when not provided by the University. Metering shall be provided by the General Contractor for temporary heat.

General Contractor, at his/her own cost and expense, shall remove soot, smudge and other deposits, from walls, ceilings and exposed surfaces which are the result of the use of any temporary heating equipment, including the use of permanent heating system for the temporary heating purposes. He/she shall not do any finish work until all surfaces are properly cleaned.

Permanent heating equipment used to supply temporary heat shall be completely cleaned and reconditioned by the Heating Contractor prior to final acceptance in the presence of the University personnel. Pertinent heating equipment such as radiator trap seats and diaphragms, valve seats and discs, strainer internals, or any other equipment found to be damaged due to being used for temporary heat shall be replaced. Replacements must be checked and approved by the University personnel.

The use of either temporary or permanent electric resistance heating will not be permitted for temporary heat.

The responsibility of the several Contractors herein mentioned for the provision of temporary heat subsequent to the enclosure of the building, buildings, or portions thereof within their contract price, is limited to the Professional to specify calendar days, the total cost of which must be included and made a part of the lump sum bid submitted by each bidder. This is also to be shown as the last item on the Contract Breakdown Sheet. Contractors are to include the number of calendar days, cost per twenty-four (24) hour day and extended price. The cost per twenty-four (24) hour day will be used as an add or deduct should the number of days of temporary heat furnished exceed or be less than the number of calendar days stated previously in this paragraph. This price is subject to acceptance or rejection by the University. If accepted, it is to be used in the form of an addition to or deduction from the contract price for furnishing temporary heat for a longer or lesser period than the number of days hereinbefore stipulated. If rejected, a unit price of this purpose shall be agreed to by the parties prior to the approval of the contract breakdown.

Contractor must fully document the cost involved for supplying temporary heat with substantiating data.

B.13 CONSTRUCTION LIGHT AND POWER

A. Electrical Contractor shall, at his/her own cost and expense, install, operate, protect and maintain the temporary service for construction of light and power.

B. This service shall be taken from the closest available primary or secondary source. Electrical Contractor shall extend the temporary wiring throughout the building, properly insulated and installed in a safe manner. The University will not provide electric power used as a source of heat for the temporary heating hereinbefore specified.

C. Electrical Contractor shall furnish this service within fifteen (15) days after receipt of notice from the University. Contractors shall notify the University twenty (20) days before the date they will require the service. The service will be not less than 200 ampere, 1 phase, 4-wire, 120/208 volts with service...
and branch circuit protection as required. The Electrical Contractor shall confer with the University and all other Prime Contractors as to the type and location of the temporary services before installation.

D. Electrical Contractor shall furnish and install weatherproof sockets complete with 100 watt lamps for temporary lighting on 20 foot centers, in corridor areas and on stairway landings. Temporary lighting shall be maintained and be maintained for the duration of construction. Where the distance perpendicular to the corridor is more than 20 feet, additional lighting should be provided parallel to the corridors and on 30 foot centers.

E. Electrical Contractor shall also provide a 120 volt single phase grounding type outlets with ground fault protection on 30-feet centers in corridor areas. If multi-phase power service is required by other Contractors, these services shall always be the responsibility of the Contractor requiring same.

F. Electrical Contractor shall provide fence lighting in accordance with the City of Pittsburgh's requirements.

G. Complete installation of temporary lighting and power should be in strict accordance with the latest edition of the National Electric Code and OSHA requirements.

H. Where a service of a type other than that as herein mentioned is required, each Contractor requiring same shall provide such service and necessary equipment at his/her own expense. Each Contractor shall provide his/her own extension cords with lamps.

B.13A CONSTRUCTION LIGHT AND POWER (Existing Occupied Buildings)

A. Electrical Contractor shall, at his/her own cost and expense, extend temporary lighting and power from existing service presently existing in the buildings. Electrical contractor shall fully coordinate loads required to perform the work and to maintain existing lighting and power circuits in use.

B. Professional Note -- (The following paragraph must be verified by Addendum during bidding with the University's Project Manager):

The University, within its facilities, will furnish electricity for construction purposes free of charge to the Contractors.

B.14 FIRE PREVENTION PLANNING FOR CONSTRUCTION, RENOVATIONS OR DEMOLITION PROJECTS


Designers and contractors working on new construction, renovation or demolition projects at the University of Pittsburgh must familiarize themselves with the above Codes enforced by the City of Pittsburgh and/or State of Pennsylvania. A Fire Prevention Plan shall be included as part of construction documents. The project-specific Plan is to be developed by the contractor/construction manager and must be submitted to the University of Pittsburgh Facilities Management Division. Facilities Management shall submit each Fire Prevention Plan to Environmental Health and Safety for review.

During construction, renovation or demolition, especially within buildings that will remain occupied during any portion of the project, the Fire Prevention Plan should address the potential fire and life safety hazards created by the project, and the maintenance of conditions and control measures.
that allow for continued building occupancy. It is not acceptable for any project to have a condition that lacks the required fire notification, fire protection, or safe egress features.

A thorough review of the existing fire alarm and fire protection systems along with review of any proposed modifications to these systems should be performed by the design professionals for the project. This review shall determine how modifications or removal of devices in the work zone may impact adjacent areas or the entire building. Maintaining existing systems (in full or in part), installing temporary systems or devices; or a combination of these approaches must be included.

B. Fire Alarm Systems

1. For as long as possible or practical, the existing fire alarm system consisting of but not limited to smoke detectors, heat detectors, waterflow switches for the sprinkler system, valve tamper switches, pull stations, and notification devices (horns/strobes/speakers) shall remain operational.

2. For projects where the scope of work does not allow all system devices to remain in operation (especially during demolition), the following is needed:

   A “minimal level” of detection must be maintained at all times. This is defined as active pull stations at both the primary and secondary egress points and notification devices in the work zone. Smoke detectors in and adjacent to the work zone should be temporarily bagged during construction to help reduce false alarms and keep dust from entering the devices. The bags must be removed at the end of each shift. Accepted bagging techniques involve paper bags or plastic (less than 3 mil in thickness) temporarily fastened to the detector in a manner that covers the sensing device. Tape covering the sensing device is not an acceptable method for bagging detectors. Specific detection devices (e.g. beam type detectors or duct detectors) may be temporarily disabled upon approval of EH&S. Every effort must be made to minimize the time that the devices are inactive.

   a. The Project’s Fire Prevention Plan must address the removal of any devices on the fire alarm system, including the anticipated impact to adjacent areas on the fire alarm system (or loop). Adjacent areas or zones shall remain properly protected and the operation of the fire alarm system should remain unaffected. If programming changes may be needed to the fire alarm panel, these should be documented in the Plan and coordinated with the fire alarm panel manufacturer’s approved technicians.

   b. If it is determined that there is no practical way to maintain fire alarm system components during any portion of the project, a fire watch will need to be established. The fire watch and the impacts to the fire alarm system must be detailed in the Plan.

3. All new system installations should comply with applicable standards as listed in the IFC, IBC and/or NFPA.

C. Fire Protection Systems

1. For as long as possible or practical, existing fire protection systems including but not limited to sprinkler systems, fire hose standpipe systems, and fire pumps (including the controller and back-up emergency generators) should remain operational.

2. Consideration must always be given to maintaining portions of the sprinkler system within
the work zone. When sprinklers are removed from service, temporary smoke detection shall be installed. The temporary smoke detectors should be programmed into the fire alarm panel and should remain in service until sprinkler protection is resumed. The temporary smoke detectors in and adjacent to the work zone should be bagged during construction to help reduce false alarms and keep dust from entering the devices. The bags must be removed at the end of each work day.

3. If it is determined that there is no practical way to maintain fire protection systems during any portion of the project, a fire watch will need to be established. The fire watch and the impacts to the fire protection systems must be detailed in the Plan.

4. All new system installations should comply with applicable standards as listed in the IFC, IBC and/or NFPA.

D. Other Responsibilities

1. The General Contractor must establish a designee or Program Superintendent to implement and supervise the following:

   a. Verify that the fire alarm and fire protection systems are arranged and operational as discussed in the Plan.

   b. Verify that the installation of any new equipment, suspended ceilings, walls, cabinets, shelving, signs/displays or other items do not interfere or obstruct any sprinkler heads (existing or new), any fire alarm initiating and/or notification devices, hose cabinets, fire extinguishers, fire alarm control panels, annunciators, or EXIT signs until relocation or new components are provided.

   c. Coordinate with the Project Manager all scheduled or emergency outages to the fire alarm and fire protection systems.

   d. Manage procedures established in the Plan for the control of the following precautions against fire:

      1) The University’s Hot Work Permit System must be followed for all cutting, welding or other forms of hot work. Hot Work Permits can be obtained from the Project Manager or EH&S.

      2) Smoking is prohibited in all University buildings and signs shall be posted.

      3) Open burning is prohibited unless a Permit is obtained from the City.

      4) Materials susceptible to spontaneous ignition such as oily rags should be stored in a listed/approved disposal container.

      5) The storage, use and handling of flammable and combustible liquids should be in accordance with IFC Section 1405 and applicable sections of Chapter 34.

      6) The storage, use and handling of flammable gas should be in accordance with Chapter 35 of the IFC.
7) Combustible debris should not accumulate within buildings. Combustible debris, rubbish and waste material should be removed from buildings at the end of each work shift, and should be properly disposed.

8) Temporary wiring for electrical power and lighting installations used in connection with the construction, alteration or demolition of buildings, structures, equipment or similar activities should comply with NFPA 70.

9) The use, type and arrangement of temporary heating equipment should be in accordance with Section 1403 of the IFC.

10) Internal combustion powered construction equipment must not be refueled while in operation and should be located so that exhaust does not discharge against combustible material. Such exhaust must be piped outside of the building, must be directed away from and located at a 10ft minimum from air intakes and operable windows. All fuel should be stored in an approved area outside the building. A Permit must be obtained from the City.

11) For roofing operations, use of heat producing systems or other ignition sources should be in accordance with IFC Section 1417 and Chapter 26.

12) The contractor should provide and maintain fire extinguishers which have current service inspection tags. There should be at least one approved portable fire extinguisher in the work site in accordance with IFC Section 906, and at each stairway on all floor levels where combustible materials have accumulated and in every storage and construction shed. Additional portable fire extinguishers should be provided where special hazards exist including, but not limited to, the storage and use of flammable or combustible liquids.

2. The Project Manager should initiate University outage notification procedures, and coordinate activities with the contractors and designated Facilities Trades staff responsible for the fire protection and fire alarm systems.

3. For all areas under renovation, the University’s “Fire Alarm and Fire Protection Outage Procedures” must be reference in the Plan and implemented at all times.

4. The Plan must address impairment procedures with a focus on reducing accidental fire alarm activation associated with demolition, renovation and new construction to include bagging all smoke detectors both inside and adjacent to the work zone; properly planning for the removal or addition of fire alarm initiating and detection devices and fire protection components; and precautions to eliminate damage to existing sprinkler heads and piping.

5. Pitt EH&S must be notified in advance of all planned or emergency impairments/outages, so that these activities are documented with the University’s property insurance carrier.

E. Fire Department Access

1. Exterior access for Fire Department apparatus and vehicles must be maintained for the duration of the project. Any alterations to Fire Department access must be incorporated in the Plan.

2. All fire hydrants and all building Fire Department connections must remain accessible. Any
alterations or restrictions in access to hydrants or Fire Department connections must be incorporated in the Plan.

3. An unobstructed path from the exterior through the interior of the building to the work zone must be maintained for fire fighter access. Provisions may be necessary for any areas where secured access is required. If applicable, this must be addressed in the Plan.

F. Means of Egress

1. Whenever practical, at least two means of egress should be maintained from the work zone.

2. For the occupied areas of the building, the minimum number of required egress paths must be maintained and kept free of any obstructions.

3. Directional signs or revisions to existing EXIT signage may be needed to direct occupants around the work zone to the new or existing egress path. Alterations to directional signage and egress paths for building occupants must be addressed in the Plan. Existing Evacuation Maps may need to be altered to reflect these changes in projects of longer duration.

G. Fire Protection System Testing

1. Fire protection and fire alarm system testing subsequent to any modifications and prior to acceptance shall be performed in accordance with applicable NFPA standards. The tests should be documented using appropriate acceptance forms, as completed by the installing contractor and witnessed by both University and AHJ personnel.

2. Pitt EH&S should be notified when acceptance testing will be performed by the AHJ (or FM Global). Pitt EH&S must be provided with copies of all test forms and all test reports.

3. Applicable trades staff should be involved with any outages associated with the acceptance testing and should also be present to witness the testing, especially when it involves specialized fire protection systems, components or devices.

H. New Building Construction or Demolition

The following items also require AHJ approval and should be included in the project's Fire Prevention Plan:

1. The type and arrangement of any required standpipe systems.
2. Provision of a temporary or permanent water supply.
3. Protection of pedestrians.
4. Protection of adjoining property.
5. Temporary use or closing of public streets.

B.15 SITE FENCE

General Contractor shall maintain a temporary site fence on the perimeter of the site as shown on drawings, to meet requirements of the local authorities having jurisdiction. Fences shall be composed of 4'-0" high "snow fence", composed of a slat-and-wire fabric, or polyethylene netting attached to prefabricated metal posts spaced no more than 6'-0" on centers. If required, provide at least one (1) opening of 12'-0" wide for vehicular access.
B.16  SHUT-DOWN OF UTILITIES

A. Contractors shall obtain approval from the University, at least ten (10) working days in advance, for the shut-down of utilities. Utility shut downs must be scheduled so they do not interfere with the University's daily functions.

B. Professional Note -- (The Professional will be responsible for identifying major shut downs that will occur during night time or weekend hours. These shut downs are to be specifically described in this Division.)

B.17  ENVIRONMENTAL QUALITY CONTROL

A. Prime Contractors and their sub-contractors shall perform their work in a manner which shall minimize the possibility of air, water, land and noise pollution, and in accordance with governing public authority. Each Prime Contractor shall comply with statutes and regulations of the Commonwealth of Pennsylvania concerning environmental quality control administered by the Department of Environmental Protection, including the Clean Streams Law, Pennsylvania Sewage Facilities Act, Air Pollution Control Act, Surface Mining Conservation and Reclamation Act, Bituminous Coal Open Pit Mining Conservation Act, Dams and Encroachments Act, Water Well Driller's Act, Water Works Act and Atomic Energy Act all as amended to-date. Each Contractor will be solely responsible for any violations and shall be responsible for securing required permits.

B. Erosion control measures are shown on drawings, specifications and/or Section B 18 of these Special Requirements. Erosion control permits, if required, will be obtained by the Professional.

C. Burning of materials from clearing and grubbing operations, periodic clean-up, and related construction shall be governed by local codes and ordinances and/or the Regulations of the Department of Environmental Protection. For each day that the Contractor may contemplate open burning, he/she shall secure written approval from the Department of Environmental Protection. Failure to secure permission for open burning will require Prime Contractors to remove material from the project site and dispose of same in a manner acceptable to the Air Pollution Control Engineer and the Solid Waste Coordinator.

D. Storage, collection, transportation, processing and final disposal of solid waste shall be in accordance with regulations and standards of the Solid Waste Management Act of the Department of Environmental Protection. Immediately upon notice of award of contract, that Contractor shall apply for necessary permits from Department of Environmental Protection and conduct waste disposal on sites approved under this permit. A copy of this permit must be submitted to the University before commencing waste disposal. Name, address and telephone number of the Regional Solid Waste Coordinator of the Department of Environmental Protection is furnished below. This coordinator shall be contacted for the permits and for information concerning sites already approved for conducting waste disposal.

B.18  SOIL EROSION AND SEDIMENTATION CONTROL DURING CONSTRUCTION PERIOD

A. No water which transports sediment resulting from earth moving, demolition or other construction activities shall be permitted to discharge into the waters of the Commonwealth or beyond the contract limits of the project.

B. Natural surface water shall be diverted away from the work area. A permanent diversion drainage system shall be constructed up-grade of work areas required to convey tributary run-off around and
beyond the outer limits of the area subject to earth moving, demolition, or other construction activities. Interception channels shall be constructed within the project area as required to control the discharge of sediment due to construction activities.

C. Surface runoff from a project area and discharge resulting from the de-watering of excavations shall be collected and diverted to facilities for removal of sediment. Water collected by interceptor channels shall be conveyed to sedimentation basins or to vegetated areas but not directly to streams or storm drains.

D. Earthmoving activities shall be planned to minimize the extent and the duration of exposure of disturbed land.

E. Surfaces of cut and embankment slopes, ditches, shales, earth stockpiles, and areas denuded of top soil shall be stabilized to minimize surface erosion as soon as possible after exposure. Whether temporary or permanent, such surfaces shall be stabilized immediately to control erosion.

F. Temporary stabilization shall generally be accomplished by vegetative measures, seeding with rapidly growing plants, such as annual rye grass, small grain, Sudan grass, or field brome grass. This planting should be supplemented by mulches and protective netting as required or directed.

G. Temporary erosion control facilities shall be maintained for the duration of construction and shall be removed only after the permanent drainage and erosion control features of the project have been completed and established in operation.

B.19 NOTIFICATION TO PUBLIC UTILITIES PRIOR TO EXCAVATION OR DEMOLITION WORK WHEN USING POWERED EQUIPMENT OR BLASTING

MAJOR PROVISIONS OF House Bill No. 2543 3772

RE: NOTIFICATION TO PUBLIC UTILITIES PRIOR TO EXCAVATING OR DEMOLITION WORK WHEN USING POWERED EQUIPMENT OR BLASTING.

A. Definitions Section

B. Duties of Utility Company

1. Advise in writing county Recorder of Deeds where utility's lines are located.
   (i) Utility company's name.
   (ii) Political subdivisions where lines are located.
   (iii) Utility's address and telephone number where inquiries may be made as to location of utility lines.

2. Advise in writing any changes in 1(i) through (iii).


4. Advise a Designer in two (2) working days as to approximate location and type of utility lines at site for which designer is preparing a drawing.

5. Advise a Contractor who identifies job site in two (2) working days as to:
(i) Location of lines at the site.

(ii) Steps utility may take to avoid line damage.

(iii) Suggestions to avoid damage.

6. Advise Designers and Contractors of a "serial number" assigned by the utility when a telephone call is made and maintain a "register" of pertinent information.

C. Duties of Recorder of Deeds

1. Maintain a list, by political subdivision, of utility lines information provided in B above.

2. Make such lists available for inspection at no charge or provide a copy for $1.00.

D. Duties of Designer Preparing a Drawing, Requiring Excavation or Demolition Work

1. Inspect or obtain a copy of list of utility companies from county Recorder of Deeds. (See C 1).

2. Request from utility companies on the list provided or inspected information as to approximate location and type utility line at the site (See B 4).

3. Show on the drawing the approximate location of line, type of line, name of utility company, utility company's office address and telephone number.

4. Notify the Pennsylvania "One Call" (1-800-242-1776) system within ten (10) days before the design has started on the project.

E. Duties of Contractor Performing Excavation or Demolition Work

1. Ascertain location and type of utility line at the site by inspecting drawing (See D 3), or by inspecting or obtaining a list from the county Recorder of Deeds and then contacting the utility companies on that site.

2. Three (3) days before excavation or demolition, request from the utility companies the steps utility may take to avoid damage [See B 5(ii)], and suggestions to avoid damage [See B 5(c)].

3. Inform each equipment operator or blaster, information obtained in 1 and 2 above, (E 1 and 2).

4. Report any damage to utility lines to utility company, made or discovered, in the course of the work.

5. Alert any occupants of premises as to any emergency created or discovered.

6. Provisions of (1), (2) and (3) above do not apply in an emergency. (Defined as any condition constituting a clear and present danger to life or property by escaping gas, exposed wires or other utility line breaks or defects).

7. Notify Pennsylvania "One Call" (1-800-242-2776) system three (3) days prior to start of construction.
This Act would not amend or repeal any other law or local ordinance on the same subject matter. This Act does not preclude establishment of “one-call systems” or other such agreements.

Penalty of $100.00 to $1,000.00 or prison up to 90 days, or both upon conviction for violation of the Act.

B.20 CONSTRUCTION ACCESS ROAD (WHERE REQUIRED):

A. Professional Note -- (The following is a requirement for new buildings or large additions in the Regional Campuses.)

B. Materials and equipment delivered to the construction project shall enter and leave via the “access road” indicated on the Site Plan. The General Contractor shall construct the new gravel access road and shall do required grading and supplying of stone base as will be necessary to make this road passable at all times, under all weather conditions and shall maintain the road during the course of construction.

C. At the termination of the project, the access road shall remain in place (or removed and land restored to original conditions) as determined by the University.

D. Mud, dirt, or debris deposited on any of the Campus roads by construction operations or construction traffic shall be cleaned daily by the General Contractor to the satisfaction of the University.

Oakland Campus:

E. Professional Note -- (The following paragraph is to be used for projects at the Oakland Campus.) Contractors shall be responsible for keeping public and private roads clean of mud, dirt, or debris originated by the construction operations. These roads shall be cleaned daily by the Contractor to the satisfaction of the University.

B.21 TEMPORARY ROADS AND PAVING:

A. General Contractor shall provide temporary roads and paving as called for on the drawings. To the fullest extent possible, locate temporary roads and paving for storage areas and temporary parking, in the same locations as permanent facilities for similar uses.

Temporary Road:

1. Coordinate development of temporary roads and paved areas with grading and the compaction of the sub-grade, installation and stabilization of the sub-base and installation of the base and finish courses of permanent paving.

2. Delay installation of the final course of permanent asphalt concrete paving in areas exposed to temporary use until immediately before substantial completion. Coordinate with normal weather conditions to avoid unsatisfactory results.

3. Extend temporary paving in and around the site construction area as necessary to accommodate the following:

   Delivery and storage of materials.
   Fabrication operations.
   Use of equipment.
   Testing Operations.
   Administration and supervision.
Safety and protection activities.

**Paving**: Construct and maintain temporary roads and paving to support required loading and to withstand exposure to traffic during the construction period.

1. Provide a reasonably level, graded and well drained sub-grade of satisfactory soil material, as defined in Sub section 2, well compacted to not less than 95% of maximum dry density.

2. Provide gravel paving course of a well graded sub-base material not less than 3" thick, roller compacted to a level, smooth, dense surface.

3. Provide a dust control treatment consisting of a "road-oil" or other petro chemical compound known to be non-polluting and not tracking.

**B.22 HAULING EXCAVATION MATERIALS**

A. **Professional Note -- (Review the following paragraph with University Project Manager.)**

Excess topsoil and material suitable for backfill shall be disposed off/on Campus property, (at the location shown on drawings.) Other materials shall be removed from the site and disposed of properly by the Contractors or subcontractors responsible for the same.

**B.23 PARKING FOR CONSTRUCTION WORKERS**

A. **Professional Note -- (The following paragraph is to be used in Oakland projects.)**

The University will not provide parking for Contractors. Workers, at their own expense, may park in the available public parking areas close to the site. Contractors and their workers shall not park along the streets in the residential areas adjacent to the Campus.

**No parking of Contractor vehicles is permitted on sidewalks, pedestrian plazas or lawn and green areas.**

B. **Professional Note -- (The following paragraph is to be used for projects in the Regional Campuses.)**

The University will designate parking areas for Contractors within the Campus. Workers shall refrain from parking outside the designated areas.

**B.24 RESTORATION**

Work such as paving, walls, floors, lawns, walkways, construction items, and/or similar related items and other work which is to remain, but which has been damaged by the operations of any of the Prime Contractors on the project, shall be restored to its original condition with equal materials all at each Contractor's expense to the approval of the University. Areas of suspect damage must be photographed prior to start of construction, and copies provided to the University.

**B.25 SALVAGED MATERIALS**

A. General Contractor shall verify with the University's project manager items of demolition work that shall be salvaged and turned over to the University by the respective Contractors. Contractors shall remove such items to a pickup area of the building to be removed by others.

B. Other demolished materials not scheduled to be salvaged shall be the property of the Contractor and shall be disposed of properly.
B.26 WORKING HOURS

A. Contractor’s working hours shall be in accordance with a schedule agreed upon by the Contractor and the University.

Should evening hours or weekend work be required, this work must be fully coordinated with the University in advance of scheduling the off-hours work.

B. Professional Note - (Check with University’s Project Manager for work starting time restrictions that may exist in Campus areas.)

B.27 TRUCK ROUTE

A. Professional Note -- (Check with University’s Project Manager for restrictions that may exist on all Campuses.)

B.28 SANITARY FACILITIES

A. General Contractor shall provide and maintain in a clean and sanitary condition, temporary sanitary facilities until all structures are enclosed, where after the Contractor’s work forces may use existing toilet facilities only within areas where construction work is being completed. These shall be maintained in a sanitary condition and shall be thoroughly cleaned immediately prior to occupancy by the University.

B. Contractors shall not dispose of flammables or solids such as paint thinners, plaster and concrete scurries in University sanitary facilities. Foreign products shall be properly disposed off the site and University property.

C. Use of University dumpsters for disposal of materials is prohibited.

B.29 SEQUENCE OF OPERATIONS ON ALTERATION WORK

A. Professional Note -- (Projects that require phasing of the work shall be performed within these guidelines.)

B. The Phasing Sequence is intended to permit the continued use by the University of portions of the building during construction activities. The Professional shall develop a tentative phasing schedule to serve as a guide to the Contractor. The General Contractor, however, is responsible for the development and implementation of the final Phasing Schedule which shall be submitted to the University and the Professional for approval and shall be in the form of a Critical Path with specific dates for construction phases and occupant moves. The phasing outlined herein is intended as a guide to be used by the Professional in the development of the final phasing schedule.

C. Departments and functions are to remain in operation with the minimum number of disruptions (moves).

D. Existing HVAC, plumbing and electrical systems shall be maintained during construction in areas to be occupied by the University by providing temporary or permanent connections. Mechanical work indicated to be demolished or removed shall be completed without interruption to occupied areas. Each Contractor shall be responsible for maintaining and protecting the systems related to his/her trade.
E. At the conclusion of each phase and at the completion of the project, temporary HVAC, plumbing and electrical systems shall be removed by the respective Contractor.

F. Occupied areas in the building shall be tightly protected against noise and dust resulting from construction. The General Contractor shall be responsible for the erection of dust and other barriers as required to separate areas under construction or demolition from occupied areas. Barricades and construction partitions shall be erected in a manner which shall maintain exit access to fire stairs and exit passages. The Electrical Contractor shall be responsible for maintaining existing exit signage or the installation of temporary exit signage as required by the City of Pittsburgh, Department of Building Inspection. The Plumbing Contractor shall be required to maintain existing fire suppression systems and fire hose cabinets or the installation of temporary fire suppression systems of fire hose cabinets as required by the City of Pittsburgh, Department of Building Inspection.

G. General Contractor shall be responsible for maintaining the existing fire alarm system in operation throughout the project. Where temporary outages are required, alternate means shall be established to alert building occupants of a fire condition.

H. Construction access to work area shall not be routed through a finished or occupied space.

I. The University will designate one (1) elevator for the movement of workers and materials as is permissible within the load limits of the elevator cab and equipment. The General Contractor shall schedule the use of the elevator with the University and Professional prior to construction operations. The General Contractor shall provide protection pads and covering for the walls, ceilings and floors of the elevator cab and shall provide an elevator operator, if required.

J. General Contractor is responsible for the overall coordination of the phasing program. The University will be responsible for the removal of furnishings, equipment or salvaged items not identified for removal and/or storage by the General Contractor. The General Contractor shall review the phasing schedule during the weekly job meeting prior to implementation of phases and notify the respective Contractors and the University of the areas to be affected by the phasing. General Contractor shall be responsible for determining the route that construction traffic shall use to the work areas and insuring that adjacent areas are protected against damage, dust and noise. Each trade is responsible for the rerouting or temporary support and connection of existing utility lines and any temporary construction required for the completion of that trade’s particular scope of work.

K. Contractors shall schedule the use of loading dock areas for deliveries of materials and equipment so as not to disrupt University activities.

B.30 BLASTING

A. Blasting will not be permitted on University property.

B.31 VIBRATION CONTROL

A. Professional Note - (Because of experimental work being done in certain buildings and because laboratory equipment can be damaged or destroyed by unexpected vibrations, the Professional must check with the University’s Project Manager, if restrictions on the use of vibration-producing equipment such as jackhammers, etc., are to be regulated.)

B.32 NOISE CONTROL
A. In most instances, noise control will be a matter of prime concern. It is therefore mandatory that equipment such as compressors, generating equipment, etc. be fitted with mufflers or other noise abatement attachments.

B. It may become necessary to schedule some operations during periods of low occupancy of neighboring buildings.

B.33 JOB SITE SECURITY

Job site security will not be provided by the University.

The University assumes no responsibility for damage or loss to Contractor's property.

B.34 DEWATERING

A. General Contractor shall assume responsibility for continuous removal of water, including surface and rain water, by the use of pumps, drains and other approved methods necessary to keep the excavation and site free from water at all times until completion of the work.

B. Water must be directed away from existing structures in a manner that will cause no erosion, and that will keep foreign material from backing up existing drains or entering into the sewers.

B.35 LAYING OUT THE WORK

A. Contractor shall employ a competent, experienced registered engineer to determine lines and grades and certify same from time to time during the progress of the work.

1. Engineer shall establish benchmarks referenced to the finished grade lines and critical elevations.

2. Each subcontractor shall provide a competent engineering service to lay out his/her work in accordance with lines and grades established by the Contractor.

B.36 PROJECT SIGN

If identified and requested by the University, the Contractor for General Construction, at his/her own cost and expense, shall erect at a prominent location as selected by the University, a six-feet by eight-feet (6' x 8') sign, well braced, and supported by 4" x 4" posts identifying the project under construction. Sign board shall be constructed from weatherproof plywood, hardboard, or other smooth faced material that will weather and remain intact throughout the job. The sign shall be placed with eight-feet (8') dimension horizontal. The base colors shall be white with black lettering for University portion of the sign with the University logo consisting of a gold shield, trimmed in white within a blue circle. Professionals' and contractors' names shall be red on white background. A 2" blue border shall be provided the perimeter of the sign. Information to be provided on the project sign shall be with the University's approval. At the completion of the project, General Contractor shall remove the sign from the site.

B.37 UNIVERSITY OWNED EQUIPMENT

The use of University-owned equipment is prohibited. It shall be the responsibility of Contractors performing work at the University to provide tools, equipment and materials necessary to perform the work.
B.38 TEMPORARY HOUSING

A. Professional Note -- (Verify with University’s Project Manager the use of Facilities at Regional Campuses.)

B. Contractors shall provide for temporary housing of his/her employees for the duration of the work. The use of University Facilities will not be permitted unless clearly provided for in the contract documents.

B.39 "AS BUILT" DRAWINGS

A. During the course of the work, the Contractor is required to record changes in the work on a set of the contract documents to include one (1) set of corrected specifications. The Professional shall revise the original documents and provide the "Record" information to the University. This applies to all trades involved with the work.

B.40 NO-SMOKING POLICY

The University’s "No-Smoking" policy applies to University owned and leased facilities including residence halls, off-campus housing, University vehicles, and construction sites. Construction workers must refrain from smoking in these areas.

B.41 SUBSTANTIAL COMPLETION PUNCH LIST PROCEDURE

A. Summary:

The purpose of this procedure is to develop a means to track and expedite the completion of the punch list that is developed when the space is considered substantially complete as defined in the contract between the University and Contractor. The University’s Project Manager will be responsible to track the progress of the punch list work and ensure that the work is completed in the time frame as agreed to on the punch list.

B. Procedure:

1. A punch list will be developed by the Professional with the assistance of the Project Manager when the work is considered substantially complete as defined by the agreement between the University and the Contractor. The Project Manager is to include in the preparation of the punch list the Area Coordinator, and a representative from the University’s Systems and Energy Management Department when applicable.

2. If a Professional is not used or contractually not required to provide a punch list, then the Project Manager is to develop a punch list when the work is substantially complete.

3. When the Professional completes the punch list, he/she will forward it to the Project Manager, via E-mail, facsimile, or written transmittal.

4. Project Manager will review the punch list when received from the Professional. If acceptable, Project Manager will send it via facsimile to the Contractor(s) for his/her use. If the punch list is not acceptable, the Project Manager will work with the Professional to revise.

5. Professional will provide a space in the right margin next to each punch list item for a completion date. Contractor will fill in the scheduled completion dates for each item, sign
and forward to the Project Manager via email, facsimile, or written transmittal. The punch list will also be given to the User personnel for their information. *(Note: it is important to document either via E-mail, facsimile, or written transmittal, the dates when the final version of the punch list is the possession of all parties involved with the project.)* If there are items of work that cannot be completed within a reasonable period of time (usually 30 calendar days), the Contractor is to indicate the reasons in a space below each punch list item. *Reasons for a completion beyond 30 days can be Change Order or Scope Increase, Manufacturer Delivery Period, Incorrect Item Shipped and Reordered, etc.*

6. Project Manager will review the punch list and the completion dates with the User. **This must take place within one (1) week of the substantial completion date as established by the Professional or Project Manager.**

7. As the work is completed, the Contractor will fill in the actual completion dates which will be verified by the Project Manager.

8. When the punch list is complete and verified by the Project Manager, a final copy will be distributed by the Project Manager to all parties for their records.

### B.42 FINAL SUBMISSION CERTIFICATE

A. Professional shall be responsible for the review and coordination of all work related to General Construction, HVAC, Fire Protection, Plumbing, and Electrical Systems as required for the successful execution of the project.

B. Upon final review and coordination, and prior to the release of Contract Documents, the Professional and his/her consultants shall execute and submit the following: Final Submissions Certificate of Drawings and Specifications.

### B.43 SECURITY CLEARANCE REQUIREMENTS

A. All Contractors and Sub-Contractors are required to have clearance and background checks listed below for all personnel working in UCDC, Falk School, and all Housing buildings.

1. Pennsylvania State Police Request for Criminal Record Check. The request can be filed at [https://epatch.state.pa.us/](https://epatch.state.pa.us/).
