



DESIGN & CONSTRUCTION GUIDELINES

**DIVISION 01 GENERAL REQUIREMENTS
(MAJOR PROJECTS)**

DIVISION 01 GENERAL REQUIREMENTS

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SECTION 01 11 00 SUMMARY OF THE WORK**1.1 GENERAL DESCRIPTION**

- A. General description of all elements of the project, including exterior work and any other related work, is required. This description, though brief, should be complete enough to indicate the full scope of work in each contract so that prospective bidders can decide whether or not they wish to bid on the project. The use for which the project is being built should be explained. Some parts of this description can be derived from the Facilities Program or Scope of Work description.
- B. Selected sections of the USF Design & Construction Guideline (USF-DCG) are provided as a reference document only and is not a substitute for project specification. The Architect/Engineer (A/E) is responsible for adding, deleting, and modifying the sections as required in providing a complete project specific specifications.

1.2 SEPARATE CONTRACTS

- A. List the separate contracts, if any, under which the work will be accomplished and outline the scope of work included in each contract.

1.3 WORK ON OTHER PROJECTS

- A. If other work, outside the scope of contract(s) for this project, will be performed simultaneously with the work on this project, explain how contractors must cooperate with other outside contractors and with the University to avoid interference with each other's work.

1.4 SCHEDULING THE WORK

- A. Fully describe all job conditions, which will affect phasing and scheduling of the work. Particular attention must be given to scheduling remodeling work in buildings, which will remain in operation during remodeling. Examples of some problems encountered are:
 1. PROVIDING AND MAINTAINING MEANS OF INGRESS AND EGRESS: Temporary entrances and exits must meet code requirements.
 2. MAINTAINING SECURITY: Areas, which are being operated by the User/Occupant Group, must be secured from the construction area and vice versa.
 3. USE OF DOCKING FACILITIES: Sometimes these facilities must be shared between the University and the contractors. Only construction personnel shall receive, sign for, and unload construction materials. University personnel will "not" perform these functions.
 4. STORING OF CONSTRUCTION MATERIALS: If adequate area is not available, adjust delivery schedule accordingly.
 5. SCHEDULING FOR MOVES BY THE USER/OCCUPANT GROUP: If remodeled spaces must be ready for use or vacated by certain dates, name the spaces and give the dates.
 6. MAINTAINING SERVICES: These requirements should be detailed in [Section 01 57 00, Temporary Controls](#), and [Section 01 14 00, Work Restrictions](#).
 7. DUST CONTROL AND NOISE CONTROL: Temporary partitions required for control of dust and noise should be shown on the drawings. Construction of these partitions may be specified in the [Section 01 57 00, Temporary Controls](#) or in the section in which the partition materials are specified in [Section 01 56 00, Temporary Barriers and Enclosures](#).
 8. TEMPORARY PARTITIONS: Required to provide fire or smoke separation shall be built with tested assemblies. Temporary partitions shall not affect means of egress.
 9. PROVISIONS REQUIRED FOR PROTECTION FROM WATER AND MOISTURE: Should be shown on the drawings as required for temporary construction to maintain integrity and protection of work, occupied space, etc. Refer to mold and mildew portion of the USF Cost Containment Guidelines (CCG) to emphasize prevention of mold and mildew as a potential health and safety issue.

1.5 ITEMS FURNISHED BY THE UNIVERSITY

- A. If the University furnishes items to be installed by any of the contractors, list the items and briefly indicate the work required of each contractor. Do not give detailed installation instructions; save details for the applicable section of the specifications. Coordinate delivery

schedule with the contractor.

1.6 WORK COVERED BY THE CONTRACT DOCUMENTS

- A. Project Description: [A/E to include a project description in the project specific specification].
- B. Contract Documents: Contract documents are defined in the General Conditions of the Contract; and include the Construction Contract and associated conditions, the purchase order, the drawings, the specifications, addenda issued prior to bid, and changes issued subsequent to award of the contract.
 - 1. Project Manual: includes the bid requirements and forms, the contracting requirements and the specifications.
 - 2. Bid Requirements: includes the Invitation to Bid and bid forms; and are basis of awarding contract but is not part of the contract documents.
- C. Type and Form of Contract:
 - 1. Except as otherwise indicated, all work under this contract will be under a single prime Contract between the Owner and the Contractor. Qualifying Contractor includes firms providing services in Construction Management at Risk and Design/Build, and acting as prime contractor.

END OF SECTION 01 11 00

SECTION 01 11 16 WORK BY OWNER**1.1 OWNER'S SEPARATE CONTRACTS**

- A. The Owner may concurrently perform construction work at the Project site. The Contractor is required to cooperate fully so as not to interfere with the work performed by the Owner under separate contracts.
- B. When required by these documents, schedule and coordinate the work of the Owner's separate Contractors.
- C. The Owner may furnish products indicated on the Contract Documents. Where noted, the Contractor is required to coordinate delivery times, handle, store, protect and install the products.
- D. Unless otherwise specified, the Owner will perform the necessary tasks to vacate work areas in advance of construction, including removal of furniture and equipment except where such work is specified to be performed by the Contractor.
- E. The Contractor is to allow three (3) days minimum, or as otherwise noted in these documents, for Owner move-out at the start of the Project and at the beginning of each phase.

END OF SECTION 01 11 16

SECTION 01 12 16 WORK SEQUENCE**1.1 CONSTRUCTION AND SEQUENCE SCHEDULING**

- A. Work limits and phasing of the Work, if applicable, is shown on the Drawings. Where multiple phases are required, the Contractor is required to achieve substantial completion of the preceding phase prior to beginning the next phase unless otherwise noted.
- B. Make necessary provisions to allow the occupied portions of the facility to function during construction, including provisions for temporary utilities, temporary walkways, erection of temporary barricades and fencing, and the like.
- C. Where it is not possible to complete certain mechanical and electrical services to make the work complete and ready for occupancy, temporary services may be approved to permit occupancy by the Owner at the earliest possible date.
- D. Detailed construction scheduling is the responsibility of the Contractor. Schedules are to be updated and distributed to the A/E and USF-PM bi-weekly.
- E. Provide schedules in CPM format in accordance with the Construction Contract. For less complex projects, a Gantt Chart may be used if approved by the USF-PM.

1.2 PROTECTION OF WORK AND ADJACENT PROPERTY

- A. Buildings and adjacent areas may be subject to damage due to construction operations. At the completion of the project, the Contractor shall restore existing buildings, landscaping, turf, parking facilities, sidewalks, etc., to the same or better condition as prior to the start of the work.
- B. In addition to requirements of the General Conditions of the Contract for Construction, the Contractor shall:
 - 1. Notify, in writing, the USF-PM when the Owner's equipment or property interferes with the Work.
 - 2. Provide coverings over inlets, area drains, drywells, etc. to prevent soil and construction debris from running into the storm system. In the event of a failure of a covering, the Contractor is required to clean the affected piping and structure(s) prior to substantial completion.
 - 3. Provide protection from rain, wind, and extreme temperatures to protect new work, materials, equipment, fixtures and adjacent areas from damage.
 - 4. Provide protection against stormwater back-ups when the storm system is affected by the work. Maintain flows as needed to avoid damage to the work and to surrounding areas.
 - 5. Provide temporary protection around openings through and at floors, roofs and other openings.
 - 6. Per the Florida Trench Safety Act, Section 553.60-64, F.S.: Provide and maintain proper shoring and bracing for excavations to prevent collapse or other damage until they can be properly back-filled upon completion of the new work.
- C. The Contractor is required to photograph existing conditions related to existing conditions and to provide photographs in digital format to the A/E and USF-PM a minimum of seven (7) days prior to starting work on site. Sufficient photos with adequate detail to thoroughly document existing conditions shall be provided.

END OF SECTION 01 12 16

SECTION 01 14 00 WORK RESTRICTIONS**1.1 CONTRACTOR USE OF PREMISES**

- A. PREMISES: Use of the University's premises by Contractor will be limited to the area identified within the "Project Limits" as established within the Construction Documents, temporary facilities, and reasonable access thereto. Space for staging work and related operations of Contractor and Contractor's employees will be provided, subject to availability. Coordinate use of premises under direction of USF Facilities Management office/staff (USF-FM). Develop plan of staging of work, locations for storage areas, layout areas, and temporary offices and submit for approval by USF-FM within seven (7) calendar days prior to the Notice to Proceed.
- B. PROTECTIVE BARRIER: Provide and erect before any work begins, and maintain during the progress of the Work, all necessary protective barriers, warning signals, signs and lights. The extent of this work and details of construction shall be in accordance with the requirements of all Federal, State, University and local ordinances, codes and requirements; and shall be to the approval of authorities having jurisdiction.
- C. FENCING: Work and storage areas are to be fenced with 6 feet high temporary chain link fencing with green wind screen, unless otherwise noted on these plans or approved in writing, in advance of construction. Temporary fencing and barricades are to be maintained through substantial completion. The Contractor is responsible to ensure that work areas are secure, and to ensure the safety of students and staff.
- D. AREA INSIDE FENCING: The area inside of the construction fence is to be maintained by the contractor for the duration of construction and restored to the same or better condition at project completion. Mowing and trimming inside of the construction fence is the Contractor's responsibility.
- E. AREA OUTSIDE FENCING: Any work that must be done outside of the designated construction area or phase limit in order to accomplish the Work of the project or phase of the project must be prior approved by the USF-PM and must be scheduled so as to avoid disrupting Owner operations.
1. In the event of an emergency at the job site that may affect students and staff outside of the construction area, the jobsite superintendent is to communicate the concern to on-site staff, and immediately contact the USF-PM.
- F. WORK HOURS: Contractor will have limited use of premises during course of work during designated work times (7:00 AM to 5:00 PM), Monday through Friday; and must coordinate use of surrounding building areas with the USF-FM. Work performed outside of designated work hours require prior notice to and approval of the USF-PM. Use of other nearby floor or site areas for staging or other purposes must be pre-approved by USF-FM.
- G. PRESENCE OF SUPERINTENDENT: Work may not be performed, and materials may not be delivered to the job site except during times when the Construction Superintendent is present on site. The Construction Superintendent is defined as a direct employee of the Contractor. This role may not be delegated to a subcontractor.
- H. COMMUNICATIONS: Construction Workers and delivery personnel are prohibited from communicating with staff and students at the work site. All communication is to be routed to the A/E or the USF-PM.
- I. SMOKING: Smoking is prohibited in all areas of the campus, including within the construction site.

1.2 WORK RESTRICTIONS AND OCCUPANCY

- A. CAMPUS: The University will occupy the surrounding premises during the entire period of the Work of this Contract to conduct its normal operations. Cooperate with University in all construction operations to minimize conflict, and to facilitate University usage.
- B. WORK HOURS IN OCCUPIED AREAS: Work in occupied areas are to be secured at the end of each work day and made safe for occupancy prior to 7:00 AM the following weekday.
- C. DEMISING WALLS: Where temporary barriers and partitions are shown separating the work area from the occupied areas of the building, they are to be constructed using nominal 2 x 4

- wood or 3-5/8 inches metal studs with 1/2 inch plywood or 5/8 inch gypsum wallboard on the occupied side.
- D. **STUDENT AREAS:** The Contractor is advised that if the project site(s) are in active University student living and/or learning areas, all necessary provisions shall be taken to assure the safety of the students, University employees, visitors, and other contractors day and night. The Contractor shall at all times conduct his operations as to insure the least inconvenience and the greatest amount of safety and security for the students, the University's use of other nearby areas, University employees, and the general public. No disruptive work is permitted to start prior to 10:00 AM.
 - E. **RESIDENCE HALLS:** The Contractor will not be allowed to work within occupied University residence halls and/or teaching buildings during the week of University established "Finals Week" unless with prior written approval of the USF-FM. This scheduled stoppage of the Work has been included as a part of the Contract Time and no further adjustment of Contract Time shall be allowed.
 - F. **EGRESS & ACCESS ROUTES:** If Contractor makes arrangements for closure of a corridor, hallway, egress route, etc. that provides access to other floor areas, Contractor shall make provisions for alternative access to such other nearby areas which are acceptable to the USF-FM and the USF Housing & Residential Education (USF-HRE), when applicable.
 - 1. The Contractor will not interrupt access to any building, or interfere with the use of any facility, road, sidewalk or parking area outside of the area of construction, except as permitted by the Owner.
 - 2. Keep all corridors, walkways, emergency exits, gates, and ramps free of obstructions, tools, equipment and debris. Provide temporary directional signage when necessary.

1.3 **WORK RESTRICTIONS AND PHASING OF THE WORK**

- A. **DISRUPTIONS:** The Contractor must plan the work so to avoid disrupting the University's operations. The Contractor will schedule the work with the input of the USF-PM. USF may require that potentially disruptive activities be performed after hours.
 - 1. Contractor requests to work on weekends and holidays will be accommodated at USF's discretion.
 - 2. Disruptive activities include those which generate odor, vibration, dust or noise which can be heard in adjacent buildings.
- B. **WORK BY OTHERS:** refer to the Drawings for information related to Work being performed concurrently under separate contracts and work by the Owner.
- C. **BUILDING & UTILITIES SERVICES:** Exercise the utmost care to protect from damage to existing equipment, furniture, building finishes, trees to be preserved, etc.
 - 1. Any portion of the existing buildings or existing utility services not included as part of the Work of this Contract or any portion of the Work damaged because of failure to provide the protection required, shall be removed and replaced with new materials and construction at the Contractor's expense. The work shall be accomplished subject to the University's approval.
 - 2. The Contractor will not interrupt power, lighting, low voltage systems, safety systems, and plumbing, telephone, or HVAC services in an occupied facility without advance written Owner approval.

END OF SECTION 01 14 00

SECTION 01 14 16 OWNER OCCUPANCY**1.1 BENEFICIAL OCCUPANCY**

- A. The Owner reserves the right to temporary or early beneficial occupancy and to install equipment in completed areas of the building prior to the Substantial Completion, provided that such occupancy does not interfere with completion of the work. Such occupancy shall not constitute acceptance of the work.
- B. Upon Substantial Completion of the project or portions thereof, the Owner will take beneficial occupancy. The Contractor is required to adjust work hours as needed in occupied areas so as to avoid disrupting Owners operations.
 - 1. Access to the facility and work area will be controlled by the Owner beginning at Substantial Completion. Refer also to the Close-out Procedures section.

END OF SECTION 01 14 16

SECTION 01 21 00 ALLOWANCES**1.1 RESTRICTED USE**

- A. Allowances are generally prohibited, however, if circumstances warrant, the USF-PM will approve the use of allowances for certain items. Remainder of this section apply when use of allowances are approved for the project.

1.2 RELATED REQUIREMENTS

Drawings and general provisions of the Contract, including General and Supplementary Conditions and other [Division 01](#) specification sections, apply to this section.

1.3 SUMMARY

- A. This section includes administrative and procedural requirements governing the use of allowances.
- B. Allowance amounts are included in the Base Bid unless specifically stated otherwise in the bid documents.
- C. Allowance amounts are to be entered on the Bid Proposal Form in the space provided.
- D. Types of allowances may include the following:
1. Contingency allowance: lump sum amount which is established for the Owner's discretionary use. Contingency allowance amounts are typically established on the Bid Proposal Form.
 2. Unit Cost allowance: total amount for specific work as may be necessary, when the extent of such work is hidden and cannot be determined prior to bid. Bidders are to establish a total allowance amount for the estimated quantity set forth in this Section with the understanding that the final cost will be calculated using the original unit cost x the actual quantity of work.
- E. Unless stated otherwise, Unit Cost allowances are to include all costs necessary to accomplish the work in accordance with the Contract Documents, including equipment, materials, tax, labor, overhead, profit, insurance, supervision, shipping and freight, storage and protection, close out documentation, warranty, and any other incidental costs necessary to complete the work.
- F. Unit Cost allowances, if accepted, are binding for the duration of the Construction Contract.

1.4 PROCESS

- A. Contingency Allowances: expenditures from the Owner's Contingency Allowance will be approved by the Owner in writing on an as-needed basis.
- B. Unit Cost Allowances: As soon as possible, the Contractor is required to establish the extent of the work to be funded with the unit cost allowances.
1. Proceed with the work only after the A/E has issued written approval. The approval will be based on the A/E's verification of the quantity of work to be performed. Approval may be issued in phases, as the work progresses, and as existing hidden conditions are revealed.
 2. During construction, provide photographs sufficient to document the quantity and extent of the work performed under the Unit Cost Allowance.

1.5 SUBMITTALS

- A. Provide shop drawings, product data, samples and other submittals for work performed under allowance pricing in the same manner as other work performed under this Contract.
- B. Prior to beginning the work, submit inspection request(s) to the A/E to verify the extent of work to be performed under Unit Cost Allowances.
- C. Submit photographs at regular intervals, sufficient to document quantities of materials replaced under allowance pricing.
- D. Upon completion of the work performed under Unit Cost Allowances, submit documentation of actual quantities installed, including delivery tickets, photographs, invoices, inspection reports and other documentation sufficient to document the actual quantity of work performed.

1.6 COORDINATION

- A. Coordinate work performed under allowance pricing with other trades.
- B. Update the project schedule as needed to accurately reflect the time allocated to performing the work. Scheduling requirements are specified elsewhere in these documents.

1.7 ADJUSTMENT OF ALLOWANCES

- A. Contingency Allowances:
 - 1. Expenditures require written Owner approval in advance of any work being performed.
 - 2. Upon completion of the work, refund unspent amounts to the Owner by Change Order.
- B. Unit Cost Allowances:
 - 1. Expenditures require written approval by the Owner based on the A/E's verification of the actual quantity of work performed.
 - 2. Upon completion of the work, the allowance amount will be adjusted by Change Order. The amount of the adjustment will be based on a unit cost calculated from the original allowance.
 - 3. The Owner reserves the right to establish the fair value of the work by other means, in accordance with the General Conditions of the Contract.
 - 4. Unspent amounts will be refunded to the Owner by Change Order.

1.8 GENERAL

- A. Requirements for work performed under allowance pricing are identical to the requirements for work performed under the base scope of the Project, as specified elsewhere in these documents.
- B. Coordinate materials and their installation with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.
- C. Document the extent of the allowance work on the red-marked field drawings, for incorporation into the final Record Documents.

END OF SECTION 01 21 00

SECTION 01 23 00 ALTERNATES**1.1 PURPOSE OF ALTERNATES**

- A. A limited number of alternates may be used as a means of insuring base bids within the available construction funds. The Architect/Engineer (A/E) shall consult the USF-PM regarding priority of alternates. Additive alternates shall be used in preference to deductive alternates.

1.2 DESIGNATIONS

- A. When alternates are described in the construction drawings, the designations for alternates shall indicate with the prefix "Alt" or "Alternate" and number, preceding the drawing labels and sheet titles.
1. For all alternates, the affected substitutions, additions and/or deletions must be fully described in the drawing details, plans and/or dedicated alternates drawing sheets.
 2. For alternates affecting general conditions of the contract, use sheet numbers G-1, G-2, etc. (and prefix "Alt" or "Alternate").
 3. Comply with USF CAD Guidelines & Standards (USF-CAD) on sheet numbering and layer naming conventions.
- B. Record Documents submitted at completion of project should represent work as installed/completed. No record of alternates should be included.

1.3 COORDINATION OF ALTERNATES

- A. Care must be exercised to coordinate Plumbing, HVAC, and Electrical alternates with General Contract alternates, with each other, and to list alternates in consecutive order; when possible, alternates which are contingent upon one another should be given the same number, as: G-2, P-2, H-2, and E-2 (and prefix "Alt" or "Alternate"). Awards of alternates must be in priority sequence. Therefore, Alternate 1 is priority 1; Alternate 2 is priority 2; etc. Ascertain that alternates are listed in [Section 01 32 00, Construction Progress Documentation](#).

END OF SECTION 01 23 00

SECTION 01 26 00 CONTRACT MODIFICATION PROCEDURES**1.1 RELATED DOCUMENTS**

Drawings and general provisions of the Contract, including General and Supplementary Conditions and other [Division 01](#) specification sections, apply to this section.

1.2 SUMMARY

This section includes administrative and procedural requirements governing contract changes and clarifications.

1.3 CLARIFICATIONS

- A. Definition: Clarification consists of additional information which further defines or which resolves conflicting information within the Contract Documents. The A/E will issue clarifications to the contract documents by one of the following means:
1. Architect's Supplemental Instructions
 2. Written response entered into the Contractors [Request for Information \(RFI\)](#) form.
- B. Clarifications, by definition, do not modify the Owner's Contract Documents.

1.4 CHANGES

- A. Changes to the Contract Documents. Changes subsequent to the Award of Contract will be issued via one of the following means and are valid only when approved by the Owner:
1. Change Order or Change Directive, including those issued for [Direct Owner Purchase Order \(DOPO\)](#) deductive changes.
 2. Requisition/Change Order Request for Work procured through Purchase Order
 3. Other written means as agreed
- B. Changes made by any other means are invalid unless expressly approved by the Owner in writing, including but not limited to:
1. Annotations by the A/E on submittals and shop drawings
 2. Approval by the A/E of submittals and shop drawings which do not conform with the requirements of the Owner's Contract Documents
 3. Response to a Contractor's [Request for Information \(RFI\)](#)
 4. Field directive or field report
 5. Verbal directive or verbal approval of proposed change
 6. Architect's Supplemental Instruction
- C. Changes are to be incorporated into the Contractor maintained jobsite record set and the Record Documents.

1.4 PROCESS

- F. Contractor initiated:
1. Upon discovery that a clarification or change is needed to proceed with the work, the Contractor is required to submit a [Request for Information \(RFI\)](#) to the A/E. Requests for information are to include:
 - a. Date, Project Name, Project Number, RFI number
 - b. Requestor's name
 - c. Originating party, if applicable - subcontractor or supplier
 - d. Date by when the response is needed in order to avoid a delay to a critical path task. The RFI must be submitted a minimum of seven (7) calendar days prior to the response-needed date.
 - e. Applicable references details and drawing sheet numbers, specification sections, and/or construction submittals as appropriate to convey the request.
 - f. Sketches, photos, and other information as appropriate.
 - g. The Contractor's proposed solution.
 - h. A statement as to whether the Contractor's proposed solution will impact the construction cost or schedule.
 2. A/E's Action: upon evaluation, the A/E will determine whether the Contractor's proposed solution is acceptable or will issue an alternate solution.

3. In the event that the RFI response involves a change to the Contract, and such change may impact the construction cost or schedule, the A/E will issue the RFI response to the Contractor along with a Proposal Request (PR).
- B. Owner initiated:
 1. The Owner may elect to change the Work as provided for in the General Conditions of the Construction Agreement, with the Contract sum being adjusted accordingly.
 2. Upon request by the Owner, the A/E will issue a Proposal Request to the Contractor in order to establish the impact of the proposed change, if any, on the construction cost and schedule.

1.4 PROPOSAL REQUESTS

- A. The Contractor is required to submit a Change Order Proposal within seven (7) calendar days of issuance of a Proposal Request.
- B. Change Order Proposals are to include the following minimum information:
 1. Summary of costs, broken down into general costs and by trade
 2. Detailed breakdown as described in the General Conditions of the Construction Agreement
 3. Supporting proposals from subcontractors and suppliers
 4. Schedule impact as supported by a CPM schedule showing the effect of the change on critical path tasks
- C. Unless the response time is extended by the Owner, the Contractor's failure to provide a proposal within seven (7) calendar days of receipt of a Proposal Request will indicate the Contractor's acceptance of the A/E's estimated value of the change.
- D. In the event that the Contractor and the Owner do not agree on the cost and/or schedule impact of a proposed change, or when sufficient documentation cannot be provided within seven (7) days, the Owner may issue written direction to implement the change based on the A/E's estimate of the cost and/or schedule impact. Upon completion of the work, the Contractor may appeal the value as estimated by the A/E by following the procedures described in the General Conditions of the Construction Agreement.

1.5 CHANGE ORDERS and OWNER CONTINGENCY AUTHORIZATION (OCA) FORMS

- A. Change Orders:
 1. The A/E will prepare and issue Change Orders to the Contractor for execution and transmittal to the Owner.
 2. In the event that the Contractor fails to execute and transmit the Change Order to the Owner within ten (10) days, the Owner may elect to process the Change Order in accordance with the General Conditions of the Construction Agreement.
 3. Change Orders are to include, at a minimum, the following:
 - a. Description of the change
 - b. Time extension, if appropriate, associated with the change
 - c. Summary page listing each change and its associated value, numbered sequentially, with the total dollar amount shown at bottom
 - d. Complete back up for each item, cross referenced by item number with the Summary page.
- B. Emergency Field Change Order:
 1. The Owner may direct changes to the Work in the case of an emergency in accordance with the terms of the Construction Agreement. Such Emergency Field Change Orders shall be issued on the Owner's form and will include an estimated adjustment in the Contract Sum and Time to the extent that the adjustment can be estimated at that time.
 2. Emergency Field Change Orders are effective immediately upon issuance. The conditions of the Construction Agreement provide for detailed documentation and accounting of costs as the work progresses.
 3. Emergency Field Change Orders will be processed by standard Change Order at such time that the final adjustment is determined.
- C. Owner Contingency Authorization:
 1. The Owner may issue written authorization to make changes to the Work which will be funded with the Owner Contingency allowance.

2. When the dollar value of a change is based on a not-to-exceed estimate in lieu of a lump sum proposal, the Contractor is required to provide detailed documentation and accounting of costs upon completion of the work in order to establish the final value. In the event that detailed documentation is not provided, the Contractor agrees to accept the A/E's estimate of the final value.

END OF SECTION 01 26 00

SECTION 01 31 19 PROJECT MEETINGS**1.1 PRECONSTRUCTION MEETING**

- A. The Contractor shall schedule and furnish the agenda for a preconstruction meeting after award of contract, no less than 3 business days prior to the scheduled meeting. Attendance shall be required for the USF-PM, A/E and other successful bidders as identified by the Contractor and USF-PM. Other attendees may include representatives of the User Group (UG), USF facilities staff, and Owner direct contracted vendors and contractors. For projects required to obtain Leadership in Energy and Environmental Design (LEED) certification, include the USF-LEED Coordinator. Among items to be discussed are provisions specified in this division of the specifications.

1.2 PROGRESS MEETING

- A. Include the following in the specifications; edit and revise to suit job conditions. The General Contractor (Contractor) shall schedule a weekly job progress meeting with other prime contractors and major subcontractors and shall notify the A/E and the USF-PM of the time and place of the meeting. The Contractor job progress meetings may occur concurrently with weekly OAC (Owner/Architect/Contractor) meeting, which shall be scheduled in coordination with the USF-PM and the A/E. Other OAC meeting attendees may include representatives of the User Group (UG), USF facilities staff, and Owner direct contracted vendors and contractors. Subsequent meetings shall be held on the same day and hour of the week for the duration of the construction period; except, upon instructions of the A/E, the scheduled meetings may be increased or decreased as required by the progress of the work. Notes shall be taken by the Contractor on discussions and decisions made at each meeting. Typed copies of the notes shall be distributed to all concerned parties and the USF-PM.

END OF SECTION 01 31 19

SECTION 01 32 00 CONSTRUCTION PROGRESS DOCUMENTATION**1.1 CONSTRUCTION SCHEDULE**

A. Include the following paragraph (or a paragraph similarly worded) in the specifications: Immediately following contract award, the Contractor shall prepare a construction progress schedule covering all divisions of the work and shall submit copies of this schedule to all other prime contractors. Schedules, as received from other prime contractors, with necessary revisions, shall be incorporated into the original schedule. Schedules shall incorporate the work to be provided by USF-IT, FM-OPS and other USF agencies; and time required for necessary inspections, review and approval of submittals, etc. The final schedule, bearing the approval signature of all prime contractors, shall be submitted in quadruplicate to the A/E. Following approval by the USF-FM, copies of the final schedule shall be distributed to all interested parties. The schedule shall be broken down to a degree, which will permit proper and complete coordination of all trades in each division of the work. Tentative dates for interruption of utilities services shall be incorporated.

1.2 PROJECT INSPECTION REPORTS

A. Instruction for preparation and submittal of these reports will be given at the preconstruction meeting.

1.3 SHOP DRAWINGS AND SAMPLES

A. A separate section is required. This section should be written to include submittals of all prime contracts so that no separate section nor article need be written in the specifications for these contractors; however, each section in the technical provisions should contain a reference to this section together with a list of items for which shop drawings or samples are required. Attention should be called to the fact that this section is a supplement to the General Conditions. Amplify with a statement that the handwritten signature of the contractor is required, in addition to his stamp of approval.

1.4 DRAWINGS REQUIRING CHECKING BY CONSULTANTS

A. The A/E shall determine the requirements for submittal of drawings pertaining to work done by consultants and shall stipulate the number of copies required; electronic submission of approved drawings are required for resubmittal to the USF-FM. If required, USF-FM will specify number of printed sets of approved drawings.

1.5 SAMPLES

A. After consultation with the USF-PM, the A/E shall indicate the items for which samples are required and shall stipulate the number of each required. Samples and color chips must be approved by the USF-FM.

1. SAMPLES FOR INCLUSION IN THE WORK: If samples are expensive or are complete assemblies suitable for inclusion in the work, e.g., precast concrete panels, locksets and door closers, laboratory or other equipment, state that approved samples may be installed in the work, provided the location of these items is made known to the A/E.

1.6 MODELS AND PATTERNS

A. Specifications for ornamental work which requires models or patterns, shall specifically stipulate that models and patterns become the property of the University after the ornamental work has been installed.

1.7 EXTERIOR MATERIALS/FINISHES/SAMPLE MOCK-UP/WALLS

A. In addition to mockups specified elsewhere, the Contractor shall provide a mock-up, minimum size of 12 X 12 feet, of all exterior materials, finishes, components, assemblies, surfaces, trim, accessories, etc. Included, but not limited to, brick, stucco, window and door framing, glazing, exterior trim, pre-cast items, expansion/control joints, sealants, roofing materials, and any and all other visual items. Provide mock-up in full range of all colors and finishes proposed.

B. No exterior material, finish, component, assembly, surface, trim or accessory shall be

approved for purchase, order or installation until the completed mock- up has been approved by the USF-FM. The approved mock-up shall be used as a quality standard for materials, finishes, and construction, and shall remain in-place until substantial completion. Mock-up shall not be a part of the building(s). Confirm location with the USF-FM.

1.8 CERTIFICATION REQUIRED FROM SUPPLIERS AND INSTALLERS

A. The following is a sample list of certifications and other submittals required, in addition to guarantees, to assure quality materials or workmanship, or both. Some of these requirements, are to be incorporated in the technical sections. See also [Section 01 78 00, Closeout Submittals](#).

B. GENERAL CONSTRUCTION (Sample List - Edit as required)

SYSTEMS	CERTIFICATIONS / SUBMITTALS
1. Soils	Geotechnical Report
2. Demolition	Schedule
3. Sewers	Test Reports
4. Reinforcing Steel	Mill Certificate
5. Insulating Concrete	Manufacturer's Certificate Roof Decks
6. Structural Steel	Erector's Affidavit, Welder's Certificate
7. Face Bricks	Results of Efflorescence Tests
8. Masonry Restoration	Experience Record of Contractor or Subcontractor doing the Work
9. Steel Joists	Manufacturer's Certificate
10. Metal Decking	Manufacturer's Certificate
11. Rough Carpentry	Wood Treatment Data, Certificate by Treatment Plant
12. Sealants	Experience Record of Contractor or Subcontractor doing the Work
13. Metal Doors & Frames	Manufacturer's Certification
14. Wood Doors	Manufacturer's Certification
15. Metal Windows	Performance Test Reports
16. Low & Reflective Glass	Performance Reports Insulating Glass
17. Carpeting Materials	Test reports and Manufacturer's Certificate
18. Resilient Floors	Test Reports and Resilient Floor Manufacturer's Certificate Materials
19. Painting	Statements by Paint Manufacturer and Applicator
20. Fire-Resistive Coatings	Manufacturer's Certificate Coatings
21. Laboratory Equipment	Financial Statement of Manufacturer, Experience and Qualifications, Manufacturer's Certificate
22. Library Equipment	Financial Statement of Manufacturer, Experience and Qualifications
23. Kitchen Equipment	Financial Statement of Manufacturer, Experience and Qualifications
24. Radiation Protection	Qualifications of Installer
25. Elevators	Maintenance Service, Certificate of Inspection

C. PLUMBING

SYSTEMS	CERTIFICATIONS / SUBMITTALS
1. Soil, Waste, and Vent Piping	Inspection Certificate
2. Underground Service Piping	Test Reports
3. Interior Piping	Test Reports
4. Welders	Copy of Certification
5. Water Lines	Sterilization Test Report

SYSTEMS	CERTIFICATIONS / SUBMITTALS
6. Gas Service & Interior Piping	Charts for Purging and Pressure
D. FIRE PROTECTIONS	
SYSTEMS	CERTIFICATIONS / SUBMITTALS
1. Fire Department	Certification that pipe thread connections are suitable for use with local hydrants and fire department equipment.
2. Inspection	National Automatic Sprinkler agreement and Fire Control Association standard inspection and maintenance form.
3. Fire Lines & Fire Pumps	Test Reports
4. Welders	Copy of Certification
5. System	Fire Marshal's Certification of Inspection and Acceptance
E. HEATING, VENTILATING, AND AIR CONDITIONING	
SYSTEMS	CERTIFICATIONS / SUBMITTALS
1. Balancing of Air & Water Systems	Balance Reports
2. Boilers	Tests for Safety and Function, Inspection and Other Certificates
3. Dampers: Fire & Refrigerant Lines	Contractor's Certification of Smoke Operation. Proof of Testing in compliance with ANSI (American National Standards Institute) Standard, and Reports.
4. Fan Ratings	Test Performance Seals, Performance Curves
5. Air, Water & Steam Lines	Test Reports
6. Welders	Copy of Certification
7. BTU Meters	Type and Manufacturer's Specs
G. ELECTRIC	
SYSTEMS	CERTIFICATIONS / SUBMITTALS
1. Primary Cable Installations	High Voltage d-c Proof Tests
2. Cable Splicing	List of Proposed Cable Splicers and Sample Splice, either part of Project or simply a Sample, must be made to determine eligibility for Approval of Splicing
3. Lightning Protection	Underwriters Laboratory (UL) Master Label
4. Fire Alarm	Inspection and Test Report
5. Electric Meters	Type and Manufacturer's Specs

1.9 CONSTRUCTION PHOTOGRAPHS

- A. The A/E shall furnish at least ten high resolution digital images in .pdf format to the USF-PM each month. Photographs shall show progress, work which will be concealed, problem areas, etc. The digital images or the digital files will be identified with: project name, date photograph taken, exact location (such as Footing for Column B-9), and, if not obvious, the top of the orientation of the photograph shall be marked. Contractor provided photographic images shall not be substituted for this requirement.

END OF SECTION 01 32 00

SECTION 01 35 00 SPECIAL PROCEDURES**1.1 OSHA CONDITIONS**

- A. The Contractor shall comply with all applicable Occupational Safety and Health Administration (OSHA) and other safety requirements during this project.

1.2 QUALITY ASSURANCE

- A. Promptly upon award of the Contract, notify all pertinent construction related personnel regarding the requirements of this Section.

1.3 WORK SEQUENCES

- A. Work shall be executed to minimize disruption of activities at the project site(s) or building. Contractor shall submit to the Consultant and USF-FM a written plan for staging of work, material staging areas, dust prevention, tree preservation barricading, and any required outages within seven (7) calendar days from the Notice to Proceed date. The Plan shall be reviewed, revised as required, and approved by USF-FM prior to initiation of work at site.
- B. 48-hours prior to any utility, communication device(s), and building HVAC system cut-off, to all or any portion of the project site and/or adjacent University sites, required by the progress of the Work, the Contractor shall notify the USF-FM in writing. The notification shall include, but not be limited to, service(s) to be cut-off and the anticipated duration of the cut-off.

1.5 STAGING

- A. When staging material in or on the structure and during applications, the Contractor shall ensure that overloading of the staging area and/or structure does not occur. Keep all premises free from accumulation of waste material and rubbish, and remove it from the project site daily. Maintain all open areas of the construction site to minimize pests and vermin by mowing and weeding as necessary. Temporary or extended staging use of parking spaces, roadways and sidewalks shall be avoided or minimized whenever possible.
- B. All areas of the University campus and within the project are designated as NO SMOKING areas. The Contractor shall not allow any workers, vendors, visitors, or other persons, to smoke within University building(s).
- C. If any utilities, local and University provided, are required which are not readily available at the project site, the Contractor shall pay for the temporary installation of such utility. Contractor shall provide an estimate of the temporary utilities consumption cost to USF-FM at the time of the bid or Guaranteed Maximum Price (GMP) submission; the cost of temporary utilities charges shall be paid with the Owner project contingency.
- D. The Contractor shall at all times guard against damage or loss to the property of the University or other contractors or vendors working at the University; and shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damaged property through negligence of the Contractor or its agents. Replace, at no cost to the owner, any trees, shrubs, lawns or plantings damaged by the Contractor or its agents during the Work of this project within two (2) weeks of occurrence. Grassed and planting areas generally have irrigation systems below grade; verify location of these systems and all other underground utilities in Work or staging areas prior to the start of construction. Repair and pay all costs associated with damaged utilities. Any existing irrigation affecting adjacent areas must be kept operating during construction and may not be left in shutdown condition for more than two (2) days, without USF-FM approval.

1.6 TOOLS AND MATERIALS

- A. Contractor shall endeavor to introduce only necessary tools into the project site, and in the least possible number.
- B. Construction companies and their employees are requested to secure all property as much as feasible to reduce theft or damage to equipment or property.
- C. Do not give or loan tools or supplies to students. Do not accept anything from students. Do not permit students' access to Construction Documents and related papers. Report thefts

immediately.

1.7 LIFE SAFETY SYSTEMS

- A. Any life safety, security system, energy management system, etc., that has been de-energized, disconnected or disabled due to the construction process shall be re-energized, reconnected or enabled prior to the Contractor leaving the site at the end of the day.

1.8 HAZARDOUS MATERIALS PROCEDURES

- A. The USF-PM shall be notified IMMEDIATELY of Contractor's intent to handle other materials, which are considered hazardous such as asbestos, mercury, flammable fuels, explosive chemicals, etc. Refer to the Environmental Health and Safety portion of the Appendices.

END OF SECTION 01 35 00

SECTION 01 35 53 SECURITY PROCEDURES
1.1 SECURITY

- A. UNIVERSITY POLICE DEPARTMENT: Any construction site located on any of the University of South Florida campuses fall under the jurisdiction of the University of South Florida Police Department (USF-UPD). Any incident requiring police service should be reported immediately to the USF-UPD or 911 (for emergencies).

USF-UPD non-emergency phone numbers

Tampa Campus	(813) 974-2628
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St Petersburg Campus	(727) 873-4444
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Sarasota Manatee Campus	(941) 487-4210
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1. Campus Police are state certified law enforcement officers and as such are authorized to take appropriate search actions as may be dictated by the specific probable cause and necessary in the judgment of the officer.
 2. The University may seize items that may pose a danger to the safety and security of faculty, staff, or students.
- D. CONTRACTOR CONSTRUCTION FENCING: Contractor shall be responsible to install and maintain all fencing in a secure manner. Contractors shall supply all locks and chains. USF will provide one USF Master Lock for accessibility.
1. Restrict the access of all persons entering upon the University's property in connection with the Work to the agreed upon access route and to the actual site of the Work.
 2. Restrict activities of employees to authorized areas. Employees shall not be allowed to mingle in student or public areas. Do not enter other University buildings unless it is directly related to the Work of this project.
 3. Provide USF-PM and the USF Facilities Management- Operations (FM-OPS) keys to all construction gates and building entrances.
 4. Post project contact list, to include 24-hour telephone numbers, for all key project staff members. Post list at major access points to the project site(s) and outside at the project office. Update as necessary.

1.2 PERSONNEL RULES

- A. Identification of Personnel
1. Provide all construction related personnel Photo Badge Identification and/or uniform with company and employee names easily identifiable. Photo identification badges must be worn in plain sight at all times.
 2. All Contractors shall provide the USF-UPD and the USF-PM with a list of the names and mobile phone numbers of supervisors of construction at the project site(s).
- B. Association with students, staff and faculty:
1. Association with students, staff and faculty is not permitted. In case of inappropriate conduct offenders shall be removed from job site.
 2. Trafficking or trading in goods with students is not permitted.
 3. Students, staff, and faculty of the University are not to be disturbed or in any way disrupted in their pursuits. Construction employees are to refrain from unsavory or unwanted comments or gestures towards students, staff, or faculty.
- C. Do not bring items which are not required for performance of work; neither in personal vehicles nor on one's person. Pets are not permitted on construction site.
- D. Alcoholic beverages, weapons of any kind, and controlled (or scheduled) drugs are not allowed on site, in vehicles, on person, or in trailers. Persons caught introducing illegal or banned items onto the University grounds will be prosecuted.
- E. Construction employers are required to take adequate measures to ensure that the employees they send to the project site on campus are not wanted for criminal offenses. All contractors who employ WORK RELEASE employees shall notify the USF-UPD of such practice and provide the names of all person employed under the Work Release Program.
- F. Contractors and their employees are to obey all Federal, state and local laws as well as rules

- of the University of South Florida when they are on University property.
- G. Meals
 - 1. Workers should bring their lunch, use Contractor provided services or leave the University to obtain meals. Food service for construction workers will not be provided at the University, unless approved by the USF-PM.
 - 2. If vending machines are available in construction area, they will be identified at the Pre-construction meeting.
 - H. Visitors: On-site visitors of construction workers are prohibited. Persons not working on the Project are required to first seek approval of the USF-PM before visiting site.

END OF SECTION 01 35 53

SECTION 01 41 00 REGULATORY REQUIREMENTS

1.1 CODES AND REGULATIONS

- A. Representative Regulatory Requirements that are commonly used for USF projects are listed below. Depending on the use of the building, other codes and regulations may also apply. This list is provided as a convenience to the Contractor and is not to be considered all-inclusive of codes and regulations that may apply. The Contractor shall comply with all pertinent codes, standards, regulations and laws.

DOCUMENT

-
1. Current editions Florida Fire Prevention Code in effect at time of permitting.
 2. Current edition of the Florida Building Codes in effect at time of permitting.
 3. Florida Elevator Safety Code, As currently adopted by the state in FAC 61C-5 at time of elevator permit.
 4. State Trench Safety Act, F.S. 553.60-64.
 5. OSHA Regulations (Title 29, Code of Federal Regulations).
 6. FLEET, Florida Life Cycle Energy Evaluation Technique, Department of General Services.
 7. Asbestos Surveys, Operations & Maintenance, and Abatement.
 8. Rules of the Florida Department of Labor and Employment Security.
 9. Asbestos management requirements of Section 255.551-565 and 455 F.S.
 10. Rules of the Department of Environmental Protection, Southwest Florida Water Management District (SWFWMD) and local County acts, rules, and final orders.
 11. Regulations of US Environmental Protection Agency (Title 40, Code of Federal Regulations).
 12. Current licensing requirements per the Florida Department of Business & Professional Regulation (Florida DBPR) for Asbestos Consultants and Contractors and all applicable local, state, and federal regulations regarding surveying building prior to renovation/demolition and proper methods of handling of asbestos-containing materials.
 13. US Environmental Protection Agency's Renovation, Repair, and Painting Rule in "Child Occupied Facilities" and the use of "lead safe work practices" identified therein for maintenance, renovation, and demolition projects where lead-based paint has been identified in USF building/facilities.
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- B. Other codes and regulations are listed below. This list is provided as a convenience to the Contractor and is not to be considered all-inclusive of codes and regulations that may apply. The Contractor shall comply with all pertinent codes, standards, regulations and laws.
1. The University of South Florida is a member of [Sunshine State One-Call of Florida, Inc. \(SSOCOF\), Sunshine 811](#). All excavation work shall be preceded by contacting Sunshine 811, 48-hours prior to actual excavation work. Comply with [F.S. Chapter 556, Underground Facility Damage Prevention and Safety Act](#).
 2. University of South Florida, Facilities Management-Operations (FM-OPS) responds to "Dig Permit" requests. Contact FM-OPS for approval and coordination of all utilities locate, outages and tine-in.
 3. USF Cost Containment Guidelines (CCG).

1.2 USF BUILDING CODE ADMINISTRATION PROGRAM

- A. **PURPOSE:** The purpose of this Program is to implement Building Code Administration for the University of South Florida Capital Improvement Program. Such regulated practice of building code compliance is necessary, in the interest of public health and safety, which shall be provided through compliance of all adopted codes and standards. The Program is administered by the Building Code Administrator (BCA), through documents reviews and construction inspections.
- B. **AUTHORITY:** USF Building Code Administration Program is established under USF Policy 6-019, USF Building Code Administration Program, as required by Florida Statutes and Board of

- Governors Regulation.
- C. POLICY: Florida law and regulations require that all new buildings constructed and modifications to existing buildings be reviewed and inspected for compliance with adopted codes and standards. The policy requires that all University entities, conducting building construction, repair, or modifications, submit construction documents (drawings and/or specifications) for review, obtain a building permit for construction, which, after proper inspection and completion, is certified for occupancy or re-occupancy.
- D. DEFINITIONS:
1. Modification: any new addition to or renovation of an existing building or any part thereof.
 2. Construction Documents: Drawings and/or Specifications.
- E. RESPONSIBILITIES
1. A construction permit must be issued by the Building Code Administrator (BCA) prior to start of any construction activity. Only the BCA has the authority to determine whether the scope of work warrant a construction permit or require further review and permitting. Only the BCA has the authority and the sole discretion to authorize the early start of limited scope of work pending final issue of a construction permit. No other University representative may authorize or direct the Contractor to start any construction activity. The BCA issues the construction permit directly to the Contractor, no other University representative may convey, or issue construction permits.
 - a. Notice to Proceed issued to the Contractor is a contractual requirement, not an approval to begin construction activity which requires a construction permit issued by the BCA. USF Facilities Management office/staff (USF-FM) will reiterate the authority of the BCA in construction permitting matters in any communications to the contractors; and ensure that permits are issued prior to contractor mobilization.
 - b. Prior to start of any construction activity (the Work), including, but not limited to; site development, site fencing, demolition, wall construction etc., an application for permit must be made to the Building Code Administration office and permit issued.
 - c. The BCA is the only person empowered to make the determination as to permit requirement of any Work, not the owner representative or the contractor. The permit is issued to the contractor, and only the contractor may start the Work under the permit.
 - d. The Florida Building Code (Code) and Florida Statutes requires the project representative to apply for and pay the permit fee prior to issuance of the permit. The Code authorizes the BCA the authority and discretion to approve start of Work prior to issuance of a permit when schedule impact necessitates earlier start of Work; however, under no circumstances can Work began without the submittal of an application for permit and approval of the BCA to start the Work.
 - e. Under the Code, the BCA may levy a fine of double the application fee when Work is started without prior approval of the BCA.
- F. USF BUILDING CODE ADMINISTRATOR (BCA)
1. A qualified Building Code Administrator has been appointed to manage the Building Code Administration Program. The Building Code Administrator is certified by the Council of American Building Officials and licensed by the Department of Professional Regulation as a Building Official. The Building Code Administrator administers, code compliance, the documents review and construction inspection process.
 2. USF-FM Quality Management staff (USF-QM) reviews construction documents for compliance with adopted codes and standards. After reviewing the documents, comments, if any, are returned with appropriate references. A 'letter of code compliance' is issued after final review and approval of 100% construction documents and upon resolution of all outstanding comments.
 3. The University Project Manager (USF-PM) or the General Contractor (Contractor) or the Construction Manager (CM) shall submit to the BCA a request for a building permit. A building permit shall be issued to the USF-PM or Contractor upon satisfactory completion of the application process and receipt and review of all necessary documents.
 4. The BCA, in conjunction with the Contractor, shall develop a 'construction inspection schedule' to facilitate appropriate inspections, to coincide with the project construction schedule. The Building Inspector (BI) shall perform construction inspections in

- accordance with the established inspection schedule.
5. Prior to occupancy of a new building or re-occupancy of a renovated building or portions thereof, the BCA shall issue a certificate of occupancy or re-occupancy. The certificate of occupancy or re-occupancy shall state that the new or renovated building or portions thereof are complete, constructed in accordance with the construction documents, and meet the minimum code requirements at the time of issuance of the building permit. The USF Fire Code Official (USF-FCO) and other required University entities must inspect and certify that the new or renovated building or portions thereof are substantially complete, prior to occupancy or re-occupancy.
 6. Fees for these services shall be borne by the project and will be billed directly to the appropriate construction account. The fee schedule shall be based on Current Fee schedule and the location of the project in Tampa Campus or other campuses.
- G. DESIGN PROFESSIONALS (A/E)
1. Design professionals shall be responsible for the design of the project in accordance with the appropriate adopted codes and standards. USF-QM shall review the project documents at the completion of the following phases for major projects: Program, Conceptual Schematic Design (CSD), Advanced Schematic Design (ASD), Design Development (DD), 50% Construction Documents (50% CD), 100% Construction Documents (100% CD). A major project shall be defined as a project with a construction cost greater than \$2,000,000. All other projects shall be reviewed at the 100% CD but prior to Signed and sealed; the “first step” meeting with the BCA is required to determine code implications at the earliest conceptual design. A ‘letter of code compliance,’ stating that the building plans comply with all current adopted codes requirements, shall be issued by the design professionals, after all outstanding comments have been resolved, and prior to the issuance of Permit Signed & Sealed documents.
 2. If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, and modified by the Florida Building code and FS 1013, the construction documents must be signed and sealed by the A/E of Record.
- H. GENERAL CONTRACTORS/CONSTRUCTION MANAGERS
1. The Contractor, USF-PM or a representative of a University Department/Division shall apply for the permit. At the time of application for a permit the Contractor (or other qualified applicant) shall provide two sets of sealed and signed construction documents and specifications, a list of all subcontractors with appropriate license numbers, and the letter of code compliance indicating the documents have been reviewed by the BCA and USF-QM staff and all outstanding items have been resolved. A building permit shall be issued after these items have been reviewed and approved by the Building Code Administrator. One of the submitted sets of plans and specifications shall be returned with the building permit and shall be stamped “Reviewed for Code Compliance.” This set of documents shall be kept on site for use by the inspectors.
 2. The Contractor shall meet with the Building Code Administrator to develop a building inspection schedule. The Contractor shall be responsible for scheduling all required inspections in accordance with the plan developed. At substantial completion the Contractor shall request a certificate of occupancy or re-occupancy.
- I. UNIVERSITY DEPTS. PROVIDING CONSTRUCTION/MAINTENANCE SERVICES
1. Any University Department/Division providing construction/maintenance services for either themselves or another University entity shall be required to obtain a building permit, and pay a fee, as specified herein.
- J. BOARD OF APPEALS
1. The Board shall review timely submitted appeals.
- K. PROCEDURES
1. Design professionals prepare construction documents in accordance with all applicable Codes.
 2. USF-QM reviews such documents for code compliance and returns comments or a letter of code compliance as applicable.
 3. The Contractor or USF-PM or University Department/Division applies for a building permit

- with the proper fee.
4. The BCA reviews the building permit application and issues a permit, if all information submitted is acceptable and complete.
 5. The BCA and the Contractor develop a construction inspection schedule.
 6. The Contractor requests and USF-QM performs inspections, in accordance with the inspection schedule.
 7. When construction is substantially completed and all required inspections performed, the BCA issues the appropriate certificate of occupancy or re-occupancy.

END OF SECTION 01 41 00

SECTION 01 45 00 QUALITY CONTROL**1.1 SERVICES BY SPECIALISTS**

A. In addition to the field inspections required by the A/E's contract and by State agencies, the following services by specialists, including but not limited to, will be required on major projects. Fees for specialists' services will be handled by the A/E as an additional A/E service expense. While these services will be performed, the A/E shall supervise the specified operations; the specialist shall furnish required reports directly to the A/E and the USF-PM. Details of the type of services required, methods of investigation, frequency of investigations or tests, number and type of reports required, and method of payment for specialists' services shall be included in the applicable technical sections of the specifications. Unless expressly exempted by the USF-FM, the following services, including but not limited to, shall be performed by qualified independent testing agencies:

1. GENERAL CONSTRUCTION
 - a. Soils compaction tests.
 - b. Piling and caissons, inspections and tests.
 - c. Compaction grouting.
 - d. Concrete sampling and tests.
 - e. Sound transmission tests.
 - f. Radiation testing Roofing inspection.
- 2 PLUMBING CONSTRUCTION
 - a. Pressure test for leaks by gas utility company.
 - b. Supervision of purging of gas piping.
 - c. Testing of completed installations, prior to inspection by BCA or his Code Inspectors.
- 3 HVAC CONSTRUCTION
 - a. Systems testing.
 - b. Soil corrosion analysis for cathodic protection.
- 4 ELECTRIC CONSTRUCTION
 - a. Testing of communications systems.
 - b. Testing of signaling systems.
 - c. Testing of fire protection equipment and alarm system.

END OF SECTION 01 45 00

SECTION 01 51 00 TEMPORARY UTILITIES**1.1 UTILITIES**

- A. Requirements are generally as stated in the Project Manual with modifications regarding payment for water, fuel, chilled and hot water, and power consumed. Contractors must arrange for and pay for all temporary utilities required for execution of the work. Specifications shall be written to stress this point. The University owns and operates the utilities throughout most of the Tampa campus. Peripheral areas and regional campus buildings may have service connections directly from the public utilities. The A/E will determine type and scope of each utility needed during construction document phase and, after discussion with the USF-FM, provide specific direction to the contractors in the project specifications regarding the arrangement for such utilities.

1.2 UTILITY COMPANY INSTALLATIONS

- A. Plans for running temporary lines through University property shall be reviewed by the A/E in conference with the USF-PM.

1.3 CONNECTIONS TO EXISTING UTILITIES

- A. If connections to University utilities are permitted, the A/E shall obtain drawings of existing utilities and shall consult the USF-PM regarding services available and points of connections to services. All services shall be metered through meters furnished by the contractors and the University shall be reimbursed for water, fuel, chilled and hot water, and power consumed. The specifications shall contain instructions to the contractors to make requests for these services through the USF-PM.

1.4 COST

- A. Costs for providing temporary services shall be included in the contractors' bids. Specifications shall clearly identify each contractor's responsibility for the installation of service lines and payment for services, whether services are furnished by the utility company or by the University.
1. GENERAL CONTRACTOR shall pay for the water, chilled water, hot water, sewer, stormwater, fuels, and electric power; and all associated utilities tie-in and metering. University provided utilities consumption charges will be estimated in the bid, but paid from Owner contingency.
 2. PLUMBING CONTRACTOR shall install and maintain water supply lines and make changes in lines as necessary by conditions at the site. In all instances the Cross-Contamination Control must be adhered to. Any connections intended for potable use must be disinfected in accordance with Rule 62-555.340, F.A.C. and applicable Department of Health guidelines.
 3. HVAC CONTRACTOR shall install and maintain heating systems and make changes as required.
 4. ELECTRICAL CONTRACTOR shall install and maintain electrical installations and make changes as required.

1.5 DURATION OF SERVICES

- A. The specifications shall clearly identify each contractor's responsibility for providing continuous utility services until date of Substantial Completion, including operation of permanent equipment and services.

END OF SECTION 01 51 00

SECTION 01 52 00 CONSTRUCTION FACILITIES**1.1 CONSTRUCTION ACCESS AND FACILITIES**

- A. Construction access path, contractor parking area(s), dumpster locations, temporary office location, and material storage/staging areas are to be provided as indicated on the construction drawings or if not shown, shall be approved by the USF-PM in advance of starting work. Construction access and facilities may not adversely impact University operations.

1.2 FIELD OFFICES AND SHEDS

- A. The A/E shall review with the USF-PM, the project need for field offices, tool sheds, and other temporary facilities. Field offices are typically not required for minor projects, but exceptions may be approved by USF PM with proper coordination among stakeholders.
- B. FIELD OFFICES: Each prime contractor shall provide and maintain a clean, weathertight office at the site suitable for his own use, and for use of his subcontractors. All expenses including the installation cost, and the use of telephone, heat, light, water, and janitor service shall be borne by the contractor.
- C. GENERAL CONTRACTOR'S OFFICE shall be of size suitable for the use of the Contractor, his subcontractors, the USF-PM, and the A/E's representative. Office shall be supplied with HVAC, be lighted, have doors with locks, and private line telephone service. One space in the office shall be provided for use of the A/E's representative; space shall be equipped with plan table, filing cabinet, and telephone. The Contractor or his authorized agent shall be present at the office, or elsewhere on the site, at all times while the work is in progress.

1.3 STORAGE AND PROTECTION

- A. Specify that each contractor shall provide suitable weather tight storage sheds of sufficient size to hold materials required on the site at one time, for storage of materials which might be damaged by the weather. Outdoor storage of materials shall be confined to the areas within the construction fence and not under the canopies of trees to be preserved and protected by barricades. No signs except small identification signs are permitted on sheds. Indoor storage shall be confined to unused spaces in the building. Corridors, stairs, and other public spaces shall not be used for storage. Special care must be exercised to protect electrical and HVAC equipment.
- B. STORAGE OF UNIVERSITY EQUIPMENT: Prior to completion of a building, large rooms at, or near, grade level with docking facility access shall be made available to the University for the secure storage of equipment. Details shall be arranged with the USF-FM.

END OF SECTION 01 52 00

SECTION 01 54 00 CONSTRUCTION AIDS**1.1 CONSTRUCTION HOISTS AND ELEVATORS:**

- A. With concurrence from the USF-PM and after obtaining the State Elevator Certification, one new elevator may be used for construction purposes, with concurrence from the USF-PM and after obtaining the State Elevator Certification. Facilities shall be made available to all contractors and subcontractors; all costs associated with use shall be assigned to the Contractor. Written arrangements must be made with the USF-PM and must include:
 - 1. Installation of protective covering of car interior doors and entrance.
 - 2. Weekly cleaning and servicing by the elevator installer at the Contractor's expense.
 - 3. Complete restoration of all elevator system components to like new condition ready for turnover to the USF-FM.
- A. The repair and warranty period required by the contract will not be diminished by authorizing this use.
- B. EXISTING ELEVATORS shall not be used during construction without permission of the USF-PM.
- C. PROTECTIVE PADS and hooks for hanging the removable pads shall be furnished and installed in the elevator which is most suitable for furniture and equipment moving for use by the University.

END OF SECTION 01 54 00

SECTION 01 55 00 VEHICULAR ACCESS & PARKING**1.1 ACCESS TO SITE**

- A. Unless specified elsewhere, access is normally restricted in residence buildings to the period from 9:00 AM to 5:00 PM every day. No disruptive work is permitted to start prior to 10:00 AM. USF-FM representatives may vary these hours at their discretion.
- B. Contractor shall access site through a single point approved by the USF-FM. Random access to and from site will not be permitted. Fixed times for arrival and departure of most construction forces as a group should be established by mutual agreement between Contractor, USF-FM, and the USF Housing & Residential Education (USF-HRE) representative. Changes and additions to normal working schedules shall be communicated to the University representative, when applicable, 72-hours in advance through the USF-FM.
- C. The University will endeavor to notify Contractor as soon as possible if a situation exists which may preclude timely access to or use of the project site.
- D. The Contractor shall not work at the project site on any day the University of South Florida is officially closed, unless the USF-UPD is made aware of such construction and a USF-FM representative is on call to handle any emergencies.

1.2 TRANSPORTATION FACILITIES

- A. Provide adequate protection for curbs and sidewalks over which trucks and equipment pass to reach the project site(s). Record and provide photographic documentation of existing conditions prior to mobilization. Repair/replace all damaged areas joint to joint, at no cost to the Owner, barricade the dripline area of existing trees to be preserved. No parking under dripline/canopy of trees.
- B. Contractor's Vehicles
 1. Parking permits are required for all personnel and business vehicles, except when parked inside Contractor's construction fencing.
 2. Do not permit such vehicles to park on any street or other area of the University's property except in the area(s) so designated by the USF-FM and the University's Parking and Transportation Services (USF-PTS) Division.
 3. Secure all required Parking Decals and/or permits as required by the USF-PTS.
 4. No off-site parking will be provided as part of this contract, except as provided by permit in designated University parking areas.

1.3 ACCESS, PARKING AND TRAFFIC

- A. **CONSTRUCTION AREA MAINTENANCE AND ACCESS:** If existing parking lots and/or roads on campus must be used for construction area access or staging, a detailed plan of the areas to be used must be worked out in cooperation with USF-FM and USF-PTS. In case of parking lots being used, the plan should include the number of spaces impacted and duration. The final approved plan shall be shown on the project drawings, and specifications must stipulate that no other areas be used.
 1. **CLEAN-UP ENFORCEMENT:** Specifications shall contain provisions that Contractors must remove mud and spillage from public and University streets without delay. Failure to clean streets promptly could result in streets being cleaned by the University or other public agency at the Contractor's expense.
 2. **REPAIRS OF DAMAGES TO FACILITIES:** Specifications shall also contain provisions that damage to roads, sidewalks, parking lots, lawns, or other facilities on University property, resulting from hauling, storage of materials, or other activities in connection with the work, shall be repaired or replaced, at no expense to the University, by the Contractor causing the damage. Repairs or replacement shall be made to the satisfaction of the University unit responsible for maintenance of the particular damaged item (i.e., USF-PTS for parking lots).
 3. **WEED CONTROL:** Specify that the Contractor must cut the weeds inside and along the construction fence as often as necessary to maintain a neat appearance at the project site. USF prohibits the use of weed killers by Contractors on USF property.
- B. **MAINTENANCE OF TRAFFIC FLOW**

1. **PLANNING FOR TEMPORARY CONTROL:** The USF-UPD must be notified at least two (2) weeks in advance of any anticipated work affecting traffic flow. To assure maintenance of flow and to safeguard all parties involved in planning temporary routing, a field inspection should be made jointly by the A/E, the University, and Contractor personnel prior to performing any work, which would interrupt normal traffic patterns. Rerouting of traffic shall be planned as to route and direction, in cooperation with the USF-UPD and as approved by the USF-PM.
2. **CONTRACTOR'S RESPONSIBILITIES:** The Contractor, whose work requires interruption of traffic, shall be required to post signs in all affected areas, in sufficient numbers and with appropriate messages, to warn motorists entering the construction zone and to alleviate conflicts and confusion among motorists or pedestrians at intersections, crossings, turns, and other obstructions to normal traffic flow. Contractor must make special consideration to accommodate USF's students, staff, and faculty with disabilities. Temporary signs shall comply with the standards of the Florida Department of Transportation. Temporary lanes shall be well marked, and obstructions, barriers, lane changes, or detours shall be indicated by appropriate signage at each point of potential confusion, as well as at each change in direction of a temporary route. USF-UPD shall be notified in advance of the anticipated time of return to normal traffic patterns. Upon completion of construction affecting streets or traffic flow, but before temporary control devices and lane markings are removed, the area shall be restored to receive traffic in the normal pattern. The USF-UPD shall be notified of the actual time of completion of restoration.
3. **PROVISIONS FOR SPECIAL DUTY POLICE OFFICERS:** If it is evident that traffic will become hazardous or restricted in any manner, uniformed special duty police officers must be provided by and at the contractor's expense. These officers shall be employed by contacting the USF-UPD at least two (2) weeks before officers' services are required. The contractor shall also forward a copy of the request to the USF-PM. Specifications should be written to alert contractors to the possibility that special duty police officers might be needed at times other than, or in addition to, the contractor's normal work hours.
4. **PARKING:** Parking at all campuses is subject to regulations established by USF-PTS, and all employees of contractors and subcontractors must comply with these regulations. Employees of contractors and subcontractor must secure parking permits from the USF-PTS and must park cars in areas assigned to them. Parking on streets or in restricted areas or under tree canopies with protective barricades is prohibited. Before beginning of the work, each contractor shall report to the USF-PTS the approximate number of parking permits which will be required for all employees, including employees of subcontractors. Copies of parking guidelines will be provided upon request and with permits. Each contractor shall provide the USF-PM with a copy of his letter of application for parking permits. Parking within a construction-fenced area does not require permits. Any trees within construction-fenced area must have protective barricades installed to prohibit parking under tree canopy as directed by the USF-PM.
5. **ACCESS TO FACILITIES:** While the University of South Florida is a publicly owned institution; its function and facilities are dedicated to serve specific operations and programs. Therefore, contractors' personnel may be barred from using existing toilet, food service, or other facilities.

END OF SECTION 01 55 00

SECTION 01 56 00 TEMPORARY BARRIERS AND ENCLOSURES**1.1 BARRIERS**

- A. INGRESS AND EGRESS FOR BUILDINGS: During joint occupancy of buildings, entrances and exits for public use must meet code requirements.
- B. BARRIERS FOR EXCAVATION OF UTILITIES: 40-inches height high visibility yellow safety fencing, on 2 X 4 posts, a minimum of 48-inches from excavation. Caution tape and re-bars are not allowed. Provide 2 X 4 top rail where excavations/trenches cross or run adjacent to pedestrian/bicycle pathways.

1.2 CONSTRUCTION FENCE

- A. Six feet high chain link fence with gates shall be erected around the project site. Fence and location shall be subject to the approval of the USF-FM. Show fence location on drawings.
 - 1. Provide green wind screen.
 - 2. Barbed wire used on any part of the fence is prohibited. Re-bars are prohibited as posts.
 - 3. "No Trespassing" signs, which meet OSHA requirements, shall be specified.

1.2 TREE AND PLANT PROTECTION

- A. Provide 40-inches height, high visibility yellow safety fencing, on 2 X 4 posts and top rail, at tree canopy drip edge. Consult with USF Landscape Architect (USF-LA) all tree protection plans. Refer to [Section 01 55 00, Vehicular Access & Parking](#) for additional protection required for tree protection.

1.4 SECURITY

- A. EXISTING BUILDINGS SECURITY: During construction, one exterior door of any enclosed structure shall be provided with a lockset with security core. The Contractor shall obtain security core from and return same to the USF-FM.
- B. FENCE GATES: Except during working hours, gates shall be kept locked by the Contractor at all times.
 - 1. All gates shall be double locked with a USF-FM security padlock and the contractor's padlock in a manner that will allow access by unlocking either padlock. Other prime contractors may install their own padlocks if it is determined that they will require access to the area at a time other than regular working hours. The USF-FM security padlock shall be obtained from, and returned to, the USF-PM.

END OF SECTION 01 56 00

SECTION 01 57 00 TEMPORARY CONTROLS**1.1 NOISE AND DUST CONTROL**

- A. In occupied buildings the A/E shall indicate areas for which noise and dust control must be provided and shall specify methods of control. If details of installations are involved, specify these in the applicable sections of the technical specifications. The Contractor shall install barriers indicated by the A/E and shall provide other dust control barriers as required by construction operations.

1.2 WATER AND MOISTURE PROTECTION FOR BUILDING

- A. Provisions required for protection from water and moisture should be shown on the drawings as required for temporary construction to maintain integrity and protection of work, occupied space, etc.

1.3 DRAINAGE

- A. The Contractor shall provide temporary drainage trenches, drains, sumps, pumps, or other items required to afford satisfactory working conditions for the execution and completion of the work of all contractors and to protect all work. Water shall be diverted to or shall be pumped from the work areas without causing a nuisance to surrounding areas or potential regulatory non-compliance. Specifications shall stipulate appropriate use of stormwater management systems, define erosion control measures to be employed, and shall prohibit direct transport of sediment to storm sewerage system.

1.4 STORM WATER RUN-OFF

- A. Include the pumping of tunnels, elevator pits, and other structures, which collect storm water and wastewater run-off from construction operations.

END OF SECTION 01 57 00

SECTION 01 58 00 PROJECT IDENTIFICATION**1.1 PROJECT SIGN**

- A. The Contractor shall provide a project sign. The location shall be approved by the USF-FM and location and details shown on drawings. Specify that Contractor provide the sign and a shop drawing showing layout of text. The A/E accompanied by the USF-PM must inspect and approve the finished sign before installation. Include a drawing of the sign in the specs.

1.2 TEMPORAY SIGNAGE

- A. The design and dimensions of the USF required signage shall be included the construction documents and shall be provided by the Contractor. On the exterior perimeter of the construction fencing and/or gates, in compliance with [USF Policy 6-028, Events, Signage & Space Management](#) and [USF Policy 3-008, Temporary Signage](#), the attachment or display of following temporary signage is approved.
1. USF No Smoking Sign: in dimensions not to exceed 200 square inches the words: "No Smoking. USF is a smoke free campus. Smoking is prohibited in all areas of the campus and the construction site. [USF Policy 6-026, Tobacco & Smoke Free Policy](#)"
 3. USF No Harassment Sign: in dimensions not to exceed 200 square inches the words: "No Harassment. Sexual harassment by any vendor against any faculty member, staff or student is prohibited, and complaints of such conduct must be filed with the Office of Diversity and Equal Opportunity. [USF Policy 0-004, Sexual Misconduct/Sexual Harassment](#)"
 4. USF No Solicitation Sign: in dimensions not to exceed 200 square inches the words: "No Solicitation. Distribution or placement of commercial material or advertisement in all areas of the campus and construction site is prohibited. [USF Regulations 6.026, Distribution of Materials & Solicitation on Campus](#)"
 5. USF No Trespassing Sign: In dimensions not to exceed 200 square inches the words: "No Trespassing. Access to campus and facilities are restricted for the purpose of conducting authorized University business only. Violations will be subject to No Trespass Order. [USF Regulations 4.0140, No Trespass & Loitering](#)"
 6. Contractor No Trespass Sign: When required, trespass and security signs.
 7. Contractor Safety Signs: When required, [OSHA](#), [National Fire Protection Association \(NFPA\)](#), [US Department of Transportation \(DOT\)](#) safety signs.
 8. [Movement of Traffic \(MOT\)](#) Signs: Comply with DOT requirements for vehicular signs. When the MOT plan impact pedestrian traffic, due to re-routing or closure of sidewalks, provide ADA compliant pathways & signage and ensure they are posted at access points prior to the closure or re-routing.
 9. Construction Site Entry Sign: the name of the General Contractor & emergency contact phone number in letters no larger than 6 inches height, and the words: "Construction Entry" no larger than 12-inches height and directional arrow. Letter typeface & field color of the sign may match Contractor's logo. Dimensions of the signage shall be sufficient to include all required information.
- B. Prohibited Signs: no other signage affixed to or on any surface outside the exterior perimeter of the construction fencing is permitted. In particular, following signage are prohibited at all times:
1. Political and/or campaign signs.
 2. Advertisements of any type.
 3. Any identifying signs of subcontractors, vendors or suppliers.
- C. Special Signs: Request for special or non-compliant signage may be submitted through [USF Space Impact](#) process for USF review and approval.

END OF SECTION 01 58 00

SECTION 01 71 23 FIELD ENGINEERING**1.1 LAYOUT DATA**

- A. A licensed engineer or surveyor shall be employed to layout structure coordinates, site improvements, and utilities, to determine all lines and elevations, and to verify same from time to time as the work progresses.
1. GRADE LINES, LEVELS, AND BENCH MARKS shall be established and maintained by the Contractor.
 2. BUILDING LAYOUT DATA: The Contractor shall provide and maintain well-built batter boards at corners of buildings. As work progresses, the Contractor shall establish benchmarks at each level and shall establish exact locations of partitions on rough floors as guides to all trades.

END OF SECTION 01 71 23

SECTION 01 78 00 CLOSEOUT SUBMITTALS
1.1 CLOSE-OUT CONSTRUCTION DOCUMENTS (Project Record Documents)

- A. **CONTRACTOR'S RESPONSIBILITIES:** The Contractor shall maintain at the construction site a set of printed Original Contracted Construction Documents (drawings and specifications) for the purpose of documenting, with a red pencil or red ink pen, the actual location of any work not included in the original documents and/or any work constructed and/or installed differently than indicated in the original documents. The Contractor's monthly payment will not be approved by the University's representative, if such documentation does not take place in the opinion of the University's representative on a monthly basis. At the completion of construction, such set of red-marked printed documents shall be known and noted as the Record Construction Documents Set. After final acceptance of the project, the Contractor shall submit the as-built set to the Consultants.
- B. **A/E CONSULTANT'S RESPONSIBILITIES:** After final acceptance of the project, the Consultants (Architects and Engineers) shall revise the Original Contracted Construction Documents (CAD drawings and specifications) to accurately record all red-marks noted in the Contractor's record set (red-line set), all executed addenda, all executed bulletins, all executed change orders, all executed alternates, and any other executed change to the original documents. Such revised set of construction documents shall be known and noted as the "RECORD DOCUMENTS" (drawings and specifications). Submit one printed set of the Record Documents to the University's Representative for review and approval. If the University's Representative discovers that certain changes were not properly recorded, the Consultant will make the proper corrections and submit a final set of Record Documents, as follows: One set of prints (drawings and specifications), and electronic files (CAD drawings and specifications in .dwg and .pdf files). Note that Specifications and General Conditions shall be also modified by accurately recording any changes pertaining to such documents. Final payment will not be approved by the University's Representative, if acceptable Record Documents (drawings and specifications) are not submitted.

1.2 OPERATION AND MAINTENANCE DATA

- A. Detailed requirements should be stipulated in the appropriate sections of the specifications. For items of General Construction, specify that information for care and maintenance be furnished for any item requiring more than ordinary custodial care. For mechanized equipment and electrical equipment, specify that operation manuals be provided, and for special equipment stipulate that, in addition to operation manuals, the manufacturer provide demonstrations and operation instructions by factory trained employees to designated University personnel who will be operating the equipment. The following are examples of the kind of data which might be required. The applicable data in printed and bound set(s) and in digital record .pdf files should be submitted to the USF-FM before or at Substantial Completion.

1. GENERAL CONSTRUCTION

ITEMS	DATA REQUIRED
1. Cut Stone	Dampproofing Treatment
2. Glue-Laminated Wood	Finishes
3. Wood Shingles and Shakes	Preservative Treatment
4. Fluid Applied Roofing	Instructions for Patching
5. Single-Ply Membrane	Maintenance and Repair Instructions
6. Aluminum, Bronze, S.S. Doors & Windows	Care of Finishes
7. Electronic Locking Systems	Wiring Diagrams and Operating Instructions
8. Special Flooring	Finishes and Maintenance Data
9. Chalkboards	Cleaning Instructions
10. Motor-Operated Chalkboards	Wiring Diagrams and Operating Instructions
11. Pedestrian Control Devices	Wiring Diagrams

ITEMS	DATA REQUIRED
12. Sun Control Devices	Wiring Diagrams
13. Equipment	Wiring Diagrams and any Special Instructions Required
14. Special Construction	Systems Diagrams and any Special Instructions Required
15. Elevators and Hoists	Operating and Maintenance Instructions

2. PLUMBING

ITEMS	DATA REQUIRED
1. Under-Slab Piping	As-Built Drawings, reflecting routing and installation depth
2. Piping Systems	Printed Diagrams - Valve Tag Directory
3. Pumps, Controls, & Special Systems	Wiring Diagrams, Operating Instructions, Parts Lists, Testing Procedures
4. Piping	Printed Diagrams - Valve Tag Directory
5. Pumps, Controls, & Special Systems	Wiring Diagrams, Operating Instructions, Parts Lists, Testing Procedures

3. HEATING, VENTILATING, AND AIR CONDITIONING

ITEMS	DATA REQUIRED
1. Control Systems	Printed Diagrams and Operating Instructions
2. Valves	Typewritten Valve Tag Directory
3. Pumps, Controls, & Special Systems	Wiring Diagrams, Operating Instructions, Parts List, Testing Procedures
4. BUT Meters	Certificate of Performance and Initial Reads from Manufacturer

4. ELECTRIC

ITEMS	DATA REQUIRED
1. Under-Slab Electric Conduit	As-Built Drawings, reflecting circuit routing and installation depth
2. Communications Systems	Point-to-Point Wiring Diagrams & Instruction Manuals
3. Motor Control Centers	Overload Heater Charts
4. Equipment	Operating Instructions
5. Fire Alarm Systems	Point-to-Point Wiring Diagrams
6. Electric Meters	Warranty, Manufacturer's Specs, Maintenance Requirements, Initial Read Multiplier

5. OPERATION AND MAINTENANCE MANUALS: The A/E shall review the contractor's submittals of manuals for correctness and sufficiency of data and, after approving the contents and format, shall obtain the number of copies required, including two (2) printed sets and digital record in .pdf files to the USF-PM, prior to substantial completion.

- a. **FORMAT FOR MANUALS:** Manuals shall consist of manufacturers' typed or printed operation instructions and maintenance data, shop drawings or catalog cuts, and other data listed herein; all bound in letter size hard-back binder. Material shall be assembled as follows:
 - i. **INSIDE COVER:** Title of job, The University of South Florida, address, date of submittal, name of contractor and name of manufacturer.
 - ii. **SECOND PAGE:** Index
 - iii. **THIRD PAGE:** Introduction to first section containing a complete written description of the equipment or system
 - iv. **FIRST SECTION:** Written description of system contents, where equipment is located in building, how each part functions individually and how system works as

a whole, concluded with a list of items requiring service and the service needed or reference to the manufacturer’s data in the binder which describes proper service.

- v. SECOND SECTION: A copy of each shop drawing with an index at the beginning of the section.
- vi. THIRD SECTION: A copy of manufacturer’s operating instructions with an index at the beginning of the section.
- VII. FOURTH SECTION: A list of all equipment incorporated into job, contractor’s purchase order numbers, supplier’s name and address.

1.3 AFFIDAVITS, BONDS, AND GUARANTEES

A. In addition to the standard forms required by the contract documents, the following are required. When statements applying to these requirements are provided in these guides, the statements (or paragraphs similarly worded) shall be included in the specifications. The A/E can save a duplication of work at time of completion of construction if the specifications writer prepares a list of required affidavits, bonds, and warranties as the specifications are prepared. Also see [Section 01 32 00, Construction Progress Documentation](#). Submit to USF-PM printed and bound set and digital record in .pdf files at substantial completion.

1. AFFIDAVITS

ITEMS	AFFIDAVITS
1. Carpeting materials	Installer attests that correct materials were installed
2. Non-standard resilient floor materials	Installer attests that correct materials were installed

2. EXTENDED WARRANTIES

ITEM	WARRANTY LENGTH
1. Roofing	20-year maintenance warranty
2. Flashing & sheet metal work	20-year maintenance warranty
3. Membrane weatherproofing	3-year maintenance warranty
4. Sealants	5-year warranty
5. Metal windows	2-year warranty for windows; 5-year warranty for weather-stripping
6. Wood laminated plastic faced doors	Lifetime warranty
7. Tinted glass and insulating glass	10-year warranty
8. Chalkboards	20-year warranty
9. Water chillers and air cooled condensers	5-year warranty

3. WARRANTY PERIOD

1. Conditions of Warranty
2. Process to Respond to Warranty Items
3. Process if Warranty Item is not Resolved

END OF SECTION 01 78 00