DIVISION 1 GENERAL REQUIREMENTS

01010 SUMMARY OF THE WORK

01011 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 of Requirements.

01012 LIST THE SEPARATE CONTRACTS, if any, under which the work will be accomplished and outline the scope of work included in each contract.

01013 WORK ON OTHER PROJECTS: If other work, outside the scope of contracts 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.

01014 SCHEDULING THE WORK: 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:

01014.1 PROVIDING AND MAINTAINING MEANS OF INGRESS AND EGRESS: Temporary entrances and exits must meet code requirements.

01014.2 MAINTAINING SECURITY: Areas, which are being operated by the Using Agency, must be secured from the construction area and vice versa.

01014.3 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.

01014.4 STORING OF CONSTRUCTION MATERIALS: If adequate areas cannot be provided, delivery schedules will be affected.

01014.5 SCHEDULING FOR MOVES BY THE USING AGENCY: If remodeled spaces must be ready for use or vacated by certain dates, name the spaces and give the dates.

01014.6 MAINTAINING SERVICES: These requirements should be detailed in the section entitled, TEMPORARY FACILITIES AND CONTROLS.

01014.7 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 entitled, TEMPORARY FACILITIES AND CONTROLS or in the section in which the partition materials are specified. Refer to paragraph 01560 of these guides.

01014.8 TEMPORARY PARTITIONS: Required to provide fire or smoke separation shall be built with tested assemblies. Temporary partitions shall not affect means of egress.

01014.9 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 Cost Containment Guidelines to emphasize prevention of mold and mildew as a potential health
ITEMS FURNISHED BY THE UNIVERSITY: 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.

ALLOWANCES

RESTRICTED USE: Allowances are generally prohibited, however, if circumstances warrant, the University Project Manager will approve the use of allowances for certain items.

ALTERNATES

PURPOSE OF ALTERNATES: A limited number of alternates may be used as a means of insuring base bids within the available construction funds. The A/E shall consult the University Project Manager regarding priority of alternates. Additive alternates shall be used in preference to deductive alternates.

DESIGNATIONS for alternates shall be:
1. G-1, G-2, etc. for the General Contract.
2. P-1, P-2, etc. for the Plumbing Contract.
3. H-1, H-2, etc. for the HVAC Contract.
4. (Do not use the letter "M" to designate this series.)
5. E-1, E-2, etc. for the Electric Contract.
6. Alternates for other separate contracts should be listed by consecutive numbers prefixed by the letters used on the drawings to designate the contract. (A: Architectural; C: Civil; S: Structural; M: Mechanical; P: Plumbing; E: Electrical; etc.)

COORDINATION OF ALTERNATES: 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. 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 Specifications Section 01030, Schedule.

FIELD ENGINEERING

LAYOUT DATA: 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.

GRADE LINES, LEVELS, AND BENCH MARKS shall be established and maintained by the General Contractor.

BUILDING LAYOUT DATA: The General Contractor shall provide and maintain well-built batter boards at corners of buildings. As work progresses, the General Contractor shall establish benchmarks at each level and shall establish exact locations of partitions on rough floors as guides to all trades.

REGULATORY REQUIREMENTS

USF FP&C BUILDING CODE ADMINISTRATION PROGRAM

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, through documents reviews and construction inspections.

01061.2 AUTHORITY: Building Code Administration is required by F.S. Sect. 240.209 (3) (p), regulated by F.S. Chapter 553 Part VII, and delegated by F.A.C. Rule 6C-14.020(2) and Chancellor’s Memorandum CM-N-22.00-12/00. Categories of code administration personnel are established in F.S. Chapter 468 Part XII.

01061.3 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 (see forms) for construction, which, after proper inspection and completion, is certified for occupancy or re-occupancy. Minor repair projects costing less than $5,000, that do not impact life safety, are exempt from the code permitting process.

01061.4 DEFINITIONS:
Modification = any new addition to or renovation of an existing building or any part of.
Construction Documents = Drawings and/or Specifications.

01061.5 RESPONSIBILITIES
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 by the State Fire Marshal's (SFM) office. 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.

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. FPC staff 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.

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.

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.

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.

The BCA will determine, based on scope of Work, whether submission is required to the State Fire Marshal's (SFM) office. SFM approval of projects may be required for even minor projects and the schedule should reflect the minimum of
30 days review by the SFM. Full permit cannot be issued without SFM approval when required. Any Work commencing prior to SFM approval is at risk of being denied a permit or additional corrective work levied.

Under the Code, the BCA may levy a fine of double the application fee when Work is started without prior approval of the BCA. The SFM may also levy fee penalties for Work commenced without prior approval at SFM's sole discretion.

01061.5.1 FP&C DIVISION OF QUALITY ASSURANCE (FP&C QA) BUILDING CODE ADMINISTRATOR (BCA)

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.

FP&C QA 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.

The University Project Manager (PM) or the General Contractor (GC) or the Construction Manager (CM) shall submit to the BCA a request for a building permit. A building permit shall be issued to the pm or GC or CM upon satisfactory completion of the application process and receipt and review of all necessary documents.

The BCA, in conjunction with the GC or CM, 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.

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’ (see attached sample). 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 State Fire Marshal 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.

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 Appendix B of the Standard Building Code (1997 Edition).

01061.5.2 DESIGN PROFESSIONALS (A/Es)

Design professionals shall be responsible for the design of the project in accordance with the appropriate adopted codes and standards. FP&C QA shall review the project documents at the completion of the following phases for major projects: program (pro), conceptual schematic design (csd), advanced schematic design (asd), design development (dd), 50% construction documents (50%cds), 100% construction documents (100%cds). A major project shall be defined as a project with a construction cost greater than $1,000,000. All other projects shall be reviewed at the 100% construction documents. 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 the building permit.

If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, the construction documents must be signed and sealed by the architect and engineers of record.

01061.5.3 GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

The General Contractor/Construction Manager (GC/CM), or pm or University Dept./Division shall apply for the permit. At the time of application for a permit the GC/CM 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 FP&C QA 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.

The GC/CM shall meet with the Building Code Administrator to develop a building inspection schedule. The GC/CM shall be responsible for scheduling all required inspections in accordance with the plan developed. At substantial completion the GC/CM shall request a certificate of occupancy or re-occupancy.

01061.5.4 UNIVERSITY DEPTS. PROVIDING CONSTRUCTION/MAINTENANCE SERVICES

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.

01061.5.5 BOARD OF APPEALS

The Board shall review timely submitted appeals.

01061.6 PROCEDURES

Design professionals prepare construction documents in accordance with all applicable Codes.

FP&C QA reviews such documents for code compliance and returns ‘comments’ or a ‘letter of code compliance’ as applicable.

The GC/CM or pm or University Department/Division applies for a ‘building permit’ with the proper fee.

The BCA reviews the ‘building permit’ application and issues a permit, if all information submitted is acceptable and complete.

The BCA and the GC/CM develop a ‘construction inspection schedule.’

The GC/CM requests and FP&C QA performs inspections, in accordance with the inspection schedule.

When construction is ‘substantially completed’ and all required inspections performed, The BCA issues the appropriate ‘certificate of occupancy or re-occupancy.’
01100  UNIVERSITY SPECIAL PROJECT PROCEDURES

01101  SECTION INCLUDES:

01101.1 General restrictions on access to use of site and surroundings, and security procedures for tools, materials, and individuals within the workforce.

01102  QUALITY ASSURANCE

01102.1 Promptly upon award of the Contract, notify all pertinent construction related personnel regarding the requirements of this Section.

01103  WORK SEQUENCES

01103.1 Work shall be executed to minimize disruption of activities at the project site(s) or building. Contractor shall submit to the Consultant and FP&C Construction Coordinator 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 FP&C prior to initiation of work at site.

01103.2 Forty-eight (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 FP&C Construction Coordinator 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.

01104  CONTRACTOR USE OF PREMISES AND UNIVERSITY OCCUPANCY

01104.1 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 FP&C Construction Coordinator. Develop plan of staging of work, locations for storage areas, layout areas, and temporary offices and submit for approval by FP&C Construction Coordinator within seven (7) calendar days prior to the Notice to Proceed.

01104.2 Contractor will have limited use of premises during course of work during designated work times (12:00 a.m. to 12:00 p.m.), Monday through Sunday; and must coordinate use of surrounding building areas with the FP&C Construction Coordinator.

Use of other nearby floor or site areas for staging or other purposes must be pre-approved by FP&C Construction Coordinator and University representative.

01104.3 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 FP&C Construction Coordinator. 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.

01104.4 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.
01104.5 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.

01104.6 Exercise the utmost care to protect from damage to existing equipment, furniture, building finishes, trees to be preserved, etc.

01104.7 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.

01104.8 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 FP&C Construction Coordinator and the Director of Residence Services, when applicable.

01104.9 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.

01105 JOB CONDITIONS

01105.1 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.

01105.2 All areas 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).

01105.3 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 and monthly charges, as determined by usage.

01105.4 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 University approval.

01106 ACCESS TO SITE

01106.1 Unless specified elsewhere, access is normally restricted in residence buildings to the period from 12:01 am. to 12:00 p.m. every day. Facilities Planning and Construction
representatives may vary these hours at their discretion.

01106.2 Contractor shall access site through a single point approved by the FP&C Construction Coordinator. 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, FP&C Construction Coordinator, and the Residence Life Services representative. Changes and additions to normal working schedules shall be communicated to the University representative, when applicable, 72 hours in advance through the FP&C Construction Coordinator.

01106.3 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.

01106.4 The Contractor shall not work at the project site on any day the University of South Florida is officially closed, unless the University Police is made aware of such construction and a USF Facilities Planning and Construction representative is on call to handle any emergencies.

01107 OSHA CONDITIONS

01107.1 The Contractor shall conform to OSHA and other safety requirements during this project.

01108 TRANSPORTATION FACILITIES

01108.1 Provide adequate protection for curbs and sidewalks over which trucks and equipment pass to reach the project site(s). 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.

01108.2 Contractor's Vehicles

01108.2.1 Parking permits are required for all personnel and business vehicles, except when parked inside Contractor's construction fencing.

01108.2.2 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 FP&C Construction Coordinator and the University's Parking and Transportation Services Division.

01108.2.3 Secure all required Parking Decals and/or permits as required by the University.

01108.2.4 No off-site parking will be provided as part of this contract, except as provided by permit in designated University parking areas.

01109 SECURITY

01109.1 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. Any incident requiring police service should be reported immediately to the University Police (974-2628) or 911.

01109.2 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.

01109.3 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.

01109.4 Contractor's 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 (1) USF Master Lock for accessibility.

01109.5 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.

01109.6 The University may seize items that may pose a danger to the safety and security of faculty, staff, or students.

01109.7 Provide FP&C Construction Coordinator and the University Police keys to all construction gates and building entrances.

01109.8 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.

01110 PERSONNEL RULES

01110.1 Identification of Personnel

01110.1.1 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.

01110.1.2 All Contractors shall provide the University Police Department and the FP&C Construction Coordinator with a list of the names and phone numbers (including beepers and pagers) of supervisors of construction at the project site(s).

01110.2 Association with students, staff and faculty:

01110.2.1 Association with students, staff and faculty is not permitted. In case of inappropriate conduct offenders shall be removed from job site.

01110.2.2 Trafficking or trading in goods with students is not permitted.

01110.2.3 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, particularly female students, staff, or faculty.

01110.3 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.

01110.4 Alcoholic beverages, weapons of any kind, and non-prescription 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.

01110.5 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 University Police Department of such practice and provide the names of all person employed under the Work Release Program.

01110.6 Contractors and their employees are to obey all state and local laws as well as rules of the University of South Florida when they are on University property.
01110.7 **Meals**

01110.7.1 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 FP&C Construction Coordinator.

01110.7.2 If vending machines are available in construction area, they will be identified at the Pre-construction meeting.

01110.8 **Visitors:** On-site visitors of construction workers are prohibited. Persons not working on the Project are required to first seek approval of the FP&C Construction Coordinator before visiting site.

01111 **TOOLS AND MATERIALS**

01111.1 Contractor shall endeavor to introduce only necessary tools into the project site, and in the least possible number.

01111.2 Construction companies and their employees are requested to secure all property as much as feasible to reduce theft or damage to equipment or property.

01111.3 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.

01112 **LIFE SAFETY SYSTEMS**

01112.1 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.

01113 **HAZARDOUS MATERIALS PROCEDURES**

Refer to the Appendix for specifications for removal of "PCB" transformers. The University Project Manager 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.

01200 **PROJECT MEETINGS**

01200 **PRECONSTRUCTION MEETING:** The Contractor shall schedule and furnish the agenda for a preconstruction meeting after award of contract; attendance shall be required for the Owner, A/E and successful bidders. Among items to be discussed are provisions specified in this division of the specifications.

01202 **PROGRESS MEETING:** Include the following in the specifications; edit and revise to suit job conditions. The General Contractor shall schedule a weekly job progress meeting with other prime contractors and major subcontractors and shall notify the A/E of the time and place of the meeting. 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 General Contractor on discussions and decisions made at each meeting. Typed copies of the notes shall be distributed to all concerned parties; two copies shall be furnished to the University Project Manager.

01300 **SUBMITTALS**

01310 **CONSTRUCTION SCHEDULE:** Include the following paragraph (or a paragraph similarly...
worded) in the specifications: Immediately following contract award, the General 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. The final schedule, bearing the approval signature of all prime contractors, shall be submitted in quadruplicate to the A/E. Following approval by the University, 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.

01320 PROJECT INSPECTION REPORTS: Instruction for preparation and submittal of these reports will be given at the preconstruction meeting.

01340 SHOP DRAWINGS AND SAMPLES: 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.

01340.1 DRAWINGS REQUIRING CHECKING BY CONSULTANTS: 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; two copies of approved drawings are required for resubmittal to the University.

01340.2 SAMPLES: After consultation with the University Project Manager, 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 University Architect.

01340.2.1 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 University.

01340.3 MODELS AND PATTERNS: 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.

01340.4 EXTERIOR MATERIALS/FINISHES/SAMPLE MOCK-UP/WALLS: In addition to mockups specified elsewhere, the Contractor shall provide a mock-up, minimum size of 12' x 12', 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. 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 Owner's Agent. 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 FP&C Construction Coordinator.

01341 CERTIFICATION REQUIRED FROM SUPPLIERS AND INSTALLERS: The following is a sample list of certifications and other submittals required, in addition to guarantees, to assure quality materials or workmanship, or both. For some of these requirements, correct
wording of articles, to be incorporated in the technical sections, is provided in these guides. Also see Section 01700.

01341.1 GENERAL CONSTRUCTION: (Sample List - Edit as required):

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soils</td>
<td>Geotechnical Report</td>
</tr>
<tr>
<td>Demolition</td>
<td>Schedule</td>
</tr>
<tr>
<td>Sewers</td>
<td>Test Reports</td>
</tr>
<tr>
<td>Reinforcing Steel</td>
<td>Mill Certificate</td>
</tr>
<tr>
<td>Insulating Concrete</td>
<td>Manufacturer’s Certificate</td>
</tr>
<tr>
<td>Structural Steel</td>
<td>Erector’s Affidavit, Welder’s Certificate</td>
</tr>
<tr>
<td>Face Bricks</td>
<td>Results of Efflorescence Tests</td>
</tr>
<tr>
<td>Masonry Restoration</td>
<td>Experience Record of Contractor or Subcontractor doing the Work</td>
</tr>
<tr>
<td>Steel Joists</td>
<td>Manufacturer’s Certificate</td>
</tr>
<tr>
<td>Metal Decking</td>
<td>Manufacturer’s Certificate</td>
</tr>
<tr>
<td>Rough Carpentry</td>
<td>Wood Treatment Data, Certificate by Treatment Plant</td>
</tr>
<tr>
<td>Sealants</td>
<td>Experience Record of Contractor or Subcontractor doing the Work</td>
</tr>
<tr>
<td>Metal Doors &amp; Frames</td>
<td>Manufacturer’s Certification</td>
</tr>
<tr>
<td>Wood Doors</td>
<td>Manufacturer’s Certification</td>
</tr>
<tr>
<td>Metal Windows</td>
<td>Performance Test Reports</td>
</tr>
<tr>
<td>Lowe &amp; Reflective Glass</td>
<td>Performance Reports Insulating Glass</td>
</tr>
<tr>
<td>Carpeting Materials</td>
<td>Test reports and Manufacturer’s Certificate</td>
</tr>
<tr>
<td>Resilient Floors</td>
<td>Test Reports and Resilient Floor Manufacturer’s Certificate Materials</td>
</tr>
<tr>
<td>Painting</td>
<td>Statements by Paint Manufacturer and Applicator</td>
</tr>
<tr>
<td>Fire-Resistive Coatings</td>
<td>Manufacturer’s Certificate Coatings</td>
</tr>
<tr>
<td>Laboratory Equipment</td>
<td>Financial Statement of Manufacturer, Experience and Qualifications, Manufacturer’s Certificate</td>
</tr>
<tr>
<td>Library Equipment</td>
<td>Financial Statement of Manufacturer, Experience and Qualifications</td>
</tr>
<tr>
<td>Kitchen Equipment</td>
<td>Financial Statement of Manufacturer, Experience and Qualifications</td>
</tr>
<tr>
<td>Radiation Protection</td>
<td>Qualifications of Installer</td>
</tr>
<tr>
<td>Elevators</td>
<td>Maintenance Service, Certificate of Inspection</td>
</tr>
</tbody>
</table>

01341.2 PLUMBING:

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil, Waste, and Vent</td>
<td>Inspection Certificate</td>
</tr>
<tr>
<td>Underground Service</td>
<td>Test Reports</td>
</tr>
<tr>
<td>Interior Piping</td>
<td>Test Reports</td>
</tr>
<tr>
<td>Welders</td>
<td>Copy of Certification</td>
</tr>
<tr>
<td>Water Lines</td>
<td>Sterilization Test Report</td>
</tr>
<tr>
<td>Gas Service and Interior Piping</td>
<td>Charts for Purging and Pressure</td>
</tr>
</tbody>
</table>

01341.3 FIRE PROTECTIONS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>Certification that pipe thread connections are suitable for use with local hydrants and fire department equipment.</td>
</tr>
</tbody>
</table>
### Inspection
- National Automatic Sprinkler agreement and Fire Control Association standard inspection and maintenance form.

### Fire Lines & Fire Pumps
- Test Reports

### Welders
- Copy of Certification

### System
- Fire Marshal’s Certification of Inspection and Acceptance

#### 01341.4 HEATING, VENTILATING, AND AIR CONDITIONING:

<table>
<thead>
<tr>
<th>Systems</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balancing of Air &amp; Water</td>
<td>Balance Reports</td>
</tr>
<tr>
<td>Boilers</td>
<td>Tests for Safety and Function, Inspection and Other Certificates</td>
</tr>
<tr>
<td>Fan Ratings</td>
<td>Test Performance Seals, Performance Curves</td>
</tr>
<tr>
<td>Air, Water &amp; Steam Lines</td>
<td>Test Reports</td>
</tr>
<tr>
<td>Welders</td>
<td>Copy of Certification</td>
</tr>
<tr>
<td>BTU Meters</td>
<td>Type and Manufacturer’s Specs</td>
</tr>
</tbody>
</table>

#### 01341.5 ELECTRIC

<table>
<thead>
<tr>
<th>Primary Cable</th>
<th>High Voltage d-c Proof Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable Splicing</td>
<td>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</td>
</tr>
<tr>
<td>Lightning Protection</td>
<td>U.L. Master Label</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Inspection and Test Report</td>
</tr>
<tr>
<td>Electric Meters</td>
<td>Type and Manufacturer’s Specs</td>
</tr>
</tbody>
</table>

#### 01380 CONSTRUCTION PHOTOGRAPHS:
The A/E shall furnish at least four (4) quality exposures per month of 35 mm color film and one (1) color print of each negative or slide exposed. Negatives or slides and prints shall be submitted to the University Project Manager each month. Prints may be 3 ½” x 5” or larger. Film speed shall be 200 ASA or slower. Photographs shall show progress, work which will be concealed, problem areas, etc. The back of each print 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 photograph shall be marked. Negatives or slides shall be indexed and identified. Contractors shall not provide the photographs.

#### 01400 QUALITY CONTROL

#### 01410 SERVICES BY SPECIALISTS:
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 University Project Manager. 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 University, the following services, including but not limited to, shall be performed by qualified independent testing agencies:

#### 01410.1 GENERAL CONSTRUCTION:
Soils compaction tests.
Piling and caissons, inspections and tests.
Compaction grouting.
Concrete sampling and tests.
Sound transmission tests.
Radiation testing Roofing inspection.

01410.2 PLUMBING CONSTRUCTION:
Pressure test for leaks by gas utility company.
Supervision of purging of gas piping.
Sterilization of water piping Fire sprinkler system.
Testing of completed installations, prior to inspection by the State Fire Marshal or his designated representative.

01410.3 HVAC CONSTRUCTION:
Systems testing.
Soil corrosion analysis for cathodic protection.

01410.4 ELECTRIC CONSTRUCTION:
Testing of communications systems.
Testing of signaling systems.
Testing of fire protection equipment and alarm system.

01411 REGULATORY REQUIREMENTS

01411.1 CODES AND REGULATIONS

01411.1.1 The Regulatory Requirements that are used for Board of Regents (BOR) 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.

<table>
<thead>
<tr>
<th>Document</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1997 Standard Gas Code</td>
<td>900 Montclair Road</td>
</tr>
<tr>
<td>• 1997 Standard Mechanical Code</td>
<td>Birmingham, Alabama 35213</td>
</tr>
<tr>
<td>• Current editions of National Fire Protective Association</td>
<td>(205) 591-1853</td>
</tr>
<tr>
<td>Codes and Regulations, including the 1994 NFPA 101 Life Safety</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>National Fire Protection Association</td>
</tr>
<tr>
<td>• State Plumbing Code, F.S. 553.01-141</td>
<td>11 Tracy Drive</td>
</tr>
<tr>
<td>• State Electrical Code, F.S. 553.15-23</td>
<td>Avon, Massachusetts 02322</td>
</tr>
<tr>
<td>• State Glass Code, F.S. 553.24-28</td>
<td>(800) 344-3555</td>
</tr>
<tr>
<td>• State Minimum Building Codes, F.S. 553-70-895</td>
<td></td>
</tr>
<tr>
<td>• Fire Protection Rules and Regulations of the State Fire</td>
<td></td>
</tr>
<tr>
<td>Marshal</td>
<td></td>
</tr>
<tr>
<td>• Uniform Fire Safety Standards, F.S. 633.022</td>
<td></td>
</tr>
<tr>
<td>• 1996 National Electrical Code, NFPA 70</td>
<td></td>
</tr>
<tr>
<td>• Florida Elevator Safety Code, 1993; Department of Business</td>
<td></td>
</tr>
<tr>
<td>Regulations</td>
<td></td>
</tr>
</tbody>
</table>
### Document Sources

- **Florida Accessibility Code for Building Construction 1994**, Department of Community Affairs, Florida Board of Codes and Standards
- **Florida Accessibility Requirements Manual**, with any current updates
- **State Accessibility by Handicapped Persons**, F.S. 553.501-513
- **Florida Americans With Disabilities Accessibility Implementation Act**, F.S. 553-502.513
- **Florida Public Service Commission – Installation and Replacement of Public Telephones**
- **HUD Fair Housing Act for Multi-Family Residential Construction**
- **Americans with Disabilities Act of 1990**, with current revisions
- **State Trench Safety Act**, F.S. 553.60-64
- **OSHA Regulations**
- **State Thermal Efficiency Standards**, F.S. 553.900-912
- **State Energy Conservation Standards**, F.S. 553.951-975
- **State Building Energy-Efficiency Rating System**, F.S. 553-990-9988
- **FLEET, Florida Life Cycle Energy Evaluation Technique**, Department of General Services
- **Asbestos Surveys, Operations & Maintenance, and Abatement**:
  - Rules of the Florida Department of Labor and Employment Security
  - Requirements of Section 255.551-565 and 455-301-309, F.S.
  - Rules of the Department of Environmental Regulation
  - Regulations of OSHA and the US Environmental Protection Agency
  - Licensing regulations of Asbestos Consultants, the Florida Department of Professional Regulations
- **HUD Abatement Standards for Lead Based Paint**

### Other Codes and Regulations

01411.1.2 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.

01411.1.2.1 **University of South Florida, Facilities Planning and Construction** “Dig Permit.” Contact FP&C at 813/974-2625.

01411.1.2.2 **Cost Containment Guidelines for the Statue University System of Florida**, January 1996.

01411.1.2.3 The University of South Florida is a member of Sunshine State One-Call of Florida, Inc. (SSOCOF). All excavation work shall be preceded by contacting SSOCOF 48-hours prior to actual excavation work. Comply with Underground Facility Damage Prevention and Safety Act, F.S. 556.101-111.

### Construction Facilities and Temporary Utilities

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01500</td>
<td>CONSTRUCTION FACILITIES AND TEMPORARY UTILITIES</td>
</tr>
<tr>
<td>01510</td>
<td>TEMPORARY UTILITIES</td>
</tr>
</tbody>
</table>
01511 UTILITIES: 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 Physical Plant Division, provide specific direction to the contractors in the project specifications regarding the arrangement for such utilities.

01511.1 UTILITY COMPANY INSTALLATIONS: Plans for running temporary lines through University property shall be reviewed by the A/E in conference with the University Project Manager.

01511.2 CONNECTIONS TO EXISTING UTILITIES: If connections to University utilities are permitted, the A/E shall obtain drawings of existing utilities and shall consult the University Project Manager 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 University Project Manager.

01511.3 COST: 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.

01511.3.1 GENERAL CONTRACTOR shall pay for water, steam, fuel for cooling and heat, and electric power consumed.

01511.3.2 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 University Cross-Contamination Control Policy must be adhered to. Any connections intended for potable use must be disinfected in accordance with Health Department regulations.

01511.3.3 HVAC CONTRACTOR shall install and maintain heating systems and make changes as required.

01511.3.4 ELECTRICAL CONTRACTOR shall install and maintain electrical installations and make changes as required.

01511.4 DURATION OF SERVICES: 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.

01520 CONSTRUCTION AIDS

01521 CONSTRUCTION HOISTS AND ELEVATORS:

01521.1 With concurrence from the USF Project Manager and after obtaining the State Elevator Certification, one new elevator may be used for construction purposes, with concurrence from the USF Project Manager 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 General Contractor. Written arrangements must be made with the University Project Manager and must include:

Installation of protective covering of car interior doors and entrance.
Weekly cleaning and servicing by the elevator installer at the Contractor’s expense.

Complete restoration of all elevator system components to like new condition ready for turnover to the University.

The repair and warranty period required by the contract will not be diminished by authorizing this use.

01521.2 EXISTING ELEVATORS shall not be used during construction without permission of the University Project Manager.

01521.3 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.

01530 BARRIERS
01530.1 INGRESS AND EGRESS FOR BUILDINGS: During joint occupancy of buildings, entrances and exits for public use must meet code requirements.

01530.2 BARRIERS FOR EXCAVATION OF UTILITIES: 40-inch high orange fencing, on 2x4 posts, a minimum of 48-inches from excavation. Caution tape and re-bars are not allowed.

01531 CONSTRUCTION FENCE: A 6 ft. high chain link fence with gates shall be erected around the project site. Fence and location shall be subject to the approval of the University Project Manager/Construction Coordinator. Show fence location on drawings.

01531.1 Usually a heavy woven steel wire fence on steel posts is sufficient; however, where appearance is a consideration, a privacy type fence may be required, provided the budget permits such construction.

01531.2 Barbed wire used on any part of the fence is prohibited. Re-bars are prohibited as posts.

01531.3 “No Trespassing” signs, which meet OSHA requirements, shall be specified.

01532 TREE AND PLANT PROTECTION: Refer to Division 2.

01540 SECURITY:
01540.1 EXISTING BUILDINGS SECURITY: During construction, one exterior door of any enclosed structure shall be provided with a lockset with security core. The General Contractor shall obtain security core from and return same to the University FP&C Construction Coordinator.

01540.2 FENCE GATES: Except during working hours, gates shall be kept locked by the General Contractor at all times.

All gates shall be double locked with a University 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 University security padlock shall be obtained from, and returned to, the University Project Manager.

01550 ACCESS, PARKING AND TRAFFIC
01551 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 FP&C Construction
Coordinator and Parking and Transportation Services Department. In case of parking lots being used, the plan should include 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.

01551.1 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.

01551.2 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., University Parking and Transportation Services Department for parking lots).

01551.3 WEED CONTROL: Specify that the General Contractor must cut the weeds inside and along the construction fence as often as necessary to maintain a neat appearance at the project site.

01551.4 MAINTENANCE OF TRAFFIC FLOW

01551.4.1 PLANNING FOR TEMPORARY CONTROL: The University Police Department 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 University Police Department and as approved by the University Project Manager.

01551.4.2 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. 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. University Police Department 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 University Police Department shall be notified of the actual time of completion of restoration.

01551.4.3 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 University Police Department at least two weeks before officers’ services are required. The contractor shall also forward a copy of the request to the University Project Manager. 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.

01552 PARKING: Parking at all campuses is subject to regulations established by University
Parking and Transportation Services Department, and all employees of contractors and subcontractors must comply with these regulations. Employees of contractors and subcontractor must secure parking permits from the University Parking Services Department 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 University Parking and Transportation Services Department 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 University Project Manager 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 University.

01553 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.

01560 TEMPORARY CONTROLS

01561 NOISE AND DUST CONTROL: 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 General Contractor shall install barriers indicated by the A/E and shall provide other dust control barriers as required by construction operations.

01562 WATER AND MOISTURE PROTECTION FOR BUILDING: 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.

01563 DRAINAGE: The General 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. 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.

01563.1 STORM WATER RUN-OFF: Include the pumping of tunnels, elevator pits, and other structures, which collect storm water and wastewater run-off from construction operations.

01580 PROJECT IDENTIFICATION

The Project Manual requires that a project sign be furnished. The location shall be approved by the University Architect and location and details shown on drawings. Specify that General Contractor provide the sign and a shop drawing showing layout of text. The A/E accompanied by the University Project Manager must inspect and approve the finished sign before installation. Include an 8 ½ “ x 11” drawing of the sign in the specs.

01590 FIELD OFFICES AND SHEDS

01591.1 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.
01591.2 GENERAL CONTRACTOR’S OFFICE shall be of size suitable for the use of the contractor, his subcontractors, the University Architect’s Office, 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 General 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.

01600 MATERIAL AND EQUIPMENT

01620 STORAGE AND PROTECTION: Specify that each contractor shall provide suitable weathertight 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.

01620.1 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 FP&C Construction Coordinator.

01700 PROJECT CLOSEOUT

01710 CLOSE-OUT CONSTRUCTION DOCUMENTS (“AS-BUILTS” AND “RECORD DOCUMENTS”):

01710.1 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 “AS-BUILT” Construction Documents Set. After final acceptance of the project, the Contractor shall submit the as-built set to the Consultants.

01710.2 A/E CONSULTANT’S RESPONSIBILITIES: After final acceptance of the project, the Consultants (Architects and Engineers) shall revise the Original Contracted Construction Documents (CADD drawings and specifications) to accurately record all red-marks noted in the “as-built” 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), one set of diskettes (CADD drawings and specifications). Note that Specifications and General Conditions shall be also modified by accurately record 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.

01730 OPERATION AND MAINTENANCE DATA: 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. Submit to the FP&C Construction Coordinator before or at Substantial Completion.

01730.1 GENERAL CONSTRUCTION:

<table>
<thead>
<tr>
<th>Items</th>
<th>Data Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut Stone</td>
<td>Dampproofing Treatment</td>
</tr>
<tr>
<td>Glue-Laminated Wood</td>
<td>Finishes</td>
</tr>
<tr>
<td>Wood Shingles and Shakes</td>
<td>Preservative Treatment</td>
</tr>
<tr>
<td>Fluid Applied Roofing</td>
<td>Instructions for Patching</td>
</tr>
<tr>
<td>Single-Ply Membrane</td>
<td>Maintenance and Repair Instructions</td>
</tr>
<tr>
<td>Aluminum, Bronze, S.S. Doors &amp; Windows</td>
<td>Care of Finishes</td>
</tr>
<tr>
<td>Electronic Locking Systems</td>
<td>Wiring Diagrams and Operating Instructions</td>
</tr>
<tr>
<td>Special Flooring</td>
<td>Finishes and Maintenance Data</td>
</tr>
<tr>
<td>Chalkboards</td>
<td>Cleaning Instructions</td>
</tr>
<tr>
<td>Motor-Operated Chalkboards</td>
<td>Wiring Diagrams and Operating Instructions</td>
</tr>
<tr>
<td>Pedestrian Control Devices</td>
<td>Wiring Diagrams</td>
</tr>
<tr>
<td>Sun Control Devices</td>
<td>Wiring Diagrams</td>
</tr>
<tr>
<td>Equipment</td>
<td>Wiring Diagrams and any Special Instructions Required</td>
</tr>
<tr>
<td>Special Construction</td>
<td>Systems Diagrams and any Special Instructions Required</td>
</tr>
<tr>
<td>Elevators and Hoists</td>
<td>Operating and Maintenance Instructions</td>
</tr>
</tbody>
</table>

01730.2 PLUMBING:

<table>
<thead>
<tr>
<th>Items</th>
<th>Data Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under-Slab Piping</td>
<td>As-Built Drawings, reflecting routing and installation depth</td>
</tr>
<tr>
<td>Piping Systems</td>
<td>Printed Diagrams - Valve Tag Directory</td>
</tr>
<tr>
<td>Pumps, Controls, &amp; Special Systems</td>
<td>Wiring Diagrams, Operating Instructions, Parts Lists, Testing Procedures</td>
</tr>
<tr>
<td>Piping</td>
<td>Printed Diagrams - Valve Tag Directory</td>
</tr>
<tr>
<td>Pumps, Controls, &amp; Special Systems</td>
<td>Wiring Diagrams, Operating Instructions, Parts Lists, Testing Procedures</td>
</tr>
</tbody>
</table>

01730.3 HEATING, VENTILATING, AND AIR CONDITIONING:

<table>
<thead>
<tr>
<th>Item</th>
<th>Data Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Systems</td>
<td>Printed Diagrams and Operating Instructions</td>
</tr>
<tr>
<td>Valves</td>
<td>Typewritten Valve Tag Directory</td>
</tr>
<tr>
<td>Pumps, Controls, &amp; Special Systems</td>
<td>Wiring Diagrams, Operating Instructions, Parts List, Testing Procedures</td>
</tr>
<tr>
<td>BUT Meters</td>
<td>Certificate of Performance and Initial Reads from Manufacturer</td>
</tr>
</tbody>
</table>
01730.4 ELECTRIC:

<table>
<thead>
<tr>
<th>Item</th>
<th>Data Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under-Slab Electric Conduit</td>
<td>As-Built Drawings, reflecting circuit routing and installation</td>
</tr>
<tr>
<td></td>
<td>depth</td>
</tr>
<tr>
<td>Communications Systems</td>
<td>Point-to-Point Wiring Diagrams &amp; Instruction Manuals</td>
</tr>
<tr>
<td>Motor Control Centers</td>
<td>Overload Heater Charts</td>
</tr>
<tr>
<td>Equipment</td>
<td>Operating Instructions</td>
</tr>
<tr>
<td>Fire Alarm Systems</td>
<td>Point-to-Point Wiring Diagrams</td>
</tr>
<tr>
<td>Electric Meters</td>
<td>Warranty, Manufacturer’s Specs, Maintenance Requirements, Initial</td>
</tr>
<tr>
<td></td>
<td>Read Multiplier</td>
</tr>
</tbody>
</table>

01730.5 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 three copies to the University Project Manager, prior to substantial completion.

01730.5.1 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 8 ½” x 11” hard-back binder. Material shall be assembled as follows:

01730.5.1.1 INSIDE COVER: Title of job, The University of South Florida, address, date of submittal, name of contractor and name of manufacturer.

01730.5.1.2 SECOND PAGE: Index

01730.5.1.3 THIRD PAGE: Introduction to first section containing a complete written description of the equipment or system

01730.5.1.4 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.

01730.5.1.5 SECOND SECTION: A copy of each shop drawing with an index at the beginning of the section.

01730.5.1.6 THIRD SECTION: A copy of manufacturer’s operating instructions with an index at the beginning of the section.

01730.5.1.7 FOURTH SECTION: A list of all equipment incorporated into job, contractor’s purchase order numbers, supplier’s name and address.

01750 AFFIDAVITS, BONDS, AND GUARANTEES

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 01341.

01750.1 AFFIDAVITS
**Carpeting materials**  Installer attests that correct materials were installed  

**Non-standard resilient floor materials**  Installer attests that correct materials were installed

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### 01750.2 EXTENDED WARRANTIES

<table>
<thead>
<tr>
<th>Material</th>
<th>Warranty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roofing</td>
<td>20-year maintenance warranty</td>
</tr>
<tr>
<td>Flashing &amp; sheet metal work</td>
<td>20-year maintenance warranty</td>
</tr>
<tr>
<td>Membrane weatherproofing</td>
<td>3-year maintenance warranty</td>
</tr>
<tr>
<td>Sealants</td>
<td>5-year warranty</td>
</tr>
<tr>
<td>Metal windows</td>
<td>2-year warranty for windows/5-year warranty for weather-stripping</td>
</tr>
<tr>
<td>Wood laminated plastic faced doors</td>
<td>Lifetime warranty</td>
</tr>
<tr>
<td>Tinted glass and insulating glass</td>
<td>10-year warranty</td>
</tr>
<tr>
<td>Chalkboards</td>
<td>20-year warranty</td>
</tr>
<tr>
<td>Water chillers and air cooled condensers</td>
<td>5-year warranty</td>
</tr>
</tbody>
</table>

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### 01750.3 WARRANTY PERIOD

| Conditions of Warranty                        |                     |
| Process to Respond to Warranty Items         |                     |
| Process if Warranty Item is not Resolved     |                     |

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END OF DIVISION 1 GENERAL REQUIREMENTS