

SECTION 010400

COORDINATION AND CONTROL

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The specifications sections " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 SECTION INCLUDES

- A. This section includes the on-site provisions that govern the performance of the work to complete this Project.

1.3 CONTRACTS - FOR THIS PROJECT CONSTRUCTION

- A. 42220001.1 General Construction (Lead Contractor)
- B. 42220001.2 HVAC Construction
- C. 42220001.3 Plumbing Construction
- D. 42220001.4 Electrical Construction

1.4 SITE VISIT

- A. THERE IS A MANDATORY SITE VISIT FOR THIS PROJECT.

1.5 UNIDENTIFIED HAZARDOUS MATERIALS (ASBESTOS, CHEMICALS, ETC.)

- A. There is a possibility that unidentified hazardous materials may be discovered on this project. Contractor shall report all suspicious materials found to the Government prior to continuing work in that area.

1.6 LEAD PAINT

- A. The Contactor shall perform the work with the assumption that all painted surfaces are lead-containing. Each Prime Contractor is responsible for following all required OSHA 1926.62 'Lead In Construction' standards when disturbing or impacting these painted surfaces during the course of the renovations.

1.7 MOLD

- A. In the event mold is encountered, the Contactor shall protect its workers and contact the Government immediately prior to continuing work in the area of mold in affected areas. Although not presently regulated by EPA and/or OSHA, the EPA does provide industry

standards regarding worker safety and abatement procedures, which are the minimum procedures to be followed if mold is encountered.

1.8 TESTING OF EQUIPMENT

- A. After any equipment furnished under the contract and any permanent heating, ventilating, plumbing, drainage or electrical systems and equipment have been installed or modified, it shall be the responsibility of the Contractor to operate its equipment for a satisfactory period of time, as required by the Professional/Using Agency for proper testing and instructing the operating personnel. Fuel, electricity and water required for proper testing of permanent equipment and for the period of instructing personnel, shall be paid for by the Contractor testing its equipment.

1.10 INSTRUCTIONS AND TRAINING

- A. Unless approved by the Using Agency, required training shall not be scheduled/conducted until As-Built Drawings, Operation and Maintenance Instruction Manuals, valve tag lists, equipment and piping system identification, and all software programming is complete.
- B. Provide full on-site training and instruction to designated Commonwealth personnel given by competent manufacturer's authorized personnel thoroughly familiar with all technical and operational aspects of the installed items. Instructions are to cover operation and maintenance of all systems, equipment components and other items as specified and furnished under this contract. Instructional digital video recordings may be used to augment required instructions and training but may not be substituted for the in-person on-site training. All on-site training shall be recorded by the Contractor. The digital video recording(s) are to be given to the Professional/Using Agency. Acceptable formats are Audio Video Interleaved (AVI), or Adobe Flash Video Format (FVL), or other globally recognized video format.
- C. Contractor shall provide an outline of the training and course content, which shall be submitted and accepted by the Professional and the Using Agency prior to conducting training.
- E. Conduct instruction and training during regular working hours. For training on complicated systems, allow at least one-half of the training time to be at and/or with the system equipment.
- F. Provide additional training and instructions for all significant modifications and/or changes made under the terms and/or conditions of the manufacturer's and/or Contractor's warranty.
- G. The Contractor shall maintain and submit a sign-in list that clearly documents all personnel attending the training.

1.11 REUSE OF MATERIALS

- A. No removed materials or equipment shall be reinstalled in the work, unless so noted on the Drawing or in these Specifications.

1.12 GENERAL

- A. All construction trailers, offices, equipment and materials required to be on-site shall be located as shown on the Drawings, or at the direction of the Using Agency.

1.13 WORKING HOURS

- A. The Contractor's available working hours shall be from **7:00 A.M.** to **4:30 P.M.**, Monday through Friday.
- B. Work during different hours, or work on Saturdays, Sundays, State and National Holidays or overtime work, must have the Inspector's/Using Agency's prior written approval.
- B. This shall not apply in those unforeseen isolated and/or emergency instances when a particular operation must be performed in a continuous sequence that extends the working day beyond the approved working hours. Coordinate with the Using Agency in these instances.
- C. The Using Agency's failure to approve different working hours, weekend or holiday working hours, or overtime hours is not cause for a claim against the Using Agency for delay.
- E. Utility shut-downs required for tie-ins to existing systems shall be done in off-hours, weekends, and/or holidays to minimize the impact on the operations of the Using Agency's (and/or surrounding) buildings. These costs shall be anticipated and included in the Contractor's bid.

1.14 DELIVERY, STORAGE AND HANDLING

- A. Prefinished materials shall arrive at job site in their original unopened cartons or other protective packaging necessary to protect finishes. Materials should be stored in such packages until time of application. Flat materials such as panels shall arrive and remain on adequate support to ensure flatness and prevent damage.
- B. Store all materials, equipment and bulk items prior to installation in clean, dry, well ventilated locations away from uncured concrete, masonry or damage of any kind. Waterproof tarpaulin or polyethylene sheeting must allow for air circulation under covering.
- C. Coordinate storage location with the Professional/Using Agency.
- D. Refer to each section for specific delivery, handling and storage instructions of items specified.

1.15 PARKING

- A. All parking is subject to prior approval of the Inspector and/or Using Agency, unless otherwise noted.

1.16 TRAFFIC

- A. The Lead Contractor shall establish at the Initial Job Conference a construction staging and traffic plan for the project which minimizes the construction interference with the Institution's operation. This plan is subject to the Professional's and the Using Agency's review and acceptance. This acceptance does not relieve the Contractors of their responsibilities regarding safety coordination, and adherence to all traffic laws and ordinances.

1.20 OFFICE FOR CONTRACTOR

- A. The Prime Contractor(s) can provide and maintain, at their cost, a suitable office on the premises. Trailer/offices shall be located as directed by the Government. The Contractor shall provide and maintain all necessary services and utilities for their respective offices and/or trailers, to include, but not limited to; electrical services, sanitary and water services, heating and cooling, telephone/fax and internet services.

1.21 SANITARY FACILITIES

- A. Portable Toilets (Porta Johns) –General Contractor (Lead), at their costs, shall be responsible for providing and maintaining any and all temporary toilet facilities. Toilets are to be utilized by all persons (Contractors, Sub-Contractors, etc.) associated with the project.
 - 1. Cleaning, Pumping and Maintenance of the portable toilets shall be the responsibility of the General Contractor.

1.22 SMOKING POLICY

- A. Smoking and use of smokeless-tobacco are strictly prohibited in all buildings.

1.23 CONCRETE AND EARTHWORK

- A. Each Contractors shall perform concrete work and earthwork required for their own work, and shall comply with applicable Divisions/Sections. If any specification section contains conflicting language, this Section shall prevail.

1.24 QUALITY CONTROL TESTING

- A. Testing as required, as listed in the technical specifications.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION