

DEPARTMENT OF THE NAVY
MID-ATLANTIC DIVISION, NAVAL FACILITIES ENGINEERING COMMAND
MARINE CORPS AIR STATION, CHERRY POINT, NORTH CAROLINA

HVAC CONTROLS UPGRADE, BLDG. 286

AT THE
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA

PROJECT: 6903649

DESIGNED BY:

DESIGN MANAGEMENT AND ENGINEERING BRANCH
MCAS, CHERRY POINT, NC

SPECIFICATIONS PREPARED BY:

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Date: 10/24/19

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LIST OF DRAWINGS
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PART 1 GENERAL

1.1 SUMMARY

This section lists the drawings for the project pursuant to contract clause "DFARS 252.236-7001, Contract Drawings, Maps and Specifications."

1.2 CONTRACT DRAWINGS

NAVFAC NO	TITLE
12766622	TITLE SHEET
12766623	LEGENDS, ABBREVIATIONS & GENERAL NOTES
12766624	DUCTWORK LAYOUT PLAN FOR RTU'S 4 & 5
12766625	DEMOLITION WORK FLOOR PLAN
12766626	NEW WORK FLOOR PLAN
12766627	SEQUENCE OF OPERATION DETAIL
12766628	CONTROLS

-- End of Document --

SECTION 01 11 00

SUMMARY OF WORK

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PART 1 GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

1.1.1 Project Description

The work includes the removal and replacement of (1)compressor in RTU-4,Controls and installing dehumidification to all RTU in the building and all necessary components and incidental related work at Bldg. 286.

1.1.2 Location

The work is located at MCAS Cherry Point, Building 286, approximately as indicated. The exact location will be shown by the Contracting Officer.

1.2 OCCUPANCY OF PREMISES

Building(s) will be occupied during performance of work under this Contract. Occupancy notifications will be posted in a prominent location in the work area.

Before work is started, the Contractor shall arrange with the Contracting Officer a sequence of procedure, means of access, space for storage of materials and equipment, and use of approaches, corridors, and stairways.

1.3 EXISTING WORK

In addition to "FAR 52.236-9, Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements":

- a. Remove or alter existing work in such a manner as to prevent injury or damage to any portions of the existing work which remain.
- b. Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as approved by the Contracting Officer. At the completion of operations, existing work shall be in a condition equal to or better than that which existed before new work started.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

-- End of Section --

SECTION 01 14 00

WORK RESTRICTIONS

11/11

PART 1 GENERAL

1.1 SPECIAL SCHEDULING REQUIREMENTS

- a. Have materials, equipment, and personnel required to perform the work at the site prior to the commencement of the work.
- b. Building 286, will remain in operation during the entire construction period. The Contractor must conduct his operations so as to cause the least possible interference with normal operations of the activity.
- c. Permission to interrupt any Activity roads, railroads, or utility service must be requested in writing a minimum of 15 calendar days prior to the desired date of interruption.
- d. The onsite work shall be done during normal working hours.

1.2 CONTRACTOR ACCESS AND USE OF PREMISES

DBIDS has gone live at MCAS Cherry Point. In order to reduce wait time when exchanging your RapidGate credential, it is highly recommended each applicant pre-register at <https://dbids-global.dmdc.mil/enroll#!/>

Non-DoD cardholding visitors to Marine Corps Installations with a driver's license or ID issued by a state that is not compliant with the Real ID Act of 2005 will now need to provide an alternate form of acceptable identification to gain entry, or be escorted by an authorized patron of the air station.

North Carolina now issues REAL ID compliant drivers licenses, but many drivers have yet to be issued the new license. Drivers may get a North Carolina REAL ID driver's license at any NCDMV driver's license office.

The Act established minimum security standards for license issuance and production and prohibits Federal agencies from accepting driver's licenses and identification cards from states not meeting the Act's minimum standards.

In absence of a compliant state issued driver's license or ID, one of the following federally approved forms of identification must also be provided in addition to the non-compliant driver's license or ID:

1. U.S. Passport
2. U.S. Passport Card
3. U.S. Coast Guard Merchant Mariner Card
4. Personal Identity Verification (PIV) Card
5. Personal Identity Verification - Interoperable (PIV-I)
6. U.S. State Department Driver's License
7. Veteran's Health Identification Card (Issued by the U.S. Department of Veterans Affairs)
8. U.S. Permanent Resident Card (Form I-551)
9. U.S. Certificate of Naturalization or Certificate of Citizenship (Form N-550)

10. Department of Homeland Security Employment Authorization Document (Form I-766)

1.2.1 Activity Regulations

Ensure that Contractor personnel employed on the Activity become familiar with and obey Activity regulations including safety, fire, traffic and security regulations. Keep within the limits of the work and avenues of ingress and egress. Wear hard hats in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. Mark Contractor equipment for identification.

1.2.1.1 Subcontractors and Personnel Contacts

Provide a list of contact personnel of the Contractor and subcontractors including addresses and telephone numbers for use in the event of an emergency. As changes occur and additional information becomes available, correct and change the information contained in previous lists.

1.2.1.2 Installation Access

Obtain access to Navy and Marine Corps installations through participation in the Defense Biometrics Identification System (DBIDS). Requirements for Contractor employee registration, and transition for employees currently under Navy Commercial Access Control System (NCACS), are available at <https://www.cnic.navy.mil/om/dbids.html>. No fees are associated with obtaining a DBIDS credential.

Participation in DBIDS is not mandatory, and Contractor personnel may apply for One-Day Passes at the Base Visitor Control Office to access an installation.

1.2.1.2.1 Registration for DBIDS

Registration for DBIDS is available at <https://www.cnic.navy.mil/om/dbids.html>. Procedure includes:

- a. Present a letter or official award document (i.e. DD Form 1155 or SF 1442) from the Contracting Officer, that provides the purpose for access, to the base Visitor Control Center representative.
- b. Present valid identification, such as a passport or Real ID Act-compliant state driver's license.
- c. Provide completed SECNAV FORM 5512/1 to the base Visitor Control Center representative to obtain a background check. This form is available for download at <https://www.cnic.navy.mil/om/dbids.html>.
- d. Upon successful completion of the background check, the Government will complete the DBIDS enrollment process, which includes Contractor employee photo, finger prints, base restriction and several other assessments.
- e. Upon successful completion of the enrollment process, the Contractor employee will be issued a DBIDS credential, and will be allowed to proceed to worksite.

1.2.1.2.2 DBIDS Eligibility Requirements

Throughout the length of the contract, the Contractor employee must continue to meet background screen standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.

An adjudication process may be initiated when a background screen failure results in disqualification from participation in the DBIDS, and Contractor employee does not agree with the reason for disqualification. The Government is the final authority.

1.2.1.2.3 DBIDS Notification Requirements

- a. Immediately report instances of lost or stolen badges to the Contracting Officer.
- b. Immediately collect DBIDS credentials and notify the Contracting Officer in writing under the following circumstances:
 - (1) An employee has departed the company without having properly returned or surrendered their DBIDS credentials.
 - (2) There is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the Installation or anyone therein.

1.2.1.2.4 One-Day Passes

Personnel applying for One-Day passes at the Base Visitor Control Office are subject to daily mandatory vehicle inspection, and will have limited access to the installation. The Government is not responsible for any cost or lost time associated with obtaining daily passes or added vehicle inspections incurred by non-participants in DBIDS.

1.2.1.3 No Smoking Policy

Smoking is prohibited within and outside of all buildings on installation, except in designated smoking areas. This applies to existing buildings, buildings under construction and buildings under renovation. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. The Contracting Officer will identify designated smoking areas.

1.2.2 Working Hours

Regular working hours must consist of an 8 1/2 hour period, between 7:00 a.m. and 3:30 p.m., Monday through Friday, excluding Government holidays.

1.2.3 Work Outside Regular Hours

Work outside regular working hours requires Contracting Officer approval. Make application 15 calendar days prior to such work to allow arrangements to be made by the Government for inspecting the work in progress, giving the specific dates, hours, location, type of work to be performed, contract number and project title. Based on the justification provided, the Contracting Officer may approve work outside regular hours. During periods

of darkness, the different parts of the work must be lighted in a manner approved by the Contracting Officer. Make utility cutovers after normal working hours or on Saturdays, Sundays, and Government holidays unless directed otherwise.

1.2.4 Occupied Buildings

The Contractor shall be working in and around existing buildings which are occupied. Do not enter the buildings without prior approval of the Contracting Officer.

The existing buildings and their contents must be kept secure at all times. Provide temporary closures as required to maintain security as directed by the Contracting Officer.

Provide dust covers or protective enclosures to protect existing work that remains and Government material located in the area during the construction period.

1.2.5 Utility Cutovers and Interruptions

- a. Make utility cutovers and interruptions after normal working hours or on Saturdays, Sundays, and Government holidays. Conform to procedures required in paragraph WORK OUTSIDE REGULAR HOURS.
- b. Ensure that new utility lines are complete, except for the connection, before interrupting existing service.
- c. Interruption to water, sanitary sewer, storm sewer, telephone service, electric service, air conditioning, heating, fire alarm, compressed air, and steam are considered utility cutovers pursuant to the paragraph WORK OUTSIDE REGULAR HOURS
- d. Operation of Station Utilities: The Contractor must not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, and steam services. The Government will operate the control devices as required for normal conduct of the work. The Contractor must notify the Contracting Officer giving reasonable advance notice when such operation is required.

1.3 SECURITY REQUIREMENTS

1.3.1 Station Regulations

No employee or representative of the contractor will be admitted to the work site without an Identification Badge or is specifically authorized admittance to the work site by the FEAD, Facilities Engineering & Acquisition Division.

IMPORTANT NOTE: FEAD personnel (Construction Managers, Engineers/Architects, Engineering Technicians, Contract Specialists, or Contract Surveillance Representatives) will not receive, process, re-transmit or otherwise handle IN ANY WAY Personally Identifiable Information (PII) related to the badging process. Do NOT forward any of this information to the FEAD.

1.3.2 Contractor Access to MCAS Cherry Point and Outlying Areas

1. Documentation requirements for granting access to MCAS Cherry Point for

commercial and contract employers and employees. This document is an aid in meeting ASO 5560.6A requirements and is not a substitute for the order.

2. The Pass & Identification Office at Building 251 will issue credentials to authorized contractors. Sub-Contractors and suppliers must coordinate through the Prime-Contractor:

3. Criminal Activity. In accordance with ASO 5560.6A, the below list of criminal activities within an applicant's record are considered not in the best interest of the Marine Corps and will be grounds for automatic denial of access aboard the Installation:

- a. Conviction of any felony offense.
- b. Conviction of any misdemeanor offense, which was the result of a plea bargain of a felony offense.
- c. Conviction of any offense involving a weapon.
- d. Conviction of any drug offense involving manufacturing or trafficking.
- e. More than one misdemeanor conviction of drug related offenses over the applicant's lifetime or one misdemeanor drug related offense within the last five years.
- f. Conviction of any assault charge.
- g. Conviction of any offense involving theft or larceny.
- h. Conviction of any offense of domestic violence.
- i. Conviction of any offense related to the abuse/neglect of a child.
- j. Conviction of any sexual in nature related offense or registration as a sex offender.
- k. Commission of any grievous criminal offense/misconduct while aboard any Federal installation, including blatant disregard for rules and regulations of the Installation, but excluding minor traffic offenses.
- l. Other than Honorable, Bad Conduct, and Dishonorable discharges from the U.S. Military.
- m. Those identified as undocumented citizens.
- n. Those on the National Terrorist Watch List.
- o. Any individual who attempts to hide or purposely fails to disclose all past criminal history during the vetting process.
- p. Any individual that the Provost Marshal's Office determines to present a risk to the security and safety of the Installation and whose access is deemed not in the best interest of the Marine Corps.
- q. Any individual who has been debarred from the Installation by

the Installation Commander or is currently listed as debarred from any other Federal installation.

r. Any individual with an outstanding warrant for their arrest or apprehension.

s. Any individual with a pending criminal court case that, if convicted, would result in access denial in accordance with the criteria listed above.

1.3.3 Staging Area

As indicated on the plans, the Contractor staging area will be (PM to coordinate). Amount of material on site shall be kept to a minimum and shall only be material that is pertinent to the work currently being performed. All stockpiling of equipment and materials shall be closely coordinated with the Government and shall not disrupt activities at the site.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 20 00.00 20

PRICE AND PAYMENT PROCEDURES

11/11

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

U.S. ARMY CORPS OF ENGINEERS (USACE)

EP-1110-1-8 (2009) Construction Equipment Ownership and Operating Expense Schedule

1.2 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Schedule of Prices;

1.3 SCHEDULE OF PRICES

1.3.1 Data Required

Within 15 calendar days of notice of award, prepare and deliver to the Contracting Officer a Schedule of Prices (construction contract) as directed by the Contracting Officer. Provide a detailed breakdown of the contract price, giving quantities for each of the various kinds of work, unit prices, and extended prices. Costs shall be summarized and totals provided for each construction category.

1.3.2 Schedule Instructions

Payments will not be made until the Schedule of Prices has been submitted to and accepted by the Contracting Officer. Identify the cost for site work, and include incidental work to the 5 ft line. Identify costs for the building(s), and include work out to the 5 ft line. Work out to the 5 ft line shall include construction encompassed within a theoretical line 5 ft from the face of exterior walls and shall include attendant construction, such as pad mounted HVAC cooling equipment, cooling towers, and transformers placed beyond the 5 ft line.

1.3.3 Schedule Requirements for HVAC TAB

The field work Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC shall be broken down in the Schedule of Prices and in the Construction Progress Documentation by separate line items which reflect measurable deliverables. Specific payment percentages for each line item shall be determined on a case by case basis for each contract. The line items shall be as follows:

- a. Approval of Design Review Report: The TABS Agency is required to conduct a review of the project plans and specifications to identify any feature, or the lack thereof, that would preclude successful testing and balancing of the project HVAC systems. The resulting findings shall be submitted to the Government to allow correction of the design. The progress payment shall be issued after review and approval of the report.
- b. Approval of the pre-field engineering report: The TABS Agency submits a report which outlines the scope of field work. The report shall contain details of what systems will be tested, procedures to be used, sample report forms for reporting test results and a quality control checklist of work items that must be completed before TABS field work commences.
- c. Season I field work: Incremental payments are issued as the TABS field work progresses. The TABS Agency mobilizes to the project site and executes the field work as outlined in the pre-field engineering report. The HVAC water and air systems are balanced and operational data shall be collected for one seasonal condition (either summer or winter depending on project timing).
- d. Approval of Season I report: On completion of the Season I field work, the data is compiled into a report and submitted to the Government. The report is reviewed, and approved, after ensuring compliance with the pre-field engineering report scope of work.
- e. Completion of Season I field QA check: Contract QC and Government representatives meet the TABS Agency at the jobsite to retest portions of the systems reported in the Season I report. The purpose of these tests are to validate the accuracy and completeness of the previously submitted Season I report.
- f. Approval of Season II report: The TABS Agency completes all Season II field work, which is normally comprised mainly of taking heat transfer temperature readings, in the season opposite of that under which Season I performance data was compiled. This data shall be compiled into a report and submitted to the Government. On completion of submittal review to ensure compliance with the pre-field engineering report scope, progress payment is issued. Progress payment is less than that issued for the Season I report since most of the water and air balancing work effort is completed under Season I.

1.4 CONTRACT MODIFICATIONS

In conjunction with the Contract Clause "DFARS 252.236-7000, Modification Proposals-Price Breakdown," and where actual ownership and operating costs of construction equipment cannot be determined from Contractor accounting records, equipment use rates shall be based upon the applicable provisions of the EP-1110-1-8.

1.5 CONTRACTOR'S INVOICE AND CONTRACT PERFORMANCE STATEMENT

1.5.1 Content of Invoice

Requests for payment will be processed in accordance with the Contract Clause FAR 52.232-27, Prompt Payment Construction Contracts and FAR 52.232-5, Payments Under Fixed-Price Construction Contracts. The requests for payment shall include the documents listed below.

- a. The Contractor's invoice, on NAVFAC Form 7300/30 furnished by the Government, showing in summary form, the basis for arriving at the amount of the invoice. Form 7300/30 shall include certification by Contractor and Quality Control (QC) Manager.
- b. The Estimate for Voucher/Contract Performance Statement on NAVFAC Form 4330/54 furnished by the Government, showing in detail: the estimated cost, percentage of completion, and value of completed performance. Use NAVFAC Form 43300/54 on NAVFAC contracts when a Monthly Estimate for Voucher is required.
- c. Updated Project Schedule and reports required by the contract.
- d. Contractor Safety Self Evaluation Checklist.
- e. Other supporting documents as requested.
- f. Updated copy of submittal register.
- g. Invoices not completed in accordance with contract requirements will be returned to the Contractor for correction of the deficiencies.

1.5.2 Submission of Invoices

If DFARS Clause 5252.232-7006 is included in the contract, provide the documents listed in paragraph CONTENT OF INVOICE in their entirety as attachments in Wide Area Work Flow (WAWF) for each invoice submitted. The maximum size of each WAWF attachment is two megabytes, but there are no limits on the number of attachments. If a document cannot be attached in WAWF due to system or size restriction, provide it as instructed by the Contracting Officer.

1.5.3 Final Invoice

- a. A final invoice shall be accompanied by the certification required by DFARS 252.247.7023 TRANSPORTATION OF SUPPLIES BY SEA, and the Contractor's Final Release. If the Contractor is incorporated, the Final Release shall contain the corporate seal. An officer of the corporation shall sign and the corporate secretary shall certify the Final Release.
- b. For final invoices being submitted via WAWF, the original Contractor's Final Release Form and required certification of Transportation of Supplies by Sea must be provided directly to the respective Contracting Officer prior to submission of the final invoice. Once receipt of the original Final Release Form and required certification of Transportation of Supplies by Sea has been confirmed by the Contracting Officer, the Contractor shall then submit final invoice and attach a copy of the Final Release Form and required certification of Transportation of Supplies by Sea in WAWF.
- c. Final invoices not accompanied by the Contractor's Final Release and required certification of Transportation of Supplies by Sea will be considered incomplete and will be returned to the Contractor.

1.6 PAYMENTS TO THE CONTRACTOR

Payments will be made on submission of itemized requests by the Contractor

which comply with the requirements of this section, and will be subject to reduction for overpayments or increase for underpayments made on previous payments to the Contractor.

1.6.1 Obligation of Government Payments

The obligation of the Government to make payments required under the provisions of this contract will, at the discretion of the Contracting Officer, be subject to reductions and suspensions permitted under the FAR and agency regulations including the following in accordance with FAR 32.503-6:

- a. Reasonable deductions due to defects in material or workmanship;
- b. Claims which the Government may have against the Contractor under or in connection with this contract;
- c. Unless otherwise adjusted, repayment to the Government upon demand for overpayments made to the Contractor; and
- d. Failure to provide up to date record drawings not current as stated in Contract Clause "FAC 5252.236-9310, Record Drawings."

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

08/15

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2014) Safety and Health Requirements Manual

1.2 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

List of contact personnel

1.2.1 Contract Personnel

Furnish a list of contact personnel of the Contractor and subcontractors including addresses and telephone numbers for use in the event of an emergency. As changes occur and additional information becomes available, correct and change the information contained in previous lists.

1.3 MINIMUM INSURANCE REQUIREMENTS

Provide the minimum insurance coverage required by FAR 28.307-2 LIABILITY, during the entire period of performance under this contract. Provide other insurance coverage as required by North Carolina State law.

1.4 FIRST TIER CONTRACTOR REQUIREMENTS FOR ASBESTOS CONTAINING MATERIALS

Accomplish all contract requirements of Section assigned to the directly with a first tier subcontractor.

1.5 SUPERVISION

1.5.1 Minimum Communication Requirements

Have at least one qualified superintendent, or competent alternate, capable of reading, writing, and conversing fluently in the English language, on the job-site at all times during the performance of contract work. In addition, if a Quality Control (QC) representative is required on the contract, then that individual must also have fluent English communication skills.

1.5.2 Superintendent Qualifications

The project superintendent must have a minimum of 5 years experience in construction with at least 5 of those years as a superintendent on projects similar in size and complexity. The individual must be familiar with the requirements of EM 385-1-1 and have experience in the areas of hazard identification and safety compliance. The individual must be capable of interpreting a critical path schedule and construction drawings. The qualification requirements for the alternate superintendent are the same as for the project superintendent. The Contracting Officer may request proof of the superintendent's qualifications at any point in the project if the performance of the superintendent is in question.

For routine projects where the superintendent is permitted to also serve as the Quality Control (QC) Manager as established in Section QUALITY CONTROL, the superintendent must have qualifications in accordance with that section.

1.5.2.1 Duties

The project superintendent is primarily responsible for managing and coordinating day-to-day production and schedule adherence on the project. The superintendent is required to attend partnering meetings, and quality control meetings. The superintendent or qualified alternative must be on-site at all times during the performance of this contract until the work is completed and accepted.

1.5.3 Non-Compliance Actions

The Project Superintendent is subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to insure timely completion. Furthermore, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders is acceptable as the subject of claim for extension of time for excess costs or damages by the Contractor.

1.6 PRECONSTRUCTION

After award of the contract but prior to commencement of any work at the site, meet with the Contracting Officer to discuss and develop a mutual understanding relative to the administration of the value engineering and safety program, preparation of the schedule of prices, shop drawings, and other submittals, scheduling programming, prosecution of the work, and clear expectations of the "Interim DD Form 1354" Submittal. Major subcontractors who will engage in the work must also attend.

1.7 PARTNERING

To most effectively accomplish this contract, the Government requires the formation of a cohesive partnership within the Project Team whose members are from the Government, the Contractor and their Subcontractors. Key personnel from the Supported Command, the End User (who will occupy the facility), the Government Design and Construction team and Subject Matter Experts, the Installation, the Contractor and Subcontractors, and the Designer of Record will be invited to participate in the Partnering process. The Partnership will draw on the strength of each organization in an effort to achieve a project that is without any safety mishaps, conforms to the Contract, and stays within budget and on schedule.

The Contracting Officer will provide Information on the Partnering Process and a list of key and optional personnel who should attend the Partnering meeting.

1.7.1 Informal Partnering

The Contracting Officer will organize the Partnering Sessions with key personnel of the project team, including Contractor personnel and Government personnel.

The Initial Partnering session should be a part of the Pre-Construction Meeting. Partnering sessions will be held at a location agreed to by the Contracting Officer and the Contractor (typically a conference room provided by the office or the Contractor). The Initial Informal Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by the Contracting Officer. The Partners will determine the frequency of the follow-on sessions, at no more than 3 to six month intervals.

1.8 ELECTRONIC MAIL (E-MAIL) ADDRESS

Establish and maintain electronic mail (e-mail) capability along with the capability to open various electronic attachments as text files, pdf files, and other similar formats. Within 10 days after contract award, provide the Contracting Officer a single (only one) e-mail address for electronic communications from the Contractor related to this contract including, but not limited to contract documents, invoice information, request for proposals, and other correspondence. The Contracting Officer may also use email to notify the Contractor of base access conditions when emergency conditions warrant, such as hurricanes or terrorist threats. Multiple email addresses are not allowed.

It is the Contractor's responsibility to make timely distribution of all Contracting Officer initiated e-mail with its own organization including field office(s). Promptly notify the Contracting Officer, in writing, of any changes to this email address.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 31 23.13 20

ELECTRONIC CONSTRUCTION AND FACILITY SUPPORT CONTRACT MANAGEMENT SYSTEM
05/17

PART 1 GENERAL

1.1 CONTRACT ADMINISTRATION

Utilize the Naval Facilities Engineering Command's (NAVFAC's) Electronic Construction and Facility Support Contract Management System (eCMS) for the transfer, sharing and management of electronic contract data and documents. The web-based eCMS is the designated means of transferring contract documents between the Contractor and the Government. Paper media or e-mail submission, including originals or copies, of the documents identified in Table 1 are not permitted, except where eCMS is unavailable or non-functional. Contact the administrative contracting office regarding availability of eCMS training and reference materials.

1.2 USER PRIVILEGES

The Contractor, including subcontractors, suppliers, designers and consultants will be provided access to eCMS. Project roles and system roles will be established to control each user's menu, application, and software privileges, including the ability create, edit, or delete objects.

1.3 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

List of Contractor's Personnel

1.4 SYSTEM REQUIREMENTS AND CONNECTIVITY

1.4.1 General

The eCMS requires a web-browser (platform-neutral) and internet connection. Obtain from an approved vendor an External Certification Authority (ECA), Primary Key Infrastructure (PKI) certificate, or other similar digital identification to support two-factor authentication and access to eCMS. Provide and maintain computer hardware and software for the eCMS access throughout the duration of the contract for all Contractor-designated users. Provide connectivity, speed, bandwidth, and access to the Internet to ensure adequate functionality. Neither upgrading of the Contractor's computer system nor delays associated from the usage of the eCMS will be justification or grounds for a time extension or cost adjustment to the Contract.

1.4.2 Contractor Personnel List

Within five calendar days of contract award, provide to the Contracting Officer a list of Contractor's personnel who will have the responsibility of preparing and uploading construction data and documentation and will require access to the eCMS. Project personnel roles to be filled in the eCMS include the Contractor's Project Manager, Superintendent, Quality

Control (QC) Manager, Site Safety and Health Officer (SSHO), Subcontractor, Point of Contact and Principal. Personnel must be capable of electronic document management. Notify the Contracting Officer immediately of any personnel changes to the project. The Contracting Officer reserves the right to perform a security check on all potential users. Provide the following information:

First Name
Last Name
E-mail Address
Office Address
Project Role (e.g. Project Manager, QC Manager, Superintendent)

1.4.3 Field Administration

Provide a tablet computer with a Common Access Card (CAC) reader at the job site for Government use only. The tablet computer must have a web-browser, built-in camera, and cellular data connectivity. The tablet computer must be fully charged and made available at all times for Government use to facilitate the input of construction data at the job site. After completion of the work, the tablet computer remains the property of the Contractor and must be removed from the site.

1.5 SECURITY CLASSIFICATION

Per Department of Navy guidance, all military construction contract data are unclassified, unless specified otherwise by a properly designated Original Classification Authority (OCA) and in accordance with an established Security Classification Guide (SCG). Refer to the project's OCA when questions arise about the proper classification of information.

The eCMS and tablet computer must only be used for the transaction of unclassified information associated with construction projects. In conformance with the Freedom of Information Act (FOIA), Department of Defense Manual 5200.01-V4: DoD Information Security Program: Controlled Unclassified Information (CUI), and DoD requirements, any unclassified project documentation uploaded into the eCMS must be designated either "U - UNCLASSIFIED" (U) or "FOUO - UNCLASSIFIED-FOR OFFICIAL USE ONLY" (FOUO).

1.6 ECMS UTILIZATION

Establish, maintain, and update data and documentation in the eCMS throughout the duration of the contract.

1.6.1 Information Security Classification/Identification

The eCMS must be used for the transmittal of the following documents. This requirement supersedes conflicting requirements in other sections), however, submittal review times in Section 01 33 00 SUBMITTAL PROCEDURES remain applicable. Table 1 - Project Documentation Types provides the appropriate U and FOUO designations for various types of project documents. Construction documents requiring FOUO status must be marked accordingly. Apply the appropriate markings before any document is uploaded into eCMS. Markings are not required on U documents.

Table 1 also identifies which eCMS application is to be used in the transmittal of data (these are subject to change based on the latest software configuration). If a designated application is not functional within 4 hours of initial attempt, defer to the Submittal application and

submit the required data as an uploaded portable document (e.g. PDF), word processor, spreadsheet, drawing, or other appropriate format. Hard copy or e-mail submission of these items is acceptable only if eCMS is documented to be not available or not functional. For Submittals, select the following:

Preparation by = Contractor personnel assigned to prepare the submittal
 Approval by = Contracting Officer Representative (COR)
 Returned by = Design Lead/Manager
 Forwarded to = Contractor project manager

Table 1 - Project Documentation Types

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
As-Built Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Document management, documents, submittals
Base Access Request/Approval	FOUO	1. Verify applicability with local installation security procedures via the Administrative Contracting Office 2. Redact Social Security Numbers (SSNs) prior to upload into eCMS, unless SSNs are required by the local security office to support security clearance investigations or verifications	Communications management, communications
Building Information Modeling (BIM)	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Document management, documents, submittals
Certified Payrolls	FOUO	Verify applicability with local installation security procedures via the Administrative Contracting Office	Document management, documents, submittals
Construction Permits	U	Refer to rules of the issuing activity, state or jurisdiction	Document management, documents, submittals

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
Construction Schedules (Activities and Milestones)	U	After the schedule submittal is approved by the COR, import the schedule file into the Scheduling application, and select "Approve" to establish a new schedule baseline	Document management, documents, submittals
Construction Schedules (Cost-Loaded)	FOUO		Document management, documents, submittals
DD 1354 Transfer of Real Property	U		Document management, documents, submittals
Daily Production Reports	FOUO	Provide weather conditions, crew size, man-hours, equipment, and materials information	Site management, Daily Report
Daily Quality Control (QC) Reports	FOUO	Provide QC Phase, Definable Features of Work Identify visitors	Site management, Daily Report
Designs and Specifications	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Document management, documents, submittals
Environmental Notice of Violation (NOV), Corrective Action Plan	U	Refer to rules of the issuing activity, state or jurisdiction	Document management, documents, submittals
Environmental Protection Plan (EPP)	FOUO		Document management, documents, submittals
Invoice (Supporting Documentation)	FOUO	Applies to supporting documentation only. Invoices are submitted in Wide-Area Workflow (WAWF)	Document management, documents, submittals

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
Jobsite Documentation, Bulletin Board, Labor Laws, MSDS	U		Document management, documents, submittals
Meeting Minutes	FOUO		Communication management, meeting minutes
Operations & Maintenance Support Information (OMSI/eOMSI), Facility Data Worksheet	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Document management, documents, submittals
Photographs	U	Subject to base/installation restrictions	Document management, documents, submittals
QCM Initial Phase Checklists	FOUO		Site management, Checklists
QCM Preparatory Phase Checklists	FOUO		Site management, Checklists
Quality Control Plans	FOUO		Document management, documents, submittals
QC Certifications	U		Document management, documents, submittals
QC Punch List	U		Site management, Punch lists
Red-Zone Checklist	U		Site management, Checklists

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
Rework Items List	FOUO		Site management, Punch lists
RFI (Post-Award)	FOUO		Communications management, RFIs
Routine Correspondence	FOUO		Communications management, communications
Safety Plan	FOUO		Site management, Daily Report
Safety - Activity Hazard Analyses (AHA)	FOUO		Site management, Daily Report
Safety - Mishap Reports	FOUO		Site management, Daily Report
SCIF/SAPF Accreditation Support Documents	FOUO	Note: Some Construction Security plans may be classified as Secret. Classified information must not be uploaded into eCMS. Refer to the Site Security Manager, as applicable.	Document management, documents, submittals
Shop Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Document management, documents, submittals
Storm Water Pollution Prevention (Notice of Intent - Notice of Termination)	U	Refer to rules of the issuing activity, state or jurisdiction	Document management, documents, submittals
Submittals and Submittal Log	U		Document management, documents, submittals

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
Testing Plans, Logs, and Reports	FOUO		Site management, QC inspection and testing plan
Training/Reference Materials	U		Document management, documents, submittals
Training Records (Personnel)	FOUO		Document management, documents, submittals
Utility Outage/Tie-In Request/Approval	FOUO		Document management, documents, submittals
Warranties/BOD Letter	FOUO		Document management, documents, submittals
Quality Assurance Reports and Compliance Notices	FOUO		GOV ONLY
Other Government-prepared documents	FOUO		GOV ONLY
All Other Documents	FOUO	Refer to FOIA guidelines and contact the FOIA official to determine whether exemptions exist	As applicable

1.6.2 Markings on FOUO documents

- a. Only FOUO documents being electronically uploaded into the eCMS (.docx, .xlsx, .pptx and others as appropriate), and associated paper documents described in the paragraph CONTRACT ADMINISTRATION require FOUO markings as indicated in the subparagraphs below.
- b. FOUO documents that are originally created within the eCMS application using the web-based forms (RFIs, Daily Reports, and others as appropriate) will be automatically watermarked by the eCMS software, and these do not require additional markings.
- c. FOUO documents must be marked "UNCLASSIFIED//FOR OFFICIAL USE ONLY" at the bottom of the outside of the front cover (if there is one), the title page, the first page, and the outside of the back cover (if there is one).

- d. FOUO documents must be marked on the internal pages of the document as "UNCLASSIFIED//FOR OFFICIAL USE ONLY" at top and bottom.
- e. Where Installations require digital photographs to be designated FOUO, place the markings on the face of the photograph.
- f. For visual documentation, other than photographs and audio documentation, mark with either visual or audio statements as appropriate at both the beginning and end of the file.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --

SECTION 01 33 00

SUBMITTAL PROCEDURES

08/18

PART 1 GENERAL

1.1 DEFINITIONS

1.1.1 Submittal Descriptions (SD)

Submittal requirements are specified in the technical sections. Examples and descriptions of submittals identified by the Submittal Description (SD) numbers and titles follow:

SD-01 Preconstruction Submittals

Submittals that are required prior to or commencing with the start of work on site.

Preconstruction Submittals include schedules and a tabular list of locations, features, and other pertinent information regarding products, materials, equipment, or components to be used in the work.

Certificates Of Insurance
Surety Bonds
List Of Proposed Subcontractors
List Of Proposed Products
Submittal Register
Schedule Of Prices
Accident Prevention Plan
Work Plan
Quality Control (QC) plan
Environmental Protection Plan

SD-02 Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work.

Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project.

Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials, systems or equipment for some portion of the work.

Samples of warranty language when the contract requires extended product warranties.

SD-04 Samples

Fabricated or unfabricated physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged.

Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project.

Field samples and mock-ups constructed on the project site establish standards ensuring work can be judged. Includes assemblies or portions of assemblies that are to be incorporated into the project and those that will be removed at conclusion of the work.

SD-05 Design Data

Design calculations, mix designs, analyses or other data pertaining to a part of work.

Design submittals, design substantiation submittals and extensions of design submittals.

SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. Unless specified in another section, testing must have been within three years of date of contract award for the project.

Report that includes findings of a test required to be performed on an actual portion of the work or prototype prepared for the project before shipment to job site.

Report that includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

Investigation reports

Daily logs and checklists

Final acceptance test and operational test procedure

SD-07 Certificates

Statements printed on the manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that the product, system, or material meets specification requirements. Must be dated after award of project contract and clearly name the project.

Document required of Contractor, or of a manufacturer, supplier, installer or Subcontractor through Contractor. The document purpose is to further promote the orderly progression of a portion of the work by documenting procedures, acceptability of methods, or personnel qualifications.

Confined space entry permits

Text of posted operating instructions

SD-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system or material, including special notices and (SDS) concerning impedances, hazards and safety precautions.

SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative at the job site, in the vicinity of the job site, or on a sample taken from the job site, on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions. The documentation must be signed by an authorized official of a testing laboratory or agency and state the test results; and indicate whether the material, product, or system has passed or failed the test.

Factory test reports.

SD-10 Operation and Maintenance Data

Data provided by the manufacturer, or the system provider, including manufacturer's help and product line documentation, necessary to maintain and install equipment, for operating and maintenance use by facility personnel.

Data required by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.

Data incorporated in an operations and maintenance manual or control system.

SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

Submittals required for Guiding Principle Validation (GPV) or Third Party Certification (TPC).

Special requirements necessary to properly close out a construction contract. For example, Record Drawings and as-built drawings. Also, submittal requirements necessary to properly close out a major phase of construction on a multi-phase contract.

1.1.2 Approving Authority

Office or designated person authorized to approve the submittal.

1.1.3 Work

As used in this section, on-site and off-site construction required by contract documents, including labor necessary to produce submittals, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction. In exception, excludes work to

produce SD-01 submittals.

1.2 SUBMITTALS

Government approval is required for all submittals. Submit the following in accordance with this section.

SD-01 Preconstruction Submittals

Submittal Register

1.3 SUBMITTAL CLASSIFICATION

Within the terms of the Contract Clause SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION, submittals are considered to be "shop drawings."

1.3.1 Design-Build Submittal Classifications

1.3.1.1 Designer of Record Approved (DA)

Designer of Record (DOR) approval is required for extensions of design; critical materials; any variations from the Solicitation, the Accepted Proposal, or the completed design; equipment whose compatibility with the entire system must be checked; and other items as designated by the Contracting Officer. Provide the Government with the number of copies designated hereinafter of all DOR approved submittals. The Government may review any or all Designer of Record approved submittals for conformance with the Solicitation, the Accepted Proposal, and the completed design. The Government will review all submittals designated as varying from the Solicitation or Accepted Proposal, as described below. Provide design submittals in accordance with Section 01 33 16.00 10 DESIGN DATA (DESIGN AFTER AWARD). Generally, list design submittals under SD-05 Design Data.

1.3.1.2 Government Conformance Review of Design (CR)

The Government will review all intermediate and final design submittals for conformance with the technical requirements of the Solicitation. Section 01 33 16.00 10 DESIGN DATA (DESIGN AFTER AWARD) covers the design submittal and review process in detail. Review will be only for conformance with the applicable codes, standards, and contract requirements. Design data includes the design documents described in Section 01 33 16.00 10 DESIGN DATA (DESIGN AFTER AWARD).

1.3.1.3 Designer of Record Approved/Government Conformance Review (DA/CR)

1.3.1.3.1 Variations from the Accepted Design

DOR approval and the Government's concurrence are required for any proposed variation from the accepted design that still complies with the contract before the Contractor is authorized to proceed with material acquisition or installation. If necessary to facilitate the project schedule, before official submission to the Government, the Contractor and the DOR may discuss with the Contracting Officer's Representative a submittal proposing a variation. However, the Government reserves the right to review the submittal before providing an opinion. In any case, the Government will not formally agree to or provide a preliminary opinion on any variation without the DOR's approval or recommended approval. The Government reserves the right to reject any design, variation that may affect furniture, furnishings, equipment selections, or operational decisions that

were made, based on the reviewed and concurred design.

1.3.1.3.2 Substitutions

Unless prohibited or otherwise provided for elsewhere in the contract, where the Accepted Proposal named products, systems, materials or equipment by manufacturer, brand name, model number, or other specific identification, and the Contractor desires to substitute a manufacturer or model after award, submit a requested substitution for Government concurrence. Include substantiation, through identifying information and the DOR's approval, that the substitute meets the contract requirements and that it is equal in function, performance, quality, and salient features to that in the accepted contract proposal. If the contract otherwise prohibits substitutions of equal named products, systems, materials or equipment by manufacturer, brand name, model number or other specific identification, the request is considered a "variation" to the contract. Variations are discussed below in paragraphs: "DESIGNER OF RECORD APPROVED/GOVERNMENT APPROVED" and VARIATIONS.

1.3.1.4 Designer of Record Approved/Government Approved (DA/GA)

In addition to the above-stated requirements for proposed variations to the accepted design, both DOR and Government Approval and, where applicable, a contract modification are required before the Contractor is authorized to proceed with material acquisition or installation for any proposed variation to the contract (the Solicitation or the Accepted Proposal), that constitutes a change to the contract terms. The Government reserves the right to accept or reject any such proposed variation.

1.3.2 For Information Only

Submittals not requiring Government approval will be for information only. For Design-build construction all submittals not requiring DOR or Government approval will be for information only. Within the terms of the Contract Clause SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION, they are not considered to be "shop drawings."

1.3.3 Sustainability Reporting Submittals (S)

Submittals for Guiding Principle Validation (GPV) or Third Party Certification (TPC) are indicated with an "S" designation. These submittals are for information only and for use as specified in Section 01 33 29 SUSTAINABILITY REPORTING.

Schedule submittals for these items throughout the course of construction as provided; do not wait until closeout.

1.4 FORWARDING SUBMITTALS REQUIRING GOVERNMENT APPROVAL

As soon as practicable after award of contract, and before procurement or fabrication, forward to the Commander, NAVFAC Mid-Atlantic, FEAD Cherry Point, PSC Box 8006, Building 163, Cherry Point, North Carolina, 28533-0006 Architect-Engineer: submittals required in the technical sections of this specification, including shop drawings, product data and samples. In addition, forward a copy of the submittals to the Contracting Officer at Commander, NAVFAC Mid-Atlantic, FEAD Cherry Point, PSC Box 8006, Building 163, Cherry Point, North Carolina, 28533-0006.

1.4.1 O&M Data

Submit data specified for a given item within 30 calendar days after the item is delivered to the contract site.

In the event the Contractor fails to deliver O&M data within the time limits specified, the Contracting Officer may withhold from progress payments 50 percent of the price of the items to which such O&M data apply.

1.5 PREPARATION

1.5.1 Transmittal Form

Transmit each submittal, except sample installations and sample panels to the office of the approving authority using the transmittal form prescribed by the Contracting Officer. Include all information prescribed by the transmittal form and required in paragraph IDENTIFYING SUBMITTALS. Use the submittal transmittal forms to record actions regarding samples.

1.5.2 Identifying Submittals

The Contractor's Quality Control Manager must prepare, review and stamp submittals, including those provided by a subcontractor, before submittal to the the Government.

Identify submittals, except sample installations and sample panels, with the following information permanently adhered to or noted on each separate component of each submittal and noted on transmittal form. Mark each copy of each submittal identically, with the following:

- a. Project title and location
- b. Construction contract number
- c. Dates of the drawings and revisions
- d. Name, address, and telephone number of Subcontractor, supplier, manufacturer, and any other Subcontractor associated with the submittal.
- e. Section number of the specification by which submittal is required
- f. Submittal description (SD) number of each component of submittal
- g. For a resubmission, add alphabetic suffix on submittal description, for example, submittal 18 would become 18A, to indicate resubmission
- h. Product identification and location in project.

1.5.3 Submittal Format

1.5.3.1 Format of SD-01 Preconstruction Submittals

When the submittal includes a document that is to be used in the project, or is to become part of the project record, other than as a submittal, do not apply the Contractor's certification stamp to the document itself, but to a separate sheet accompanying the document.

Provide data in the unit of measure used in the contract documents.

1.5.3.2 Format for SD-02 Shop Drawings

Provide shop drawings not less than 8 1/2 by 11 inches nor more than 30 by 42 inches, except for full-size patterns or templates. Prepare drawings to accurate size, with scale indicated, unless another form is required. Ensure drawings are suitable for reproduction and of a quality to produce clear, distinct lines and letters, with dark lines on a white background.

Present shop drawings sized 8 1/2 by 11 inches as part of the bound volume for submittals. Present larger drawings in sets. Submit an electronic copy of drawings in PDF format.

1.5.3.2.1 Drawing Identification

Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to information required in paragraph IDENTIFYING SUBMITTALS.

Number drawings in a logical sequence. Each drawing is to bear the number of the submittal in a uniform location next to the title block. Place the Government contract number in the margin, immediately below the title block, for each drawing.

Reserve a blank space, no smaller than four inches on the right-hand side of each sheet for the Government disposition stamp.

1.5.3.3 Format of SD-03 Product Data

Present product data submittals for each section as a complete, bound volume. Include a table of contents, listing the page and catalog item numbers for product data.

Indicate, by prominent notation, each product that is being submitted; indicate the specification section number and paragraph number to which it pertains.

1.5.3.3.1 Product Information

Supplement product data with material prepared for the project to satisfy the submittal requirements where product data does not exist. Identify this material as developed specifically for the project, with information and format as required for submission of SD-07 Certificates.

Provide product data in units used in the Contract documents. Where product data are included in preprinted catalogs with another unit, submit the dimensions in contract document units, on a separate sheet.

1.5.3.3.2 Standards

Where equipment or materials are specified to conform to industry or technical-society reference standards of such organizations as the American National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), or Association of Edison Illuminating Companies (AEIC), submit proof of such compliance. The label or listing by the specified organization will be acceptable evidence of compliance. In lieu of the label or listing, submit a certificate from an independent testing organization, competent to perform testing, and approved by the Contracting Officer. State on the certificate that the item has been tested in accordance with

the specified organization's test methods and that the item complies with the specified organization's reference standard.

1.5.3.3.3 Data Submission

Collect required data submittals for each specific material, product, unit of work, or system into a single submittal that is marked for choices, options, and portions applicable to the submittal. Mark each copy of the product data identically. Partial submittals will not be accepted for expedition of the construction effort.

Submit the manufacturer's instructions before installation.

1.5.3.4 Format of SD-04 Samples

1.5.3.4.1 Sample Characteristics

Furnish samples in the following sizes, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately the same size as specified:

- a. Sample of Equipment or Device: Full size.
- b. Sample of Materials Less Than 2 by 3 inches: Built up to 8 1/2 by 11 inches.
- c. Sample of Materials Exceeding 8 1/2 by 11 inches: Cut down to 8 1/2 by 11 inches and adequate to indicate color, texture, and material variations.
- d. Sample of Linear Devices or Materials: 10 inch length or length to be supplied, if less than 10 inches. Examples of linear devices or materials are conduit and handrails.
- e. Sample Volume of Nonsolid Materials: Pint. Examples of nonsolid materials are sand and paint.
- f. Color Selection Samples: 2 by 4 inches. Where samples are specified for selection of color, finish, pattern, or texture, submit the full set of available choices for the material or product specified. Sizes and quantities of samples are to represent their respective standard unit.
- g. Sample Panel: 4 by 4 feet.
- h. Sample Installation: 100 square feet.

1.5.3.4.2 Sample Incorporation

Reusable Samples: Incorporate returned samples into work only if so specified or indicated. Incorporated samples are to be in undamaged condition at the time of use.

Recording of Sample Installation: Note and preserve the notation of any area constituting a sample installation, but remove the notation at the final clean-up of the project.

1.5.3.4.3 Comparison Sample

Samples Showing Range of Variation: Where variations in color, finish, pattern, or texture are unavoidable due to nature of the materials, submit sets of samples of not less than three units showing extremes and middle of range. Mark each unit to describe its relation to the range of the variation.

When color, texture, or pattern is specified by naming a particular manufacturer and style, include one sample of that manufacturer and style, for comparison.

1.5.3.5 Format of SD-05 Design Data

Provide design data and certificates on 8 1/2 by 11 inch paper. Provide a bound volume for submittals containing numerous pages.

1.5.3.6 Format of SD-06 Test Reports

Provide reports on 8 1/2 by 11 inch paper in a complete bound volume.

By prominent notation, indicate each report in the submittal. Indicate the specification number and paragraph number to which each report pertains.

1.5.3.7 Format of SD-07 Certificates

Provide design data and certificates on 8 1/2 by 11 inch paper. Provide a bound volume for submittals containing numerous pages.

1.5.3.8 Format of SD-08 Manufacturer's Instructions

Present manufacturer's instructions submittals for each section as a complete, bound volume. Include the manufacturer's name, trade name, place of manufacture, and catalog model or number on product data. Also include applicable federal, military, industry, and technical-society publication references. If supplemental information is needed to clarify the manufacturer's data, submit it as specified for SD-07 Certificates.

Submit the manufacturer's instructions before installation.

1.5.3.8.1 Standards

Where equipment or materials are specified to conform to industry or technical-society reference standards of such organizations as the American National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), or Association of Edison Illuminating Companies (AEIC), submit proof of such compliance. The label or listing by the specified organization will be acceptable evidence of compliance. In lieu of the label or listing, submit a certificate from an independent testing organization, competent to perform testing, and approved by the Contracting Officer. State on the certificate that the item has been tested in accordance with the specified organization's test methods and that the item complies with the specified organization's reference standard.

1.5.3.9 Format of SD-09 Manufacturer's Field Reports

Provide reports on 8 1/2 by 11 inch paper in a complete bound volume.

By prominent notation, indicate each report in the submittal. Indicate the specification number and paragraph number to which each report pertains.

1.5.3.10 Format of SD-10 Operation and Maintenance Data (O&M)

Comply with the requirements specified in Section 01 78 23 OPERATION AND MAINTENANCE DATA for O&M Data format.

1.5.3.11 Format of SD-11 Closeout Submittals

When the submittal includes a document that is to be used in the project or is to become part of the project record, other than as a submittal, do not apply the Contractor's approval stamp to the document itself, but to a separate sheet accompanying the document.

Provide data in the unit of measure used in the contract documents.

1.5.4 Source Drawings for Shop Drawings

1.5.4.1 Source Drawings

The entire set of source drawing files (DWG) will not be provided to the Contractor. Request the specific Drawing Number for the preparation of shop drawings. Only those drawings requested to prepare shop drawings will be provided. These drawings are provided only after award.

1.5.4.2 Terms and Conditions

Data contained on these electronic files must not be used for any purpose other than as a convenience in the preparation of construction data for the referenced project. Any other use or reuse is at the sole risk of the Contractor and without liability or legal exposure to the Government. The Contractor must make no claim, and waives to the fullest extent permitted by law any claim or cause of action of any nature against the Government, its agents, or its subconsultants that may arise out of or in connection with the use of these electronic files. The Contractor must, to the fullest extent permitted by law, indemnify and hold the Government harmless against all damages, liabilities, or costs, including reasonable attorney's fees and defense costs, arising out of or resulting from the use of these electronic files.

These electronic source drawing files are not construction documents. Differences may exist between the source drawing files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic source drawing files, nor does it make representation to the compatibility of these files with the Contractor hardware or software. The Contractor is responsible for determining if any conflict exists. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished source drawing files, the signed and sealed construction documents govern. Use of these source drawing files does not relieve the Contractor of the duty to fully comply with the contract documents, including and without limitation the need to check, confirm and coordinate the work of all contractors for the project. If the Contractor uses, duplicates or modifies these electronic source drawing files for use in producing construction data related to this contract, remove all previous indication of ownership (seals, logos, signatures, initials and dates).

1.5.5 Electronic File Format

Provide submittals in electronic format, with the exception of material samples required for SD-04 Samples items. In addition to the electronic submittal, provide three hard copies of the submittals. Compile the submittal file as a single, complete document, to include the Transmittal Form described within. Name the electronic submittal file specifically according to its contents, and coordinate the file naming convention with the Contracting Officer. Electronic files must be of sufficient quality that all information is legible. Use PDF as the electronic format, unless otherwise specified or directed by the Contracting Officer. Generate PDF files from original documents with bookmarks so that the text included in the PDF file is searchable and can be copied. If documents are scanned, optical character resolution (OCR) routines are required. Index and bookmark files exceeding 30 pages to allow efficient navigation of the file. When required, the electronic file must include a valid electronic signature or a scan of a signature.

E-mail electronic submittal documents smaller than 10MB to an e-mail address as directed by the Contracting Officer. Provide electronic documents over 10 MB on an optical disc or through an electronic file sharing system such as the AMRDEC SAFE Web Application located at the following website: <https://safe.amrdec.army.mil/safe/>.

1.6 QUANTITY OF SUBMITTALS

1.6.1 Number of SD-01 Preconstruction Submittal Copies

Unless otherwise specified, submit three sets of administrative submittals.

1.6.2 Number of SD-02 Shop Drawing Copies

Submit seven copies of shop drawings requiring review and approval by the Contracting Officer.

1.6.3 Number of SD-03 Product Data Copies

Submit in compliance with quantity requirements specified for shop drawings.

1.6.4 Number of SD-04 Samples

- a. Submit two samples, or two sets of samples showing the range of variation, of each required item. One approved sample or set of samples will be retained by the approving authority and one will be returned to the Contractor.
- b. Submit one sample panel or provide one sample installation where directed. Include components listed in the technical section or as directed.
- c. Submit one sample installation, where directed.
- d. Submit one sample of nonsolid materials.

1.6.5 Number of SD-05 Design Data Copies

Submit in compliance with quantity requirements specified for shop drawings.

1.6.6 Number of SD-06 Test Report Copies

Submit in compliance with quantity and quality requirements specified for shop drawings, other than field test results that will be submitted with QC reports.

1.6.7 Number of SD-07 Certificate Copies

Submit in compliance with quantity requirements specified for shop drawings.

1.6.8 Number of SD-08 Manufacturer's Instructions Copies

Submit in compliance with quantity requirements specified for shop drawings.

1.6.9 Number of SD-09 Manufacturer's Field Report Copies

Submit in compliance with quantity and quality requirements specified for shop drawings other than field test results that will be submitted with QC reports.

1.6.10 Number of SD-10 Operation and Maintenance Data Copies

Submit three copies of O&M data to the Contracting Officer for review and approval.

1.6.11 Number of SD-11 Closeout Submittals Copies

Unless otherwise specified, submit three sets of administrative submittals.

1.7 PROJECT SUBMITTAL REGISTER

A sample Project Submittal Register showing items of equipment and materials for when submittals are required by the specifications is provided as "Appendix A - Submittal Register."

1.7.1 Submittal Management

Prepare and maintain a submittal register, as the work progresses. Do not change data that is output in columns (c), (d), (e), and (f) as delivered by Government; retain data that is output in columns (a), (g), (h), and (i) as approved. As an attachment, provide a submittal register showing items of equipment and materials for which submittals are required by the specifications. This list may not be all-inclusive and additional submittals may be required.

Column (c): Lists specification section in which submittal is required.

Column (d): Lists each submittal description (SD Number. and type, e.g., SD-02 Shop Drawings) required in each specification section.

Column (e): Lists one principal paragraph in each specification section where a material or product is specified. This listing is only to facilitate locating submitted requirements. Do not consider entries in column (e) as limiting the project requirements.

Column (f): Lists the approving authority for each submittal.

Thereafter, the Contractor is to track all submittals by maintaining a complete list, including completion of all data columns and all dates on which submittals are received by and returned by the Government.

1.7.2 Design-Build Submittal Register

The Designer of Record develops a complete list of submittals during design and identify required submittals in the specifications, and use the list to prepare the Submittal Register. The list may not be all inclusive and additional submittals may be required by other parts of the contract. Complete the submittal register and submit it to the Contracting Officer for approval within 30 calendar days after Notice to Proceed. The approved submittal register will serve as a scheduling document for submittals and will be used to control submittal actions throughout the contract period. Coordinate the submit dates and need dates with dates in the Contractor prepared progress schedule. Submit monthly or until all submittals have been satisfactorily completed, updates to the submittal register showing the Contractor action codes and actual dates with Government action codes. Revise the submittal register when the progress schedule is revised and submit both for approval.

1.7.3 Preconstruction Use of Submittal Register

Submit the submittal register. Include the QC plan and the project schedule. Verify that all submittals required for the project are listed and add missing submittals. Coordinate and complete the following fields on the register submitted with the QC plan and the project schedule:

Column (a) Activity Number: Activity number from the project schedule.

Column (g) Contractor Submit Date: Scheduled date for the approving authority to receive submittals.

Column (h) Contractor Approval Date: Date that Contractor needs approval of submittal.

Column (i) Contractor Material: Date that Contractor needs material delivered to Contractor control.

1.7.4 Contractor Use of Submittal Register

Update the following fields with each submittal throughout the contract.

Column (b) Transmittal Number: List of consecutive, Contractor-assigned numbers.

Column (j) Action Code (k): Date of action used to record Contractor's review when forwarding submittals to QC.

Column (l) Date submittal transmitted.

Column (q) Date approval was received.

1.7.5 Approving Authority Use of Submittal Register

Update the following fields:

Column (b) Transmittal Number: List of consecutive, Contractor-assigned numbers.

Column (l) Date submittal was received.

Column (m) through (p) Dates of review actions.

Column (q) Date of return to Contractor.

1.7.6 Action Codes

1.7.6.1 Government Review Action Codes

"A" - "Approved as submitted"

"AN" - "Approved as noted"

"RR" - "Disapproved as submitted"; "Completed"

"NR" - "Not Reviewed"

"RA" - "Receipt Acknowledged"

1.7.7 Delivery of Copies

Submit an updated electronic copy of the submittal register to the Contracting Officer with each invoice request. Provide an updated Submittal Register monthly regardless of whether an invoice is submitted.

1.8 VARIATIONS

Variations from contract requirements require Contracting Officer approval pursuant to contract Clause FAR 52.236-21 Specifications and Drawings for Construction, and will be considered where advantageous to the Government.

1.8.1 Considering Variations

Discussion of variations with the Contracting Officer before submission will help ensure that functional and quality requirements are met and minimize rejections and resubmittals. When contemplating a variation that results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).

Specifically point out variations from contract requirements in transmittal letters. Failure to point out variations may cause the Government to require rejection and removal of such work at no additional cost to the Government.

1.8.2 Proposing Variations

When proposing variation, deliver a written request to the Contracting Officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to Government. Include the DOR's written analysis and approval. If lower cost is a benefit, also include an estimate of the cost savings. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation.

1.8.3 Warranting that Variations are Compatible

When delivering a variation for approval, the Contractor warrants that this contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

1.8.4 Review Schedule Extension

In addition to the normal submittal review period, a period of 14 working days will be allowed for the Government to consider submittals with variations.

1.9 SCHEDULING

Schedule and submit concurrently product data and shop drawings covering component items forming a system or items that are interrelated. Submit pertinent certifications at the same time. No delay damages or time extensions will be allowed for time lost in late submittals.

- a. Coordinate scheduling, sequencing, preparing, and processing of submittals with performance of work so that work will not be delayed by submittal processing. The Contractor is responsible for additional time required for Government reviews resulting from required resubmittals. The review period for each resubmittal is the same as for the initial submittal.
- b. Submittals required by the contract documents are listed on the submittal register. If a submittal is listed in the submittal register but does not pertain to the contract work, the Contractor is to include the submittal in the register and annotate it "N/A" with a brief explanation. Approval by the Contracting Officer does not relieve the Contractor of supplying submittals required by the contract documents but that have been omitted from the register or marked "N/A."
- c. Resubmit the submittal register and annotate it monthly with actual submission and approval dates. When all items on the register have been fully approved, no further resubmittal is required.

Contracting Officer review will be completed within 20 working days after the date of submission.

- d. Except as specified otherwise, allow a review period, beginning with receipt by the approving authority, that includes at least 20 working days for submittals where the Contracting Officer is the approving authority. The period of review for submittals with Contracting Officer approval begins when the Government receives the submittal from the QC organization.
- e. For submittals requiring review by a Government fire protection engineer, allow a review period, beginning when the Government receives the submittal from the QC organization, of 30 working days for return of the submittal to the Contractor.

1.9.1 Reviewing, Certifying, and Approving Authority

The QC Manager is responsible for reviewing all submittals and certifying that they are in compliance with contract requirements. The approving authority on submittals is the Contracting Officer unless otherwise specified.

1.9.2 Constraints

Conform to provisions of this section, unless explicitly stated otherwise for submittals listed or specified in this contract.

Submit complete submittals for each definable feature of the work. At the same time, submit components of definable features that are interrelated as a system.

When acceptability of a submittal is dependent on conditions, items, or materials included in separate subsequent submittals, the submittal will be returned without review.

Approval of a separate material, product, or component does not imply approval of the assembly in which the item functions.

1.9.3 QC Organization Responsibilities

- a. Review submittals for conformance with project design concepts and compliance with contract documents.
- b. Process submittals based on the approving authority indicated in the submittal register.

() When the Contracting Officer is the approving authority or when variation has been proposed, forward the submittal to the Government, along with a certifying statement, or return the submittal marked "not reviewed" or "revise and resubmit" as appropriate. The QC organization's review of the submittal determines the appropriate action.

- c. Ensure that material is clearly legible.
- d. Stamp each sheet of each submittal with a QC certifying statement, except that data submitted in a bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only.

(1) When the approving authority is the Contracting Officer, the QC organization will certify submittals forwarded to the Contracting Officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with Contract Number (____) is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is submitted for Government approval.

Certified by Submittal Reviewer _____, Date _____
(Signature when applicable)

Certified by QC Manager _____, Date _____"
(Signature)

- e. Sign the certifying statement. The QC organization member designated in the approved QC plan is the person signing certifying statements. The use of original ink for signatures is required. Stamped signatures are not acceptable.

- f. Update the submittal register as submittal actions occur, and maintain the submittal register at the project site until final acceptance of all work by the Contracting Officer.
- g. Retain a copy of approved submittals and approved samples at the project site.
- h. For "S" submittals, provide a copy of the approved submittal to the Government Approving authority.

1.10 GOVERNMENT APPROVING AUTHORITY

When the approving authority is the Contracting Officer, the Government will:

- a. Note the date on which the submittal was received from the QC manager.
- b. Review submittals for approval within the scheduling period specified and only for conformance with project design concepts and compliance with contract documents.
- c. Identify returned submittals with one of the actions defined in paragraph REVIEW NOTATIONS and with comments and markings appropriate for the action indicated.

Upon completion of review of submittals requiring Government approval, stamp and date submittals. Three copies of the submittal will be retained by the Contracting Officer and four copies of the submittal will be returned to the Contractor. If the Government performs a conformance review of other Designer of Record approved submittals, the submittals will be identified and returned, as described above.

1.10.1 Review Notations

Submittals will be returned to the Contractor with the following notations:

- a. Submittals marked "approved" or "accepted" authorize proceeding with the work covered.
- b. Submittals marked "approved as noted" or "approved, except as noted, resubmittal not required", authorize proceeding with the work covered provided that the Contractor takes no exception to the corrections.
- c. Submittals marked "not approved", "disapproved", or "revise and resubmit" indicate incomplete submittal or noncompliance with the contract requirements or design concept. Resubmit with appropriate changes. Do not proceed with work for this item until the resubmittal is approved.
- d. Submittals marked "not reviewed" indicate that the submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and certified by Contractor, or is not complete. A submittal marked "not reviewed" will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by Contractor or for being incomplete, with appropriate action, coordination, or change.
- e. Submittals marked "receipt acknowledged" indicate that submittals have been received by the Government. This applies only to

"information-only submittals" as previously defined.

1.11 DISAPPROVED SUBMITTALS

Make corrections required by the Contracting Officer. If the Contractor considers any correction or notation on the returned submittals to constitute a change to the contract drawings or specifications, give notice to the Contracting Officer as required under the FAR clause titled CHANGES. The Contractor is responsible for the dimensions and design of connection details and the construction of work. Failure to point out variations may cause the Government to require rejection and removal of such work at the Contractor's expense.

If changes are necessary to submittals, make such revisions and resubmit in accordance with the procedures above. No item of work requiring a submittal change is to be accomplished until the changed submittals are approved.

1.12 APPROVED SUBMITTALS

The Contracting Officer's approval of submittals is not to be construed as a complete check, and indicates only that the general method of construction, materials, detailing, and other information are satisfactory. The design, general method of construction, materials, detailing, and other information appear to meet the Solicitation and Accepted Proposal.

Approval or acceptance by the Government for a submittal does not relieve the Contractor of the responsibility for meeting the contract requirements or for any error that may exist, because under the Quality Control (QC) requirements of this contract, the Contractor is responsible for ensuring information contained within each submittal accurately conforms with the requirements of the contract documents.

After submittals have been approved or accepted by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

1.13 APPROVED SAMPLES

Approval of a sample is only for the characteristics or use named in such approval and is not to be construed to change or modify any contract requirements. Before submitting samples, provide assurance that the materials or equipment will be available in quantities required in the project. No change or substitution will be permitted after a sample has been approved.

Match the approved samples for materials and equipment incorporated in the work. If requested, approved samples, including those that may be damaged in testing, will be returned to the Contractor, at its expense, upon completion of the contract. Unapproved samples will also be returned to the Contractor at its expense, if so requested.

Failure of any materials to pass the specified tests will be sufficient cause for refusal to consider, under this contract, any further samples of the same brand or make as that material. The Government reserves the right to disapprove any material or equipment that has previously proved unsatisfactory in service.

Samples of various materials or equipment delivered on the site or in place may be taken by the Contracting Officer for testing. Samples failing to meet contract requirements will automatically void previous approvals. Replace such materials or equipment to meet contract requirements.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION		CONTRACTOR																
HVAC CONTROLS UPGRADE, BLDG. 286																		
ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVT OR A/E REVIEW CLASSIFICATION	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY			REMARKS			
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	DATE OF ACTION	DATE OF ACTION		DATE OF ACTION	DATE RCD FROM APPR AUTH	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	
	01 20 00.00 20		SD-01 Preconstruction Submittals															
			Schedule of Prices	1.3														
	01 30 00		SD-01 Preconstruction Submittals															
			List of contact personnel	1.2.1														
	01 31 23.13 20		SD-01 Preconstruction Submittals															
			List of Contractor's Personnel	1.4.2														
	01 33 00		SD-01 Preconstruction Submittals															
			Submittal Register	1.7														
	01 35 26		SD-01 Preconstruction Submittals															
			Accident Prevention Plan (APP)	1.8														
			SD-06 Test Reports															
			Monthly Exposure Reports	1.4														
			Notifications and Reports	1.13														
			Accident Reports	1.13.2														
			LHE Inspection Reports	1.13.3														
			SD-07 Certificates															
			Contractor Safety Self-Evaluation	1.5														
			Checklist															
			Crane Operators/Riggers	1.7.1.4														
			Standard Lift Plan	1.8.2.2														
			Critical Lift Plan	1.8.2.3														
			Activity Hazard Analysis (AHA)	1.9														
			Confined Space Entry Permit	1.10.1														
			Hot Work Permit	1.10.1														
			Certificate of Compliance	1.13.4														
			License Certificates															

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION		CONTRACTOR															
HVAC CONTROLS UPGRADE, BLDG. 286																	
ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVT OR A/E REVIEW CLASSIFICATION	SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE FWD FROM CONTR	DATE RCD FROM OTH REVIEWER	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	
	01 45 00.00 20		SD-01 Preconstruction Submittals														
			Construction Quality Control (QC) Plan	1.6.1													
			Indoor Air Quality (IAQ) Management Plan	1.16													
			Basis of Design and Design Intent														
			SD-05 Design Data														
			Design Review														
			Contract Document Review														
			SD-07 Certificates														
			CA Resume	1.5.2.2													
	01 50 00		SD-01 Preconstruction Submittals														
			Construction Site Plan	1.3													
			Traffic Control Plan	3.4.1													
	01 57 19		SD-01 Preconstruction Submittals														
			Preconstruction Survey	1.5.1													
			Solid Waste Management Permit	1.9													
			Regulatory Notifications	1.5.2													
			Environmental Protection Plan	1.6													
			Dirt and Dust Control Plan														
			Employee Training Records	1.5.4													
			SD-06 Test Reports														
			Laboratory Analysis	3.5.1.1.2													
			Solid Waste Management Report	3.5.2.1													
			SD-07 Certificates														

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION		CONTRACTOR										CONTRACT NO.						
ACTIVITY NO	TRANSMITTAL NO	SPECIES	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVERNOR CLASSIFICATION	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		APPROVING AUTHORITY			MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS			
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE OF ACTION	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	DATE OF ACTION					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	
	01 57 19		Employee Training Records	1.5.4														
			SD-11 Closeout Submittals															
			Waste Determination	3.5.1														
			Documentation															
			Disposal Documentation for	3.5.3.6														
			Hazardous and Regulated Waste															
			Assembled Employee Training	1.5.4														
			Records															
			Solid Waste Management Permit	1.9														
			Solid Waste Management Report	3.5.2.1														
			Hazardous Waste/Debris	3.5.3.1														
			Management															
			Regulatory Notifications	1.5.2														
			Sales Documentation	3.5.2.1														
			Contractor Certification	3.5.2.1														
	01 78 00		SD-03 Product Data															
			Warranty Management Plan	1.5.1														
			Warranty Tags	1.5.4														
			Final Cleaning	3.3														
			Spare Parts Data	1.4														
			SD-08 Manufacturer's Instructions															
			Instructions	1.5.1														
			SD-10 Operation and Maintenance															
			Data															
			Operation and Maintenance	3.2														
			Manuals															

SUBMITTAL REGISTER

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ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVT OR A/E REVIEW CLASSIFICATION	SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE FWD TO APPR AUTH/ FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
	01 78 00		SD-11 Closeout Submittals														
			As-Built Drawings	3.1													
			Record Drawings														
			As-Built Record of Equipment and Materials	1.5.1													
			Final Approved Shop Drawings														
			Construction Contract														
			Specifications														
			Certification of EPA Designated Items	2.1													
			Certification Of USDA	2.2													
			Designated Items														
			Interim DD FORM 1354	3.4													
			Checklist for DD FORM 1354	3.4													
			High Performance and Sustainable Building (HPSB) Checklist	3.4													
	01 78 23		SD-10 Operation and Maintenance Data														
			O&M Database	1.4													
			Training Plan	3.1.1													
			Training Outline	3.1.3													
			Training Content	3.1.2													
			SD-11 Closeout Submittals														
			Validation of Training Completion	3.1.5													
	23 00 00		SD-02 Shop Drawings														

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION		CONTRACTOR															
HVAC CONTROLS UPGRADE, BLDG. 286																	
ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVT OR A/E REVIEW CLASSIFICATION	SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE FWD TO APPR AUTH/ FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
	23 00 00		Detail Drawings	1.4.2													
			SD-03 Product Data														
			Insulated Nonmetallic Flexible Duct Runouts	2.8.1.1													
			Duct Connectors	2.8.1.1													
			Test Procedures	1.4.3													
			Diagrams	1.2.1.2													
			Performance Tests	3.8													
			SD-08 Manufacturer's Instructions														
			Manufacturer's Installation	3.2													
			Instructions														
			Operation and Maintenance	3.10.2													
			Training														
			SD-10 Operation and Maintenance														
			Data														
			Operation and Maintenance	3.10.1													
			Manuals														
	23 01 30.41		SD-01 Preconstruction Submittals														
			Record of Existing Conditions	3.1.1.1													
			Coordination Plan	3.1.1.2													
			NADCA Firm	1.4.1													
			NADCA Team Assistants	1.4.1													
			NADCA Air System Cleaning	1.4.1													
			Specialist (ASCS)														
			NADCA Supervisor Qualifications	1.4.1													

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION		CONTRACTOR															
HVAC CONTROLS UPGRADE, BLDG. 286																	
ACTIVITY NO	TRANSMITTAL NO	SPECIES	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVERNOR CLASSIFICATION	SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE FWD TO APPR AUTH/ FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	APPROVING AUTHORITY ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
	23 01 30.41		Records of Experience in the Field of HVAC System Cleaning	1.4.2													
			NADCA Work Execution Schedule	1.5.1													
			SD-03 Product Data	1.4.3													
			Safety Data Sheets (SDS)														
			SD-06 Test Reports														
			Gravimetric Analysis	3.3.1.3													
	23 07 00		SD-02 Shop Drawings														
			Pipe Insulation Systems														
			Duct Insulation Systems														
			SD-03 Product Data														
			Pipe Insulation Systems														
			Duct Insulation Systems														
			SD-04 Samples														
			Thermal Insulation	2.2.1.2													
			SD-08 Manufacturer's Instructions														
			Pipe Insulation Systems														
			Duct Insulation Systems														
	23 09 23.13 20		SD-02 Shop Drawings														
			Control system drawings title sheet	1.4.1.1													
			List of I/O Points	1.4.1.2													
			Control System Components List	1.4.1.3													
			Control system schematics	1.4.1.4													

SECTION 01 35 26

GOVERNMENTAL SAFETY REQUIREMENTS

11/15

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN SOCIETY OF SAFETY ENGINEERS (ASSE/SAFE)

ASSE/SAFE A10.22	(2007; R 2012) Safety Requirements for Rope-Guided and Non-Guided Workers' Hoists
ASSE/SAFE A10.34	(2001; R 2012) Protection of the Public on or Adjacent to Construction Sites
ASSE/SAFE A10.44	(2014) Control of Energy Sources (Lockout/Tagout) for Construction and Demolition Operations
ASSE/SAFE Z244.1	(2003; R 2014) Control of Hazardous Energy Lockout/Tagout and Alternative Methods
ASSE/SAFE Z359.0	(2012) Definitions and Nomenclature Used for Fall Protection and Fall Arrest
ASSE/SAFE Z359.2	(2007) Minimum Requirements for a Comprehensive Managed Fall Protection Program
ASSE/SAFE Z359.4	(2013) Safety Requirements for Assisted-Rescue and Self-Rescue Systems, Subsystems and Components

ASME INTERNATIONAL (ASME)

ASME B30.20	(2013; INT Oct 2010 - May 2012) Below-the-Hook Lifting Devices
ASME B30.22	(2016) Articulating Boom Cranes
ASME B30.23	(2011) Personnel Lifting Systems Safety Standard for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings
ASME B30.26	(2015; INT Jun 2010 - Jun 2014) Rigging Hardware
ASME B30.3	(2016) Tower Cranes
ASME B30.5	(2014) Mobile and Locomotive Cranes
ASME B30.7	(2011) Winches

- ASME B30.8 (2015) Floating Cranes and Floating Derricks
- ASME B30.9 (2014; INT Feb 2011 - Nov 2013) Slings
- ASTM INTERNATIONAL (ASTM)
- ASTM F855 (2015) Standard Specifications for Temporary Protective Grounds to Be Used on De-energized Electric Power Lines and Equipment
- INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)
- IEEE 1048 (2003) Guide for Protective Grounding of Power Lines
- IEEE C2 (2017; Errata 1-2 2017; INT 1 2017) National Electrical Safety Code
- NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)
- NEMA Z535.2 (2011) Environmental and Facility Safety Signs
- NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
- NFPA 10 (2018; TIA 18-1) Standard for Portable Fire Extinguishers
- NFPA 241 (2013; Errata 2015) Standard for Safeguarding Construction, Alteration, and Demolition Operations
- NFPA 306 (2014) Standard for Control of Gas Hazards on Vessels
- NFPA 51B (2014) Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
- NFPA 70 (2017; ERTA 1-2 2017; TIA 17-1; TIA 17-2; TIA 17-3; TIA 17-4; TIA 17-5; TIA 17-6; TIA 17-7; TIA 17-8; TIA 17-9; TIA 17-10; TIA 17-11; TIA 17-12; TIA 17-13; TIA 17-14) National Electrical Code
- NFPA 70E (2018; TIA 18-1; TIA 81-2) Standard for Electrical Safety in the Workplace
- TELECOMMUNICATIONS INDUSTRY ASSOCIATION (TIA)
- TIA-1019 (2012; R 2016) Standard for Installation, Alteration and Maintenance of Antenna Supporting Structures and Antennas
- TIA-222 (2005G; Add 1 2007; Add 2 2009; Add 3 2014; Add 4 2014; R 2014; R 2016) Structural Standards for Steel Antenna

Towers and Antenna Supporting Structures

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2014) Safety and Health Requirements Manual

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910 Occupational Safety and Health Standards
29 CFR 1910.146 Permit-required Confined Spaces
29 CFR 1910.147 The Control of Hazardous Energy (Lock Out/Tag Out)
29 CFR 1910.333 Selection and Use of Work Practices
29 CFR 1915 Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment
29 CFR 1915.89 Control of Hazardous Energy (Lockout/Tags-Plus)
29 CFR 1926 Safety and Health Regulations for Construction
29 CFR 1926.1400 Cranes and Derricks in Construction
29 CFR 1926.16 Rules of Construction
29 CFR 1926.450 Scaffolds
29 CFR 1926.552 Material Hoists, Personal Hoists, and Elevators
29 CFR 1926.553 Base-Mounted Drum Hoists
CPL 02-01-056 (2014) Inspection Procedures for Accessing Communication Towers by Hoist
CPL 2.100 (1995) Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR 1910.146

1.2 DEFINITIONS

1.2.1 Competent Person (CP)

The CP is a person designated in writing, who, through training, knowledge and experience, is capable of identifying, evaluating, and addressing existing and predictable hazards in the working environment or working conditions that are dangerous to personnel, and who has authorization to take prompt corrective measures with regards to such hazards.

1.2.2 Competent Person, Confined Space

The CP, Confined Space, is a person meeting the competent person

requirements as defined EM 385-1-1 Appendix Q, with thorough knowledge of OSHA's Confined Space Standard, 29 CFR 1910.146, and designated in writing to be responsible for the immediate supervision, implementation and monitoring of the confined space program, who through training, knowledge and experience in confined space entry is capable of identifying, evaluating and addressing existing and potential confined space hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.3 Competent Person, Cranes and Rigging

The CP, Cranes and Rigging, as defined in EM 385-1-1 Appendix Q, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q, who has been designated in writing to be responsible for the immediate supervision, implementation and monitoring of the Crane and Rigging Program, who through training, knowledge and experience in crane and rigging is capable of identifying, evaluating and addressing existing and potential hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.4 Competent Person, Fall Protection

The CP, Fall Protection, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q and in accordance with ASSE/SAFE Z359.0, who has been designated in writing by the employer to be responsible for immediate supervising, implementing and monitoring of the fall protection program, who through training, knowledge and experience in fall protection and rescue systems and equipment, is capable of identifying, evaluating and addressing existing and potential fall hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.5 Competent Person, Scaffolding

The CP, Scaffolding is a person meeting the competent person requirements in EM 385-1-1 Appendix Q, and designated in writing by the employer to be responsible for immediate supervising, implementing and monitoring of the scaffolding program. The CP for Scaffolding has enough training, knowledge and experience in scaffolding to correctly identify, evaluate and address existing and potential hazards and also has the authority to take prompt corrective measures with regard to these hazards. CP qualifications must be documented and include experience on the specific scaffolding systems/types being used, assessment of the base material that the scaffold will be erected upon, load calculations for materials and personnel, and erection and dismantling. The CP for scaffolding must have a documented, minimum of 8-hours of scaffold training to include training on the specific type of scaffold being used (e.g. mast-climbing, adjustable, tubular frame), in accordance with EM 385-1-1 Section 22.B.02.

1.2.6 Competent Person (CP) Trainer

A competent person trainer as defined in EM 385-1-1 Appendix Q, who is qualified in the material presented, and who possesses a working knowledge of applicable technical regulations, standards, equipment and systems related to the subject matter on which they are training Competent Persons. A competent person trainer must be familiar with the typical hazards and the equipment used in the industry they are instructing. The training provided by the competent person trainer must be appropriate to that specific industry. The competent person trainer must evaluate the

knowledge and skills of the competent persons as part of the training process.

1.2.7 High Risk Activities

High Risk Activities are activities that involve work at heights, crane and rigging, scaffolding, electrical work, and confined space entry.

1.2.8 High Visibility Accident

A High Visibility Accident is any mishap which may generate publicity or high visibility.

1.2.9 Load Handling Equipment (LHE)

LHE is a term used to describe cranes, hoists and all other hoisting equipment (hoisting equipment means equipment, including crane, derricks, hoists and power operated equipment used with rigging to raise, lower or horizontally move a load).

1.2.10 Medical Treatment

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

1.2.11 Near Miss

A Near Miss is a mishap resulting in no personal injury and zero property damage, but given a shift in time or position, damage or injury may have occurred (e.g., a worker falls off a scaffold and is not injured; a crane swings around to move the load and narrowly misses a parked vehicle).

1.2.12 Operating Envelope

The Operating Envelope is the area surrounding any crane or load handling equipment. Inside this "envelope" is the crane, the operator, riggers and crane walkers, other personnel involved in the operation, rigging gear between the hook, the load, the crane's supporting structure (i.e. ground or rail), the load's rigging path, the lift and rigging procedure.

1.2.13 Qualified Person (QP)

The QP is a person designated in writing, who, by possession of a recognized degree, certificate, or professional standing, or extensive knowledge, training, and experience, has successfully demonstrated their ability to solve or resolve problems related to the subject matter, the work, or the project.

1.2.14 Qualified Person, Fall Protection (QP for FP)

A QP for FP is a person meeting the requirements of EM 385-1-1 Appendix Q, and ASSE/SAFE Z359.0, with a recognized degree or professional certificate and with extensive knowledge, training and experience in the fall protection and rescue field who is capable of designing, analyzing, and evaluating and specifying fall protection and rescue systems.

1.2.15 USACE Property and Equipment

Interpret "USACE" property and equipment specified in USACE EM 385-1-1 as Government property and equipment.

1.2.16 Load Handling Equipment (LHE) Accident or Load Handling Equipment Mishap

A LHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents, even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, or roll over). Document an LHE mishap or accident using the NAVFAC prescribed Navy Crane Center (NCC) accident form.

1.3 SUBMITTALS

Government approval is required for all submittals. Submittals with an "S" are for inclusion in the Sustainability eNotebook, in conformance with Section 01 33 29 SUSTAINABILITY REPORTING. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

- Accident Prevention Plan (APP)

SD-06 Test Reports

- Monthly Exposure Reports
- Notifications and Reports
- Accident Reports
- LHE Inspection Reports

SD-07 Certificates

- Contractor Safety Self-Evaluation Checklist
- Crane Operators/Riggers
- Standard Lift Plan
- Critical Lift Plan
- Activity Hazard Analysis (AHA)
- Confined Space Entry Permit
- Hot Work Permit
- Certificate of Compliance
- License Certificates

1.4 MONTHLY EXPOSURE REPORTS

Provide a Monthly Exposure Report and attach to the monthly billing request. This report is a compilation of employee-hours worked each month for all site workers, both Prime and subcontractor. Failure to submit the report may result in retention of up to 10 percent of the voucher.

1.5 CONTRACTOR SAFETY SELF-EVALUATION CHECKLIST

Contracting Officer will provide a "Contractor Safety Self-Evaluation Checklist" to the Contractor at the pre-construction conference. Complete the checklist monthly and submit with each request for payment voucher. An acceptable score of 90 or greater is required. Failure to submit the completed safety self-evaluation checklist or achieve a score of at least 90 may result in retention of up to 10 percent of the voucher.

1.6 REGULATORY REQUIREMENTS

In addition to the detailed requirements included in the provisions of this contract, comply with the most recent edition of USACE EM 385-1-1, and the following federal, state, and local host nation laws, ordinances, criteria, rules and regulations. Submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting work. Where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements govern.

1.6.1 Subcontractor Safety Requirements

For this contract, neither Contractor nor any subcontractor may enter into contract with any subcontractor that fails to meet the following requirements. The term subcontractor in this and the following paragraphs means any entity holding a contract with the Contractor or with a subcontractor at any tier.

1.6.1.1 Experience Modification Rate (EMR)

Subcontractors on this contract must have an effective EMR less than or equal to 1.10, as computed by the National Council on Compensation Insurance (NCCI) or if not available, as computed by the state agency's rating bureau in the state where the subcontractor is registered, when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable EMR range cannot be achieved. Relaxation of the EMR range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain the certified EMR ratings for all subcontractors on the project and make them available to the Government at the Government's request.

1.6.1.2 OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate

Subcontractors on this contract must have a DART rate, calculated from the most recent, complete calendar year, less than or equal to 3.4 when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The OSHA Dart Rate is calculated using the following formula:

$$(N/EH) \times 200,000$$

where:

N = number of injuries and illnesses with days away, restricted work, or job transfer

EH = total hours worked by all employees during most recent, complete calendar year

200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year)

The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable OSHA Dart rate range cannot be achieved for a particular subcontractor. Relaxation of the OSHA DART rate range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's SSHO must collect and maintain self-certified OSHA DART rates for all subcontractors on the project and make them available to the Government at the Government's request.

1.7 SITE QUALIFICATIONS, DUTIES, AND MEETINGS

1.7.1 Personnel Qualifications

1.7.1.1 Site Safety and Health Officer (SSHO)

Provide an SSHO that meets the requirements of EM 385-1-1 Section 1. The SSHO must ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one (1) person at each project site to function as the SSHO. The SSHO or an equally-qualified Alternate SSHO must be at the work site at all times to implement and administer the Contractor's safety program and government-accepted APP. The SSHO and Alternate SSHO must have the required training, experience, and qualifications in accordance with EM 385-1-1 Section 01.A.17, and all associated sub-paragraphs.

If the SSHO is off-site for a period longer than 24 hours, an equally-qualified alternate SSHO must be provided and must fulfill the same roles and responsibilities as the primary SSHO. When the SSHO is temporarily (up to 24 hours) off-site, a Designated Representative (DR), as identified in the AHA may be used in lieu of an Alternate SSHO, and must be on the project site at all times when work is being performed. Note that the DR is a collateral duty safety position, with safety duties in addition to their full time occupation.

1.7.1.1.1 Additional Site Safety and Health Officer (SSHO) Requirements and Duties

The SSHO may also serve as the Quality Control Manager. The SSHO may also serve as the Superintendent.

1.7.1.2 Competent Person Qualifications

Provide Competent Persons in accordance with EM 385-1-1, Appendix Q and herein. Competent Persons for high risk activities include confined space, cranes and rigging, excavation/trenching, fall protection, and electrical work. The CP for these activities must be designated in writing, and meet the requirements for the specific activity (i.e. competent person, fall protection).

The Competent Person identified in the Contractor's Safety and Health Program and accepted APP, must be on-site at all times when the work that presents the hazards associated with their professional expertise is being

performed. Provide the credentials of the Competent Persons(s) to the the Contracting Officer for information in consultation with the Safety Office.

1.7.1.2.1 Competent Person for Confined Space Entry

Provide a Confined Space (CP) Competent Person who meets the requirements of EM 385-1-1, Appendix Q, and herein. The CP for Confined Space Entry must supervise the entry into each confined space in accordance with EM 385-1-1, Section 34.

Since this work involves operations that handle combustible or hazardous materials, this person must have the ability to understand and follow through on the air sampling, Personal Protective Equipment (PPE), and instructions of a Marine Chemist, Coast Guard authorized persons, or Certified Industrial Hygienist. Confined space and enclosed space work must comply with NFPA 306, OSHA 29 CFR 1915, Subpart B, "Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment," or as applicable, 29 CFR 1910.147 for general industry.

1.7.1.2.2 Competent Person for Scaffolding

Provide a Competent Person for Scaffolding who meets the requirements of EM 385-1-1, Section 22.B.02 and herein.

1.7.1.2.3 Competent Person for Fall Protection

Provide a Competent Person for Fall Protection who meets the requirements of EM 385-1-1, Section 21.C.04, 21.B.03, and herein.

1.7.1.3 Qualified Trainer Requirements

Individuals qualified to instruct the 40 hour contract safety awareness course, or portions thereof, must meet the definition of a Competent Person Trainer, and, at a minimum, possess a working knowledge of the following subject areas: EM 385-1-1, Electrical Standards, Lockout/Tagout, Fall Protection, Confined Space Entry for Construction; Excavation, Trenching and Soil Mechanics, and Scaffolds in accordance with 29 CFR 1926.450, Subpart L.

Instructors are required to:

- a. Prepare class presentations that cover construction-related safety requirements.
- b. Ensure that all attendees attend all sessions by using a class roster signed daily by each attendee. Maintain copies of the roster for at least five (5) years. This is a certification class and must be attended 100 percent. In cases of emergency where an attendee cannot make it to a session, the attendee can make it up in another class session for the same subject.
- c. Update training course materials whenever an update of the EM 385-1-1 becomes available.
- d. Provide a written exam of at least 50 questions. Students are required to answer 80 percent correctly to pass.
- e. Request, review and incorporate student feedback into a continuous course improvement program.

1.7.1.4 Crane Operators/Riggers

Provide Operators, Signal Persons, and Riggers meeting the requirements in EM 385-1-1, Section 15.B for Riggers and Section 16.B for Crane Operators and Signal Persons. Provide proof of current qualification.

1.7.2 Personnel Duties

1.7.2.1 Duties of the Site Safety and Health Officer (SSHO)

The SSHO must:

- a. Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections. Attach safety inspection logs to the Contractors' daily production report.
- b. Conduct mishap investigations and complete required accident reports. Report mishaps and near misses.
- c. Use and maintain OSHA's Form 300 to log work-related injuries and illnesses occurring on the project site for Prime Contractors and subcontractors, and make available to the Contracting Officer upon request. Post and maintain the Form 300A on the site Safety Bulletin Board.
- d. Maintain applicable safety reference material on the job site.
- e. Attend the pre-construction conference, pre-work meetings including preparatory meetings, and periodic in-progress meetings.
- f. Review the APP and AHAs for compliance with EM 385-1-1, and approve, sign, implement and enforce them.
- g. Establish a Safety and Occupational Health (SOH) Deficiency Tracking System that lists and monitors outstanding deficiencies until resolution.
- h. Ensure subcontractor compliance with safety and health requirements.
- i. Maintain a list of hazardous chemicals on site and their Safety Data Sheets (SDS).
- j. Maintain a weekly list of high hazard activities involving energy, equipment, excavation, entry into confined space, and elevation, and be prepared to discuss details during QC Meetings.
- k. Provide and keep a record of site safety orientation and indoctrination for Contractor employees, subcontractor employees, and site visitors.

Superintendent, QC Manager, and SSHO are subject to dismissal if the above duties are not being effectively carried out. If Superintendent, QC Manager, or SSHO are dismissed, project work will be stopped and will not be allowed to resume until a suitable replacement is approved and the above duties are again being effectively carried out.

1.7.3 Meetings

1.7.3.1 Preconstruction Conference

- a. Contractor representatives who have a responsibility or significant role in accident prevention on the project must attend the preconstruction conference. This includes the project superintendent, SSHO, QC manager, or any other assigned safety and health professionals who participated in the development of the APP (including the AHAs and special plans, program and procedures associated with it).
- b. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Contracting Officer as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, and Government review of AHAs to preclude project delays.
- c. Deficiencies in the submitted APP, identified during the Contracting Officer's review, must be corrected, and the APP re-submitted for review prior to the start of construction. Work is not permitted to begin until an APP is established that is acceptable to the Contracting Officer.

1.7.3.2 Safety Meetings

Conduct safety meetings to review past activities, plan for new or changed operations, review pertinent aspects of appropriate AHA (by trade), establish safe working procedures for anticipated hazards, and provide pertinent Safety and Occupational Health (SOH) training and motivation. Conduct meetings at least once a month for all supervisors on the project location. The SSHO, supervisors, foremen, or CDSOs must conduct meetings at least once a week for the trade workers. Document meeting minutes to include the date, persons in attendance, subjects discussed, and names of individual(s) who conducted the meeting. Maintain documentation on-site and furnish copies to the Contracting Officer on request. Notify the Contracting Officer of all scheduled meetings 7 calendar days in advance.

1.8 ACCIDENT PREVENTION PLAN (APP)

A qualified person must prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of EM 385-1-1, Appendix A, and as supplemented herein. Cover all paragraph and subparagraph elements in EM 385-1-1, Appendix A. The APP must be job-specific and address any unusual or unique aspects of the project or activity for which it is written. The APP must interface with the Contractor's overall safety and health program referenced in the APP in the applicable APP element, and made site-specific. Describe the methods to evaluate past safety performance of potential subcontractors in the selection process. Also, describe innovative methods used to ensure and monitor safe work practices of subcontractors. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident

prevention responsibilities are being carried out. The APP must be signed by an officer of the firm (Prime Contractor senior person), the individual preparing the APP, the on-site superintendent, the designated SSHO, the Contractor QC Manager, and any designated Certified Safety Professional (CSP) or Certified Health Physicist (CIH). The SSHO must provide and maintain the APP and a log of signatures by each subcontractor foreman, attesting that they have read and understand the APP, and make the APP and log available on-site to the Contracting Officer. If English is not the foreman's primary language, the Prime Contractor must provide an interpreter.

Submit the APP to the Contracting Officer 15 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP. Once reviewed and accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP is cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified. Continuously review and amend the APP, as necessary, throughout the life of the contract. Changes to the accepted APP must be made with the knowledge and concurrence of the Contracting Officer, project superintendent, SSHO and QC Manager. Incorporate unusual or high-hazard activities not identified in the original APP as they are discovered. Should any severe hazard exposure (i.e. imminent danger) become evident, stop work in the area, secure the area, and develop a plan to remove the exposure and control the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate and remove the hazard. In the interim, take all necessary action to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public (as defined by ASSE/SAFE A10.34), and the environment.

1.8.1 Names and Qualifications

Provide plans in accordance with the requirements outlined in Appendix A of EM 385-1-1, including the following:

- a. Names and qualifications (resumes including education, training, experience and certifications) of site safety and health personnel designated to perform work on this project to include the designated SSHO and other competent and qualified personnel to be used. Specify the duties of each position.
- b. Qualifications of competent and of qualified persons. As a minimum, designate and submit qualifications of competent persons for each of the following major areas: excavation; scaffolding; fall protection; hazardous energy; confined space; health hazard recognition, evaluation and control of chemical, physical and biological agents; and personal protective equipment and clothing to include selection, use and maintenance.

1.8.2 Plans

Provide plans in the APP in accordance with the requirements outlined in Appendix A of EM 385-1-1, including the following:

1.8.2.1 Confined Space Entry Plan

Develop a confined or enclosed space entry plan in accordance with EM 385-1-1, applicable OSHA standards 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100, and any other federal, state and

local regulatory requirements identified in this contract. Identify the qualified person's name and qualifications, training, and experience. Delineate the qualified person's authority to direct work stoppage in the event of hazardous conditions. Include procedure for rescue by contractor personnel and the coordination with emergency responders. (If there is no confined space work, include a statement that no confined space work exists and none will be created.)

1.8.2.2 Standard Lift Plan (SLP)

Plan lifts to avoid situations where the operator cannot maintain safe control of the lift. Prepare a written SLP in accordance with EM 385-1-1, Section 16.A.03, using Form 16-2 for every lift or series of lifts (if duty cycle or routine lifts are being performed). The SLP must be developed, reviewed and accepted by all personnel involved in the lift in conjunction with the associated AHA. Signature on the AHA constitutes acceptance of the plan. Maintain the SLP on the LHE for the current lift(s) being made. Maintain historical SLPs for a minimum of 3 months.

1.8.2.3 Critical Lift Plan - Crane or Load Handling Equipment

Provide a Critical Lift Plan as required by EM 385-1-1, Section 16.H.01, using Form 16-3. In addition, Critical Lift Plans are required for the following:

- a. Lifts over 50 percent of the capacity of barge mounted mobile crane's hoist.
- b. When working around energized power lines where the work will get closer than the minimum clearance distance in EM 385-1-1 Table 16-1.
- c. For lifts with anticipated binding conditions.
- d. When erecting cranes.

1.8.2.3.1 Critical Lift Plan Planning and Schedule

Critical lifts require detailed planning and additional or unusual safety precautions. Develop and submit a critical lift plan to the Contracting Officer 30 calendar days prior to critical lift. Comply with load testing requirements in accordance with EM 385-1-1, Section 16.F.03.

1.8.2.3.2 Lifts of Personnel

In addition to the requirements of EM 385-1-1, Section 16.H.02, for lifts of personnel, demonstrate compliance with the requirements of 29 CFR 1926.1400 and EM 385-1-1, Section 16.T.

1.8.2.4 Multi-Purpose Machines, Material Handling Equipment, and Construction Equipment Lift Plan

Multi-purpose machines, material handling equipment, and construction equipment used to lift loads that are suspended by rigging gear, require proof of authorization from the machine OEM that the machine is capable of making lifts of loads suspended by rigging equipment. Written approval from a qualified registered professional engineer, after a safety analysis is performed, is allowed in lieu of the OEM's approval. Demonstrate that the operator is properly trained and that the equipment is properly configured to make such lifts and is equipped with a load chart.

1.8.2.5 Fall Protection and Prevention (FP&P) Plan

The plan must comply with the requirements of EM 385-1-1, Section 21.D and ASSE/SAFE Z359.2, be site specific, and address all fall hazards in the work place and during different phases of construction. Address how to protect and prevent workers from falling to lower levels when they are exposed to fall hazards above 6 feet. A competent person or qualified person for fall protection must prepare and sign the plan documentation. Include FP&P systems, equipment and methods employed for every phase of work, roles and responsibilities, assisted rescue, self-rescue and evacuation procedures, training requirements, and monitoring methods. Review and revise, as necessary, the FP&P Plan documentation as conditions change, but at a minimum every six months, for lengthy projects, reflecting any changes during the course of construction due to changes in personnel, equipment, systems or work habits. Keep and maintain the accepted FP&P Plan documentation at the job site for the duration of the project. Include the FP&P Plan documentation in the APP.

1.8.2.6 Rescue and Evacuation Plan

Provide a Rescue and Evacuation Plan in accordance with EM 385-1-1 Section 21.N and ASSE/SAFE Z359.2, and include in the FP&P Plan and as part of the APP. Include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility.

1.8.2.7 Hazardous Energy Control Program (HECP)

Develop a HECP in accordance with EM 385-1-1 Section 12, 29 CFR 1910.147, 29 CFR 1910.333, 29 CFR 1915.89, ASSE/SAFE Z244.1, and ASSE/SAFE A10.44. Submit this HECP as part of the APP. Conduct a preparatory meeting and inspection with all effected personnel to coordinate all HECP activities. Document this meeting and inspection in accordance with EM 385-1-1, Section 12.A.02. Ensure that each employee is familiar with and complies with these procedures.

1.9 ACTIVITY HAZARD ANALYSIS (AHA)

Before beginning each activity, task or Definable Feature of Work (DFOW) involving a type of work presenting hazards not experienced in previous project operations, or where a new work crew or subcontractor is to perform the work, the Contractor(s) performing that work activity must prepare an AHA. AHAs must be developed by the Prime Contractor, subcontractor, or supplier performing the work, and provided for Prime Contractor review and approval before submitting to the Contracting Officer. AHAs must be signed by the SSHO, Superintendent, QC Manager and the subcontractor Foreman performing the work. Format the AHA in accordance with EM 385-1-1, Section 1 or as directed by the Contracting Officer. Submit the AHA for review at least 15 working days prior to the start of each activity task, or DFOW. The Government reserves the right to require the Contractor to revise and resubmit the AHA if it fails to effectively identify the work sequences, specific anticipated hazards, site conditions, equipment, materials, personnel and the control measures to be implemented.

AHAs must identify competent persons required for phases involving high risk activities, including confined entry, crane and rigging, excavations, trenching, electrical work, fall protection, and scaffolding.

1.9.1 AHA Management

Review the AHA list periodically (at least monthly) at the Contractor supervisory safety meeting, and update as necessary when procedures, scheduling, or hazards change. Use the AHA during daily inspections by the SSHO to ensure the implementation and effectiveness of the required safety and health controls for that work activity.

1.9.2 AHA Signature Log

Each employee performing work as part of an activity, task or DFOV must review the AHA for that work and sign a signature log specifically maintained for that AHA prior to starting work on that activity. The SSHO must maintain a signature log on site for every AHA. Provide employees whose primary language is other than English with an interpreter to ensure a clear understanding of the AHA and its contents.

1.10 DISPLAY OF SAFETY INFORMATION

1.10.1 Safety Bulletin Board

Within one calendar day after commencement of work, erect a safety bulletin board at the job site. Where size, duration, or logistics of project do not facilitate a bulletin board, an alternative method, acceptable to the Contracting Officer, that is accessible and includes all mandatory information for employee and visitor review, may be deemed as meeting the requirement for a bulletin board. Include and maintain information on safety bulletin board as required by EM 385-1-1, Section 01.A.07. Additional items required to be posted include:

- a. Confined space entry permit.
- b. Hot work permit.

1.10.2 Safety and Occupational Health (SOH) Deficiency Tracking System

Establish a SOH deficiency tracking system that lists and monitors the status of SOH deficiencies in chronological order. Use the tracking system to evaluate the effectiveness of the APP. A monthly evaluation of the data must be discussed in the QC or SOH meeting with everyone on the project. The list must be posted on the project bulletin board and updated daily, and provide the following information:

- a. Date deficiency identified;
- b. Description of deficiency;
- c. Name of person responsible for correcting deficiency;
- d. Projected resolution date;
- e. Date actually resolved.

1.11 SITE SAFETY REFERENCE MATERIALS

Maintain safety-related references applicable to the project, including those listed in paragraph REFERENCES. Maintain applicable equipment manufacturer's manuals.

1.12 EMERGENCY MEDICAL TREATMENT

Contractors must arrange for their own emergency medical treatment in accordance with EM 385-1-1. Government has no responsibility to provide

emergency medical treatment.

1.13 NOTIFICATIONS and REPORTS

1.13.1 Mishap Notification

Notify the Contracting Officer as soon as practical, but no more than twenty-four hours, after any mishaps, including recordable accidents, incidents, and near misses, as defined in EM 385-1-1 Appendix Q, any report of injury, illness, or any property damage. For LHE or rigging mishaps, notify the Contracting Officer as soon as practical but not more than 4 hours after mishap. The Contractor is responsible for obtaining appropriate medical and emergency assistance and for notifying fire, law enforcement, and regulatory agencies. Immediate reporting is required for electrical mishaps, to include Arc Flash; shock; uncontrolled release of hazardous energy (includes electrical and non-electrical); load handling equipment or rigging; fall from height (any level other than same surface); and underwater diving. These mishaps must be investigated in depth to identify all causes and to recommend hazard control measures.

Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (for example, type of construction equipment used and PPE used). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. Assist and cooperate fully with the Government's investigation(s) of any mishap.

1.13.2 Accident Reports

- a. Conduct an accident investigation for recordable injuries and illnesses, property damage, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. Complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). Complete and submit an accident investigation report in ESAMS within 5 days for mishaps defined in EM 385-1-1 01.D.03 and 10 days for accidents defined by EM 385-1-1 01.D.05. Complete an investigation report within 30 days for those mishaps defined by EM 385-1-1 01.D.04. Mishaps defined by EM 385-1-1 01.D.04 and 01.D.05 must include a written report submitted as an attachment in ESAMS using the following outline: (1) Mishap summary description to include process, findings and outcomes; (2) Root Cause; (3) Direct Factors; (4) Indirect and Contributing Factors; (5) Corrective Actions; and (6) Recommendations. The Contracting Officer will provide copies of any required or special forms.
- b. Near Misses: For Navy Projects, complete the applicable documentation in NAVFAC CIRS, and electronically submit via the NAVFAC ESAMS. Near miss reports are considered positive and proactive Contractor safety management actions.
- c. Conduct an accident investigation for any load handling equipment accident (including rigging accidents) to establish the root cause(s) of the accident. Complete the LHE Accident Report (Crane and Rigging Accident Report) form and provide the report to the Contracting Officer within 30 calendar days of the accident. Do not proceed with crane

operations until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. The Contracting Officer will provide a blank copy of the accident report form.

1.13.3 LHE Inspection Reports

Submit LHE inspection reports required in accordance with EM 385-1-1 and as specified herein with Daily Reports of Inspections.

1.13.4 Certificate of Compliance and Pre-lift Plan/Checklist for LHE and Rigging

Provide a FORM 16-1 Certificate of Compliance for LHE entering an activity under this contract and in accordance with EM 385-1-1. Post certifications on the crane.

Develop a Standard Lift Plan (SLP) in accordance with EM 385-1-1, Section 16.H.03 using Form 16-2 Standard Pre-Lift Crane Plan/Checklist for each lift planned. Submit SLP to the Contracting Officer for approval within 15 calendar days in advance of planned lift.

1.14 HOT WORK

1.14.1 Permit and Personnel Requirements

Submit and obtain a written permit prior to performing "Hot Work" (i.e. welding or cutting) or operating other flame-producing/spark producing devices, from the MCAS Cherry Point Fire Department. A permit is required from the Explosives Safety Office for work in and around where explosives are processed, stored, or handled. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. Provide at least two 20 pound 4A:20 BC rated extinguishers for normal "Hot Work". The extinguishers must be current inspection tagged and contain an approved safety pin and tamper resistant seal. It is also mandatory to have a designated FIRE WATCH for any "Hot Work" done at this activity. The Fire Watch must be trained in accordance with NFPA 51B and remain on-site for a minimum of one hour after completion of the task or as specified on the hot work permit.

When starting work in the facility, require personnel to familiarize themselves with the location of the nearest fire alarm boxes and place in memory the emergency Fire Department phone number (911). REPORT ANY FIRE, NO MATTER HOW SMALL, TO THE MCAS CHERRY POINT FIRE DEPARTMENT IMMEDIATELY.

1.14.2 Work Around Flammable Materials

Obtain permit approval from a NFPA Certified Marine Chemist for "HOT WORK" within or around flammable materials (such as fuel systems or welding/cutting on fuel pipes) or confined spaces (such as sewer wet wells, manholes, or vaults) that have the potential for flammable or explosive atmospheres.

Whenever these materials, except beryllium and chromium (VI), are encountered in indoor operations, local mechanical exhaust ventilation systems that are sufficient to reduce and maintain personal exposures to within acceptable limits must be used and maintained in accordance with manufacturer's instruction and supplemented by exceptions noted in EM 385-1-1, Section 06.H

1.15 CONFINED SPACE ENTRY REQUIREMENTS

Confined space entry must comply with Section 34 of EM 385-1-1, OSHA 29 CFR 1926, OSHA 29 CFR 1910, OSHA 29 CFR 1910.146, and OSHA Directive CPL 2.100. Any potential for a hazard in the confined space requires a permit system to be used. Contractors entering and working in confined spaces while performing shipyard industry work are required to follow the requirements of OSHA 29 CFR 1915 Subpart B.

1.15.1 Entry Procedures

Prohibit entry into a confined space by personnel for any purpose, including hot work, until the qualified person has conducted appropriate tests to ensure the confined or enclosed space is safe for the work intended and that all potential hazards are controlled or eliminated and documented. Comply with EM 385-1-1, Section 34 for entry procedures. Hazards pertaining to the space must be reviewed with each employee during review of the AHA.

1.15.2 Forced Air Ventilation

Forced air ventilation is required for all confined space entry operations and the minimum air exchange requirements must be maintained to ensure exposure to any hazardous atmosphere is kept below its action level.

1.15.3 Sewer Wet Wells

Sewer wet wells require continuous atmosphere monitoring with audible alarm for toxic gas detection.

1.15.4 Rescue Procedures and Coordination with Local Emergency Responders

Develop and implement an on-site rescue and recovery plan and procedures. The rescue plan must not rely on local emergency responders for rescue from a confined space.

1.16 SEVERE STORM PLAN

In the event of a severe storm warning, the Contractor must:

- a. Secure outside equipment and materials and place materials that could be damaged in protected areas.
- b. Check surrounding area, including roof, for loose material, equipment, debris, and other objects that could be blown away or against existing facilities.

PART 2 PRODUCTS

2.1 CONFINED SPACE SIGNAGE

Provide permanent signs integral to or securely attached to access covers for new permit-required confined spaces. Signs for confined spaces must comply with NEMA Z535.2. Signs wording: "DANGER--PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" in bold letters a minimum of one inch in height and constructed to be clearly legible with all paint removed. The signal word "DANGER" must be red and readable from 5 feet.

PART 3 EXECUTION

3.1 CONSTRUCTION AND OTHER WORK

Comply with EM 385-1-1, NFPA 70, NFPA 70E, NFPA 241, the APP, the AHA, Federal and State OSHA regulations, and other related submittals and activity fire and safety regulations. The most stringent standard prevails.

PPE is governed in all areas by the nature of the work the employee is performing. Use personal hearing protection at all times in designated noise hazardous areas or when performing noise hazardous tasks. Safety glasses must be worn or carried/available on each person. Mandatory PPE includes:

- a. Hard Hat
- b. Long Pants
- c. Appropriate Safety Shoes
- d. Appropriate Class Reflective Vests

3.1.1 Worksite Communication

Employees working alone in a remote location or away from other workers must be provided an effective means of emergency communications (i.e., cellular phone, two-way radios, land-line telephones or other acceptable means). The selected communication must be readily available (easily within the immediate reach) of the employee and must be tested prior to the start of work to verify that it effectively operates in the area/environment. An employee check-in/check-out communication procedure must be developed to ensure employee safety.

3.1.2 Hazardous Material Use

Each hazardous material must receive approval from the Contracting Office or their designated representative prior to being brought onto the job site or prior to any other use in connection with this contract. Allow a minimum of 10 working days for processing of the request for use of a hazardous material.

3.1.3 Hazardous Material Exclusions

Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint, and hexavalent chromium, are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.

3.1.4 Unforeseen Hazardous Material

Contract documents identify materials such as PCB, lead paint, and friable and non-friable asbestos and other OSHA regulated chemicals (i.e. 29 CFR Part 1910.1000). If material(s) that may be hazardous to human health upon

disturbance are encountered during construction operations, stop that portion of work and notify the Contracting Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous. If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to FAR 52.243-4 Changes and FAR 52.236-2 Differing Site Conditions.

3.2 UTILITY OUTAGE REQUIREMENTS

Apply for utility outages at least 15 days in advance. At a minimum, the written request must include the location of the outage, utilities being affected, duration of outage, any necessary sketches, and a description of the means to fulfill energy isolation requirements in accordance with EM 385-1-1, Section 11.A.02 (Isolation). Some examples of energy isolation devices and procedures are highlighted in EM 385-1-1, Section 12.D. In accordance with EM 385-1-1, Section 12.A.01, where outages involve Government or Utility personnel, coordinate with the Government on all activities involving the control of hazardous energy.

These activities include, but are not limited to, a review of HECP and HEC procedures, as well as applicable AHAs. In accordance with EM 385-1-1, Section 11.A.02 and NFPA 70E, work on energized electrical circuits must not be performed without prior government authorization. Government permission is considered through the permit process and submission of a detailed AHA. Energized work permits are considered only when de-energizing introduces additional or increased hazard or when de-energizing is infeasible.

3.3 OUTAGE COORDINATION MEETING

After the utility outage request is approved and prior to beginning work on the utility system requiring shut-down, conduct a pre-outage coordination meeting in accordance with EM 385-1-1, Section 12.A. This meeting must include the Prime Contractor, the Prime and subcontractors performing the work, the Contracting Officer, and the Installation representative Public Utilities representative. All parties must fully coordinate HEC activities with one another. During the coordination meeting, all parties must discuss and coordinate on the scope of work, HEC procedures (specifically, the lock-out/tag-out procedures for worker and utility protection), the AHA, assurance of trade personnel qualifications, identification of competent persons, and compliance with HECP training in accordance with EM 385-1-1, Section 12.C. Clarify when personal protective equipment is required during switching operations, inspection, and verification.

3.4 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Provide and operate a Hazardous Energy Control Program (HECP) in accordance with EM 385-1-1 Section 12, 29 CFR 1910.333, 29 CFR 1915.89, ASSE/SAFE A10.44, NFPA 70E, and paragraph HAZARDOUS ENERGY CONTROL PROGRAM (HECP).

3.4.1 Safety Preparatory Inspection Coordination Meeting with the Government or Utility

For electrical distribution equipment that is to be operated by Government or Utility personnel, the Prime Contractor and the subcontractor performing the work must attend the safety preparatory inspection coordination meeting, which will also be attended by the Contracting Officer's

Representative, and required by EM 385-1-1, Section 12.A.02. The meeting will occur immediately preceding the start of work and following the completion of the outage coordination meeting. Both the safety preparatory inspection coordination meeting and the outage coordination meeting must occur prior to conducting the outage and commencing with lockout/tagout procedures.

3.4.2 Lockout/Tagout Isolation

Where the Government or Utility performs equipment isolation and lockout/tagout, the Contractor must place their own locks and tags on each energy-isolating device and proceed in accordance with the HECP. Before any work begins, both the Contractor and the Government or Utility must perform energy isolation verification testing while wearing required PPE detailed in the Contractor's AHA and required by EM 385-1-1, Sections 05.I and 11.B. Install personal protective grounds, with tags, to eliminate the potential for induced voltage in accordance with EM 385-1-1, Section 12.E.06.

3.4.3 Lockout/Tagout Removal

Upon completion of work, conduct lockout/tagout removal procedure in accordance with the HECP. In accordance with EM 385-1-1, Section 12.E.08, each lock and tag must be removed from each energy isolating device by the authorized individual or systems operator who applied the device. Provide formal notification to the Government (by completing the Government form if provided by Contracting Officer's Representative), confirming that steps of de-energization and lockout/tagout removal procedure have been conducted and certified through inspection and verification. Government or Utility locks and tags used to support the Contractor's work will not be removed until the authorized Government employee receives the formal notification.

3.5 FALL PROTECTION PROGRAM

Establish a fall protection program, for the protection of all employees exposed to fall hazards. Within the program include company policy, identify roles and responsibilities, education and training requirements, fall hazard identification, prevention and control measures, inspection, storage, care and maintenance of fall protection equipment and rescue and evacuation procedures in accordance with ASSE/SAFE Z359.2 and EM 385-1-1, Sections 21.A and 21.D.

3.5.1 Training

Institute a fall protection training program. As part of the Fall Protection Program, provide training for each employee who might be exposed to fall hazards. Provide training by a competent person for fall protection in accordance with EM 385-1-1, Section 21.C. Document training and practical application of the competent person in accordance with EM 385-1-1, Section 21.C.04 and ASSE/SAFE Z359.2 in the AHA.

3.5.2 Rescue and Evacuation Plan and Procedures

When personal fall arrest systems are used, ensure that the mishap victim can self-rescue or can be rescued promptly should a fall occur. Prepare a Rescue and Evacuation Plan and include a detailed discussion of the following: methods of rescue; methods of self-rescue or assisted-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and

transportation routes to a medical facility. Include the Rescue and Evacuation Plan within the AHA for the phase of work, in the FP&P Plan, and the APP. The plan must comply with the requirements of EM 385-1-1, ASSE/SAFE Z359.2, and ASSE/SAFE Z359.4.

3.6 WORK PLATFORMS

3.6.1 Scaffolding

Provide employees with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Comply with the following requirements:

- a. Scaffold platforms greater than 20 feet in height must be accessed by use of a scaffold stair system.
- b. Ladders commonly provided by scaffold system manufacturers are prohibited for accessing scaffold platforms greater than 20 feet maximum in height.
- c. An adequate gate is required.
- d. Employees performing scaffold erection and dismantling must be qualified.
- e. Scaffold must be capable of supporting at least four times the maximum intended load, and provide appropriate fall protection as delineated in the accepted FP&P plan.
- f. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward.
- g. Special care must be given to ensure scaffold systems are not overloaded.
- h. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material are prohibited. The first tie-in must be at the height equal to 4 times the width of the smallest dimension of the scaffold base.
- i. Scaffolding other than suspended types must bear on base plates upon wood mudsills (2 in x 10 in x 8 in minimum) or other adequate firm foundation.
- j. Scaffold or work platform erectors must have fall protection during the erection and dismantling of scaffolding or work platforms that are more than 6 feet.
- k. Delineate fall protection requirements when working above 6 feet or above dangerous operations in the FP&P Plan and AHA for the phase of work.

3.6.2 Elevated Aerial Work Platforms (AWPs)

Workers must be anchored to the basket or bucket in accordance with manufacturer's specifications and instructions (anchoring to the boom may only be used when allowed by the manufacturer and permitted by the CP). Lanyards used must be sufficiently short to prohibit worker from climbing out of basket. The climbing of rails is prohibited. Lanyards with

built-in shock absorbers are acceptable. Self-retracting devices are not acceptable. Tying off to an adjacent pole or structure is not permitted unless a safe device for 100 percent tie-off is used for the transfer.

Use of AWP's must be operated, inspected, and maintained as specified in the operating manual for the equipment and delineated in the AHA. Operators of AWP's must be designated as qualified operators by the Prime Contractor. Maintain proof of qualifications on site for review and include in the AHA.

3.7 EQUIPMENT

3.7.1 Material Handling Equipment (MHE)

- a. Material handling equipment such as forklifts must not be modified with work platform attachments for supporting employees unless specifically delineated in the manufacturer's printed operating instructions. Material handling equipment fitted with personnel work platform attachments are prohibited from traveling or positioning while personnel are working on the platform.
- b. The use of hooks on equipment for lifting of material must be in accordance with manufacturer's printed instructions. Material Handling Equipment Operators must be trained in accordance with OSHA 29 CFR 1910, Subpart N.
- c. Operators of forklifts or power industrial trucks must be licensed in accordance with OSHA.

3.7.2 Load Handling Equipment (LHE)

The following requirements apply. In exception, these requirements do not apply to commercial truck mounted and articulating boom cranes used solely to deliver material and supplies (not prefabricated components, structural steel, or components of a systems-engineered metal building) where the lift consists of moving materials and supplies from a truck or trailer to the ground; to cranes installed on mechanics trucks that are used solely in the repair of shore-based equipment; to crane that enter the activity but are not used for lifting; nor to other machines not used to lift loads suspended by rigging equipment. However, LHE accidents occurring during such operations must be reported.

- a. Equip cranes and derricks as specified in EM 385-1-1, Section 16.
- b. Notify the Contracting Officer 15 working days in advance of any LHE entering the activity, in accordance with EM 385-1-1, Section 16.A.02, so that necessary quality assurance spot checks can be coordinated. Prior to cranes entering federal activities, a Crane Access Permit must be obtained from the Contracting Officer. A copy of the permitting process will be provided at the Preconstruction Conference. Contractor's operator must remain with the crane during the spot check. Rigging gear must comply with OSHA, ASME B30.9 Standards and host country safety standards.
- c. Comply with the LHE manufacturer's specifications and limitations for erection and operation of cranes and hoists used in support of the work. Perform erection under the supervision of a designated person (as defined in ASME B30.5). Perform all testing in accordance with the manufacturer's recommended procedures.

- d. Comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, ASME B30.8 for floating cranes and floating derricks, ASME B30.9 for slings, ASME B30.20 for below the hook lifting devices and ASME B30.26 for rigging hardware.
- e. Inspect, maintain, and recharge portable fire extinguishers as specified in NFPA 10, Standard for Portable Fire Extinguishers.
- f. All employees must keep clear of loads about to be lifted and of suspended loads, except for employees required to handle the load.
- g. Use cribbing when performing lifts on outriggers.
- h. A physical barricade must be positioned to prevent personnel access where accessible areas of the LHE's rotating superstructure poses a risk of striking, pinching or crushing personnel.
- i. Maintain inspection records in accordance by EM 385-1-1, Section 16.D, including shift, monthly, and annual inspections, the signature of the person performing the inspection, and the serial number or other identifier of the LHE that was inspected. Records must be available for review by the Contracting Officer.
- j. Maintain written reports of operational and load testing in accordance with EM 385-1-1, Section 16.F, listing the load test procedures used along with any repairs or alterations performed on the LHE. Reports must be available for review by the Contracting Officer.
- k. Certify that all LHE operators have been trained in proper use of all safety devices (e.g. anti-two block devices).
- l. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. At wind speeds greater than 20 mph, the operator, rigger and lift supervisor must cease all crane operations, evaluate conditions and determine if the lift may proceed. Base the determination to proceed or not on wind calculations per the manufacturer and a reduction in LHE rated capacity if applicable. Include this maximum wind speed determination as part of the AHA plan for that operation.
- m. On mobile cranes, lifts where the load weight is greater than 90 percent of the equipment's capacity are prohibited.

3.7.3 Machinery and Mechanized Equipment

- a. Proof of qualifications for operator must be kept on the project site for review.
- b. Manufacture specifications or owner's manual for the equipment must be on-site and reviewed for additional safety precautions or requirements that are sometimes not identified by OSHA or USACE EM 385-1-1. Incorporate such additional safety precautions or requirements into the AHAs.

3.7.4 Base Mounted Drum Hoists

- a. Operation of base mounted drum hoists must comply with EM 385-1-1 and ASSE/SAFE A10.22.

- b. Rigging gear must comply with applicable ASME/OSHA standards
- c. When used on telecommunication towers, base mounted drum hoists must comply with TIA-1019, TIA-222, ASME B30.7, 29 CFR 1926.552, and 29 CFR 1926.553.
- d. When used to hoist personnel, the AHA must include a written standard operating procedure. Operators must have a physical examination in accordance with EM 385-1-1 Section 16.B.05 and trained, at a minimum, in accordance with EM 385-1-1 Section 16.U and 16.T. The base mounted drum hoist must also comply with OSHA Instruction CPL 02-01-056 and ASME B30.23.
- e. Material and personnel must not be hoisted simultaneously.
- f. Personnel cage must be marked with the capacity (in number of persons) and load limit in pounds.
- g. Construction equipment must not be used for hoisting material or personnel or with trolley/tag lines. Construction equipment may be used for towing and assisting with anchoring guy lines.

3.7.5 Use of Explosives

Explosives must not be used or brought to the project site without prior written approval from the Contracting Officer. Such approval does not relieve the Contractor of responsibility for injury to persons or for damage to property due to blasting operations.

Storage of explosives, when permitted on Government property, must be only where directed and in approved storage facilities. These facilities must be kept locked at all times except for inspection, delivery, and withdrawal of explosives.

3.8 ELECTRICAL

Perform electrical work in accordance with EM 385-1-1, Appendix A, Sections 11 and 12.

3.8.1 Conduct of Electrical Work

As delineated in EM 385-1-1, electrical work is to be conducted in a de-energized state unless there is no alternative method for accomplishing the work. In those cases obtain an energized work permit from the Contracting Officer. The energized work permit application must be accompanied by the AHA and a summary of why the equipment/circuit needs to be worked energized. Underground electrical spaces must be certified safe for entry before entering to conduct work. Cables that will be cut must be positively identified and de-energized prior to performing each cut. Attach temporary grounds in accordance with ASTM F855 and IEEE 1048. Perform all high voltage cable cutting remotely using hydraulic cutting tool. When racking in or live switching of circuit breakers, no additional person other than the switch operator is allowed in the space during the actual operation. Plan so that work near energized parts is minimized to the fullest extent possible. Use of electrical outages clear of any energized electrical sources is the preferred method.

When working in energized substations, only qualified electrical workers

are permitted to enter. When work requires work near energized circuits as defined by NFPA 70, high voltage personnel must use personal protective equipment that includes, as a minimum, electrical hard hat, safety shoes, insulating gloves and electrical arc flash protection for personnel as required by NFPA 70E. Insulating blankets, hearing protection, and switching suits may also be required, depending on the specific job and as delineated in the Contractor's AHA. Ensure that each employee is familiar with and complies with these procedures and 29 CFR 1910.147.

3.8.2 Qualifications

Electrical work must be performed by QP personnel with verifiable credentials who are familiar with applicable code requirements. Verifiable credentials consist of State, National and Local Certifications or Licenses that a Master or Journeyman Electrician may hold, depending on work being performed, and must be identified in the appropriate AHA.

Journeyman/Apprentice ratio must be in accordance with State, Local and Host Nation requirements applicable to where work is being performed.

3.8.3 Arc Flash

Conduct a hazard analysis/arc flash hazard analysis whenever work on or near energized parts greater than 50 volts is necessary, in accordance with NFPA 70E.

All personnel entering the identified arc flash protection boundary must be QPs and properly trained in NFPA 70E requirements and procedures. Unless permitted by NFPA 70E, no Unqualified Person is permitted to approach nearer than the Limited Approach Boundary of energized conductors and circuit parts. Training must be administered by an electrically qualified source and documented.

3.8.4 Grounding

Ground electrical circuits, equipment and enclosures in accordance with NFPA 70 and IEEE C2 to provide a permanent, continuous and effective path to ground unless otherwise noted by EM 385-1-1.

Check grounding circuits to ensure that the circuit between the ground and a grounded power conductor has a resistance low enough to permit sufficient current flow to allow the fuse or circuit breaker to interrupt the current.

3.8.5 Testing

Temporary electrical distribution systems and devices must be inspected, tested and found acceptable for Ground-Fault Circuit Interrupter (GFCI) protection, polarity, ground continuity, and ground resistance before initial use, before use after modification and at least monthly. Monthly inspections and tests must be maintained for each temporary electrical distribution system, and signed by the electrical CP or QP.

-- End of Section --

SECTION 01 45 00.00 20

QUALITY CONTROL

11/11

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)

ASHRAE 52.2 (2017) Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size

ASTM INTERNATIONAL (ASTM)

ASTM D6245 (2012) Using Indoor Carbon Dioxide Concentrations to Evaluate Indoor Air Quality and Ventilation

ASTM D6345 (2010) Selection of Methods for Active, Integrative Sampling of Volatile Organic Compounds in Air

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)

ANSI/SMACNA 008 (2007) IAQ Guidelines for Occupied Buildings Under Construction, 2nd Edition

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2014) Safety and Health Requirements Manual

1.2 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES

SD-01 Preconstruction Submittals

Construction Quality Control (QC) Plan

Submit a Construction QC Plan prior to start of construction.

Indoor Air Quality (IAQ) Management Plan
Basis of Design and Design Intent

SD-05 Design Data

Design Review

Contract Document Review

SD-07 Certificates

CA Resume

1.3 INFORMATION FOR THE CONTRACTING OFFICER

Prior to commencing work on construction, the Contractor can obtain a single copy set of the current report forms from the Contracting Officer. The report forms will consist of the Contractor Production Report, Contractor Production Report (Continuation Sheet), Contractor Quality Control (CQC) Report, CQC Report (Continuation Sheet), Preparatory Phase Checklist, Initial Phase Checklist, Rework Items List, and Testing Plan and Log.

Deliver the following to the Contracting Officer during Construction:

- a. CQC Report: Mail or hand-carry the original (wet signatures) and one copy by 10:00 AM the next working day after each day that work is performed and for every seven consecutive calendar days of no-work.
- b. Contractor Production Report: Mail or hand-carry the original (wet signatures) and one copy by 10:00 AM the next working day after each day that work is performed and for every seven consecutive calendar days of no-work, attached to the CQC Report.
- c. Preparatory Phase Checklist: Original attached to the original CQC Report and one copy attached to each QC Report copy.
- d. Initial Phase Checklist: Original attached to the original CQC Report and one copy attached to each QC Report copy.
- e. QC Specialist Reports: Mail or hand-carry the original (wet signatures) and one copy by 10:00 AM the next working day after each day that work is performed.
- f. Field Test Reports: Mail or hand-carry the original within two working days after the test is performed, attached to the original CQC Report and one copy attached to each QC Report copy.
- g. Monthly Summary Report of Tests: Mail or hand-carry the original attached to the last QCReport of the month.
- h. Testing Plan and Log: Mail or hand-carry the original attached to the last CQC Report of each month and one copy attached to each CQC Report copy. Provide a copy of the final Testing Plan and Log to the OMSI preparer for inclusion into the OMSI documentation.
- i. Rework Items List: Submit lists containing new entries daily, in the same manner as the CQC Report. Mail or hand-carry the original attached to the last CQC Report of each month and one copy attached to each CQC Report copy.
- j. CQC Meeting Minutes: Mail or hand-carry the original within two working days after the meeting is held, attached to the original CQC Report and one copy attached to each CQC Report copy.
- k. QC Certifications: As required by the paragraph entitled "QC

Certifications."

1.4 QC PROGRAM REQUIREMENTS

Establish and maintain a QC program as described in this section. This QC program is a key element in meeting the objectives of NAVFAC Commissioning. The QC program consists of a QC Organization, QC Plan, QC Plan Meeting(s), a Coordination and Mutual Understanding Meeting, QC meetings, three phases of control, submittal review and certification, testing, completion inspections, QC certifications, and documentation necessary to provide materials, equipment, workmanship, fabrication, construction and operations which comply with the requirements of this Contract. The QC program must cover on-site and off-site work and be keyed to the work sequence. No construction work or testing may be performed unless the QC Manager is on the work site. The QC Manager must report to an officer of the firm and not be subordinate to the Project Superintendent or the Project Manager. The QC Manager, Project Superintendent and Project Manager must work together effectively. Although the QC Manager is the primary individual responsible for quality control, all individuals will be held responsible for the quality of work on the job.

1.4.1 Acceptance of the Construction Quality Control (QC) Plan

Acceptance of the QC Plan is required prior to the start of construction. The Contracting Officer reserves the right to require changes in the QC Plan and operations as necessary, including removal of personnel, to ensure the specified quality of work. The Contracting Officer reserves the right to interview any member of the QC organization at any time in order to verify the submitted qualifications. All QC organization personnel are subject to acceptance by the Contracting Officer. The Contracting Officer may require the removal of any individual for non-compliance with quality requirements specified in the Contract.

1.4.2 Preliminary Construction Work Authorized Prior to Acceptance

The only construction work that is authorized to proceed prior to the acceptance of the QC Plan is mobilization of storage and office trailers, temporary utilities, and surveying.

1.4.3 Notification of Changes

Notify the Contracting Officer, in writing, of any proposed changes in the QC Plan or changes to the QC organization personnel, a minimum of 10 work days prior to a proposed change. Proposed changes are subject to acceptance by the Contracting Officer.

1.4.4 Special Inspections

Perform all required Special Inspections per Section 01 45 35 SPECIAL INSPECTIONS, the statement of Special Inspections and the Schedule of Special Inspections.

1.5 QC ORGANIZATION

1.5.1 QC Manager

1.5.1.1 Duties

Provide a QC Manager at the work site to implement and manage the QC program,

and to serve as the Site Safety and Health Officer (SSHO) as detailed in Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS. In addition to implementing and managing the QC program, the QC Manager may perform the duties of Project Superintendent. The QC Manager is required to attend the partnering meetings, QC Plan Meetings, Coordination and Mutual Understanding Meeting, conduct the QC meetings, perform the three phases of control except for those phases of control designated to be performed by QC Specialists, perform submittal review and certification, ensure testing is performed and provide QC certifications and documentation required in this Contract. The QC Manager is responsible for managing and coordinating the three phases of control and documentation performed by the QC Specialists, testing laboratory personnel and any other inspection and testing personnel required by this Contract. The QC Manager is the manager of all QC activities.

1.5.1.2 Qualifications

An individual with a minimum of 10 years combined experience in the following positions: Project Superintendent, QC Manager, Project Manager, Project Engineer or Construction Manager on similar size and type construction contracts which included the major trades that are part of this Contract. The individual must have at least two years experience as a QC Manager. The individual must be familiar with the requirements of EM 385-1-1, and have experience in the areas of hazard identification, safety compliance, and sustainability.

A graduate of a four year accredited college or university program in one of the following disciplines: Engineering, Architecture, Construction Management, Engineering Technology, Building Construction, or Building Science, with a minimum of 10 years experience as a Project Superintendent, QC Manager, Project Manager, Project Engineer or Construction Manager on similar size and type construction contracts which included the major trades that are part of this Contract. The individual must have at least two years experience as a QC Manager. The individual must be familiar with the requirements of EM 385-1-1, and have experience in the areas of hazard identification, safety compliance, and sustainability.

1.5.2 Commissioning Authority

1.5.2.1 Duties

Provide a Commissioning Authority (CA) as key person for the Cx and documentation thereof, who is subordinate to the QC Manager. The CA directs and coordinates Cx activities and submits Cx reports to the Contracting Officer to meet the submittal and reporting requirements of Commissioning and develops the commissioning plan. The CA coordinates the actions of the QC Specialists, Testing Laboratory personnel, eOMSI Preparer, and other inspection and testing personnel required by this Contract for building Cx.

1.5.2.2 Qualifications

The CA must be certified as a commissioning professional by the Associated Air Balance Council (AABC) Commissioning Group (ACG), the Association of Energy Engineers (AEE), the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), the Commissioning Process Management Professional (CPMP), the Building Commissioning Association (BCA), the National Environmental Balancing Bureau (NEBB), or the University of Wisconsin - Madison (UWM). CA resume is required, providing education,

experience and management capabilities on at least two similar size and type contracts. The CA may not have been involved with the project design, construction management, or supervision, and must be with a third-party firm that is not on the design team.

1.5.3 Construction Quality Management Training

In addition to the above experience and education requirements, the QC Manager must have completed the course entitled "Construction Quality Management (CQM) for Contractors." If the QC Manager does not have a current certification, they must obtain the CQM for Contractors course certification within 90 days of award. This course is periodically offered by the Naval Facilities Engineering Command and the Army Corps of Engineers. Contact the Contracting Officer for information on the next scheduled class.

1.5.4 Alternate QC Manager Duties and Qualifications

Designate an alternate for the QC Manager at the work site to serve in the event of the designated QC Manager's absence. The period of absence may not exceed two weeks at one time, and not more than 30 workdays during a calendar year. The qualification requirements for the Alternate QC Manager must be the same as for the QC Manager.

1.5.5 Assistant QC Manager Duties and Qualifications

Provide an assistant to the QC Manager at the work site to perform the three phases of control, perform submittal review, ensure testing is performed, and prepare QC certifications and documentation required by this Contract. The qualification requirements for the Assistant QC Manager must be FILL IN BASED ON NATURE AND COMPLEXITY OF JOB. The individual must be familiar with the requirements of EM 385-1-1, and have experience in the areas of hazard identification and safety compliance.

Provide an assistant to the QC Manager at the work site to perform the three phases of control, perform submittal review, ensure testing is performed, and prepare QC certifications and documentation required by this Contract. The Assistant QC Manager must be on the work site during supplemental work shifts beyond the regular shift and perform the duties of the QC Manager during such supplemental shift work. The qualification requirements for the Assistant QC Manager must be FILL IN BASED ON NATURE AND COMPLEXITY OF JOB. The individual must be familiar with the requirements of EM 385-1-1, and have experience in the areas of hazard identification and safety compliance.

1.6 QUALITY CONTROL (QC) PLAN

1.6.1 Construction Quality Control (QC) Plan

1.6.1.1 Requirements

Provide, for acceptance by the Contracting Officer, a Construction QC Plan submitted in a three-ring binder that includes a table of contents, with major sections identified with tabs, with pages numbered sequentially, and that documents the proposed methods and responsibilities for accomplishing quality control commissioning activities during the construction of the project:

- a. QC ORGANIZATION: A chart showing the QC organizational structure.

- b. NAMES AND QUALIFICATIONS: Names and qualifications, in resume format, for each person in the QC organization. Include the CQM for Contractors course certifications for the QC Manager and Alternate QC Manager as required by the paragraphs entitled "Construction Quality Management Training" and "Alternate QC Manager Duties and Qualifications".
- c. DUTIES, RESPONSIBILITY AND AUTHORITY OF QC PERSONNEL: Duties, responsibilities, and authorities of each person in the QC organization.
- d. OUTSIDE ORGANIZATIONS: A listing of outside organizations, such as architectural and consulting engineering firms, that will be employed by the Contractor and a description of the services these firms will provide.
- e. APPOINTMENT LETTERS: Letters signed by an officer of the firm appointing the QC Manager and Alternate QC Manager and stating that they are responsible for implementing and managing the QC program as described in this Contract. Include in this letter the responsibility of the QC Manager and Alternate QC Manager to implement and manage the three phases of control, and their authority to stop work which is not in compliance with the Contract. Letters of direction are to be issued by the QC Manager to all other QC Specialists outlining their duties, authorities, and responsibilities. Include copies of the letters in the QC Plan.
- f. SUBMITTAL PROCEDURES AND INITIAL SUBMITTAL REGISTER: Procedures for reviewing, approving, and managing submittals. Provide the name(s) of the person(s) in the QC organization authorized to review and certify submittals prior to submitting for approval. Provide the initial submittal of the Submittal Register as specified in Section 01 33 00 SUBMITTAL PROCEDURES.
- g. TESTING LABORATORY INFORMATION: Testing laboratory information required by the paragraphs entitled "Accreditation Requirements", as applicable.
- h. TESTING PLAN AND LOG: A Testing Plan and Log that includes the tests required, referenced by the specification paragraph number requiring the test, the frequency, and the person responsible for each test.
- i. PROCEDURES TO COMPLETE REWORK ITEMS: Procedures to identify, record, track, and complete rework items. Use Government forms to record and track rework items.
- j. DOCUMENTATION PROCEDURES: Use Government form.
- k. LIST OF DEFINABLE FEATURES: A Definable Feature of Work (DFOW) is a task that is separate and distinct from other tasks and has control requirements and work crews unique to that task. A DFOW is identified by different trades or disciplines and is an item or activity on the construction schedule. Include in the list of DFOWs, but not be limited to, all critical path activities on the construction schedule. Include all activities for which this specification requires. Provide separate DFOWs in the construction schedule for each design development stage and submittal package.
- l. PROCEDURES FOR PERFORMING THE THREE PHASES OF CONTROL: Identify

procedures used to ensure the three phases of control to manage the quality on this project. For each DFOW, a Preparatory and Initial phase checklist will be filled out during the Preparatory and Initial phase meetings. Conduct the Preparatory and Initial Phases and meetings with a view towards obtaining quality construction by planning ahead and identifying potential problems for each DFOW.

- m. PERSONNEL MATRIX: A personnel matrix showing for each section of the specification who will review and certify submittals, who will perform and document the three phases of control, and who will perform and document the testing.
- n. PROCEDURES FOR COMPLETION INSPECTION: Procedures for identifying and documenting the completion inspection process. Include in these procedures the responsible party for punch out inspection, pre-final inspection, and final acceptance inspection.
- o. TRAINING PROCEDURES AND TRAINING LOG: Procedures for coordinating and documenting the training of personnel required by the Contract.
- p. ORGANIZATION AND PERSONNEL CERTIFICATIONS LOG: Procedures for coordinating, tracking and documenting all certifications on subcontractors, testing laboratories, suppliers, personnel, etc. QC Manager will ensure that certifications are current, appropriate for the work being performed, and will not lapse during any period of the contract that the work is being performed.

1.7 COORDINATION AND MUTUAL UNDERSTANDING MEETING

After submission of the QC Plan, and prior to Government approval and the start of construction, the QC Manager will meet with the Contracting Officer to present the QC program required by this Contract. When a new QC Manager is appointed, the coordination and mutual understanding meeting must be repeated.

1.7.1 Purpose

The purpose of this meeting is to develop a mutual understanding of the QC details, including documentation, administration for on-site and off-site work, design intent, Cx, environmental requirements and procedures, coordination of activities to be performed, and the coordination of the Contractor's management, production, and QC personnel. At the meeting, the Contractor will be required to explain in detail how three phases of control will be implemented for each DFOW, as well as how each DFOW will be affected by each management plan or requirement as listed below:

- a. Waste Management Plan.
- b. IAQ Management Plan.
- c. Procedures for noise and acoustics management.
- d. Environmental Protection Plan.
- e. Environmental regulatory requirements.

1.7.2 Coordination of Activities

Coordinate activities included in various sections to assure efficient and orderly installation of each component. Coordinate operations included under different sections that are dependent on each other for proper installation and operation. Schedule construction operations with consideration for indoor air quality as specified in the IAQ Management

Plan.

1.7.3 Attendees

As a minimum, the Contractor's personnel required to attend include an officer of the firm, the Project Manager, Project Superintendent, QC Manager, Alternate QC Manager, and subcontractor representatives. Each subcontractor who will be assigned QC responsibilities must have a principal of the firm at the meeting. Minutes of the meeting will be prepared by the QC Manager and signed by the Contractor and the Contracting Officer. Provide a copy of the signed minutes to all attendees.

1.8 QC MEETINGS

After the start of construction, conduct weekly QC meetings by the QC Manager at the work site with the Project Superintendent. and the foremen who are performing the work of the DFOWs. The QC Manager is to prepare the minutes of the meeting and provide a copy to the Contracting Officer within two working days after the meeting. The Contracting Officer may attend these meetings. As a minimum, accomplish the following at each meeting:

- a. Review the minutes of the previous meeting.
- b. Review the schedule and the status of work and rework.
- c. Review the status of submittals.
- d. Review the work to be accomplished in the next two weeks and documentation required.
- e. Resolve QC and production problems (RFI, etc.).
- f. Address items that may require revising the QC Plan.
- g. Review Accident Prevention Plan (APP).
- h. Review environmental requirements and procedures.
- i. Review Waste Management Plan.
- j. Review IAQ Management Plan.
- k. Review Environmental Management Plan.
- l. Review the status of training completion.

1.9 THREE PHASES OF CONTROL

Adequately cover both on-site and off-site work with the Three Phases of Control and include the following for each DFOW.

1.9.1 Preparatory Phase

Notify the Contracting Officer at least two work days in advance of each preparatory phase meeting. The meeting will be conducted by the QC Manager and attended by the Project Superintendent, and the foreman responsible for the DFOW. When the DFOW will be accomplished by a subcontractor, that subcontractor's foreman must attend the preparatory phase meeting. Document the results of the preparatory phase actions in the daily Contractor Quality Control Report and in the Preparatory Phase Checklist. Perform the following prior to beginning work on each DFOW:

- a. Review each paragraph of the applicable specification sections.
- b. Review the Contract drawings.
- c. Verify that field measurements are as indicated on construction and/or shop drawings before confirming product orders, in order to minimize waste due to excessive materials.

- d. Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required.
- e. Review the testing plan and ensure that provisions have been made to provide the required QC testing.
- f. Examine the work area to ensure that the required preliminary work has been completed.
- g. Coordinate the schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- h. Arrange for the return of shipping/packaging materials, such as wood pallets, where economically feasible.
- i. Examine the required materials, equipment and sample work to ensure that they are on hand and conform to the approved shop drawings and submitted data and are properly stored.
- j. Discuss specific controls used and construction methods, construction tolerances, workmanship standards, and the approach that will be used to provide quality construction by planning ahead and identifying potential problems for each DFOW.
- k. Review the APP and appropriate Activity Hazard Analysis (AHA) to ensure that applicable safety requirements are met, and that required Safety Data Sheets (SDS) are submitted.

1.9.2 Initial Phase

Notify the Contracting Officer at least two work days in advance of each initial phase. When construction crews are ready to start work on a DFOW, conduct the initial phase with the Project Superintendent, and the foreman responsible for that DFOW. Observe the initial segment of the DFOW to ensure that the work complies with Contract requirements. Document the results of the initial phase in the daily CQC Report and in the Initial Phase Checklist. Repeat the initial phase for each new crew to work on-site, or when acceptable levels of specified quality are not being met. Perform the following for each DFOW:

- a. Establish level of workmanship and verify that it meets the minimum acceptable workmanship standards. Compare with required sample panels as appropriate.
- b. Resolve any workmanship issues.
- c. Ensure that testing is performed by the approved laboratory.
- d. Check work procedures for compliance with the APP and the appropriate AHA to ensure that applicable safety requirements are met.

1.9.3 Follow-Up Phase

Perform the following for on-going work daily, or more frequently as necessary, until the completion of each DFOW and document in the daily CQC Report:

- a. Ensure the work is in compliance with Contract requirements.
- b. Maintain the quality of workmanship required.
- c. Ensure that testing is performed by the approved laboratory.
- d. Ensure that rework items are being corrected.
- e. Assure manufacturers representatives have performed necessary inspections if required and perform safety inspections.

1.9.4 Additional Preparatory and Initial Phases

Conduct additional preparatory and initial phases on the same DFOW if the quality of on-going work is unacceptable, if there are changes in the applicable QC organization, if there are changes in the on-site production supervision or work crew, if work on a DFOW is resumed after substantial period of inactivity, or if other problems develop.

1.9.5 Notification of Three Phases of Control for Off-Site Work

Notify the Contracting Officer at least two weeks prior to the start of the preparatory and initial phases.

1.10 SUBMITTAL REVIEW AND CERTIFICATION

Procedures for submission, review and certification of submittals are described in Section 01 33 00 SUBMITTAL PROCEDURES.

1.11 TESTING

Except as stated otherwise in the specification sections, perform sampling and testing required under this Contract.

1.11.1 Accreditation Requirements

Construction materials testing laboratories must be accredited by a laboratory accreditation authority and will be required to submit a copy of the Certificate of Accreditation and Scope of Accreditation. The laboratory's scope of accreditation must include the appropriate ASTM standards (E 329, C 1077, D 3666, D 3740, A 880, E 543) listed in the technical sections of the specifications. Laboratories engaged in Hazardous Materials Testing must meet the requirements of OSHA and EPA. The policy applies to the specific laboratory performing the actual testing, not just the Corporate Office.

1.11.2 Laboratory Accreditation Authorities

Laboratory Accreditation Authorities include the National Voluntary Laboratory Accreditation Program (NVLAP) administered by the National Institute of Standards and Technology at <http://ts.nist.gov/ts/htdocs/210/214/214.htm> , the American Association of State Highway and Transportation Officials (AASHTO) program at <http://www.amrl.net/amrlsitefinity/default/aap.aspx> , International Accreditation Services, Inc. (IAS) at <http://www.iasonline.org>, U. S. Army Corps of Engineers Materials Testing Center (MTC) at <http://gsl.erdc.usace.army.mil/SL/MTC/>, the American Association for Laboratory Accreditation (A2LA) program at <http://www.a2la.org/>.

1.11.3 Capability Check

The Contracting Officer retains the right to check laboratory equipment in the proposed laboratory and the laboratory technician's testing procedures, techniques, and other items pertinent to testing, for compliance with the standards set forth in this Contract.

1.11.4 Test Results

Cite applicable Contract requirements, tests or analytical procedures used. Provide actual results and include a statement that the item tested or analyzed conforms or fails to conform to specified requirements. If the item fails to conform, notify the Contracting Officer immediately. Conspicuously stamp the cover sheet for each report in large red letters "CONFORMS" or "DOES NOT CONFORM" to the specification requirements, whichever is applicable. Test results must be signed by a testing laboratory representative authorized to sign certified test reports. Furnish the signed reports, certifications, and other documentation to the Contracting Officer via the QC Manager. Furnish a summary report of field tests at the end of each month, in accordance with paragraph INFORMATION FOR THE CONTRACTING OFFICER.

1.11.5 Test Reports and Monthly Summary Report of Tests

Furnish the signed reports, certifications, and a summary report of field tests at the end of each month to the Contracting Officer. Attach a copy of the summary report to the last daily CQC Report of each month. Provide a copy of the signed test reports and certifications to the OMSI preparer for inclusion into the OMSI documentation.

1.12 QC CERTIFICATIONS

1.12.1 CQC Report Certification

Contain the following statement within the CQC Report: "On behalf of the Contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge, except as noted in this report".

1.12.2 Invoice Certification

Furnish a certificate to the Contracting Officer with each payment request, signed by the QC Manager, attesting that as-built drawings are current, coordinated and attesting that the work for which payment is requested, including stored material, is in compliance with Contract requirements.

1.12.3 Completion Certification

Upon completion of work under this Contract, the QC Manager must furnish a certificate to the Contracting Officer attesting that "the work has been completed, inspected, tested and is in compliance with the Contract".

1.13 COMPLETION INSPECTIONS

1.13.1 Punch-Out Inspection

Near the completion of all work or any increment thereof, established by a completion time stated in the Contract Clause entitled "Commencement,

Prosecution, and Completion of Work", or stated elsewhere in the specifications, the QC Manager must conduct an inspection of the work and develop a "punch list" of items which do not conform to the approved drawings, specifications and Contract. Include in the punch list any remaining items on the "Rework Items List", which were not corrected prior to the Punch-Out Inspection. Include within the punch list the estimated date by which the deficiencies will be corrected. Provide a copy of the punch list to the Contracting Officer. The QC Manager, or staff, must make follow-on inspections to ascertain that all deficiencies have been corrected. Once this is accomplished, notify the Government that the facility is ready for the Government "Pre-Final Inspection".

1.13.2 Pre-Final Inspection

The Government and QCM will perform this inspection to verify that the facility is complete and ready to be occupied. A Government "Pre-Final Punch List" will be documented by the QCM as a result of this inspection. The QC Manager will ensure that all items on this list are corrected prior to notifying the Government that a "Final" inspection with the Client can be scheduled. Any items noted on the "Pre-Final" inspection must be corrected in a timely manner and be accomplished before the contract completion date for the work, or any particular increment thereof, if the project is divided into increments by separate completion dates.

1.13.3 Final Acceptance Inspection

Notify the Contracting Officer at least 14 calendar days prior to the date a final acceptance inspection can be held. State within the notice that all items previously identified on the pre-final punch list will be corrected and acceptable, along with any other unfinished Contract work, by the date of the final acceptance inspection. The Contractor must be represented by the QC Manager, the Project Superintendent, the CA, and others deemed necessary. Attendees for the Government will include the Contracting Officer, other FEAD personnel, and personnel representing the Client. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the Contracting Officer to bill the Contractor for the Government's additional inspection cost in accordance with the Contract Clause entitled "Inspection of Construction".

1.14 DOCUMENTATION

Maintain current and complete records of on-site and off-site QC program operations and activities.

1.14.1 Construction Documentation

Reports are required for each day that work is performed and must be attached to the CQC Report prepared for the same day. Maintain current and complete records of on-site and off-site QC program operations and activities. The forms identified under the paragraph "INFORMATION FOR THE CONTRACTING OFFICER" will be used. Reports are required for each day work is performed. Account for each calendar day throughout the life of the Contract. Every space on the forms must be filled in. Use N/A if nothing can be reported in one of the spaces. The Project Superintendent and the QC Manager must prepare and sign the Contractor Production and CQC Reports, respectively. The reporting of work must be identified by terminology consistent with the construction schedule. In the "remarks" sections of the reports, enter pertinent information including directions received, problems encountered during construction, work progress and delays,

conflicts or errors in the drawings or specifications, field changes, safety hazards encountered, instructions given and corrective actions taken, delays encountered and a record of visitors to the work site, quality control problem areas, deviations from the QC Plan, construction deficiencies encountered, meetings held. For each entry in the report(s), identify the Schedule Activity No. that is associated with the entered remark.

1.14.2 Quality Control Validation

Establish and maintain the following in a series of three ring binders. Binders must be divided and tabbed as shown below. These binders must be readily available to the Contracting Officer during all business hours.

- a. All completed Preparatory and Initial Phase Checklists, arranged by specification section.
- b. All milestone inspections, arranged by Activity Number.
- c. An up-to-date copy of the Testing Plan and Log with supporting field test reports, arranged by specification section.
- d. Copies of all contract modifications, arranged in numerical order. Also include documentation that modified work was accomplished.
- e. An up-to-date copy of the Rework Items List.
- f. Maintain up-to-date copies of all punch lists issued by the QC staff to the Contractor and Sub-Contractors and all punch lists issued by the Government.
- h. Special inspection reports.

1.14.3 Reports from the QC Specialist(s)

Reports are required for each day that work is performed in their area of responsibility. QC Specialist reports must include the same documentation requirements as the CQC Report for their area of responsibility. QC Specialist reports are to be prepared, signed and dated by the QC Specialists and must be attached to the CQC Report prepared for the same day.

1.14.4 Testing Plan and Log

As tests are performed, the QC Manager will record on the "Testing Plan and Log" the date the test was performed and the date the test results were forwarded to the Contracting Officer. Attach a copy of the updated "Testing Plan and Log" to the last daily CQC Report of each month.

1.14.5 Rework Items List

The QC Manager must maintain a list of work that does not comply with the Contract, identifying what items need to be reworked, the date the item was originally discovered, the date the item will be corrected by, and the date the item was corrected. There is no requirement to report a rework item that is corrected the same day it is discovered. Attach a copy of the "Rework Items List" to the last daily CQC Report of each month. The Contractor is responsible for including those items identified by the Contracting Officer.

1.14.6 As-Built Drawings

The QC Manager is required to ensure the as-built drawings, required by Section 01 78 00 CLOSEOUT SUBMITTALS are kept current on a daily basis and marked to show deviations which have been made from the Contract drawings. Ensure each deviation has been identified with the appropriate modifying documentation (e.g. PC No., Modification No., Request for Information No., etc.). The QC Manager must initial each revision. Upon completion of work, the QC Manager will furnish a certificate attesting to the accuracy of the as-built drawings prior to submission to the Contracting Officer.

1.15 NOTIFICATION ON NON-COMPLIANCE

The Contracting Officer will notify the Contractor of any detected non-compliance with the Contract. Take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, is deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders will be made the subject of claim for extension of time for excess costs or damages by the Contractor.

1.16 CONSTRUCTION INDOOR AIR QUALITY (IAQ) MANAGEMENT PLAN

Submit an IAQ Management Plan within 15 days after Contract award and not less than 10 days before the preconstruction meeting. Revise and resubmit Plan as required by the Contracting Officer. Make copies of the final plan available to all workers on site. Include provisions in the Plan to meet the requirements specified below and to ensure safe, healthy air for construction workers and building occupants.

1.16.1 Requirements During Construction

Provide for evaluation of indoor Carbon Dioxide concentrations in accordance with ASTM D6245. Provide for evaluation of volatile organic compounds (VOCs) in indoor air in accordance with ASTM D6345. Use filters with a Minimum Efficiency Reporting Value (MERV) of 8 in permanently installed air handlers during construction.

1.16.1.1 Control Measures

Meet or exceed the requirements of ANSI/SMACNA 008, Chapter 3, to help minimize contamination of the building from construction activities. The five requirements of this manual which must be adhered to are described below:

- a. HVAC protection: Isolate return side of HVAC system from surrounding environment to prevent construction dust and debris from entering the duct work and spaces.
- b. Source control: Use low emitting paints and other finishes, sealants, adhesives, and other materials as specified. When available, cleaning products must have a low VOC content and be non-toxic to minimize building contamination. Utilize cleaning techniques that minimize dust generation. Cycle equipment off when not needed. Prohibit idling motor vehicles where emissions could be drawn into building. Designate receiving/storage areas for incoming material that minimize IAQ impacts.

- c. Pathway interruption: When pollutants are generated use strategies such as 100 percent outside air ventilation or erection of physical barriers between work and non-work areas to prevent contamination.
- d. Housekeeping: Clean frequently to remove construction dust and debris. Promptly clean up spills. Remove accumulated water and keep work areas dry to discourage the growth of mold and bacteria. Take extra measures when hazardous materials are involved.
- e. Scheduling: Control the sequence of construction to minimize the absorption of VOCs by other building materials.

1.16.1.2 Moisture Contamination

- a. Remove accumulated water and keep work dry.
- b. Use dehumidification to remove moist, humid air from a work area.
- c. Do not use combustion heaters or generators inside the building.
- d. Protect porous materials from exposure to moisture.
- e. Remove and replace items which remain damp for more than a few hours.

1.16.2 Requirements after Construction

After construction ends and prior to occupancy, conduct a building flush-out or test the indoor air contaminant levels. Flush-out must be a minimum two-weeks with MERV-13 filtration media as determined by ASHRAE 52.2 at 100 percent outside air. Air contamination testing must be consistent with EPA's current Compendium of Methods for the Determination of Air Pollutants in Indoor Air. After building flush-out or testing and prior to occupancy, replace filtration media. Filtration media must have a MERV of 13 as determined by ASHRAE 52.2.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 PREPARATION

Designate receiving/storage areas for incoming material to be delivered according to installation schedule and to be placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. Store and handle materials in a manner as to prevent loss from weather and other damage. Keep materials, products, and accessories covered and off the ground, and store in a dry, secure area. Prevent contact with material that may cause corrosion, discoloration, or staining. Protect all materials and installations from damage by the activities of other trades.

-- End of Section --

SECTION 01 50 00

TEMPORARY CONSTRUCTION FACILITIES AND CONTROLS
05/18

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 241 (2013; Errata 2015) Standard for Safeguarding Construction, Alteration, and Demolition Operations

NFPA 70 (2017; ERTA 1-2 2017; TIA 17-1; TIA 17-2; TIA 17-3; TIA 17-4; TIA 17-5; TIA 17-6; TIA 17-7; TIA 17-8; TIA 17-9; TIA 17-10; TIA 17-11; TIA 17-12; TIA 17-13; TIA 17-14) National Electrical Code

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2014) Safety and Health Requirements Manual

U.S. FEDERAL HIGHWAY ADMINISTRATION (FHWA)

MUTCD (2015) Manual on Uniform Traffic Control Devices

1.2 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Construction Site Plan
Traffic Control Plan

1.3 CONSTRUCTION SITE PLAN

Prior to the start of work, submit a site plan showing the locations and dimensions of temporary facilities (including layouts and details), equipment and material storage area (onsite and offsite), and access and haul routes, avenues of ingress/egress to the fenced area and details of the fence installation. Identify any areas which may have to be graveled to prevent the tracking of mud. Indicate if the use of a supplemental or other staging area is desired. Show locations of safety and construction fences, site trailers, construction entrances, trash dumpsters, temporary sanitary facilities, and worker parking areas.

1.4 DOD CONDITION OF READINESS (COR)

DOD will set the Condition of Readiness (COR) based on the weather forecast for sustained winds 50 knots (60mph or 95 km/hr) or greater. Contact the Contracting Officer for the current COR setting.

Monitor weather conditions a minimum of twice a day and take appropriate actions according to the approved Emergency Plan in the accepted APP, EM-385-1-1 Section 01 Emergency Planning and the instructions below.

Unless otherwise directed by the Contracting Officer, comply with:

- a. Condition FOUR (Sustained winds of 50 knots or greater expected within 72 hours): Normal daily jobsite cleanup and good housekeeping practices. Collect and store in piles or containers scrap lumber, waste material, and rubbish for removal and disposal at the close of each work day. Maintain the construction site including storage areas, free of accumulation of debris. Stack form lumber in neat piles less than 4 feet high. Remove all debris, trash, or objects that could become missile hazards.
- b. Condition THREE (Sustained winds of 50 knots or greater expected within 48 hours): Maintain "Condition FOUR" requirements and commence securing operations necessary for "Condition ONE" which cannot be completed within 18 hours. Cease all routine activities which might interfere with securing operations. Commence securing and stow all gear and portable equipment. Make preparations for securing buildings. Review requirements pertaining to "Condition TWO" and continue action as necessary to attain "Condition THREE" readiness.
- c. Condition TWO (Sustained winds of 50 knots or greater expected within 24 hours): Curtail or cease routine activities until securing operation is complete. Reinforce or remove form work and scaffolding. Secure machinery, tools, equipment, materials, or remove from the jobsite. Expend every effort to clear all missile hazards and loose equipment from general base areas.
- d. Condition ONE. (Sustained winds of 50 knots or greater expected within 12 hours): Secure the jobsite, and leave Government premises.

PART 2 PRODUCTS

2.1 TEMPORARY SIGNAGE

2.1.1 Bulletin Board

Within one calendar day of mobilization on site and prior to the commencement of work activities, provide a clear weatherproof covered bulletin board not less than 36 by 48 inches in size for displaying the Equal Employment Opportunity poster, a copy of the wage decision contained in the contract, Wage Rate Information poster, Safety and Health Information as required by EM 385-1-1 Section 01 and other information approved by the Contracting Officer. Coordinate requirements herein with 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS.

2.1.2 Warning Signs

Post temporary signs, tags, and labels to give workers and the public adequate warning and caution of construction hazards according to the

EM 385-1-1 Section 04. Attach signs to the perimeter fencing every 150 feet warning the public of the presence of construction hazards. Signs must require unauthorized persons to keep out of the construction site. Correct the data required by safety signs daily.

2.2 TEMPORARY TRAFFIC CONTROL

2.2.1 Barricades

Erect and maintain temporary barricades to limit public access to hazardous areas. Whenever safe public access to paved areas such as roads, parking areas or sidewalks is prevented by construction activities or as otherwise necessary to ensure the safety of both pedestrian and vehicular traffic, barricades will be required. Securely place barricades clearly visible with adequate illumination to provide sufficient visual warning of the hazard during both day and night.

2.3 TEMPORARY WIRING

Provide temporary wiring in accordance with EM 385-1-1 Section 11, NFPA 241 and NFPA 70. Include monthly inspection and testing of all equipment and apparatus.

PART 3 EXECUTION

3.1 EMPLOYEE PARKING

Construction contract employees will park privately owned vehicles in an area designated by the Contracting Officer. This area will be within reasonable walking distance of the construction site. Employee parking must not interfere with existing and established parking requirements of the government installation.

3.2 TEMPORARY BULLETIN BOARD

Locate the bulletin board at the project site in a conspicuous place easily accessible to all employees, as approved by the Contracting Officer.

3.3 AVAILABILITY AND USE OF UTILITY SERVICES

3.3.1 Fire Protection

Provide temporary fire protection equipment for the protection of personnel and property during construction. Remove debris and flammable materials daily to minimize potential hazards.

3.4 TRAFFIC PROVISIONS

3.4.1 Maintenance of Traffic

- a. Conduct operations in a manner that will not close any thoroughfare or interfere in any way with traffic on railways or highways except with written permission of the Contracting Officer at least 15 calendar days prior to the proposed modification date, and provide a Traffic Control Plan detailing the proposed controls to traffic movement for approval. The plan must be in accordance with State and local regulations and the MUTCD, Part VI. Make all notifications and obtain any permits required for modification to traffic movements outside Station's jurisdiction. Contractor may move oversized and slow-moving vehicles to the worksite provided requirements of the highway authority have been met.

- b. Conduct work so as to minimize obstruction of traffic, and maintain traffic on at least half of the roadway width at all times. Obtain approval from the Contracting Officer prior to starting any activity that will obstruct traffic.
- c. Provide, erect, and maintain, at contractors expense, lights, barriers, signals, passageways, detours, and other items, that may be required by the Life Safety Signage, overhead protection authority having jurisdiction.

3.4.2 Protection of Traffic

Maintain and protect traffic on all affected roads during the construction period except as otherwise specifically directed by the Contracting Officer. Measures for the protection and diversion of traffic, including the provision of watchmen and flagmen, erection of barricades, placing of lights around and in front of equipment the work, and the erection and maintenance of adequate warning, danger, and direction signs, will be as required by the State and local authorities having jurisdiction. Protect the traveling public from damage to person and property. Minimize the interference with public traffic on roads selected for hauling material to and from the site. Investigate the adequacy of existing roads and their allowable load limit. Contractor is responsible for the repair of any damage to roads caused by construction operations.

3.4.3 Rush Hour Restrictions

Do not interfere with the peak traffic flows preceding and during normal operations for MCAS Cherry Point without notification to and approval by the Contracting Officer.

3.5 CONTRACTOR'S TEMPORARY FACILITIES

Temporary facilities will meet requirements as identified in EM 385-1-1 Section 04.

3.5.1 Safety Systems

Protect the integrity of any installed safety systems or personnel safety devices. Obtain prior approval from Contracting Officer if entrance into systems serving safety devices is required. If it is temporarily necessary to remove or disable personnel safety devices in order to accomplish contract requirements, provide alternative means of protection prior to removing or disabling any permanently installed safety devices or equipment and obtain approval from the Contracting Officer.

3.5.2 Administrative Field Offices

Provide and maintain administrative field office facilities within the construction area at the designated site. Government office and warehouse facilities will not be available to the Contractor's personnel.

3.5.3 Appearance of Trailers

- a. Trailers which are rusted, have peeling paint or are otherwise in need of repair will not be allowed on Installation property. Trailers must present a clean and neat exterior appearance and be in a state of good repair.

- b. Paint using suitable paint and maintain the temporary facilities.
Failure to do so will be sufficient reason to require their removal.

3.5.4 Security Provisions

Provide adequate outside security lighting at the temporary facilities.
The Contractor will be responsible for the security of its own equipment.

3.5.5 Storage in Existing Buildings

The Contractor will be working in an existing building; the storage of material will be allowed where indicated by the Contracting Officer at bldg 4401..

3.6 CLEANUP

Remove construction debris, waste materials, packaging material and the like from the work site daily. Any dirt or mud which is tracked onto paved or surfaced roadways must be cleaned away. Store any salvageable materials resulting from demolition activities within the fenced area described above or at the supplemental storage area. Neatly stack stored materials not in trailers, whether new or salvaged.

3.7 RESTORATION OF STORAGE AREA

Upon completion of the project remove the bulletin board, signs, barricades, haul roads, and any other temporary products from the site. After removal of trailers, materials, and equipment from within the fenced area, remove the fence. Restore areas used during the performance of the contract to the original or better condition. Remove gravel used to traverse grassed areas and restore the area to its original condition, including top soil and seeding as necessary.

-- End of Section --

SECTION 01 57 19

TEMPORARY ENVIRONMENTAL CONTROLS

11/15

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

EPA SW-846 (Third Edition; Update IV) Test Methods
for Evaluating Solid Waste:
Physical/Chemical Methods

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910.120 Hazardous Waste Operations and Emergency
Response

40 CFR 112 Oil Pollution Prevention

40 CFR 241 Guidelines for Disposal of Solid Waste

40 CFR 243 Guidelines for the Storage and Collection
of Residential, Commercial, and
Institutional Solid Waste

40 CFR 258 Subtitle D Landfill Requirements

40 CFR 260 Hazardous Waste Management System: General

40 CFR 261 Identification and Listing of Hazardous
Waste

40 CFR 261.7 Residues of Hazardous Waste in Empty
Containers

40 CFR 262 Standards Applicable to Generators of
Hazardous Waste

40 CFR 262.31 Standards Applicable to Generators of
Hazardous Waste-Labeling

40 CFR 262.34 Standards Applicable to Generators of
Hazardous Waste-Accumulation Time

40 CFR 263 Standards Applicable to Transporters of
Hazardous Waste

40 CFR 264 Standards for Owners and Operators of
Hazardous Waste Treatment, Storage, and
Disposal Facilities

40 CFR 265	Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 266	Standards for the Management of Specific Hazardous Wastes and Specific Types of Hazardous Waste Management Facilities
40 CFR 268	Land Disposal Restrictions
40 CFR 273	Standards For Universal Waste Management
40 CFR 273.2	Standards for Universal Waste Management - Batteries
40 CFR 273.4	Standards for Universal Waste Management - Mercury Containing Equipment
40 CFR 273.5	Standards for Universal Waste Management - Lamps
40 CFR 279	Standards for the Management of Used Oil
40 CFR 300	National Oil and Hazardous Substances Pollution Contingency Plan
40 CFR 300.125	National Oil and Hazardous Substances Pollution Contingency Plan - Notification and Communications
40 CFR 355	Emergency Planning and Notification
40 CFR 403	General Pretreatment Regulations for Existing and New Sources of Pollution
40 CFR 50	National Primary and Secondary Ambient Air Quality Standards
40 CFR 60	Standards of Performance for New Stationary Sources
40 CFR 63	National Emission Standards for Hazardous Air Pollutants for Source Categories
40 CFR 64	Compliance Assurance Monitoring
49 CFR 171	General Information, Regulations, and Definitions
49 CFR 172	Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements
49 CFR 172.101	Hazardous Material Regulation-Purpose and Use of Hazardous Material Table
49 CFR 173	Shippers - General Requirements for

Shipments and Packagings

49 CFR 178

Specifications for Packagings

1.2 DEFINITIONS

1.2.1 Class I and II Ozone Depleting Substance (ODS)

Class I ODS is defined in Section 602(a) of The Clean Air Act. A list of Class I ODS can be found on the EPA website at the following weblink.
<http://www.epa.gov/ozone/science/ods/classone.html>.

Class II ODS is defined in Section 602(s) of The Clean Air Act. A list of Class II ODS can be found on the EPA website at the following weblink.
<http://www.epa.gov/ozone/science/ods/classtwo.html>.

1.2.2 Contractor Generated Hazardous Waste

Contractor generated hazardous waste is materials that, if abandoned or disposed of, may meet the definition of a hazardous waste. These waste streams would typically consist of material brought on site by the Contractor to execute work, but are not fully consumed during the course of construction. Examples include, but are not limited to, excess paint thinners (i.e. methyl ethyl ketone, toluene), waste thinners, excess paints, excess solvents, waste solvents, excess pesticides, and contaminated pesticide equipment rinse water.

1.2.3 Electronics Waste

Electronics waste is discarded electronic devices intended for salvage, recycling, or disposal.

1.2.4 Environmental Pollution and Damage

Environmental pollution and damage is the presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare; unfavorably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade the environment aesthetically, culturally or historically.

1.2.5 Environmental Protection

Environmental protection is the prevention/control of pollution and habitat disruption that may occur to the environment during construction. The control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.

1.2.6 Hazardous Debris

As defined in paragraph SOLID WASTE, debris that contains listed hazardous waste (either on the debris surface, or in its interstices, such as pore structure) in accordance with 40 CFR 261. Hazardous debris also includes debris that exhibits a characteristic of hazardous waste in accordance with 40 CFR 261.

1.2.7 Hazardous Materials

Hazardous materials as defined in 49 CFR 171 and listed in 49 CFR 172.

Hazardous material is any material that: Is regulated as a hazardous material in accordance with 49 CFR 173; or requires a Safety Data Sheet (SDS) in accordance with 29 CFR 1910.120; or during end use, treatment, handling, packaging, storage, transportation, or disposal meets or has components that meet or have potential to meet the definition of a hazardous waste as defined by 40 CFR 261 Subparts A, B, C, or D. Designation of a material by this definition, when separately regulated or controlled by other sections or directives, does not eliminate the need for adherence to that hazard-specific guidance which takes precedence over this section for "control" purposes. Such material includes ammunition, weapons, explosive actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, bulk fuels, radioactive materials, and other materials such as asbestos, mercury, and polychlorinated biphenyls (PCBs).

1.2.8 Hazardous Waste

Hazardous Waste is any material that meets the definition of a solid waste and exhibit a hazardous characteristic (ignitability, corrosivity, reactivity, or toxicity) as specified in 40 CFR 261, Subpart C, or contains a listed hazardous waste as identified in 40 CFR 261, Subpart D.

1.2.9 Land Application

Land Application means spreading or spraying discharge water at a rate that allows the water to percolate into the soil. No sheeting action, soil erosion, discharge into storm sewers, discharge into defined drainage areas, or discharge into the "waters of the United States" must occur. Comply with federal, state, and local laws and regulations.

1.2.10 Municipal Separate Storm Sewer System (MS4) Permit

MS4 permits are those held by installations to obtain NPDES permit coverage for their stormwater discharges.

1.2.11 National Pollutant Discharge Elimination System (NPDES)

The NPDES permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

1.2.12 Oily Waste

Oily waste are those materials that are, or were, mixed with Petroleum, Oils, and Lubricants (POLs) and have become separated from that POLs. Oily wastes also means materials, including wastewaters, centrifuge solids, filter residues or sludges, bottom sediments, tank bottoms, and sorbents which have come into contact with and have been contaminated by, POLs and may be appropriately tested and discarded in a manner which is in compliance with other state and local requirements.

This definition includes materials such as oily rags, "kitty litter" sorbent clay and organic sorbent material. These materials may be land filled provided that: It is not prohibited in other state regulations or local ordinances; the amount generated is "de minimus" (a small amount); it

is the result of minor leaks or spills resulting from normal process operations; and free-flowing oil has been removed to the practicable extent possible. Large quantities of this material, generated as a result of a major spill or in lieu of proper maintenance of the processing equipment, are a solid waste. As a solid waste, perform a hazardous waste determination prior to disposal. As this can be an expensive process, it is recommended that this type of waste be minimized through good housekeeping practices and employee education.

1.2.13 Regulated Waste

Regulated waste are solid wastes that have specific additional federal, state, or local controls for handling, storage, or disposal.

1.2.14 Sediment

Sediment is soil and other debris that have eroded and have been transported by runoff water or wind.

1.2.15 Solid Waste

Solid waste is a solid, liquid, semi-solid or contained gaseous waste. A solid waste can be a hazardous waste, non-hazardous waste, or non-Resource Conservation and Recovery Act (RCRA) regulated waste. Types of solid waste typically generated at construction sites may include:

1.2.15.1 Debris

Debris is non-hazardous solid material generated during the construction, demolition, or renovation of a structure that exceeds 2.5-inch particle size that is: a manufactured object; plant or animal matter; or natural geologic material (for example, cobbles and boulders), broken or removed concrete, masonry, and rock asphalt paving; ceramics; roofing paper and shingles. Inert materials may be reinforced with or contain ferrous wire, rods, accessories and weldments. A mixture of debris and other material such as soil or sludge is also subject to regulation as debris if the mixture is comprised primarily of debris by volume, based on visual inspection.

1.2.15.2 Green Waste

Green waste is the vegetative matter from landscaping, land clearing and grubbing, including, but not limited to, grass, bushes, scrubs, small trees and saplings, tree stumps and plant roots. Marketable trees, grasses and plants that are indicated to remain, be re-located, or be re-used are not included.

1.2.15.3 Material not regulated as solid waste

Material not regulated as solid waste is nuclear source or byproduct materials regulated under the Federal Atomic Energy Act of 1954 as amended; suspended or dissolved materials in domestic sewage effluent or irrigation return flows, or other regulated point source discharges; regulated air emissions; and fluids or wastes associated with natural gas or crude oil exploration or production.

1.2.15.4 Non-Hazardous Waste

Non-hazardous waste is waste that is excluded from, or does not meet,

hazardous waste criteria in accordance with 40 CFR 263.

1.2.15.5 Recyclables

Recyclables are materials, equipment and assemblies such as doors, windows, door and window frames, plumbing fixtures, glazing and mirrors that are recovered and sold as recyclable, wiring, insulated/non-insulated copper wire cable, wire rope, and structural components. It also includes commercial-grade refrigeration equipment with Freon removed, household appliances where the basic material content is metal, clean polyethylene terephthalate bottles, cooking oil, used fuel oil, textiles, high-grade paper products and corrugated cardboard, stackable pallets in good condition, clean crating material, and clean rubber/vehicle tires. Metal meeting the definition of lead contaminated or lead based paint contaminated may not be included as recyclable if sold to a scrap metal company. Paint cans that meet the definition of empty containers in accordance with 40 CFR 261.7 may be included as recyclable if sold to a scrap metal company.

1.2.15.6 Surplus Soil

Surplus soil is existing soil that is in excess of what is required for this work, including aggregates intended, but not used, for on-site mixing of concrete, mortars, and paving. Contaminated soil meeting the definition of hazardous material or hazardous waste is not included and must be managed in accordance with paragraph HAZARDOUS MATERIAL MANAGEMENT.

1.2.15.7 Scrap Metal

This includes scrap and excess ferrous and non-ferrous metals such as reinforcing steel, structural shapes, pipe, and wire that are recovered or collected and disposed of as scrap. Scrap metal meeting the definition of hazardous material or hazardous waste is not included.

1.2.15.8 Wood

Wood is dimension and non-dimension lumber, plywood, chipboard, hardboard. Treated or painted wood that meets the definition of lead contaminated or lead based contaminated paint is not included. Treated wood includes, but is not limited to, lumber, utility poles, crossties, and other wood products with chemical treatment.

1.2.16 Surface Discharge

Surface discharge means discharge of water into drainage ditches, storm sewers, creeks or "waters of the United States". Surface discharges are discrete, identifiable sources and require a permit from the governing agency. Comply with federal, state, and local laws and regulations.

1.2.17 Wastewater

Wastewater is the used water and solids from a community that flow to a treatment plant.

1.2.17.1 Stormwater

Stormwater is any precipitation in an urban or suburban area that does not evaporate or soak into the ground, but instead collects and flows into storm drains, rivers, and streams.

1.2.18 Waters of the United States

Waters of the United States means Federally jurisdictional waters, including wetlands, that are subject to regulation under Section 404 of the Clean Water Act or navigable waters, as defined under the Rivers and Harbors Act.

1.2.19 Wetlands

Wetlands are those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

1.2.20 Universal Waste

The universal waste regulations streamline collection requirements for certain hazardous wastes in the following categories: batteries, pesticides, mercury-containing equipment (for example, thermostats), and lamps (for example, fluorescent bulbs). The rule is designed to reduce hazardous waste in the municipal solid waste (MSW) stream by making it easier for universal waste handlers to collect these items and send them for recycling or proper disposal. These regulations can be found at 40 CFR 273.

1.3 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Preconstruction Survey
Solid Waste Management Permit
Regulatory Notifications
Environmental Protection Plan
Dirt and Dust Control Plan
Employee Training Records

SD-06 Test Reports

Laboratory Analysis
Solid Waste Management Report

SD-07 Certificates

Employee Training Records

SD-11 Closeout Submittals

Waste Determination Documentation
Disposal Documentation for Hazardous and Regulated Waste
Assembled Employee Training Records
Solid Waste Management Permit
Solid Waste Management Report

Hazardous Waste/Debris Management

Regulatory Notifications
Sales Documentation
Contractor Certification

1.4 ENVIRONMENTAL PROTECTION REQUIREMENTS

Provide and maintain, during the life of the contract, environmental protection as defined. Plan for and provide environmental protective measures to control pollution that develops during construction practice. Plan for and provide environmental protective measures required to correct conditions that develop during the construction of permanent or temporary environmental features associated with the project. Protect the environmental resources within the project boundaries and those affected outside the limits of permanent work during the entire duration of this Contract. Comply with federal, state, and local regulations pertaining to the environment, including water, air, solid waste, hazardous waste and substances, oily substances, and noise pollution.

Tests and procedures assessing whether construction operations comply with Applicable Environmental Laws may be required. Analytical work must be performed by qualified laboratories; and where required by law, the laboratories must be certified.

1.4.1 Conformance with the Environmental Management System

Perform work under this contract consistent with the policy and objectives identified in the installation's Environmental Management System (EMS). Perform work in a manner that conforms to objectives and targets of the environmental programs and operational controls identified by the EMS. Support Government personnel when environmental compliance and EMS audits are conducted by escorting auditors at the Project site, answering questions, and providing proof of records being maintained. Provide monitoring and measurement information as necessary to address environmental performance relative to environmental, energy, and transportation management goals. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, take corrective and preventative actions. In addition, employees must be aware of their roles and responsibilities under the installation EMS and of how these EMS roles and responsibilities affect work performed under the contract.

Coordinate with the installation's EMS coordinator to identify training needs associated with environmental aspects and the EMS, and arrange training or take other action to meet these needs. Provide training documentation to the Contracting Officer. The Installation Environmental Office will retain associated environmental compliance records. Make EMS Awareness training completion certificates available to Government auditors during EMS audits and include the certificates in the Employee Training Records. See paragraph EMPLOYEE TRAINING RECORDS.

1.5 QUALITY ASSURANCE

1.5.1 Preconstruction Survey and Protection of Features

This paragraph supplements the Contract Clause PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS. Prior to start of any onsite construction activities, perform a Preconstruction Survey of the project site with the Contracting Officer, and take photographs showing existing environmental conditions in and adjacent to

the site. Submit a report for the record. Include in the report a plan describing the features requiring protection under the provisions of the Contract Clauses, which are not specifically identified on the drawings as environmental features requiring protection along with the condition of trees, shrubs and grassed areas immediately adjacent to the site of work and adjacent to the Contractor's assigned storage area and access route(s), as applicable. The Contractor and the Contracting Officer will sign this survey report upon mutual agreement regarding its accuracy and completeness. Protect those environmental features included in the survey report and any indicated on the drawings, regardless of interference that their preservation may cause to the work under the Contract.

1.5.2 Regulatory Notifications

Provide regulatory notification requirements in accordance with federal, state and local regulations. In cases where the Government will also provide public notification (such as stormwater permitting), coordinate with the Contracting Officer. Submit copies of regulatory notifications to the Contracting Officer within 15 days prior to commencement of work activities. Typically, regulatory notifications must be provided for the following (this listing is not all-inclusive): demolition, renovation, NPDES defined site work, construction, removal or use of a permitted air emissions source, and remediation of controlled substances (asbestos, hazardous waste, lead paint).

1.5.3 Environmental Brief

Attend an environmental brief to be included in the preconstruction meeting. Provide the following information: types, quantities, and use of hazardous materials that will be brought onto the installation; and types and quantities of wastes/wastewater that may be generated during the Contract. Discuss the results of the Preconstruction Survey at this time.

Prior to initiating any work on site, meet with the Contracting Officer and installation Environmental Office to discuss the proposed Environmental Protection Plan (EPP). Develop a mutual understanding relative to the details of environmental protection, including measures for protecting natural and cultural resources, required reports, required permits, permit requirements (such as mitigation measures), and other measures to be taken.

1.5.4 Employee Training Records

Prepare and maintain Employee Training Records throughout the term of the contract meeting applicable 40 CFR requirements. Provide Employee Training Records in the Environmental Records Binder. Submit these Assembled Employee Training Records to the Contracting Officer at the conclusion of the project, unless otherwise directed.

Train personnel to meet state requirements. Conduct environmental protection/pollution control meetings for personnel prior to commencing construction activities. Contact additional meetings for new personnel and when site conditions change. Include in the training and meeting agenda: methods of detecting and avoiding pollution; familiarization with statutory and contractual pollution standards; installation and care of devices, vegetative covers, and instruments required for monitoring purposes to ensure adequate and continuous environmental protection/pollution control; anticipated hazardous or toxic chemicals or wastes, and other regulated contaminants; recognition and protection of archaeological sites, artifacts, waters of the United States, and endangered species and their

habitat that are known to be in the area..

1.5.5 Non-Compliance Notifications

The Contracting Officer will notify the Contractor in writing of any observed noncompliance with federal, state or local environmental laws or regulations, permits, and other elements of the Contractor's EPP. After receipt of such notice, inform the Contracting Officer of the proposed corrective action and take such action when approved by the Contracting Officer. The Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No time extensions will be granted or equitable adjustments allowed for any such suspensions. This is in addition to any other actions the Contracting Officer may take under the contract, or in accordance with the Federal Acquisition Regulation or Federal Law.

1.6 ENVIRONMENTAL PROTECTION PLAN

The purpose of the EPP is to present an overview of known or potential environmental issues that must be considered and addressed during construction. Incorporate construction related objectives and targets from the installation's EMS into the EPP. Include in the EPP measures for protecting natural and cultural resources, required reports, and other measures to be taken. Meet with the Contracting Officer to discuss the EPP and develop a mutual understanding relative to the details for environmental protection including measures for protecting natural resources, required reports, and other measures to be taken. Submit the EPP within 15 days after notice to proceed and not less than 10 days before the preconstruction meeting. Revise the EPP throughout the project to include any reporting requirements, changes in site conditions, or contract modifications that change the project scope of work in a way that could have an environmental impact. No requirement in this section will relieve the Contractor of any applicable federal, state, and local environmental protection laws and regulations. During Construction, identify, implement, and submit for approval any additional requirements to be included in the EPP. Maintain the current version onsite.

The EPP includes, but is not limited to, the following elements:

1.6.1 General Overview and Purpose

1.6.1.1 Descriptions

A brief description of each specific plan required by environmental permit or elsewhere in this Contract such as spill control plan, solid waste management plan,, air pollution control plan,, traffic control plan Hazardous, Non-Hazardous Solid Waste Disposal Plan borrowing material plan.

1.6.1.2 Duties

The duties and level of authority assigned to the person(s) on the job site who oversee environmental compliance, such as who is responsible for adherence to the EPP, who is responsible for spill cleanup and training personnel on spill response procedures, who is responsible for manifesting hazardous waste to be removed from the site (if applicable), and who is responsible for training the Contractor's environmental protection personnel.

1.6.1.3 Procedures

A copy of any standard or project-specific operating procedures that will be used to effectively manage and protect the environment on the project site.

1.6.1.4 Communications

Communication and training procedures that will be used to convey environmental management requirements to Contractor employees and subcontractors.

1.6.1.5 Contact Information

Emergency contact information contact information (office phone number, cell phone number, and e-mail address).

1.6.2 General Site Information

1.6.2.1 Drawings

Drawings showing locations of proposed temporary excavations or embankments for haul roads, stream crossings, jurisdictional wetlands, material storage areas, structures, sanitary facilities, storm drains and conveyances, and stockpiles of excess soil.

1.6.2.2 Work Area

Work area plan showing the proposed activity in each portion of the area and identify the areas of limited use or nonuse. Include measures for marking the limits of use areas, including methods for protection of features to be preserved within authorized work areas and methods to control runoff and to contain materials on site, and a traffic control plan.

1.6.2.3 Documentation

A letter signed by an officer of the firm appointing the Environmental Manager and stating that person is responsible for managing and implementing the Environmental Program as described in this contract. Include in this letter the Environmental Manager's authority to direct the removal and replacement of non-conforming work.

1.6.3 Protection of the Environment from Waste Derived from Contractor Operations

Control and disposal of solid and sanitary waste. Control and disposal of hazardous waste.

This item consist of the management procedures for hazardous waste to be generated. The elements of those procedures will coincide with the Installation Hazardous Waste Management Plan. The Contracting Officer will provide a copy of the Installation Hazardous Waste Management Plan. As a minimum, include the following:

- a. List of the types of hazardous wastes expected to be generated
- b. Procedures to ensure a written waste determination is made for appropriate wastes that are to be generated

- c. Sampling/analysis plan, including laboratory method(s) that will be used for waste determinations and copies of relevant laboratory certifications
- d. Methods and proposed locations for hazardous waste accumulation/storage (that is, in tanks or containers)
- e. Management procedures for storage, labeling, transportation, and disposal of waste (treatment of waste is not allowed unless specifically noted)
- f. Management procedures and regulatory documentation ensuring disposal of hazardous waste complies with Land Disposal Restrictions (40 CFR 268)
- g. Management procedures for recyclable hazardous materials such as lead-acid batteries, used oil, and similar
- h. Used oil management procedures in accordance with 40 CFR 279; Hazardous waste minimization procedures
- i. Plans for the disposal of hazardous waste by permitted facilities; and Procedures to be employed to ensure required employee training records are maintained.

1.6.4 Prevention of Releases to the Environment

Procedures to prevent releases to the environment

Notifications in the event of a release to the environment

1.6.5 Regulatory Notification and Permits

List what notifications and permit applications must be made. Some permits require up to 180 days to obtain. Demonstrate that those permits have been obtained or applied for by including copies of applicable environmental permits. The EPP will not be approved until the permits have been obtained.

1.6.6 Clean Air Act Compliance

1.6.6.1 Pollution Generating Equipment

Identify air pollution generating equipment or processes that may require federal, state, or local permits under the Clean Air Act. Determine requirements based on any current installation permits and the impacts of the project. Provide a list of all fixed or mobile equipment, machinery or operations that could generate air emissions during the project to the Installation Environmental Office (Air Program Manager).

1.6.6.2 Stationary Internal Combustion Engines

Identify portable and stationary internal combustion engines that will be supplied, used or serviced. Comply with 40 CFR 60 Subpart IIII, 40 CFR 60 Subpart JJJJ, 40 CFR 63 Subpart ZZZZ, and local regulations as applicable. At minimum, include the make, model, serial number, manufacture date, size (engine brake horsepower), and EPA emission certification status of each engine. Maintain applicable records and log hours of operation and fuel use. Logs must include reasons for operation and delineate between emergency and non-emergency operation.

1.6.6.3 Refrigerants

Identify management practices to ensure that heating, ventilation, and air conditioning (HVAC) work involving refrigerants complies with 40 CFR 82 requirements. Technicians must be certified, maintain copies of certification on site, use certified equipment and log work that requires the addition or removal of refrigerant. Any refrigerant reclaimed is the property of the Government, coordinate with the Installation Environmental Office to determine the appropriate turn in location.

1.6.6.4 Air Pollution-engineering Processes

Identify planned air pollution-generating processes and management control measures (including, but not limited to, spray painting, abrasive blasting, demolition, material handling, fugitive dust, and fugitive emissions). Log hours of operations and track quantities of materials used.

1.6.6.5 Compliant Materials

Provide the Government a list of and SDSs for all hazardous materials proposed for use on site. Materials must be compliant with all Clean Air Act regulations for emissions including solvent and volatile organic compound contents, and applicable National Emission Standards for Hazardous Air Pollutants requirements. The Government may alter or limit use of specific materials as needed to meet installation permit requirements for emissions.

1.7 LICENSES AND PERMITS

Obtain licenses and permits required for the construction of the project and in accordance with FAR 52.236-7. Notify the Government of all general use permitted equipment the Contractor plans to use on site. This paragraph supplements the Contractor's responsibility under FAR 52.236-7.

1.8 ENVIRONMENTAL RECORDS BINDER

Maintain on-site a separate three-ring Environmental Records Binder and submit at the completion of the project. Make separate parts within the binder that correspond to each submittal listed under paragraph CLOSEOUT SUBMITTALS in this section.

1.9 SOLID WASTE MANAGEMENT PERMIT

Provide the Contracting Officer with written notification of the quantity of anticipated solid waste or debris that is anticipated or estimated to be generated by construction. Include in the report the locations where various types of waste will be disposed or recycled. Include letters of acceptance from the receiving location or as applicable; submit one copy of the receiving location state and local Solid Waste Management Permit or license showing such agency's approval of the disposal plan before transporting wastes off Government property.

1.9.1 Solid Waste Management Report

Monthly, submit a solid waste disposal report to the Contracting Officer. For each waste, the report will state the classification (using the definitions provided in this section), amount, location, and name of the business receiving the solid waste.

1.10 FACILITY HAZARDOUS WASTE GENERATOR STATUS

Marine Corps Air Station Cherry Point is designated as a Large Quantity Generator. Meet the regulatory requirements of this generator designation for any work conducted within the boundaries of this Installation. Comply with provisions of federal, state, and local regulatory requirements applicable to this generator status regarding training and storage, handling, and disposal of construction derived wastes.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 PROTECTION OF NATURAL RESOURCES

Minimize interference with, disturbance to, and damage to fish, wildlife, and plants, including their habitats. Prior to the commencement of activities, consult with the Installation Environmental Office, regarding rare species or sensitive habitats that need to be protected. The protection of rare, threatened, and endangered animal and plant species identified, including their habitats, is the Contractor's responsibility.

Preserve the natural resources within the project boundaries and outside the limits of permanent work. Restore to an equivalent or improved condition upon completion of work that is consistent with the requirements of the Installation Environmental Office or as otherwise specified. Confine construction activities to within the limits of the work indicated or specified.

3.1.1 Flow Ways

Do not alter water flows or otherwise significantly disturb the native habitat adjacent to the project and critical to the survival of fish and wildlife, except as specified and permitted.

3.1.2 Vegetation

Except in areas to be cleared, do not remove, cut, deface, injure, or destroy trees or shrubs without the Contracting Officer's permission. Do not fasten or attach ropes, cables, or guys to existing nearby trees for anchorages unless authorized by the Contracting Officer. Where such use of attached ropes, cables, or guys is authorized, the Contractor is responsible for any resultant damage.

Protect existing trees that are to remain to ensure they are not injured, bruised, defaced, or otherwise damaged by construction operations. Remove displaced rocks from uncleared areas. Coordinate with the Contracting Officer and Installation Environmental Office to determine appropriate action for trees and other landscape features scarred or damaged by equipment operations.

3.1.3 Streams

Stream crossings must allow movement of materials or equipment without violating water pollution control standards of the federal, state, and local governments. Construction of stream crossing structures must be in

compliance with any required permits including, but not limited to, Clean Water Act Section 404, and Section 401 Water Quality.

The Contracting Officer's approval and appropriate permits are required before any equipment will be permitted to ford live streams. In areas where frequent crossings are required, install temporary culverts or bridges. Obtain Contracting Officer's approval prior to installation. Remove temporary culverts or bridges upon completion of work, and repair the area to its original condition unless otherwise required by the Contracting Officer.

3.2 STORMWATER

Do not discharge stormwater from construction sites to the sanitary sewer. If the water is noted or suspected of being contaminated, it may only be released to the storm drain system if the discharge is specifically permitted. Obtain authorization in advance from the Installation Environmental Office for any release of contaminated water.

3.2.1 Erosion and Sediment Control Measures

Provide erosion and sediment control measures in accordance with state and local laws and regulations. Preserve vegetation to the maximum extent practicable.

Erosion control inspection reports may be compiled as part of a stormwater pollution prevention plan inspection reports.

3.2.2 Work Area Limits

Mark the areas that need not be disturbed under this Contract prior to commencing construction activities. Mark or fence isolated areas within the general work area that are not to be disturbed. Protect monuments and markers before construction operations commence. Where construction operations are to be conducted during darkness, any markers must be visible in the dark. Personnel must be knowledgeable of the purpose for marking and protecting particular objects.

3.2.3 Contractor Facilities and Work Areas

Place field offices, staging areas, stockpile storage, and temporary buildings in areas designated on the drawings or as directed by the Contracting Officer. Move or relocate the Contractor facilities only when approved by the Government. Provide erosion and sediment controls for onsite borrow and spoil areas to prevent sediment from entering nearby waters. Control temporary excavation and embankments for plant or work areas to protect adjacent areas.

3.3 AIR RESOURCES

Equipment operation, activities, or processes will be in accordance with 40 CFR 64 and state air emission and performance laws and standards.

3.3.1 Preconstruction Air Permits

Notify the Air Program Manager, through the Contracting Officer, at least 6 months prior to bringing equipment, assembled or unassembled, onto the Installation, so that air permits can be secured. Necessary permitting time must be considered in regard to construction activities. Clean Air

Act (CAA) permits must be obtained prior to bringing equipment, assembled or unassembled, onto the Installation.

3.3.2 Burning

Burning is prohibited on the Government premises.

3.3.3 Class I and II ODS Prohibition

Class I and II ODS are Government property and must be returned to the Government for appropriate management. Coordinate with the Installation Environmental Office to determine the appropriate location for turn in of all reclaimed refrigerant.

3.3.4 Accidental Venting of Refrigerant

Accidental venting of a refrigerant is a release and must be reported immediately to the Contracting Officer.

3.3.5 EPA Certification Requirements

Heating and air conditioning technicians must be certified through an EPA-approved program. Maintain copies of certifications at the employees' places of business; technicians must carry certification wallet cards, as provided by environmental law.

3.3.6 Dust Control

Keep dust down at all times, including during nonworking periods. Sprinkle or treat, with dust suppressants, the soil at the site, haul roads, and other areas disturbed by operations. Dry power brooming will not be permitted. Instead, use vacuuming, wet mopping, wet sweeping, or wet power brooming. Air blowing will be permitted only for cleaning nonparticulate debris such as steel reinforcing bars. Only wet cutting will be permitted for cutting concrete blocks, concrete, and bituminous concrete. Do not unnecessarily shake bags of cement, concrete mortar, or plaster.

3.3.6.1 Particulates

Dust particles, aerosols and gaseous by-products from construction activities, and processing and preparation of materials (such as from asphaltic batch plants) must be controlled at all times, including weekends, holidays, and hours when work is not in progress. Maintain excavations, stockpiles, haul roads, permanent and temporary access roads, plant sites, spoil areas, borrow areas, and other work areas within or outside the project boundaries free from particulates that would exceed 40 CFR 50, state, and local air pollution standards or that would cause a hazard or a nuisance. Sprinkling, chemical treatment of an approved type, baghouse, scrubbers, electrostatic precipitators, or other methods will be permitted to control particulates in the work area. Sprinkling, to be efficient, must be repeated to keep the disturbed area damp. Provide sufficient, competent equipment available to accomplish these tasks. Perform particulate control as the work proceeds and whenever a particulate nuisance or hazard occurs. Comply with state and local visibility regulations.

3.3.6.2 Abrasive Blasting

Blasting operations cannot be performed without prior approval of the

Installation Air Program Manager. The use of silica sand is prohibited in sandblasting.

Provide tarpaulin drop cloths and windscreens to enclose abrasive blasting operations to confine and collect dust, abrasive agent, paint chips, and other debris. Perform work involving removal of hazardous material in accordance with 29 CFR 1910.

3.3.7 Odors

Control odors from construction activities. The odors must be in compliance with state regulations and local ordinances and may not constitute a health hazard.

3.4 WASTE MINIMIZATION

Minimize the use of hazardous materials and the generation of waste. Include procedures for pollution prevention/hazardous waste minimization in the Hazardous Waste Management Section of the EPP. Obtain a copy of the installation's Pollution Prevention/Hazardous Waste Minimization Plan for reference material when preparing this part of the EPP. If no written plan exists, obtain information by contacting the Contracting Officer. Describe the anticipated types of the hazardous materials to be used in the construction when requesting information.

3.4.1 Salvage, Reuse and Recycle

Identify anticipated materials and waste for salvage, reuse, and recycling. Describe actions to promote material reuse, resale or recycling. To the extent practicable, all scrap metal must be sent for reuse or recycling and will not be disposed of in a landfill.

Include the name, physical address, and telephone number of the hauler, if transported by a franchised solid waste hauler. Include the destination and, unless exempted, provide a copy of the state or local permit (cover) or license for recycling.

3.4.2 Nonhazardous Solid Waste Diversion Report

Maintain an inventory of nonhazardous solid waste diversion and disposal of construction and demolition debris. Submit a report to the Contracting Officer on the first working day after each fiscal year quarter, starting the first quarter that nonhazardous solid waste has been generated.

Include the following in the report:

Construction and Demolition (C&D) Debris Disposed	(____) (cubic yards) or (tons), as appropriate
C&D Debris Recycled	(____) (cubic yards) or (tons), as appropriate
Total C&D Debris Generated	(____) (cubic yards) or (tons), as appropriate

Construction and Demolition (C&D) Debris Disposed	(____) (cubic yards) or (tons), as appropriate
Waste Sent to Waste-To-Energy Incineration Plant (This amount should not be included in the recycled amount)	(____) (cubic yards) or (tons), as appropriate

3.5 WASTE MANAGEMENT AND DISPOSAL

3.5.1 Waste Determination Documentation

Complete a Waste Determination form (provided at the pre-construction conference) for Contractor-derived wastes to be generated. All potentially hazardous solid waste streams that are not subject to a specific exclusion or exemption from the hazardous waste regulations (e.g. scrap metal, domestic sewage) or subject to special rules, (lead-acid batteries and precious metals) must be characterized in accordance with the requirements of 40 CFR 261 or corresponding applicable state or local regulations. Base waste determination on user knowledge of the processes and materials used, and analytical data when necessary. Consult with the Installation environmental staff for guidance on specific requirements. Attach support documentation to the Waste Determination form. As a minimum, provide a Waste Determination form for the following waste (this listing is not inclusive): oil- and latex -based painting and caulking products, solvents, adhesives, aerosols, petroleum products, and containers of the original materials.

3.5.1.1 Sampling and Analysis of Waste

3.5.1.1.1 Waste Sampling

Sample waste in accordance with EPA SW-846. Clearly mark each sampled drum or container with the Contractor's identification number, and cross reference to the chemical analysis performed.

3.5.1.1.2 Laboratory Analysis

Follow the analytical procedure and methods in accordance with the 40 CFR 261. Provide analytical results and reports performed to the Contracting Officer.

3.5.1.1.3 Analysis Type

Identify hazardous waste by analyzing for the following characteristics: ignitability, corrosivity, reactivity, toxicity based on TCLP results.

3.5.2 Solid Waste Management

3.5.2.1 Solid Waste Management Report

Provide copies of the waste handling facilities' weight tickets, receipts, bills of sale, and other sales documentation. In lieu of sales documentation, a statement indicating the disposal location for the solid waste that is signed by an employee authorized to legally obligate or bind the firm may be submitted. The sales documentation Contractor certification must include the receiver's tax identification number and business, EPA or

state registration number, along with the receiver's delivery and business addresses and telephone numbers. For each solid waste retained for the Contractor's own use, submit the information previously described in this paragraph on the solid waste disposal report. Prices paid or received do not have to be reported to the Contracting Officer unless required by other provisions or specifications of this Contract or public law.

3.5.2.2 Control and Management of Solid Wastes

Pick up solid wastes, and place in covered containers that are regularly emptied. Do not prepare or cook food on the project site. Prevent contamination of the site or other areas when handling and disposing of wastes. At project completion, leave the areas clean. Employ segregation measures so that no hazardous or toxic waste will become co-mingled with non-hazardous solid waste. Transport solid waste off Government property and dispose of it in compliance with 40 CFR 260, state, and local requirements for solid waste disposal. A Subtitle D RCRA permitted landfill is the minimum acceptable offsite solid waste disposal option. Verify that the selected transporters and disposal facilities have the necessary permits and licenses to operate. Solid waste disposal offsite must comply with most stringent local, state, and federal requirements, including 40 CFR 241, 40 CFR 243, and 40 CFR 258.

Manage hazardous material used in construction, including but not limited to, aerosol cans, waste paint, cleaning solvents, contaminated brushes, and used rags, in accordance with 49 CFR 173.

3.5.3 Control and Management of Hazardous Waste

Do not dispose of hazardous waste on Government property. Do not discharge any waste to a sanitary sewer, storm drain, or to surface waters or conduct waste treatment or disposal on Government property without written approval of the Contracting Officer.

3.5.3.1 Hazardous Waste/Debris Management

Identify construction activities that will generate hazardous waste or debris. Provide a documented waste determination for resultant waste streams. Identify, label, handle, store, and dispose of hazardous waste or debris in accordance with federal, state, and local regulations, including 40 CFR 261, 40 CFR 262, 40 CFR 263, 40 CFR 264, 40 CFR 265, 40 CFR 266, and 40 CFR 268.

Manage hazardous waste in accordance with the approved Hazardous Waste Management Section of the EPP. Store hazardous wastes in approved containers in accordance with 49 CFR 173 and 49 CFR 178. Hazardous waste generated within the confines of Government facilities is identified as being generated by the Government. Prior to removal of any hazardous waste from Government property, hazardous waste manifests must be signed by personnel from the Installation Environmental Office. Do not bring hazardous waste onto Government property. Provide the Contracting Officer with a copy of waste determination documentation for any solid waste streams that have any potential to be hazardous waste or contain any chemical constituents listed in 40 CFR 372-SUBPART D.

3.5.3.2 Waste Storage/Satellite Accumulation/90 Day Storage Areas

Accumulate hazardous waste at satellite accumulation points and in compliance with 40 CFR 262.34 and applicable state or local regulations.

Individual waste streams will be limited to 55 gallons of accumulation (or 1 quart for acutely hazardous wastes). If the Contractor expects to generate hazardous waste at a rate and quantity that makes satellite accumulation impractical, the Contractor may request a temporary 90 day accumulation point be established. Submit a request in writing to the Contracting Officer and provide the following information (Attach Site Plan to the Request):

Contract Number	
Contractor	
Haz/Waste or Regulated Waste POC	
Phone Number	
Type of Waste	
Source of Waste	
Emergency POC	
Phone Number	
Location of the Site	

Attach a Waste Determination form for the expected waste streams. Allow 10 working days for processing this request. Additional compliance requirements (e.g. training and contingency planning) that may be required are the responsibility of the Contractor. Barricade the designated area where waste is being stored and post a sign identifying as follows:

"DANGER - UNAUTHORIZED PERSONNEL KEEP OUT"

3.5.3.3 Hazardous Waste Disposal

3.5.3.3.1 Responsibilities for Contractor's Disposal

Provide hazardous waste manifest to the Installations Environmental Office for review, approval, and signature prior to shipping waste off Government property.

3.5.3.3.1.1 Services

Provide service necessary for the final treatment or disposal of the hazardous material or waste in accordance with 40 CFR 260, local, and state, laws and regulations, and the terms and conditions of the Contract within 60 days after the materials have been generated. These services include necessary personnel, labor, transportation, packaging, detailed analysis (if required for disposal or transportation, include manifesting or complete waste profile sheets, equipment, and compile documentation).

3.5.3.3.1.2 Samples

Obtain a representative sample of the material generated for each job done to provide waste stream determination.

3.5.3.3.1.3 Analysis

Analyze each sample taken and provide analytical results to the Contracting Officer. See paragraph WASTE DETERMINATION DOCUMENTATION.

3.5.3.3.1.4 Labeling

Determine the Department of Transportation's (DOT's) proper shipping names for waste (each container requiring disposal) and demonstrate to the Contracting Officer how this determination is developed and supported by the sampling and analysis requirements contained herein. Label all containers of hazardous waste with the words "Hazardous Waste" or other words to describe the contents of the container in accordance with 40 CFR 262.31 and applicable state or local regulations.

3.5.3.3.2 Contractor Disposal Turn-In Requirements

Hazardous waste generated must be disposed of in accordance with the following conditions to meet installation requirements:

- a. Drums must be compatible with waste contents and drums must meet DOT requirements for 49 CFR 173 for transportation of materials.
- b. Band drums to wooden pallets.
- c. No more than three 55 gallon drums or two 85 gallon over packs are to be banded to a pallet.
- d. Band using 1-1/4 inch minimum band on upper third of drum.
- e. Provide label in accordance with 49 CFR 172.101.
- f. Leave 3 to 5 inches of empty space above volume of material.

3.5.3.4 Universal Waste Management

Manage the following categories of universal waste in accordance with federal, state, and local requirements and installation instructions:

- a. Batteries as described in 40 CFR 273.2
- b. Lamps as described in 40 CFR 273.5
- c. Mercury-containing equipment as described in 40 CFR 273.4

Mercury is prohibited in the construction of this facility, unless specified otherwise, and with the exception of mercury vapor lamps and fluorescent lamps. Dumping of mercury-containing materials and devices such as mercury vapor lamps, fluorescent lamps, and mercury switches, in rubbish containers is prohibited. Remove without breaking, pack to prevent breakage, and transport out of the activity in an unbroken condition for disposal as directed.

3.5.3.5 Electronics End-of-Life Management

Recycle or dispose of electronics waste, including, but not limited to, used electronic devices such as computers, monitors, hard-copy devices, televisions, mobile devices, in accordance with 40 CFR 260-262, state, and local requirements, and installation instructions.

3.5.3.6 Disposal Documentation for Hazardous and Regulated Waste

Contact the Contracting Officer for the facility RCRA identification number that is to be used on each manifest.

3.5.4 Releases/Spills of Oil and Hazardous Substances

3.5.4.1 Response and Notifications

Exercise due diligence to prevent, contain, and respond to spills of hazardous material, hazardous substances, hazardous waste, sewage, regulated gas, petroleum, lubrication oil, and other substances regulated in accordance with 40 CFR 300. Maintain spill cleanup equipment and materials at the work site. In the event of a spill, take prompt, effective action to stop, contain, curtail, or otherwise limit the amount, duration, and severity of the spill/release. In the event of any releases of oil and hazardous substances, chemicals, or gases; immediately (within 15 minutes) notify the Installation Fire Department, the Installation Command Duty Officer, the Installation Environmental Office, the Contracting Officer and the state or local authority.

Submit verbal and written notifications as required by the federal (40 CFR 300.125 and 40 CFR 355), state, local regulations and instructions. Provide copies of the written notification and documentation that a verbal notification was made within 20 days. Spill response must be in accordance with 40 CFR 300 and applicable state and local regulations. Contain and clean up these spills without cost to the Government.

3.5.4.2 Clean Up

Clean up hazardous and non-hazardous waste spills. Reimburse the Government for costs incurred including sample analysis materials, clothing, equipment, and labor if the Government will initiate its own spill cleanup procedures, for Contractor-responsible spills, when: Spill cleanup procedures have not begun within one hour of spill discovery/occurrence; or, in the Government's judgment, spill cleanup is inadequate and the spill remains a threat to human health or the environment.

3.5.5 Mercury Materials

Immediately report to the Environmental Office and the Contracting Officer instances of breakage or mercury spillage. Clean mercury spill area to the satisfaction of the Contracting Officer.

Do not recycle a mercury spill cleanup; manage it as a hazardous waste for disposal.

3.5.6 Wastewater

3.5.6.1 Disposal of wastewater must be as specified below.

3.5.6.1.1 Treatment

Do not allow wastewater from construction activities, such as onsite material processing, concrete curing, foundation and concrete clean-up, water used in concrete trucks, and forms to enter water ways or to be discharged prior to being treated to remove pollutants. Dispose of the

construction-related waste water off-Government property in accordance with 40 CFR 403, state, regional, and local laws and regulations.

3.5.6.1.2 Surface Discharge

For discharge of ground water, obtain a state or federal permit specific for pumping and discharging ground water prior to surface discharging.

3.5.6.1.3 Land Application

Water generated from the flushing of lines after disinfection or disinfection in conjunction with hydrostatic testing must be land-applied in accordance with federal, state, and local laws and regulations for land application discharged into the sanitary sewer with prior approval and notification to the Wastewater Treatment Plant's Operator.

3.6 HAZARDOUS MATERIAL MANAGEMENT

Include hazardous material control procedures in the Safety Plan, in accordance with Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS. Address procedures and proper handling of hazardous materials, including the appropriate transportation requirements. Do not bring hazardous material onto Government property that does not directly relate to requirements for the performance of this contract. Submit an SDS and estimated quantities to be used for each hazardous material to the Contracting Officer prior to bringing the material on the installation. Typical materials requiring SDS and quantity reporting include, but are not limited to, oil and latex based painting and caulking products, solvents, adhesives, aerosol, and petroleum products. Use hazardous materials in a manner that minimizes the amount of hazardous waste generated. Containers of hazardous materials must have National Fire Protection Association labels or their equivalent. Certify that hazardous materials removed from the site are hazardous materials and do not meet the definition of hazardous waste, in accordance with 40 CFR 261.

3.7 PREVIOUSLY USED EQUIPMENT

Clean previously used construction equipment prior to bringing it onto the project site. Equipment must be free from soil residuals, egg deposits from plant pests, noxious weeds, and plant seeds. Consult with the U.S. Department of Agriculture jurisdictional office for additional cleaning requirements.

3.8 PETROLEUM, OIL, LUBRICANT (POL) STORAGE AND FUELING

POL products include flammable or combustible liquids, such as gasoline, diesel, lubricating oil, used engine oil, hydraulic oil, mineral oil, and cooking oil. Store POL products and fuel equipment and motor vehicles in a manner that affords the maximum protection against spills into the environment. Manage and store POL products in accordance with EPA 40 CFR 112, and other federal, state, regional, and local laws and regulations. Use secondary containments, dikes, curbs, and other barriers, to prevent POL products from spilling and entering the ground, storm or sewer drains, stormwater ditches or canals, or navigable waters of the United States. Describe in the EPP (see paragraph ENVIRONMENTAL PROTECTION PLAN) how POL tanks and containers must be stored, managed, and inspected and what protections must be provided. Storage of oil, including fuel, on the project site is not allowed. Fuel must be brought to the project site each day that work is performed. Storage of fuel on the project site must be in accordance with EPA, state, and local laws and regulations and

paragraph OIL STORAGE INCLUDING FUEL TANKS.

3.8.1 Used Oil Management

Manage used oil generated on site in accordance with 40 CFR 279. Determine if any used oil generated while onsite exhibits a characteristic of hazardous waste. Used oil containing 1,000 parts per million of solvents is considered a hazardous waste and disposed of at the Contractor's expense. Used oil mixed with a hazardous waste is also considered a hazardous waste. Dispose in accordance with paragraph HAZARDOUS WASTE DISPOSAL.

3.8.2 Oil Storage Including Fuel Tanks

Provide secondary containment and overflow protection for oil storage tanks. A berm used to provide secondary containment must be of sufficient size and strength to contain the contents of the tanks plus 5 inches freeboard for precipitation. Construct the berm to be impervious to oil for 72 hours that no discharge will permeate, drain, infiltrate, or otherwise escape before cleanup occurs. Use drip pans during oil transfer operations; adequate absorbent material must be onsite to clean up any spills and prevent releases to the environment. Cover tanks and drip pans during inclement weather. Provide procedures and equipment to prevent overflowing of tanks. If tanks and containers with an aggregate aboveground capacity greater than 1320 gallons will be used onsite (only containers with a capacity of 55 gallons or greater are counted), provide and implement a SPCC plan meeting the requirements of 40 CFR 112. Do not bring underground storage tanks to the installation for Contractor use during a project. Submit the SPCC plan to the Contracting Officer for approval.

Monitor and remove any rainwater that accumulates in open containment dikes or berms. Inspect the accumulated rainwater prior to draining from a containment dike to the environment, to determine there is no oil sheen present.

3.9 INADVERTENT DISCOVERY OF PETROLEUM-CONTAMINATED SOIL OR HAZARDOUS WASTES

If petroleum-contaminated soil, or suspected hazardous waste is found during construction that was not identified in the Contract documents, immediately notify the Contracting Officer. Do not disturb this material until authorized by the Contracting Officer.

3.10 CHLORDANE

Evaluate excess soils and concrete foundation debris generated during the demolition of housing units or other wooden structures for the presence of chlordane or other pesticides prior to reuse or final disposal.

3.11 SOUND INTRUSION

Make the maximum use of low-noise emission products, as certified by the EPA. Blasting or use of explosives are not permitted without written permission from the Contracting Officer, and then only during the designated times.

Keep construction activities under surveillance and control to minimize environment damage by noise. Comply with the provisions of the State of North Carolina rules.

3.12 POST CONSTRUCTION CLEANUP

Clean up areas used for construction in accordance with Contract Clause: "Cleaning Up". Unless otherwise instructed in writing by the Contracting Officer, remove traces of temporary construction facilities such as haul roads, work area, structures, foundations of temporary structures, stockpiles of excess or waste materials, and other vestiges of construction prior to final acceptance of the work. Grade parking area and similar temporarily used areas to conform with surrounding contours.

-- End of Section --

SECTION 01 78 00

CLOSEOUT SUBMITTALS

08/11

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

ASTM INTERNATIONAL (ASTM)

ASTM E1971 (2005; R 2011) Standard Guide for Stewardship for the Cleaning of Commercial and Institutional Buildings

GREEN SEAL (GS)

GS-37 (2017) Cleaning Products for Industrial and Institutional Use

U.S. DEPARTMENT OF DEFENSE (DOD)

FC 1-300-09N (2014; with Change 2) Navy and Marine Corps Design Procedures

UFC 1-300-08 (2009, with Change 2) Criteria for Transfer and Acceptance of DoD Real Property

1.2 DEFINITIONS

1.2.1 As-Built Drawings

As-built drawings are developed and maintained by the Contractor and depict actual conditions, including deviations from the Contract Documents. These deviations and additions may result from coordination required by, but not limited to: contract modifications; official responses to Contractor submitted Requests for Information; direction from the Contracting Officer; designs which are the responsibility of the Contractor, and differing site conditions. Maintain the as-builts throughout construction as red-lined hard copies on site. These files serve as the basis for the creation of the record drawings.

1.2.2 Record Drawings

The record drawings are the final compilation of actual conditions reflected in the as-built drawings.

1.3 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-03 Product Data

Warranty Management Plan
Warranty Tags
Final Cleaning
Spare Parts Data

SD-08 Manufacturer's Instructions

Posted Instructions

SD-10 Operation and Maintenance Data

Operation and Maintenance Manuals

SD-11 Closeout Submittals

As-Built Drawings
Record Drawings
As-Built Record of Equipment and Materials
Final Approved Shop Drawings
Construction Contract Specifications
Certification of EPA Designated Items
Certification Of USDA Designated Items
Interim DD FORM 1354
Checklist for DD FORM 1354
High Performance and Sustainable Building (HPSB) Checklist

1.4 SPARE PARTS DATA

Submit two copies of the Spare Parts Data list.

- a. Indicate manufacturer's name, part number, nomenclature, and stock level required for maintenance and repair. List those items that may be standard to the normal maintenance of the system.

1.5 WARRANTY MANAGEMENT

1.5.1 Warranty Management Plan

Develop a warranty management plan which contains information relevant to FAR 52.246-21 Warranty of Construction. At least 30 days before the planned pre-warranty conference, submit two sets of the warranty management plan. Include within the warranty management plan all required actions and documents to assure that the Government receives all warranties to which it is entitled. The plan must be in narrative form and contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this contract. The term "status" as indicated below must include due date and whether item has been submitted or was accomplished. Warranty information made available during the construction phase must be submitted to the Contracting Officer for approval prior to each monthly pay estimate. Assemble approved information in a binder and turn over to the Government upon acceptance of the work. The construction warranty period will begin on the date of project acceptance and continue for the full product warranty period. A joint 4 month and 9 month warranty inspection will be conducted, measured from time of acceptance, by the Contractor, Contracting Officer and the Customer Representative. Include within the warranty management plan , but not limited to, the following:

- a. Roles and responsibilities of all personnel associated with the warranty process, including points of contact and telephone numbers within the organizations of the Contractors, subcontractors, manufacturers or suppliers involved.
- b. Furnish with each warranty the name, address, and telephone number of each of the guarantor's representatives nearest to the project location.
- c. Listing and status of delivery of all Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, and for all commissioned systems such as fire protection and alarm systems, sprinkler systems, lightning protection systems, etc.
- d. As-Built Record of Equipment and Materials list for each warranted equipment, item, feature of construction or system indicating:
 - (1) Name of item.
 - (2) Model and serial numbers.
 - (3) Location where installed.
 - (4) Name and phone numbers of manufacturers or suppliers.
 - (5) Names, addresses and telephone numbers of sources of spare parts.
 - (6) Warranties and terms of warranty. Include one-year overall warranty of construction, including the starting date of warranty of construction. Items which have extended warranties must be indicated with separate warranty expiration dates.
 - (7) Cross-reference to warranty certificates as applicable.
 - (8) Starting point and duration of warranty period.
 - (9) Summary of maintenance procedures required to continue the warranty in force.
 - (10) Cross-reference to specific pertinent Operation and Maintenance manuals.
 - (11) Organization, names and phone numbers of persons to call for warranty service.
 - (12) Typical response time and repair time expected for various warranted equipment.
- e. The plans for attendance at the 4 and 9 month post-construction warranty inspections conducted by the Government.
- f. Procedure and status of tagging of all equipment covered by extended warranties.
- g. Copies of instructions to be posted near selected pieces of equipment where operation is critical for warranty and/or safety reasons.

1.5.2 Performance Bond

The Performance Bond must remain effective throughout the construction period.

- a. In the event the Contractor fails to commence and diligently pursue any construction warranty work required, the Contracting Officer will have the work performed by others, and after completion of the work, will charge the remaining construction warranty funds of expenses incurred by the Government while performing the work, including, but not limited to administrative expenses.

- b. In the event sufficient funds are not available to cover the construction warranty work performed by the Government at the Contractor's expense, the Contracting Officer will have the right to recoup expenses from the bonding company.
- c. Following oral or written notification of required construction warranty repair work, respond in a timely manner. Written verification will follow oral instructions. Failure to respond will be cause for the Contracting Officer to proceed against the Contractor.

1.5.3 Pre-Warranty Conference

Prior to contract completion, and at a time designated by the Contracting Officer, meet with the Contracting Officer to develop a mutual understanding with respect to the requirements of this section. Communication procedures for Contractor notification of construction warranty defects, priorities with respect to the type of defect, reasonable time required for Contractor response, and other details deemed necessary by the Contracting Officer for the execution of the construction warranty will be established/reviewed at this meeting. In connection with these requirements and at the time of the Contractor's quality control completion inspection, furnish the name, telephone number and address of a licensed and bonded company which is authorized to initiate and pursue construction warranty work action on behalf of the Contractor. This point of contact will be located within the local service area of the warranted construction, be continuously available, and be responsive to Government inquiry on warranty work action and status. This requirement does not relieve the Contractor of any of its responsibilities in connection with other portions of this provision.

1.5.4 Warranty Tags

At the time of installation, tag each warranted item with a durable, oil and water resistant tag approved by the Contracting Officer. Attach each tag with a copper wire and spray with a silicone waterproof coating. Also, submit two record copies of the warranty tags showing the layout and design. The date of acceptance and the QC signature must remain blank until the project is accepted for beneficial occupancy. Show the following information on the tag.

Type of product/material	
Model number	
Serial number	
Contract number	
Warranty period from/to	
Inspector's signature	
Construction Contractor	

Address	
Telephone number	
Warranty contact	
Address	
Telephone number	
Warranty response time priority code	
WARNING - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE DURING THE WARRANTY PERIOD.	

PART 2 PRODUCTS

2.1 CERTIFICATION OF EPA DESIGNATED ITEMS

Submit the Certification of EPA Designated Items as required by FAR 52.223-9 Estimate of Percentage of Recovered Material Content for EPA Designated Items and FAR 52-223-17 Affirmative Procurement of EPA designated items in Service and Construction Contracts.. Include on the certification form the following information: project name, project number, Contractor name, license number, Contractor address, and certification. The certification will read as follows and be signed and dated by the Contractor. "I hereby certify the information provided herein is accurate and that the requisition/procurement of all materials listed on this form comply with current EPA standards for recycled/recovered materials content. The following exemptions may apply to the non-procurement of recycled/recovered content materials:

- 1) The product does not meet appropriate performance standards;
- 2) The product is not available within a reasonable time frame;
- 3) The product is not available competitively (from two or more sources);
- 4) The product is only available at an unreasonable price (compared with a comparable non-recycled content product)."

Record each product used in the project that has a requirement or option of containing recycled content in accordance with SECTION 01 33 29 SUSTAINABILITY REPORTING, noting total price, total value of post-industrial recycled content, total value of post-consumer recycled content, exemptions (1, 2, 3, or 4, as indicated), and comments. Recycled content values may be determined by weight or volume percent, but must be consistent throughout.

2.2 CERTIFICATION OF USDA DESIGNATED ITEMS

Submit the Certification of USDA Designated Items as required by FAR 52-223-1 Bio-based Product Certifications and FAR 52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts. Include on the certification form the following information: project name, project number, Contractor name, license number, Contractor address, and certification. The certification will read as follows and be signed and

dated by the Contractor. "I hereby certify the information provided herein is accurate and that the requisition/procurement of all materials listed on this form comply with current USDA standards for biobased materials content. The following exemptions may apply to the non-procurement of biobased content materials:

- 1) The product does not meet appropriate performance standards;
- 2) The product is not available within a reasonable time frame;
- 3) The product is not available competitively (from two or more sources);
- 4) The product is only available at an unreasonable price (compared with a comparable bio-based content product)."

Record each product used in the project that has a requirement or option of containing biobased content in accordance with SECTION 01 33 29 SUSTAINABILITY REPORTING, noting total price, total value of post-industrial recycled content, total value of post-consumer recycled content, total value of biobased content, exemptions (1, 2, 3, or 4, as indicated), and comments. Biobased content values may be determined by weight or volume percent, but must be consistent throughout.

PART 3 EXECUTION

3.1 AS-BUILT DRAWINGS

Provide and maintain two black line print copies of the PDF contract drawings for As-Built Drawings. At a minimum of 30 days prior to Beneficial Occupancy Date (BOD), certify both sets of as-built drawings as correct, sign, and submit the As-Built Drawings for Contracting Officer approval.

3.1.1 Markup Guidelines

Make comments and markup the drawings complete without reference to letters, memos, or materials that are not part of the As-Built drawing. Show what was changed, how it was changed, where item(s) were relocated and change related details. These working as-built markup prints must be neat, legible and accurate as follows:

- a. Use base colors of red, green, and blue. Color code for changes as follows:
 - (1) Special (Blue) - Items requiring special information, coordination, or special detailing or detailing notes.
 - (2) Deletions (Red) - Over-strike deleted graphic items (lines), lettering in notes and leaders.
 - (3) Additions (Green) - Added items, lettering in notes and leaders.
- b. Provide a legend if colors other than the "base" colors of red, green, and blue are used.
- c. Add and denote any additional equipment or material facilities, service lines, incorporated under As-Built Revisions if not already shown in legend.
- d. Use frequent written explanations on markup drawings to describe changes. Do not totally rely on graphic means to convey the revision.

- e. Use legible lettering and precise and clear digital values when marking prints. Clarify ambiguities concerning the nature and application of change involved.
- f. Wherever a revision is made, also make changes to related section views, details, legend, profiles, plans and elevation views, schedules, notes and call out designations, and mark accordingly to avoid conflicting data on all other sheets.
- g. For deletions, cross out all features, data and captions that relate to that revision.
- h. For changes on small-scale drawings and in restricted areas, provide large-scale inserts, with leaders to the applicable location.
- i. Indicate one of the following when attaching a print or sketch to a markup print:
 - 1) Add an entire drawing to contract drawings
 - 2) Change the contract drawing to show
 - 3) Provided for reference only to further detail the initial design.
- j. Incorporate all shop and fabrication drawings into the markup drawings.

3.1.2 As-Built Drawings Content

Show on the as-built drawings, but not limited to, the following information:

- a. The actual location, kinds and sizes of all sub-surface utility lines. In order that the location of these lines and appurtenances may be determined in the event the surface openings or indicators become covered over or obscured, show by offset dimensions to two permanently fixed surface features the end of each run including each change in direction on the record drawings. Locate valves, splice boxes and similar appurtenances by dimensioning along the utility run from a reference point. Also record the average depth below the surface of each run.
- b. The location and dimensions of any changes within the building structure.
- c. Layout and schematic drawings of electrical circuits and piping.
- d. Correct grade, elevations, cross section, or alignment of roads, earthwork, structures or utilities if any changes were made from contract plans.
- e. Changes in details of design or additional information obtained from working drawings specified to be prepared or furnished by the Contractor; including but not limited to shop drawings, fabrication, erection, installation plans and placing details, pipe sizes, insulation material, dimensions of equipment, and foundations.
- f. The topography, invert elevations and grades of drainage installed or affected as part of the project construction.

- g. Changes or Revisions which result from the final inspection.
- h. Where contract drawings or specifications present options, show only the option selected for construction on the working as-built markup drawings.
- i. If borrow material for this project is from sources on Government property, or if Government property is used as a spoil area, furnish a contour map of the final borrow pit/spoil area elevations.
- j. Systems designed or enhanced by the Contractor, such as HVAC controls, fire alarm, fire sprinkler, and irrigation systems.
- k. Changes in location of equipment and architectural features.
- j. Modifications (include within change order price the cost to change working as-built markup drawings to reflect modifications) and compliance with FC 1-300-09N procedures.
- l. Actual location of anchors, construction and control joints, etc., in concrete.
- m. Unusual or uncharted obstructions that are encountered in the contract work area during construction.
- n. Location, extent, thickness, and size of stone protection particularly where it will be normally submerged by water.

3.2 OPERATION AND MAINTENANCE MANUALS

Provide project operation and maintenance manuals as specified in Section 01 78 23 OPERATION AND MAINTENANCE MANUALS DATA. Provide four electronic copies of the Operation and Maintenance Manual files. Submit to the Contracting Officer for approval within 60 calendar days of the Beneficial Occupancy Date (BOD). Update and resubmit files for final approval at BOD.

3.3 CLEANUP

Provide final cleaning in accordance with ASTM E1971 and submit two copies of the listing of completed final clean-up items. Leave premises "broom clean." Comply with GS-37 for general purpose cleaning and bathroom cleaning. Use only nonhazardous cleaning materials, including natural cleaning materials, in the final cleanup. Clean interior and exterior glass surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition. Replace filters of operating equipment and comply with the Indoor Air Quality (IAQ) Management Plan. Clean debris from roofs, gutters, downspouts and drainage systems. Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site. Recycle, salvage, and return construction and demolition waste from project in accordance with Section 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS, and 01 74 19 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL.

3.3.1 Extraordinary Cleanup Requirements

The following cleanup requirements apply: _____.

3.4 REAL PROPERTY RECORD

Near the completion of Project, but a minimum of 60 days prior to final acceptance of the work, complete and submit an accounting of all installed property with Interim DD FORM 1354. Include any additional assets, improvements, and alterations from the Draft DD FORM 1354. Contact the Contracting Officer for any project specific information necessary to complete the DD FORM 1354. Refer to UFC 1-300-08 for instruction on completing the DD FORM 1354. Attach the Real Property receiving Component's completed High Performance and Sustainable Building (HPSB) Checklist for each applicable building to the completed DD 1354, in accordance with Section 01 33 29 SUSTAINABILITY REPORTING. For convenience, a blank fillable PDF DD FORM 1354 may be obtained at the following link:

www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1354.pdf

Submit the completed Checklist for DD FORM 1354 of Installed Building Equipment items. Attach this list to the updated DD FORM 1354.

-- End of Section --

SECTION 01 78 23

OPERATION AND MAINTENANCE DATA

08/15

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

ASTM INTERNATIONAL (ASTM)

ASTM E1971 (2005; R 2011) Standard Guide for Stewardship for the Cleaning of Commercial and Institutional Buildings

1.2 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-10 Operation and Maintenance Data

O&M Database
Training Plan
Training Outline
Training Content

SD-11 Closeout Submittals

Validation of Training Completion

1.3 OPERATION AND MAINTENANCE DATA

Submit Operation and Maintenance (O&M) Data for the provided equipment, product, or system, defining the importance of system interactions, troubleshooting, and long-term preventive operation and maintenance. Compile, prepare, and aggregate O&M data to include clarifying and updating the original sequences of operation to as-built conditions. Organize and present information in sufficient detail to clearly explain O&M requirements at the system, equipment, component, and subassembly level. Include an index preceding each submittal. Submit in accordance with this section and Section 01 33 00 SUBMITTAL PROCEDURES.

1.3.1 Package Quality

Documents must be fully legible. Operation and Maintenance data must be consistent with the manufacturer's standard brochures, schematics, printed instructions, general operating procedures, and safety precautions.

1.3.2 Package Content

Provide data package content in accordance with paragraph SCHEDULE OF OPERATION AND MAINTENANCE DATA PACKAGES. Comply with the data package requirements specified in the individual technical sections, including the

content of the packages and addressing each product, component, and system designated for data package submission, except as follows. Use Data Package 5 for commissioned items without a specified data package requirement in the individual technical sections. Provide a Data Package 5 instead of Data Package 1 or 2, as specified in the individual technical section, for items that are commissioned.

1.3.3 Changes to Submittals

Provide manufacturer-originated changes or revisions to submitted data if a component of an item is so affected subsequent to acceptance of the O&M Data. Submit changes, additions, or revisions required by the Contracting Officer for final acceptance of submitted data within 30 calendar days of the notification of this change requirement.

1.3.4 Commissioning Authority Review and Approval

Submit the commissioned systems and equipment submittals to the Commissioning Authority (CxA) to review for completeness and applicability. Obtain validation from the CxA that the systems and equipment provided meet the requirements of the Contract documents and design intent, particularly as they relate to functionality, energy performance, water performance, maintainability, sustainability, system cost, indoor environmental quality, and local environmental impacts. The CxA communicates deficiencies to the Contracting Officer. Submit the O&M manuals to the Contracting Officer upon a successful review of the corrections, and with the CxA recommendation for approval and acceptance of these O&M manuals. This work is in addition to the normal review procedures for O&M data.

1.4 O&M DATABASE

Develop an editable, electronic spreadsheet based on the equipment in the Operation and Maintenance Manuals that contains the information required to start a preventive maintenance program. As a minimum, provide list of system equipment, location installed, warranty expiration date, manufacturer, model, and serial number.

1.5 OPERATION AND MAINTENANCE MANUAL FILE FORMAT

Assemble data packages into electronic Operation and Maintenance Manuals. Assemble each manual into a composite electronically indexed file using the most current version of Adobe Acrobat or similar software capable of producing PDF file format. Provide compact disks (CD) or data digital versatile disk (DVD) as appropriate, so that each one contains operation, maintenance and record files, project record documents, and training videos. Include a complete electronically linked operation and maintenance directory.

1.5.1 Organization

Bookmark Product and Drawing Information documents using the current version of CSI Masterformat numbering system, and arrange submittals using the specification sections as a structure. Use CSI Masterformat and UFGS numbers along with descriptive bookmarked titles that explain the content of the information that is being bookmarked.

1.5.2 CD or DVD Label and Disk Holder or Case

Provide the following information on the disk label and disk holder or case:

- a. Building Number
- b. Project Title
- c. Activity and Location
- d. Construction Contract Number
- e. Prepared For: (Contracting Agency)
- f. Prepared By: (Name, title, phone number and email address)
- g. Include the disk content on the disk label
- h. Date
- i. Virus scanning program used

1.6 TYPES OF INFORMATION REQUIRED IN O&M DATA PACKAGES

The following are a detailed description of the data package items listed in paragraph SCHEDULE OF OPERATION AND MAINTENANCE DATA PACKAGES.

1.6.1 Operating Instructions

Provide specific instructions, procedures, and illustrations for the following phases of operation for the installed model and features of each system:

1.6.1.1 Safety Precautions and Hazards

List personnel hazards and equipment or product safety precautions for operating conditions. List all residual hazards identified in the AHA provided under Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS. Provide recommended safeguards for each identified hazard.

1.6.1.2 Operator Prestart

Provide procedures required to install, set up, and prepare each system for use.

1.6.1.3 Startup, Shutdown, and Post-Shutdown Procedures

Provide narrative description for Startup, Shutdown and Post-shutdown operating procedures including the control sequence for each procedure.

1.6.1.4 Normal Operations

Provide Control Diagrams with data to explain operation and control of systems and specific equipment. Provide narrative description of Normal Operating Procedures.

1.6.1.5 Emergency Operations

Provide Emergency Procedures for equipment malfunctions to permit a short period of continued operation or to shut down the equipment to prevent further damage to systems and equipment. Provide Emergency Shutdown Instructions for fire, explosion, spills, or other foreseeable contingencies. Provide guidance and procedures for emergency operation of utility systems including required valve positions, valve locations and zones or portions of systems controlled.

1.6.1.6 Operator Service Requirements

Provide instructions for services to be performed by the operator such as lubrication, adjustment, inspection, and recording gauge readings.

1.6.1.7 Environmental Conditions

Provide a list of Environmental Conditions (temperature, humidity, and other relevant data) that are best suited for the operation of each product, component or system. Describe conditions under which the item equipment should not be allowed to run.

1.6.1.8 Operating Log

Provide forms, sample logs, and instructions for maintaining necessary operating records.

1.6.1.9 Additional Requirements for HVAC Control Systems

Provide Data Package 5 and the following for control systems:

- a. Narrative description on how to perform and apply functions, features, modes, and other operations, including unoccupied operation, seasonal changeover, manual operation, and alarms. Include detailed technical manual for programming and customizing control loops and algorithms.
- b. Full as-built sequence of operations.
- c. Copies of checkout tests and calibrations performed by the Contractor (not Cx tests).
- d. Full points list. Provide a listing of rooms with the following information for each room:
 - (1) Floor
 - (2) Room number
 - (3) Room name
 - (4) Air handler unit ID
 - (5) Reference drawing number
 - (6) Air terminal unit tag ID
 - (7) Heating or cooling valve tag ID
 - (8) Minimum cfm
 - (9) Maximum cfm
- e. Full print out of all schedules and set points after testing and acceptance of the system.
- f. Full as-built print out of software program.
- g. Marking of system sensors and thermostats on the as-built floor plan and mechanical drawings with their control system designations.

1.6.2 Preventive Maintenance

Provide the following information for preventive and scheduled maintenance to minimize repairs for the installed model and features of each system. Include potential environmental and indoor air quality impacts of recommended maintenance procedures and materials.

1.6.2.1 Lubrication Data

Include the following preventive maintenance lubrication data, in addition to instructions for lubrication required under paragraph OPERATOR SERVICE REQUIREMENTS:

- a. A table showing recommended lubricants for specific temperature ranges and applications.
- b. Charts with a schematic diagram of the equipment showing lubrication points, recommended types and grades of lubricants, and capacities.
- c. A Lubrication Schedule showing service interval frequency.

1.6.2.2 Preventive Maintenance Plan, Schedule, and Procedures

Provide manufacturer's schedule for routine preventive maintenance, inspections, condition monitoring (predictive tests) and adjustments required to ensure proper and economical operation and to minimize repairs. Provide instructions stating when the systems should be retested. Provide manufacturer's projection of preventive maintenance work-hours on a daily, weekly, monthly, and annual basis including craft requirements by type of craft. For periodic calibrations, provide manufacturer's specified frequency and procedures for each separate operation.

- a. Define the anticipated time required to perform each test (work-hours), test apparatus, number of personnel identified by responsibility, and a testing validation procedure permitting the record operation capability requirements within the schedule. Provide a remarks column for the testing validation procedure referencing operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Delineate procedures for preventive maintenance, inspection, adjustment, lubrication and cleaning necessary to minimize repairs.
- b. Repair requirements must inform operators how to check out, troubleshoot, repair, and replace components of the system. Include electrical and mechanical schematics and diagrams and diagnostic techniques necessary to enable operation and troubleshooting of the system after acceptance.

1.6.2.3 Cleaning Recommendations

Provide environmentally preferable cleaning recommendations in accordance with ASTM E1971.

1.6.3 Repair

Provide manufacturer's recommended procedures and instructions for correcting problems and making repairs for the installed model and features of each system. Include potential environmental and indoor air quality impacts of recommended maintenance procedures and materials.

1.6.3.1 Troubleshooting Guides and Diagnostic Techniques

Provide step-by-step procedures to promptly isolate the cause of typical malfunctions. Describe clearly why the checkout is performed and what

conditions are to be sought. Identify tests or inspections and test equipment required to determine whether parts and equipment may be reused or require replacement.

1.6.3.2 Wiring Diagrams and Control Diagrams

Provide point-to-point drawings of wiring and control circuits including factory-field interfaces. Provide a complete and accurate depiction of the actual job specific wiring and control work. On diagrams, number electrical and electronic wiring and pneumatic control tubing and the terminals for each type, identically to actual installation configuration and numbering.

1.6.3.3 Repair Procedures

Provide instructions and a list of tools required to repair or restore the product or equipment to proper condition or operating standards.

1.6.3.4 Removal and Replacement Instructions

Provide step-by-step procedures and a list of required tools and supplies for removal, replacement, disassembly, and assembly of components, assemblies, subassemblies, accessories, and attachments. Provide tolerances, dimensions, settings and adjustments required. Use a combination of text and illustrations.

1.6.3.5 Spare Parts and Supply Lists

Provide lists of spare parts and supplies required for repair to ensure continued service or operation without unreasonable delays. Special consideration is required for facilities at remote locations. List spare parts and supplies that have a long lead-time to obtain.

1.6.3.6 Repair Work-Hours

Provide manufacturer's projection of repair work-hours including requirements by type of craft. Identify, and tabulate separately, repair that requires the equipment manufacturer to complete or to participate.

1.6.4 Appendices

Provide information required below and information not specified in the preceding paragraphs but pertinent to the maintenance or operation of the product or equipment. Include the following:

1.6.4.1 Product Submittal Data

Provide a copy of SD-03 Product Data submittals documented with the required approval.

1.6.4.2 Manufacturer's Instructions

Provide a copy of SD-08 Manufacturer's Instructions submittals documented with the required approval.

1.6.4.3 O&M Submittal Data

Provide a copy of SD-10 Operation and Maintenance Data submittals documented with the required approval.

1.6.4.4 Parts Identification

Provide identification and coverage for the parts of each component, assembly, subassembly, and accessory of the end items subject to replacement. Include special hardware requirements, such as requirement to use high-strength bolts and nuts. Identify parts by make, model, serial number, and source of supply to allow reordering without further identification. Provide clear and legible illustrations, drawings, and exploded views to enable easy identification of the items. When illustrations omit the part numbers and description, both the illustrations and separate listing must show the index, reference, or key number that will cross-reference the illustrated part to the listed part. Group the parts shown in the listings by components, assemblies, and subassemblies in accordance with the manufacturer's standard practice. Parts data may cover more than one model or series of equipment, components, assemblies, subassemblies, attachments, or accessories, such as typically shown in a master parts catalog.

1.6.4.5 Warranty Information

List and explain the various warranties and clearly identify the servicing and technical precautions prescribed by the manufacturers or contract documents in order to keep warranties in force. Include warranty information for primary components of the system. Provide copies of warranties required by Section 01 78 00 CLOSEOUT SUBMITTALS.

1.6.4.6 Extended Warranty Information

List all warranties for products, equipment, components, and sub-components whose duration exceeds one year. For each warranty listed, indicate the applicable specification section, duration, start date, end date, and the point of contact for warranty fulfillment. Also, list or reference the specific operation and maintenance procedures that must be performed to keep the warranty valid. Provide copies of warranties required by Section 01 78 00 CLOSEOUT SUBMITTALS.

1.6.4.7 Personnel Training Requirements

Provide information available from the manufacturers that is needed for use in training designated personnel to properly operate and maintain the equipment and systems.

1.6.4.8 Testing Equipment and Special Tool Information

Include information on test equipment required to perform specified tests and on special tools needed for the operation, maintenance, and repair of components. Provide final set points.

1.6.4.9 Testing and Performance Data

Include completed prefunctional checklists, functional performance test forms, and monitoring reports. Include recommended schedule for retesting and blank test forms. Provide final set points.

1.6.4.10 Field Test Reports

Provide a copy of Field Test Reports (SD-06) submittals documented with the required approval.

1.6.4.11 Contractor Information

Provide a list that includes the name, address, and telephone number of the General Contractor and each Subcontractor who installed the product or equipment, or system. For each item, also provide the name address and telephone number of the manufacturer's representative and service organization that can provide replacements most convenient to the project site. Provide the name, address, and telephone number of the product, equipment, and system manufacturers.

1.7 SCHEDULE OF OPERATION AND MAINTENANCE DATA PACKAGES

Provide the O&M data packages specified in individual technical sections. The information required in each type of data package follows:

1.7.1 Data Package 1

- a. Safety precautions and hazards
- b. Cleaning recommendations
- c. Maintenance and repair procedures
- d. Warranty information
- e. Extended warranty information
- f. Contractor information
- g. Spare parts and supply list

1.7.2 Data Package 2

- a. Safety precautions and hazards
- b. Normal operations
- c. Environmental conditions
- d. Lubrication data
- e. Preventive maintenance plan, schedule, and procedures
- f. Cleaning recommendations
- g. Maintenance and repair procedures
- h. Removal and replacement instructions
- i. Spare parts and supply list
- j. Parts identification
- k. Warranty information
- l. Extended warranty information
- m. Contractor information

1.7.3 Data Package 3

- a. Safety precautions and hazards
- b. Operator prestart
- c. Startup, shutdown, and post-shutdown procedures
- d. Normal operations
- e. Emergency operations
- f. Environmental conditions
- g. Operating log
- h. Lubrication data
- i. Preventive maintenance plan, schedule, and procedures
- j. Cleaning recommendations
- k. Troubleshooting guides and diagnostic techniques
- l. Wiring diagrams and control diagrams
- m. Maintenance and repair procedures
- n. Removal and replacement instructions
- o. Spare parts and supply list

- p. Product submittal data
- q. O&M submittal data
- r. Parts identification
- s. Warranty information
- t. Extended warranty information
- u. Testing equipment and special tool information
- v. Testing and performance data
- w. Contractor information
- x. Field test reports

1.7.4 Data Package 4

- a. Safety precautions and hazards
- b. Operator prestart
- c. Startup, shutdown, and post-shutdown procedures
- d. Normal operations
- e. Emergency operations
- f. Operator service requirements
- g. Environmental conditions
- h. Operating log
- i. Lubrication data
- j. Preventive maintenance plan, schedule, and procedures
- k. Cleaning recommendations
- l. Troubleshooting guides and diagnostic techniques
- m. Wiring diagrams and control diagrams
- n. Repair procedures
- o. Removal and replacement instructions
- p. Spare parts and supply list
- q. Repair work-hours
- r. Product submittal data
- s. O&M submittal data
- t. Parts identification
- u. Warranty information
- v. Extended warranty information
- w. Personnel training requirements
- x. Testing equipment and special tool information
- y. Testing and performance data
- z. Contractor information
- aa. Field test reports

1.7.5 Data Package 5

- a. Safety precautions and hazards
- b. Operator prestart
- c. Start-up, shutdown, and post-shutdown procedures
- d. Normal operations
- e. Environmental conditions
- f. Preventive maintenance plan, schedule, and procedures
- g. Troubleshooting guides and diagnostic techniques
- h. Wiring and control diagrams
- i. Maintenance and repair procedures
- j. Removal and replacement instructions
- k. Spare parts and supply list
- l. Product submittal data
- m. Manufacturer's instructions
- n. O&M submittal data
- o. Parts identification
- p. Testing equipment and special tool information
- q. Warranty information

- r. Extended warranty information
- s. Testing and performance data
- t. Contractor information
- u. Field test reports
- v. Additional requirements for HVAC control systems

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 TRAINING

Prior to acceptance of the facility by the Contracting Officer for Beneficial Occupancy, provide comprehensive training for the systems and equipment specified in the technical specifications. The training must be targeted for the Facilities Management Specialist, building maintenance personnel, and applicable building occupants. Instructors must be well-versed in the particular systems that they are presenting. Address aspects of the Operation and Maintenance Manual submitted in accordance with Section 01 78 00 CLOSEOUT SUBMITTALS. Training must include classroom or field lectures based on the system operating requirements. The location of classroom training requires approval by the Contracting Officer.

3.1.1 Training Plan

Submit a written training plan to the Contracting Officer for approval at least 60 calendar days prior to the scheduled training. Training plan must be approved by the Quality Control Manager (QC) prior to forwarding to the Contracting Officer. Also, coordinate the training schedule with the Contracting Officer and QC. Include within the plan the following elements:

- a. Equipment included in training
- b. Intended audience
- c. Location of training
- d. Dates of training
- e. Objectives
- f. Outline of the information to be presented and subjects covered including description
- g. Start and finish times and duration of training on each subject
- h. Methods (e.g. classroom lecture, video, site walk-through, actual operational demonstrations, written handouts)
- i. Instructor names and instructor qualifications for each subject
- j. List of texts and other materials to be furnished by the Contractor that are required to support training

3.1.2 Training Content

The core of this training must be based on manufacturer's recommendations

and the operation and maintenance information. The QC Manager is responsible for overseeing and approving the content and adequacy of the training. Spend 95 percent of the instruction time during the presentation on the OPERATION AND MAINTENANCE DATA. Include the following for each system training presentation:

- a. Start-up, normal operation, shutdown, unoccupied operation, seasonal changeover, manual operation, controls set-up and programming, troubleshooting, and alarms.
- b. Relevant health and safety issues.
- c. Discussion of how the feature or system is environmentally responsive. Advise adjustments and optimizing methods for energy conservation.
- d. Design intent.
- e. Use of O&M Manual Files.
- f. Review of control drawings and schematics.
- g. Interactions with other systems.
- h. Special maintenance and replacement sources.
- i. Tenant interaction issues.

3.1.3 Training Outline

Provide the Operation and Maintenance Manual Files (Bookmarked PDF) and a written course outline listing the major and minor topics to be discussed by the instructor on each day of the course to each trainee in the course. Provide the course outline 14 calendar days prior to the training.

3.1.4 Unresolved Questions from Attendees

If, at the end of the training course, there are questions from attendees that remain unresolved, the instructor must send the answers, in writing, to the Contracting Officer for transmittal to the attendees.

3.1.5 Validation of Training Completion

Ensure that each attendee at each training session signs a class roster daily to confirm Government participation in the training. At the completion of training, submit a signed validation letter that includes a sample record of training for reporting what systems were included in the training, who provided the training, when and where the training was performed, and copies of the signed class rosters. Provide two copies of the validation to the Contracting Officer, and one copy to the Operation and Maintenance Manual Preparer for inclusion into the Manual's documentation.

3.1.6 Quality Control Coordination

Section 01 45 00.00 20 QUALITY CONTROL.

-- End of Section --

SECTION 23 00 00

AIR SUPPLY, DISTRIBUTION, VENTILATION, AND EXHAUST SYSTEMS
08/10

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)

ASHRAE 62.1 (2010; Errata 2011; INT 3 2012; INT 4 2012; INT 5 2013) Ventilation for Acceptable Indoor Air Quality

ASME INTERNATIONAL (ASME)

ASME A13.1 (2007; R 2013) Scheme for the Identification of Piping Systems

ASTM INTERNATIONAL (ASTM)

ASTM A123/A123M (2013) Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products

ASTM A924/A924M (2013) Standard Specification for General Requirements for Steel Sheet, Metallic-Coated by the Hot-Dip Process

ASTM B117 (2011) Standard Practice for Operating Salt Spray (Fog) Apparatus

ASTM B766 (1986; R 2008) Standard Specification for Electrodeposited Coatings of Cadmium

ASTM D1654 (2008) Evaluation of Painted or Coated Specimens Subjected to Corrosive Environments

ASTM D3359 (2009; E 2010; R 2010) Measuring Adhesion by Tape Test

ASTM D520 (2000; R 2011) Zinc Dust Pigment

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

NEMA MG 1 (2011; Errata 2012) Motors and Generators

NEMA MG 10 (2013) Energy Management Guide for Selection and Use of Fixed Frequency Medium AC Squirrel-Cage Polyphase Induction Motors

NEMA MG 11 (1977; R 2012) Energy Management Guide for Selection and Use of Single Phase Motors

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 701 (2010) Standard Methods of Fire Tests for Flame Propagation of Textiles and Films

NFPA 90A (2015) Standard for the Installation of Air Conditioning and Ventilating Systems

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)

SMACNA 1966 (2005) HVAC Duct Construction Standards Metal and Flexible, 3rd Edition

SMACNA 1981 (2008) Seismic Restraint Manual Guidelines for Mechanical Systems, 3rd Edition

UNDERWRITERS LABORATORIES (UL)

UL 181 (2013) Factory-Made Air Ducts and Air Connectors

UL 6 (2007; reprint Nov 2010) Electrical Rigid Metal Conduit-Steel

UL Bld Mat Dir (2012) Building Materials Directory

1.2 SYSTEM DESCRIPTION

Furnish ductwork, piping offsets, fittings, and accessories as required to provide a complete installation. Coordinate the work of the different trades to avoid interference between piping, equipment, structural, and electrical work. Provide complete, in place, all necessary offsets in piping and ductwork, and all fittings, and other components, required to install the work as indicated and specified.

1.2.1 Mechanical Equipment Identification

The number of charts and diagrams shall be equal to or greater than the number of mechanical equipment rooms. Where more than one chart or diagram per space is required, mount these in edge pivoted, swinging leaf, extruded aluminum frame holders which open to 170 degrees.

1.2.1.1 Charts

Provide chart listing of equipment by designation numbers and capacities such as flow rates, pressure and temperature differences, heating and cooling capacities, horsepower, pipe sizes, and voltage and current characteristics.

1.2.1.2 Diagrams

Submit proposed diagrams, at least 2 weeks prior to start of related testing. provide neat mechanical drawings provided with extruded aluminum frame under 1/8-inch glass or laminated plastic, system diagrams that show

the layout of equipment, piping, and ductwork, and typed condensed operation manuals explaining preventative maintenance procedures, methods of checking the system for normal, safe operation, and procedures for safely starting and stopping the system. After approval, post these items where directed.

1.2.2 Service Labeling

Label equipment, including fans, air handlers, terminal units, etc. with labels made of self-sticking, plastic film designed for permanent installation. Labels shall be in accordance with the typical examples below:

Identify similar services with different temperatures or pressures. Where pressures could exceed 125 pounds per square inch, gage, include the maximum system pressure in the label. Label and arrow piping in accordance with the following:

- a. Each point of entry and exit of pipe passing through walls.
- b. Each change in direction, i.e., elbows, tees.
- c. In congested or hidden areas and at all access panels at each point required to clarify service or indicated hazard.
- d. In long straight runs, locate labels at distances within eyesight of each other not to exceed 75 feet. All labels shall be visible and legible from the primary service and operating area.

For Bare or Insulated Pipes	
for Outside Diameters of	Lettering
1/2 thru 1-3/8 inch	1/2 inch
1-1/2 thru 2-3/8 inch	3/4 inch
2-1/2 inch and larger	1-1/4 inch

1.2.3 Color Coding

Color coding of all piping systems shall be in accordance with ASME A13.1 .

1.3 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-02 Shop Drawings

Detail Drawings

SD-03 Product Data

Insulated Nonmetallic Flexible Duct Runouts
 Duct Connectors
 Test Procedures
 Diagrams

Performance Tests
SD-08 Manufacturer's Instructions

Manufacturer's Installation Instructions
Operation and Maintenance Training

SD-10 Operation and Maintenance Data

Operation and Maintenance Manuals

1.4 QUALITY ASSURANCE

Except as otherwise specified, approval of materials and equipment is based on manufacturer's published data.

- a. Where materials and equipment are specified to conform to the standards of the Underwriters Laboratories, the label of or listing with reexamination in UL Bld Mat Dir, and UL 6 is acceptable as sufficient evidence that the items conform to Underwriters Laboratories requirements. In lieu of such label or listing, submit a written certificate from any nationally recognized testing agency, adequately equipped and competent to perform such services, stating that the items have been tested and that the units conform to the specified requirements. Outline methods of testing used by the specified agencies.
- b. Where materials or equipment are specified to be constructed or tested, or both, in accordance with the standards of the ASTM International (ASTM), the ASME International (ASME), or other standards, a manufacturer's certificate of compliance of each item is acceptable as proof of compliance.
- c. Conformance to such agency requirements does not relieve the item from compliance with other requirements of these specifications.

1.4.1 Prevention of Corrosion

Protect metallic materials against corrosion. Manufacturer shall provide rust-inhibiting treatment and standard finish for the equipment enclosures. Do not use aluminum in contact with earth, and where connected to dissimilar metal. Protect aluminum by approved fittings, barrier material, or treatment. Ferrous parts such as anchors, bolts, braces, boxes, bodies, clamps, fittings, guards, nuts, pins, rods, shims, thimbles, washers, and miscellaneous parts not of corrosion-resistant steel or nonferrous materials shall be hot-dip galvanized in accordance with ASTM A123/A123M for exterior locations and cadmium-plated in conformance with ASTM B766 for interior locations. Also include Corrosion Protection for Coastal Installations.

1.4.2 Detail Drawings

Submit detail drawings showing equipment layout, including assembly and installation details and electrical connection diagrams; ductwork layout showing the location of all supports and hangers, typical hanger details, gauge reinforcement, reinforcement spacing rigidity classification, and static pressure and seal classifications. Include any information required to demonstrate that the system has been coordinated and functions properly as a unit on the drawings and show equipment relationship to other parts of the work, including clearances required for operation and maintenance.

Submit drawings showing bolt-setting information, and foundation bolts prior to concrete foundation construction for all equipment indicated or required to have concrete foundations. Submit function designation of the equipment and any other requirements specified throughout this Section with the shop drawings.

1.4.3 Test Procedures

Submit proposed test procedures and test schedules for the ductwork leak test, and performance tests of systems, at least 2 weeks prior to the start of related testing.

1.5 DELIVERY, STORAGE, AND HANDLING

Protect stored equipment at the jobsite from the weather, humidity and temperature variations, dirt and dust, or other contaminants. Additionally, cap or plug all pipes until installed.

PART 2 PRODUCTS

2.1 IDENTIFICATION PLATES

In addition to standard manufacturer's identification plates, provide engraved laminated phenolic identification plates for each piece of mechanical equipment. Identification plates are to designate the function of the equipment. Submit designation with the shop drawings. Identification plates shall be three layers, black-white-black, engraved to show white letters on black background. Letters shall be upper case. Identification plates 1-1/2-inches high and smaller shall be 1/16-inch thick, with engraved lettering 1/8-inch high; identification plates larger than 1-1/2-inches high shall be 1/8-inch thick, with engraved lettering of suitable height. Identification plates 1-1/2-inches high and larger shall have beveled edges. Install identification plates using a compatible adhesive.

2.2 EQUIPMENT GUARDS AND ACCESS

Fully enclose or guard belts, pulleys, chains, gears, couplings, projecting setscrews, keys, and other rotating parts exposed to personnel contact according to OSHA requirements. Properly guard or cover with insulation of a type specified, high temperature equipment and piping exposed to contact by personnel or where it creates a potential fire hazard.

2.3 ELECTRICAL WORK

- a. Provide motors, controllers, integral disconnects, contactors, and controls with their respective pieces of equipment, except controllers indicated as part of motor control centers. Provide electrical equipment, including motors and wiring, as specified in Section 26 20 00 INTERIOR DISTRIBUTION SYSTEM. Provide manual or automatic control and protective or signal devices required for the operation specified and control wiring required for controls and devices specified, but not shown. For packaged equipment, include manufacturer provided controllers with the required monitors and timed restart.
- b. For single-phase motors, provide high-efficiency type, fractional-horsepower alternating-current motors, including motors that are part of a system, in accordance with NEMA MG 11. Integral size motors shall be the premium efficiency type in accordance with NEMA MG 1.

- c. For polyphase motors, provide squirrel-cage medium induction motors, including motors that are part of a system, and that meet the efficiency ratings for premium efficiency motors in accordance with NEMA MG 1. Select premium efficiency polyphase motors in accordance with NEMA MG 10.
- d. Provide motors in accordance with NEMA MG 1 and of sufficient size to drive the load at the specified capacity without exceeding the nameplate rating of the motor. Provide motors rated for continuous duty with the enclosure specified. Provide motor duty that allows for maximum frequency start-stop operation and minimum encountered interval between start and stop. Provide motor torque capable of accelerating the connected load within 20 seconds with 80 percent of the rated voltage maintained at motor terminals during one starting period. Provide motor starters complete with thermal overload protection and other necessary appurtenances. Fit motor bearings with grease supply fittings and grease relief to outside of the enclosure.
- e. Where two-speed or variable-speed motors are indicated, solid-state variable-speed controllers are allowed to accomplish the same function. Use solid-state variable-speed controllers for motors rated 10 hp or less and adjustable frequency drives for larger motors

2.4 ANCHOR BOLTS

Provide anchor bolts for equipment placed on concrete equipment pads or on concrete slabs. Bolts to be of the size and number recommended by the equipment manufacturer and located by means of suitable templates. Installation of anchor bolts shall not degrade the surrounding concrete.

2.5 SEISMIC ANCHORAGE

Anchor equipment in accordance with applicable seismic criteria for the area and as defined in SMACNA 1981

2.6 PAINTING

Paint equipment units in accordance with approved equipment manufacturer's standards unless specified otherwise. Field retouch only if approved. Otherwise, return equipment to the factory for refinishing.

2.7 INDOOR AIR QUALITY

Provide equipment and components that comply with the requirements of ASHRAE 62.1 unless more stringent requirements are specified herein.

2.8 DUCT SYSTEMS

2.8.1 Metal Ductwork

Provide metal ductwork construction, including all fittings and components, that complies with SMACNA 1966, as supplemented and modified by this specification .

- b. Provide radius type elbows with a centerline radius of 1.5 times the width or diameter of the duct where space permits. Otherwise, elbows having a minimum radius equal to the width or diameter of the duct or square elbows with factory fabricated turning vanes are allowed.

- d. Provide sealants that conform to fire hazard classification specified in Section 23 07 00 THERMAL INSULATION FOR MECHANICAL SYSTEMS and are suitable for the range of air distribution and ambient temperatures to which it is exposed. Do not use pressure sensitive tape as a sealant.

2.8.1.1 Insulated Nonmetallic Flexible Duct Runouts

Use flexible duct runouts only where indicated. Runout length is indicated on the drawings, and is not to exceed 5 feet. Provide runouts that are preinsulated, factory fabricated, and that comply with NFPA 90A and UL 181. Provide either field or factory applied vapor barrier. Provide not less than 20 ounce glass fabric duct connectors coated on both sides with neoprene. Where coil induction or high velocity units are supplied with vertical air inlets, use a streamlined, vaned and mitered elbow transition piece for connection to the flexible duct or hose. Provide a die-stamped elbow and not a flexible connector as the last elbow to these units other than the vertical air inlet type. Insulated flexible connectors are allowed as runouts. Provide insulated material and vapor barrier that conform to the requirements of Section 23 07 00 THERMAL INSULATION FOR MECHANICAL SYSTEMS. Do not expose the insulation material surface to the air stream.

2.8.1.2 General Service Duct Connectors

Provide a flexible duct connector approximately 6 inches in width where sheet metal connections are made to fans or where ducts of dissimilar metals are connected. For round/oval ducts, secure the flexible material by stainless steel or zinc-coated, iron clinch-type draw bands. For rectangular ducts, install the flexible material locked to metal collars using normal duct construction methods. Provide a composite connector system that complies with NFPA 701 and is classified as "flame-retardent fabrics" in UL Bld Mat Dir.

2.9 TERMINAL UNITS

2.10 FACTORY PAINTING

Factory paint new equipment, which are not of galvanized construction. Paint with a corrosion resisting paint finish according to ASTM A123/A123M or ASTM A924/A924M. Clean, phosphatize and coat internal and external ferrous metal surfaces with a paint finish which has been tested according to ASTM B117, ASTM D1654, and ASTM D3359. Submit evidence of satisfactory paint performance for a minimum of 125 hours for units to be installed indoors and 500 hours for units to be installed outdoors. Provide rating of failure at the scribe mark that is not less than 6, average creepage not greater than 1/8 inch. Provide rating of the inscribed area that is not less than 10, no failure. On units constructed of galvanized steel that have been welded, provide a final shop docket of zinc-rich protective paint on exterior surfaces of welds or welds that have burned through from the interior according to ASTM D520 Type I.

Factory painting that has been damaged prior to acceptance by the Contracting Officer shall be field painted in compliance with the requirements of paragraph FIELD PAINTING OF MECHANICAL EQUIPMENT.

2.11 SUPPLEMENTAL COMPONENTS/SERVICES

2.11.1 Insulation

The requirements for shop and field applied insulation are specified in Section 23 07 00 THERMAL INSULATION FOR MECHANICAL SYSTEMS.

PART 3 EXECUTION

3.1 EXAMINATION

After becoming familiar with all details of the work, verify all dimensions in the field, and advise the Contracting Officer of any discrepancy before performing the work.

3.2 INSTALLATION

- a. Install materials and equipment in accordance with the requirements of the contract drawings and approved manufacturer's installation instructions. Accomplish installation by workers skilled in this type of work. Perform installation so that there is no degradation of the designed fire ratings of walls, partitions, ceilings, and floors.
- b. No installation is permitted to block or otherwise impede access to any existing machine or system. Install all hinged doors to swing open a minimum of 120 degrees. Provide an area in front of all access doors that clears a minimum of 3 feet. In front of all access doors to electrical circuits, clear the area the minimum distance to energized circuits as specified in OSHA Standards, part 1910.333 (Electrical-Safety Related work practices) and an additional 3 feet.
- c. Except as otherwise indicated, install emergency switches and alarms in conspicuous locations. Mount all indicators, to include gauges, meters, and alarms in order to be easily visible by people in the area.

3.2.1 Equipment and Installation

Provide frames and supports for tanks, compressors, pumps, valves, air handling units, fans, coils, dampers, and other similar items requiring supports. Floor mount or ceiling hang air handling units as indicated. Anchor and fasten as detailed. Set floor-mounted equipment on not less than 6 inch concrete pads or curbs doweled in place unless otherwise indicated. Make concrete foundations heavy enough to minimize the intensity of the vibrations transmitted to the piping, duct work and the surrounding structure, as recommended in writing by the equipment manufacturer. In lieu of a concrete pad foundation, build a concrete pedestal block with isolators placed between the pedestal block and the floor. Make the concrete foundation or concrete pedestal block a mass not less than three times the weight of the components to be supported. Provide the lines connected to the pump mounted on pedestal blocks with flexible connectors. Submit foundation drawings as specified in paragraph DETAIL DRAWINGS.

3.2.2 Flexible Duct

Install pre-insulated flexible duct in accordance with the latest printed instructions of the manufacturer to ensure a vapor tight joint. Provide hangers, when required to suspend the duct, of the type recommended by the duct manufacturer and set at the intervals recommended.

3.2.3 Metal Ductwork

Install according to SMACNA 1966 unless otherwise indicated. Install duct supports for sheet metal ductwork according to SMACNA 1966, unless otherwise specified. Do not use friction beam clamps indicated in SMACNA 1966. Anchor risers on high velocity ducts in the center of the vertical run to allow ends of riser to move due to thermal expansion. Erect supports on the risers that allow free vertical movement of the duct. Attach supports only to structural framing members and concrete slabs. Do not anchor supports to metal decking unless a means is provided and approved for preventing the anchor from puncturing the metal decking. Where supports are required between structural framing members, provide suitable intermediate metal framing. Where C-clamps are used, provide retainer clips.

3.2.4 Dust Control

To prevent the accumulation of dust, debris and foreign material during construction, perform temporary dust control protection. Protect the distribution system (supply and return) with temporary seal-offs at all inlets and outlets at the end of each day's work. Keep temporary protection in place until system is ready for startup.

3.2.5 Insulation

Provide thickness and application of insulation materials for ductwork, piping, and equipment according to Section 23 07 00 THERMAL INSULATION FOR MECHANICAL SYSTEMS. Externally insulate outdoor air intake ducts and plenums up to the point where the outdoor air reaches the conditioning unit or up to the point where the outdoor air mixes with the return air stream.

3.3 CUTTING AND PATCHING

Install work in such a manner and at such time that a minimum of cutting and patching of the building structure is required. Make holes in exposed locations, in or through existing floors, by drilling and smooth by sanding. Use of a jackhammer is permitted only where specifically approved. Make holes through masonry walls to accommodate sleeves with an iron pipe masonry core saw.

3.4 CLEANING

Thoroughly clean surfaces of piping and equipment that have become covered with dirt, plaster, or other material during handling and construction before such surfaces are prepared for final finish painting or are enclosed within the building structure. Before final acceptance, clean mechanical equipment, including piping, ducting, and fixtures, and free from dirt, grease, and finger marks. When the work area is in an occupied space such as office, laboratory or warehouse protect all furniture and equipment from dirt and debris. Incorporate housekeeping for field construction work which leaves all furniture and equipment in the affected area free of construction generated dust and debris; and, all floor surfaces vacuum-swept clean.

3.5 PENETRATIONS

3.5.1 Insulation

Provide duct insulation in accordance with Section 23 07 00 THERMAL INSULATION FOR MECHANICAL SYSTEMS continuous through sleeves and prepared

openings except firewall penetrations. Terminate duct insulation at fire dampers and flexible connections. For duct handling air at or below 60 degrees F, provide insulation continuous over the damper collar and retaining angle of fire dampers, which are exposed to unconditioned air.

3.5.2 Closure Collars

Provide closure collars of a minimum 4 inches wide, unless otherwise indicated, for exposed ducts and items on each side of penetrated surface, except where equipment is installed. Install collar tight against the surface and fit snugly around the duct or insulation. Grind sharp edges smooth to prevent damage to penetrating surface. Fabricate collars for round ducts 15 inches in diameter or less from 20 gauge galvanized steel. Fabricate collars for square and rectangular ducts, or round ducts with minimum dimension over 15 inches from 18 gauge galvanized steel. Fabricate collars for square and rectangular ducts with a maximum side of 15 inches or less from 20 gauge galvanized steel. Install collars with fasteners a maximum of 6 inches on center. Attach to collars a minimum of 4 fasteners where the opening is 12 inches in diameter or less, and a minimum of 8 fasteners where the opening is 20 inches in diameter or less.

3.6 IDENTIFICATION SYSTEMS

Provide identification tags made of brass, engraved laminated plastic, or engraved anodized aluminum, indicating service and item number on all valves and dampers. Provide tags that are 1-3/8 inch minimum diameter with stamped or engraved markings. Make indentations black for reading clarity. Attach tags to valves with No. 12 AWG 0.0808-inch diameter corrosion-resistant steel wire, copper wire, chrome-plated beaded chain or plastic straps designed for that purpose.

3.7 TESTING, ADJUSTING, AND BALANCING

The requirements for testing, adjusting, and balancing are specified in Section 23 05 93 TESTING, ADJUSTING AND BALANCING FOR HVAC. Begin testing, adjusting, and balancing only when the air supply and distribution, including controls, has been completed, with the exception of performance tests.

3.8 PERFORMANCE TESTS

After testing, adjusting, and balancing is complete as specified, test each system as a whole to see that all items perform as integral parts of the system and temperatures and conditions are evenly controlled throughout the building. Record the testing during the applicable season. Make corrections and adjustments as necessary to produce the conditions indicated or specified. Conduct capacity tests and general operating tests by an experienced engineer. Provide tests that cover a period of not less than 3 days for each system and demonstrate that the entire system is functioning according to the specifications. Make coincidental chart recordings at points indicated on the drawings for the duration of the time period and record the temperature at space thermostats or space sensors, the humidity at space humidistats or space sensors and the ambient temperature and humidity in a shaded and weather protected area.

Submit test reports for the ductwork leak test, and performance tests in booklet form, upon completion of testing. Document phases of tests performed including initial test summary, repairs/adjustments made, and final test results in the reports.

3.9 CLEANING AND ADJUSTING

Provide a temporary bypass for water coils to prevent flushing water from passing through coils. Inside of room fan-coil units, unit ventilators, thoroughly clean ducts, plenums, and casing of debris and blow free of small particles of rubbish and dust and then vacuum clean before installing outlet faces. Wipe equipment clean, with no traces of oil, dust, dirt, or paint spots. Provide temporary filters prior to startup of all fans that are operated during construction, and install new filters after all construction dirt has been removed from the building, and the ducts, plenums, casings, and other items specified have been vacuum cleaned. Maintain system in this clean condition until final acceptance. Properly lubricate bearings with oil or grease as recommended by the manufacturer. Tighten belts to proper tension. Adjust control valves and other miscellaneous equipment requiring adjustment to setting indicated or directed. Adjust fans to the speed indicated by the manufacturer to meet specified conditions. Maintain all equipment installed under the contract until close out documentation is received, the project is completed and the building has been documented as beneficially occupied.

3.10 OPERATION AND MAINTENANCE

3.10.1 Operation and Maintenance Manuals

Submit six manuals at least 2 weeks prior to field training. Submit data complying with the requirements specified in Section 01 78 23 OPERATION AND MAINTENANCE DATA. Submit Data Package 3 for the items/units listed under SD-10 Operation and Maintenance Data

3.10.2 Operation And Maintenance Training

Conduct a training course for the members of the operating staff as designated by the Contracting Officer. Make the training period consist of a total of 4 hours of normal working time and start it after all work specified herein is functionally completed and the Performance Tests have been approved. Conduct field instruction that covers all of the items contained in the Operation and Maintenance Manuals as well as demonstrations of routine maintenance operations. Submit the proposed On-site Training schedule concurrently with the Operation and Maintenance Manuals and at least 14 days prior to conducting the training course.

-- End of Section --

SECTION 23 01 30.41

HVAC SYSTEM CLEANING

02/15

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)

ASHRAE 62.1 (2010) Ventilation for Acceptable Indoor Air Quality

NATIONAL AIR DUCT CLEANERS ASSOCIATION (NADCA)

ACR (2013) Standard for Assessment, Cleaning, and Restoration of HVAC Systems

NADCA HVAC Inspection Manual (2005) Procedures for Assessing the Cleanliness of Commercial HVAC Systems

NORTH AMERICAN INSULATION MANUFACTURERS ASSOCIATION (NAIMA)

NAIMA AH112 (1993) Cleaning Fibrous Glass or Lined Sheet Metal Ducts

NAIMA AH122 (2006) Cleaning Fibrous Insulated Duct Systems - Recommended Practices

NAIMA AH127 (1999) Impact of Duct Cleaning on Internal Duct Insulation

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)

SMACNA 1966 (2005) HVAC Duct Construction Standards Metal and Flexible, 3rd Edition

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2014) Safety and Health Requirements Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

EPA 402-C-01-001 (2001) IAQ Building Education and Assessment Tool (I-BEAM)

EPA 402-F-91-102 (1991) Building Air Quality: A Guide for Building Owners and Facility Managers

UNDERWRITERS LABORATORIES (UL)

UL 181	(2013; Reprint Apr 2017) UL Standard for Safety Factory-Made Air Ducts and Air Connectors
UL 181A	(2013; Reprint Mar 2017) Standard for Safety Closure Systems for Use with Rigid Air Ducts
UL 181B	(2013; Reprint Mar 2017) UL Standard for Safety Closure Systems for Use with Flexible Air Ducts and Air Connectors

1.2 DEFINITIONS

1.2.1 NADCA Standards

Perform the services specified here in accordance with the current published standards of the National Air Duct Cleaners Association (ACR and NADCA HVAC Inspection Manual).

- a. All terms in this specification are defined as stated in the NADCA Standards.
- b. Follow NADCA Standards without modification or deviation.

1.3 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

- Record of Existing Conditions;
- Coordination Plan;
- NADCA Firm;
- NADCA Team Assistants;
- NADCA Air System Cleaning Specialist (ASCS);
- NADCA Supervisor Qualifications;
- Records of Experience in the Field of HVAC System Cleaning;
- NADCA Work Execution Schedule;

SD-03 Product Data

- Safety Data Sheets (SDS);

SD-06 Test Reports

- Gravimetric Analysis;

1.4 QUALITY CONTROL

1.4.1 NADCA Firm

Submit information certifying that the NADCA firm is a first tier subcontractor who is not affiliated with any other company participating in work on this contract, including furnishing equipment. Further, submit the following, for the firm, to Contracting Officer for approval:

a. Independent NADCA firm:

NADCA Firm: NADCA registration number and expiration date of current certification;

NADCA Supervisor Qualifications: Name and copy of NADCA supervisor certificate and expiration date of current certification.

NADCA Air System Cleaning Specialist (ASCS): Name and documented evidence that the team field leader has satisfactorily performed full-time supervision of HVAC cleaning work in the field for not less than 3 years immediately preceding this contract's bid opening date.

NADCA Team Assistants: Names and documented evidence that each field technician has satisfactorily assisted a NADCA team field leader in performance of HVAC cleaning work in the field for not less than one year immediately preceding this contract's bid opening date.

Current Certificates: Ensure registrations and certifications are current, and valid for the duration of this contract. Renew Certifications which expire prior to completion of the HVAC cleaning work, in a timely manner so that there is no lapse in registration or certification. NADCA agency or NADCA team personnel without a current registration or current certification are not to perform HVAC cleaning work on this contract.

b. TAB Team Members: NADCA team approved to accomplish work on this contract are full-time employees of the NADCA firm. No other personnel is allowed to do HVAC cleaning work on this contract.

c. Replacement of NADCA Team Members: Replacement of members may occur if each new member complies with the applicable personnel qualifications and each is approved by the Contracting Officer.

1.4.2 Experience

Submit records of experience in the field of HVAC system cleaning. Bids will only be considered from firms which are regularly engaged in HVAC system maintenance with an emphasis on HVAC system cleaning and decontamination.

1.4.3 Equipment, Materials and Labor

Possess and furnish all necessary equipment, materials and labor to adequately perform the specified services and comply with the applicable provisions of NADCA General Specifications for the Cleaning of Commercial HVAC Systems and ASHRAE 62.1.

a. Assure that all employees have received safety equipment training, medical surveillance programs, individual health protection measures,

and manufacturer's product and Safety Data Sheets (SDS) as required for the work by the U.S. Occupational Safety and Health Administration, and as described by this specification. For work performed in countries outside of the U.S.A., comply with applicable national safety codes and standards.

- b. Maintain a copy of all current SDS documentation and safety certifications at the site at all times, as well as comply with all other site documentation requirements of applicable OSHA programs and this specification.
- c. Submit all Safety Data Sheets (SDS) for all chemical products proposed used in the cleaning process, including all VOC ratings.

1.4.4 Licensing

Provide proof of maintaining the proper license(s), if any, as required to do work in that state. Comply with all Federal, State and local rules, regulations, and licensing requirements.

1.4.5 Health And Safety

1.4.5.1 Safety Standards

Comply with all applicable Federal, State, and local requirements for protecting the safety of the contractors' employees, building occupants, and the environment. In particular, follow all applicable standards of the Occupational Safety and Health Administration (OSHA) when working in accordance with this specification and EM 385-1-1.

1.4.5.2 Occupant Safety

Employ no processes or materials in such a manner that introduce additional hazards into occupied spaces.

1.4.5.3 Disposal of Debris

Dispose of all debris removed from the HVAC System in accordance with applicable Federal, State and local requirements.

1.5 PROJECT/SITE CONDITIONS

1.5.1 Mechanical Drawings

Obtain one copy of the following documents:

- a. Project drawings and specifications
- b. Approved construction revisions pertaining to the HVAC system
- c. Any existing indoor air quality (IAQ) assessments or environmental reports prepared for the facility.

Submit a NADCA Work Execution Schedule to the Contracting Officer within 10 working days of the contract award.

1.5.2 Site Conditions

The HVAC system includes any interior surface of the facility's air

distribution system for conditioned spaces and/or occupied zones. This includes the entire heating, air-conditioning and ventilation system from the points where the air enters the system to the points where the air is discharged from the system. The return air grilles, return air ducts (except ceiling plenums and mechanical room) to the air handling unit (AHU), the interior surfaces of the AHU, mixing box, coil compartment, condensate drain pans, humidifiers and dehumidifiers, supply air ducts, fans, fan housing, fan blades, air wash systems, spray eliminators, turning vanes, filters, filter housings, reheat coils, and supply diffusers are all considered part of the HVAC system. The HVAC system may also include other components such as dedicated exhaust and ventilation components and make-up air systems.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Perform the services specified here in accordance with the current published standards of the National Air Duct Cleaners Association (ACR and NADCA HVAC Inspection Manual).

- a. All terms in this specification have their meaning defined as stated in the NADCA Standards.
- b. Follow NADCA Standards with no modifications or deviations being allowed. Remove visible surface contaminants and deposits from within the HVAC system in strict accordance with these specifications.

3.1 PREPARATION

3.1.1 HVAC System Inspections And Site Preparations

3.1.1.1 HVAC System Evaluation

Prior to the commencement of any cleaning work, perform a visual inspection of the HVAC system in the presence of the Contracting Officer to determine appropriate methods, tools, and equipment required to satisfactorily complete this project. Notify the Contracting Officer ____10 days prior to the planned inspection.

Document damaged system components found during the inspection and submit to the Contracting Officer, clearly labeled "Record of Existing Conditions."

3.1.1.2 Site Evaluation and Preparations

Conduct a site evaluation, and establish a specific, coordination plan which details how each area of the building is protected during the various phases of the project.

3.2 APPLICATION

3.2.1 General HVAC System Cleaning Requirements

3.2.1.1 Containment

Collect debris removed during cleaning and take precautions to ensure that debris is not otherwise dispersed outside the HVAC system during the

cleaning process.

3.2.1.2 Particulate Collection

Where the Particulate Collection Equipment (PCE) is exhausting inside the building, use HEPA filtration with 99.97 percent collection efficiency for 0.3-micron size (or greater). When the PCE is exhausting outside the building, undertake mechanical cleaning operations only with PCE, including adequate filtration to contain debris removed from the HVAC system. When the PCE is exhausting outside the building, take precautions to locate the equipment down wind and away from all air intakes and other points of entry into the building.

3.2.1.3 Controlling Odors

Take all reasonable measures to control offensive odors and/or mist vapors during the cleaning process.

3.2.1.4 Component Cleaning

Employ cleaning methods such that all HVAC system components are Visibly Clean as defined in applicable standards. Upon completion, return all components to those settings recorded just prior to cleaning operations.

3.2.1.5 Air-Volume Control Devices

Mark the position of dampers and any air-directional mechanical devices inside the HVAC system prior to cleaning and, upon completion, restore to their marked position.

3.2.1.6 Service Openings

Utilize service openings, as required for proper cleaning, at various points of the HVAC system for physical and mechanical entry, and inspection. Utilize the existing service openings already installed in the HVAC system where possible.

Create other openings where needed, created and resealed in conformance with NADCA Standard 05. Place closures so they do not significantly hinder, restrict, alter the air-flow within the system, or compromise the structural integrity of the system. Properly insulate closures to prevent heat loss/gain or condensation on surfaces within the system. Conform construction techniques used in the creation of openings to requirements of applicable building and fire codes, and applicable NFPA, SMACNA and NADCA Standards. Cutting service openings into flexible duct is not permitted. Disconnect flexible duct at the ends as needed for proper cleaning and inspection.

Reseal rigid fiber glass ductboard duct systems in accordance with NAIMA recommended practices; NAIMA AH112, NAIMA AH122, and NAIMA AH127. Only closure techniques which comply with UL 181, UL 181A, or UL 181B are suitable for fiber glass duct system closures.

Clearly mark all service openings, capable of being re-opened for future inspection or remediation, and report their location in project report documents.

3.2.1.7 Ceiling Sections (Tile)

Carefully remove and reinstall ceiling sections to gain access to HVAC systems during the cleaning process. Replace any damaged ceiling sections caused by the removal at no cost to the Government.

3.2.1.8 Air Distribution Devices (Registers, Grilles and Diffusers)

Clean all air distribution devices.

3.2.1.9 Air Handling Units, Terminal Units, Blowers and Exhaust Fans

Ensure that supply, return, and exhaust fans and blowers are thoroughly cleaned. Areas for cleaning include blowers, fan housings, plenums (except ceiling supply and return plenums), scrolls, blades, or vanes, shafts, baffles, dampers and drive assemblies. Remove all visible surface contamination deposits in accordance with NADCA Standards.

- a. Clean all air handling unit (AHU) internal surfaces, components and condensate collectors and drains.
- b. Assure that a suitable operative drainage system is in place prior to beginning wash down procedures.
- c. Clean all coils and related components, including evaporator fins.

3.2.1.10 Duct Systems

- a. Create service openings in the system as necessary in order to accommodate cleaning of otherwise inaccessible areas.
- b. Mechanically clean all duct systems to remove all visible contaminants, such that the systems are capable of passing NADCA Cleaning Verification Testings Standards.

3.2.2 Mechanical Cleaning Methodology

3.2.2.1 Source Removal Cleaning Methods

Clean the HVAC system using Source Removal mechanical cleaning methods designed to extract contaminants from within the HVAC system and safely remove contaminants from the facility. Select Source Removal methods which will render the HVAC System Visibly Clean and capable of passing NADCA cleaning verification methods Standards and other specified standards and tests, in accordance with all general requirements. Use no cleaning method, or combination of methods, which could potentially damage components of the HVAC system or negatively alter the integrity of the system.

Incorporate the use of vacuum collection devices that are operated continuously during cleaning for all methods used. Connect a vacuum device to the downstream end of the section being cleaned through a predetermined opening. Use a vacuum collection device of sufficient power to render all areas being cleaned under negative pressure, such that containment of debris and the protection of the indoor environment is assured.

Equip all vacuum devices exhausting air inside the building, including hand-held vacuums and wet-vacuums, with HEPA filters (minimum efficiency).

Equip all vacuum devices exhausting air outside the facility with Particulate Collection including adequate filtration to contain Debris removed from the HVAC system, in a manner that does not allow contaminants to re-enter the facility. Release of debris outdoors which violates any outdoor environmental standards, codes or regulations is not allowed.

All methods require mechanical agitation devices to dislodge debris adhered to interior HVAC system surfaces, such that debris may be safely conveyed to vacuum collection devices. Acceptable methods include those which will not potentially damage the integrity of the ductwork, nor damage porous surface materials such as liners inside the ductwork or system components.

3.2.2.2 Methods of Cleaning Fibrous Glass Insulated Components

Thoroughly clean glass thermal acoustical insulation elements present in any equipment or ductwork with HEPA vacuuming equipment. Clean while the HVAC system is under constant negative pressure, and not permitted to get wet in accordance with applicable NADCA and NAIMA standards and recommendations.

Do not use cleaning methods that cause damage to fibrous glass components or renders the system capable of passing Cleaning Verification Tests NADCA Standards.

3.2.2.3 Damaged Fibrous Glass Material

If there is any evidence of damage, deterioration, delamination, friable material, mold or fungus growth, or moisture such that fibrous glass materials cannot be restored by cleaning or resurfacing with an acceptable insulation repair coating, identify them to the Contracting Officer for replacement.

When requested or specified, remediate exposed damaged insulation in air handlers and/or ductwork requiring replacement.

3.2.2.4 Replacement Material

If replacement of fiber glass materials is required, conform all materials to applicable industry codes and standards, including those of UL and SMACNA 1966.

Replacement of damaged insulation is **not** covered by this specification.

3.2.2.5 Cleaning of Coils

Use any cleaning method which renders the coil visibly clean and capable of passing NADCA Coil Cleaning Verification Standards. Coil drain pans are subject to Non-Porous Surfaces Cleaning Verification. Maintain operability of the drain for the condensate at all times. Do not damage, displace, inhibit heat transfer, or cause erosion of the coil surface or fins, and conform to coil manufacturer recommendations when available. Thoroughly rinse coils with clean water to remove any latent residues.

3.2.2.6 Antimicrobial Agents and Coatings

Only apply antimicrobial agents if active fungal growth is reasonably suspected, or where unacceptable levels of fungal contamination have been verified through testing.

Perform application of any antimicrobial agents used to control the growth of fungal or bacteriological contaminants after the removal of surface deposits and debris.

Use only antimicrobial agents registered by the U.S. Environmental Protection Agency (EPA 402-F-91-102) (EPA 402-C-01-001) specifically for use within HVAC system.

Apply antimicrobial agents in strict accordance with manufacturer's instructions.

Use only antimicrobial coating products, for both porous and non-porous surfaces, which are EPA registered, water soluble solutions with supporting efficacy data and SDS records.

Apply antimicrobial coatings according to manufacturer's instructions. Spray coatings directly onto interior ductwork surfaces, rather than "fog" downstream onto surfaces. Achieve a continuous film on the surface treated by the coating application, and apply in strict accordance with manufacturer's minimum millage surface application rate standards for effectiveness.

3.3 FIELD QUALITY CONTROL

3.3.1 CLEANLINESS VERIFICATION

3.3.1.1 General

Verification of HVAC System cleanliness is determined after mechanical cleaning and before the application of any treatment or introduction of any treatment-related substance to the HVAC system, including antimicrobial agents and coatings.

3.3.1.2 Visual Inspection

Visually inspect the HVAC system to ensure that no visible contaminants are present.

If no contaminants are evident through visual inspection, consider the HVAC system clean; however, further verification of the system cleanliness through gravimetric or wipe testing analysis testing may be requested at the discretion of the Contracting Officer.

If visible contaminants are evident through visual inspection, re-clean those portions of the system where contaminants are visible, and subject to re-inspection for cleanliness.

3.3.1.3 Gravimetric Analysis

At the expense of the **Contractor**, test sections of the HVAC system for cleanliness using the NADCA Vacuum Test (gravimetric analysis) as specified in applicable NADCA Standards. Ensure levels of debris collected are equal to or less than acceptable levels defined in applicable NADCA Standards.

If gravimetric analysis determines that levels of debris are equal to or lower than those levels specified, the system is considered clean and to have passed cleanliness verification.

If gravimetric analysis determines that levels of debris exceed those

specified in applicable NADCA standards, the system will not be considered clean, and re-cleaning of those sections of the system which failed cleanliness verification will be required at the expense of the HVAC system cleaning contractor.

Perform cleanliness verification immediately after mechanical cleaning and before the HVAC system is restored to normal operation.

3.3.1.4 Verification of Coil Cleaning

Cleaning is to restore the coil pressure drop to within 10 percent of the pressure drop measured when the coil was first installed. If the original pressure drop is not known, the coil will be considered clean only if the coil is free of foreign matter and chemical residue, based on a thorough visual inspection (see NADCA HVAC Inspection Manual Standards).

3.3.2 Post-Project Report

At the conclusion of the project, provide a Testing Procedures Summary and Post-Project Report indicating the following:

- a. Success of the cleaning project, as verified through visual inspection and or gravimetric analysis.
- b. Areas of the system found to be damaged and/or in need of repair.

-- End of Section --

SECTION 23 03 00.00 20

BASIC MECHANICAL MATERIALS AND METHODS

08/10

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

ASTM INTERNATIONAL (ASTM)

ASTM B117 (2016) Standard Practice for Operating Salt Spray (Fog) Apparatus

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE C2 (2017) National Electrical Safety Code

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

NEMA MG 1 (2016) Motors and Generators

NEMA MG 10 (2013) Energy Management Guide for Selection and Use of Fixed Frequency Medium AC Squirrel-Cage Polyphase Induction Motors

NEMA MG 11 (1977; R 2012) Energy Management Guide for Selection and Use of Single Phase Motors

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 70 (2017) National Electrical Code

1.2 RELATED REQUIREMENTS

This section applies to all sections of Division 23, HEATING, VENTILATING, AND AIR CONDITIONING of this project specification, unless specified otherwise in the individual section.

1.3 QUALITY ASSURANCE

1.3.1 Material and Equipment Qualifications

Provide materials and equipment that are standard products of manufacturers regularly engaged in the manufacture of such products, which are of a similar material, design and workmanship. Standard products must have been in satisfactory commercial or industrial use for 2 years prior to bid opening. The 2-year use must include applications of equipment and materials under similar circumstances and of similar size. The product must have been for sale on the commercial market through advertisements, manufacturers' catalogs, or brochures during the 2 year period.

1.3.2 Alternative Qualifications

Products having less than a two-year field service record will be acceptable if a certified record of satisfactory field operation for not less than 6000 hours, exclusive of the manufacturer's factory or laboratory tests, can be shown.

1.3.3 Service Support

The equipment items must be supported by service organizations. Submit a certified list of qualified permanent service organizations for support of the equipment which includes their addresses and qualifications. These service organizations must be reasonably convenient to the equipment installation and able to render satisfactory service to the equipment on a regular and emergency basis during the warranty period of the contract.

1.3.4 Manufacturer's Nameplate

For each item of equipment, provide a nameplate bearing the manufacturer's name, address, model number, and serial number securely affixed in a conspicuous place; the nameplate of the distributing agent will not be acceptable.

1.3.5 Modification of References

In each of the publications referred to herein, consider the advisory provisions to be mandatory, as though the word, "must" had been substituted for "should" wherever it appears. Interpret references in these publications to the "authority having jurisdiction", or words of similar meaning, to mean the Contracting Officer.

1.3.5.1 Definitions

For the International Code Council (ICC) Codes referenced in the contract documents, advisory provisions must be considered mandatory, the word "should" is interpreted as "must". Reference to the "code official" must be interpreted to mean the "Contracting Officer". For Navy owned property, references to the "owner" must be interpreted to mean the "Contracting Officer". For leased facilities, references to the "owner" must be interpreted to mean the "lessor". References to the "permit holder" must be interpreted to mean the "Contractor".

1.3.5.2 Administrative Interpretations

For ICC Codes referenced in the contract documents, the provisions of Chapter 1, "Administrator", do not apply. These administrative requirements are covered by the applicable Federal Acquisition Regulations (FAR) included in this contract and by the authority granted to the Officer in Charge of Construction to administer the construction of this project. References in the ICC Codes to sections of Chapter 1, must be applied appropriately by the Contracting Officer as authorized by his administrative cognizance and the FAR.

1.4 DELIVERY, STORAGE, AND HANDLING

Handle, store, and protect equipment and materials to prevent damage before and during installation in accordance with the manufacturer's recommendations, and as approved by the Contracting Officer. Replace damaged or defective items.

1.5 ELECTRICAL REQUIREMENTS

Furnish motors, controllers, disconnects and contactors with their respective pieces of equipment. Motors, controllers, disconnects and contactors must conform to and have electrical connections provided under Section 26 20 00 INTERIOR DISTRIBUTION SYSTEM. Furnish internal wiring for components of packaged equipment as an integral part of the equipment. Extended voltage range motors will not be permitted. Controllers and contactors shall have a maximum of 120 volt control circuits, and must have auxiliary contacts for use with the controls furnished. When motors and equipment furnished are larger than sizes indicated, the cost of additional electrical service and related work must be included under the section that specified that motor or equipment. Power wiring and conduit for field installed equipment must be provided under and conform to the requirements of Section 26 20 00 INTERIOR DISTRIBUTION SYSTEM.

1.6 ELECTRICAL INSTALLATION REQUIREMENTS

Electrical installations must conform to IEEE C2, NFPA 70, and requirements specified herein.

1.6.1 New Work

Provide electrical components of mechanical equipment, such as motors, motor starters, control or push-button stations, float or pressure switches, solenoid valves, integral disconnects, and other devices functioning to control mechanical equipment, as well as control wiring and conduit for circuits rated 100 volts or less, to conform with the requirements of the section covering the mechanical equipment. Extended voltage range motors are not to be permitted. The interconnecting power wiring and conduit, control wiring rated 120 volts (nominal) and conduit, and the electrical power circuits must be provided under Division 26, except internal wiring for components of package equipment must be provided as an integral part of the equipment. When motors and equipment furnished are larger than sizes indicated, provide any required changes to the electrical service as may be necessary and related work as a part of the work for the section specifying that motor or equipment.

1.6.2 Modifications to Existing Systems

Where existing mechanical systems and motor-operated equipment require modifications, provide electrical components under Division 26.

1.6.3 High Efficiency Motors

1.6.3.1 High Efficiency Single-Phase Motors

Unless otherwise specified, single-phase fractional-horsepower alternating-current motors must be high efficiency types corresponding to the applications listed in NEMA MG 11.

1.6.3.2 High Efficiency Polyphase Motors

Unless otherwise specified, polyphase motors must be selected based on high efficiency characteristics relative to the applications as listed in NEMA MG 10. Additionally, polyphase squirrel-cage medium induction motors with continuous ratings must meet or exceed energy efficient ratings in accordance with Table 12-6C of NEMA MG 1.

1.6.4 Three-Phase Motor Protection

Provide controllers for motors rated one 1 horsepower and larger with electronic phase-voltage monitors designed to protect motors from phase-loss, undervoltage, and overvoltage. Provide protection for motors from immediate restart by a time adjustable restart relay.

1.7 INSTRUCTION TO GOVERNMENT PERSONNEL

When specified in other sections, furnish the services of competent instructors to give full instruction to the designated Government personnel in the adjustment, operation, and maintenance, including pertinent safety requirements, of the specified equipment or system. Instructors must be thoroughly familiar with all parts of the installation and must be trained in operating theory as well as practical operation and maintenance work.

Instruction must be given during the first regular work week after the equipment or system has been accepted and turned over to the Government for regular operation. The number of man-days (8 hours per day) of instruction furnished must be as specified in the individual section. When more than 4 man-days of instruction are specified, use approximately half of the time for classroom instruction. Use other time for instruction with the equipment or system.

When significant changes or modifications in the equipment or system are made under the terms of the contract, provide additional instruction to acquaint the operating personnel with the changes or modifications.

1.8 ACCESSIBILITY

Install all work so that parts requiring periodic inspection, operation, maintenance, and repair are readily accessible. Install concealed valves, expansion joints, controls, dampers, and equipment requiring access, in locations freely accessible through access doors.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.1 PAINTING OF NEW EQUIPMENT

New equipment painting must be factory applied or shop applied, and must be as specified herein, and provided under each individual section.

3.1.1 Factory Painting Systems

Manufacturer's standard factory painting systems may be provided subject to certification that the factory painting system applied will withstand 125 hours in a salt-spray fog test, except that equipment located outdoors must withstand 500 hours in a salt-spray fog test. Salt-spray fog test must be in accordance with ASTM B117, and for that test the acceptance criteria must be as follows: immediately after completion of the test, the paint must show no signs of blistering, wrinkling, or cracking, and no loss of adhesion; and the specimen must show no signs of rust creepage beyond 0.125 inch on either side of the scratch mark.

The film thickness of the factory painting system applied on the equipment must not be less than the film thickness used on the test specimen. If manufacturer's standard factory painting system is being proposed for use on surfaces subject to temperatures above 120 degrees F, the factory painting system must be designed for the temperature service.

3.1.2 Shop Painting Systems for Metal Surfaces

Clean, pretreat, prime and paint metal surfaces; except aluminum surfaces need not be painted. Apply coatings to clean dry surfaces. Clean the surfaces to remove dust, dirt, rust, oil and grease by wire brushing and solvent degreasing prior to application of paint, except metal surfaces subject to temperatures in excess of 120 degrees F must be cleaned to bare metal.

Where more than one coat of paint is specified, apply the second coat after the preceding coat is thoroughly dry. Lightly sand damaged painting and retouch before applying the succeeding coat. Color of finish coat must be aluminum or light gray.

- a. Temperatures Less Than 120 Degrees F: Immediately after cleaning, the metal surfaces subject to temperatures less than 120 degrees F must receive one coat of pretreatment primer applied to a minimum dry film thickness of 0.3 mil, one coat of primer applied to a minimum dry film thickness of 1 mil; and two coats of enamel applied to a minimum dry film thickness of 1 mil per coat.
- b. Temperatures Between 120 and 400 Degrees F: Metal surfaces subject to temperatures between 120 and 400 degrees F must receive two coats of 400 degrees F heat-resisting enamel applied to a total minimum thickness of 2 mils.
- c. Temperatures Greater Than 400 Degrees F: Metal surfaces subject to temperatures greater than 400 degrees F must receive two coats of 600 degrees F heat-resisting paint applied to a total minimum dry film thickness of 2 mils.

-- End of Section --

SECTION 23 05 93

TESTING, ADJUSTING, AND BALANCING FOR HVAC
08/09

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

ACOUSTICAL SOCIETY OF AMERICA (ASA)

ASA S1.11 (2004; Errata 2005; R 2009) Specification for Octave- Band and Fractional-Octave-Band Analog and Digital Filters (ASA 65)

ASA S1.4 (1983; Amendment 1985; R 2006) Specification for Sound Level Meters (ASA 47)

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)

ASHRAE HVAC APP IP HDBK (2011) HVAC Applications Handbook, I-P Edition

ASSOCIATED AIR BALANCE COUNCIL (AABC)

AABC MN-1 (2002; 6th ed) National Standards for Total System Balance

AABC MN-4 (1996) Test and Balance Procedures

NATIONAL ENVIRONMENTAL BALANCING BUREAU (NEBB)

NEBB MASV (2006) Procedural Standards for Measurements and Assessment of Sound and Vibration

NEBB PROCEDURAL STANDARDS (2005) Procedural Standards for TAB (Testing, Adjusting and Balancing) Environmental Systems

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)

SMACNA 1780 (2002) HVAC Systems - Testing, Adjusting and Balancing, 3rd Edition

SMACNA 1858 (2013) HVAC Sound And Vibration Manual - First Edition

1.2 DEFINITIONS

- a. AABC: Associated Air Balance Council.
- b. COTR: Contracting Officer's Technical Representative.
- c. DALT: Duct air leakage test
- d. DALT'd: Duct air leakage tested
- e. HVAC: Heating, ventilating, and air conditioning; or heating, ventilating, and cooling.
- f. NEBB: National Environmental Balancing Bureau
- g. Out-of-tolerance data: Pertains only to field acceptance testing of Final DALT or TAB report. When applied to DALT work, this phase means When applied to TAB work this phase means "a measurement taken during TAB field acceptance testing which does not fall within the range of plus 5 to minus 5 percent of the original measurement reported on the TAB Report for a specific parameter."
- h. Season of maximum heating load: The time of year when the outdoor temperature at the project site remains within plus or minus 30 degrees Fahrenheit of the project site's winter outdoor design temperature, throughout the period of TAB data recording.
- i. Season of maximum cooling load: The time of year when the outdoor temperature at the project site remains within plus or minus 5 degrees Fahrenheit of the project site's summer outdoor design temperature, throughout the period of TAB data recording.
- j. Season 1, Season 2: Depending upon when the project HVAC is completed and ready for TAB, Season 1 is defined, thereby defining Season 2. Season 1 could be the season of maximum heating load, or the season of maximum cooling load.
- k. Sound measurements terminology: Defined in AABC MN-1, NEBB MASV, or SMACNA 1858 (TABB).
- l. TAB: Testing, adjusting, and balancing (of HVAC systems).
- m. TAB'd: HVAC Testing/Adjusting/Balancing procedures performed.
- n. TAB Agency: TAB Firm
- o. TAB team field leader: TAB team field leader
- p. TAB team supervisor: TAB team engineer.
- q. TAB team technicians: TAB team assistants.
- r. TABB: Testing Adjusting and Balancing Bureau.

1.2.1 Similar Terms

In some instances, terminology differs between the Contract and the TAB Standard primarily because the intent of this Section is to use the industry standards specified, along with additional requirements listed

herein to produce optimal results.

The following table of similar terms is provided for clarification only. Contract requirements take precedent over the corresponding AABC, NEBB, or TABB requirements where differences exist.

SIMILAR TERMS			
Contract Term	AABC Term	NEBB Term	TABB Term
TAB Standard	National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems	Procedural Standards for Testing, Adjusting and Balancing of Environmental Systems	International Standards for Environmental Systems Balance
TAB Specialist	TAB Engineer	TAB Supervisor	TAB Supervisor
Systems Readiness Check	Construction Phase Inspection	Field Readiness Check & Preliminary Field Procedures	Field Readiness Check & Prelim. Field Procedures

1.3 WORK DESCRIPTION

The work includes water distribution systems including piping which are located within, on, under, between, and adjacent to buildings.

Perform TAB in accordance with the requirements of the TAB procedural standard recommended by the TAB trade association that approved the TAB Firm's qualifications. Comply with requirements of AABC MN-1, NEBB PROCEDURAL STANDARDS, or SMACNA 1780 (TABB) as supplemented and modified by this specification section. All recommendations and suggested practices contained in the TAB procedural standards are considered mandatory.

Conduct TAB of the indicated existing systems and equipment and submit the specified TAB reports for approval. Conduct TAB work in accordance with the requirements of this section.

1.3.1 Water Distribution Systems

TAB system in compliance with this section. Obtain Contracting Officer's written approval before applying insulation to water distribution systems as specified under Section 23 07 00 THERMAL INSULATION FOR MECHANICAL SYSTEMS. At Contractor's option and with Contracting Officer's written approval, the piping systems may be insulated before systems are TAB'd.

Terminate piping insulation immediately adjacent to each flow control valve, automatic control valve, or device. Seal the ends of pipe insulation and the space between ends of pipe insulation and piping, with waterproof vapor barrier coating.

After completion of work under this section, insulate the flow control

valves and devices as specified under Section 23 07 00 THERMAL INSULATION FOR MECHANICAL SYSTEMS.

1.3.2 Related Requirements

1.4 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

1.5 QUALITY ASSURANCE

1.5.1 Independent TAB Agency and Personnel Qualifications

To secure approval for the proposed agency, submit information certifying that the TAB agency is a first tier subcontractor who is not affiliated with any other company participating in work on this contract, including design, furnishing equipment, or construction. Further, submit the following, for the agency, to Contracting Officer for approval:

a. Independent AABC or NEBB or TABB TAB agency:

TAB agency: AABC registration number and expiration date of current certification; or NEBB certification number and expiration date of current certification; or TABB certification number and expiration date of current certification.

TAB team supervisor: Name and copy of AABC or NEBB or TABB TAB supervisor certificate and expiration date of current certification.

TAB team field leader: Name and documented evidence that the team field leader has satisfactorily performed full-time supervision of TAB work in the field for not less than 3 years immediately preceding this contract's bid opening date.

TAB team field technicians: Names and documented evidence that each field technician has satisfactorily assisted a TAB team field leader in performance of TAB work in the field for not less than one year immediately preceding this contract's bid opening date.

Current certificates: Registrations and certifications are current, and valid for the duration of this contract. Renew Certifications which expire prior to completion of the TAB work, in a timely manner so that there is no lapse in registration or certification. TAB agency or TAB team personnel without a current registration or current certification are not to perform TAB work on this contract.

b. TAB Team Members: TAB team approved to accomplish work on this contract are full-time employees of the TAB agency. No other personnel is allowed to do TAB work on this contract.

c. Replacement of TAB team members: Replacement of members may occur if each new member complies with the applicable personnel qualifications and each is approved by the Contracting Officer.

1.6 SEQUENCING AND SCHEDULING

1.6.1 Projects with Phased Construction

This specification section is structured as though the HVAC construction, and thereby the TAB work, will be completed in a single phase. When the construction is completed in phases, the DALT work and TAB work must be planned, completed, and accepted for each construction phase.

1.6.1.1 Phasing of Work

This specification section is structured as though the HVAC construction, and thereby the TAB work, is going to be completed in a single phase in spite of the fact that there will be two seasons. All elements of the TAB work are addressed on this premise. When a contract is to be completed in construction phases, including the TAB work, and the DALT work, the TAB work and DALT work must be planned for, completed and approved by the Contracting Officer with each phase. An example of this case would be one contract that requires the rehabilitation of the HVAC in each of several separated buildings. At the completion of the final phase, compile all approved reports and submit as one document.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 WORK DESCRIPTIONS OF PARTICIPANTS

Comply with requirements of this section.

3.2 TAB MEETING

Meet with the Contracting Officer's technical representative (COTR) and the designing engineer of the HVAC systems to develop a mutual understanding relative to the details of the DALT work and TAB work requirements. Ensure that the TAB supervisor is present at this meeting. Requirements to be discussed include required submittals, work schedule, and field quality control.

3.3 TAB PROCEDURES

3.3.1 TAB Field Work

Test, adjust, and balance the HVAC systems until measured flow rates (air and water flow) are within plus or minus 5 percent of the design flow rates as specified or indicated on the contract documents.

That is, comply with the the requirements of AABC MN-1 , or SMACNA 1780 (TABB) and SMACNA 1858 (TABB), except as supplemented and modified by this section.

Provide instruments and consumables required to accomplish the TAB work. Calibrate and maintain instruments in accordance with manufacturer's written procedures.

Test, adjust, and balance the HVAC systems until measured flow rates (air and water flow) are within plus or minus 5 percent of the design flow rates

as specified or indicated on the contract documents. Conduct TAB work, including measurement accuracy, and sound measurement work in conformance with the AABC MN-1 and AABC MN-4, or NEBB TABES and NEBB MASV, or SMACNA 1780 (used by TABB) and SMACNA 1858 sound measurement procedures, except as supplemented and modified by this section. The only water flow and air flow reporting which can be deferred until the Season 2 is that data which would be affected in terms of accuracy due to outside ambient conditions.

3.3.2 Preliminary Procedures

Use the approved pre-field engineering report as instructions and procedures for accomplishing TAB field work. TAB engineer is to locate, in the field, test ports required for testing. It is the responsibility of the sheet metal contractor to provide and install test ports as required by the TAB engineer.

3.3.3 TAB Air Distribution Systems

3.3.3.1 Units With Coils

Report heating and cooling performance capacity tests for hot water, chilled water, DX and steam coils for the purpose of verifying that the coils meet the indicated design capacity. Submit the following data and calculations with the coil test reports:

- a. For air handlers with capacities greater than 7.5 tons (90,000 Btu) cooling, such as factory manufactured units, central built-up units and rooftop units, conduct capacity tests in accordance with AABC MN-4, procedure 3.5, "Coil Capacity Testing."

Do not determine entering and leaving wet and dry bulb temperatures by single point measurement, but by the average of multiple readings in compliance with paragraph 3.5-5, "Procedures", (in subparagraph d.) of AABC MN-4, Procedure 3.5, "Coil Capacity Testing."

Submit part-load coil performance data from the coil manufacturer converting test conditions to design conditions; use the data for the purpose of verifying that the coils meet the indicated design capacity in compliance with AABC MN-4, Procedure 3.5, "Coil Capacity Testing," paragraph 3.5.7, "Actual Capacity Vs. Design Capacity" (in subparagraph c.).

- b. For units with capacities of 7.5 tons (90,000 Btu) or less, such as fan coil units, duct mounted reheat coils associated with VAV terminal units, and unitary units, such as through-the-wall heat pumps:

Determine the apparent coil capacity by calculations using single point measurement of entering and leaving wet and dry bulb temperatures; submit the calculations with the coil reports.

3.3.3.2 Air Handling Units

Air handling unit systems including fans (air handling unit fans, exhaust fans and winter ventilation fans), coils, ducts, plenums, mixing boxes, terminal units, variable air volume boxes, and air distribution devices for supply air, return air, outside air, mixed air relief air, and makeup air.

3.3.3.3 Rooftop Air Conditioning

Rooftop air conditioning systems including fans, coils, ducts, plenums, and air distribution devices for supply air, return air, and outside air.

For refrigeration compressors/condensers/condensing units/evaporators, report data as required by NEBB, AABC, and TABB standard procedures, including refrigeration operational data.

3.3.3.4 Heating and Ventilating Units

Heating and ventilating unit systems including fans, coils, ducts, plenums, roof vents, registers, diffusers, grilles, and louvers for supply air, return air, outside air, and mixed air.

3.3.3.5 Makeup Air Units

Makeup air unit systems including fans, coils, ducts, plenums, registers, diffusers, grilles, and louvers for supply air, return air, outside air, and mixed air.

3.3.3.6 Return Air Fans

Return air fan system including fan ducts, plenums, registers, diffusers, grilles, and louvers for supply air, return air, outside air, and mixed air.

3.3.3.7 Fan Coils

Fan coil unit systems including fans, coils, ducts, plenums, and air distribution devices for supply air, return air, and outside air.

3.3.3.8 Exhaust Fans

Exhaust fan systems including fans, ducts, plenums, grilles, and hoods for exhaust air.

3.3.4 TAB Water Distribution Systems

3.3.4.1 Chilled Water

Chilled water systems including chillers, condensers, cooling towers, pumps, coils, system balance valves and flow measuring devices.

For water chillers, report data as required by AABC, NEBB and TABB standard procedures, including refrigeration operational data.

3.3.5 Sound Measurement Work

3.3.5.1 Areas To Be Sound Measured

In the following spaces, measure and record the sound power level for each octave band listed in ASHRAE HVAC APP IP HDBK Noise Criteria:

- a. All HVAC mechanical rooms, including machinery spaces and other spaces containing HVAC power drivers and power driven equipment.
- b. All spaces sharing a common barrier with each mechanical room, including rooms overhead, rooms on the other side of side walls, and rooms beneath the mechanical room floor.

3.3.5.2 Procedure

Measure sound levels in each room, when unoccupied except for the TAB team, with all HVAC systems that would cause sound readings in the room operating in their noisiest mode. Record the sound level in each octave band. Attempt to mitigate the sound level and bring the level to within the specified ASHRAE HVAC APP IP HDBK noise criteria goals, if such mitigation is within the TAB team's control. State in the report the ASHRAE HVAC APP IP HDBK noise criteria goals. If sound level cannot be brought into compliance, provide written notice of the deficiency to the Contractor for resolution or correction.

3.3.5.3 Timing

Measure sound levels at times prescribed by AABC or NEBB or TABB.

3.3.5.4 Meters

Measure sound levels with a sound meter complying with ASA S1.4, Type 1 or 2, and an octave band filter set complying with ASA S1.11. Use measurement methods for overall sound levels and for octave band sound levels as prescribed by NEBB.

3.3.5.5 Calibration

Calibrate sound levels as prescribed by AABC or NEBB or TABB, except that calibrators emitting a sound pressure level tone of 94 dB at 1000 hertz (Hz) are also acceptable.

3.3.5.6 Background Noise Correction

Determine background noise component of room sound (noise) levels for each (of eight) octave bands as prescribed by AABC or NEBB or TABB.

3.3.6 TAB Work on Performance Tests Without Seasonal Limitations

3.3.6.1 Performance Tests

In addition to the TAB proportionate balancing work on the air distribution systems and the water distribution systems, accomplish TAB work on the HVAC systems which directly transfer thermal energy. TAB the operational performance of the heating systems and cooling systems.

3.3.6.2 Ambient Temperatures

On each tab report form used for recording data, record the outdoor and indoor ambient dry bulb temperature range and the outdoor and indoor ambient wet bulb temperature range within which the report form's data was recorded. Record these temperatures at beginning and at the end of data taking.

3.3.6.3 Sound Measurements

Comply with paragraph entitled "Sound Measurement Work," specifically, the requirement that a room must be operating in its noisiest mode at the time of sound measurements in the room. The maximum noise level measurements could depend on seasonally related heat or cooling transfer equipment.

3.3.7 TAB Work on Performance Tests With Seasonal Limitations

3.3.7.1 Performance Tests

Accomplish proportionate balancing TAB work on the air distribution systems and water distribution systems, in other words, accomplish adjusting and balancing of the air flows and water flows, any time during the duration of this contract, subject to the limitations specified elsewhere in this section. However, accomplish, within the following seasonal limitations, TAB work on HVAC systems which directly transfer thermal energy.

3.3.7.2 Season Of Maximum Load

Visit the contract site for at least two TAB work sessions for TAB field measurements. Visit the contract site during the season of maximum heating load and visit the contract site during the season of maximum cooling load, the goal being to TAB the operational performance of the heating systems and cooling systems under their respective maximum outdoor environment-caused loading. During the seasonal limitations, TAB the operational performance of the heating systems and cooling systems.

3.3.7.3 Ambient Temperatures

On each tab report form used for recording data, record the outdoor and indoor ambient dry bulb temperature range and the outdoor and indoor ambient wet bulb temperature range within which the report form's data was recorded. Record these temperatures at beginning and at the end of data taking.

3.3.7.4 Sound Measurements

Comply with paragraph entitled "Sound Measurement Work," specifically, the requirement that a room must be operating in its noisiest mode at the time of sound measurements in the room. The maximum noise level measurements could depend on seasonally related heat or cooling transfer equipment.

3.3.8 Workmanship

Conduct TAB work on the HVAC systems until measured flow rates are within plus or minus 5 percent of the design flow rates as specified or indicated on the contract documents. This TAB work includes adjustment of balancing valves, balancing dampers, and sheaves. Further, this TAB work includes changing out fan sheaves and pump impellers if required to obtain air and water flow rates specified or indicated. If, with these adjustments and equipment changes, the specified or indicated design flow rates cannot be attained, contact the Contracting Officer for direction.

3.3.9 Deficiencies

Strive to meet the intent of this section to maximize the performance of the equipment as designed and installed. However, if deficiencies in equipment design or installation prevent TAB work from being accomplished within the range of design values specified in the paragraph entitled "Workmanship," provide written notice as soon as possible to the Contractor and the Contracting Officer describing the deficiency and recommended correction.

Responsibility for correction of installation deficiencies is the Contractor's. If a deficiency is in equipment design, call the TAB team

supervisor for technical assistance. Responsibility for reporting design deficiencies to Contractor is the TAB team supervisor's.

3.3.10 TAB Reports

3.3.11 Quality Assurance - COTR TAB Field Acceptance Testing

3.3.11.1 TAB Field Acceptance Testing

During the field acceptance testing, verify, in the presence of the COTR, random selections of data (, air quantities, air motion, sound level readings) recorded in the TAB Report. Points and areas for field acceptance testing are to be selected by the COTR. Measurement and test procedures are the same as approved for TAB work for the TAB Report.

Field acceptance testing includes verification of TAB Report data recorded for the following equipment groups:

Verify TAB Report data for one additional piece of equipment in that group. Continue this additional group data verification until out-of-tolerance data ceases to be found.

3.3.11.2 Additional COTR TAB Field Acceptance Testing

If any of the acceptance testing measurements for a given equipment group is found not to fall within the range of plus 5 to minus 5 percent of the TAB Report data, terminate data verification for all affected data for that group. The affected data for the given group will be disapproved. Make the necessary corrections and prepare a revised TAB Report. Reschedule acceptance testing of the revised report data with the COTR.

3.3.11.3 Prerequisite for Approval

Compliance with the field acceptance testing requirements of this section is a prerequisite for the final Contracting Officer approval of the TAB Report submitted.

3.4 MARKING OF SETTINGS

Upon the final TAB work approval, permanently mark the settings of HVAC adjustment devices including valves, gauges, splitters, and dampers so that adjustment can be restored if disturbed at any time. Provide permanent markings clearly indicating the settings on the adjustment devices which result in the data reported on the submitted TAB report.

3.5 MARKING OF TEST PORTS

The TAB team is to permanently and legibly mark and identify the location points of the duct test ports. If the ducts have exterior insulation, make these markings on the exterior side of the duct insulation. Show the location of test ports on the as-built mechanical drawings with dimensions given where the test port is covered by exterior insulation.

-- End of Section --

SECTION 23 07 00

THERMAL INSULATION FOR MECHANICAL SYSTEMS
02/13

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only. At the discretion of the Government, the manufacturer of any material supplied will be required to furnish test reports pertaining to any of the tests necessary to assure compliance with the standard or standards referenced in this specification.

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING
ENGINEERS (ASHRAE)

- ASHRAE 189.1 (2011; Errata 1-2 2012; INT 1 2013; Errata 3-8 2013) Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings
- ASHRAE 90.1 - IP (2013; INT 1 2013; Errata 1-3 2013; Errata 4 2014) Energy Standard for Buildings Except Low-Rise Residential Buildings
- ASHRAE 90.2 (2007; Addendum B 2010) Energy Efficient Design of Low-Rise Residential Buildings

ASTM INTERNATIONAL (ASTM)

- ASTM A167 (1999; R 2009) Standard Specification for Stainless and Heat-Resisting Chromium-Nickel Steel Plate, Sheet, and Strip
- ASTM B209 (2010) Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate
- ASTM C1136 (2012) Standard Specification for Flexible, Low Permeance Vapor Retarders for Thermal Insulation
- ASTM C1710 (2011) Standard Guide for Installation of Flexible Closed Cell Preformed Insulation in Tube and Sheet Form
- ASTM C195 (2007; R 2013) Standard Specification for Mineral Fiber Thermal Insulating Cement
- ASTM C647 (2008; R 2013) Properties and Tests of Mastics and Coating Finishes for Thermal Insulation
- ASTM C795 (2008; R 2013) Standard Specification for

	Thermal Insulation for Use in Contact with Austenitic Stainless Steel
ASTM C920	(2011) Standard Specification for Elastomeric Joint Sealants
ASTM C921	(2010) Standard Practice for Determining the Properties of Jacketing Materials for Thermal Insulation
ASTM D2863	(2013) Measuring the Minimum Oxygen Concentration to Support Candle-Like Combustion of Plastics (Oxygen Index)
ASTM D5590	(2000; R 2010; E 2012) Standard Test Method for Determining the Resistance of Paint Films and Related Coatings to Fungal Defacement by Accelerated Four-Week Agar Plate Assay
ASTM E2231	(2014) Specimen Preparation and Mounting of Pipe and Duct Insulation Materials to Assess Surface Burning Characteristics
ASTM E84	(2014) Standard Test Method for Surface Burning Characteristics of Building Materials
ASTM E96/E96M	(2013) Standard Test Methods for Water Vapor Transmission of Materials
FM GLOBAL (FM)	
FM APP GUIDE	(updated on-line) Approval Guide http://www.approvalguide.com/
MIDWEST INSULATION CONTRACTORS ASSOCIATION (MICA)	
MICA Insulation Stds	(1999) National Commercial & Industrial Insulation Standards
NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)	
NFPA 90A	(2015) Standard for the Installation of Air Conditioning and Ventilating Systems
NFPA 90B	(2015) Standard for the Installation of Warm Air Heating and Air Conditioning Systems
U.S. DEPARTMENT OF DEFENSE (DOD)	
MIL-A-24179	(1969; Rev A; Am 2 1980; Notice 1 1987) Adhesive, Flexible Unicellular-Plastic Thermal Insulation
MIL-A-3316	(1987; Rev C; Am 2 1990) Adhesives, Fire-Resistant, Thermal Insulation

MIL-PRF-19565 (1988; Rev C) Coating Compounds, Thermal Insulation, Fire- and Water-Resistant, Vapor-Barrier

UNDERWRITERS LABORATORIES (UL)

UL 723 (2008; Reprint Aug 2013) Test for Surface Burning Characteristics of Building Materials

UL 94 (2013) Standard for Tests for Flammability of Plastic Materials for Parts in Devices and Appliances

1.2 SYSTEM DESCRIPTION

1.2.1 General

Provide field-applied insulation and accessories on mechanical systems as specified herein; factory-applied insulation is specified under the piping, duct or equipment to be insulated. Field applied insulation materials required for use on Government-furnished items as listed in the SPECIAL CONTRACT REQUIREMENTS shall be furnished and installed by the Contractor.

1.2.2 Recycled Materials

Provide thermal insulation containing recycled materials to the extent practicable, provided that the materials meet all other requirements of this section. The minimum recycled material content of the following insulation are:

Rock Wool	75 percent slag of weight
Fiberglass	20-25 percent glass cullet by weight
Rigid Foam	9 percent recovered material

1.3 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

Submit the three SD types, SD-02 Shop Drawings, SD-03 Product Data, and SD-08 Manufacturer's Instructions at the same time for each system.

SD-02 Shop Drawings

Pipe Insulation Systems and Associated Accessories
 Duct Insulation Systems and Associated Accessories

SD-03 Product Data

Pipe Insulation Systems
 Duct Insulation Systems

SD-04 Samples

Thermal Insulation

SD-08 Manufacturer's Instructions

Pipe Insulation Systems
Duct Insulation Systems

1.4 QUALITY ASSURANCE

1.4.1 Installer Qualification

Qualified installers shall have successfully completed three or more similar type jobs within the last 5 years.

1.5 DELIVERY, STORAGE, AND HANDLING

Materials shall be delivered in the manufacturer's unopened containers. Materials delivered and placed in storage shall be provided with protection from weather, humidity, dirt, dust and other contaminants. The Contracting Officer may reject insulation material and supplies that become dirty, dusty, wet, or contaminated by some other means. Packages or standard containers of insulation, jacket material, cements, adhesives, and coatings delivered for use, and samples required for approval shall have manufacturer's stamp or label attached giving the name of the manufacturer and brand, and a description of the material, date codes, and approximate shelf life (if applicable). Insulation packages and containers shall be asbestos free.

PART 2 PRODUCTS

2.1 STANDARD PRODUCTS

Provide materials which are the standard products of manufacturers regularly engaged in the manufacture of such products and that essentially duplicate items that have been in satisfactory use for at least 2 years prior to bid opening. Submit a complete list of materials, including manufacturer's descriptive technical literature, performance data, catalog cuts, and installation instructions. The product number, k-value, thickness and furnished accessories including adhesives, sealants and jackets for each mechanical system requiring insulation shall be included. The product data must be copyrighted, have an identifying or publication number, and shall have been published prior to the issuance date of this solicitation. Materials furnished under this section shall be submitted together in a booklet.

2.1.1 Insulation System

Provide insulation systems in accordance with the approved MICA National Insulation Standards plates as supplemented by this specification. Provide field-applied insulation for heating, ventilating, and cooling (HVAC) air distribution systems and piping systems that are located within, on, under, and adjacent to buildings; and for plumbing systems. Insulation shall be CFC and HCFC free.

2.1.2 Surface Burning Characteristics

Unless otherwise specified, insulation shall have a maximum flame spread index of 25 and a maximum smoke developed index of 50 when tested in accordance with ASTM E84. Flame spread, and smoke developed indexes, shall be determined by ASTM E84 or UL 723. Insulation shall be tested in

the same density and installed thickness as the material to be used in the actual construction. Test specimens shall be prepared and mounted according to ASTM E2231.

2.2 MATERIALS

Provide insulation that meets or exceed the requirements of ASHRAE 90.1 - IP ASHRAE 90.2ASHRAE 189.1. Insulation exterior shall be cleanable, grease resistant, non-flaking and non-peeling. Materials shall be compatible and shall not contribute to corrosion, soften, or otherwise attack surfaces to which applied in either wet or dry state. Materials to be used on stainless steel surfaces shall meet ASTM C795 requirements. Calcium silicate shall not be used on chilled or cold water systems. Materials shall be asbestos free. Provide product recognized under UL 94 (if containing plastic) and listed in FM APP GUIDE.

2.2.1 Adhesives

2.2.1.1 Mineral Fiber Insulation Cement

Cement shall be in accordance with ASTM C195.

2.2.1.2 Lagging Adhesive

Lagging is the material used for thermal insulation, especially around a cylindrical object. This may include the insulation as well as the cloth/material covering the insulation. To resist mold/mildew, lagging adhesive shall meet ASTM D5590 with 0 growth rating. Lagging adhesives shall be nonflammable and fire-resistant and shall have a maximum flame spread index of 25 and a maximum smoke developed index of 50 when tested in accordance with ASTM E84. Adhesive shall be MIL-A-3316, Class 1, pigmented white and be suitable for bonding fibrous glass cloth to faced and unfaced fibrous glass insulation board; for bonding cotton brattice cloth to faced and unfaced fibrous glass insulation board; for sealing edges of and bonding glass tape to joints of fibrous glass board; for bonding lagging cloth to thermal insulation; or Class 2 for attaching fibrous glass insulation to metal surfaces. Lagging adhesives shall be applied in strict accordance with the manufacturer's recommendations for pipe and duct insulation.

2.2.1.3 Contact Adhesive

Adhesives may be any of, but not limited to, the neoprene based, rubber based, or elastomeric type that have a maximum flame spread index of 25 and a maximum smoke developed index of 50 when tested in accordance with ASTM E84. The adhesive shall not adversely affect, initially or in service, the insulation to which it is applied, nor shall it cause any corrosive effect on metal to which it is applied. Any solvent dispersing medium or volatile component of the adhesive shall have no objectionable odor and shall not contain any benzene or carbon tetrachloride. The dried adhesive shall not emit nauseous, irritating, or toxic volatile matters or aerosols when the adhesive is heated to any temperature up to 212 degrees F. The dried adhesive shall be nonflammable and fire resistant. Flexible Elastomeric Adhesive: Comply with MIL-A-24179, Type II, Class I. Provide product listed in FM APP GUIDE.

2.2.2 Caulking

ASTM C920, Type S, Grade NS, Class 25, Use A.

2.2.3 Corner Angles

Nominal 0.016 inch aluminum 1 by 1 inch with factory applied kraft backing. Aluminum shall be ASTM B209, Alloy 3003, 3105, or 5005.

2.2.4 Fittings

Fabricated Fittings are the prefabricated fittings for flexible elastomeric pipe insulation systems in accordance with ASTM C1710. Together with the flexible elastomeric tubes, they provide complete system integrity for retarding heat gain and controlling condensation drip from chilled-water and refrigeration systems. Flexible elastomeric, fabricated fittings provide thermal protection (0.25 k) and condensation resistance (0.05 Water Vapor Transmission factor). For satisfactory performance, properly installed protective vapor retarder/barriers and vapor stops shall be used on high relative humidity and below ambient temperature applications to reduce movement of moisture through or around the insulation to the colder interior surface.

2.2.5 Staples

Outward clinching type ASTM A167, Type 304 or 316 stainless steel.

2.2.6 Jackets

2.2.6.1 Aluminum Jackets

Aluminum jackets shall be corrugated, embossed or smooth sheet, 0.016 inch nominal thickness; ASTM B209, Temper H14, Temper H16, Alloy 3003, 5005, or 3105. Corrugated aluminum jacket shall not be used outdoors. Aluminum jacket circumferential seam bands shall be 2 by 0.016 inch aluminum matching jacket material. Bands for insulation below ground shall be 3/4 by 0.020 inch thick stainless steel, or fiberglass reinforced tape. The jacket may, at the option of the Contractor, be provided with a factory fabricated Pittsburgh or "Z" type longitudinal joint. When the "Z" joint is used, the bands at the circumferential joints shall be designed by the manufacturer to seal the joints and hold the jacket in place.

2.2.6.2 Polyvinyl Chloride (PVC) Jackets

Polyvinyl chloride (PVC) jacket and fitting covers shall have high impact strength, ultraviolet (UV) resistant rating or treatment and moderate chemical resistance with minimum thickness 0.030 inch.

2.2.6.3 Vapor Barrier/Weatherproofing Jacket

Vapor barrier/weatherproofing jacket shall be laminated self-adhesive, greater than 3 plies standard grade, silver, white, black and embossed or greater than 8 ply (minimum 2.9 mils adhesive); with 0.0000 permeability when tested in accordance with ASTM E96/E96M, using the water transmission rate test method; heavy duty, white or natural; and UV resistant. Flexible Elastomeric exterior foam with factory applied, UV Jacket made with a cold weather acrylic adhesive. Construction of laminate designed to provide UV resistance, high puncture, tear resistance and excellent Water Vapor Transmission (WVT) rate.

2.2.6.4 Vapor Barrier/Vapor Retarder

Apply the following criteria to determine which system is required.

- a. On ducts, piping and equipment operating below 98 degrees F or located outside shall be equipped with a vapor barrier.
- b. Ducts, pipes and equipment that are located inside and that always operate above 98 degrees F shall be installed with a vapor retarder where required as stated in paragraph VAPOR RETARDER REQUIRED.

2.2.7 Vapor Retarder Required

ASTM C921, Type I, minimum puncture resistance 50 Beach units on all surfaces where a minimum puncture resistance of 25 Beach units is acceptable. Minimum tensile strength, 35 pounds/inch width. ASTM C921, Type II, minimum puncture resistance 25 Beach units, tensile strength minimum 20 pounds/inch width. Jackets used on insulation exposed in finished areas shall have white finish suitable for painting without sizing. Based on the application, insulation materials that require manufacturer or fabricator applied pipe insulation jackets are cellular glass, when all joints are sealed with a vapor barrier mastic, and mineral fiber. All non-metallic jackets shall have a maximum flame spread index of 25 and a maximum smoke developed index of 50 when tested in accordance with ASTM E84. Flexible elastomerics require (in addition to vapor barrier skin) vapor retarder jacketing for high relative humidity and below ambient temperature applications.

2.2.7.1 White Vapor Retarder All Service Jacket (ASJ)

ASJ is for use on hot/cold pipes, ducts, or equipment indoors or outdoors if covered by a suitable protective jacket. The product shall meet all physical property and performance requirements of ASTM C1136, Type I, except the burst strength shall be a minimum of 85 psi. ASTM D2863 Limited Oxygen Index (LOI) shall be a minimum of 31.

In addition, neither the outer exposed surface nor the inner-most surface contacting the insulation shall be paper or other moisture-sensitive material. The outer exposed surface shall be white and have an emittance of not less than 0.80. The outer exposed surface shall be paintable.

2.2.7.2 Vapor Retarder/Vapor Barrier Mastic Coatings

2.2.7.2.1 Vapor Barrier

The vapor barrier shall be self adhesive (minimum 2 mils adhesive, 3 mils embossed) greater than 3 plies standard grade, silver, white, black and embossed white jacket for use on hot/cold pipes. Permeability shall be less than 0.02 when tested in accordance with ASTM E96/E96M. Products shall meet UL 723 or ASTM E84 flame and smoke requirements and shall be UV resistant.

2.2.7.2.2 Vapor Retarder

The vapor retarder coating shall be fire and water resistant and appropriately selected for either outdoor or indoor service. Color shall be white. The water vapor permeance of the compound shall be 0.013 perms or less at 43 mils dry film thickness as determined according to procedure B of ASTM E96/E96M utilizing apparatus described in ASTM E96/E96M. The coating shall be nonflammable, fire resistant type. To resist mold/mildew, coating shall meet ASTM D5590 with 0 growth rating. Coating shall meet MIL-PRF-19565 Type II (if selected for indoor service) and be Qualified

Products Database listed. All other application and service properties shall be in accordance with ASTM C647.

2.2.7.3 Laminated Film Vapor Retarder

ASTM C1136, Type I, maximum moisture vapor transmission 0.02 perms, minimum puncture resistance 50 Beach units on all surfaces except concealed ductwork; where Type II, maximum moisture vapor transmission 0.02 perms, a minimum puncture resistance of 25 Beach units is acceptable. Vapor retarder shall have a maximum flame spread index of 25 and a maximum smoke developed index of 50 when tested in accordance with ASTM E84. Flexible Elastomeric exterior foam with factory applied UV Jacket. Construction of laminate designed to provide UV resistance, high puncture, tear resistance and an excellent WVT rate.

2.2.8 Insulation Bands

Insulation bands shall be 1/2 inch wide; 26 gauge stainless steel.

2.2.9 Sealants

Sealants shall be chosen from the butyl polymer type, the styrene-butadiene rubber type, or the butyl type of sealants. Sealants shall have a maximum permeance of 0.02 perms based on Procedure B for ASTM E96/E96M, and a maximum flame spread index of 25 and a maximum smoke developed index of 50 when tested in accordance with ASTM E84.

PART 3 EXECUTION

3.1 APPLICATION - GENERAL

Insulation shall only be applied to unheated and uncooled piping and equipment. Flexible elastomeric cellular insulation shall not be compressed at joists, studs, columns, ducts, hangers, etc. The insulation shall not pull apart after a one hour period; any insulation found to pull apart after one hour, shall be replaced.

3.1.1 Installation

Except as otherwise specified, material shall be installed in accordance with the manufacturer's written instructions. Insulation materials shall not be applied until specified in other sections of this specification are completed. Material such as rust, scale, dirt and moisture shall be removed from surfaces to receive insulation. Insulation shall be kept clean and dry. Insulation shall not be removed from its shipping containers until the day it is ready to use and shall be returned to like containers or equally protected from dirt and moisture at the end of each workday. Insulation that becomes dirty shall be thoroughly cleaned prior to use. If insulation becomes wet or if cleaning does not restore the surfaces to like new condition, the insulation will be rejected, and shall be immediately removed from the jobsite. Joints shall be staggered on multi layer insulation. Mineral fiber thermal insulating cement shall be mixed with demineralized water when used on stainless steel surfaces. Insulation, jacketing and accessories shall be installed in accordance with MICA Insulation Stds plates except where modified herein or on the drawings.

3.1.2 Firestopping

Where and pass through fire walls, fire partitions, above grade floors,

and fire rated chase walls, the penetration shall be sealed with fire stopping materials as specified in Section 07 84 00 FIRESTOPPING. The protection of ducts at point of passage through firewalls must be in accordance with NFPA 90A and/or NFPA 90B. All other penetrations, such as piping, conduit, and wiring, through firewalls must be protected with a material or system of the same hourly rating that is listed by UL, FM, or a NRTL.3.1.3 Installation of Flexible Elastomeric Cellular Insulation

Install flexible elastomeric cellular insulation with seams and joints sealed with rubberized contact adhesive. Flexible elastomeric cellular insulation shall not be used on surfaces greater than 220 degrees F. Stagger seams when applying multiple layers of insulation. Protect insulation exposed to weather and not shown to have vapor barrier weatherproof jacketing with two coats of UV resistant finish or PVC or metal jacketing as recommended by the manufacturer after the adhesive is dry and cured.

3.1.3.1 Adhesive Application

Apply a brush coating of adhesive to both butt ends to be joined and to both slit surfaces to be sealed. Allow the adhesive to set until dry to touch but tacky under slight pressure before joining the surfaces. Insulation seals at seams and joints shall not be capable of being pulled apart one hour after application. Insulation that can be pulled apart one hour after installation shall be replaced.

3.1.3.2 Adhesive Safety Precautions

Use natural cross-ventilation, local (mechanical) pickup, and/or general area (mechanical) ventilation to prevent an accumulation of solvent vapors, keeping in mind the ventilation pattern must remove any heavier-than-air solvent vapors from lower levels of the workspaces. Gloves and spectacle-type safety glasses are recommended in accordance with safe installation practices.

3.1.4 Welding

No welding shall be done on or without written approval of the Contracting Officer. .

3.1.5 That Require Insulation

Insulation is required on all or except for omitted items as specified.

-- End of Section --

SECTION 23 09 23.13 20

DIRECT DIGITAL CONTROL SYSTEMS FOR HVAC

06/12

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

AIR MOVEMENT AND CONTROL ASSOCIATION INTERNATIONAL (AMCA)

AMCA 500-D (1998) Laboratory Methods of Testing
Dampers for Rating

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

ANSI/ATA 878.1 (1999) ARCNET - Local Area Network: Token
Ring

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING
ENGINEERS (ASHRAE)

ASHRAE 135 (2008; Addenda J,L,Q,R,S,V 2009; Errata 1
& 2 2009:INT 1 & 2 2009) BACnet-A Data
Communication Protocol for Building
Automation and Control Networks

ASME INTERNATIONAL (ASME)

ASME B31.1 (2014; INT 1-47) Power Piping

ASTM INTERNATIONAL (ASTM)

ASTM B 117 (2009) Standing Practice for Operating
Salt Spray (Fog) Apparatus

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE C62.41.1 (2002; R 2008) IEEE Guide on the Surges
Environment in Low-Voltage (1000 V and
Less) AC Power Circuits

IEEE C62.41.2 (2002) IEEE Recommended Practice on
Characterization of Surges in Low-Voltage
(1000 V and Less) AC Power Circuits

IEEE C62.45 (2002; R 2008) Surge Testing for Equipment
Connected to Low-Voltage (1000v and
less)AC Power Circuits

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)

ISO/IEC 8802 (2000) Telecommunications and Information

Exchange Between Systems

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 70	(2014; AMD 1 2013; Errata 1 2013; AMD 2 2013; Errata 2 2013; AMD 3 2014; Errata 3-4 2014; AMD 4-6 2014) National Electrical Code
NFPA 72	(2013) National Fire Alarm and Signaling Code
NFPA 90A	(2015) Standard for the Installation of Air Conditioning and Ventilating Systems

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)

SMACNA 1966	(2005) HVAC Duct Construction Standards Metal and Flexible, 3rd Edition
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UNDERWRITERS LABORATORIES (UL)

UL 1449	(2006; Rev thru Sep 2009) Surge Protective Devices
UL 506	(2008; Reprint Oct 2013) Specialty Transformers
UL 508A	(2001; Rev thru Sep 2009) Standard for Industrial Control Panels
UL 916	(2007) Energy Management Equipment

1.2 DEFINITIONS

1.2.1 ANSI/ASHRAE Standard 135

ANSI/ASHRAE Standard 135: BACnet - A Data Communication Protocol for Building Automation and Control Networks, referred to as "BACnet". ASHRAE developed BACnet to provide a method for diverse building automation devices to communicate and share data over a network.

1.2.2 ARCNET

ANSI/ATA 878.1 - Attached Resource Computer Network. ARCNET is a deterministic LAN technology; meaning it's possible to determine the maximum delay before a device is able to transmit a message.

1.2.3 BACnet

Building Automation and Control Network; the common name for the communication standard ASHRAE 135. The standard defines methods and protocol for cooperating building automation devices to communicate over a variety of LAN technologies.

1.2.4 BACnet/IP

An extension of BACnet, Annex J, defines this mechanism using a reserved

UDP socket to transmit BACnet messages over IP networks. A BACnet/IP network is a collection of one or more IP subnetworks that share the same BACnet network number. See also "BACnet Broadcast Management Device".

1.2.5 BACnet Internetwork

Two or more BACnet networks, possibly using different LAN technologies, connected with routers. In a BACnet internetwork, there exists only one message path between devices.

1.2.6 BACnet Network

One or more BACnet segments that have the same network address and are interconnected by bridges at the physical and data link layers.

1.2.7 BACnet Segment

One or more physical segments of BACnet devices on a BACnet network, connected at the physical layer by repeaters.

1.2.8 BBMD

BACnet Broadcast Management Device (BBMD). A communications device, typically combined with a BACnet router. A BBMD forwards BACnet broadcast messages to BACnet/IP devices and other BBMDs connected to the same BACnet/IP network. Every IP subnetwork that is part of a BACnet/IP network must have only one BBMD. See also "BACnet/IP".

1.2.9 BAS

Building Automation Systems, including DDC (Direct Digital Controls) used for facility automation and energy management.

1.2.10 BAS Owner

The regional or local user responsible for managing all aspects of the BAS operation, including: network connections, workstation management, submittal review, technical support, control parameters, and daily operation. The BAS Owner for this project is Cherry Point.

1.2.11 BIBBs

BACnet Interoperability Building Blocks. A collection of BACnet services used to describe supported tasks. BIBBs are often described in terms of "A" (client) and "B" (server) devices. The "A" device uses data provided by the "B" device, or requests an action from the "B" device.

1.2.12 BI

BACnet International, formerly two organizations: the BACnet Manufacturers Association (BMA) and the BACnet Interest Group - North America (BIG-NA).

1.2.13 BI/BTL

BACnet International/BACnet Testing Laboratories (Formerly BMA/BTL). The organization responsible for testing products for compliance with the BACnet standard, operated under the direction of BACnet International.

1.2.14 Bridge

Network hardware that connects two or more network (or BACnet internetwork) segments at the physical and data link layers. A bridge may also filter messages.

1.2.15 Broadcast

A message sent to all devices on a network segment.

1.2.16 Device

Any control system component, usually a digital controller, that contains a BACnet Device Object and uses BACnet to communicate with other devices. See also "Digital Controller".

1.2.17 Device Object

Every BACnet device requires one Device Object, whose properties represent the network visible properties of that device. Every Device Object requires a unique Object Identifier number on the BACnet internetwork. This number is often referred to as the device instance.

1.2.18 Device Profile

A collection of BIBBs determining minimum BACnet capabilities of a device, defined in ASHRAE Standard 135-2004, Annex L. Standard device profiles include BACnet Operator Workstations (B-OWS), BACnet Building Controllers (B-BC), BACnet Advanced Application Controllers (B-AAC), BACnet Application Specific Controllers (B-ASC), BACnet Smart Actuator (B-SA), and BACnet Smart Sensor (B-SS). Each device used in new construction is required to have a PICS statement listing BIBBs supported.

1.2.19 Digital Controller

An electronic controller, usually with internal programming logic and digital and analog input/output capability, which performs control functions. In most cases, synonymous with a BACnet device described in this specification. See also "Device".

1.2.20 Direct Digital Control (DDC)

Digital controllers performing control logic. Usually the controller directly senses physical values, makes control decisions with internal programs, and outputs control signals to directly operate switches, valves, dampers, and motor controllers.

1.2.21 DDC System

A network of digital controllers, communication architecture, and user interfaces. A DDC system may include programming, sensors, actuators, switches, relays, factory controls, operator workstations, and various other devices, components, and attributes.

1.2.22 Ethernet

A family of local-area-network technologies providing high-speed networking features over various media.

1.2.23 Firmware

Software programmed into read only memory (ROM), flash memory, electrically erasable programmable read only memory (EEPROM), or erasable programmable read only memory (EPROM) chips.

1.2.24 Gateway

Communication hardware connecting two or more different protocols, similar to human language translators. The Gateway translates one protocol into equivalent concepts for the other protocol. In BACnet applications, a gateway has BACnet on one side and non-BACnet (usually proprietary) protocols on the other side.

1.2.25 Half Router

A device that participates as one partner in a BACnet point-to-point (PTP) connection. Two half-routers in an active PTP connection combine to form a single router.

1.2.26 Hub

A common connection point for devices on a network.

1.2.27 Internet Protocol (IP, TCP/IP, UDP/IP)

A communication method, the most common use is the World Wide Web. At the lowest level, it is based on Internet Protocol (IP), a method for conveying and routing packets of information over various LAN media. Two common protocols using IP are User Datagram Protocol (UDP) and Transmission Control Protocol (TCP). UDP conveys information to well-known "sockets" without confirmation of receipt. TCP establishes "sessions", which have end-to-end confirmation and guaranteed sequence of delivery.

1.2.28 Input/Output (I/O)

Physical inputs and outputs to and from a device, although the term sometimes describes software, or "virtual" I/O. See also "Points".

1.2.29 I/O Expansion Unit

An I/O expansion unit provides additional point capacity to a digital controller.

1.2.30 IP subnet

Internet protocol (IP) identifies individual devices with a 32-bit number divided into four groups from 0 to 255. Devices are often grouped and share some portion of this number. For example, one device has IP address 209.185.47.68 and another device has IP address 209.185.47.82. These two devices share Class C subnet 209.185.47.00

1.2.31 Local-Area Network (LAN)

A communication network that spans a limited geographic area and uses the same basic communication technology throughout.

1.2.32 LonTalk

ANSI/EIA 709. A communication protocol developed by Echelon Corp. LonTalk is an optional physical and data link layer for BACnet.

1.2.33 MAC Address

Media Access Control address. The physical node address that identifies a device on a Local Area Network.

1.2.34 Master-Slave/Token-Passing (MS/TP)

ISO/IEC 8802 (Part 3). One of the LAN options for BACnet. MSTP uses twisted-pair wiring for relatively low speed and low cost communication (up to 4,000 ft at 76.8K bps).

1.2.35 Native BACnet Device

A device that uses BACnet as its primary, if not only, method of communication with other BACnet devices without intermediary gateways. A system that uses native BACnet devices at all levels is a native BACnet system.

1.2.36 Network

Communication technology for data communications. BACnet approved network types are BACnet over Internet Protocol (IP), Point to Point (PTP) Ethernet, ARCNET, MS/TP, and LonTalk®.

1.2.37 Network Number

A site-specific number assigned to each network segment to identify for routing. This network number must be unique throughout the BACnet internetwork.

1.2.38 Object

The concept of organizing BACnet information into standard components with various associated properties. Examples include analog input objects and binary output objects.

1.2.39 Object Identifier

An object property used to identify the object, including object type and instance. Object Identifiers must be unique within a device.

1.2.40 Object Properties

Attributes of an object. Examples include present value and high limit properties of an analog input object. Properties are defined in ASHRAE 135; some are optional and some are required. Objects are controlled by reading from and writing to object properties.

1.2.41 Peer-to-Peer

Peer-to-peer refers to devices where any device can initiate and respond to communication with other devices.

1.2.42 Performance Verification Test (PVT)

The procedure for determining if the installed BAS meets design criteria prior to final acceptance. The PVT is performed after installation, testing, and balancing of mechanical systems. Typically the PVT is performed by the Contractor in the presence of the Government.

1.2.43 PID

Proportional, integral, and derivative control; three parameters used to control modulating equipment to maintain a setpoint. Derivative control is often not required for HVAC systems (leaving "PI" control).

1.2.44 PICS

Protocol Implementation Conformance Statement (PICS), describing the BACnet capabilities of a device. See BACnet, Annex A for the standard format and content of a PICS statement.

1.2.45 Points

Physical and virtual inputs and outputs. See also "Input/Output".

1.2.46 PTP

Point-to-Point protocol connects individual BACnet devices or networks using serial connections like modem-to-modem links.

1.2.47 Repeater

A network component that connects two or more physical segments at the physical layer.

1.2.48 Router

A BACnet router is a component that joins together two or more networks using different LAN technologies. Examples include joining a BACnet Ethernet LAN to a BACnet MS/TP LAN.

1.2.49 Stand-Alone Control

Refers to devices performing equipment-specific and small system control without communication to other devices or computers for physical I/O, excluding outside air and other common shared conditions. Devices are located near controlled equipment, with physical input and output points limited to 64 or less per device, except for complex individual equipment or systems. Failure of any single device will not cause other network devices to fail. BACnet "Smart" actuators (B-SA profile) and sensors (B-SS profile) communicating on a network with a parent device are exempt from stand-alone requirements.

1.3 SUBCONTRACTOR SPECIAL REQUIREMENTS

Perform all work in this section in accordance with the paragraph entitled "Subcontractor Special Requirements" in Section 01 30 00 ADMINISTRATIVE REQUIREMENTS. The paragraph specifies that all contract requirements of this section shall be accomplished directly by a first tier subcontractor. No work required shall be accomplished by a second tier subcontractor.

1.4 BACnet DIRECT DIGITAL CONTROL SYSTEMS FOR HVAC DESCRIPTION

The building is currently equipped with a Johnsons Controls Incorporation (JCI) Metasys DDC network. The existing supervisory building controller (NAE) has the capability of accepting the connection of 2 DDC network buses, either N2 or BACnet. Currently one N2 bus is connected. Contractor has choice as to type of DDC system to provide. Contractor may reuse N2 bus if components being replaced were N2 devices; add new N2 devices to existing N2 bus if the bus has the capacity to handle additional devices.

1.4.1 Design Requirements

1.4.1.1 Control System Drawings Title Sheet

Provide a title sheet for the control system drawing set. Include the project title, project location, contract number, the controls contractor preparing the drawings, an index of the control drawings in the set, and a legend of the symbols and abbreviations used throughout the control system drawings.

1.4.1.2 List of I/O Points

Also known as a Point Schedule, provide for each input and output point physically connected to a digital controller: point name, point description, point type (Analog Output (AO), Analog Input (AI), Binary Output (BO), Binary Input (BI)), point sensor range, point actuator range, point address, BACnet object, associated BIBBS (where applicable), and point connection terminal number. Typical schedules for multiple identical equipment are allowed unless otherwise requested in design or contract criteria.

1.4.1.3 Control System Components List

Provide a complete list of control system components installed on this project. Include for each controller and device: control system schematic name, control system schematic designation, device description, manufacturer, and manufacturer part number. For sensors, include point name, sensor range, and operating limits. For valves, include body style, Cv, design flow rate, pressure drop, valve characteristic (linear or equal percentage), and pipe connection size. For actuators, include point name, spring or non-spring return, modulating or two-position action, normal (power fail) position, nominal control signal operating range (0-10 volts DC or 4-20 milliamps), and operating limits.

1.4.1.4 Control System Schematics

Provide control system schematics. Typical schematics for multiple identical equipment are allowed unless otherwise requested in design or contract criteria. Include the following:

- a. Location of each input and output device
- b. Flow diagram for each piece of HVAC equipment
- c. Name or symbol for each control system component, such as V-1 for a valve
- d. Setpoints, with differential or proportional band values

- e. Written sequence of operation for the HVAC equipment
- f. Valve and Damper Schedules, with normal (power fail) position

1.4.1.5 HVAC Equipment Electrical Ladder Diagrams

Provide HVAC equipment electrical ladder diagrams. Indicate required electrical interlocks.

1.4.1.6 Component Wiring Diagrams

Provide a wiring diagram for each type of input device and output device. Indicate how each device is wired and powered; showing typical connections at the digital controller and power supply. Show for all field connected devices such as control relays, motor starters, actuators, sensors, and transmitters.

1.4.1.7 Terminal Strip Diagrams

Provide a diagram of each terminal strip. Indicate the terminal strip location, termination numbers, and associated point names.

1.4.1.8 Communication Architecture Schematic

Provide a schematic showing the project's entire communication network, including addressing used for LANs, LAN devices including media converters, switches, routers and bridges, gateways, controllers, workstations, and field interface devices. If applicable, show connection to existing networks. Show bus routing and component locations on a separate floor plan.

1.5 SUBMITTALS

Submit the following according to 01 33 00 SUBMITTAL PROCEDURES:

SD-02 Shop Drawings

Include the following in the project's control system drawing set:

Control system drawings title sheet

List of I/O Points

Control System Components List

Control system schematics

HVAC Equipment Electrical Ladder diagrams

Component wiring diagrams

Terminal strip diagrams

Communication architecture schematic

SD-03 Product Data

Direct Digital Controllers

Include BACnet PICS for each controller/device type, including smart sensors (B-SS) and smart actuators (B-SA).

BACnet Gateways

Include BACnet and workstation display information; bi-directional communication ability; compliance with interoperability schedule; expansion capacity; handling of alarms, events, scheduling and trend data; and single device capability (not depending on multiple devices for exchanging information from either side of the gateway).

BACnet Protocol Analyzer

Include capability to store and report data traffic on BACnet networks, measure bandwidth usage, filter information, and identify BACnet devices.

DDC Software

Sensors and Input Hardware

Output Hardware

Surge and transient protection

Indicators

Duct smoke detectors

SD-05 Design Data

Performance Verification Testing Plan

Pre-Performance Verification Testing Checklist

SD-06 Test Reports

Performance Verification Testing Report

SD-07 Certificates

Contractor's Qualifications

SD-09 Manufacturer's Field Reports

Pre-PVT Checklist

SD-10 Operation and Maintenance Data

Comply with requirements for data packages in Section 01 78 23 OPERATION AND MAINTENANCE DATA, except as supplemented and modified in this specification.

BACnet Direct Digital Control Systems, Data Package 4

SD-11 Closeout Submittals

Training documentation

1.6 QUALITY ASSURANCE

1.6.1 Standard Products

Provide material and equipment that are standard manufacturer's products currently in production and supported by a local service organization.

1.6.2 Delivery, Storage, and Handling

Handle, store, and protect equipment and materials to prevent damage before and during installation according to manufacturer's recommendations, and as approved by the Contracting Officer. Replace damaged or defective items.

1.6.3 Operating Environment

Protect components from humidity and temperature variation, dust, and contaminants. If components are stored before installation, keep them within the manufacturer's limits.

1.6.4 Finish of New Equipment

New equipment finishing shall be factory provided. Manufacturer's standard factory finishing shall be proven to withstand 125 hours in a salt-spray fog test. Equipment located outdoors shall be proven to withstand 500 hours in a salt-spray fog test.

Salt-spray fog test shall be according to ASTM B 117, with acceptance criteria as follows: immediately after completion of the test, the finish shall show no signs of degradation or loss of adhesion beyond 0.125 inch on either side of the scratch mark.

1.6.5 Verification of Dimensions

The contractor shall verify all dimensions in the field, and advise the Contracting Officer of any discrepancy before performing work.

1.6.6 Contractor's Qualifications

Submit documentation certifying the controls Contractor performing the work has completed at least three DDC systems installations of a similar design to this project, and programmed similar sequences of operation for at least two years. Personnel performing work on the EMCS server must have training and experience working with Johnson Controls Incorporation (JCI) Metasys Extended Architecture (MESA) software and be approved for access by the EMCS system administrator.

1.6.7 Modification of References

The advisory provisions in ASME B31.1 and NFPA 70 are mandatory. Substitute "shall" for "should" wherever it appears and interpret all references to the "authority having jurisdiction" and "owner" to mean the Contracting Officer.

1.6.8 Project Sequence

The control system work for this project shall proceed in the following order:

- a. Submit and receive approval on the Shop Drawings, Product Data, and Certificates specified under the paragraph entitled "SUBMITTALS."
- b. Perform the control system installation work, including all field check-outs and tuning.
- c. Provide support to TAB personnel as specified under the paragraph "TEST AND BALANCE SUPPORT."
- d. Submit and receive approval of the Controls System Operators Manual specified under the paragraph "CONTROLS SYSTEM OPERATORS MANUALS."
- e. Submit and receive approval of the Performance Verification Testing Plan and the Pre-PVT Checklist specified under the paragraph "PERFORMANCE VERIFICATION TESTING."
- f. Perform the Performance Verification Testing.
- g. Submit and receive approval on the PVT Report.
- h. Submit and receive approval on the Training Documentation specified under the paragraph "INSTRUCTION TO GOVERNMENT PERSONNEL". Submit at least 30 days before training.
- i. Deliver the final Controls System Operators Manuals.
- j. Conduct the Phase I Training and VFD on-site/hands-on training.
- k. Conduct the Phase II Training.
- l. Submit and receive approval of Closeout Submittals.

PART 2 PRODUCTS

2.1 DDC SYSTEM

- a. Provide new DDC systems including associated equipment, accessories and communication media. Manufacturer's products, including design materials, fabrication, assembly, erection, examination, inspections, and testing shall be in accordance with ASME B31.1 and NFPA 70, except as modified herein or indicated otherwise. The new DDC system shall interface and communicate with the existing Energy Management and Control System (EMCS) at MCAS Cherry Point, Building 87. The new DDC system shall use Cherry Point's Point Naming Nomenclature and Graphical Standards attached at the end of this section. The new DDC system via the supervisory building controller shall be capable of upload/download from the central server at Building 87. All DDC points whether physical or pseudo, shall be exposed as BACnet objects and accessible by the Metasys server in Building 87 for purposes of monitoring status, controlling operation, or modifying values. The new DDC system shall have the capability of managing its loads using the existing EMCS Johnson Control load management programming. The contractor shall add the new load shedding points to the existing EMCS Johnson Control load management program.
- b. The Energy Management and Control System (EMCS) at MCAS Cherry

Point is an enterprise system that actively receives energy and building condition information from multiple sources and provides load shedding, electric metering, alarming, trending, scheduling, set point adjusting, device communications status of all SBC and TCU for maintenance personnel. The existing EMCS system is Johnson Controls and incorporates the Metasys System that communicates over the Ethernet communications network to the supervisory building controllers. The existing EMCS central server is located at Building 87.

- c. If applicable, provide a supervisory building controller (SBC) for the new DDC system. Provide all necessary hardware, drivers, software, material, and equipment, which shall allow communication between the SBC and the existing EMCS system via the UMAC Ethernet network. The SBC shall act as the interface between the existing EMCS system and the new DDC system. The SBC shall perform closed-loop, modulating control of building equipment, provide all programming and communication with the DDC system such that it shall maintain stable temperature control and all other conditions as indicated. The end-to-end accuracy of the system, including temperature sensor error, wiring error, A/D conversion, and display, shall be 1 degree F or less.
- d. Provide a complete fully BACnet Open Protocol compatible Direct Digital Control (DDC) system. The system shall have stand-alone digital controllers that are connected to the SBC. All BACnet devices shall be BACnet Testing Laboratories (BTL) certified and listed. The DDC system shall be capable of controlling and monitoring all spaces and all HVAC systems. The manufacturer's control system shall have a successful, proven, in use history of at least 2 years. The DDC control system object configuration and communication - shall be totally native BACnet Open protocol with no other programming language protocol, interface, or gateways utilized, except as required by the Project documents.
- e. The contractor shall update the existing Johnson Controls server, ADX-1, located in Building 87 to incorporate and integrate the new DDC system. The update requirements include, but are not limited to the EMCS server database, graphics for the new DDC system and any other affected graphics, and programming of all load management functions. All installation activities shall be coordinated with Cherry Point EMCS system administrators.

The contractor shall fully test and verify all levels of control and communication of all the DDC system controllers from the existing Johnson Controls ECMS server in Building 87. The contractor shall also test and verify all levels of control and communication of the new DDC system.

2.1.1 Direct Digital Controllers

All new direct digital controllers shall be native BACnet and UL 916 rated.

2.1.1.1 I/O Point Limitation

The total number of I/O hardware points used by a single stand-alone digital controller, including I/O expansion units, shall not exceed 64, except for complex individual equipment or systems. Place I/O expansion units in the same cabinet as the digital controller.

2.1.1.2 Environmental Limits

Controllers shall be suitable for, or placed in protective enclosures suitable for the environment (temperature, humidity, dust, and vibration) where they are located.

2.1.1.3 Stand-Alone Control

Provide stand-alone digital controllers.

2.1.1.4 Internal Clock

Provide internal clocks for all BACnet Building Controllers (B-BC) and BACnet Advanced Application Controllers (B-AAC) using BACnet time synchronization services. Automatically synchronize system clocks daily from an operator-designated controller. The system shall automatically adjust for daylight saving time.

2.1.1.5 Memory

Provide sufficient memory for each controller to support the required control, communication, trends, alarms, and messages. Protect programs residing in memory with EEPROM, flash memory, or by an uninterruptible power source (battery or uninterruptible power supply). The backup power source shall have capacity to maintain the memory during a 72-hour continuous power outage. Rechargeable power sources shall be constantly charged while the controller is operating under normal line power. Batteries shall be replaceable without soldering. Trend and alarm history collected during normal operation shall not be lost during power outages less than 72 hours long.

2.1.1.6 Immunity to Power Fluctuations

Controllers shall operate at 90 percent to 110 percent nominal voltage rating.

2.1.1.7 Transformer

The controller power supply shall be fused or current limiting and rated at 125 percent power consumption.

2.1.1.8 Wiring Terminations

Use screw terminal wiring terminations for all field-installed controllers. Provide field-removable modular terminal strip or a termination card connected by a ribbon cable for all controllers other than terminal units.

2.1.1.9 Input and Output Interface

Provide hard-wired input and output interface for all controllers as follows:

- a. Protection: Shorting an input or output point to itself, to another point, or to ground shall cause no controller damage. Input or output point contact with sources up to 24 volts AC or DC for any duration shall cause no controller damage.

- b. Binary Inputs: Binary inputs shall have a toggle switch and monitor on and off contacts from a "dry" remote device without external power, and external 5-24 VDC voltage inputs.
- c. Pulse Accumulation Inputs: Pulse accumulation inputs shall conform to binary input requirements and accumulate pulses at a resolution suitable to the application.
- d. Analog Inputs: Analog inputs shall monitor low-voltage (0-10 VDC), current (4-20 mA), or resistance (thermistor or RTD) signals.
- e. Binary Outputs: Binary outputs shall have a toggle switch and send a pulsed 24 VDC low-voltage signal for modulation control, or provide a maintained open-closed position for on-off control. For HVAC equipment and plant controllers, provide for manual overrides, either with three-position (on-off-auto) override switches and status lights, or with an adjacent operator display and interface. Where appropriate, provide a method to select normally open or normally closed operation.
- f. Analog Outputs: Analog outputs shall send modulating 0-10 VDC or 4-20 mA signals to control output devices.
- g. Tri-State Outputs: Tri-State outputs shall provide three-point floating control of terminal unit electronic actuators.

2.1.1.10 BACnet Gateways

Provide BACnet communication ports, whenever available as a plant equipment OEM standard option, for DDC integration via a single communication cable. Typical BACnet controlled plant equipment includes, but is not limited to, boilers, chillers, and variable frequency motor drives.

Provide gateways to connect BACnet to legacy systems, existing non-BACnet devices, and existing non-BACnet DDC controlled plant equipment, only when specifically requested and approved by the Government, and shown on the Government approved BACnet Communication Architecture Schematic. Provide with each gateway an interoperability schedule, showing each point or event on the legacy side that the BACnet "client" will read, and each parameter that the BACnet network will write to. Describe this interoperability in terms of BACnet services, or Interoperability Building Blocks (BIBBS), defined in ASHRAE 135 Annex K. Provide two-year minimum warranty for each gateway, including parts and labor.

The following minimum capabilities are required:

- a. Gateways shall be able to read and view all readable object properties listed in the interoperability schedule on the non-BACnet network to the BACnet network and vice versa where applicable.
- b. Gateways shall be able to write to all writeable object properties listed in the interoperability schedule on the non-BACnet network from the BACnet network and vice versa where applicable.
- c. Gateways shall provide single-pass (only one protocol to BACnet without intermediary protocols) translation from the non-BACnet protocol to BACnet and vice versa.
- d. Gateways shall meet the requirements of Data Sharing Read Property (DS-RP-B), Data Sharing Write Property (DS-WP-B), Device Management

Dynamic Device Binding-B (DM-DDB-B), and Device Management Communication Control (DM-DCC-B) BIBBs, in accordance with ASHRAE 135.

- e. Gateways shall include all hardware, software, software licenses, and configuration tools for operator-to-gateway communications. Provide backup programming and parameters on CD media and the ability to modify, download, backup, and restore gateway configuration.

2.1.1.11 Digital Controller Cabinet

Provide each digital controller in a factory fabricated cabinet enclosure. Cabinets located indoors shall protect against dust and have a minimum NEMA 1 rating, except where indicated otherwise. Cabinets located outdoors or in damp environments shall protect against all outdoor conditions and have a minimum NEMA 4 rating. Outdoor control panels and controllers must be able to withstand extreme ambient conditions, without malfunction or failure, whether or not the controlled equipment is running. If necessary, provide a thermostatically controlled panel heater in freezing locations, and an internal ventilating fan in locations exposed to direct sunlight. Cabinets shall have a hinged lockable door and an offset removable metal back plate, except controllers integral with terminal units, like those mounted on VAV boxes. Provide like-keyed locks for all hinged panels provided and a set of two keys at each panel, with one key inserted in the lock.

2.1.1.12 Main Power Switch and Receptacle

Provide each control cabinet with a main external power on/off switch located inside the cabinet. Also provide each cabinet with a separate 120 VAC duplex receptacle.

2.1.2 DDC System Integration and Monitoring

- a. A workstation shall not be provided unless other wise noted.
- b. All interface to the DDC system shall be provided through the existing EMCS server at Building 87. The workstation via the EMCS server at Building 87 shall be capable of monitoring, troubleshooting, and making adjustments to the program or operating parameters of all DDC controllers, including TCU's. The workstation shall also be capable of remotely programming of all controllers, including TCU's. The contractor shall provide a temporary workstation for system interface and start-up until the connection to the EMCS server at Building 87 is completed, tested, and verified.
- c. DDC system shall routinely operate continuously without connection to the workstation. Information at the workstation is not required for day to day operations of the direct digital controllers.

2.1.2.1 Software

The EMCS server (ADX-1) uses Johnson Controls Incorporation (JCI) Metasys Extended Architecture (MESA) software. Modify and update the existing EMCS server at Building 87 as necessary for proper interface with the new DDC system. The MESA software shall be configured to operate according to the DDC system manufacturer's specifications. Software shall be installed in the supervisory building controller (SBC) that permits monitoring and

troubleshooting of the DDC system using the ADX-1 server. The ADX-1 in conjunction with the SBC software shall permit modification of controller parameters and control for all controllers, both high level and low level application specific. Operations shall be menu selected. Menu selections shall be made with a mouse.

- a. Menu System: Menu system shall allow an operator to select a particular function or access a particular screen through successive menu penetration or icon selection.
- b. Controller Parameter Modification: The ADX-1 software shall be an interface for performance specified in paragraph entitled "Parameter Modification" and available through a workstation logged into the ADX-1 server. Parameter modification shall require only that an operator "fill in the blank" for a parameter on a screen requesting the information in plain language. Parameter modifications shall download to the appropriate controllers at the operator request.

2.1.2.2 Graphic-Based Software

Update the existing graphics located on the ADX-1 server in Building 87 to incorporate and integrate the new DDC system. Create new graphics as required for the new DDC controllers. Graphic-based software shall provide graphical location of the building on the map, the building floor plan, the building mechanical systems, and the DDC system. The current value and point name of every I/O point shall be shown on at least one graphic and in its appropriate physical location relative to building and mechanical systems.

- a. Graphic shall closely follow the style of the control drawings in representing mechanical systems, sensors, controlled devices and point names.
- b. Graphic Title: Graphics shall have an identifying title visible when the graphic is viewed.
- c. Dynamic Update: When the ADX-1 server is on-line with the control system, point data shall update dynamically on the graphic images.
- d. Graphic Penetration: Provide graphic penetration using buttons to select graphics with more detail or to select different equipment.
- e. Graphic Types: Graphic-based software shall have graphics of the building exterior, building section, floor plans, and mechanical systems. At a minimum, provide the following graphics:
 - (1) Building Exterior Graphic: Show exterior architecture, major landmarks, and building number.
 - (2) Building Section Graphic: Show floors in section graphic with appropriate floor name on each floor.
 - (3) Floor Plan Graphics: Provide a single graphic for each floor, unless the graphic will contain more information than can reasonably be shown on a single graphic. Each heating or cooling zone within a floor plan shall have a zone name and its current temperature displayed within the zone outline. Show each controlled variable in the zone. Provide visual warning for each

point in alarm. Show existing and new bus routings on floor plan as physically installed in the building.

- (4) Mechanical System Graphics: Provide two-dimensional drawings to symbolize mechanical equipment; do not use line drawings. Show controlled or sensed mechanical equipment. Each graphic shall consist of a single mechanical system; examples are a graphic for an air handling unit, a graphic for a VAV box, a graphic for a heating water system and a graphic for a chiller system. Place point name and point value adjacent to sensor or controlled device. Provide visual warning of each point in alarm. Point values shall update dynamically on the graphic.

2.1.3 DDC Software

2.1.3.1 Programming

Provide programming to execute the sequence of operation indicated. Provide all programming and tools to configure and program all controllers. Provide programming routines in simple, easy-to-follow logic with detailed text comments describing what the logic does and how it corresponds to the project's written sequence of operation.

- a. Graphic-based programming shall use a library of function blocks made from pre-programmed code designed for BAS control. Function blocks shall be assembled with interconnecting lines, depicting the control sequence in a flowchart. If providing a computer with device programming tools as part of the project, graphic programs shall be viewable in real time showing present values and logical results from each function block.
- b. Menu-based programming shall be done by entering parameters, definitions, conditions, requirements, and constraints.
- c. For line-by-line and text-based programming, declare variable types (local, global, real, integer, etc.) at the beginning of the program. Use descriptive comments frequently to describe the programming.
- d. If providing a computer with device programming tools as part of the project, provide a means for detecting program errors and testing software strategies with a simulation tool. Simulation may be inherent within the programming software suite, or provided by physical controllers mounted in a NEMA 1 test enclosure. The test enclosure shall contain one dedicated controller of each type provided under this contract, complete with power supply and relevant accessories.

2.1.3.2 Parameter Modification

All writeable object properties, and all other programming parameters needed to comply with the project specification shall be adjustable for devices at any network level, including those accessible with web-browser communication, and regardless of programming methods used to create the applications.

2.1.3.3 Short Cycling Prevention

Provide setpoint differentials and minimum on/off times to prevent equipment short cycling.

2.1.3.4 Equipment Status Delay

Provide an adjustable delay from when equipment is commanded on or off and when the control program looks to the status input for confirmation.

2.1.3.5 Run Time Accumulation

Use the Elapsed Time Property to provide re-settable run time accumulation for each Binary Output Object connected to mechanical loads greater than 1 HP, electrical loads greater than 10 KW, or wherever else specified.

2.1.3.6 Timed Local Override

Provide an adjustable override time for each push of a timed local override button.

2.1.3.7 Time Synchronization

Provide time synchronization, including adjustments for leap years, daylight saving time, and operator time adjustments.

2.1.3.8 Scheduling

Provide operating schedules as indicated, with equipment assigned to groups. Changing the schedule of a group shall change the operating schedule of all equipment in the group. Groups shall be capable of operator creation, modification, and deletion. Provide capability to view and modify schedules in a seven-day week format. Provide capability to enter holiday and override schedules one full year at a time.

2.1.3.9 Object Property Override

Allow writeable object property values to accept overrides to any valid value. Where specified or required for the sequence of control, the Out_Of_Service property of Objects shall be modifiable using BACnet's write property service. When documented, exceptions to these requirement are allowed for life, machine, and process safeties.

2.1.3.10 Alarms and Events

Alarms and events shall be capable of having programmed time delays and high-low limits. When a computer workstation or web server is connected to the BACnet internetwork, alarms/events shall report to the computer, printer, e-mail, as defined by an authorized operator. Otherwise alarms/events shall be stored within a device on the BACnet network until connected to a user interface device and retrieved. Provide alarms/events in agreement with the point schedule, sequence of operation, and the BAS Owner. At a minimum, provide programming to initiate alarms/events any time a piece of equipment fails to operate, a control point is outside normal range or condition shown on schedules, communication to a device is lost, a device has failed, or a controller has lost its memory.

2.1.3.11 Trending

Provide trend services on the supervisory building controller capable of trending all object present values set points, and other parameters indicated for trending on project schedules. Trends may be associated into groups, and a trend report may be set up for each group. Trends are stored within a device on the BACnet network, with operator selectable trend

intervals from 10 seconds up to 60 minutes and/or change of value set points. The minimum number of consecutive trend values stored at one time shall be 100 per variable. When trend memory is full, it shall be selectable to stop trending or overwrite the oldest data. Upon reaching 3/4 of the device buffer limit (via Notification_Threshold property), by operator request, or by time schedule for archiving. Archived and real-time trend data shall be available for viewing numerically and graphically for at the EMCS server and connected notebook computers.

2.1.3.12 Device Diagnostics

Each controller shall have diagnostic LEDs for power, communication, and device fault condition. The DDC system shall recognize and report a non-responsive controller.

2.1.3.13 Power Loss

Upon restoration of power, the DDC system shall perform an orderly restart and restoration of control.

2.1.4 BACnet Protocol Analyzer

Provide a BACnet protocol analyzer and required cables and fittings for connection to the BACnet network. The analyzer shall include the following minimum capabilities:

- a. Capture and store to a file data traffic on all network levels.
- b. Measure bandwidth usage.
- c. Filtering options with ability to ignore select traffic.

2.2 SENSORS AND INPUT HARDWARE

Coordinate sensor types with the BAS Owner to keep them consistent with existing installations.

2.2.1 Field-Installed Temperature Sensors

Where feasible, provide the same sensor type throughout the project. Avoid using transmitters unless absolutely necessary.

2.2.1.1 Thermistors

Precision thermistors may be used in applications below 200 degrees F. Sensor accuracy over the application range shall be 0.36 degree F or less between 32 to 150 degrees F. Stability error of the thermistor over five years shall not exceed 0.25 degrees F cumulative. A/D conversion resolution error shall be kept to 0.1 degrees F. Total error for a thermistor circuit shall not exceed 0.5 degrees F.

2.2.1.2 Resistance Temperature Detectors (RTDs)

Provide RTD sensors with platinum elements compatible with the digital controllers. Encapsulate sensors in epoxy, series 300 stainless steel, anodized aluminum, or copper. Temperature sensor accuracy shall be 0.1 percent (1 ohm) of expected ohms (1000 ohms) at 32 degrees F. Temperature sensor stability error over five years shall not exceed 0.25 degrees F cumulative. Direct connection of RTDs to digital controllers without

transmitters is preferred. When RTDs are connected directly, lead resistance error shall be less than 0.25 degrees F. The total error for a RTD circuit shall not exceed 0.5 degrees F.

2.2.1.3 Temperature Sensor Details

- a. Room Type: Provide the sensing element components within a decorative protective cover suitable for surrounding decor. Provide room temperature sensors with timed override button, setpoint adjustment lever, digital temperature display.
- b. Duct Probe Type: Ensure the probe is long enough to properly sense the air stream temperature.
- c. Duct Averaging Type: Continuous averaging sensors shall be one foot in length for each 4 square feet of duct cross-sectional area, and a minimum length of 6 feet.
- d. Pipe Immersion Type: Provide minimum three-inch immersion. Provide each sensor with a corresponding pipe-mounted sensor well, unless indicated otherwise. Sensor wells shall be stainless steel when used in steel piping, and brass when used in copper piping. Provide the sensor well with a heat-sensitive transfer agent between the sensor and the well interior.
- e. Outside Air Type: Provide the sensing element on the building's north side with a protective weather shade that positions the sensor approximately 3 inches off the wall surface, does not inhibit free air flow across the sensing element, and protects the sensor from snow, ice, and rain.

2.2.2 Transmitters

Provide transmitters with 4 to 20 mA or 0 to 10 VDC linear output scaled to the sensed input. Transmitters shall be matched to the respective sensor, factory calibrated, and sealed. Size transmitters for an output near 50 percent of its full-scale range at normal operating conditions. The total transmitter error shall not exceed 0.1 percent at any point across the measured span. Supply voltage shall be 12 to 24 volts AC or DC. Transmitters shall have non-interactive offset and span adjustments. For temperature sensing, transmitter drift shall not exceed 0.03 degrees F a year.

2.2.2.1 Relative Humidity Transmitters

Provide transmitters with an accuracy equal to plus or minus 3 percent from 0 to 90 percent scale, and less than one percent drift per year. Sensing elements shall be the polymer type.

2.2.2.2 Pressure Transmitters

Provide transmitters integral with the pressure transducer.

2.2.3 Current Transducers

Provide current transducers to monitor motor amperage, unless current switches are shown on design drawings or point tables.

2.2.4 Pneumatic to Electric Transducers

Pneumatic to electronic transducers shall convert a 0 to 20 psig signal to a proportional 4 to 20 mA or 0 to 10 VDC signal (operator scaleable). Supply voltage shall be 24 VDC. Accuracy and linearity shall be 1.0 percent or better.

2.2.5 Air Quality Sensors

Provide power supply for each sensor.

2.2.5.1 CO2 Sensors

Provide photo-acoustic type CO2 sensors with integral transducers and linear output. The devices shall read CO2 concentrations between 0 and 2000 ppm with full scale accuracy of at least plus or minus 100 ppm.

2.2.5.2 Air Quality Sensors

Provide full spectrum air quality sensors using a hot wire element based on the Taguchi principle. The sensor shall monitor a wide range of gaseous volatile organic components common in indoor air contaminants like paint fumes, solvents, cigarette smoke, and vehicle exhaust. The sensor shall automatically compensate for temperature and humidity, have span and calibration potentiometers, operate on 24 VDC power with output of 0-10 VDC, and have a service rating of 32 to 140 degrees F and 5 to 95 percent relative humidity.

2.2.6 Input Switches

2.2.6.1 Timed Local Overrides

Provide buttons or switches to override the DDC occupancy schedule programming for each major building zone during unoccupied periods, and to return HVAC equipment to the occupied mode. This requirement is waived for zones clearly intended for 24 hour continuous operation.

2.2.7 Freeze Protection Thermostats

Provide special purpose thermostats with flexible capillary elements 20 feet minimum length for coil face areas up to 40 square feet. Provide longer elements for larger coils at 1-foot of element for every 4 square feet of coil face area, or provide additional thermostats. Provide switch contacts rated for the respective motor starter's control circuit voltage. Include auxiliary contacts for the switch's status condition. A freezing condition at any 18-inch increment along the sensing element's length shall activate the switch. The thermostat shall be equipped with a manual push-button reset switch so that when tripped, the thermostat requires manual resetting before the HVAC equipment can restart.

2.2.8 Air Flow Measurement Stations

Air flow measurement stations shall have an array of velocity sensing elements and straightening vanes inside a flanged sheet metal casing. The velocity sensing elements shall be the RTD or thermistor type, traversing the ducted air in at least two directions. The air flow pressure drop across the station shall not exceed 0.08 inch water gage at a velocity of 2,000 fpm. The station shall be suitable for air flows up to 5,000 fpm, and a temperature range of 40 to 120 degrees F. The station's measurement

accuracy over the range of 125 to 2,500 fpm shall be plus or minus 3 percent of the measured velocity. Station transmitters shall provide a linear, temperature-compensated 4 to 20 mA or 0 to 10 VDC output. The output shall be capable of being accurately converted to a corresponding air flow rate in cubic feet per minute. Transmitters shall be a 2-wire, loop powered device. The output error of the transmitter shall not exceed 0.5 percent of the measurement.

2.3 OUTPUT HARDWARE

2.3.1 Control Dampers

Provide factory manufactured galvanized steel dampers where indicated. Control dampers shall comply with SMACNA 1966 except as modified or supplemented by this specification. Published damper leakage rates and respective pressure drops shall have been verified by tests in compliance with AMCA 500-D requirements.

Provide damper assembly frames constructed of 0.064 inch minimum thickness galvanized steel channels with mitered and welded corners. Damper axles shall be 0.5 inches minimum diameter plated steel rods supported in the damper frame by stainless steel or bronze bearings. Blades mounted vertically shall be supported by thrust bearings.

Dampers shall be rated for not less than 2000 fpm air velocity. The pressure drop through each damper when full-open shall not exceed 0.04 inches water gage at 1000 fpm face velocity. Damper assemblies in ductwork subject to above 3-inch water gauge static air pressure shall be constructed to meet SMACNA Seal Class "A" construction requirements.

Provide the damper operating linkages outside of the air stream, including crank arms, connecting rods, and other hardware that transmits motion from the damper actuators to the dampers, shall be adjustable. Additionally, operating linkages shall be designed and constructed to have a 2 to 1 safety factor when loaded with the maximum required damper operating force. Linkages shall be brass, bronze, galvanized steel, or stainless steel.

Provide access doors or panels in hard ceilings and walls for access to all concealed damper operators and damper locking setscrews.

For field-installed control dampers, a single damper section shall have blades no longer than 48 inches and no higher than 72 inches. The maximum damper blade width shall be 12 inches. Larger sized dampers shall be built using a combination of sections.

Frames shall be at least 2 inches wide. Flat blades shall have edges folded for rigidity. Blades shall be provided with compressible gasket seals along the full length of the blades to prevent air leakage when closed.

The damper frames shall be provided with jamb seals to minimize air leakage. Seals shall be suitable for an operating temperature range of minus 40 degrees F to 200 degrees F.

The leakage rate of each damper when full-closed shall be no more than 4 cfm per sq. foot of damper face area at 1.0 inches water gage static pressure.

2.3.2 Output Switches

2.3.2.1 Control Relays

Field installed and DDC panel relays shall be double pole, double throw, UL listed, with contacts rated for the intended application, indicator light, and dust proof enclosure. The indicator light shall be lit when the coil is energized and off when coil is not energized. Relays shall be the socket type, plug into a fixed base, and replaceable without tools or removing wiring. Encapsulated "PAM" type relays may be used for terminal control applications.

2.4 ELECTRICAL POWER AND DISTRIBUTION

2.4.1 Transformers

Transformers shall conform to UL 506. For control power other than terminal level equipment, provide a fuse or circuit breaker on the secondary side of each transformer.

2.4.2 Surge and Transient Protection

Provide each digital controller with surge and transient power protection. Surge and transient protection shall consist of the following devices, installed externally to the controllers.

2.4.2.1 Power Line Surge Protection

Provide surge suppressors on the incoming power at each controller or grouped terminal controllers. Surge suppressors shall be rated in accordance with UL 1449, have a fault indicating light, and conform to the following:

- a. The device shall be a transient voltage surge suppressor, hard-wire type individual equipment protector for 120 VAC/1 phase/2 wire plus ground.
- b. The device shall react within 5 nanoseconds and automatically reset.
- c. The voltage protection threshold, line to neutral, shall be no more than 211 volts.
- d. The device shall have an independent secondary stage equal to or greater than the primary stage joule rating.
- e. The primary suppression system components shall be pure silicon avalanche diodes.
- f. The secondary suppression system components shall be silicon avalanche diodes or metal oxide varistors.
- g. The device shall have an indication light to indicate the protection components are functioning.
- h. All system functions of the transient suppression system shall be individually fused and not short circuit the AC power line at any time.

- i. The device shall have an EMI/RFI noise filter with a minimum attenuation of 13 dB at 10 kHz to 300 MHz.
- j. The device shall comply with IEEE C62.41.1 and IEEE C62.41.2, Class "B" requirements and be tested according to IEEE C62.45.
- k. The device shall be capable of operating between minus 20 degrees F and plus 122 degrees F.

2.4.2.2 Telephone and Communication Line Surge Protection

Provide surge and transient protection for DDC controllers and DDC network related devices connected to phone and network communication lines, in accordance with the following:

- a. The device shall provide continuous, non-interrupting protection, and shall automatically reset after safely eliminating transient surges.
- b. The protection shall react within 5 nanoseconds using only solid-state silicon avalanche technology.
- c. The device shall be installed at the distance recommended by its manufacturer.

2.4.2.3 Controller Input/Output Protection

Provide controller inputs and outputs with surge protection via optical isolation, metal oxide varistors (MOV), or silicon avalanche devices. Fuses are not permitted for surge protection.

2.4.3 Wiring

Provide complete electrical wiring for the DDC System, including wiring to transformer primaries. Unless indicated otherwise, provide all normally visible or otherwise exposed wiring in conduit. Where conduit is required, control circuit wiring shall not run in the same conduit as power wiring over 100 volts. Circuits operating at more than 100 volts shall be in accordance with Section 26 20 00, INTERIOR DISTRIBUTION SYSTEM. Run all circuits over 100 volts in conduit, metallic tubing, covered metal raceways, or armored cable. Use plenum-rated cable for circuits under 100 volts in enclosed spaces. Examples of these spaces include HVAC plenums, within walls, above suspended ceilings, in attics, and within ductwork.

2.4.3.1 Power Wiring

The following requirements are for field-installed wiring:

- a. Wiring for 24 V circuits shall be insulated copper 18 AWG minimum and rated for 300 VAC service.
- b. Wiring for 120 V circuits shall be insulated copper 14 AWG minimum and rated for 600 VAC service.

2.4.3.2 Analog Signal Wiring

Field-installed analog signal wiring shall be 18 AWG single or multiple

twisted pair. Each cable shall be 100 percent shielded and have a 20 AWG drain wire. Each wire shall have insulation rated for 300 VAC service. Cables shall have an overall aluminum-polyester or tinned-copper cable-shield tape.

2.5 FIRE PROTECTION DEVICES

2.5.1 Duct Smoke Detectors

Provide duct smoke detectors in HVAC ducts in accordance with NFPA 72 and NFPA 90A, except as indicated otherwise. Provide UL listed or FM approved detectors, designed specifically for duct installation.

Provide ionization or photoelectric type detectors. Detectors shall detect both visible and invisible particles of combustion, and shall not be susceptible to undesired operation by changes to relative humidity. Provide each detector with an approved duct housing mounted exterior to the duct, and an integral perforated sampling tube extending across the width of the duct. The detector housing shall have indicator lamps that light when the detector is powered and when the detector is activated. Each detector shall have an integral test port, test switch and or, remote keyed test device. Connect new detectors to the building's new existing fire alarm control panel. Provide control and power modules required for the operation of the detectors in their own new control unit or integral with the existing fire alarm panel. A ground fault, break, or open condition in the electrical circuitry to any detector or its control or power unit shall cause activation of a trouble signal at the building fire alarm panel. Electrical supervision of wiring used exclusively for air-handling unit shutdown is not required, provided a break in the wiring would cause shutdown of the associated unit. Equipment and devices shall be compatible and operable in all respects with, and shall in no way impair the reliability or operational functions of, the new existing fire alarm system. The building's existing fire alarm control panel was manufactured by METASYS Notifier IFC3030. Provide descriptive zone labels at the existing fire alarm panel indicating which new air-handling unit detectors they serve and their location. Label zones modified in order to accomplish the work.

2.6 INDICATORS

2.6.1 Thermometers

Provide bi-metal type thermometers at locations shown. Thermometers shall have either 9 inch long scales or 3.5 inch diameter dials, with insertion, immersion, or averaging elements. Provide matching thermowells for pipe-mounted installations. Select scale ranges suitable for the intended service, with the normal operating temperature near the scale's midpoint. The thermometer's accuracy shall be plus or minus 2 percent of the scale range.

PART 3 EXECUTION

3.1 INSTALLATION

Perform the installation under the supervision of competent technicians regularly employed in the installation of DDC systems.

3.1.1 BACnet Naming and Addressing

Coordinate with the BAS Owner and provide unique naming and addressing for BACnet networks and devices using the attached Point Naming Convention.

a. MAC Address

Every BACnet device shall have an assigned and documented MAC Address unique to its network. For Ethernet networks, document the MAC Address assigned at its creation. For ARCNET or MS/TP, assign from 00 to 64.

b. Network Numbering

Assign unique numbers to each new network installed on the BACnet internetwork. Provide ability for changing the network number; either by device switches, network computer, or field operator interface. The BACnet internetwork (all possible connected networks) can contain up to 65,534 possible unique networks.

c. Device Object Identifier Property Number

Assign unique Device "Object_Identifier" property numbers or device instances for each device on the BACnet internetwork. Provide for future modification of the device instance number; either by device switches, network computer, or field interface. BACnet allows up to 4,194,302 possible unique devices per internetwork.

d. Device Object Name Property Text

The Device Object Name property field shall support 32 minimum printable characters. Assign unique Device "Object_Name" property names with plain-English descriptive names for each device. For example, the Device Object Name that for the device controlling the chiller plant at Building 3408 would be:

Device Object_Name = CW System B3408

A Device Object Name for a VAV box controller might be:

Device Object_Name = VAV BOX25

e. Object Name Property Text (Other than Device Objects)

The Object Name property field shall support 32 minimum printable characters. Assign Object Name properties with plain-English names descriptive of the application. Examples include "Zone 1 Temperature" and "Fan Start/Stop".

f. Object Identifier Property Number (Other than Device Objects)

Assign Object Identifier property numbers according to design drawings or tables if provided. If not provided, Object Identifier property numbers may be assigned at the Contractor's discretion but must be approved by the Government. In this case they must be documented and unique for like object types within the device.

3.1.2 Minimum BACnet Object Requirements

a. Use of Standard BACnet Objects

For the following points and parameters, use standard BACnet objects, where all relevant object properties can be read using BACnet's Read Property Service, and all relevant object properties can be modified using BACnet's Write Property Service:
all device physical inputs and outputs, all set points, all PID tuning parameters, all calculated pressures, flow rates, and consumption values, all alarms, all trends, all schedules, and all equipment and lighting circuit operating status.

b. BACnet Object Description Property

The Object Description property shall support 32 minimum printable characters. For each object, complete the description property field using a brief, narrative, plain English description specific to the object and project application. For example: "HW Pump 1 Proof." Document compliance, length restrictions, and whether the description is writeable in the device PICS.

c. Analog Input, Output, and Value Objects

Support and provide Description and/or Device_Type text strings matching signal type and engineering units shown on the points list.

d. Binary Input, Output, and Value Objects

Support and provide Inactive_Text and Active_Text property descriptions matching conditions shown on the points list.

e. Calendar Object

For devices with scheduling capability, provide at least one Calendar Object with ten-entry capacity. All operators may view Calendar Objects; authorized operators may make modifications from a workstation. Enable the writeable Date List property and support all calendar entry data types.

f. Schedule Object

Use Schedule Objects for all building system scheduling. All operators may view schedule entries; authorized operators may modify schedules from a workstation.

g. Loop Object or Equal

Use Loop Objects or equivalent BACnet objects in each applicable field device for PID control. Regardless of program method or object used, allow authorized operators to adjust the Update Interval, Setpoint, Proportional Constant, Integral Constant, and Derivative Constant using BACnet read/write services.

3.1.3 Minimum BACnet Service Requirements

a. Command Priorities

Use commandable BACnet objects to control machinery and systems, providing the priority levels listed below. If the sequence of operation requires a different priority, obtain approval from the Contracting Officer.

<u>Priority Level</u>	<u>Application</u>
1	Manual-Life Safety
2	Automatic-Life Safety
3	(User Defined)
4	(User Defined)
5	Critical Equipment Control
6	Minimum On/Off
7	(User Defined)
8	Manual Operator
9	(User Defined)
10	(User Defined)
11	Load Shedding
12	(User Defined)
13	(User Defined)
14	(User Defined)
15	(User Defined)
16	(User Defined)

b. Alarming

- (1) Alarm Priorities - Coordinate alarm and event notification with the BAS Owner.
- (2) Notification Class - Enable writeable Priority, Ack Required, and Recipient List properties of Notification Class objects.
- (3) Event Notification Message Texts - Use condition specific narrative text and numerical references for alarm and event notification.

c. Updating Displayed Property Values

Allow workstations to display property values at discrete polled intervals, or based on receipt of confirmed and unconfirmed Change of Value notifications. The COV increment shall be adjustable by an operator using BACnet services, and polled intervals shall be adjustable at the operator workstation.

3.1.4 Local Area Networks

Obtain Government approval before connecting new networks with existing networks. Network numbers and device instance numbers shall remain unique when joining networks. Do not change existing network addressing without Government approval. See also "BACnet Naming and Addressing".

3.1.5 BACnet Routers, Bridges, and Switches

Provide the quantity of BACnet routers, bridges, and switches necessary for communications shown on the BACnet Communication Architecture schematic. Provide BACnet routers with BACnet Broadcast Message Device (BBMD) capability on each BACnet internetwork communicating across an IP network. Configure each BACnet device and bridge, router, or switch to communicate on its network segment.

3.1.6 Wiring Criteria

- a. Run circuits operating at more than 100 volts in rigid or flexible conduit, metallic tubing, covered metal raceways, or armored cable.

- b. Do not run binary control circuit wiring in the same conduit as power wiring over 100 volts. Where analog signal wiring requires conduit, do not run in the same conduit with AC power circuits or control circuits operating at more than 100 volts.
- c. Provide circuit and wiring protection required by NFPA 70.
- d. Run all wiring located inside mechanical rooms in conduit.
- e. Do not bury aluminum-sheathed cable or aluminum conduit in concrete.
- f. Input/output identification: Permanently label each field-installed wire, cable, and pneumatic tube at each end with descriptive text using a commercial wire marking system that fully encircles the wire, cable, or tube. Locate the markers within 2 inches of each termination. Match the names and I/O number to the project's point list. Similarly label all power wiring serving control devices, including the word "power" in the label. Number each pneumatic tube every six feet. Label all terminal blocks with alpha/numeric labels. All wiring and the wiring methods shall be in accordance with UL 508A.
- g. For controller power, provide new 120 VAC circuits, with ground. Provide each circuit with a dedicated breaker, and run wiring in its own conduit, separate from any control wiring. Connect the controller's ground wire to the electrical panel ground; conduit grounds are not acceptable.
- h. Surge Protection: Install surge protection according to manufacturer's instructions. Multiple controllers fed from a common power supply may be protected by a common surge protector, properly sized for the total connected devices.
- i. Grounding: Ground controllers and cabinets to a good earth ground as specified in Section 26 20 00 INTERIOR DISTRIBUTION SYSTEM. Conduit grounding is not acceptable; all grounding shall have a direct path to the building earth ground. Ground sensor drain wire shields at the controller end.
- j. The Contractor shall be responsible for correcting all associated ground loop problems.
- k. Run wiring in panel enclosures in covered wire track.

3.1.7 Accessibility

Install all equipment so that parts requiring periodic inspection, operation, maintenance, and repair are readily accessible. Install digital controllers, data ports, and concealed actuators, valves, dampers, and like equipment in locations freely accessible through access doors.

3.1.8 Digital Controllers

- a. Install as stand alone control devices (see definitions).
- b. Locate control cabinets at the locations shown on the drawings. If not shown on the drawings, install in the most accessible space, close to the controlled equipment.

3.1.9 Hand-Off-Auto Switches

Wire safety controls such as smoke detectors and freeze protection thermostats to protect the equipment during both hand and auto operation.

3.1.10 Temperature Sensors

Install temperature sensors in locations that are accessible and provide a good representation of sensed media. Installations in dead spaces are not acceptable. Calibrate sensors according to manufacturer's instructions. Do not use sensors designed for one application in a different application.

3.1.10.1 Room Temperature Sensors

Mount the sensors on interior walls to sense the average room temperature at the locations indicated. Avoid locations near heat sources such as copy machines or locations by supply air outlet drafts. Mount the center of the sensor 5 feet above the finished floor.

3.1.10.2 Duct Temperature Sensors

- a. Probe Type: Provide a gasket between the sensor housing and the duct wall. Seal the duct penetration air tight. Seal the duct insulation penetration vapor tight.
- b. Averaging Type (and coil freeze protection thermostats): Weave the capillary tube sensing element in a serpentine fashion perpendicular to the flow, across the duct or air handler cross-section, using durable non-metal supports. Prevent contact between the capillary and the duct or air handler internals. Provide a duct access door at the sensor location. The access door shall be hinged on the side, factory insulated, have cam type locks, and be as large as the duct will permit, maximum 18 by 18 inches. For sensors inside air handlers, the sensors shall be fully accessible through the air handler's access doors without removing any of the air handler's internals.

3.1.10.3 Immersion Temperature Sensors

Provide thermowells for sensors measuring piping, tank, or pressure vessel temperatures. Locate wells to sense continuous flow conditions. Do not install wells using extension couplings. Where piping diameters are smaller than the length of the wells, provide wells in piping at elbows to sense flow across entire area of well. Wells shall not restrict flow area to less than 70 percent of pipe area. Increase piping size as required to avoid restriction. Provide thermal conductivity material within the well to fully coat the inserted sensor.

3.1.11 Energy Meters

Locate energy meters as indicated. Connect each meter output to the DDC system, to measure both instantaneous and accumulated energy usage.

3.1.12 Damper Actuators

Where possible, mount actuators outside the air stream in accessible areas.

3.1.13 Thermometers and Gages

Mount devices to allow reading while standing on the floor or ground, as

applicable.

3.1.14 Pressure Sensors

Locate pressure sensors as indicated.

3.1.15 Component Identification Labeling

Using an electronic hand-held label maker with white tape and bold black block lettering, provide an identification label on the exterior of each new control panel, control device, actuator, and sensor. Also provide labels on the exterior of each new control actuator indicating the (full) open and (full) closed positions. For labels located outdoors, use exterior grade label tape, and provide labels on both the inside and outside of the panel door or device cover. Acceptable alternatives are white plastic labels with engraved bold black block lettering permanently attached to the control panel, control device, actuator, and sensor. Have the labels and wording approved by the BAS Owner prior to installation.

3.2 TEST AND BALANCE SUPPORT

The controls contractor shall coordinate with and provide on-site support to the test and balance (TAB) personnel specified under Section 23 05 93 TESTING, ADJUSTING AND BALANCING. This support shall include:

- a. On-site operation and manipulation of control systems during the testing and balancing.
- b. Control setpoint adjustments for balancing all relevant mechanical systems, including VAV boxes.
- c. Tuning control loops with setpoints and adjustments determined by TAB personnel.

3.3 PERFORMANCE VERIFICATION TESTING (PVT)

3.3.1 General

The PVT shall demonstrate compliance of the control system work with the contract requirements. The PVT shall be performed by the Contractor and witnessed and approved by the Government. If the project is phased, provide separate testing for each phase. A Pre-PVT meeting to review the Pre-PVT Checklist is required to coordinate all aspects of the PVT and shall include the Contractor's QA representative, the Contractor's PVT administrator, the Contracting Officer's representative, and the BAS Owner.

3.3.2 Performance Verification Testing Plan

Submit a detailed PVT Plan of the proposed testing for Government approval. Develop the PVT Plan specifically for the control system in this contract. The PVT Plan shall be a clear list of test items arranged in a logical sequence. Include the intended test procedure, the expected response, and the pass/fail criteria for every component tested.

The plan shall clearly describe how each item is tested, indicate where assisting personnel are required (like the mechanical contractor), and include what procedures are used to simulate conditions. Include a separate column for each checked item and extra space for comments. Where sequences of operations are checked, insert each corresponding routine from

the project's sequence of operation. For each test area, include signature and date lines for the Contractor's PVT administrator, the Contractor's QA representative, the Contracting Officer's representative, and the BAS Owner to acknowledge successful completion. The BAS Owner can provide sample PVT forms and procedures upon request.

3.3.3 PVT Sample Size

Test all central plant equipment and primary air handling unit controllers unless otherwise directed. Twenty percent sample testing is allowed for identical controllers typical of terminal control like VAV boxes and fan coil units. The Government may require testing of like controllers beyond a statistical sample if sample controllers require retesting or do not have consistent results.

The Government may witness all testing, or random samples of PVT items. When only random samples are witnessed, the Government may choose which ones.

3.3.4 Pre-Performance Verification Testing Checklist

Submit the following as a list with items checked off once verified. Provide a detailed explanation for any items that are not completed or verified.

- a. Verify all required mechanical installation work is successfully completed, and all HVAC equipment is working correctly (or will be by the time the PVT is conducted).
- b. Verify HVAC motors operate below full-load amperage ratings.
- c. Verify all required control system components, wiring, and accessories are installed.
- d. Verify the installed control system architecture matches approved drawings.
- e. Verify all control circuits operate at the proper voltage and are free from grounds or faults.
- f. Verify all required surge protection is installed.
- g. Verify the A/C Power Table specified in "CONTROLS SYSTEM OPERATORS MANUALS" is accurate.
- h. Verify all DDC network communications function properly, including uploading and downloading programming changes.
- i. Using the BACnet protocol analyzer (if provided or required in this specification), verify communications are error free.
- j. Verify each digital controller's programming is backed up.
- k. Verify all wiring, components, and panels are properly labeled.
- l. Verify all required points are programmed into devices.
- m. Verify all TAB work affecting controls is complete.

- n. Verify all valve and actuator zero and span adjustments are set properly.
- o. Verify all sensor readings are accurate and calibrated.
- p. Verify each control valve and actuator goes to normal position upon loss of power.
- q. Verify all control loops are tuned for smooth and stable operation. View trend data where applicable.
- r. Verify each controller works properly in stand-alone mode.
- s. Verify all safety controls and devices function properly, including freeze protection and interfaces with building fire alarm systems.
- t. Verify all electrical interlocks work properly.
- u. Verify all workstations, notebooks and maintenance personnel interface tools are delivered, all system and database software is installed, and graphic pages are created for each workstation and notebook.
- v. Verify the as-built (shop) control drawings are completed.

3.3.5 Conducting Performance Verification Testing

- a. Conduct Government-witnessed PVT after approval of the PVT Plan and the completed Pre-PVT Checklist. Notify the Contracting Officer of the planned PVT at least 15 days prior to testing. Provide an estimated time table required to perform the testing. Furnish personnel, equipment, instrumentation, and supplies necessary to perform all aspects of the PVT. Ensure that testing personnel are regularly employed in the testing and calibration of DDC systems. Using the project's as-built control system (shop) drawings, the project's mechanical design drawings, the approved Pre-PVT Checklist, and the approved PVT Plan, conduct the PVT.
- b. During testing, identify any items that do not meet the contract requirements and if time permits, conduct immediate repairs and re-test. Otherwise, deficiencies shall be investigated, corrected, and re-tested later. Document each deficiency and corrective action taken.
- c. If re-testing is required, follow the procedures for the initial PVT. The Government may require re-testing of any control system components affected by the original failed test.

3.3.6 Controller Capability and Labeling

Test the following for each controller:

- a. Memory: Demonstrate that programmed data, parameters, and trend/ alarm history collected during normal operation is not lost during power failure.
- b. Direct Connect Interface: Demonstrate the ability to connect directly to each type of digital controller with a portable electronic device like a notebook computer or PDA. Show that maintenance personnel interface tools perform as specified in the manufacturer's technical literature.

- c. Stand Alone Ability: Demonstrate controllers provide stable and reliable stand-alone operation using default values or other method for values normally read over the network.
- d. Wiring and AC Power: Demonstrate the ability to disconnect any controller safely from its power source using the AC Power Table. Demonstrate the ability to match wiring labels easily with the control drawings. Demonstrate the ability to locate a controller's location using the BACnet Communication Architecture Schematic and floor plans.
- e. Nameplates and Tags: Show the nameplates and tags are accurate and permanently attached to control panel doors, devices, sensors, and actuators.

3.3.7 Workstation and Software Operation

For every user workstation or notebook provided:

- a. Show points lists agree with naming conventions.
- b. Show that graphics are complete.
- c. Show the UPS operates as specified.

3.3.8 BACnet Communications and Interoperability Areas

Demonstrate proper interoperability of data sharing, alarm and event management, trending, scheduling, and device and network management. If available or required in this specification, use a BACnet protocol analyzer to assist with identifying devices, viewing network traffic, and verifying interoperability. These requirements must be met even if there is only one manufacturer of equipment installed. Testing includes the following:

- a. Data Presentation: On each BACnet Operator Workstation, demonstrate graphic display capabilities.
- b. Reading of Any Property: Demonstrate the ability to read and display any used readable object property of any device on the network.
- c. Setpoint and Parameter Modifications: Show the ability to modify all setpoints and tuning parameters in the sequence of control or listed on project schedules. Modifications are made with BACnet messages and write services initiated by an operator using workstation graphics, or by completing a field in a menu with instructional text.
- d. Peer-to-Peer Data Exchange: Show all BACnet devices are installed and configured to perform BACnet read/write services directly (without the need for operator or workstation intervention), to implement the project sequence of operation, and to share global data.
- e. Alarm and Event Management: Show that alarms/events are installed and prioritized according to the BAS Owner. Demonstrate time delays and other logic is set up to avoid nuisance tripping, e.g., no status alarms during unoccupied times or high supply air during cold morning start-up. Show that operators with sufficient privilege can read and write alarm/event parameters for all standard BACnet event types. Show that operators with sufficient privilege can change routing (BACnet notification classes) for each alarm/event including the destination,

priority, day of week, time of day, and the type of transition involved (TO-OFF NORMAL, TO-NORMAL, etc.).

- f. Schedule Lists: Show that schedules are configured for start/stop, mode change, occupant overrides, and night setback as defined in the sequence of operations.
- g. Schedule Display and Modification: Show the ability to display any schedule with start and stop times for the calendar year. Show that all calendar entries and schedules are modifiable from any connected workstation by an operator with sufficient privilege.
- h. Archival Storage of Data: Show that data archiving is handled by the operator workstation/server, and local trend archiving and display is accomplished with BACnet Trend Log objects.
- i. Modification of Trend Log Object Parameters: Show that an operator with sufficient privilege can change the logged data points, sampling rate, and trend duration.
- j. Device and Network Management: Show the following capabilities:
 - (1) Display of Device Status Information
 - (2) Display of BACnet Object Information
 - (3) Silencing Devices that are Transmitting Erroneous Data
 - (4) Time Synchronization
 - (5) Remote Device Reinitialization
 - (6) Backup and Restore Device Programming and Master Database(s)
 - (7) Configuration Management of Half-Routers, Routers and BBMDs

3.3.9 Execution of Sequence of Operation

Demonstrate that the HVAC system operates properly through the complete sequence of operation. Use read/write property services to globally read and modify parameters over the internetwork.

3.3.10 Control Loop Stability and Accuracy

For all control loops tested, give the Government trend graphs of the control variable over time, demonstrating that the control loop responds to a 20 percent sudden change of the control variable set point without excessive overshoot and undershoot. If the process does not allow a 20 percent set point change, use the largest change possible. Show that once the new set point is reached, it is stable and maintained. Control loop trend data shall be in real-time with the time between data points 30 seconds or less.

3.3.11 Performance Verification Testing Report

Upon successful completion of the PVT, submit a PVT Report to the Government and prior to the Government taking use and possession of the facility. Do not submit the report until all problems are corrected and successfully re-tested. The report shall include the annotated PVT Plan

used during the PVT. Where problems were identified, explain each problem and the corrective action taken. Include a written certification that the installation and testing of the control system is complete and meets all of the contract's requirements.

3.4 TRAINING REQUIREMENTS

Provide a qualified instructor (or instructors) with two years minimum field experience with the installation and programming of similar BACnet DDC systems. Orient training to the specific systems installed. Coordinate training times with the Contracting Officer and BAS Owner after receiving approval of the training course documentation. Training shall take place at the job site and/or a nearby Government-furnished location. A training day shall occur during normal working hours, last no longer than 8 hours and include a one-hour break for lunch and two additional 15-minute breaks. The project's approved Controls System Operators Manual shall be used as the training text. The Contractor shall ensure the manuals are submitted, approved, and available to hand out to the trainees before the start of training.

3.4.1 Training Documentation

Submit training documentation for review 30 days minimum before training. Documentation shall include an agenda for each training day, objectives, a synopsis of each lesson, and the instructor's background and qualifications. The training documentation can be submitted at the same time as the project's Controls System Operators Manual.

3.4.2 Training

The training shall be divided into 2 separate sessions, with each session lasting one day and be conducted at the DDC system workstation, at a notebook computer connected to the DDC system in the field, and at other site locations as necessary. One training session should focus on the mechanical equipment involved and the DDC system operations. The other session shall focus on the DDC software design, configuration and maintenance. Upon completion of the training, each trainee should fully understand the project's DDC system operation. The training sessions shall include, but not limited to the following:

- a. A walk-through tour of the mechanical system and the installed DDC components (controllers, valves, dampers, surge protection, switches, thermostats, sensors, etc.)
- b. A discussion of the components and functions at each DDC panel
- c. Logging-in and navigating at each operator interface type
- d. Using each operator interface to find, read, and write to specific controllers and objects
- e. Modifying and downloading control program changes
- f. Modifying setpoints
- g. Creating, editing, and viewing trends
- h. Creating, editing, and viewing alarms

- i. Creating, editing, and viewing operating schedules and schedule objects
- j. Backing-up and restoring programming and data bases
- k. Modifying graphic text, backgrounds, dynamic data displays, and links to other graphics
- l. Creating new graphics and adding new dynamic data displays and links
- m. Alarm and Event management
- n. Adding and removing network devices

Point Naming Convention

Format - Supervisory Controller/Bus . Application Specific Controller .
Point Type
(Spaces added for clarity separating parts for the 'Fully
Qualified Reference')

Example - adx-1:NAE-0298-1/N2-1.011047UN.ZN-T

Supervisory Controller Server: **NAE-XXXX-X**
Example - adx-1: **NAE-0298-1**

ASC Controllers (Bus & Identifier are created when insert field device
and can't be changed later)

Bus Bus type - Bus # Example: adx-1:NAE-0298-1/**N2-1**
N2-1 or N2-2
FC-1 or FC-2 for BacNet
(BacNet over IP may be limited by the controllers when added)

Identifier (Item reference) Server: *NAE name/bus.XXX N2 address*
controller type

Example - adx-1: *NAE-0298-1/N2-1.011047UN*

ASC controller Name 4 digit bldg #.011XXXYY Where X=N2 address & Y
in type identifier

Example - **0298.011047UN** Use **011** for bus #1 and **012** for bus #2
(bldg 298 bus #1 N2 address 047 UNT)
Note: (use **FE** for FEC controllers.)

Points (Insert field point) **See separate list for point type
nomenclatures.**

Identifier (Item reference) Server: *NAE name/bus.N2 address &*
controller type.point type
(Identifier are created when inserting
a field device and can't be changed
later)

Example - adx-1: *NAE-0298-1/N2-1.011047UN.ZN-T*
(Shows up with mouse over on graphics.)

Point Name **bldg#.controller name.point type** (Shows up as Item in
event viewer)

Example - **0298.AHU-8.ZN-T**

Description **Description of point**
Examples - Zone Temp , Sup Fan Status, Hot Water Pump Status

EMCS Graphic Conventions

Any deviations from these conventions shall be approved in advance.

All graphics: All new graphics should match the appearance of existing graphics.

Sample of current graphics will be made available.

Background images are Visio 2003 SVGZ files.

Data values should be shown as black text in a white box and a black border.

Text should be black with a transparent background with no border. Some graphics use blue text for contrast for special items such as names of devices.

Buttons to select other graphics are gray with white text in a vertical column on the right side of the page.

Attention should be given to the general alignment and centering of objects.

- Floor Plans**
- should come from CAD drawings if available.
 - Display against a light pale yellow background.
 - Show Temperature sensors on the floor plan in their true location and source reference
 - Zone temp backgrounds should turn red when in alarm state.
 - Show all communication equipment locations and bus routing.
 - Show location of all controllers and their status.
 - Include a legend as appropriate.

- Systems**
- Information such as set points, modes & other data not specifically shown as a point on the system graphic should be in a gray framed box in the bottom left portion of the page. This box should include outside air temp and humidity for all systems.
 - The status of dynamic values such as running, alarm, etc should be indicated both with text and color or moving dynamic symbols. Color preferences used:

Alarms: Normal- green or white for temperature background, Alarm - red

Run status: On/running - green,
Off/stopped - red for moving symbols/
white for text backgrounds.

Load Shed: Shedding - Red, Not Shedding - white

(See Table 1 below for RGB color specifications)

- All system graphics should include a framed box in the lower right corner showing controller and load shedding status.
- Include a legend as appropriate.

Table 1: Common Colors Used In Graphics

Use	Description	RGB Color
Floor Plan Background	Pale Yellow	255,255,153
Main Background on most graphics	Violet	146,132,255
Gray Background for framed boxes	Gray	193,193,193
Alternant Gray (System gray preference)	Lighter Gray	204,204,204
Run status Off, Alarm Condition, Load	RED	255 , 0 , 0
Run Status On, Normal condition, Com. Ok	Green	0 , 255 , 0

Modify any existing graphic or add to an existing common graphic if affected by the project.

Existing common graphics include but not limited to:

Station map showing building location with a link to the buildings floor plan.

Load shedding status.

Network communications page for NAEs, etc.

Power meter summary pages.

Special pages for Well and Lift Station data.

-- End of Section --

SECTION 26 00 00.00 20

BASIC ELECTRICAL MATERIALS AND METHODS

07/06

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

ASTM INTERNATIONAL (ASTM)

ASTM D709 (2017) Standard Specification for Laminated Thermosetting Materials

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 100 (2000; Archived) The Authoritative Dictionary of IEEE Standards Terms

IEEE C2 (2017; Errata 1-2 2017; INT 1 2017) National Electrical Safety Code

IEEE C57.12.28 (2014) Standard for Pad-Mounted Equipment - Enclosure Integrity

IEEE C57.12.29 (2014) Standard for Pad-Mounted Equipment - Enclosure Integrity for Coastal Environments

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

NEMA 250 (2014) Enclosures for Electrical Equipment (1000 Volts Maximum)

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 70 (2017; ERTA 1-2 2017; TIA 17-1; TIA 17-2; TIA 17-3; TIA 17-4; TIA 17-5; TIA 17-6; TIA 17-7; TIA 17-8; TIA 17-9; TIA 17-10; TIA 17-11; TIA 17-12; TIA 17-13; TIA 17-14) National Electrical Code

1.2 RELATED REQUIREMENTS

This section applies to certain sections of Division 02, EXISTING CONDITIONS and Division 11, EQUIPMENT. This section applies to all sections of Division 26 and 33, ELECTRICAL and UTILITIES, of this project specification unless specified otherwise in the individual sections. This section has been incorporated into, and thus, does not apply to, and is not referenced in the following sections.

Section 26 12 19.10 THREE-PHASE PAD MOUNTED TRANSFORMERS
Section 26 12 21 SINGLE-PHASE PAD-MOUNTED TRANSFORMERS

Section 26 23 00 LOW VOLTAGE SWITCHGEAR
Section 26 24 13 SWITCHBOARDS

Section 26 56 00 EXTERIOR LIGHTING

Section 33 71 02 UNDERGROUND ELECTRICAL DISTRIBUTION

1.3 DEFINITIONS

- a. Unless otherwise specified or indicated, electrical and electronics terms used in these specifications, and on the drawings, shall be as defined in IEEE 100.
- b. The technical sections referred to herein are those specification sections that describe products, installation procedures, and equipment operations and that refer to this section for detailed description of submittal types.
- c. The technical paragraphs referred to herein are those paragraphs in PART 2 - PRODUCTS and PART 3 - EXECUTION of the technical sections that describe products, systems, installation procedures, equipment, and test methods.

1.4 ELECTRICAL CHARACTERISTICS

Electrical characteristics for this project shall be 7200V primary, phase, three wire, 60 Hz, and 277 volts secondary, single phase, three wire. Final connections to the power distribution system at the existing 24700 Volts shall be made by the Contractor as directed by the Contracting Officer.

1.5 ADDITIONAL SUBMITTALS INFORMATION

Submittals required in other sections that refer to this section must conform to the following additional requirements as applicable.

1.5.1 Shop Drawings (SD-02)

Include wiring diagrams and installation details of equipment indicating proposed location, layout and arrangement, control panels, accessories, piping, ductwork, and other items that must be shown to ensure a coordinated installation. Wiring diagrams shall identify circuit terminals and indicate the internal wiring for each item of equipment and the interconnection between each item of equipment. Drawings shall indicate adequate clearance for operation, maintenance, and replacement of operating equipment devices.

1.5.2 Product Data (SD-03)

Submittal shall include performance and characteristic curves.

1.6 QUALITY ASSURANCE

1.6.1 Regulatory Requirements

In each of the publications referred to herein, consider the advisory provisions to be mandatory, as though the word, "shall" had been substituted for "should" wherever it appears. Interpret references in these publications to the "authority having jurisdiction," or words of similar meaning, to mean the Contracting Officer. Equipment, materials,

installation, and workmanship shall be in accordance with the mandatory and advisory provisions of NFPA 70 unless more stringent requirements are specified or indicated.

1.6.2 Standard Products

Provide materials and equipment that are products of manufacturers regularly engaged in the production of such products which are of equal material, design and workmanship. Products shall have been in satisfactory commercial or industrial use for 2 years prior to bid opening. The 2-year period shall include applications of equipment and materials under similar circumstances and of similar size. The product shall have been on sale on the commercial market through advertisements, manufacturers' catalogs, or brochures during the 2-year period. Where two or more items of the same class of equipment are required, these items shall be products of a single manufacturer; however, the component parts of the item need not be the products of the same manufacturer unless stated in the technical section.

1.6.2.1 Alternative Qualifications

Products having less than a 2-year field service record will be acceptable if a certified record of satisfactory field operation for not less than 6000 hours, exclusive of the manufacturers' factory or laboratory tests, is furnished.

1.6.2.2 Material and Equipment Manufacturing Date

Products manufactured more than 3 years prior to date of delivery to site shall not be used, unless specified otherwise.

1.7 WARRANTY

The equipment items shall be supported by service organizations which are reasonably convenient to the equipment installation in order to render satisfactory service to the equipment on a regular and emergency basis during the warranty period of the contract.

1.8 POSTED OPERATING INSTRUCTIONS

Provide for each system and principal item of equipment as specified in the technical sections for use by operation and maintenance personnel. The operating instructions shall include the following:

- a. Wiring diagrams, control diagrams, and control sequence for each principal system and item of equipment.
- b. Start up, proper adjustment, operating, lubrication, and shutdown procedures.
- c. Safety precautions.
- d. The procedure in the event of equipment failure.
- e. Other items of instruction as recommended by the manufacturer of each system or item of equipment.

Print or engrave operating instructions and frame under glass or in approved laminated plastic. Post instructions where directed. For operating instructions exposed to the weather, provide weather-resistant

materials or weatherproof enclosures. Operating instructions shall not fade when exposed to sunlight and shall be secured to prevent easy removal or peeling.

1.9 MANUFACTURER'S NAMEPLATE

Each item of equipment shall have a nameplate bearing the manufacturer's name, address, model number, and serial number securely affixed in a conspicuous place; the nameplate of the distributing agent will not be acceptable.

1.10 FIELD FABRICATED NAMEPLATES

ASTM D709. Provide laminated plastic nameplates for each equipment enclosure, relay, switch, and device; as specified in the technical sections or as indicated on the drawings. Each nameplate inscription shall identify the function and, when applicable, the position. Nameplates shall be melamine plastic, 0.125 inch thick, white with black center core. Surface shall be matte finish. Corners shall be square. Accurately align lettering and engrave into the core. Minimum size of nameplates shall be one by 2.5 inches. Lettering shall be a minimum of 0.25 inch high normal block style.

1.11 WARNING SIGNS

Provide warning signs for the enclosures of electrical equipment including substations, pad-mounted transformers, pad-mounted switches, generators, and switchgear having a nominal rating exceeding 600 volts.

- a. When the enclosure integrity of such equipment is specified to be in accordance with IEEE C57.12.28 or IEEE C57.12.29, such as for pad-mounted transformers and pad-mounted SF6 switches, provide self-adhesive warning signs on the outside of the high voltage compartment door(s). Sign shall be a decal and shall have nominal dimensions of 7 by 10 inches with the legend "DANGER HIGH VOLTAGE" printed in two lines of nominal 2 inch high letters. The word "DANGER" shall be in white letters on a red background and the words "HIGH VOLTAGE" shall be in black letters on a white background. Decal shall be Panduit No. PPS0710D72 or approved equal.

1.12 ELECTRICAL REQUIREMENTS

Electrical installations shall conform to IEEE C2, NFPA 70, and requirements specified herein.

1.13 INSTRUCTION TO GOVERNMENT PERSONNEL

Where specified in the technical sections, furnish the services of competent instructors to give full instruction to designated Government personnel in the adjustment, operation, and maintenance of the specified systems and equipment, including pertinent safety requirements as required. Instructors shall be thoroughly familiar with all parts of the installation and shall be trained in operating theory as well as practical operation and maintenance work. Instruction shall be given during the first regular work week after the equipment or system has been accepted and turned over to the Government for regular operation. The number of man-days (8 hours per day) of instruction furnished shall be as specified in the individual section. When more than 4 man-days of instruction are specified, use approximately half of the time for classroom instruction. Use other time for instruction

with equipment or system. When significant changes or modifications in the equipment or system are made under the terms of the contract, provide additional instructions to acquaint the operating personnel with the changes or modifications.

PART 2 PRODUCTS

2.1 FACTORY APPLIED FINISH

Electrical equipment shall have factory-applied painting systems which shall, as a minimum, meet the requirements of NEMA 250 corrosion-resistance test and the additional requirements specified in the technical sections.

PART 3 EXECUTION

3.1 FIELD APPLIED PAINTING

Paint electrical equipment as required to match finish of adjacent surfaces or to meet the indicated or specified safety criteria. Painting shall be as specified in Section 09 90 00 PAINTS AND COATINGS the section specifying the associated electrical equipment.

3.2 FIELD FABRICATED NAMEPLATE MOUNTING

Provide number, location, and letter designation of nameplates as indicated. Fasten nameplates to the device with a minimum of two sheet-metal screws or two rivets.

3.3 WARNING SIGN MOUNTING

Provide the number of signs required to be readable from each accessible side, but space the signs a maximum of 30 feet apart.

-- End of Section --

SECTION 26 20 00

INTERIOR DISTRIBUTION SYSTEM

02/14

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 100 (2000; Archived) The Authoritative Dictionary of IEEE Standards Terms

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

ANSI C80.1 (2005) American National Standard for Electrical Rigid Steel Conduit (ERSC)

NEMA ICS 1 (2000; R 2015) Standard for Industrial Control and Systems: General Requirements

NEMA ICS 6 (1993; R 2011) Enclosures

NEMA KS 1 (2013) Enclosed and Miscellaneous Distribution Equipment Switches (600 V Maximum)

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 70 (2017) National Electrical Code

NFPA 70E (2015; ERTA 1 2015) Standard for Electrical Safety in the Workplace

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910.147 Control of Hazardous Energy (Lock Out/Tag Out)

UNDERWRITERS LABORATORIES (UL)

UL 1 (2005; Reprint Jul 2012) Standard for Flexible Metal Conduit

UL 1242 (2006; Reprint Mar 2014) Standard for Electrical Intermediate Metal Conduit -- Steel

UL 360 (2013; Reprint Jan 2015) Liquid-Tight Flexible Steel Conduit

UL 486A-486B (2013; Reprint Jan 2016) Wire Connectors

UL 486C	(2013; Reprint Jan 2016) Splicing Wire Connectors
UL 510	(2005; Reprint Jul 2013) Polyvinyl Chloride, Polyethylene and Rubber Insulating Tape
UL 514B	(2012; Reprint Nov 2014) Conduit, Tubing and Cable Fittings
UL 6	(2007; Reprint Nov 2014) Electrical Rigid Metal Conduit-Steel
UL 83	(2014) Thermoplastic-Insulated Wires and Cables

1.2 DEFINITIONS

Unless otherwise specified or indicated, electrical and electronics terms used in these specifications, and on the drawings, are as defined in IEEE 100.

1.3 SUBMITTALS

Government approval is required for all submittals. Submit the following in accordance with Section 01 33 00.

SD-03 Product Data

Switches

SD-06 Test Reports

600-volt wiring test

1.4 QUALITY ASSURANCE

1.4.1 Regulatory Requirements

In each of the publications referred to herein, consider the advisory provisions to be mandatory, as though the word, "shall" or "must" had been substituted for "should" wherever it appears. Interpret references in these publications to the "authority having jurisdiction", or words of similar meaning, to mean the Contracting Officer. Provide equipment, materials, installation, and workmanship in accordance with the mandatory and advisory provisions of NFPA 70 unless more stringent requirements are specified or indicated.

1.4.2 Standard Products

Provide materials and equipment that are products of manufacturers regularly engaged in the production of such products which are of equal material, design and workmanship and:

- a. Have been in satisfactory commercial or industrial use for 2 years prior to bid opening including applications of equipment and materials under similar circumstances and of similar size.
- b. Have been on sale on the commercial market through advertisements,

manufacturers' catalogs, or brochures during the 2-year period.

- c. Where two or more items of the same class of equipment are required, provide products of a single manufacturer; however, the component parts of the item need not be the products of the same manufacturer unless stated in this section.

1.4.2.1 Alternative Qualifications

Products having less than a 2-year field service record will be acceptable if a certified record of satisfactory field operation for not less than 6000 hours, exclusive of the manufacturers' factory or laboratory tests, is furnished.

1.4.2.2 Material and Equipment Manufacturing Date

Products manufactured more than 3 years prior to date of delivery to site are not acceptable.

1.5 WARRANTY

Provide equipment items supported by service organizations that are reasonably convenient to the equipment installation in order to render satisfactory service to the equipment on a regular and emergency basis during the warranty period of the contract.

PART 2 PRODUCTS

2.1 MATERIALS AND EQUIPMENT

As a minimum, meet requirements of UL, where UL standards are established for those items, and requirements of NFPA 70 for all materials, equipment, and devices.

2.2 CONDUIT AND FITTINGS

Conform to the following:

2.2.1 Rigid Metallic Conduit

2.2.1.1 Rigid, Threaded Zinc-Coated Steel Conduit

ANSI C80.1, UL 6.

2.2.2 Intermediate Metal Conduit (IMC)

UL 1242, zinc-coated steel only.

2.2.3 Flexible Metal Conduit

UL 1.

2.2.3.1 Liquid-Tight Flexible Metal Conduit, Steel

UL 360.

2.2.4 Fittings for Metal Conduit and Flexible Metal Conduit

UL 514B. Ferrous fittings: cadmium- or zinc-coated in accordance with

UL 514B.

2.2.4.1 Fittings for Rigid Metal Conduit and IMC

Threaded-type. Split couplings unacceptable.

2.3 WIRES AND CABLES

Provide wires and cables in accordance applicable requirements of NFPA 70 and UL for type of insulation, jacket, and conductor specified or indicated. Do not use wires and cables manufactured more than 12 months prior to date of delivery to site.

2.3.1 Conductors

Provide the following:

- a. Conductor sizes and capacities shown are based on copper, unless indicated otherwise.
- b. Conductors No. 8 AWG and larger diameter: stranded.
- c. Conductors No. 10 AWG and smaller diameter: solid.
- d. Conductors for remote control, alarm, and signal circuits, classes 1, 2, and 3: stranded unless specifically indicated otherwise.
- e. All conductors: copper.

2.3.1.1 Minimum Conductor Sizes

Provide minimum conductor size in accordance with the following:

- a. Branch circuits: No. 12 AWG.
- b. Class 1 remote-control and signal circuits: No. 14 AWG.
- c. Class 2 low-energy, remote-control and signal circuits: No. 16 AWG.
- d. Class 3 low-energy, remote-control, alarm and signal circuits: No. 22 AWG.

2.3.2 Color Coding

Provide color coding for service, feeder, branch, control, and signaling circuit conductors.

2.3.2.1 Ground and Neutral Conductors

Provide color coding of ground and neutral conductors as follows:

- a. Grounding conductors: Green.
- b. Neutral conductors: White.
- c. Exception, where neutrals of more than one system are installed in same raceway or box, other neutrals color coding: white with a different colored (not green) stripe for each.

2.3.3 Insulation

Unless specified or indicated otherwise or required by NFPA 70, provide power and lighting wires rated for 600-volts, Type THWN/THHN conforming to UL 83, except that grounding wire may be type TW conforming to UL 83; remote-control and signal circuits: Type TW or TF, conforming to UL 83.

2.4 SPLICES AND TERMINATION COMPONENTS

UL 486A-486B for wire connectors and UL 510 for insulating tapes. Connectors for No. 10 AWG and smaller diameter wires: insulated, pressure-type in accordance with UL 486A-486B or UL 486C (twist-on splicing connector). Provide solderless terminal lugs on stranded conductors.

2.5 SWITCHES

2.5.1 Disconnect Switches

NEMA KS 1. Provide heavy duty-type switches where indicated, where switches are rated higher than 240 volts, and for double-throw switches. Provide horsepower rated for switches serving as the motor-disconnect means. Provide switches in NEMA 3R, enclosure as indicated per NEMA ICS 6.

2.6 LOCKOUT REQUIREMENTS

Provide disconnecting means capable of being locked out for machines and other equipment to prevent unexpected startup or release of stored energy in accordance with 29 CFR 1910.147.

PART 3 EXECUTION

3.1 INSTALLATION

3.1.1 Wiring Methods

Provide insulated conductors installed in rigid steel conduit, IMC, or rigid metallic conduit, except where specifically indicated or specified otherwise or required by NFPA 70 to be installed otherwise. Grounding conductor: separate from electrical system neutral conductor. Provide insulated green equipment grounding conductor for circuit(s) installed in conduit and raceways. Minimum conduit size: 3/4 inch in diameter for low voltage lighting and power circuits.

3.1.1.1 Pull Wire

Install pull wires in empty conduits. Pull wire: plastic having minimum 200-pound force tensile strength. Leave minimum 36 inches of slack at each end of pull wire.

3.1.2 Conduit Installation

Unless indicated otherwise, conceal conduit under floor slabs and within finished walls, ceilings, and floors. Keep conduit minimum 6 inches away from parallel runs of flues and steam or hot water pipes. Install conduit parallel with or at right angles to ceilings, walls, and structural members where located above accessible ceilings and where conduit will be visible after completion of project.

3.1.2.1 Restrictions Applicable to Flexible Conduit

Use only as specified in paragraph FLEXIBLE CONNECTIONS. Do not use when the enclosed conductors must be shielded from the effects of High-altitude Electromagnetic Pulse (HEMP).

3.1.2.2 Conduit Support

Support conduit by pipe straps, wall brackets, threaded rod conduit hangers, or ceiling trapeze. Fasten by wood screws to wood; by toggle bolts on hollow masonry units; by concrete inserts or expansion bolts on concrete or brick; and by machine screws, welded threaded studs, or spring-tension clamps on steel work. Threaded C-clamps may be used on rigid steel conduit only. Do not weld conduits or pipe straps to steel structures. Do not exceed one-fourth proof test load for load applied to fasteners. Provide vibration resistant and shock-resistant fasteners attached to concrete ceiling. Do not cut main reinforcing bars for any holes cut to depth of more than 1 1/2 inches in reinforced concrete beams or to depth of more than 3/4 inch in concrete joints. Fill unused holes. In partitions of light steel construction, use sheet metal screws. Do not share supporting means between electrical raceways and mechanical piping or ducts. For conduits greater than 2 1/2 inches inside diameter, provide supports to resist forces of 0.5 times the equipment weight in any direction and 1.5 times the equipment weight in the downward direction.

3.1.2.3 Directional Changes in Conduit Runs

Make changes in direction of runs with symmetrical bends or cast-metal fittings. Make field-made bends and offsets with hickey or conduit-bending machine. Do not install crushed or deformed conduits. Avoid trapped conduits. Prevent plaster, dirt, or trash from lodging in conduits, boxes, fittings, and equipment during construction. Free clogged conduits of obstructions.

3.1.2.4 Locknuts and Bushings

Fasten conduits to sheet metal boxes and cabinets with two locknuts where required by NFPA 70, where insulated bushings are used, and where bushings cannot be brought into firm contact with the box; otherwise, use at least minimum single locknut and bushing. Provide locknuts with sharp edges for digging into wall of metal enclosures. Install bushings on ends of conduits, and provide insulating type where required by NFPA 70.

3.1.2.5 Flexible Connections

Provide flexible steel conduit between 3 and 6 feet in length for equipment subject to vibration, noise transmission, or movement and for motors. Install flexible conduit to allow 20 percent slack. Minimum flexible steel conduit size: 3/4 inch diameter. Provide liquidtight flexible conduit in wet and damp locations for equipment subject to vibration, noise transmission, movement or motors. Provide separate ground conductor across flexible connections.

3.1.3 Mounting Heights

Mount disconnecting switches so height of operating handle at its highest position is maximum 78 inches above floor.

3.1.4 Conductor Identification

Provide conductor identification within each enclosure where tap, splice, or termination is made. For conductors No. 6 AWG and smaller diameter, provide color coding by factory-applied, color-impregnated insulation. For conductors No. 4 AWG and larger diameter, provide color coding by plastic-coated, self-sticking markers; colored nylon cable ties and plates; or heat shrink-type sleeves.

3.1.4.1 Marking Strips

Provide marking strips in accordance with the following:

- a. Provide white or other light-colored plastic marking strips, fastened by screws to each terminal block, for wire designations.
- b. Use permanent ink for the wire numbers
- c. Provide reversible marking strips to permit marking both sides, or provide two marking strips with each block.
- d. Size marking strips to accommodate the two sets of wire numbers.
- e. Assign a device designation in accordance with NEMA ICS 1 to each device to which a connection is made. Mark each device terminal to which a connection is made with a distinct terminal marking corresponding to the wire designation used on the Contractor's schematic and connection diagrams.
- f. The wire (terminal point) designations used on the Contractor's wiring diagrams and printed on terminal block marking strips may be according to the Contractor's standard practice; however, provide additional wire and cable designations for identification of remote (external) circuits for the Government's wire designations.

3.1.5 Splices

Make splices in accessible locations. Make splices in conductors No. 10 AWG and smaller diameter with insulated, pressure-type connector. Make splices in conductors No. 8 AWG and larger diameter with solderless connector, and cover with insulation material equivalent to conductor insulation.

3.1.6 Grounding and Bonding

Provide in accordance with NFPA 70. Ground exposed, non-current-carrying metallic parts of electrical equipment, metallic raceway systems, grounding conductor in metallic raceways, and neutral conductor of wiring systems.

3.1.7 Equipment Connections

Provide power wiring for the connection of motors and control equipment under this section of the specification. Except as otherwise specifically noted or specified, automatic control wiring, control devices, and protective devices within the control circuitry are not included in this section of the specifications and are provided under the section specifying the associated equipment.

3.1.8 Repair of Existing Work

Perform modification of existing electrical distribution systems as follows:

3.1.8.1 Workmanship

Lay out work in advance. Exercise care where cutting, channeling, chasing, or drilling of floors, walls, partitions, ceilings, or other surfaces is necessary for proper installation, support, or anchorage of conduit, raceways, or other electrical work. Repair damage to buildings, piping, and equipment using skilled craftsmen of trades involved.

3.1.8.2 Existing Concealed Wiring to be Removed

Disconnect existing concealed wiring to be removed from its source. Remove conductors.

3.1.8.3 Removal of Existing Electrical Distribution System

Removal of existing electrical distribution system equipment includes equipment's associated wiring, including conductors, cables, exposed conduit, surface metal raceways, boxes, and fittings, back to equipment's power source as indicated.

3.2 FIELD FABRICATED NAMEPLATE MOUNTING

Provide number, location, and letter designation of nameplates as indicated. Fasten nameplates to the device with a minimum of two sheet-metal screws or two rivets.

3.3 WARNING SIGN MOUNTING

Provide the number of signs required to be readable from each accessible side. Space the signs in accordance with NFPA 70E.

3.4 FIELD APPLIED PAINTING

Paint electrical equipment as required to match finish of adjacent surfaces or to meet the indicated or specified safety criteria. Where field painting of enclosures for panelboards, load centers or the like is specified to correct damage to the manufacturer's factory applied coatings or to meet the indicated or specified safety criteria, provide manufacturer's recommended coatings and apply in accordance to manufacturer's instructions.

3.5 FIELD QUALITY CONTROL

Furnish test equipment and personnel and submit written copies of test results. Give Contracting Officer 5 working days notice prior to each test.

3.5.1 Devices Subject to Manual Operation

Operate each device subject to manual operation at least five times, demonstrating satisfactory operation each time.

3.5.2 600-Volt Wiring Test

Test wiring rated 600 volt and less to verify that no short circuits or accidental grounds exist. Perform insulation resistance tests on wiring

No. 6 AWG and larger diameter using instrument which applies voltage of approximately 500 volts to provide direct reading of resistance. Minimum resistance: 250,000 ohms.

-- End of Section --