

Document 00 22 00 - Supplementary Instructions

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[Insert Agency or Institution Name 1]

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v: [Insert Phone] ▪ f: [and Fax]

Agency or Institution: This sample document may be edited to include instructions, which are specific to your general use of the Instructions to Bidders.

Certifications

These Supplementary Instructions amend and supplement the Instructions to Bidders and other provisions of the Contract Documents as indicated below. All provisions not amended remain in full force and effect. The terms in these Supplementary Instructions defined in the Contracting Definitions or the Instructions to Bidders shall have the meanings assigned to them in those documents.

These Supplementary Instructions are authorized for use on the Contracting Authority's Projects.

ARTICLE 7 - MISCELLANEOUS SUPPLEMENTARY INSTRUCTIONS

INSTRUCTIONS TO BIDDERS

BUILDING CONSTRUCTION STANDARDS

*Developed by The University of Toledo
To be used for the Health Science Campus Only
Facilities Maintenance Department
Updated August, 2006*

Building Construction standards and specifications were developed to:

Administer construction projects on campus at the same high quality standard that the Facilities Maintenance Department has established as their benchmark.

Standardize for minimal training requirements, reduction of parts inventories, and ease coordination and planning for construction and renovation projects.

These standards serve as guidelines to clearly establish what the owner expects in specific areas of construction. Thereby, eliminating costly and time consuming re-design during the developmental stage of the design process. The standards will avoid the use of materials or construction details which in previous UT experience have failed prematurely or have resulted in high operational costs or expensive maintenance costs. They will encourage the use of materials and construction, of moderate initial cost, which have been well tested and can be relied upon to look well, wear well and provide satisfactory service over an extended period of use.

The standards should not restrain progress and improvements to methods, selection and use of materials, and economy of construction. It is recognized that some modifications may be necessary to meet the special requirements of a specific project.

GENERAL INFORMATION

[Insert Agency or Institution Logo]

All excess salvage material will be delivered to owners storage area during the hours of 7:30 AM and 3:00 PM Monday through Friday. At least 10% of finish materials will be retained by the owner for future repairs.

All unwanted excess material will be disposed of by the contractor.

All areas having demolition work will be stripped of any unused material from floor to deck, (i.e. hanging material, wall studs, drywall, etc.)

All penetrations in fire/smoke walls will be patched by appropriate contractors, including existing penetrations.

All contractors will submit as built drawings to UT facilities when the project is completed.

Work requiring a power outage or a disruption of utilities or any operational function will have to be coordinated with UT facilities and the hospital.

Contractors are responsible for keeping the job site clean and safe at all times.

All extra materials, MSD sheets, product manuals, brochures, warranties, and instructions will be returned to Facilities Maintenance when the project is completed.

EMPLOYEE CONDUCT

All of the contractor's employees shall abide by Federal, State and Local Laws and by applicable owner policy and rules while on the premises.

No employee of the contractor shall fraternize with any occupant(s) of the building(s), or employee(s) of the owner.

All of the contractor's employees are restricted to those areas of the buildings and grounds directly related to the project.

Smoking by the contractor's employees is not permitted in any UT building.

The use of cellular telephones and 2-way radio operation is prohibited in the hospital on floors 2 through 6, in all patient care areas, and in elevators.

All contractor's employees shall wear proper attire, avoid bad language or symbols that may be offensive.

No radios/CD/tape players, etc., are permitted in areas occupied by UT personnel, patients, guests, etc.

CARPENTRY

All existing walls in surrounding area must meet smoke/fire wall specifications where penetrations and wall removals take place. (i.e. extend existing walls to deck and add dry wall to one or more surfaces.

All penetrations through walls that run floor to deck must be sealed with proper material, including existing penetrations, to maintain integrity of smoke/fire wall rating.

All penetrations through decks and floors must be sealed with proper material, including existing penetrations.

All doors, frame hinges, butts, strikes and lockset locations must match existing building standards.

Install expansion joints as per existing in the building.

All walls must be removed floor to deck, including blocking and material between pans.

Proper margin on door to frame (all surfaces) and both ends of frame must come in contact with floor or be covered by floor covering material.

All threshold and carpet bars must be aluminum.

Floor covering material should break under a door between rooms when materials change color or type.

Corner guards and wall protection devices should be re-installed unless otherwise stated on prints.

Rubber base will be wrapped on outside corner without cutting toes and inside corners will be coped or mitered, this includes walls and cabinets.

Suspended ceilings, lights, heating and air products using wires must be properly fasten to decks, beams, bar joists, or combination of all. Never anchor to conduit, water lines, steam lines, etc.

SIGNAGE

All existing URS black signage frames that are not to be re-hung, must be returned to Facilities Maintenance sign shop.

On single and/or double doors that are not equal in size (3'0" and a 4'0" door with a 1'0" leaf) there must be a 12" by 12" area; free and clear of any obstruction located on the strikeside of the door frame 4'8" to the center of this dimension from the floor on the entrance side of the door.

On double doors that are equal in size (3'0" by 3'0") the clear area will be located on the door with the knob, push plate, or panic bar and located on the entrance side of door.

PAINTING

Paint – Sherwin Williams ProMar-200 or equivalent

When finishing new drywall and patching holes a primer coat of paint must be used before using a finish.

Do not use caulk to fill holes in cracks.

Door frame paint (water born acrylic) enamel finish paint.

[Insert Agency or Institution Logo]

WALL PAPER

Before hanging wallpaper, all walls must be prepped with wall covering primer.

When hanging borders all inside corners will be cut.

All excess glue will be cleaned from face of wall covering.

All leftover material will remain with the customer, at least 10%.

The owner is to be given the suppliers name and or code number and brands of all wall covering materials, including paint.

Corner guards of clear plastic of 1 ½" by 1 ½" in size will be properly installed on all outside corners where vinyl wall covering is used unless specified different.

ELECTRICAL

All electrical work must comply with National Electrical Code and UT Building Standards.

All circuits will have a separate neutral.

All branch circuits to be in conduit no less than ¾" in diameter.

Upon completion, all electrical construction and existing conditions within the construction area will comply with current National Electrical Code.

Wire colors up to 10 gauge in size 277-480 volt will be in brown, orange and yellow with a gray neutral.

120-208 volt will be in black, red, and blue with white neutral.

Wire sizes above #10 gauge will be phase taped with proper colors as specified above at all splices and terminations.

All cover plates will be stainless steel satin finish except otherwise specified.

No home run pipes shall be less than ¾" in diameter.

All exposed, unused or not serviceable wire and conduit shall be removed back to the point of service tie in and plugged or capped as required.

Provide for the continuity of existing circuits which may pass through this area and are disturbed by the demolition.

There shall be no exposed conduit or wiring, all conduit and wiring shall be concealed within walls, cabinets, etc., unless otherwise noted.

Mounting height of switches and outlets shall match existing where applicable, if not found, switches shall be 48" and outlets shall be 16" to bottom of box from finished floor.

All Distribution panels in lab and classroom areas shall be equipped with surge protectors, especially if GFCI breakers are installed in panel.

All emergency receptacles will be red and will be identified by circuit and panel.

All outlets used in the hospital building will be hospital grade regardless of room use.

All replaced or new light fixtures to use electronic ballast, with reduced harmonics, T-8 bulbs, 3500K.

Motion or occupancy sensors are to be used for lighting switches whenever feasible.

PLUMBING

All plumbing to be installed within compliance of Ohio Plumbing Code and UT Building Standards.

All fixtures to match existing within the adjacent area.

All domestic water lines to be of type (L) copper unless otherwise specified.

Steam lines and condensate lines are to be (SCH) seamless black iron.

All isolation valves are to be ball valves up to 2", above 2" will be specified.

All tubular trim is to be 17-gauge brass, chrome finish.

All drainage waste vent pipe is to be cast iron, No-Hub type.

No valves will be installed in a wall without an access door, this installation should meet fire rating of wall.

FIRESTOP DETAIL

See drawing placed after SC-28 showing "Conduit/Cable Penetrations through Rated Assemblies".

The Contractor shall verify with the Architect and/or Engineer the fire rating requirements on any wall or floor to be breached by a conduit, cable, raceway, pipe, ductwork, or other penetration.

The Contractor shall notify the Architect, Engineer and owner in writing of all existing non-compliant conditions related to penetrations of walls or floors. At which time a permit (hangtag) will be issued. This permit will hang from the ceiling grid or other object at the point or break and remain until the penetration has been repaired and checked by the owner.

The presence of existing non-compliant conditions will not exempt the Contractor from meeting the installation fire rating requirements.

Fire stop systems shall match existing and have been tested by UL as published in the UL Fire Resistance Directory.

The Contractor shall submit cut sheets on all fire stopping systems to Architect or Engineer for approval and acceptance.

The contractor's project retainage will be processed upon final inspection of all contracted work including compliance with "Firestop" penetrations.

MED GAS

Med Gas lines are to be of washed (K) copper.

All Med Gas lines are to be certified by an appropriate testing firm at time of installation.

Follow UT Policy - Pg.- 14

CODE CHANGES

1. All inspection and enforcement of the Medical Gas Code will be done by the State of Ohio.
2. Medical gas systems must now meet NFPA OOC 2002 Edition standards.
3. Anyone doing installation, modification, maintenance, inspection, or verification of medical gas systems must be qualified under American Society of Sanitary Engineers (ASSE) Series 6000 Revised: January 19, 2004.
4. Installers are specifically covered by Series 6000, Standard #6010. To be certified, mechanics must attend 32 hours of classes and pass a written exam. In addition, a four (4) hour brazing test must be passed.
5. Purge sensors are now required prior to brazing. Alarms are required on inert gas purge tanks to alert the installer he will soon be out of gas. These precautions will keep the system contaminate free.

INSPECTION PROCESS

1. The installer must submit two sets of engineer stamped drawings to the state for inspection and approval. This takes 30 days.
2. The state inspector will check the following items of the installation after “rough-in” is complete.
 - a. Use of purge sensors
 - b. Use of purge tank alarms
 - c. Brazing and medical gas certifications of the installer
 - d. System labeling
 - e. No dissimilar metal contact
 - f. Branches are installed correctly (45 ° to vertical)
3. Upon approval, the lines can be covered.
4. A second inspection after completion includes:
 - a. Pressure test for leaks
 - b. “White Rag Test” for line cleanliness
 - c. Cross connections check
5. After the system passes the second inspection, the installer must have the system certified by an independent medical gas certifier.
6. After independent certification, the state conducts a third inspection to review certifier’s findings.
7. The state inspector has 48 hours to respond to a request for inspection, then inspection must occur within 4 days. Therefore, scheduling and coordination with other construction team members is more critical than ever to minimize the impact on the project, particularly on renovation projects.

AIR QUALITY

All work is to be done to the latest (ASHRE) and (SMACUA) recommendations and UT Building Standards.

All areas renovated that have fan coil units:

- Fan coils are to be dismantled when painted.
- Fan coils are to be vacuumed out and filters changed.
- Fan motor oiled if applicable.

Flex duct should not be more than six foot in length.

Flex duct should be strapped and screwed then taped on insulation.

All areas renovated will be balanced when complete.

If existing air diffuser, register or grill is to be re-used they will be cleaned and painted to the color specified for that job.

If the area being renovated has pneumatic controls on the heating system for that area, they will be replaced with new pneumatic controls of the same type.

All drain valves for the heating system shall have a 3/4" (FGH) adaptor and cap installed on it.

UT LOCKSET STANDARDS

Mortise Locks

Corbin Russwin 2000 Series: Hospital, Dowling Hall, Mulford Library
Schlage L-Series: Various Locations
Sargent 8200 Series: Kobacker

Cylindrical Locks

Schlage D-Series

Finishes

626-US26D: All Buildings **EXCEPT** Mulford Library, Dowling Hall Heatherdowns

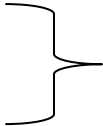
612-US10 – Heatherdowns
613-US10B – Dowling Hall
625-US26 – Mulford Library

Cores

All hardware must be compatible with Best/Schlage 7 – pin I/C core. All newly installed locksets should be ADA compliant lever handle.

Panic (Exit Hardware)

Von Duprin
55 Series
88 Series
98/99 Series



As Applicable

Closers

LCN

GROUNDS

Turf Renovation: This work shall be performed in accordance with the most current Industry standards:

Seed - "Western Home mix"; 30% Falcon Tall Fescue, 30% Titon Tall Fescue, 30% Finelawn Tall Fescue, 10% Kent Blue Grass or the most current varieties available (Certified seed). If not using Western Home mix, request copy of blend to be forwarded to Grounds Department.

Rate overseed 5-6 lbs/m; base 10 lbs/m

Fertilizer, "starter" fertilizer at manufacturers recommended rate.

Flowerbeds/planterplace Bio barrier II, Mfr turf grass, Inc., covered with 2" hardwood mulch.

Outside Signage - Main campus UT Blue to match color PMS 539; Polyurethane Tech Park - UT black.

Walks to have brick paving edging to match existing UT walks (color, pattern, etc.)

Paving Brick: Solid (uncored) brick of sizes indicated, complying with ASTM C216, Type FBS, Grade SW.

Color & Texture: Brick shall be terra cotta brick by Holland Stone to match existing brick paving on existing walk between Hospital cafeteria and Health Education facility.

DIG PERMIT / EXCAVATION

GENERAL PROCEDURES

Contractor is to call 419-383-3488

If there is to be excavation on the job the contractor needs to contact facilities maintenance at 419-383-3488. Contractors must give (5) five days prior notice to excavation or prior to any activity which may damage underground facilities.

Contractor's copy must be displayed at work site.

Excavation includes but not limited to:

- Grading
- Dredging
- Scraping
- Blasting
- Driving Survey Pins
- Trenching
- Drilling
- Moving
- Installing Sign Poles
- Boring Holes for Percolation Tests
- Digging
- Auguring
- Wrecking
- Setting Poles/Pipes
- Cable, Pipe Plowing or Driving
- Ditching
- Tunneling
- Razing

FACILITIES MAINTENANCE – DIG PERMIT

CALL 419-383-3488

7.1 DIG PERMIT						
DIG LOCATION:			NAME OF CONTRACTOR OR COMPANY:			
			SIGNATURE OF CONTRACTOR'S REP:			
			ARTICLE 8 - X			
DATE:						
UTT PROJECT MANAGER:						
PROJECT NAME OR W.O.#						
THIS FORM MUST BE COMPLETED 5 WORKING DAYS PRIOR TO DIGGING CONTRACTORS COPY MUST BE DISPLAYED AT THE WORK SITE						
UTILITY	IN THE AREA?		NEED MARKED?		DATE MARKED	UT REPRESENTATIVES SIGNATURE
	YES	NO	YES	NO		
*PHONE						
*DATA						
*STORM SEWER						
*SANITARY SEWER						
*ELECTRICAL						
*GAS						
*WATER						
*CABLEVISION						
*OTHER						
BRIEF DESCRIPTION OF WORK TO BE DONE:						

Copy 1 – Job file with UTT Project Manager
 Copy 2 – Contractor's Copy

FAS 4-05 REV-1

LANDSCAPE MATERIAL

Provide Grounds Department with plant listing and location and any specific “Care Instructions”.

PAVEMENT MANAGEMENT

Edge any overhanging grass from edges and cracks.

Power clean lot with compressed air and a power broom of all dirt and debris.

Prime oil and gas stained areas in need of treatment.

Fill major surface cracks ¼” or larger with hot rubber crack sealant.

Surface patch designated low area and grade separations, also saw cut and remove asphalt compact base patch to grade with #404 asphalt, ac-20 saw cuts.

Seal parking area with two (2) uniform coats of federal spec black top sealer mixed with 3 lbs of silica sand per gallon per application.

Re-stripe in present pattern and colors:

Note:

Handicap Stalls:	Yellow
Stalls:	White
“STOP” and stop bars:	Yellow

CONCRETE WALK SURFACES

Concrete Materials:

PORTLAND CEMENT: ASTM C 150, TYPE I, Type III, unless otherwise acceptable to Owner’s Representative.

Course and fine aggregate shall meet the requirements of the 1995 Edition of Ohio Department of Transportation (ODOT) 703.02, for highway superstructures, and ODOT 511.02, or as otherwise specified.

Coarse and fine aggregates shall also meet the requirements of ACI 301, Section 204, which shall govern the requirements of concrete aggregates unless otherwise specified.

Aggregates for concrete shall be provided, mixed and placed in strict accordance with the requirements for type, finish and location as set forth herein, as specified in applicable articles of ACI 301, and the aggregates as designated hereinafter for the specific concrete finish required.

Concrete walk surfaces shall match existing walk on-site between Hospital cafeteria and Health Education facility in color and texture finish. Existing walk has been tinted. The following concrete mix design is on file as being previously approved by the Owner:

[Insert Agency or Institution Logo]

Lafarge Type I Cement (ASTM c-150)	611 lbs.
A.B. McLean Natural Sand (ASTM C-33) (M C-33)	1,410 lbs. (SSD)
Lime City #57 Limestone (ASTM C-33)	1,550 lbs. (SSD)
Water	285 lbs.
Master Bldrs. 220 N. Water Reducer (ASTM C-494)	2 oz./cwt. cmt.
Master Bldrs. Micro Air (ASTM C-260)	1 oz./cwt. cmt.
Slump	3 inches +/-
Frank Davis #5447 Buff Color -	½ lb. per stack of cement

Contractor shall provide sample pour and get final approval from Owner's Representative before commencing with actual work.

CLOSE OUT DOCUMENTS

Each Prime Contractor is responsible for providing the following submittals at the completion of the project. A retainage of 8% will be held if all applicable items are not submitted. All items must be submitted as a complete package to the architect or owner when no architect was used within 30 days from the end date. A closeout meeting will be held to review these items.

Two (2) hard copies of all operating and maintenance manuals and one (1) copy on disk.

As-built drawings - both on disk (1 copy, Autocad 2000) and (2 sets) hard copies

Two (2) copies of waiver of liens for sub-contracts and materials on job

Two (2) copies of Owner guarantees and warranties, calibration data, equipment certifications, commissioning data, etc.

Two (2) copies of a letter stating that all punch list items are complete

Two (2) copies of a letter stating that all work is free from defect in workmanship, materials and equipment for a period of one year after Owner's acceptance.

Two (2) copies of a letter stating that all keys, and ID badges, and parking permits were turned in to Key Control, Construction Management, and Campus Police, respectively.

Two (2) copies of a letter documenting the time, and personnel present at training sessions. Installing Contractor responsible for the coordination of all sessions.

Two (2) copies of a letter with the signature and date of employee who received the following amounts of materials left over from job site.

Vinyl Wall Covering:	10 yds.
Paint:	1 gallon
Borders:	1 roll
Flooring:	10 sq. yds.
ACT:	20 Tile
Epoxy Flooring:	1 gallon unmixed
Others:	To be determined by project manager

INFECTION CONTROL RISK ASSESSMENT (ICRA) PROCESS

To reduce the risk of infection related to demolition, construction and renovation activities to patients, staff and visitors within the hospital and clinical areas

ARTICLE 9 - GENERAL POLICY AND PROCEDURES

1. Definitions of Construction Activity Types
2. Definitions of Infection Control Risk Groups
3. Construction Activity and Infection Control Matrix
4. Performance requirements
5. Quality control and Authority for Action
6. Infection control permit
7. Products and Materials
8. Barriers
9. Infection Control Procedures
 - 9.1 General
 - 9.2 Implementation
 - 9.3 Responsibilities: General and by Activity Class
 - 9.4 Environmental Monitoring
 - 9.5 Enforcement

SUPPORT AREA RESPONSIBILITIES - See Related Policies

1. Summary of work: contractor use of premises, Hospital occupancy
2. Construction Facilities and Temporary controls; Construction cleaning
3. Minor Demolition for Remodeling
4. CONSTRUCTION AND RENOVATION POLICY AND PROCEDURES

1. DEFINITIONS of CONSTRUCTION ACTIVITY TYPES

- A. The construction activity types are defined by the amount of dust, which is generated, the duration of the activity, and the amount of shared HVAC systems. Contact the Safety Department, Facility Maintenance Department, and Infection Control Department if any activity is questionable under these guidelines.

[Insert Agency or Institution Logo]

- B. Type A: Inspections and Non-Invasive Activities. Includes, but is not limited to, removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet, painting (but not sanding) wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.
- C. Type B: Small scale, short duration. Activities, which create minimal dust. Includes, but is not limited to, installation of telephone and computer cabling, minor ductwork or electrical work above ceilings, access to chase spaces, cutting of walls or ceiling where dust migration can be controlled.
- D. Type C: Any work, which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies. Includes, but is not limited to, sanding of wall for painting or wall covering, removal of floor covering, ceiling tiles and casework, new wall construction, , major ductwork or electrical work above ceilings, major cabling activities, and any activity which cannot be completed within a single work shift.
- E. Type D: Major demolition and construction projects. Includes, but is not limited to, activities which require consecutive work shifts, require heavy demolition or removal of a complete ceiling system, and new construction.

2. DEFINITIONS of INFECTION CONTROL RISK GROUPS

ROUP 1 LOWEST	GROUP 2 MEDIUM	GROUP 3 MEDIUM HIGH	GROUP 4 HIGHEST
1.) Office areas 2.) Floor B2	1.) At patient care units (example: Cardiac Rehab, PVI, Neurophysiology)	1) Emergency Room 2) Radiology/MRI 3) Post-anesthesia Care units 4) Laboratories 5) Echocardiography 6) Cafeteria 7) PT 8) All other Intensive Care Units 9) Nuclear Medicine 10) Admission/Discharge area	1) Clinic (Transplant) 2) Operating Rooms; Sterile Processing 3) Cardiovascular Recovery Room 4) Cardiac Catheterization & Angiography Areas 5) Dialysis and Transplant Units 6) Outpatient areas 7) Oncology nursing unit 8) Transplant nursing unit 9) Pharmacy Admixture 10) Cardiology nursing unit 11) Anesthesia areas 12) All endoscopy areas

3. CONSTRUCTION ACTIVITY/ INFECTION CONTROL MATRIX

A. Determine the level of Infection control classification necessary for the work by matching the construction activity with the designated risk group in the Matrix below. Provide the associated infection control procedures.

CONSTRUCTION ACTIVITY→	TYPE “A”	TYPE “B”	TYPE “C”	TYPE “D”
RISK LEVEL ↓				
9.1 Group 1	I	II	II	III/IV
Group 2	I	II	III	IV
Group 3	9.2 I	III	III/IV	IV
Group 4	III	III/IV	III/IV	IV

4. PERFORMANCE REQUIREMENTS

A. Infection control is critical in all areas of all facilities. Construction activities causing disturbance of existing dust, or creating new dust, must be conducted in tight enclosures cutting off any flow of particles into patient areas.

B. Medical University requires any subcontractor, sub-subcontractors, material suppliers, vendors, employees, or agents to be bound by these same requirements. Before any construction on site begins, the Contractor’s on-site management teams shall attend a mandatory meeting held by UT’s Facilities Maintenance Department, Infection Control Dept., and Safety & Health Dept. The meeting will cover instructions and precautions that must be followed.

C. HEPA equipped air filtration machines shall provide airflow into construction area not less than 100 FPM at barricade entrances with doors fully open. HEPA equipped air filtration machines shall be connected to normal power, ducted into the return air duct, and shall run continuously.

D. UT’s Safety or Infection Control Departments may modify performance requirements for certain activities. Any modifications made by UT’s personnel do not relieve the Contractor of compliance with proper Infection control procedures.

5. QUALITY CONTROL

A. The UT Infection Control Department will monitor biological counts in vicinity of construction work on an as needed basis. Whenever safe levels are exceeded, which would be assessed by an increase in infection with sentinel organisms, contractor will be notified to correct conditions immediately.

All work shall be stopped on the project whenever a hazardous infection control deficiency exists.
Contractor shall take immediate action to correct all deficiencies.

Failure of Contractor to correct such deficiencies will result in corrective action taken by UT and negotiating costs related to the job.

6. INFECTION CONTROL PERMIT

- A. An Infection Control Permit is required for Class III or higher procedures and any activity in a Group 4 Infection Control Group. Refer to shaded area on Construction Activity/Infection Control Matrix
- B. When required, obtain Infection Control Permit from Infection Control or Safety Department before beginning any demolition or construction work.
- C. Permit to be displayed at entrance to work area during entire construction period.
- D. Return permit at completion of work.

7. PRODUCTS and MATERIALS

- A. Sheet Plastic: Fire retardant polystyrene, 6-mil thickness.
- B. Barrier Doors: Solid core wood in metal frame, painted.
- C. HEPA-Equipped Air filtration Machines: Forced Air 2000 HEPA equipped air filtration units as manufactured by Advanced Containment systems Inc. Houston, TX 77075. Provide HEPA filter, primary and secondary filters.
- D. Exhaust Duct: Heavy duty, flexible steel reinforced; Ventilation Blower Hose, WPG as manufactured by Federal Hose Mtg. Co Painsville OH 44077 or equal.
- E. Adhesive Walk-Off Mats: Provide minimum size mats of 24 inches x 36 inches as manufactured by 3M, St. Paul, MN 55144 or equal.
- F. Disinfectant: UT approved disinfectant or equal.

8. BARRIERS

- A. Closed door with masking tape applied over the frame and door is acceptable for projects which can be contained
- B. Construction, demolition or reconstruction not capable of containment within a single room must have the following barriers erected.
 - 1. Airtight plastic barrier that extends from floor to ceiling. Seams must be sealed with duct tape to prevent dust and debris from escaping.
 - 2. Drywall barriers erected with joints covered or sealed to prevent dust and debris from escaping.
 - 3. Seal all penetrations in existing barrier airtight.
 - 4. Barriers at penetration of ceiling envelopes, chases and ceiling spaces to stop movement of air and debris.
 - 5. Anteroom or double entrance openings that allow workers to remove protective clothing or vacuum off existing clothing.
 - 6. At elevator shafts or stairways within the field of construction.
 - 7. Overlapping flap minimum 2 feet wide at polyethylene enclosures for personnel access.

9. INFECTION CONTROL PROCEDURES

9.1 GENERAL

- A. Maintain manpower and equipment including dust mops, wet mops, brooms, buckets and clean wiping rags for cleaning fine dust from floors adjacent to occupied areas.
- B. Maintain construction barriers, including spaces above ceilings that may connect to other critical areas, with full height polyethylene sheet barrier, tightly taped.
- C. Cleanup dust tracked outside of construction area immediately.

9.2 IMPLEMENTATION

- A. Temporary construction barriers and closures above ceilings shall be dust tight.
- B. Removal of debris shall be in tightly covered containers.
- C. Adhesive mats or carpets at barricade entrances and in the anteroom shall be kept clean and changed daily, or as necessary, to prevent accumulation of dust.

- D. Any dust tracked outside of barrier shall be removed immediately. Cleaning outside barrier to be by HEPA filtered vacuum or damp mop.
- E. Any ceiling access panels opened for investigation beyond sealed areas shall be replaced immediately when unattended.
- F. Block off all existing, supply air ventilation ducts within the construction area. Method of capping ducts shall be dust tight and withstand airflow.
- G. When openings are made into existing ceilings for demolition or installation, use or provide polystyrene enclosure around ladder sealing off opening, fitted tight to ceiling and floor. Provide thorough cleaning of existing surfaces that become exposed to dust.
- H. Removal of construction barriers and ceiling protection shall be done carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.
- I. When access panels are opened in occupied areas for work above ceilings. Use control Cube or polyethylene enclosure around ladder sealing off opening, fitted tight to ceiling and floor.
- J. All vacuuming outside areas not under negative pressure to be with a certified HEPA filtered vacuum.
- K. Construct anteroom to maintain negative airflow from clean area through anteroom and into work area.

9.3 RESPONSIBILITIES: GENERAL and by ACTIVITY CLASS

- A. The Contractor is responsible for obtaining the Infection Control Permit from the UTs Safety Department prior to commencing construction.
- B. The UTs Safety Department, Facilities Department and Infection Control Departments will evaluate every work order. They reserve the right to add requirements to a project on an individual basis.
- C. The UTs Safety Department and Infection Control Department will make periodic visits to work site to ensure compliance of policy.
- D. Class I
 - 1. Execute work by methods to minimize raising dust from construction operations.
 - 2. Immediately replace any ceiling tile displaced for visual inspection.
 - 3. Refer to Procedures on Minor Disruption for Remodeling and Procedures for Construction Facilities and Temporary Controls.
 - 4. Cleanup and disposal in accordance with defined Procedures on Cleanup and Disposal.
- E. Class II.
 - 1. Provide active means to prevent air-borne dust from dispersing into atmosphere.
 - 2. Water mist work surfaces to control dust while cutting cement and other dust generating materials
 - 3. Seal unused doors with masking tape.
 - 4. Block off and seal air vents.
 - 5. Wipe work surfaces with disinfectant.
- F. Class III
 - 1. Obtain Infection Control Permit from UTs Safety Department before construction begins.
 - 2. Isolate HVAC system in area where work is being done to prevent contamination of duct system.
 - 3. Complete all critical barriers before construction begins or implement control cube method.
 - 4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.
 - 5. Contain construction waste before transport in tightly covered containers
 - 6. Cover transport receptacles or carts;. Tape covers on demolition material.
 - 7. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work areas.
 - 8. Place dust mat at entrance and exit of work area.
 - 9. Remove isolation of HVAC system in areas where work is being performed.
- G. Class IV.
 - 1. Obtain Infection Control Permit from the UT Safety Department before construction begins.
 - 2. Isolate HVAC system in area where work is being done to prevent contamination of duct system
 - 3. Complete all critical barriers or implement control cube method before construction begins.
 - 4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.
 - 5. All penetrations, holes, pipes, conduits, and punctures will be fire stopped.
 - 6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using an HEPA vacuum cleaner before leaving work Site or they can wear cloth or paper coveralls that are removed each time they leave the work site.
 - 7. All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exits the work area.

8. Provide adhesive walk-off mats a entrance to work area within the anteroom. Replace used mats with new mats in accordance with manufacturers recommendations.
9. Do not remove barriers from work area until completed project is cleaned and inspected by the either UT Safety department or Infection Control Department UT Environmental Services Department. deep/detail clean construction/renovation areas prior to occupancy.
10. Vacuum work area with HEPA filtered vacuums.
11. Wet mop area with disinfectant.
12. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
13. Contain construction waste before transport in tightly covered containers.
14. Cover transport receptacle or carts. Tape covering.
15. Remove isolation of HVAC system in areas where work is being performed.

9.4 ENVIRONMENTAL MONITORING

- A. Contractor is responsible for maintaining equipment and replacement of HEPA and other filters in accordance with manufacturer's recommendations.
- B. The UT Safety department and Infection Control Department will perform Field inspection and testing.
- C. UT Safety Department will confirm specified air velocity whenever barricades are erected or modified.
- D. UT personnel will monitor air quality throughout project as needed.

9.5 ENFORCEMENT

- A. For breach of this infection control policy, UT will stop the work of the Project and the Contractor shall pay for all associated costs incurred by the SLEH as well as for correction for the work.
- B. The UT's Safety Department, Architecture & Construction Department and Infection Control Department will record the following:
 1. Document each violation with photographs
 2. Extract Contractor or Department information from the work log.
 3. Maintain a record of all infection control violations.
- C. Violations of infection control policies may affect status as a responsible Contractor for bidding future work.

PARKING INSTRUCTIONS

The following are sections taken from the UT Board of Trustees approved Parking and Traffic Regulations, all of which would apply to contractors, subcontractors, and their employees.

1. All roadways on the campus are hereby declared to be school zones as the same are designated in Chapter 4511 of the Ohio Revised Code, and the speed limit thereon shall be 15 miles per hour or as posted. (4.2)
2. Operators of motor vehicles shall yield the right of way to pedestrians in marked crosswalks. (4.3)
3. If a contractor must park (for loading/unloading purposes) in a restricted area, they shall call the Campus Police dispatcher at extension 3770 and obtain permission to park there temporarily. Four way flashers must be used. (5.7)
4. Disabled or malfunctioning vehicles which are illegally parked or which may be left unattended overnight on campus should be reported to Campus Police. Vehicles left in excess of two days without permission will be towed at the Owner's expense. (5.8)
5. Contractors, including their employees, shall register all vehicles that may be parked on construction sites. (6.1)
6. No person shall produce, deface or use a parking permit or sticker in violation of these regulations. No person shall use a permit or sticker after it has been revoked. (7.2)

7. No contractor shall operate or park a motor vehicle on the UT campus unless he has registered it and obtained a permit for it as required by these rules. (7.3)
8. No contractor shall park in the visitor spaces for any reason. (7.6)
9. The Director of Campus Police may make reasonable presumptions in the establishment of responsibility for violation. (8.1)
10. Drivers, owners and registrants not complying with these rules are subject to citations and the assessment of the appropriate penalty. Citations shall notify violators of their right to appeal under these rules and of the consequences for failure to appeal. Citations may be paid in person or by mail (do not send cash through the mail) at the cashier's office between 8:30 a.m. and 5:00 p.m. Monday through Friday. (9.3)
11. If a person who receives a citation fails to appeal it within the time limits herein prescribed, he will be deemed to admit the violation and consent to the assessment of the prescribed penalty. It is the violator's responsibility to make sure the appeal is received. If an answer to the appeal is not received within 14 days, the violator shall contact the Campus Police Office. (10.2)

You are to park only in the back of Parking Lot #4 unless given prior permission to park in other locations.

Any damage done by contractors in the fulfillment of their duties, whether that damage is to roadways, grounds or surrounding buildings, will be the sole responsibility of the contractor.

If you received a ticket from the Campus Police Department, you have the right to appeal the ticket at the Campus Police Department offices within five (5) working days of the date of the ticket.

It is the responsibility of the contractor to ascertain this information, and to pass it on to employees, who will be working, for however short a time, on the campus of the University of Toledo. If there are any questions please call UT Campus Police at 383-3770.

Union and non-union contractors are required to enter campus through the designated construction gates. Gate A is designated for union contractors and Gate B, non-union. The following page depicts the gates on the campus map. All contractors are required to enter through the appropriate gate.

[Insert Agency or Institution Logo]

PLACE THIS PASS ON DASH OF VEHICLE, DRIVER'S SIDE

Bid Opening Construction Parking Date: / / , p.m.

Project Name:

Project Number: FY08-

Location: Building:

Room:

Company Name: _____

(Cute along dotted line)

PLACE THIS PASS ON DASH OF VEHICLE, DRIVER'S SIDE

Pre-Bid Construction Parking Date: / / , a.m.

Project Name:

Project Number: FY08-

Location: Building:

Room:

Company Name: _____

END OF DOCUMENT