

FACILITIES STANDARD

NAME: Special Conditions
NUMBER: 00821

ORIGINAL DATE: 01-16-97
REVISION DATE: 06-03-02

PURPOSE:

1. The general purpose of each Facilities Standard is to provide minimal criteria for construction materials at University facilities regarding code compliance, warranty, approved products, execution and uniformity.
2. To protect the health and safety of patients, visitors, students, faculty and staff, in addition to protecting non-project UAB property, all construction must be in accordance with: NFPA 241 safeguarding construction, alteration and demolition operations; Standard Building Code, Chapter 33, regarding site work, demolition and construction; NFPA 101 Life Safety Code.
3. Construction safety is the responsibility of the contractor in accordance with the regulations and codes of the agency having jurisdiction, and according to the guidelines adapted by OSHA.
4. The **Special Conditions Facilities Standard** establishes a series of guidelines for specifying this particular item on any construction project at the University. ***This Facilities Standard is not to be regarded as a specification.***

GENERAL

1. Special Conditions of the Contract is intended to provide specific information relative to the scope of the work associated with the project. The consulting Architect/Engineer shall prepare special conditions requirements as they pertain to each individual project.
The following are guidelines of information which should appear in this section of the Contract Specifications.
2. Commencement and Completion of Work/Liquidated Damages:
 - A. This section should provide information regarding the construction time or the anticipated construction time associated with this project. The construction time should be indicated in calendar days and should reference the official date of the Notice to Proceed.
 - B. Liquidated damages should be indicated in this section if the cost for liquidated damages is different from the amount stipulated in the General Conditions of the Contract.

3. Sanitary Conditions:

- A. This section should provide information regarding whether or not the Contractor will be allowed access to restroom facilities within a building during construction, or if they are required to make provisions for their own toilet facilities. This section should also identify where the toilet facilities are located, if the Owner allows them to use facilities within the University. There should also be a stipulation instructing the Contractor to be responsible for maintaining the cleanliness of any University provided toilet facilities. **The designated restroom facilities and route must be clearly defined at the pre-construction conference.**

4. Storage and Parking:

- A. This section should inform the Contractor that neither parking nor a storage site for materials will be provided by the Owner. The Contractor should be instructed to make provisions for employees' parking as well as for sub-contractor employees' parking. Material deliveries shall be made to the site on a daily basis at times as approved by the Owner.

5. Work Hours:

- A. This section should stipulate the working hours in which the Contractor will be allowed to work on this project. Any special or unique work hours, such as off hour times, weekend work only, or any other special arrangements pertaining to the work hours must be stipulated in this section. This section must also stipulate that the bidders should include in their proposal any cost associated with overtime work resulting from shutdowns, limitations of work hours, or other requirements of the Contract Documents. Finally, this section should also state that no claim for additional cost to the Owner or extension of time for construction will be considered for requirements included in the contract documents.

6. Use of Premises:

- A. This section shall inform the Contractor that the space will continue to be occupied by the University throughout the progress of the work in this contract if that is, in fact, the case. It should also state that the Contractor shall schedule work so as to cause as little inconvenience as reasonably possible to such occupancy and use, and no obstructions of any kind shall be permitted except when intended by workmen to whose use it is immediately necessary. This section should also state that for renovation projects floors and walks shall be kept free of debris, tools, etc., so as to leave a minimum of 44-inch clear passage at all times.

- B. The Contractor should be informed that no **combustible** materials received prior to time of installation shall be stored on the premises. Contractor will need to make necessary arrangements for warehouse space for storage of materials until such time that materials are scheduled for immediate installation.
 - C. Delivery of materials to the job site shall be coordinated with the Owner.
 - D. The Contractor should be informed that during the execution of this contract clear passage must be maintained as described along corridors and walks and that the Owner will endeavor to keep personnel and visitors from the work area, but it is the Contractor's responsibility to enforce all safety precautions.
 - E. This section should inform the Contractor about the use of elevators for moving of equipment, materials, and employees. The Architect/Engineer will need to coordinate the use of elevators if it is allowed and provide information concerning the designation of the elevator that can be used for delivery of materials, equipment or tools, as well as the time in which materials, equipment or tools can be delivered to the job site.
7. Inspections:
- A. This section should provide information relative to the fact that a representative from the UAB Department of Occupational Health & Safety will regularly inspect the construction project for unsafe conditions, practices or actions that may pose any immediate or potential hazard. This section should also state that any observed hazards will be reported to UAB Department of Project Management Services or UAB Design Build Services and that they will instruct the Architects and the Contractors about the hazard.
 - 1. During the construction site inspection the Construction Safety Officer will determine, using the Interim Life Safety Measures Matrix, if additional fire drills are required. This will be indicated in the inspection report and forwarded to the Hospital Safety Officer who will conduct the necessary drills.
 - 2. In the same manner, the Construction Safety Officer will determine, using the Interim Life Safety Measures Matrix, if additional organizational training is required. Again, Hospital Safety will take appropriate action to inform areas of Life Safety Code deficiencies, construction hazards, and any Interim Life Safety Measures necessary.
- 3. Add infection control Matrix, Epidemiology.**

8. Safety Review Meeting:

- A. This section will inform the Contractor that a representative from the Department of Occupational Health and Safety will meet with the Contractor and the Contractor's designated Safety Officer to review the construction safety guidelines and to review the Contractor's methods of safety instructions to his employees. A review of the Interim Life Safety Measures Inspection Matrix will occur during this meeting (attached sample matrix must be included in the Contract Documents). This meeting will occur prior to the issuance of the Notice to Proceed.

9. Permits:

- A. The Contractor shall be instructed that all construction work at the University shall be required to obtain required permits or variances in accordance with the City of Birmingham Technical Code Section 103 in the Standard Building Code 104.1. The Standard Building Code Section 105.5 requires that all permits (Building, Fire Wall Penetration, **cutting, welding compliance standard** and Interim Life Safety) shall be conspicuously posted during all phases of construction and shall not be removed until Certificate of Occupancy has been issued by the Building Inspector and, in addition, the Certificate of Substantial Completion has been signed by the Owner.

10. Work Stoppage:

- A. This section should inform the Contractor that if an observed hazard is judged to present imminent danger to UAB property, staff, faculty, students, patients or visitors, UAB Assistant Vice President of Occupational Health and Safety or his designees shall have the authority to issue an immediate Cease Work Order to the Contractor's superintendent. This Cease Work Order shall cite the violation. The UAB Project Manager will notify the Architect and the Contractor of the nature of the violation and the Cease Work Order. The Project Manager will direct that all work cease in the affected area until the violation is corrected at the expense of the Contractor and reviewed by the UAB Occupational Health and Safety representative, the Project Manager, and the Architect. This section should also state that any delays to the project due to the cited violations will not be considered as just cause for time extension to the contract. (If a Cease Work Order is issued on a Design Build Services Project Site, the order will be given to the supervisor who in turn will be responsible for the correction of the hazard).

11. Blasting Operations:

- A. If applicable, this section should indicate that a written notification and description of blasting operations must be received in the Office of Occupational Health and Safety at least seven (7) days prior to the actual operation. The request for Blasting Operations must be submitted to the Project Manager with the Department of Occupational Health and Safety. Any exceptions to this notification will be considered on a case-by-case basis. The Contractor must provide information on this request concerning the place, the time, the duration, the purpose, type and amount of explosives, and a contact person and phone number.

12. Welding, Cutting or Other Hot Work By Contractors:

- A. If applicable, this section should state that **the cutting and welding compliance standard** is issued through the Department of **Occupational Health & Safety** and are required for all types of burning, **cutting** or welding operations. **All contractors are to read and comply with the requirements of this standard before work can commence.**
- B. This section must state that the Contractor is required to have appropriate numbers of 10-pound ABC Type Extinguishers, with proof of inspection, in the immediate area when performing the hot work. For roofing operations in accordance with NFPA 241, 7-1.4.1-7-1.4.3 which states that at least one portable Fire Extinguisher with a rating of not less than 20-B must be located within 30 feet of horizontal travel distance of every roofing cradle. This section must also state that there shall be at least one multi-purpose ABC portable fire extinguisher within 50 feet of the horizontal travel distance from this area, and that there be at least one multi-purpose fire extinguisher within 20 horizontal feet travel distance of the torch applied roofing equipment. Under no conditions shall flammable liquids be stored on the roof.
- C. Prior to any burning operations, a written request must be submitted (seven (7) days prior to the desired operation) to the UAB Department of Project Management Services or Design Build Services. Should any utilities need to be shut down during this operation a fourteen (14) day prior notification must be submitted (24 hours for the fire alarm system). Once the request has been submitted, then either the Department of Project Management Services or the Department of Design Build Services will submit the request to UAB Maintenance to disconnect the service. UAB Maintenance shall notify Birmingham Fire and Rescue Service when the system has been taken "off line" if it is for more than a normal shift or if the fire suppression system is

taken out of service. Fire alarm appliances and fire protection systems shall be protected from inadvertent activation and shall remain in service during all construction phases. UAB Maintenance shall be notified to reconnect the service at the end of every shift and during rest breaks and lunch breaks. (This requirement may be waived if the Contractor maintains spotters during break times). The Contractor shall at no time disrupt or reconnect any services.

- D. This section should inform the Contractor that fire resistant coverings, drop cloths and barriers shall be used as necessary to protect passers-by against fires caused by sparks and melted metal.
- E. The Contractor should be instructed to provide fire watchers/spotters during hot work and these areas must be observed for a reasonable period of time after the completion of hot work in order to detect possible smoldering fires.
- F. This section should instruct the Contractor that welding or cutting operations shall not be permitted in or near areas with flammable vapors, gasses, liquids or dust until those hazards have been eliminated.

13. Special Safety Requirements:

- A. All exit ways shall be maintained free and clear of all stored materials, debris, etc.
- B. This section should inform the Contractor that no flammable or highly combustible construction materials shall be stored in a project area after the day's work is completed. The Contractor should be instructed to remove immediately any potential hazardous materials to prevent any fire hazards which may result from the construction of this project. Finally, the Contractor should be informed that they must provide any additional precautions to prevent any other activities at the site which may constitute a fire hazard.
- C. This section should instruct the Contractor to provide additional fire extinguishers **and temporary lighted exit signs** during construction as required. The Contractor will need to coordinate the number of **devices** with the Department of Occupational Health and Safety. At a minimum, fire extinguishers must be located at 50-foot intervals within the confines of the project site, **and the exit signs should clearly identify paths of egress.**
- D. This section should inform the Contractor to comply with The Interim Life Safety Measures as stated in NFPA 101 Life Safety Code. The Interim Life Safety Measures are a series of administrative actions that must be taken to compensate temporarily for hazards posed by construction activities. The Interim Life Safety Measures are as follows:

1. The Contractor shall provide free and unobstructed egress to exits. Building areas under construction must maintain escape facilities for construction/building personnel at all times. **Means of egressing construction areas must be inspected daily by the General Contractor.** A log of these inspections shall be maintained at the job site documenting time, date, and status of the means of egress. Training of construction personnel must be conducted if alternative exits are designated.
2. The Contractor shall provide free and unobstructed access within the project site to hospital and emergency departments/services and for emergency forces.
3. The Contractor shall ensure that the fire alarm detection and suppression systems are not impaired. Temporary but equivalent systems approved by the Project Architect shall be provided when any fire systems are impaired. Temporary systems must be inspected and tested monthly. A log of these inspections shall be maintained at the job site documenting the time, date and status of these systems.
4. The Contractor shall ensure that temporary construction partitions are smoke tight and built of non-combustible materials that will not contribute to the development and spread of fire. These temporary partitions shall be maintained continually until permanent partitions are installed.
5. The Contractor shall provide adequate fire fighting equipment and use training for personnel consistent with construction methods/means and the overall construction environment.
6. The Contractor shall prohibit smoking in, or adjacent to, all construction areas. Smoking is prohibited in all University of Alabama at Birmingham buildings.
7. The Contractor shall develop and enforce storage, housekeeping, and debris removable practices that reduce a flammable and combustible fire load of the building to the lowest level necessary for daily operations.
8. The Contractor shall train personnel to be appropriately responsive when structural or compartmentation features are compromised.

- E. Failure to comply with above measures shall be considered a serious breach of life safety measures for construction activities. At the Owner's discretion, such failure may result in immediate removal of the Contractor's forces, and other action(s) as provided below:
 - 1. The first offense will result in immediate removal of the guilty party from the project site.
 - 2. The second offense will result in immediate removal of the Project Superintendent from the project site.
 - 3. The third offense will result in the immediate removal of the General Contractor from the project site and termination of the Owner/Contractor Agreement. In addition, the Contractor will be declared "Non Responsive" relative to bidding future work for the University for a period of time determined by the Owner.
 - F. Refer To General Conditions for additional safety requirements.
14. Pre-Construction Conference:
- A. The Contractor should be informed that prior to the beginning of any work on this project, a meeting shall be held with the Building Administrator, the Contractor, and the Owner.
 - B. This paragraph shall provide information concerning the purpose of the meeting, which is to review the project requirements as they relate to each party and to outline the work schedule of the methods of approach, bringing attention to all specific job requirements.
 - C. This section should inform the Contractor of the requirement to post a conspicuous sign at all telephone sites and in conspicuous locations throughout the project. The sign should read: **For all emergencies call UAB Police, 934-3535**. This section should also inform the Contractor that the UAB Police Dispatcher will make the appropriate notifications including the Birmingham Fire and Rescue Service, paramedics, ambulance, etc. Finally, the Contractor will be responsible for ensuring that all employees and supervisors are aware of this policy.

15. Site Security and Pedestrian Protection:

- A. This section shall inform the Contractor to be responsible for securing the project site from unauthorized access and for ensuring that any loose materials are secured at the end of the work shift.
- B. When applicable, this section shall inform the Contractor to be responsible for providing protection for pedestrians in accordance with Chapter 33 of the Standard Building Code. Specific items to be addressed in this section are:
 - 1. That information signs shall be of quality construction, clearly visible and legible.
 - 2. Temporary walkways shall have substantial safety markings and be maintained free of trip hazards. Breaks in walkways for construction traffic shall have a sign posted warning pedestrians to watch for construction traffic. A flagman shall be posted to direct construction and pedestrian traffic.
 - 3. Walkways shall not be less than 4 feet wide in the clear, except in congested areas where they may be required to be wider.
 - 4. A roof covering for the entire length of the project shall be provided over a temporary or permanent sidewalk during the erection or demolition of any building exceeding one story in height that is located at a distance less than 10 feet or less than one-quarter of the height of the building from any street or alley property line. The roof covering shall remain until materials are no longer being used or handled on the front above such walk.
 - 5. The roof covering over walkways shall be of width sufficient to cover the entire walkway or sidewalk, and shall be made watertight. Suitable provision shall be made for adequate lighting of the walk under the covering at all times. The walkway shall be kept well lighted continuously between sunset and sunrise, and red lights, which also shall burn continuously between sunset and sunrise, shall be installed on the outer edge of the occupied street or sidewalk.
 - 6. Where the distance from building to street or alley property line is less than half the height of the building, a fence of substantial solid construction at least 8 feet high shall be provided on the building side of the walkway.

7. A smooth handrail of substantial construction, not less than 3 feet high, shall be provided on the traffic or street side of the walkway, and also on the building side when considered necessary by Occupational Health and Safety.
8. Occupational Health and Safety will have final approval for the closure of walkways and sidewalks associated with construction projects.

16. Dust Protection:

- A. This section should instruct the Contractor that non-project areas must be protected from the effects of dust, smoke, vapors and fumes generated from construction activities. Special attention is to be placed on patient care areas. Dust partitions shall be constructed of 3 5/8" metal studs and 5/8" type X Gypsum board with all joints caulked. The use of polyethylene is restricted to areas over door openings if the work being done is within an enclosed room; however, fire separation must not be violated. The Contractor should also be informed that all construction sites must have sticky walk-off pads placed immediately before entering as well as immediately before exiting the construction site to minimize the amount of dust being tracked throughout the building. **The contractor shall be informed that they are responsible for maintaining the walk-off mats to insure that tracking of dust from the project site is kept to a minimum.** Finally, the Contractor should be notified that approval must be obtained from the Department of Occupational Health and Safety for any interim measures taken that may reduce level of life and fire safety in UAB buildings.

17. Clean Up:

- A. This section should instruct the Contractor to be responsible for keeping the premises free of waste materials and rubbish during construction. At the end of each working day, the Contractor shall leave the site cleaned thoroughly. This section should also discuss how debris is removed from the project site. **Carts shall be covered and sealed so** that debris is not allowed to fall from **them**. Finally, this section should also identify the hours during which the Contractor is allowed to remove construction debris from the project site. **In patient care areas, contractors shall be required to provide a HEPA filtered vacuum cleaner to be used for daily site cleaning.**

18. Damage To The Property:

- A. This section should inform the Contractor to be responsible for any damage to the property, furnishings, and the loss of revenue resulting from damage of any sort to existing facilities caused by the work on the project.

19. Penetrations of Fire Resisting Assemblies:

- A. This section should inform the Contractor that any penetrations through fire resisting assemblies shall be in accordance with Standard Building Code Section 05.4 to ensure the rating of the assemblies maintained. This section should further instruct the Contractor of the requirement to obtain fire, smoke or penetration permits prior to beginning any project that requires a penetration of fire related or smoke related walls. This permit will be reviewed and signed off by the designated parties selected by the Owner. The Fire and Smoke Penetration Permit will be issued at the Pre-Construction conference. **This permit shall be signed-off by the safety officer during the coarse of construction. This permit must be signed-off prior to final acceptance of the project. All penetrations leading to occupied areas shall be sealed at the end of the work day.**

20. Inspections:

- A. This section will inform the Contractor that a representative from the Department of Occupational Health and Safety shall participate in regular inspections at certain stages of the project. These inspections will include, but are not limited to, Above Ceiling, Pre-Final and Final Inspections and that any discrepancies cited by the representative from the Department of Occupational Health and Safety will be notified in writing prior to continuation of such projects.

21. Smoking:

- A. Refer to Article 13.D.6 for information regarding UAB's no smoking policy.

22. Utilities:

- A. In this section, the Contractor should be informed that for renovation projects only temporary utilities will be furnished by the Owner from existing panel boxes etc. and that the Contractor is responsible for all temporary connections to existing utilities. The Contractor shall restore the utilities to the original condition prior to completion of the work.
- B. The Contractor shall be instructed that before any cutting or suspension of electrical mechanical services, or traffic ways, the Department of Project Management Services or Design Build Services must be notified of the intent to suspend existing utilities. This written notification must be made within fourteen (14) days prior to actual cutting or suspension of any services. The actual cutting of utilities and auxiliary systems services shall be done by UAB

maintenance personnel only as requested through the Department of Project Management Services or Design Build Services.

23. Applicable Codes:

- A. This section should inform the Contractor of the latest edition of the Standard Building Code and its amendments which have been approved by the City of Birmingham as well as other applicable codes, laws and ordinances. The Contractor shall also be advised to properly notify the Architect in writing if any of the contract documents are at variance with the applicable codes, laws and ordinances. Necessary changes will be made by the appropriate modifications.
- B. The Contractor should be advised that if any work is performed knowingly contrary to the Architect's instructions, the Contractor assumes full responsibility for the work and shall bear all cost attributed to it.

24. Construction Passes:

- A. The Contractor shall be notified of the following: Each individual employed by the prime contractor(s) and sub-contractor(s) will be required to wear a construction identification (ID) tag at all times while working on University property **which is easily visible, displaying the badge number**. ID tags are color coded for each project and are individually numbered.
- B. ID tags will be furnished to the Contractor by the University at the Pre-Construction Conference. Each Contractor shall request in writing the number of tags required for personnel and sub-contractors' personnel.
- C. The Contractor shall establish and maintain a listing of all employees who are furnished with tags. The list shall include the tag color and number assigned to each employee. A copy of the list shall be furnished to the UAB Project Manager prior to commencement of the work. A copy of the list shall also be kept by the Contractor at the job site. The Contractor shall provide updating of both lists as tags are issued to employees.
- D. The Contractor's employees will be restricted to project limits and access routes. Personnel outside these limits **or without a badge clearly displayed shall** be removed from the premises. In addition, personnel without badges will be also removed from the premises.
- E. ID Tags will be returned to the UAB Department of Project Management Services upon completion of the project. The Contractor will be assessed a \$15.00 replacement fee for each tag not returned.

PRODUCTS:

1. Not applicable this Facilities Standard.

EXECUTION:

1. The information provided in this Facilities Standard is to appear in the Special Conditions Section of the Project Specifications. Other sections within the Project Specifications such as Demolition or Dust Control must reference this information.
2. Required Interim Life Safety Standards placard must be attached to the Pre-Construction Conference outline and discussed at the Pre-Construction Conference. This placard must be red in color and of heavy enough material that it can easily be posted at the project site.
3. The attached Interim Life Safety Measures sign must be posted by the Contractor in a visible location at the job site.

END OF STANDARD

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