3.0 DFCM REQUIREMENTS

3.1 GENERAL

DFCM DESIGN MANUAL
UNIVERSITY OF UTAH SUPPLEMENT

January 15, 2016
PREFACE
University of Utah Supplement

GENERAL INTRODUCTION TO THE UNIVERSITY OF UTAH SUPPLEMENT:

The DFCM Design Manual “Design Requirements” (State of Utah, Department of Administrative Services, Division of Facilities Construction and Management, referred to herein as “DFCM Manual” or “Manual”) dated June 11, 2009 including highlighted updates is the basis for A/E design services provided for all University of Utah projects.

This document accepts the DFCM Manual as the University of Utah standard, and supplements the Manual with requirements which are needed to satisfy University organization and mission objectives.

The reader is directed first to the DFCM Manual, then to this supplement where added requirements are preceded by “ADDED” and paragraph alterations required to accommodate University processes are preceded by “REVISED.”

To remain consistent with the DFCM Manual, this supplement is organized in a format matching that of the parent Manual. Only portions of the parent Manual are reproduced in this supplement, either as navigation guides or as altered paragraphs. DFCM text is presented in a gray font. University additions and insertions are presented in normal font.

ADDED:
The purpose of this supplement is to acquaint the A/E with functions and standards of the University of Utah. A basic knowledge in these areas is essential before an A/E can successfully carry out its contract responsibilities.

This supplement describes University requirements which pertain to the construction of new and remodeled facilities.

ADDED:

REVISIONS SUMMARY
for the University of Utah Supplement:

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<th>REVISION DATE</th>
<th>LOCATION</th>
<th>SUMMARY OF CHANGE</th>
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<td>1 May 2015</td>
<td>- - -</td>
<td>DFCM quoted text and numbering revised to correspond with DFCM changes. University standards unchanged.</td>
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<tr>
<td>1 November 2013</td>
<td>3.1 / B. / (3)</td>
<td>Accessible paths of Travel  Added standard to include ADA Access in the Scope of Work.</td>
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<td>1 November 2013</td>
<td>3.1 / J. / (13)</td>
<td>University Design Requirements  Added Hospital / Clinics / SOM Special Design Requirements.</td>
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<td>3.1 / J. / (6) / (a)</td>
<td>Emergency Phones  Updated requirement for Emergency Phones</td>
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<td>3.1 / J. / (7)</td>
<td>General Utilities  Moved from Architectural Section</td>
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<td>21 September 2012</td>
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<td>Buried Pipe Trace Wire, Warning Tape, Sand Cover.  Added requirements for all buried piping</td>
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<td>15 June 2012</td>
<td>3.1 / J. / (6)</td>
<td>Emergency Phones. The requirement for RAMTEL equipment was removed.</td>
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<td>06 January 2012</td>
<td>- - -</td>
<td>University Design Standards. The former University Design Standards Chapters 1 through 12 were reformatted and re-issued as the U of U Supplement to the DFCM Design Manual.</td>
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<td>25 January 2011</td>
<td>3.1 / J. / (11)</td>
<td>Roof Access. Added requirements for access to University roofs</td>
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<td>02 July 2010</td>
<td>3.1 / J. / (10)</td>
<td>Demolition. Added expectations of the A/E’s design for Demolition</td>
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<td>10 December 2009</td>
<td>- - -</td>
<td>General. Several revisions made to reflect current University procedures</td>
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3.0 DFCM REQUIREMENTS

3.1 General

A. Enhanced Accessibility

**REVISED:**
(1) “It is the policy of the Utah State Building Board that, when appropriate for the intended use of the building and achievable within the project budget, the following accessibility enhancements beyond those required by the Americans with Disabilities Act be provided for in state owned buildings and buildings leased by DFCM or the University: (1) powered door openers for the primary entrance designated for use by people with disabilities, and (2) powered door openers for one uni-sex restroom or for one male and one female restroom in the building unless restrooms with a door-less entry are provided. This policy is not intended to limit the use of powered door openers to the standard set forth herein. This policy applies to the construction or major renovation of state-owned facilities and new leases where the entire building is being leased by DFCM or the University. This policy is not intended to create any rights to any third parties.

**REVISED:**
(2) Determinations that one or both of these enhancements are not appropriate for the intended use of the building or not possible within the project or lease budget shall be made by the Director or his designee for DFCM managed projects, or the appropriate director in Facilities Management for University managed projects. Determinations of whether this enhancement to accessibility is appropriate should consider the potential of access by people with disabilities. The Director may determine that powered door openers are appropriate for the primary entrance while not warranted or not possible within the budget for access to restrooms. The Director may also determine that one or both of these enhancements are not feasible in (a) the renovation of an existing building due to its design or configuration or (b) in a leased facility due to the nature and circumstances of the lease.”

**ADDED:**
(3) University of Utah projects managed either by DFCM or the University of Utah shall include in the project's scope of work the construction of primary or secondary accessible paths of travel, or improvements to existing primary/secondary accessible paths of travel. The intent of this requirement is to enhance and provide consistency with the network of accessible pathways throughout the University campus or University owned properties. This requirement shall apply to new buildings, additions to existing buildings, site landscaping, civil or utility infrastructure improvements which interface with or impact the primary and secondary accessible routes as shown in the Accessible Paths of Travel Study.
The University Project Manager or Project Planner shall determine the extent of this requirement during the planning or programming phase. The A/E shall provide design solutions as guided by the Accessible Paths of Travel Study. A copy of this Study will be provided by the University Project Manager or Planner.

D. Hazardous Materials

**REVISED:**
(1) DFCM (for DFCM managed projects) or the University (for University managed projects) shall procure a qualified abatement consultant during the Schematic Design phase of the Design stage. The abatement consultant shall survey all renovation and demolition projects for hazardous materials such as asbestos-containing building materials, lead-based paint, mold, universal wastes such as PCBs, CFCs, mercury, household/janitorial cleaning products, identified/unidentified containers of chemicals or products, or any other materials or waste that may be environmentally unsafe.

**REVISED:**
(3) DFCM (for DFCM managed projects) or the University (for University managed projects) shall procure a qualified abatement contractor to remove all hazardous materials prior to the beginning of any building demolition or renovation.

**ADDED:**
J. University Design Requirements
University of Utah Design Requirements in General

(1) Water Conservation, Storm Water

(a) Water Conservation

Water conservation measures are to be designed into, and implemented on all new construction or substantial remodeling projects. No project is to increase the quantity of water consumed; indeed; water consumption should decrease with the completion of each project.

(b) Storm Water Run-Off

Furthermore, projects which add impervious surfaces and storm water run-off must include storm-water control systems that will not increase flow into the University’s (and consequently Salt Lake City’s) storm-water system. Specific retention design requirements for construction projects are provided in 3.2 Civil of these Design Requirements, University of Utah Supplement.

(c) A/E Selection

A/E’s who demonstrate ability and experience in energy and water conservation will receive favorable consideration.
(2) Projects Using or Feeding Salt Lake City Public Utilities

(a) Any construction project (either new or remodel) which affects Salt Lake City public utilities (sanitary sewer, storm drainage, or domestic supply water) by either feeding or using these utilities, must include coordination with Salt Lake City.

(b) The A/E is to include in the specifications that the Contractor is expected to provide all required information needed by Salt Lake City for review, and pay for and secure subsequent permits. The General Contractor will then be required to conform to the jurisdiction’s requirements for subsequent inspections and certificates of occupancy for the utility portion of the project.

(3) Energy Management Plan Buildings

Many buildings on campus have been retrofitted with energy efficient equipment as part of an energy management plan. When remodeling any building, the energy efficiency and operating characteristics of existing and new equipment must not be diminished by the building revisions.

(4) Underground Utility Depth & Separation Standard

The extension of buried utility systems on campus must conform to the University’s Utility Master Plan to maintain minimum depth of bury and service clearances from underground structures and other utilities. Deviation from the master plan, as summarized in the following graphic, may only occur after review and approval from Facilities Management (the University Project Manager must review any proposed deviation with Facility Operations).

**Utility Corridor**
## Easement Matrix for Existing Utilities

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<th>Minimum Depth</th>
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<th>Chilled Water</th>
<th>Sanitary Sewer</th>
<th>Storm Sewer</th>
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**Note:** Any crossings of high temperature water mains closer than shown on chart will require a heat sink dissipation plate.

(5) Buried Site Piping, Trace Wire, Warning Tape, Sand Cover Over Pipe

(a) All underground conduit and pipe exterior to the building 4” diameter and larger shall be installed with an 18 gage continuous copper wire 8” over the pipe to serve as trace wire.

(b) See 3.2 CIVIL / L. SITE UTILITIES FOR CAMPUS PROJECTS / (3) for specific design instructions including warning tape, approved methods for trace wire terminations, testing requirements, buried plastic or natural gas piping, sand cover, etc.
(6) Emergency Phones

(a) The decision to install emergency phones as part of a construction project will be by the University. The University Project Manager will obtain University approval to include E-phones in the project design; and, obtain approved equipment specifications through the Managing Director of Environmental Health & Safety and Emergency Management, and the University Chief of Police.

(b) Facilities management, through the University Project Manager, will provide to the A/E:

(i) Guide specifications for approved emergency phone devices.

(ii) Specific E-phone functionality and operational characteristics required by University Public Safety.

(iii) Contractor instructions for equipment connections.

(7) General Utilities

(a) General

(i) Facilities Management through the University Project Manager will provide all utility information available concerning the project work and surroundings.

(ii) The A/E shall evaluate the utility information available against the project needs.

(iii) If exact elevations and locations are deemed necessary or desirable, the University will uncover the utilities and make the necessary surveys required (upon request from the A/E). Requests for this special information should be made to Facilities Management through the University Project Manager.

(iv) Consult Facilities Management through the University Project Manager concerning utility connection points, capacities, etc. Coordination between the A/E, the Contractor and the University will be the responsibility of the University Project Manager.

(v) During the design development stage of the project, the A/E (or its consulting engineer) shall identify all potential power or utility shutdowns including the following information:

1) Duration of projected shutdown.

2) Methods and materials to be used in the shutdown.
3) Impact of the shutdown on adjacent facilities.

4) Temporary service provision to be provided during the shutdown.

(vi) On non-state funded projects only, construction utility metering (per University meter specifications) for water, electrical and natural gas is required (this does not include high temperature water which shall not be used nor activated until directed by the University). Instruct the Contractor to purchase the meters and either install them at locations directed by the University, or pay the University to install the meters. During construction, the Contractor will be invoiced for utilities used. Metering is not required on projects with State funding.

(b) Heating

Heating for all new buildings shall be provided by the high temperature water (HTW) system of the campus, except as directed otherwise. The connection to the heating system shall be coordinated with Facilities Management through the University Project Manager, who will arrange all necessary contacts with the system consulting engineers. Guidelines and an outline specification for connections and minimum standards entitled are contained in 3.5 Mechanical Part 3. Provision must be made for connection to the campus computer control system.

(c) Air Conditioning

All new buildings shall be air conditioned unless otherwise instructed. Consideration must be given in the design to a possible future connection of all buildings to a central air conditioning system. Special features or room considerations will be expressed in the building design program and/or discussed as the building design progresses.

(d) Electrical

(i) The electrical system shall be tied into the electrical distribution system of the campus. Special electrical distribution concepts will be essential in all heavily used technical areas.

(ii) Emergency lighting should be provided on all floors below grade or where light must be provided to assist in evacuation of unlit interior areas of the building in case of an emergency. Refer to 3.5 Electrical for further information.

(e) Outdoor Lighting

Adequate outdoor lighting must be provided in parking lots and walkways within the contract limit lines. Fixture placement and lighting patterns must conform to the criteria established for the particular area involved by the master plan for the campus. Harmony with the
surrounding established features is emphasized. See typical outdoor light fixture details in 3.5 Electrical.

(f) Water

Sources of water include University owned and operated wells on campus and Salt Lake City water. Because of the nature of this water, water softeners are required for the hot water systems in each project. Connection fees are paid by the University. See 3.2 Civil for details.

(g) Sanitary Sewer

The University sanitary sewer system drains into the Salt Lake City sanitary sewer system; therefore codes applicable to that system must be followed. Consultation with Facilities Management through the University Project Manager is necessary before any connection to the sewer system can be made. See 3.2 Civil for details.

(h) Area Storm Drainage

The storm drainage system should be coordinated with the campus drainage system which empties into the Salt Lake City storm drainage system. The A/E is to coordinate all such connections with Facilities Management through the University Project Manager. See 3.2 Civil for details.

(i) Telephone and Security

All building telephone and security systems are to be coordinated through the University Project Manager. See 3.5 Electrical for space and other requirements.

(j) Natural Gas System

(i) When work is required on any gas line, require the Contractor to submit for prior approval worker qualification sheets for each worker in accordance with Pipeline Safety Regulations Part 191 and Part 192, published by The Department of Transportation Research and Special Programs Administration, Office of Pipeline Safety, current edition.

(ii) Require the Contractor to submit qualification sheets to the A/E, then the A/E shall submit two sets to the University Project Manager, who will submit one set to the supervisor of the Plumbing Shop for review and approval.
(8) Sediment Control at Open Utilities

For projects where open utilities will be necessary during construction, require the Contractor to protect the University’s utility systems by installing sediment control devices at each open utility, similar to Royal InfraSafe Sediment Control Barrier (manufactured by Royal Environmental Systems, Inc.). Require the Contractor to install the devices in accordance with the manufacturer’s recommendations.

(9) Utility Metering

(a) Construction Utilities

For non-State funded projects, specify construction utility metering per University meter specifications for water, electrical and natural gas (this does not include high temperature water which shall not be activated nor used until directed by the University). The Contractor will purchase the meters and either install them at locations directed by the University, or pay the University to install the meters. During construction, the Contractor will be invoiced for utilities used. This is only applicable to non-State funded projects where all the monies for construction come from University or donated sources.

(b) University Auxiliaries, Dining Facilities, State Supported O&M Facilities, etc.

Design the utilities such that water, natural gas, and electricity can be separately metered for auxiliary functions within a University building. Include overall building meters, as well as sub-meters for utilities used by the auxiliary function. Coordinate with the University Project Manager to determine which end user activities will require metering. Specify metering equipment in accordance with this DFCM Design Manual, University of Utah Supplement.

(10) Grounds Storage Closet

Each new building and each remodel, where applicable, is to include a storage closet for University Landscape Maintenance Department equipment and supplies, accessible from the exterior. Coordinate with the University Project Manager who will contact the Landscape Maintenance Department for specific design criteria. Generally, each storage closet should be at least 6’ x 6’ and 7’ high (unobstructed), with general lighting, electrical outlets, and sufficient heat to prevent freezing.

(11) Demolition – Expectations of the A/E’s Design

(a) Prior to Design Development Submittal

During the design of the project (before submission of the design development documents for review), the A/E, together with its sub consultants, shall identify furnishings, accessories, equipment, material,
systems, etc. which will be affected or removed by demolition. The A/E and sub consultants as appropriate shall meet with the University Project Manager, shop representatives of Facility Operations, and a representative of University Surplus and Salvage. This focus of this meeting will be to determine final ownership of all of removed items; and, for those items returned to the University, any required preparation and/or delivery / transfer instructions.

(i) Items which will remain the property of the University shall be clearly identified and listed for inclusion in the Contract Documents. Generally all fire alarm components will remain the property of the University. The disposition of removed fire alarm wiring and conduit will be considered on a project by project basis.

1) Include instructions to the Contractor for preparations and delivery of each of the removed items to the University (safety preparations, coiling, packaging, palletizing, cleaning, prior notification, delivery location, etc.).

2) The A/E may be asked to tag or otherwise identify specific items at the site before demolition to aid the Contractor’s awareness and protection of University property.

(ii) Remaining items which will become the property of the Contractor shall likewise be included in the Contract Documents, allowing the Contractor to include salvage value in his/her bid. This may be a general summarization of all remaining demolition, or specific items or systems.

(iii) Include both declarations in the design development review documents as they are intended to appear in the bidding documents.

(iv) Include salvage value in the detailed cost estimate.

(b) Site Visit Reports

Include the disposition of items which are identified to be returned to the University in site visit reports.

(12) Access to University Roofs

(a) Keys

Roof access keys must be obtained from the University Project Manager.
(b) Roof Safety

Roof safety is the responsibility of the A/E and includes any individual working for or contracting with the A/E.

(c) Access Procedures

Individuals intending to access a roof must first follow roof access procedures described on the University’s Facility Operations web site.

(d) Roof Damage

The A/E will be required to agree to accept responsibility for any damage to the roof caused by the A/E, the A/E’s employees or sub consultants.

(13) University Hospitals / Clinics / School of Medicine – Special Design Requirements

(a) University of Utah Health Care (or “UUHC”)

UUHC operates University hospitals, clinics, and other facilities throughout the State.

(b) UUHC Department of Facilities & Engineering (or “Hospital F&E”)

Hospital F&E manages some projects under delegation from U of U Facilities Management.

(c) Adherence to Design Standards

All requirements described in the DFCM Design Manual and University of Utah Supplement (Programming Standards, Design Process, and Design Requirements) apply to all UUHC projects. The UUHC Hospital Design Standards and the UUHC Contractor Handbook supplement, but do not replace A/E requirements for design described in the DFCM Design Manual and University of Utah Supplement.

(d) Include Special Contractor Requirements in A/E’s Design

(i) UUHC Hospital Design Standards

Special design requirements for UUHC construction are described herein below and in the UUHC Hospital Design Standards. The UUHC document is available from Hospital F&E through the University Project Manager. UUHC standards may be applicable to the Project for hospital grade materials and finishes, and / or non-patient care construction requirements. Where UUHC Hospital Design Standards are silent on any design issue, the instructions provided in the DFCM Design Manual and this Supplement shall apply.
(ii) UUHC Contractor Handbook

Special Contractor requirements are described in the Contractor Handbook for UUHC Construction Projects (or “Handbook”) available on the University’s FM web site (http://facilities.utah.edu/project-resources/documents-standards/design-standards.php). The Handbook shall be included in the A/E’s project specifications, either in print or by reference. The A/E’s specifications shall require the Contractor to print the Handbook for use during construction.

(iii) Parking, Staging Areas

1) The A/E shall coordinate with the FM Project Manager / Hospital F&E Project Supervisor to determine appropriate staging and parking areas for the Project, and include this information in the Project design drawings or specifications.

2) Include a warning that emergency access to UUHC facilities, and patient, staff, fire lane, and handicapped parking is critically important to UUHC operations, and must not be impeded, even temporarily.

(iv) Stair / Elevator Access

The A/E shall coordinate with the FM Project Manager / Hospital F&E Project Supervisor to identify appropriate routes for Contractor access to the work site, including selected stairwells and elevators for the transport of materials. This information shall be included in the Project design drawings or specifications and describe or show any areas to be avoided by construction workers.

(v) Special Working Hours

The A/E shall coordinate with the FM Project Manager / Hospital F&E Project Supervisor to determine the need for special working hours, and certain hours when noise transmission must be limited. Any special requirements must be included in the Project design drawings or specifications.

(vi) Restroom Limitations

The A/E shall coordinate with the FM Project Manager / Hospital F&E Project Supervisor to determine the limitations to be imposed on the use of restrooms in the facility. Unless approved otherwise, the A/E shall specify that the Contractor shall provide hand washing and restroom facilities for its personnel, separate from UUHC restrooms.
(vii) Dumpsters

The A/E shall coordinate with the FM Project Manager / Hospital F&E Project Supervisor to determine approved locations for the Contractor’s dumpsters / trash receptacles, and show these on the Project drawings.

(viii) Requirements for Interim Life Safety Measures (ILSM)

1) The A/E shall coordinate with the FM Project Manager / Hospital F&E Project Supervisor for a site review meeting held with the Hospital Fire Marshall, the infection control team, and any other applicable safety team to conduct an assessment of the proposed construction to identify any possible compromise to the building’s life safety system.

2) The A/E shall keep accurate minutes of the meeting. Documents provided by UUHC life safety staff for use on the Project shall be combined with applicable items in the A/E minutes to form an “ILSM Project Plan.” A specific form or format will be required by UUHC.

3) The ILSM Project Plan must include the Statement of Conditions fire drawings, including requirements for patching walls, available from the Hospital Fire Marshall or the Hospital F&E Project Supervisor.

4) Insert the ILSM Project Plan, the required ILSM Form, and all terms of the ILSM plan in the Project specifications, including but not limited to assessment summaries, expected UUHC monitoring, the maximum number of expected debrief meetings, any required documentation to be posted and/or kept in a Contractor’s project file on site, any required Contractor reports with expected frequency, any other special procedures, etc.

(ix) Requirements for Infection Control Construction Risk Assessment (or “ICRA”)

1) An ICRA is generally required on all projects affecting or near patient areas. UUHC will initiate the ICRA for each applicable project, and the A/E shall apply the project’s completed ICRA to the drawings and specifications, and require the Contractor to comply with ICRA safety measures and requirements.

2) Include any other project specific requirements directed by the UUHC’s safety team or infection control team (e.g., assessment, documentation, monitoring, reports,
special procedures, pressure / flow indicators, tacky mats, etc.).

(x) Dust, Vapor, Etc., Containment
The A/E shall coordinate with the FM Project Manager / Hospital F&E Project Supervisor to identify project requirements for the containment of dust, aerosol, fumes, vapors, etc. (e.g., any required approved plans, Contractor documentation, reports, etc.). Include any requirements in the Project specifications.

(xi) Materials & Equipment Specified for UUHC Projects
1) All materials/equipment specified must be U/L approved. Require independent testing lab sheets with the Contractor’s submittal

2) For all hospital and clinic designs, material and equipment components are required to be Hospital Grade. Coordinate with the FM Project Manager / Hospital F&E Project Supervisor to determine if Hospital certification will be required.

3) Coordinate with the FM Project Manager / Hospital F&E Project Supervisor to identify approved finish materials for the Project specifications.

4) The design and resulting construction must meet federal/state/local and UUHC requirements.

5) Only non-asbestos containing materials may be specified.

End of 3.1 General