

SECTION 01000 – MISCELLANEOUS GENERAL REQUIREMENTS

PART 1 – GENERAL

1.1 RELATED SECTIONS:

Refer to the General Design Guidelines section under the "Document Standards" paragraph for more specific requirements relating to Construction Documents.

1.2 SCOPE:

This section contains general administrative and procedural requirements pertaining to East Carolina University (ECU) construction projects. Specific requirements for most, if not all, of these general requirements can be found in the Division 1 sections contained within the Facilities Services' Non-Technical Specifications (or other University facilities departments' "frontend" specifications).

1.3 PARKING AND ROADWAY UTILIZATION

- A. During the design review stages, the Designer shall meet with the Project Manager and Parking and Transportation Services to review the limits of the construction site, access to the site, and parking for the contractor. This information shall be included within the bid documents.
- B. Any construction activity including deliveries, which may occur or impact the University beyond the limits of the construction site must be scheduled and approved by ECU via the Project Manger. The Contractor should note the expected time periods for this work in their construction schedule and include them as an addenda item in the monthly project meetings.
- C. The written request must be submitted to the Project Manger with a copy to the Designer & Construction Manager at least 14 calendar days prior to the requested closing date. The Project Manager shall be responsible for coordinating the request with Parking and Transportation Services. ECU reserves the right to schedule alternative dates than requested in order to mitigate the impact of the closing on the primary mission of the University.

1.4 OUTAGES:

Utility outages shall be handled through the Facilities Service Center. The Contractor shall give the Project Manager a minimum of 2 weeks notice. The ECU Project Manager is responsible for contacting the Facilities Service Center (328-6776) prior to necessary outages on Main Campus. The ECU Project Manager is responsible for contacting Facilities Maintenance (744-2251) prior to necessary outages on the Health Sciences Campus.

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1.5 UTILITY CONNECTIONS:

The ECU Project Manager should be consulted prior to any connection. Project documents shall specify connections, routing, source, etc. and method of payment for temporary power. The chart below indicates the generally accepted utility connections. The “GUC” reference indicates applying directly to Greenville Utilities Commission for connecting, billing, etc. The connections indicated as “ECU” should be coordinated with the ECU Project Manager.

UTILITY	MAIN CAMPUS TEMPORARY	MAIN CAMPUS PERMANENT	HEALTH SCIENCES CAMPUS TEMPORARY	HEALTH SCIENCES CAMPUS PERMANENT
Domestic Water	GUC	GUC	ECU	ECU
Sanitary Sewer	GUC	GUC	ECU	ECU
Electricity	GUC	ECU	ECU	ECU
Gas	GUC	GUC	ECU	ECU
Storm Water	*see below	*see below	*see below	*see below
Fire Hydrant	GUC	GUC	ECU	GUC
Steam	ECU	ECU	ECU	ECU
Chilled Water	ECU	ECU	ECU	ECU

*City of Greenville if flows off campus; ECU if flows into the campus system.

1.6 ABOVE CEILING PERMIT REQUIREMENTS:

An above ceiling work permit is required before any work is done above the ceiling level on the Health Sciences Campus. The instruction and permit may be obtained at Facilities Services office located in the Central utility Plant, Phone 744-2251.

1.7 OCCUPANT PROTECTION DURING CONSTRUCTION AND RENOVATION:

Numerous reports of odors, dust, noise, etc., are received during renovation and construction projects. Many of these problems can be avoided by substituting less offensive construction materials or implementing basic control procedures. The following procedures are intended to reduce occupant exposures/discomfort during these projects.

A. ROLE OF ECU PROJECT MANAGER:

The ECU Project Manager shall act as the liaison between the Architect/Engineer and the Building User/Contact/Occupant.

B. SCHEDULE OF CONSTRUCTION ACTIVITY:

The Contractor shall develop a detailed schedule of construction activities, noting specifically those that might generate dust, odors, or other contaminants.

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C. ASBESTOS ABATEMENT PROJECTS:

Asbestos abatement projects are of special concern to building occupants. The Asbestos Consultant must coordinate the scheduling and notification of such projects with the ECU Project Manager. Project meetings with the occupants may be required along with periodic progress updates. Common emissions of concern include: wetting agents, mastic removers, dust, microbial agents, mineral and man-made fibers, foam glass odors, mastic, sealants, and coatings.

D. MEASURES FOR OCCUPANT PROTECTION:

In order to protect the occupants, the Contractor shall consider the following along with the appropriate sections of Facilities Services' Non-Technical Specifications.

1. Isolate the project area(s) from the occupied area(s) with barricades, plastic sheeting, or temporary walls.
2. Control traffic to/from the work area(s) and occupied area(s) to prevent disturbances.
3. Modify HVAC equipment to pressurize occupied area(s) and prevent migration of offensive materials from work area(s). Blank-off outside air intakes and return diffusers to prevent distribution of offensive materials into occupied area(s).
4. Material Safety Data Sheets (MSDS) for the products to be used during the project shall be maintained on site by the Contractor and made available upon demand. The ECU Project Manager reserves the right to reject any offensive materials proposed for use.

These recommendations are meant to be the minimum precaution only and are not substitutions of requirements by OSHA and other regulatory agencies.

1.8 PRE-INSTALLATION MEETINGS

ECU requires a pre-installation meeting be held prior to the installation of major equipment or major phases of work during the construction project. The meetings shall be held at least two weeks prior to the installation or starting date, and be attended by the pertinent contractors, the designer, appropriate consultants, the project manager, and other university personnel as required. The following is a partial list of items, which may require a pre-installation meeting:

- A. Before Any Underground Work Begins (this would cover footings, water lines, sewer lines, fiber optic, electrical)

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- B. Masonry (CMU or brick veneer)
- C. Structural Steel/Concrete
- D. Roofing
- E. Doors, Windows, Skylights and Corresponding Hardware
- F. Ductwork/VAV boxes
- G. Floor & Wall Coverings (Ceramic/Quarry Tile, Drywall, Ceiling Tile, Carpet, Paint, Window Treatments)
- H. Elevator
- I. Above Grade Plumbing
- J. Above Grade Electrical
- K. Fire Alarms
- L. Chillers
- M. Boilers
- N. Sprinklers
- O. Security Systems
- P. Landscaping/Irrigation
- Q. Telecommunication Systems

1.9 SUBMITTALS:

A. SITE MAP:

For all major projects and minor projects resulting in new building footprint area: At, or prior to, the 100% design submittal, the Project A/E shall submit copies of the project site plan on standard-size CDs in the most current version of AutoCAD used by Facilities Engineering and Architectural Services, or other compatible software producing documents in a "dwg" format, to the University for use by the Facilities Services in updating campus base maps. (Refer to "General Design Guidelines, Document Standards" for more specific requirements regarding the electronic-format site plan files.)

B. FLOOR PLANS:

For all projects, whether major or minor, that result in either the creation of new space or changes to existing space: At, or prior to, the 100% design submittal, the Project A/E shall submit copies of the project floor plan(s) on standard-size CDs in the most current version of AutoCAD used by Facilities Engineering and Architectural Services, or other compatible software producing documents in a "dwg" format, to the University for use by the appropriate facilities department. (Refer to "General Design Guidelines, Document Standards" for more specific requirements regarding the electronic-format floor plan files.)

C. SHOP DRAWINGS AND SUBMITTALS

ECU shall require one copy of all designer approved shop drawings and submittals. These copies are in addition to any copies required by the

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designer, consultants or the contractor. These review copies do not substitute or alleviate the requirements for Record Documents as outlined below.

D. RECORD DOCUMENTS:

At, or prior to, the close-out meeting, the Project shall submit to Facilities Services the following:

1. One (1) set of the specifications (including all addenda and change orders) on standard-size CDs in the most current version of Microsoft Word format used by Facilities Engineering and Architectural Services, and
2. Three (3) sets of the "as-built" construction drawings: one set of mylar sepias, one set on paper (either original plots or reproductions from the mylar set), and one on standard-size CDs in the most current version of AutoCAD used by Facilities Engineering and Architectural Services, or other compatible software producing documents in a "dwg" format. (Refer to "General Design Guidelines, Document Standards" for more specific requirements regarding the Construction Drawings and related electronic-format drawing files.)
3. Operation and Maintenance Manuals:

All items included in the Operation & Maintenance Manuals (O&M Manuals) shall be presented in original format. The Owner shall be provided with three (3) complete O & M Manuals, as described herein. Product data submittals, installation, operation & maintenance (IOM) instructions, spare parts listings, warranties, wiring diagrams, etc., shall be on Manufacturers/Vendors "original" submittal data sheets or typed data sheet, not faxes, copies of faxes, copies of copies of faxes, etc. All submitted shop drawings and other submittal data included in the O & M Manuals shall include a Designer's review stamp indicating compliance with the project specifications. All material or equipment that is submitted for review, and approved, shall be included in the O & M Manual, each with its own numbered section/tab. Each tab shall be numbered and shall be indexed back to the table of contents. The table of contents shall include manufacturer/vendor information, for each tab section, to include contact name, address, phone/fax information. Within each tab/section, the Contractor shall include as applicable: Approved submittal data sheets including model # and serial # as applicable (project specific, not universal/generic), IOM instructions, project specific wiring diagrams, emergency procedures/instructions, spare parts listings, Contractors material and labor warranty (with Designer/Owner approved dates), manufacturers equipment specific material warranty, and any other applicable operational informational that would benefit the Owner. The

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Owner prefers the use of heavy duty, 3-ring binders manufactured by Wilson Jones, Series 384 (or approved equal), in 1", 1 ½", 2" and 3" sizes, black color.

4. Operation and Maintenance Information for Preventive Maintenance and Training:

Facilities Services implements a computerized preventive maintenance (PM) program prior to the operationalizing of every new system or improvement. In order to have the PM program in place when Facilities Services assumes responsibility for maintenance, the project information pertinent to the preventive maintenance must be provided considerably prior to project completion. Forty-five days before project completion is the minimum unless specified differently by the Project Manager. This information will be in the form of a bound document or three ring binder with copies of the pages from the manufacturers O & M manuals detailing the preventive and predictive maintenance routines and schedules for each piece of equipment or other entity requiring preventive maintenance. This document will also include a list of the room numbers of the restrooms and classrooms.

Operation and Maintenance information must be provided to Facilities Services prior to training.

This information may also be required when beneficial occupancy has been granted in the course of phased construction.

1.10 INSPECTIONS:

At project inspections, the Contractor must be prepared to demonstrate all required equipment operations and shall provide all necessary tools and diagnostic equipment.

1.11 FINAL WARRANTY INSPECTIONS:

Thirty days prior to the end of the Contractor's warranty period, the Designer shall perform in inspection of the project with the Project Manager and any other designated ECU personnel. The Designer shall record deficiencies from the inspection and review Work Orders from the past year and compile a list of warranty items to be corrected. The Designer shall forward a warranty Call-Back Notice to the Contractor with a copy to Facilities Engineering and Architectural Services and the Facilities Service Center.

1.12 CONTRACTOR PARKING AND STORAGE:

This area shall be designated on the Bid Documents and shall be selected with the concurrence of the ECU Project Manager in conjunction with Parking & Traffic Services.

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1.13 SECURITY ACCESS SYSTEM:

Designer shall be responsible for determining access points in a project as part of University's security access system. Designer shall be responsible for specifying appropriate infrastructure to support the security access system.

1.14 SIGNAGE COORDINATION WITH EXISTING BUILDING:

Any project which modifies an existing room numbering system within a building, shall be responsible for the work and cost associated with any physical and identification changes required to the existing fire alarm systems, electrical systems, telecommunication systems, mechanical systems, signage, etc. for conformance with the new room numbering scheme.

1.15 VENDING SERVICES:

ECU requires the use of University contracted vendors on construction sites. Contact Vending Services via Project Manager for additional information.

1.16 DIESEL EMISSIONS REDUCTION:

A. APPLICABILITY:

This guideline applies to any person or business that owns or operates any diesel fueled compression ignition vehicle engine, 25 horsepower or greater, that is used to provide motive power at any East Carolina University construction site or project location.

B. IDLING RESTRICTIONS AND EXCEPTIONS:

No vehicle or engine subject to this standard shall idle for more than five consecutive minutes, except as allowed below. Idling of a vehicle or engine that is owned by a rental company or third party is the responsibility of the renter, lessee, or other responsible operator. The idling limit does not apply to:

1. Idling necessary to ensure the safe operation of equipment, including idling to ensure the equipment is in safe operating condition and equipped as required by provisions of law, either as part of daily equipment inspection or as is otherwise needed;
2. Idling required to bring the machine system to operating temperature;

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3. Idling when queuing if said queuing requires intermittent movement forward to perform work or a service, when shutting the engine off would impede the progress of the work, or would otherwise be impractical to the queuing. This does not include the time an operator may wait motionless in line before the start of the workday or prior to the opening of a location where work or service will be performed; or
 4. Idling of any vehicle being used in an emergency or public safety capacity.
- C. Equipment subject to this standard must be located away from sensitive receptors (building fresh air intakes, entrances to facilities, enclosed occupied areas, etc.).
 - D. Equipment subject to this standard is required to meet or be modified to meet Tier 4 Emission Requirements as set forth by the EPA.
 - E. **ENFORCEMENT**: It shall be incumbent upon the General Contractor to keep appropriate logs and data to validate the enforcement of this standard. For the purpose of inspecting and reporting equipment or to question compliance with these regulations, any individual has the right to observe, inquire and report any perceived violation of this standard.
 - F. East Carolina University reserves the right to discharge without prejudice any tier contractor that willfully and knowingly violates the provisions of this guideline, with no additional payment for termination being due to the offending party.
 - G. Nothing in this standard is intended to allow idling in excess of any applicable law, including but not limited to any local ordinance or requirement as or more stringent than this standard.
 - H. The General Contractor shall be responsible to maintain a log of all equipment meeting the intent of this standard as soon as it is on the project site. Minimal documentation required shall be make, model and serial number of the equipment (and/or engine) along with the rated horsepower.

END OF SECTION

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