



Design Standard General Requirements

Purpose:

The purpose of this document is to standardize the basic elements of District general requirements in Division 1 and other specification sections. This design standard has the purpose of creating a consistent application of these requirements throughout the South San Francisco Unified School District. The intent is to achieve a standard for District general requirements throughout all renovation and new building projects.

Design Standard:

Work Restrictions

- System shutdowns and start-ups are to be coordinated in advance with the District. Documentation of coordination in the form of written approval by the District Project Manager and the Principal or Site Administrator shall be maintained as part of the project records.
- The use of powder-driven anchors is not allowed during school hours. For after hours work and weekend work, powder-driven anchors are allowed.
- Hours of operation: Weekend and after-hours work are to be approved by the District in writing.

Demolition Requirements

- Fire Extinguishers and Signage: To be replaced if removed during major renovation or painting.
- Partial demolition of walls during plumbing improvements often lead to the finish of the entire wall being removed; floor to ceiling, corner to corner. It is more work, at times, to work around a "patch" than to remove the finish from the entire wall. Within reason, Architects should plan on removing the entire wall.
- Salvage: SSFUSD Facilities shall be given opportunity to salvage materials or the specifications shall direct contractor to salvage identified materials, including security alarm devices and systems.
- Remove and/or manage all hazardous materials in accordance with project-specific requirements. Hazardous materials may include, but are not limited to asbestos containing materials, lead containing or lead based paints, fluorescent lights, fluorescent light ballasts, mercury vapor and/or high energy discharge lamps, and science classroom components such as sink drain traps or laboratory hood ductwork.
 - Recycle spent fluorescent and HID lamps. A list of lamp recyclers is available at www.nema.org/lamprecycle/recyclers.html.



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- Mercury-containing components such as switches, lamps and thermostats, and old PCB-containing ballasts shall be removed from HVAC equipment and recycled.
 - A list of mercury and hazardous materials recyclers in the state of California is available from the CA Dept of Toxic Substances Control
at <http://www.dtsc.ca.gov/HazardousWaste/index.cfm>
- Clean-Up before Re-occupancy: Where custodial services are required to cleanup before re-occupancy, contact the SSFUSD Custodial Department for requirements.
- Dust control and Sound control must be considered. Contractors must submit a dust and indoor air quality maintenance plan for each project (in an occupied site). Temporary walls, and standardized signage are needed for noise management and mitigation, as well as physical security, particulate (dust), and odor emission control. The plan and any containment walls are to be approved by the District prior to starting demolition.
 - Maintain negative pressure within the spaces where demolition work is being done.
 - Protect smoke alarms and sprinkler heads from dust intrusion.
 - Returns for ventilation systems which will remain in operation during demolition and construction activities shall be isolated through use of sheet metal covers or caps or polyethylene sheeting protected by plywood or particle board.
 - Supplies for ventilation systems which will remain in operation during demolition and construction activities shall be equipped with weighted polyethylene sheeting flaps or other means of protecting system components when the ventilation system is not operating. Alternately supplies may be capped as described in the ventilation system return element, above.
 - Temporary walls must be "air tight".
 - Ventilation systems shall be temporarily rebalanced to compensate for changes created by the capping of returns and/or supplies. Prior to the release of final payment the ventilation system shall be rebalanced to normal operating standards.
 - Inactive ventilation systems shall be protected through use of polyethylene sheeting and/or hard barriers (sheet metal or plywood caps). Should visible evidence of damage to the protection (torn sheeting, dislodged caps, etc.) the contractor shall be responsible for the cleaning of ventilation ductwork and components prior to occupancy of the area or space.

Salvage of Equipment and Furnishings

- Salvaged Items: Items that are to be detached from the buildings and delivered to the District, ready for reuse, are to be clearly identified on Architect's drawings and their handling specified.
- District shall be given adequate notice and the opportunity to salvage equipment and furnishings to be demolished. SSFUSD Facilities can salvage parts no longer available, in scarce supply or in good condition for use in other schools. Examples include water closets, flushometers, lockers, paper towel dispensers, clock and fire alarm parts, etc.
- The Contractor is responsible for removing all other demolition work from the site.

Recycling Programs



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- Allow a central location on the School campus with adequate area for recycling bins.
- Recycle concrete and asphalt surfaces.
- Recycle construction waste, salvage (including high value architectural items).
- Consider recycling gypsum waste and scraps (can be used to control soil acidity and as mulch).
- Wood, metal, and glass can all be recycled.

Special Closeout Procedures

Building pre-conditioning is to be done following the completion of new construction project or a sizable renovation project to purge the buildings of any airborne contaminants (volatile organic compounds (VOC), construction-related particulates, etc.

Pre-conditioning at Close-Out

- Unless the District Project Manager authorizes an alternate procedure in writing, in advance, of the start of construction; continuously ventilate all construction work areas and spaces with 100% outdoor (fresh) air for at least 14 days prior to substantial completion of work. In areas, which make use of natural ventilation such as windows, install temporary fans sufficient to provide no less than three air changes per hour. In all cases make sure that air is exhausted from construction work areas directly to the outdoors; do not recirculate air or ventilate to other enclosed areas either within the occupied school or the construction area itself. Continuously operate ventilation systems and/or temporary fans 24 hours per day, 7 days per week, providing all measures necessary to allow the operation of ventilation systems and fans while maintaining the security of the site.
- When volatile organic compound, and/or odor generating activities are performed during the 30-day ventilation period provide temporary exhaust ventilation to capture emissions and exhaust them directly to the outdoors. Extend the building flush out for a minimum of four days after the completion of any such activities. During ventilation, make necessary provisions to temper supply air or heat spaces sufficiently to prevent condensation, water damage, and/or mold growth. Do not attempt to speed the off gassing of materials and/or curing of finishes by increasing room temperatures above normal levels ("baking" the building and/or components)

Additional Conditioning at Move-In

- Continue to operate ventilation systems at 100% fresh air during occupant move-in and unpacking. Do not perform final balancing of the ventilation system until two weeks after the move-in.

Equipment Manuals

- One copy of the Operations and Maintenance Manuals shall be delivered to SSFUSD Facilities one week prior to walk-through or training.



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- Submit hard copies of all NFPA Testing Documents to SSFUSD Facilities. These include sign-off sheets for fire sprinklers, emergency lighting and exit lighting.

Final Walk-Through

- For final walk-through and punch list preparation refer to project closeout procedures in the District Standard General Conditions.

Special Requirements

System Shut-downs and Start-up

- District Facilities Department is to be notified and present for shutdowns and start ups of all utility systems.
- All system shutdowns and start-ups are to have written approval from the District.
- Contractor shall be responsible for the shut-off and start-up of all utility systems impacted by work, including coordination with other agencies and utility companies such as PG&E and the Water Department; also see Mechanical, Plumbing, and Electrical Divisions.

Structural Safety

- Architects are advised to be intimately familiar with Division of State Architect (DSA) publication "Structural Safety Interpretative Manual"; catalog no.: 7540-930-1902-2
Contact:
Oakland DSA Office
1515 Clay Street, Suite 1201
Oakland, CA
[T] 510-622-3101
[F] 510-622-3140

Material Safety Data Sheets

- Contractors are to submit 6 copies to Architect prior to application.
- Must be available on site.

Security Services

- If construction is to be undertaken outside of regular school hours, coordinate with the SSFUSD Security Department.
- Contractor must have their staff obtain picture ID badges at the SSFUSD Facilities Department.



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Submittals

- Contractor shall provide 8 copies of submittals during construction to be distributed as follows:
 - o District/ CM (2 copies)
 - o Architect (1 copy)
 - o Architect's subconsultant (1 copy)
 - o General Contractor (1 copy)
 - o Subcontractor (1 copy)
 - o Field Office for As-Built Documentation (1 copy)
 - o Inspector of Record (1 copy)
- At the time of the Project Closeout, the following will be submitted:
 - o Contractor's Record Drawings:
 - o Contractor must submit as-built drawings and training manuals to SSFUSD Facilities 15 days prior to scheduling training. Contractor will scan and provide PDF's of the as-built drawings on a CD or DVD to the Architect for preparation of the Architect's record drawings. The Architect will provide the District with record drawings in AutoCAD format.
 - o Warranties and Guarantees (7 copies)
 - o Operation Manuals (7 copies)
 - o Maintenance kits/spare parts
 - o Electronic copies of the Design Team's drawings, specifications, and change orders (with actual costs).
 - o DSA-6 Verified Reports (Architect, Contractor, Engineers, Inspectors)
 - o Architect Certification letter, that the specified products do not contain detectable amounts of asbestiform minerals and/or lead compounds in concentrations greater than 1/10th of 1% (0.1%). DSA-approved change orders with actual costs.
 - o Badges and keys
 - o Fire Alarm Certification from Contractor
 - o Paint formulas
 - o Material Safety Data Sheets
 - o Submittal Log: Architect shall provide District with copy of submittal log upon completion of project.

Training

- Contractor shall provide general training to site staff and in-depth training to the maintenance staff.
- Training logs and attendance sheets are to be given to the District to substantiate training.

Warranty

- As part of the bid package, the Contractor shall provide the Owner a formal service agreement covering all labor and materials required to maintain effectively the installed system during the warranty period as well as the first year after the warranty period (2-years total).



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- Products and equipment shall be maintained by the contract at manufacturer's recommended levels during the warranty period and the first year after the warranty period.
- All maintenance service during this period shall be documented in writing by the Contractor on site (main office) with copies sent to: SSFUSD Facilities Department at 624 El Camino Real, South San Francisco, CA.
- Contractors shall sign in and out in the school's main office.
- Specific coverage options shall be established prior to system acceptance.

Substitutes Allowed?

- o N/A

Associated Design Standards

- o N/A

End of Document