

# TECHNICAL SPECIFICATIONS

## Perform Lightning Protection and Grounding Study

VA Project Number: 621-22-117 (DESIGN)

VA Project Number: 621-23-109 (CONSTRUCTION)

**VA**



U.S. Department  
of Veterans Affairs

Department of Veterans Affairs  
MidSouth Healthcare Network

Quillen VA Medical Center  
Lamont Street & Veterans Way  
Johnson City, TN 37604

**100% Submission**  
**09 Sept 2022**



36C24919D0021 36C24922N0205  
Raymond-Pond SDVOSB JV, LLC  
1224 Royal Drive  
Suite 100  
Conyers, GA 30094  
RAYMOND PROJECT NUMBER – 1418.032

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SECTION 00 01 07  
PROFESSIONAL SEALS

1.1 DESIGN PROFESSIONALS OF RECORD

A. Electrical

1. Floyd Keels
2. Tennessee #114650
3. Responsible for entire project



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**DEPARTMENT OF VETERANS AFFAIRS**

**VHA MASTER SPECIFICATIONS**

**TABLE OF CONTENTS**

<b>SECTION NO.</b>	<b>DIVISION AND SECTION TITLES</b>	<b>DATE</b>
	<b>DIVISION 00 - SPECIAL SECTIONS</b>	
00 01 15	List of Drawing Sheets	05-20
00 10 11	Medical Center Requirements	11-21
	<b>DIVISION 01 - GENERAL REQUIREMENTS</b>	
010000	General Requirements	11-21
01 32 16.15	Project Schedules (Small Projects)	11-21
01 33 23	Shop Drawings, Product Data, and Samples	06-21
01 35 26	Safety Requirements	11-21
01 42 19	Reference Standards	11-20
01 45 00	Quality Control	02-21
01 57 19	Temporary Environmental Controls	01-21
01 74 19	Construction Waster Management	04-22
	<b>DIVISION 02 – EXISTING CONDITIONS</b>	
02 41 00	Demolition	08-17
	<b>DIVISION 03 – CONCRETE</b>	
03 30 53	(Short-Form) Cast-in-Place Concrete	01-21

SECTION NO.	DIVISION AND SECTION TITLES	DATE
	<b>DIVISION 26 – ELECTRICAL</b>	
26 05 11	Requirements for Electrical Installations	01-16
26 05 26	Grounding and Bonding for Electrical Systems	01-17
26 05 41	Underground Electrical Construction	01-17
26 41 00	Facility Lightning Protection	01-17
26 43 13	Surge Protective Devices	01-17
	<b>DIVISION 32 – EXTERIOR IMPROVEMENTS</b>	
32 12 16	Asphalt Paving	09-15
32 17 23	Pavement Markings	08-16
32 90 00	Planting	08-16

**SECTION 00 01 15**  
**LIST OF DRAWING SHEETS**

The drawings listed below accompanying this specification and form a part of the contract.

<u>Drawing No.</u>	<u>Title</u>
G-001	Cover page
G-002	Site Plan
ELECTRICAL	
G-003	General Notes
G-004	General Notes
E-101	Building 3 - Lightning Protection Roof Plan
E-102	Building 5 - Lightning Protection Roof Plan
E-103	Building 8 - Lightning Protection Roof Plan
E-104	Building 35 - Lightning Protection Roof Plan
E-105	Building 36 - Lightning Protection Roof Plan
E-106	Building 37 - Lightning Protection Roof Plan
E-107	Building 108 - Lightning Protection Roof Plan
E-108	Building 115 - Lightning Protection Roof Plan
E-109	Building 116 - Lightning Protection Roof Plan
E-110	Building 160 - Lightning Protection Roof Plan
E-111	Building 161 - Lightning Protection Roof Plan
E-112	Building 162 - Lightning Protection Roof Plan
-----200 Complex-----	
E-113	Building 200 - Lightning Protection Roof Plan
E-114	Building 69 & 77 - B200 Complex-Lightning Protection Roof Plan
E-115	Building 204 – B200 Complex - Lightning Protection Roof Plan
E-116	Building 205 – B200 Complex - Lightning Protection Roof Plan
E-117	Building 200 – B200 Complex- Lightning Protection Roof Plan
-----200 Complex-----	
E-118	Building 201 - Lightning Protection Roof Plan
E-119	Building 208 - Lightning Protection Roof Plan
E-301	Main Electrical Panel Maps (3, 5 & 8)

E-302	Main Electrical Panel Maps (35, 36 & 37)
E-303	Main Electrical Panel Maps (108, 115 & 160)
E-304	Main Electrical Panel Maps (161, 162 & 201)
E-305	Main Electrical Panel Maps (200 Complex – 69, 77 & 200)
E-306	Main Electrical Panel Maps (200 Complex – 204 & 205, 208)
E-501	Typical Details
E-502	Typical Details

--- END ---

## SECTION 00 10 11

### JAMES H. QUILLEN VA MEDICAL CENTER REQUIREMENTS

#### INDEX

<u>Item</u>	<u>Title</u>	<u>Page</u>
1.	General Intention (Contact info) .....	1
2.	Medical Center Orientation .....	2
3.	Statement Of Work .....	2
4.	Clearances, Badges, Parking Permits, and Keys .....	3
5.	Supervision / Superintendent / Communications .....	5
6.	Use Of Government-Owned Material And Equipment .....	6
7.	Government Furnished Property .....	6
8.	Contractor's Trailers .....	6
9.	Road Closures .....	6
10.	Delivery of Materials .....	7
11.	Storage Area / Access Roads / & Docks .....	7
12.	Utilities / Outages .....	7
13.	Environmental Protection .....	7
14.	Smoking Policy .....	8
15.	Contract Worker's Safety Information .....	8
16.	Patient Care Areas .....	9
17.	General Construction Site Safety .....	9
18.	Accident Prevention .....	11
19.	Access to Construction Areas .....	10
20.	Interim Life Safety Measures (ILSM) .....	11
21.	Fire Prevention .....	11
22.	Fire Watch .....	12
23.	Infection Control Orientation for Construction Workers .....	12
24.	Airborne Dust Control During Construction .....	14

25. Interstitial Work Protocol..... 15

26. Housekeeping..... 17

27. Trenching/Excavations..... 18

28. Hazardous Materials..... 18

29. Hazardous Spills..... 18

30. Lead Based Paint (LBP)..... 19

31. Contact with Asbestos Containing Materials (ACM) ..... 19

32. Lock-Out / Tag-Out Energy Control Procedures ..... 20

33. Hot Work Permits ..... 20

34. Permit Required Confined Spaces..... 21

35. Fluorescent (PCB and/or Mercury Containing) Fixtures ..... 22

36. Safety / Intermediate Inspections ..... 22

37. REQUIREMENTS FOR INSTALLATION OF TELECOM/DATA DROPS  
.....26

Attachment List.....30

## SECTION 00 10 11

### JAMES H. QUILLEN VA MEDICAL CENTER REQUIREMENTS

#### GENERAL INFORMATION

#### SECURITY / SAFETY

#### RULES / REGULATIONS

#### POLICIES, PERMITS, & PROCEDURES

### 1. GENERAL INTENTION (CONTACT INFO).

- A. This specification section pertains to station policy for construction projects performed at the James H. Quillen VA Medical Center at Mountain Home (Johnson City), Tennessee 37684. Safety and health concerns are taken seriously at this facility. Both our staff and yours are expected to strictly adhere to the regulations and requirements as specified herein. This is exceedingly important, since we must be primarily concerned for the safety of our patients. In this regard, OSHA Standards may protect worker safety and health, but they have minimal benefit for protecting the safety and health of our patients, due primarily to their differing medical conditions. Review this information as orientation with your personnel performing work on site. Where the requirements as outlined in this and section 01 00 00 are differing, the more stringent shall apply.
- B. The Contracting Officer's Representative COR is responsible for the inspection of the work called for in the contract and specifications. The **Contracting Officer's Representative** will be **Lealand LaPoint**. This COR can be reached at **423-926-1171, ext. 7165**, or by fax: 423-979-3562. In the event the Contractor cannot reach the COR, he may contact the Chief, Engineering Service, **Kevin Milliken**, at 423-926-1171, ext. 7727, or by fax: 423-979-3534. Inspections made by the COR are for the sole benefit of the Government and do not relieve the Contractor of any quality control responsibility.
- C. The Safety Manager is responsible for safety inspections of all contract operations. The Safety Manager will be **Shane Allen**. The Safety Manager can be reached at 423-926-1171, ext. 3543.
- D. The Chief, Police Section is responsible for security at this facility. The Police Chief will be **Ralph Hopson** and can be reached at 423-926-1171, ext. 3613.

**2. MEDICAL CENTER ORIENTATION.**

- A. After contract award, a Pre-Construction Conference will be scheduled by the Contracting Officer. All issues of the contract and these requirements will be discussed. (see Pre-Construction Conference Checklist, [Attachment 00 10 11-A](#).)
- B. At the end of the conference the Contractor shall submit the following to the COR:
  - (1) A copy of the Contractor's Environmental Safety and Health Program Plan; a copy of the Contractor's AHA (Activity Hazard Analysis) plan, developed for detailing this project's site-specific ES&H Plan, including actual drawings depicting all required ES&H issues, etc.
  - (2) Request for Contractor Identification (I.D.) Badges, for all Contractor/Sub-contractor employees, [Attachment 00 10 11-B](#).
  - (3) Phasing Schedule.
  - (4) Identify the Contractor's Superintendent and Contractor's Competent Person(s).
  - (5) A request to schedule a date and time for all contractor and Sub-contractor's employees to view the VA's mandatory Video on Infection Control and to receive a safety orientation.
  - (6) OSHA Training Records for all such employees. (30 hour for the Superintendent, 10 hour for all other)

**3. STATEMENT OF WORK.**

- A. SCOPE. This project consists of furnishing all supervision, labor, materials, equipment, and transportation. It also consists of performing all work in strict accordance with the applicable specifications and drawings that form the parts thereof.
- B. PRINCIPAL FEATURES. The principal features of this project are listed in the applicable specifications and drawings and in no way limit the responsibilities of the Contractor in performing all the work that is required to provide a complete job.
- C. LOCATION. James H. Quillen VA Medical Center, Mountain Home (Johnson City), Tennessee 37684.
- D. DRAWINGS – GENERAL. The contract drawings indicate the extent and location of construction work. If any departure from the contract drawings are deemed necessary by the Contractor, the details of such departure and the reasons therefore shall be submitted to the



Contracting Officer for approval as soon as practical. No such departures shall be made without the proper written permission of the Contracting Officer. The Contractor is responsible for all information and requirements in drawings and specifications.

- E. VERIFICATION OF DIMENSIONS. The Contractor shall visit the job site to thoroughly familiarize himself with all the details of the work and working conditions. The Contractor shall also verify all dimensions in the field and shall advise the Contracting Officer of any discrepancy before performing any work. The Contractor shall be specifically responsible for the coordination and proper relation of his work to the building, structure, phasing, and insure the safety of employees and workmen.

F. TERMINOLOGY.

- (1) Work area - An area in which construction work is conducted to complete a contract.
- (2) When “furnish”, “provide”, “install”, or similar term is used in the contract, it shall mean a complete installation, ready for use.
- (3) “Approved equal” or “equal” shall mean as approved by the Contracting Officer only. The Contracting Officer shall be the sole judge as to whether or not a substitute item is equal and any item that the Contractor wants to substitute for any item specified shall be submitted to the Contracting Officer for approval.

- G. WORK HOURS. The Contractor shall perform work during hours required by the phasing requirements of this contract. The Contractor may be required to schedule some aspects of the work, after hours, meaning from 5:00 pm until 1:00 am, whether indicated on the contract documents by specific phasing or not. Some after hours work such as systems affecting Hospital operations cannot start until after 7:30 pm in the evening. This is required to assure un-interruption of Hospital operations, potential effect to patients, employees, and visitors. If Phasing requires after hours work, the Contractor shall submit an After Working Hours Activity Security Request, [Attachment 00 10 11-C](#), at least 48 hours in advance, for approval by the COR. **The Contractor shall be required to verify this before bidding.**

#### 4. CLEARANCES, BADGES, PARKING PERMITS, AND KEYS.

- A. SECURITY CLEARANCE. This Medical Center reserves the right to initiate certain Homeland Security clearance requirements for Contractors, Subcontractors, and other outside vendors, as required. These requirements are subject to change without notice depending on the current threat level implemented by the Government. If security clearances are known to be required, the COR will advise the Contractor at the pre-construction conference. The procedure to obtain security clearance may be dependent on the threat level and will be communicated to the Contractor by the Contracting Officer and/or COR as necessary.

- B. I.D. BADGES. All Contractor personnel who enter Medical Center property for this project shall obtain I.D. badges. Contractor personnel shall include employees, Subcontractors, Subcontractor employees, suppliers, and delivery personnel entering the Medical Center. This does not apply to suppliers and delivery personnel making deliveries to the VA warehouse loading dock only. Contractor personnel who enter the Medical Center on an intermittent, one day at a time basis shall obtain a Temporary Contractor badge. All others shall obtain a photo I.D. badge. Badges shall be worn above the belt at all times while on Medical Center property.

- (1) *Photo I.D. Badge.* The Contractor shall provide to the Contracting Officer, or COR, a completed Contractor I.D. Badge and Parking Permit Request, [Attachment 00 10 11-B](#), for each photo I.D. badge required. The parking section of this form does not have to be completed if a parking permit is not required. The Contracting Officer, or COR, will provide the completed form to the VA Police Service, and will advise the Contractor of procedures for obtaining the Photo I.D. badge. Photo I.D. badges will have expiration dates assigned by the Contracting Officer and shall be returned to the VA Police Service upon expiration, or when Contractor personnel have completed work under this project prior to their expiration, whichever is sooner.
- (2) *Temporary Contractor Badge.* Temporary Contractor badges will be available at location as directed by the COR. Contractors shall sign for Temporary Contractor badges. Temporary Contractor badges shall be returned each day upon signing out. Temporary Contractor badges will not be issued to Contractors who have been issued a picture ID badge.
- (3) The Contractor shall return all I.D. badges to the VA Police Service or final payment will be delayed.
- (4) Failure to comply with these requirements shall result in the immediate removal of Contractor personnel from this Medical Center. Any such Contractor personnel removed for failure to comply will not be permitted re-entry to work on this project until approved by the Contracting Officer.

C. PARKING PERMITS / TRAFFIC REGULATIONS.

- (1) The Contractor will be assigned a parking area during the pre-construction conference. All Contractor personnel shall use only this area for parking while on Medical Center property. The Contractor shall not park on grassy areas, unless approved by the COR, and the Contractor agrees to restore areas back to VA standards.
- (2) All Contractor personnel who park vehicles on Medical Center property for this project shall obtain VA issued parking permits from the VA Police Service. This does not apply to suppliers and delivery personnel making deliveries to the VA warehouse loading dock only. At any time parking permits are required, the following procedure shall be followed:
  - (a) The Contractor shall provide to the Contracting Officer, or COR, a completed Contractor I.D. Badge and Parking Permit Request, [Attachment 00 10 11-B](#), for each parking permit

required. The photo I.D. section of this form does not have to be completed if a photo I.D. is not required.

- (b) The Contracting Officer, or COR, will provide the completed form to the VA Police Service, and will advise the Contractor of procedures for obtaining the Parking Permit.
- (3) The Contractor shall return all parking permits to the VA Police Service or final payment will be delayed.
- (4) Drivers should be particularly concerned with pedestrian traffic. Yield to pedestrians in crosswalks.
- (5) Posted speed limits and all other traffic controls are to be observed by operators at all times.
- (6) Seat belt use is mandatory on the station.
- (7) Federal police officers maintain a 24-hour patrol.
- (8) Failure to comply with these requirements will result in the immediate removal of Contractor personnel from this Medical Center. Any such Contractor personnel removed for failure to comply will not be permitted re-entry to work on this project until approved by the Contracting Officer.

D. KEYS.

- (1) Only a limited number of keys will be issued to the Contractor. Contractor shall request and submit a "Contractor Key Request", [Attachment 00 10 11-D](#), for any required keys for any Engineering Service areas from the COR. The COR will advise the Contractor of the procedure to obtain the keys.
- (2) The keys shall be returned at the end of final inspection and/or punch list completion, or final payment will be delayed. If the Contractor loses a key, all areas that are keyed to that key will be re-keyed by the VA at the Contractor's expense.
- (3) The Contractor shall ensure all doors leading to and from construction areas are either monitored or locked to prevent access to the areas from unauthorized persons.

**5. SUPERVISION / SUPERINTENDENT / COMMUNICATIONS.**

- A. At all times during the performance of this contract, the Contractor's Superintendent shall be available by cellular phone. At the beginning of the contract, and prior to beginning any construction, the Contractor shall supply the COR with the telephone number for the Superintendent.

- B. The superintendent shall be English speaking, and an English-speaking foreman shall be physically located on the construction site at all times work is being performed on site.
- C. The foreman, superintendent and/or other Contractor designee will be the Contractor's Competent Person(s) as identified by OSHA. The Contractor's Competent Person(s) shall meet OSHA training guidelines and shall be capable of making decisions and acting on behalf of the Contractor. A Contractor Competent Person shall be on the job site at all times work is being performed. If the Contractor Competent Person is absent from the job site for an extended period of time, the VA Contracting Officer may send all Contractor/Subcontractor employees off the job.

## **6. USE OF GOVERNMENT-OWNED MATERIAL AND EQUIPMENT.**

Use of Government-owned material and equipment is **prohibited**.

## **7. GOVERNMENT FURNISHED PROPERTY.**

- A. The Government-furnished property, if any, listed in the contract will be used only for the performance of this contract unless otherwise authorized by the Contracting Officer.
- B. The Contractor shall, at all times, take any and all steps necessary for maintenance and preservation of all Government-furnished property.
- C. The Contractor shall comply with all reasonable requests of the Contracting Officer to enclose, or specially protect, Government-furnished property.

## **8. CONTRACTOR'S TRAILERS.**

Contractor's trailers shall be located at the area assigned. All utility connections to the trailer shall be installed at the Contractor's expense. The Contractor shall remove any trailers upon completion of the contract, unless approved by the COR to leave in place.

## **9. ROAD CLOSURES.**

- A. For any work requiring closure of a road or parking lot, the Contractor shall complete the Permit for Road Closure, [Attachment 00 10 11-E](#), at least fourteen (14) days in advance, for approval by the COR and the Safety Unit.

- B. Permits will be issued for no longer than one (1) week. Work lasting longer than one (1) week will be authorized by multiple permits.
- C. The Contractor shall supply and install any required road barricades and signage. The Contractor shall completely remove any road barricades and signage at the end of the permit.

## **10. DELIVERY OF MATERIALS.**

Deliveries of materials and equipment shall be made at times when the Contractor and/or the Subcontractor are available to accept. **The VA will not be responsible for accepting, receiving or storing** Contractor's and/or Subcontractor's delivered materials.

## **11. STORAGE AREA / ACCESS ROADS / & DOCKS.**

- A. All storage shall be confined to those areas designated by the COR.
- B. Only established roadways or those authorized by the COR for construction, and only loading and unloading docks authorized by the COR, shall be utilized. No restricted roadway or dock shall be utilized except by special permission of the COR (See item 9). Weight limits recommended by the vehicle manufacturers or prescribed by the COR shall be adhered to.

## **12. UTILITIES / OUTAGES.**

- A. The Contractor shall verify that all utilities outside of the construction area are not affected prior to disconnecting or shutting off any utilities. All shutdowns shall be requested, in writing, to the COR at least seven (7) days prior to shut down.
- B. You shall notify the COR:
  - (1) Prior to lock out / tag out of any utility system.
  - (2) If a utility failure occurs.
  - (3) Prior to restoring a system.

## **13. ENVIRONMENTAL PROTECTION.**

- A. The VA regards environmental protection requirements very seriously. Adherence to these requirements is subject to continuing scrutiny from the community, and backed by severe penalties, such as fines and incarceration. The Contractor shall fully comply with all federal,

state and local environmental regulations. These environmental requirements will be strictly enforced.

- B. No hazardous materials shall be disposed of on Government property. The Contractor shall ensure all waste is hauled off-site or disposed in Contractor owned and operated waste removal containers. The Contractor shall transport and dispose of hazardous wastes or materials in accordance with all related federal, state, and local regulations.
- C. The Contractor shall forward a copy of all waste manifests for special or hazardous wastes to the COR. Environmental requirements will be strictly enforced.

#### 14. SMOKING POLICY.

The Contractor shall not allow smoking in any building. The Contractor shall ensure employees smoke only in designated outdoor areas, 50' feet away from buildings.

#### 15. CONTRACT WORKER'S SAFETY INFORMATION.

- A. The fire alarm system connects all buildings at this facility, and is activated by various heat, duct, smoke sensors, pull stations, and sprinkler systems. Manual pull stations are provided at each entrance. Please survey the area in which you are working to locate the manual pull stations.
- B. IN THE EVENT OF A FIRE ALARM SOUNDING, you are to remain in your area, unless medical center personnel (Safety, Nursing, or Engineering) instruct otherwise, or unless a fire situation is in your area, in which case you should immediately evacuate.
- C. IN THE EVENT OF A FIRE, REMEMBER RACE: **R**escue persons in immediate danger, pull the fire **A**larm and **C**ontain the fire by closing any doors. If it is safe to do so, and you have been trained, try to **E**xtinguish the fire with a portable fire extinguisher. If you do not hear the alarm sound, call extension 2911 to report the location. Know the location of the fire alarm and extinguisher in your work area.
- D. INJURIES AND EMERGENCY MEDICAL SERVICES. Emergency medical services for stabilization purposes are available for Contractors at this facility. For medical emergencies, dial 2-911 when inside any building. Report the nature of the emergency and location. The operator will dispatch in-house personnel or coordinate an outside emergency assistance based on the nature of the emergency.
- E. HAZARDOUS WASTE. The VA Medical Center at Mountain Home indicates waste that is hazardous with different colored containers:

 RED for infectious or biohazardous waste.

☐ YELLOW for chemotherapy waste.

☐ CLEAR for general waste.

Signs on containers also indicate whether the contents are biohazardous, radioactive, or cytotoxic.

***The Contractor Shall Not Touch the Contents of Any of These Containers***

**16. PATIENT CARE AREAS.**

- A. The VA Medical Center at Mountain Home is a full service medical center with inpatients, outpatients, and staff who can be affected by what you do while working here. Many of these patients may have health problems that make them more susceptible to materials used or generated in your work.
- B. Before entering a patient care room, the Contractor shall receive permission and instructions from the nurse in charge. The Contractor shall respect the privacy of all patients. Remember, the patients at the Medical Center at Mountain Home are veterans who have served to protect our country.
- C. In order to comprehensively track potential infection control risks during construction, a "Ceiling Opening Permit" [Attachment L](#) will be issued by the medical center Infection Control Section only after construction workers have received the required infection control training. In addition, for medical center services that require frequent access to areas above ceilings, a "Ceiling Opening Permit" can be obtained on a long-term basis from the Infection Control Section once their employees have received the required infection control training.
- D. The Contractor shall keep tools, ladders, etc. away from patients to prevent injuries.
- E. Before departing the construction site, the Contractor shall secure incomplete work (i.e., cover exposed wiring in electrical outlets) in any area to which patients visitors, and/or non-construction-related employees are not prohibited access.

**17. GENERAL CONSTRUCTION SITE SAFETY.**

- A. The Contractor shall maintain safety in the construction site / area in accordance with the provisions of the contract, to include, but not be limited to:
  - Environmental Protection Agency (EPA);
  - Occupational Safety and Health Administration (OSHA) Regulations;
  - National Electric Codes;
  - National Fire Protection Association (NFPA) 70; and,
  - NFPA 101, Life Safety Code.

- B. The Contractor shall work in a safe manner and shall take all proper precautions while performing work. Extra precautions shall be taken by the Contractor when working around persons occupying the building during construction.
- C. The Contractor shall follow all federal, state, and local safety and health regulations.
- D. The Contractor shall provide appropriate personal protective equipment (PPE) for their employees. Contractor employees shall wear the provided PPE, as appropriate.
- E. The Contractor shall post appropriate signs in specific hazardous areas.
- F. The Contractor shall keep all construction areas secure, especially mechanical and electrical rooms, against entry of unauthorized individuals including patients.
- G. The Contractor shall not put trash or other building materials to be discarded in VA dumpsters. The Contractor shall furnish their own waste receptacle or dumpster, and remove trash daily from the Medical Center grounds.
- H. The Contractor shall not ask to borrow or use any Government-owned tools, machines, or equipment.

## **18. ACCIDENT PREVENTION.**

- A. The Contractor shall comply with the safety requirements described in specification section 01 00 00, item 1.5.
- B. The Contractor shall increase hazard surveillance of buildings, grounds, and equipment affected by construction, with special attention to excavations, construction areas, construction storage, and field offices.
- C. The Contractor shall limit access to construction sites by personnel, patients and visitors not involved with construction activities. Where total isolation of construction activities is not feasible, The Contractor shall limit access by supplying and using freestanding barricades or other appropriate means. The Contractor shall also supply and use appropriate signage to warn and redirect people away from the construction area and associated hazards.

## **19. ACCESS TO CONSTRUCTION AREAS.**

- A. The Contractor shall ensure the construction site has free and unobstructed exits. The Contractor shall maintain escape routes for construction workers at all times.



- B. The Contractor shall ensure free and unobstructed access is available to emergency services and for fire, police and other emergency forces. The Contractor shall not obstruct any doorway, hallway, or exit without notifying the COR and/or the Safety Unit, to determine if ILSM modifications are required.
- C. Means of exiting construction areas shall be inspected by the Contractor daily and documented by the Contractor on both the Daily Log, [Attachment 00 10 11-F](#), and on the Fire Safety Log, [Attachment 00 10 11-G](#). The Contractor shall provide the completed Daily Log to the COR before the close of the next working day. The Contractor shall provide the completed Fire Safety Log to the COR upon request but no later than the first working day of each month. In addition, the construction site may be inspected by the Government at any time.

**20. INTERIM LIFE SAFETY MEASURES (ILSM).** ILSMs are a series of operational actions taken to temporarily reduce the hazards posed by existing life safety deficiencies or construction. ILSMs consist of the following actions:

- A. The Contractor shall coordinate with the COR and/or the Safety Technician (Fire Inspector, extension 7734); to ensure fire protection systems are in good working order in the construction area.
- B. Any work involving the fire protection systems including fire alarm and sprinkler systems shall require written permission to proceed from the COR. **Do not tamper with or otherwise disturb any fire alarm and sprinkler system components without prior written permission. To do so without written permission will result in an adverse action by the VA.** The Contractor shall obtain written permission by submitting a Request to Disarm Fire Alarm / Sprinkler System, [Attachment 00 10 11-H](#), to the COR, 24 hours prior to commencing work on any fire protection system.
- C. A temporary, but equivalent, system shall be provided by the Contractor when any fire protection system is impaired due to construction.
- D. The Contractor shall inspect and test temporary systems monthly.
- E. The Contractor shall train personnel when structural or compartment features of fire safety are compromised.

## **21. FIRE PREVENTION.**

- A. The Contractor shall ensure that temporary construction partitions are smoke tight and are of non-combustible material so they will not contribute to the development or spread of fire.
- B. The Contractor shall ensure all Contractor construction personnel are trained in fire protection.
- C. The Contractor shall develop and enforce storage, housekeeping, and debris removal policies and procedures that reduce the flammable and combustible fire load to the lowest level necessary for daily operations.

- D. The Contractor shall provide fire stopping for all penetrations in any wall, especially in vertical and horizontal fire/smoke partitions. If penetrations of smoke and fire barriers are to be made as part of this project, a "Penetration Permit" [Attachment M](#) must be requested and obtained from the COR responsible for the work. Once the penetration of the smoke or fire barrier has been made and properly sealed with fire stopping material, and the COR has verified same, the completed permit must be returned to the issuing party and the completed permit forwarded to the Safety Unit for verification. Copies of completed "Penetration Permits" will be maintained by the Safety Unit.

## **22. FIRE WATCH.**

- A. The Contractor shall be responsible for providing any required fire watches when the construction impairs an existing fire protection system for more than 4 hours in a 24 hour period. A fire watch shall at least involve some special action beyond normal staffing, such as assigning additional personnel to walk the affected areas.
- B. The Contractor shall coordinate with the COR to obtain a radio with direct contact to VA Police for use during a fire watch. The Contractor shall also provide a telephone for the fire watch. The COR will provide the Contractor with emergency numbers to be used.
- C. The Contractor shall provide adequate portable fire extinguishers and the necessary training for individuals assigned to fire watch duties.
- D. Fire watch surveillance conducted by the Contractor shall be documented on the Fire Safety Log, [Attachment 00 10 11-G](#).

## **23. INFECTION CONTROL ORIENTATION FOR CONSTRUCTION WORKERS.**

- A. The goal of the Infection Control Program is to identify and reduce the risks of acquiring and transmitting infections among patients, employees, physicians and other licensed independent practitioners, contract service workers, volunteers, students and visitors.
- B. During construction, renovation and minor improvement projects, hidden infectious disease hazards may be released into the air, carried on dust particles or on clothing. One such hazard is fungal organisms such as Aspergillus. Aspergillus species may be found in decaying leaves and compost, plaster and drywall, and settled dust. These organisms usually do not cause problems in healthy people, but can cause problems in a hospital that is full of sick patients! Aspergillus and other fungal organisms can cause illness and even death in people with certain medical conditions such as transplant patients, cancer treatment patients and patients with lung problems or poor immunity. Therefore, it is critical that you do your part to keep our patients, employees and visitors as safe and healthy as possible. We, in turn, will make conditions as safe as possible for you.
- C. MEDICAL WASTE.

- (1) We will remove any medical waste, including sharps containers (for used needles and syringes), from construction areas prior to the start of projects.
- (2) If the Contractor finds any needles, syringes or sharp medical objects, the Contractor shall notify the COR and Infection Control staff at 423-926-1171 x7542 or 7530, or hospital pager \*4-218 or \*4-785 *immediately*.

D. BARRIER WALLS:

The Contractor shall ensure construction areas are kept separate from patient care areas by barriers that keep the dust and dirt inside the worksite. The barrier walls shall provide a complete seal of the construction area from adjacent areas (walls may be rigid or 4 - 6 mil thickness plastic).

E. ENVIRONMENTAL CONTROL:

- (1) The Contractor shall maintain negative air pressure within the construction area, such that air shall be drawn into the construction area, and dust and fungal spores shall not be disseminated toward patient care areas. This may require fans or other negative pressure producing equipment.
- (2) The Contractor shall remove demolition debris in tightly fitted covered carts. The Contractor shall use specified traffic patterns, approved by the COR, for debris removal.
- (3) The Contractor shall place sticky or walk-off mats immediately outside the construction zone. The Contractor shall change the mats whenever necessary to control the spread of dust and dirt.
- (4) The Contractor shall use exterior window seals to reduce the amount of outside excavation debris coming into the building.
- (5) If demolition chutes are used, the Contractor shall seal them when not in use. The Contractor shall spray the chute and damper with water, as necessary, to maintain dust control.
- (6) The Contractor shall provide for control, collection and disposal of any drain liquid or sludge found when demolishing plumbing.

F. TRAFFIC CONTROL:

- (1) The Contractor shall use only entry and exit procedures designated by the COR.
- (2) The Contractor shall keep all egress pathways free of debris.
- (3) The Contractor shall not allow unauthorized personnel to enter construction areas.
- (4) The Contractor shall use only elevators designated by the COR.

G. CLEANING:

- (1) The Contractor shall keep the construction area clean on a *daily* basis.
- (2) The Contractor shall keep dust and dirt to a minimum.

H. WORKERS:

- (1) Contractor clothing shall be free of loose soil and debris when exiting the construction area.
- (2) The Contractor shall use Contractor-provided personal protective equipment (masks, face shields, etc.) as indicated for the task at hand.
- (3) Handwashing is the best method of reducing the transmission of infection. The Contractor should always wash hands with soap and water after visiting the restroom, before eating or smoking, and when leaving the construction site.

**Questions? Please feel free to call the Infection Control, 423-926-1171 x 7542.**

24. **AIRBORNE DUST CONTROL DURING CONSTRUCTION.**

- A. Generation of dust is a major concern within staff, and especially patient, occupied buildings. Where operations involve the generation of dust; the Contractor shall direct all efforts at reducing airborne generated dust to the lowest level feasible. This may be accomplished by a number of methods. These include misting the area with water, or use of tools attached to high efficiency particulate air (HEPA) filtering vacuums. Where large amounts of materials may be disturbed, resulting in airborne dust, The Contractor shall establish full ceiling-to-floor plastic barriers as required.

B. CLASSIFICATION OF JOBS:

- (1) *CLASS I*- Includes, but is not limited to, minor disturbances involving plumbing, electrical, carpentry, ductwork, and minor aesthetic improvements.
- (2) *CLASS II*- (projects require barrier precautions) - Includes, but is not limited to, construction of new walls, construction of new rooms, major utility changes, major equipment installation, demolition of wallboards, plaster, ceramic tiles, or ceiling and floor tiles, removal of windows, removal of casework, etc.

C. CLASS I PROCEDURES. The Contractor shall:

- (1) Mist (with water) work surfaces to control dust while cutting. Alternatively a high efficiency particulate air vacuum (HEPA) can be used by positioning the vacuum next to the equipment at the site.
- (2) Tape doors for activities that produce large amounts of dust, and block off and seal air vents.

- (3) Cover holes/openings (penetrations), in walls, ceilings, floors, or doors that cannot be patched or fixed within 4 hours. Only approved fire-rated materials shall be used to fill holes in fire/smoke walls.
- (4) Comply with OSHA regulations regarding noise and vapor containment.
- (5) Cleanup and disposal: Construction waste shall be contained before transport using plastic bags and/or covered transport receptacle and/or cart and taped covering.
- (6) Wet mop and/or HEPA vacuum before leaving work area.
- (7) Place dust mats at entrance and exit of work areas, and clean or change daily to prevent tracking of dust into occupied areas.
- (8) After work completion, remove covering from air vents.

D. CLASS II PROCEDURES. The Contractor shall:

- (1) Post construction warning signs
- (2) Use the same procedures as Class I – However, use of a HEPA vacuum is mandatory.
- (3) Construct all dust barriers before construction begins per the following instructions: For single rooms, seal door/frame with tape and plastic. The sheet should be divided vertically with a knife. Flaps should be taped on either side of the single sheet to create a flapped entrance.
- (4) For larger areas, install an airtight (fire retardant) plastic barrier that extends from floor to ceiling, or seal to prevent dust and debris from escaping. Seal all seams with duct tape. Install barrier partitions to stop movement of air and debris penetrating ceiling envelopes, chases and/or ceiling spaces. Construct entrance with a double flap of plastic to prevent escape of elevator shafts or stairways are within the field of construction, install solid barriers.

## 25. INTERSTITIAL WORK PROTOCOL.

A. When working through ceiling, the Contractor shall:

- (1) Ensure that all employees and Contractors have been trained in the recognition of asbestos hazards, proper work practices, exposure assessment protocol, personal protective equipment and emergency response actions. All employees shall have the proper level of training.

- (2) Regulate access to the work area by putting up barrier tape and/or warning signs as necessary.
- (3) Vacate the area where the work activity will be performed. If area cannot be evacuated, erect a mini-enclosure or "Kontrol Kube" from the floor to the suspended ceiling.
- (4) Prepare area with polyethylene drop cloth.
- (5) Place tools, equipment and materials onto the drop cloth or inside the containment barrier.
- (6) Don personal protective equipment.
- (7) Carefully lift up ceiling tile. Keep the ceiling tile as flat as possible while lifting. Lift tile slightly above grid system and slowly slide tile to one side, leaving tile on top of an adjacent tile.
- (8) Wet wipe or HEPA vacuum the t-bars holding the tile.
- (9) Wet wipe or HEPA vacuum the topside of the tile.
- (10) Wet wipe or HEPA vacuum the underside of the tile that will be moved.
- (11) Carefully replace ceiling tile if necessary.
- (12) Perform clean up below ceiling, take down barrier tape, warning signs and unseal HVAC systems.
- (13) Dispose of polyethylene sheeting, cleaning rags and any PPE clothing as asbestos-containing waste
- (14) Inspect area and when decontamination appears to be complete, request clearance from safety office or independent certified industrial hygienist or asbestos consultant.
- (15) Reoccupy room after clearance has been obtained.

B. When working above ceiling off any catwalk, the Contractor shall:

- (1) Ensure that all employees and Contractors have been trained in the recognition of asbestos hazards, proper work practices, exposure assessment protocol, personal protective equipment and emergency response actions. All employees shall have the proper level of training.

- (2) Determine the exact location of work and path of access required. Conduct an assessment of integrity of ceiling tile.
- (3) If ceiling tile appears to have gaps to the interstitial, replace the tile per the protocol above.
- (4) Vacate the area where the work activity will be performed.
- (5) Regulate access to the work area by putting up barrier tape and/or warning signs as necessary.
- (6) Install a visqueen barrier on the underside of the ceiling.
- (7) Complete the work.
- (8) An asbestos abatement company shall be used to HEPA-vacuum the tops of tiles after completion of the work, and to remove the visqueen barrier.
- (9) Perform clean-up below ceiling, take down barrier tape, warning signs and unseal HVAC systems.
- (10) Dispose of polyethylene sheeting, cleaning rags and any PPE clothing as asbestos-containing waste.
- (11) Inspect area and when decontamination appears to be complete, request clearance from safety office or independent certified industrial hygienist or asbestos consultant.
- (12) Reoccupy room after clearance has been obtained.

**26. HOUSEKEEPING.** The Contractor shall:

- A. Protect patients and VA personnel in occupied areas from the hazards of dust, noise, construction debris and material associated with a construction environment.
- B. Keep work area clear, clean and free of loose debris
- C. Secure construction materials and partially installed work that would create a safety hazard or interfere with VA personnel duties and traffic.
- D. Wet mop occupied areas clean and remove any accumulation of dust/debris from cutting or drilling from any surface at the end of each workday.

- E. Make every effort to keep dust and noise to a minimum at all times. Take special precautions to protect VA equipment from damage including excessive dust.
- F. Maintain clear access to mechanical, electrical devices, equipment and main corridors. This will ensure access to existing systems in the event of an emergency.
- G. Clean area of all construction debris and dust upon completion of demolition and/or renovation.
- H. During construction operations, keep existing finishes protected from damage. Cover and protect all carpets during construction. Any carpets or surfaces damaged as a result of construction activities shall be replaced at the Contractor's expense.

## **27. TRENCHING/EXCAVATIONS.**

All Trenching and Excavation operations shall comply with all applicable requirements of OSHA, 29 CFR 1926, Subpart P, for Excavating and Trenching, (including related appendices), 1926.800 Underground Construction, and 1926.956, Underground Lines.

## **28. HAZARDOUS MATERIALS**

- A. Your operations may involve the use of hazardous materials. Prior to locating hazardous materials on site, the Contractor shall submit all Material Data Safety Sheets (MSDS) through the COR for evaluation by the facility Safety Unit.
- B. The Contractor shall store a minimal amount of hazardous materials within buildings with only enough on hand to perform daily tasks. The Contractor shall either remove flammable materials from buildings at the end of the work shift, or store them in approved flammable storage containers. The Contractor shall ensure hazardous materials are maintained in appropriate labeled containers at all times.
- C. The Contractor shall ensure there is adequate ventilation to remove vapors of hazardous materials in use. Many of the patients being cared for in the facility are susceptible to environmental contaminants, even when odors seem minimal. The Contractor shall isolate those areas where vapors are produced, and shall ventilate to the most extent possible to reduce the number of complaints. The Contractor shall ensure that HVAC fresh air intakes will not draw in ventilated vapors. The Contractor shall also ensure the area to which vapors are ventilated is not in an area that patient, employees, and visitors must use to enter or exit a building.

## **29. HAZARDOUS SPILLS.**



- Contain spill if possible.
- Secure area.
- Locate MSDS.
- Notify the COR and/or the Safety Unit at extension 7727.

### **30. LEAD BASED PAINT (LBP).**

The Contractor shall notify the Contracting Officer promptly, and before such conditions are disturbed, when Lead Based Paint (LBP) is suspected. A laboratory analysis of suspected material will be completed at the direction of the Contracting Officer at Government expense. If the test proves to be positive, the VA may issue a separate contract to remove, abate, or otherwise render the hazard safe or the Contractor may be required to remove, abate or otherwise render the hazard safe. The Contractor will then submit a cost proposal to the Contracting Officer based on the findings.

### **31. CONTACT WITH ASBESTOS CONTAINING MATERIALS (ACM).**

- A. To protect and ensure all your employees are aware that asbestos containing materials have been used in the construction of this facility, The Contractor shall have them review this section of the specification and complete the Contractor/Subcontractor/Employee Notification of Asbestos awareness statement, [Attachment 00 10 11-I](#).

Prior to commencing work, the Contractor shall ensure this statement has been signed by all employees, and shall forward the completed statement to the COR.

- B. Due to the age of buildings, many contain asbestos containing materials (ACM). Primary ACM uses in the medical center include floor tile, mastic, piping, and HVAC insulation. Some areas may contain damaged asbestos and should not be accessed without prior abatement. The Contractor shall consult with the COR to determine the potential for contact with ACM during this contract. In certain buildings, the Contractor shall assume that any sprayed-on fireproofing and thermal insulation contains asbestos. In certain buildings, all interstitial spaces are considered asbestos hazard areas. If there is potential for ACM contact, the Contractor shall have the required specific certification, training and personal protective equipment outlined in the Occupational Safety and Health Administration (OSHA) regulations.
- C. Where disturbance of asbestos is likely, it has been addressed in the contract for removal. If unexpected contact with the presence of asbestos is possible, stop all work in the immediate area and immediately contact the COR and/or the Safety Unit at extension 7727 to make necessary arrangements for removal.
- D. Prior to performing work above any ceiling or starting in a new area, the Contractor shall consult with the COR concerning existing conditions of ACM.

- E. ACM may be identified and labeled. If an area labeled as to contain ACM material, or suspected to contain ACM, is encountered, all work shall cease immediately and the Contractor shall notify the COR immediately.
- F. Ceiling tiles provide the barrier between the asbestos in the interstitial and the occupied areas below. Interior walls provide a similar barrier to asbestos fireproofing on vertical columns. If there is potential for ACM contact, the Contractor shall:
  - (1) **Not** move or displaced ceiling tiles without proper containment and personal protective equipment.
  - (2) **Not** make wall penetrations without proper containment and personal protective equipment.
  - (3) Immediately report all disturbances of asbestos-containing materials to your supervisor and the COR.
- G. The most common type of ACM insulation the Contractor may encounter includes thermal system insulation (TSI) and floor tile.
  - (1) ACM TSI is generally covered with cloth wrap or lagging, and the asbestos substrate generally appears white in color. The Contractor shall **not sand, drill, gouge, or otherwise disturb this type of insulation**. Contractors disturbing or releasing asbestos containing materials shall be liable for all damages and cleanup costs.
  - (2) In some areas, asbestos insulation has been identified on elbows, between fiberglass insulation, as patching materials among the fiberglass insulation. Fiberglass insulation used in this facility is usually yellow or pink in color, wrapped either by cloth or paper lagging.

### 32. LOCK-OUT / TAG-OUT ENERGY CONTROL PROCEDURES

- A. The Contractor shall request a copy of the latest procedures pertaining to this Medical Center on Control of Hazardous Energy (Lock-Out / Tag-Out) from the COR, if work on energized circuits is required by this contract. The Contractor shall follow the procedures provided by the COR.
- B. The Contractor shall also comply with OSHA 1910.147, Lock-out / Tag-out standard.

### 33. HOT WORK PERMITS

- A. Hot work operations include, cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipes, or any similar activity.
- B. For hot work operations, the Contractor shall be responsible for conforming to all Medical Center regulations, policies and procedures concerning Hot Work Permits, as outlined below:

- (1) Prior to the performance of hot work, the Contractor shall complete and submit a request for a Hot Work Permit to the COR, [Attachment 00 10 11-J](#).
  - (2) The COR will have the area inspected to ensure that the requirements of NFPA 241 and OSHA standards have been satisfied. If standards are met, the Hot Work Permit will be approved by the Safety Technician and the completed permit will be provided to the Contractor by the COR. The Contractor shall post it in the immediate area of the work to be performed.
  - (3) The Hot Work Permit shall apply only to the location identified on the permit. If additional areas involve hot work, additional permits shall be requested by the Contractor.
  - (4) Upon completion of all hot work, the Contractor shall notify the COR for a re-inspection of the area.
- C. The Contractor shall not use any of the extinguishers in the medical center for standby purpose while conducting hot work. The Contractor shall supply Class ABC extinguishers for hot work operations. Medical Center extinguishers are only to be used by the Contractor in the event of a fire and shall not be used for hot work operations.

### **34. PERMIT REQUIRED CONFINED SPACES**

- A. There are numerous permit required confined spaces on this facility. These include:
- Any above or underground fuel storage tank
  - Manholes (All 5 feet or deeper)
  - Sewage lift stations
  - Air ducts/Air handling units
  - Water storage tanks
  - Crawl spaces
  - Any space on this facility meeting the definition of a permit-required confined space as outlined in OSHA Standard 29 CFR 1910.146
- B. Contractors performing work on this facility shall follow all requirements outlined in OSHA Standard 29 CFR 1910.146, Permit-Required Confined Spaces
- C. Prior to entering a permit-required confined space the Contractor shall:
- (1) Submit a written Confined Space Policy, fully compliant with OSHA Standard 29 CFR 1910.146, Permit-Required Confined Spaces to the COR. This policy shall include, but not limited to:

- Permitting
- Air Monitoring
- Entrant, Entry Supervisor, & Attendant training
- Ventilation
- Entrant retrieval and rescue capabilities

(2) Complete, and submit to the COR, a Confined Space Entry Permit, [Attachment 00 10 11-K](#).

(3) Await permit approval before commencing confined space operations.

### **35. FLUORESCENT (PCB AND/OR MERCURY CONTAINING) FIXTURES**

The Contractor shall dispose of all fluorescent lighting fixtures removed as part of this project in accordance with Environmental Protection Agency (EPA) and Tennessee Department of Environment and Conservation (TDEC) regulations.

### **36. SAFETY / INTERMEDIATE INSPECTIONS**

- A. The professional Occupational Safety and Health staff (i.e., members of the Construction Safety Committee) at this facility will perform safety inspections of all contract operations. Written reports of unsafe practice conditions will be reported to the COR, and Contracting Officer, for immediate attention and resolution.
- B. The COR will perform other intermediate inspections, as needed by the project scope, or as requested by the Contractor.
- C. The COR may require additional safety procedures from the Contractor in the following areas, as applicable to the contract:
  - PPE / Respiratory Protection
  - Fall Protection
  - Lead/Silica
  - Confined Space Entry
  - Excavation and Trenching
  - Scaffolds and Aerial Lifts
  - Stairways and Ladders
  - Cranes / Heavy Equipment
  - Electrical
  - Energy Isolation (Lock Out / Tag Out)
  - Hand and Power Tools
  - Steel Erection
  - Material Handling and Rigging
  - Welding and Cutting

## **REQUIREMENTS FOR INSTALLATION OF TELECOM/DATA DROPS FOR MEDICAL CENTER**

All new telecom/data drops for the James H. Quillen VA Medical Center shall be CAT6-E drops provided and installed by a certified communications contractor.

In cases where existing CAT5-E/CAT6-E drops may require moving due to reconfiguration of spaces (or rooms) demolition requirements as follow are in effect:

- Existing drops must be removed from existing face-plates, pulled up above ceiling, put back into the same face-plate, then bagged (sandwich bags) and rolled up onto the nearest J-hook.
- 2. If any existing drop can be re-used because it is long enough to be pulled and properly secured in a new wall location, then the clean, un-bagged drop will not require re-testing and re-certification. Original jack label must be intact or replaced with machine generated label.
- 3. If any existing drop cannot be re-used because it was damaged, cut, not bagged, etc., then it shall be replaced in its entirety, tested, marked, and documented according to TIA/EIA607A standards.

### **TELECOM/DATA OUTLETS:**

1. Combined telecom/data (floor or wall) outlets (also called drops) shall be provided as required, within 36" of an existing electrical power outlet. All telecom/data drops will be machine labeled (format = telecom room number-three digit jack number [L121-042]. Workstation outlets, cables, etc., should be installed by certified communications contractors. All CAT6-E, combined telecom/data outlets (or drops) must be wired end-to-end in the VA's 568A configuration. See: TIA/EIA568B, 1 & 2, TIA/EIA569B, TIA/EIA606A, and ANSI/TIA/EIA607A standards.

2. All combined telecom/data drops (or outlets) shall consist of three (3) each, CAT6-E, drops (or workstation receptacles) on different colored, "home run-cables," terminated at the workstation end on separate CAT6-RJ45 jacks. Each data drop will include at least 12" of slack in the wall and a 15 ft service loop above the wall, in addition to the 8 ft service loop for each data drop within the Telecommunications room overhead ladder rack. The three (3) CAT6-RJ45 jacks shall each be a different color.

Example: 1 each CAT6, combined telecom/data drop triplex drop has one Red RJ45, one white RJ45, and one blue RJ45 jack corresponding to one each of a CAT6-E cable of that same color.

3. The three colors of cable used must match the color of cables currently installed in The building for the purpose and must remain consistent for all of them. The contractor shall provide the VAMC's COTR (or designee) with test results for each of the cables in the combined, triplex, telecom/data drops plus, a "red-line = as-built drawing" showing routes and terminations which correspond to the test data for each of those terminated cables.

SEE TIA/EIA568B, 1 & 2, TIA/EIA569B, TIA/EIA606A, AND ANSI/TIA/EIA607A STANDARDS.

4. All CAT6-E cables for combined telecom/data outlets at the communications room end, must terminate on CAT6, 48 port-patch panels mounted in a floor mounted (6' x 19") equipment rack, leaving an 8 ft. Service loop coiled in the three (3) ft piece of ladder rack used to stabilize the equipment rack against the wall mounted backer board, at the top of the equipment rack. Contractor shall provide additional equipment racks as required. Velcro-strapping required as cable ties are no longer allowed for all cable management. The ladder rack supports and the 6' x 19" equipment rack must be adequately bonded and grounded, and should be placed so as to allow the best connectivity routes to both the Telephone company's entrance facility products whether they be copper or fiber optics.

SEE: TIA/EIA568B, 1 & 2, TIA/EIA569B, TIA/EIA606A, AND ANSI/TIA/EIA607A STANDARDS.

#### **TELECOMMUNICATION ROOMS:**

1. The Telecommunications Room which will house the Telephone Company's DEMARK is a Low Voltage facility and It should not be co-located with any High Voltage Power. On one wall it should have a wall mounted, 4' x 8' x 3/4" plywood-backer board painted with Fire Resistant paint in a light color, hung horizontally, 3 ft above the finished floor. That size backer board should adequately hold the Telephone Company's DEMARK(s), DSU/CSUs for T1 or PRI circuits, Dialers for Security systems, etc. Telecom room should be located to ensure that any combined Telecom/Data outlets to be run from it, will not be any longer than 296'. See TIA/EIA568A, 1 & 2, TIA/EIA569B, TIA/EIA606A, and ANSI/TIA/EIA607A standards.
2. The Telecommunications Room should have sufficient space (usually about 8' x 8' in size, and should not be co-located with other facility infrastructure. i.e. (Electrical Power, Plumbing, Heat & AC, Fire Alarm Systems, etc.) The telecom room will contain the Telephone company demark, and will provide best connectivity routes to one (1) owner supplied 19" x 6' telecomm rack with wire/cable management. The Telecommunications Room should have adequate 110V/125V and 220/240V power on dedicated circuits to give one quad receptacle(110V-20A) and one receptacle(220V) for use to power a UPS system which will run the VAMC's Cisco <sup>TM</sup>

equipment, a phone Company's DSU/CSU, etc. The Telecom Room must also have adequate lighting and adequate environmental controls. i.e. (Ventilation, AC, temperature & humidity, etc.) The entire Telephone Entrance Facility must be bonded and grounded. See TIA/EIA568A, 1 & 2, TIA/EIA569B, TIA/EIA606A, and ANSI/TIA/EIA607A standards.

2. Telecommunications Rooms must be secure and should have no dropped Ceilings. They should have adequate wall and floor penetrations, with sleeves that can be fire stopped properly, but still allow for proper maintenance of cables bend radii, as well as adequate support for the structured cables to workstations. ALL penetrations must be fire stopped to meet National Electrical Code and all conduits are not to exceed maximum fill capacity. The Telecommunications Room should have no water in the room, overhead, or adjacent (such as, overhead pipes or drains, sprinkler heads, water tanks) See TIA/EIA568B, 1 & 2, TIA/EIA569A, TIA/EIA606A, and ANSI/TIA/EIA607A standards.
3. The Telecommunications Room (at remote clinics) must be secured by being keyed to a Non-Mastered Key, separate from all other keys in the facility. The Owner must submit a set of two (2) keys to the COTR of the Lessee, for delivery to the VA Medical Center's IRM Service. Security is the priority issue which dictates that no Telecomm Room may be co-located with any other facility infrastructure. i.e. (Electrical Power, Plumbing, Heat & AC, Security & Fire Alarm Systems, etc.) See TIA/EIA568A, 1 & 2, TIA/EIA569B, TIA/EIA606A, and ANSI/TIA/EIA607A standards.

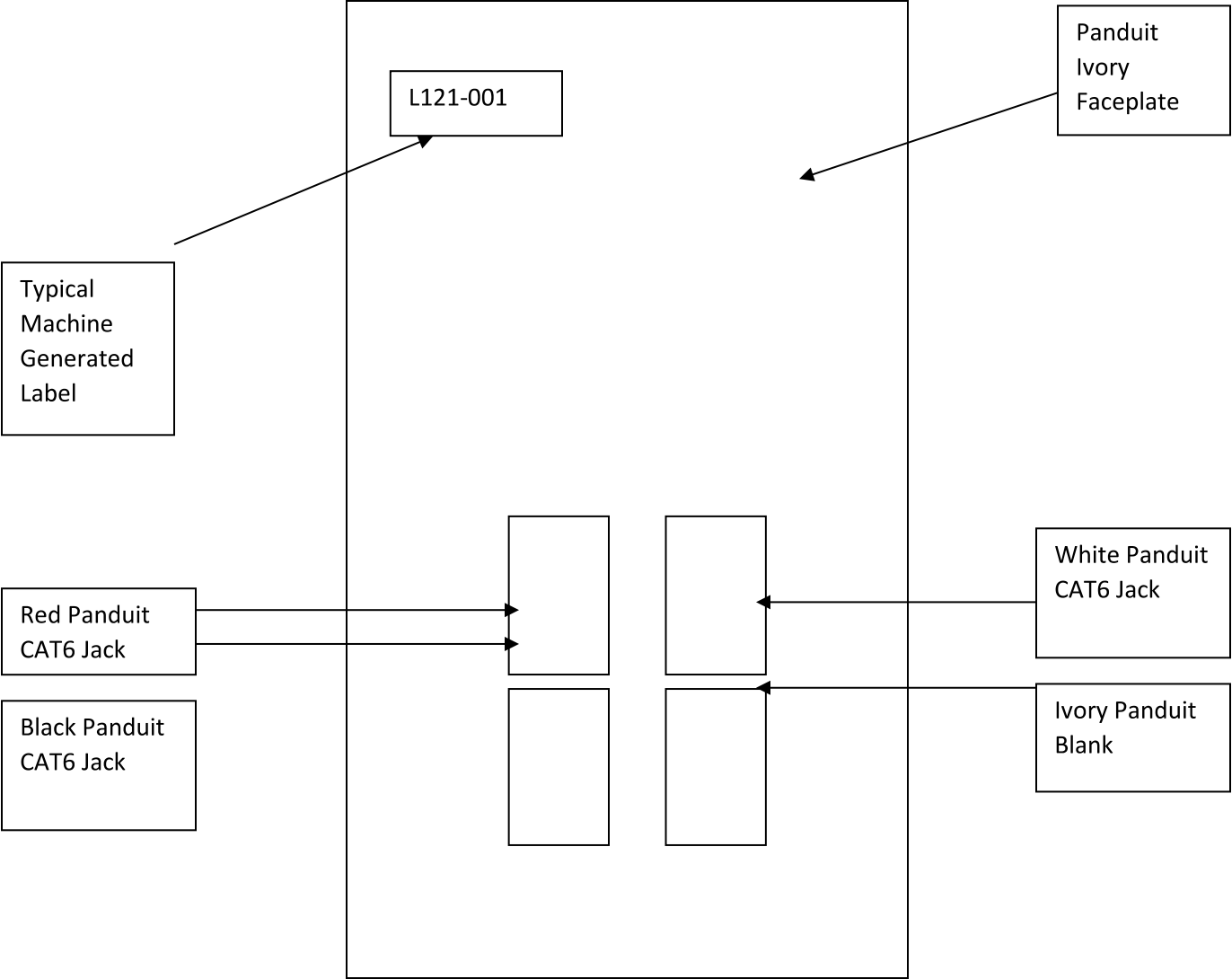
Updated: May 1, 2012

Reviewed: 3/6/2014

**James H. Quillen VA Medical Center**

**Typical Faceplate Layout For Combined Telecomm  
And Data Tri-Plex Drops**





**SECTION 00 10 11**

**JAMES H. QUILLEN VA MEDICAL CENTER REQUIREMENTS**

ATTACHMENTS

- A [Pre-Construction Conference Checklist](#)
- B [Contractor ID Badge and Parking Permit Request](#)
- C [After Working Hours Activity Security Request](#)
- D [Contractor Key Request](#)
- E [Permit for Road Closure](#)
- F [Daily Log](#)
- G [Fire Safety Log](#)
- H [Request to Disarm Fire Alarm/Sprinkler System](#)
- I [Contractor/Subcontractor/Employee Notification of Asbestos](#)
- J [Hot Work Permit](#)
- K [Confined Space Entry Permit](#)
- L [Ceiling Opening Permit](#)
- M [Penetration Permit](#)

<b><u>Item</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1.	Authority of Government Personnel / Contact Info.....	1
2.	Initial Submittals / Requests .....	1
3.	Schedule / Working Hours / Phasing Schedules.....	2
4.	Security Clearance/Key Issue .....	3
5.	ID Badges / Parking / Traffic Regulations.....	3

6.	Supervision / Superintendent / Communications.....	4
7.	Use of Government-Owned Material and Equipment .....	4
8.	Government Furnished Property.....	5
9.	Contractor's Trailers.....	5
10.	Road Closures .....	6
11.	Deliverly of Materials.....	5
12.	Storage Area / Access Roads / and Docks .....	6
13.	Utilities / Outages .....	6
14.	Emergency Medical Services.....	6
15.	Enviromental Protection / Protection of Surrounding Areas .....	6
16.	Smoking Policy.....	7
17.	Contract Worker's Safety Information .....	7
18.	Accident Prevention.....	7
19.	Infection Control Orientation for Construction Workers.....	7
20.	Access to Construction Areas & Interim Life Safety Measures (ILSM).....	7
21.	Airborne Dust Control During Construction .....	8
22.	Interstitial Work Protocol .....	8
23.	Housekeeping .....	8
24.	Trenching / Excavations .....	9
25.	Hazardous Materials (LBP, WASTE) .....	9
26.	Contact with Asbestos Containing Materials (ACM).....	9
27.	Flourescent (PCB and/or Mercury Containing) Fixtures.....	10
28.	Lock-Out / Tag-Out Energy Control Procedures.....	10
29.	Hot Work (Cutting, Welding, Soldering) Permits .....	10
30.	Permit Required Confined Spaces .....	11
31.	Fire Alarms / Sprinkler Systems.....	11
32.	Fire Stopping .....	11

33.	Fire Watch .....	12
34.	Safety / Intermediate Inspections.....	12
35.	Contract Progress and Cost Schedules.....	12
36.	Labor Standards Provisions and Payrolls .....	13
37.	Workman's Compensation .....	13
38.	Subcontractors .....	14
39.	Labor Disputes.....	14
40.	Equal Opportunity .....	14
41.	Progress Payments .....	14

<b><u>Item</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
42.	Changes.....	15
43.	Daily Logs .....	15
44.	Differing Site Conditions.....	16
45.	Specification and Drawings.....	16
46.	Request for Information.....	16
47.	Transmittal Correspondence .....	16
48.	Submittals / Material Approval.....	16
49.	Tests and Examinations .....	17
50.	Training of VA Personnel.....	17
51.	Operation and Maintenance Manuals (O & M) .....	17
52.	Clean Up.....	17
53.	Photographs .....	17
54.	Final Inspection .....	A18

55.	Project Meetings .....	A18
-----	------------------------	-----

ATTACHMENTS

<a href="#"><u>00 10 11-A-1</u></a> .....	Instructions for Submission of Payrolls and Invoices
<a href="#"><u>00 10 11-A-2</u></a> .....	Change Order Cost Sheet
<a href="#"><u>00 10 11-A-3</u></a> .....	Summary

Attachment 00 10 11-A

## **PRE-CONSTRUCTION CONFERENCE CHECK LIST**

### **1. AUTHORITY OF GOVERNMENT PERSONNEL / CONTACT INFO**

( ) a. The James H. Quillen Veterans Affairs Medical Center, Mountain Home, TN, Contracting Officer is the only person authorized to legally bind the U.S. Government. The Contracting Officer is responsible for the contractor's compliance with all the terms and conditions of the contract.

( ) b. The Contracting Officer's Technical Representative (COR) is responsible for the inspection of the work called for in the contract and specifications. The purpose of the COR is technical supervision and acceptance. Pursuant to the delegation of authority, the COR does not have the authority to make changes to the contract in amount or time. Inspections made by the COR are for the sole benefit of the Government, and do not relieve the Contractor of any quality control responsibility.

( ) c. No other office or individual has authority to act in any manner in behalf of the U.S. Government on the performance of this contract. Any changes or questions regarding this contract will be referred to the Contracting Officer by the COR who, in turn, will initiate necessary action.

### **2. INITIAL SUBMITTALS / REQUESTS**

( ) a. - Contractor's Company Environmental Safety and Health Plan (ES & H);  
Activity Hazard Analysis (AHA) detailing the project's Site-Specific ES & H measures and a Site Specific Fire Safety / Infection Control Plan, (**Actual Drawings depicting all ILSM issues, etc.**)

- Contractor I.D. Badge and Parking Permit Request (See Section 00 10 11, Attachment B), for all contractor/sub-contractor employees.
- Phasing Schedule.
- Identify the Contractor's Superintendent.
- Identify the Contractor's Competent Person(s).
- A request to schedule a date and time for all contractor and sub-contractor's employees to view the VA's mandatory Video on Infection Control and to receive a safety orientation.
- OSHA Training Records for all such employees. (30 hour for the Superintendent, 10 hour for all other)

### **3. SCHEDULE / WORKING HOURS / PHASING SCHEDULES**

- ( ) a. The Contractor shall submit a Schedule of Work and any specified Phasing Schedules not later than (5) five calendar days prior to commencement of work.
- ( ) b. The Contractor will perform all work during normal duty hours that are from 7:45 a.m. to 4:30 p.m., Monday through Friday, with the exception of Federal holidays, unless otherwise specified or required by the phasing requirements of this contract. If Phasing requires after hours work, submit a After Working Hours Activity Security Request (See Section 00 10 11, Attachment C).
- ( ) c. The Contractor will be required to schedule some aspects of the work involving sub-contractors of the Electrical, Mechanical, HVAC trades, and some special painting and floor finish operations, after hours, meaning from 5:00 pm until 1:00 am, whether indicated on the contract documents by specific phasing or not. Some after hours work such as systems affecting Hospital operations cannot start until after 7:30 pm in the evening. This is required to assure un-interruption of Hospital operations, potential effect to patients, employees, and visitors. **The Contractor shall be required to verify this before bidding.**



**4. SECURITY CLEARANCE/KEY ISSUE**

( ) a. This Medical Center reserves the right to initiate certain Homeland Security clearance requirements for Contractors, subcontractors, and other outside vendors, as required. These requirements are subject to change without notice depending on the current threat level implemented by the Government. If security clearances are known to be required, the COR will advise the Contractor at the pre-construction conference.

( ) b. Only a limited number of keys will be issued to the Contractor. Contractor must request and submit a "Contractor Key Request" (See Section 00 10 11, Attachment D) for any required keys for any Engineering Service areas from the COR. The COR will advise the Contractor of the procedure to obtain the keys. The keys must be returned at the end of final inspection and/or punch list completion, or final payment will be delayed. If the Contractor loses a key, all areas that are keyed to that key will be re-keyed by the VA at the Contractor's expense.

**5. ID BADGES/PARKING/TRAFFIC REGULATIONS**

( ) a. All Contractor personnel who enter Medical Center property for this project shall obtain I.D. badges. Contractor personnel shall include employees, subcontractors, subcontractor employees, suppliers, and delivery personnel entering the Medical Center. This does not apply to suppliers and delivery personnel making deliveries to the VA warehouse loading dock only. Contractor personnel who enter the Medical Center on an intermittent, one day at a time basis shall obtain a Temporary Contractor badge. (See Section 00 10 11 for details) All others shall obtain a photo I.D. badge. Badges shall be worn above the belt at all times while on Medical Center property. Photo I.D. Badges may be obtained by completing the I.D. section of the Contractor I.D. Badge and Parking Permit Request (See Section 00 10 11, Attachment B).

( ) b. All Contractor personnel who park vehicles on Medical Center property for this project shall obtain VA issued parking permits from the VA Police Service. This does not apply to suppliers and delivery personnel making deliveries to the VA warehouse loading dock only. Contractor I.D. Badge and Parking Permit Request (See Section 00 10 11, Attachment B)

( ) c. The Contractor will be assigned a parking area during the pre-construction conference. All Contractor personnel shall use only this area for parking while on Medical Center property. The

Contractor shall not park on grassy areas, unless approved by the COR, and the Contractor agrees to restore areas back to VA standards.

( ) d. The Contractor must return all I.D. badges and parking permits to the VA Police Service or final payment will be delayed.

( ) e. See Section 00 10 11 for specific information on I.D. Badges, Parking, and Traffic Regulations. Failure to comply with these requirements will result in the immediate removal of Contractor personnel from this Medical Center. Any such Contractor personnel removed for failure to comply will not be permitted re-entry to work on this project until approved by the Contracting Officer.

## **6. SUPERVISION/SUPERINTENDENT/COMMUNICATIONS**

( ) a. At all times during the performance of this contract, the Contractor's superintendent is to be available by cellular phone. At the beginning of the contract and prior to beginning any construction, supply the COR with the telephone number for the superintendent. The superintendent shall be capable of making decisions and acting on behalf of the Contractor. **The superintendent shall be English speaking, and an English-speaking foreman shall be physically located on the construction site at all times work is being performed on site.**

( ) b. The foreman, superintendent and/or other Contractor designee will be the Contractor's Competent Person(s) as identified by OSHA. The Contractor's Competent Person(s) shall meet OSHA training guidelines and shall be capable of making decisions and acting on behalf of the Contractor. A Contractor Competent Person shall be on the job site at all times work is being performed. If the Contractor Competent Person is absent from the job site for an extended period of time, the VA Contracting Officer may send all Contractor/Subcontractor employees off the job.

## **7. USE OF GOVERNMENT-OWNED MATERIAL AND EQUIPMENT**

( ) a. Use of Government-owned material and equipment is **prohibited**.

## **8. GOVERNMENT FURNISHED PROPERTY**

- ( ) a. The Government-furnished property, if any, listed in the contract will be used only for the performance of this contract unless otherwise authorized by the Contracting Officer.
- ( ) b. The Contractor shall, at all times, take any and all steps necessary for maintenance and preservation of all Government-furnished property.
- ( ) c. The Contractor shall comply with all reasonable requests of the Contracting Officer to enclose or specially protect Government-furnished property.

**9. CONTRACTOR'S TRAILERS**

- ( ) a. Contractor's trailers shall be located at the area assigned. All utility connections to the trailer shall be installed at the contractor's expense. Trailer removal is required upon completion of the contract, unless approved by the COR to leave in place.

**10. ROAD CLOSURES**

- ( ) a. For any work requiring closure of a road or parking lot, the Contractor shall complete a Permit for Road Closure, (See Section 00 10 11, Attachment E), at least fourteen (14) days in advance, for approval by the COR and the Safety Unit.. Permits will be issued for no longer than one (1) week. Work lasting longer than one (1) week will be authorized by multiple permits.
- ( ) b. The Contractor shall supply and install any required road barricades and signage. The Contractor shall completely remove any road barricades and signage at the end of the permit.

**11. DELIVERLY of MATERIALS**

- ( ) a. Deliveries of materials and equipment are to be made at times when the Contractor and/or Subcontractor are available to accept. **The VA will not be responsible for accepting, receiving or storing** and will refuse and return deliveries.

**12. STORAGE AREA / ACCESS ROADS / and DOCKS**

- ( ) a. All storage will be confined to those areas designated by the COR.
- ( ) b. Only established roadways or those authorized for construction and loading and unloading docks authorized by the COR will be utilized. No restricted roadway or dock will be utilized except by special permission of the COR. (See item 10.) Weight limits recommended by the vehicle manufacturers or prescribed by the COR will be adhered to.

**13. UTILITIES / OUTAGES**

- ( ) a. The Contractor will verify that all utilities outside of the construction area are not affected prior to disconnecting or shutting off any utilities. All shutdowns will be coordinated with the COR at least seven (7) days prior to shut down.

**14. EMERGENCY MEDICAL SERVICES**

- ( ) a. Emergency medical services for stabilization purposes are available for contractors at this facility. For medical emergencies, dial 2-911 when inside any building. Report the nature of the emergency and location. The operator will dispatch in-house personnel or coordinate an outside emergency assistance based on the nature of the emergency.

**15. ENVIROMENTAL PROTECTION / PROTECTION OF SURROUNDING AREAS**

- ( ) a. It may help you to be aware of the seriousness that the environmental protection requirements of each contract are regarded. Adherence to these requirements is subject to continuing scrutiny from the community and backed by severe penalties, such as fines and incarceration. These environmental requirements will be strictly enforced.
- ( ) b. No hazardous materials will be disposed of on Government property. All waste will be hauled off-site or disposed in contractor owned and operated waste removal containers.

( ) c. A copy of all waste manifests for special or hazardous wastes will be forwarded to the COR. Environmental requirements will be strictly enforced.

( ) d. Has the Contractor read and understood the information from Section 01 00 00 item 1.9?

**16. SMOKING POLICY**

( ) a. Smoking is not allowed in any building and only in designated outdoor areas, 50' feet away from buildings.

**17. CONTRACT WORKER'S SAFETY INFORMATION**

( ) a. Has the Contractor read and conveyed information from Section 00 10 11, to all employees and Sub-Contractors?

**18. ACCIDENT PREVENTION**

( ) a. The Contractor shall comply with the requirements for safety as described in Section 01 00 00, item 1.5.

**19. INFECTION CONTROL ORIENTATION for CONSTRUCTION WORKERS**

( ) a. Has the Contractor read and conveyed information from Sections 00 10 11 and 01 00 00 to all employees and Subcontractors?

**20. ACCESS to CONSTRUCTION AREAS & INTERIM LIFE SAFETY MEASURES (ILSM)**

( ) a. Has the Contractor read and understood the information from Section 00 10 11 and 1010?

( ) b. Fire surveillance, conducted each day work is in progress by the Contractor, shall be documented in the Fire Safety Log. (See Section 00 10 11, Attachment G) The Contractor shall provide the completed Fire Safety Log to the COR upon request, but no later than the first working day of each month. The VA may do a fire surveillance of the construction site at any time. Fire watches are also documented on this log.

( ) c. The Contractor shall implement ILSMs, as required. The COR and/or members of the VA Construction Safety Team will evaluate the project for implementation of ILSMs. The Contractor shall also complete the Safety/ILSM Checklist side of the Daily Log (See Section 00 10 11, Attachment F).

( ) d. In order to comprehensively track potential infection control risks during construction, a "Ceiling Opening Permit" (Attachment L) will be issued by the medical center Infection Control Section only after construction workers have received the required infection control training. In addition, for medical center services that require frequent access to areas above ceilings, a "Ceiling Opening Permit" can be obtained on a long-term basis from the Infection Control Section once their employees have received the required infection control training.

( ) e. Means of egress shall be inspected each day work is in progress and documented by the Contractor on both the Daily Log and on the Fire Safety Log.

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## **21. AIRBORNE DUST CONTROL DURING CONSTRUCTION**

( ) a. Has the Contractor read and understood the information from Section 00 10 11?

## **22. INTERSTITIAL WORK PROTOCOL**

( ) a. Has the Contractor read and understood the information from Section 00 10 11?

## **23. HOUSEKEEPING**

- ( ) a. Has the Contractor read and understood the information from Section 00 10 11?

**24. TRENCHING/EXCAVATIONS**

- ( ) a. All Trenching and Excavation operations will comply with all applicable requirements of OSHA, 29 CFR 1926, Subpart P, for Excavating and Trenching, (including related appendices), 1926.800, Underground Construction, and 1926.956, Underground Lines.

**25. HAZARDOUS MATERIALS (LBP, WASTE)**

- ( ) a. It is the responsibility of the Contractor to notify the Contracting Officer promptly, and before such conditions are disturbed, when Lead Based Paint (LBP) is suspected. A laboratory analysis of suspected material will be completed at the direction of the Contracting Officer at Government expense. If the test proves to be positive, the VA may issue a separate contract to remove, abate, or otherwise render the hazard safe or the Contractor may be required to remove, abate or otherwise render the hazard safe. The Contractor will then submit a cost proposal to the Contracting Officer based on the findings.

- ( ) b. The Contractor will adhere to all Federal, State, and local rules, regulations, and policies concerning the purchase, use, storage, and disposal of hazardous materials and hazardous waste, including, but not limited to solvents, aerosols, and heavy metals. The Contractor will submit a list, along with the applicable Material Safety Data Sheet (MSDS), of all hazardous materials that will be used. Should a conflict arise concerning the rules, regulations, and policies, the Contractor will comply with the most stringent.

**26. CONTACT WITH ASBESTOS CONTAINING MATERIALS (ACM)**

- ( ) a. It is the responsibility of the Contractor to notify the Contracting Officer promptly and before such conditions are disturbed of the suspected presence of asbestos pursuant to FAR 52.233-1, Differing Site Conditions. A laboratory analysis of suspected material will be completed at the direction of the Contracting Officer at Government expense. If the test proves to be positive, the VA may issue a separate contract to abate the Asbestos or the Contractor may be required to hire a Certified Industrial Hygienist at Government expense. He will determine the method and the cost to remove the asbestos. The Contractor

will then submit a cost proposal to the Contracting Officer based on the findings of the Certified Industrial Hygienist.

( ) b. To protect and ensure all your employees/Subcontractors are aware that asbestos containing materials have been used in the construction of this facility, you are required to have them review Section 00 10 11 item 30. You must also have them complete the Contractor/Subcontractor/Employee Notification of Asbestos (See Section 00 10 11, Attachment I). Submit this Notification to the COR prior to commencing work.

**27. FLOURESCENT (PCB AND/OR MERCURY CONTAINING) FIXTURES**

( ) a. The Contractor shall dispose of all fluorescent lighting fixtures removed as part of this project in accordance with Environmental Protection Agency (EPA) and Tennessee Department of Environment and Conservation (TDEC) regulations.

**28. LOCK-OUT / TAG-OUT ENERGY CONTROL PROCEDURES**

( ) a. The Contractor shall request a copy of the latest procedures pertaining to this Medical Center on Control of Hazardous Energy (Lock-Out / Tag-Out) from the COR, if work on energized circuits is required by this contract. The Contractor shall follow the procedures provided by the COR

( ) b. Contractors are expected to comply with OSHA 1910.147, Lock-out / Tag-out standard.

**29. HOT WORK (CUTTING, WELDING, SOLDERING) PERMITS**

( ) a. Any hot work operations including cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipes or any similar activity, will require a Hot Work Permit (See Section 00 10 11, Attachment J). The Contractor will be responsible for conforming to all Medical Center regulations, policies and procedures concerning Hot Work Permits as described in section 00 10 11.



**30. PERMIT REQUIRED CONFINED SPACES**

- ( ) a. Contractors performing work in confined spaces are responsible for compliance with all applicable standards and regulations. A Confined Space Entry Permit, (See Section 00 10 11, Attachment K) is required.
- ( ) b. The Contractor will be responsible for conforming to all Medical Center regulations, policies and procedures concerning Confined Spaces as described in section 00 10 11.

**31. FIRE ALARMS / SPRINKLER SYSTEMS**

- ( ) a. Has the Contractor read and understood Section 00 10 11, item 20?
- ( ) b. Do not tamper with or otherwise disturb any fire alarm and sprinkler system components without prior written permission. To do so without written permission will result in an adverse action by the VA.
- ( ) c. The contractor shall obtain written permission by submitting a Request to Disarm Fire Alarm / Sprinkler System, (See Section 00 10 11, Attachment H).

**32. FIRE STOPPING**

- ( ) a. Has the Contractor read and understood Section 00 10 11, item 21?
- ( ) b. Fire Stopping shall be provided for all penetrations in any wall, especially in vertical and horizontal fire/smoke partitions. If penetrations of smoke and fire barriers are to be made as part of this project, a "Penetration Permit" (Attachment M) must be requested and obtained from the COR responsible for the work. Once the penetration of the smoke or fire barrier has been made and properly sealed with fire stopping material, and the COR has verified same, the completed permit must be returned to the issuing party and the completed permit forwarded to the Safety Unit for verification. Copies of completed "Penetration Permits" will be maintained by the Safety Unit.