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- d. The ODU Project Manager is responsible for communicating and coordinating any disruptive activities on campus with the Assistant Directors (3) in Facilities Management.
- 01.6. Coordination work that impacts University Operations
- a. Traffic flow shall be maintained at all times. If traffic flow must be interrupted, the contractor will notify the ODU Project Manager and the university fourteen (14) days prior to the disruption. This includes, but is not limited to, pavement repair and/or deliveries. The contractor will be required to provide a traffic control and pedestrian safety plan. The plan shall be coordinated with the City of Norfolk when blocking access to a public street or city right of way. The contractor is responsible for obtaining the necessary permits from the City of Norfolk. Deliveries to the construction site should be avoided during home football games, residence hall move in and move out days or university graduations.
  - b. The ODU Project Manager shall ensure that disruptive activities are posted in the University Announcements at least 48 hours in advance.
  - c. The ODU Project Manager shall keep the Director of Transportation and Parking up to date on the timing of lot / street or other closures and/or disruptions that may impact the student faculty and staff including impacts to the shuttle bus. Street debris including mud and spillage caused by the work shall be removed immediately. Failure to clean public and University streets and/or rights of way may result in the University performing the work and back charging the contractor.
  - d. Repair of damaged streets, roads, or other facilities shall be the responsibility of the General Contractor, at no expense to the University. Work shall be performed to the satisfaction of the University and the City of Norfolk, as applicable.
  - e. Washout of concrete equipment or contamination by any construction products anywhere on University property is strictly prohibited.
    - i. The same requirement is expected during design phases where the A/E intends to do any site or existing building investigative work.
- 01.7. Emergency Contact Information
- a. The Contractor and the ODU PM shall compile a comprehensive list of management personnel assigned to the project from the Contractor and the A/E. The list shall also include contact information for ODU Public Safety, Fire, Facilities Management and any other key personnel. The appropriate 24-hour emergency point of contact shall be provided for each entity.
- 01.8. Safety & Security
- a. Jobsite Safety & Security is the contractor's responsibility. The Contractor shall provide written project specific safety & security protocols to the project to the ODU Project Manager for review and approval. The approved safety and security plan shall be presented at the construction kick off meeting.
  - b. Entrances and exits for the public must be maintained during periods of joint occupancy.
  - c. Keys or key cards may be provided to the General Contractor by the University for renovation projects. The General Contractor shall be responsible for coordination of access by all trades, and shall return the keys upon completion. See [APPENDIX AD – CONTRACTOR KEY REQUEST](#) for additional information.
  - d. The general contractor is responsible for confirming his and his subcontractor's personnel are wearing the appropriate safety gear including, but not limited to, hard hats, safety glasses, appropriate footwear, safety vests, etc.
- 01.9. Worker Behavior and Decorum
- a. Contractor's personnel shall refrain from contact

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- d. Safety related OSHA signage and site entry rules shall be installed by the contractor as deemed appropriate.
  - e. The contractor shall maintain the construction site for the duration of the project including keeping plant growth around the base limited and trimmed. Construction fencing shall only be removed when directed by ODU.
  - f. Movable, surface mounted fence panels may be used with the approval of the University. These panels shall be adequately braced to resist wind forces and shall be secured to prevent public access.
  - g. Plywood barriers may be needed for closed sidewalks adjacent to construction sites.
  - h. Fencing using razor wire or other similar product shall NEVER be used on campus.
- 01.21. Interior Temporary Partitions and Barriers
- a. Interior temporary partitions are to be specified as part of the design documents and shall comply with the building code requirements for the construction type and occupancy of the existing building. The contractor shall provide spare keys for any temporary locks to the ODU Project Manager in case emergency access is required.
  - b. No work shall take place which obstructs the buildings means of egress without first coordinating with Office of Fire Safety. All attempts must be made to add additional temporary partitions and doors that will redirect exit access travel from a blocked exit to avoid creating dead-end conditions. Refer to the CPSM for additional requirements and approval process.
- 01.22. Temporary Scaffolding and Platforms
- a. All scaffolding must have protection to prevent unauthorized access, such as a lockable plywood surround.
- 01.23. Permits and Shutdowns
- a. The General Contractor shall identify to the ODU Project Manager all shutdowns anticipated for the project within 7 days of the Notice to Proceed.
  - b. Seventy-two (72) hours, excluding weekends, prior to any utility, communication device(s) or HVAC system cut-off, to all or any portion of the project site(s), adjacent university sites, or private properties required by the progress of the Work

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- progress of the marked up as built; waiting until the end of the project to review will leave some information can be lost or forgotten.
- b. If the General Contractor or a subcontractor needs a specific inspection performed by the PI, at least 24 hours advance notice to the Project Inspector shall be made. It is preferable that the request be made 48 hours in advance. Requests for inspections should use [APPENDIX AN – PROJECT INSPECTION REQUEST FORM](#).
- 01.36. Exterior Mock Ups
- a. Initial brick panel mock ups, used specifically for final selection of brick and mortar can be used, prior to construction of the full integrated mock up.
  - b. The final selected and proposed bricks, mortar, masonry/steel stud backup, mortar net, wall ties, insulation and limestone/precast stone trim, flashing including termination bars and drip edges, etc., applicable to the project shall be constructed in a fully integrated mock up. This mock up is separate from the sample panel/s and is to be used to set standards for quality, along with final confirmation of exterior materials selection.
    - i. The extent, materials and details of the project mock up panels shall be shown in the Preliminary Design Submittal by the A/E.
    - ii. Cost for the construction of the mock up shall be included as a line item in the schematic design estimate and updated through all subsequent estimates.
    - iii. The Architect of Record and the University shall review and approve the mock up wall panel for workmanship and conformance to the construction documents, prior to the materials order by the contractor. The Architect of Record shall advise the University prior to approving or not approving a mockup and prior to notifying the Contractor. Final approval shall be by the University.
    - iv. The intent of the integrated mock ups are to obtain University Leadership, University Architect and A/E's approval of appearance and construction methodology prior to material ordering and production. To be acceptable, work must match approved mock ups. Confirm construction sequence, details, compatibility, means, methods, and techniques.
    - v. Test mock ups as specified for water infiltration.
  - c. Architectural cast-in-place concrete shall be included as part of the exterior mock-up for inspection and approval by the University. The mock-up will include a minimum of a 4' x 8' area. The mock-up shall establish an acceptable standard of workmanship and quality concerning concrete finishing, texture of formed material, etc. The concrete used in the mock-up shall be furnished by the project concrete supplier, and shall represent the approved mix for strength and texture. The sample panel shall be protected from construction operations, but shall be exposed to the elements.
  - d. Roofing systems shall be included in the construction Mock-Up for each project. The Mock-up shall be built before proceeding with final purchase of materials and fabrication of roofing components. Provide mock-up of sufficient size and scope to show typical pattern of seams, fastening details, edge construction, and finish texture and color. Incorporate materials and methods of fabrication and installation identical with project requirements. Retain accepted mock-up as quality standard for acceptance of completed roofing.
  - e. Mock Ups should be constructed of actual materials to be used in the Project including actual finishes and colors. The exterior mock up is intended both to provide final material approval, but also as a “peel away” mock up to examine building envelop system construction.





- a. If the University is officially closed due to an emergency condition, the Contractor will not be allowed to work.
- 01.44. Unmanned Aerial Systems (UAS or Drones) – As stated on the ODU website:
- a. *“First and foremost, ODU’s main campus and that of the Peninsula and Virginia Beach Higher Education Centers are located within a 5 mile radius of a military airport installation. All Unmanned Aerial Systems (UAS) operated for business or recreational purposes within a five mile radius of a military airport cannot be operated without the military providing explicit permission. Likewise, operations within five miles of a civilian airport requires similar approvals. The ODU Office of Risk Management is responsible for requesting flight permission for UAS operations. To address the use of drones on campus, ODU has established **POLICY #3015: UNMANNED AIRCRAFT SYSTEM AKA DRONES, AERIALS AND OTHER POWERED MODEL AIRCRAFT**. Students, Faculty, Staff, Vendors and Guests who plan to operate a drone on or over property owned or controlled by ODU are required to abide by this policy.”*
    - i. Permit Application required by Policy #3015 can be found here:  
<https://www.odu.edu/content/dam/odu/policies/university/docs/uas-request-form.pdf> .
    - ii. Once the application is received by the Office of Risk Management (ORM), the process requires the ORM to contact Chambers Field and obtain approval from them prior to the flight. This is required as ODU’s campus lies within Class D airspace. Chambers requires a minimum of 7 days’ notice to allow for review and approval.
    - iii. Once approval is received from Chambers Field, the ORM will notify the ODU UAS Approval Committee (UAC) and they will approve or dis-approve the flight. Once the UAC approves, ODU Risk Management will issue a permit.
    - iv. Be sure to include the longitude and latitude coordinate and a radius about which the flight will be bounded. Include the height. Two-hundred feet AGL is typically what is requested and approved.
- 01.45. Evacuation Plans
- a. Evacuation Plans shall be provided by the A/E for installation in the building at approved locations. Evacuation Plans shall indicate where exterior gathering spaces are located as directed by the University Fire Safety Engineer.
- 01.46. Valve Plans
- a. The Contractor shall provide floor plans showing the location of all shut off valves in the building.
  - b. Floor plans shall be laminated and installed on a visible, accessible wall in the main mechanical room.
  - c. The contractor shall provide a PDF copy of the shut off valve location plans to the University with the close out documents.
- 01.47. Roof Inspection Reports
- a. Copies of the independent roof inspection reports roof acceptance reports and the roof warranty documentation, shall be provided to the Facilities Management Assistant Director(s) and filed in the Digital Library.
- 01.48. Approved UL Wall Assemblies
- a. The State Fire Marshall requires a three ring binder be kept at the construction site of all approved wall assemblies and that this binder subsequently be stored within the building, in an easily identifiable location for post occupancy inspections.
- 01.49. O&M Training

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- iii. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
- iv. Remove tools, construction equipment, machinery, and surplus material from Project site.
- v. If applicable, remove snow and ice to provide safe access to building.
- vi. Clean exposed exterior and interior hard-surfaced finishes to condition free of dirt, stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
- vii. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- viii. Sweep concrete floors broom clean in unoccupied spaces.
- ix. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
  - x. Clean transparent materials, including mirrors and glass in doors and windows.
  - xi. Remove glazing compounds and other noticeable, vision-obscuring materials.
  - xii. Replace chipped or broken glass and other damaged transparent materials. Remove labels that are not permanent.
  - xiii. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
  - xiv. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
  - xv. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
    - 1. Replace parts subject to unusual operating conditions.
- xvi. Clean plumbing fixtures to a sanitary condition,