

SUPPLEMENTAL GENERAL CONDITIONS

The "General Conditions Governing All Work" as authored by the New York City Health and Hospitals Corporation dated 6/30/99 shall govern the Work under this Contract except as modified, amended or supplemented, by these "Supplemental General Conditions". The General Conditions, except as hereby modified, amended or supplemented, shall remain in full force and effect. Any reference to "General Requirements" shall be disregarded and referred to Supplemental General Conditions.

ARTICLE 1 - SCOPE AND INTENT

2 - Work:

Add the following new paragraphs:

- A. For the "Scope of Work" refer to contract drawings and specifications.
- B. The Work under this contract will be constructed under single prime contract.
- C. All work to be done under Project Labor Agreement (PLA) covering specified project of New York City Health and Hospital Corporation Facilities and Structures.

Add the following new paragraphs:

2A - Work by Others

- A. There are two separate projects at Bellevue Hospital Center: NYC H+H / EDC contact entitled "Vertical Transportation Mitigation Plan" and NYC H+H Switchgear Relocation. This projects includes renovation of various elevators including and not limited to Main Hospital "H" building. Only the freight elevator "F" is to be used for material deliveries and labor force access to the 2nd floor work area.

ARTICLE 6 - CONTRACT DRAWING

Revise entire paragraph 2, as follows:

2 - Documents furnished to the Contractor.

After the award of the Contract, each Contractor will be provide with an electronic copy of all construction drawings and specifications. Paper prints are responsibility of the Contractor.

Delete entire paragraph 3.

After paragraph 10, add the following new paragraphs:

11 - Coordination

- A. All existing mechanical, electrical and plumbing systems must be maintained and operable during construction activities.

12 - Coordination Drawings and Procedures

- A. Each Contractor shall prepare composite shop drawings and field installation layouts for his work as directed by the Construction Manager to solve tight field conditions. Such drawings shall consist of dimensioned plans and elevations, and shall give complete information, particularly to size and location of sleeves, attachments, openings, conduits, ducts, boxes and structural interferences.

Each Contractor shall prepare and submit all utility relocation drawings prior to commencing work for approval by the Architect.

- B. These composite shop drawings and field installation layouts shall be coordinated in the field among the Contractors to verify the proper relationship to the work of other Contractors based on field conditions, and shall be checked for accuracy and approved by the Contractors before submission to the Architect for his final approval.
- C. The Contractors shall coordinate all work to ensure each contractor has adequate space to install all new/relocated work items. The Contractors shall coordinate all utility connection work with utility companies, the Construction Manager, and the Hospital.
- D. The Contractor shall provide adequate personnel and resources in order to perform coordination as required by the project schedule.
- E. The Contractor shall coordinate and apply for any required Utility tie-in applications, approvals, permits, etc. and bear all costs Associated with application, connection and tie-in fees.

13- Coordination Meetings

- A. Coordination meetings shall be held independent of progress meetings, and scheduled every two weeks or as required to resolve interferences and conflict between trades and shall be held at the project site at a location designated by the Construction Manager. The Contractor shall provide the necessary manpower and/or overtime to ensure that the coordination process described herein does not delay the Project Schedule.

ARTICLE 7 - SHOP DRAWINGS

2 - Size of Drawings:

Add the following new paragraph:

Definitions

- A. **Shop Drawings** are drawings, diagrams, illustrations, schedules, test data, performance charts, costs, brochures and other data specifically prepared for the work and submitted by the Contractor or any subcontractor, manufacturer, supplier or distributor to illustrate some portion of the work.
- B. **Product Data** are illustrations, standard schedules, performance charts, instructions brochures, diagrams and other information furnished by the Contractor to illustrate a material, product or system for some portion of the work.
- C. **Samples** are physical examples, which illustrate materials, equipment or workmanship and establish standards by which the work will be judged. See schedule of samples under each section of the specifications.
- D. **Notarized Certificates** are certificates of compliance furnished by the Contractor to verify that the material scheduled conforms to the standard schedule.
- E. **MSDS Forms** are Material Safety Data Sheets that meet OSHA standard 1910.1200 for hazardous substances and products.
- F. Informational Submittals: Written information that does not require Architect's and Construction Manager's responsive action. Submittals may be rejected for not complying with requirements. Information submittals include the following:
 - a. Certifications.
 - b. Test Reports.
 - c. Maintenance Data.
 - d. Design Data.
 - e. Manufacturer's Instructions.
 - f. Manufacturer's Field Reports.
 - g. Insurance Certificates and Bonds.
 - h. Material Safety Data Sheets.

4 - Title:

Add the following items after sub-paragraph "c."

- d. Date of drawing, including date of any revisions.
- e. Name of Contractor, name of subcontractor, material supplier and manufacturer, as applicable.

- f. Name of person or firm preparing Shop Drawings.
- g. Contract drawing numbers and specifications, section, division and paragraph number used as references in preparing Shop Drawings, and titles of items to which the Shop Drawing refers.
- h. Space for a Shop Drawing file number to be assigned by the Construction Manager.

6 - Procedures for Submittal and Approval of All Shop Drawings:

Change all reference of one clear sepia transparency and two prints of Shop Drawings to one electronic copy and three prints of Shop Drawings.

Add the following new sub-paragraphs:

- A. All Shop Drawings, Product Data, Samples and Certificates shall be submitted to the Construction Manager in sufficient time to allow not less than fifteen (15) working days for review by the Architect including turn-around time.
 - 1. Submittals shall be checked and signed by the Contractor, prior to submission to indicate that the Contractor has coordinated the work and that it conforms to the Contract Documents. Submittals not checked and signed shall be returned to the Contractor without action. The conditions as stated in Paragraph 11.F of this Section, hereinabove, shall apply.
 - 2. Shop Drawings shall be accompanied by a letter of transmittal to the Construction Manager requesting approval and date approval is desired, but in no case shall this be less than (15) working days.
- B. Submit Shop Drawings using the following procedures:
 - 1. Submit a minimum of one (1) electronic copy and three (3) black line prints to the Construction Manager, who will forward the material to the Architect. Provide clear adequate space (3_1/2 in. x 8 in. min.) on submitted shop drawings for the reviewer's Shop Drawing Review Stamp.
 - 2. After checking the stamping, the Architect will return the reproducible and three (3) prints to the Construction Manager.
 - 3. The Construction Manager will then arrange for the print distribution to other Contractors. The reproducible will then be returned to the submitting Contractor.
- C. When catalog cuts, brochures, product data or other printed data are sent for approval, a minimum of the (3) copies of each shall be submitted. The Contractor shall compile

Product data into a single submittal for each element of construction or system. Product data includes, among other information, printed information such as manufacturer's installation instructions, compliance with trade association standards, catalog cuts, standard color charts, compliance with recognized testing agency standards, notations of coordination requirements, roughing-in diagrams and templates, standard wiring diagrams and performance curves. Where Product data must be specially prepared because standard printed data is inadequate, submit as "Shop Drawings".

1. The submission of product data literature shall include the following:
 - a. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:
 1. Manufacturer's printed recommendations.
 2. Compliance with recognized trade association standards.
 3. Compliance with recognized testing agency standards.
 4. Application of testing agency labels and seals.
 5. Notation of dimensions verified by field measurement.
 6. Notation of coordination requirements.
 - b. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
- D. Types of samples and certificates are listed in each Section of the Specifications. A minimum of three (3) of each shall be submitted for approval.
- E. The Contact Drawings may not be reproduced and submitted as Shop Drawings, unless consent is obtained from the Architect in writing prior to such use.
- F. Each shop drawing submission shall indicate a submission number (whether first, second, third, etc.) and each submission after the first submission shall be clear of all previous stamps.
- I. Shop drawings which involve change or variance with Contract Documents shall be so noted by the Contractor, and the Construction Manager shall be advised in writing of the recommended changes and reasons for such changes.
- J. Architects or Engineers Action
 1. Corrections or comments made on the shop drawings during this review do not relieve the Contractor from compliance with requirements of the Contract Drawings and Specifications. This check is only for review of general conformance with the design concept of the project and general compliance with information given in the Contract Documents. The Contractor is responsible for: confirming and correlating all quantities and dimensions; selecting fabrication processes and techniques of construction; coordinating his work with that of all other Contractors; and performing his work in a safe and satisfactory manner.

2. The Architect's and Engineer's actions and notations on submittals shall be as follows:
 - i. Approved: The Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
 - j. Approved as Noted: The Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
 - k. Revise as Noted and Resubmit: Do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat if necessary to obtain different action mark.
 - l. Rejected/Resubmit as Specified: Do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. The work covered by the submittal does not conform to the design concept or meet the contract document requirement.
 - 1) Do not use, or allow others to use, submittals marked "Revised as Noted and Resubmit" or "Rejected/Resubmit as Specified" at the Project Site or elsewhere where Work is in progress.
 - m. Reviewed: Where a submittal is the responsibility of a consultant to the Architect the Architect's stamp will indicate that the submittal has been reviewed by the Architect for design intent. The Architect's consultant shall stamp the submittal with an appropriate action stamp the will define the action to be taken by the Contractor.
 - n. No Action Required: Submittal is for information or record purposes or special processing or other activity. The submittal will not be returned and the Contractor will be so notified.
3. Other Action: Where a submittal is primarily for information or record purposes, special processing, QUALITY ASSURANCE or other activity, the submittal will not be returned, and Contractor will be so notified.
4. Shop drawings not approved and which require a resubmission shall be corrected and resubmitted by the Contractor within ten (10) calendar days so as not to cause job delay.
5. The review of a specific item shall not imply review of an entire assembly of which the item is a component unless the whole assembly is submitted and approved.
6. The Architect or Engineer, in reviewing substitution requests, has the option or requesting cuts, drawings and samples of the specified items in addition to the substitution submittals. The Contractor shall provide cost information related to the substitution at the Owner's request.

- H. The Contractor shall submit manufacturer's drawings and specifications when necessary to fully explain apparatus or equipment required for the work. These manufacturer's drawings and specifications shall be treated as Shop Drawings. Manufacturer's catalog numbers alone are not acceptable as sufficient information for compliance.
- I. The Contractor shall keep at the site an up-to-date approved set of shop drawings, product data, samples, and certificates for review by the Owner, Construction Manager or Architect.
- J. Calculations: Only those calculations which are for permanent parts of the Work will be reviewed. These calculations will be reviewed only for compliance with stipulated design criteria.
- K Samples
 - 1. Samples shall be accompanied by a letter of transmittal to the Construction Manager requesting approval and the date approval is desired but not in less than fifteen (15) working days.
 - 2. Each sample shall be labeled with the following information:
 - a. Project title.
 - b. Contract name.
 - c. Date of submission.
 - d. Name and quality of the material.
 - e. Name of Contractor, name of subcontractor, material supplier and manufacturer, as applicable.
 - f. Contract drawing numbers and specification section, division and paragraph numbers used as reference in preparing samples.
 - 3. Samples shall be of sufficient size and number to show the quality, type, color, finish and texture of the material required to be furnished by the Contractor pursuant to the Contract or as noted in the specifications.
- A. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.

1. Mount, or display, Samples in the manner to facilitate review of qualities indicated. Prepare Samples to match the Architect's sample. Include the following:
 - a) Specification Section number and Submittal Number
 - b) Generic description of the Sample.
 - c) Sample source.
 - d) Product name or name of the manufacturer.
 - e) Compliance with recognized standards.
 - f) Availability and delivery time.
2. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements, and comparison of these characteristics between the final submittal and the actual component as delivered and installed.
 - a) Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least 3 multiple units that show approximate limits of the variations.
 - b) Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
 - c) Refer to other Sections for Samples to be returned to the Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.
 - d) Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Contractor and shall be removed from the site prior to Substantial Completion.
3. Preliminary submittals: When individual Sections call for initial selection samples to allow selection of color, pattern, texture or similar characteristics from a complete range of manufacturer's available offerings, submit a full set of choices for the material or product.
 - a) Preliminary submittals will be reviewed and returned with the Architect's mark indicating selection and other action.
4. Sample Submittals: When required by individual Specification Section:
 - a) Submit three (3) samples of standard manufactured items, and for initial selection of colors and finishes.
 - b) Submit three (3) samples for custom fabricated items.
 - c) When color/finish sample is approved, furnish one (1) additional sample of approved color/finish for Architect's use.
 - d) One of the custom fabricated samples will be returned with the Architect's comments.
 - e) For single samples retained by the Architect, photographs of problem areas will be returned with the Architect's comments for Contractor's action.
5. Maintain sets of approved Samples for custom fabricated items, as returned, at the Project site, for quality comparisons throughout the course of construction.

- a) Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 - b) Sample sets may be used to obtain final acceptance of the construction associated with each set.
 - c. Distribution of Samples: When necessary for Contractor's convenience, prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
 - 1. Field Samples are full-size examples erected on-site to illustrate finishes, coatings, or finish materials and to establish the Project standard.
 - a. Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.
4. The Contractor shall not consider review of advance samples as total guarantee of acceptance of materials. Materials will be subject to field inspections for compliance to Contract Documents, from time to time, as work progresses. Samples shall show anticipated range of color and/or texture. The architect may require additional submissions if the range is not satisfactory.
5. Samples of specific manufactured products shall be accompanied by appropriate manufacturer's literature at time of submission.
6. The Contractor shall refer to individual Sections of the Specification for requirements concerning field mock-ups of samples.
7. Visual Matching: Where specifications require matching an established sample, the architect's decision will be final on whether a proposed product matches satisfactory. Where no product available within the specified category matches satisfactory and also complies with other specified requirements, comply with provisions of the Contract Documents for selection of a matching product in another product category, or for noncompliance with specified requirements.

L. Color Selection

- 1. As soon as possible, Contractor shall obtain from Subcontractors and submit to Architect, a complete list of materials for which colors are to be selected. Include manufacturer's name and all pertinent data which will facilitate completion of color schedule until all submittals and required samples have been submitted to and reviewed by architect. Include items which may come in only one or a limited number of colors. Items which are specified without any reference to color, but which come in a color, shall be brought to the attention for his color selection. In no case shall the

Contractor or his subcontractors select a color for materials, products or equipment for which colors are available without first consulting the architect.

2. When the sentence "Color selected by Architect" is used in the specifications, it shall mean that color, texture or pattern will be selected by the architect from the manufacturer's full range of standard and special colors. The sentence "Custom color selected by architect", "Match existing color" or "Match architect's approved sample" shall mean that color, texture or pattern has been selected or that it will be selected by the architect and that the contractor shall provide color, texture or pattern conforming to that selection.
3. When, due to the nature of the material, the material is available in a range of colors, i.e., natural stone, brick and tile, Contractor shall submit the full available range of colors for that material for the architect's review. Materials not conforming to the approved color range will be rejected and contractor shall remove nonconforming materials from the site and replace them with materials in the approved color range at the Contractor's expense.

M. Commencement of Work

No portion of the work shall be commenced until required Shop Drawings or samples are approved by the Architect.

10 - Variations:

Add the following new paragraphs:

Shop Drawings shall show the design, dimensions, connections and other details necessary to ensure that the Shop Drawings accurately adhere to the Contract Documents and shall also show adjoining work in such detail as required to provide proper connections with said adjoining work. Where adjoining connected work requires Shop Drawings, such Shop Drawings will be submitted to the Construction Manager for approval at the same time so that connections can be checked.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shop-work manufacturing instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.

- l. Notation of dimensions established by field measurement.
 - m. Relationship to adjoining construction clearly indicated.
 - n. Seal and signature of professional engineer if specified.
 - o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 - p. All deviations, from the Contract Documents, clearly indicated.
 - q. Copy of Architect's letter indicating acceptance of deviations indicated on the submittal.
2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 40 inches

11 - Responsibility of Contractor:

Add the following new sub-paragraphs:

- A. The Contractor shall review, approve and submit all Shop Drawings, Product Data, Samples, Certificates and MSDS forms to the Construction Manager in such sequence as not to cause any delay in the work or any delay to separate contractors. The Contractor shall coordinate each Shop Drawing and sample with the requirements of the Contract and shall determine whether or not such Shop Drawings are in conformity with the provisions of the Contract before submitting the Shop Drawings to the Architect for approval.
- B. The Contractor shall direct specific attention, in writing on resubmitted Shop Drawings, Product Data., Samples and Certificates, to revisions other than those requested by the Architect on previous submittals.
- C. The Contractor shall verify all field measurements. Measurements available prior to submittal of Shop Drawings shall be shown and so noted on the Shop Drawings. Measurements not available prior to submission of Shop Drawings shall be noted on the Shop Drawings, as not available and such measurements shall be obtained prior to fabrication.
- D. The Contractor shall submit to the Construction Manager Material Safety Data Sheets for all materials and products delivered to the site or incorporated in the work that contain hazardous substances in accordance with OSHA Standard 1910.1200.
- E. The Architect's approval of Shop Drawings and samples shall not relieve the Contractor of responsibility for any deviation from the requirements of the Contract. The Contractor shall be responsible for the accuracy of the Shop Drawings and samples and for the conformity of Shop Drawings and samples with the Contract unless the Contractor has notified the Architect of the deviation in writing, at the time of submission, and has received from the Architect written approval of the specified deviations. The Architect's approval shall not relieve the Contractor of responsibility for errors or omissions in the Shop Drawings or samples. The Architect's review of a separate item shall not indicate review of the complete assembly in which it functions. Review of submittals is not to be interpreted as an analysis of a substitute material or system. Unsolicited submittals will be returned to the sender without action.

- F. The contractor is responsible for distributing approved prints of shop drawings to its subcontractors and material suppliers. The Contractor shall bear all costs incurred for such reproduction and distribution. Submission of submittals shall be construed as an acknowledgement that the Contractor has reviewed, coordinated and approved the submittal and that the entire submittal is in compliance with the Contract Documents. If the Contractor has not checked the submittal carefully, the submittals shall be returned to the Contractor for proper checking before further processing or review regardless of any urgency claimed by the Contractor. In such a situation, the Contractor will be responsible for any resulting delays to the scheduled Contract completion. Furthermore, the Owner may hold the Contractor responsible for increased costs resulting from the Contractor's failure to comply with the requirements set forth herein. No extension of Contract time will be authorized because of failure to transmit submittals to the proper reviewer sufficiently in advance of the Work to permit the time specified for review and processing. Furthermore, the Contractor shall provide submittals in accordance with the approved Submittal Schedule. Should the Contractor vary from the approved schedule in his submissions, such that the number of submissions made at one time is greater than the reviewer's scheduled staffing, additional time will be allowed as is reasonable and necessary for the proper review of submittals. This additional time shall in no way relieve the Contractor from performing his work on schedule. Resubmissions shall be treated the same as initial submissions with respect to review time.
- G. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect and Construction Manager reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
 3. Package submittals to cover complete assemblies or systems. Partial or incomplete submittals will be returned rejected without review.
 - a. The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.

Add the following Paragraphs:

14 - Submittals

A. Product List: Submit a list, in tabular form, showing specified products. Include generic names of products required. Include manufacturer's name and proprietary product names for each product.

1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
2. Form: Tabulate information for each product under the following column headings:

- a. Specification Section number and title.
- b. Generic name used in the Contract Documents.
- c. Proprietary name, model number, and similar designations.
- d. Manufacturer's name and address.
- e. Supplier's name and address.
- f. Installer's name and address.
- g. Projected delivery date or time span of delivery period.
- h. Identification of items that require early submittal approval for scheduled delivery date.

3. Initial Submittal: Within 30 days after date of commencement of the Work, submit 3 copies of initial product list. Include a written explanation for omissions of data and for variations from Contract requirements.

- a. At Contractor's option, initial submittal may be limited to product selections and designations that must be established early in Contract period.

4. Completed List: Within 60 days after date of commencement of the Work, submit 3 copies of completed product list. Include a written explanation for omissions of data and for variations from Contract requirements.

5. Architect's and Construction Manager's Action: Architect and Construction Manager will respond in writing to Contractor within 15 days of receipt of completed product list. Architect's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. Architect's response, or lack of response, does not constitute a waiver of requirement to comply with the Contract Documents.

B. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

1. Documentation: Show compliance with requirements for substitutions and the following, as applicable:

- a. Statement indicating why specified material or product cannot be provided.

- b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
- c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
- d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
- e. Samples, where applicable or requested.
- f. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
- g. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
- h. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
- i. Detailed comparison of Contractor's Construction Schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating lack of availability or delays in delivery.
- j. Cost information, including a proposal of change, if any, in the Contract Sum.
- k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
- l. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution. Architect will notify Contractor through Construction Manager of acceptance or rejection of proposed substitution within 15 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.

- a. Form of Acceptance: Change Order.
- b. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.

C. Comparable Product Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

1. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor through Construction Manager of approval or rejection of

proposed comparable product request within 15 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.

- a. Form of Approval: As specified in "Submittal Procedures."
- b. Use product specified if Architect cannot make a decision on use of a comparable product request within time allocated.
- D. Basis-of-Design Product Specification Submittal: Comply with requirements in "Submittal Procedures." Show compliance with requirements.

15 - Informational Submittals

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 - 1. Number of Copies: Submit two copies of each submittal, unless otherwise indicated. Architect and Construction Manager will not return copies.
 - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
- B. Coordination Drawings: Comply with requirements specified in General Conditions.
- C. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- E. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- F. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- G. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- H. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

I. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

J. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

K. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:

1. Name of evaluation organization.
2. Date of evaluation.
3. Time period when report is in effect.
4. Product and manufacturers' names.
5. Description of product.
6. Test procedures and results.
7. Limitations of use.

L. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

M. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

N. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

O. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

P. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

Q. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product

or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:

1. Preparation of substrates.
2. Required substrate tolerances.
3. Sequence of installation or erection.
4. Required installation tolerances.
5. Required adjustments.
6. Recommendations for cleaning and protection.

R. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:

1. Name, address, and telephone number of factory-authorized service representative making report.
2. Statement on condition of substrates and their acceptability for installation of product.
3. Statement that products at Project site comply with requirements.
4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
6. Statement whether conditions, products, and installation will affect warranty.
7. Other required items indicated in individual Specification Sections.

S. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

16 - Delegated Design

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit three copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

ARTICLE 8 - RECORD AND AS-BUILT DRAWINGS

9 - As-Built Drawings:

After sub-paragraph "b", add the following:

1. All the information recorded on a print of each Contract Drawing, as described herein above, shall be accurately and completely transferred to AutoCAD files by the Contractor and submitted as follows:

- a. Drawing files in AutoCAD Release 14 Format for DOS on 3 ½" HD Discs or other approved high density discs.
- b. Three (3) sets of blueprints
- c. Two (2) sets of 3 mil Mylar reproducible.

In the event Mylar reproducible of the contract drawings are required by the Contractor, they can be obtained from the Architect at the Contractor's expense.

2. Other contract documents such as catalog cuts, operation and maintenance manuals, catalog information, installation instruction manuals, charts, tables, etc., shall be similarly submitted as follows:

- a. Document files in ASC11 or Microsoft Word for Windows format on 3 ½" HD discs or other approved high-density discs.
- b. Charts, tables, etc. in Microsoft Excel format on 3 ½" HD discs or other approved high-density discs.
- c. Three (3) printed sets of each document.

3. The Contractor shall refer to the technical specifications for additional requirements regarding Project Record Drawings, Documents, AutoCAD files and submissions required by the Owner.

ARTICLE 9 - APPROVAL OF MATERIALS

After Paragraph 29 add, the following Paragraphs 30 and 31:

30 - Product Selection Procedures

A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.
5. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
6. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.

B. Product Selection Procedures:

1. Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.
2. Available Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with provisions in "Comparable Products" Article for consideration of an unnamed product.
3. Available Manufacturers: Where Specifications include a list of manufacturers, provide a product by one of the manufacturers listed, or an unnamed manufacturer, that complies with requirements. Comply with provisions in "Comparable Products" Article for consideration of an unnamed product.
4. Product Options: Where Specifications indicate that sizes, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide the specified product or system. Comply with provisions in "Product Substitutions" Article for consideration of an unnamed product or system.
5. Basis-of-Design Product: Where Specifications name a product and include a list of manufacturers, provide the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with provisions in "Comparable Products" Article for consideration of an unnamed product by the other named manufacturers.
6. Visual Matching Specification: Where Specifications require matching an established Sample, select a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 - a. If no product available within specified category matches and complies with other specified requirements, comply with provisions in Part 2 "Product Substitutions" Article for proposal of product.
7. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product that complies with other specified requirements.
 - a. Standard Range: Where Specifications include the phrase "standard range of colors, patterns, textures" or similar phrase, Architect will select color, pattern,

density, or texture from manufacturer's product line that does not include premium items.

b. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

31 - Comparable Products

A. Conditions: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
5. Samples, if requested.

ARTICLE 10 - DELIVERY OF MATERIALS

Paragraph 3, Insert the word "not" between "be" and "delivered".

After paragraph 7, add the following new paragraphs:

8. Materials stored on the site shall be neatly piled and protected, and shall be stored in an orderly fashion in locations that shall not interfere with the progress of the work or with the daily functioning of the institution. The Contractor shall provide and maintain temporary weather resistant enclosures for protection of the Contractor's materials, equipment and tools used on the project.
9. Schedule delivery to minimize long-term storage at the site and to prevent overcrowding. There is limited amount of storage available throughout the facility.
10. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged or sensitive to deterioration, theft and other losses.
11. Deliver materials at times so as not to disturb the daily activities of the Hospital facilities.

12. Deliver products to the site in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting and installing.
13. Inspect products upon delivery to ensure compliance with the Contract Documents, and to ensure that products are undamaged and properly protected.
14. Store all heavy materials away from the Project structure in a manner that will not endanger the supporting construction.
15. Store products subject to damage by the elements under cover in a weather tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.
16. Contractors shall bring only materials and equipment, which are to be used directly in the work within the contract limit areas. After equipment is no longer required for the work, it shall be promptly removed from the project site. Protection of construction materials and equipment stored at the Project site from weather, theft, damage and all other adversity is solely the responsibility of each Contractor. Storage areas outside the Contract limit areas shall be designated by the Owner or the Owner's representative.
17. Do not install existing removed material and equipment unless otherwise indicated.
18. The Contractor is responsible for the storage and protection of Owner furnished equipment.

ARTICLE 11 - FIELD OFFICES & MATERIALS STORAGE

After paragraph 1, add the following new paragraphs:

Materials shall be stored in areas designated by the Owner and/or Construction Manager.

After paragraph 2, add the following new paragraphs:

3. The Owner will provide the Contractor with space for Contractor's field office and material storage at Second floor of the Bellevue Hospital "H" building. There shall be no additional cost to the Owner for any type of temporary field office or material storage facility.
 - a. The Contractor must receive prior written approval from the Owner or the Construction Manager for a temporary office structure in relation to location, type of structure and included facilities.

- b. The Contractor shall remove the temporary office structure from the building and shall repair the Building and finish the areas as directed by the Owner or the Construction Manager.
 - c. All costs related to the construction and removal of the temporary office structure, including all utility and electrical hook-ups, shall be borne by the Contractor. Each Contractor and their subcontractors shall anticipate moving the temporary office structure twice during the course of the project to progress the work of all Contractors at no additional cost to the Owner.
 - d. Office/Storage trailers will not be allowed on the perimeter sidewalks and streets.
4. Temporary office structures shall be constructed as follows:
- a. Shall be constructed of fire retardant materials. All fire retardant wood shall be marked with the U.L. Label and the MEA numbered stamp, as required by the City of New York Building Code.
 - b. Shall be heated with only those heating devices as are in compliance with NYC Fire Department Regulations.
 - c. Shall be equipped with at least one (1) A.B.C. #20 Fire Extinguisher in good working order with prominent signage denoting the locations. Each gang box shall also have an A.B.C. Fire Extinguisher.
 - d. Shall have a 55-gallon debris container adjacent to them. All garbage shall be emptied and properly disposed on daily basis.
 - e. Shall not be used to store oily rags, oily clothes or fuels.
 - f. Shall include sprinklers to the extent required by NYC Fire Department Regulations.
 - g. Shall be continually policed by their occupants to prevent the accumulation of combustibles such as lunch wrappers and newspapers in and around their shanty.
 - h. Shall be constructed in such a manner that a shanty fire shall cause no damage to permanent construction and installations.
 - i. Each Contractor is responsible for providing and maintaining temporary electrical service for their field office.
 - j. Sticky mats shall be provided and maintained at all construction entry / exit doors.
 - k. Toilets facility will be made available for the Contractor use on 2nd floor "H" building. The Contractor will be responsible for the toilet cleaning, supply of toiletries and garbage removal during period of this project.

ARTICLE 12 - CONTRACTOR'S SUPERINTENDENT

Paragraph 1, Change the first sentence to read: "The Contractor shall employ at the project when construction is in progress, a full time Superintendent competent and capable of"

After paragraph 3, add the following new paragraphs:

4. In addition to a Superintendent and other administrative and supervisory personnel required for performance of the work, each contractor shall provide specific coordinating personnel as required for interfacing work with other work of total project.

ARTICLE 13 - PERMITS AND FEES

Change paragraph 1 to read:

"The Contractor shall obtain and pay the cost for the building permit. All other permits required by the various city departments and agencies for the work being installed shall be obtained including paying the costs and expenses thereof by the Contractors. The permits required to be obtained by the contractors shall include all "After Hour Work" Variance Permits required for all work to be performed by contract during nights and weekends. The Contractor shall also pay all fees which the City agencies charge for connections, taps, water use, crane permits, inspections, etc."

After paragraph 2, add the following new paragraphs:

3. Prior to final payment the Contractor shall deliver to the Construction Manager all permits and certificates of approval issued by any agency having jurisdiction.
4. The Electrical Contractor or Electrical Subcontractor shall provide for the inspection of all electrical work by, and a certificate of compliance from, the New York City Bureau of Electrical Control on projects to which the New York City Building Code applies.

ARTICLE 15 - CUTTING AND PATCHING

After paragraph 2, add the following new paragraphs:

3. Specific instructions shall be obtained from the Owner or the Architect through the Construction Manager before cutting beams or other structural members, arches or lintels not already shown on the contract documents.

4. No Contractor shall cut or alter the work of any other contractor unless said Contractor has received prior written approval and instructions from Owner and Architect through the Construction Manager.

ARTICLE 16 - TEMPORARY HEAT - GENERAL

Change paragraph 1 to read as follow:

General - All work shall be performed under such ambient temperature conditions as are necessary or required to satisfactorily carry out the work of this Contract, in accordance with the contract documents and to maintain the construction schedules as required by the contract. The contractor is responsible for arranging to have such temporary heat, as required for their work as stipulated above.

The Contractor shall include in their bid price an amount necessary to provide, maintain and operate Temporary Construction Heat as required for their work. This includes all required labor and standby labor that are required under the terms of various New York City trade agreements for the operation of temporary heat.

After paragraph 5, add the following new paragraph:

6. No open fires will be allowed on the site at any time.

ARTICLE 17 - TEMPORARY SERVICES - GENERAL

Revise Paragraph 1a as follows:

- a. Plumbing Contractor or sub-contractor shall furnish, install and maintain a complete temporary water system as required to service the work of this contract in accordance with the NYC Building Code and as described herein, and make all arrangements for such water with the agencies having jurisdiction and provide special metering and piping if required. Plumbing contractor to connect to existing domestic water service piping within the vicinity of the work area.

Water usage charges will be paid for by the Hospital.

In paragraph 1 Temporary water, add the following subparagraphs:

- c. The Contractor shall:
 1. The Contractor at no additional cost to the Owner, shall keep the temporary water system operational for a period of fifteen (15) minutes before the established starting

time of the earliest trade to fifteen (15) minutes after the established quitting time of that trade which stops work latest in the evening. This applies to all weekdays, Monday through Friday inclusive, which are established as regular working days for any trades engaged in the work, including such days which are holidays for plumbers but are regular work days for other trades.

2. Contractors shall:

Pay the actual cost verified through certified payrolls plus 20% overhead and profit to the Plumbing Contractor for keeping the temporary water service operational when water is required before or after the regular working hours.

In paragraph 3 Temporary Power and Light, delete this entire paragraph and substitute the following new paragraphs:

1. The Electrical Contractor or subcontractor shall furnish, install and maintain the temporary power and lighting system for all contractors as directed by the Construction Manager. Temporary power shall be obtained from existing sources within the work area.
2. All temporary wiring and equipment shall be in conformity with the National Electric Code and NYC Building Code, applicable Federal Standards as described in CFR 29 Part 1926 Subpart K-Electrical.

B. The Electrical Contractor or Sub-contractor Shall:

1. Provide all wiring, transformers, panels, supports, circuit breakers, and any other materials, supplies or equipment necessary to provide temporary lighting and electric service.
2. Temporary lighting circuits shall be provided with lamp sockets and fused grounding type outlets for 120 and 208volts single phase power. Provide lamp sockets of the weatherproof medium base type. The power outlets shall consist of an approved box with cover containing fuse holders and grounding type outlets. Lamp sockets shall be spaced not less than 20ft. on center in corridors and in large rooms, and power outlets spaced no less than 30 Ft on center. Provide no less than one lamp and power outlet in small rooms less than 400 sq. Ft.

All 120-volt, single phase 15 and 20 ampere receptacle outlets provided as temporary electric shall have approved ground fault circuit interrupters for personal protection installed on the load side of the circuit and should protect each and every outlet described above. Each outlet shall be tested by the Contractor periodically to ascertain that the GFCI devices are operating properly and a record of such testing shall be maintained at the site. An "Assured Grounding Program" as described in CFR 1926.406 (b) (1) (iii) will not be allowed as an alternate means of providing this protection but will be allowed in addition to the above.

3. Provide fuse cutout bases for each branch circuit. The total load on each branch circuit (light and power) shall not exceed twenty (20) amperes.
4. Provide all lamps and fused (including replacements for temporary lighting and power). Provide 100 watt lamp for each lighting outlet, unless higher wattage lamps are required by code.
5. Provide sufficient lighting to permit the proper execution of the Work.
7. Install all wiring and equipment for temporary lighting and power so that service shall be available to the Work.
8. Keep the temporary lighting and power system operational for a period of fifteen (15) minutes before the established starting time of the earliest trade, to fifteen (15) minutes after the established quitting time of that trade which stops work latest in the evening. This applies to all weekdays, Monday through Friday inclusive, which is established as regular working days for any trade engaged in the Work, including such days which are holidays for Electricians but are on regular work day for any other trade. The system shall be kept operational until these services are ordered terminated by the Owner or the Construction Manager.
9. The temporary lighting system shall be converted to the permanent lighting system (including light fixtures) to provide lighting during construction as soon as the permanent system becomes available on each floor. At a minimum, upon completion of the work and prior to Owner's occupancy, all burned out permanent lamps shall be replaced by the Electrical Contractor.
10. Temporary Construction Barriers for Dustproofing and Maintenance of Fire Rating:
 - a) All work shall be performed within temporary barriers.
 - b) Indications of "temporary partitions" on Drawings serve only to suggest locations and approximate amount of partitions. Coordinate actual locations and extent with the Construction Manager.
 - c) The Contractor shall be responsible for temporary partitions where indicated on the contract drawings or as required to execute the Work of his Contract.
 - d) Each Contractor shall be responsible for sealing temporary penetrations and existing partitions caused by the Work of his Contract.
 - e) Provide negative air exhaust to out-side, as required.
 - f) Dustproof Partitions Which Maintain Fire Ratings of Walls Drywall Partition shall have a 1 hour fire rated construction (Refer to Section on Drywall for specifications of construction of partition) of the following items:
 1. 3 5/8" 20 gauge galvanized steel studs at 16" on center. Run partitions form floor to underside of monolithic ceiling or to existing slab above if ceiling is acoustical hung ceiling.
 2. 5/8" fire code gypsum board, taped and spackled
 3. Fire stop caulking at all penetrations and at perimeter of partitions

4. 3" blanket insulation or approved equal
 5. 3/4 hour rated 16 gauge steel door and frame
 6. Hinges ball bearing, 1 1/2 pair, 4 1/2" x 4 1/2"
 7. Lockset: function having latch and dead bolt retract simultaneously with single action of lever or knob; 2 keys shall be given to the Construction Manager.
 8. Bottom drop down seal: Zero model no. 351 or approved equal.
 9. UL rated door closer.
- g) Dustproof Partitions (Non-Combustible but not Rated) for use only in areas which do not require cutting, removals nor core drilling into the existing ceilings, walls and slabs:
1. 3-5/8" 20 gauge galvanized steel studs.
 2. 5/8" gypsum board, taped and spackled
 3. Caulking
 4. 16 gauge steel door and frame
 5. -8. same as items 6. - 9. Above
- h) Non-Combustible Short Term Dust Enclosures - (1 working day or less)
1. Enclosures as directed by the Construction Manager of Non-combustible materials which are self-extinguishing within 2 seconds and complying with NFPA 701 installed with duct tape.
- i) Removal: Disassemble and remove dust partitions at the completion of the work upon receipt of written directive by the Construction Manager. Repair and patch finishes of existing construction to original state, match existing construction materials and finishes where partitions had been erected.

C. All Contractors shall:

1. Provide and maintain temporary extensions and equipment, if required, in addition to those specified to be furnished by the Electrical Contractor.
2. Provide and maintain additional electric service if needs exceed the capacity of the electric service specific to be provided by the Electrical Contractor.
3. Pay the cost of keeping temporary electric service operations when temporary electricity is required by the Contractor before or after the established time limitations.
4. Be advised that electric power for welding machines will not be available.

ARTICLE 18 - SCAFFOLDING AND LADDERS

After paragraph 2, add the following new paragraph:

3. Each Contractor shall furnish, install, maintain, operate and remove any scaffolding required for the Contractor's work. All scaffolding shall be constructed according to all NYC Building Department and OSHA regulations.

ARTICLE 19 - HOISTS AND HOISTWAYS - GENERAL

In paragraph 2 General Requirements, delete subparagraphs "b" and "c" since they are not applicable to this project.

In paragraph 3 Material Hoists, delete subparagraphs "a, b, c & d" and substitute with the following new paragraph:

- a. Existing elevators will be made available for hoisting or lowering materials in Main Hospital "H" building. **The elevators in the "H" Building shall be available for the contractor's use from 6:00 am to 7:30am.** If the Contractor elects to use the existing elevators, the Contractor shall:
 1. Use only "F" freight elevator in "H" building in coordination with Construction Manager and Bellevue Hospital.
 2. Schedule use of the elevators with the owner's representative at least forty eight (48) hours in advance of use.
 3. Provide adequate protection for elevator equipment.
 4. Operate elevator equipment so as not to exceed capacity of elevator as allowed by law, rule or regulation.
 5. Provide maintenance of elevator equipment as deemed necessary by owner or owner's representative.
 6. Leave elevator equipment in same condition as it was prior to use.
 7. The elevator shall be returned and made ready for use by the hospital at the end of each day's use by the Contractor.
 8. Be advised that elevators will not be permitted to be used for lifting or lowering structural steel members.

ARTICLE 20 - SITE

Change paragraph 1 to read as follow:

Meetings shall be held as scheduled by the President's representative at the site and each of the Contractors shall have its representative present to discuss all details relative to the execution of the work, coordination of the work; establish a sound working procedure and relationship between all Contractors, the Owner and the Owner's representative; review requests for payment, change proposals and change orders; review the progress of the Work, quality of work in place, approval required by the work and delivery of materials; expedite the work to completion within the scheduled time limit; review contract safety requirements; and any other project matters.

Delete paragraph 2 in its entirety and substitute the following new subparagraph:

2 - Initial Job Meeting -

- a. After the Contract Award, and prior to start of any work, there shall be a conference attended by the Contractor, his principal subcontractors, the Owner, the Architect and the Construction Manager to discuss the conduct of the job, scheduling, lines of communications and coordination of work.

Delete paragraphs 3 & 4 in its entirety.

Delete paragraph 5 and substitute the following new paragraph:

5 - Job Progress Meetings -

- a. Job progress meetings shall be scheduled by the Owner or the Owner's representative during the course of construction on a bi-weekly basis. Each Contractor or its duly authorized representative and such Subcontractors as required by the Contractor or the Owner or the Owner's representative shall be present at all job progress meetings. The Contractors and Subcontractors shall answer questions on progress, workmanship, approvals required, delivery of materials and other subjects concerning the work. The purpose of such meetings is to coordinate the efforts of all concerned so that the work proceeds without delay to completion as required by the Contract.
- b. The Owner or the Owner's representative may require any schedule to be modified so that changes in the work, delays or acceleration of any segment of the work shall be reflected in such schedule. Each Contractor shall cooperate with the Owner or the Owner's representative in providing data for such changes in or modifications of schedules.

After paragraph 5, add the following new paragraphs:

6 - Surveys and Layout

- a. If, for any reason, stakes, batter boards or monuments are disturbed, it shall be the responsibility of the Contractor to re-establish them.
- b. The Owner or the Construction Manager may order construction work suspended at any time when location of monuments, stakes, bench marks and other layout markings established by the Contractor are not adequate to permit checking the work.

- c. The Contractor shall provide all axis lines, control lines and benchmarks for the work. The Contractor shall use a licensed surveyor to perform this work.
- d. The Contractor shall furnish such stakes and other required equipment tools and materials, and all labor as may be required in laying out any part of the Work.
- e. All Contractors agree to accept site as indicated and to remove encumbrances, which interfere with the proper fulfillment of the work without change in the contract sum.
- f. Each Contractor shall thoroughly examine the drawings and specifications and carefully check all dimensions and verify existing conditions before commencing work, and shall immediately report any discrepancies or errors to the Architect or Owner's representative.
- g. Each Contractor shall take field measurements of its work prior to fabrication and installation and will be responsible for their accuracy and coordination with the other Contractors work including accommodations required for every Contractors work.
- h. Layout shall be subject to possible modifications whether by inaccuracies or by other site conditions. These modifications shall not entitle the Contractors to additional compensation to the contracts.
- i. Utilities shall be disconnected and capped as indicated on the Contract Documents.
- j. Survey existing conditions and correlate with requirements indicated to determine extent of demolition required.
- k. Conditions Surveys
 - 1. Existing Conditions Survey: Perform a survey of the condition of the Emergency Department & Main Hospital "H" Buildings prior to commencement of the work to determine whether removing any element might result in a structural deficiency or unplanned collapse of any portion of structures scheduled to be demolished and/or adjacent structures during demolition. Advise as to any potential hazards or risks that may occur as a result of demolition or construction activities that are part of this contract.

7 - Contractor use of premises.

- a. The use of the premises for the performance of the Contractor's work will be under the direction and control of the Owner's Representative. The Owner intends to use a Construction Manager as its representative.
 - 1. The Contractor shall submit proposal for methods and materials related to performing their work including protection, staging, storage, removals and other related activities. Proposal shall include schedules and coordination drawings for approval by Owner's representative.
 - 2. No material shall be brought through the occupied spaces in the Hospital unless permission is granted by the Construction Manager in advance.
- b. It is the essence of this contract that the Contractor conform and commit his manner of work to the specific requirements, restraints, controls and restrictions imposed by the Construction Manager and as required by regulatory agencies (ICRA, ILSM) and Bellevue Fire Safety having jurisdiction over the performance of his work. The Contractor shall comply with all work and restrictions shown on Site Logistics Plan SLP-01, 02, 03 and agency requirements. See Bellevue Hospital Infection Control Risk Assessment forms attached to these Supplemental General Conditions.

- c. The Contractor shall not encumber the site with materials and equipment that would disrupt or prevent other contractors from performing their work. The area available to the Contractor for material and equipment storage will be restricted to the area identified by the Construction Manager. The Contractor shall be responsible to move and relocate any material or equipment within the site, as directed by the Construction Manager, without any additional cost to the Owner. All deliveries shall be sequenced and coordinated so as not to affect the operation of the Hospital and other trades.
The Contractor shall familiarize himself with the areas of the project site required by the other contractors listed above and shall plan and conduct his operations so as not to interfere with the other work or hospital operations.
- d. The Contractor shall assume full responsibility for protection and safekeeping of products, materials and equipment stored on premises and move any stored products, materials and equipment which interfere with operations of other contractors. In storing materials within a temporary structure or when using a temporary structure as a shop, the Contractor shall obtain prior approval from the Construction Manager and shall restrict his storage or shop operations to spaces designated for such purposes. The Contractor will be held responsible for repairs, patching and cleaning arising from such use.
- e. Temporary structures shall be of substantial construction, neat appearance, painted a uniform color, and shall meet all New York City Building code requirements.
- f. In the utilization of ground area, the Contractor shall protect pavements, curbs, walks, structures, and other permanent improvements and shall maintain such protection throughout the duration of construction.
- g. The Contractor and his material suppliers and fabricators shall provide full and free access for the Owner's Representative, Architect and all designated representatives of the Owner to inspect job materials, equipment, fabrication facilities and storage locations, both at and away from the job site.
- h. In the utilization of roof areas, the Contractor shall protect roof membranes, flashings and roof drainage structures and provide storage structures that duly distribute load to prevent overloading and damage to roof membranes and structures and shall maintain such protection. In addition, each Contractor shall protect the existing adjacent roofs from damage due to their work. Any damages or anticipated repair work to the existing roofs shall be repaired and restored to maintain all existing warranties at no additional cost to the Owner by the Contractor causing the damages. Roof warranty documentation for any repair work shall be obtained and submitted by the contractor performing the repair work.
- i. Limit use of the premises to construction activities in areas where actual work is performed and allow for Owner occupancy and use by the public of all adjacent areas. During the construction period, each Contractor will have limited use of the building and the site. The Contractor's use of that part of the premises where the Work is located is limited only by the Owner's use of existing building.

1. Confine operations to areas within Contract limits as indicated. Portions of the building beyond areas in which construction operations are indicated will be occupied by the Owner during the construction period and are not to be disturbed unless specific approval is obtained for each instance.
 2. Do not use drives, roads and loading dock for parking or storage of materials. Schedule deliveries to minimize use of drives and roads adjacent to project site.
 3. Contractor's personnel shall enter and exit the Work areas at locations approved with the Construction Manager.
- j. Site adjacent to the project will be used by the Hospital staff, patients, vendors and the public during the entire construction period. Each Contractor and his employees shall endeavor to cooperate with the Owner's required use of surrounding site during construction operations, to minimize conflicts and facilitate Hospital usage without hardship and interruption of all required services.
- k. Any work that requires the Contractor to work in the existing Hospital outside the project limit lines will require advance written notice by the Contractor and approval by the Owner and the Construction Manager. Work will be performed under the supervision of the Construction Manager and will have to be performed at a time suitable to hospital operations. The Hospital is in operation 24 hours a day and 365 days a year. Therefore, each Contractor shall consider that some or all of the work may have to be performed at night and/or weekends. Cost for necessary overtime shall be considered in the Contractor's base bid and no additional cost to the owner will be considered. In addition, each Contractor shall restore the area(s) back to its original condition prior to the start of the work. This includes but not limited to restoring, patching and painting of all existing ceilings, soffits, walls and other finishes that were disturbed and/or damaged due to the Contractor's work plus cleaning, wet mopping, wiping, dusting and restoring furniture and equipment back to its original location.
- l. Protection of existing building and site: Each Contractor shall provide protection as required to prevent damage to existing building finishes and components for their work.
1. Protect floors with suitable coverings.
 2. Cover and protect furniture, equipment and fixtures from soilage or damage when work is performed in the areas.
 3. Remove protection at completion of work
- m. Damages: Promptly repair damages caused to adjacent facilities by work of this Contract to a good-as-new condition acceptable to the Owner.
- n. Each Contractor shall maintain all means of egress clear at all times.
- o. Building access will be limited and shall be coordinated with the Construction Manager.

- a. The normal hours of work for this project shall be 7:00 am to 4:00 pm, Monday through Friday inclusive, except as described below for the “off hours” work requirements. Any work performed on Saturday shall not begin before 7:00 am. Exceptions for utility tie-ins will be approved on a case by case basis, subject to the approval of the Owner and Construction Manager. No additional reimbursement will be entertained for any coordination, shift differential and overtime costs.
- b. Three (3) working days written notification to Owner’s representative and Owner’s Facilities Manager is required prior to start of work during times other than normal working hours.
- c. Prior to working in public areas, Contractors must provide 48 hour written notice to the Construction Manager.
- d. Work to be done during “Off Hours” shall be performed within time period of 10:00pm and 7:00am.

All work associated with the HVAC relocation project shall be performed so as not to interfere with the operations of the Hospital. Work may be required to be performed ‘off – hours” at no additional cost to the Owner. This “off-hours” work shall be scheduled and coordinated with the Construction Manager and Hospital.

9 - Correspondence/Requests for Information (RFI)

- A. The Contractor correspondence related to the execution of the Work shall be addressed to the Construction Manager.
- B. If, after issuance of the “Notice to Proceed”, the Contractor desires to make written inquiry concerning questions which may have arisen during the course of the Work, the Contractor may initiate a process of standard form letters identified as “Request(s) for Information”(RFI) subject to the following conditions:
 1. The format of RFI inquiries shall be subject to the review and approval of the Construction Manager. Refer to attached form.
 2. All RFI’s shall contain specific reference to the drawing number, detail number, specification section and paragraph number, schedule type, or other related document, which is pertinent to the Contractor’s inquiry. The date of all referenced documents or drawings must be clearly identified. Include a detailed, legible description of item needing interpretation and the following:
 - a. Project name.
 - b. Name of Contractor.
 - c. Name of Architect and Construction Manager.
 - d. Specification Section number and title and related paragraphs, as appropriate.
 - e. Drawing number and detail references, as appropriate.
 - f. Field dimensions and conditions, as appropriate.
 - g. Contractor's suggested solution(s). If Contractor's solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.

- h. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.
1. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.
 2. All RFI's shall be numbered sequentially with the date of issue clearly noted.
 3. All RFI's shall be typewritten and shall be forwarded to the Construction Manager in duplicate.
 4. All RFI's shall originate only from the Contractor and shall bear the original signature of a designated single senior officer of the Contractor's on-site staff. The name of this senior officer and his credentials (with respect to administration of this Contract) shall be subject to the acceptance of the Construction Manager prior to the commencement of the RFI process. RFI's submitted to the Construction Manager by individuals other than the Contractor's designated senior officer will not be accepted.
 5. It shall be the responsibility of the Contractor to maintain an up-to-date log of all RFI' and to advise the Construction Manager, in writing of the status and disposition of all RFI's at the biweekly progress meetings.
 6. RFI's shall not be utilized by the Contractor to solicit of the consideration by the Owner and the Construction Manager of a "Substitution".
 7. RFI's shall not be utilized by the Contractor to request any extension of Contract time or to request any revision of Contract cost.
 8. RFI's shall not be utilized by the Contractor to solicit clarification of comments that have been communicated to the Contractor by the Construction Manager in the course of shop drawing review or the review of other required submittals.
 9. The Owner reserves the right to assess the Contractor for the cost (based on time and materials) of the review process performed by the Construction Manager and /or any of the Construction Manager's or Owner's consultants when RFI's fail to conform to the requirements stated herein, or in the opinion of the Construction Manager, are unnecessary or frivolous (i.e.; the subject of the inquiry noted in the RFI is suitably and/or clearly addressed in the Contract Documents).
- C. Any written procedures selected by the Contractor to solicit responses to questions, which arise during the course of the Work, shall be required to comply with the procedures stated in the above paragraphs.
- D. Architect's and Construction Manager's Action: Architect and Construction Manager will review each RFI, determine action required, and return it. Allow seven working days for Architect's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.

10 - Specification Format

- A. The Specifications are organized into Divisions and Sections using the 16-division format and CSI/CSC's "Master Format" numbering system.

1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.

B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.

2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.

a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

11 - Existing Conditions

- a. Each contractor shall take every precaution to guard against any movement or settlement of existing or new construction in performing his work. Each contractor shall provide bracing, shoring, underpinning or other retaining structures necessary in connection therewith. Each contractor shall assume responsibility for the design, safety and support of such construction and for any movement, settlement, damage or injury thereto.
- b. Prior to undertaking any work; each Contractor shall verify existing conditions as indicated in bid documents and notify Construction Manager of any variances prior to undertaking work. Each contract assumes all responsibility for properly identifying, locating and protecting existing utilities wherever located and shall bear the cost for proper protection and/or repairs resulting from his work operations.
- b. The Contractor shall call utility "one call" service for mark-out prior to undertaking any site work.

12 - Temporary Enclosures

- A. Provide, install and maintain any temporary weather resistant enclosures for all openings in exterior walls and roof that are not enclosed.

- B. After building is enclosed, maintain proper temperatures required by the Contract.
- C. The Contractor shall provide and maintain temporary weather resistant enclosures for protection of its Work, including tools and equipment, until the Work is complete and accepted by the Owner.
- D. The Contractor shall provide temporary enclosures to enclose all work spaces inside existing buildings. These temporary enclosures shall be constructed as indicated in the Contract Documents in order to comply with **"Infection Control"** requirements.
 - A. The temporary enclosures shall be constructed "air tight" to existing structure.
 - B. The temporary enclosure spaces shall include exhaust fans, filters, etc. to provide "negative air" conditions related to outside space.
 - C. The temporary enclosures shall be constructed to allow passage by the hospital staff after each work shift as needed to access existing stairs, elevators and service tunnels.

13 - Temporary Fence Enclosures

Temporary construction fence shall be installed and maintained by others as shown on Drawing SLP-002.

14 - Water Control:

- A. Each Contractor is responsible for any and all permits, fees, usage costs, piping, pumps, appetencies, etc. required to remove water from the site for the performance of his Work.

15 -Pollution Control

Each Contractor shall:

1. Comply with all laws, rules, and regulations governing pollution control, including but not limited to those of the Department of Environmental Conservation of the State of New York and the City of New York.
2. Take all necessary precautions including, but not limited to digging and maintaining settling basins and dams; diverting streams, and taking all other actions that may be necessary to prevent silt, and waste of any kind from being deposited, silting, and reduction of quality of streams below the construction area and downstream properties as a result of the Work.
3. Refrain from the disposal of volatile fluid wastes into storm or sanitary sewer systems, approved sewage disposal systems or any waterway.

16 - Temporary Sidewalk Bridge

The Contractor shall provide a temporary sidewalk bridge at ground level below the work area to protect the public, staff, and Hospital property as required by Code. Erection of the sidewalk bridging shall conform to all requirements of the NYC building code.

17 - Temporary Opening and Perimeter Protection

- A. Each Contractor shall provide and maintain all perimeter protection necessary to meet OSHA regulation for fall protection during the period of time that the Contractor's Work is being performed. The Contractor shall remove all temporary protection after completion of the Work.
- B. Each Contractor shall be responsible for all perimeter fall, trench and slope protection required for the proper performance of his Work, including, but not limited to, sheeting, shoring, bracing, plating, etc.

ARTICLE 21 - GUARANTEES

After paragraph 5, add the following new paragraph:

- 6. Furnish guarantees, in a form satisfactory to the Owner, according to the General Conditions and the pertinent requirements of the individual Sections of the Specifications.

ARTICLE 22 - REMOVAL OF RUBBISH AND SURPLUS MATERIALS

Delete paragraph 1 in its entirety and substitute the following new paragraph:

- 1. The Contractor shall be responsible for the removal and disposal off site of all demolition materials, excess concrete and formwork and all other similar materials resulting from the performance of said Contractor's Work and the work of sub-contractors.

For all other rubbish and debris, it shall be each Contractor's responsibility to clean his work area(s) on a daily basis and deposit his trash/rubbish neatly in piles in designated areas. The Contractor will collect and dispose of the trash/rubbish off-site. The Contractor is responsible to cut down the size of their discarded material so that it can fit into a mini-container. In addition, the Contractor shall sweep up all miscellaneous debris on a daily basis whether it was or was not generated by the Contractor.

Paragraph 2, change the first sentence to read as follows:

The Contractor shall be responsible for the removal of all rubbish, debris and etc., from the site of the project.

Add Paragraph 8 as follows:

Demolition and construction debris shall be removed by mini containers or barrels via an elevator designated for use by Bellevue Hospital. Such containers shall be covered to prevent dust and debris from escaping. All ductwork shall be capped by the Contractor. The Contractor shall provide HEPA filters as necessary, and shall create a vestibule into the construction area. All sheetrock barriers shall terminate at top of slab. Every effort shall be made to minimize noise and vibration that could disrupt the operations of the Hospital, including scoring concrete where required to be chopped, and working off hours as necessary. Deliveries and rubbish container pick-up shall be scheduled between the hours of

6:00am to 7:30am and shall be coordinated with the Hospital's operations. The loading dock is located at East side of "H" building under service road. Staging will be limited to the 2th floor work area. Vehicles will be allowed at the South Parking Lot area for unloading of materials only.

ARTICLE 23 - CLEANING

Add the following new paragraphs:

Each Contractor shall remove all tools, appliances, project signs, materials and equipment from the premises immediately upon completion of the Work.

The Work is to be turned over to the Owner in new condition, in proper repair and in perfect adjustment.

Final cleaning shall be the responsibility of the Contractor and all costs for final cleaning shall be included in their base bid. This work includes but not limited to wet mopping of all floors, dusting, wiping, sweeping and etc. of all walls, ceilings, glazing and equipment.

ARTICLE 24 - INSPECTION BY CITY AGENCIES

After paragraph 3, add the following new paragraphs:

QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 CONTRACT DOCUMENTS

A. Contract Documents: All work of this Section shall comply with the requirements of the Conditions of the Contract (General and Supplementary), with all General Conditions and Supplemental General Conditions, with the Drawings and with all other Contract Documents.

1.2 SECTION INCLUDES

A. This Section includes administrative and procedural requirements for quality assurance and quality control.

1.3 RELATED SECTIONS

A. Coordination

B. Divisions 2 through 16 Sections for specific test and inspection requirements.

1.4 DEFINITIONS

A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and ensure that proposed construction complies with requirements.

B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that completed construction complies with requirements. Services do not include contract enforcement activities performed by Architect.

C. Mockups: Full-size, physical example assemblies to illustrate finishes and materials. Mockups are used to verify selections made under Sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples. Mockups establish the standard by which the Work will be judged.

D. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

1.5 DELEGATED DESIGN

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

1.6 SUBMITTALS

A. Qualification Data: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

C. Schedule of Tests and Inspections: Prepare in tabular form and include the following:

1. Specification Section number and title.
2. Description of test and inspection.
3. Identification of applicable standards.
4. Identification of test and inspection methods.

5. Number of tests and inspections required.
6. Time schedule or time span for tests and inspections.
7. Entity responsible for performing tests and inspections.
8. Requirements for obtaining samples.
9. Unique characteristics of each quality-control service.

D. Reports: Prepare and submit certified written reports that include the following:

1. Date of issue.
2. Project title and number.
3. Name, address, and telephone number of testing agency.
4. Dates and locations of samples and tests or inspections.
5. Names of individuals making tests and inspections.
6. Description of the Work and test and inspection method.
7. Identification of product and Specification Section.
8. Complete test or inspection data.
9. Test and inspection results and an interpretation of test results.
10. Ambient conditions at time of sample taking and testing and inspecting.
11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on re-testing and re-inspecting.

E. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.7 QUALITY ASSURANCE

A. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

B. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

C. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.

D. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance.

E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in the State of New York and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or products that are similar to those indicated for this Project in material, design, and extent.

F. Specialists: Certain sections of the Specifications require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.

1. Requirement for specialists shall not supersede building codes and similar regulations governing the Work, nor interfere with local trade-union jurisdictional settlements and similar conventions.

G. Testing Agency Qualifications: An agency with the experience and capability to conduct testing and inspecting indicated, as documented by ASTM E 548, and that specializes in types of tests and inspections to be performed.

H. Preconstruction Testing: Testing agency shall perform preconstruction testing for compliance with specified requirements for performance and test methods.

1. Contractor responsibilities include the following:
 - a. Provide test specimens and assemblies representative of proposed materials and construction. Provide sizes and configurations of assemblies to adequately demonstrate capability of product to comply with performance requirements.
 - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - c. Fabricate and install test assemblies using installers who will perform the same tasks for Project.
 - d. When testing is complete, remove assemblies; do not reuse materials on Project.

2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.

I. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:

1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
2. Notify Architect seven days in advance of dates and times when mockups will be constructed.
3. Demonstrate the proposed range of aesthetic effects and workmanship.
4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
6. Demolish and remove mockups, unless otherwise directed by the Architect.
7. Without the approval of any required mockup the work cannot be started.
8. AHU equipment tests at manufacturer facility are to be witnessed by Owner's representative, Consultant, Construction Manager and or Third party commissioning agent.

PART 2 - PRODUCTS

(Not Applicable)

PART 3 - EXECUTION

3.1 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with installation requirements specified in other Sections of these Specifications. Restore patched areas and extend restoration into adjoining areas in a manner that eliminates evidence of patching.
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

ARTICLE 25 - SECURITY AND FIRE GUARDS

Paragraph 2, change the first sentence to read as follow:

The Contractor shall be responsible to close and secure all windows within the project limit lines and doors leading into the project after the completion of work each day.

After paragraph 2, add the following new paragraphs:

3. The Contractor shall assume full responsibility for theft or damage to its materials, equipment, tools and accessories and that of its subcontractors.
4. Each Contractor shall protect installed Work and existing property during performance of the Work through temporary and removable protection.
5. In event of theft or damage, promptly make replacements or repairs at no additional cost to the Owner and its representative. Additional time required to secure replacement and to make repairs will not be considered by the Owner to justify any extension in the Contract Time of Completion.

ARTICLE 30 - DISTURBANCES OF FACILITIES DURING CONSTRUCTION

Add the following sentence to paragraph 6:

All shutdowns or cutovers shall be done during "off hours" **within time period of 10:00pm and 7:00am** and at the convenience of the Hospital.

ADD THE FOLLOWING NEW ARTICLES:

ARTICLE 35 - UTILITY SHUTDOWNS AND CUTOVERS

- A. The Contractor is responsible for maintaining continuity of services when it becomes necessary to shut down utilities which affect the existing building.
- B. The Contractor is responsible for submitting to Architect/Engineer and Construction Manager proposed schedule of all utility shutdowns and cut-overs which will be required to complete the work; said schedule shall contain a minimum 7 days advance notice prior to the time of proposed shutdowns and cut-overs for demolition work and for connecting of new work to existing systems

- C. The Hospital Facilities are in full operation twelve months of the year and shutdown and cut-overs must be scheduled with the Construction Manager. The Contractor shall assume that all shutdowns and cut-overs will be performed at night and/or weekends so as not to impact hospital operations. The Contractor shall include all necessary overtime that is required to complete shutdowns or cut-overs related work in their base bid.

ARTICLE 36 - PROJECT SCHEDULE

.01 - General

A Critical Path Method (hereinafter referred to as CPM) shall be provided by the Owner or Owner's representative and shall be used to schedule the progress of the Work. All Work shall be done in accordance with the Project CPM Schedule and the Contractor agrees to cooperate fully with the Owner's Representative in the development, implementation and updating of the Project CPM Schedule.

.02 - Schedule Milestone Diagram

A Precedence Diagram for the Work has been included in the Contract Documents to illustrate a feasible plan and schedule for the completion of the Work within established milestone dates and to serve as a logic sequence for developing the Project CPM Schedule, for the Work. The prospective bidder expressly understands that his bid for the Work shall be based upon meeting all the established milestone dates, even if to meet such milestone dates requires expedited delivery of material, additional manpower, additional equipment, additional concurrent operations and overtime.

- A. The start of work for this contract, which is indicated in the precedence diagram, shall be adjusted to reflect the date of the Notice to Proceed. The precedence diagram includes the following milestone dates.

FOR BELLEVUE HOSPITAL CENTER HVAC RELOCATION MILESTONE DATES SEE CPM SCHEDULE.

.03- Pre-Bid Meeting

A pre-bid meeting may be held approximately two (2) weeks prior to the bid date. The Owner or the Owner's Representative will conduct the pre-bid meeting to explain and answer questions about the development, implementation and updating of the Project CPM Schedule and delineate the participation that shall be required of the successful bidder.

.04- Preliminary Requirements

- A. Within two (2) calendar weeks after bids are opened, and before the Contract is executed, the apparent low bidder must submit to the Owner, in writing, a list of durations for all

activities which appear on the Precedence Diagram. Failure to comply with this requirement may be cause for rejection of the bid.

- B. To develop the Project CPM Schedule the Owner or the Owner's Representative will review the durations submitted by the apparent low bidder together with those durations submitted by the apparent low bidders for the other work to be done concurrently with the Work under his Contract. The Owners or Owner's Representative will approve only those durations which in his opinion do not jeopardize the orderly completion of the Work on/or before the complete date, conform to all intermediate milestone dates included in the Precedence Diagram, and do not interfere with the orderly completion of the work of other contractors.

The Contractor's proposed work force and other resource loading for each activity of the Precedence Diagram, broken down by trades, must also be provided.

- C. The Contractor shall submit to the Owner or Owner's Representative, in writing, within ten (10) calendar days after receipt by the Contractor of Notice to Proceed, the following information:
 - 1. Shop drawing and material sample schedules keyed to the Precedence Diagram.
 - 2. Schedules for the award of subcontractor and equipment contracts keyed to the Precedence Diagram.
 - 3. The name of the person who, as Scheduling Coordinator for the Contractor, is authorized to act on behalf of the Contractor on all matters of scheduling included in Article 36. Once nominated, the Scheduling Coordinator may only be replaced after written notice is given to the Owner. The Contractor agrees, upon the request of the Owner or the Owner's Representative, to replace the Scheduling Coordinator.
- D. Failure to comply with subsection .04 of Article 36 of the Supplemental General Conditions may be cause for rejection of the bid and forfeiture of security.

.05 – The Project CPM Schedule

- A. After the notice to proceed has been given to the Contractor, the Owner or Owner's Representative shall meet with the Contractor within one week to develop a comprehensive and detailed Project CPM Schedule. It shall be the Contractor's responsibility to ensure that the Project CPM Schedule includes all the Contractor's Work and correctly represents the previously submitted and agreed upon sequence of, and time durations for, the work.
- B. The Contractor shall make the requirements of the Project CPM Schedule an essential part of each purchase order and subcontract.

- C. The Contractor shall cooperate in every way possible with other contractors in order to maintain the completion date and meet all the intermediate milestone dates. The Contractor expressly understands and agrees that no additional compensation shall be paid for such cooperation.
- D. The Contractor shall submit such proof as may be required by the Owner or the Owner's Representative to show that the Contractor has complied with the schedule of dates for ordering equipment and material submitted in accordance with subsection .04 C of Article 36 of the Supplemental General Conditions.
- E. The Contractor shall submit such proof as may be required by the Owner or the Owner's Representative, cooperate in the development, implementation and updating of detailed Critical Path Method sub-schedules for any special area. Special areas may include, but are not limited to, kitchens, laboratories, operating rooms, mechanical equipment rooms and radiology rooms.

.06 – Project Control and Progress Meetings

- A. The Contractor shall regularly review the reports generated by the Project CPM Schedule and use such reports as working tools to meet the Contractor's obligations under the Contract.
- B. The Contractor shall attend all scheduling meetings as directed by the Owner or Owner's representative.
- C. In addition to the Owner or the Owner's Representative and the Contractor's Superintendent and Scheduling Coordinator, such meetings shall also be attended by representatives of subcontractors as the Contractor, the Owner or Owner's Representative may deem advisable. The agenda for such meetings shall also be attended by representative may deem advisable. The agenda for such meetings shall include the project CPM schedule reports, the progress and current status of the Work in order to meet the Contractor's objectives and his obligations under the Contract. Consideration shall be given to establishing actual start dates, actual completion dates, planned starts and finishes, quantities installed, man hours worked, as well as other data relevant to the performance of the Contract.
- D. At least one week before each meeting described in subsection .06 C. of this Article 36, the Contractor shall furnish to, and in the form required by the Owner or the Owner's Representative progress data for:
 - 1. The status of all activities as of date determined by the Owner or Owner's Representative.
 - 2. A list of actual start and completion dates for all activities.

3. Projected durations for completion of those activities in progress.
4. Relevant data for Submittals in progress including equipment releases and equipment in fabrication.
5. All other information which in the discretion of the Owner or its Representative, may be required to complete the Project Schedule Update.

.07 – Project CPM Scheduling Updating

- A. After the Owner or the Owner’s Representative has received the information required by subsection .06 (D) above from the Contractor and all other Contractors doing work at the same location, the Owner or the Owner’s Representative shall compare the information and, if appropriate, will affect the scheduled completion of the Work. This Project CPM Schedule, as updated, shall become binding on the Contractor, providing the Precedence Diagram milestones are not altered. The Contractor will be required to provide additional manpower, equipment, should the update uncover significant delays to the Work of the Contractor, caused by the Contractor.

.08 – Payment

- A. The Contractor shall delineate separate items for the monitoring of payment of the following:
1. Submission of the list of durations for all activities called for in subsection .04 A above of Article 36 of the Supplemental General Conditions.
 2. Submission of the schedules called for in subsection .04C of Article 36 of Supplemental General Conditions.
 3. Attendance by Contractor’s Superintendent and Scheduling Coordinator at each of the meetings calls for in subsection .05 and .06 of Article 36 of the Supplemental General Conditions.
 4. Furnishing, on time and in advance of each meeting required by subsection .05 and .06 of Article 36 of the Supplemental General Conditions, all progress date required by subsection .06 D of Article 36 of the Supplemental General Conditions in the detail and in the form required by the Owner or the Owner’s representative.
- B. Payment for each of these separate payment items shall be subject to the Contractor’s compliance with subsections .04, .05, .06 and .08 of Article 36 of the Supplemental General Conditions. If the Contractor fails to comply with these subsections, no payment for these items shall be due the Contractor, and the Owner shall promptly execute a credit change order reducing the dollar amount of the Contract by the dollar amount of these items pursuant to subsection .08 of Article 36 of the Supplemental General Conditions.

- C. The Contractor's Payments Breakdown and the Monthly Requisition shall be the basis by which the Contractor is to be paid. However, notwithstanding this provision, the Contractor shall also furnish a breakdown of the total Contract price by assigning dollar values to each applicable Project CPM Schedule work activity which cumulatively must equal the Contractor's overhead and profit shall be prorated into all of the activities contained in the Project CPM Schedule.

.09 - Breach of Contract

The Contractor's failure to comply with any requirement called for in Subsections .05, .06 .07 and .08 of Article 36 of the Supplemental General Conditions shall constitute a material breach of the Contract and the Owner shall have the right to and may terminate the Contract provided, however, the failure of the Owner to so terminate shall not relieve the Contractor from future compliance.

.10 - Time of Completion

It is the sole responsibility for the Contractor to complete the Work through the implementation of the project CPM schedule within the time required by the Contract.

ARTICLE 37 - PHASING REQUIREMENTS

- A. All work under this Contract has to be phased and coordinated with other work so as to lessen the impact of this construction on the operation of the facility. The existing facility will remain in operation throughout construction and all Contractors must cooperate and comply with the needs of the facility, which shall take precedence over construction.
- B. The facility operation will dictate the scheduling of construction activity and facility operation requirements will provide a basis for the sequencing of work. In order to keep the balance between construction and operation, the Contractors must thoroughly understand the phasing requirements established at the startup of construction and hold to the milestone dates established for this contract. If a contractor misses a milestone date or incurred due to impacts of having to work past a milestone date, the Owner will be held harmless to any impacts created by the facility to a Contractor who has to work past a contract milestone date. This would include delays in starting work or revised working hours due to restrictions in access to work areas.
- C. All Contractors shall review the milestone dates presented in the attached schedule and incorporate them into their work. All Contractors are responsible to meet the listed milestones and to coordinate their work activities to achieve them in a manner that does not impact or cause hardship to the other Contractors' work activities. The project CPM

schedule shall be developed with these milestone dates. These milestone dates and sequence of activities are contractual obligations that must be met by all Contractors. Any overtime, additional shifts, weekend, holiday and any other labor effect to assure these milestones are met is the responsibility of each Contractor and shall be provided to maintain the schedule with no additional costs to HHC, their agents, representative or the facility.

- D. All Contractors must coordinate among the various activities of work, which will result in composite systems. The sequencing and production of work must be coordinated with the project's base line schedule and phased to allow each contractor reasonable time to prepare and execute the completion of their work.

ARTICLE 38 - MAINTENANCE OF PERMANENT ROADWAYS

- A. The Contractor shall immediately remove dirt and debris which may collect on permanent roadways within the hospital's property due to their work. The Contractor shall repair any damage to roadway and sidewalks resulting from the performance of his work. Road cuts shall be plated or otherwise protected and covered during construction operations. At no time shall traffic be disrupted.
- B. All access roads shall remain open at all times, 24 hours a day, 7 days per week. At no time shall traffic be disrupted along Emergency Department Entrances. The Contractor shall immediately remove dirt and debris, which may collect on permanent roadways due to the Work.

ARTICLE 39 - TRAFFIC CONTROLS

- A. Parking on site and within the Hospital's complex will not be permitted.
- B. Contractor shall provide flagmen, signage and other appropriate means to direct traffic during construction operations in roadways.

ARTICLE 39 - FIRE PREVENTION CONTROL

- A. The Contractor shall provide temporary fire extinguishers in accordance with New York State Building Code, Owner's requirements and other authorities having jurisdiction.
 - 1. The Contractor is to provide 2-1/2 gallon gas cartridge type, antifreeze, U.L. approved fire extinguisher for each 1,500 square feet of floor area or fraction thereof. Extinguishers shall be placed on the floor and tunnel areas. The extinguishers shall be hung on plywood backboards painted red, strapped to walls with centers four

- feet above floor. Contractors shall not place materials or equipment where they will obstruct access to these fire extinguishers.
2. The Contractor shall inspect, maintain and check each fire extinguisher at least once a week during the life of the project and shall affix a dated tag certifying adequacy of charge and workability of each extinguisher.
 3. Where exposed electrical equipment occurs, fire extinguishers of dry chemical type for Class B and C fires shall be provided.

ARTICLE 40 - STANDBY LABOR

- A. This contract is single prime contract to be awarded for this project. The Owner and Construction Manager will not provide compensation, nor entertain any claim whatsoever, for the costs of any labor position which may be required under the terms of any construction trade agreement, due to contract award price or labor utilization of any of this contract.

ARTICLE 41 - TEMPORARY FIRST AID FACILITIES

- A. The Contractor shall provide at the site and make available to all workers medical supplies and equipment necessary to render first aid.

ARTICLE 42 - OSHA HEALTH AND SAFETY PLAN

- A. The Contractor shall submit within 14 days after Notice to Proceed, a comprehensive Health and Safety Plan to be followed during Contract duration for Owner's approval. The plan shall be kept on site at all times.
- B. The Contractor's safety plan shall include, but not limited to the following:
 1. Strict utilization of safety clothing, shoes, eye protection, gloves, hardhats, etc., including fire protection extinguishers and related devices (sand buckets and water).
 2. Provisions of overhead protection in designated areas including guardrails.
 3. Wearing by all construction and supervisory personnel of security I.D. badges on outer clothing indicating complete information about wearer.
 4. Maintenance of proper slopes, guard rails, shoring and protection during and around all construction areas as well as around/atop all openings in floors/walls.
 5. Provision and maintenance of first aid boxes and supplies at designated areas.

6. A listing of Material Safety Data Sheets (M.S.D.S.) for all products/chemicals, which are being used as part of construction and which, could pose a threat to health if improperly handled. The data sheets will explain proper handling and emergency responses.
 7. Designation of a site safety representative experienced/certified in safety and accident/injury prevention who must report all incidents to Owner's representative for action and records, and attend all job safety and tool box meetings.
 8. A complete listing of all relevant company phone numbers and addresses that are involved with this project to include but not limited to: all field staff, central and branch offices and the company officers responsible, all subcontractors and their responsible staff, facsimile phone numbers of all companies involved. In case of emergency prompt communication is essential.
 9. Phone numbers for all local emergency services to include hospital, police and fire departments.
 10. Map of this facility showing emergency exit routes from within the facility to Emergency Room at the 1st floor of the Bellevue Hospital.
 11. The Owner's/Facility Safety manual shall be incorporated with the Contractors' manual.
 12. Listing of all equipment being used on the job and their operating instructions and safety concerns.
 13. The plan must indicate all potential hazardous movements, operations and construction activities, to inform each Contractor employees of the work to be executed.
- C. Contractor shall post at strategic locations:
1. Emergency phone numbers for Fire, Police and Hospital
 2. 24 -hour phone number of Project superintendent and site safety representative
- D. The Contractor shall ensure that weekly tool box safety meetings are held at site with all subcontractors, superintendents, foremen and personnel with weekly records kept and submitted to Owner's representative. All employees will be made aware of the Contractor's Health and Safety Plan and aspects of the plan will consistently be viewed with all workers to assure safe working standards are being upheld.
- E. Proper identification, removal and disposal of asbestos and/or other hazards as well as protection of construction personnel, existing users and the general public, shall be carried out throughout the project duration. As part of this contract, the Contractor must notify Owner's representative when such materials are detected.
- F. Contractor shall include within their specific site safety plan the provisions and requirements as stated in Article 43 - Hospital Facility/Site Security and Article 44 - Interim life Safety Measures.
- G. All safeguards during construction and or demolition should comply with NYC Building Codes found in Chapter 33.

ARTICLE 43 - HOSPITAL FACILITY/SITE SECURITY

.01 - General

- A. Comply with and adhere to the Hospital's security regulations

- B. Contractor and subcontractor employees shall be subject to review and approval
- C. Work hours and times when Contractor and subcontractor employees, including messengers, delivery persons, etc., may enter and leave the hospital shall be as established by the Hospital authorities.
- D. No alcoholic beverages, or persons under the influence of same, will be allowed on Hospital premises, outdoors or indoors.
- E. No firearms, ammunition, or other weapons will be allowed on the Hospital premises, outdoors or indoors.
- F. Contractors are responsible for the storage of their tools. Store in authorized approved, locked tool boxes when not in use.
- G. Explosives, powder actuated tools and tungsten carbide hacksaws are prohibited.
- H. All existing, in place items such as windows, doors, screens, alarm system components, glazing, hardware, etc. which require removal, replacement, or adjustment to carry out the Work, shall be restored to a secure and functional condition before leaving the site at the end of each work day.

.02 – Facility Security Requirements

- A. The following are specific requirements for work associated with Bellevue Hospital. These requirements are in addition to requirements specified in these Specifications.
 - 1. All Contractor employees, vehicles, packages and materials will be subject to inspection or review by Hospital security personnel prior to being permitted on the job site.
 - 2. Identification Cards
 - a. All Contractors, trades people, and construction workers working at Bellevue Hospital will be required to be photographed and issued ID cards, which will be supplied by the Hospital, to be worn while working on Hospital grounds. Upon request, the ID card must be produced and/or displayed to Hospital security personnel and other facility personnel. Identification cards must be carried at all times.
 - b. Any person without the issued ID card will not be permitted to work.
 - c. ID cards lost or unaccounted for must be reported to the Hospital security department and owner's representative immediately.
 - d. Each Contractor shall be responsible to make certain that every employee has the proper ID card
 - 3. In addition to the Hospital's identification cards, the Owner will also be issuing an identification card to all Contractors, trades people, and construction workers working at the Bellevue Hospital. There will be a designated entrance into and out of the project where a card reader will record all entering and leaving personnel via the Owner's identification

card. Any personnel without an identification card will not be allowed to enter into the project unless they are properly recorded or logged in. Due to the possible congestion of personnel at the entrance, each Contractor shall include in their base bid an anticipated waiting time of up to 10 minutes per person every time they are entering the project. The Owner and Construction Manager will not provide compensation, nor entertain any claim whatsoever, for any loss productivity due to any delays in getting the Contractors' personnel into the project.

4. All workmen will enter and leave the facility through areas designated by the Hospital and the Construction Manager.
5. The Hospital reserves the right to stop contract work for given periods of time at any time work may interfere with the welfare or the operation and security of patients and Hospital personnel.
6. Proper sanitary conditions are to be maintained throughout the project area at all times.
7. Any hazardous materials, liquid or otherwise, will not be allowed on facility grounds until an M.S.D.S. form is submitted 48 hours prior of its use, to the owner. All volatile materials, such as gas, oil or other fuels will be stored in a safe manner as prescribed by OSHA.
8. No firearms, ammunition, or other weapons will be allowed on the premises at any time.
9. Alcoholic beverages or illegal drugs are strictly forbidden on facility grounds and any person found with either or under the influence of either will be immediately removed from the job site and in the case of illegal drugs, immediately prosecuted.
10. Each Contractor will be responsible for a complete tool inventory of all his tools and accountability of his tools at all times. The loss of any tool or clothing will be reported to the Hospital security department and Owner's representative immediately. Also note, that ropes and ladders are also considered tools.
11. All broken saws-all, hacksaw, pipe cutters or any metal cutting tool blades will be disposed of immediately.
12. Open fires at the construction site will not be permitted. Surplus dirt, rubbish and waste material, particularly combustible materials such as paper, cardboard or scrap lumber will be removed from the premises each night or more often as directed by the Owner's representative. Work areas are to be left clear of debris at the conclusion of each workday.
13. Proper safeguards as may be required by OSHA, contract or facility safety regulations will be enforced.
14. No work may be performed after normal hours without the prior approval of the Owner's representative.

15. Job stewards are to discuss labor relations outside of the institution and away from the premises. Representatives of labor organizations will not be permitted to enter the construction areas unless accompanied by an Owner's Representative.
16. Fire Drills: Contractors are required to participate in facility fire drills. There are no exceptions.
17. Smoking is prohibited in all construction areas or areas adjacent to construction areas.
18. Camouflage clothing or glass of any type are prohibited.
19. Obscene language, derogatory comments or harassment of any type to employees, patients or visitors is prohibited.
20. Radios, CD's and any other audio equipment are strictly prohibited.
21. Interim Life Safety Measures will be monitored and enforced by the Hospital safety department and Owner's representatives and must be strictly adhered to.
22. All radios and communication equipment will require prior approval by the facility in order to coordinate frequency accommodations.

.03 - Bellevue Hospital Center - Rules and Regulations

Daily Notification: All Contractors working on the campus: Must notify the Construction Management Office Room A-805 at

the **start of each workday**, prior to the start of any work on the site. All workers must sign the logbook located at worksite. Phone Numbers. (212) 562-7111=Andrew Sears, (212) 562-7106=Harry Connal, (212) 562-7110=Ilia Besprozvany.

Work Hours: Normal working hours are *Monday through Friday, 7:00 A.M. to 4:00 P.M.* No weekend or night work permitted unless pre-approved in writing in advance.

Contractor I.D.'s: Bellevue Hospital ID Badges, issued by the Hospital or CM, must be properly displayed and worn at all times. Proper N.Y.S. picture identification is required for an ID badge.

Permits: All work must be filed with the **N.Y.C. Department of Buildings**. Copies of all Permits must be posted at the entrance to the Construction site & outside of the Hospital Police on the Ground Floor of the Administration Building.

Certified Payroll Reports & Labor Law Compliance: 220A Labor Law Compliance Forms and Certified Payroll Reports are required for all projects including Purchase Orders. Forms available in Construction Management office. *Prevailing wage rates are required for all projects.* For rates, benefits & Trades see the NYC Comptroller's Website: <http://comptroller.nyc.gov/general-information/prevailing-wage/> see 220A Schedules. **Note: No Payments will be processed without attached Payroll and 220A reports.**

Infection Control/Dust Partitions: Before any Physical work is started, including opening of ceilings, notify the Construction Management office. **I. C. R. A.** Forms must be filled out by the Facility Management and approved before any work starts. **Dust partitions are required for all ceiling penetration work in all corridors!** Must be inspected and approved by the Construction Manager, **“walk off mats / Sticky Mats”** must be placed inside & outside of entrance doors including plastic dust partitions, with zippers, on the inside of the doors to construction sites before demolition begins. Plastic dust partitions must be kept clean and installed with zippers. **The entrance doors to Construction sites require door closers! Entrance doors cannot remain open.**

Walk off mats must be changed hourly, and dust partitions replaced as required.

Locks & Keys: Do not install your own locks, pad locks and hasps on any Bellevue doors! Temporary Cylinders and keys will be supplied by the Facility, unless otherwise advised by Bellevue. Coordinate all Locks/keys with the Construction Manager.

Physical work: No contractor shall start work until all furniture, beds, phones, TV's and any Hospital equipment is removed from the Construction site. The Contractor will be responsible for damage to any equipment left in the Area.

Demolition Work: During demolition work all areas to be sprayed down with a water mist to control dust. Negative air Pressure and or window exhaust fan(s), HEPA filters are required and to be supplied by the Contractor. All plumbing lines must be capped off. All Electrical wiring is covered and not hanging. All ductwork is capped off. All chases properly sealed.

Containers: All Rubbish & demolition materials must be removed in “Mini Containers” on a daily basis. Containers must be entirely covered over with clean plastic or a damp cloth to keep dust from circulating in the Hospital corridors. **DO NOT USE HOSPITAL CONTAINERS FOR ANY DEBRIS!** They are not for the contractor use! Any contractor or worker found using a Bellevue **“Grey Rubbermaid”** Garbage Container(s) will be informed to purchase a new container(s) for the Hospital. Cost \$800.00 per container.

Fire / Smoke walls: All openings and penetrations in floors, walls and chases must be sealed with a proper fire stop at the end of each workday. Failure to do so will cause the Construction Manager to stop all work on the site. If a problem arises the Contractor must inform the Construction Manager or the Office of Construction Management. See item #1

Ventilation: All construction areas must maintain *“negative air pressure”*. Supply registers to be sealed with plastic. Window exhaust fans and HEPA air scrubbers to be in place before any demolition starts. Windows and doors in the site must remain closed to maintain the negative pressure. Entrance doors must remain closed!

Signage: Proper signage must be at displayed and posted on a designated wall at entrance to each work site. Signs to include: Hard Hat Area, EXIT, Danger Construction Area. Post copies at the entrance of the work area of all Building Permits, and provide a list of Emergency Numbers. This list to include: Company Name, Contact names & Emergency numbers to call. (No voicemail or answering machines). Post copies of NYC labor law schedule 220A rates. Contractors must provide post & maintain a list listing including hourly rates & benefits all trades on the site. See: <http://comptroller.nyc.gov/general-information/prevailing-wage/> for a list.

Safety: All workers must receive **BHC- Fire Safety Training**, before starting work. No exceptions. Hard hats, safety glasses, earplugs, and gloves are required to be worn on all Construction sites.

Hot Work Permit: If welding, brazing, burning, Soft Soldering, or Arc Welding is required, Contractors must obtain a **"HOT WORK PERMIT"** from "B.H.C. - Fire/Safety Dept.". A **"Certificate of Fitness"** (**F93/F60**, Fire Guard) & (**G95**, Torch Operator) are required. These certificates must be presented with the individuals performing the work at the time of application. **This requires (2) two individuals on site when performing Hot Work.**

NOTE: The Torch operator cannot act as a "Fireguard". It must be two separate individuals performing the task. Copies of all certificates must be on file in Construction Management Office.

All tanks, gauges, fire extinguishers and hoses and must be inspected by Bellevue Safety Department, before the start of any physical work. All tanks must be chained to a hand truck and must be properly secured. Contractor must provide Portable Fire Extinguisher, 20 lbs. minimum at the construction site as well as any Hot Work permit Application. At the end of each workday **all tanks must be removed from the work site and stored outside.** The Contractor must stay (1) one hour after work is completed to insure area has no potential of Fire. No matter the material or time involved, work must be witnessed and approved by the Resident Engineer in the Construction Office.

No Hot work may start unless a HOT WORK Permit is issued and posted at the site by Bellevue Fire Safety!

Fire Extinguishers: Fire extinguishers are supplied by the contractor and must be on site! The contractor must maintain an adequate amount all required Fire extinguishers for the construction site. All Fire Extinguishers must be certified and inspected by a licensed N.Y.C. company.

Fire Alarms: Contractors will **be back charged for all unwarranted false Fire and Smoke Alarms** if the Hospital Fire Alarm system was not **"off Line"** and BHC Engineering Dept. was not notified in advance of the Alarm. Before starting work all Contractors must inform the Construction Management Office, who will inform "Engineering Department" (212) 562-6295 to disable and cap the local smoke detectors in the area. Furthermore, at the end of each work day the Contractor must notify the Office of Construction Management to reactive the Smoke / Fire alarms and remove RED dust caps on all smoke detectors before leaving the premises.

No Hot work may start unless a HOT WORK Permit is issued and posted at the site by Bellevue Fire Safety!

Fire stopping: All ceiling and wall penetrations must be closed up at the end of the workday. **No Exceptions.**

All penetrations in fire/smoke walls must be fire stopped. See "BHC Building standards" for approved materials. This includes temporary walls and enclosures.

Cleaning & Housekeeping: A mop, bucket, soap and broom are required at the entrance to the construction site. Corridor floors leading to the site must be kept free of dust and tracking of footprints at all times. This includes cleaning of elevator cab walls & floors. The Contractor must provide all labor including mops, brooms, buckets and cleaning solutions. The Construction area must be broom swept at the end of each workday all debris and materials left neatly piled in a corner. All combustible materials must be removed off site daily.

Smoking: THIS IS A SMOKE FREE FACILITY! **No smoking is allowed on the construction site or on Hospital Grounds.** Any person caught smoking will be summoned and removed from the premises and not allowed back.

Shutdowns: 48 hour advance notice is required **in writing**. Contractors are **not permitted** to shut off any supply valves for water, gas, vacuum & air, steam etc. This also includes Electrical Disconnect Switches, Circuit breakers etc. Contractors must inform the Construction Manager, in writing, who will inform the Maintenance or Engineering Dept. of any shut down.

Core Drilling: All equipment must be inspected and approved for use by Construction Management office before any physical work is started. The Contractor must have the following devices on site: Wet vacuum, drill stop device, spotter (on the floor below), ½" drill bit to make a pilot hole before the start of core drilling. Caulking / plug to close ½" hole, and a 5 gal bucket to catch the core.

Tools & Cords: The contractor is responsible to check all tools, equipment & extension cords. All power cords & equipment must be grounded. No power cords with tape or splices will be allowed on the site, if found all work will stop until it is replaced.

Noise and Vibrations; If anyone complains of noise/vibration the Contractor/Worker must stop work and call the Construction Management Office, See item #1.

Psychiatric Floors: (12 South & 18th thru 21st Floors) - No tools allowed on units unless cleared by the Head Nurse. All work must be approved with Unit Head Nurse thru Construction Manager at each Nurses Station, before work starts.

Elevators: No tools or equipment are allowed in the **Passenger elevators**. Use only the Freight "F1" or Service elevators only! Call x3006.

Parking: No free parking available on the "Bellevue Hospital Campus". Contractors may pay the visitor rate, private cars only, if spots are available. Anyone parking at Receiving, Morgue or in Cellar Fire lane will be summoned by Hospital Police.

Electrical & Mechanical Rooms: Must remain locked at all times, call Construction Management for access. See item #1.

Temporary light & Power: All temporary lighting in the construction site must remain on 24/7 for security purposes. A separate 20A line(s) is required for temp power in the construction site. Temporary power is separate from the temporary lighting circuit.

Telecommunication wiring: All new Data and Telephone runs to be approved by the Construction Manager & Telecommunications Dept. Richard Maher, (212) 562-5300. A proposed sketch and walk through is required before any physical work starts.

Unapproved and unauthorized runs will be removed by same vendor at his own cost.

Fire stopping must be completed by the same vendor on the same day!

JCAHO Inspections: The Contractor is advised that Bellevue Hospital will be subject to a Joint Commission (JCAHO) inspection (or other governing agency) while the AHU Relocation Project Work is scheduled to take place. The exact date of any such inspection is not known at this time, and it will not be

known until the inspection team actually arrives on site. It is anticipated, and should be assumed by the Contractor, that the inspection will occur prior to completion of the Contract. It is further anticipated that the JCAHO survey will be performed during the normal work week over the course of five (5) consecutive days. During this time, no construction work will be allowed to be performed on site. Access to the site will not be permitted unless specifically approved, in writing, by the Owners' Representative. The Contractor will be formally notified by the Construction Manager immediately upon arrival of the JCAHO inspection team. All construction related activities must immediately and completely cease upon such notice. Upon completion of the inspection, the Contractor will be formally notified by the Construction Manager to resume work. Contractors will not be entitled to any additional cost as a result of a work stoppage for this reason, even if individual tradespeople arrive at site and are refused access. Contractors are advised to take all precautions to minimize their impact should these events this occurs.

ARTICLE 44 - INTERIM LIFE SAFETY MEASURES - FACILITY REQUIREMENTS

- A. The Contractor must include the following provisions within their work plan and site safety plan, any action contrary to these rules will result in the termination of the violating person or persons. The Contractor shall at a minimum provide the following:
1. Ensure that exits provide free and unobstructed egress. Personnel shall receive training if alternate exits must be designated. Buildings or areas under construction must maintain escape facilities for construction workers at all times. Means of egress in construction areas must be inspected daily.
 2. Ensure free and unobstructed access to emergency departments/services and for emergency forces
 3. Ensure that fire alarm, detection and suppression systems are not impaired. A temporary, but equivalent system shall be provided when any fire system is impaired. Temporary systems must be inspected and tested monthly.
 4. Provide fire-fighting equipment and use training for personnel.
 5. Prohibit smoking in and adjacent to all construction areas.
 6. Develop and enforce storage, housekeeping and debris removal practices that reduce the flammable and combustible fire load of the building to the lowest level necessary for daily operations.
 7. Conduct a minimum of two fire drills per shift per quarter.
 8. Increase hazard surveillance of buildings, grounds and equipment with special attention to materials, equipment, construction areas, construction storage and field offices.
 9. Train personnel when structural or compartment features of fire safety are compromised.

ARTICLE 45 - PROJECT CLOSE OUT

.01 - Required Close Out Documentation

- A. Prior to final payment, the Owner shall receive the following documents as required by the Contract:

1. The Contractor's general guarantee.
 2. Specific guarantees for materials, equipment and other items of work.
 3. All certificates obtained in connection with the work.
 4. All final photographs of the work.
- B. The Owner shall also receive from the contractor prior to final payment:
1. A complete listing of all subcontractors, business addresses and items supplied by each such subcontractor.
 2. A listing of manufacturers of major materials, equipment and systems installed in the work.
 3. A copy of all test data taken in connection with the work..
 4. Operation & Maintenance Manuals:
 - a. Furnish three (3) complete sets of manuals containing the manufacturer's instructions for maintenance and operation of each item of equipment and apparatus furnished under the Contract and any additional data specifically required under the various Sections of the Specifications.
 - b. Arrange the manuals in proper order, indexed and suitably bound. Certify that each of the manuals is complete and accurate. Assemble these manuals for all Divisions of the Work, review them for completeness and submit them directly to the Owner as a condition of substantial completion. Deliver the manuals in suitable transfer cases indexed and marked for each Division of the Work.
 - c. Operating and Maintenance Instructions:
 - (1) Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the following items:
 - a. Maintenance manuals.
 - b. Record documents
 - c. Spare parts and materials
 - d. Tools
 - e. Lubricants
 - f. Fuels
 - g. Identification systems
 - h. Control sequences
 - i. Hazards
 - j. Cleaning
 - k. Warranties and bonds
 - l. Maintenance agreements and similar continuing commitments
 - (2) As part of instruction for operating equipment, demonstrate the following procedures:
 - a. Start-up
 - b. Shutdown

- c. Emergency operations
 - d. Noise and vibration adjustments
 - e. Safety procedures
 - f. Economy and efficiency adjustments
 - g. Effective energy utilization
5. All keys, tools, screens, spare construction material, finishing material and equipment required to be furnished to the Owner as part of the work.
 6. Equipment list of mechanical units and components to include name, location, system served, manufacturer, model and serial number in electronic format (Excel spreadsheet). Sample form may be provided by the Owner or its representative.
 7. Certifications: Furnish three (3) complete sets of all material, welding and performance certifications.
 8. A certified written statement stating that the Contractor has complied with Contract Documents with respect to any demand for indemnification and assumption of defense made by the Owner or Construction manager for any claim submitted by third persons.
 9. Closure of D.O.B. permits

Written confirmation of "sign off" from the Department of Buildings of all open permit applications.

C. Orientation Instruction

1. Prior to final payment appropriate maintenance personnel of the Hospital shall be oriented and instructed by the Contractor in the operation of all systems and equipment as required by the contract.
2. Each contractor shall video tape all training and orientation of facility personnel and provide three (3) copies of each tape as part of the turnover package.

D. Project Close Out Inspections

1. When the work has reached such a point of completion that the building, equipment or apparatus or any part thereof required by the Owner for occupancy or use can be so occupied and used for the purpose intended, the Owner shall make a detailed inspection of the work to ensure that all requirements of the contract have been met and that the work is complete and is acceptable.
2. A copy of the report of the inspection shall be furnished to the contractor as the inspection progresses so that the contractor may proceed without delay with any part of the work found to be incomplete or defective.
3. When the items appearing on the report of inspection have been completed or corrected, the contractor shall so advise the Owner. After receipt of the notification, the Owner shall inform the contractor of the date and time of final inspection. A copy of the report of the final inspection containing all remaining contract exceptions, omissions and incompletions shall be furnished to the contractor.
4. After receipt of notification of completion and all remaining contract exceptions, omissions and incompletions from the contractor, the Owner shall make an

inspection to verify completion of the exception items appearing on the report of final inspection.

E. Substantial Completion

1. Preliminary procedures: Before requesting inspection for Certificate of Substantial Completion, complete the following:
2. In the application for payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100% completion for the portion of the Work claimed as substantially complete. Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
3. If 100% completion cannot be shown, include a list of incomplete items, the line item values of such incomplete items and reasons why such Work is not complete.
4. Advise Owner of pending insurance changeover requirements.
5. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, operating certificates and similar releases.

F. Final Acceptance

1. Before requesting Final Inspection for Certificate of Final Acceptance and Final Payment, complete the following:
 - a. Submit the final payment request with releases of liens from all entities and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
 - b. Submit an updated final settlement, accounting for final additional changes to the Contract sum.
 - c. Submit a certified copy of the Architect/Engineer's final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the Architect/Engineer.
 - d. Submit Consent of Surety to final payment.
 - e. Submit Certification for Payment of prevailing wages.
 - d. Submit Asbestos Certification Letter, if required.
 - e. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - f. Re-inspection Procedure: The Architect/Engineer will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the Architect/Engineer.
 - i. Upon completion of re-inspection, the Architect/Engineer will prepare a Certificate of Final Acceptance, or advise the Contractor of Work that it is incomplete or of obligations that have not been fulfilled, but are required for final acceptance.

- j. If necessary, re-inspection by the Architect/Engineer will be repeated.
- k. Submit all warranties and guaranties as called for in the contract documents, including the Contractor's guarantee letter.

ARTICLE 46 - MISCELLANEOUS SPECIAL REQUIREMENTS

.01 - Project Definitions: (refer also to Article 1 - General Conditions)

- A. The words "Construction Manager" or "Owner's representative" shall mean TDX Construction Corp.
- B. The term "Owner" or "President" shall mean the New York City Health and Hospitals Corporation.
- C. The term "Architect" or "Engineer" or the words "Architect/Engineer" shall mean the architect responsible for the contract documents: WSP USA.
- D. The term "Contractor", "contractor", "Contractors", "contractors" shall mean all contractors associated with the project unless specifically defined otherwise. When one of these terms is used, the statement where it is used shall apply to all contractors associated with the project.
- E. The term "General Construction Contractor" shall mean the "The Contractor".
- F. Directed, Requested, etc.: Where not otherwise explained, terms such as "directed", "requested", "authorized", "selected", "approved", "required", "accepted", and "permitted" mean "directed by Architect/Engineer", "or Owner", "requested by Architect/Engineer", "or Owner", etc. However, no such implied meaning will be interpreted to extend Architect's/Engineer's or Owner's responsibility into Contractor's area of construction supervision.
- G. The word "Provide" shall mean that the Contractor is to furnish all necessary materials and labor to furnish and install said item of work.
- H. The word "Furnish" shall mean that the Contractor is to furnish said material only and the installation shall be done by other specified Contractors.
- I. The term "HVAC contractor", "Ductwork contractor" or "Mechanical contractor" shall mean the contractor for the "Mechanical, Ductwork and Sprinkler Package".

.02 - References

A Industry Standards

- 1. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if

bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

2. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.
3. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - a. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.
4. Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web-site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

B Abbreviations And Acronyms

1. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

ARTICLE 47 - CONTRACTOR QUALIFICATIONS

The Contractor shall demonstrate its experience related to HVAC projects, and shall have completed a minimum of four (4) HVAC projects within the past seven years, or that are currently more than 80% complete. The Contractor shall submit the names of four (4) projects that provide the most relevant experience for the Bellevue Hospital project, in terms of scale, quality, and type of construction and criticality of schedule. Include the project cost and the start and completion dates. Include client and architectural references for each project, including contact person and phone number.

END OF SUPPLEMENTAL GENERAL CONDITIONS

Infection Control Risk Assessment

Project Name/Number: _____ Project type: Maintenance Demolition
 Renovation Construction Other

Estimated Start Date: _____

Estimated End Date: _____

Facility Project Manager: _____ Phone: _____

Contractor: _____ Phone: _____

Infection Control Coordinator: _____ Phone: _____

Construction Type:		Area Risk:					
A	B	C	D	Low	Medium	Medium-High	High
Construction Class:			I agree that this project will be conducted in accord with the protocols below:				
I	II	III	IV	_____ Project Manager			
CLASS I	1. Execute work by methods to minimize raising dust from construction operations.		2. Immediately replace any ceiling tile displaced for visual inspection.				
CLASS II	1. Provide active means to prevent air-borne dust from dispersing into atmosphere 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape. 4. Block off and seal air vents. 5. Wipe surfaces with disinfectant. 6. Contain construction waste before transport in tightly covered containers.		7. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. 8. Place dust mat at entrance and exit of work area and change frequently. 9. Remove or isolate HVAC system in areas where work is being performed.				
CLASS III	1. Complete all critical barriers before construction begins. 2. Remove or isolate HVAC system in areas where work is being performed. 3. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 4. Do not remove barriers from work area until complete project is thoroughly cleaned by Environmental Services.		6. Vacuum work with HEPA filtered vacuums. 7. Wet mop with disinfectant 8. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 9. Contain construction waste before transport in tightly covered containers. 10. Cover transport receptacles or carts. Tape covering.				
CLASS IV	1. Complete all critical barriers before construction begins. 2. Remove/isolate HVAC system in areas where is being done. 3. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 4. Seal holes, pipes, conduits, and punctures appropriately. 5. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.		6. All personnel entering work site wear shoe covers and discard them as they leave. 7. Do not remove barriers from work area until completed project is thoroughly cleaned by the Environmental Service Dept. 8. Vacuum work area with HEPA filtered vacuums. 9. Wet mop with disinfectant. 10. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 11. Contain construction waste before transport in tightly covered containers. 12. Cover transport receptacles or carts. Tape covering.				

Permit Approved by: _____ Date: _____

Name: _____ Signature: _____

NYC Health + Hospitals\Bellevue Infection Control Risk Assessment

Project Name / Number :		Location:			
Estimated Project Start Date:		Phase:			
Preparer:		Date:			
	Project Scale	Low Risk Areas Business occupancy, Offices, Support areas, Lobbies	Medium Risk Areas Non-invasive patient care: PT/OT, Medical Offices, Food Service areas	High Risk Areas Special Care Areas, Nurseries, Peds, Pharmacy, Medical/Surgical Patient Units	Extreme Risk Areas Areas with Immuno-compromised patients, Isolation Rooms, Sterile Supply areas
Type A	Minor: <ul style="list-style-type: none"> ▪ visual inspections above ceiling (limited to 1 tile per 50 sq. feet) ▪ minor repairs, painting (no patching) ▪ Minor electrical work, plumbing, or work with little or no drilling, cutting, or other dust-raising activity. ▪ Normal maintenance activity (less than 1 hr. work). 	Class I	Class II	Class II	Class III / IV
Type B	Small Scale Projects: <ul style="list-style-type: none"> ▪ installation of electrical and computer cabling ▪ opening into chases and concealed spaces ▪ cutting plaster and drywall, sanding and other dust- making activity within a room or other controlled area. Usually one to three shifts in duration. 	Class I	Class II	Class III	Class IV
Type C	Larger Scale Projects: <ul style="list-style-type: none"> ▪ Removing floor coverings ▪ sanding plaster walls ▪ wall demolition and construction ▪ duct work, electrical work above ceilings, major ceiling work. Usually more than three days work. 	Class I	Class III	Class III / IV	Class IV
Type D	Major Renovation and Construction: <ul style="list-style-type: none"> ▪ Major demolition of areas, particularly those open to patient care areas. ▪ Work on HVAC Systems. ▪ Projects scheduled for more than three weeks total activity. 	Class II	Class III	Class III / IV	Class IV

HOSPITAL BUILDING ICRA MAPPING (See Attachment A- for Admin/CD and ACB mapping)

FLOOR	EAST	NORTH	WEST	SOUTH
23	Roof	Adult Educational Area	Roof	Children Educational Area
22	Machine Room	Psych Admin Offices	Machine Room	Psych Nursing Offices
21	PS-35 Public School	Adolescent Inpatient Psych Unit (15)	Adolescent Inpatient Psych Unit (15)	Children's Inpatient Psych Unit (15)
20	Adult Inpatient Psych Unit (27)	Adult Inpatient Latino Psych Unit (19)	Adult Inpatient Psych Unit (28)	Adult Detox Inpatient Unit (20)
19	Court Room/Admin Offices	Prison Unit Psych Inpatient Unit (29)	Prison Unit Psych Inpatient Unit (39)	Prison Unit M/S Inpatient Unit (34)
18	Unoccupied	Adult Inpatient Psych Unit (30)	Adult Inpatient Psych Unit (28)	Adult Inpatient Psych Unit (28)
17	Chest Pain/Telemetry Inpatient Unit	Chest Pain/Telemetry Inpatient Unit (38)	Adult Inpatient Medicine Unit (32)	Administrative Offices
16	Neuro/Virology M/S Inpatient Unit (26)	Medicine/Geriatric Inpatient Unit (35)	Medicine/Surgery Inpatient Unit (32)	Administrative Offices
15	SCC and Administrative Offices	Adult Inpatient Medicine Unit (30)	Adult Inpatient Surgical Unit (34)	Ambulatory Surgery Unit and Vascular Labs
14	Nursing Administrative Offices	Library and Administrative Offices	Central Sterile Processing	Pharmacy, Respiratory and Administrative Offices
13	Machine Room	Machine Room	Machine Room	Machine Room
12	OHS and Support Services	Cafeteria and Conference Room	FANS and Kitchen	Adult Inpatient Psych M/S Unit (28)
11	Operating Rooms, Cysto and Staff Lounges	PACU Recovery Room, Blood Bank, and Administrative Offices	Operating Rooms and Cath Lab	Operating Rooms
10	CSU Intensive Care Unit (12)	SICU Intensive Care Unit (10)	SICU Intensive Care Unit (10)	MICU/Neuro Intensive Care Unit and Step Down (6) (8)
9	Post Partum Inpatient (22) and Well Baby Nursery (17)	NICU and Birthing Center (20)	C-Section Operating Rooms	L&D Triage and LDRs
8	Administrative area	Pediatric Inpatient Unit (15)	Pediatrics Day Hospital and Administration	Pediatrics ICU (5)
7	World Trade Center Clinic	Sputum Induction, Lactation and Administrative Offices	Respiratory TB Inpatient Unit (21)	Pulmonary and Chest and Quarantine TB unit
6	OT/PT	Rehab and Therapeutic Gym	Brain Injury Inpatient Unit (22)	Rehab Inpatient Unit (22)
5	TEMIS/Otolaryngology	River Renal Dialysis	Dialysis/MIS and Data Center	Adult Dental Clinic
4	Pathology/Labs	Pathology/Labs	Pathology/Labs	Pathology/Labs
3	X-Ray and CT Scanners	Pediatric X-Ray [Closed]	Ultrasound, Nuclear Medicine, and Breast Imaging	Invasive Cardiology
2	Under Construction			
1	Finance			
M	Executive Administrative Offices		Medical Records	
Ground	MRI and Children's CPEP	Adult CPEP/Corrections	ED Radiology & OPD Pharmacy	Lobby
Cellar	Materials Management and Central Stores	Mortuary and Trash Compactors	Linen/Laundry and Storage	Receiving, Au Bon Pain and Storage
	Color Risk Ratings	Low Risk	Medium Risk	High Risk
Project Name				
Project Location				
Area Above			Risk (L - M - H)	(from map above)
Area Below			Risk (L - M - H)	(from map above)
Area Adjacent			Risk (L - M - H)	(from map above)
Area Adjacent			Risk (L - M - H)	(from map above)
Completed by				(Please sign and date)

Notice of Construction Activities

This notice is to inform you that construction activities are scheduled to take place at Bellevue. Please be aware that these construction activities may impact your work area and/or evacuation routes. This notice is intended to provide you with relevant information about the construction activities and how the activities may impact you.

Areas Impacted By the Construction: This construction is needed in order to _____ construction is scheduled to begin in _____ and will take place _____

The following areas *may* be impacted by this construction:

Contractor Activities: Contractors performing the construction are authorized to perform the following activities _____ If you observe a contractor performing unsafe or unauthorized actions contact _____ at _____

Signs, Signals, & Barricades Used in the Construction

Area: You are expected to stay out of construction areas. The entrances to areas under construction will have signs or be barricaded to alert you to stay out of the area. In general, construction areas may be marked with one or more of the following:

- A sign reading “Caution: Construction Zone,” “Do Not Enter,” or similar
- “Caution” or “Do Not Enter” tape
- A double layer of plastic sheeting over the entrance to an area

Personal Protective Equipment Used in the Construction

Area: Specialized personal protective equipment may be worn in the construction zone for the safety of those working in the area. Most construction activities will require workers entering the construction zone to wear close-toed shoes, safety glasses, and long pants and sleeves. Some construction projects may require additional personal protective equipment, such as hard hats, steel-toed shoes, respirators, hearing protectors, or protective clothing. The personal protective equipment needed to enter the construction zone may be listed at the entry to the construction area. Authorized Bellevue employees are not permitted to enter the construction zone without the proper personal protective equipment.

Safety Data Sheets: Contractors are responsible for supplying material safety data sheets (SDSs) for the chemicals they bring onsite. These SDS are available _____

Impacts on Evacuation Routes or Exits: Emergency evacuation routes or exits may be impacted by construction activities.

The following emergency exit(s) _____ will be temporarily unusable during the construction Alternative emergency exits are located _____

The following evacuation routes or hallways will be impacted by the construction activities _____ If your primary evacuation route is impacted by the construction activities, take the time now to identify alternative evacuation routes that could be used in the event of an emergency evacuation.

The construction activities _____ affect the evacuation alarm. The signal for evacuation is _____

What to Expect during Construction: It is anticipated that the construction activities will occur between _____ and _____. While construction activities are taking place, you may notice sounds or faint smells associated with the construction. Normal construction sounds include banging, buzzing, sawing, and grinding. Depending on the construction activity, you may notice a slight chemical or melting odor. Any odors should be brief. Air or noise monitoring may be performed, depending on the work activities.

Situations to Report Immediately: Certain conditions may warrant investigation or evacuation. Please report the following conditions immediately:

- Fire
- Smoke
- Strong, lasting odors
- Noises loud enough that you cannot be heard by a person 3 ft from you without raising your voice

Where to Report Health or Safety Concerns: If you observe unsafe conditions or if you have health or safety concerns related to this construction project, contact Kevin Shao: 212-562- 6520 Or 718-687-6521
Leonardo Kibanoff: 212-562-6307 or 917-335-1296
Andy Sears: 212-562-7111 or 646-772-251

Pre-Construction/Safety Risk Assessment

Project Name / Number:			
Location of Project (Bldg. Floor. /Room No.):			
NFPA 101 2012 Edition- Chapter 43 assessment conducted during design phase?			N/A
Project Type:	Demolition___	Construction___	Maintenance___ Other___
Project Manager:		Estimated Start Date:	
Contractor Performing Work:		Estimated Duration:	
Supervisor:		Telephone:	
Description of Project:			

The following projects do not require completion of the Pre-Construction/Safety Risk Assessment form:

1. Painting and installation of new wallpaper in business offices and non-patient areas.
2. Painting in a patient room, if closed for painting and less than 3 square feet of wall area is to be patched and painted. Contractor shall replace the air filter for the room's air conditioning unit upon completion of painting.
3. Installation of a soap dispenser/needle box/paper towel holder in a patient room
4. Repair of a window blind.
5. Ceiling tile replacement for areas less than ten (10) 2' x 2' tiles, if not in business offices and non-patient areas.
6. Ceiling tile replacement for areas less than five (5) 2' x 2' tiles in a patient area, if patient is out of the immediate area and clean up can be accomplished before patient returns.
7. Minimal repair of Nurse Call System/TV/Bed/Telephone.
8. Checking or replacing of electric outlet.
9. Replacing a light bulb.
10. Unstopping sink/commode.
11. Repair of a medical gas outlet. (Front Body)
12. Taking air balance measurement readings.
13. Checking air conditioning unit/system.
14. Intermediate jobs that create a moderate amount of dust inside the room with negative air pressure maintained in the room via use of HEPA-equipped unit with new filters and minimum 10 ACH and all air discharged outside. The HEPA unit must continue running 2 hours after completion of job and Housekeeping must clean room before the HEPA unit is removed from room. All work and use of HEPA unit must be documented and copies forwarded to Infection Prevention and Safety. **NOTE: All duct vents to be sealed off during work!**

Yes	No	Will there be noise generated that will impact a department adjacent to, above, or below the construction area?
		a) If so, these departments must be notified.
		b) How are you going to reduce the noise to an acceptable level?
Yes	No	Will there be vibration generated that will impact a department adjacent to, above, or below the construction area?
		a) If so, these departments must be notified each time this type of work will be performed.
		b) How are you going to reduce the vibration to an acceptable level?

Yes	No	Are Emergency Procedures in place and posted on each job for accidental events that could greatly impact Patient Care or Life Safety to the facility?
		<p>Typically included items in these procedures are:</p> <ul style="list-style-type: none"> • Emergency telephone numbers of key departments. • A contingency plan describing the location of main valves, switches, and controls. • A contingency plan for unexpected outages.

Environment

Yes	No	Are any of the following environmental hazards present?
		Will hazardous chemicals be used on this project? How will fumes and odors be controlled? Safety Data Sheets (SDS) are required.
		Is asbestos abatement required on this job?
		Will there be hot work (welding, brazing, soldering, metal grinding) done on this project? If so, then a Hot Work Permit must be posted on the job site. All hot work must have a fire guard assigned during and 1 hour after hot work procedures.
		Will there be work performed above the ceiling? Will repair/construction activities involve penetration into existing walls, ceilings, door frames, or doors? If so, must apply for an Above Ceiling Permit

Utility Failures

Yes	No	Will any of the following systems be out of service at any time during the project?
		• Fire alarm
		• Sprinkler
		• Electrical
		• Domestic water (Riser shutdowns)
		• Medical gases and vacuum
		• Sewage
		• HVAC
* The contractor must provide a minimum of 3 weeks' notice prior to a scheduled utility outage.		

Yes	No	
		<p>Will there be any work that will require activation of the Interim Life Safety Measures (ILSM) during this project? Other work may require ILSMs, but typical work requiring ILSM implementation are:</p> <ul style="list-style-type: none"> • Any construction that impacts an exit or stairs • Any construction that impacts major breaches in a fire or smoke wall • Taking the main fire protection system out of service (sprinkler) > 10 hrs • Taking the main fire alarm system out of service > 4 hours within a 24- hour period • Taking the "area" fire or fire alarm systems out of service for more than 4 hours within a 24- hour period

Additional Safety Concerns		
Yes	No	Will construction affect exit routes from occupied areas adjacent to construction site?
		Will the project affect traffic patterns in area? <i>If yes, explain plan.</i>
		Will the project involve the deployment of a crane to deliver equipment over occupied facilities? • Must submit a <i>Lift Safety Plan</i> Safety Office for approval a minimum of 3 weeks prior to the arrival of the crane.
		<p><u>If Measures for Infection control and or Life Safety are required</u> <u>The following must be completed prior to any construction activities and maintained for the duration of construction</u></p> <ul style="list-style-type: none"> • Construct separation walls prior to project start. • Fire protection systems must remain intact. • Provide extra fire extinguishers in work areas. • Maintain exit lights in work area. • Maintain negative air pressure in construction area (24/7) throughout project duration. • Maintain means to monitor and ensure negative pressure. • There cannot be any return air from within the construction area to the rest of the building. • Redirect egress routes, and provide applicable signage- do not allow egress routes to pass through construction areas. • Provide and maintain “Construction Area-Do No Enter” signs on doors leading into the construction area. • Maintain up-to-date daily logs and maintain a current Hot Work Permit. • Provide and install “walk off”, “sticky” mats at doors exiting construction area. • All debris removed daily and carts must be covered during transport. • Maintain a clean and orderly work area. (Broom swept daily, mop corridors if necessary)

Additional Comments:

Interim Life Safety Measures Assessment Tool

Project Name/ Number:		
Location:		
Preparer:	Date:	Reviewed by: L. Kibanoff

	Risk Elements	Required		Responsibility (see legend below)	Comments
		Yes	No		
1	Will existing exits be impaired?				
	a. Alternative exits necessary?				
	b. Existing corridor width reduced?				
	c. Construction area escape routes needed?				
2	Will emergency access to facility be impaired?				
	a. Patient access to emergency services be impaired?				
	b. Police/Fire access to buildings or grounds be impaired				
3	Will existing fire safety systems be impaired?				
	a. existing fire alarm system be impaired?				
	b. existing fire detection system be impaired?				
	c. existing sprinkler system be impaired?				
	d. temporary or equivalent system needed?				
4	Will temporary smoke tight partitions be needed?				
5	Will additional handheld firefighting equipment/training be needed?				
6	Will training or enforcement of the no-smoking policy be needed?				
7	Will reduction in the flammable or combustible fire load be needed?				
	a. Will temporary construction storage be needed?				
	b. Will Housekeeping or debris removal be needed?				
8	Will additional fire drills or fire response training be needed?				
9	Will increased hazard surveillance of patient buildings be needed?				
	a. Hazard surveillance of grounds, buildings or equipment?				
	b. special attention to excavations, construction storage or work areas be needed?				
10	Will training to compensate for structural or compartmentalization deficiencies be needed?				
11	Will organizational training in LSC deficiencies, construction hazards be needed?				
ILSM Required?					
Fire Safety / LSO Approval:				Date:	

ILSM Surveillance Log

Project Name / Number:	Date (Week Ending)						
	M	Tu	W	Th	F	Sa	Su
1. Are exits free and unobstructed? No construction material, equipment, or debris blocks use of all exits adjacent to the construction site.							
2. Exterior access to the building is not blocked. Access to emergency departments, entrances, and exit discharges are maintained free of obstruction, storage or other impediments.							
3. Fire alarm systems are operational. A temporary system is acceptable.							
4. A fire watch is implemented when fire alarm or suppression systems are compromised for more than 4 hours in a 24 hour period. Fire Department (and other agencies) is notified.							
5. Uses of temporary construction partitions that is smoke-tight, or made of noncombustible material or made of limited-combustible material that will not contribute to the development or spread of smoke and fire.							
6. Additional fire extinguishers & equipment are provided on site. Equipment is functional & tests & inspections are current							
7. Surveillance is increased with special attention to evacuations, construction areas, and construction storage and field office.							
8. Storage is minimized. Housekeeping and debris removal policies are followed.							
9. Post signs identifying Construction Activity and location of alternate exits.							
10. Additional Fire drills are conducted per affected building or conducts additional response training							
11. Inspects & test temporary system monthly & test completion is documented.							
12. Facility-wide safety education programs provided to promote awareness of construction hazards and temporary measures implemented to maintain fire safety.							
13. The hospital trains those who work in the hospital to compensate for impaired structural or compartmental fire safety features.							
14. The hospital wide no smoking policy is enforced.							
Comments:							

Infection Control Surveillance Log							
Project name / Number:	Date (Week Ending)						
	M	Tu	W	Th	F	Sa	Su
1. Contractors wearing required Identification.							
2. Construction personnel wearing required PPE (e.g. hardhat, protective eyewear, footwear)							
3. Air pressure barriers active (i.e. negative pressure maintained, exhaust fans functioning)							
4. Construction barriers appropriate for patient population (sealed plastic with overlay, plywood barriers with door, closed patient doors.							
5. Walk off mats (sticky mats) clean and adequate to contain construction dust,							
6. Construction carts are covered during transport of materials.							
7. Construction personnel & materials transported on dedicated elevators.							
8. Storage is minimized. Housekeeping and debris removal policies are followed.							
9. Construction entry & adjacent areas free of dust and debris.							
10. Ceiling tiles replaced when space above ceiling is not being accessed.							
11. Contractors following safe work practices							
12. Patient care equipment & items removed from construction area.							
13. Existing ductwork has been covered and sealed.							
Comments:							

Interim Life Safety Measures Matrix

Start Date:		Anticipated Completion Date:				PFI Unique Identifier/Project Name / # / WO#:									
Assessment Completed By: Leonardo Kibanoff						Assessment Reviewed By:									
Existing Significant Life Safety Code Deficiencies or as a Result of Construction	Interim Life Safety Measure														
	1) Ensuring Egress (Daily basis of areas affected)	2) Emergency Forces Access	3) Emergency Forces	4) Providing temporary but equivalent fire alarm and detection systems	5) Posting Signage of alternate exits	6) Temporary Construction Barriers	7) Additional Fire Fighting Equipment	8) Prohibiting Smoking	9) Controlling Combustible Loading	10) Conducting 1 Additional Drill Per Shift or additional	11) Inspects temporary systems monthly	12) Increased Hazard	13) Additional training of Personnel on use of fire-fighting equipment	14) Conducting Organizational Training on Life Safety	
Code Deficiencies															
Patient room door latching problem															
Lacking a code complying smoke or fire barrier (fire/smoke door missing, not closing/latching or penetration > 10 ft ² in sprinklered area or > 5 ft ² in an unsprinklered area.															
Fire exit stairs discharge not properly maintained															
Excessive travel distance to an approved exit															
Lack of two remote exits															
Non conforming building construction type															
Improperly protected vertical openings															
Large penetrations in fire barriers															
Corridor walls do not extend to the structure															
Hazardous areas not properly protected															
Construction Related Issues															
Blocking off an approved exit															
Rerouting of traffic to the emergency room															
Major renovation of an occupied floor															
Replacing fire alarm system (out of service>4 hrs/24 hr)															
Installing a sprinkler system (out of service>4 hrs/24 hr)															
Significantly modifying smoke or fire barrier walls															
Adding an addition to an existing structure															
Maintenance and Testing															
Taking a fire alarm system out-of-service >4 hrs/24 hr															
Taking a sprinkler system out-of-service >4 hrs/24 hr															
Disconnecting alarm devices															
Hot Work															
Other (please specify below)															