

**UNITED STATES POSTAL SERVICE
KANSAS CITY, MO,
USPS P&DC ePACS**

Project Manual

Prepared for:



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Schemmer Project No. 06225.002

SCH Ξ MM Ξ R
ARCHITECTS | ENGINEERS | PLANNERS

SECTION 000010

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END OF SECTION

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SECTION 011000
SUMMARY OF WORK

1.1 Scope

- A. The Contractor must provide all material, labor, tools, plant, supplies, equipment, transportation, superintendence, temporary construction of every nature, and all other services and facilities necessary to complete the construction of a postal facility for the Postal Service, including all incidental work described in the contract documents.
- B. The United States Postal Service (USPS) intends to undertake an upgrade project consisting of a controlled access system, surveillance cameras and modifications to employee, customer and USPS owned vehicle access at the Process and Distribution Center (P&DC) in Kansas City MO.

1.2 Postal Service Furnished – Contractor Installed Equipment (Not Applicable)

- A. The Postal Service will furnish to the Contractor the equipment to be incorporated or installed in the work as identified in the Scope, Specifications, and/or drawings. (Not Applicable)
- B. The Contractor will complete the Postal Service Furnished – Contractor Installed Equipment form found in Attachment A, identifying quantities and desired delivery dates. (Not Applicable)
- C. Scheduling and installation must be in accordance with Clause 2-11, *Postal Service Property*. (Not Applicable)

1.3 Miscellaneous Contract Expenses

- A. In accordance with Clause B-47, *Permits and Responsibilities* and Clause B-49, *Building Codes, Fees and Charges*, the Contractor must include in its price proposal the cost of the following fees or charges payable to State, local, or special community development agencies. The USPS is not required to obtain building permits from local authorities for owned facilities. The P&DC in Kansas City MO is an owned facility. The USPS will offer the drawings and specifications to the local authorities for a no cost review.
- B. Contractor shall list the name and cost of any other contractor required fees, not related to building permits, that may be customary in the Kansas City, MO area that are directed related to the proposed construction at the Kansas City, MO P&DC.

Name _____ Fee _____

- C. If the cost of any item identified above is more or less than the amount listed, the contract price will be adjusted accordingly by a contract modification. The adjustment will not include overhead and profit. The Contractor must, within 30 days after incurring the expenses, inform the Contracting Officer that the payment has been made. Evidence of the actual amount paid must be provided. The contract amount will be adjusted upward or downward as necessary to accommodate actual charges from the utilities. The Contractor must provide all coordination with the utilities in accomplishing their work and must make all payments to the utilities for their work.
- D. The Contractor must include all additional fees, as required, in the price proposal.

1.4 Sales Tax

- A. The United States Postal Service shall issue a State of Missouri Tax Exemption Certificate for use on this Project. The General Contractor shall be responsible for determining that the Missouri Tax Exemption Certificate is acceptable for purchases made in the states other than the State of Missouri. Such clauses as are necessary for the use of the Tax Exemption Certificate by subcontractors of the general contractor shall be incorporated in the contracts between the General Contractor and all subcontractors.

1.5 Interior and Exterior Staging Areas

- A. The USPS will provide reasonable interior and exterior storage and staging areas. Actual areas for staging and storage to be determined at the time of construction.

1.6 Construction Debris Disposal

- A. Contractor shall be provided a dock position for trash disposal for the duration of the project however the dock position is subject to relocation if required by USPS operations.

1.7 Contractor Parking

- A. Contractor employees will be allowed a reasonable number of parking locations in the USPS employee parking lot located to the north of the facility.

1.8 Contractor Access to Areas of Construction

- A. Contractor's employees will be provided badges for access to the facility (also see USPS Security and Drug Background Clearance requirements). Employees will be required to check in and out daily and in a manner satisfactory and consistent to site requirements.

1.9 Construction Hours

- A. Contractor shall assume that work shall be performed between 7:00 AM and 5:00 PM Monday thru Friday. However, since the facility is operational 24 hours a day, 7 days a week reasonable accommodations for work at other times will be considered.

1.10 Construction Period

- A. Contractor shall provide a bar chart (see Section 013200 – 1) Construction period shall be as shown in the Request for Proposals (RFP)

1.11 Elevator Use

- A. Contractor shall assume reasonable use of a freight elevator. Adjustment to the availability may be required due to USPS mail processing requirements.

1.12 Construction Coordination

- A. Contractor is advised that Contractor's operations in both interior and exterior construction and staging shall be performed in a manner to avoid disruption to USPS and Customers in processing mail and other ancillary activities required to process mail.

1.13 Construction at Site Entry/Exit Points

Contractor shall assume that the areas at Gate 1 (Cleveland Entrance) and Gate 2 (Indiana Entrance) may be sequentially closed for a period of 15 days each. The USPS preferred order of entry/exit point construction is to complete the Gate 1 construction prior to construction at Gate 2. Contractor shall assure that at the completion of construction the current access control system is operational prior to reopening unless the proposed access control system is fully operational. Contractor shall provide notification signage and barriers insuring security at the gates as construction is underway.

Contractor shall assume that the construction required at Gate 3 (18th Street) may include preparing a detour route to the west of the required construction so as to allow construction to be performed with minimal truck/automobile traffic. The Contractor will be required to provide ingress and egress at all times. If at any time this area will not be accessible, then the existing entrance gate from 18th Street on the southeast corner of the building will be used and the proper temporary signage installed. Contractor shall provide notification signage and adequate barriers insuring security at the gate as construction is underway.

Construction of Gate 4 (18th Street) shall not be started until Gate 3 is completed.

Contractor shall assume that the Pedestrian Entrance 2 (Cleveland Avenue) may be closed for a period of 15 days. Contractor shall assure that at the completion of construction the current access control system is operational prior to reopening unless the proposed access control system is fully operational. Contractor shall provide notification signage and barriers at the gate as construction is underway.

All construction work at other locations shall be fully coordinated with site personnel and placement of appropriate signage and barricades insuring security will be required

1.14 Construction at Pedestrian Entrance 1 (Main Employee Entrance) Construction

- A. Contractor shall phase construction at the Pedestrian Entrance 1 (Main employee entrance) so that ingress and egress for the facility by employees is maintained. In addition Contractor shall assure that emergency egress is available during construction. The current access control system shall remain at the existing employee entrances until the proposed access control system is fully operational. Contractor shall provide appropriate notification signage and barricades for ingress and egress during the construction.

1.15 Contractor requirements for the supplier of the Enterprise Physical Access System (ePACS) and Security/Surveillance Cameras are included in the contract documents. Contractor is required to fully coordinate any and all work required by the Contract Documents for each system so that all subcontractors that may be involved in the work (hardware, wiring, equipment, programming, training, etc.) are in agreement as to duties and responsibilities and that all equipment used is compatible.

1.16 Contractor should be aware that other contractors and/or USPS personnel may be in areas slated for construction by the Contract Documents. Contractor shall coordinate the work required by the Contract Documents so as to eliminate to the greatest extent possible conflict with other Contractors and USPS personnel.

END OF SECTION

USPS Mail Processing Facility Specifications, Div 1 DBB, issued: 1/7/2013
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SECTION 011104
CONTRACT DOCUMENTS

1.1 General

- A. The contract documents consist of the items included, or attached and incorporated by reference, in Section B, The Contract.

1.2 Drawing List

- A. The contract drawings are listed in Section B. 1500, *Attachments*, of the contract.

END OF SECTION

USPS Mail Processing Facility Specifications, Div 1 DBB, issued: 6/17/2012
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SECTION 013200

CONSTRUCTION PROGRESS DOCUMENTATION

1.1 Construction Progress Chart

- A. In accordance with Clause B-59, *Construction Progress Chart*, prepare and submit a progress chart within five (5) days after receipt of the Notice to Proceed to show the principal categories of work corresponding with those used in the Schedule of Values:
 - 1. The order in which the Contractor proposes to carry on the work.
 - 2. The date on which it will start each category of work.
 - 3. The contemplated dates for completion.
- B. The chart must be in suitable scale to indicate graphically the total percentage of work scheduled to be in place at any time. At intervals as directed by the Contracting Officer the Contractor must:
 - 1. Adjust the chart to reflect any changes in the contract work.
 - 2. Enter on the chart the total percentage of work actually in place.
- C. The selection and number of activities are subject to the Contracting Officer's approval. Detailed networks must be drafted to show a continuous flow from left to right, with no arrows from right to left. The following information must be shown on the diagram for each activity, preceding the following event numbers: description of the activity, cost, activity duration, and workforce requirements in workdays.
- D. A summary bar chart must be provided on a 30-inch x 42-inch sheet, consisting of a minimum of 30 activities and based on and supported by detailed diagrams. The summary bar chart must be time-scaled, using units of approximately one-half inch to equal 1 week, or other suitable scale approved by the Contracting Officer. Weekends and holidays must be indicated.
- E. Submission and approval of the system must be as follows:
 - 1. A preliminary network defining the Contractor's planned operations must be submitted at the preconstruction conference after receipt of a Notice to Proceed.
 - 2. The complete network analysis must be submitted within 30 days after receipt of Notice to Proceed.
- F. The report must show the activities or portion of activities completed during the reporting period and their total value as a basis for the Contractor's periodic request for payment. Payments made under Clause F-908, *Payment (Construction)*, must be based on the total value of the activities or of partially completed activities after verification by the Contracting Officer. The report must state the percentage of the work actually completed and scheduled on the report date and the progress along the critical path in terms of days ahead or behind the allowable dates. If the project is behind schedule, progress along other paths with negative slack must also be reported. The Contractor must also submit a narrative report with the updated analysis, which must include, but is not limited to, a description of the problem areas, current and anticipated delaying factors and their impact, and an explanation of corrective actions taken or proposed.
- G. Initial submittal and complete revisions must be submitted in three copies.
- H. Periodic reports must be submitted in two copies.

END OF SECTION

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SECTION 013300

SUBMITTAL PROCEDURES

1.1 Schedule of Submittals

- A. In accordance with Clause B-57, *Record "As Built" Drawings*, within 30 days after receiving a Notice to Proceed, the Contractor must complete the Schedule of Submittals, in the format indicated below, in duplicate, listing all items that must be furnished for review and approval by the Postal Service. The schedule must indicate the type of items (such as sample, shop drawings, catalog cut, and so forth) and include the scheduled dates of submittal. In preparing the schedule, adequate time (10 business days or more exclusive of time in the mails) must be allowed for review and approval and possible resubmittal. Also, the schedule must be coordinated with the approved construction progress chart. The Contractor must revise and/or update the schedule as directed. Such revised schedules must be made available to the Contracting Officer for monitoring.
- B. Within 30 days after receiving a Notice to Proceed, the Contractor must complete and submit to the Contracting Officer a listing of all subcontractors, including subcontractor name, address, telephone number, fax number and email address. Include an updated list with each progress payment request.
- C. Schedule of Submittals Format

Project _____

Contract No. _____

Project Description _____

Spec. Section	Spec. Description	Paragraph Number	*Submittal Type	Date		Action Taken	Assigned Number
				Submittal	Returned		

*Submittal Type:

C – Certificate

S – Sample

SD – Shop Drawing

CD – Catalog Data

PL – Spare Parts List

MM – Maintenance Manual

1.2 Shop Drawings and Related Data

- A. Submittal of shop drawings, samples and related data must conform to the requirements of Clause B-57, *Record "As Built" Drawings*, and Clause B-62, *Samples*. Prior to submittal, the Contractor must stamp the submittal to indicate that it has been reviewed and approved. The Contractor must make any corrections required by the Contracting Officer. If the Contractor considers any correction indicated on the drawings to constitute a change to the contract drawings or specifications, notice, as required under Clause F-1001, *Changes (D/B Comp-GMP)*, must be given to the Contracting Officer. [Four] [] prints of all approved shop drawings must be given to the Contracting Officer. The approval of the drawings by the Contracting Officer must not be construed as a complete check but indicates only that the general method of construction and detailing is satisfactory. Approval of the shop drawings does not relieve the

Contractor of responsibility for any error that may exist because the Contractor is responsible for the dimensions and design of adequate connections and details and for satisfactory construction of all work. The submission by the Contractor must be accompanied by a transmittal letter of a type approved by the Contracting Officer.

1.3 Material, Equipment, and Fixture Lists

- A. When required by the technical provisions, lists of materials, equipment, and fixtures must be submitted by the Contractor in accordance with the requirements specified for shop drawings. The lists must be supported by sufficient descriptive material, such as catalogs, cuts, diagrams, and other data published by the manufacturer, as well as by evidence of compliance with safety and performance standards, to demonstrate conformance to the specification requirements. Catalog numbers alone are not acceptable. The data must include the name and address of the nearest service and maintenance organization that regularly stocks repair parts. No consideration will be given to partial lists submitted from time to time. Approval of materials and equipment is tentative, subject to submission of complete shop drawings indicating compliance with the contract documents.

1.4 Certificates of Compliance

- A. Any certificates required for demonstrating proof of compliance of materials with specification requirements, including mail certificates, statements of application, and extended guarantees, must be signed and submitted in quadruplicate to the Contracting Officer at least 10 days before delivery. The Contractor must review all certificates before submissions are made to the Contracting Officer, to ensure compliance with the contract specification requirements and to ensure that the affidavit is properly signed. Each certificate must be signed by an official authorized to certify on behalf of the manufacturing company and must contain the name and address of the Contractor, the project name and location, and the quantity and date or dates of shipment or delivery to which the certificates apply. Copies of laboratory test reports submitted with certificates must contain the name and address of the testing laboratory and the dates of tests to which the report applies. Certification must not be construed as relieving the Contractor from furnishing satisfactory material if, after tests are performed on selected samples, the material is found not to meet the specific requirements.

1.5 A-E's Review of Submittals

- A. When submittals are reviewed by the A-E on behalf of the Contracting Officer, each submittal must be returned to the Contractor stamped or marked by the A-E in one of the following ways:
 - 1. A Action: The Contractor is advised that "A Action" means that fabrication, manufacture, or construction may proceed, provided the work complies with the contract documents.
 - 2. B Action: The Contractor is advised that "B Action" means that fabrication, manufacture, or construction may proceed, provided the work complies with the A-E's notations and the contract documents.
 - 3. C Action: The Contractor is advised that "C Action" means that no work may be fabricated, manufactured, or constructed and that the Contractor must make a new submittal to the A-E. Any submission marked "C Action" is not permitted on the site.
- B. The A-E must return reproducibles stamped "A Action" or "B Action" to the Contractor, who is responsible for obtaining prints of them and for distributing them to the field and to subcontractors.
- C. In the case of shop drawings in the form of manufacturers' descriptive literature, catalog cuts, and brochures stamped "A Action" or "B Action," the A-E must return the stamped copies to the Contractor, who is responsible for distributing them to the field and to the subcontractors. If the shop drawings are stamped "C Action," the A-E will return stamped copies to the Contractor, who must submit new shop drawings to the A-E.

- D. In the case of samples stamped "A Action" or "B Action," the A-E must return one of the samples to the Contractor. In the case of samples stamped "C Action," the A-E must return all of the submitted samples.

1.6 Spare Parts Data

- A. Spare parts data must be submitted in quadruplicate in accordance with Clause B-58, *Spare Parts Data*.

1.7 Schedule of Values

- A. In accordance with Clause B-40, *Construction Cost Breakdown*, the Contractor must submit a construction cost breakdown using the attached Schedule of Values. When applicable, a separate cost breakdown form must be submitted for each separate building. However, the total cost of site work for the facility must be included in the cost estimate breakdown for the main postal building. The number of items provided on the Systems Construction Cost Estimate Breakdown form are the minimum required. Additional subdivision of these items may be used by the Contractor.
- B. Submit the construction cost breakdown after contract award to the Contracting Officer. A Sample Schedule of Values and Definitions is attached to this Section, as Attachment A.
- C. Do not delete items from the Schedule of Values form. However, expand the schedule "Description of Work" as necessary to allow evaluation of work or to make partial payments.
- D. If the contract price changes, the Schedule of Values must be revised to reflect the change(s) and forwarded to the Contracting Officer.
- E. A current Schedule of Values must accompany all Contractor Requests for Payment.

END OF SECTION

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Schedule of Values

Facility:

FSM Project Number:

Contractor:

Date:

Item	Description of Work	Scheduled Value	Work Completed					Work Remaining	
			Previous Application	This Application		Total Completed and Stored	%	Balance to Finish	Retainage
				Work In Place	Stored Materials				
Division 01	General Requirements	%							
1.0	Overhead								
1.1	Profit								
1.2	Bonds & Insurance								
1.3	Bldg. Permits								
1.4	Testing								
1.5	O & M. manuals								
1.6	Training								
1.7	Subtotal, % only	-	-	-	-	-	-	-	-
Division 02	Existing Conditions								
2.0	Demolition								
Division 03	Concrete								
3.0	Site Concrete								
3.1	Building Concrete								
Division 04	Masonry								
4.0	Masonry								
Division 05	Metals								
5.0	Structural Steel								
5.1	Steel Joists								
5.2	Steel Deck								
5.3	Metal Studs								
5.4	Handrails & Railings								
Division 06	Wood, Plastics, and Composites								
6.0	Rough Carpentry								
6.1	Finish Carpentry								
Division 07	Thermal & Moisture Protection								
7.0	Roofing System								
7.1	Wall Insulation & V.B.								
Division 08	Openings								
8.0	Doors & Frames								
8.1	Hardware								
8.2	Other Glazing								
8.3	Sectional Knockout Doors								
Division 09	Finishes								
9.0	Gypsum Board								
9.1	Tile								
9.2	Acoustical Ceiling								
9.3	Resilient & Carpet								
9.4	Painting								
Division 10	Specialties								
10.0	Toilet Accessories								
10.2	Toilet Compartment								
Division 11	Equipment								
11.0	Dock Equipment								
Division 12	Furnishings								
Division 13	Special Construction								
13.0	Metal Building Systems								
Division 14	Conveying Equipment								
14.0	Electric Traction Elevators								
Division 21	Fire Suppression								
21.0	Fire Suppression								

Schedule of Values Definitions

Facility:	Facility name and state.
Contractor:	General Contracting company name.
Paving (off-site) #32.0:	Off-site improvements such as streets.
Utilities (off-site) #33.0:	Off-site utility improvements, relocation of utilities and site fees.
Earthwork (develop.) #31.1:	Rough grading, removal of unsuitable material and importation of fill.
Earthwork (finish) #31.2:	Storm water systems, septic systems and finish grading.
Electrical (site) #33.3:	Site lighting and related electrical work.
Paving #32.1:	Asphalt and concrete paving and striping.
Exterior signage #10.2:	Exterior and building mounted signage.
Landscaping #32.3:	Soil treatment, landscaping and irrigation systems.
Site Concrete #3.0:	Curbs and gutters, sidewalks, site pilings and retaining walls.
Building Concrete #3.1:	Foundations, building pilings, slab-on-grade, cast-in-place and precast concrete.
Site Development:	Site construction costs that make the site usable and increase the value for the Postal Service and subsequent users. The prorated portion of General Conditions is included. This includes: Paving (off-site) #32.0, Utilities (off-site) #2.1, Site Clearing #31.0, Demolition #2.0 and Earthwork (development) #31.1
Site Improvement:	Site construction costs that are necessary for the construction of the project, but do not necessarily increase the value of the site for subsequent users. The prorated portion of General Conditions is included. This includes: Earthwork (finish) #31.2, Utilities (on-site) #33.1, Electrical (site) #33.2, Paving #32.1, Exterior signage #10.2, Fences & Gates #32.2, Landscaping #32.3 and Site Concrete #3.0
Building Cost:	Construction costs that do not include Sitework costs. The prorated portion of General Conditions is included.

SECTION 013543

ENVIRONMENTAL PROCEDURES

1.1 Scope

- A. This section is required in accordance with Clause B-28, *Safety & Health Standards*, Clause B-38, *Accident Prevention*, Clause B-50, *Protection of the Environment, Existing Vegetation, Structures, Utilities and Improvements* and Clause F-803, *Handling Asbestos and other Hazardous Materials*. The work covered by this section consists of furnishing all labor, material, and equipment and performing all work required for compliance with environmental regulations and preventing pollution during, and as a result of, construction operations under this contract, in addition to those measures set forth in other technical provisions of these specifications.
- B. The Contractor and subcontractors must comply with all applicable environmental federal, state, local environmental, health and safety laws and regulations.

1.2 Notification

- A. The Contractor must, after receiving a notice of noncompliance with the foregoing provisions, immediately take corrective action. The notice, when delivered to its Contractor or its authorized representative at the site of the work, is deemed sufficient for this purpose. If the Contractor fails or refuses to comply promptly, the contracting officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost because of any such stop orders may be made the subject of a claim for extension of time or for excess costs or damages by the Contractor unless it is subsequently determined that the Contractor was in compliance.

1.3 Environmental Regulatory Compliance

- A. Within 30 days after receiving the notice to proceed, or not less than 15 days prior to commencing on-site work, the Contractor must submit any environmental documents that are required by federal, state or local environmental regulations. Plans must be approved by the Contracting Officer prior to commencing on-site work and must describe and include, but is not limited to, the following
 1. Erosion Control and Stormwater Management Plan that describes erosion control methods, surface drainage, storm water permitting requirements, and if applicable, protection of site wetlands and/or compliance with wetland permits. This must ensure any federal, state or local permitting requirements for site preparation, erosion control or surface drainage are met.
 2. Landscape Management and Protection Plan that ensures any site-specific beneficial landscaping requirements are met. The plan shall describe the prevention and restoration of landscape damage, temporary roads and embankments, and post construction cleanup as prescribed in Clause B-50, *Protection of the Environment, Existing Vegetation, Structures, Utilities and Improvements*.
 3. Waste Minimization and Management Plan must describe how natural resources potentially impacted by construction will be protected or managed; construction wastes will be stored and disposed of or recycled; and pollutants associated with building materials will be controlled. The waste minimization and management section of the plan must also list materials and construction debris to be recycled, and address the disposal of solid and hazardous wastes and materials, including asbestos and lead-based paint. It must also include tables applicable to the reclamation of chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs) in accordance with 1.4 (B) below.

1.4 Environmental Site Controls

- A. Location of Hazardous Materials: The location of the Contractor's temporary storage of any hazardous materials and/or wastes must be appropriately marked and included in the health and Safety Plan (see Section 1.5 below).
- B. Refrigerant Recovery, Recycling, and Disposal: Any work involving the replacement or repair of equipment containing refrigerant shall meet the following requirements:
 - 1. Recover and recycle or dispose of refrigerant from equipment according to 40 CFR 82 and local regulations.
 - 2. The work shall be completed by a certified refrigerant recovery technician, per 40 CFR 82 and local regulations.
 - 3. Provide a statement signed by the certified refrigerant recovery technician that the work was completed per 40 CFR 82 and local regulations. Include the name and address of technician and date refrigerant was recovered.
- C. Postconstruction Cleanup or Obliteration: The Contractor must remove and properly dispose of all signs of temporary construction facilities such as haul roads, work area, structures, foundations of temporary structures, excess or waste materials, or any other vestiges of construction as directed by the Contracting Officer. No separate or direct payment may be made for postconstruction cleanup and all associated costs must be considered included in the contract price.
- D. Historical and Archeological: Monuments, markers, and works of art must be protected. Items discovered that have potential historical or archeological interest must be preserved. The Contractor must leave the archeological find undisturbed and must immediately report the find to the Contracting Officer so that the proper authority may be notified.
- E. Dust Control: The Contractor must keep the site free from dust in accordance with applicable regulations.
- F. Noise Minimization: The Contractor must perform demolition and construction operations to minimize noise including conducting work during less sensitive hours of the day in accordance with applicable noise control regulations.

1.5 Health and Safety

- A. Prior to commencing on-site work, the Contractor must submit an Occupational Safety and Health Administration (OSHA) Emergency Action Plan (EAP) to the Contracting Officer to demonstrate compliance by the Contractor and subcontractors with applicable OSHA regulations. If the Contractor is not required by OSHA to develop a written EAP, i.e. if 10 or fewer are employed for the construction project or any other specific regulations identified by OSHA, then the Contractor shall submit to the Contracting Officer a signed letter stating the Contractor shall meet OSHA's EAP requirements in a verbal communication to all employees.
- B. The Postal Service has provided a *Safety and Health Guide for Contractors*, as Attachment A to this section. Prior to commencing on-site work, Contractor must read the *Safety and Health Guide for Contractors* and must sign the attached Certificate of Understanding acknowledging and accepting the requirements stated therein.
- C. Prior to commencing on-site work, the Contractor must submit a project-specific Project Safety Plan to the Contracting Officer. The plan must include, but is not limited to, hazard communication, labeling, emergency response and preparedness and training.
- D. Copies of Material Safety Data Sheets (MSDSs) for any hazardous material(s), as defined by OSHA's Hazard Communications Standard, must be included whenever such materials arrive on-site. MSDSs must be kept together and maintained centrally on-site through to project completion. Provide a copy of each MSDS in the Operating and Maintenance Manual. The use of asbestos containing materials, in

excess of one percent as defined by US Environmental Protection Agency regulations, is prohibited in the construction of this project. Provide an executed copy of the "Certificate of Asbestos and Lead-Based Paint (New Work)" in the Operating and Maintenance Manual.

- E. The use of lead-based paint is prohibited in the construction of this project.
- F. The use of lead-containing solder for plumbing and plumbing fixtures is prohibited in the construction of this project.
- G. In accordance with Clause F-1201, *Asbestos Free and Lead-Based Paint Free Certification*, the Contractor must sign and submit to the Contracting Officer the attached "Certification of Asbestos and Lead-Based Paint" for this project.

END OF SECTION

USPS Mail Processing Facility Specifications, Div 1 DBB, issued: 6/17/2012
Last revised: 7/13/2010

Safety and Health Guide for Contractors

Certificate of Understanding

This *Safety and Health Guide for Contractors* was developed by the Postal Service to provide guidance for contractors hired to perform repair, alteration, renovation, demolition, equipment installation, and other work requiring access to postal-owned or -leased property.

Distribution

A copy of this Certificate of Understanding should be signed by the Contractor's representative at the postaward orientation conference or before the commencement of work. A copy of this guide should be readily accessible where the work is being performed. The contracting officer's representative (COR) should thoroughly brief the Contractor's representative on the Contract Safety and Health Requirements contained herein.

Contractor's Verification Statement

As a representative of _____ (Contractor's name), I have received the *Safety and Health Guide for Contractors* prepared by the Postal Service. As the Contractor's representative, I understand and accept the requirements contained herein, and I have reviewed each of the required sections of the guide with the COR and/or the designated Postal Service representative. I agree to review the contents of this guide with all subcontractors hired to perform work on postal property.

Contractor's Representative

Printed Name: _____ Contact Number: _____
Signature: _____ Date: _____

Designated Postal Service Representative

Printed Name: _____ Contact Number: _____
Signature: _____ Date: _____

Safety Representative (If Required by COR)

Printed Name: _____ Contact Number: _____
Signature: _____ Date: _____

Postal Service CO, COR, or Project Manager

Printed Name: _____ Contact Number: _____
Signature: _____ Date: _____

Maintain a copy of this signed form in the Postal Service and Contractor's project files.

Safety and Health and Related Environmental Requirements

The Contractor is required to meet all applicable OSHA, federal, state, and local safety, health, and related environmental requirements in addition to the US Postal Service requirement listed in this table.

Issue	Postal Requirements
Asbestos	<p><i>Review of Facility Asbestos Survey:</i> Before any building maintenance, equipment installation, renovation, alteration, demolition, or other project begins, determine whether ACBM will be disturbed.</p> <p><i>Proper Work Practices:</i> If ACBM is present, follow proper control procedures and work practices.</p> <p><i>Consultation With Facility Asbestos Coordinator:</i> Consult with the facility manager or his or her designee before the start of any work likely to disturb ACBM. Disturbance means activities that crumble or pulverize ACBM or presumed asbestos-containing material (PACM) or generate visible debris. Operations may include drilling, abrading, cutting a hole, pulling cable, and crawling through tunnels or attics and spaces above the ceiling where asbestos is actively disturbed or asbestos-containing debris is actively disturbed.</p> <p><i>Asbestos Work Authorization:</i> You must have an approved Form 8210, <i>Work Authorization - Asbestos</i>, before work begins within any building containing asbestos.</p>
Barricades, Barriers, and Warnings	Your barricades must meet the OSHA requirements. In addition, you assume control of your work area during your activities unless otherwise specified in writing by the contracting officer (CO) or contracting officer's representative (COR).
Confined Spaces	<p>Confined space work must meet the OSHA requirements. You must have a comprehensive confined space program that includes a written program, employee training, entry and testing equipment, and rescue capabilities.</p> <p>If you require access to confined space requiring a permit, then the trained, designated Postal Service representative must review and approve the project and permit. Entry into other confined spaces must be in accordance with OSHA regulations.</p>
Electrical Work	Lock or rope off work areas involving exposed energized equipment or have an attendant present to prevent accidental contact by unqualified people. Refer to the Barricade section of this guideline for additional information.
Elevated Work and Fall Protection	Follow strictly the applicable OSHA fall protection requirements.
Excavation	<p>All excavations 4 feet or more in depth must be properly shored or sloped and meet all OSHA requirements.</p> <p>Before any digging or drilling commences, inform the Postal Service COR and call Dig Safe or its local equivalent to determine whether any underground utilities are located in the work area. Submit documentation that these notifications have been performed. You must not begin digging or drilling until you have verified that underground utilities have been identified and are properly marked so that work may be accomplished in a safe manner.</p>
Fire Protection	<p>Do not block, remove, or otherwise prevent Postal Service fire extinguishers from being immediately accessible and usable.</p> <p>If a system must be impaired by a scheduled shutdown, notify the appropriate Postal Service representative and do not proceed without Postal Service authorization.</p>
Hazard Communication	<p>Inform the Postal Service before any chemicals are used. Before materials are brought on site, provide material safety data sheets (MSDSs) and an inventory of materials. For projects that are anticipated to use substantial quantities of hazardous materials, you may be required to provide a routing, storage, and waste disposal plan.</p> <p>Upon request, the Postal Service will make available to you MSDSs for hazardous materials the Postal Service uses in the Contractor work area.</p>
Hazardous Materials	<p>Follow all OSHA requirements regarding hazardous materials. Hazardous materials include, but are not limited to, flammable and combustible liquids, gasoline, diesel fuel, motor oil, lubricating oil, hydraulic oil, corrosive cleaners, and battery acid.</p> <p>Provide secondary containment for all containers of liquids that are over 5 gallons in capacity.</p> <p>Immediately report all hazardous material releases ("spills"), regardless of how small or where they occur, to the designated Postal Service representative. Releases include solids, liquids, and gases.</p>
Hot Work	<p>Do not begin any hot work until a Postal Service qualified person has completed and signed a Postal Service Hot Work Permit. The permit will be valid for only a single work shift. You must display the permit at the work site.</p> <p>You are prohibited from performing hot work (a) when the Postal Service has not authorized it, (b) in locations in which fire protection systems have been impaired, (c) in the presence of explosive or flammable atmospheres, or (d) in locations where large quantities of flammable</p>

	and combustible materials are unprotected.
Powered Industrial Trucks	<p>Powered industrial trucks and other mobile equipment must follow all traffic rules of the postal facility. The maximum speed limit for in-plant powered vehicles is 5 miles per hour. Many work areas have posted speed limits that you must strictly follow. Perform refueling only in authorized locations following safe procedures.</p> <p>As a general rule, the Postal Service does not allow gas- or diesel-powered industrial equipment inside postal facilities. Coordinate exceptions to the rule through the servicing safety office.</p>
Ladders	Strictly follow all OSHA requirements regarding ladders. Barricade the ladder use area to prevent contact with mobile equipment and employees.
Lead-Based Paint	<p><i>Review of Facility Lead Survey:</i> Before any construction, alterations, and/or repair activities begin, determine whether LBP will be disturbed. If the painted surface has not been tested, you must have it tested before beginning any activities that could potentially disturb LBP.</p> <p><i>Proper Work Practices:</i> If LBP is present, follow proper control procedures and work practices.</p> <p><i>Consultation With Facility Manager:</i> Consult with the facility manager or his or her designee before the start of any work likely to disturb LBP. Examples of activities that may affect LBP include paint removal by scraping, sanding, power tools, or heat guns; alterations that include removing drywall, structural steel, or other building materials coated with LBP; welding, cutting, or other hot work on coated metal surfaces; abrasive blasting of mail boxes and other equipment; and moving or cleaning of abrasive blasting enclosures.</p>
Lockout/Tagout	<p>Provide a copy of your lockout/tagout procedures, which must meet or exceed the OSHA Lockout/Tagout standard. You will be given access to and must review the Postal Service lockout/tagout program.</p> <p>If you encounter a Postal Service lockout/tagout device that prevents the continuation of work, do not make any attempts to remove, tamper with, or bypass the devices. Contact a Postal Service Maintenance official and make arrangements to have the lockout device removed in accordance with Postal Service lockout removal policies.</p>
Machinery and Equipment	<p>Postal facilities use state-of-the-art mail handling machinery, some of which may operate automatically. Hazards may include, but are not limited to, moving parts and power transmission apparatus, pinch points, electrical contact, and hot surfaces.</p> <p>Do not use machine surfaces as work platforms.</p> <p>Contact the designated Postal Service representative concerning facility machinery.</p>
Personal Protective Equipment	<p>Before beginning work, evaluate the work area for hazards, determine whether contract employees will be required to use personal protective equipment (PPE) to protect themselves from these hazards, and document the hazard assessment.</p> <p>Wear the PPE required by the postal facility in which you are working, regardless of your perception of hazard potential.</p>
Regulated And Prohibited Materials	<p><i>Pesticides.</i> The Postal Service has restricted the use of pesticides. Obtain prior approval of the district environmental compliance coordinator for special cases that may require the use of pesticide treatments.</p> <p><i>Seventeen Chemical Prohibition.</i> Adhere to the Postal Service Hazard Communication Program and chemical prohibition policies. Do not use on postal property any of the 17 chemicals prohibited by EPA unless a Postal Service person authorizes its use (each of these chemical must be authorized separately). The district environmental compliance coordinator can supply the list.</p> <p><i>Asbestos-Free Products.</i> Install no asbestos-containing products or materials in postal facilities.</p> <p><i>Lead.</i> Apply no lead-based paint in postal facilities.</p>
Scaffolding	<p>Follow strictly the applicable OSHA scaffolding requirements.</p> <p>Provide adequate barrier protection around the scaffolding to prevent hazards to postal workers.</p>
Walking and Working Surfaces	If the project requires temporary modifications to the means of egress, inform the designated Postal Service representative before performing such actions, provide appropriate alternative means of egress, and communicated these to all employees.

Emergency Procedures

Preparations for Emergency	<p>Be prepared for emergency situations.</p> <p>Ensure that emergency telephone numbers are site specific, readily available, easily read, and communicated to all employees.</p> <p>Train and authorize employees to implement emergency procedures.</p>
Medical Emergencies	<p>Have procedures and medical supplies to provide emergency medical services for your own personnel.</p> <p>Determine how to contact emergency medical services before work begins, and have on-site capabilities to contact such services immediately.</p>
Fires	<p>See Fire Protection above.</p> <p>In the event of a fire, you must:</p> <ul style="list-style-type: none"> - Immediately remove personnel from the area or building following Postal Service evacuation procedures. - Immediately contact the nearest postal employee and inform him or her of the fire. You may also activate an emergency alarm in the area. If no postal employees are on-site, immediately contact the local fire department. <p>Personnel trained in the use and limitations of fire extinguishers may attempt to extinguish the fire if it is safe to do so.</p>
Chemical Releases	<p>See Hazardous Materials above.</p> <p>If the event of a hazardous material release, you must:</p> <ul style="list-style-type: none"> - Immediately remove personnel from the area or building following Postal Service evacuation procedures. - Immediately contact the designated Postal Service representative and inform him or her of the release. You may also activate an emergency alarm in the area. If no postal employees are on-site, immediately contact the local fire department. <p>Contractor personnel should not respond to the release unless specifically trained and protected to perform hazardous material response.</p>
Power Outages	<p>In the event of a power outage, you must:</p> <ul style="list-style-type: none"> - Immediately stop work and assemble for a head count and possible facility egress. - Inform all contract employees that equipment may automatically restart when power resumes. - Immediately contact the designated Postal Service representative and inform him or her of the status of contract work and personnel head count. Relay at this time all hazards created due to the power outage. <p>When power resumes evaluate the status of operations that were being performed relative to hazard potential. For example, the interruption of ventilation in confined spaces may generate atmospheric hazards.</p>
Accident Investigation and Reporting	<p>As soon as is practical after an accident, investigate and document an accident investigation. The documentation must describe the incident and identify the causes and the corrective actions that will prevent future incidents.</p> <p>Report all accidents, whether or not they result in injury. Give the written report to the Postal Service COR within 24 hours of the accident or incident.</p>

Certificate of Asbestos and Lead-Based Paint

(New Work)

To: Contracting Officer, United States Postal Service

Subject: Certification for new construction

Postal facility name: _____

Postal facility address: _____

Certification for new construction:

This Contractor/Owner hereby certifies that no asbestos-containing material in excess of 1 percent as defined by applicable US Environmental Protection Agency regulations, and no lead-based paint has been furnished or installed at the referenced project.

Contractor/Owner name: _____

Signature: _____

Address: _____

Telephone: _____ Date executed: _____

The penalty for making a false statement is prescribed by 18 USC 1001.

SECTION 014000

QUALITY REQUIREMENTS

1.1 Contractor Quality Control

- A. Contractor Quality Control: The Contractor is responsible for the overall quality of all its own work and the work performed by their subcontractors working under this contract. The quality of any part of the work installed must not be less than that required by the technical divisions of this specification. If the Contracting Officer determines that the quality of work does not conform to the applicable specifications and drawings, the Contractor will be advised in writing of the areas of nonconformance, and within 7 days the Contractor must correct the deficiencies and advise the Contracting Officer in writing of the corrective action taken.
- B. Noncompliance with Quality Control Requirements: Failure of the Contractor to comply with the above requirements may be cause for termination for default as defined in Clause F-1102, *Termination for Convenience or Default*, of the general contract clauses.

1.2 Submittals

- A. Prior to the start of on-site work, the Contractor must submit to the Contracting Officer a Contractor Quality Control Plan that includes the following information:
 - 1. Quality Control Organization: In chart form, showing relationship of Quality Control organization to other elements of Contractor's organization.
 - 2. Names and qualifications of personnel in Quality Control organization, including Contractor Quality Control Representative, inspectors, Independent Testing and Inspection Laboratory, and Independent HVAC Test and Balance Agency.
 - 3. Procedures for reviewing coordination drawings, shop drawings, certificates, certifications, or other submittals.
 - 4. Testing and inspection schedule, keyed to Construction Schedule, indicating tests and inspections to be performed, names of persons responsible for inspection and testing for each segment of work including preparatory, initial, and follow-up.
 - 5. Proposed forms to be used including Contractor's Daily Report, Contractor Test and Inspection Report and Non-Compliance Check-Off List.
- B. Independent Testing and Inspection Laboratory: Submit the following.
 - 1. Name.
 - 2. Address.
 - 3. Telephone number.
 - 4. Names of full time registered engineer.
 - 5. Responsible officer.
 - 6. Copy of report of laboratory facilities inspection made by Materials Reference Laboratory of National Bureau of Standards during most recent inspection, with memorandum of remedies of any deficiencies reported by inspection.

1.3 Quality Control Procedures

- A. Monitor quality control over Contractor staff, subcontractors, suppliers, manufacturer's, products, services, site conditions, and workmanship.
- B. Comply fully with manufacturer's published instructions, including each step in sequence of installation.
- C. Should manufacturer's published instructions conflict with Contract Documents, request clarification from Contracting Officer before proceeding.

- D. Comply with specified standards as a minimum quality for work, except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform work by persons who are thoroughly qualified and trained in their respective trade, to produce workmanship of specified quality.
- F. Perform tests required by governing authorities having jurisdiction and utilities having jurisdiction.

1.4 Testing and Inspection Laboratory Services

- A. Selection and Payment:
 - 1. The Contractor shall pay for services of an Independent Testing and Inspection Laboratory to perform specified testing and inspection.
 - 2. Employment of Independent Testing and Inspection Laboratory in no way relieves Contractor of obligation to perform work in accordance with requirements of Contract Documents.
- B. Quality Assurance:
 - 1. Comply with requirements of all applicable ASTM standards.
 - 2. Laboratory: Authorized to operate in State in which Project is located.
 - 3. Laboratory Staff: Maintain a full time registered engineer on staff to review services.
 - 4. Testing Equipment: Calibrated at reasonable intervals with devices of and accuracy traceable to either National Bureau of Standards or accepted values of natural physical constraints.
- C. Laboratory Responsibilities. Contractor shall ensure the Laboratory has the following responsibilities and limits on authority:
 - 1. Test samples of mixes submitted by Contractor.
 - 2. Provide qualified personnel at Project site. Cooperate with Contracting Officer and Contractor in performance of services.
 - 3. Perform specified sampling, testing, and inspection of Products in accordance with specified standards.
 - 4. Determine compliance of materials and mixes with requirements of Contract Documents.
 - 5. Promptly notify Contractor Quality Control Representative and Contracting Officer of observed irregularities or non-conformance of work or Products.
 - 6. Submit one copy of all test results directly to the Contracting Officer.
 - 7. Perform additional tests as required by Contracting Officer.
 - 8. Attend appropriate preconstruction meetings and progress meetings.
- D. Limits on Authority. Contractor shall ensure the Laboratory has the following limits on authority:
 - 1. Laboratory may not release, revoke, alter, or expand on requirements of Contract Documents.
 - 2. Laboratory may not approve or accept any portion of work.
 - 3. Laboratory may not assume any duties of Contractors.
 - 4. Laboratory has no authority to stop work.

1.5 Contractor Field Inspection and Testing

- A. Contractor: Test and Inspect work provided under this Contract to ensure work is in compliance with Contract requirements. Required tests and inspections are indicated in each individual Specification Section.
- B. Preparatory Inspection: Performed prior to beginning work and prior to beginning each segment of work and includes:
 - 1. Review of Contract requirements.
 - 2. Review of shop drawings and other submittal data after return and approval.
 - 3. Examination to assure materials and equipment conform to Contract requirements.
 - 4. Examination to assure required preliminary or preparatory work is complete.

- C. Initial Inspection: Performed when representative portion of each segment of work is completed and includes:
 - 1. Performance of required tests.
 - 2. Quality of workmanship.
 - 3. Review for omissions or dimensional errors.
 - 4. Examination of products used, connections and supports.
 - 5. Approval or rejection of inspected segment of work.
- D. Follow-Up Inspections: Performed daily, and more frequently as necessary, to assure non-complying work has been corrected.
- E. Testing and Inspection: Perform testing and inspection in accordance with requirements in individual Specification Sections.

1.6 Contractor's Daily Report

- A. In accordance with Clause B-42, *Performance and Superintendence of Work by Contractor*, paragraph d, the Contractor shall submit daily report to Contracting Officer, for days that work was performed. Include the following information:
 - 1. Date, weather, minimum and maximum temperatures, rainfall, and other pertinent weather occurrences.
 - 2. Daily workforce of Contractor and subcontractors, by trades.
 - 3. Description of work started, ongoing work, and work completed by each subcontractor.
 - 4. Coordination implemented between various trades.
 - 5. Approval of substrates received from various trades.
 - 6. Nonconforming and unsatisfactory items to be corrected.
 - 7. Remarks

1.7 Contractor's Test and Inspection Reports

- A. Prepare and submit, to Contracting Officer, a written report of each test or inspection signed by Contractor Quality Control Representative performing inspection within 2 days following day inspection was made.
- B. Include the following on written reports of inspection:
 - 1. Cover sheet prominently identifying that inspection "CONFORMS" or "DOES NOT CONFORM" to Contract Documents.
 - 2. Date of inspection and date of report.
 - 3. Project name, location, solicitation number, and Contractor.
 - 4. Names and titles of individuals making inspection, if not Contractor's Project Field Superintendent.
 - 5. Description of Contract requirements for inspection by referencing Specification Section.
 - 6. Description of inspection made, interpretation of inspection results, and notification of significant conditions at time of inspection.
 - 7. Requirements for follow-up inspections.

1.8 Non-Compliance Check-Off List

- A. Maintain check-off list of work that does not comply with Contract Documents, stating specifically what is non-complying, date faulty work was originally discovered, and date work was corrected. No requirement to report deficiencies corrected same day it was discovered. Submit copy of Non-Compliance Check-Off List of non-complying work items to Contracting Officer on a weekly basis.

1.9 Completion and Inspection of Work

- A. Prior to final acceptance by Contracting Officer, submit a certification signed by Contractor to Contracting Officer stating that all work has been inspected and all work, except as specifically noted, is complete and in compliance with Contract Documents.

END OF SECTION

USPS Mail Processing Facility Specifications, Div 1 DBB, issued: 6/17/2012
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SECTION 015000

TEMPORARY FACILITIES AND CONTROLS

1.1 General

- A. The Contractor must provide all temporary facilities and services required to complete the work and to comply with OSHA and other applicable regulations.
- B. The Contractor must maintain temporary facilities in a proper, safe, operating and sanitary condition for the duration of this Contract. Upon completion of this Contract, all such temporary work and facilities shall be removed in their entirety.

1.2 Project Sign

- A. The Contractor must provide and maintain a construction project sign at the location directed by the Contracting Officer. The sign must conform to the Construction Sign as detailed in the contract drawings. The information needed to complete the wording on the sign is provided by the Contracting Officer and will be essentially as shown on the cover of the specification. The sign must be erected within 15 days after receiving a Notice to Proceed. The sign will remain the property of the Contractor and must be removed upon completion of the work.
- B. Construction Site Sign:
 - 1. Silk-screened, painted or pressure-sensitive vinyl letters applied to Medium Density Overlay plywood sign.
 - 2. Red: Match Benjamin Moore OP-67.
 - 3. Blue: Match PPG 7062 Federal Blue.
 - 4. White background.
- C. The Contractor must construct and erect a minimum of two hard hat signs at locations designated by the Contracting Officer. The signs must be erected prior to the commencement of on-site work.

1.3 Bulletin Board

- A. A weatherproof bulletin board, not less than 36 inches wide and 30 inches high, with hinged glass door must be provided adjacent to, or mounted on, the Contractor's project office. If adjacent to the office, the bulletin board must be securely mounted on not less than two posts. The bulletin board and posts must be painted or have approved factory finish. The bulletin board must be easily accessible at all times and must contain wage rates, equal opportunity notice, and other items required to be posted.
- B. The Contractor must maintain the bulletin board in good condition throughout the life of the project. The bulletin board will remain the property of the Contractor and upon completion of the project must be removed from the site.

1.4 Construction-Use Utilities

- A. The Contractor must arrange with the local utility companies for gas, water, and electricity required for construction under this project and must pay all costs in connection with them. The Contractor must, at its own expense, make all temporary connections and install distribution lines. All temporary lines must be maintained by the Contractor in a manner satisfactory to the Contracting Officer and must be removed by the Contractor in like manner before final acceptance of the construction.

1.5 Temporary Electricity

- A. Costs: The Contractor must make arrangements with the serving utility for power, pay deposits, and install equipment, poles, wiring, switches, and outlets necessary to provide adequate supply for lighting and power for construction purposes. The Contractor must pay for power used during construction and for removal of all temporary equipment.
- B. Service Required: The Contractor must provide temporary electric power throughout the construction period so that power can be secured at any desired point with no more than a 100-foot extension cord; power centers for miscellaneous tools and equipment used in the construction work (not less than one per 2,000 square feet of floor space, consisting of a weatherproof distribution box with a minimum of four 20-amp, 120-volt grounded outlets with a circuit breaker protection for each outlet); lighting for safe and adequate working conditions throughout buildings and stairways (at least 1/4 watts of incandescent lighting per square foot, with a socket voltage of at least 110 volts and using 100 watt lamps minimum); power for construction site offices and other temporary storage and construction building; and power for testing and checking equipment welding units, and terrazzo grinders.
- C. Safety: The Contractor must provide and maintain lights and signs to prevent damage or injury and must illuminate all hazardous areas. Safety lights must be kept burning from dusk to dawn.
- D. Requirements of Regulatory Agencies: The Contractor must obtain permits as required by local government authorities; obtain easements as required across private property other than that of the owner for temporary power service; and comply with the National Electrical Code, applicable local codes, and utility regulations.
- E. Use of Permanent System: The Contractor must regulate any part of the permanent electrical system that is used for construction purposes in order to prevent interference with safety and with the orderly progress of the work. The Contractor must leave permanent electrical services in a condition as good as new.
- F. Materials: The materials may be new or used but must be adequate in capacity for the purposes intended and must not create unsafe conditions or violate the requirements of applicable codes. At the Contractor's option, patented specialty materials may be used if UL-approved.
- G. Conductors: The Contractor must use wire, cable, or busses of appropriate type, sized in accordance with the National Electrical Code for the applied loads. Use only UL-approved wire.
- H. Equipment: In compliance with NEMA standards, the Contractor must provide an appropriate enclosure for the environment in which the equipment is used.
- I. Installation: The Contractor must provide all required facilities, including transformers, conductors, poles, conduits, raceways, fuses, switches, fixtures, and lamps, located so as to avoid interference with cranes and materials-handling equipment, storage areas, traffic areas, and work under other contracts. The Contractor must install all work to have a neat and orderly appearance and to make it structurally sound throughout. The Contractor must maintain it to give continuous service and to provide safe working conditions. The Contractor must modify the service as required by the progress of the job.
- J. Removal: The Contractor must remove all temporary equipment and materials upon completion of construction, repair all damage caused by the installation. and restore the area to satisfactory condition.

1.6 Temporary Heating and Ventilation

- A. The Contractor must provide cold weather protection and temporary heat and fuel as required to carry on the work expeditiously during inclement weather, protect all work and materials against damage from dampness and cold, dry out the building, and provide suitable working conditions for the installation and

curing of materials until final acceptance by the Contracting Officer. The Contractor must refer to requirements in detailed specifications for temperatures to be provided and maintained for installation and curing of work under the various trades.

- B. The Contractor must provide temporary heat consisting of smokeless heating appliances satisfactory to the Contracting Officer. The Contractor must furnish and pay for all necessary fuel and attendants in any trade and must maintain temporary heat at temperatures adequate for the intended purpose.
- C. When the permanent heating system is operable and the Contractor elects to use it, the Contractor must provide all fuel, labor, materials, services, equipment, and attendants necessary to operate the permanent heating system for temporary heat and to maintain a minimum temperature as specified in Clause B-51, *Heat*. If the permanent system is used to provide temporary heating and ventilation, the Contractor must replace all filters and restore the system to a condition satisfactory to the Contracting Officer.

1.7 Temporary Water

- A. The Contractor must provide and maintain a temporary water supply system for building purposes, extending branches to convenient points and terminating them with a proper stop and hose connection. Before any paving is laid, the temporary supply must be removed and the tap in the main supply properly capped.

1.8 Sanitary Provisions

- A. The Contractor must provide and keep in neat and sanitary condition conveniences and accommodations for the use of the construction personnel necessary to comply with the requirements and regulations of the local department of health and of other bodies having jurisdiction.

1.9 Approaches and Exits

- A. The Contractor must provide all necessary approaches and exits required to properly execute the work.
- B. In connection with these, the Contractor must provide for temporary drainage to keep the site free from standing water at all times.

END OF SECTION

USPS Mail Processing Facility Specifications, Div 1 DBB, issued: 6/17/2012
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SECTION 016000

PRODUCT REQUIREMENTS

1.1 Product Options and Substitutions

- A. Refer to Clause F-401, *Optional Materials or Methods (Construction)*, Clause B-63, *Materials and Workmanship*, Provision OA-1, *Information On "Equal" Products* and Provision 2-7, *Brand Name or Equal*.
- B. Provide Products that comply with Contract Documents, which are undamaged and new at time of installation.
- C. Provide Products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and intended use and effect.
- D. Substitutions may be considered when the Contractor:
 - 1. Becomes aware of a product or procedure that is more environmentally sensitive or is otherwise advantageous to the Postal Service;
 - 2. Represents that he has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
 - 3. Will provide the same guarantee for the substitution that he would for that specified;
 - 4. Will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects, at no additional cost to the USPS and at no extension of the contract completion date.

1.2 Product Delivery Requirements

- A. Transport and handle Products in accordance with manufacturer's instructions, using means and methods that will prevent damage, deterioration and loss, including theft.
- B. Schedule Product delivery to minimize long-term storage at Project site and prevent overcrowding of construction spaces.
- C. Coordinate Product delivery with installation schedule to assure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
- D. Deliver Products to Project site in undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- E. Promptly inspect shipments to ensure that Products comply with project requirements, quantities are correct, Products are undamaged, and properly protected.
- F. Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

1.3 Product Storage and Handling Requirements

- A. Store and protect Products in accordance with manufacturers' published instructions, with seals and labels intact and legible.

- B. Store Products subject to damage by elements above ground, under cover in weathertight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's published instructions.
- C. For exterior storage of fabricated Products, place on sloped supports, above ground.
- D. Provide off-site storage and protection when Project site does not permit on-site storage or protection.
- E. Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation or potential degradation of Product.
- F. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- G. Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- H. Arrange storage of Products to permit access for inspection. Periodically inspect to verify Products are undamaged and are maintained in acceptable condition.

END OF SECTION

USPS Mail Processing Facility Specifications, Div 1 DBB, issued: 6/17/2012
Last revised: 6/28/2010

SECTION 017300

EXECUTION

1.1 Layout of Work

- A. The Contractor must lay out its work from Postal Service-established base lines and benchmarks indicated on the drawings and is responsible for all measurements based on them. The Contractor must furnish, at its own expense, all stakes, templates, platforms, equipment, tools, materials, and labor as may be required in laying out any part of the work from the base lines and benchmarks established by the Postal Service. The Contractor is responsible for the execution of the work to those lines and grades established or indicated by the Contracting Officer.

1.2 Contractor's Temporary Use of Facilities and Equipment

- A. No new facilities or equipment intended for the permanent installation, including materials-handling vehicles, may be used for temporary purposes unless specified in the contract or unless the Contractor has the written permission of the Contracting Officer.

1.3 Cleaning

- A. Refer to Clause B-52, *Debris and Clean Up*.
- B. Cleaning During Construction:
 - 1. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
 - 2. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
 - 3. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
 - 4. Collect and remove waste materials, debris, and rubbish from site as specified in the Environmental Compliance and Management Plan as required in Section 013543 - Environmental Procedures.
- C. Final Cleaning:
 - 1. Use cleaning materials and agents recommended by manufacturer or fabricator of surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property, or that might damage finished surfaces.
 - 2. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer's published instructions.
 - 3. Complete following cleaning operations before requesting Contracting Officer inspection for Substantial Completion.
 - a. Clean Project Site, yard and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste materials, litter and foreign substances. Sweep paved areas broom clean. Remove petro-chemical spills, stains and other foreign deposits. Rake grounds that are neither planted nor paved, to a smooth even-textured surface.
 - b. Remove tools, construction equipment, machinery and surplus material from Project Site.
 - c. Remove snow and ice to provide safe access to building.
 - d. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - e. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.

- f. Broom clean concrete floors in unoccupied spaces.
- g. Provide final cleaning, waxing, and buffing of resilient tile, in accordance with manufacturer's requirements.
- h. Vacuum clean carpet and similar soft surfaces, removing debris and excess nap. Shampoo if required.
- i. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
- j. Remove labels that are not permanent labels.
- k. Touch-up and otherwise repair and restore marred exposed finishes and surfaces. Replace finishes and surfaces that can not be satisfactorily repaired or restored, or that show evidence of repair or restoration. Do not paint over "UL" and similar labels, including mechanical and electrical name plates.
- l. Wipe surfaces of mechanical and electrical equipment, and other similar equipment. Remove excess lubrication, paint and mortar droppings and other foreign substances.
- m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- n. Replace air disposable filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills. Clean ducts, blowers, and coils if units were operated without filters during construction.
- o. Clean light fixtures, lamps, globes and reflectors to function with full efficiency. Replace burned out bulbs, and defective and noisy starters in fluorescent and mercury vapor fixtures.
- p. Leave Project clean and ready for occupancy.
- 4. Engage an experienced licensed exterminator to make a final inspection, and rid Project of rodents, insects, and other pests. Comply with regulations of local authorities having jurisdiction.
- 5. Remove temporary protection and facilities installed during construction to protect previously completed installations during remainder of construction.
- 6. Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from Project Site and dispose of in accordance with requirements of local authorities having jurisdiction.
 - a. Where extra materials of value remain after completion of construction they become United States Postal Service property, store these materials as directed by Contracting Officer.

END OF SECTION

USPS Mail Processing Facility Specifications, Div 1 DBB, issued: 6/17/2012
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SECTION 017419

CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes: Procedures for achieving the most environmentally conscious Work feasible within the limits of the Construction Schedule, Contract Sum, and available materials, equipment, and products.
 - 1. Participate in promoting efforts of U.S. Postal Service to create an energy-efficient and environmentally-sensitive structure.
 - 2. Use recycled-content, toxic-free, and environmentally-sensitive materials and equipment.
 - 3. Use environmentally-sensitive procedures.
 - a. Protect the environment, both on-site and off-site, during demolition and construction operations.
 - b. Prevent environmental pollution and damage.
 - c. Effect optimum control of solid wastes.
- B. Related Documents: The Contract Documents, as defined in Section 011000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.
- C. Related Sections:
 - 1. Section 013100 - Project Management and Coordination: Contractor quality control, project coordination, preconstruction meeting, progress meetings, and preinstallation meetings.
 - 2. Section 014000 - Quality Requirements: Contractor's Daily Report.
 - 3. Section 015000 - Temporary Facilities And Controls: Temporary ventilation, progress cleaning and waste removal.
 - 4. Section 016000 - Product Requirements: Substitutions.
 - 5. Section 017704 – Closeout Procedures and Training: Record submittals.
 - 6. Section 024113 – Selective Site Demolition.

1.2 DEFINITIONS

- A. Adequate ventilation: Ventilation, including air circulation and air changes, required to cure materials, dissipate humidity, and prevent accumulation of dust fumes, vapors, or gases.
- B. Construction and demolition waste: Includes solid wastes, such as building materials, packaging, rubbish, debris, and rubble resulting from construction, remodeling, repair, and demolition operations.
 - 1. Rubbish: Includes both combustible and noncombustible wastes, such as paper, boxes, glass, crockery, metal and lumber scrap, metal cans, and bones.
 - 2. Debris: Includes both combustible and noncombustible wastes, such as leaves and tree trimmings that result from construction or maintenance and repair work.
- C. Chemical waste: Includes petroleum products, bituminous materials, salts, acids, alkalis, herbicides, pesticides, organic chemicals, and inorganic wastes.
- D. Diversion: Redirection of waste ordinarily deposited in a municipal landfill to a recycling facility or to another destination for reuse.

- E. Environmental pollution and damage: The presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare; unfavorably alter ecological balances; or degrade the utility of the environment for aesthetic, cultural, or historical purposes.
- F. Hazardous materials: Includes pesticides, biocides, and carcinogens as listed by recognized authorities, such as the Environmental Protection Agency (EPA) and the International Agency for Research on Cancer (IARC).
- G. Interior final finishes: Materials and products that will be exposed at interior, occupied spaces; including flooring, wallcovering, finish carpentry, and ceilings.
- H. Municipal Solid Waste Landfill: A permitted facility that accepts solid, non-hazardous waste such as household, commercial, and industrial waste, including construction and demolition waste.
- I. Packaged dry products: Materials and products that are installed in dry form and are delivered to the site in manufacturer's packaging; including carpets, resilient flooring, ceiling tiles, and insulation.
- J. Sediment: Soil and other debris that has been eroded and transported by storm or well production runoff water.
- K. Sanitary wastes:
 - 1. Garbage: Refuse and scraps resulting from preparation, cooking, distribution, or consumption of food.
 - 2. Sewage: Domestic sanitary sewage.
- L. Wet products: Materials and products installed in wet form, including paints, sealants, adhesives, and special coatings.

1.3 SUBMITTALS

- A. Solid Waste Management and Environmental Protection Plan: Prepare and **submit at the Preconstruction Meeting** a Solid Waste Management and Environmental Protection Plan including, but not limited to, the following:
 - 1. Procedures for Recycling/Re-Use Program.
 - 2. Schedule for application of interior finishes.
 - 3. Revise and resubmit Solid Waste Management and Environmental Protection Plan as required by U.S. Postal Service.
 - a. Approval of the Contractor's Solid Waste Management and Environmental Protection Plan, will not relieve the Contractor of responsibility for adequate and continuing control of pollutants and other environmental protection measures.
- B. With each Contractor's Report as specified in Section 014000 – Quality Requirements, submit an updated Summary Of Solid Waste Disposal And Diversion. Submit on form in Appendix A of this Section. Include manifests, weight tickets, receipts, and invoices specifically identifying the Project and waste material for:
 - 1. Municipal Solid Waste Landfills.
 - 2. Recycling/Reuse Facilities.
- C. With Record Submittals as specified in Section 017704 - Closeout Procedures and Training, submit the following:
 - 1. Final Summary Of Solid Waste Disposal And Diversion. Submit on form in Appendix A of this Section.
 - 2. Resource Conservation and Recovery Act Project Summary. Submit on form in Appendix B of this Section.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 RECYCLING AND REUSE

- A. Collection: Implement a recycling/reuse program that includes separate collection of waste materials of the following types as appropriate to local and regional recycling/reuse facilities:
 - 1. Asphalt.
 - 2. Concrete.
 - 3. Metal.
 - a. Ferrous.
 - b. Non-ferrous.
 - 4. Debris.
 - 5. Glass.
 - 6. Paper/Cardboard.
 - 7. Plastic.
 - 8. Gypsum.
 - 9. Others as appropriate.
- B. Recycling/reuse centers: Contact governmental solid waste offices, Environmental Protection Agency (EPA) regional offices, and applicable non-profit organizations.
 - 1. Asphalt
 - 2. Concrete.
 - 3. Metal.
 - 4. Debris.
 - 5. Glass.
 - 6. Paper/Cardboard.
 - 7. Plastic.
 - 8. Gypsum.
 - 9. Others as appropriate.
- C. Handling:
 - 1. Clean materials which are contaminated prior to placing in collection containers. Deliver materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to recycling process.
 - 2. Arrange for collection by or delivery to the appropriate recycling or reuse facility.
- D. Participate in re-use programs: identify local and regional re-use programs, including but not limited to non-profit organizations such as schools, local housing agencies, and public arts programs, that accept used materials. The following are examples for contractor's information only.
 - 1. National materials exchange network, such as CAL-MAX a free service provided by various state and regional offices, designed to help businesses find markets for materials that traditionally would be discarded. The premise of the program is that material discarded by one business may be a resource for another business.
 - a. Items and regions covered by materials exchange programs may vary. Contact the applicable regional materials exchange program. In California, contact CAL-MAX at (916) 255-2369.
 - 2. Habitat For Humanity, a non-profit housing organization that rehabilitates and builds housing for low income families.
 - a. Sites requiring donated materials vary. Contact the national hotline (800) HABITAT.
- E. Rebates, tax credits, and other savings obtained for recycled or re-used materials accrue to Contractor.

3.2 ENVIRONMENTAL CONTROLS

- A. Protection of natural resources: Preserve the natural resources within the Project boundaries and outside the limits of permanent Work performed under this Contract in their existing condition or restore to an equivalent or improved condition as approved by U.S. Postal Service, upon completion of the Work.
1. Confine demolition and construction activities to work area limits indicated on the Drawings and as directed by Contracting Officer.
 - a. Temporary construction: As specified in Section 015000 - Temporary Facilities And Controls.
 - b. Demolition and salvage operations: As specified in Section 024119 - Selective Structure Demolition.
 - c. Disposal operations for demolished and waste materials that are not identified to be salvaged, recycled or reused:
 - 1) Remove debris, rubbish, and other waste materials resulting from demolition and construction operations, from site.
 - 2) No burning permitted.
 - 3) Transport materials with appropriate vehicles and dispose off-site to areas which are approved for disposal by governing authorities having jurisdiction.
 - 4) Avoid spillage by covering and securing loads when hauling on or adjacent to public streets or highways. Remove spillage and sweep, wash, or otherwise clean project site, streets, or highways.
 - 5) Comply with applicable regulations.
 2. Water resources as follows:
 - a. Comply with requirements of the National Pollutant Discharge Elimination System (NPDES) and the State Pollutant Discharge Elimination System (SPDES).
 - b. Oily substances: Prevent oily or other hazardous substances from entering the ground, drainage areas, or local bodies of water.
 - 1) Store and service construction equipment at areas designated for collection of oil wastes.
 - c. Mosquito abatement: Prevent ponding of stagnant water conducive to mosquito breeding habitat.
 - d. Prevent run-off from site during demolition and construction operations.
 3. Land resources: Prior to construction, identify land resources to be preserved within the Work area. Do not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines, grasses, top soil, and land forms without permission from U.S. Postal Service.
 4. Air Resources: Prevent creation of dust, air pollution, and odors.
 - a. Use water sprinkling, temporary enclosures, and other appropriate methods to limit dust and dirt rising and scattering in air to lowest practical level.
 - 1) Do not use water when it may create hazardous or other adverse conditions such as flooding and pollution.
 - b. Store volatile liquids, including fuels and solvents, in closed containers.
 - c. Properly maintain equipment to reduce gaseous pollutant emissions.
 - d. Interior final finishes: Schedule construction operations involving wet products prior to packaged dry products to the greatest extent possible in accordance with US Postal Service approved Solid Waste Management and Environmental Protection Plan.
 - e. Temporary Ventilation: As specified in Section 015000 - Temporary Facilities And Controls, and as follows:
 - 1) Provide adequate ventilation during and after installation of interior wet products and interior final finishes.
 - 2) Provide adequate ventilation of packaged dry products prior to installation. Remove from packaging and ventilate in a secure, dry, well-ventilated space free from strong contaminant sources and residues. Provide a temperature range of 60 degrees F minimum to 90 degree F maximum continuously during the ventilation period. Do not ventilate within limits of Work unless otherwise approved by USPS Contracting Officer.
 - f. Pre-occupancy ventilation: After final completion and prior to initial occupancy, provide adequate ventilation for minimum 5 days. Pre-occupancy ventilation procedures:
 - 1) Use supply air fans and ducts only;

- 2) Temporarily seal exhaust ducts;
 - 3) Temporarily disable exhaust fans;
 - 4) Provide exhaust through operable windows or temporary openings.
 - 5) Provide temporary exhaust fans as required to pull exhaust air from deep interior locations. Stair towers may be used for exhausting air from the building during the temporary ventilation.
 - 6) After pre-occupancy ventilation and prior to final testing and balancing of HVAC system, replace air filters and make HVAC system fully operational.
5. Fish and Wildlife Resources: Manage and control construction activities to minimize interference with, disturbance of, and damage to fish and wildlife.
 6. Noise Control: Perform demolition and construction operations to minimize noise. Perform noise producing work in less sensitive hours of the day or week as directed by U.S. Postal Service .
 - a. Repetitive, high level impact noise will be permitted only between the hours of 8:00 a.m. and 6:00 p.m. Do not exceed the following dB limitations:

Sound Level in dB	Time Duration of Impact Noise
70	More than 12 minutes in any hour
80	More than 3 minutes in any hour

- b. Provide equipment, sound-deadening devices, and take noise abatement measures that are necessary for compliance.

END OF SECTION 017419

USPS Master Specifications, Div 1 DBB, issued: 6/17/2012
Last revised: 7/21/2010

SUMMARY OF SOLID WASTE DISPOSAL AND DIVERSION

Project Name: _____ FMS Project Number: _____

Contractor Name: _____ License Number: _____

Contractor Address: _____

Solid Waste Material	Date Material Disposed/ Diverted	Amount Disposed/ Diverted (ton or cu. yd)	Municipal Solid Waste Facility (name, address, & phone number)	Recycling/Reuse Facility (name, address, & phone number)	Comments (if disposed, state why not diverted)
Asphalt					
Concrete					
Metal					
Wood					
Debris					
Glass					
Clay brick					
Paper/ Cardboard					
Plastic					
Gypsum					
Paint					
Carpet					
Other:					

Signature: _____ Date: _____

RESOURCE CONSERVATION AND RECOVERY ACT - PROJECT SUMMARY.

Project Name: _____ FMS Project Number: _____
 Contractor Name: _____ License Number: _____
 Contractor Address: _____

1.0 EPA GUIDELINE ITEMS

A. Fly Ash:

1. Total dollar amount of concrete and cement provided for this project. \$_____.
2. Total dollar amount of concrete and cement containing fly ash provided for this project.
\$_____.
3. Were there any technical impediments to increasing the amount of concrete and cement containing fly ash provided for this project? _____.
 a. If yes, please explain. _____

 _____.

2.0 SPECIFICATIONS

NOT USED

3.0 SOLID WASTE PREVENTION

- A. Total dollar amount of solid waste disposed (landfill) for this project. \$_____.
- B. Total weight of solid waste disposed (landfill) for this project. \$_____.

4.0 RECYCLING

- A. Total dollar value of solid waste diverted from landfill and recycled or reused for this project. (Express as total dollar amount for solid waste disposal in landfill for equivalent type and amount of diverted waste.)
\$_____.
- B. Total weight of solid waste diverted from landfill and recycled or reused for this project. (Express as total weight for solid waste disposal in landfill for equivalent type and amount of diverted waste.)
\$_____.

5.0 COMMENTS

- A. Comments and suggestions for increasing amount of recycled materials used in construction materials.

_____.

B. Comments and suggestions for improving solid waste prevention and recycling efforts during construction.

_____.

Signature: _____ Date: _____

SECTION 017704

CLOSEOUT PROCEDURES AND TRAINING

1.1 Manuals

- A. Purpose: Operation and maintenance manuals are for the training of, and use by, Postal Service employees in the operation and maintenance of the systems and related equipment as specified below. The manuals must consist of instruction on systems and equipment. A separate manual or chapter must be prepared for each of the following classes of equipment or system:
1. Landscaping.
 2. Roof system.
 3. Doors.
 4. Security system.
 5. Fire protection.
 6. Plumbing systems.
 7. Mechanical systems.
 8. Electrical systems.
 9. Miscellaneous building equipment and systems.
 10. Mechanization (for requirements for mechanization maintenance manuals, see Mechanization Specification M-5000).
- B. Content: Unless otherwise indicated, each chapter must contain the following, as applicable:
1. Introduction.
 2. Table of contents.
 3. Description of system (including design intent and considerations).
- C. Preparation: The outline below is intended as a general guide for preparing the manuals. The manuals must be prepared to provide for the optimum operation and maintenance of the various systems. The description of systems and general operating instructions for plumbing and electrical manuals may cover only complicated or unusual parts of these systems, such as sewage ejectors, transformers, high tension switchgear, and signal and alarm systems. Manufacturer's literature and data must be those of the actual equipment installed under contract for the particular facility. Further guidance is available in the ASHRAE Handbook, 1984, Systems Volume, Chapter 39, Mechanical Maintenance.
- D. Suggested Outline for Operation and Maintenance (O&M) Manuals: This is a suggested outline, with general requirements of O&M manuals. The outline is presented to indicate the extent of material to be covered and the individual items required in manuals for Mail Processing Facilities. The outline may be modified to suit specific installations; however, the purpose of the manual must be fulfilled. The manual is not intended to duplicate manufacturers' data, but proper references must be made in the text of the O&M manual to indicate that that information is applicable and where it is located.
1. Part I. Description and Design Intent
 - a. Introduction
 - 1) Provide a brief description of project and purpose of the maintenance manual. The following statements must be included: "Operation and maintenance of this equipment must be performed in accordance with this manual and posted instructions, subject to compliance with applicable technical guides and standards issued by USPS. It is recognized that minor changes in control points and settings will be required, based on actual operating experience, to correct varying conditions and improve operation. When such changes appear necessary, they must be submitted to the maintenance manager for consideration. Upon approval of any changes, the applicable portions of all copies of the manual and proposed instructions must be revised and reissued, and any change in operating procedure brought to the attention of all operating personnel."
 - 2) "This manual is specifically developed to assist the Postal official in charge at the facility to operate and maintain the building systems and equipment. Manufacturers'

recommendations set forth for certain components must be followed during the complete warranty period for that equipment."

- 3) Contents of Manual. This portion of the introduction must explain that the manual is to contain complete operating, maintenance, and safety instructions for all equipment listed. It must also contain any other appropriate references as required to outline an explanation of the manuals and major categories of reference material required with the manuals.
- b. Table of Contents
 - 1) The table of contents must list numbers and titles of chapters, sections, and main paragraphs, with their page numbers. Each volume in a set of manuals must contain its own table of contents. Publications containing 10 or more illustrations or tables must include a list of illustrations or tables, as applicable. These lists must show number, title, and page number of each illustration and table. Following is a typical table of contents:
 - a. Roof System
 - 1.) Roof and flashing type
 - 2.) Local inspection (frequency and what is included)
 - 3.) Maintenance (when manufacturer performs, if USPS performs what methods compatible materials, etc.)
 - b. Security Systems
 - 1.) CCTV system
 - 2.) Intrusion detection
 - 3.) Electronic article surveillance
 - 4.) Access control
 - c. Electrical Systems
 - 1.) Electrical power distribution
2. Part II. Operating Sequence and Procedures
 - a. Contents: Each chapter must describe the procedures necessary for Postal Service personnel to operate the system and equipment covered in that chapter.
 - b. Operating Procedures: The operating procedures must be divided into four subsections: Startup, Operation, Emergency Operation, and Shutdown.
 - 1) Startup: Give complete instructions for energizing the equipment and making initial settings and adjustments whenever applicable. If equipment is fully automatic, a statement to that effect is all that is required. If a specific sequence of steps must be performed, give step-by-step instructions in the proper sequence. If timing- (such as warm-up between power-on and adjustment) is important, clearly state the specific minimum time required at the proper point in the procedure. Refer to controls and indicators by panel; make references consistent with the nomenclature used in illustrations and tables of controls and indicators. If preliminary settings differ for different modes of operations, give procedures for each mode.
 - 2) Operation: Give detailed instructions in proper sequence for each mode of operation. When, for a given action on the part of the operator, alternate equipment responses are possible, give the appropriate operation reaction to each.
 - 3) Emergency Operation: If some functions of the equipment can be operated while other functions are disabled, give instructions for operations under these conditions. Include here only those alternate methods of operation (from normal) that the operator can follow when there is a partial failure or malfunctioning of components, or other unusual condition.
 - 4) Shutdown: Include instructions for stopping and securing the equipment after operation. If a particular sequence is required, give step-by-step instructions in that order.
3. Part III. Maintenance Instructions and Requirements
 - a. Contents: Each chapter must describe the procedures necessary for Postal Service personnel to perform the maintenance on the systems and equipment covered in that chapter. Emphasis must be placed on the method of mechanical control of systems and equipment from a maintenance standpoint. References must be made, as appropriate, to

drawings, schematics, and sequences of operation included as part of the construction contract drawings and specifications that show piping and equipment arrangements and items of control. Prints of these drawings must be reduced to 11 inches x 17 inches for insertion in the manuals. Drawings must represent the "as-built" condition.

- b. Maintenance Procedures: The maintenance procedures must be divided into two categories: Preventive Maintenance and Corrective Maintenance.

1) Preventive Maintenance

- i. Provide a schedule for preventive maintenance. State, preferably in tabular form, the recommended frequency of performance for each preventive maintenance task (cleaning, inspection, and scheduled overhauls).
- ii. Provide instruction and schedules for all routine maintenance cleaning and inspection, with recommended lubricants.
- iii. If periodic inspection of equipment is required for operation, cleaning, or other reasons, indicate the items to be inspected and give the inspection criteria for, but not limited to, the following:
 - (a) Motors
 - (b) Controls
 - (c) Filters
 - (d) Heat exchangers
- iv. Provide instruction for minor repairs or adjustments required for preventive maintenance routines. Minor repair and adjustment must be limited to repairs and adjustments that may be performed without special tools or test equipment and that require no special training or skills. Identify test points and give values for each.

2) Corrective Maintenance

- i. Corrective Maintenance: Corrective maintenance instructions must be predicated upon a logical effect-to-cause troubleshooting philosophy and a rapid replacement procedure to minimize equipment downtime. Instructions and data must appear in the normal sequence of corrective maintenance, for example, troubleshooting first, repair and replacement of parts second, and then the parts list.
- ii. Troubleshooting: This information must describe the general procedure for locating malfunctions and must give, in detail, any specific remedial procedures or techniques. The data shown are intended to isolate only the most common equipment deficiencies. Troubleshooting tables, charts, or diagrams may be used to present specific procedures. A guide to this type must be a three-column chart. The columns must be entitled Malfunction, Probable Cause, and Recommended Action. The information must be alphabetically arranged by component, and each component must, in turn, list deficiencies that may be expected. Each deficiency must contain one or more problems with a recommended correction.
- iii. Repair and Replacement: Indicate the repair and replacement procedures most likely to be required in the maintenance of the equipment. Information included here must consist of step-by-step instructions for repair and replacement of defective items. Include all information required to accomplish repair or replacement, including information such as torque values. Identify all tools, special equipment, and materials that may be required. Identify uses for maintenance equipment. The paragraphs must contain headings to identify the topics covered.
- iv. Safety Precautions: This subsection must comprise a listing of safety precautions and instructions to be followed before, during, and after repairs or adjustments are made or routine maintenance is performed.

- c. Manufacturers' Brochures: Include manufacturers' descriptive literature covering devices used in the system, together with illustrations, exploded views, and renewal parts lists. This section must also include special devices manufactured by the Contractor.

- d. Special Maintenance: Provide information of a maintenance nature covering warranty items that have not been discussed elsewhere.

- e. Shop Drawings: Provide a copy of all approved shop drawings covering approval of equipment for the project with the manufacturers' brochures.
 - f. Spare Parts Lists: Include a recommended spare parts list for all equipment furnished for the project. The parts list must include a tabulation of descriptive data for all the electrical-electronic spare parts and all the mechanical spare parts proposed for each type of equipment or system. Each part must be properly identified by part number and manufacturer.
 - g. Warranty: Include a copy of the "special" or extended warranty in the operation and maintenance manual.
- E. Submittal, In both "hard" and electronic DVD or CD-ROM format:
- 1. Preliminary Submittal: Two draft copies of the completed manuscript for items in this outline must be submitted to the Contracting Officer for review within 30 days after approval of equipment to be provided. One copy will be returned to the Contractor within 15 days after submittal and, if required, must be revised and resubmitted within 15 days.
 - 2. Final Submittal: four complete sets of manuals must be furnished to the Contracting Officer not later than 30 days before completion of the project.
 - 3. Final Submittal must be accepted by the Contracting Officer before training can begin.

1.2 Posted Operating Instructions

- A. General. Operating instructions and diagrams must be prepared for posting near the equipment. Posted operating instructions must be photographic or equal non-fading reproductions framed under glass or encased in non-discoloring plastic and must be mounted in locations as directed. Copies of the posted operating instructions must also be used with the operating and maintenance manuals as a basis for training USPS employees in the operation and maintenance of systems and related equipment installed under contract at the facility.
- B. Posted operating instructions must consist of simplified, consolidated equipment, control, and power diagrams graphically representing the entire system and actual equipment installed, including concise written instructions on how to start and stop systems, what settings and conditions are to be observed, and what control adjustments are to be made or maintained by the operation. The Contractor must train Postal Service personnel in the operation and maintenance of mechanical and electrical equipment. Coordination must be maintained with systems designers for developing the hours of instruction and scope of material to be covered. Training of Postal Service personnel must not begin until the Contracting Officer has approved the final submittal copy of the operation and maintenance manual.
- C. Schedule Submittal: The proposed scope of training and materials and instruction schedule must be submitted for review and approval approximately 30 days before the scheduled completion of the buildings. Mutually agreeable dates for training must be arranged with the Contracting Officer, but the training must be completed before final acceptance of the facility.
- D. Scope of Training: Training must include classroom and on-the-job instructions by qualified installation and maintenance personnel having the necessary knowledge, experience, and teaching skills. The use of recording on digital media (DVD or CD discs) during the instruction period is required. Discs must be turned over to the Contracting Officer after training has been completed.
- E. Time Period of Training: The minimum specific hours of training time required for each category of major equipment and systems is indicated below. Past experience indicates a workable ratio in the vicinity of approximately 25 percent classroom to 75 percent application, except that the ratio may be reversed for control systems. The Contracting Officer must have the option of redistributing the training times, subject to the total time specified. Training must be presented on an 8-hour per day, 5-day per week schedule, with all reading assignments and review to be within this period.

1.3	Training Period	
Item		Time (Hours)
1.	Roofing	4
2.	Special Doors (Turnstiles)	8
3.	Security Equipment	16
4.	Electrical System	32
	Covers all building services, lighting, lighting controls, and intercommunications, and security system.	
1.4	Training Participation Sheets	
A.	Submit to the Contracting Officer sign-in sheets with the dates and names of all training participants. Training sheets must be reviewed and certified by an authorized facility manager.	
1.5	Other Closeout Submittals	
A.	Additional requirements for Systems Manuals, Operating Instructions, Training and other deliverables are contained in individual Specification Sections. All closeout requirements must be provided to and accepted by the Contracting Officer prior to requesting final payment. Examples of additional closeout requirements include, but are not limited to, the following	
	1. Final Punch-List with all items certified as complete.	
	2. In accordance with Clause B-57, <i>Record "As Built" Drawings</i> , the Contractor shall submit certified As-Built Record Drawings and Specifications in the quantities and media specified.	
	3. In accordance with Clause B-61, <i>Warranty</i> , the Contractor shall submit all transferable guarantees and warranties for equipment, materials and installations furnished by any manufacturer, supplier, or installer.	
	4. Signed Asbestos and Lead-Based Paint Certificate.	
	5. RE-4 Certification of Accessibility (CoA) and Facility Accessibility Survey Report.	
	6. Material Safety Data Sheets.	
	7. Signed and sealed Contractor Release of Claims.	

END OF SECTION

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