

01 00 00 - GENERAL REQUIREMENTS

INTENT OF GUIDELINES

- These guidelines are intended to provide direction for the design of all new and remodeled facilities at UNC, and to enhance the coordination between the design team and the University. This document is intended to support long term operation and maintenance of campus facilities. In addition, the University has developed an Architectural Standard that is a companion to this document. The Architectural Standards address exterior building materials and their usage as well as site features with a goal of providing more architectural consistency on campus.
- Designers are encouraged to make suggestions for alternative approaches. The standards are not intended to be a comprehensive stand alone specification. Deviations from the guidelines must be approved by the University.
- The design team shall incorporate these requirements into the construction documents as applicable
- The University has attempted to standardize many types of equipment and products in order to simplify spare parts requirements, training, maintenance and operation of the facilities.

SECTIONS INCLUDED:

01 30 00 – ADMINISTRATIVE REQUIREMENTS

01 50 00 – TEMPORARY FACILITIES AND CONTROLS

01 70 00 – EXECUTION & CLOSE-OUT REQUIREMENTS

01 30 00 – ADMINISTRATIVE REQUIREMENTS

- The University will review the design and cost estimates at the end of each phase, and will provide written comments to the design team. Please allow a minimum of 2 weeks in the project schedule for UNC reviews. **Documents are not to be issued to contractors for pricing or construction until all code review and UNC comments have been addressed and incorporated into the documents.** Project schedules must allow appropriate review and revision time.
- Size and allocation of space within the buildings shall conform to CCHE guidelines. The UNC project manager must approve deviations.

- All **State Funded** projects will be required to incorporate the requirements of the **State of Colorado High Performance Buildings Program (SB-51)**. All Non-State Funded projects will incorporate these requirements as coordinated with the UNC project manager.
- **Buy Clean Colorado Act is now required for all public projects. Design teams must familiarize themselves with these requirements and specify products that comply with this requirement.**
- **SB-19-196 - Any construction contract awarded for \$500,000 or more is subject to the requirements of prevailing wage. These requirements must be reviewed and included in the project manual.**
- **Any construction contract awarded for \$1,000,000 or more shall be required to comply with the Apprenticeship utilization requirements of C.R.S. §24-92-115.**
- Permanent room numbering will be determined by the University as soon as the final room layout has been determined. The permanent room numbers are to be the only room numbers used on any published drawings.
- During construction, UNC Facilities Management personnel will perform periodic on site inspections. These inspections will be coordinated through the UNC project manager, and do not replace any required inspections by state or local jurisdictions. State inspections are required for elevators, electrical and plumbing work. The local fire department will perform inspections related to fire alarm and fire protection systems.
- UNC Facilities Management personnel will review shop drawings and submittals for many of the building systems. These systems include but are not limited to: Sustainability, mechanical and electrical equipment, fire alarms, fire sprinklers, card access, elevators, irrigation systems, roofing, carpeting, aluminum doors and storefront, wood doors and finish hardware. Any comments will be forwarded by the UNC project manager. All relevant UNC comments are to be included in the design team review comments. Such reviews shall not replace reviews by the design team.
- Notify UNC project manager at least 72 hours in advance of any proposed utility interruption. Such interruptions shall be kept to an absolute minimum. Many utility projects will need to be scheduled outside of normal working hours.
- Contractors are responsible for requesting utility locations in accordance with Colorado State Statutes. Call 1-800-922-1987 prior to any excavation. UNC is a member of the Utility Notification Center of Colorado and will be automatically notified.

TESTING AND INSPECTION

- Owner will engage with a third party agency to perform field tests, inspections and prepare reports in accordance with the contract documents. Contractor is responsible for scheduling agency for all tests and inspections required during construction.

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01 50 00 - TEMPORARY FACILITIES & CONTROLS

- Throughout the construction process, it is essential that all University programs and activities be maintained in continuous operation. Further, vehicular and pedestrian traffic and fire fighting equipment access must be maintained to all buildings without interruption.
- Notify the UNC project manager at least 72 hours in advance of significant activity that may impact surrounding facilities or circulation routes.
- Maintain all walking, bicycling and driving surfaces in a reasonably dirt/mud free usable condition.
- Provide adequate flag persons and temporary signage when conditions require temporary closure or detours.
- Buildings are to be secured at all times. Contractors will be issued keys or card access as needed. All such keys or cards shall be secured at all times and are to be returned immediately when no longer needed. Final payment will be withheld until all keys have been returned.
- Protect the existing structure, furniture and equipment during all contractor operations.
- All Contractor employees on site will be required to wear company uniforms or other apparel identifying the contractor / employer. Company issued ID cards will also be acceptable. ID cards are to be visible at all times.
- Use of site utilities as available without modification is permitted without cost to the contractor
- Return all construction staging sites to their original condition upon completion of the construction project. Site restoration shall extend to a logical termination point and should not divide an existing planting area.

- Construction sites and staging areas must be fenced and maintained in a secure condition at all times. Keep fencing and surrounding areas clear of windblown trash and debris.
- Provide site storm water management plan and control in accordance with City of Greeley requirements. Refer to UNC Stormwater Construction and Post Construction Guidelines. Formal permitting and inspections required for projects impacting 1 acre or more.
- Separate construction vehicular routes from campus pedestrian and vehicular circulation routes to the maximum extent possible.
- Locate access routes to construction sites so that minimal impact is caused to surrounding walks, bike paths and streets.
- Limit parking for workers vehicles to the construction site or to designated staging areas approved by UNC. Parking on lawns or unpaved areas outside of the construction site is not permitted.
- Parking on campus is limited. Arrange for shuttling of workers from remote parking lots when necessary. When campus parking is permitted, all vehicles will be required to purchase and display UNC parking permits. Permits may be purchased from UNC Parking Services located in the University Center or from daily dispensers located throughout campus.
- Smoking is not permitted per Executive Order B-2018-011 . This extends a ban on smoking, vaping, e-cigarettes and tobacco use to all state property, including the buildings and grounds of campuses of the state's public colleges and universities.

01 70 00 – EXECUTION & CLOSE-OUT REQUIREMENTS

OPERATION AND MAINTENANCE MANUALS / AS BUILT DRAWINGS

- Save CADD files using sheet names or provide a reference document if file names cannot align with sheet numbers due to XREF's.
- Operation and Maintenance manuals shall be submitted at no later than 75% completion. The manuals shall be reviewed by the design team and the owner to identify any missing or incomplete information. The manuals shall be used as part of all required training.
- Provide minimum of three copies of O & M Manuals covering the following:

- Color selection summary. Include paint, carpet, tile, base, and all other items which required a color selection.
- O&M manuals should include information on finish items, which may need repair or replacement in the future. This includes items such as: toilet partitions, grab bars, etc. Provide the product information and source for these types of components.
- Alphabetical listing of all system components with Name, address & phone number of company responsible for first year service and source of replacement parts
- Information on all guarantees and special warranties that apply to each product
- All information must clearly indicate which product or component was used on the project.

Operating Instructions

- normal starting, operating & shut-down
- emergency procedures
- summer & winter special procedures (if any)
- day & night special procedures (if any)

Maintenance Instructions

- lubricating instructions
- cleaning, replacement or adjustment schedule

Manufacturers data for each piece of equipment

- Installation instructions
- drawings and specifications
- parts list, including recommended spares
- complete wiring diagrams
- marked prints showing all concealed parts and variations from original design
- test and inspection certifications

MANUAL OF MATERIALS AND FINISHES

- Provide a minimum of three (3) copies of complete manual identifying final material selections for the project.
- Provide summary information for all finish products and materials which require a color, texture or finish selection including but not limited to: paint colors, brick color and selection, stain colors, stucco color, roof shingle or tile color, site furnishings, light poles, louvers, etc.

- Include catalog information, material , composition, color and texture designation, manufacturer and all information required for future ordering of the products.

PROJECT COMPLETION AND CLOSEOUT

- Specifications shall require thorough training and instruction for UNC maintenance personnel. Training shall include all mechanical, plumbing and electrical systems as well as any specialty construction. Training for other trades shall be as directed by the owner.
- Require a detailed start-up plan for all operating components of the building. Schedule start-up activities in advance and notify the Owner. Mechanical and electrical equipment shall NOT be started unless a representative of the owner is present. All start-up shall be in strict accordance with the manufacturers instructions.