

DIVISION 1 – GENERAL

A. BARRICADES

1. The contractor shall install fences and/or barricades as necessary for the protection and safety of pedestrian and vehicular traffic and for protection of trees and shrubbery (see Division 2). Fences shall be detailed and shown on the contract documents. Unless otherwise stated on the construction drawings, construction fences shall be 6' chain link fencing with an access gate for Facility Services personnel (see Division 2).

If the construction period exceeds 90 days, then 4' chain link fencing shall be installed at the drip-line of each tree as an additional protective barrier. These barriers shall be maintained by the Contractor for the duration of the project.

B. ACCESS, DAMAGE TO EXISTING STRUCTURES AND TRAFFIC RESTRICTIONS

1. The Contractor shall be permitted access to the site at the University's convenience. The Contractor shall be responsible for any repair and/or replacement of existing lawns, ditches, concrete sidewalks or gutters, fencing or any other structures, including utilities damaged by the Contractor's operations. The Contractor shall conduct a pre-construction site survey with a Facility Services representative so that any such elements then needing repair or which is already damaged in any manner may be properly identified, described, and recorded with the University and Facility Services. If no such damage is recorded, then any structures over which the Contractor has crossed during construction which are later found to be damaged shall be considered to have been damaged by the Contractor and shall be repaired and/or replaced by the Contractor at no cost to the University. The structure(s) must be returned to their original condition to the satisfaction of Facility Services.

The University shall designate areas for parking. The construction operations of the Contractor may not cause any obstruction to the free flow of traffic on the streets of the campus without the prior authority of the University.

2. Traffic Control Plan

All construction activity impacting roadways (vehicular access) or sidewalks (pedestrian access) shall have a written Traffic Control Plan (TCP) and access plan submitted for review and comment by the Office of Parking and Transportation Services prior to the completion of the final construction and bid documents.

The responsibility and implementation costs for any TCP required before, during, or after the project construction activity, shall be the responsibility of the Contractor. These costs shall include all labor and equipment necessary to meet the requirements of the TCP, including all reimbursement costs to the Office of

Parking and Transportation Services for special traffic direction, construction parking enforcement, or other personnel utilized to provide and assure the safety of LSU during the construction.

The TCP shall follow the standards found in the Uniform Manual for Traffic Control Devices issued by the State Department of Transportation (DOTD), except as modified by the Office of Parking and Transportation Services.

Cost and convenience should always be subordinated to the safety of the students, faculty, employees, and visitors on the LSU campus.

C. TOILETS

1. The Contractor shall provide and maintain temporary toilets as necessary for use of workmen, unless otherwise noted. Locate toilets where directed, and keep toilets in sanitary condition.

D. PROTECTION

1. The Contractor shall at all times be responsible for ensuring the safety of all occupants and users of the building from injury or damage resulting from any contact with the work, workmen, or equipment. The Contractor shall at all times be responsible for protecting building, property and contents during construction.

E. DEMOLITION

1. The Contractor shall perform all demolition necessary or required to complete the work shown on the drawings or described in the specifications. Take special precautions to protect existing work which is to remain in place or to replace or repair any damage to such work.
2. The Contractor shall establish construction waste management plan to ensure 50% (by volume) is diverted from the waste stream (salvaged, recycled, or reused). Separate containers shall be provided onsite by the contractor for source separation by all job-site personnel.

Quantities shall be tracked and final documentation and verification of landfill diversion records should be provided to LSU with final application for payment. Final report of construction debris tonnage (and volume) shall be submitted to LSU Recycling. This department can also provide contacts for recycling materials. Designer shall add a spec outlining the expectation of the management plan.

F. TRASH AND DEBRIS REMOVAL

1. The Contractor shall not permit trash and debris to accumulate in the building or on the ground in the vicinity of the building. They shall establish and maintain a

regular daily routine for removing trash and debris and hauling it away from the premises. The University shall have first salvage rights to any material or equipment removed from campus buildings. Any ornamental iron work, decorative light fixtures or hardware of historic nature shall be turned over to Facility Services

2. The Contractor shall be responsible for the removal and offsite disposal of all trash and debris from the campus originating from his project.

G. CUTTING AND PATCHING

1. Cutting and patching for all work in the project shall be the responsibility of the Contractor. They shall make neat and substantial joints between existing and new work, including patching, painting, finishing, etc. Patching shall be done to match existing construction as closely as possible. All work shall be left in a complete and finished condition, including existing surfaces affected by work in this contract.

H. WARRANTY PERIOD

1. All workmanship, materials, and equipment shall be guaranteed for a period of one year from the date of the official acceptance of the Contract, unless a longer period is stated in the specifications or in manufacturer's literature.
2. When items of equipment or material fail to perform or to give satisfactory service during this warranty period, the Owner may require that corrections be made even to the extent of installing new equipment or materials. When this becomes necessary, the warranty period shall extend for a period of one year from the date of acceptance of the new installation. The extended warranty period shall apply only to those items which have not performed satisfactorily.

I. ELECTRONIC SUBMITTALS

1. For purpose of clarity, Contract Documents include:
 - Paper and Digital Construction Drawings.
 - Paper and Digital Text Documents that include Construction Specifications (Specs), and Operation's Manual (O&M).
2. These guidelines are exclusively for electronic deliverables. Guidelines for submittals other than electronic media are specified elsewhere in the Contract Documents.
3. Unless specified otherwise in the Contract Documents, the Consultant shall submit electronic deliverables at the following stages of the project:
 - Programming
 - Schematic Design

- Design Development
 - Construction Documents
 - Project Closeout
4. Electronic deliverables for Programming, Schematic Design, Design Development, Construction Documents and Project Closeout must be in Adobe Acrobat (pdf) and/or dwf formats. "CAD files larger than 10 megabytes shall be in dwf format. **DWG files are required for Project Closeout.**
 5. Electronic submittal shall include pdf and/or dwf files of all CAD layouts. This assures that paper prints match digital files. Each respective CAD file will be named to relate to its sheet number within the plan set.

For example, the pdf file for the sheet numbered A1-1.dwg shall be named "A1-1.pdf and/or "A1-1.dwf.

6. All electronic deliverables shall be identical to the paper copies. That is, electronic deliverables are digital versions of paper documents and include:
 - Construction Drawings
 - Project Specifications
 - Operations Manuals

J. MEDIA AND DATA TYPE

1. All electronic deliverables must be submitted on Compact Disks (CDs) and/or DVDs formatted for the PC. Each media disk must be labeled with the project's name, project's number (State ID number), date, and consultant's name.
2. Compressed files are allowed only if accompanied by a non-proprietary, "self-extracting" file. **E-mail submittals are not allowed.**
3. Electronic Text and Graphic Documents shall be in Adobe Acrobat (pdf) and/or AutoCAD dwf formats. PDF files shall be in Version 6 or higher.
4. CAD drawings shall be in AutoCAD Release 2000 or greater. If a program other than AutoCAD is used to generate the project drawings, the Consultant shall be responsible for all conversion procedures necessary to generate the AutoCAD files. The Consultant shall also be responsible for maintaining the accuracy and inclusion of all items within the drawings during any translation process. **DXF format is not allowed.**
5. Data Structure:
Store all files in a master folder. The master folder must be titled with the name of the project, date, and its corresponding project number.

The master folder shall contain the following subfolders: SPECIFICATIONS, OPERATIONS MANUAL, XREFs, RASTER, CAD. The RASTER folder shall contain images, logos, graphics, etc. The CAD folder shall contain subfolders for each discipline, including: CIVIL, LANDSCAPING, ARCHITECTURE, STRUCTURAL, MECHANICAL, ELECTRICAL.

6. CAD File Names:

Each file-name shall have the following format:

PROJECTNUMBER_YEAR_SHEETNUMBER

PROJECTCODE.EXTENSION

(e.g., Architectural Floor Plan Sheet 9 shall be named:

1960191B6_05_A09FP.DWG)

Individual files shall be placed in their corresponding subfolder (e.g., "A" sheets in the ARCHITECTURE subfolder).

K. CAD Format

1. CAD drawings shall be developed in conformance with the "**CAD Layering Guidelines**" (CLG) published by the American Institute of Architects (AIA), Second Edition. Each drawing file shall include only those layers that are used in the specific file. Unused or empty layers shall be "purged." Layers that are not listed in the CLG shall follow the same format as the CLG.
2. CAD drawings shall use standard AutoCAD menus, fonts, hatch patterns and line types. Copyrighted or non-Autodesk standard entities are not allowed.
3. CTB, PCP, PC3 or other files defining layouts, pen table, colors, widths and line styles shall be provided.
4. All unused entities such as layers, line-types, and blocks shall be "purged."
5. All drawings will be developed in full-scale format (e.g., one foot = one foot) in Model Space, and will be maintained as an integrated whole with individual drawings plotted using Layout/Paperspace.
6. Layouts:
Sheet layouts will have borders developed as "layouts" in Paperspace. Layouts must include project name, project number, name of structure, structure's physical address, state site-code, and state ID number (The site code and state ID can be obtained from Louisiana's Department of Facility Planning and Control). Viewports in Layouts must be "locked" so that they retain their scale factors.
7. Nominal dimensions are not allowed in the generation of electronic drawings.

8. Title page shall contain a VICINITY MAP, a project summary that includes square footage and an outline of applicable codes.

PROJECT NAME AND NUMBER HERE		
SHEET NO.	DRAWING DESCRIPTION	AUTOCAD® FILES
TS1	Title Sheet, Notes, Abbreviations, Symbols	1960191B6_05_TS1.DWG
SP-2	Site Plan	1960191B6_05_SP02.DWG
A-3	Demolition of Second Floor Plan	1960191B6_05_A03DFP2.DWG
A-4	Admin Office Enlarged Floor Plan	1960191B6_05_A04EFP.DWG
A-5	Interior Elevation	1960191B6_05_A05IE.DWG
A-6	Building Section	1960191B6_05_A06BS.DWG

L. PRE-CONSTRUCTION CONFERENCE

1. After notification that the Contract has been executed, the Architect shall arrange and conduct with the Owner and Contractor a pre-construction conference to be held at the project site. The Contractor shall be responsible for ensuring that their subcontractors are in attendance and shall furnish to the Architect and Owner (1) the Schedule of Values, (2) list of subcontractors and material suppliers, and (3) the Construction Schedule.

M. PUNCH LIST ITEMS

1. At the time of the final inspection, a punch list with assigned monetary values will be compiled by the design professional in charge. If these items are not completed within the 45 day lien period, the monetary value of the item will be withheld and the item will be completed by the University.

L. TEMPORARY UTILITIES

1. Utilities during construction of new facilities or major modifications are the responsibility of the contractor. They may be purchased from the University, if available. Contractor is responsible for connection, metering and payment.

M. ACCEPTANCE AND FINAL INSPECTION

1. No project will be accepted for occupancy and no final inspection will be scheduled until the HVAC system is completely commissioned, including being fully integrated into the Campus Building Automation System, and balanced.

A Technical Air Balance report (TAB) must be prepared and delivered to the University. The TAB is to be reviewed and approved by the designer and their consultant prior to final inspection. The TAB will be utilized by Facility Services at

the time of final inspection to determine if the HVAC system is operating properly and the project can be accepted and occupied. A Registered Professional Engineer, employed by Facility Services, will be the determinant of the acceptability of the HVAC system.

N. INTERIOR RENOVATIONS

1. At job completion, strip tile floors to remove dirt, marks and previous finishes and apply three (3) coats of Johnson's Vectra Finish, or equal, as approved by the Office of Facility Services-Building Services Department. For masonry/stone floors, strip floors and apply three (3) coats of Johnson's Plaza Finish, or equal.

O. NEW BUILDINGS NAMED AFTER AN INDIVIDUAL

1. A bronze plaque with bibliographical information, including the Individual's relationship with LSU, may be displayed. The History Commission can be contacted for assistance on wording of the plaque and this requirement is in addition to any required by the State.