

GUIDELINES FOR PROFESSIONAL SERVICES

DIVISION 2 – EXISTING CONDITIONS

The following items are to be included on the drawings and in the specifications by the Design Professional:

I. CONSTRUCTION RENOVATION EQUIPMENT IDENTIFICATION

- A. The following procedures shall be followed whenever any equipment is removed or replaced. These procedures are designed to complement the Archibus program being used by the School District.
1. The Archibus identification tag on the removed equipment shall be removed and turned over to the Facilities Zone Manager. This is a Bar Code style metal tag affixed to the exterior of the equipment, and identifies any item requiring maintenance.
 2. The description of the equipment, its location, and school site where the equipment is located shall be included with each tag.
 3. The make, model number, serial number, and operation and maintenance instructions of the replacement equipment shall be included with each tag.
 4. The Facilities Department shall be responsible for affixing an identification tag on the new equipment, and adding the item to the Archibus system.
 5. Any equipment to be deleted from a cost center inventory must be surveyed by district personnel to determine if the equipment should be disposed of, stored for reuse, or sent to the SCSB fixed assets warehouse for auction. Coordination shall be through the SCSB project manager assigned to the project.

II. CONTAINMENT AND RESPONSE SPECIFICATIONS FOR REDUCING DEVELOPMENT OF MOLD-RELATED ISSUES ASSOCIATED WITH BUILDING RENOVATION AND CONSTRUCTION

- A. Proactive Measures. The following shall be included in the project specifications:
1. The Project Contractor shall have a basic knowledge, acquired through appropriate training and ideally previous experience, of available proactive measures used for preventing development of mold-related issues during completion of typical building construction/renovation projects.

2. The Project Contractor shall be capable of implementing proactive measures typically used for preventing development of mold-related issues during completion of typical building construction/renovation projects. Such proactive measures shall minimally include:
 - a. Physical isolation of project work from non-work areas (e.g., by construction of effective floor-to-ceiling and wall-to-wall containment barrier systems).
 - b. Physical isolation of ventilation system components servicing containment zones (e.g., by effective sealing of supply/return air registers using polyethylene sheeting.)
 - c. Negative-pressurization of containment zones (e.g., by use of negative-air devices exhausting HEPA (high-efficiency particulate arrestance) filtered air directly outdoors).
3. The Project Contractor shall have a basic understanding of implementing mold response strategies by methods in accordance with generally accepted industry guidelines, to minimally include those described in documents published by the following:
 - a. New York City Department of Health (NYDOH; 1995)
 - b. American Conference of Governmental Industrial Hygienists (ACGIH; 1999)
 - c. United States Environmental Protection Agency (USEPA; 2001)
 - d. Institute of Inspection, Cleaning and Restoration (IICRC; 2003)
 - e. American Industrial Hygiene Association (AIHA; 2004)
4. The Project Contractor shall develop a plan of action for response to detection of suspect mold activity should it be discovered during completion of originally contracted project tasks.