SECTION 00 10 00 - GENERAL INSTRUCTIONS TO DESIGN TEAMS

1.1 SUMMARY

A. These Facility Standards are intended to guide the Design Team as they proceed with the work of their Project. Each member of the Design Team shall review the entire contents of these Facility Standards and assure that their work complies in every way with these guidelines established by Case Western Reserve University and detailed herein.

B. While the Design Team is encouraged to investigate new technologies and materials, all deviations from these Facilities Standards shall be authorized in writing by the Owner.

C. These Facility Standards are organized using the 2004 CSI 49 Division Format, and are set up like a Project Manual, with the one exception being that each Section is addressed to the Design Team instead of the Builder, as would normally be the case in a Project Manual.

D. These Standards do not relieve the Design Team of their responsibility to develop their own Specifications for inclusion with the Contract Documents, nor do they relieve the Design Team of their professional liability as Registered Architects and Engineers under the Ohio Administrative Code, for the design and specification of their Work.

1.2 GENERAL

A. In each Section herein, general requirements are listed, and if appropriate, Owner preferred manufacturers are listed. The design shall be based around these preferred manufacturers, unless authorized in writing by the Owner.

B. When designing remodeling project, attempt to match existing equipment whenever possible.

C. Specifications have been placed in the most frequently used specification Section. If these types of goods, materials or systems need to be specified outside the Section noted, these Facilities Standards shall still be followed, e.g. if faucets are specified with hoods in Division 11, the Facilities Standards for faucets listed in Division 22 shall still be followed.

D. Assure that the documents allow for the Owner to inspect all work, including materials and workmanship at all times during construction, provided that the Owner shall not unreasonably interfere with the performance of the work by Contractor. Neither the Owner's right of inspection, whether or not exercised, nor any other such inspection, shall relieve the Contractor of their responsibilities for the proper performance of the work.

E. The General Specification for the CWRUnet Premise Cabling system shall be included in the final project documents, intact and without editing.

F. All The Medical Center Company requirements shall be included in the final project documents, intact and without editing.

G. When Contract/Bidding Documents are between 80-95% complete, Design Team shall deliver the following documents to the Owner. Owner shall have at least two (2) weeks to review these documents and will provide comments back to Design Team for incorporation into the final set of Contract/Bidding Documents.

1. Three (3) complete sets of all Contract Documents.

    a. Note: larger Projects may require review by additional Owner entities and additional sets of documents shall be provided as appropriate.

2. A list of suggested Bidders.
3. A program estimate of the annual energy consumption of the building's mechanical and electrical systems.

H. Owner has preferred pricing Contracts for selected products and services, e.g., hardware and furniture. Design Team shall contact Owner for details regarding how these products should be specified.

I. All design structural load values, i.e. Dead Loads, Live Loads, Wind Loads, Seismic Loads, etc. shall be determined/calculated by the Structural Engineer member of the Design Team. All of these design loads shall be shown in tabular format, on a single sheet, in the Structural Drawings, and in turn, all other members of the Design Team shall refer to those loadings for their work in all other locations.

J. All Contract/Bidding Documents shall be prepared using AUTOCAD or BIM, and shall be provided to Owner in hard copy as well as an agreed upon electronic format.

1.3 BUILDING CODES

A. All designs shall comply with current Ohio Building Code, current NEC Standards, current Municipal Building Codes if applicable, current Municipal Zoning Ordinances, and any other applicable specialized codes and ordinances.

B. All designs shall comply with current ADA Requirements.

C. All designs shall exceed current ASHRAE 90.1 Standards by 30%.

D. All designs shall comply with current EPA Energy Star Standards.

1.4 SPECIAL CONDITIONS

A. The following Special Conditions shall apply to all construction. Design Team shall assure that these directions are included in the Contract Documents.

1. Contractor(s) shall have a CWRU service vehicle permit for all vehicles parked at the site.
2. Normal work hours in buildings shall be 7:30 am to 4:30 pm unless stated otherwise in the Bidding Documents.
3. Buildings shall normally be open to the public from 9:00 am to 5:00 pm unless stated otherwise in the Bidding Documents. All noisy construction operations shall be performed prior to or after these public hours. All overtime expenses for these operations shall be included in the Bid.
4. The Contractor shall clean and protect all finishes in the work areas to minimize dust transmission throughout the building, vacuum carpeting as required but not less than once a day, and shall leave work area in a "like new" condition.

5. Some areas of work may require access by appointment only, premium time, and/or protective clothing. All overtime expenses for these operations shall be included in the Bid.
6. Contractor shall be responsible for painting and patching all surfaces where existing equipment or wiring has been removed. All painting shall cover a wall from corner to corner and floor to ceiling and shall cover the ceiling from wall to wall or break in ceiling plane.
7. The expense of all bonds, permits, etc. shall be included in the Bid.
8. Contractor shall submit a Work Schedule for the project with their Bid. This Work Schedule shall include all significant milestones, particularly milestones identified by CWRU.
9. Contractor shall be responsible for protecting all occupants' private property within the construction area in existing buildings. All methods of protection shall be approved by the Owner prior to commencing work.
10. Existing buildings may be occupied during the construction period. A class schedule will be provided to the Contractor as soon as available. Noisy construction operations shall be suspended during mid-term and final exams.
11. Some areas of buildings may operate 24 hours per day, 7 days a week. Extreme care shall be utilized while working in these areas to minimize noise transmission and dust generation.
12. Areas of work may have Asbestos Containing Materials (ACM). Contractor shall coordinate with the Owner all work in areas with ACM. All work in or on ACM or demolition of ACM shall be provided by the Owner's asbestos abatement contractor under a separate agreement with the Owner.

END OF SECTION