

## SECTION 01 35 00 - SPECIAL PROCEDURES

### PART I - GENERAL

#### 1.1 FIRE PROTECTION

- A. **Regulations:** The Contractor shall comply with the University of Illinois Regulations entitled *Fire Safety in Welding and Cutting Operations and Fire Prevention During Building Construction Operations*. Copies of these regulations can be obtained from the Owner and shall be posted by the Contractor at the site of work.
- B. **Fires:** The Contractor shall prohibit the lighting of fires about the premises and use due diligence to see that such prohibition is enforced. Debris and waste materials shall not be burned at the construction site but shall be promptly removed to prevent the accumulation of combustibles on the site or within the building.
- C. **Smoking:** Smoking is prohibited in all U of I facilities. The Contractor shall furnish and post "NO SMOKING" signs at appropriate locations throughout the building areas and other enclosed spaces on the site where his operations are conducted.
- D. **Welding and Cutting:** It shall be the responsibility of the Contractor to notify the Owner's Service Department at the Facilities and Services Division (217-333-0340) at least 4 hours in advance of the work when welding or other fire hazardous work is to be performed and to take precautionary measures to prevent fire.
- E. **Heater:** The heaters on site shall be properly installed to protect combustible walls, floor and roof. Salamander heaters or other types of open flame heaters shall not be used except with the special permission of the PSC and then only when such salamanders or open flame heaters are maintained under constant supervision.
- F. **Flammables:** Gasoline and other fuels shall be kept and handled from National Board of Fire underwriter's approved safety cans and shall be stored away from hazardous work areas.

#### 1.2 ASBESTOS REMOVAL

- A. **Remove Prior to Construction:** The U of I has an Asbestos Abatement Program. This program requires that any area within a U of I facility that is to be remodeled must be inspected for the presence of asbestos containing building materials (ACBMs) prior to commencement of work activities. All readily accessible asbestos should be removed before construction work proceeds. No workers or other activity should be allowed in the area containing suspected material until it has been removed or certified as not having friable asbestos.
- B. **Discovery During Construction:** When discovering asbestos material during construction, notify the Owner so appropriate action may be taken.

#### 1.3 HOISTS, SCAFFOLDS AND LADDERS

- A. **Hoists:** The Contractor shall furnish, erect, operate and maintain suitable hoisting equipment as may be necessary for the safe handling of material entering into the Work. Material hoists shall be constructed and maintained in accordance with all applicable federal and state laws, regulations and local ordinances. Location of hoists shall be subject to approval by the PSC and the Owner.

- B. **Scaffolds and Ladders:** The Contractor shall furnish, erect, maintain and move all scaffold and ladders required for his Work. Scaffolds shall be constructed and maintained in accordance with all applicable state and federal laws and local ordinances. Scaffolds and ladders shall be promptly removed after their purpose has been served.

#### 1.4 SITE SECURITY

- A. **Daily Inspection:** Full-time watchmen will not be specifically required, but the Contractor shall provide inspection of the building and site daily while the work is in progress and shall take whatever measures are necessary to secure the building from theft, vandalism and unauthorized entry.

#### 1.5 UTILITY LOCATE PROCEDURE

- A. **Call Before You Dig:** Before performing any excavation on the University of Illinois at Urbana-Champaign campus, Willard Airport, Allerton Park, 4 H Camp, and/or The Construction Engineering Research Laboratory (CERL), call JULIE at 800-892-0123, or simply dial 811.
- B. **Excavation:** Excavation means any operation in which earth, rock, or other material in or on the ground is moved, removed, or otherwise displaced by means of any tools, power equipment or explosives, and includes, without limitation, grading, trenching, digging, ditching, drilling, augering, boring, tunneling, scraping, cable or pipe plowing, and driving.
- C. **Required by Law:** Calling for a utility locate is required by the Illinois Underground Utility Facilities Damage Prevention Act, and is applicable everywhere in the State of Illinois.
- D. **JULIE Membership:** The University of Illinois at Urbana-Champaign is a member of JULIE and operates in accordance with all applicable methods, policies and procedures of JULIE.
- E. **White Lining of Proposed Excavation:** The Illinois Underground Utilities Facilities Damage Prevention Act requires all excavators to white-line the dig site when practical. JULIE and its member companies strongly urge white-lining prior to processing their locate request. In winter months when snow is present, the use of black paint or flags is encouraged. White-lining is the process of going to the proposed excavation site and outlining or marking the area where proposed excavation digging will occur with white paint and/or white flags prior to contacting JULIE.
- F. **Utilities on the Campus:** The underground infrastructure of many different utility companies is present under the campus. A partial list of companies includes: Urbana-Champaign Sanitary District, Ameren Illinois, Illinois American Water, Comcast, ATT Telecommunications, Sprint Telecommunications, Lightcor Communications, Urbana-Champaign Big Broadband, City of Urbana, City of Champaign, City of Savoy, Kentucky Data Link, and several others.
- G. **Additional Information:** Additional information may be located at the following locations: [www.illinois1call.com](http://www.illinois1call.com) and <http://www.fs.illinois.edu/services/utilities-energy/utility-locating>

#### 1.6 CAMPUS UTILITY AND BUILDING SYSTEM OUTAGE PROCEDURE

- A. General:

1. **5 Days Notice:** Outages for building systems and campus utilities shall be scheduled at least 5 working days in advance, at the convenience of the continuing operations of the Urbana campus. Please note that outages are scheduled at the convenience of the continuing operations of the Urbana campus. Research and Housing Operations may allow outages only when they are closed or during times when classes are not in session. Significant advanced planning is necessary when an outage is required.

2. **Costs Incurred:** New construction and remodeling projects shall fund all costs incurred in operating systems to accommodate any scheduled or unscheduled outages. Small project remodeling shall have costs and funding approved by campus representatives.

B. Planning:

1. **Contact Project Manager:** The Contractor shall advise the U of I Project Manager of the need for an outage. It shall be the responsibility of the U of I Project Manager to contact the person within the Facilities and Services (F&S) Division that has the operating responsibility for the subject system.
2. **Contact Service Office:** In the event that a Project does not have an assigned F&S liaison person, project personnel shall call the F&S Service Office at (217) 333-0340. F&S Service Office Personnel will direct the caller to the person within F&S that has the responsibility for the subject system.
3. **Provide Necessary Information:** When requesting the outage, the Contractor shall include, as a minimum, the following:
  - a. Project contact person, including telephone
  - b. Type of outage and specific systems affected
  - c. Building or specific areas within buildings affected
  - d. Date and time of outage
  - e. Length of outage
  - f. Specific reason for outage
4. **F&S Will Evaluate Request:** F&S personnel will evaluate the request and determine the magnitude of the shutdown required and its impact on the continuing operations of campus departments. The Contractor will then be advised of the schedule for the requested outage. It should be noted that many outages are required to be conducted during evening, weekends, and campus holiday periods.

C. Scheduling:

1. **F&S Service Office Will Schedule:** When an available date and time are acceptable to the Project, the outage will be formally scheduled by the F&S Service Office.
2. **Contacting Campus Community:** The F&S Service Office is responsible for contacting numerous members of the campus community when scheduling outages. Therefore, once an outage is scheduled, meeting the established schedule is of critical importance.

D. Execution:

1. **Begin Work Promptly:** The Contractor shall agree to start work promptly as scheduled.
2. **Cancellation of Outage:** In the event that the Contractor's required material or labor is not available, or other significant problems arise at the scheduled starting time, F&S reserves the right to cancel the outage.

## 1.7 GPS DATA COLLECTION

- A. **Minimum 24 hours:** The contractor shall contact the Facilities & Services project representative a minimum of 24 hours prior to backfilling any underground utility installation exterior to the building including excavation for maintenance and/or repair of an existing utility for the purpose of GPS data collection.

## 1.8 STREET(S), SIDEWALKS, BICYCLE ROUTES, OR BICYCLE PARKING CLOSURES

- A. **Closure Notice Required:** A University of Illinois Street Closure Form is required to advise emergency responders such as METCAD, Fire, and Police, adjacent governmental jurisdictions, and others of an impending closure of any University-owned streets, bike paths, walks, parking areas, loading docks, or other traffic ways to vehicular or pedestrian traffic. The notice also advises the media of the planned closure so public notice can be given and posts the street closure information online.
- B. **Two Week Notice, minimum:** Closure notice requests shall be completed and submitted for approval at least two (2) weeks prior to the actual closure date to allow public safety units, transit, and others time to plan their emergency, temporary service routes. This process should be followed as far in advance as practical.
- C. **Street Closure Form and Process:** The most up-to-date form should be downloaded from <http://www.fs.illinois.edu/docs/default-source/tdm/traffic-closure-request-form.docx>. Complete the form and submit it to [fandscampustdm@illinois.edu](mailto:fandscampustdm@illinois.edu), along with a diagram of the area to be closed, including all re-routes for all modes of transportation. The Transportation Demand Management department at F&S will review the closure, verify there are no conflicts, and issue an approval for the closure. Then the notice will be distributed to impacted agencies and posted online at <http://www.fs.illinois.edu/approved-closures>.
- D. **Delay of Work:** Projects may be delayed if closure notice request forms are not received in a timeframe so as to provide proper lead-time.

## PART 2 - PRODUCTS

### 2.1

## PART 3 - EXECUTION

### 3.1

END OF SECTION 01 35 00

This section of the *U of I Facilities Standards* establishes minimum requirements only. It should not be used as a complete specification.