

DIVISION 01 – GENERAL REQUIREMENTS**01 31 19 – Meetings**

1. During the project design phase, conduct a minimal of four review meetings per project: stakeholders meeting (programming), SD design review, DD design review, and CD design review. These meetings should identify and use opportunities to achieve synthesis across disciplines and building systems. The DD review meeting requires additional documentation as follows:
 - a. A/E firm shall submit one set of documents (drawings and specifications) to RIT.
 - b. RIT shall comment on drawings and specs within an agreed-upon time frame.
 - c. Organize a review meeting at RIT to discuss each comment and determine items to be included in final Construction Documents. RIT will provide one set of comments.
2. A/E firm is responsible for documenting meeting minutes and distributing within 4 days of the meeting.
3. See the Detail of Services and Responsibilities (DSR) for more information.

01 33 00 – Submittal Procedures

1. Submittals shall be transmitted via Projectmates, rit.projectmates.com.
2. Required Submittals
 - a. Product Data, Shop Drawings
 - b. MDS
 - c. Certifications
3. Reference RIT *General Conditions of the Contract for Construction*, found at <https://www.rit.edu/fa/procurement/construction/constructiondocs.html>

01 33 29 – Sustainable Design Reporting

1. Reference NYSERDA and LEED Construction Process document, <https://www.rit.edu/facilitiesmanagement/sites/rit.edu.facilitiesmanagement/files/Vendor%20Contractor%20Info/Design%20and%20Construction%20Guidelines/RIT%20FMS%20NYSERDA%20Process%2009%202012.pdf>

01 44 19 – Contractor Rules

1. Project Administration
 - a. Provide a work schedule prior to starting work.
 - b. Ensure that a Workforce Log (available from FMS) is completed daily and submitted weekly.
 - c. Submit detail documentation for any T and M work.
 - d. Obtain the Project Manager's approval prior to undertaking any changes that will incur additional cost.
 - e. Provide record drawing files, as-built files, O&M manuals, and other materials outlines in the Detail of Services and Responsibilities (DSR) at end of jobs.
2. Conduct
 - a. Respect students, faculty, and staff. Harassment (e.g. leering or use of foul language) or disturbance (e.g. radios or loud talking) will not be tolerated.
 - b. Assure workers are properly attired.
 - c. Normal work hours are 7:00 AM to 3:30 PM unless prior arrangements are made with the Project Manager.
 - d. Smoke in approved areas only. There is no smoking inside any buildings.
 - e. No two-way radios or cell phones are allowed inside Wallace Library.
3. Housekeeping
 - a. Clean worksite daily.
4. Communication
 - a. Ensure that the Project Manager is advised of any deviations from schedule or scope.
 - b. Do not take directions from anyone but the Project Manager.
5. Teamwork
 - a. Take ownership of every facet of the project, and maintain an owner's perspective of quality balanced with budget.
6. Accidents and Emergencies
 - a. Report any accident to Campus Safety.
 - b. Call Campus Safety (475-3333) to request emergency or ambulatory assistance.
7. Keys
 - a. Obtain necessary keys from Project Manager prior to starting work.
 - b. A \$500 fine will be imposed for lost keys.

8. Shutdowns
 - a. Give advance notice of and get approval for Utility and/or Fire Alarm shutdown ten working days in advance.
9. Fire Alarms
 - a. Bag smoke detectors within or adjacent to the work area prior to starting work each day. Bags must be removed at the end of each day. A \$500 fine will be imposed for each avoidable false alarm.
10. Safety
 - a. Be aware of the deaf and hard of hearing population on campus (delivery vehicles, forklifts, cranes, etc. must utilize flagmen).
 - b. Comply with all codes and safety rules, regulations, practices.
 - c. Apply for a Hot work permit on the Environmental Health and Safety website, <https://www.rit.edu/ehs/hot-work-permit-program>
 - d. Reference Section 00 73 19 for further safety requirements.
11. Parking and Transportation
 - a. All vehicles parked in campus lots must have valid parking permits, available through Project Manager.
 - b. No vehicle shall be permitted to park on grass areas or pedestrian walkways unless specifically authorized by Project Manager.
 - c. The contractor shall not store vehicles, equipment, or material on campus property without approval.
 - d. Loading and unloading of equipment shall be performed at the location determined by Project Manager.
 - e. Parking for workers shall be determined by Project Manager. Workers will need to be shuttled to the site as needed.
 - f. Each site has unique requirements for student and faculty safety and convenience that will impact the location and type of construction safety fencing, barricades, signage, etc. The bid documents shall require that the contractor prepare a plan for these items for review with the Project Manager before commencing with the project.
 - g. Park only in "General" parking spots in regular parking lots and display contractor permits (obtained @ the Parking and Transportation main desk in Grace Watson Building 25 open 7:30am-5pm Monday through Friday). Violators will be towed.
 - h. Driving or parking on sidewalks is prohibited.
 - i. Fire Gates are to remain locked at all times. If you need to open a gate to drive through, you must stop and lock it immediately behind you.
 - j. Citations issued to contractors must be paid within 10 days. Parking passes will not be issued to contractors with outstanding citations.
 - k. Acquire a parking permit via the web-based form on the Parking and Transportation website, <https://www.rit.edu/parking/vendors-contractors>

01 50 00 – Temporary Facilities and Controls

1. Contractor may be permitted to use existing utility services for minor renovation projects with Owner's permission. Design team needs to confirm availability before issuing bid documents.
2. Temporary Facilities
 - a. Enclose construction area with fence; coordinate product with owner. Reference RIT *General Conditions of the Contract for Construction*, found at <https://www.rit.edu/fa/procurement/construction/constructiondocs.html>
 - b. Provide self-contained toilet units as required.
 - c. Field Offices: Provide separate offices for contractor as required. Local permitting for office trailer use is the responsibility of the contractor.
3. Contractor shall provide and maintain signage that restricts access to site of all persons not employed by contractor or authorized university employees.

01 73 29 – Cutting and Patching

Reference RIT *General Conditions of the Contract for Construction*, found at <https://www.rit.edu/fa/procurement/construction/constructiondocs.html>

01 77 19 – Closeout Requirements

1. A punchlist walkthrough shall be performed prior to project closeout.
2. Refer to Division 00 Appendix 1 - Project Record Documents and CAD Specifications for documents required throughout phases of project and as-built requirements.
3. Retainage shall be paid in response to obtaining all close-out documents.

01 81 13 – Sustainable Design Requirements (RIT Climate Action Plan)

1. Adhere to RIT's Climate Commitment, <https://www.rit.edu/sustainablecampus/climate-commitment>

01 84 00 – Space Definitions and Guidelines

1. Offices
 - a. Types
 - i. Closed; visual and audible separation with full walls or panels to or through the ceiling, lockable door, natural light preferable but not required
 - ii. Semi-Closed; visual separation and partial audible separation with (approximate) 84" high walls or panels, door, borrowed light preferable but not required
 - iii. Semi-Open; shared office space with partial height panels providing visual separation when seated
 - iv. Open; shared office space with screen separation of work areas
 - b. Legend of Terms
 - FT – Full Time
 - HC – Headcount
 - NASF – Net Assignable square feet
 - c. Appendix 1 shows the recommended NASF for a person by position type. These guidelines are not a guarantee that an employee or affiliate of the University will receive a specific office type or amount of square feet, but rather defines the maximum NASF an employee should occupy. NASF is defined as the area of a building suitable for occupancy, measured from the interior walls, including closets and secondary corridors within assignable space. This excludes main corridors, bathrooms and other non-assignable space.
2. Toilet Rooms
 - a. Types (divided into four categories based on public exposure)
 - i. Public: serving a space intended for the general public, such as building lobbies, cafeterias, sports arenas, theaters, auditoriums, and main circulation.
 - ii. Semi-Public: publically accessible generally used by local occupants, such as office and work suites and dorms with gang bathrooms.
 - iii. Semi-Private: use restricted to limited number of people, such as apartment suits.
 - iv. Private / Other: private to a single office, of historical significance, or otherwise unique. These bathrooms shall be handled on a case by case basis.

01 89 00 – Site and Parking Lot Design Standards

1. Include the following notes and specifications in engineering packages.
 - a. Approved drawings
 - b. Schedule of work
 - c. Call both RIT and Dig Safely at least four days in advance for utility stakeouts.
 - d. Provide survey/utility drawing based on RIT datum.
 - e. Provide and maintain erosion control as noted on plan prior to start.
 - f. Provide proper signage during construction to maintain traffic flow.
 - g. Provide required maintenance and protection of traffic.
 - h. Strip and stockpile topsoil on site per RIT direction. Discuss requirements **per project** with Grounds Foreman prior to issuing bid drawings.
 - i. Excess non topsoil to be determined by RIT if left on site or removed from site.
 - j. Provide required temporary and permanent signage.
2. A turning radius of 43 feet shall be required for RIT shuttle busses.

Appendix 1 – Position NASF Table

	Position/Title	Area (SF)	Type			
			Closed	Semi-Closed	Semi-Open	Open
EXEC	President	360	X			
	Provost	240	X			
	Sr. Vice President	240	X			
ACADEMIC	Dean / Associate Provost	240	X			
	Associate/Assistant Dean	120	X			
	Administrative/Chair	120	X			
	Tenured / Tenure-Track	96	X			
	Non-Tenure Track	96	X	X		
	Adjunct	24			X	X
	Post-Doc	80		X	X	
	Grad Student - PhD	48			X	X
	Grad Student – Masters TA or RA	48			X	X
	Grad student – Masters Research	24				X
	Grad Student – Masters FA/Architecture	80/48			X	X
	ADMINISTRATIVE	Vice President	240	X		
Associate/Assistant Vice President		120	X			
Director		120	X			
Associate/Assistant Director		96	X			
Manager/Supervisor		96	X			
Full-time Exempt Staff		96/80	X	X		
Full-time Non-Exempt Staff		96/80	X	X		
Part-time Non-Exempt Staff		80/48		X	X	
Temporary Full-time (IE: Coop)		80/48		X	X	
Temporary Part-time (IE: Student Emp)		48/24			X	X
GENERAL	Department Office and Reception (per module) [1 mod ≤ 10 HC < 2 mod ≤ 80 HC < 3 mod]	96				
	Conference (per FT faculty / staff HC)	25				
	Collaboration (per FT grad and undergrad student HC)	2.5				
	Lounge/Gathering (per FT / staff HC)	10				
	Office Support (% of office NASF)	25%				

HC: head count
FT: Full-time
Mod: module