Section 01 00 00 – GENERAL REQUIREMENTS

01 14 00 Work Restrictions
1.1 Generally, all construction work shall be scheduled between 7:00 AM to 6:00 PM on weekdays.

1.2 The IU Construction Manager will arrange for keys to be issued to the Contractor for access to buildings or rooms. The Contractor is required to fill out a form for the keys and is liable for the cost of rekeying if the keys are lost or not returned.

1.3 Excessive noise from construction activities may require rescheduling to avoid “quiet week”, “finals week” or at the request of building occupants.

1.4 All work areas shall be cleaned up, “neat and tidy” for graduation ceremonies the first week of May.

01 18 00 Utilities
1.1 Review project requirements for natural gas, electric power, domestic water, sanitary sewer, storm water drainage, chilled water, hot water, and steam with IU Engineering Services and Utilities.
   a. Review with the designated University Information Technology Services (UITS) requirements for telephone and data lines.
   b. Review requirements for emergency telephones and CCTV with Team Leader.

1.2 Review with Engineering Services when utilities need to be rerouted, removed or abandoned in place.

1.3 On projects within existing buildings, the university will pay for temporary utility costs incurred by the Contractor.

1.4 It is the Contractor’s responsibility to convey the utilities to the point of usage and to provide the means of conveying the utilities.

01 20 00 Price and Payment Procedures
1.1 Contractors shall use the AIA G702 & G703 with partial waiver of Lien for payment. Two (2) copies with original “wet” signatures are required.

1.2 Change Directives to the contract will be done with an IU Change Directive Form. The Contractor is required to include documentation for labor and materials.
1.3 Final payment cannot be made until all change orders are processed, Final Waiver of Lien and Consent of Surety are received.

01 21 00 Allowances and Unit Prices
1.1 Cash Allowances and Contingency Allowances are prohibited.
1.2 Any approved Allowances shall include a unit price for adjustment of the contract.

01 32 29 Periodic Work Observation
1.1 On projects with a State Plan Release, the State Inspector will perform inspections.
1.2 The Construction Management Division may perform inspections before placing of concrete, closing of walls, installation of windows, ceilings, roofing, and water proofing.
1.3 These inspections do not relieve the A/E from the duty to monitor construction for compliance with the documents.

01 33 23 Shop Drawings, Product Data, and Samples
1.1 Specify for Contractor submittals to be in electronic formats such as .jpg and .pdf and posted to the Project Web Site.
1.2 Samples cost the Owner, Consultant and Contractor for shipping and handling, cataloging, reviewing and storing.
1.3 Limit the number of physical samples to the minimum necessary to verify size, shape, color, and finish. Samples that can be incorporated into the final Work are preferred.
1.4 Mock-ups of exterior walls need to include all systems that become part of the wall. Include a sample window, all flashings, and sealants.

01 31 19 Project Meetings
1.1 The IU Construction Manager will schedule the Preconstruction Meeting.
1.2 Representatives from the A/E Consultant, the Contractor, the User Representative, and the IU Project Team will attend.
1.3 This meeting will go over the paperwork requirements for the Project including EEO policies, Risk Management procedures, General Conditions for the Contract, payment procedures, change orders, the Project start and completion dates, etc.
1.4 Dates and times for Project Progress Meetings will be agreed to.

01 31 23 Project Web Site
1.1 Projects will have a collaborative web site set up by the Team Leader to serve as a repository for the Project at the preliminary design phase.

1.2 This web site will be used by the Project Team for all photographs, meeting minutes, submittals and documents related to the project.

1.3 Training in the use of the web site will be provided by the University Architect’s Office to Consultants, Contractors, and IU Staff.

01 35 43 Environmental Procedures
1.1 The IU Environmental Health and Safety Department will advise the Project Team of the presence of hazardous or toxic materials that may require abatement.

1.2 The Project Team Leader will advise the A/E Consultant of any requirements for the Contractor to abate or remove these materials.

01 41 00 Regulatory Requirements
1.1 The Construction Design Release or Variances shall be obtained from the State of Indiana, Department of Home Land Security, Fire Prevention and Building Safety Commission.
   a. The A/E Consultant shall inform the Project Team Leader if other forms and/or applications are be required for the scope of the project.
   b. Electronic filing of documents is preferred by the FPBSC. Be sure to check the box indicating “State Owned Facility” when filing so that the proper inspection fee is calculated.
   c. Filing fees will be reimbursed by the Owner to the Consultant.

1.2 Refer to http://www.in.gov/dhs/2490.htm for a listing of current State of Indiana Codes and Standards.

1.3 Follow this link for the General Administrative Rules: http://www.in.gov/dhs/2490.htm
   a. Refer to Rule 3, Page 5 for Fee Schedules for:
      2. Variance Application Fees
      3. Construction Inspection Fees (to be assessed for all IU Projects)
   b. Refer to Rule 5, page 19 for Variances.
   c. Refer to Rule 6, beginning on page 24 for Design Releases, which also enumerates Exemptions from filing for a Design Release.

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1.4 The Application for Construction Permit for School Facilities is available at this link: http://www.in.gov/isdh/files/school_facilities_application.pdf
   a. This form is required for any IU building that will contain child care, day nurseries, or youth camps.
   b. Refer to 410 IAC 6-12 And IC 16-41-21 for additional information.

1.5 All Applications or required forms shall be filled out by the A/E Consultant.
   a. The Owner is the “Trustees of Indiana University”
   b. The University Engineer is the Designated Agent for signature as “Owner”.

01 52 13 Construction Facilities
1.1 Site Storage, Trailers and Offices (Review IU Project Site Requirements)
   a. Consider requirements of the Project scope for on-site storage of materials, location of tool trailers and contractor’s equipment.
   b. Avoid designating lawn areas for storage unless approved by the IU Landscape Architect. If on-site storage is not available, review with Owner’s Representative and Project Team Leader to select alternative storage sites.
   c. On small projects, the Owner’s representative may designate meeting rooms within the building for use by the Contractor.
   d. A separate office trailer, furnished by the Contractor for the exclusive use of the Owner’s Representative, will not be required for small projects.

   1.2 Review with Owner’s Representative the availability of restroom facilities in the building for the Contractor's use.

   1.3 Painted 4’x8’ project signs are reserved for use at Major Capital Projects and are not required for small projects. Contractor’s advertising signs are prohibited outside of the work area or on the building’s grounds.

01 55 00 Vehicular Access and Parking
1.1 Parking Permits are issued by Parking Operations for Contractor's vehicles.
   a. On-site parking spaces will be limited to two (2) spaces for job site access. Designated parking spaces shall be fenced or barricaded.
   b. Contractors shall arrange for off-campus parking for their employees and provide transportation to the project site.
   c. Review IU Project Site Requirements for additional information.

   1.2 Comply with requirements and restrictions for emergency vehicle access.

   1.3 Restrict use of loading dock by contractor to minimum time required for
loading/unloading supplies and materials. Contractor’s vehicles cannot be left unattended at loading docks, in fire lanes, or at any designated reserved or handicapped parking space.

01 55 29 Staging Areas
1.1 Indicate exterior staging area or point of access to building on drawings along with approved access route to Project Site.

1.2 Indicate location of dumpster and route for debris removal through occupied buildings. Provide screened fencing around dumpsters located in open areas.

1.3 Review vertical access within building, including use of stairs and elevator with the Team Leader.

01 56 00 Temporary Barriers and Enclosures
1.1 All renovation or construction work inside of occupied buildings will require temporary barriers to prevent unauthorized access and to control dust from entering into adjacent spaces. Refer to the IU Supplementary General Conditions and Project Site Requirements.

1.2 Indicate on the drawings the location of temporary interior dust partitions of non-combustible construction equal to metal studs and dry wall on both sides. Exterior drywall visible to public shall be taped with one coat of joint compound and painted with primer and two coats of paint.
   a. Provide a wood or hollow metal door frame with a lockable solid core wood or hollow metal door.
   b. Provide walk-off mats at entry to Project work area.

1.3 Designate a single entrance for all materials to be brought into or taken out of the work area. Specify minimum dust control at entrance of two layers of 6 mil polyethylene plastic sheeting over existing doorways. Provide for covering all supply and return air vents with air filters if air handlers to the area cannot be shut down.

1.5 Specify cutting of masonry or other materials that will create dust outside of building.

01 56 39 Temporary Tree and Plant Protection
1.1 Indicate 6 foot high chain link fencing centered on trunk and to follow around drip line of trees. Provide minimum 8 foot diameter enclosure around small diameter trees.
   a. Provide for mulch to be applied within enclosure.
01 57 00  **Temporary Controls**

1.1 Erosion and Sediment Control: Comply with applicable laws and regulations of authorities having jurisdiction, including:

   a. Indiana Department of Environmental Management (IDEM): Rule 5 (327 IAC 15-5): Stormwater Runoff Associated with Land Disturbing Activity. IDEM Rule 5 Coordinator (317)234-3980 or (800) 451-6027, extension 43980. Information is available here:

   b. The Soil and Water Conservation District of the county where work is performed.

   c. IU Environmental Health & Safety’s requirements are here:

1.2 Indiana University’s Landscape Architect will review the Rule 5 documents before the documents are submitted to IDEM and the local Soil and Water Conservation District.

1.3 The Contractor is considered the legal “Operator” of the site, as defined in Rule 5 (327 IAC 15-5): Storm Water Runoff Associated with Land Disturbing Activity as adopted by the Water Pollution Control Board and administered by the Indiana Department of Environmental Management.

1.4 Include the cost of filing the Notice of Intent (NOI) in the A/E fee proposal.

01 80 00  **Performance Requirements – Capital Projects**

1.1 U.S. Green Building Council LEED “Silver” certification is required for all new construction and major renovation Capital Projects. See [www.usgbc.org](http://www.usgbc.org) for more information. Include the cost of certification in the A/E fee proposal.

01 88 13  **Special Construction for Accessibility**

1.1 Follow the construction requirements of the 2010 ADA Standards for Accessible Design [http://www.ada.gov/2010ADASTANDARDS_INDEX.HTM](http://www.ada.gov/2010ADASTANDARDS_INDEX.HTM) and the requirements of the current addition of the Indiana Building Code.

1.2 Design requirements for vehicle parking for persons with physical disabilities are found in the Indiana Code IC 5-16-9:

1.3 Signage Design Standards are provided at the UAO web site:

1.4 Platform Lifts are an alternative to passenger elevators when approved by
the University Architect’s Office. Platform Lifts are limited in capacity and usability by the handicapped, so they may not be recommended for all locations and applications. Consider Limited Use, Limited Access (LULA) elevators when the difference in floor levels is more than 48 inches.

a. Acceptable Manufacturer of inclined or radius wheelchair lifts: Garaventa


c. Installer of platform lifts are required to obtain an inspection and operating permit from the Elevator/Amusement Safety Section of the Indiana Department of Homeland Security: http://www.in.gov/dhs/3738.htm

d. Include the cost of the inspections and permit in the Contractor’s bid.

1.5 Refer to the Appendix for standard details for railings, curb ramps and automatic door operators.