

University of Memphis
Office of Facilities Development (UofM OFD)
Integrated Project Delivery Requirements for Non-State Building
Commission Projects

4-23-24

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Scope and Purpose

This document is provided by The University of Memphis Office of Facilities Development (UofM OFD) to provide guidance and direction to the Direct Order Services Contractor providing Facility Development/ Construction Services to the University of Memphis.

The standards included in this document are intended to reflect the Tennessee Higher Education Commission Facility Requirements, the University of Memphis Standard Design Requirements, the project's Design and Construction procurement contract requirements, and the University of Memphis Business Operations requirements.

In the event of conflicts between the aforementioned documents, the most stringent requirement shall apply.

In the event of a question regarding these requirements, or to deviate from these requirements, a written request is required to be submitted by the Direct Order Contractor (DOC), to the UofM OFD.

Document Acknowledgement

The DOC contractor must meet the University of Memphis Integrated Project Delivery Requirements specified in this document. Any changes to this document will be communicated to the DOC before adoption of changes.

The DOC Contractor shall provide a copy of, and review the requirements found in this document with the Contractor's Project Manager, Job Site Superintendent, and subcontractors, to insure an understanding of the UofM OFD requirements and expectations.

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1. DOC Contractor Planning Requirements

1.1 General Requirements

1.1.1 The DOC contractor shall be responsible for compliance with all applicable Federal, State and Local building and fire codes, all required State and Local inspections, and all authorities having legal jurisdiction.

1.1.2 The DOC contractor is required to perform all work in compliance with currently adopted State of Tennessee, local Memphis and Shelby County Tennessee Construction Codes and the Federal Americans with Disabilities Act.

1.1.3 The DOC contractor shall schedule a site review meeting with the local fire department and the Office of Facilities Development before any construction impacting life safety commences while a building is occupied. This is required to ensure all fire emergency egress and fire safety systems will be fully functional, or acceptable alternatives, as agreed upon with the fire official, will be provided during the project construction. All construction impacting life safety shall be approved in writing by UofM OFD.

1.1.4 Construction planning by the DOC contractor shall comply fully with the Americans with Disabilities Act (ADA), including accessible routes to all University buildings and facilities.

1.1.5 Life safety and building code requirements are paramount to the safety of students, faculty, staff, and visitors to the campus. The DOC contractor is required to identify life safety and building code concerns while planning and pricing a project. Such evaluation shall include investigation of utilities, substrates, and above ceiling conditions. Such investigations are necessary to determine any required abatement of unsafe conditions, such as wiring and piping supports, protection of fire rated assemblies, adequate firestop systems, existence of plenum rated materials, adequate clearances for any proposed work, existence of unsafe electrical conditions, open electrical junction boxes, loose ducts, unsafe gas piping or gas piping systems, mold, asbestos, lead, leaks, etc.

1.1.6 Exterior envelope projects require the identification of brick, stone or concrete needing repairs, caulking, sealing, or tuck-pointing.

1.1.7 The DOC contractor shall be responsible for evaluating existing site conditions and planning a site staging and laydown area for minimal obstruction of pedestrian and vehicular access, and to provide maximum safety for students, staff, and visitors to campus. A detailed plan for the staging/laydown area shall be submitted to the UofM OFD for review and approval prior to the commencing construction.

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1.1.8 The DOC contractor must timely submit a request for information (RFI) when it becomes apparent that construction documents do not align with the requirements to obtain code approvals. Completion of work when the contractor should have known that it was not aligned with the adopted codes does not clear the DOC contractor of their obligation to provide code approved work.

1.1.9 The DOC contractor shall determine if existing furniture or existing equipment movement is required to facilitate the project. Discussion with the UofM OFD shall be required before construction commences to determine if moving furniture or equipment is to be added to the project's scope.

1.1.10 The DOC Contractor is required to have a U of M OFD approved furniture or equipment floor plan before beginning a project where the existing floor plan changes.

1.2 Contractors Document Delivery Requirements

1.2.1 Reserved - UofM OFD One Drive Portal.

1.2.2 The DOC contractor is required to markup construction documents to reflect field changes and notes as part of the as-built drawings.

1.2.3 Monthly Construction Meeting Schedule. The DOC contractor must meet with U of M OFD bi-weekly for a review of all projects.

1.3 Asbestos, Lead Paint and Mold

1.3.1 Existing buildings may contain Asbestos, Lead Paint and Mold. Every effort shall be made by the DOC contractor to identify such materials and hazards and prioritize abatement work in accordance with State and Local regulatory requirements.

1.3.2 The DOC contractor shall verify that hazardous and asbestos containing materials are prohibited in all construction. No toxic materials will be allowed to be installed inside a building or near an air intake.

1.4 Field Inspections. The DOC contractor must take pictures before and after and supply them in the project's closing documents.

1.5 Signage. The DOC contractor must obtain UM OFD approvals of all signage changes before construction commences unless approved in writing by UM OFD.

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1.6 DOC Contractor Submittal Requirements

1.6.1 A UofM OFD Submittal Distribution List shall be provided to the Contractor after the Pre-Construction Meeting. The DOC contractor shall send all submittals, shop drawings and product data to the University staff listed on the UM OFD Submittal Distribution List, for review and comment. DOC contractor shall plan for a minimum of seven (7) days, and a maximum of ten (10) days for UofM comments. If approvals take longer, a meeting is required with UM OFD to timely resolve the concerns.

1.6.2 All submittals, shop drawings and product data shall be submitted to the UofM OFD for approval.

1.6.3 Submittals for interior/finish materials (i.e., Flooring, carpet, paint, trim, etc.) shall be submitted with other finish materials for color coordination.

1.6.4 Any submittals contrary to the Bid Documents/Campus Design Standards are required to be submitted with the required "Product Substitution Request Form" This document will require approval by UM OFD.

1.6.5 DOC contractor must submit three (3) samples or mockups of items for UofM OFD approval where items/colors/ finishes are noted as selected by the University. Samples are to be six inches square or larger to show material, finish, color, and texture of each type. Provide a color selection set displaying the manufacturer's full range of colors.

1.6.6 The DOC contractor must submit an engineered detail of seismic connections if required.

1.6.7 The DOC contractor must submit fire protection system calculations and drawings certified by a Tennessee State licensed engineer, if required.

1.6.8 The DOC contractor is required to submit details, stamped by a registered engineer, showing the installation of new brick and cuts, showing the installation hangers, pins, type approved, and mortar installation methods, if required.

1.6.9 The DOC contractor must submit all equipment warranties per the project listed in tabular format and provided to the UofM OFD before Substantial Completion.

2. DOC Contractor Construction Requirements

2.1 DOC Contractor's Bidding Requirements.

2.1.1 The DOC contractor must review the site and existing building conditions for all proposed projects before submitting a Bid. Suggest scope changes if deemed necessary for code, safety, or cost improvement.

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2.1.2 Before a bid submission, The DOC contractor shall inspect the project site and existing building conditions to ascertain the scope and all project conditions affecting the work to be performed to comply with project requirements and state and local codes. This includes best practices, best routing options, means and methods for constructability, access, and clearances.

2.1.3 Before a bid submission, Contractor shall determine if existing furniture or existing equipment movement is required to facilitate the project. Furniture movement must be planned and budgeted prior to commencing the construction.

2.1.4 Questions related to the project site and/or construction documents are encouraged. Such questions shall be submitted in writing to the OFD project manager, prior to commencing the construction work.

2.1.5 Submission of a Bid is evidence that an examination has been made and any difficulties or discrepancies noted. Include in Bid all costs associated with providing a complete and functional project as indicated in the Contract Documents/Sketch/Scope. No change orders will be issued for extra costs of labor, materials, and equipment required for any difficulties encountered which could have been determined before submission of Bid.

2.2 DOC Contractor's Building and Contents Responsibility - The Contractor shall take full possession of the building, or the Work Area within the scope of the project, at the date of Notice to Proceed, and shall be thereafter responsible for the security and condition of the building within the work area, contents, appurtenances, and systems until the execution of the Substantial Completion.

2.3 DOC Contractors Building Key/Access Control Responsibility

2.3.1 New building construction and buildings vacated by university faculty, staff and/or students, for the duration of the construction project, shall have all applicable doors keyed, or re-keyed with construction cores, in accordance with the UMOFD Policy and Requirements for Processing Keys and Cores. The DOC contractor will be responsible for access and security through doors with construction cores.

2.3.2 Upon approval of Substantial Completion Inspection, the contractor shall coordinate the removal of the construction cores, and installation of the permanent door locks, with the University Key Shop in accordance with the UofM OFD Policy and Requirements for Processing Keys and Cores on University Projects.

2.3.3 For construction projects within existing buildings, which are occupied by University faculty, staff and/or students, the contractor shall be issued keys for access to appropriate work areas by the UofM OFD. The contractor shall maintain possession of keys for the project's duration and return issued keys to the UofM OFD upon Final Completion. The contractor shall be responsible for all construction personnel that enter university spaces with these keys.

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2.3.4 Any re-keying or material cost incurred because of lost keys shall be the Contractor's responsibility and any cost to the University shall be credited to Owner as a Change Order to Contract Amount.

2.4 DOC Contractor's Parking Requirements

2.4.1 All General Contractor employees, and Subcontractor employees parking with vehicles not directly involved in the project are limited to general parking lots on Central or Southern Avenues or on city streets surrounding the campus. When necessary, General Contractors and Subcontractor will be granted access to gated lots only for work vehicles vital to the project.

2.4.2 Contractor vehicles on campus shall be identifiable with company name, company phone number, and contractor license number (if applicable) clearly affixed to the vehicle.

2.4.3 The Contractor is responsible for informing any, and all sub-contractors and suppliers of the UofM Parking Regulations.

2.4.4 Vendor Parking Permits are interchangeable between contractor vehicles.

2.4.5 No vehicles are permitted to park on sidewalks or grass areas at any time, unless specifically approved in writing by the UofM OFD.

2.4.6 Contractors may load/unload at project site; but unattended delivery vehicles are subject to ticketing and towing at Contractors' expense.

2.4.7 All work or personnel vehicles are required to display a Vendor Parking Permit from the rear-view mirror while on university property.

2.4.8 Vendor Parking Permits may be obtained from the University Parking Office, 505 Zach Curlin, 901-678-2212, or go to <http://www.memphis.edu/parking/permit/visitor.php>.

2.4.9 The construction project's site staging/laydown area may be allowed to accommodate one supervisor vehicle and one other vehicle, (i.e., gang truck, welding truck, delivery vehicle, etc.), when approved by the UofM OFD.

2.4.10 Fines and penalties for violation of parking regulations will be assessed.

2.5 DOC Contractor's Obstruction of Steets, Sidewalks, Pedestrian Walkways, Parking and Loading Spaces.

2.5.1 A UofM Traffic Management Permit must be approved 2 weeks in advance before any streets, sidewalks and loading spaces can be blocked.

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2.5.2 University sidewalks, pedestrian walkways, parking and loading spaces shall not be blocked with construction, construction equipment, tools, or construction materials unless approved by UofM OFD.

2.5.3 Approval by the City of Memphis Traffic Engineer and the City of Memphis Fire Department are required prior to blocking or restricting use of any public street or alley. Such approvals shall be provided prior to requesting authorization from the UofM OFD.

2.6 Contractors ADA Site Responsibility – The Contractor shall provide and maintain required ADA accessibility around construction site during the construction process. Vehicles, equipment, and construction materials are prohibited from being parked or located on sidewalks or ADA accessible routes to buildings and/or facilities, unless approved with a UofM OFD Traffic Management Permit, for the disruption of access on a temporary basis.

2.7 Contractor’s Obligation to protect UofM property. Existing buildings, parking lots, drives, curbs, landscaping, equipment, and materials belonging to the UofM shall be protected from damage while performing work under the contract. Any damage caused by the contractor or subcontractors, because of failure to properly protect UofM property, shall be repaired or replaced, to a pre-damaged equivalent quality, by the contractor, at no expense to the University.

2.8 DOC Contractor Construction Work Hours, Construction Noise and Dust

2.8.1 Work hours are 7:00am-4:30 pm Monday-Friday (no exceptions), unless written permission is granted by the UofM Office of Facilities Development.

2.8.2 No work is to be scheduled or performed during the University holidays or when the University is closed, unless written permission is granted by the UofM OFD.

2.8.3 Contractor shall limit excessive noise and dust, to a level acceptable to the University (saw cutting, core drilling, hammer drill, jack hammer, etc.) Coordinate high noise and/or excessive dust activities with University Construction Representative to prevent disruption of university classes, programs, and administrative functions. Work involving excessive noise and dust may require specific scheduling through the UofM OFD to prevent disruptions.

2.8.4 DOC contractor is required to cover HVAC returns with an approved prefilter anytime dust is present when the air handler is running.

2.9 DOC Contractor and Sub-Contractor Decorum

2.9.1 All employees of Contractor and Subcontractors shall maintain proper standards of business decorum, conduct, and attire while on University Property in accordance with the University Code of Conduct found on the University of Memphis website. (Code of Student Rights & Responsibilities)

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2.9.2 Conduct or actions of employees, subcontractors, and guests are the responsibility of the Contractor.

2.9.3 DOC contractor is required to be responsible for and ensure that no employee, subcontractor or guest be allowed on university property under the influence of or in possession of alcoholic beverages, illegal drugs, firearms, or weapons of any type.

2.9.4 No harassment of students, employees, or guests of the University, the Tennessee Board of Regents, or the State of Tennessee in any manner, by any means or for any reason is permitted. Refer to the official University harassment policy guidelines.

2.9.5 Smoking is permitted only in specifically designated smoking areas. A Campus Map indicating the designated smoking areas is attached at the end of this document.

2.9.6 No playing of music or radios at excessive volume is permitted.

2.10 Contractor's Presence and Requirements on Site

2.10.1 The DOC contractor must provide onsite supervision of all construction approved by the UofM OFD.

2.10.2 The construction supervisor's contact information shall be registered with the UofM OFD office. The construction supervisor must be available and urgently respond to all construction issues.

2.10.3 The DOC Contractor shall maintain one complete copy of all relevant Contract Documents, Addenda, Field Orders, Change Orders, submittals, samples, engineering data, safety plans and shop drawings on the job site.

2.10.4 The Contractor shall maintain all permits and permit information, authorizations, postings, etc. on site, as required by code authorities, or other parties having jurisdiction. All permits must be submitted to UofM OFD upon approved application.

2.10.5 The Contractor shall use service elevators only, when available, for materials and/or equipment deliveries, unless use of passenger elevators is necessitated by large construction materials or equipment. The passenger elevator used by the contractor is to be approved by the UofM Office of Facilities Development, and all dust and debris must be cleaned by the contractor, immediately after use.

2.10.6 The Contractor shall discuss any planned hazardous operations or procedures, such as excavations, hot work, blockage of streets, etc., during the pre-construction meeting. When public safety is a concern, the DOC contractor and University Representatives are to discuss any special coordination required prior to work.

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2.10.7 The Contractor and Subcontractors shall be responsible for review and understanding of all construction documents. Failure to understand the requirements delineated in the construction documents does not provide an acceptable reason for change-orders to the project.

2.11 Contractor Notifications to the University Required

2.11.1 The Contractor shall notify UofM OFD two (2) weeks before starting construction, and before each different phase of construction.

2.11.2 The Contractor is required to notify the UofM OFD two (2) weeks prior to the shut-down of any utilities or systems (i.e., Plumbing, Electrical, Mechanical, Boilers)

2.11.3 The Contractor is required to provide a two (2) week notice, to the UofM OFD, if the project involves the temporary shut-down of utilities or critical systems including toilet facilities, fire sprinklers, fire alarms, elevators, power, gas, or telecommunications systems. Scheduling of such a shut-down through the UofM OFD is required for proper notification to those affected by the shut-down.

2.11.4 The University, adjacent buildings, streets, and walks are required to be operational during the work of this Contract. The necessity to block or restrict use of streets, sidewalks or pedestrian walkways for materials deliveries, crane or lift work, safety barricades, or other associated work shall be coordinated with the UofM OFD, with a minimum of a two (2) week notice to allow ample time for notification to all those affected by the blockage or shutdown.

2.11.5 The Contractor shall provide a forty-eight-hour notice to the University when work will involve excessive noise or dust (saw cutting, core drilling, hammer drill, jack hammer, etc.) which may disrupt classes, programs, or administrative functions. Work involving excessive noise and dust may require specific scheduling through the UofM OFD, to prevent disruptions to the University. All noisy and dusty work must be approved by U of M OFD.

2.11.6 The Contractor shall notify the UofM OFD prior to any excavations on Campus. A Dig Permit, as noted in Section 2.14, must be obtained at least two (2) weeks prior to digging.

2.11.7 The Contractor shall notify the UofM OFD immediately upon filing police reports, accident reports, or upon noting damage to university property, or, of any other safety or security breaches on the project.

2.12 DOC Contractor Safety Requirements

2.12.1 The contractor has contractual responsibility for the safety and security of the project work area for the project's duration.

2.12.2 The Contractor and subcontractors shall take all necessary precautions to protect their workers, the public, employees and students from danger or injury around the construction site.

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2.12.3 All tools, ladders, extension cords, materials, equipment, and supplies utilized in the performance of the contract work, shall be always kept out of the public way to prevent workplace accidents of UofM employees, staff, faculty, students, and visitors. Attention to materials and equipment extending from work vehicles is critical to insuring safe passageway of pedestrians.

2.12.4 The Contractor shall install and maintain construction barriers and/or fencing during the construction project. All lay-down spaces and areas subject to high pedestrian traffic require chain link fence or barriers of equal substance to safely protect students, staff, faculty, and visitors.

2.12.5 CONSTRUCTION AREA – “DO NOT ENTER” signage must be posted at appropriate locations to provide identification and warning to prevent accidental entry into the construction areas.

2.12.6 The Contractor shall be responsible for coordinating and maintaining safety during the deliveries of materials and/or equipment when vehicular and/or pedestrian traffic flow restrictions are involved. Proper advanced notice shall be provided for blocking vehicular streets or drives, or pedestrian sidewalks or walkways.

2.12.7 The Contractor shall comply with all applicable OSHA Codes/Federal Regulations, University Safety standards, TNOSHA requirements, The University of Memphis Environmental Health and Safety Requirements, and industry best safety practices.

2.12.8 The Contractor is responsible for submitting and following a comprehensive written Health and Safety Plan. The Contractor shall submit such a plan to the University of Memphis Office of Facilities Development, for review and approval, before construction starts.

2.12.9 Gas powered equipment or internal combustion engines are not permitted inside of buildings on campus unless an approved engineered exhaust system with monitoring capabilities are approved by UofM OFD.

2.12.10 The Contractor shall get a University of Memphis Hot Work Permit from the UofM Office of Facilities Development prior to any hot work.

2.12.11 Permits (See Section 4) are required from the UofM OFD for the following:

- Asbestos Abatement
- Crane/Heavy Equipment
- Confined Spaces Work
- Digging and Ground Penetration
- Fire Safety Systems Impairments
- Hot Work
- Mold Remediation
- Traffic Management for blocking streets and pedestrian walkways

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2.13 Contractor Dust and Debris Prevention and Clean-up

2.13.1 The Contractor shall provide temporary dust barriers to separate construction work areas from other areas of the building, to protect University property, while accomplishing work under this Contract.

2.13.2 The Contractor shall provide measures to prevent tracking of sheetrock and construction dust beyond the construction work area and shall provide continuous immediate clean-up of any dust or tracking that occurs. Dust curtains, zipper curtains, sticky mats and other appropriate measures shall be provided to contain dust and eliminate tracking into areas beyond the work area.

2.13.3 Measures for dust protection of countertops, furniture, equipment, etc., shall be the responsibility of the Contractor.

2.13.4 When use of passenger elevators for construction is necessitated, the Contractor shall provide clean-up immediately after use.

2.13.5 Prior to project close-out, Contractor shall clean and sanitize the restrooms, within the project work area, or other areas (such as toilet rooms) impacted by the project, with a disinfectant approved by the UofM Office of Facilities Development.

2.13.6 The Contractor shall clean all windows, within the project work area, to be free of dust, dirt, fingerprints, and smudges.

2.13.7 The Contractor shall clean and finish the hard floor surfaces, within the project work area, with the floor cleaner approved by the UofM OFD.

2.13.8 The Contractor shall clean all horizontal and vertical surfaces, within the project work area.

2.13.9 The Contractor shall clean all carpet, within the project work area, to be free of spots, dirt, dust, and visible loose debris.

2.13.10 The contractor shall be responsible for removing and disposing all leftover project materials not required by the project specifications to be left on site.

2.14 Contractors Subsurface Investigation and Dig Permit Requirements

2.14.1 UofM Dig Permits are required prior to any underground excavations or boring. A site plan showing the location(s) of proposed excavations shall be submitted to the UofM Physical Plant and Network services for review and approval prior to authorization of work. UofM OFD approval of the dig permit is required before beginning any excavation.

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2.14.2 The Contractor is responsible for the field location of all known underground utilities and communication lines, and the repair of any damage to utilities, or power/communication outages, caused by Contractors' work.

2.14.3 The type and method of any repairs necessitated by contractor damages, are required to be approved by UofM Physical Plant and such repairs shall be made within 24 hours if possible. Emergency repairs shall be as expeditious as possible in coordination with the UofM Physical Plant.

2.14.4 The contractor shall report any damage to underground utilities or communication lines to the UofM OFD immediately.

2.14.5 Be advised, Tennessee One Call system does not cover the location of all utilities on The University of Memphis campus. For utilities not covered by the Tennessee One Call System, Campus Planning provides utility plans showing the general location of known electrical, water, gas, sewer, and irrigation lines. Depth and exact location of utilities are not always provided on the University utility plans. Field-verify all University utility plans with Physical Plant and report and document any discrepancies to the UofM OFD.

2.14.6 UofM Network Services has plans showing general locations of known phone or fiber optic cables. Depth and exact locations are not always provided on university telecommunication plans. A review and approval by U of M Network services are required before all Dig Permits receive final approval.

2.14.7 Utility Markings – The Contractor shall arrange through the UofM OFD to have existing underground utilities marked by university staff. The Contractor is responsible for repairs to damaged or cut utilities or underground communication lines. The Contractor is required to maintain the markings made by university staff.

2.14.8 Exterior excavations or landscaping/lawn disturbances, due to construction activities, shall be repaired by the DOC contractor to achieve substantial completion of a construction project.

2.15 DOC Contractors Landscaping and Tree Protection Responsibilities

2.15.1 Final site disturbance corrections must be approved by U of M Physical Plant Landscape Department.

2.15.2 Removal of any landscaping, grass and/or trees as part of the project shall be approved by, & coordinated with, UofM Landscaping Department before commencing work.

2.15.3 Prior to any site disturbance with new construction or facility repair activities, tree preservation shall be placed around all trees to remain. A 5' tall chain link fence with 6' metal posts set at 8' centers shall be installed at the drip line of the trees or as directed by the UofM Director of Landscaping.

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2.15.4 Sod installation and repair must meet University Design Requirements and approval by U of M Landscape department.

2.15.5 The Contractor shall be responsible for repair of all exterior excavations or landscaping/lawn disturbances, due to construction activities.

2.15.6 Landscaping disturbances shall be repaired promptly, within 30 days of the disturbance, unless additional time is approved by the UofM OFD, or the UofM Director of Landscaping.

2.15.7 All soil disturbances subject to soil erosion and sediment migration shall require the installation of erosion control measures, prior to rain events.

2.16 DOC Contractor's Responsibility for Weather Tightness of all University Properties.

The contractor shall be responsible for maintaining the weather tightness of all facilities during the construction project.

2.17 State and Local Permits are required to be obtained, and permit fees paid, prior to issuance of a Notice to Proceed. Change Orders for reimbursement of Plans Review fees will not be accepted, unless approved in writing by the UofM OFD. Copies of all permits shall be provided to the UofM OFD.

2.18 Compliance with all University Policies. University of Memphis conduct policies, which are applicable to students, staff, faculty, and visitors, shall apply to contractors, subcontractors, and employees of such. Failure to comply can result in breach of contract and/or dismissal from University Property.

2.19 Contractor Project Coordination

2.19.1 The University, adjacent buildings, streets, and sidewalks are to be operational during the work of this Contract.

2.19.2 The Contractor shall coordinate work under this Contract with other campus related work, scheduled classes, and programs by the University. Sequence and schedule work with UofM OFD to minimize disruption to campus classes, programs or building activities. Class and faculty schedules will need to be consulted, as necessary, to prevent disruption of university classes, programs, and administrative functions. Noise, dust, and the work itself can create unacceptable disruptions to classes, programs, and administrative functions. No disruptive work shall be performed that has not been scheduled and closely coordinated with the UofM OFD.

2.19.3 In all buildings being occupied during a project, all code required exit paths, life safety features, and entrance security to facilities, which fall within the scope of the project, shall be always maintained in accordance with the requirements of the Fire Code.

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2.19.4 The temporary shut-down of fire alarms and fire-sprinkler systems require a UofM Fire Protection Impairment Permit. and shall be coordinated with UofM OFD.

2.20 DOC Contractor Requirement for Toilet Facilities – The Contractor shall be responsible for providing temporary toilet facilities on site for use by the contractor’s and subcontractor’s workers.

2.21 Contractor Responsibilities for Projects Without a Registered Designer.

2.21.1 DOC Contractor must comply with all applicable state and local codes/requirements as part of the construction scope. This includes all required plan reviews, shop drawings and inspections.

2.22 Contractor Responsibilities for Fire Protection Systems Impairment

2.22.1 Contractor shall obtain a UofM Fire Protection Systems Impairment Permit for the shutdown of any fire protection system or component in a building.

2.23 Contractor Responsibilities for Asbestos, Lead Paint and Mold Removal

2.23.1 Contractor shall obtain a UofM Asbestos Removal Permit prior to removal of any asbestos materials in buildings. Lead and Mold remediation planning must be approved by the U of M OFD and the University Environmental Health and Safety Office.

2.24 Contractor Submittal Summaries

2.24.1 Submittals are required in accordance with the project specifications and summaries are to be included with progress invoices and in closeout documents.

2.24.2 The contractor is required to provide notice to the project manager if the product being submitted includes a Manufacturer’s Warranty. All warranties are to be itemized and summarized in closeout documents.

3. Project Closeout Requirements for DOC Contractor

3.1 All close out documents as required by the U of M OFD shall be submitted as follows:

a. Submit a hard copy of “As Built” Construction Documents.

b. All Close-out documents shall be provided to the University in PDF format unless approved by the Director of the Office of Facilities Development. This includes O&M manuals, Training Documents, Test and balance data, Warranties, Submittal Summary, List of Subs and Contacts, Before and After Pictures.

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3.2 Substantial Completion will be granted when all permit final inspections are approved, the space can be used for its intended purpose, and a punch list with valuation has been approved.

3.3 Final Completion will be granted when all punch list requirements have been met and approved.

4. Attachments

- 4.1 Asbestos Abatement Permit/Application
- 4.2 Confined Spaces Permit/Application
- 4.3 Crane/Heavy Equipment Permit/Application
- 4.4 Contractor Dig Permit/Application
- 4.5 Hot Work Permit/Application
- 4.6 Mold and Remediation Permit/Application
- 4.7 Fire Protection Impairment Permit/Application
- 4.8 Traffic Management Permit/Application
- 4.9 Door Key and Cores Process and Procedures
- 4.10 University Smoking Area Map

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4.1 Asbestos Abatement Permit Application



OFFICE OF FACILITIES DEVELOPMENT 3750 DESOTO AVENUE MEMPHIS, TENNESSEE 38502

ASBESTOS ABATEMENT PERMIT

An ASBESTOS ABATEMENT PERMIT is required to be approved by UofM OFD prior to removal of any asbestos containing materials on campus. This form is to be filled out in its entirety by the responsible party, supervising the ASBESTOS ABATEMENT, and provided to the UofM Office of Facilities Development for approval, a minimum of 1 week prior to beginning the work.

Location/Floor/ Room # _____
 Accredited Asbestos Firm: _____ Pho No: _____
 Firms Accreditation Expiration Date: _____
 Accredited Asbestos Supervisor: _____ Supervisor Pho No: _____
 Start Date and Time: _____ Finish Date and Time: _____

<i>Responsible Party to Circle "yes" or "no" for each item below:</i>		
• Has Asbestos work area been inspected by all signatories?	Yes	No
• Has HVAC shutdown been approved and scheduled?	Yes	No
• Have the number of HEPA filter type and blowers been approved?	Yes	No
• Are all on-site employees and the company accredited to perform asbestos abatement by the State of Tennessee?	Yes	No
• Are workers provided with OSHA approved protective equipment and respirators?	Yes	No
• Do abatement personnel have OSHA approved training?	Yes	No
• Is "in-process" air monitoring included?	Yes	No
• Has OFD approved in process test on negative air?	Yes	No
• Will a final air monitoring report be submitted to OFD after completion?	Yes	No
• Will contractor post warning and caution signs appropriately?	Yes	No
• Has contractor hazardous waste disposal plan been included?	Yes	No
• Will all hazardous waste be contained?	Yes	No
• Will contractor hazardous waste disposal documents be provided to OFD?	Yes	No
• Will contractor superintendent be always on -site during abatement?	Yes	No
• Will all hazardous waste be containerized?	Yes	No
• Will asbestos contaminated clothing be containerized?	Yes	No
• Have solvent Material Safety Data Sheets (MSDS) been provided?	Yes	No
• Is the work confined the area described in this permit?	Yes	No
• Has the Asbestos Removal Work Plan been submitted and Approved by OFD?	Yes	No

I attest that the above precautions have and will be taken _____
Asbestos Supervisor Signature

Approved _____ Permit Approval Date: _____
Director of OFD

Date Closed: _____ Comments: _____

Note: THIS PERMIT MUST BE POSTED AT THE SITE OF THE ABATEMENT DURING THE WORK.

Upon approval, this permit to be cc'd by group email to Asbestos Abatement Group Email

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4.2 Confined Spaces Permit/Application

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OFFICE OF FACILITIES DEVELOPMENT 3750 DESOTO AVENUE MEMPHIS, TENNESSEE 38502

CONFINED SPACES PERMIT for _____

A Confined Space Permit is required for any operation involving entering a space that has limited or restricted means of entry or exit, is not designed for continuous occupancy, and/or contains one or more of the following: Ability to engulf or asphyxiate the entrant, potentially hazardous atmosphere, or has other recognized serious safety or health hazards.

This permit is to be filled out in its entirety by the responsible party, supervising the work, and provided to the UofM Office of Facilities Development for approval, prior to entering the Confined Space.

Location/Floor/ Room # _____
 Company Doing Confined Work: _____
 Confined Work Supervisor & Pho #: _____
 Work Description: _____
 Date of Work: _____ Start Time: _____ Finish Time _____

<i>Responsible Party to Circle "yes" or "no" for each item below:</i>		
1. Have hazardous sources been isolated? Pumps/ lines blinded, disconnected, or blocked?	Yes	No NA
2. Ventilation modifications:	Mechanical?	Yes No NA
	Natural Ventilation Only?	Yes No NA
3. Direct reading gas monitor available and tested?	Yes	No NA
4. Safety harnesses and lifelines for entry being used and tested?	Yes	No NA
5. List of entry and standby persons provided to OFD?	Yes	No NA
6. Hoisting equipment available and tested?	Yes	No NA
7. Powered communications available and tested?	Yes	No NA
8. SCBA's for entry and standby persons available and tested?	Yes	No NA
9. Protective clothing & all required PPE available & tested for entry & standby persons?	Yes	No NA
10. Electric equipment listed as Class I, Division I Group D, and Non-sparking tools?	Yes	No NA
11. Confined Spaces Permit will be posted at work site.	Yes	No NA
12. Atmospheric monitoring to be documented below upon entry & ea. 30 min. thereafter?	Yes	No NA

Time	O2 > 19.5%	LEL < 10%	H2S < 10 ppm	CO < 35 ppm

I attest that the above precautions have and will be taken _____
(Confined Spaces Work Supervisor Signature)

Approved _____ Permit Approval Date: _____
(Director of OFD)

COMMENTS: _____ Date Closed: _____
Note: Permit must be posted at the site during the work and returned to OFD after completion of work.

Cc: Confined Spaces Permit Notification List

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4.3 Crane/Heavy Equipment Permit/Application

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UNIVERSITY OF MEMPHIS
 OFFICE OF FACILITIES DEVELOPMENT
 3750 DESOTO AVE. MEMPHIS, TN 38502

CRANE/HEAVY EQUIPMENT PERMIT/APPLICATION
FOR BLOCKING OR RESTRICTING VEHICULAR AND/OR PEDESTRIAN TRAFFIC ON
UNIVERSITY OF MEMPHIS CAMPUS OR ON PUBLIC STREETS ADJACENT TO THE UNIVERSITY OF MEMPHIS

A Crane/Heavy Equipment Permit is required for placing a crane on university property, public streets, alleys or pedestrian ways which block or restrict traffic flow (vehicular and/or pedestrian) in streets, alleys, pedestrian walkways, sidewalks, parking spaces and loading zones. A site plan shall be submitted for review and approval by the UofM Office of Facilities Development. Such plan shall include the location of proposed disruption, maximum time frame for the occurrence, designation and location of flagmen, and other safety features as deemed necessary to insure a safe and timely delivery of materials, work and/or operations. Application shall be submitted two weeks prior to the crane/equipment being placed on site, or with as much advanced notice as possible.

Application Date: _____
 Applicant Name: _____ Phone Number: _____ Email: _____
 Alt. Contact: _____ Alt. Pho. No.: _____ Email: _____
 Company Name: _____ Company Address: _____

This proposal involves the blockage and or restriction of: *(circle appropriate categories)*

Public Street Alley Pedestrian Walkway Sidewalk Parking Spaces Loading Zone Other

Description of proposed occurrence requiring blocking or restriction:

Time Frame of Occurrence: State Date: _____ Start Time: _____ End Date: _____ End Time: _____

Proposed safeguards:

Please complete the above information and attach the required site plan showing location of blockage/restriction and/or area(s) being affected.

This application and the required site plan will be emailed to the following persons for review and approval:

	UofM Police Services	policieservices@memphis.edu
Mr. Tommy Miller	UofM Parking Services	tmiller@memphis.edu
Mr. Julian Boyland	UofM Physical Plant	jbyland1@memphis.edu
Mrs. Tara Buchanan	UofM Disability Resources	tmbchnn@memphis.edu

An email approval from each noted party is required for approval of this permit.

Approved _____ Approval Date: _____

Director of OFD

Note: This permit is valid for the Time Frame noted above and must be in the possession of the Job Superintendent on Site.

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4.4 Contractor Dig Permit/Application

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University of Memphis
Office of Facilities Development
Contractor Dig Permit Application

Permit # _____
Approval Date: ____ Approved By: ____

A UofM OFD Dig Permit is required to be obtained prior to any penetration or excavation into the ground on University property.

Please submit this completed application to the Parties noted below, along with a sketch showing:

1. Location, depth, width, and length of excavation
2. Adjacent Buildings and streets with building and street names noted.
3. Dimensions of distances from the dig to trees, walks, drives and buildings.
4. Identify all new lines, structures and plants to be installed.

No digging or ground penetration shall occur until the Dig Permit has been issued.
Any deviation from the route shown on the approved Dig Permit shall require a new permit.
Allow a minimum of three working days for the review and approval of the Dig Permit.

Application Date: _____ SBC Project # (if applicable): _____
Applicant Name: _____ Pho #: _____ Email: _____
Alt. Contact: _____ Pho. #: _____ Email: _____
Company Name: _____ Company Address: _____

Description of proposed dig or ground penetration:

Time Frame of Occurrence: State Date: _____ Start Time: _____ End Date: _____ End Time: _____

Please complete the above information and attach the required site plan showing location of the proposed dig/penetration and email the completed application and site plan to the following for review and approval:

	Contact	Email Address	(Approval Date)
Physical Plant	Mr. Julian Boyland	jbyland1@memphis.edu	
Communications (IT Network Services)	Mr. Shawn Wright	rwroght5@memphis.edu	

Upon receipt of emailed approvals from each of the above noted parties, please forward to:
UofM Office of Facilities Development Mr. Lynn Hicks jlhicks2@memphis.edu _____
Mrs. Phyllis Holder paowens@memphis.edu _____

Also, please be sure to contact TN One Call 811.

The approved Dig Permit will be emailed to the Applicant listed above,
with Dig Permit Number noted in the upper right-hand corner.

**Contact Physical Plant Work Control Center, immediately, at 901-678-2699,
if any damage to existing utilities occurs.**

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4.5 Hot Work Permit/Application



HOT WORK PERMIT for _____

A Hot Work Permit is required for any work on campus which involves cutting or welding with open flame torches. This form is to be filled out in its entirety by the responsible party, supervising the HOT WORK, and then provided to the UofM Office of Facilities Development for approval, prior to beginning the work.

Location/Floor/ Room # _____

Company responsible for Hot Work: _____

Company Hot Work Supervisor: _____

Hot Work Supervisor Phone No.: _____

Hot Work Description: _____

Date of Work: _____ Start Time: _____ Finish Time _____ Can this work be done in the shop? Y/N

<i>Responsible Party to Circle "yes" or "no" for each item below:</i>	
• Has UofM Electronics shop been contacted to avoid accidental activation of fire alarms?	Yes No
• Has Hot Work area been inspected by all signatories?	Yes No
• Is the Hot Work area fully sprinklered?	Yes No
• Will the Hot Work create fumes and/or smoke?	Yes No
• Does the area have adequate ventilation?	Yes No
• Will forced air ventilation be used?	Yes No
• Will the area be considered a concealed space?	Yes No
• Are combustibles 35' feet from hot work?	Yes No
• Are combustibles less than 35' covered with fire rated materials?	Yes No
• No gases/vapors have been confirmed by a combustible gas detection instrument.	Yes No
• Are wall and floor openings within 35' covered?	Yes No
• Are floors clean and free of combustibles?	Yes No
• Workers will be wearing appropriate Personal Protective Equipment.	Yes No
• Is the work confined to the area described in this permit?	Yes No
• Are warning signs posted in areas subject to passers-by?	Yes No
• Has all Hot Work equipment been inspected and found safe for use?	Yes No
• Is a minimum 2A:20BC fire extinguisher within 30' of the Hot Work?	Yes No
• Is Fire Sentry scheduled to be present during Hot Work?	Yes No
• Has Fire Sentry been trained in use of the fire extinguisher?	Yes No
• Is Fire Sentry scheduled to be present for 60 minutes after completion of hot work?	Yes No
• Fire Sentry Name & Pho. # _____	

I attest that the above precautions have and will be taken _____
(Hot Work Supervisor Signature)

Approved _____ Permit Approval Date: _____
(Director of OFD)

COMMENTS: _____ Date Closed: _____
Note: Valid for 24 hours, must be posted at the site of the Hot Work during the work, and returned to OFD after completion of work.

A Fire Permit is also required from Memphis Fire Department prior to conducting Hot Work.
Contact the Develop 901 Citizen Portal, for Fire Department permit information.

Cc: Hot Work Permit Notification List

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Office of Facilities Development (UofM OFD)
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4.6 Mold and Remediation Permit/Application

Mold and Remediation Permit Application

For Mold and Remediation Permit Application from the UofM Office of Health and Environmental Safety, go to:

<https://memphis.campusoptics.com/pr/mold-remediation-permit>

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4.7 Fire Protection Impairment Permit/Application

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UNIVERSITY OF MEMPHIS
OFFICE OF FACILITIES DEVELOPMENT
FIRE PROTECTION IMPAIRMENT PERMIT

Impairment Location: _____ <small>(Include Building Name, Floor(s), and Room numbers)</small>	
Company Requesting Impairment: _____	
Company Supervisor: _____	Phone #: _____
Fire Sentry or Fire Watch Name: _____	Phone #: _____
Impairment Start Date: _____ and Time: _____ Impairment End Date: _____ and Time: _____ Will this be a re-occurring impairment? <input type="checkbox"/> Yes <input type="checkbox"/> No If re-occurring, provide estimated duration of overall time frame for the final impairments: _____	
Fire Protection System Impaired (Check all that apply): <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Detection System <input type="checkbox"/> Fire Pumps <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Standpipe and Hose System <input type="checkbox"/> Underground Piping/Control Valves <input type="checkbox"/> Water Supply <input type="checkbox"/> Special Suppression Systems <input type="checkbox"/> Other (i.e., Exit blocked by construction)	
Provide the Reason for the Impairment: _____	
Comments: _____	
<small>(This section to be completed by Impairment Coordinator)</small>	
UofM Impairment Coordinator: _____	IC Phone #: _____
IC Email: _____	IC Approval Signature & Date: _____
Impairment Level:	Level 1 - Significantly affecting occupant life safety. Fire Watch Required Level 2 - Minimal impact to overall life safety of occupants. Fire Sentry Required
Comments: _____	

Cc: Fire Protection Impairment Permit Notification List

Contractor Signature: _____ Date: _____

**POST PERMIT IN WORK AREA AFFECTED BY THE IMPAIRMENT, AND ON
 APPROPRIATE ALARM OR SPRINKLER PANEL DURING IMPAIRMENT.
 REMOVE POSTINGS UPON RESTORATION OF THE FIRE PROTECTION SYSTEM
 AND PROVIDE A WRITTEN EMAIL NOTICE TO THE IMPAIRMENT COORDINATOR
 AT THE EMAIL ADDRESS NOTED ABOVE.**

Restoration of system Close Out by: _____ Close Out Date: _____

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4.8 Traffic Management Permit/Application



UNIVERSITY OF MEMPHIS
 OFFICE OF FACILITIES DEVELOPMENT
 3750 DESOTO AVE. MEMPHIS, TN 38502

TRAFFIC MANAGEMENT PERMIT/APPLICATION
FOR BLOCKING OR RESTRICTING VEHICULAR AND/OR PEDESTRIAN TRAFFIC ON
UNIVERSITY OF MEMPHIS CAMPUS OR ON PUBLIC STREETS ADJACENT TO THE UNIVERSITY OF MEMPHIS

A traffic management permit is required for blocking or restricting traffic flow (vehicular and/or pedestrian) in streets, alleys, pedestrian walkways, sidewalks, parking spaces and loading zones. A site plan shall be submitted for review and approval by the UofM Office of Facilities Development. Such plan shall include the location of proposed disruption, maximum time frame for the occurrence, designation and location of flagmen, and other safety features as deemed necessary to insure a safe and timely delivery of materials, work and/or operations.

Application Date: _____
 Applicant Name: _____ Phone Number: _____ Email: _____
 Alt. Contact: _____ Alt. Pho. No.: _____ Email: _____
 Company Name: _____ Company Address: _____

This proposal involves the blockage and or restriction of: *(circle appropriate categories)*
 Public Street Alley Pedestrian Walkway Sidewalk Parking Spaces Loading Zone Other

Description of proposed occurrence requiring blocking or restriction:

Time Frame of Occurrence: State Date: _____ Start Time: _____ End Date: _____ End Time: _____

Proposed safeguards:

Please complete the above information & attach the **required site plan** showing location of blockage/restriction and/or area(s) being affected, & email to the following email addresses for review and approval:

UofM Police Services		police services@memphis.edu
UofM Office of Parking and Transportation	Mr. Tommy Miller	tmiller@memphis.edu
UofM Physical Plant	Mr. Julian Boyland	jbyland1@memphis.edu
UofM Disability Resources	Mrs. Tara Buchanan	tmbchnnn@memphis.edu

Approved _____ Approval Date: _____
 Director of OFD
 Note: This permit is valid for the Time Frame noted above and must be in the possession of the Job Superintendent on Site.

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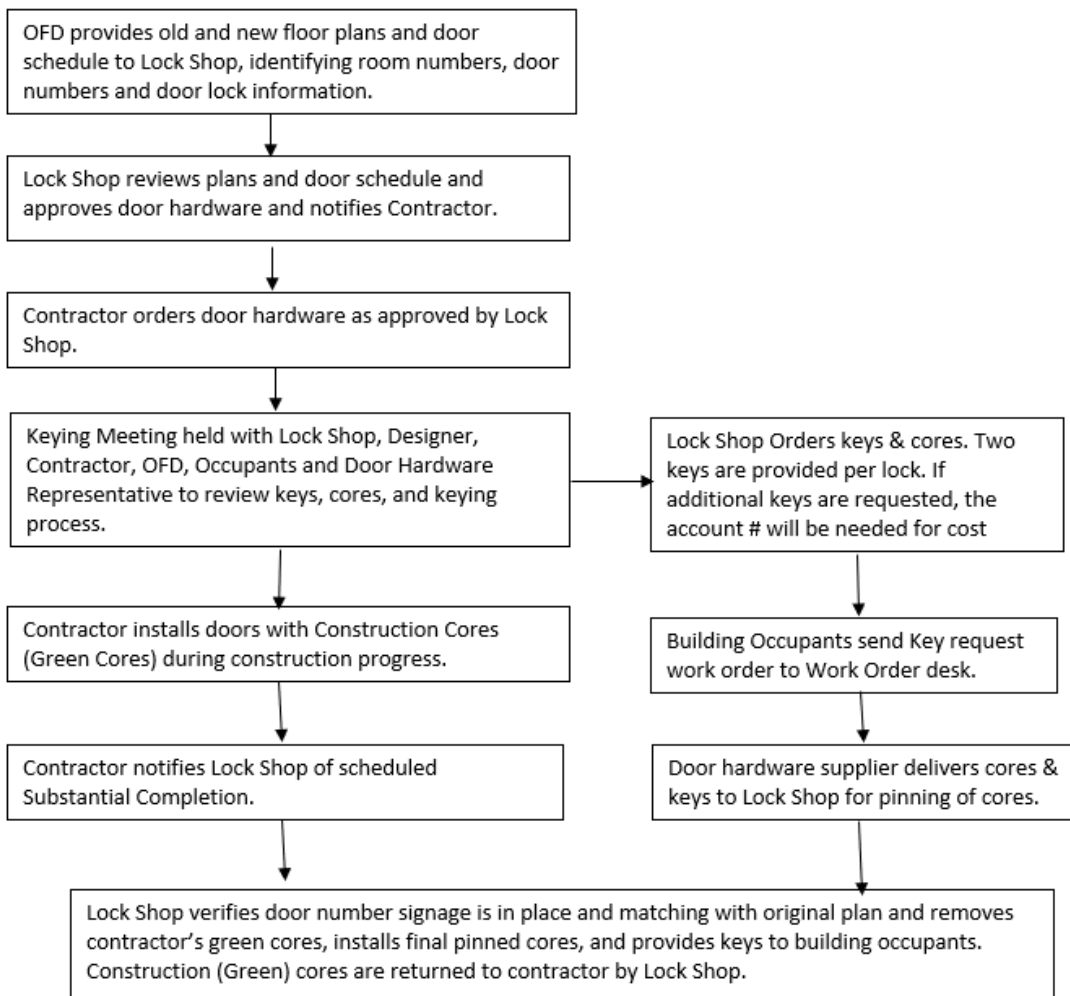
4.9 Door Key and Cores Process and Procedures



UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

UofM OFD Procedures for
Processing Keys and Cores
On Construction Projects

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4.10 University Smoking Area Map

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