

**UNIVERSITY OF MEMPHIS**  
**OFFICE OF FACILITIES DEVELOPMENT (UofM OFD)**  
**Integrated Project Delivery Requirements for**  
**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 design professional and Contractor providing services to the University of Memphis on State Building Commission Projects.

The standards included in this document are intended to supplement and support the Tennessee Higher Education Commission Designers Manual, the University of Memphis Standard Design Requirements, and the project's Design and Construction Contracts.

The most stringent requirement shall apply in the event of conflicts between the documents mentioned above.

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 designer/contractor, to the UofM OFD.

## **Document Acknowledgement**

A copy of this document will be provided to the Designer before the Pre-Design Meeting and to the Contractor before the Pre-Construction Meeting.

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

### **1. Designer Requirements**

#### **1.1 General Requirements**

- 1.1.1 The Designer shall be responsible for compliance with the procedures and requirements found in this document, the Tennessee Higher Education Commission's Designers Manual, and the Designer's Contract. In the event of discrepancies between these documents, the most stringent requirement shall apply.
- 1.1.2 The Designer shall provide construction documents that comply with the currently adopted State of Tennessee, local Memphis and Shelby County Tennessee Construction Codes, and the Federal Americans with Disabilities Act.
- 1.1.3 The Designer shall schedule a site review meeting with the local fire department and the Office of Facilities Development during the schematic design phase 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. Any agreed-upon alternatives between the Designer and Fire Department shall be provided in writing to the UofM OFD.
- 1.1.4 Construction documents 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 Program Verification phase for existing buildings shall include evaluating all active and passive fire and life safety systems and structural conditions. Such evaluation shall include but is not limited to, investigating 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, the existence of plenum-rated materials, adequate clearances for any proposed

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work, the existence of unsafe electrical conditions, open electrical junction boxes, loose ducts, unsafe gas piping or gas piping systems, etc. Failure on the part of the Designer to completely investigate, evaluate, and abate above such conditions shall be considered an error or omission on the part of the Designer.

- 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 Designer shall be responsible for evaluating existing site conditions and designing 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 before the Pre-Bid meeting.
- 1.1.8 The Designer shall be responsible for notifying the University of any unsafe structural conditions, fire and life safety, or health hazards recognized as a result of inspection of the project site. The Designer shall incorporate the necessary design to eliminate the unsafe conditions into the construction documents unless the University determines the condition(s) can be addressed in a subsequent project.
- 1.1.9 The Designer shall determine if existing furniture or existing equipment movement is required to facilitate the project. Discussion with the UofM OFD shall be required to determine if moving of furniture or equipment is to be added to the scope of the project, as an allowance, or addressed by the University as an additional project.
- 1.1.10 Schematic and design-development floor plans shall indicate furniture and equipment.
- 1.1.11 The plans provided by the Designer shall include a Program of Special Inspections as require by the currently adopted codes.

**1.2 Designer's Document Delivery Requirements**

- 1.2.1 Reserved - UofM OFD One Drive Portal-
- 1.2.2 All project drawings will be provided in AutoCAD DWG & PDF formats. Final Record Documents shall be provided to the UofM OFD in Auto Cad and PDF formats on a Compact Disk or a Thumb Drive.
- 1.2.3 Monthly Design Progress Schedule. The Designer shall submit a monthly design progress schedule to the UofM OFD to indicate progress and future completion deadlines.

**1.3 Asbestos, Lead Paint and Mold**

- 1.3.1 Existing buildings may contain Asbestos, Lead Paint, and Mold. The design team shall make every effort to identify such materials, and construction documents shall provide clear direction for abatement following State and Local regulatory requirements.
- 1.3.2 The Designer shall ensure that asbestos containing materials are prohibited in new construction.
- 1.4 **Field Inspections.** As noted in the Tennessee Higher Education Designer's Manual, the Designer is obligated to perform field inspections twice a month to evaluate progress, check the quality of work, verify compliance with plans, and identify potential problems and/or issues. A written field report is required to be submitted to the UofM OFD and the Contractor promptly. A written report shall be provided to justify when conditions or circumstances prohibit or justify the inspection not taking place.
- 1.5 **Street Numbers.** The Designer shall be responsible for evaluating the posting of street numbers on new and existing buildings to determine compliance with the current fire code. For new and existing buildings not found to be compliant, the project plans shall include details for posting street numbers following current fire code requirements.

**1.6 Designer Submittal Requirements**

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- 1.6.1.1 After the Pre-Construction Meeting, a UofM OFD Submittal Distribution List shall be provided to the Designer. The Designer shall send all submittals, shop drawings, and product data to the University staff listed on the UMOFD Submittal Distribution List for review and comment. The Designer shall allow a minimum of seven (7) days and a maximum of ten (10) days for UofM comments before proceeding with approval unless UofM OFD approves otherwise.
- 1.6.1.2 Reserved - ~~All Designer approved submittals, shop drawings and product data shall be submitted to the UofM OFD by uploading to the UofM OFD One Drive Portal.~~
- 1.6.1.3 Submittals for interior materials (i.e., Flooring, carpet, paint, trim, etc.) shall be submitted in conjunction with other finish materials for color coordination.
- 1.6.1.4 Any submittals that are contrary to the Bid Documents are required to be submitted with the required "Product Substitution Request Form," per Spec Section 01 25 33, and require Campus approval of the change.
- 1.6.1.5 Submit three (3) samples or mockups of items for UofM OFD approval where items/ colors/ finishes are noted to be selected by the University. Samples should be six inches square or larger to show each type's material, finish, color, and texture. Provide a color selection set displaying the manufacturer's full range of colors.
- 1.6.1.6 Submit engineered details of seismic connections and hanger spacing certified by an architect/engineer licensed in the State of Tennessee.
- 1.6.1.7 Submit fire protection system calculations and drawings certified by a Tennessee State licensed engineer for the approval of the University and the State Fire Marshal's Office.
- 1.6.1.8 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.
- 1.6.1.9 Submittals of products or equipment requiring a warranty per the project specifications shall be listed in tabular format and provided to the UofM OFD before Substantial Completion.

## **2. Contractor Requirements**

### **2.1 Contractor's Submission of Bids**

- 2.1.1 A review of the site and existing building conditions for all proposed projects is mandatory before submission of a Bid. The UofM SBC Procurement Compliance Officer will set a pre-bid meeting date and time. Attendance at this meeting by the Contractor or the Contractor's representative is highly recommended with the submission of a Bid.
- 2.1.2 Before a bid submission, the 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 set requirements and state and local codes. This includes but is not limited to, utilities, substrates, accessible above-ceiling spaces, etc. Accessible above-ceiling conditions shall be checked for wiring and piping supports, protection of fire-rated assemblies, fire-stopping of penetrations, plenum-rated materials, clearance requirements for new work, open junction boxes, loose ducts, etc.

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- 2.1.3 Before a bid submission, the Contractor shall determine if existing furniture or equipment movement is required to facilitate the project. Discussion with the University and the Designer shall be required to determine if moving of furniture or equipment is to be added to the scope of the project, as an allowance, or addressed by the University as an additional project.
- 2.1.4 Questions related to the project site and/or construction documents are encouraged. Such questions shall be submitted in writing to the Designer seven days before the bid opening unless specified otherwise in the project's Pre-Bid Meeting.
- 2.1.5 Submission of a Bid is evidence of an examination and any difficulties or discrepancies noted. Include all costs associated with providing a complete and functional project in the Bid as indicated in the Contract Documents. No change orders will be issued for extra labor, materials, and equipment costs required for any difficulties encountered that could have been determined before the submission of the Bid.
- 2.2 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 after that responsible for the security and condition of the building within the work area, contents, appurtenances, and systems until the execution of the Certificate of Substantial Completion.
- 2.3 Contractor's 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 exterior doors keyed or re-keyed with construction cores following the UMOFD Policy and Requirements for Processing Keys and Cores on SBC Construction Projects. (Find attached in Section 4)
  - 2.3.2 Upon approval of Substantial Completion Inspection, the Contractor shall coordinate the removal of the construction cores and installing the permanent door locks with the University Key Shop following the UofM OFD Policy and Requirements for Processing Keys and Cores on SBC Construction Projects.
  - 2.3.3 For construction projects within existing buildings 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 duration of the project and return issued keys to the UofM OFD upon Substantial Completion of the project.
  - 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 the Owner as a Change Order to the Contract Amount.
- 2.4 Contractor's Parking Requirements**
  - 2.4.1 All General Contractor and Subcontractor employees parking with vehicles not directly involved in the project are limited to general parking lots on Central or Southern Avenues or city streets surrounding the campus. General Contractors and Subcontractors will be granted access to gated lots only for work vehicles vital to the project when necessary.
  - 2.4.2 Contractor vehicles on campus shall be identifiable with the 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.

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- 2.4.6 Contractors may load/unload at the project site, but unattended delivery vehicles are subject to ticketing and towing at the Contractor's 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 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 Contractor's Obstruction of Streets, Sidewalks, Pedestrian Walkways, Parking and Loading Spaces.**
- 2.5.1 Reserved - A UofM OFD Traffic Management Permit
  - 2.5.2 University sidewalks, pedestrian walkways, parking, and loading spaces shall not be blocked with construction, equipment, tools, or materials unless UofM OFD approves.
  - 2.5.3 Approval of the City of Memphis Traffic Engineer and the City of Memphis Fire Department is required before blocking or restricting any public street or alley use. Such approvals shall be provided before requesting authorization from the UofM OFD.
- 2.6 Contractors ADA Site Responsibilities** – The Contractor shall provide and maintain required ADA accessibility around the 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 temporarily.
- 2.7 Contractor's Obligation to protect UofM property.** Existing buildings, parking lots, drives, curbs, landscaping, underground lawn sprinkler piping, 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 due to 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 Contractor Construction Work Hours, Construction Noise and Dust**
- 2.8.1 Work hours are 7:00 am-4:30 pm Monday-Friday (no exceptions) unless the UofM Office of Facilities Development grants written permission.
  - 2.8.2 No work is to be scheduled or performed during the University holidays or when the University is closed unless the UofM OFD grants permission.
  - 2.8.3 The Contractor shall limit excessive noise and dust to a level acceptable to the University (saw cutting, core drilling, hammer drill, jackhammer, etc.) Coordinate high noise and/or excessive dust activities with the 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.
- 2.9 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 following the University Code of Conduct found on the University of Memphis website. (Code of Student Rights & Responsibilities)
  - 2.9.2 Conduct or actions of employees, Subcontractors, or guests is the Contractor's responsibility.
  - 2.9.3 No alcoholic beverages, firearms, or weapons of any type, except those of duly authorized law enforcement or security personnel, are permitted on university property.

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- 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 Contractor's superintendent of record, or a designated representative approved by the UofM OFD, must be on the job site during all work under the Contract.
- 2.10.2 The superintendent's and project manager's contact information shall be posted on a sign in a highly visible location on site for contact purposes.
- 2.10.3 The 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 state and local permits, inspections, approvals, authorizations, postings, etc., on-site and available for review.
- 2.10.5 The Contractor shall use service elevators only for materials and/or equipment deliveries unless the use of passenger elevators is necessitated by large construction materials or equipment. Passenger elevator use 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 During the pre-construction meeting, the Contractor shall discuss any planned hazardous operations or procedures, such as excavations, hot work, blockage of streets, etc. When public safety is a concern, the Contractor and University Representatives are to discuss any special coordination required.
- 2.10.7 The Contractor and Subcontractors shall be responsible for reviewing and understanding 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 before 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 toilet facilities, fire sprinklers, fire alarms, elevators, or telecommunications systems. Scheduling of such a shut-down through the UofM OFD is required to notify 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 the 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 two (2) week notice to allow ample time for notification to all those affected by the blockage or shut-down.
- 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, jackhammer, alarm testing, 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. The Contractor shall limit excessive noise and dust as much as possible.

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- 2.11.6 The Contractor shall notify the UofM OFD before any excavations on campus. A Dig Permit (Find attached in Section 4) is required to be obtained at least two (2) weeks before digging.
- 2.11.7 The Contractor shall notify the UofM OFD **immediately** upon filing police or accident reports or noting damage to university property or any other safety or security breaches on the project.

**2.12 Contractor Safety Requirements**

- 2.12.1 The Contractor has a contractual responsibility for the safety and security of the project work area for the duration of the project.
- 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.
- 2.12.3 All tools, ladders, extension cords, materials, equipment, and supplies utilized in the performance of the Contractor's work shall always be 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 ensuring a safe passageway for pedestrians.
- 2.12.4 The Contractor shall install and maintain construction barriers and/or fencing during the construction project. All laydown spaces and areas subject to high pedestrian traffic require chain link fences or barriers of equal substance to safely protect students, staff, faculty, and visitors.
- 2.12.5 CONSTRUCTION AREA – DO NOT ENTER signage is required to be posted at appropriate locations to provide identification and warning to prevent accidental entry into the area.
- 2.12.6 The Contractor shall coordinate and maintain safety during the deliveries of materials and/or equipment when vehicular and/or pedestrian traffic flow restrictions are involved. A proper advanced notice shall be provided for blocking vehicular streets, drives, pedestrian sidewalks, or walkways.
- 2.12.7 The Contractor shall comply with all applicable OSHA Code of Federal Regulations safety standards, TNOSHA requirements, The University of Memphis Contractor Safety Program 2020, and industry best safety practices.
- 2.12.8 The Contractor is responsible for submitting a comprehensive written Health and Safety Plan. The Contractor shall submit such plan to the University of Memphis Office of Facilities Development for review and approval before initiation of construction, and the approved plan shall be kept on the job site.
- 2.12.9 Gas-powered equipment is not permitted inside buildings on campus unless UofM OFD approves an approved engineered exhaust system with monitoring capabilities.
- 2.12.10 Before performing any hot work, the Contractor shall obtain a University of Memphis Hot Work Permit from the UofM Office of Facilities Development.
- 2.12.11 A permit (See Section 4) is 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

**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 building areas 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



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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 using passenger elevators for construction is necessitated, the Contractor shall provide clean-up immediately after use.
- 2.13.5 Before project close-out, the 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 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 carpets 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 of 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 before any underground excavations. A site plan showing the location(s) of proposed excavations shall be submitted to the UofM Physical Plant for review and approval before excavation.
- 2.14.2 The Contractor is responsible for the field location of all known underground utilities and communication lines and for repairing any damage to utilities or power/communication outages caused by the Contractor's work.
- 2.14.3 The type and method of any repairs necessitated by contractor damages are required to be approved by the UofM Physical Plant, and such repairs shall be made within 24 hours. Emergency repairs shall be done as expeditiously as possible in coordination with the UofM Physical Plant.
- 2.14.4 The Contractor shall immediately report any damages to underground utilities or communication lines to the UofM OFD.
- 2.14.5 Be advised that the 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, Physical Plant provides utility plans showing the general location of known electrical, water, gas, sewer, and irrigation lines. The University utility plans do not always provide depth and exact location of utilities. Field-verify all University utility plans 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.
- 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 the cost of repairs to any 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 and damage to underground systems due to construction activities shall be repaired.

**2.15 Contractors Landscaping and Tree Protection Responsibilities**

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- 2.15.1 See Campus Planning and Design Detailed University Design Requirements for Landscaping and Site Design Requirements.
- 2.15.2 Removal of any landscaping, grass, and/or trees as part of the project shall be approved by, & coordinated with the UofM Landscaping Department.
- 2.15.3 Before any site disturbance with new construction or facility repair activities, tree preservations 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. Also, see other Tree Protection during Construction requirements in Campus Planning and Design Detailed University Design Requirements for Landscaping and Site Design Requirements.
- 2.15.4 See Sod Installation and Repair Requirements in Campus Planning and Design Detailed University Design Requirements for Landscaping and Site Design Requirements.
- 2.15.5 The Contractor shall be responsible for repairing 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 the UofM OFD or the UofM Director of Landscaping approves additional time.
- 2.15.7 All soil disturbances subject to soil erosion and sediment migration shall require installing erosion control measures before rain events.

**2.16 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 are paid before issuing a Notice to Proceed. Change Orders for reimbursement of Plan Review fees will not be accepted unless approved in writing by the UofM OFD. Copies of all permits, inspection results and approvals shall be provided to the UofM OFD.

**2.18 Compliance with all University Policies.** The University of Memphis' conduct policies applicable to students, staff, faculty, and visitors shall apply to Contractors, Subcontractors, and employees. Failure to comply can result in a breach of Contract and/or dismissal from University Property.

**2.19 Contractor Project Coordination**

- 2.19.1 The University, adjacent buildings, streets, and walks 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 must 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 that fall within the project's scope shall be maintained at all times per the requirements of the Fire Code.
- 2.19.4 The temporary shut-down of fire alarms and fire sprinkler systems requires a UofM Fire Protection Impairment Permit. and shall be coordinated with UofM OFD.

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

**2.21 Contractor Responsibilities for Projects Without Designer Contract Administration.**

- 2.21.1 Reserved - ~~The Contractor is required to comply with the processes and~~

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~~procedures found in the Tennessee Higher Education Commission's Designer's Manual.~~

**2.22 Contractor Responsibilities for Fire Protection Systems Impairment**

2.22.1 Contractor shall obtain a UofM Fire Protection Systems Impairment Permit to shut down any building fire protection system or component.

**2.23 Contractor Responsibilities for Asbestos, Lead Paint and Mold Removal**

2.23.1 Contractor shall obtain a UofM Asbestos Removal Permit before removal of any asbestos materials in buildings.

**2.24 Contractor Submittal Requirements**

2.24.1 Submittals are required following the project specifications.

2.24.2 The Contractor is required to provide copies of all state and local permits, inspection results, and inspection approvals when obtained.

2.24.3 The Contractor is required to provide notice to the Designer if the product being submitted includes a Manufacturer's Warranty.

**3. Close-out Requirements for Designer and Contractor**

3.1 All close-out documents, as required by the University of Memphis Designers Manual, shall be submitted as follows:

- a. Two hard copies of "As Built" Record Documents
- b. All Close-out documents shall be provided to the University in Auto-Cad and PDF formats on compact disks and Thumb Drives.
- c. **Reserved** – One Drive Portal

3.2 Substantial Completion and Final Completion inspections shall not be conducted until all of the close-out items required by the Project Close-out Checklist Form C72 are completed.

3.3 Before the inspection for Substantial Completion, the Designer must submit Project Close-out Checklist Form C72, indicating all the close-out documents required to that point have been submitted, checked, and are complete.

3.4 If Substantial Completion cannot be achieved within the allowable contract time, the Designer shall provide written notice to the Contractor that Liquidated Damages are applicable.

3.5 Before the inspection for Final Completion, Project Close-out Checklist Form C72 must be submitted by the Designer, indicating all the close-out documents required to that point have been submitted, checked, and are complete.

3.6 If the Final Completion cannot be achieved within the time established on the Certificate of Substantial Completion, the Designer shall provide written notice to the Contractor that Secondary Liquidated Damages are applicable.

**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



**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 \_\_\_\_\_

*Responsible Party to Circle "yes" or "no" for each item below:*

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



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	policervices@memphis.edu
Mr. Tommy Miller	UofM Parking Services	<a href="mailto:tmiller@memphis.edu">tmiller@memphis.edu</a>
Mr. Julian Boyland	UofM Physical Plant	<a href="mailto:jbyland1@memphis.edu">jbyland1@memphis.edu</a>
Mrs. Tara Buchanan	UofM Disability Resources	<a href="mailto:tmbchnn@memphis.edu">tmbchnn@memphis.edu</a>

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

**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	<a href="mailto:jbyland1@memphis.edu">jbyland1@memphis.edu</a>	
Communications (IT Network Services)	Mr. Shawn Wright	<a href="mailto:rwroght5@memphis.edu">rwroght5@memphis.edu</a>	

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](mailto:jlhicks2@memphis.edu) \_\_\_\_\_  
 Mrs. Phyllis Holder [paowens@memphis.edu](mailto: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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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

**UNIVERSITY OF MEMPHIS**  
**OFFICE OF FACILITIES DEVELOPMENT**  
**FIRE PROTECTION IMPAIRMENT PERMIT**

Impairment Location: _____ (Include Building Name, Floor(s), and Room numbers)	
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? ___ Yes ___ 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: _____	
<i>(This section to be completed by Impairment Coordinator)</i>	
UofM Impairment Coordinator: _____ IC Email: _____	IC Phone #: _____ IC Approval Signature & Date: _____
Impairment Level:    Level 1 - Significantly affecting occupant life safety. <b>Fire Watch Required</b> Level 2 - Minimal impact to overall life safety of occupants. <b>Fire Sentry Required</b>	
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	<a href="mailto:tmiller@memphis.edu">tmiller@memphis.edu</a>
UofM Physical Plant	Mr. Julian Boyland	<a href="mailto:jbyland1@memphis.edu">jbyland1@memphis.edu</a>
UofM Disability Resources	Mrs. Tara Buchanan	<a href="mailto:tmbchnnn@memphis.edu">tmbchnnn@memphis.edu</a>

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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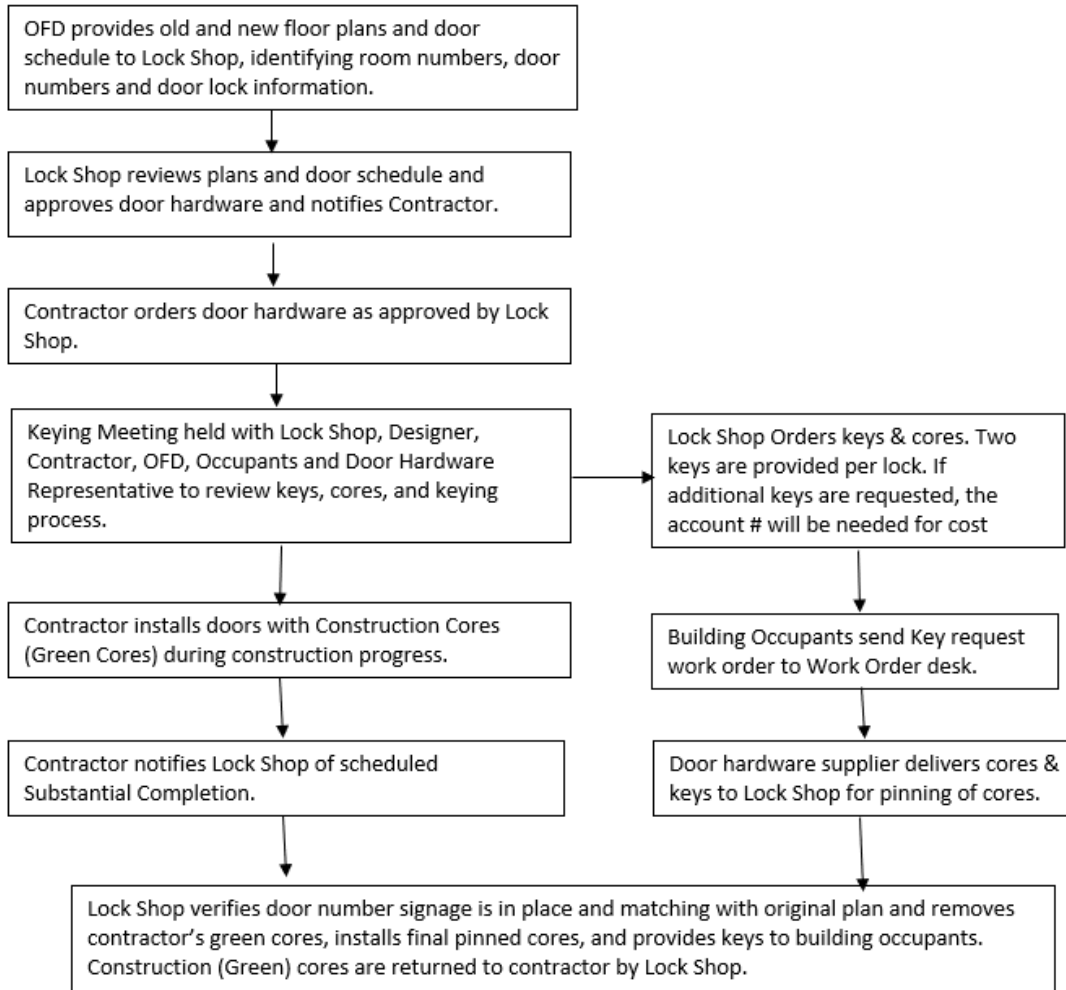
4.9 Door Key and Cores Process and Procedures



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

