

IV. EXISTING REMODELING OF CAMPUS PROJECTS CONSTRUCTION STANDARDS

4.02 HVAC Components Cleaning Procedures when working in occupied buildings:

1. Before start of operations: Occupants should be notified of workmen in their area before arrival of contractor and should remove any items from tops of workstation dividers, etc.
2. Areas of duct cleaning must be vacated prior to start of work.
3. Upon arrival, contractor will cover workstations with plastic.
4. During the air duct cleaning process, some furniture may be moved in order to access ducts.
5. Ceiling tiles will be removed and some debris may fall out at this point, but all debris from air ducts is captured in Hepa vacuums (supplied by the contractor) and not released into the air space.
6. Approximately 30 minutes to one hour before the end of the shift, one contractor employee will be designated to start cleaning up with tools and equipment supplied by the contractor.
7. Clean up will include removal of plastic from workstations, check workstations and dust off if needed, vacuum carpet, place furniture back in place, gather all work trash in contractor furnished containers, and remove from the building.
8. A final walk through of the work area is done by the Project Representative to check all of these items.
9. The building should be secured as pre-discussed with the customer: 30 minutes before end of work shift, call Custodial Operations Supervisor to inspect cleanliness and to help with security. Names and phone numbers for these contacts are to be obtained from Project Representative.
10. Emergency numbers and/or phone numbers for campus police when working on campus:

Campus police dispatch	(512) 245-2805
Cogen Plant	(512) 245-2108

11. Contractor's Representative will leave a voice mail of his progress at main contracting office or for Project Representative when working after hours. During regular hours, contractor's representative will call the contracting office and/or Project Representative directly.
12. All work performed is to be schedules in advance between the Contractor's Representative and FPDC Project Representative.
13. Tracking water/debris on floor will be cleaned by the contractor.