

## SECTION 01 52 00

### OWNER FIELD OFFICES

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. CONTRACTOR shall furnish, install, and maintain a temporary field office for OWNER on the PROJECT site during construction. This temporary field office shall be separate from CONTRACTOR's facilities. CONTRACTOR shall determine the location of the temporary field office and storage facilities, subject to OWNER's approval.

#### PART 2 PRODUCTS

##### 2.01 GENERAL

- A. At CONTRACTOR's option, portable or mobile buildings or trailers may be used if tied down adequately and modified properly for office use subject to OWNER's approval.
- B. Materials used for the field office may be new or used, but shall be serviceable, adequate for the required purpose, and shall not violate applicable codes or regulations.
- C. Ownership of equipment furnished, unless otherwise specified by the OWNER, will be that of CONTRACTOR.

##### 2.02 FIELD OFFICE REQUIREMENTS

- A. The minimum requirements are as follows:
  1. Minimum of three hundred thirty (330) square feet in plan with a ninety (90)-inch or higher ceiling.
  2. Shall be of weather-tight construction and structurally sound.
  3. Shall have floors raised above ground.
  4. Insulation shall be compatible with occupancy and storage requirements.
  5. At least two (2) latching windows with security guard screens and blinds or drapes on not fewer than two (2) sides and one (1) solid core entrance door complete with cylinder lock and three (3) keys shall be built into the walls, with railed steps and landings provided at the entrance door.
  6. Automatic heating and air conditioning equipment as approved by OWNER to maintain comfort conditions of 70 degrees F properly sized for PROJECT locale and conditions.
  7. Minimum of four (4) electrical outlet boxes. Ample electric power to operate installed systems.

8. Exterior lighting at the entrance door.
9. Sanitary and personnel facilities.
10. Office Equipment:
  - a. Two (2) suitable office desks with drawers and locks.
  - b. Two (2) suitable office tables not less than three (3) feet by five (5) feet.
  - c. Three (3) office chairs.
  - d. One (1) plan rack with drawing hangers.
  - e. One (1) plan table.
  - f. Two (2) waste baskets.
  - g. One (1) supply cabinet with not less than ten (10) square feet of shelving.
  - h. One (1) metal filing cabinet eighteen (18) by thirty two (32) with four lockable drawers.
  - i. Two (2) telephones with two (2) separate private lines.
  - j. Capability for facsimile (fax) machine connection.
  - k. Drinking water dispensed with an acceptable cooler capable of producing hot and cold water and paper cup dispensers with cups.
  - l. Paper towel dispenser with towels.
  - m. One (1) First-aid kit.
  - n. One (1) Tri-Class (ABC), dry chemical fire extinguisher, 10-pound.
  - o. Two (2) wastepaper baskets.
  - p. One (1) ten (10)-inch outdoor-type thermometer, mounted at a convenient location, not in direct sunlight.

### **PART 3 EXECUTION**

#### **3.01 INSTALLATION**

- A. CONTRACTOR shall construct on proper foundation and on a site which has been filled and graded to provide surface drainage away from the field office.
- B. Provide minimum 100 square feet of gravel or crushed rock base, minimum depth of 4 inches, at each entrance.
- C. Make available for use prior to start of the WORK.

- D. Maintenance and Cleaning:
  - 1. CONTRACTOR shall provide maintenance and cleaning at least weekly.
  - 2. The maintenance entrance area must be kept dry and free of mud and debris.
- E. Maintain in good repair and appearance, and provide cleaning service and replenishment of supplies as required.
- F. Removal:
  - 1. CONTRACTOR shall remove the temporary field office, contents, and services at a time they are no longer needed as determined by OWNER.
    - a. This includes removing foundations and debris, grading the site to required elevations, and cleaning the areas and restoring the site to the original condition or better.

### 3.02 TEMPORARY UTILITIES

- A. CONTRACTOR shall be responsible for providing and paying for utility hook-up, including but not limited to:
  - 1. Power: Determine type and amount available and make arrangements for obtaining temporary electric power service, metering equipment, and pay all costs for electric power used during AGREEMENT period, except for portions of WORK designated in writing by OWNER as substantially complete.
  - 2. Lighting: Provide temporary lighting to meet applicable safety requirements to allow construction, application, or installation of materials and equipment, and observation or inspection of the WORK.
  - 3. Telephone Service: Arrange and provide onsite telephone service for use during construction. Pay costs of installation and monthly bills.
  - 4. Heating, Cooling, and Ventilation:
    - a. Provide automatic heating and air conditioning equipment to maintain comfort conditions of 70 degrees F as approved by OWNER.
    - b. Provide to protect materials, equipment, and finishes from damage because of temperature or humidity.
    - c. Provide adequate forced air ventilation of enclosed areas to cure installed materials, to dispense humidity, and to prevent hazardous accumulations of dust, fumes, vapors, or gases.
    - d. Pay all costs of installation, maintenance, operation, removal, and fuel consumed.
    - e. Provide portable unit heaters, if required by OWNER, complete with controls and suitably vented to outside as required for protection of health and property.

5. Drinking Water: Provide temporary facilities and piping as approved by OWNER required to bring water to point of use and remove when no longer needed. Install an acceptable metering device and pay for water used at OWNER's current rate.
6. Sanitary and Personnel Facilities:
  - a. Provide and service, clean, and maintain facilities for onsite use.
  - b. Provide facilities in compliance with state and local health authorities.
7. Fire Protection:
  - a. Furnish and maintain onsite adequate firefighting equipment capable of extinguishing incipient fires.
  - b. Comply with applicable parts of NFPA 241.

**END OF SECTION**

