

**PATIENT CARE PROJECT MANUAL  
for GENERAL CONTRACTOR CONTRACTS**

Amend Article 8.7.1 of the Special Conditions to read:

- 8.7.1 The University requires a minimum of four (4) bound copies and two (2) digital copies of the final installation, training, operation, maintenance and repair manuals to be turned over to the Owner's Project Manager and approved for content by the Consultant, by or before the time construction is 75% complete.

Add the following to Article 8.7 of the Special Conditions:

- 8.7.3 In addition to the above, and other provisions of the Contract notwithstanding, the University requires the following electronic submittals:
  - 8.7.3.1 Operation and maintenance manuals and materials, where specified, for mechanical and electrical equipment in PDF format with each piece of equipment as a separate PDF file.
  - 8.7.3.2 All test and/or certification reports.
  - 8.7.3.3 Operation and maintenance data and materials for operating items other than mechanical and electrical equipment, where specified, in PDF format with each piece of equipment as a separate PDF file.
  - 8.7.3.4 Complete equipment list for use with SAP software and building data for use with Whitestone maintenance software in electronic spreadsheet format. Data is to be provided in Unifomat format with the information being provided either in aggregate totals or in individual locations as noted in Attachment A – Unifomat Component List. Information is to be provided as follows (PPDMC will provide blank Excel spreadsheets in electronic form for use in compiling the information, if desired)
    - 8.7.3.4.1 All materials that require preventative maintenance (PM) are listed as Individual Locations on Attachment A. The equipment list is to be provided in Excel spreadsheet format and is to include the information listed in Attachment B
    - 8.7.3.4.2 Required maintenance procedure listing each work task in Excel spreadsheet format as shown in Attachment C.
    - 8.7.3.4.3 Required frequency of maintenance for the work tasks outlined in 8.7.3.4.2 above and included in the Attachment C spreadsheet.
    - 8.7.3.4.4 Listing of maintenance parts and items: i.e. filters, lubricants, etc. for each work task listed in 8.7.3.4.2 above.
    - 8.7.3.4.5 Whitestone building information data is to be supplied in total quantities for items listed as Aggregate Totals on Attachment A. The provided information is to be in an Excel spreadsheet listing the following information: Unifomat Format Code, Component ID, Component Name, Unit of Measure, Quantity, and Installation Year. See Attachment D for an example spreadsheet.
- 8.7.4 The General Contractor shall also provide the following:
  - 8.7.4.1 Maintenance materials and spare parts required.
  - 8.7.4.2 Replacement materials.
  - 8.7.4.3 Special maintenance tools if required by manufacturer for proper maintenance, or if specified.
- 8.7.5 In the event the General Contractor fails to provide these required electronic submittals prior to reaching 75% completion, it is agreed that the Owner at its sole discretion may deduct from the current and subsequent Applications for Payment an amount deemed by the Owner to be sufficient to encourage prompt compliance with this contractual requirement, until such time as acceptable O&M manuals are received.

Amend Article 10.3 of the Special Conditions to read:

10.3 With the express purpose of expediting construction and providing the opportunity for cooperation of affected parties, progress meetings will be held and attended by representatives of:

- (1) The Owner's Project Manager
- (2) The Consultant.
- (3) General Contractor.
- (4) Sub-contractors.
- (5) Others requested to attend (as deemed necessary by CPMD).
- (6) Physical Plant Division Representative
- (7) Hospital Representative
- (8) Medical Center Physical Plant Representative

Amend Article 24.2.1.2 of the Special Conditions to read:

#### 24.2.1.2 SECTION OF A BUILDING OUTAGE

The Owner's Project Manager is the General Contractor's contact with the University for requesting Utility Outages. The Owner's Project Manager will contact the proper departments and divisions within the University and receive approval from those units prior to allowing a planned outage to occur. The established standard within the University Departments and Divisions of a section of a building shall be a written request two weeks prior to outage. The written request shall include the type of utility to be interrupted, when the outage is desired, reason for outage, length of outage, and what will be affected by the outage. The Owner's Project Manager will insure that all parties affected are contacted and that a time which is least disruptive to all parties is selected. At the appointed outage time Work shall begin and proceed continuously with all required manpower until Work is complete at no added cost to the University. The Owner's Project Manager will then notify all affected departments or divisions.

The Medical Center's Physical plant Division shall be responsible for all switching, valving, etc. required to take the affected utility out of service, and shall be responsible for returning the utility to full normal service at the completion of the outage.

Amend Article 33 of the Special Conditions to read:

#### ARTICLE 33 EMERGENCY VEHICLE AND FIRE TRUCK ACCESS

33.1 Access to the Medical Center Loading Dock must be maintained during construction for local fire truck access to the fire alarm annunciator panels located adjacent to the loading dock. General Contractor shall coordinate with the local fire department that would respond to an alarm during the initial start up of construction to ensure a complete understanding of their requirements.

**The following Articles are in addition to, and take precedence over the provisions of the Special conditions for the Project.**

#### ARTICLE 42 LOADING DOCK

42.1 All demolition materials will be brought through the loading dock to the dumpster.

42.2 All new material and equipment, except for items requiring use of the front entry, shall be delivered to the main loading dock.

42.3 The loading dock shall be the primary access for construction workers. Construction workers shall use stairway near the designated elevator.

#### **ARTICLE 43 CONSTRUCTION PATH**

43.1 Elevator No. \_\_\_\_ **(INSERT NO.)**, as indicated in Drawings, may be used by construction workers and material access EXCEPT during the hours of \_\_\_\_\_ **(INSERT TIME)**.

43.2 All materials and equipment are to be brought into the hospital through elevator no. \_\_\_\_ **(INSERT NO.)**, except for large equipment and casework. General Contractor shall identify time and schedule to allow accessing such items through \_\_\_\_\_ **(INSERT)**, and shall coordinate same with the Owner's Project Manager.

#### **ARTICLE 44 HOSPITAL PROJECT PROCEDURE:**

44.1 This Project involves part of a fully functioning Hospital and teaching facility. During the construction of the new Work and all renovation, the Hospital is to remain fully functioning. No service offered by the Hospital will be allowed to be interrupted. This will require careful scheduling and consultation with the Owner and the Consultant. The Hospital will attempt to cooperate as much as possible but their need to provide full medical care will supersede any construction aspect.

44.2 The General Contractor shall organize his Work so that the Work shall cause a minimum of interference and disturbance to the Owner. A major portion of the Work will occur over an occupied---- **TYPE OF SPACE---**. The remaining work is above the **--TYPE OF SPACE-----**. This will require anticipation and careful scheduling of any noisy work above the area, or access through the area.

44.3 Coordination shall occur between the General Contractor and the Owner regarding access to areas outside of the immediate designated construction areas, including access to room's adjacent horizontal, or vertical that the General Contractor may need to access in order to run/connect utilities. Coordination for access shall be discussed in the monthly Progress Meetings as required by Article 10 of these Special Conditions. General Contractor shall also provide to the Owner written notice, one week prior to the anticipated need for access. Approval for access to the adjacent areas must be received by the General Contractor, prior to final scheduling of the Work. Failure to notify the Owner of the need for access will result in the stoppage of Work in the area for which access is required until approval is obtained. Any additional cost for such stoppage will be the General Contractor's responsibility.

44.4 No live electrical wiring, including temporary lighting, may be left exposed in areas of public or staff access.

44.5 In no instance may a corridor be blocked or its clear width reduced to less than 4'0".

44.6 "NOISY WORK": Areas to receive noisy Work above **--indicate areas of the facility---**. The General Contractor shall utilize tools or equipment of low velocity or drilling to limit the noise generated from Work which will be disruptive to patients. Any hammer drilling and impact type tools/equipment which are to be utilized in the Work by the General Contractor shall be strictly limited. Falling materials that damage ceilings, walls, pipes, and equipment shall become the General Contractor's responsibility to repair and/or replace at no cost to the Owner.

44.7 The General Contractor is hereby advised that any noisy Work which is disruptive will be required to stop upon notice from Owner's Project Manager. General Contractor will be notified by Owner's Project Manager when noisy Work can resume. General Contractor shall notify Owner's Project Manager 48 hours prior to the start of any noisy Work.

- Noisy work shall be performed after 6:00 p.m. and before 7:00 a.m.

- Perimeter wall construction around the Work Area shall be erected after 6:00 p.m. and before 7:00 a.m.
- All bulky materials shall be delivered after 6:00 p.m. and before 7:00 a.m.

#### **ARTICLE 45 WORKING HOURS/ACCESS: FOR MEDICAL CENTER/HOSPITAL**

45.1 Normal Work hours are defined as a period between 7:00 a.m. to 5:00 p.m., Monday through Friday. General Contractor shall notify Owner's Project Manager one working day prior to performance of any Work for permission to do any Work during non-normal Work hours.

#### **ARTICLE 46 SECURITY BADGES AND MEDICAL CENTER SECURITY**

46.1 Security badges will be required for all construction personnel at General Contractor's cost of \$11.00 (**Confirm Price of Badges**) each from Hospital Security. Each badge will contain a picture, name and firm name. A 30-minute training and information session will be required for all personnel applying for badges.

46.2 The General Contractor's and subcontractors are responsible for the security of their own materials, tools, and equipment on the project site. The Owner is not responsible for theft or vandalism to any such materials, tools, or equipment. The General Contractor shall coordinate with Medical Center Security prior to entering spaces other than Contraction Limits.

46.3 This General Contractor shall assist in providing workers schedule to Medical Center Security personnel when it is evident his workmen will have access to unsecured areas within the building after normal work hours.

46.4 This General Contractor shall secure the Project Limits for safety of building users working in adjacent spaces.

46.5 Any General Contractor having a field office or job trailer shall provide a key to the Owner's Project Manager, only to be used in the case of fire or security emergency.

46.6 The Owner will provide construction cores for keying during the life of the project and permanent cores at conclusion of construction. Hardware supplier to coordinate with University Key Shop.

46.7 Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.

46.8 Maintain security by limiting number of keys and restricting distribution to authorized personnel. Provide Owner with one set of keys.

#### **ARTICLE 47 CEILING CLEARANCE**

47.1 Work above ceiling: All work above an area with lay-in ceiling must be coordinated and installed so there is a minimum of 4" between the top of the ceiling grid runners and bottom of the installation. Installation shall not obstruct equipment access space or equipment removal space. Also, conduit and pipe attached to the wall must be above the 4" minimum level.

47.2 Coordination Between Trades: Request and examine all drawings and specifications pertaining to the construction before installing above ceiling work. Cooperate with all other contractors in locating piping, ductwork, conduit, openings, chases, and equipment in order to avoid conflict with any other contractor's work. Give special attention to points where ducts or piping must cross other ducts and piping, and where ducts, piping and conduit must fur into the walls and columns. Make known to other trades

intended positioning of materials and intended order of work. Determine intended position of work of other trades and intended order of installation.

#### **ARTICLE 48 METAL ANCHORS**

48.1 All anchoring devices utilized to secure materials to the building shall be metal. Plastic or plastic expansion components shall not be used. This shall include all fasteners for mechanical/electrical hangers.

#### **ARTICLE 49 – HOSPITAL CONSTRUCTION CERTIFICATION**

48.1 This Project involves working in a fully functioning Hospital. Individuals responsible for the work occurring on the site should be thoroughly familiar with the hazards and procedures associated with construction in the healthcare environment.

49.2 All superintendents and foremen for the General Contractor and the Mechanical and Electrical sub-contractors shall be required to hold at least one of the certifications listed below from the associated organizations prior to working in the University of Kentucky Chandler Hospital or UK Good Samaritan Hospital. Any other trade contractor with more than four (4) individuals working on the site at one time shall have one individual who holds at least one of the certifications listed below from the associated organizations prior to working in the University of Kentucky Chandler Hospital.

Healthcare Construction Certificate - American Society for Healthcare Engineers  
Certified Healthcare Contractor – Kentucky Society of Healthcare Engineers

49.3 Should the required certifications not be in effect at the date of the work order, the University project manager may, at his or her discretion, grant a grace period for the required training.

**The Form of Proposal should include the following: FP-10 - Please provide a copy of a valid Healthcare certification for the listed Superintendent.**