

Section 01520

TEMPORARY FIELD OFFICE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary field office building and associated parking area.

1.02 FACILITY DESCRIPTION

- A. Temporary field office will be utilized by City Engineer to coordinate and monitor daily construction activities performed by Contractor. Field office may also be used by duly authorized representatives or contract services retained to test or inspect materials furnished and work performed.
- B. Designate field office as non-smoking facility.

PART 2 PRODUCTS

2.01 FIELD OFFICE

- A. Furnish and Locate:
 - 1. Locate temporary field office in vicinity approved by City Engineer and indicated on Drawings.
 - 2. Furnish, install and maintain field office for exclusive use of City Engineer. Provide sufficient room for project meetings and office for City Engineer=s Inspector.
 - 3. Provide office space ready for operation within 10 days of Date of Commencement for Project.
 - 4. Construct two all-weather, hard surfaced parking spaces for exclusive use by City Engineer. Provide all-weather surfaced walk between parking spaces and field office.
- B. Minimum Construction:
 - 1. Structurally sound foundation and superstructure.
 - 2. Completely weather tight with insulated roof, walls and 7-foot ceiling (minimum).

3. Stairs or walkway with handrail and covered entrance platform (minimum 4 feet by 4 feet) with mud scraper at door.
4. Resilient floor covering.
5. Screened windows with area equal to approximately 10 percent of floor area sufficient for light, view, and ventilation. Provide each window with operable sash and burglar bars.
6. Secure, lockable exterior doors with dead-bolt cylinder locks.

C. Minimum Services:

1. Exterior light at entrance.
2. Interior lighting of 75 foot-candles minimum at desk top height.
3. Automatic heating to maintain 65 F in winter.
4. Automatic cooling to maintain 75 F in summer.
5. Electric power service.
6. Telephone service including 3 lines, 1 for voice and 1 for data, and 1 for fax for exclusive use by City Engineer.
7. Sanitary facilities in field office with 1 water closet and 1 lavatory and medicine cabinet for City Engineer.

D. Minimum Furnishings:

1. One 5-drawer desk
2. Two swivel desk chairs with casters.
3. One plan table.
4. One plan rack to hold drawings.
5. One 4-drawer legal file cabinet complete with fifty legal size hanging folders and two full sized carriers.
6. One marker board with cleaner and markers.
7. Two waste baskets.

8. One tack board 30 inches by 36 inches.
 9. One all-purpose fire extinguisher.
 10. Six protective helmets (hard hats) with ratchet adjustment for use by City Engineer.
 11. Conference table and chairs to accommodate 10 persons.
 12. Plain paper fax machine.
 13. Telephone instrument separate from fax machine.
- E. Provide adequate space for one set of Contract Documents for ready reference.

PART 3 EXECUTION

3.01 MAINTENANCE

- A. Provide maintenance of all-weather surface driveway and parking areas, buildings and furnishings and equipment or materials furnished and supplied as part of temporary field office for duration of Contract.
- B. Provide janitorial services for temporary field office for duration of Contract. Janitorial services consist of twice weekly sweeping and mopping floors and trash removal, weekly cleaning of restrooms, and weekly dusting of furniture and equipment.
- C. Provide soap, paper towels, toilet paper, cleansers and other necessary consumables to properly maintain temporary field office.
- D. Immediately repair damage, leaks or defective service.

3.02 PROJECT CLOSEOUT

- A. Remove temporary field office and signs and restore site as specified in Section 01770 - Closeout Procedures.

END OF SECTION