

# PROJECT BID MANUAL

New Hanover County Board of Elections

Wilmington, NC

05/24/2023



# TABLE OF CONTENTS

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## 01 00 00 – GENERAL INFORMATION

- 01 01 00 PROJECT TEAM
- 01 02 00 ADVERTISEMENTS
- 01 03 00 INSTRUCTIONS TO BIDDERS
- 01 04 00 INDEX OF DRAWINGS AND SPECIFICATIONS
- 01 05 00 SUBSTITUTION REQUEST
- 01 06 00 RFI FORM

## 02 00 00 – GUIDELINES FOR EO/EA

- 02 01 00 HUB Plan
- 02 02 00 MBE FORMS (Forms 1-6)

## 03 00 00 – BID FORMS

- 03 01 00 BID FORM
- 03 02 00 BID ACKNOWLEDGEMENT AFFIDAVIT
- 03 03 00 BID BOND FORM
- 03 04 00 BID BOND REQUIREMENTS
- 03 05 00 IMMIGRATION POLICY VERIFICATION
- 03 06 00 MWBE FORMS TO BE SUBMITTED WITH BID
- 03 07 00 NON-COLLUSION AFFIDAVIT

## 04 00 00 – BID PACKAGES

- GENERAL INFORMATION APPLICABLE TO ALL BID PACKAGES
- 01A GENERAL TRADES
- 01C FINAL CLEANING
- 03A CONCRETE
- 04A MASONRY
- 05A STEEL
- 03T TERMITE TREATMENT
- 06A ROUGH CARPENTRY
- 06F ARCHITECTURAL MILLWORK
- 07A WATERPROOFING & CAULKING
- 07B ROOFING
- 07E SIDING
- 07J EIFS
- 08A DOORS, FRAMES & HARDWARE
- 08B OVERHEAD COILING DOORS
- 08F GLASS AND GLAZING
- 09A DRYWALL/METAL FRAMING
- 09B CEILINGS
- 09D PAINTING/WALLCOVERING
- 09E FLOORING
- 09L TILE
- 10A TOILET ACCESSORIES
- 10C SIGNAGE
- 10E FIRE EXTINGUISHERS / CABINETS
- 10G METAL CANOPIES
- 12A WINDOW TREATMENTS
- 21A FIRE PROTECTION
- 22A PLUMBING
- 23A HVAC AND CONTROLS
- 26A ELECTRICAL/FIRE ALARM/COMMUNICATIONS
- 31D SITEWORK/SITE UTILITIES/SITE CONCRETE
- 32O LANDSCAPING & IRRIGATION



**05 00 00 – SCHEDULE**

05 01 00 PROJECT MILESTONE DATES

**06 00 00 - LOGISTICS**

06 00 00 SITE LOGISTICS PLAN

**07 00 00 - SAFETY**

07 01 00 SAFETY PLAN

07 02 00 SAFETY FORMS AND CHECKLISTS

**08 00 00 – QUALITY ASSURANCE / QUALITY CONTROL**

08 01 00 QA/QC PLAN

**09 00 00 – APPENDICIES**

09 01 00 SUBCONTRACTOR CHANGE ORDER FORMS

09 02 00 NORTH CAROLINA SALES TAX REPORTING

**10 00 00 – SUBCONTRACT DOCUMENTS**

Please check all boxes acknowledging that you have reviewed these forms and Exhibits

- Sample Thomas Construction Group Subcontract
- Exhibit A                      Contract Documents (SEE SECTION 1)
- Exhibit B                      Scope of Work (SEE SECTION 4)
- Exhibit D                      Safety Plan (SEE SECTION 8)
- Exhibit E                      Site Logistics Plan (SEE SECTION 7)
- Exhibit H                      Project schedule (SEE SECTION 6)
- Exhibit I                      Quality Control Plan (SEE SECTION 9)
- Exhibit K                      Bond Forms (SEE SECTION 3)
- Exhibit M                      EEO Policy
- Exhibit O                      Carolinas State Law Rider
- Exhibit Q                      BIM Execution Plan
- Exhibit U                      Diversity Plan (SEE SECTION 2)



**SECTION  
01 00 00**

**GENERAL INFORMATION**



01 01 00

## ***PROJECT TEAM***

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Project: New Hanover County Board of Elections

Owner: Cape Fear FD Stonewater

Construction Manager: Thomas Construction Group  
1022 Ashes Drive, Suite 200  
Wilmington, NC 28405

Architect: LS3P  
101 N. Third Street, Suite 500  
Wilmington, NC 28401

MEP Engineer: Newcomb and Boyd Consultants and Engineers  
5425 Page Rd; Suite 215  
Durham, NC 27003

Civil Engineer: SEPI Engineering  
5030 New Centre Drive; Suite B  
Wilmington, NC 28403

Structural Engineer: Ardurra Group North Carolina  
3809 Peachtree Avenue, Suite 102  
Wilmington, NC 28403

Landscape Architect: Mihaly Land Design  
330 Military Cutoff Road; Suite A-3  
Wilmington, NC 28405



01 02 00

## ***ADVERTISEMENT TO BID***

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### **NEW HANOVER COUNTY BOARD OF ELECTIONS- ADVERTISEMENT FOR BIDS**

Sealed proposals will be received by Thomas Construction Group for The New Hanover County Board of Elections in Wilmington, NC. Bids for the following packages will be opened on 6/15/2023 at 3:00PM:

01A General Trade, 01C Final Cleaning, 03A Concrete, 04A Masonry, 05A Steel, 03T Termite Treatment, 06A Rough Carpentry, 06F Architectural Millwork, 07A Waterproofing and Caulking, 07B Roofing, 07E Siding, 07J EIFS, 08A Doors, Frames and Hardware, 08B Overhead Coiling Doors, 08F Glass and Glazing, 09A Drywall/Metal Framing, 09B Ceilings, 09D Painting/Wallcovering, 09E Flooring, 09L Tile, 10A Toilet Accessories, 10B Sound Absorbing Wall Units, 10C Signage, 10E Fire Extinguishers/Cabinets, 10G Metal Canopies, 12A Window Treatments, 21A Fire Protection, 22A Plumbing, 23A HVAC and Controls, 26A Electrical, Fire Alarm and Communications, 31D Sitework/Utilities/Site Concrete, 32O Landscape and Irrigation.

All bids will be received and opened privately at the office of Thomas Construction Group; located at 1022 Ashes Drive; Suite 200; Wilmington, NC 28405. Sealed bids are to be hand delivered to the bid opening location noted below. Mailed, sealed bids can be delivered before 3:00 PM on the day of the bid at the address noted below.

On 5/26/2023 at 9:00 AM a Preferred Alternates, HUB Outreach session & Pre-Bid Meeting will be held virtually at the following link: <https://tinyurl.com/z2ccpk7j>

Copies of plans, Specifications and Contract Documents will be available at <https://tinyurl.com/3d6h3nt8> or purchased from CopyCat Print Shop, 637 S Kerr Avenue, Wilmington, NC 28403, [plans@copycatprintshop.net](mailto:plans@copycatprintshop.net), (910) 799-1500. Hard copies of bid documents may be reviewed by appointment at the offices of Thomas construction Group, 1022 Ashes Drive, suite 200, Wilmington, NC or may be purchased from CopyCat Print shop at the Subcontractors expense.

All questions should be directed to [estimating@thomasconstructiongroup.com](mailto:estimating@thomasconstructiongroup.com)

All Bidders are strongly encouraged to include opportunities for Minority Business participation wherever possible in their respective bid submission. Minority Business is a part of this contract and must comply with the State of North Carolina General Statutes. The CM and Owner reserve the right to add bidders, qualify bids, and/or reject any and all proposals as determined to be in the best interest of the project. In accordance with GS 133-3, Section 64 the following preferred brands are being considered: Johnson Controls BAS Control System



## ***INSTRUCTIONS TO BIDDERS***

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### TABLE OF CONTENTS

1. GENERAL
2. DEFINITIONS
3. QUALIFICATION OF SUBCONTRACTORS
4. BIDDING DOCUMENTS
5. PRE-BID CONFERENCE
6. INTERPRETIONS AND ADDENDA
7. QUESTIONS AND CLARIFICATIONS
8. SUBSTITUTIONS / APPROVED EQUAL MATERIAL OR EQUIPMENT
9. MATERIAL, SUPPLIES AND EQUIPMENT SALES TAX
10. TIME FOR COMPLETION/LIQUEDATED DAMAGES
11. EQUAL EMPLOYMENT OPPORTUNITY
12. BUILDING INFORMATION MODELING
13. BONDING PROGRAM
14. PROPOSAL SUBMISSION REQUIREMENTS
15. BID OPENINGS
16. BIDS
17. SUBMISSION OF BIDS
18. POST-BID INFORMATION
19. FAILURE TO EXECUTE AN AGREEMENT



## 1. GENERAL

1.1 Thomas Construction Group, Construction Manager, will receive Proposals from invited firms on the following dates:

- Advertisement to bid 5/18/2023
- Pre-Bid/HUB Outreach and Owner Preferred Alternates Meeting 5/26/2023
- Last day for questions/RFI's 6/2/2023
- Final Addendum issued 6/9/2023
- Bid Day 6/15/2023

The CMAR will be conducting selection interviews based on the selection criteria provided in this instruction to bidders.

1.2 Thomas Construction Group reserves the right to reject any or all bids, accept bids in any order or combination, make modifications to the work after the bid, and waive any informalities or irregularities in bids if it is deemed appropriate by Thomas Construction Group

1.3 Selection will be made based on experience, knowledge of similar projects, safety, schedule, budget, budget management and management team.

1.4 Each subcontractor acknowledges that by submitting a bid for this project, that a complete estimate detail breakdown may be required as part of the "open book" policy.

1.5 The Bidding Documents will consist of:

- This Project Bid Manual
- Contract Documents – Drawings, Specifications, Manuals, Reports and Narratives
- Addenda, Bulletins and other supplemental information
- Project Schedule
- Site Logistics
- Work Package Breakdown

1.6 All questions should be submitted via e-mail to the Estimating department at [estimating@thomasconstructiongroup.com](mailto:estimating@thomasconstructiongroup.com)

1.7 All references in the Contract Documents to work being provided by the "General Contractor", "Contractor", "Construction Manager at Risk", "Construction Manager", or any other similar language, shall inferably be provided by the applicable trade Subcontractor(s) as designated by the Bid Package Description(s).

## 2. DEFINITIONS

2.1 See "Bid Packages – Information Applicable to all Bid Packages" for definitions

## 3. QUALIFICATION OF SUBCONTRACTORS

3.1 Subcontractors pre-qualification is not a requirement for this project. Thomas Construction Group and the Owner reserve all rights to qualify subcontractors for scopes of work as related to any/all portions of the project.

3.2 Thomas Construction Group reserves the right to request qualification information prior to the issuance of a Subcontract.





#### 4 BIDDING DOCUMENTS

- 4.1 Instructions for accessing the documents were provided in the initial invitation email. Please contact the estimating department if you require any instruction or assistance in accessing documents via the project Website listed below:

<https://tinyurl.com/3d6h3nt8>

The website may be updated daily or multiple times during any given day, so viewers are urged to refresh their browser to receive any updates to be viewed.

- 4.2 Bidding Documents will also be available for review at the following locations:

- **Thomas Construction Office**
- **Building Connected Website**
- **CopyCat Print Service**
- **Carolinas AGC/ISQFT/Construct Connect**

#### 5 PRE-BID CONFERENCE

- 5.1 A virtual Pre-Bid conference will be held on the date and time listed below:

All Bidders are expected to have reviewed the Bidding Documents and to have summarized topics for discussion. Attendance at these sessions are strongly encouraged.

**Pre-Bid/HUB Outreach and Owner Preferred Alternates Meeting:**

Date: 5/26/2023  
Time: 9:00 AM  
Location: <https://tinyurl.com/z2ccpk7j>

#### 6 INTERPRETATIONS AND ADDENDA

- 6.1 Bidders shall promptly notify Thomas Construction Group in writing of any error, ambiguity or inconsistency they may discover upon examination of the Bidding Documents for each portion of the Project or the Site and Local Conditions.
- 6.2 All requests for clarification or interpretation must be submitted in writing to Thomas Construction Group at least one calendar week before the Bid.
- 6.3 All modifications, clarifications and interpretations of the documents will be by Addendum. Oral interpretations or clarification made to any Bidder as to the meaning of the Bidding Documents or any part thereof are non-binding until issued in writing.
- 6.4 Written Addenda to the Bidding Documents will be issued to the Bidders who have prequalified to bid the project. All such Addenda will be listed in the Bid Form in the space provided and will become part of the Subcontract. Each Bidder will be bound by such Addenda, whether received by the Bidder.



## 7 QUESTIONS AND CLARIFICATIONS

- 7.1 Bidders shall promptly notify the Construction manager in writing of any error, ambiguity or inconsistency they may discover upon examination of the Contract documents for each portion of the Project or the Site and Local Conditions. Every request for such an interpretation shall be made in writing to Thomas Construction Group

Email all questions to the Estimating Department at [estimating@thomasconstructiongroup.com](mailto:estimating@thomasconstructiongroup.com)

- 7.2 All modifications, clarifications and interpretations of the documents will be made by Addendum. Verbal interpretations or clarifications made to any Bidder as to the meaning of the Contract Documents or any party thereof are non-binding until issued in writing.
- 7.3 All requests for clarification or interpretation must be in writing and must be received by the Construction Manager no later than **ten (10) days** prior to bid in order to issue clarifications to all bidders via addendum.
- 7.4 Written Addenda to the Bid Documents will be issued to the Bidders through the project website. All such Addenda shall be listed in the Work Package Form in the space provided and shall become part of the Contract Documents.
- 7.5 The anticipated final written Addenda to the Bidding Documents will be available to all pre-qualified bidders by the close of business seven (7) days prior to the established bid date. Clarifications will be sent for specific bid packages up to the bid opening.
- 7.6 All bidders will be notified of the issuance of written Addenda to the Bidding Documents via an email notification.
- Bidders will be able to obtain Addenda by accessing the Project website as indicated in Section 4 above.
- 7.7 Bidders are solely responsible for obtaining bid Addenda as noted above. All such Addenda shall be listed on the Bid Form in the space provided and will become part of the Contract Documents in order for a bid to be considered responsive.

## 8 SUBSTITUTIONS / APPROVED EQUAL MATERIAL OR EQUIPMENT

- 8.1 Bids are to be submitted in accordance with Bidding Documents. Written requests for substitutions, with all appropriate documentation, are to be submitted to Thomas Construction Group in accordance with the Bidding Documents and along with bid submission. Consideration of these substitutions will be at the discretion of the Architect, Owner and Thomas Construction Group
- 8.2 Substitution requests must be submitted per specification 012500 of the Project Manual

## 9 MATERIAL, SUPPLIES AND EQUIPMENT SALES TAX

- 9.1 Bidder's Proposal shall include all Federal, State and/or Local taxes, fees or assessments applicable in all respects to the work covered by Bidder's Proposal.

## 10 TIME FOR COMPLETION/LIQUEDATED DAMAGES

- 10.1 Bidders shall include in their price all regular labor, overtime, material/equipment fabrication or procurement time, worker delays, on-site coordination, interfacing with other contractors and/or subcontractors and all other factors necessary to adhere to the schedule



included in Exhibit H. It is further understood that the schedule and sequence of activities, will be subject to change, which will not be deemed a change to the Bidder's Proposal, except to the extent the schedule is materially delayed.

#### 10.2 Liquidated Damages Values

##### **\$500 / Day after Substantial Completion**

Liquidated damages will be assessed per calendar day after the Substantial Completion Date as defined per the Project Schedule included in the project Bid Manual. Liquidated Damages will be based on the turnover of the project. Substantial Completion shall be defined as an area being able to be used for the purpose for which it was intended and as described in Article 1 of the General Conditions of the contract. The Substantial Completion date is defined in the Contract Schedule for each phase.

### 11 EQUAL EMPLOYMENT OPPORTUNITY

- 11.1 Each Bidder shall include in its bid such measures as are necessary to comply with Federal, State and Local Equal Employment Opportunity requirements which are applicable under this contract.

### 12 BUILDING INFORMATION MODELING

- 12.1 Building Information Modeling will be a function of this project for MEP coordination and will require a 3D modeling effort by the Mechanical, Electrical, Plumbing, Fire Protection, Structural Steel and Telecom trades and a weekly commitment by each during the coordination period, to alleviate "clashes" between such trades.
- 12.2 All awarded subcontractors will be required to attend a BIM "kick-off" meeting where items such as level of model detail, file sharing, and coordination schedule dates are determined. The results of that kick-off meeting will be captured in a BIM "Execution Plan" which, once agreed upon, will be the team's guide for the coordination efforts. This Final Execution Plan will become part of this subcontract agreement. The starting point of this plan can be found in Exhibit Q which details the minimum requirements for this specific project; but will be refined after the initial kick-off meeting.
- 12.3 Each Bidder, by submitting its Bid, represents that:
  - A. It has read and understands the BIM addendum attached in the Exhibits
  - B. Has, at a minimum, participated in at least 3 projects in which the bidding subcontractor has created 3D models for the coordination effort.
  - C. If required, this subcontractor shall submit model examples from previous experience (model files, graphic images, screen shots, etc.) for evaluation of capabilities to model the required detail.
- 12.4 If bidding subcontractor cannot meet requirements outlined above, they may hire services of a third-party vendor and must inform Thomas Construction Group to such arrangement. Bidding subcontractor will be required to assign a representative as a point of contact and be required to manage the third-party vendor to ensure compliance with the BIM implementation plan and BIM addendum in the Exhibits of this bid package manual.

### 13 BONDING

- 13.1 All Bonds will be issued by a Surety holding a current valid Certificate of Authority issued by the United States Department of Treasury under Sections 9304 to 9308 of Title 31 of the United States Code.



- 13.2 Bid Bonds: Each Proposal valued at \$250,000 or more shall be accompanied by a cash deposit or certified check drawn on some bank or trust company, insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five (5%) percent of the bid proposal –OR- bidder may offer a bid bond of five (5%) percent of the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. Said deposit shall be retained by the construction manager in event of failure of the successful bidder to execute the contract within ten (10) days after award or to give satisfactory surety as required by law. Bid Bond/certified check shall name Thomas Construction Group as PAYEE.
- 13.3 Bidder agrees to hold bid price for one hundred twenty (120) days after the date of bid opening or longer if outlined in contract documents as a Bid Alternative, as part of the Bid Bond.
- 13.4 Payment and Performance Bonds: The successful Bidder may be required to provide and pay for a Labor and Materials Payment Bond and a Performance Bond, each in the amount of 100% of the Contract Amount. Bonds must be written on Thomas Construction Group Forms (Exhibit K of the Subcontract Agreement). This is a requirement for all contracts over \$250,000.

### 13 PROPOSAL SUBMISSION REQUIREMENTS

- 14.1 All bids **must be submitted on the Proposal Forms supplied by the Construction Manager**. All Bids must conform in every respect to the Bid Documents and all applicable spaces shall be filled in.

Failure to fill in all applicable spaces may be grounds for rejection of a Proposal.

***If a bid item has NO value or results in a NO CHANGE adjustment, then the Bidder must use "\$0" in the blank. Use of "N/A" (not applicable), or "N/C" (no change), or "NIC" (not in contract), MAY render the Bid "non-responsive".***

- 14.2 Proposals shall be sealed and plainly marked "Bid" with the name of the Project, Bid Package Number, name and address of the Bidder, Bidder's State Contractor's License Number (as applicable to the bid package), Bidder's State Contractor's License expiration date, License classifications (as applicable), and date and time of the bid opening.

The following items are required to be submitted with bids for the described bid package:

- A. Bid Form – Including Alternates and Unit Pricing
- B. Bid Proposal Affidavit
- C. Completed and Initialed Scope of work per Bid Package
- D. Identification of Minority Business Participation
- E. HUB Affidavit A OR Affidavit B
- F. BID Bond in the amount of 5% of Bid, if applicable (Required for packages that exceed \$250,000.00)

### 14 BID OPENINGS

- 15.1 Bids will not be publicly opened or read aloud on the bid due date. Thomas Construction will receive bids, review and may schedule post bid interviews with subcontractors as



deemed necessary. All submitted bids will be contacted once Thomas Construction has reviewed all necessary and pertinent information.

#### 15.2 MODIFICATION OR WITHDRAWAL OF BIDS

Bids may be accepted, without right of withdrawal or modification, for one hundred twenty (120) days from Date of Submission

Bids may be withdrawn by the Bidder only if notice of withdrawal is received in writing by the Construction Manager at Thomas Construction Group prior to the time for receipt of bids. Modifications shall be worded so as not to reveal the amount of the Original Bid.

No Bids may be withdrawn for a period of one hundred twenty (120) days after the scheduled closing time for receipt of same.

Pricing for Alternates must be held for a period of three (3) months after the scheduled closing time for receipt of the same.

Negligence on the part of the Bidder in preparing his Bid confers no right for the withdrawal of the Bid after it has been opened.

### 16 BIDS

16.1 All Bids must be submitted on the Bid Forms supplied by Thomas Construction Group and breakdown forms provided.

16.2 Each Bidder, by submitting its Bid, represents that:

A. It has read and understands the Bidding Documents and that its Bid is made in accordance therewith.

B. It has visited the site and has familiarized itself with the local conditions under which the work is to be performed, including sub-surface condition and existing work completed by others.

i. If a bidder has opted to not visit the site, he/she acknowledges that site visitation was made available by the Construction Manager and the bidder has knowingly waived this right to visit the site; the bidder further affirms that in no way will a failure on the bidder's behalf to visit the site become grounds for a change to the scope of the work during progression of the construction of the Project

C. Subcontractor's Bid is not conditioned upon any modifications to the Subcontract, the Long Form Terms and Conditions, or any other Subcontract Agreement contents noted in item 1.5 above, and that Subcontractor is prepared to execute the Subcontract without taking exception to any of the provisions contained therein.

D. By submitting a Bid, Subcontractor/Vendor waives all conditions and exclusions that may have accompanied their Bid. Bidders should only use the forms provided by Thomas Construction Group to submit sealed bid proposal.

16.3 Bidders shall identify their key personnel, equipment, and their sub-subcontractors to be used in accordance with the requirements of the Bid Form.



- 16.4 ITEMS INCLUDED: Bids shall include all labor, supervision, detailing, tools, materials, equipment, insurance, overhead, profit, permits, bonds, fees, sales, use or similar taxes, etc. applicable to and necessary to accomplish the work outlined in the Bid Package Description except as otherwise stated in the Project Bid Manual. The bidding subcontractors shall include all items necessary for the proper execution and completion of the work.

All Bidding Documents are complementary, and what is required by any one will be as binding as if required by all. In the event of a conflict between any of the Bidding Documents, the most stringent will prevail. Work not covered in the Bidding Documents will not be required unless it is consistent and reasonably inferable as being necessary to produce the intended results.

All Bidders shall, prior to submitting a bid, examine the Bidding Documents thoroughly with respect to work by others and shall have familiarized themselves with the interfacing and coordination of their work with that of other Subcontractors as it pertains to all aspects of the work.

Bidder must provide a totally complete operational system in accordance with all Drawings and Specifications, Local and State Building and Fire Codes and accepted manufacturers and industry standards governing the Project.

- 16.5 Prior to submitting a bid, each Bidder shall thoroughly research and familiarize itself with all applicable licensing requirements of the state and local authorities having jurisdiction over the project.

## 17 SUBMISSION OF BIDS

### 17.1 Bids will be received for the NEW HANOVER COUNTY BOARD OF ELECTIONS

- Bid Day - 6/15/2023 @ 3:00 PM

Submittal of bids will be at the same location as the pre-bid conference:

Thomas Construction Group  
1022 Ashes Drive, Suite 200

**DO NOT MAIL BID FORMS DIRECTLY TO NEW HANOVER COUNTY**

Prior to bid day shall be by hand delivery to :

Thomas Construction Group  
RE: NEW HANOVER COUNTY BOARD OF ELECTIONS  
Attn: ESTIMATING

(Clearly mark on envelope **“New Hanover County Board of Elections – BID”**)

**Note:** If a bidder opts to mail or hand deliver bid forms to Thomas Construction Group, the bidder is solely responsible for confirmation of receipt at the address listed above no later than 3:00PM on bid day (information above). It is strongly recommended that delivery tracking with signature confirmation be utilized to track shipments and confirm receipt by the Construction Manager. It is not the responsibility of Thomas Construction Group to ensure the transport, delivery or



receipt of bids from the bid drop-off location to the bid opening at any point after the set time for receipt.

**DO NOT MAIL BID FORMS DIRECTLY TO NEW HANOVER COUNTY**

18. POST-BID INFORMATION

- 18.1 Each Bidder shall be prepared to attend a selection interview in which the CM, Architect and Owner may participate. The final selection will be made based on the interview team's evaluation of the bidder and their response.
- 18.2 Each Bidder shall be prepared to furnish such information to Thomas Construction Group as is required to demonstrate to the satisfaction of Thomas Construction Group, the Designers and the Owner the ability of the proposed persons and entities to carry out the work for which they have proposed. Provide to Thomas Construction Group, at the Post-Bid Conference, a copy of the following:
- Company Organization Chart with Names and Contact Numbers
  - Resumes of Project Manager and Field Supervisor(s)
  - Insurance
  - Material Supplier and Lower Tier Subcontractor Listing
  - Company Safety Policy
  - Jobsite Specific Safety Plan
  - Jobsite Specific QA/QC Plan
  - Job Hazard Analysis
  - E-Verify
  - Secretary of State – Proof of registration

Individuals attending this Post-Bid Conference shall have the authority to represent its company and to make decisions or commitments on behalf of their company. Meeting minutes and video records from these interviews may be kept by Thomas Construction Group and distributed to each interviewing company.

19. FAILURE TO EXECUTE AN AGREEMENT

- 19.1 If Bidder's Proposal is accepted resulting in the Award of a Contract, Bidder agrees to meet with Contractor, review and execute Contract within seven (7) calendar days after notification from the Contractor. In addition to any other rights which the Contractor may have, Bidder's failure to execute the Contract within the specified time or to furnish any required bonds or insurance certificates shall, if the Contractor so elects, release the Contractor from every obligation of any nature whatsoever to Bidder
- 19.2 The CM & Owner reserves the right to issue subcontracts to the selected bidder at any time up to one hundred twenty (120) days after the receipt of bids. The bidder must sign and return the Agreement within seven (7) days of receiving it. Failure to do so will be considered as refusal on the part of the selected bidder to enter into the Agreement. Upon such refusal, the CM & Owner may award the contract to the next qualified bidder, at their option, with the initially selected bidder's bid guaranty being retained as provided by law.

END OF SECTION – INSTRUCTIONS TO BIDDERS



**01 04 00 INDEX OF DRAWINGS AND SPECIFICATIONS**

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**01 05 00 SUBSTITUTION REQUEST FORM**

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# REQUEST FOR SUBSTITUTION

Project: New Hanover Co. Board of Election Project No.: 7702-190810  
To: LS3P Specification Section #: \_\_\_\_\_  
Wilmington, NC Contractor: \_\_\_\_\_  
Attn.: Laura Miller Requested by: \_\_\_\_\_  
Phone: 910-790-9901 Phone: \_\_\_\_\_  
Fax: 910-790-3301 Fax: \_\_\_\_\_  
Email: lauramiller@ls3p.com Email: \_\_\_\_\_

Reason for not providing specified item: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Savings to Owner for accepting substitution: \_\_\_\_\_

**Specified Product/Fabrication Method**  
(List name/description; model no.; manufacturer): \_\_\_\_\_  
\_\_\_\_\_

| Required Information for <i>Specified</i> Product: | Attached:                |
|--|--------------------------|
| Point by Point Comparative Product Data            | <input type="checkbox"/> |
| Tests  | <input type="checkbox"/> |
| Reports  | <input type="checkbox"/> |
| Fabrication Drawings                               | <input type="checkbox"/> |
| Samples (Where Applicable)                         | <input type="checkbox"/> |

**Proposed Product/Fabrication Method**  
(List trade name/description; model no.; manufacturer): \_\_\_\_\_  
\_\_\_\_\_

| Required Information for <i>Proposed</i> Product: | Attached:                              |
|---|--|
| Point by Point Comparative Product Data           | <input type="checkbox"/><br>(Required) |
| Tests   | <input type="checkbox"/>               |
| Reports   | <input type="checkbox"/>               |
| Fabrication Drawings                              | <input type="checkbox"/>               |
| Samples (Where Applicable)                        | <input type="checkbox"/>               |

List of Related Changes/Modifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Differences between proposed substitution  
and specified product: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed product/fabrication method  
affects other parts of the Work  No  Yes: Explain \_\_\_\_\_  
\_\_\_\_\_

# REQUEST FOR SUBSTITUTION

Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product as utilized for this project, except as noted herein.
- Qualifications of manufacturer, installer, and other specified parties meet the specified qualifications.
- Same special warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source for replacement parts, as applicable, is available as that specified.
- Proposed substitution does not affect dimensions and functional clearances, except as noted herein.
- Proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
- Failure of proposed substitution to produce indicated results will not be considered grounds for additional payment or time.

**For the Contractor:**

Submitted by: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**For the Manufacturer:**

Submitted by: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

END OF REQUEST FOR SUBSTITUTION





RFI # \_\_\_\_\_

Thomas Construction Group LLC  
1022 Ashes Drive  
Suite 200  
Wilmington, North Carolina 28405  
Phone: +19107992295

Project: P22-1268 - New Hanover County Board of Elections  
230 Government Center Drive  
Wilmington,

### RFI SUBJECT

TO: Jason Lovelace (Thomas Construction Group LLC)  
1022 Ashes Drive Suite 200  
Wilmington, North Carolina 28405

FROM: \_\_\_\_\_  
\_\_\_\_\_

DATE INITIATED: \_\_\_\_\_

STATUS: Draft

LOCATION: \_\_\_\_\_

DUE DATE:

COST CODE:

REFERENCE: \_\_\_\_\_

COST IMPACT: \_\_\_\_\_

SCHEDULE IMPACT:

DRAWING NUMBER: \_\_\_\_\_

SPEC SECTION: \_\_\_\_\_

LINKED DRAWINGS:

RECEIVED FROM: \_\_\_\_\_

COPIES TO:

INSERT QUESTION \_\_\_\_\_

**Recommended Solution:** \_\_\_\_\_

Awaiting an Official Response

#### All Replies:

BY \_\_\_\_\_

DATE \_\_\_\_\_

COPIES TO \_\_\_\_\_

**SECTION  
02 00 00**

**GUIDELINES FOR EO/EA**





## Minority Participation Program

Thomas Construction Group is committed to soliciting and utilizing qualified minority, women-owned and disabled-owned subcontractors and vendors in every community when conducting business. We believe that DBE/HUB opportunities exist in most, if not all, projects; therefore, Thomas makes a concerted effort to include minority businesses when solicitation proposals.

### **HUB GOALS AND RESPONSIBILITIES:**

Our HUB program goal is to obtain the maximum participation of HUB owned businesses. Though many of our projects do not mandate specific goals, our work with HUB firms mirrors our commitment to broadening the construction community and returning benefits to the project's local economy. The goal for the State of North Carolina projects is typically 10% participation by HUB-owned businesses. It is the goal of our team to maximize the ability of the local HUB construction community to participate in the work, thereby partnering and investing in the construction project and our steadfastness to the community. Every member of our construction team is committed to this goal.

Not only do we practice HUB/MBE participation for our projects, but we also employ women in key roles throughout our company. This trend will continue as we seek opportunities to hire talented workers based on skill set and not gender or background. Our intern program has been very successful, and we regularly attend career fairs at major universities. We continue to hire graduates from our state-supported institutions. Thomas recently participated with NCSU and allowed undergraduate and graduate students to use one of our local Raleigh projects as a Case Study.

### **OUTREACH**

How We Will Exceed Your Goal:

- Thomas Construction Group maintains an extensive subcontractor/vendor database, which designates minority status. Verification of their status is made using the North Carolina Department of Administration website. We endeavor to consistently update our HUB database with subcontractors and vendors from various resources, including but not limited to: NCDOA Office of HUB; Directory of NC Department of Transportation; New Hanover County Minority/Women Business Enterprise Directory; City of Wilmington; Wilmington Housing Authority; Small Business Technology Development Center; and other HUB Support organizations.
- Packaging work items that take advantage of the strengths of the minority and local contracting community.
- Conduct pre-proposal meetings with unfamiliar minority and disadvantaged businesses.
- Making bidding documents available at convenient locations and times.
- Consideration of labor or material only contracts and payment cycles of twice a month in lieu of monthly to reduce financial burdens.
- Project specific training with our staff to assist with administrative and pre-qualification forms.
- Project specific notices with our local municipalities, trade associations, and professional associations and with statewide MBE listing.
- Provide clear and efficient procedures for monitoring compliance with the HUB program.

### **GOOD FAITH EFFORT**

Our Effort Will Result in Success:



- If the minority participation goal is not met, we understand our client will evaluate all efforts made by the Contractor and determine compliance in regard to quantity, diligence, and results of these efforts. Contractors are required to earn at least 50 points for good faith efforts.
- Implementing the Thomas Outreach Program will bring us in touch with the established businesses which have the capability to participate in the proposed project. Our team's commitment and accountability is tracked in a detailed log that reflects our efforts with notes and files collecting company information on all interested firms.
- Mass notification and drawing distribution through a number of sources including but not limited to:
  - Advertising in the newspaper(s) with the highest readership within the project vicinity and Diversity News.
  - Conduct subcontractor/vendor search on the North Carolina Department of Administration – Office for Historically Underutilized Businesses website for HUB businesses in and surrounding the county in which the project is located.
  - Construction plans and specifications are made available for review in our office and posted electronically in our bid advertisement/solicitation utilizing Building Connect, an email broadcast tool which solicits from a database of over 10,000 subcontractors – many of whom are MBE/HUB certified by the State of North Carolina; as well as local plan rooms.
- Bid packages will be analyzed and written to facilitate HUB participation in prime subcontracting and second tier bidding. When appropriate, prime subcontract packages may be broken down into smaller bid packages to help promote HUB participation.
- Our team will announce this opportunity to our database of HUB firms early to generate interest.
- Thomas solicits HUB firms on other private projects that allow companies to learn the expectations and build capacity for jobs such as our client expects and requires. Electronic mail and publication advertising are the primary methods of solicitation delivery. Unresponsive subcontractors are followed by personal telephone contact.
- Provide quick pay agreements and policies to enable minority contractors and vendors to meet cash-flow demands.

## **IDENTIFICATION AND RECRUITMENT**

How We Will Do It:

- Thomas will work with the Owner, our internal HUB database, and the HUB listings of MBE and HUB companies in the area which might be interested in the project.
- Direct communication by our team of the opportunities on this project will be clearly documented and advertised.
- Networking sessions to connect first tier subs with second tier subs.
- Provide methods for joint check purchasing to alleviate cash flow problems. We will make special payment arrangements for minority companies to help with the financial burden of labor and materials.
- Waiving of certain insurance limit requirements where excessive limits hinder open competition.
- Provide education sessions and training to help with pre-qualification documents.
- Assist with bidding preparation and scope review prior to bid day.
- Awarding of work items on unit cost basis or rate schedule basis.
- Assist with bonding company relations. Our team will work to make introductions to the bonding community and the subcontractors which appear to be solid new businesses with a real potential of growing with bonding assistance.

## **MONITORING AND REPORTING**

Documenting and Reporting our Success for Minority Business Participation Requirements:

- Thomas will track the utilization of MBE and HUB throughout the project. A master log will show an overview of companies contacted, information on file, and level of interest and specific area of work, conversations, impediments and solutions.
- Developing mentoring relationships between primary subcontractors and minority subcontractors.
- We have proven methods that ensure this can work and will happen. Along with the reporting of HUB participation, our team emphasizes the mentoring of small businesses. Thomas seeks to work with prime subcontractors (e.g. Mechanical, Electrical, Plumbing, etc.) which have a successful history of projects will develop mentoring relationships between small and large subcontractors so a learning opportunity is created and monitored.
- Specifying minority percentage goals by individual prime subcontract package. We will work with other large subcontractors in major disciplines to adopt an MBE responsibility at a sub-sub level. We monitor this program to ensure that it is being managed with the same goals as Thomas.



## Identification of HUB Certified/ Minority Business Participation

I, \_\_\_\_\_,  
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work Type

\*Minority  
Category

\*\*HUB  
Certified  
(Y/N)

| Firm Name, Address and Phone # | Work Type | *Minority Category | **HUB Certified (Y/N) |
|--------------------------------|-----------|--------------------|-----------------------|
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\*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

\*\* HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$)\_\_\_\_\_.

# State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of \_\_\_\_\_

(Name of Bidder)

Affidavit of \_\_\_\_\_

I have made a good faith effort to comply under the following areas checked:

**Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.** (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

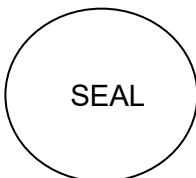
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

# State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_ contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

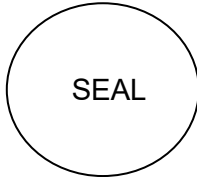
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

# State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of \_\_\_\_\_

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.  
This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_ (Project Name)  
Project ID# \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

| Name and Phone Number | *Minority Category | **HUB Certified Y/N | Work Description | Dollar Value |
|-----------------------|--------------------|---------------------|------------------|--------------|
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
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|                       |                    |                     |                  |              |

\*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

\*\* HUB Certification with the state HUB Office required to be counted toward state participation goals.

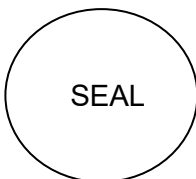
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

# State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of \_\_\_\_\_

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
(Name of Bidder)

Project ID# \_\_\_\_\_ (Project Name) Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

| Name and Phone Number | *Minority Category | **HUB Certified Y/N | Work Description | Dollar Value |
|-----------------------|--------------------|---------------------|------------------|--------------|
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |

\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**\*\* HUB Certification with the state HUB Office required to be counted toward state participation goals.**

**Examples** of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

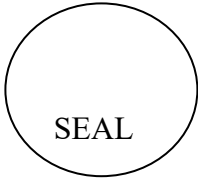


The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**SECTION  
03 00 00**

**BID FORMS**



**BID FORMS TO BE PROVIDED PRIOR TO BID  
IN FINAL ADDENDUM**



## NON-COLLUSION AFFIDAVIT

By executing this proposal, I certify that this proposal is submitted to Thomas Construction Group competitively and without collusion. I am authorized to represent the candidate or bidder named below both in submitting this proposal and in making this non-collusion Affidavit. To the best of my knowledge and belief;

(1) the candidate or bidder has not violated N. C. General Statute section 133-24 in connection with the proposal

(2) the candidate or bidder has not entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with its proposal

(3) the candidate or bidder intends to do the work with its own bonafide employees or subcontractors and is not bidding or making a proposal for the benefit of another contractor. The candidate or bidder to which this Non-Collusion Affidavit refers is:

(insert name of candidate or bidder)

(signature of individual)

### ACKNOWLEDGMENT

Type or print name of the individual who signed the affidavit:

Type or print the name of Notary Public signing this acknowledgment:

Place where acknowledgment occurred:

County of \_\_\_\_\_, State of \_\_\_\_\_

Notary's residence: County of \_\_\_\_\_, State of \_\_\_\_\_

I, the Notary Public named above, certify:

- (1) the individual named above personally appeared before me this day
- (2) I have personal knowledge, or satisfactory evidence, of the individual's identity
- (3) the individual acknowledged signing the foregoing affidavit.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public Seal:

My commission expires: \_\_\_\_\_



**SECTION  
04 00 00**

**BID PACKAGES**



# ***TO ALL BID PACKAGES***

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## **Bid Package Intent:**

In general, this Bid Package is comprehensive to specific CSI Division Work and related Work as referenced, indicated on, or implied by the Project Drawings, Specifications and Project Manual. The subcontractor acknowledges that the following Scope of Work detail is provided as a courtesy and must be used in conjunction with all Project Documents. Scope of Work detail listed is not intended to describe a complete and final work scope. It is provided as a summary overview only.

### **1. DEFINITIONS**

The term “**provide**” means to furnish and install, including all labor, materials, supervision, equipment, tools, storage, insurance, taxes, applicable bonds, and all other items to perform the work.

The term “**include**” means to furnish and install, including all labor, materials, supervision, equipment, tools, storage, insurance, taxes, applicable bonds, and all other items to perform the work.

The term “**furnish**” means to supply materials, including delivery, taxes, and applicable bonds. Coordinate all deliveries with the receiving Subcontractor.

The term “**install**” means to receive, inventory, sort, store, distribute, and install, including all labor, supervision, equipment, tools, storage, insurance, taxes, applicable bonds, and all other items necessary for the installation of the work.

The term “**maintain**” means to assume all responsibility for, to maintain structural integrity of, and to keep in proper working order for the duration of the Project, or until no longer required as directed by Thomas Construction Group

**Addenda:** Formal changes or clarifications issued by the Owner or Owner’s representative to all identified bidders during the bidding period. When modifications are not included in the original bid documents, the issuance of addenda is a process by which bidders can be updated on design changes and clarifications. If such changes or modifications were made after the contract award, these items of work have to be addressed as changes.

**Allowance:** Amounts included in subcontracts as part of the base bid amount for work above and beyond the work outlined in the bid package scope of work sections (note that: a) these hours are inclusive of all field and office costs, b) the total value of these allowances included by the subcontractor are to be broken out on the bid form, c) verification of any allowance usage must be signed off on by the Contractor to be validated for billing purposes, and d) all unused portion(s) of these item(s) will be reconciled at the completion of the project via deductive change order):

**Alternates:** Ideally, on a lump sum contract the low bidder will be determined as the party submitting the lowest bid. The determination and selection of the lowest bidder are made more complex when the Project includes alternates. Alternates can be viewed as modifications to the base bid. They may consist of changes in the structure of a project, changes in the quality of the material to be furnished, the inclusion of additional items of work, the deletion of specified work items, and so on.

**Base Bid:** Refers to the Total Lump Sum price for all the work outlined in the scope of work, and specified in the contract documents.

**Bid Bond:** Issued to give assurances that the Subcontractor will enter into a binding construction contract and will provide the required payment and performance bonds if the contract is awarded to him/her. If the Subcontractor fails to do this (sign the contract and furnish the required bonds), the bond stipulates that a responsible party (the surety) will pay the damages.

**Bid Form:** The bid documents usually include a bid form on which the bids are to be submitted. There are very compelling reasons to use a specified bid form for all bidders. This form will facilitate analysis and comparison of the bids so that irregularities can be detected quickly. For Subcontractors, it ensures accuracy in providing the necessary information and prevents the possibility of having omissions in the bids.

**Payment Bonds:** Gives protection to the Owner if the Subcontractors and suppliers are not paid by the prime Contractor. Payment bonds prevent liens. Basically, the Subcontractors are paid by the surety if the Contractor fails to pay them.



**Performance Bonds:** Assures that a financially responsible party will stand behind the prime Contractor if he or she does not perform properly. These bonds usually state a specified dollar amount as a limit to the liability of the surety.

**Unit Prices:** Unit Prices are used when the Project is fairly well defined but the actual quantities may be difficult or impossible to estimate the accuracy until after construction has started. Thus, the unit price is utilized as a means to establish the payment to be made to the Subcontractor based on precise measurements of in-place field quantities. Unit prices shall be added via change order to this subcontract on an as-need basis. Additional performance requirements above and beyond the provisions of this agreement and following expenditure of any allowances listed above will be performed on an hourly unit basis not to exceed a flat fee which shall include all field costs, printing costs, home office overhead, engineering fees, profit, etc. as follows (note that: a) any additional scope of work must be pre-approved by Contractor in writing prior to Subcontractor proceeding with such work; any unauthorized extra work will not be considered for payment, and b) at any time, the Contractor has the right to re-advertise for bid portions of the work on a lump sum competitive basis rather than electing to utilize unit prices detailed under this agreement).

## 2. GENERAL

1. In the event of any conflicts between these provisions and the contract documents, the more stringent shall govern.
2. Subcontractor will provide competent superintendent on site at ALL times during construction. This individual will have the authority to make decisions on behalf of the subcontractor in regard to manpower and construction sequencing.
3. Subcontractor shall be solely responsible for obtaining all licenses, permits, and inspections required for the completion of the work covered under this Contract.
4. References to the term "Contractor" in the Drawings and Specifications shall be interpreted to mean work by this Subcontractor as they relate to this scope of work.
5. Subcontractor acknowledges that the site has very limited storage space and coordination of deliveries with the Contractor's Superintendent and the project schedule will be critical.
6. There is a minimal amount of on-site parking. It is strictly reserved for Supervisor's only and must be approved for use by the Thomas Construction Group Superintendent.
7. Subcontractor shall be responsible for washing the tires and undercarriages of all vehicles and equipment associated with this scope of work prior to leaving the site at the designated exit locations. Subcontractor shall be responsible to cleanup all soils and debris that are tracked off site on a daily basis or more often if needed.
8. All materials shall be delivered in their original, unopened packages and must be protected from exposure to the elements. Damaged, deteriorated, or unused materials shall be removed from the premises or as directed by the CMAR
9. Subcontractor shall be responsible for all equipment and labor necessary for unloading, hoisting, and distribution of his materials required for the project. Subcontractor shall be solely responsible for re-distribution and/or relocation of his materials as directed by Contractor for the continuation of other activities. Subcontractor shall provide qualified licensed operators for all equipment required.
10. Multiple mobilizations shall be required to perform this work. Subcontractor shall provide all required mobilizations at no additional cost. however if directed to remobilize due to damage or negligence by others trades, these additional mobilization costs will be passed on to these trades.
11. Proper location and installation of all materials shall be the sole responsibility of Subcontractor.
12. Subcontractor shall attend all coordination meetings that will be held at the Contractor's office on site prior to any installation. In these meetings, Subcontractor, shall notify Contractor of any other trades work that may prohibit the installation of Subcontractor's work.



13. Subcontractor will coordinate a pre-construction meeting with their onsite Supervisor/Foremen, Manufacturer, Contractor, Architect and Owners Rep prior to starting work to review the manufacturer's requirements and the Contract Documents.
14. In the event of any conflicts between these provisions and the contract documents, the more stringent shall govern.
15. Subcontractor shall at all times respect the work of other crafts and shall take all necessary precautions to avoid damaging such work. If the Subcontractor damages such work, repairs shall be made at Subcontractor's expense.
16. Subcontractor shall proceed with the work only as directed by the Contractor.
17. Subcontractor shall provide all labor and material warranties in accordance with the specifications.
18. Subcontractor shall be responsible for theft, damage, and loss to all materials stored on site.
19. Subcontractor shall provide physical samples of all products, specification sheets (including flame spread information), SDS sheets, maintenance, and warranty documents to Owner, Architect, and Contractor at no cost.
20. Subcontractor shall examine substrates for any condition that would affect proper installation according to the plans and specifications. Subcontractor shall notify Contractor within (1) week prior to schedule start dates of any discrepancies. Application constitutes acceptance of substrate.
21. Subcontractor includes all required field measurements, and layout of all work and patterns is included.
22. Subcontractor shall punch-out all work included in this scope and shall correct all incomplete and/or defective work within the time frame allowed by the Contractor. Subcontractor shall enumerate his own punch list and execute same prior to punch out by Contractor.
23. This Subcontractor shall provide all testing data required by the Contract Documents. Tests shall be documented and submitted to the Contractor including all close out manuals, warranties, and certificates upon completion of the Work. Each roofing system warranty shall commence from the date of each Building's Date of Substantial Completion.
24. Subcontractor is responsible for unloading, distribution, storage, security, breakage, and loss of all materials.
25. Subcontractor will provide competent superintendent on site at ALL times during construction. This individual will have the authority to make decisions on behalf of the subcontractor in regard to manpower and construction sequencing.
26. Subcontractor shall conform to all QA/QC requirements of the Contractor.
27. Subcontractor shall perform cleanup of subcontractor related work in work areas daily. If cleanup is not performed daily, after 48 hours prior written the Contractor will direct temporary labor to perform this work and all costs associated with the cleanup will be deducted from this subcontract.
28. **Silica Standard: Per OSHA regulations, at no point will subcontractors be allowed to disturb silica (RCS) containing products/materials without the following submittals:**
  - Respirable Crystalline Silica Program – 1926.1153
  - Respiratory Protection Program - 1910.134
  - Training documentation
  - Competent person identification/declaration – Silica
  - Written silica exposure control plan (resource - [www.silica-safe.org](http://www.silica-safe.org))
  - Table 1 Compliance (if applicable)
  - Air Monitoring/Sampling data or Objective data (if applicable)





29. Each subcontractor is required to provide manpower for participation in a composite clean-up crew. This amount is to be identified as a separate line item in your contract SOV. At our discretion, the CM has the right to reduce your contract via a deductive change order prior to the subcontractor beginning work, and will provide said composite clean-up on behalf of the subcontractor(s). This will and does not eliminate your subcontract requirement to provide daily clean-up of your own trash
30. Subcontractor shall be responsible for maintaining a current set of as-built documents for this Scope of Work with periodic updates occurring as necessary but no further apart than on a monthly basis. Subcontractor shall be responsible for reviewing said documents periodically with Contractor at his discretion. Such as-built information should contain dimensioned locations from known points (building corners, etc.), sizes and material classes, elevations, etc. In the event Contractor determines the as-built documents are not being prepared accurately and/or not being updated on a regular basis, Contractor may recommend that progress payments be withheld from Subcontractor until such time the as-built documents are appropriately updated.
31. **This is a lump sum subcontract. Pricing includes any escalation required for the duration of the project.**



## **BID PACKAGE INDEX**

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- 01C FINAL CLEANING
- 03A CONCRETE
- 04A MASONRY
- 05A STEEL
- 03T TERMITE TREATMENT
- 06A ROUGH CARPENTRY
- 06F ARCHITECTURAL MILLWORK
- 07A WATERPROOFING & CAULKING
- 07B ROOFING
- 07E ALUMINUM SIDING
- 07J EIFS
- 08A DOORS, FRAMES & HARDWARE
- 08B OVERHEAD COILING DOORS
- 08F GLASS AND GLAZING
- 09A DRYWALL/METAL FRAMING
- 09B CEILINGS
- 09D PAINTING/WALLCOVERING
- 09E FLOORING
- 09L HARD TILE
- 10A TOILET ACCESSORIES
- 10C SIGNAGE
- 10E FIRE EXTINGUISHERS / CABINETS
- 10G METAL CANOPIES
- 12A WINDOW TREATMENTS
- 21A FIRE PROTECTION
- 22A PLUMBING
- 23A HVAC /CONTROLS
- 26A ELECTRICAL/FIRE ALARM/COMMUNICATIONS
- 31D SITEWORK/SITE UTILITIES/SITE CONCRETE
- 32O LANDSCAPING & IRRIGATION



# BID PACKAGE - 01C FINAL CLEANING

---

## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Final Cleaning** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **01C** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. This package will provide 4 total cleans as follows:
  1. Construction Clean – Bulk removal of materials, general sweeping mopping and initial cleaning to allow for completion of punch list. Includes pressure washing, initial window cleaning
  2. Final Clean – Deep, full clean of all aspects as described below. To be completed immediately prior to initial design team/inspector walks
  3. Puff Clean – Touch up clean of spaces once all punch list is complete and prior to owner acceptance
  4. Post move in – light traffic vacuuming, mopping and touch up immediately after move in and prior to accepting students.

**NOTE: All spaces that are to be cleaned per the above must be coordinated with the TCG team. Spaces that are to be re-cleaned that have not been coordinated with the CMAR will be the sole responsibility of this package.**

2. Subcontractor shall clean all interior and exterior surfaces and spaces including, but not limited to, the following:
  1. Flooring:
    - i. Vinyl : sweep, scrub, and damp mop
    - ii. Concrete: sweep, scrub, and mop
    - iii. Resilient flooring: sweep, scrub, and mop
    - iv. Ceramic tile: sweep, scrub ,and mop
    - v. Rubber flooring: sweep, scrub, and mop
    - vi. Carpet: vacuum
    - vii. Base: dust and wipe down
  2. Walls:
    - i. All wall assemblies: dust and wipe down
    - ii. Ceramic tile: sweep, scrub and mop



- iii. Note that all brick and cast stone will be cleaned by mason
- 3. Fixtures:
  - i. Dust, scrub, vacuum, wash down, sanitize, and polish (includes but not limited to all lights, toilets, appliances, sinks, toilet accessories, registers, window blinds, fire extinguisher cabinets, handrails, mirrors, etc.)
  - ii. Light fixture cleaning includes removal of bugs from all fixtures.
- 4. Storefronts, Windows and Doors:
  - i. Wipe down and polish interior and exterior sides (includes glass, door thresholds, door hardware, etc.)
- 5. Millwork/Casework:
  - i. Dust, vacuum, wipe down and polish cabinets' interior and exterior sides (includes all drawers, upper and lower cabinets, countertops, shelves, etc.), wood wall panels
- 6. Mechanical:
  - i. Dust and wipe down all conduits, piping, equipment, etc.
- 3. Subcontractor shall power wash all exterior sidewalks prior to turnover.
- 4. Subcontractor shall power wash all paving and hardscapes prior to turnover.
- 5. Subcontractor will final clean all elevator cabs, thresholds, walls, ceilings, etc. This includes removal of all temporary protection and adhesives.
- 6. Subcontractor shall notify Contractor upon completion of each area to verify completeness and acceptability. Contractor will only provide written acceptance upon 100% completion of this scope.

**02 EXCLUSIONS**

NONE

**03 ALLOWANCES**

NONE

**04 ALTERNATES**

NONE

**05 UNIT PRICES**

|          |              |
|----------|--------------|
| Foreman: | \$ _____ /HR |
| Cleaner: | \$ _____ /HR |

**06 BID BREAKDOWN**

|   |          |
|---|----------|
| TOTAL BID                                 | \$ _____ |
| 1. Interior Cleaning – Construction Clean | \$ _____ |
| 2. Interior Cleaning – Final Clean        | \$ _____ |
| 3. Interior Cleaning – Puff Clean         | \$ _____ |
| 4. Interior Cleaning – Post Move in Clean | \$ _____ |

**END OF BID PACKAGE 01C FINAL CLEANING**



# BID PACKAGE - 03A CONCRETE

---

## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Concrete** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL  
033000      Cast-in-place Concrete

Specification Sections, As applicable:

---

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **03A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

Provide labor, material, and equipment as required to perform the Concrete, Foundation and Slab work in accordance with the Contract Documents; specifically including, but not limited to the following:

1. All items listed in Work Categories – General section above.
2. Include sales tax.
3. All materials FOB job site.
4. Thomas Construction Group to provide control line and building corners only. All other layout by subcontractor.
5. A mandatory pre-pour meeting to discuss access, sequence, manpower, and start time, will occur 24 hours prior to every slab pour.
6. Work may not be scheduled in continuous operation and shall include multiple mobilizations.
7. This package will receive and must accept the building pad at subgrade in writing. Subgrade is described as FFE less slab depth and less 6" of porous stone fill. This package is to provide and install all porous stone fill from subgrade.
8. Maintain all reinforcement, pipes, sleeves, and appurtenances, in their proper location and profile during pours. MEP trades are required to have an onsite representative at all concrete pours.
9. Provide a minimum of One (1) week notice for Thomas Construction Group to coordinate soil treatment. Ensure all persons are vacated from areas being poisoned to a safe distance and all subs are given prior notice of poisoning schedule.
10. Furnish labor and equipment to install all anchor bolts, embeds or any items cast in the concrete, furnished by others. This subcontractor shall furnish all templates required for placement of anchor bolts. Protect anchor bolts from concrete splatter.
11. This package includes the installation of the concrete curb for the glass/glazing system as indicated.
12. This package includes the supply and installation of all smooth dowels at the existing slab, including the expansion board.
13. Provide all labor and material for concrete work including but not limited to footings foundations, rebar, etc. except for sidewalks, concrete curb and gutter
14. Provide and install all mix designs as required in the specifications, drawings, and contract documents.
15. All concrete material to be provided by subcontractor.



16. All excavation, backfill, and compaction (in accordance with the requirements of the specifications and contract documents) as required for the foundations including SOG and any other work by this subcontractor.
17. Provide demucking and dewatering of footings and slabs as required to complete the work.
18. Clean out forms/footings of debris, mud, etc., prior to placing concrete.
19. Cleanup and dispose of reinforcing, concrete waste, forms and debris created by this scope of work.
20. Install, remove, and clean all form work, shoring, bracing and re-shoring required.
21. Remove excess footing and slab spoils from the building pad to a designated area as directed by Thomas Construction Group superintendent.
22. Formwork is to match adjacent forms and surfaces. Repair tie holes and voids created by chipping, repairs or misalignment of forms.
23. Furnish and Install all stone sub-grade, porous fill, vapor barrier and fine grading required below slab.
24. Furnish and Install all tape joints of vapor barrier and repair any tears, seal around all penetrations with tape.
25. Furnish and Install all reinforcing steel material, welded wire mesh, tie-wire, wire mesh chairs, bolsters and other items as required.
26. Install all pipe bollards, anchor bolts, and other embedded items provided by others. Coordinate locations of items cast in concrete with the appropriate subcontractor. Provide concrete fill of pipe bollards.
27. Furnish and Install all construction, control joints and expansion joints, keyed joints, block outs, water stops, etc.
28. Provide slab depressions as indicated on the Contract Documents.
29. Complete all place and finish work (including rubbing) and saw cutting.
30. Maintain quality control of material consistency through the project.
31. Install and maintain all safety rails, rebar caps, etc. around openings during all work operations as required.
32. Protect all adjacent surfaces from overspray, spillage, or overflows and clean up concrete splatter immediately.
33. Schedule and sequence all deliveries in order to maintain and not delay schedule.
34. Proper finish around all penetrations.
35. All finish work to meet ADA compliance.
36. All steel shall be cut to length, bent, bundled per location and tagged with waterproof tags.
37. Subcontractor to coordinate with owner provided material testing agency to ensure material testing is performed in accordance with the project specifications.
38. Coordinate the work with the testing agency for concrete, reinforcement, compaction test, etc. as required.
39. No concrete shall be poured until compaction has passed. Subcontractor shall verify that the areas to be poured have passed before pouring.
40. Ensure compliance with all finishes as specified for all walls, slabs, and other surfaces.
41. Coordinate the slab on grade and foundations with the work of the utilities installed by other subcontractors.
42. Foundations, sub-grades, SOG etc. should be protected from freezing conditions in accordance with ACI Standards.
43. Furnish and install approved curing compounds and/or finish sealers.
44. Perform visual inspection of formwork prior to placement to ensure final product quality.
45. Provide all labor, material and equipment required for all concrete placing and finish work including concrete buggies, pumps, screeds, saw cutting, curing, light towers, trowel machines, vibrators, protection of concrete including blankets expansion joint material, etc. as required for the scope of work.
46. Provide labor, material and equipment to grout base plates after steel is erected and passed inspection and set leveling nut for base plates.
47. Subcontractor shall clean streets of all material, dust, etc. daily resulting from their scope of work.
48. Subcontractor shall furnish traffic control as required while performing their scope of work.



49. Subcontractor shall not deviate on any dimensions, locations of material and equipment, etc. as shown on the contract documents.
50. This subcontractor is responsible for all costs associated with repairs to finishes or flatness (see specified FF/FL) requirements.
51. Ensure compliance with all finishes as specified for all walls, slabs and other surfaces.
52. Perform all chipping, patching and pointing of honeycombs and voids.
53. Furnish all equipment and manpower for application of curing compounds and other surface treatments.
54. Subcontractor shall include placing and finishing pour back of all openings as required by the contract documents.
55. Provide adequate supervision and manpower to meet or exceed the initial Thomas Construction Group construction schedule included as part of this contract agreement. No extra charges for overtime allowed.
56. All submittals and shop drawings are due within (10) days of the executed subcontract agreement.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

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1. Termite Treatment
2. Sidewalks, Curbs and Gutters

**03 ALLOWANCES**

---

NONE

**04 ALTERNATES**

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1. Provide alternate deduct to install 4” of porous stone fill in lieu of 6”

**05 UNIT PRICES**

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NONE

**06 BID BREAKDOWN**

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|                           |            |
|---------------------------|------------|
| BASE BID                  | \$ _____   |
| Foundations/Reinforcement | \$ _____   |
| Porous Fill               | \$ _____   |
| Slab on Grade             | \$ _____   |
| Stockpiled soil (CY's)    | _____ CY's |

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**END OF BID PACKAGE 03A CONCRETE**



# BID PACKAGE - 03T TERMITE TREATMENT

## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Termite Treatment** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

Division 0      General Requirements – ALL  
313116      Termite Control

## WORK/DIVISION DESCRIPTION:

Bid package No. **03T** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## 01 SCOPE OF WORK

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All field verification and layout for this scope of work.
6. All soil treatment for building slabs, footings, etc. as specified.
7. All specified application certifications and warranty submission requirements
8. All materials for work, including water if not available onsite.
9. All mobilizations as required. Work may not be scheduled in a continuous operation - multiple mobilizations are included in this scope of work.
10. All certifications, reporting, and bonds/warranties as specific for this scope of work.

## 02 EXCLUSIONS

NONE

## 03 ALLOWANCES

NONE

## 04 ALTERNATES

NONE

## 05 UNIT PRICES

Cost per additional square foot of application      \$ \_\_\_\_\_/SF

## 06 BID BREAKDOWN

Termite Treatment Application      \$ \_\_\_\_\_

**END OF BID PACKAGE 03T TERMITE TREATMENT**





# BID PACKAGE – 04A MASONRY

---

## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Masonry** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL  
042613      Masonry Veneer

Specification Sections, As applicable:

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072100      Thermal Insulation  
076200      Sheet Metal Flashing and trims

## WORK/DIVISION DESCRIPTION:

Bid package No. **04A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. Includes modifications to existing Masonry to accommodate new openings
5. All masonry general notes per sheet G-001
6. All required permits and inspection fees associated with all scopes listed within this subcontract.
7. All surveying, field verification, field measurements, staking and layout for this scope of work.
8. All equipment, scaffolding, bracing/shoring, and all associated safety equipment required to meet OSHA and other safety requirements.
9. All masonry units, special shapes. face brick, common brick, modular brick, oversized brick and CMU.
10. All extruded polystyrene behind masonry installations. Sheathing and Air Barrier Membrane by Others.
11. All cast stone as indicated.
12. All exterior masonry; including new brick planter walls to match the existing
13. All joint reinforcing, masonry anchors, dovetail anchors and slots, and wall ties.
14. All grout fill, mortar, additives, coloring, etc.
15. All expansion joints and control joints, including top of wall compressible fill.
16. All through wall flashing and weeps.
17. All penetrations through masonry shall be grouted to maintain the integrity of the rated walls.
18. All masonry returns shall be saw cut tight against exterior sheathing.
19. All quality control of material color consistency through the project
20. All point-up and masonry unit replacement that is not acceptable.
21. All weather protection including daily covering of all walls and stored materials.
22. All masonry cleaning. Acid cleaning is not acceptable. Any damage to other materials during masonry cleaning will be replaced at subcontractor expense.
23. Install all loose materials within the masonry system (provided by others), including but not limited to all loose steel lintels, all embed/weld plates, all loose rebar in block walls, all sheet



metal through-wall flashing, all louvers, all hollow metal door and window frames, all insulation, etc. that are required for a complete wall assembly.

24. All job mock-up panels, samples, certificates, and warranties.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

Material #1 -

Material #2 -

Material #3 -

**02 EXCLUSIONS**

Fluid Applied Air Barrier

**03 ALLOWANCES**

NONE

**04 ALTERNATES**

NONE

**05 UNIT PRICES**

NONE

**06 BID BREAKDOWN**

|                      |          |
|----------------------|----------|
| BASE BID             | \$ _____ |
| Building Brick/Block | \$ _____ |
| Site Brick/Block     | \$ _____ |
| Flashings and Trims  | \$ _____ |
| Brick Cleaning       | \$ _____ |
| Job Mockups          | \$ _____ |

**END OF BID PACKAGE 04A MASONRY**



# BID PACKAGE - 05A STEEL

---

## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Steel** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |                            |
|------------|----------------------------|
| Division 0 | General Requirements – ALL |
| 052100     | Structural Steel Framing   |
| 053100     | Steel Decking              |
| 055000     | Metal Fabrications         |
| 055213     | Pipe and Tube Railings     |

## WORK/DIVISION DESCRIPTION:

Bid package No. **05A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, cranes, forklifts, manlifts.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All delegated design, engineering, detailing, erection drawings, surveying, field verification, layout, erection and detailing for this scope of work.
6. All welding and crane certificates.
7. All protection of adjacent surfaces as required. (welding blankets, etc.)
8. All anchor bolts, washers, and nuts.
9. All structural steel, I-beams, wide-flange beams, tube steel, joists, misc. steel and metal decking. It is the responsibility of the subcontractor to confirm if structural steel components are required to be shop-primed or raw, specifically for any component that may receive fire-proofing material.
10. All roof steel and decking, canopy steel and decking and structural steel indicated or required for a complete system.
11. This package includes coordinating, supplying and installing roof opening frames for all rooftop mounted equipment including hatches, fans, units, motors, etc.
12. All steel pipe and tubing.
13. All steel angles and bent plate.
14. All clips, channels, flanges, plates, bars, bridging, etc.
15. All fasteners, and bolts. Includes all fasteners and connection plates required to attach steel to wood, steel to concrete, and steel to masonry.
16. All structural lintels – welded and loose lintels. (Loose lintels installed by others)
17. All steel bearing plates to be embedded in masonry. (Installed by others)
18. All metal ladders; including roof hatch ladders
19. steel for vanity/countertop supports or other items that require additional structural support.
20. All support steel for all wood framed or light-gauge framed knee walls.
21. All steel bollards – interior and exterior. (Installed by others)
22. All hot-dipped galvanizing where required.
23. All touch-up painting as required.



- 24. All concrete coring for handrails.
- 25. All material to be free of dirt and damages prior to erection. Material which is dirty shall be cleaned by this subcontractor prior to erection.
- 26. All delivery and sequence to be specified by Thomas Construction Group unless otherwise noted in this subcontract.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

NONE

**03 ALLOWANCES**

NONE

**04 ALTERNATES**

NONE

**05 UNIT PRICES**

NONE

**06 BID BREAKDOWN**

|                             |          |
|-----------------------------|----------|
| BASE BID                    | \$ _____ |
| Detailing and Shop Drawings | \$ _____ |
| Structural Steel            | \$ _____ |
| Roof Decking                | \$ _____ |
| Steel Erection              | \$ _____ |
| Steel Detailing             | \$ _____ |

---

**END OF BID PACKAGE 05A STEEL**



# BID PACKAGE - 06A ROUGH CARPENTRY

---

## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Rough Carpentry** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |                               |
|------------|-------------------------------|
| Division 0 | General Requirements – ALL    |
| 024119     | Selective Demolition          |
| 061053     | Miscellaneous Rough Carpentry |

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **06A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

### **01 SCOPE OF WORK**

---

1. Provide in wall blocking as required
2. Provide top of parapet blocking as required
3. Provide Exterior grade plywood at internal gutter
4. Provide Exterior grade plywood at exterior canopy panel installation
5. Provide one framing foreman for the duration of the project. Foreman will be responsible to report directly to TCG for daily work assignment and coordination of trade work. Foreman is assumed starting with exterior wall layout and finishing at substantial completion of project

### **02 EXCLUSIONS**

---

NONE

### **03 ALLOWANCES**

---

|                                   |         |
|-----------------------------------|---------|
| Allowance 1 – Additional blocking | \$5,000 |
|-----------------------------------|---------|

### **04 ALTERNATES**

---

NONE

### **05 UNIT PRICES**

---

|                 |             |
|-----------------|-------------|
| Foreman Cost/Hr | \$ _____/HR |
|-----------------|-------------|

### **06 BID BREAKDOWN**

---

|               |          |
|---------------|----------|
| BASE BID      | \$ _____ |
| Roof Blocking | \$ _____ |
| Plywood       | \$ _____ |
| Foreman       | \$ _____ |

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**END OF BID PACKAGE 06A ROUGH CARPENTRY**



# **BID PACKAGE - 06F ARCHITECTURAL MILLWORK**

---

## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Architectural Millwork** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |  |
|------------|--|
| Division 0 | General Requirements – ALL                   |
| 064023     | Interior Architectural Woodwork              |
| 064116     | Plastic-Laminate-Clad Architectural Cabinets |
| 066400     | Solid Polymer Fabrications                   |
| 123623.13  | Plastic-Laminate-Clad Countertops            |
| 123661.19  | Quartz Agglomerate Countertops               |

Specification Sections, As applicable:

---

|        |                               |
|--------|-------------------------------|
| 061053 | Miscellaneous Rough Carpentry |
|--------|-------------------------------|

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **06F** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All shop drawings, samples, and mocks ups for all casework and hardware.
7. All manufactures certifications.
8. All required to meet ADA & FHA guidelines for millwork/casework
9. All materials shall be pre-finished. All laminate, paint, finish, etc.
10. All architectural cabinets, cabinet drawers, cabinet doors, and shelves. This includes all low profile support brackets (including installation prior to sheetrock)
11. All cabinet hardware – handles, pulls, hinges, catches, drawer guides, locks, and bumpers.
12. All architectural casework, including cabinet filler panels, toe kicks, base shoe, light rails. All attached items are to be finished to match cabinets.
13. All scribe molding where cabinets meet other materials (walls, etc.) finished to match cabinets.
14. All architectural countertops, including all manufactured knee walls, chases and supports required.
15. All anchors, fasteners, shims, hanger rails, and adhesives for installation.
16. All cutouts (electrical, plumbing, etc.) for other trades to be provided by casework subcontractor.
17. Coordination of all recessed or installed lighting with the electrical trade.
18. All final adjustments of doors, doors, and hardware.
19. All lubrication for operating hardware.
20. All touch ups as required to match original factory finish.
21. All cleaning of cabinets following completion of installation.
22. All mobilizations as required. Work may not be scheduled in one continuous operation - multiple



mobilizations are included in this scope of work.

23. Subcontractor is responsible for all clean-up and placing all trash and debris from scope of work into dumpsters provided by Thomas Construction Group.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

---

1. Wood Base or moldings
2. Sink supply/installation

**03 ALLOWANCES**

---

NONE

**04 ALTERNATES**

---

NONE

**05 UNIT PRICES**

---

NONE

**06 BID BREAKDOWN**

---

|                  |          |
|------------------|----------|
| Base Bid         | \$ _____ |
| Millwork         | \$ _____ |
| Specialty Panels | \$ _____ |
| Countertops      | \$ _____ |

---

**END OF BID PACKAGE 06F ARCHITECTURAL MILLWORK**



# BID PACKAGE - 07A WATERPROOFING & CAULKING

---

## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Waterproofing and Caulking** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL  
072726      Fluid-Applied Membrane Air Barriers

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **07A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All components and accessories required to provide manufacturer's acceptable, warrantable installation of each waterproofing system.
7. All excavation and dewatering required to complete this scope.
8. All surface preparation to clear dust, dirt, and debris prior to applying waterproofing. Subcontractor to use propane torch as needed to dry moist / damp surfaces prior to application.
9. All sealing of penetrations within waterproofing assembly. All joint sealants, caulking, and waterstops for a complete system. This includes all caulking at exterior locations around windows, doors, jambs & heads, and adjacent construction.
10. All primers for a complete system.
11. All detail strips, termination bars, flashings, etc.
12. All fluid applied air barrier membrane waterproofing; except what is to be installed behind EIFS systems. This includes all membrane behind masonry, metal panels, etc. for a complete system.
13. All testing of waterproofing system as required by the manufacturer.
14. All mobilizations as required. Work may not be scheduled in a continuous operation - multiple mobilizations are included in this scope of work.
15. All protection of adjoining materials throughout installation of waterproofing system.
16. Daily clean up and disposal of all debris created by this scope of work.
17. All protection of surrounding surfaces.
18. All backer rod.
19. All exterior caulking around windows, door openings, louvers, and other openings.
20. All exterior caulking of masonry control joints (brick, CMU, precast stone).
21. All exterior caulking of dissimilar materials (coping to finish, trim to finish, etc.)
22. All exterior caulking of site concrete – includes caulking adjacent to the building and all control and expansion joints.





**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

---

1. Fluid applied air barrier behind EIFS installations
2. Fluid applied or waterproofing at temporary wall installation

**03 ALLOWANCES**

---

NONE

**04 ALTERNATES**

---

Provide traffic coating at locations called to be sealed concrete \$ \_\_\_\_\_

**05 UNIT PRICES**

---

Cost/LF to caulk exterior joints \$ \_\_\_\_\_ LF

**06 BID BREAKDOWN**

---

BASE BID \$ \_\_\_\_\_

Fluid Applied Air Barrier \$ \_\_\_\_\_

Exterior Caulking \$ \_\_\_\_\_

Site Concrete Caulking \$ \_\_\_\_\_

---

**END OF BID PACKAGE 07A WATERPROOFING AND CAULKING**



# BID PACKAGE - 07B ROOFING

---

## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Roofing** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |   |
|------------|---|
| Division 0 | General Requirements – ALL                      |
| 075323     | Ethylene-Propylene-Diene-Monomer (EPDM) Roofing |
| 076200     | Sheet Metal Flashing and Trim                   |
| 077100     | Roof Specialties                                |
| 077200     | Roof Accessories                                |

Specification Sections, As applicable:

---

|        |                    |
|--------|--------------------|
| 072100 | Thermal Insulation |
| 079200 | Joint Sealants     |

## **WORK/DIVISION DESCRIPTION:**

Bid package No. 07B – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All Rigid Insulation, tapered insulation, crickets, termination bars, cants, nailers, blocking, fasteners, cover board, and single ply roof membrane for a fully drainable system system
7. This package includes extending all roof rigid insulation into the parapet cavities and terminating at the exterior wall per the details
8. This package includes all adhered insulation required behind vertically installed Single Ply Membranes. Sheathing, Air and Moisture Barrier to be provided by others.
9. All Roof walkway pads
10. Provide and install the prefabricated aluminum gutter at the canopy for integration into the roofing assembly
11. Provide and install all roof hatches
12. Provide all manufactured metal copings, including blocking where shown
13. All roofing installation shall be completed in accordance with the American Roofing Manufacturer's Association recommendations, NCRA Roofing Manual, the Contract Documents and the manufacturer's requirements. Any discrepancies must be brought to the Contractor's attention so that the Architect can provide direction prior to starting work.
14. Subcontractor shall coordinate manufacturer inspections through the roofing process. At completion Subcontractor will supply Contractor with a letter from the manufacturer stating all installations meet the manufacturer's installation and warranty requirements.



15. Subcontractor shall inspect roof decking prior to the start of work and notify Contractor of any problems associated with the substrate. Start of work shall signify acceptance of substrate. Subcontractor will correct any roofing materials installed over improper substrate at no additional cost to Contractor.
16. At existing metal roof, provide roof underlayment, sidewall cleats, 2-piece aluminum counter flashing and waterproof terminations for integration of existing roof into the new construction.
17. Subcontractor shall provide and submit a mockup flashing detail and samples prior to starting work for approval by the Contractor and Architect. Color is to be selected from manufacturers standard color selections.
18. All laps in joints shall be properly spliced and sealed in accordance with manufacturer's requirements and as approved by Architect.
19. Subcontractor shall provide and install all field fabricated expansion joints, per the Contract Documents and approved by manufacturer.
20. The roof dry in is a critical path milestone on the construction schedule and Subcontractor will be fully responsible for meeting the schedule requirements. Any damages incurred due to Subcontractor failing to meet the scheduled date will be this Subcontractor's financial responsibility.
21. Subcontractor shall supply and install any materials needed to dry in the building per the construction schedule.
22. Subcontractor shall temporarily seal and protect the exposed work in place at the end of each work day to prevent damage to the components of the systems or delays to the progress of the work due to exposure to the elements. Any wet or damaged materials shall not be installed.
23. Subcontractor includes all metal coping and prefinished metal caps as indicated in the contract documents. Color to be selected by designer of record.
24. Subcontractor includes all roof membrane flashing at parapet walls, side and top, to terminate under metal coping.
25. Subcontractor shall furnish and install all substrate board, rigid insulation, insulation cover board and single ply roof membrane as indicated or required.
26. Subcontractor shall furnish and install all saddles, crickets, and tapered edge strips to provide for positive drainage to the roof drains. This package is to provide tapered insulation at drains as required to provide positive drainage at ¼" per 1'-0" minimum.
27. Subcontractor is responsible for leveling, ensuring proper elevations for code and drainage, and coordinating roof downspouts sizes/locations with plumbing Subcontractor. Installing roofing around incorrect roof drain heights or locations is full responsibility for this Subcontractor to rectify.
28. Subcontractor shall submit a copy of his standard fall protection plan used in conjunction with his normal safety program within 10 days of execution of this Contract. Subcontractor shall complete this scope of work within accordance with OSHA's and Thomas Construction Group's requirements.
29. Subcontractor shall clean up all debris from roofing activities, including nails, button caps, etc. on and around building perimeter, on a daily basis. Subcontractor shall be responsible for the disposal of light weight products and packaging materials in a manner as to prevent windblown littering of the jobsite. These materials shall remain the sole responsibility of the Subcontractor until they are removed from site.
30. Subcontractor shall final clean all roofing components before final Owner acceptance.
31. No loose items shall be left on the roof overnight at any time. Any damage caused by roofing materials falling off of or blown off of the roofs is the full responsibility of Subcontractor. Subcontractor shall only stock roofs with materials that they are able to install on that day.
32. Subcontractor agrees to make reasonable repairs to the roofing products damaged by this trade at no cost to the Contractor.



33. During the construction and warranty periods Subcontractor shall be responsible for peripheral damage caused by moisture infiltration due to improper installation of his products.
34. It is understood and agreed that Subcontractor shall make every effort to respond within 24 hours; if not quicker, for repairs to prevent further damage of finished work.
35. Roofing materials shall be stocked on the roof deck in such a manner so as not to overload any section of the roof frame. Any damage caused by improper stocking shall be repaired at the cost of this Subcontractor.
36. The first portion of installed roof shall be inspected and approved by Contractor for installation in accordance with the manufacture's recommendations and for the quality of appearance.
37. Subcontractor is to include in base price of this contract to provide labor and materials for roofing repair for 1% of total roof area installed for undefinable damaged not caused by this subcontractor.
38. This Subcontractor shall provide all testing data required by the Contract Documents. Tests shall be documented and submitted to the Contractor including all close out manuals, warranties, and certificates upon completion of the Work. Each roofing system warranty shall commence from the date of each Building's Date of Substantial Completion.
39. All roofing as required including membrane tapered rigid insulation, fixed height rigid insulation, underlayment, mechanically fastened roof substrate board, nailers, blocking, roof expansion joints, roof vents, etc. are included in this scope.
40. This package includes all roof blocking, including all blocking attached to metal stud backup
41. At roof deck penetrations, this package includes all pipe boots, sheet underlayment, clamping ring and sealant
42. This package is to closely coordinate with the Plumbing scope with regards to the roof drains for all TPO roofs. The primary and overflow drains, attachments to structure, water dam compression rings and associated piping are to be provided and installed by the plumbing scope, all insulation, sealants and final water tight installations are the responsibility of this package.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

---

NONE

**03 ALLOWANCES**

---

Roof Patching/Ea \$ \_\_\_\_\_/EA

**04 ALTERNATES**

- 
1. Provide Alternate deduct for 5/8" Substrate board at metal decking location
  2. Provide break metal J-Trim to match existing siding for clean termination (reference C3/A501)

**05 UNIT PRICES**

---

NONE



**06 BID BREAKDOWN**

---

BASE BID \$ \_\_\_\_\_

Roofing Installations \$ \_\_\_\_\_

Blocking installations \$ \_\_\_\_\_

Copings/Trims \$ \_\_\_\_\_

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***END OF BID PACKAGE 07B ROOFING***



# BID PACKAGE - 07E ALUMINUM SIDING

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Aluminum Siding** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL  
074616      Aluminum Siding

Specification Sections, As applicable:

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079200      Joint Sealants

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **07E** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All Aluminum soffit systems, including all hat channel and composite Z-Girts connected to metal studs (provided by others)
7. All Exterior insulation behind insulated aluminum soffit systems, including aluminum hat channel. Sheathing and Air Barrier to be provided by others
8. All aluminum panel types, including V groove Tongue and Groove, Vented panels, etc.
9. Provide and install color matched metal protection sheet at all base of walls installations (reference A1, A3, C1, C3/A511).
10. All Pac-Clad (or similar) metal panels, trims, fascia's as required at canopy installation.
11. This package includes all hoisting/lifting and access means required for a complete installation.
12. All trims/Accessories required for a complete installation are included. This includes all flashings, counterflashings and sealants as indicated or required by the manufacturer

## **Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

## **02 EXCLUSIONS**

---

1. Sheathing, Air and Moisture Barrier

## **03 ALLOWANCES**

---

NONE



**04 ALTERNATES**

NONE

---

**05 UNIT PRICES**

NONE

---

**06 BID BREAKDOWN**

---

BASE BID

\$ \_\_\_\_\_

Backup Framing

\$ \_\_\_\_\_

Insulation

\$ \_\_\_\_\_

Horizontal Panels

\$ \_\_\_\_\_

Vertical Panels

\$ \_\_\_\_\_

---

***END OF BID PACKAGE 07E SIDING***



# BID PACKAGE - 07J EIFS

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## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **EIFS** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |   |
|------------|---|
| Division 0 | General Requirements – ALL                                  |
| 072419     | Water-Drainage Exterior Insulation and Finish System (EIFS) |
| 072726     | Fluid-Applied Membrane Air Barriers                         |

Specification Sections, As applicable:

---

|        |                    |
|--------|--------------------|
| 072100 | Thermal Insulation |
| 079200 | Joint Sealants     |

## WORK/DIVISION DESCRIPTION:

Bid package No. **07J** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, scaffolding, forklifts, cranes, manlifts, etc.
4. All EIFS general notes per sheet G-001
5. All required permits and inspection fees associated with all scopes listed within this subcontract.
6. All surveying, field verification, field measurements, staking and layout for this scope of work.
7. All acknowledgment that Subcontractor visited and inspected the site, verified all existing conditions, and verified access to the site.
8. All submittals, samples, and mock-up panels as required.
9. All exterior insulation and finish systems (EIFS), including trims, reveals, flashings and terminations as required or specified by the manufacturer.
10. All fluid applied air/moisture barriers for a complete system. This will include all air barrier membrane only directly behind the EIFS installation.
11. All flexible flashings and sheet metal flashings for a complete system.
12. All PVC components, tees, control joints, starter tracks, etc.
13. All insulation board as required for a complete system.
14. All base coats.
15. All reinforcing mesh including detailing mesh and corner reinforcing mesh.
16. All finish coats in color, texture, pattern, etc. as indicated.
17. All reveals, imprints, and special shapes.
18. All anchors, brackets, fasteners, and adhesives as required.
19. All terminations of system to dissimilar material or openings to have prefabricated closure trim.
20. All flashings as required by manufacturer.
21. All control joints as indicated in Contract Documents and/or as required by manufacturer. If





manufacturer control joint locations differ from locations specified in Contract Documents, do not proceed until receipt of approval.

- 22. All protection of adjacent surfaces during installation of this work.
- 23. All coordination within other trades as required to complete this scope of work.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

---

- 1. Fluid Applied Air Barrier at locations other than EIFS
- 2. Caulking/Sealants

**03 ALLOWANCES**

---

NONE

**04 ALTERNATES**

---

NONE

**05 UNIT PRICES**

---

Repair damaged EIFS installation/sqft \$ \_\_\_\_\_ /SQFT

**06 BID BREAKDOWN**

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|                   |          |
|-------------------|----------|
| BASE BID          | \$ _____ |
| Air Barrier       | \$ _____ |
| EIFS Installation | \$ _____ |

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**END OF BID PACKAGE 07J EIFS**



# BID PACKAGE - 08A DOORS, FRAMES & HARDWARE

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## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Doors, Frames and Hardware** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |                               |
|------------|-------------------------------|
| Division 0 | General Requirements – ALL    |
| 081113     | Hollow Metal Doors and Frames |
| 081416     | Flush Wood Doors              |
| 087100     | Door Hardware                 |
| 087113     | Automatic Door Operators      |

## WORK/DIVISION DESCRIPTION:

Bid package No. **08A**– Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. Subcontractor is to provide Hollow Metal Frames to drywall subcontractor, and provide and install Hollow Metal and Wood Doors
6. Subcontractor is to furnish and install all Flush Wood Doors. All doors shall be factory prepared to receive scheduled hardware including required reinforcement, backing, and pre-machining. All wood doors are to be shipped pre-finished, and pre-machined including shipment in protective plastic covers. Provide finish, texture, stain, sheen, etc. to meet Architect's approval at no additional cost.
7. Subcontractor to furnish and install all hardware per hardware schedule.
  - a. This work shall include all coring and keying. Subcontractor shall furnish all lockable doors with temporary construction cores and keys. Subcontractor shall furnish all final cylinders, including storefront doors. Cylinder coring shall be coordinated with the owner and provided at time of final completion. This package is responsible for procuring, coordinating, coring/keying and installation of all final locksets for the owner at a time directed by TCG.
  - b. Subcontractor is to furnish all hardware for all doors; including the aluminum doors supplied by the glass/glazing subcontractor. All hardware for glass/glazing package to be shipped to subcontractor prior to mobilization for installation in shop.
  - c. All Automatic Door Operators are including but not limited to: operators; microprocessor control units; controls; push plate switch; electric interlocks; and signage at all locations as indicated. This includes all door control electric work to ensure a complete working system. Subcontractor shall provide a shop drawing showing the required pathways needed to install the required wiring and power requirements. This subcontractor shall anticipate having a door controls subcontractor on site to ensure that these doors operate and interact with the Electrical Subcontractor.
8. All doors and frames shall comply with proper UL fire rating, U-Value, and STC sound requirements, and have factory applied labeling affixed to each door and frame.
9. All interior/exterior HM frames/Doors, Wood Doors and all associated hardware
10. All Access Control Prep work and door/frame raceways as required



11. Deliver doors in original cartons or crates with seals intact and legibly labeled to indicate manufacturer, door number, frame type, sizes, model designations, and contents. This subcontractor is required to receive, inventory, and store all metal frames to be turned over to the installing subcontractor as needed during the installation of stud walls
12. Subcontractor is to coordinate with the Electrical Subcontractor for all interfaces with electrical requirements for door hardware power wiring and control wiring including furnishing of power supplies to Electrical subcontractor. Also coordinate with Owner's security system. This subcontractor shall provide a wiring diagram for each hardware type to electrical subcontractor locating power and providing wiring requirements. This subcontractor is responsible for terminating all wiring to hardware under this agreement and verifying proper operation. Subcontractor to provide a spread sheet confirming all devices work as specified before security contractor ties to the doors. Make all final connection past power supply.
13. This subcontractor will provide final cleaning and adjustment upon installation completion and after subsequent inspection by the Owner and/or Architect until final acceptance.
14. This subcontractor shall furnish and install all plaster guards on door frames, interior door conduit/passageways, junction boxes, etc. for required electrical and security work and so as to not obstruct door hardware installation.
15. This subcontractor will coordinate with metal stud framing and concrete contractors to insure door frames are installed correctly.
16. This subcontractor shall furnish and install all provisions for glass in doors and frames furnished under this agreement. Borrowed lites will be provided by the glass/glazing package. Glass stops shall be provided for vision light openings (protect screws during the grouting process) and glazing shim kits are to be provided as required. Provide all required shim spacers for door stops, door guides, etc.
17. Subcontractor is responsible for all submittals, samples, sample panels and mock-ups per Project Specifications.
18. Provide special consideration to all exterior doors to insure thresholds, overhead drips, and weather stripping exceed specifications for no leakage or daylighting and including in your bid as such. This includes all full beds of mastic and threshold grouting as indicated on the contract documents.
19. Included multiple mobilizations to adjust door closers throughout test and balance of HVAC system, and during all final New Hanover County and Designer inspections. Also include and final readjustment prior to owner move in.
20. Subcontractor to provide Key box with all keys labeled for CMAR use and turnover to the Owner.
21. Subcontractor shall supply and install sealant per the plans under each of these thresholds. A minimum of two beads are required: even if not shown on the contract documents
22. Subcontractor shall provide all required door frame anchor devices required for drywall partitions, anchoring to the floor, etc. The subcontractor shall turn over the necessary anchors to the metal stud subcontractors for their door frame installations.
23. Subcontractor shall supply and install all weather-stripping. Weather stripping will be installed immediately after interior paint is complete and subcontractor shall make accommodations to provide spacers, for jamb protection while weather stripping is not in place.
24. Subcontractor shall adjust, trim the bottom, or otherwise correct any door units, which are dragging on carpet or other floor finishes after installation. All interior doors shall be undercut as indicated in the contract documents.
25. All doors and frames shall comply with proper UL fire rating, U-Value, and STC sound requirements, and have factory applied labeling affixed to each door and frame.
26. Any doors that have louvers are to have the louvers oriented so that they are turned down after door installation. This will limit visibility through the door.
27. Upon hardware installation, all keys shall be labeled with room numbers and provided to Contractor in an envelope for each door location. Subcontractor shall provide and install all required handicapped accessible specialty hardware only as called for in the contract documents.
28. Subcontractor shall adjust all hardware in order to obtain consistent, smooth operation.
29. Subcontractor shall provide any coordination necessary to facilitate this scope of work.
30. Subcontractor is responsible for all offsite/onsite storage, handling, and re-handling costs.



**Material Procurement – Fabrication/Delivery Duration and Material Description**

List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

Installation of Hollow Metal Frames  
Glazing

**03 ALLOWANCES**

NONE

**04 ALTERNATES**

NONE

**05 UNIT PRICES**

Wood Door/Ea (supply and install) \$ \_\_\_\_\_/EA

**06 BID BREAKDOWN**

|                             |          |
|-----------------------------|----------|
| BASE BID                    | \$ _____ |
| Hollow Metal Frames         | \$ _____ |
| Hollow Metal Doors          | \$ _____ |
| Wood Doors                  | \$ _____ |
| Installation                | \$ _____ |
| Hardware, Keying and Coring | \$ _____ |

**END OF BID PACKAGE 08A DOORS, FRAMES AND HARDWARE**



# BID PACKAGE – 08B OVERHEAD COILING DOORS

---

## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Overhead Coiling Doors** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL  
083323      Overhead Coiling Doors

Specification Sections, As applicable:

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087100      Door Hardware

## **WORK/DIVISION DESCRIPTION:**

Bid package No. 08B – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All comprehensive overhead door shop drawings.
7. All coordination of rough openings and electrical requirements.
8. All roll-up service (coiling) doors and hoods.
9. All hardware, applied hardware, anchors, inserts, hangers, supports, clips, guides, etc.
10. All structural attachments to the building as coordinated through the shop drawing process
11. All motorized door operators including, controls, obstruction detection devices, and audio/visual signals.
12. All automatic closing devices including, fusible link interconnections, smoke & heat detection release devices, and integration with building fire and alarm systems.
13. All required to meet and maintain fire ratings, STC ratings, air infiltration ratings, and R-Value for all overhead door openings included in this scope of work.
14. All smoke seals and weather seals.
15. All locking devices; lock cylinders, keys, and safety interlock switches.
16. All field testing, startup, and adjusting.

## **Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -



**02 EXCLUSIONS**

NONE

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**03 ALLOWANCES**

NONE

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**04 ALTERNATES**

NONE

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**05 UNIT PRICES**

NONE

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**06 BID BREAKDOWN**

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BASE BID

\$ \_\_\_\_\_

Overhead Doors - Materials

\$ \_\_\_\_\_

Overhead Coiling - Installation

\$ \_\_\_\_\_

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***END OF BID PACKAGE 08B OVERHEAD COILING DOORS***



# BID PACKAGE - 08F GLASS AND GLAZING

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## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Glass and Glazing** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |   |
|------------|---|
| Division 0 | General Requirements – ALL                |
| 081216     | Aluminum Frames                           |
| 084113     | Aluminum-Framed Entrances and Storefronts |
| 088000     | Glazing                                   |
| 088700     | Glazing Surface Films                     |
| 089200     | Louvered Equipment Enclosures             |

Specification Sections, As applicable:

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|        |                          |
|--------|--------------------------|
| 072100 | Thermal Insulation       |
| 079200 | Joint Sealants           |
| 087100 | Door Hardware            |
| 087113 | Automatic Door Operators |

## WORK/DIVISION DESCRIPTION:

Bid package No. **08F** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All delegated design, engineering, surveying, field verification/measurements, and layout for this scope of work.
6. All equipment, scaffolding, bracing/shoring, and all associated safety equipment required to meet OSHA and other safety requirements.
7. All aluminum entrances & doors, storefronts, curtainwalls, and operable windows. All glass and glazing for this system, as well as borrowed lites for other doors both Hollow Metal and Wood.
8. Provide and install the louvered equipment enclosure at the roof to cover the Mechanical Units. This will include delegated-design for the shop drawings.
9. All framing members shall be the size and color listed in the Contract Documents. All aluminum shall be uniform in finish and color.
10. All flashing, break metal, as required to complete this work. All aluminum end dams. This includes all break metal jamb trim required at doors to match the surrounding finish.
11. All thresholds and sill flashing. All set-in full bed of caulk.
12. All shims, fasteners, and accessories.
13. Provide and install all exterior horizontal sunshades. These are to be compatible with the storefront system for a seamless installation. All screw heads used for attachment are to be color coordinated to match the shade installation. All caulking of all aluminum components. All responsibility for



compatibility of caulking material with adjacent materials.

- 14. All glass and glazing for all interior & exterior door lites and borrow lites.
- 15. All tempered and/or laminated glass as required by contract documents or AHJ.
- 16. All cleaning of all installed glass prior to acceptance, including exterior cleaning.
- 17. All temporary enclosures in the event of damaged, replacement units, or if aluminum or glass material procurement is delayed. Temporary enclosure material to be specified by Thomas Construction Group.
- 18. All job mock-up panels, samples, certificates, and warranties.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

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- Door Hardware Supply

**03 ALLOWANCES**

---

NONE

**04 ALTERNATES**

---

NONE

**05 UNIT PRICES**

---

NONE

**06 BID BREAKDOWN**

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|                                      |          |
|--------------------------------------|----------|
| BASE BID                             | \$ _____ |
| Interior Aluminum Frames and Glazing | \$ _____ |
| Exterior Aluminum Frames and Glazing | \$ _____ |
| Mechanical Screen Wall               | \$ _____ |

---

**END OF BID PACKAGE 08F GLASS AND GLAZING**





# BID PACKAGE - 09A DRYWALL/METAL FRAMING

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## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Drywall/Metal Framing** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |                              |
|------------|------------------------------|
| Division 0 | General Requirements – ALL   |
| 054000     | Cold-Formed Metal Framing    |
| 061600     | Sheathing                    |
| 072100     | Thermal Insulation           |
| 079219     | Acoustical Joint Sealants    |
| 092216     | Non-Structural Metal Framing |
| 092900     | Gypsum Board                 |

Specification Sections, As applicable:

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|        |                |
|--------|----------------|
| 079200 | Joint Sealants |
|--------|----------------|

## WORK/DIVISION DESCRIPTION:

Bid package No. **09A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All delegated design, engineering, surveying, field verification, field measurements, and layout for this scope of work.
6. Remove the temporary end wall once the building is air-tight. Supply and installation will be handled under a previous project.
7. Includes modifications to existing Building Framing to accommodate new openings
8. All sleeves and all access doors within all elements of the structure for this scope of work.
9. All firestopping, fire-safe materials, and fire-caulking for penetrations through fire-rated barriers for this scope of work.
10. All required for a complete metal stud/framing scope; including but not limited to interior framing and sheathing, exterior framing and sheathing, installation of HM door frames, all drywall components and finishing, point-up, repairs
11. All interior cold-formed steel framing (load-bearing and non-load bearing) for all structures complete.
12. All exterior cold-formed steel framing (load-bearing and non-load bearing) for all structures complete.
13. All cold-formed steel framing (light gauge) accessories. This includes vertical slip track at heads of all partitions that abut structure and/or roof deck.
14. All resilient channels.
15. All shaft wall assemblies.
16. All drywall grid systems for all bulkheads, soffits, canopies, trays, coves, clouds, etc.
17. All drywall grid systems and/or metal stud framing for all gypsum board ceilings not fastened directly to



the bottom of the structure. This applies to all lowered gypsum board ceilings, soffits, bulkheads, etc. It is the responsibility of this subcontractor to review finished ceiling elevations in comparison to the bottom of the structure to locate all ceilings requiring drywall grid systems and/or metal stud framing.

18. All fasteners, strapping, clips, and bracing.
19. All installation of welded and knock down metal frames in wall assemblies. (Provided by others).
20. Provide moisture resistant GWB for a minimum width of 4'-0" on either side of the centerline of sinks, lavs, drinking fountains, or other water producing or fed items
  1. All surveying, field verification, field measurements, staking and layout for this scope of work.
  2. All sleeves and all access doors within all elements of the structure for this scope of work.
  3. All required for a complete gypsum board (drywall) scope, including all insulation.
  4. All firestopping, fire-taping, fire-safe, and fire-caulking at terminations of drywall to maintain a full-rated assembly. This includes fire-caulking at all drywall cut-outs and notches around trusses, joists, decking, etc.
  5. All acoustical sealants/caulking as required to maintain the integrity of the STC wall assembly rating.
  6. All regular, fire-resistant gypsum, abuse-resistant, mold-resistant, soundproof gypsum, plasterboard, shaftwalls, liner panels, tile backboard/cement board as indicated or required.
  7. All blocking as required and/or indicated for wall mounted items
  8. All exterior fiberglass-mat gypsum board/drywall sheathing.
  9. All gypsum sheathing for all fire, smoke, and building separations.
  10. All control joints as required by manufacturer
  11. All gypsum board reveals, troughs, radius, trays, light coves, etc.
  12. All mullion mates, end caps, or otherwise specified finish where walls meet mullions or window systems.
  13. All corner bead, tear-away bead, drywall tape, and joint compound
  14. All fasteners, drywall clips, deflection clips, and other accessories for a complete system.
  15. All temporary lighting required in areas not covered by general construction lighting for building.
  16. All drywall sanding to meet OSHA requirements regarding silica dust.
  17. All gypsum board scrap to be removed from building and put in dumpster daily.
  18. All touch-up and point-up of drywall finishing as required.

### **Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

### **02 EXCLUSIONS**

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1. Hat Channel associated with Aluminum panel system installations (horizontal and vertical).
2. Fluid Applied Air barrier

### **03 ALLOWANCES**

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NONE

### **04 ALTERNATES**

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NONE



**05 UNIT PRICES**

- 1. Patch and Repair hole(s) cut by other trades
  - a. Small patch less than 6": \$ \_\_\_\_\_/each
  - b. Medium Patch less than 24" but greater than 6": \$ \_\_\_\_\_/each
  - c. Large Patch less than 48" but greater than 24": \$ \_\_\_\_\_/each

**06 BID BREAKDOWN**

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|                            |          |
|----------------------------|----------|
| BASE BID                   | \$ _____ |
| Exterior Framing/Sheathing | \$ _____ |
| Interior Framing           | \$ _____ |
| Interior Drywall/Finish    | \$ _____ |

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***END OF BID PACKAGE 09A DRYWALL/METAL FRAMING***



# BID PACKAGE - 09B CEILINGS

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Ceilings** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |                            |
|------------|----------------------------|
| Division 0 | General Requirements – ALL |
| 095113     | Acoustical Panel Ceilings  |
| 095426     | Suspended Wood Ceilings    |

Specification Sections, As applicable:

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## **WORK/DIVISION DESCRIPTION:**

Bid package No. **09B** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All sleeves and all access doors within all elements of the structure for this scope of work.
7. This Subcontractor is to provide Ceiling Work, including, but not necessarily limited to: acoustical panels, attachment devices, wire hangers, braces and ties, angle hangers, hold-down clips, metal edge molding and trim, acoustical sealant, geometric shapes, soffits, shade pockets, canopies, clouds, baffles and blades.
8. All acoustical ceiling grid – All exposed grid, dimensional grid, slotted grid, concealed grid, painted grid, and specialty grid.
9. All acoustical ceiling tile, including wood ceilings and hanging system.
10. All acoustical ceiling trims, angles, transition moldings, light coves, reveals, fasteners, wire and accessories for a complete system.
11. All wire, fasteners, angles, and other components required for a complete system.
12. All hoisting/lifting needed for the installation of this scope of work are to be by this package. Subcontractor to submit lifting plan for lobby ceilings prior to beginning work
13. This package includes all acoustical panel ceilings per the finish schedule
14. This package is to provide scaled shop drawings indicating layouts of all tile, centered about the space and with equal cuts. All ceiling mounted items need to be coordinated
15. This package is responsible for cutting all ceiling tiles that will have infrastructure installed in them. This pertains to Mechanical, electrical, Plumbing, Fire Alarm, Audio Visual, Telecommunications, etc.
16. This Subcontractor is responsible for all field measurements and any blocking, shimming, and attachments required to install a complete system. Subcontractor understands schedule cannot be delayed due to requiring field measurements and shall notify Contractor during submittal process in writing of any such constraints in fabricating materials.
17. This Subcontractor is to provide all layout for this work.



18. Subcontractor shall include 5% replacement costs for damaged grid and 5% replacement costs for damaged ceiling tile (based on total quantity of project) to make repairs for unidentified damages caused by others prior to Owner acceptance of the Project. Subcontractor shall track use of costs/replacements and no further reimbursement shall be provided without field verification of the aforementioned allowances.
19. This Subcontractor is to coordinate with the Mechanical, Plumbing, Fire Protection, and Electrical Subcontractors for all equipment and device locations. All added supports, framing, and access requirements for these devices is included.
20. Verify all substrate conditions and notify CMAR twenty-one (21) days prior to start of Work any difficulties in substrate prohibiting start of Work under this agreement.
21. Provide additional wires and fasteners to structure independent of wires provided at the corners of devices tied to grid for light fixtures and diffusers according to local, state and national requirements. Electrician and mechanical contractor to tie to lights and diffusers.
22. Owner training and tools required to remove any ceiling systems included. During shop drawing approval, Subcontractor shall prove all ceiling systems are accessible for above ceiling maintenance to Owner. Provide mock-ups as requested by Owner at no cost.
23. Provide multiple mobilizations:
  - i. Per system each
    1. Cut border and MEP tiles
    2. Install tiles
    3. Punchlist
  - ii. One last building sweep after commissioning and owner move in.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

NONE

**03 ALLOWANCES**

Allowance 1 – Patch and repair existing ACT ceilings in storage space \$5,000

**04 ALTERNATES**

Alternate 1 - Provide ACT ceiling in Corridor 131 \$ \_\_\_\_\_

**05 UNIT PRICES**

Replace damaged tile with new tile (cost of tile/labor included) \$ \_\_\_\_\_/EA

**06 BID BREAKDOWN**

|                              |          |          |
|------------------------------|----------|----------|
| BASE BID                     | \$ _____ |          |
| ACT Ceilings                 |          | \$ _____ |
| Wood Ceilings                |          | \$ _____ |
| Repair/Replacement Allowance |          | \$ _____ |

**END OF BID PACKAGE 09B CEILINGS**



# BID PACKAGE - 09D PAINTING/WALLCOVERING

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## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Painting/Wallcovering** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |                            |
|------------|----------------------------|
| Division 0 | General Requirements – ALL |
| 099113     | Exterior Painting          |
| 099123     | Interior Painting          |

Specification Sections, As applicable:

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|        |                |
|--------|----------------|
| 079200 | Joint Sealants |
|--------|----------------|

## WORK/DIVISION DESCRIPTION:

Bid package No. **09D** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. Subcontractor shall provide complete painting and finishing of all surfaces throughout the interior and exterior of the building per the Contract Documents and as required to complete this scope of work.
7. All materials supplied shall be in accordance with the project specifications. Only those materials submitted and approved by the Contractor shall be used. No substitutions shall be allowed without prior written permission.
8. Subcontractor shall provide 12-inch square samples of each color and sheen selected on paint-out cards for review and approval by Architect/Interior Designer. A mockup will be prepared for Owner's review.
9. Subcontractor shall deliver all materials to the jobsite in original unopened containers or bundles bearing the name of the manufacturer. These materials are to be stored in a place protected from damage or exposure to the elements.
10. All surfaces to be painted or finished shall be clean, dry, smooth, and free from dust and all foreign matter, which may adversely affect adhesion or appearance. Furthermore, Subcontractor shall perform preparation and cleaning procedures in strict accordance with the coating manufacturer's recommendations.
11. All workmanship shall be of a high standard, installed by skilled painters. Furthermore, all materials shall be properly applied and shall be free from runs, sags, holidays, clogging and excessive flooding. Subcontractor shall not proceed with any additional coats until the preceding coat is thoroughly dry and hard.
12. Subcontractor shall avoid painting under conditions which may result in condensation on freshly painted surfaces.
13. "Paint" as used herein means all coating systems materials, including primers, emulsions, enamels, stains, sealers and fillers and any other materials whether used as prime, intermediate, or finished coats. Subcontractor shall deliver all materials to the jobsite factory mixed, ready for application with



manufacturing labels attached showing the name, brand, type and color of paint, instructions for thinning and type and percentages of pigment, vehicle and solvent. SDS shall be supplied to Contractor for all products brought on site.

14. Subcontractor shall furnish and install 1 primer coat and 2 finish coats on all surfaces (interior and exterior).
15. Painting of pre-finished powder coated metals, anodized aluminum or prefinished metal panels is not included. Painting of all exposed primed steel and prime/paint of all galvanized steel is included.
16. Subcontractor shall store materials not in use in tightly covered containers. In addition, Subcontractor shall maintain containers used in storage, mixing and application of paint in a clean condition, free of foreign materials and residue.
17. All surfaces to be coated shall be inspected prior to the commencement of Work. Any imperfections which may affect the finished product shall be submitted to Construction Manager in writing seventy two (72) hours prior to commencing Work. Starting of Work shall constitute acceptance of substrates. Additional compensation for rework associated with unacceptable substrates will not be granted.
18. Subcontractor shall prime all areas required to be painted. This includes all areas that are to be caulked, puttied, filled, and/or sanded prior to finish coat and shall be completely free of all dirt, dust, debris, runs, sags, holidays, and brush marks. Primer shall be of a different shade from finish coat.
19. Subcontractor shall paint all interior walls, ceilings, soffits, and trim according to the Contract Documents.
20. All cabinets, windows, doors and other dissimilar materials shall be adequately caulked to the drywall and finished products by this package.
21. All stair handrails, metal stairs, pipe bollards and site round pipe rails shall be painted with 1 primer coat and 2 finish coats.
22. Subcontractor shall paint all metal doors and all metal door frames, excluding pre-finished aluminum storefront and windows.
23. Caulk at intersection of cabinets to sheetrock and all other areas normally requiring caulking is included.
24. Subcontractor shall sand, properly prepare, prime, and paint all interior and exterior doors, trim, and stool to include top, bottom, and all edges. Minor Bondo repair of doors is included. Hinges shall not be painted. Subcontractor shall take precautions to protect all rated labels on doors and frames from any paint overspray. Unpainted hinges shall be protected while painting. Masking tape shall be removed within 24 hours of application.
25. Painting of the inside of windows, jamb extensions, and window returns is included.
26. Subcontractor shall be responsible for replacing any and all cover plates, doors, and hardware removed by this Subcontractor. All doors shall be replaced in the exact opening from which it was removed. Subcontractor shall be responsible for storage and replacement of any parts removed (i.e. weather-strip, hinge pins, screws, lock parts, etc.).
27. Subcontractor shall take precautions to prevent painting of, but not limited to; weather stripping, door sweeps, alarm devices, etc. Any paint overspray shall be thoroughly cleaned and removed or shall be replaced (as determined by Contractor) at Subcontractor's sole expense. Painted sprinkler heads cannot be cleaned and will be required to be replaced by the sprinkler package and compensated by this package.
28. All painted surfaces must have coverage to Contractor's and Owner's satisfaction and must meet or exceed Manufacturer's recommendations and the Project Specifications.
29. All required touch-up painting shall be in accordance with the recommendations of the Manufacturer and in all cases blend with the surrounding surface so as not to be noticeable including painting the entire wall from corner to corner if necessary.
30. Subcontractor shall paint all flashing, conduit, piping, access panels, vent caps, roof vents, plumbing vent stack pipes, meter boxes, and any other items identified in the plans and specifications located on the exterior of the buildings to match that of the building finish.
31. All exterior paint products are to be provided with a mildicide, mold inhibiting agent.
32. Subcontractor shall use drop cloths or similar temporary covers to protect all adjacent interior and exterior non painted components including, but not limited to finished flooring, hardscape and floors, cabinetwork and other surfaces subject to damage.
33. Subcontractor shall protect all windows, interior and exterior doors, counter tops, tile and other finished surfaces from paint drops prior to the paint drying.



34. Subcontractor shall remove overspray and splattered paint by proper methods of washing and scraping using care not to scratch or otherwise damage finished surfaces. Any items that cannot be suitably cleaned shall be replaced at Subcontractor's expense. Subcontractor shall provide "wet paint" signs as required to protect newly painted finishes.
35. All clean up (washout) shall be performed outside of the building in an area designated by the Project Superintendent. No paint is to be poured out onto any ground area at any time. Under no conditions shall the interior plumbing fixtures (i.e. showers, sinks or faucets) be used for cleanup.
36. Subcontractor shall provide an adequate supply of attic stock paint for touch-up purposes as required by the plans and specs or a minimum of 1% based upon quantity used of each color.
37. Subcontractor shall provide labor and material for paint touch-up for 5% of all painted surfaces following prime paint beyond industry standard.
38. Subcontractor shall provide labor and material for paint touch-up for 5% of all painted surfaces following 1st coat painting beyond industry standard.
39. Subcontractor shall provide labor and material for paint touch-up for 1% of all painted surfaces following punch list and owner move-in.
40. Subcontractor shall provide labor and material for wall covering repairs for 1% of all wall coverings after punch list and owner move-in.
41. Subcontractor shall punch-out all work included in this scope and shall correct all incomplete and/or defective work within the time frame allowed by the Contractor. Subcontractor shall enumerate his own punch list and execute same prior to punch out by Contractor. This subcontractor acknowledges that the punchlist process will start with the major trades, to be followed by this package. TCG will then create a punchlist to be completed prior to the owner punchlist.
42. Subcontractor is responsible for providing all task lighting for their scope of work. Temporary power and OSHA required lighting will be provided by the Electrical Subcontractor.
43. Proper ladders or scaffolding shall be used to execute the work. At no time shall painting personnel stand on cabinets, appliances, plumbing fixtures or any other finished item. Stilts are strictly prohibited.
44. Subcontractor fully understands that metals (frames, doors, stairs, etc.), masonry and drywall point-up will need to occur after each painting coat (i.e. after prime coat, after 1st coat, after final coat) to ensure that the substrate conditions meet Owner / Architect approval. Subcontract shall allow sufficient time between paint coats to perform pointing up by others and this Subcontractor shall perform touch-up painting of these point ups at no additional cost to Construction Manager.
45. All Concrete floor sealer by this package. Include tinting as required
46. This package includes all Eggshell, semi-gloss, epoxy and specialty paints as indicated on the finish schedule
47. All plywood and fire retardant paint on the architectural elevations will be provided by the Electrical scope of work and is not to be included by this package.
48. This package includes all Caulking required as semi-recessed and surface mounted fire extinguisher cabinets

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

---

NONE

**03 ALLOWANCES**

---

NONE





**04 ALTERNATES**

NONE

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**05 UNIT PRICES**

NONE

---

**06 BID BREAKDOWN**

---

BASE BID

\$ \_\_\_\_\_

Interior Painting

\$ \_\_\_\_\_

Exterior Painting

\$ \_\_\_\_\_

Floor Sealer

\$ \_\_\_\_\_

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***END OF BID PACKAGE 09D PAINTING/WALLCOVERING***



# BID PACKAGE - 09E FLOORING

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Flooring** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |                                   |
|------------|-----------------------------------|
| Division 0 | General Requirements – ALL        |
| 096513     | Resilient Base and Accessories    |
| 096519     | Resilient Tile Flooring           |
| 096520     | Resilient Plank Flooring          |
| 096536     | Static-Control Resilient Flooring |
| 096813     | Tile Carpeting                    |

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **09E** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All surveying, field verification, field measurements, staking and layout for this scope of work.
5. All floor patch, leveling, and preparations required prior to installation of floor covering.
6. Provide/install a Rubber Base, Carpet, Resilient flooring, LVT, RSF and VCT as indicated on the finish schedule and room finish plans.
7. Multiple mobilizations shall be required to perform this work. Subcontractor shall provide all required mobilizations at no additional cost.
8. Proper location and installation of all materials shall be the sole responsibility of Subcontractor.
9. Subcontractor shall provide a transition strip at all points of change in floor covering. Type and color of the threshold strips shall be as specified or as approved by the Owner and Architect.
10. Subcontractor shall coordinate their work with interior finish trim subcontractor and other trades, as applicable.
11. Subcontractor shall provide all labor and material warranties in accordance with the specifications.
12. Subcontractor shall be responsible for theft, damage, and loss to all materials stored on site.
13. Subcontractor shall provide physical samples of all products, specification sheets (including flame spread information), MSDS sheets, maintenance, and warranty documents to Owner, Architect, and Contractor at no cost.
14. Subcontractor shall examine substrates for any condition that would affect proper installation according to the plans and specifications. Subcontractor shall notify Contractor within (1) week prior to schedule start dates of any discrepancies. Application constitutes acceptance of substrate.
15. Subcontractor includes all required field measurements, moisture testing and layout of all work and patterns is included.
16. Subcontractor shall punch-out all work included in this scope and shall correct all incomplete and/or defective work within the time frame allowed by the Contractor. Subcontractor shall enumerate his own punch list and execute same prior to punch out by Contractor.
17. Finish schedules are subject to changes and modifications. It is the responsibility of the Subcontractor to have an updated finish schedule prior to delivery of any materials.



18. This package is to include RAM board or equivalent for 100% of flooring in all building corridors. All other rooms will be left cleaned and uncovered at the completion of work by this package.
19. Subcontractor shall include labor and materials for replacement of 1% of each flooring type of the total installed square footage for unidentifiable damage not caused by this subcontractor. This is to include all costs associated with a complete installation.
20. Prior to flooring installation, a layout diagram must be submitted and approved by the Architect and Contractor.
21. Flooring shall be as specified in the Contract Documents. All products and colors shall be as approved by the Architect and Interior Designer. Physical samples of approved choices will be signed by Owner/Architect and available on site for review prior to ANY installation. Installations shall be in accordance with the manufacturer's specifications. No seconds, rejects, or otherwise imperfect materials shall be accepted.
22. Subcontractor guarantees to provide products as submitted and approved. If face weight changes from the approved submittal to the time it is to be delivered and installed; this contractor is to advise in writing before installation begins.
23. All carpet colors shall match the approved samples. No streaking, color shading, color blending, or color variation shall be visible or apparent after the installation is completed.
24. Subcontractor shall install all carpet in a manner to completely conceal all directions of yarn and different dye runs.
25. Subcontractor shall deliver all flooring to the jobsite in original mill wrappings with each roll register number properly marked.
26. Subcontractor shall remove all foreign objects from the floor and provide a "clean sweep" prior to the installation of flooring. If floors are not adequately scraped and cleaned, the Subcontractor shall immediately notify the Contractor. Subcontractor shall provide any minor patches required to sub floor prior to the installation of flooring when applicable. Commencement of flooring installation shall signify acceptance of the surface to be finished.
27. Subcontractor acknowledges that the manufacturer's recommended method of installation, in addition to the project specifications, shall be the basis for acceptance or rejection of methods of installation used in the work covered by this Subcontract Agreement.
28. Subcontractor shall cut all flooring for a tight neat fit and properly secure all edges against walls, columns, projections, recesses, railings, and edge strips.
29. Subcontractor shall use a cleaning solvent as recommended by the manufacturer for removing adhesive, tape, or any other item from finished flooring.
30. Subcontractor shall provide all moisture tests in accordance with manufacturer's recommendations to assure proper dryness prior to installation. Commencement of flooring installations shall signify acceptance of the substrate surfaces, associated moisture content and any potential needs for moisture remediation if necessary.
31. Subcontractor shall supply and apply an application of manufacturer's sealer/primer material to areas prior to adhesive install as required by the manufacturer.
32. Subcontractor shall roll all flooring to prevent un-bonded areas to substrate.
33. Subcontractor shall scribe and caulk all cuts at doors and trim.
34. All joints, cuts, seams and patches, if found unacceptable by the Contractor, shall be corrected at no additional cost to the Contractor. Any floors that are mislaid or patches that are unacceptable shall be fully replaced at no additional cost.
35. All flooring materials shall be run continuously to walls behind cabinets and vanities, including at all handicapped locations.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 –



**02 EXCLUSIONS**

NONE

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**03 ALLOWANCES**

NONE

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**04 ALTERNATES**

NONE

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**05 UNIT PRICES**

NONE

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**06 BID BREAKDOWN**

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BASE BID

\$ \_\_\_\_\_

Flooring

\$ \_\_\_\_\_

Protection

\$ \_\_\_\_\_

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***END OF BID PACKAGE 09E FLOORING***



# BID PACKAGE - 09L TILE

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **TILE** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL  
093013      Ceramic Tiling

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **09L** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. Subcontractor shall furnish and install all wall, base, and floor tile and stone including all thin set and thickset installations as specified and required, special tile and shapes/fabrications, base, trims, patterned tile installations, temporary protective coatings, sealers, grout, etc. to meet Architect's design intent including any field conditions modifications. Areas to receive tile include kitchen backsplashes, amenity areas, public spaces, janitors mop sinks and other locations as indicated on the contract drawings.
7. Subcontractor shall provide all moisture and pH tests in accordance with manufacturer's recommendations to assure proper substrate prior to installation. Commencement of tile flooring installations shall signify acceptance of the substrate surfaces.
8. Subcontractor shall provide tile cut-outs for all clean-outs, toilet accessories, plumbing fixtures, etc. It is the responsibility of this contractor to maintain a 1/8" consistent gap around all penetrations that is to be filled neatly with the appropriate grout. This package should not rely on trim rings to hide cut edges.
9. Subcontractor shall provide all sealants, joint filers, grouting, etc. within this Scope of Work including the areas where this Scope of Work is abutting dissimilar materials (i.e. floor tile perimeters and base, floor drains, clean-outs, exposed plumbing, control/expansion joints, etc.) is included per contract documents.
10. This contractor includes a caulk joint to match the standard field grout for all transitions of wall tile to tub and shower surrounds.
11. Subcontractor includes all leveling grout, bonding coat/grout, mastic, epoxy grout, flash patch, floor sealers, adhesive, floor scarring, etc. to install tile and waterproofing in accordance with Contract Documents to achieve adhesion and/or levelness for tile installation to meet manufacturer's, TCA's and Architect's recommendations.
12. Provide final cleaning of tile including removal of grout, caulk, stains, discoloration, re-polishing for scratches, tile replacement, etc. to achieve Owner acceptance. Subcontractor is responsible for



protection of surrounding finish products during cleaning operations (plumbing fixtures, walls, ceiling, etc.). Cleaning must be completed prior to demobilizing from each area of Work.

13. Subcontractor includes all joint preparation and waterproofing membranes specified under or behind ceramic tile installations including floor preparations, protection, flood testing, etc. Subcontractor is responsible for obtaining Architect acceptance in writing of waterproofing installations prior to concealment with installations under this agreement.
14. Apply a grout sealer to complete installed tile areas per the specifications and as recommended by Tile Manufacturer.
15. Subcontractor shall not clean tools or dispose of grout into the building drainage or sanitary systems. At no time shall any tool or piece of equipment be cleaned in any sink, toilet, tub, shower or other plumbing fixture within or around any building structure. All cleaning shall be performed outside at an approved washout location. Care shall be taken to protect landscaping including but not limited to grass areas, shrubs, trees and all sidewalks, driveways, roads and storm drains.
16. All Tile, including Porcelain and mosaic wall, floor and base as indicated on the elevations, finish schedule and finish plans.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

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NONE

**03 ALLOWANCES**

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NONE

**04 ALTERNATES**

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NONE

**05 UNIT PRICES**

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NONE

**06 BID BREAKDOWN**

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BASE BID \$ \_\_\_\_\_

Tile Materials \$ \_\_\_\_\_

Tile Installation \$ \_\_\_\_\_

Tile Protection \$ \_\_\_\_\_

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**END OF BID PACKAGE 09L TILE**



# BID PACKAGE - 10A TOILET ACCESSORIES

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Toilet Accessories** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL  
102800      Toilet Accessories

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **10A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. Subcontractor is responsible for all offsite/onsite storage, handling, and re-handling costs.
7. Subcontractor shall at all times respect the work of other crafts and shall take all necessary precautions to avoid damaging such work. If Subcontractor damages such work, repairs shall be made at the Subcontractor's expense.
8. Multiple mobilization(s) required to perform the scope of work identified here are included.
9. Provide all specified and required special tools for the installation and maintenance of materials furnished under this agreement including providing Maintenance Manuals as required by Contract Documents for proper installation and owner turnover.
10. Subcontractor shall examine substrates for any condition that would affect proper installation according to the plans and specifications. Subcontractor shall notify Contractor within (1) week prior to schedule start dates of any discrepancies. Application constitutes acceptance of substrate.
11. This package includes the supply and installation of all toilet accessories per the schedule. All items that state OFCI will be supplied by the owner and installed by this package. This includes coordinated installation drawings that show all elevations for in-wall blocking
12. All fasteners, anchors, and adhesives required for installation to substrate indicated and recommended by toilet accessory manufacturer.
13. All toilet accessories to be install level, plumb and firmly anchored in locations and at heights indicated.
14. All cleaning of installed toilet accessories including removal of temporary labels and protective coatings.

## **Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 –

## **02 EXCLUSIONS**

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1. Items OFOI



**03 ALLOWANCES**

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NONE

**04 ALTERNATES**

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NONE

**05 UNIT PRICES**

---

NONE

**06 BID BREAKDOWN**

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BASE BID \$ \_\_\_\_\_

Toilet Accessories - Materials \$ \_\_\_\_\_

Toilet Accessories- Installation \$ \_\_\_\_\_

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***END OF BID PACKAGE 10A TOILET ACCESORIES***





# BID PACKAGE – 10C SIGNAGE

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Signage** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL  
101419      Dimensional Letter Signage  
101423.16      Room-Identification Panel Signage

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **10C** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. Subcontractor is responsible for all offsite/onsite storage, handling, and re-handling costs.
7. All ADA Signage and Exterior Signage general notes per sheet G-001
8. All panel signage to be provided per sheet A/601.
9. All exterior, illuminated building signage to be provided per the owner

## **Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

Material #1 -  
Material #2 -  
Material #3 –

## **02 EXCLUSIONS**

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Installation of Owner provided signage

## **03 ALLOWANCES**

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NONE

## **04 ALTERNATES**

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NONE

## **05 UNIT PRICES**

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NONE



**06 BID BREAKDOWN**

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BASE BID \$ \_\_\_\_\_

Code Required signage \$ \_\_\_\_\_

Room Signage \$ \_\_\_\_\_

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***END OF BID PACKAGE 10C SIGNAGE***



# **BID PACKAGE - 10E FIRE EXTINGUISHERS / CABINETS**

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Fire Extinguishers and Cabinets** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

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|            |                            |
|------------|----------------------------|
| Division 0 | General Requirements – ALL |
| 104413     | Fire Protection Cabinets   |
| 104416     | Fire Extinguishers         |

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **10E** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. Subcontractor is responsible for all offsite/onsite storage, handling, and re-handling costs.
7. This package is responsible for field verifying all rough openings prior to installation
8. This package includes all recessed, semi-recessed and surface mounted fire extinguishers and cabinets as indicated in the contract documents.
9. This package includes all triangular Fire Extinguisher Signage to mount above fire extinguisher cabinets. These signs are to be able to be read from both directions of travel
10. This package is to include 1(one) 5-pound fire extinguisher for every kitchen/break area to be mounted under the sink
11. All mounting heights are to be coordinated per accessibility requirements noted in the contract documents
12. Provide an inspection service agreement for inspection and servicing of extinguishers for one year following date of initial charge, as well as for servicing and recharging extinguishers failing to hold charge within the initial one-year period. Recharging extinguishers due to use or vandalism shall not be included in service agreement.

## **Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

Material #1 -  
Material #2 -  
Material #3 –

## **02 EXCLUSIONS**

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NONE

## **03 ALLOWANCES**

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NONE



**04 ALTERNATES**

NONE

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**05 UNIT PRICES**

NONE

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**06 BID BREAKDOWN**

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|                    |          |
|--------------------|----------|
| BASE BID           | \$ _____ |
| Fire Extinguishers | \$ _____ |
| Cabinets           | \$ _____ |
| Installation       | \$ _____ |

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***END OF BID PACKAGE 10E FIRE EXTINGUISHERS/CABINETS***



# BID PACKAGE - 10G METAL CANOPIES

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Metal Canopies** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

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Division 0      General Requirements – ALL  
107326      Metal Canopies

Specification Sections, As applicable:

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079200      Joint Sealants

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **10G** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. Subcontractor is responsible for all offsite/onsite storage, handling, and re-handling costs.
7. Provide all cantilevered aluminum canopies as indicated
8. Provided engineered shop drawings as required. Shop drawings shall indicate method of attachment and blocking requirements, as well as drainage requirements
9. All hoisting/lifting needs are to be provided by this package

### **Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

## **02 EXCLUSIONS**

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NONE

## **03 ALLOWANCES**

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NONE

## **04 ALTERNATES**

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NONE



**05 UNIT PRICES**

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NONE

**06 BID BREAKDOWN**

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|                              |          |          |
|------------------------------|----------|----------|
| BASE BID                     | \$ _____ |          |
| Shop Drawings and Submittals |          | \$ _____ |
| Materials and Fabrication    |          | \$ _____ |
| Installation                 |          | \$ _____ |

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***END OF BID PACKAGE 10G METAL AWNINGS***



# BID PACKAGE - 12A WINDOW TREATMENTS

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Window Treatments** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

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Division 0      General Requirements – ALL  
122413          Roller Window Shades

Specification Sections, As applicable:

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## **WORK/DIVISION DESCRIPTION:**

Bid package No. **12A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All shipping, freight, transportation, and storage cost.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All shop drawings required prior to fabrication.
7. All fasteners, adhesives, clips, brackets, and accessories required for a complete installation.
8. All intermediate supports required by window treatment manufacturer.
9. All roller shades.
10. All automated / motorized window treatment systems; including coordination with the electrical subcontractor on power supply and switch location requirements.
11. All wireless links and controls for motorized window treatments.
12. All valances and cornices.
13. All fasteners, adhesives, clips, brackets, and accessories required for a complete installation.
14. All intermediate supports required by window treatment manufacturer.
15. All attic stock, touch up materials, and replacement parts.
16. All protective coverings of window treatments following installation.
17. All mobilizations as required. Work may not be scheduled in a continuous operation - multiple mobilizations are included in this scope of work.
18. Daily cleanup and removal of debris created by this scope of work.

### **Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -



**02 EXCLUSIONS**

NONE

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**03 ALLOWANCES**

NONE

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**04 ALTERNATES**

NONE

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**05 UNIT PRICES**

NONE

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**06 BID BREAKDOWN**

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BASE BID

\$ \_\_\_\_\_

Shop Drawings and Submittals

\$ \_\_\_\_\_

Materials and Fabrication

\$ \_\_\_\_\_

Installation

\$ \_\_\_\_\_

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***END OF BID PACKAGE 12A WINDOW TREATMENTS***





# BID PACKAGE - 21A FIRE PROTECTION

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## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Fire Protection** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |  |
|------------|--|
| Division 0 | General Requirements – ALL   |
| 210517     | Sleeves and Sleeve Seals for Fire-Suppression Piping                     |
| 210523     | General-Duty Valves for Water-Based Fire-Suppression Piping              |
| 210529     | Hangers and Supports for Fire-Suppression Piping and Equipment           |
| 210548     | Vibration and Seismic Controls for Fire-Suppression Piping and Equipment |
| 211119     | Fire-Department Connections  |
| 211313     | Wet-Pipe Sprinkler Systems   |

Specification Sections, As applicable:

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## WORK/DIVISION DESCRIPTION:

Bid package No. **21A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All engineering, delegated design, surveying, field verification, field measurements, staking and layout for this scope of work.
6. This agreement includes providing complete all piping, valves, couplings, water flow indicators, water-motor gongs, backflow devices, supervisory switches, alarm check valves, sprinkler heads, alarm devices, anchorage hangers/devices and attachments, meters, gauges, escutcheons, etc. as shown and/or necessary to fulfill the systems requirements for a complete functioning and approved system per all national, state, and local regulations. It includes a complete all submittal and engineered shop drawing preparation and obtaining approval. Subcontractor is responsible for providing complete wet/dry sprinkler design including complete submittal to the Architect and appropriate governmental inspection agencies for approval.
7. This package is to include a spare head and wrench box
8. This package includes a 6" PVC pipe tube mounted to the wall of the fire pump room with final riser flow data, stamped and approved sprinkler drawings, executed copies of NFPA 13, NFPA 14, NFPA 20 and NFPA 24
9. At all low point drains, this package is to include furnishing access panels to the drywall subcontractor for installation with phenolic labels
10. This package includes all seismic design for hangers as required
11. This package includes a valve tag and label tag with the floor/zone that each valve serves at all control valve assemblies.
12. In paths of egress, this package understands that no piping can be lower than 7'-0".



13. To include performance and submission of all approved test and reports, Commissioning Activity support through final acceptance, Comply and support all the requirements of the Project IAQ Program, provide Owner Training, Warranties and close Out documentation.
14. Subcontractor shall obtain and pay for any required permits, bonds, or fees as required to complete scope of work under this agreement including any required re-inspection fees / costs are responsibility of Subcontractor.
15. All Fire Protections drawings and calculations shall be signed and sealed by a registered and licensed Engineer in State of North Carolina.
16. Subcontractor is responsible to perform (as witnessed by Contractor, Owner and Engineer) a site water flow test(s) as basis of engineered shop drawing design within 10 days of contract award and prior to beginning shop drawings in order to certify the information provided by Owner at time of bid is accurate.
17. Subcontractor shall include provisions for support personnel to coordinate and assist in all inspections and testing procedures.
18. Subcontract shall provide all hoses for testing including diversion boxes to prevent danger to personnel or property. Subcontractor will be responsible for cleaning/replacing any material stained due to not extending hoses for drains, test connections, etc.
19. Subcontractor shall include all Fire Protection related work identified on the drawings as well as the inclusion of those items indicated on the Civil, Mechanical and Plumbing drawings identified to be completed by Fire Protection Subcontractor.
20. Subcontractor is responsible for scheduling, coordinating, preparing and documenting all inspections of Owner, Architect, Engineer, DOI and required local authority(s) having jurisdiction inspection agencies. All pre-testing and testing requirements needed to achieve temporary and permanent certificate of occupancy per building (or phased area) and the construction schedule is included.
21. Costs for expediting shop drawings and materials to the site are here included to avoid delays. All material dates shall meet or exceed the project schedule at no cost to Contractor and / or Owner.
22. Subcontractor shall not use mechanical "T's" on this project.
23. Subcontractor shall not use "Saddle Fittings" on this project.
24. Subcontractor shall install Thread-o-let fittings for all devices installed in piping.
25. Subcontractor shall provide complete all sprinkler pipe enclosures and hose cabinets.
26. This subcontractor is responsible to provide drain valves for all water risers.
27. Connections for electrical alarm system including bells, flow and tamper switches all properly connected to the sprinkler system is included. Coordinate location of all devices with Electrical Subcontractor is included.
28. All fire department connections, drain lines, and inspector test line locations shall be coordinated with Owner, Architect, DOI and local authority(s) having jurisdiction.
29. Provide all required sprinkler heads of type, location, size and color to meet code, Architect's approval, and local authority(s) having jurisdiction approval in order to meet both required coverage areas and aesthetics. Subcontractor is responsible for avoiding trapped water in sprinkler system during design and during installations. All required auxiliary drains are included.
30. Subcontractor is responsible for providing all required pipe identification, valve tagging, pipe color coding, identifying flow direction, etc. Prime painting of all steel piping and accessories requiring finish painting is included herein.
31. Subcontractor is responsible for limiting exposed piping conditions to public view and shall coordinate and obtain approval from the Architect of all such exposed conditions prior to installation. Shop drawing approval by the Architect does not constitute acceptance of exposed or uncoordinated piping locations if such conflicts are not highlighted on submittal approval for Architect's as a 'verification by others' notation.
32. Subcontractor is responsible for coordinating the proper location, head type, etc. of elevator pit/shaft



- fire protection with Architect, elevator subcontractor, elevator inspection agency, DOL, DOI and local authority(s) having jurisdiction if shown on contract documents or is local requirement.
33. Final connections to site piping are included herein in the Riser Room including all required flanges, gaskets, backflow preventer (certified) etc. Subcontractor is responsible for field verifying all site stub-out locations prior to preparing shop drawings.
  34. Subcontractor is responsible for testing building systems to point of connection. All testing, certification tests, etc. under direction of Owner, Engineer, Inspectors, and governmental authority(s) having jurisdiction.
  35. Subcontractor is aware of the architectural, structural, HVAC, plumbing and electrical components of the building and has taken this into consideration for layout, head locations, and penetrations.
  36. Subcontractor is responsible for all layout and coordination of layout for installation of walls, openings, soffits, and the suspended ceiling systems within this work and work by other trades affected by this scope of work.
  37. All wall and floor slab penetrations must be properly core drilled and/or sleeved, collared, escutcheoned when exposed, grouted, fire safe, and fire caulked to meet all applicable codes and specifications. Provide a neat, clean, tightly sealed product. Subcontractor is responsible for the layout, furnishing and installation of all sleeving requirements under this agreement.
  38. Provide floor and wall escutcheons at all exposed piping penetrations.
  39. Subcontractor is responsible to clean-up all core drill slurry from walls and slabs as well as removing and patching all core drill machine anchors.
  40. Subcontractor shall provide the Painting and Caulking Subcontractors with the necessary substrate materials for adhesion, cohesion, and compatibility test reports and prepare surface accordingly for application of finish products. Removing of all piping oil, grease, etc. is included.
  41. Subcontractor shall protect all flooring conditions (including concrete slabs to received flooring) from staining under work under this agreement.
  42. Subcontractor understands the Project will be constructed in major sections and shall deliver materials accordingly as to eliminate extended on-site storage of bulk materials and environmental sensitive products. Contractor is not responsible for providing weather or damage protection, heat, or labor to relocate stored materials to access work of other trades of bulk quantities.
  43. Subcontractor shall furnish and install all required supports for this work including, but not limited to anchor bolts, hangers, isolators, channels, angles, embeds. All items shall be hot dipped galvanized finish, unless noted otherwise in the Contract Documents. Coordination drawings for embeds shall be provided and based on the project concrete pour schedule.
  44. All material and equipment shall be installed in a manner which will not overload the structural elements of the building. Should additional supports be required to distribute loads over more than one structural element, same shall be included by this Subcontractor. At no point are any piping arrangements to be hung directly from the roof deck
  45. Subcontractor shall install and test fire protection system during building rough-in time frame to prevent any water damage to work by others. Subcontractor will also energize complete system prior to Contractor beginning finish operations (i.e. flooring, finish painting, casework, etc.) to insure system is complete and no leaks are apparent.
  46. It is the responsibility of Subcontractor to provide adequate freeze protection techniques in the design, layout, and installation of the fire protection system.
  47. Subcontractor is responsible for the final placement of all sprinkler head locations to meet the design intent with the local authority(s) having jurisdiction and aesthetics' approval for the Architect including all adjustments, etc. at no cost to Contractor. All lines shall be installed true and straight with heads being center, square and equal in layout. Subcontractor shall not install the sprinkler heads until ceiling grid installations, final painting, etc. are completed by others to insure correct placement and no



damages occurs to sprinkler heads and/or escutcheons. All costs to repair ceiling grid due to damage caused by this subcontractor will be appropriately charged.

48. All access panels and covers as required by code or indicated on the fire protection documents are by this Subcontractor are included. Subcontractor is responsible for coordinating the locations and size of required framed openings with respective trades during the construction of walls, ceilings, and floors. These access doors are for access through architectural ceilings and walls. Rated panels are included to match ceiling and wall types.
49. Subcontractor shall allow walls to be primed and finish painted prior to installation of surface mounted piping, heads, etc.
50. Provide testing, cleaning, certification, start-up, etc. in whole or in part to meet project schedule
51. Subcontractor is responsible for all caps for all heads to protect installed heads from damage, paint, drywall mud, etc. from time of installation to Owner acceptance of buildings. Installation of sprinkler heads will precede finish painting of walls.
52. Subcontractor shall provide complete 2% sprinkler head and escutcheon replacement for unidentifiable damage.
53. Subcontractor shall provide head cap/ring at all drywall installations to all drywall finishers to finish around head / cut drywall neatly to correct size of escutcheon. This subcontractor is responsible for all drywall repair costs to refinish around sprinkler heads which are caused by piping movement or misalignment.
54. All Fire Protection rough-in (i.e. for sprinkler head install) will be complete prior to ceiling grid installation (any rough-in activities more than one foot above the ceiling will be appropriately charged for any ceiling grid damage).
55. Subcontractor is responsible for notifying (2) days in advance the Contractor, Owner, Architect, and Governing Agencies of all inspection requests.
56. Subcontractor is responsible for compliance to all requirements of local authority(s) having jurisdiction on all installations under this agreement.
57. Subcontractor shall provide complete all required piping modifications for obstructions, including fittings, heads, etc. to comply with final piping layouts with approved coordination drawings and/or to comply with field conditions for connections to existing utilities at no additional cost to project.
58. Subcontractor shall be responsible for all concrete equipment and housekeeping pads required for Fire Protection equipment installed under this contract.
59. Provide all 'Extra Materials' and 'Maintenance Tools' for Owner to Contractor in unopened containers/packages to Contractor. All items shall be turned over no later than 60 days prior to the substantial completion date for each phase. All items shall be transmitted to Contractor in writing and delivered and unloaded in a location(s) determined by Contractor.
60. All testing, certification tests, etc. under direction of Owner, Engineer, Inspectors, and governmental authority(s) having jurisdiction. This includes but is not limited to all seismic qualification certifications and/or calculations as required in various Fire Protection specification sections. Certifications/calculations shall be signed and sealed by a qualified professional engineer.
61. Provide extended warranties, special warranties, and bonds as required for the fire protection systems and equipment that is operational prior to final acceptance from the Owner. All warranties are to start at time of substantial completion as approved by the architect and the owner.
62. The coordination activity is to include work in all above/below grade, exterior/site, and interior.
63. Provide all coordination necessary to be certain that all outlets are installed level, plumb, and flush with respective outlets and finishes.
64. Subcontractor shall provide all necessary and required materials, management and field labor, ladders, lifts, radios, safety devices (PPE). Commissioning documentation to include but not limited to, all complete and correct pre-function test reports, all training records-audio, video, and written,



coordination meetings, all assistance necessary to accomplish a complete and Final Commissioning Activity per the contract documents. Be advised that should for any reason this activity require premium time and or night/weekend/holiday scheduling this requirement shall be met without any additional cost to the project. Be advised that per-function and or final Commissioning Activities that are confirmed to be deficient and or delinquent by cause of this subcontractor will be subject to responsibility assessment and subsequent cost to be paid by this subcontractor.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

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NONE

**03 ALLOWANCES**

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Allowance 01: Include up to 10 total head replacements for un-identifiable damage \$ \_\_\_\_\_

**04 ALTERNATES**

---

NONE

**05 UNIT PRICES**

---

Cost to replace 1 sprinkler head \$ \_\_\_\_\_/EA

**06 BID BREAKDOWN**

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|                          |          |
|--------------------------|----------|
| BASE BID                 | \$ _____ |
| Shop Drawings/Submittals | \$ _____ |
| Rough in                 | \$ _____ |
| Trim Out                 | \$ _____ |
| Testing/Final Acceptance | \$ _____ |

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**END OF BID PACKAGE 21A FIRE PROTECTION**



# BID PACKAGE - 22A PLUMBING

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## SCOPE OF WORK SUMMARY:

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Plumbing** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

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|            |  |
|------------|--|
| Division 0 | General Requirements – ALL                             |
| 220513     | Common Motor Requirements for Plumbing Equipment       |
| 220516     | Expansion Fittings and Loops for Plumbing Piping       |
| 220517     | Sleeves and Sleeve Seals for Plumbing Piping           |
| 220518     | Escutcheons for Plumbing Piping                        |
| 220519     | Meters and Gauges for Plumbing Piping                  |
| 220523.12  | Ball Valves for Plumbing Piping                        |
| 220523.14  | Check Valves for Plumbing Piping                       |
| 220523.15  | Gate Valves for Plumbing Piping                        |
| 220529     | Hangers and Supports for Plumbing Piping and Equipment |
| 220548.13  | Vibration Controls for Plumbing Piping and Equipment   |
| 220553     | Identification for Plumbing Piping and Equipment       |
| 220719     | Plumbing Piping Insulation                             |
| 221116     | Domestic Water Piping                                  |
| 221119     | Domestic Water Piping Specialties                      |
| 221123.21  | Inline, Domestic-Water Pumps                           |
| 221316     | Sanitary Waste and Vent Piping                         |
| 221319     | Sanitary Waste Piping Specialties                      |
| 221319.13  | Sanitary Drains  |
| 221414     | Storm Drainage Piping                                  |
| 221423     | Storm Drainage Piping Specialties                      |
| 223300     | Electric, Domestic-Water Heaters                       |
| 224213.13  | Commercial Water Closets                               |
| 224216.13  | Commercial Lavatories                                  |
| 224216.16  | Commercial Sinks                                       |
| 224713     | Drinking Fountains                                     |

## WORK/DIVISION DESCRIPTION:

Bid package No. **22A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. To include domestic hot and cold water, all back flow preventers, DWV, RDL including, but not limited to, all piping, insulation, trap primers, drain piping, fittings, valves, pumps, fixtures, meters, water heaters, balancing valves, wall hydrants, hose bibs, temperature transmitters, supports, vibration isolation/expansion materials, thermostatic mixing valves, expansion tanks, and other pumps.



7. All utilities will be brought to a flange 12" into the building at the ground level of the building by the Site Utilities contractor.
8. Provide complete Temporary Water System as per the Site Logistics Plan and additional scope of work details described below. This package is to coordinate the connection of this supply any required services for temporary building use.
9. All domestic water, including the main building water meter assembly and associated full size bypass are included.
10. Provide and install Roof drain Bodies; caulk roof drains after final leveling adjustments
11. All plumbing fixtures, including pipe guards, water fountains, bottle fillers, and janitor's sinks are included.
12. All floor drains trap primers, trap fillers and associated piping are included.
13. This package includes all sinks, faucets, mixing valves, pipe coverings, insulation, etc. for all items that are mounted inside cabinets or shown for restrooms for a complete installation.
14. This package is to closely coordinate with the Roofing scope with regards to the roof drains for all TPO roofs. The primary and overflow drains, attachments to structure, water dam compression rings and associated piping are to be provided and installed by this package, all sealants and final watertight installations are the responsibility of the roofing scope. Connection of roof drains to storm line and inlets as shown on the drawings is included.
15. All tankless water heaters are to be provided and installed by this package
16. Comply with all Earthwork and trench safety requirements for all excavation work.
17. All gravity drained plumbing lines must be stubbed 5' outside the building, link sealed and tied into existing site systems under this agreement.
18. Video records of all under slab drainage piping is the responsibility of this subcontractor.
19. This package includes all testing and reports required for the plumbing systems, commission activity support through final acceptance, all owner training, all warranties and complete close out documentation.
20. Subcontractor shall obtain and pay for any required permits, bonds, or fees as required to complete scope of work under this agreement including any required re-inspection fees / costs are responsibility of Subcontractor.
21. This subcontractor must be prepared to set all PRVs and circuit setters to get the system running without waiting on the TAB contractor. Final Test and Balancing of all plumbing related systems are the responsibility of this package.
22. Subcontractor agrees to expedite the permanent mechanical/plumbing systems and final hook-ups necessary to operate the permanent heating and ventilating system for the purpose of temporary heating and ventilation. The Subcontractor will include all labor required to operate the mechanical portions of this system. The early start-up of the mechanical/plumbing equipment shall in no way encroach upon any warranty requirements of the Specifications. Subcontractor shall advise and coordinate with CMAR all items that are or will be received in order to achieve early start-up of equipment.
23. Costs for expediting shop drawings and materials to the site is included as required as to avoid work schedule progress delays.
24. Subcontractor to verify site utility piping inverts prior to preparing for installation work under this agreement. Inverts and lengths of piping indicated on the document are for information purposes only. All information shall be field verified for length and all invert elevations shall be coordinated with other trades, etc.
25. All Plumbing related work identified on plumbing drawings as well as inclusion of those items indicated on civil and architectural drawings identified to be completed by Plumbing Subcontractor under this scope.



26. This subcontractor is responsible for flushing and video camera inspection of all under slab plumbing lines. The video must be presented to the CMAR for acceptance prior to covering.
27. Subcontractor shall provide lavatory templates to casework and solid surface countertop Subcontractors to precut openings off-site. Template shall be provided within 45 days of notice of award.
28. All floor drains in mechanical spaces must have the concrete sloped per the owner's requirements. Coordinate elevations with the concrete subcontractor. Coordinate location with adjacent housekeeping pads, toilet partitions, lab equipment and other equipment.
29. Comply with all ADA requirements as called out on the contract documents and coordinate with all trades to remain compliant with ADA requirements as related to all plumbing fixtures adjacent to other finishes and equipment. (For example: The installation of partition walls in public restrooms and toilet paper dispensers within the stalls.)
30. Subcontractor to provide complete ALL pressure reducing valves to equipment furnished under this agreement as required for the proper function and approval of the equipment whether indicated on the documents or not.
31. Verify that all area drains, floor drains and floor sinks are installed at an elevation that allows proper slope for drainage. Coordinate with concrete subcontractor and flooring contractor.
32. Subcontractor to provide complete ALL plumbing piping clean outs.
33. Subcontractor is responsible for final setting and adjusting of all cleanouts, etc. to receive specified floor finishes or final site grades.
34. Taping of all floor drains, clean-out covers, etc. is included for protection of finish. Protection of drains and covers shall be removed upon conclusion of all work by all trades and prior to Architect's punch list. Final cleaning and polishing of drain and clean-out covers is included at conclusion of project.
35. Coordinate accessibility of all valves with all other trades. If a valve is not shown on the contract documents and is needed for future maintenance purposes, it is the responsibility of this subcontractor to bring it to the attention of the contractor and design team.
36. Coordinate all above ceiling equipment and piping with all other trades to allow for proper slope for draining.
37. Coordinate with electrical subcontractor to properly locate all power required for water fountains, flush sensors, and all other plumbing equipment. Comply with all required ADA codes related to the installation and proper clearance of the water fountains.
38. Coordinate the location of all vertical run plumbing and floor penetrations with the framing subcontractor to ensure piping is centered within a framed wall. Any piping not centered inside of a framed wall, due to a lack of proper coordination, is the responsibility of this subcontractor to relocate the penetration.
39. Supply all roof jacks, for plumbing penetrations in the roof, as required by the construction documents.
40. Subcontractor shall furnish and install all necessary items required for concrete work related to the systems installed under this agreement including, but not limited to, concrete collars for all clean-outs, concrete backfill for piping systems location under building footings, grouting of wall sleeves to building structure, etc.
41. All flushing, pressure testing, disinfection/bacteriological (chlorination) chemical flushing, certification tests, etc. under direction of Owner, Engineer, Inspectors, and governmental authority(s) having jurisdiction is included. Subcontractor shall dilute and properly dispose of heavily chlorinated water.
42. During temporary operation include all filters to plumbing equipment requiring such that are equal to the specified filter for the project. If plumbing system becomes contaminated, subcontractor shall clean final plumbing systems to meet Owner's approval at Project Completion.
43. Subcontractor shall provide all rough-in and final hook-up of all items requiring plumbing service that are specified in any other section of the Specifications, or Owner furnished, and/or shown on the Drawings.





44. Subcontractor shall provide code approved panel shields at new electrical or fire alarm panels due to new piping running overhead if alternate locations cannot be approved to re-route pipe.
45. All equipment or materials provided under other Specification sections which are to be installed by this Subcontractor will be identified and delivered to this Subcontractor's Project office.
46. Subcontractor shall receive inventory, store, schedule, handle, protect, and install any Owner furnished equipment as indicated in the Contract Documents.
47. Subcontractor shall insure all plumbing installations have sufficient specified or code required separations.
48. Subcontractor shall coordinate with the Building Energy Management System, Fire Alarm, and Electrical Subcontractors to assure provision of adequate contacts and relays required for proper operation/interface between systems.
49. All testing, adjusting and balancing of plumbing systems is included under this agreement. Subcontractor will then provide final building water balancing report upon 100% completion of the project which will need to occur prior to scheduled substantial completion inspection.
50. Provide all miscellaneous parts as necessary to accomplish the balancing requirements.
51. Cutting, patching and sealing of insulation, and piping, etc. as required for the installation of testing devices is included in this Agreement.
52. Subcontractor is responsible for coordinating the locations and size of required framed openings with respective trades during the construction of walls, ceilings, and floors.
53. Subcontractor shall layout, install, and strip all required sleeves or block-outs within elements of the structure for the installation of Subcontractor's Work cast-in-place concrete locations. Formed openings in concrete walls are herein included.
54. Subcontractor shall include all concrete saw cuts, removal, and concrete replacement as required to install work within this Scope. No saw cutting or core drilling are to be performed without written approval from Contractor and Architect/Engineer.
55. Subcontractor shall be responsible for coordinating, locating, and installing concrete equipment and housekeeping pads.
56. Any grouting of equipment in this bid package or installed by this bid package is included.
57. Subcontractor is responsible to clean-up all core drill slurry from walls and slabs as well as removing and patching all core drill machine anchors.
58. Subcontractor is responsible for all penetrations/block-outs, templates and sleeves in or through concrete, CMU, gypsum wall board, ceilings, slabs, roofs or foundations, or any other material or structure necessary to complete this work.
59. Coordinate locations of Aqua Stats, Flow Meters, Temperature Sensors/Probes and all other control/monitoring devices as to allow for proper installation as required by the manufacturer and contract documents. (Example: Aqua Stats and Flow Meters require a minimum length of pipe to allow proper readings.)
60. Subcontractor shall furnish and install all required supports for this work including, but not limited to anchor bolts, hangers, isolators, channels, angles, and embeds. All items shall be hot dipped galvanized finish, unless noted otherwise in the Contract Documents. Coordination drawings for embeds shall be provided and based on the project concrete pour schedule.
61. Subcontractor is responsible for reviewing Electrical documents for specified power requirements and conditions for plumbing equipment including responsibility for furnishing disconnects and starters specified within the equipment specifications for equipment provided by this bid package.
62. All material and equipment shall be installed in a manner which will not overload the structural elements of the building. Should additional supports be required to distribute loads over more than one structural element, same shall be included by this Subcontractor. At no point are elements to be hung from the roof deck



63. Subcontractor shall furnish and install labels, tags, pipe identification, access panel ID, equipment ID, etc.
64. The coordination activity is to include work in all above/below grade in the interior of the building. Installation of exterior piping by others.
65. Provide all coordination necessary to be certain that all outlets are installed level, plumb, and flush with respective outlets and finishes.
66. Include all necessary coordination with the Millwork and Equipment providers. This contractor will be solely responsible for all cost associated with repair and/or replacement of Millwork damaged due to piping outlet(s) and/or openings being made by him or his subcontractors and or incorrect coordination and direction provided by this subcontractor.
67. Include all hose bibs as shown and heat trace as required to prevent freezing.
68. Subcontractor shall provide all necessary and required materials, management and field labor, ladders, lifts, radios, safety devices (PPE). Commissioning documentation to include but not limited to, all complete and correct pre-function test reports, all training records-audio, video, and written, coordination meetings, all assistance necessary to accomplish a complete and Final Commissioning Activity per the contract documents. Be advised that should for any reason this activity require premium time and or night/weekend/holiday scheduling this requirement shall be met without any additional cost to the project. Be advised that per-function and or final Commissioning Activities that are confirmed to be deficient and or delinquent by cause of this subcontractor will be subject to responsibility assessment and subsequent cost to be paid by this subcontractor. Subcontractor is responsible for all costs for delays and re-inspections fees billed by commissioning agent

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 –

**02 EXCLUSIONS**

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NONE

**03 ALLOWANCES**

---

NONE

**04 ALTERNATES**

---

NONE

**05 UNIT PRICES**

---

NONE



**06 BID BREAKDOWN**

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|                          |          |          |
|--------------------------|----------|----------|
| BASE BID                 | \$ _____ |          |
| Submittals/Shop Drawings |          | \$ _____ |
| Rough in                 |          | \$ _____ |
| Fixtures and trim out    |          | \$ _____ |

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***END OF BID PACKAGE 22A PLUMBING***



# BID PACKAGE - 23A HVAC / CONTROLS

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **HVAC/CONTROLS** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

|            |  |
|------------|--|
| Division 0 | General Requirements – ALL                               |
| 230513     | Common Motor Requirements for HVAC Equipment             |
| 230517     | Sleeves and Sleeve Seals for HVAC Piping                 |
| 230518     | Escutcheons for HVAC Piping                              |
| 230529     | Hangers and Supports for HVAC Piping and Equipment       |
| 230553     | Identification for HVAC Piping and Equipment             |
| 230593     | Testing, Adjusting, and Balancing for HVAC               |
| 230713     | Duct Insulation  |
| 230719     | HVAC Piping Insulation                                   |
| 230923     | Direct Digital Control (DDC) System for HVAC             |
| 230923.17  | Level Instruments  |
| 230923.23  | Pressure Instruments                                     |
| 230923.27  | Temperature Instruments                                  |
| 232300     | Refrigerant Piping                                       |
| 233113     | Metal Ducts  |
| 233300     | Air Duct Accessories                                     |
| 233346     | Flexible Ducts   |
| 233416     | Centrifugal HVAC Fans                                    |
| 233600     | Air Terminal Units                                       |
| 233723     | HVAC Gravity Ventilators                                 |
| 237416.13  | Packaged, Large-Capacity, Rooftop Air-Conditioning Units |
| 238126     | Split-System Air-Conditioners                            |
| 238239.13  | Cabinet Unit Heaters                                     |
| 238239.16  | Propeller Unit Heaters                                   |

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **23A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. This package includes all Equipment including but not limited to Split Systems, ERU's, AHU's, RTU's, unit heaters, Fans, Terminal Units, ductwork, air distribution, controls, sensors, hydronic piping, valves, insulation and test and balance required for a complete and operational system per the contract documents.
7. This package agrees to provide and install complete all ductwork and sound attenuation ductwork shown and/or necessary to fulfill the systems requirements for a complete functioning and approved



system.

8. Subcontractor agrees to provide a complete mechanical hydronic system that complies with all applicable codes.
9. To provide Heating hot water systems including, but not limited to, all piping, insulation, meters, water treatment, piping, pumps, valves, variable frequency drives, etc.
10. To provide building distribution units including unit heaters, fan coil units, blower coil units, etc.
11. To provide and install a complete cooling coil condensate collection piping, insulation, pumps, valves, fittings, welding, meters, water treatment, variable frequency drives, etc.
12. To provide and install complete all required types of duct and mechanical pipe insulation included in this scope of work.
13. To provide and install complete of all the types of control dampers, grills, diffusers and louvers.
14. To comply and provide complete daily maintenance of all filter media installation, removal and disposal necessary to meet the requirements of the Project IAQ Program.
15. The Controls contractor is to include all wiring and connections required from all occupancy sensors to the main controls panel. This will be coordinated with both the Mechanical and Electrical packages.
16. All concrete pads required for the installation of this scope are to be provided by this package
17. All manufacture warranties are to be included as required. This includes all manufacturer site visits as required for verification.
18. At roof deck penetrations, this package includes the sleeve, expandable foam fill and insect screen. Pipe boot, sheet underlayment, clamping ring and sealant are the responsibility of the roofing package.
19. To coordinate and provide a thorough Test and Balance (TAB) of all systems. TAB subcontractor will contracted directly by this package and provide a final and complete report
20. To include all Commission Activity support through final acceptance.
21. To include all required Owner Training, Warranties and Close Out documentation.
22. Mechanical contractor shall coordinate with the Temperature Controls contractor and install pipe and duct mounted devices provided by the Temperature Controls contractor.
23. Subcontractor shall obtain and pay for any required permits, bonds, or fees as required to complete scope of work under this agreement including any required re-inspection fees / costs are responsibility of Subcontractor.
24. Subcontractor shall participate in daily coordination planning meeting with ALL other Trades performing work on the project.
25. Subcontractor agrees to expedite the permanent mechanical systems and final hook-ups necessary to operate the permanent cooling and ventilating system for the purpose of temporary cooling and ventilation. The Subcontractor will include all labor required to startup and operate the mechanical portions of this system
26. The early start-up of the mechanical equipment shall in no way encroach upon any warranty requirements of the Specifications. Subcontractor shall advise and coordinate with CMAR all items that are or will be received in order to achieve early start-up of equipment.
27. Subcontractor to include complete cooperation and compliance with the Project Indoor Air Quality Program. Subcontractor shall during temporary operation of all HVAC equipment include filter fabric (Merv 8) over all duct and equipment openings including return air grilles susceptible to dust or dirt. This shall include installation of Merv 13 filters in all AHU's beginning from the initial equipment start up. In addition to the Merv 13 filters installed in the AHU's, provide and install 3 additional layers of Merv 8 filter media shall be installed on top of the Merv 13 filters to facilitate proper maintenance.
28. Subcontractor to include change out of the MERV 13 filters with new MERV 13 filters in all AHU's prior to substantial completion
29. Subcontractor to include continuous (minimum - daily) maintenance of filter media at all locations shall be the responsibility of this subcontractor. Should it be determined proper filter maintenance was not



provided and the AHU's become contaminated it shall be the responsibility of this subcontractor to contract an experienced professional organization to perform cleaning of the AHU(s) and ductwork to meet the SMACNA guidelines for this activity and meet Owners final acceptance.

30. Subcontractor shall anticipate inspection delays in the installation durations and sequence such work ahead of others as not to impose delays in the schedule.
31. Subcontractor shall be responsible to provide full cooperation and resources in expediting procurement, delivery and installation of ALL items provided by this subcontractor discovered to be incorrect and or damaged regardless of value and complexity so as not to impact the progress schedule.
32. Subcontractor shall be responsible to provide full cooperation and resources in expediting procurement, delivery and installation of all HVAC items discovered as a result of unforeseen conditions not reasonably inferred to be required so as not to impact the progress schedule.
33. Subcontractor shall insure all mechanical installations have sufficient specified or code required separations.
34. All access panels and covers as required by code, or indicated on the mechanical documents are by this which are to provide access to equipment, valves, ductwork access doors, etc. These access doors are for access through architectural ceilings and walls as required. Rated panels are included to match ceiling and wall types. Coordinate with all other trades so as to provide access doors from one manufacture.
35. All required fabricated and pre-fabricated roof curbs and mechanical roof supports for equipment within this bid package. Furnishing and installation of curbs and supports by this Subcontractor shall be in strict accordance with roofing installation procedures. Coordinate roof curbs with roofing subcontractor.
36. This subcontractor shall provide all required roof jacks for mechanical penetrations in the roofing system. The roof jacks must be approved by the project team prior to procurement.
37. Subcontractor shall allow walls to be primed and finish painted prior to installation of surface mounted piping and setting of equipment.
38. Subcontractor shall provide all rough-in and final hook-up of all items requiring Mechanical service that are specified in any other section of the Specifications, or Owner furnished, and/or shown on the Drawings. All equipment or materials provided under other Specification sections which are to be installed by this Subcontractor will be identified and delivered to this Subcontractor's Project office.
39. Subcontractor shall provide testing, cleaning, certification, start-up, and pre-balancing in whole or in part to meet project schedule. This package is responsible for all Testing and Balancing, including all commissioning support and report preparation.
40. Subcontractor shall include accepting receipt, storage and installation of all duct mounted smoke detectors furnished by Fire Alarm Subcontractor.
41. Subcontractor to include any grouting of equipment in this bid package.
42. Subcontractor to include painting and touch-up of factory finishes on mechanical equipment.
43. Provide floor and wall escutcheons/ at all exposed round duct penetrations as specified in the contract documents.
44. Subcontractor shall coordinate with the mechanical piping, Building Energy Management System, Fire Alarm, and Electrical Subcontractors to assure provision of adequate contacts and relays required for proper operation/interface between systems.
45. Provide secondary mechanical drain pans, and all primary and secondary p-traps for condensate drains. If float switch is specified in secondary drain pan, this Subcontractor shall furnish and install float switch including all wiring and piping to nearest drain at exterior with splash block.
46. Label ALL Fire/Smoke damper access doors per code requirements. Labels must be visible and acceptable by the project team, owner and AHJ.
47. This subcontractor shall provide and install all VFDs required for HVAC equipment. This subcontractor is to provide all controllers as required per the equipment specifications.



48. If mechanical piping poses a tripping hazard in a mechanical space, and cannot be relocated, it is the responsibility of this subcontractor to provide a galvanized diamond plate ramp capable of supporting at least 500 lbs. over the pipe.
49. Subcontractor agrees to cover the top of ductwork with 6 mils. poly to protect insulation from water and dirt damages in order to insulate ductwork prior to dry-in condition of building.
50. Coordination with HVAC Controls subcontractor is included in this Agreement. Prior to commencing of this work, this subcontractor shall inspect all existing equipment to be tested and advise Contractor.
51. Provide all sheaves, belts and other miscellaneous parts as necessary to accomplish the balancing requirements.
52. The subcontractor is required to provide at least one employee to assist during Test and Balance and Commissioning. They must be capable for sheave adjustments/ replacements, troubleshooting equipment and operating equipment as required for testing.
53. This subcontractor is responsible for all wiring at the fire/smoke dampers and coordinated with the Fire alarm system. Wiring will be from the damper to the adjacent electrical j-box provided by the electrical subcontractor. Coordinate the proper electrical requirements and locations for all fire/smoke dampers on this project
54. Subcontractor shall include cutting, patching and sealing of insulation, and ductwork, etc. as required for the installation of test probes is included in this Agreement.
55. Subcontractor is responsible to clean-up all core drill slurry from walls and slabs as well as removing and patching all core drill machine anchors and forms for block outs and sleeves.
56. Subcontractor is responsible for all coordination and installation of penetrations/block-outs, templates and sleeves in or through concrete, precast concrete, CMU, gypsum wall board, ceilings, slabs, roofs or foundations, or any other material or structure necessary to complete this work.
57. Subcontractor shall furnish and install all required supports for this work including, but not limited to anchor bolts, hangers, isolators, channels, angles, and embeds. All items shall be hot dipped galvanized finish, unless noted otherwise in the Contract Documents. Coordination drawings for embeds shall be provided and based on the project concrete pour schedule.
58. All hanger rods must not extend below hanger or strut by more than 1”.
59. This subcontractor is responsible for any required drip pans or secondary drain pans needed to protect critical equipment or areas. The pans must have a drain that is pipe to the nearest mechanical drain.
60. All material and equipment shall be installed in a manner which will not overload the structural elements of the building. Should additional supports be required to distribute loads over more than one structural element, same shall be included by this Subcontractor.
61. Subcontractor shall furnish and install labels, tags, duct identification, access panel ID, equipment ID, etc. for Mechanical/HVAC scope per contract documents.
62. All rough-in/completion activities (i.e. duct runouts, FCU connections, etc.) will be complete prior to ceiling grid installation (any rough-in/completion activities creating damage will be appropriately charged for any ceiling grid damage).
63. Terminal unit valves (manual and control) must be reasonably accessible for maintenance and testing purposes.
64. Coordinate the installation of ventilators and/or louvers with the framing subcontractor.
65. Coordinate with framing subcontractor for all penetrations that occur within a framed wall.
66. Coordinate and verify the height of the equipment pads for all Air Handlers to ensure proper drainage of condensate.
67. Coordinate with Electrical Subcontractor for power termination points of all mechanical equipment.
68. All stickers & markings shall be removed from exposed duct unless required by construction documents.
69. Terminal units, fan coils, blower coils and any other ceiling mounted mechanical equipment shall be



free of any hand-written markings. If units must be marked with designations to be used by the installation crew, the marking must be on removable painter's tape.

70. This subcontractor is not allowed to paint or mark on exposed concrete flooring. Any markings made by this subcontractor on exposed concrete flooring must be removed and the floor resealed to match surrounding flooring.
71. This subcontract to furnish all non-security and security access panels required for access to valves, switches, etc. All access panels and covers as required by code or indicated on the contract documents in regard to this scope are by this Subcontractor. Subcontractor is responsible for coordinating the locations and size of required framed openings with respective trades during the construction of walls, ceilings, and floors. Rated panels are included to match ceiling and wall types.
72. This subcontractor is responsible for cleaning during and after installation as well as final cleaning of all mechanical equipment prior to final acceptance. Multiple cleanings must be included.
73. Provide all 'Extra Materials' and 'Maintenance Tools' for Owner to Contractor in unopened containers/packages to Contractor. All items shall be turned over no later than 60 days prior to the substantial completion date for each phase. All items shall be transmitted to Contractor in writing, and delivered and unloaded in a location(s) determined by Contractor.
74. Subcontractor shall provide all testing, certification tests, etc. under direction of Owner, Engineer, Inspectors, and governmental authority(s) having jurisdiction.
75. Provide extended warranties, special warranties, and bonds as required for the Mechanical Systems and equipment that is operational prior to final acceptance from the Owner. All warranties are to start at time of substantial completion as approved by the architect and the owner.
76. Mechanical contractor shall provide and install all control dampers in ductwork and equipment. Actuator's shall be provided and installed by the temperature controls contractor.
77. Electrical contractor shall provide all line and load side wiring to equipment. Disconnects (unless integral to the equipment) shall be provided by the electrical contractor.
78. Variable frequency drives shall be provided by the mechanical and/or plumbing contractor and installed by the electrical contractor. Temperature Controls subcontractor shall make any conduit connections required for their work.
79. Provide all coordination necessary to be certain that all device outlets are installed level, plumb, and flush with respective finishes.
80. Subcontractor shall provide all necessary and required materials, management and field labor, ladders, lifts, radios, safety devices (PPE). Commissioning documentation to include but not limited to, all complete and correct pre-function test reports, all training records-audio, video, and written, coordination meetings, all assistance necessary to accomplish a complete and Final Commissioning Activity per the contract documents. Be advised that should for any reason this activity require premium time and or night/weekend/holiday scheduling this requirement shall be met without any additional cost to the project. Be advised that pre-function and or final Commissioning Activities that are confirmed to be deficient and or delinquent by cause of this subcontractor will be subject to responsibility assessment and subsequent cost to be paid by this subcontractor.

## **CONTROLS AND AUTOMATION**

1. Coordinate all programming and work closely with the HVAC, Electrical, Fire Alarm, and TAB subcontractors.
2. Controls Contractor includes a control input connection/termination at all building electrical distribution gear for monitoring.
3. Provide complete all control equipment, devices, programming, raceways, wiring, connections, start-up, testing, etc.
4. Provide complete all interface and controls described in the contract drawings identified to be





completed by this Controls subcontractor.

5. Accurate and complete test reports for all systems prior to functional testing by the commissioning agent.
6. Include all monitoring, trending and data logging.
7. Include Commission Activity support through final acceptance and all Owner Training, Complete Close Out documentation including equipment, as-builts, manuals, warranties, etc.
8. Subcontractor to be diligent in providing prompt submission of the complete controls shop drawings, wiring diagrams, equipment and device technical data, etc. Subcontractor shall obtain and pay for any required permits, bonds, or fees as required to complete scope of work under this agreement including any required re-inspection fees / costs are responsibility of Subcontractor.
9. Subcontractor shall provide Automatic Temperature Controls systems complete including, but not limited to, all raceways, boxes, wiring, controllers, thermostats and devices required for a complete operable system. Include all associated control/interlock wiring (regardless of voltage). This includes any fiber and data cabling required for a complete system back to the Building Control System.
10. Subcontractor shall coordinate and interface the Building Control System with the Fire Alarm, Clean Agent Control System, Electrical, Lighting Control, Fire alarm, Plumbing and Mechanical to assure provision of adequate contacts and relays required for proper operation/interface between systems. Subcontractor is responsible for insuring specified sequence of building operations for other systems and riser diagrams.
11. Subcontractor shall include provisions and provide complete all monitoring of the Site Emergency Phones and Generators. All monitoring points shall be equal to the points provided in the site emergency phone Control Panel provided.
12. Subcontractor shall include provisions and provide complete monitoring all elevator sump pump pit alarm panels for status and alarm conditions through the BCS.
13. Subcontractor shall provide complete all rough-in and final hook-up of all items requiring Mechanical/HVAC/BCS controls service that are specified in any other section of the specifications, or owner furnished, and/or shown on the Contract Drawings. All equipment or materials provided under other specification sections which are to be controlled by this Subcontractor is included.
14. Subcontractor shall provide a complete installation of all control devices that are shipped and delivered separate from the equipment requiring the device.
15. This package includes the supply of all dampers as indicated or required for a complete and operational system. Damper sizes, locations and pertinent information shall be coordinated with the design team and the HVAC package prior to purchase. This package is to turn over all final dampers to HVAC subcontractor for final installation. Any adjustments, parts, tools, etc. required to make the damper fully operational after installation will be the responsibility of this package.
16. All T-Stat locations must be coordinated with other adjacent devices in the wall for uniformity. All T-Stat locations must be coordinated with other adjacent devices in the wall for uniformity. Confirm color of devices match electrical devices prior to submittal submission. Provide a separate T-stat location shop drawing with architectural drawings as a background and overlaid with electrical lighting and power drawings to make sure no conflicts. No devices shall be installed in accent walls for various specialty finishes.
17. Subcontractor agrees to expedite the permanent HVAC Control/BCS systems and final hook-ups necessary to operate the permanent heating and ventilating system for the purpose of temporary heating and ventilation. The Subcontractor will include any labor required to operate the mechanical controls portions of this system. The early start-up of the mechanical equipment shall in no way encroach upon any warranty requirements of the Specifications. Subcontractor shall advise and coordinate with Contractor all items that are or will be received in order to achieve early start-up of equipment.



18. Subcontractor shall prioritize the controls devices, connections and testing for the metering and valves on the incoming domestic water, fire water, chilled water, and electrical power systems. These valves and meters must have the ability to be controlled by OIT at regional plant so as to expedite "Conditioned Air" for the building. Pathway outside of the building for remote connection to OIT will be provided by others.
19. This subcontractor shall include provisions to provide, install and maintain all necessary temporary control devices required to safely operate the HVAC systems so as to provide "Conditioned Air" for the building
20. Subcontractor shall provide and install all control valves, provide and install damper actuators, flow meters, temperature control devices, etc. All layout and field coordination with the respective trades is the responsibility of this subcontractor. It is the responsibility of this subcontractor to provide the MEP trades with restrictions of device placement and location during BIM coordination signoff process, and then go into field and field locate all these devices to insure operation will meet manufacturer's recommendations and contract documents.
21. Subcontractor shall provide complete all lighting controls interface with the BMS as required by the contract documents. This includes all wiring at sensors to integrate back to control equipment provided by this package.
22. Subcontractor shall coordinate and mutually perform test(s) and confirm correctness of all line voltages with the project Electrical subcontractor prior to energizing any control equipment and/or components. The details of these test events shall be recorded in each respective subcontractor Daily Report. Failure to perform and record these test activities may be considered cause to deny any related claims.
23. Provide testing, cleaning, certification, and start-up, in whole or in part to meet project schedule on a per floor level basis.
24. All rough-in work included in this Scope of Work is to be concealed within wall cavity unless approved otherwise by Owner and Architect.
25. Float switches that are specified in secondary drain pan(s), the mechanical subcontractor shall furnish and install float switch and the controls subcontractor shall provide all power wiring and controls for a complete installation, regardless of voltage.
26. Subcontractor shall be responsible to coordinate with Electrical Subcontractor for all power requirements for the Automated Temperature Controls System panels.
27. Subcontractor to provide all mechanical equipment emergency shutoff equipment including push buttons, enclosures, wiring, etc.
28. Subcontractor shall furnish and install labels, tags, pipe identification, access panel ID, equipment ID, etc. for controls scope per contract documents.
29. All rough-in/completion activities (i.e. wire pulling, etc.) will be complete prior to ceiling grid installation (any rough-in/completion activities creating damage will be appropriately charged for any ceiling grid damage).
30. This subcontract to furnish all non-security and security access panels required for access to valves, switches, etc. Subcontractor is responsible for coordinating the locations and size of required framed openings with respective trades during the construction of walls, ceilings, and floors. Rated panels are included to match ceiling and wall types.
31. Provide all 'Extra Materials' and 'Maintenance Tools' for Owner to Contractor in unopened containers/packages to Contractor. All items shall be turned over no later than 60 days prior to the substantial completion date for each phase. All items shall be transmitted to Contractor in writing, and delivered and unloaded in a location(s) determined by Contractor.
32. This Subcontractor and its lower tier subcontractors shall provide Owner training for all equipment, systems and integrated systems as required by the Contract Documents for the scope of this work.
33. All testing, certification tests, etc. under direction of Owner, Engineer, Inspectors, and governmental



authority(s) having jurisdiction.

34. Provide extended warranties, special warranties, and bonds as required for the Mechanical/HVAC/BCS Systems and equipment that are operational prior to final acceptance from the Owner. All warranties are to start at time of substantial completion as approved by the architect and the owner.
35. Mechanical contractor shall provide and install all control dampers in ductwork and equipment as provided by this package. Actuator's shall be provided and installed by the temperature controls contractor, regardless of voltage.
36. Electrical contractor shall provide all line and load side wiring to equipment. Disconnects (unless integral to the equipment) shall be provided by the electrical contractor.
37. Variable frequency drives shall be provided by the mechanical and/or plumbing contractor and installed by the electrical contractor. TC contractor shall make any conduit connections required for their work.
38. All metering for MEP systems shall be provided and installed herein including the calibrating and certification. This needs to be complete prior to HVAC startup
39. This subcontractor shall be onsite full time during test and balance, and commissioning operations including punchlist period to be available to operate system
40. This subcontractor shall have the HVAC controls sequence, graphics and programming completed off-site 60 days prior to schedule HVAC startup date in accordance with approved shop drawings. Intent is to sit down at a jobsite location with designer, commissioning agent, TAB contractor, and Owner maintenance to review the completed control system on a computer before downloading in the field. Failure to provide this will cost subcontractor all fees from all parties to do the same work in the field after you download.
41. During TAB of systems, this subcontractor is expected to have a full crew onsite to manage the programming and go out into the field and make the system is functioning mechanically as designed. Failure to do this, will result in 100% costs for commissioning agent to perform said duties during commissioning, and all costs for CMAR and our Subcontractors to stand around while repairs are made.
42. Subcontractor shall provide all necessary and required materials, management and field labor, ladders, lifts, radios, safety devices (PPE). Commissioning documentation to include but not limited to, all complete and correct pre-function test reports, all training records-audio, video, and written, coordination meetings, all assistance necessary to accomplish a complete and Final Commissioning Activity per the contract documents. Be advised that should for any reason this activity require premium time and or night/weekend/holiday scheduling this requirement shall be met without any additional cost to the project. Be advised that per-function and or final Commissioning Activities that are confirmed to be deficient and or delinquent by cause of this subcontractor will be subject to responsibility assessment and subsequent cost to be paid by this subcontractor.
43. It is the expectation of the CMAR that this subcontractor and all its subcontractors provide all labor, materials, equipment, and appurtenances necessary to provide the complete and functioning systems based on the contract documents. This expectation includes that all work requirements reasonably inferred on the contract documents are to be included complete at no additional cost to the project.
44. Subcontractor shall be responsible to provide full cooperation and resources in expediting procurement, delivery and installation of all controls related items discovered as a result of unforeseen conditions not reasonably inferred to be required so as not to impact the progress schedule. Assume to have all control items which integrate into work by other within 60 days for receiving a subcontract agreement.
45. Subcontractor shall provide safe access for testing agency and Engineer of Record to the Work being fabricated, stored, or installed so that required inspection and testing may be accomplished. It is understood and agreed that any Work under this Scope found to be in non-compliance shall be corrected and re-tested at no cost to Contractor and/or Owner.



**Material Procurement – Fabrication/Delivery Duration and Material Description**

List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

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NONE

**03 ALLOWANCES**

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NONE

**04 ALTERNATES**

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- 1. Remove Controls Work from this Agreement \$ \_\_\_\_\_
- 2. Provide Controls Subcontract as preferred vendor; JCI Controls \$ \_\_\_\_\_

**05 UNIT PRICES**

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NONE

**06 BID BREAKDOWN**

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|                            |          |
|----------------------------|----------|
| BASE BID                   | \$ _____ |
| Air Handlers and Equipment | \$ _____ |
| Air Distribution Ductwork  | \$ _____ |
| insulation                 | \$ _____ |
| test and balance           | \$ _____ |
| Controls System            | \$ _____ |

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**END OF BID PACKAGE 23A HVAC/CONTROLS**



## **BID PACKAGE - 26A ELECTRICAL / FIRE ALARM/COMMUNICATIONS**

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### **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Electrical/Fire Alarm/Communications** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

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|            |  |
|------------|--|
| Division 0 | General Requirements – ALL   |
| 260010     | Supplemental Requirements for Electrical                                 |
| 260519     | Low-Voltage Electrical Power Conductors and Cables                       |
| 260526     | Grounding and Bonding for Electrical Systems                             |
| 260529     | Hangers and Supports for Electrical Systems                              |
| 260533     | Raceway and Boxes for Electrical Systems                                 |
| 260544     | Sleeves and Sleeve Seals for Electrical Raceways and Cabling             |
| 260548     | Vibration and Seismic Controls for Electrical Systems                    |
| 260553     | Identification for Electrical Systems                                    |
| 260573.13  | Short-Circuit Studies  |
| 260573.16  | Coordination Studies   |
| 260573.19  | Arc-Flash Hazard Analysis  |
| 260923     | Lighting Control Devices   |
| 262416     | Panelboards  |
| 262726.11  | General-Use Switches, Dimmer Switches, and Fan-Speed Controller Switches |
| 262726.33  | Industrial-Grade Duplex Straight-Blade Receptacles                       |
| 262726.37  | Receptacles with Arc-Fault and Ground-Fault Protective Devices           |
| 262813     | Fuses  |
| 262816     | Enclosed Switches and Circuit Breakers                                   |
| 264113     | Lightning Protection for Structures                                      |
| 265119     | LED Interior Lighting  |
| 266710     | Surge Protective Devices   |
| 270526     | Grounding and Bonding for Communications Systems                         |
| 270528     | Pathways for Communications Systems                                      |
| 270536     | Cable Trays for Communications Systems                                   |
| 270543     | Underground Pathways and Structures for Communication Systems            |
| 270544     | Sleeves and Sleeve Seals for Communications Pathways and Cabling         |
| 270553     | Identification for Communications Systems                                |
| 270800     | Testing of Communications Cabling  |
| 271100     | Communications Equipment Room Fittings                                   |
| 271116     | Communications Racks, Frames, and Enclosures                             |
| 271313     | Communications Copper Backbone Cabling                                   |
| 271323     | Communications Optical Fiber Backbone Cabling                            |
| 271513     | Communications Copper Horizontal Cabling                                 |
| 284621.11  | Addressable Fire-Alarm Systems   |

Specification Sections, As applicable:

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### **WORK/DIVISION DESCRIPTION:**

Bid package No. **26A** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:



## 01 SCOPE OF WORK

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### Electrical:

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All sleeves and all access doors within all elements of the structure for this scope of work
7. All firestopping, fire-safe materials, and fire-caulking for penetrations through fire-rated barriers for this scope of work.
8. All temporary electrical scope, building electrical scope, site electrical scope, and emergency power scope complete.
9. All electrical coordination studies per single line drawings.
10. All electrical coordination with HVAC, plumbing, fire sprinkler and Kitchen equipment shop drawings to ensure proper power, circuitry, and wire sizing.
11. All temporary electrical scope required for Thomas jobsite trailer/office.
12. All temporary electric service, panels, and receptacles. Location and quantity of temporary electrical stands as directed by Thomas Construction Group.
13. All temporary power as needed for all other subcontractor use.
14. All temporary lighting for project. Maintain OSHA acceptable light levels in all rooms, at all times.
15. All electrical scope excavation, compaction, bedding materials, and backfill.
16. All electrical primary and secondary conduits and ductbanks - inclusive of concrete ductbanks.
17. All electrical transformer, housekeeping, and concrete equipment pads.
18. All electrical power distribution, switchgear, panels, and grounding.
19. All electrical circuit breakers, surge protective devices, and UPS system.
20. All electrical conduit and raceways. No exposed conduit or wiring permitted.
21. All electrical feeders, cable, and wire. All conductors as specified in drawings and specifications - No exceptions unless specifically written in this Summary of Work. No exposed conduit or wiring permitted.
22. All electrical devices, receptacles, switches, and cover plates/trims.
23. All electrical connections to all HVAC equipment, kitchen equipment, domestic water and fire water pumps, controllers, and appliances furnished by this subcontractor, or others including all owner furnished equipment.
24. All electrical equipment/component roof curbs and boots. Coordinate all roof penetrations with Thomas Construction Group and roofing contractor prior to installation.
25. All electrical interior building light fixtures.
26. All electrical exterior building light fixtures and sconces.
27. All electrical exterior site lighting, bollards, and landscape lighting. Includes low voltage lighting.
28. All electrical site light concrete bases.
29. All lightning protection.
30. All emergency generator equipment/machinery.
  
31. All emergency generator automatic or manual transfer switches, electrical panels, circuits, and related equipment.
32. All electrical, equipment manufacturer start-ups, testing, certifications, and training.



**Fire Alarm:**

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract
5. All engineering, delegated design, surveying, field verification, field measurements, staking and layout for this scope of work.
6. All sleeves and all access doors within all elements of the structure for this scope of work
7. All firestopping, fire-safe materials, and fire-caulking for penetrations through fire-rated barriers for this scope of work.
8. All fire alarm system complete.
9. All fire alarm control panels and equipment.
10. All fire alarm switches – tamper and flow switches.
11. All fire alarm pull stations.
12. All fire alarm smoke detectors.
13. All fire alarm heat detectors.
14. All fire alarm horn and strobe devices.
15. All fire alarm CO sensors.
16. All fire alarm duct-mounted smoke detectors.
17. All fire alarm conduit for stub-ups, j-hooks, cable trays, ladder racks.
18. All fire alarm terminations.
19. All fire alarm cable trays, ladder racks, cabinets, patch cords, station cords, patch panels, etc.
20. All fire alarm equipment manufacturer start-ups, testing, certifications, and training.
21. All fire alarm interface between new and existing systems including all equipment, wiring, devices, etc.
22. All required to maintain an active Fire Alarm system during remodeling, renovation projects, and demolition.

**Audio Visual and Low Voltage:**

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All sleeves and all access doors within all elements of the structure for this scope of work.
7. All firestopping, fire-safe materials, and fire-caulking for penetrations through fire-rated barriers for this scope of work.
8. All low voltage system (data, voice, audio, visual) complete.
9. All low voltage conduit including MDF, IDF, BDS conduit.
10. All low voltage stub-ups, j-hooks, cable trays, and ladder racks.
11. All low voltage plywood backerboards, fire-treated if required.
12. All low voltage backbone infrastructure.
13. All low voltage wire, cable, and fiber optic cables - (All types - Cat6, Cat3, Coax, etc.).
14. All low voltage (data, voice, audio/visual) equipment, devices, and patch panels.
15. All low voltage terminations.
16. All low voltage interface between new and existing systems including all equipment, wiring, devices, etc.
17. All low voltage equipment manufacturer start-ups, testing, certifications, and training.
18. Include all Audio Visual systems and components as indicated on the drawings included, but not limited to Screens, monitors, equipment, cabling, speakers, controllers, Amps, programming, startup and commissioning for a complete and operational system per the design.



**Access Control:**

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All sleeves and all access doors within all elements of the structure for this scope of work.
7. All firestopping, fire-safe materials, and fire-caulking for penetrations through fire-rated barriers for this scope of work.
8. All access control system complete.
9. All access control software and technology.
10. All access control panels and equipment.
11. All access control power supplies.
12. All access control conduit, wire, and cable.
13. All access control conduit for stub-ups, j-hooks, cable trays, ladder racks.
14. All access control cable trays, ladder racks, cabinets, patch cords, station cords, patch panels, etc.
15. All access control card readers, fob readers, and keypads. All associated cards and fobs.
16. All access control electric door strikes, REX devices, maglocks, panic buttons, door release buttons, paging, and intercom devices.
17. All access control security camera / video surveillance equipment, monitors, and devices.
18. All access control terminations.
19. All access control interface between new and existing systems including all equipment, wiring, devices, etc.
20. All access control equipment manufacturer start-ups, testing, certifications, and training.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

NONE

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**03 ALLOWANCES**

NONE

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**04 ALTERNATES**

1. Remove all Access control systems components except for raceways and boxes

\$ \_\_\_\_\_

2. Remove all Audio Video systems components except for raceways and boxes

\$ \_\_\_\_\_

3. Remove all Low Voltage and Telecom systems components except for raceways and boxes

\$ \_\_\_\_\_





**05 UNIT PRICES**

NONE

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**06 BID BREAKDOWN**

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**BASE BID**

\$ \_\_\_\_\_

|   |          |
|---|----------|
| Ductbanks and Site Infrastructure         | \$ _____ |
| Building electrical Infrastructure        | \$ _____ |
| Electrical Equipment                      | \$ _____ |
| Lighting – Infrastructure                 | \$ _____ |
| Lighting - Fixtures                       | \$ _____ |
| Emergency Responder Radio Coverage System | \$ _____ |
| Generator Connections                     | \$ _____ |
| Fire Alarm System                         | \$ _____ |
| Low Voltage Systems                       | \$ _____ |
| AV Systems                                | \$ _____ |
| Lightning Protection and Grounding        | \$ _____ |

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***END OF BID PACKAGE 26A ELECTRICAL / FIRE ALARM / COMMUNICATIONS***



# **BID PACKAGE - 31D SITEWORK/SITE UTILITIES/SITE CONCRETE**

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## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Sitework, Site Utilities, Site Concrete** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

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Division 0      General Requirements – ALL

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **31D** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

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### **Site Concrete:**

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All precautions to prevent dirt on adjacent roads and all required to clean roads daily from any dirt/debris.
7. All stone and aggregate beneath all concrete paving, sidewalks and concrete curbing.
8. All fine grading and compaction requirements of subgrade and aggregate.
9. All reinforcing steel, rebar, WWF, tie-wire, and accessories.
10. All concrete, fiber, concrete additives, concrete sealers, and curing compounds.
11. All concrete barrier curbs, concrete straight curb, concrete curb and gutter, and concrete flumes.
12. All concrete exterior paving, approaches, drives, sidewalks, walkways, ramps, stairs, walls, etc.
13. All concrete walkway inserts, ADA warning pads, etc.
14. All concrete component sleeves for posts, railings, columns, etc.
15. All mobilizations as required. Multiple mobilizations.

### **Sitework and Storm Sewer:**

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All dewatering required for this scope of work.
7. All as-built surveys and record drawings for this scope of work.
8. All precautions to prevent dirt on adjacent roads and all required to clean roads daily from any dirt/debris.



9. All acknowledgment that Subcontractor visited and inspected the site, verified all existing conditions, verified access to the site, and reviewed all Soils Reports.
10. All erosion control measures installation, sequencing, maintenance, inspections, reporting required for Stormwater Pollution Prevention Plans as required by State, Federal, or Local jurisdictions.
11. All temporary seeding of stockpiled soil.
12. All installation, maintenance, removal, and disposal/hauling-off of all silt fence, inlet protection, tree protection, and erosion control blankets.
13. All installation, maintenance, removal, and disposal of temporary drainage lines, temporary construction drives, entrances, access roads, concrete wash-out pits, riprap, check dams, baffles, and diversion ditches/swales.
14. All tree removal, clearing, and grubbing.
15. All site demolition, removal, and hauling of existing building structures, piping systems, asphalt pavement, concrete pavement, concrete sidewalks, curbing.
16. All mass earthwork, grading, excavating, backfill, and compaction. Maintain positive drainage during all earthwork activities.
17. All import of all fill material.
18. All export and hauling offsite of excess material. No modifications of final grades to balance the site unless directed in writing by Thomas Construction Group.
19. All maintenance of finished slopes. Repair any erosion or wash-out that occurs.
20. All stone aggregate base beneath asphalt pavement, concrete pavement, concrete sidewalks, and concrete curbing.
21. All topsoil material. All fine grading and respreading of topsoil prior to landscaping. All finish grades to be within 0.1". All field verification of existing services and invert elevations.
22. All storm sewer cutting and capping of existing system. All removal of abandoned piping.
23. All storm sewer cutting and patching of concrete and asphalt.
24. All storm sewer excavation, bedding, backfill, compaction, and hauling-off/disposal of excess spoils.
25. All storm sewer pipe, fittings, headwalls, riprap, inlets, outlets, structures/boxes, manhole, and covers/lids.
26. All landscape drains, trench drains, and french drains.
27. All building downspout tie-ins to storm sewer. Do not make final tie-in locations until building downspouts are installed.
28. All concrete pads associated with this scope of work.
29. All cleaning of storm sewer system, with photo/video documentation if required.

#### **Water, Fire Water and Sanitary Sewer**

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits, tap and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All dewatering required for this scope of work.
7. All as-built surveys and record drawings for this scope of work.
8. All precautions to prevent dirt on adjacent roads and all required to clean roads daily from any dirt/debris.
9. All acknowledgment that Subcontractor visited and inspected the site, verified all existing conditions, verified access to the site, and reviewed all Soils Reports.
10. All temporary water and sewer lines as necessary for Thomas jobsite trailer and as required for construction.



11. All required for a complete site domestic water system complete. To a location within 5'0" of building.
12. All required for a complete site sanitary sewer system complete. To a location within 5'0" of building.
13. All required for a complete site fire water system complete. Extend into building as indicated on drawings. Line to be stubbed-up 1'0" above finished floor.
14. All field verification of existing services and invert elevations.
15. All demolition, cutting, capping of existing services. All removal of existing abandoned piping.
16. All concrete and asphalt pavement cutting & patching for this scope of work. Inclusive of all cutting & patching even outside of construction limits.
17. All excavation, bedding material, backfill, compaction, and hauling-off/disposal of excess spoils.
18. All water & sanitary sewer pipe, fittings, structures/boxes, manholes, thrust blocks, restrained joints, covers, and lids.
19. All water meter assemblies, double-detector check assemblies, RPZ's, backflow prevention, hot boxes, hydrants, PIVs, and FDCs.
20. All sanitary sewer grease traps.
21. All concrete pads associated with this scope of work.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -

**02 EXCLUSIONS**

NONE

**03 ALLOWANCES**

Include re-use or export of 1,000 CY of spoils created by Concrete Subcontractors \$ \_\_\_\_\_

**04 ALTERNATES**

NONE

**05 UNIT PRICES**

- |   |              |
|---|--------------|
| 1. Remove/Dispose of Unsuitable Soil          | \$ _____ /CY |
| 2. Haul in, place and compact Structural Fill | \$ _____ /CY |

**06 BID BREAKDOWN**

|                     |          |
|---------------------|----------|
| BASE BID            | \$ _____ |
| Erosion Control     | \$ _____ |
| Grading/Earthwork   | \$ _____ |
| Storm Drainage      | \$ _____ |
| Sanitary Sewer      | \$ _____ |
| Domestic/Fire Water | \$ _____ |
| Concrete/Hardscapes | \$ _____ |

**END OF BID PACKAGE 31D SITEWORK / SITE UTILITIES / SITE CONCRETE**



# BID PACKAGE - 320 LANDSCAPING & IRRIGATION

---

## **SCOPE OF WORK SUMMARY:**

Furnish all labor, engineering, submittals and shop drawings, fabrication, material, equipment and tools, competent supervision, hoisting, scaffolding, and transportation required for a complete installation of all **Landscaping and Irrigation** as outlined in the following specification sections:

Primary Specification Sections; applicable in total to the work of this bid package:

---

Division 0      General Requirements – ALL

## **WORK/DIVISION DESCRIPTION:**

Bid package No. **320** – Subcontractor is exclusively responsible for work required to furnish all labor, materials, supervision, equipment, insurance, overhead and profit, necessary or incidental, as required to complete the scope of work identified in the construction drawings and applicable specification sections referenced above for this project. Performance of the work must include, but is not necessarily limited to the following:

## **01 SCOPE OF WORK**

---

1. All items listed in Work Categories – General section above.
2. All taxes and materials FOB jobsite.
3. All unloading, hoisting, forklifts, cranes, manlifts, etc.
4. All required permits and inspection fees associated with all scopes listed within this subcontract.
5. All surveying, field verification, field measurements, staking and layout for this scope of work.
6. All acknowledgment that Subcontractor visited and inspected the site, verified all existing conditions, and verified access to the site.
7. All precautions to prevent dirt on adjacent roads and all required to clean roads daily from any dirt/debris.
8. All mobilizations as required. Work may not be scheduled in a continuous operation - multiple mobilizations are included in this scope of work.
9. All excavation, scarifying, backfilling, and final grading for this scope of work.
10. All removal of light debris (roots, rocks, stones, etc).
11. All soil stabilization.
12. All weed prevention coverings and filter fabrics.
13. All grass seeding and sodding.
14. All landscape edging.
15. All low voltage landscape lighting.
16. All plantings - plants, shrubs, trees, annuals, perennials, etc.
17. All ground coverings – mulch, pine straw, river rock, stone, boulders, etc.
18. All herbicides, pesticides, and soil modifications.
19. All landscape drains – piping, drains, French drains, aggregate, etc.
20. All hardscapes – brick pavers, concrete pavers, modular pavers, artificial turf, etc. Includes aggregate subbase and sand (polymeric if required).
21. All irrigation system sleeves, piping/fittings, sprinkler heads (rotary, bubbler, spray, drip lines and soaker systems), irrigation controls, time clocks, and irrigation meters.
22. All irrigation system water source – well, well pump & controller, backflow assembly, water meter, hotbox, etc.
23. All maintenance of all grass, sod, and plantings until project acceptance or project specifications. Including mowing, watering, weed prevention, herbicides, fertilizing, etc.



All submittals and shop drawings are due within (10) days of executed subcontract agreement.

**Material Procurement – Fabrication/Delivery Duration and Material Description**

*List major material and associated lead time for shop drawings preparation, fabrication, and delivery duration*

- Material #1 -
- Material #2 -
- Material #3 -

**02 EXCLUSIONS**

---

NONE

**03 ALLOWANCES**

---

NONE

**04 ALTERNATES**

---

NONE

**05 UNIT PRICES**

---

NONE

**06 BID BREAKDOWN**

---

|                 |          |
|-----------------|----------|
| BASE BID        | \$ _____ |
| Plantings/Mulch | \$ _____ |
| Irrigation      | \$ _____ |

---

**END OF BID PACKAGE 320 LANDSCAPING AND IRRIGATION**



**SECTION  
05 00 00**

**SCHEDULE**



**SECTION  
06 00 00**

**LOGISTICS**





**SECTION  
07 00 00**

**SAFETY**





**TO ALL EMPLOYEES, SUBCONTRACTORS, SUPPLIERS, AND CUSTOMERS**

Thomas Construction Group has a moral and business obligation to provide a safe work environment for its employees, subcontractors and the public. It is, therefore, the Company's policy to abide by the Occupational Safety and Health Standards and to initiate and maintain appropriate practices that promote safety in the work environment.

All management and supervisory personnel are charged with the responsibility for planning safety into each work task and for preventing the occurrence of incidents and / or controlling conditions / actions that could lead to occupational injuries or illness. The ultimate success of a safety program depends upon the full cooperation of each individual employee. Management at the Company assumes the responsibility and is prepared to take the necessary actions to see that safety rules and practices are enforced.

Our goal is the total elimination of accidents from our operations.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chris Reid'.

Christopher N. Reid  
President

**ANNUAL REVIEW CONDUCTED BY:**

*William P. Riss*

---

SAFETY DIRECTOR

1/6/2020—2<sup>nd</sup> revision 3/10/2020 3<sup>rd</sup> revision 11.2.20

DATE



# SAFETY AND HEALTH MANUAL

## TABLE OF CONTENTS

|   |    |
|---|----|
| <b>PART 1 GENERAL SAFETY AND HEALTH MANUAL</b> .....          | 1  |
| 1.01 Goal and Purpose.....                                    | 2  |
| 1.02 Objectives.....  | 2  |
| 1.03 Responsibilities .....                                   | 3  |
| 1.03.A Management.....  | 3  |
| 1.03.B Safety Director.....                                   | 4  |
| 1.03.C Project Managers.....                                  | 4  |
| 1.03.D Project Managers / Superintendents.....                | 5  |
| 1.03.E Superintendents.....                                   | 5  |
| 1.03.F Drivers .....  | 7  |
| 1.03.G Operators.....   | 7  |
| 1.03.H Employees .....  | 7  |
| 1.04 Safety and Health Procedures.....                        | 8  |
| 1.04.A Accountability.....                                    | 8  |
| 1.04.B Enforcement - Progressive Discipline Procedures.....   | 8  |
| 1.04.C Bidding.....   | 9  |
| 1.04.D Pre-Planning.....                                      | 9  |
| 1.04.E Employee Participation.....                            | 9  |
| 1.04.F Site Safety Inspections.....                           | 10 |
| 1.04.G Accident / Incident Investigation and Prevention.....  | 10 |
| 1.04.H Personal Protective Equipment .....                    | 11 |
| 1.04.I New and Re-hired Employee Orientation.....             | 11 |
| 1.04.J Training.....  | 11 |
| 1.04.K Temp Agency/Host employer EHS responsibilities.....    | 13 |
| 1.04.L OSHA enforcement inspection procedures/What to Do..... | 15 |



|  |   |           |
|--|---|-----------|
| 1.05                                       | Emergency and First Aid .....                                 | 17        |
| 1.05.A                                     | Emergency Procedures .....                                    | 17        |
| 1.05.B                                     | Fire .....  | 18        |
| 1.05.C                                     | First Aid.....  | 18        |
| 1.05.D                                     | Bloodborne Pathogens.....                                     | 19        |
| 1.06                                       | Accident Reporting / Recordkeeping.....                       | 34        |
| 1.07                                       | Documentation .....   | 35        |
| 1.08                                       | Subcontractor Selection .....                                 | 35        |
| 1.09                                       | Safety and Health Manual Revision.....                        | 36        |
| 1.10                                       | Safety Library / Safety Board .....                           | 36        |
| 1.11                                       | Distribution of Safety and Health Manual.....                 | 36        |
| 1.12                                       | Subcontractor Disciplinary Action for Safety Violations ..... | 37        |
| <b>PART 2 JOB SPECIFIC WORK RULES.....</b> |   | <b>39</b> |
| 2.01                                       | Abrasive Grinding.....  | 40        |
| 2.02                                       | Access / Egress .....   | 40        |
| 2.03                                       | Aerial Lift.....  | 40        |
| 2.04                                       | Air Tools.....  | 46        |
| 2.05                                       | Compressed Air .....  | 46        |
| 2.06                                       | Compressed Gas Cylinders.....                                 | 46        |
| 2.07                                       | Concrete and Masonry Construction .....                       | 47        |
| 2.08                                       | Confined Spaces.....  | 47        |
| 2.09                                       | Cranes .....  | 48        |
| 2.10                                       | Drinking Water.....   | 48        |
| 2.11                                       | Electrical - General .....                                    | 48        |
| 2.12                                       | Employee/Subcontractor Conduct.....                           | 50        |
| 2.13                                       | Excavation and Trenching.....                                 | 50        |
| 2.14                                       | Explosives and Blasting.....                                  | 52        |
| 2.15                                       | Eye and Face Protection.....                                  | 52        |
| 2.16                                       | Fall Protection .....   | 53        |
| 2.17                                       | Fire Protection.....  | 54        |
| 2.18                                       | Flag Personnel.....   | 55        |
| 2.19                                       | Flammable and Combustible Liquids.....                        | 55        |
| 2.20                                       | Foot Protection.....  | 56        |
| 2.21                                       | Gases, Vapors, Fumes, Dusts, and Mists.....                   | 56        |
| 2.22                                       | Hand Tools.....   | 56        |
| 2.23                                       | Hard Hats .....   | 57        |
| 2.24                                       | Hearing Protection .....                                      | 57        |



|        |  |     |
|--------|--|-----|
| 2.25   | Heating Devices, Temporary .....                                     | 58  |
| 2.26   | Housekeeping / Clean-up .....  | 58  |
| 2.27   | Lasers.....  | 59  |
| 2.28   | Ladders .....  | 59  |
| 2.29   | Lighting .....   | 60  |
| 2.30   | Liquefied Petroleum Gas.....   | 60  |
| 2.31   | Motor Vehicles and Construction Equipment.....                       | 61  |
| 2.32   | Personal Protective Equipment .....                                  | 62  |
| 2.32.A | Introduction .....   | 62  |
| 2.32.B | Body Protection .....  | 68  |
| 2.32.C | Head Protection.....   | 72  |
| 2.32.D | Eye and Face Protection .....  | 77  |
| 2.32.E | Gloves – Hand and Arm Protection.....                                | 82  |
| 2.32.F | Foot and Leg Protection.....   | 86  |
| 2.32.G | Other PPE.....   | 88  |
| 2.32.H | Fall Protection.....   | 90  |
| 2.32.I | Personal Protective Equipment Employee Training & Certification..... | 95  |
| 2.32.J | Personal Protective Equipment Hazard Assessment .....                | 96  |
| 2.33   | Powder - Actuated Tools .....  | 101 |
| 2.34   | Power Transmission, Mechanical.....                                  | 101 |
| 2.35   | Protection of the Public.....  | 101 |
| 2.36   | Rollover Protective Structures (ROPS) .....                          | 101 |
| 2.37   | Respiratory Protection.....  | 102 |
| 2.38   | Rules for Drivers of Vehicles .....                                  | 102 |
| 2.38.A | Distracted Driving.....  | 103 |
| 2.39   | Rules for Operators .....  | 104 |
| 2.40   | Saws .....   | 105 |
| 2.41   | Scaffolds.....   | 106 |
| 2.42   | Signs .....  | 107 |
| 2.43   | Steel Erection.....  | 107 |
| 2.44   | Storage .....  | 108 |
| 2.45   | Tire Cages.....  | 109 |
| 2.46   | Toilets.....   | 109 |
| 2.47   | Washing Facilities .....   | 109 |
| 2.48   | Welding, Cutting and Heating .....                                   | 109 |
| 2.49   | Wire - Ropes, Chains, Ropes and Other Rigging Equipment.....         | 111 |
| 2.50   | Working / Walking Under Suspended Loads.....                         | 112 |
| 2.51   | Critical Procedures for Protection of Utilities.....                 | 112 |



|  |     |
|--|-----|
| <b>PART 3 SPECIFIC SAFETY AND HEALTH POLICIES AND PROGRAMS</b> .....           | 115 |
| 3.01 Substance Abuse Policy.....   | 116 |
| 3.02 Hazard Communication Program/Silica Exposure Hazard Communication .....   | 119 |
| 3.03 Fall Protection Policy.....   | 133 |
| 3.04 Crane Safety Program .....  | 138 |
| 3.05 Excavation & Trenching Program .....                                      | 142 |
| 3.06 Confined Space Plan.....  | 144 |
| 3.07 Automobile Safety Policy.....   | 147 |
| 3.08 Emergency Action / Fire Prevention Plan .....                             | 149 |
| 3.08.A Policy.....   | 152 |
| 3.08.B Classification of Fires .....   | 153 |
| 3.08.C Determining Fire Hazards .....  | 154 |
| 3.08.D Storage and Handling Materials.....                                     | 155 |
| 3.08.E Potential Ignition Sources.....   | 156 |
| 3.08.F Housekeeping Preventative Techniques .....                              | 160 |
| 3.08.G Fire Protection Equipment.....  | 162 |
| 3.08 H Training.....   | 163 |
| 3.08 I Fire Prevention Checklist .....   | 163 |
| 3.08 J Inspection Logs and Fire Incident Reports.....                          | 165 |
| 3.08 K Identified Fire Hazards and Responsible Personnel .....                 | 165 |
| 3.08 L Training Record.....  | 165 |
| 3.08 M Fire Extinguisher Location .....  | 167 |
| 3.09 Crystalline Silica Exposure Control Policy, Program, and Procedures ..... | 167 |
| 3.09 A Introduction .....  | 167 |
| 3.09 B Statement of Purpose.....   | 168 |
| 3.09 C Responsibilities.....   | 169 |
| 3.09 D Exposure Limits .....   | 170 |
| 3.09 E Risk Identification & Assessment .....                                  | 171 |
| 3.10 F Risk Control .....  | 172 |
| 3.11 G Education and Training .....  | 175 |
| 3.11 H Safe Work Practices .....   | 176 |
| 3.11 I Documentation .....   | 176 |
| 3.12 Covid-19 Policies and Protocols.....                                      | 177 |
| <b>PART 4 SAFETY ORIENTATION PACKAGE</b> .....                                 | 178 |
| 4.01 Jobsite Safety Rules.....   | 179 |
| 4.02 Safety Program .....  | 170 |
| 4.03 Fire Extinguisher Safety.....   | 181 |



4.04 Hazard Communication ..... 182

4.05 Emergency Plan ..... 183

4.05h Hurricane Preparedness Checklist ..... 184

4.06 Electrical ..... 185

4.07 Safety Tips ..... 186

4.08 Ladder Safety ..... 187

4.09 Struck-By Hazards ..... 188

4.10 Excavation & Trenching ..... 189

4.11 Housekeeping / Cleanup ..... 190

4.12 Substance Abuse Policy ..... 191

4.13 Safety Citation ..... 192

    4.13A Subcontractor Safety Citation ..... 192

4.14 Accident Termination Policy ..... 193

4.15 Safety Orientation Form ..... 194

**PART 5 COMPANY FORMS** .....

5.01 Supervisor’s Accident Investigation Report.....

5.02 Incident Investigation Report.....

5.03 Company Report of Incident.....

5.04 Subcontractor’s Report of Accident.....

5.05 Motor Vehicle Accident Report .....

5.06 Hot Work Permit.....

**PART 6 SDS** (Separate documents in share drive or on Procore for each job .....

Orientation Quiz .....



# **PART 1**

# **GENERAL SAFETY AND HEALTH MANUAL**





## 1.01 Goal and Purpose

The goal of Thomas Construction Group (from this point forward referred to as the "Company") is to ensure that safety and health efforts are so successful that accidents and injuries are eliminated.

The purpose of this Safety and Health Manual is to provide a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe working environment and reach the Company's goal of zero accidents and injuries.

## 1.02 Objectives

To reflect management's commitment to provide a safe and healthy working environment for all employees, subcontractors and vendors.

To establish a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe and healthy working environment.

To be in compliance with federal, state and local safety and health regulations.

To be in compliance with our clients' safety and health rules and regulations.

Achieve our goals of ...zero injuries

...zero lost time accidents

...zero O.S.H.A. violations



## 1.03 Responsibilities

Management, Project Managers, Superintendents, subcontractors, vendors, visitors and all employees are responsible for the compliance with this Safety and Health Manual. A summary of each party's responsibilities is outlined below.

### 1.03.A Management

It is the responsibility of management to establish rules and programs designed to promote safety and health; to make known to all employees the established rules and programs and to impress upon all employees the responsibility and accountability of each individual to maintain a safe and healthful workplace.

Management will ensure that appropriate safety and health training is provided, that inspections are performed, and accident investigations are conducted and reviewed.

Management will designate a person to administer the Safety and Health Program, which includes the general Safety and Health Manual and Specific Safety and Health Manuals. This person has the following duties:

- 1) Answer questions concerning the Safety and Health Manual.
- 2) Keep all copies of the Safety and Health Manual up-to-date.
- 3) Keep all documentation concerning the Safety and Health Manual up-to-date.

The Safety and Health Director designated by the Company is:

Name: Carl Weatherington  
Office: 910-799-2295  
Mobile: 910-777-9633



## 1.03.B Safety and Health Director

- Monitor all jobsites / areas for compliance with the Safety & Health Manual
- Chairperson for the Safety Committee
- Field inspections (self & outsiders)
- Disciplinary and enforcement procedures
- Safety training to all company employees
- "Safety Library" and "Safety Board" upkeep
- All employees safety training records
- Employee packages
- OSHA 300, 300A and 301 Forms
- Safety incentive & reprimand tracking
- Monitor Vehicle Reports (MVR)
- Monitor Safety Training Requirements
- Publish Safety Information
- Insurance coordinating
- Accident tracking

## 1.03.C Project Managers

Project Managers are responsible for maintaining safe and healthful working conditions under their supervision.

- a. Project Managers will review all written warnings and take appropriate disciplinary action.
- b. Project Managers are responsible for requiring conformance to safety and health standards by subcontractors.
- c. Project Managers are responsible for providing the general public, protection from company operations.



### **1.03.D Project Managers and Superintendents**

Project Managers and Superintendents are responsible for coordinating their safety efforts with each other.

- a. Project Managers and Superintendents are responsible for pre - planning and scheduling the job site(s).
- b. Project Managers and Superintendents are responsible for reviewing all Accidents / Incidents Reports.
- c. Project Managers and Superintendents are responsible for seeing that preventative measures are taken to ensure that Accidents / Incidents do not occur.
- d. The Project Managers and Superintendents are responsible for issuing verbal warnings and written warnings when safety and health rules, regulations or company polices are violated and submitting reports for review to the Safety Director.

### **1.03.E Superintendents**

Superintendents are responsible for maintaining safe and healthful working conditions on the jobsite(s) under their supervision.

- a. Superintendents are responsible for carrying out the planning of the Project Managers and making the Project Managers aware of any new conditions or hazards that may arise.
- b. Superintendents will continually conduct (at least daily) inspections of jobsite(s) material or equipment. The superintendent conducting these inspections must be capable of identifying existing and predictable hazards in the work environment, of identifying working conditions, which are unsanitary, hazardous, or dangerous to employees, and of identifying unsafe behavior. In addition, Superintendents must have the authority to take



prompt corrective measures to eliminate or control hazards and correct unsafe behavior. Hazards and corrective actions will be documented for each inspection.

- c. Superintendents will ensure that prompt medical attention for any injured employee is available, and will report all accidents and injuries to Project Managers and/or the Safety Director.
- d. Superintendents make sure personnel protective equipment is available and is being used correctly. Training on PPE is provided, on site, by the Superintendents.
- e. Superintendents are responsible for filling out the Accident / Incident Report within 24 hours of the Accident / Incident.
- f. Superintendents are responsible for having the appropriate up-to-date SDS sheets on their jobsite.
- g. Superintendents are responsible for all weekly safety meetings, both company and subcontractors. All safety meetings shall be documented & maintained at each job site.
- h. Superintendents are responsible for ensuring all safety rules & regulations are adhered, to on the jobsite, by ALL employees, workers, visitors, subcontractors, etc.
- i. Superintendents are responsible for submitting Accident / Incident Reports and reviewing all Accidents / Incidents with the Safety Director.



### **1.03.F Drivers**

Drivers are expected to drive safely at all times. Drivers will abide by all federal and state laws regarding the safe operation of vehicles on public roads.

Drivers must meet the requirements outlined in Part 2 Job Specific Work Rules under the section "Rules for Drivers".

### **1.03.G Operators**

Operators are expected to operate their equipment safely at ALL times.

Operators of heavy equipment must meet the requirements outlined in Part 2 Job Specific Work Rules under the Section "Rules for Operators".

### **1.03.H Employees**

It is the responsibility of all employees to work safely to ensure their own safety as well as the safety of coworkers and others. Employees are encouraged to ask for assistance when unsure about how to safely perform any task.

- a. Employees are required to report any unsafe acts or conditions to the superintendent. Management will not take any reprisal against employees for such notifications.
- b. Employees are required to attend and participate in all safety meetings that the company conducts.
- c. Employees are responsible for using and maintaining all personal protective equipment that is provided by the employer or the employee.



## **1.04 Safety and Health Procedures**

The safety and health goal and objectives will be realized by implementation of policies outlined under the following headings:

### **1.04.A Accountability**

Project Managers and Superintendents are accountable for improving the safety performance of personnel under their supervision.

A Safety Committee will be established.

It is the duty of the Safety Committee to see that the Company has the cleanest safety record possible. The Safety Director is always available to consult with any employee who has safety concerns. The Safety Director shall answer any questions an employee may have and resolve any safety problems that arise.

If any employee has knowledge of any existing safety hazard, and they have brought it to their supervisor's attention without results, please respond to the Safety Director, and the situation will be promptly investigated.

This safety program is presented as a guide for achieving a high degree of safety within all areas of the company. It is not intended to cover all situations concerning safety, which may arise. Rather, it is presented to instill in each employee the importance of safety and the aspiration that the employee will expand his/her awareness to safety and apply it to all aspects of their work.

### **1.04.B Enforcement - Progressive Discipline Policy**

Project Managers, Superintendents, or any employee found violating any of the safety and health policies outlined in the Safety and Health Manual, or participating in any other



hazardous activity on the jobsite or while performing activities for the company, will be subject to the following progressive discipline system.

**First Violation:** A written warning, followed by an explanation and/or training.

**Second Violation:** A written warning, management review of written warning, followed by suspension, without pay or subject to termination.

**Third Violation:** Subject to termination.

Exceptions:

1. The progressive discipline policy will be suspended, if an employee commits a gross violation of these Safety and Health Manuals or participates in an unsafe act that poses an immediate danger to the life and health of themselves or other employees.
2. If an employee commits a substance abuse violation (as described in the Substance Abuse Program) that employee is subject to the disciplinary measures outlined under the Substance Abuse Program.
3. If a TCG critical procedure is violated, one written warning will be issued. A second violation will result in termination from all TCG sites.

### **1.04.C Bidding**

Bidding will include consideration for the elimination or control of safety and health hazards, and all items in the company Safety and Health Manual.

### **1.04.D Pre-Planning**

The pre - planning of jobs will include attention to the elimination or control of safety and health hazards, and all items in the company Safety and Health Manual.

### **1.04.E Employee Participation**

Employees are encouraged to make the company aware of any safety and health issues.





Employees are encouraged to make recommendations for the elimination or control of safety and health hazards.

All safety and health issues brought up by the employees will be reviewed and responded to by management in a timely manner.

## **1.04.F Site Safety Inspections**

Site safety inspections will be conducted daily and documented weekly to determine jobsite hazards, methods to eliminate or control the hazards and ensure that safe work practices are being implemented.

## **1.04.G Accident / Incident Investigation and Prevention**

Accidents / Incidents will be investigated to prevent future mishaps.

All accidents / incidents must be reported to the Safety Director.

An Accident / Incident Investigation Report must be filled out for each accident / incident by the Supervisor of the employee involved in the accident / incident.

All accidents / incidents will be reviewed by the Safety Director to determine future prevention measures.

### **Definitions**

Accident: An "accident" is one in which 1) a fatality occurs, or 2) an individual in the accident immediately receives medical treatment away from the accident scene, 3) a driver of a commercial motor vehicle receives a citation for a moving traffic violation arising from an accident or 4) there is damage to company property, the property of others or public property.

Incident: An "incident" is an event that could have resulted in an accident.



## **1.04.H Personal Protective Equipment**

All employees will be trained on the proper use and maintenance of personal protective equipment.

## **1.04.I New and Re-hired Employee Orientation**

The Safety and Health Manual will be reviewed with all new hired and/or re-hired employees prior to beginning work. New hired and/or re-hired employees will be required, prior to beginning work, to sign a statement of employee understanding regarding the Safety and Health Manual.

All new hired and/or re-hired employees are also required to review the company's Safety Orientation Video and perform a quiz following the viewing.

## **1.04.J Training**

All training will be documented and entered into employee's personnel files and safety records.

### **a. Company-wide Training**

Company-wide safety meetings will be conducted on a semi-annual basis, or as deemed necessary by the Safety Director. These meetings will cover company-wide safety and health topics.

### **b. Project Manager and Superintendent Training**

Project Managers and Superintendents meetings will be conducted on a regularly scheduled basis. Some of the topics for these meetings will focus on their responsibility as outlined in the Safety and Health Manual.

They will be trained to identify hazards, hazard control and training other employees, subcontractors and vendors on safe work practices and procedures.



c. **On-site Training**

On-site training will cover such topics as:

- Safety rules and/or regulations
- Site specific hazards
- Safe work practices
- Procedures being used to eliminate specific hazards
- Training on personal protective equipment
- Other topics the Superintendents or the Safety Director deem necessary
- Documented Fall Hazard Training

d. **Weekly Safety Meetings**

The Superintendents are responsible for weekly toolbox safety meetings on site specific safety and health hazards.

The Superintendents shall document each session topic and attendance.

e. **Specialized and/or Specific Training**

Specialized training will be conducted on an "As Needed" basis by the company for specific job related functions.

f. **Technical Support**

Outside technical support, for assistance, to eliminate or control of safety and health hazards will be provided on an "As Needed" basis by the Company.



## 1.04.K Temp. Agency and Host Employer EHS Requirements

Temporary agency employees training and issuance of PPE shall comply with the following:

### **Prior to Temporary Worker Assigned to Site of Host Employer**

- a. Both employers evaluate site, task assignments and Job Hazard Analysis
- b. Staffing agency must supply document on specific training and competencies related to tasks
- c. Both employers must evaluate hazards on site
- d. Temp agency must train supervisory and /or placement staff in basic hazard identification
- e. Both employers must review each other's EHS program
- f. Host employer must review training needs of temporary workers
- g. EHS responsibilities must be defined in contract
- h. Contract must clearly state who will do specific duties
- i. Tasks for temporary employee must be stated in contract
- j. Employer must communicate tasks to temporary employee before work is assigned
- k. Contract must specify who is responsible to communicate with temporary employee
- l. Both employers must contact each other when temporary employee is injured
- m. Both employers must set up procedures for temporary employee to report injuries

### **Recordkeeping Requirements**

- a. Joint employers responsible for safety of temp employees
- b. Host employer responsible for recording temp employee injuries and illnesses if supervised on a day to day basis
- c. Temp agency must ensure that host employer records injuries and illnesses of temp employees



- d. Details of who records injuries and illnesses of temp employees must be in contract language

### **Personal Protective Equipment Requirements For Temporary Agency Employees**

- a. Employers must provide and train temp employees of PPE according to JHA for the job
- b. Host employer is responsible for issuance and use of PPE
- c. Temp agency must ensure host employer conducts job hazard analysis and provides PPE
- d. Temp agency must become familiar with host employer worksite and communicate PPE requirements with temp employee and host employer
- e. Temp agency and host employer must train and ensure training for PPE use is completed
- f. Host employer must conduct PPE training for tasks assigned to temp employees
- g. Both employers cannot require temp employee to pay for PPE unless damaged by negligence or lost
- h. Host employer and temp agency can agree for temp agency to provide and train for PPE but host employer must ensure it is adequate and provides protection
- i. Who is responsible for providing and training for PPE must be documented in contract.

### **Safety And Health Training Requirements For Temp Agency Employees**

- a. Both employers share training activities
- b. Temp agency provides general safety and health training
- c. Host employer provides site and job specific training
- d. Both employers shall provide general safety and health orientation
- e. Host employers must provide same quality of training as their own full-time employees
- f. Both employers must train on how to report injuries
- g. Host employer must train temp employees on emergency procedure for site
- h. Host employer must have hazard specific programs for Bloodborne Pathogens, respiratory protection, and control of hazardous energy if temp employee is exposed to these hazards and for other hazards applicable to the work tasks



## **Accident Investigations and Auditing of EHS Programs for Temp Agencies**

- a. Both employers must investigate accidents and complete corrective action
- b. Both employers must conduct periodic audits of their EHS programs to ensure temp employees are included in the programs and are provided a safe work place.

## **1.04. L OSHA Enforcement Inspections Procedures**

### **General Requirements:**

As part of your project planning, decide ahead of time who will meet with the OSHA compliance officer(s) both during an opening conference and during the walk-around inspection. Preferably, the on-site superintendent and PM should participate.

Contact the Safety Director and PX immediately.

At the opening conference, after reviewing the credentials of the compliance officer(s) to determine that they are authorized representatives of the local OSHA area office, determine and document:

- a. The names of the compliance officer(s)
- b. Whether they are safety specialists or industrial hygienists
- c. The purpose of the inspection
- d. If the inspection is directed at Thomas or a subcontractor
- e. If the inspection is based on a complaint, referral, special emphasis program, or random DODGE report selection.

If the basis of the inspection is a complaint request and obtain a copy of the complaint items form from the officer(s). Limit the scope of the inspection to the complaint items.

Note: A compliance officer is authorized to broaden the inspection to include anything else that is observed in plain view while in route to the area of the complaint items.

If the compliance officer requests the OSHA 300 log, contact the Safety Director immediately. We are allowed only four hours to submit the log to OSHA.



Keep as list and copy every document you provide to OSHA. Do not provide any documents until approved by the company host (SD, PX or Gen Super). If you have any questions about the relevancy of a requested document, ask the officer to request them from the company host.

Make sure the PM and/or the superintendent is with each of the officers at all times during the walk-around inspection. Take written notes of any pertinent comments or observations that the officers make, and take parallel photos, videos, or measurements of anything that the officers photograph, videotape, or measure. Do not suggest or identify a problem the officers have not addressed.

If the officer points out a possible hazard or OSHA violation, have it corrected immediately. Never ignore any hazard pointed out by OSHA.

The company has a right to have someone present during any interview of a member of management, which typically includes managers from salaried foremen up to the PM or superintendent. A designated company hoist (SD, PX, Gen Super) should always be present during all management interviews. OSHA may interview hourly employees privately. Any employee may decline to be interviewed in private by a compliance officer, unless that employee has been subpoenaed to interview or testify in a court proceeding.

Note: Explain to all employees, both hourly and management, that they do not have to agree to have the interview either audio-taped or videotaped and that they are under no obligation to sign a statement that the compliance officer creates from the interview. If the employee elects to sign such a statement, the employee has a right to receive a copy of that statement and should get a copy at the conclusion of the interview.

At the conclusion of each day's inspection, ask the officers for an informal summary of their observations-primarily whether they observed any apparent violations-and ask what OSHA plans to do next. Report the status of the inspection each day to the safety director if he/she is not on site.

During the closing conference, document each apparent violation that the compliance officers identify, listing the specific OSHA standard provision and the machines, employees, or work areas in question.



Make sure that a procedure is in place to receive OSHA citations and forward them immediately to the safety director. The safety director will distribute copies of the citations to the appropriate management staff and legal counsel if necessary.

Note: The failure to contest citations within 15 working days of receipt means that all of the cited items and proposed penalties are final and cannot be appealed in any way.

Any citations received from OSHA must be posted at the jobsite in a conspicuous location for review by all workers. Post them in job trailer and near the specific area where the violation occurred.

Remember that the compliance officer may return to your project at any time or to verify the abatements of all hazards.

A flow chart has been provided to you to serve as a reminder checklist for all actions to perform when inspected.

## **1.05 Emergency and First Aid**

The Superintendent, with the aid of the Safety Director, will determine the emergency phone numbers for each jobsite. The Superintendent will communicate the emergency numbers in such a manner that every employee of a jobsite will be aware of the location of the emergency phone numbers.

Jobsites should have at least 1 (one) person trained in emergency first aid and CPR.

### **1.05.A Emergency Procedures**

The Superintendent should instruct employees on emergency procedures for the specific jobsite before work begins. Although the emergency procedures at each jobsite may vary somewhat, the basic procedures are as follows:





- Don't panic
- Call for help / 911
- Provide the dispatcher with detailed information
- In case of a trench cave in or confined space accident, do not attempt to rescue unless trained in rescue procedures
- Provide first aid if qualified to do so
- Don't move injured person unless his or her life is in danger from sources other than the injury
- Secure the site
- Shut down the equipment
- Account for everybody on the site
- Notify the Safety Director of emergency within 1 (one) hour

## **1.05.B Fire**

In the event of a fire the procedures are:

- Use fire extinguisher to put out small fires
- Evacuate the work area
- Call fire department / 911
- Meet at designated location
- Notify the Safety Director of the fire within 1 (one) hour

## **1.05.C First Aid**

First aid for minor injuries will be administered on the jobsite. If the injury requires immediate medical treatment beyond first aid, the Superintendent will call the appropriate emergency number to receive immediate medical treatment.

If the injury does not require immediate medical treatment, but does require medical treatment beyond first aid, the Superintendent shall arrange transportation for the employee to the appropriate emergency medical facility.



If the injury is minor, and first aid treatment is required by the Superintendents appropriate action should be taken to prevent exposure to Blood borne pathogens and the exchange of body fluids.

All employees must notify their supervisor and/or the Safety Director of any first aid uses or occurrences.

## 1.05.D Blood borne Pathogens / Exposure Control Plan

In accordance with the OSHA Blood borne Pathogens Standard 29 CFR 1910.1030, the following exposure control plan has been developed.

a. **Purpose:** The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood and/or certain other body fluids
2. Comply with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1930 and its Appendix A

b. **Exposure Determination:**

OSHA requires employers to perform exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious material (OPIM). The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). The exposure determination must list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency.

In addition, OSHA requires a listing of job classification in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or OPIM, tasks or procedures that would cause these employees to have occupational exposure must also be listed in order to understand



clearly which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

| <u>Job classification</u> | <u>Task/Procedure</u>   |
|---------------------------|---|
| Superintendents           | Assist with treatment of injured persons on a voluntary basis |

### c. **Implementation Schedule and Methodology:**

OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

#### 1. **Compliance Methods**

Universal precautions will be observed at this site in order to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious, regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this site. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this site, the following instructions are to be followed:

Use broom and dust pan to pick up broken glass, sharp tools, and other items contaminated with blood.

***Any broken glassware that may be contaminated will NOT be picked up directly with hands.***

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Ensure that a broom and dustpan are available prior to beginning work every day.



Hand washing facilities shall be made available to employees who incur exposure to blood or OPIM. These sites must be readily accessible after incurring exposure. *(If handwashing facilities are not feasible, the employer must provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, the hands are to be washed with soap and running water as soon as feasible. Employers who must provide alternatives to readily accessible handwashing facilities should list the location, tasks, and responsibilities to ensure maintenance of these alternatives.)*

Superintendent shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

Superintendent shall ensure that if employees incur exposure to their skin or mucous membranes, those areas shall be flushed with water as soon as feasible following contact.

## **2. Work Area Restrictions**

In work areas where there is a reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where there is blood or OPIM.

## **3. Contaminated Equipment**

Superintendent is responsible for ensuring that equipment which has become contaminated with blood or OPIM shall be examined prior to servicing or shipping, and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

## **4. Personal Protective Equipment (PPE)**

- **PPE Provision**



Superintendent is responsible for ensuring that the following provisions are met.

All PPE used at this site will be provided without cost to the employee. PPE will be chosen based on the anticipated exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eye, mouth or other mucous membranes under normal conditions of use and for the duration of the time while the protective equipment will be used.

Safety glasses, face shield, latex gloves, and liquid resistant coveralls if needed.

- **PPE Use**

Superintendent shall ensure that the employee uses appropriate PPE unless the supervisor shows that the employee temporarily and briefly declined to use PPE when, under rare and extraordinary circumstances, it was the employee's professional judgement that in the specific instance its use would have prevented the delivery of health care or posed an increased hazard to the safety of the employee or co-worker. When an employee makes this judgement, the circumstances shall be investigated and documented to determine whether changes should be instituted to prevent such occurrences in the future.

- **PPE Accessibility**

Superintendent shall ensure that appropriate PPE in appropriate sizes is readily accessible at the work site or is issued (without cost) to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.

- **PPE Cleaning, Laundering and Disposal**



All PPE will be cleaned, laundered, and/or disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments that are penetrated by blood or OPIM shall be removed immediately, or as soon as feasible. All PPE shall be removed before leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, laundering, decontamination or disposal.

- **Gloves**

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, mucous membranes, and when handling or touching contaminated items or surfaces.

Disposable gloves used at this site are not to be washed or decontaminated for re-use, and are to be replaced as soon as practical when they become contaminated or if they are torn, punctured, or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use, provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured or show other signs of deterioration or when their ability to function as a barrier is compromised.

- **Eye and Face Protection**

Masks, in combination with eye protection devices such as goggles or glasses with solid side shields or chin length face shields must be worn whenever splashes, spray, splatter, or drops of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated. The following situations at this site require such protection:

Lacerations to workers on various body parts.



- **Additional Protection**

Additional protective clothing (such as aprons, or similar outer garments) shall be worn when gross contaminate can reasonably be anticipated. The following situations at this site would require that such protective clothing be used.

Amputations from use of tools where excessive exposure to OPIM is expected.

## 5. Housekeeping

This site will be cleaned and decontaminated according to the following schedule:

| <u>Area</u> | <u>Schedule</u> | <u>Cleaner</u>                  |
|-------------|-----------------|---------------------------------|
| Trailer     | As needed       | Water and bleach to remove OPIM |

Decontamination will be accomplished by using bleach and water.

## 6. Other Regulated Waste

Other regulated waste shall be placed in containers that are closeable and constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. The waste container must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with all applicable federal, state and local regulations.

## 7. Laundry Procedures

Laundry contaminated with blood or OPIM will be handled as little as possible. Such laundry shall be placed in appropriately marked bags (biohazard labeled or color-coded red) at the location where it was used.



## **8. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up**

Safety Director shall make available the Hepatitis B vaccine series to all employees who have occupational exposure, and post-exposure follow-up to employees who have had an exposure incident. All medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up including prophylaxis are:

- a. Made available at no cost to employee
- b. Made available at a reasonable time and place
- c. Performed by, or under the supervision of, a licensed physician or other licensed healthcare professional
- d. Provided according to the recommendations of the US Public Health Service

### **Hepatitis B Vaccination**

Safety Director is in charge of the Hepatitis B vaccination program. Thomas Construction Group is contracted with Wilmington Health to provide this service.

Hepatitis B (HB) vaccination will be made available after the employee has received training in occupational exposure (see "Information and Training" section), and within 10 working days of initial assignment to all employees who have occupational exposure unless: the employee has previously received the complete HB vaccination series; antibody testing has revealed that the employee is immune; or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving HB vaccination.

For employees who complete the HB vaccination series, antibody testing will be made available at no cost to the employee, one to two months after completion of the series, as recommended by the US Public Health Service.





Employees who decline the HB vaccination series shall sign the OSHA-required declination form indicating their refusal. Any employee who initially declines HB vaccination but later decides to accept vaccination while still covered by the standard, shall be provided the vaccination series as described above.

If, at a future date, the US Public Health Service recommend a routine booster dose of HB vaccine, such booster shall be made available.

### **Post-Exposure Evaluation and Follow-up**

All exposure incidents shall be reported, investigated, and documented. When an employee incurs an exposure incident, it shall be reported to the Safety Director.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. Documentation of the route of exposure, and the circumstances under which the exposure incident has occurred. If the incident involves percutaneous injury from a contaminated sharp, appropriate information should be entered in the sharps injury log. (Must also be entered on the OSHA 300 form.)
- b. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law; (Employers may need to modify this provision in accordance with local laws. Modifications should be listed here.)
- c. The source individual's blood shall be tested as soon as feasible, and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Safety Director shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the blood (if available) shall be tested and the results documented.



- d. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's HBV/HIV status need to be repeated.
- e. Results of the source individual's testing shall be made available to the exposed employee, and he employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

**Collection and testing of blood for HBV and HIV serological status will comply with the following:**

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b. The employee will be offered the option of having her/his blood collected for testing of the employee's HIV serological status. The blood sample will be preserved for up to 90 day to allow the employee to decide if the blood should be tested for HIV status.

Any employee who incurs an exposure incident will be offered post-exposure evaluation and follow-up will be provided by Medac Corporate Health.

**Information Provided to the Healthcare Professional**

Safety Director shall ensure that the healthcare professional (HCP) responsible for the employee's Hepatitis B vaccination is provided with a copy of the OSHA Blood borne Pathogens Standard (29 CFR 1910.1030.)

Safety Director shall ensure that the HCP who evaluates an employee following an exposure incident is provided with the following:

- a. A copy of the OSHA Blood borne Pathogens standard.
- b. A description of the exposed employee's duties as they relate to the exposure incident.



- c. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- d. Results of the source individual's blood testing, if available.
- e. All medical records relevant to the appropriate treatment of the employee, including vaccination status.

### **Healthcare Professional's Written Opinion**

Safety Director shall obtain and provide the employee with a copy of the evaluating HCP's written opinion within 15 days of completion of the evaluation. For HBV vaccination, the HCP's written opinion shall be limited to whether vaccination is indicated for an employee, and the employee has received such vaccination.

For post-exposure follow-up, the HCP's written opinion shall be limited to the following:

- a. A statement that the employee has been informed of the results of the evaluation
- b. A statement that the employee has been advised of any medical conditions resulting from exposure to blood or OPIM which may require further evaluation or treatment

*NOTE: All other findings or diagnosis shall remain confidential and shall not be included in the written report.*

## **9. Labels and Signs**

Superintendent will ensure that biohazard labels shall be affixed to containers of regulated waste. The universal biohazard symbol shall be used. Labels shall be fluorescent orange or orange-red, and shall be affixed as close as feasible to the container by string, wire, adhesive, or other method which prevents loss or unintentional removal. Red bags or containers may be substituted for labels.

Labels for contaminate equipment shall comply with the previous paragraph, and shall state which portions of equipment are contaminated.



## 10. Information and Training

Safety Director shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that training is repeated within 12 months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. Training will be interactive, and will cover the following:

- a. A copy of the standard and an explanation of its contents.
- b. A discussion of the epidemiology and symptoms of blood borne diseases.
- c. An explanation of the modes of transmission of blood borne pathogens.
- d. An explanation of the organization's blood borne pathogens Exposure Control Plan (this program), and method for obtaining a copy.
- e. The recognition of tasks that may involve exposure.
- f. An explanation of the use and limitations of methods to reduce exposure, such as engineering controls, work practices and personal protective equipment (PPE).
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE.
- h. An explanation of the basis of selection of PPE.
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits and that it will be offered free of charge.
- j. Information on the appropriate actions to take and persons to contact in case of an emergency involving blood or OPIM.
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- l. Information on the evaluation and follow-up required after an employee exposure incident, particularly incidents which involve contaminated sharps.
- m. An explanation of the signs, labels, and color-coding system used to identify biohazards, regulated waste, and other BBP hazards.

The person conducting the training shall be knowledgeable in the subject matter.



Employees who have received training on blood borne pathogens in the 12 months preceding the effective date of this policy shall receive training only in provisions of the policy that were not covered in their previous training. Additional training shall be provided to employees when there are changes in tasks or procedures that affect occupational exposure.

## **11. Recordkeeping / Medical Records**

Safety Directors is responsible for maintaining medical records as indicated below

Medical records shall be maintained in accordance with OSHA standard 29 CFR1910.1920. These records shall be kept confidential and must be maintained for the duration of employment plus 30 years. The records shall include the following:

- a. The employee's name and social security number
- b. A copy of the employee's HBV vaccination status, including the dates OR a signed declination form
- c. A copy of all results of examinations, medical testing (including post-vaccination antibody testing), and follow-up procedures
- d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, documentation of the route(s) of exposure, and circumstances of the exposure

## **12. Training Records**

Safety Director is responsible for maintaining BBP training records. These records will be kept in safety office.

Training records shall be maintained for three years from the date of training, and shall document the following information.

- a. The dates of the training session
- b. An outline describing the material presented
- c. The names and qualifications of persons conduction the training



- d. The names and job titles of all persons attending the training sessions

### **13. Sharp's Injury Log**

For cases that involve percutaneous injury from sharps, Safety Director is responsible for maintaining a Sharp's Injury Log. Information shall be entered on the log to protect the confidentiality of the injured employee. At a minimum, log entries shall document the following:

- a. The type and brand of device involved in the accident
- b. The department or work area where the incident occurred
- c. An explanation of how the incident occurred.

The Sharp Injury Log is required in addition to the OSHA 300 Log.

#### **Availability**

All employee records shall be made available to the employee in accordance with 29 CFR 1910.1020.

All employee records shall be made available to the Assistant Secretary of Labor for Occupational Safety and Health (OSHA) and the director of the National Institute for Occupational Safety and Health (NIOSH), or their representatives, upon request.

#### **Transfer of Records**

If this facility is closed and/or there is no successor employer to receive and retain the records for the prescribed period, the Director of NIOSH shall be contacted for final disposition.

### **14. Evaluation and Review**

Safety Director is responsible for annually reviewing this program and its effectiveness, and for updating this program as needed. This review shall include and document:



- a. Consideration and implementation, where feasible, of commercially available safer medical devices designed to eliminate or minimize occupational exposure.
- b. Input from non-management direct care staff who are potentially exposed to injury from contaminated sharps on identification, evaluation and selection of engineering and work practice controls.

### **Hepatitis B Vaccine Declination**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccine series at no charge to me.

---

Employee's name (print)

---

Employee's signature

---

ECP Administrator signature

---

Date



Establishment/Facility Name: \_\_\_\_\_ Year 20\_\_

## Sharp's Injury Log

| Date / Time | Report No. | Type of Device | Brand Name of Device | Work Area where injury occurred | Brief description of how injury occurred and what part of body was injured |
|-------------|------------|----------------|----------------------|---------------------------------|--|
|             |            |                |                      |                                 |  |
|             |            |                |                      |                                 |  |
|             |            |                |                      |                                 |  |
|             |            |                |                      |                                 |  |
|             |            |                |                      |                                 |  |
|             |            |                |                      |                                 |  |
|             |            |                |                      |                                 |  |
|             |            |                |                      |                                 |  |
|             |            |                |                      |                                 |  |

Retain until: \_\_/\_\_/\_\_ (which is five years after the end of the current calendar year).

You are required to maintain this Sharps Injury Log if the requirement to maintain an OSHA 300 log form applies to your company. See 29 CFR 1904 for details. The purpose of this Sharps Log is to aid in the evaluation of devices being used in healthcare and other facilities and to identify problem devices or procedures requiring additional attention and/or review. This Sharps Log must be kept in a manner which preserves the confidentiality of the affected employee(s).

**Re: 29 CFR 1910.1030(h)(5).**





## 1.06 Accident Reporting / Recordkeeping

Post-accident drug test is required within eight (8) hours of an accident.

All accidents must be reported to the Safety Director or the main office within 1 hour.

All eye, neck, back and knee accidents / injuries require immediate medical attention, no matter how minor.

Accident reports must be 100% complete and turned in to Safety Director within 24 hours of accident.

All accidents require:

- a. Company accident form
- b. First Report of Accident (specific state requirements)
- c. Drug test results

The company will maintain, at each job site and at the main office, an OSHA 300 form (log and summary or equivalent) of all recordable injuries and illnesses resulting in a fatality, hospitalization, lost workdays, medical treatment, and/or loss of consciousness.

Each recordable event will be entered no later than (5) five working days after receiving the information.

The previous year OSHA 300 summary (300A) shall be posted by February 1 and shall remain in place all year.

The OSHA 300, (log and summary), the OSHA 301, (supplementary record or company accident report), shall be retained for five years following the end of the year to which it relates.



OSHA reporting of accidents:

**Effective January 1, 2016:**

*Within 8 hours after its occurrence, an employment accident which is fatal to one (1) or more employees. An accident which results in the hospitalization of one (1) or more employees shall be reported within 24 hours of accident, either orally or in writing, to the nearest OSHA Area Director. 1-800-321-OSHA (1-800-321-6742). In North Carolina call 1-800-625-2267 or 919-779-8560. In addition all amputations and loss of an eye or eyes must be reported within 24 hours.*

## **1.07 Documentation**

All documentation relating to the Safety and Health Manual will be kept up-to-date and filed in such a manner that it will be readily accessible. Project Managers and Superintendents are required to file all appropriate documentation in a timely manner with the Safety Director.

## **1.08 Subcontractor Selection**

Safety and health performance will be one of the criteria used to select subcontractors. The safety and health guidelines outlined below will be used to evaluate subcontractors. Copies of the following must be submitted to Safety Director prior to starting work.

- a. 3 year EMR "Mod-Rate"
- b. Insurance Certificate
- c. Safety and Health Manual
- d. Substance Abuse Program
- e. SDS
- f. OSHA citation history

If a subcontractor does not have a Safety and Health Manual and a Substance Abuse Program, the subcontractor will be required to adopt, in writing, the Company's Safety and Health Manual.



## **1.09 Safety and Health Manual Revision**

The Safety and Health Manual is a working document and will be revised and updated as necessary.

At a minimum, the Safety and Health Manual will be reviewed and updated on an annual basis.

## **1.10 Safety Library / Safety Bulletin Board**

A "Safety Library" and "Safety Bulletin Board" will be established with an up-to-date, current copy of the Thomas Construction Group Safety and Health Manual in it.

A current copy of the OSHA standards will be in the "Safety Library" also.

Many other safety related items will be available on the "Safety Library" & "Safety Bulletin Board".

## **1.11 Distribution of the Safety and Health Manual**

Up-to-date copies of the Safety and Health Manual will be available to all employees, subcontractors and vendors through the Safety Director.

In addition, Project Managers and Superintendents will have up-to-date copies of the Safety and Health Manual.



## 1.12 Subcontractor Disciplinary Action for Safety Violations

**This policy is an Addendum to and compliments Article 17 Safety, paragraph 1.2 and Schedule E of the TCG subcontract.**

Subcontractor companies and subcontractor employees violating Thomas safety policies or any OSHA standard that could result in injury, illness or death or other liability to Thomas Construction Group will be disciplined according to the following:

### a. Critical Procedures

Thomas has established Safety Critical Procedures which are fall protection systems and use, confined space entry procedures, lack of electrical grounding systems without using a ground fault circuit interrupter, welding, cutting or use of any open flame without obtaining a hot work permit from the site superintendent and digging near underground utilities without following Thomas procedures for the same. Thomas has established a zero tolerance for these types of violations. This policy will be an attachment to every sub-contract for companies doing business with Thomas. Superintendents and project managers shall notify all subcontractors of these new procedures before contracts have been signed and for current subcontractors on all Thomas sites.

Any subcontractor employee observed violating any of these critical procedures will be expelled from the site permanently. The subcontractor employee's name and company shall be obtained by the Thomas superintendent and entered in an internal memo or the subcontractor safety citation form and sent to the site project manager or assistant project manager, Division VP and Thomas safety director. The site superintendent shall also investigate why the safety policy was violated that created the hazard and enter that information into the safety violation memo or citation form.



## **b. Other Safety Violations**

Other safety violations by subcontractor employees such as not wearing proper Personal Protective Equipment (PPE) when required by site or tasks, lack of guarding on machinery, improperly constructed scaffolds that are not a fall hazard, ladders not labeled with load ratings or improper use of ladders, smoking in unauthorized areas of the site, damaged outer insulation on cords or tool cords, and other violations of Thomas safety policies or OSHA standards. This list of hazards is not all inclusive. Documentation for these offenses must be sent to subcontractor management.

Violations of these policies will result in a three-step discipline procedure as follows:

1st Offense—Written warning describing hazard category. Send Email to subcontractor management, APM, PM, Operations Manager, and Safety Director.

2nd Offense—Written warning describing number of offenses and suspension of subcontractor worker from site for 3 days. Subcontractor on site supervision may also be suspended or terminated from site. Use TCG Subcontractor Disciplinary Action form.

3rd Offense—Termination from all TCG sites. Documented re-training of subcontractor crew mandatory within 24 hours by subcontractor.

All offenses must be documented by superintendent and copied to APM, PM, Safety Director and Division VP. See Safety Orientation Package form 4.13A.



## **PART 2**

# **JOB SPECIFIC WORK RULES**



## 2.01 Abrasive Grinding

Abrasive wheel bench or stand grinders must have safety guards strong enough to withstand bursting wheels. [1926.303(b) & (c)(1)]

Adjust work rest on grinders to a clearance not to exceed 1/8 inch between rest and wheel surface. [1926.303(c)(2)]

Inspect abrasive wheels before mounting. [1926.303(c)(7)]

Always leave wheel in working condition for next user.

## 2.02 Access / Egress

Do not jump on or off equipment and/or vehicles.

Use only safe means of access / egress to and from work areas. Jumping from or to work areas is not allowed, nor is sliding down cables, ropes or guy-wires.

Keep all equipment, vehicles, footwear, access areas, etc. clean.

## 2.03 MEWPs/Mobile Elevated Work Platforms

Employees shall have adequate training and proper authorization prior to operating any MEWP Lift. [1926.453(b)(2)(ii)]

No TCG employee shall make modifications to MEWPs, without prior written approval from the manufacturer. This includes material holding attachments. [1926.453(a)(2)].

Effective March 1, 2020 the ANSI A-92 and A-94 standards for the manufacturer, use, training and maintenance of MEWPs, (boom lifts, scissors lift and bucket trucks) have changed dramatically. TCG has incorporated the ANSI A-92 and A-94 standards revisions into the Thomas Safety Manual policies and procedures which are briefly described as follows:



The ANSI A-92 and A-94 standards have changed equipment terminology, equipment design standards, safe use and planning, operators, supervisors, and occupants training and maintenance and repair personnel training.

### **Equipment Terminology:**

Aerial Work Platforms (AWPs) are now known as Mobile Elevating Work Platforms, or MEWPs. The word "mobile" is important because it means that the equipment can be driven, either under its own power or by manual effort; it is not stationary. In previous standards, AWP were classified by product types, such as boom lifts, scissors lifts, bucket trucks and so on. In the new standards, MEWP classifications are made up of a combination of two key distinguishing descriptions:

1. A MEWP group
2. An associated MEWP type

A MEWP Group is determined by the platform location in reference to the equipment's tipping line, which is either at the wheels or the outriggers.

A group A machine has a design that does not allow the main platform to extend beyond the tipping line. In other words, the platform does not go outside of the drive chassis envelope. A perfect example of a Group A would be a scissors lift.

Conversely, a Group B machine has a design that allows the platform to extend beyond the tipping line. A great example of a Group B machine would be an articulating or telescopic boom lift. Bucket trucks are also under this classification.

A MEWP Type is in reference to the equipment's ability to travel:

--Type 1 – Traveling is allowed only with the MEWP in its stowed position

--Type 2 – Traveling with the work platform in the elevated position is controlled from a point on the chassis

--Type 3 – Traveling with the work platform in the elevated travel position is controlled from a point on the work platform





Type 2 MEWPs are not as common as the others.

An example of a Group A, type 1 MEWP would be a Genie AWP Super series manually-propelled lifts. The platform never extends beyond the tipping line, and the machine is designed to only be moved with the platform in the stowed position.

Trailer mounted booms are examples of Group B, type 1 MEWP. The platform is designed to extend beyond the tipping line, and the machines designed to only be moved with the platform in the stowed position.

An example of a Group A, type 3 MEWP would be electric or rough terrain scissors lifts. The main platform never extends beyond the tipping line, and machine travel is controlled from the platform controls.

Articulated and telescopic booms are examples of a Group B, Type 3 MEWP. The platform is designed to extend the tipping line, and machine travel is controlled from the platform controls.

### **Equipment Design Standards**

In addition to the terminology and language changes in the new ANSI A92 and CSA B354 standards, the standards also include several big changes to the equipment itself:

- + Platform load sense (aka Overload System or Load Sense System)-All MEWPs are now designed to continuously check the weight in the platform and disable certain functions if the load is above the platform load limit.
  
- + Dynamic Terrain Sensing – Drive and certain boom functions will be disabled when out of their slope limit and functions are restricted only to those that safely return the machine to terrain that is within limits.
  
- + Indoor-only machines – Allows for the development of smaller, lighter-weight MEWPs bearing an “indoor only” rating because these MEWPs cannot be used in conditions where they might be subjected to any wind.



In addition to the changes described above, there are many other alterations including:

- +Toe guards on work platform entrances
- +Prohibited use of chain gates and flexible gates
- +Reduces lift and slower speeds on some models

### **Safe Use and Planning**

TCG has developed a Safe Use Plan specific to MEWPs and consist of the following. Prior to renting and use of any MEWP on TCG sites the following must be completed by the superintendent and/or subcontractor supervision/competent person.

1. Perform a site risk assessment where the MEWPs will be used.
2. Proper selection, provision and use of a suitable MEWP and associated equipment.
3. Perform an assessment that the support surface is adequate to support the weight of the MEWP.
4. Schedule regular maintenance including owner inspections as needed.
5. Schedule any owner repairs as needed.
6. Remove MEWPs from service if safety equipment fails or controls don't operate properly.
7. Inform the operator of local site requirements and warn and provide the means to protect against identified hazards.
8. Have a trained and qualified supervisor to monitor the performance or the work of the operator and any occupants.
9. Prevent unauthorized use of the MEWPs.
10. Monitor safety of persons not involved in the operation of the MEWPs.

### **Risk Assessment and Rescue Planning**

The risks associated with the task specific to MEWP operations is identified in the TCG JSSP for MEWP use. The JSSP for MEWP use is at end of this section and in Procore documents for each job. The JSSP identifies control measures, safe work practices, and rescue from height. TCG has developed a written rescue plan that will be carried out in the case of machine breakdown,



platform entanglement or fall from the platform. The rescue plan is also located in Procore documents and is part of our training program.

TCG superintendents and/or subcontractor supervision/competent persons shall insure all occupants of MEWPs have receive training that explains procedures to follow if the fall and await rescue or witness another worker's fall. The rescue plan limits the time that a properly restrained worker hangs suspended in air. The rescue plans include the following:

1. Self-rescue- by the person involved
2. Assisted rescue- by others in the work area
3. Technical rescue- by emergency services

### **Training (Operators, Supervisors, Superintendents)**

All TCG personnel involved in the use and supervision of users of MEWPs shall be trained on the following:

- + TCG safety manual sections for MEWPs
- + The ANSI requirements for MEWPs
- + The rules, regulations and JSSPs for MEWPs
- + The rescue plan for occupants or ejected occupants of MEWPS
- + Proper selection of the correct MEWP for the work to be performed
- + Potential hazards associated with the use of MEWPs and the means to protect against identified hazards outlined in the MEWP JSSP
- + Have knowledge of the MEWP manufacturer's operating manual contents and manual is stored properly on the machine

### **Occupant Training**

The MEWP operator must ensure that all occupants in the platform have a basic level knowledge to work safely on the MEWP and know the following:



- + The requirement to use fall protection and the location of fall protection anchors
- + Factors including how their actions could affect stability
- + Safe use of MEWP accessories they are assigned to use
- + Manufacturer's warnings and instructions
- + Site specific work procedures the occupants must follow related to the operation of the MEWP
- + Hazards related to the task at hand and their avoidance
- + At least one of the occupants must be provided with knowledge to operate the controls in an emergency where the operator cannot

### **Maintenance and Repair Personnel Training**

TCG personnel are **not authorized** to perform any maintenance or repairs to rented or leased MEWP equipment. Should TCG purchase MEWP equipment in the future any authorized maintenance and repair personnel will be trained on the appropriate subject matter for those tasks.

In the case where a MEWP is rented, arrangements will be made by TCG or renting subcontractor to identify the entity that will be responsible for the inspections and maintenance activities described in the ANSI standard and owner's manual.

Owner Frequent inspections – Must be completed when the MEWP is put into service or has been out of service for three months.

Owner Annual inspections – Must be performed no later than 13 months after the previous annual inspection.

Daily pre-use inspections must be completed by the operator. These daily inspections must be documented by use of an inspection checklist for the appropriate make and model of MEWP. TCG superintendents are responsible to ensure these inspections have been completed by TCG personnel or subcontractor operators.



## 2.04 Air Tools

Secure pneumatic tools to hose in a positive manner to prevent accidental disconnection.

[1926.302(b)(1)]

Install and maintain safety clips or retainers on pneumatic impact tools to prevent attachments from being accidentally expelled. [1926.302(b)(2)]

The manufacturer's safe operating pressure for all fittings shall not be exceeded.

[1926.302(b)(5)]

All hoses exceeding ½ inch inside diameter require safety devices at the source of supply to reduce pressure in case of hose failure. [1926.302(b)(7)]

## 2.05 Compressed Air, Use Of

Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. [1926.302(b)(4)]

Exceptions to 30 psi are allowed only for concrete form, mill scale, and similar cleaning operations. [1926.302(b)(4)]

The use of compressed air to clean off yourself or other workers is not allowed.

## 2.06 Compressed Gas Cylinders

Put valve protection caps in place before compressed gas cylinders are transported, moved or stored. [1926.350(a)(1)]

Cylinder valves will be closed when work is finished and when cylinders are empty or being moved. [1926.350(a)(8)]

Compressed gas cylinders shall be secured by a cart, chain, etc. at all times. [1926.350(a)(7)]



Keep cylinders at a safe distance, or shield from welding or cutting operations and place where they cannot become part of an electrical circuit. [1926.350(b)(1)&(b)(2)]

Oxygen and fuel gas cylinders (in storage), shall be separated by a five - foot high non - combustible wall. The wall must have a fire resistance rating of at least one - half hour or a 20-foot separation. [1926.350(a)(10)]

Oxygen and fuel gas regulators must be in proper working order while in use. [1926.350(h)]

## **2.07 Concrete and Masonry Construction**

No construction loads shall be placed on the structure until the structure is capable of supporting the load. [1926.701(a)]

No employee shall work under concrete bucket while the bucket is being elevated or lowered into position. [1926.701(e)(1)]

Only authorized employees shall be allowed in the "limited access zone" of masonry walls construction. [1926.706(a)(1)-(5)]

All protruding reinforced steel onto and into which employees could fall shall be guarded to eliminate the hazard of impalement. [1926.701(b)]

## **2.08 Confined Spaces**

All employees required to enter into confined or enclosed spaces must be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of required protective and emergency equipment. The employer shall comply with any specific regulations that apply to work in dangerous or potentially dangerous areas. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines and open top spaces more than 4 feet deep, such as pits, tubs, vaults, and vessels. [1926.21(b)(6)(i) and (ii)]



## 2.09 Cranes

All manufacturer specifications and limitations must be adhered to. [1926.550(a)(1)]

All equipment shall be inspected, by a competent person, prior to use. [1926.550(a)(5)]

Accessible areas of the "swing radius" shall be barricaded to prevent employees from being struck or crushed by the crane. [1926.550(a)(9)]

The use of a crane to hoist employees is prohibited. [1926.550(g)(2)]

## 2.10 Drinking Water

An adequate supply of potable water shall be provided in all places of employment.  
[1926.51(a)(1)]

Potable water containers shall be capable of being tightly closed and be equipped with a tap.  
[1926.51(a)(2)]

The common drinking cup is prohibited. Cup dispensers and disposable cups shall be provided.  
[1926.51(a)(4)]

A sanitary container for unused cups and a receptacle for used cups shall be provided.  
[1926.51(a)(5)]

## 2.11 Electrical - General

All 120-volt, single phase, 15- and 20- ampere receptacles must be protected by G.F.C.I.  
[1926.404(b)(1)(ii)]



All extension cords shall be inspected daily, prior to use, for damage or defects.  
[1926.404(b)(1)(iii)(C)]

Continuity test shall be conducted on all extension cords, generally every three months  
[1926.404(b)(1)(iii)(D)&(E)]

Temporary lights shall not be suspended by their cords. [1926.405(a)(2)(ii)(F)]

Workspaces, walkways and similar locations shall be kept clear of cords. [1926.416(b)(2)]

All extension cords must be 3 - wire type, protected from damage, and not fastened with staples, hung from nails or suspended from wires. [1926.416(e)(2)] & [1926.405(a)(2)(ii)(J)]

No cord or tool with a damaged ground plug shall be used. [1926.404(b)(iii)(c)]

Splices must be soldered wire connections with insulation equal to the cable. [1926.403(e)]

Worn or frayed cables may not be used. [1926.416(e)(1)]

Cables passing through work areas will be covered or elevated to protect from damage. Boxes with covers for the purpose of disconnecting must be securely and rigidly fastened to mounting surface.

No employee may work in proximity to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation. [1926.416(a)(1)]

In work areas where exact location of underground electric power lines is unknown, workers using bars or other hand tools, which may contact lines must wear insulated protective gloves.  
[1926.416(a)(2)]





## 2.12 Employee / Subcontractor Conduct

No "catcalling" and/or any form of sexual harassment will be tolerated.

Willful destruction of company property, (i.e., cutting back-up alarm wires or seatbelts) may result in immediate dismissal.

Any employee caught stealing anything, will be terminated.

## 2.13 Excavation and Trenching (also see section 2.51)

The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations, that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation. [1926.651(b)]

Utility companies or owners shall be contacted within established customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 48 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the company may proceed, provided the company does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used. [1926.651(b)(2)]

When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means. While the excavation is open, underground installation shall be protected, supported or removed as necessary to safeguard employees. [19226.651(b)(3)&(b)(4)]

Each employee in an excavation shall be protected from cave-ins by an adequate protective system except when excavations are made entirely in stable rock; or excavations are less than five feet in depth and examination of the ground by a competent person provided no indication of a potential cave-in. [1926.652(a)(1)]



Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied and/or transmitted to the system. [1926.652(a)(2)]

A copy of the tabulated data for excavation protective systems must be maintained at the job site during construction. [1926.652(c)(3)(iii)]

Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least two feet from the edge of the excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary. [1926.651(j)(2)]

Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by a competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence. These inspections are only required when employee exposure is anticipated. [1926.651(k)(1)]

Where a competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety. [1926.651(k)(2)]

A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are four feet or more in depth so as to require no more than 25-feet of lateral travel for employees. [1926.651(c)(2)]

Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided. [1926.651(l)] & [1926.501(b)(7)]

Excavations over 20'-0" must be engineered by a registered engineer prior to excavation.



## 2.14 Explosives and Blasting

Permits must be obtained prior to blasting.

Only authorized and qualified persons shall be permitted to handle and use explosives.  
[1926.900(a)]

Explosive material shall be stored in approved facilities required under the applicable provisions of the Bureau of Alcohol, Tobacco, and Firearms regulations contained in 27 CFR Part 55, Commerce in Explosives.

Smoking and open flames shall not be permitted within 50 feet of explosives and detonator storage magazines. [1926.904(c)]

Procedures that permit safe and efficient loading shall be established before loading is started.  
[1926.905(a)]

## 2.15 Eye and Face Protection

Eye and face protection must be worn when machines or operations present potential eye or face injury. [1926.102(a)(1)]

Employees involved in welding operations must wear filter lenses or plates of the proper shade number. [1926.102(b)(1)]

Employees exposed to laser beams shall be furnished suitable laser safety goggles, which will protect for the specific wavelength of the laser and be optical density (O.D.) adequate for the energy involved. [1926.102(b)(2)]

Eye and face protective equipment shall meet all requirements of ANSI Z 87.1-1968, "Practice of Occupational and Educational Eye and Face Protection". [1926.102(a)(2)]



Goggles will be worn over any employee owned prescription glasses that do not meet ANSI safety standards. (ANSI 287.1 or OSHA 1926.102A3)

## 2.16 Fall Protection (also see Section 2.32.H)

Where employees are exposed to falling 6 feet or more from an unprotected side or edge, the employer must select and use a guardrail system, safety net system, or a personal fall arrest system to protect the worker from falls. [1926.501(b)(1)]

A personal fall arrest system consists of an anchorage, connectors, body harness and may include a lanyard, a deceleration device, lifeline or a suitable combination of these. [1926.500(b)] & [1926.502(d)]

Each employee in a hoist area shall be protected from falling 10 feet or more on scaffolds by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system. [1926.501(b)(3)]

Personal fall arrest systems, covers, or guardrail systems must be erected around holes (including skylights) that are more than 6 feet above lower levels. [1926.501(b)(4)]

Each employee at the edge of an excavation 6 feet deep or more shall be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet or more above the excavation. [1926.501(b)(7)]

Each employee using ramps, runways, and other walkways shall be protected from falling 6 feet or more by guardrail systems. [1926.501(b)(6)]

Each employee performing overhand bricklaying and related work 6 feet or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems, or shall work in a controlled access zone. All employees reaching more than 10 inches below



the level of a walking / working surface on which they are working shall be protected by a guardrail system, safety net system, or personal fall arrest. [1926.501(b)(9)]

Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges shall be protected from falling by guardrail, safety net, or personal fall arrest systems or a combination of the following:

- Warning line system and guardrail system
- Warning line system and safety net system
- Warning line system and personal fall arrest system, or
- Warning line system and safety monitoring system. [1926.501(b)(10)]

On low-slope roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted. [1926.501(b)(10)]

Each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected by guardrail systems with toe boards, safety net systems, or personal fall arrest systems. [1926.501(b)(11)]

## **2.17 Fire Protection**

A fire protection program is to be followed throughout phases of the construction and demolition work involved. It shall provide for effective firefighting equipment to be available without delay, and designed to effectively meet all fire hazards as they occur. [1926.150(a)(1)]

Firefighting equipment shall be conspicuously located and readily accessible at all times, and periodically inspected and maintained in operating condition. [1926.150(a)(2) through (a)(4)]  
Report any inoperative or missing equipment to your superintendent / foremen.

Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.  
[1926.150(c)(1)(vii)]



Fire extinguishers, rated not less than 2A, will be provided for each 3,000 square feet of building area (or major fraction). Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet. [1926.150(c)(1)(i)]

Fire extinguishers should be mounted 48" to 60" off the floor.

## 2.18 Flag Personnel

When signs, signals, and barricades do not provide necessary protection on or adjacent to a highway or street, flag personnel or other appropriate traffic controls shall be provided.

[1926.201(a)(1)]

Flag personnel shall wear a red or orange warning garment while flagging. Warning garments worn at night will be reflectorized material. [1926.201(a)(4)] & [1926.651(d)]

## 2.19 Flammable and Combustible Liquids

No more than 25 gallons shall be stored in a room outside of an approved storage cabinet.

[1926.152(b)(1)]

Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. [1926.152(a)(1)]

All containers must be labeled with appropriate hazardous warnings. Keep flammable liquids in closed containers when not in use.

Post conspicuous and legible signs prohibiting smoking in service and refueling areas.

[1926.152(g)(9)]

No smoking within 25' of any fuel storage and/or fueling operations.



## 2.20 Foot Protection

Employees shall wear shoes or boots that give ankle support and that have a hard sole. Steel or composite toe boots are not required except in special operations.

No sneakers, tennis shoes, crocs or other open toed or heeled shoes are permitted on active construction sites.

## 2.21 Gases, Vapors, Fumes, Dusts, and Mists

Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants for 1970" of the ACGIH, shall be avoided. (American Conference of Government Industrial Hygienists) [1926.55(a)]

When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits prescribed. Any equipment and technical measures used for this purpose must first be approved for each use by a competent industrial hygienist or other technically qualified person. [1926.55(b)]

## 2.22 Hand Tools

Employers shall not issue or permit the use of unsafe hand tools. [1926.301(a)]

Wrenches shall not be used when jaws are sprung to the point slippage occurs. Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle. [1926.301(b),(c) & (d)]

Electric - power operated tools shall either be approved double insulated or be properly grounded, and used with ground fault circuit interrupters. [1926.302(a) & 1926.404(b)(1)]



## 2.23 Hard Hats

Hard hats will be worn 100% of the time on the jobsite at the TCG Superintendent's discretion. Hard Hats shall be worn as designed.

Hard hats will be worn 100% of the time when off equipment and/or out of vehicles for equipment operators.

Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock or burns, shall be protected by protective helmets. [1926.100]

## 2.24 Hearing Protection

When engineering or administrative controls fail to reduce sound levels within the limits of Table D-2, ear protective devices shall be provided and used. [1926.52(b) & 1926.101(a)]

In all cases where sound levels exceed the values shown in Table D-2 of the Safety and Health Manual, a continuing, effective hearing conservation program shall be administered. [1926.52(d)(1)]

**Table D-2 Permissible Noise Exposure**

| Duration Per Day, Hours | Sound Level DBA<br>Slow Response |
|-------------------------|----------------------------------|
| 8                       | 90                               |
| 6                       | 92                               |
| 4                       | 95                               |
| 3                       | 97                               |
| 2                       | 100                              |
| 1 ½                     | 102                              |
| 1                       | 105                              |
| ½                       | 110                              |
| ¼ or less               | 115                              |





Plain cotton is not an acceptable protective device. [1926.101(c)]

## 2.25 Heating Devices, Temporary

When heating devices are used, fresh air shall be supplied to maintain the safety and health of employees. [1926.154(a) (1)]. Only propane or natural gas heaters are allowed on TCG sites. Carbon monoxide monitors must be mounted in area where these types of heaters are used to detect high levels of CO. Propane cylinders inside and outside of buildings must be secured. Only one cylinder per heater is allowed in buildings. Heaters can only be used during working hours and never left on during night unless there is an active fire watch all night.. Use of these heaters must be noted in the emergency action plan for the site.

Solid fuel salamanders are prohibited. [1926.154(d)]

## 2.26 Housekeeping / Clean-up

Clean up every day all areas, including but not limited to, jobsite, vehicles, shop, office, equipment, tools, etc.

Scrap lumber and other debris will be kept clear from work areas at all times. [1926.25(a)]

Remove combustible scrap and debris at regular intervals. [1926.25(b)]

Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances. [1926.25(c)]

At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for keeping their work areas clean.

All vehicles and/or equipment must be free of loose debris, dirt, mud, etc., before operation on public roads.



Whenever materials and/or trash are dropped more than 20 feet, an enclosed chute shall be used. [1926.252(a)]

Nails shall be withdrawn from used lumber. [1926.250(b)(8)(i)]

## **2.27 Lasers**

Only qualified and trained employees shall be assigned to install, adjust and operate laser equipment. [1926.54(a)]

"Laser in Use" signs shall be posted at all times lasers are in operation. [1926.54 (d)]

## **2.28 Ladders**

Portable and fixed ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction are prohibited. When ladders with such defects are discovered, withdraw them from service immediately. [1926.1053(b)(16)]

Place portable ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practical, provide grab rails. Secure against movement while in use. [1926.1053(b)(1) thru (b)(7)]

Portable metal ladders may not be used for electrical work or where they may contact electrical conductors. [1926.1053(b) (12)]

Portable ladders must be secure.

All employees working in a trench, four feet or more in depth, must be within 25 feet of a ladder, ramp, or stairs. [1926.651(c)(2)]

Job-made ladders will be constructed for their intended use. Rungs and/or cleats will be uniformly spaced, no more than 12 inches, apart. [1926.1053(a)(3)(i)]



No ladders shall be used in a horizontal position as platforms, runways, or scaffolds. Extension ladders must be retracted before transporting.

All ladders must be secured top and bottom. Always face ladders when going up or down.

Materials and tools should be hoisted up or down ladders with a rope, cable or other safe hoist.

Never use the top or next to the top step of a stepladder.

## **2.29 Lighting**

Construction area, ramps, walkways, corridors, offices, shops, sheds and storage areas shall be adequately lighted. [1926.56(a)]

Additional lighting and maintenance of lighting shall be provided at all stairways, aisle ways, and entry / exit areas. Minimum of 5 foot candles of light is required on all construction sites.

## **2.30 Liquefied Petroleum Gas**

Each system shall have containers, valves, connectors, manifold valve assemblies, and regulators of an approved type. [1926.153(a)(1)]

All cylinders shall meet DOT specifications. [1926.153(a)(2)]

Every container and vaporizer shall be provided with one or more approved safety relief valves or devices. [1926.153(d)(1)]

Containers shall be placed upright on firm foundations or otherwise firmly secured. [1926.153(g) & (h)(11)]

Portable heaters shall be equipped with an approved automatic device to shut off the flow of gas in the event of flame failure. [1926.153(h)(8)]



Cylinders shall be equipped with an excess flow valve to minimize the flow of gas in the event the fuel line becomes ruptured. [1926.153(i)(2)]

Storage of LPG within buildings is prohibited. [1926.153(j)]

Storage locations shall have at least one approved portable fire extinguisher, rated not less than 20-b:c. [1926.153(L)]

## 2.31 Motor Vehicles and Construction Equipment

Check all vehicles in use at the beginning of each workday to assure all parts, equipment and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before placing vehicle in service. [1926.601(b)(14)]

No employee shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless:

- Vehicle has a reverse signal alarm distinguishable from the surrounding noise level, **or**
- Vehicle is backed up only when an observer signals it is safe to do so.

[1926.601(b)(4)]

Willful destruction of company property (such as cutting back-up alarm wires or seatbelts) shall result in immediate dismissal.

Heavy machinery, equipment, or parts thereof, which are suspended or held aloft will be substantially blocked to prevent falling or shifting work under or between them.

[1926.600(a)(3)(i)]



## 2.32 Personal Protective Equipment

### 2.32A Introduction

Devising an employee safety program that eliminates injuries and illnesses is as important in the workplace as creating a quality product or service. Most employers know that improved morale and lower workers' compensation costs are just two of the many benefits of having good safety programs. Such programs should include procedures for the elimination of injuries and illnesses through the use of personal protective equipment. This guide provides information that will help employers implement or enhance their companies' safety plans regarding PPE.

**Remember, it is the employer's responsibility to see that employees have, and use, personal protective equipment.** If there's an accident, the employer is typically held responsible for any injuries that should have been avoided by the use of personal protective equipment by an employee. It is also important to keep all PPE in sanitary and reliable condition. If a protective device fails due to being in poor condition, the employer is usually cited under OSHA regulations. Employers should make sure that their employees know how to properly use the PPE they are expected to wear.

General industry and construction standards require that personal protective equipment be provided to and used by employees whenever workplace hazards are encountered that could injure or impair any part of the body. Some requirements provide for the head, face, eyes and feet. Others explain when fall protection devices are required. When purchasing PPE, consult the OSHA standards to be sure that the equipment being bought satisfies the requirements in the standards. Particular standards also require that employees be allowed a choice of PPE devices. Personal protective equipment should not be used as a substitute for engineering, work practice and/or administrative controls. PPE should be used in conjunction with these controls to provide for employee safety and health in the workplace. PPE includes all clothing and other work accessories designed to create a barrier against workplace hazards. The basic element of any management program for personal protective equipment should be an in-depth evaluation of the equipment needed to protect against the hazards at the workplace. Management dedicated to employee safety and health should use that evaluation to set a standard operating procedure



for personnel, then train employees on the protective limitations of the selected PPE, as well as its use and maintenance.

Using PPE requires hazard awareness and training on the part of the user. Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition.

Selection of the proper PPE for a job is important. Employers and employees must understand the equipment's purpose and its limitations. The equipment must not be altered or removed even though an employee may find it uncomfortable. (Sometimes equipment may be uncomfortable simply because it is not sized properly for the individual.)

This booklet discusses those types of equipment most commonly used for protection of the head, including eyes and ears, and torso, arms, hands and feet. The use of equipment to protect against life-threatening hazards is also discussed.

### **Hazard Assessment and Training**

Employers are required to assess the workplace to determine if hazards that require the use of PPE are present or are likely to be present. If hazards or the likelihood of hazards are found, employers must select and have the affected employees use properly fitted PPE suitable for protection from these existing hazards.

Employers must certify in writing that a workplace hazard assessment has been performed. See the JSSP for each site. Defective or damaged personal protective equipment shall not be used.

Before doing work which requires the use of PPE, employees must be trained to know when PPE is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as know its proper care, maintenance, useful life and disposal.

Employers are required to certify in writing that training has been carried out and that employees understand it. Each written certification shall contain the name of each employee trained, the date(s) of training and identify the subject certified.



## **Workplace Hazard Control Program**

An effective PPE program is an important part of an overall workplace hazard control program. An effective program is a product of a partnership between the employer and employees. It is a joint venture. Employees must know that it is part of their duty to look for and report workplace hazards on a daily basis.

The workplace hazard control program focuses not only on hazards addressed by OSHA standards but also on hazards not specifically covered by these standards. The program can be thought of as a plan for:

- Recognizing hazards
- Evaluating hazards
- Controlling hazards

### **Recognizing Hazards**

Recognizing hazards does not result from happenstance. It results from a formal, systematic plan founded upon employee training. Some hazards, like unguarded machinery in a metal stamping shop, are peculiar to the workplace. Others, such as fire hazards, are of a general nature. But hazards of any nature can go undetected unless employees are trained to recognize them.

Insurance companies, private safety consultants and government agencies can help employers learn about hazards that may result from the nature of the work being conducted and about hazards common to all workplaces. From that beginning, employees can be trained to recognize hazards.

### **Evaluating Hazards**

The ability to recognize hazards must be applied to the workplace in the form of periodic inspections and monitoring. The total plant site should be inspected at least annually. Many workplace areas require monthly, weekly or even daily inspections. A written record of these



inspections needs to be kept. There should be a standard procedure to follow up the inspections to ensure deficiencies are corrected.

Special testing equipment may be required for particular hazards. The equipment should be maintained and properly calibrated. Employees who operate testing equipment must be trained to use it and to interpret the findings.

Work practices must also be evaluated for hazards. Approved work practices should always be reviewed when new machinery, a new operator or a different procedure is introduced to the operation. Particular standards require ongoing hazard evaluation. The standard regarding the control of hazardous energy (lockout/tagout) during machine repair or maintenance is one example.

### **Controlling Hazards**

There may not be a single best way to eliminate (control) hazards. Three approaches to the control of workplace hazards are through:

- Engineering controls
- Administrative controls
- Personal protective equipment

Engineering controls should be used first. Administrative controls should be used second. Personal protective equipment may be used in conjunction with engineering and administrative controls. For example, a machine could have excellent guarding at the point of operation (engineering controls), yet eye protection (PPE) may be required while the machine is being operated.

### **Examples of Engineering Controls**

A classic example of eliminating hazards through engineering controls is machine guarding. Eliminating possible ignition sources near operations where potential explosive vapors could be present is an engineering control. Enclosures for electrical hazards and ventilation equipment for respiratory hazards are engineering controls.





## **Examples of Administrative Controls**

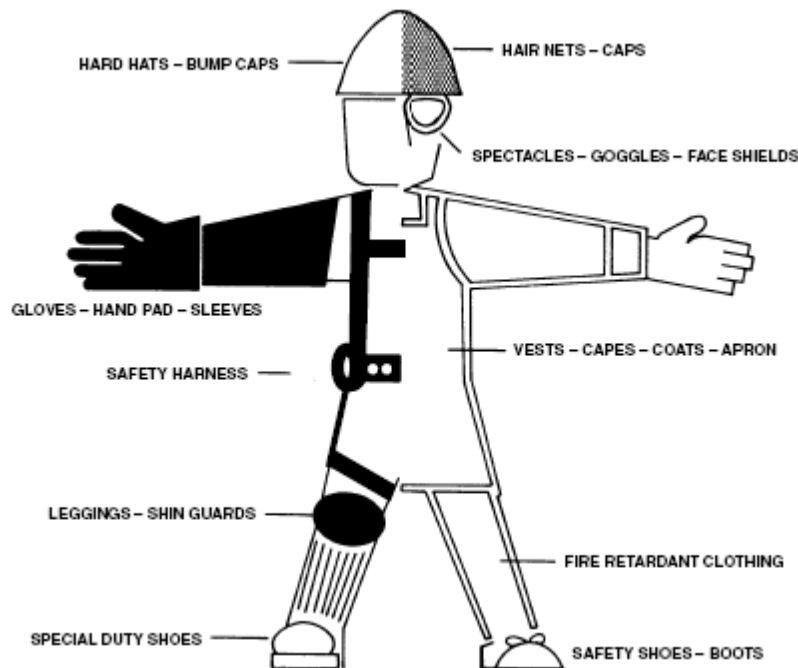
Administrative controls are used if engineering controls will not work or if they only partially work. This method involves limiting employee exposure to hazards by administratively controlling work schedules. Exposure to excessive heat, where cooling is not feasible or equipment has failed, could be controlled by limiting the time an employee spends working in that area. Administrative controls may also be necessary during emergencies or unusual situations. Since they are not as effective as engineering controls, administrative controls should be avoided in most situations.

## **Examples of Personal Protective Equipment**

Figure 1 illustrates PPE to protect the body, head, eyes, face, hands and feet. It is safety equipment designed to be worn or attached to the body. Fall protection devices and equipment to protect employees against drowning are also considered PPE. PPE offers protection that engineering and administrative controls cannot offer. In some operations PPE may be the only available protection for the employee. It is only proper to consider PPE as an adjunct to other means of controlling hazards. Remember, use engineering controls first and PPE as an additional workplace hazard control method.



**Figure 1**  
**Personal Protective Equipment**



### **Personal Protective Equipment—Selection, Use, and Maintenance Selection**

The workplace hazard control program should identify areas and operations that require PPE. OSHA and North Carolina occupational safety and health standards require PPE (and its use) in specific instances. The employer is responsible for knowing which standards apply to its workplace. Management's consultation with employees will identify even more instances where PPE would enhance workplace safety. A management employee team approach creates a positive atmosphere regarding the PPE and its use.

Funds should be budgeted for the procurement, maintenance and replacement of PPE. When the employer orders PPE, specific standard requirements should be included in the purchase order (see 29 CFR 1910.133(b)(1)). To illustrate this necessity, eye and face protection devices are required by OSHA standards to be designed, constructed and tested in accordance with American National Standards Institute Z87.1-1989. Hard hat protection (29 CFR 1910.135) must meet the requirements and specifications of ANSI Z89.1-1986. Be sure to consult the OSHA standards for applicable requirements before ordering PPE. Never purchase inferior PPE just because it is less expensive.



For specific sources of PPE, manufacturers' catalogs, safety equipment supply catalogs and trade literature can be referenced. Another very good information source is the annual March safety equipment issue of *Safety and Health* magazine published by the National Safety Council (Chicago, Ill.).

### **Use and Maintenance**

Employees have a responsibility to use the PPE and to keep the equipment clean and in reliable condition. Whenever the PPE is damaged or is not safe to be used, employees should be encouraged to turn in the old PPE item for a new one. When use of the PPE is required by company policy, employees must be made aware of the price for failing to adhere to the policy. The policy should be enforced with consistency and fairness.

It may be necessary to include on the inventory PPE for emergency situations. Each employee should be issued his or her own PPE. Personal protective equipment should not be thought of as "community property." PPE such as safety shoes, eye protection and hard hats should also be fitted to the individual. When PPE is properly fitted, it is more comfortable and is more likely to be used.

It is vitally important that the employee be trained in the proper use and care of the PPE. Both initial and refresher training is essential. Refresher training should be conducted at least annually.

## **2.32B Body Protection**

This part addresses body protection against operational, environmental and mechanical (but not chemical) hazards. Personal protective vests, aprons, coats, pants, coveralls and suits are available in a wide range of materials and for numerous purposes. The type of PPE for body protection and the selection of proper material should result from the workplace hazard control program. Accident investigations and analyses of injuries may also suggest the need for types of body PPE.



## Requirements

OSHA standards require that protective clothing be provided, used and maintained in a sanitary and reliable condition wherever it is necessary due to hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact (see 29 CFR 1910.132(a) and 29 CFR 1926.28(a)). Purchasers of body protection PPE should reference appropriate standards on purchase requests.

Once the PPE is in use it must be maintained in reliable condition. If employees are permitted to use their own PPE, the employer must nonetheless make certain that the PPE is adequate and properly maintained. Body protection PPE should be part of the overall inspection program and included in inspection checklists.

## Cooling Vests and Suits

Personal cooling vests and suits are available for wear in operations involving extreme heat conditions. One design requires the use of a supplied air system. The air enters the vest or coverall through a tube in which it is cooled by as much as 40 degrees. The cooled air is channeled out over the upper torso and around the neck area when only the vest is being used. When the coverall or full body cooling type of PPE is used, the cooling air is also channeled to the leg and arm areas.

There is also a type of body cooling system that does not require an electrical, air or water supply. This vest is made of durable flame-resistant cotton shell fabric. Sewn underneath the outer shell are layers of light metallic insulation that reflect radiant heat outward and cooling inward toward the body. Pouch-like areas are accessible for quick and easy installation of segmented, semi-frozen gel cooling packets. These gel packs, often referred to as plastic ice, provide approximately twice the cooling effect of the same volume of water ice. The gel packs will not leak, even if punctured. They can be refrozen overnight in an ordinary freezer.

Other systems use supplied cooling air and a manifold system of tubes to channel the cool air to the body extremities. Outer surfaces are frequently made of aluminum or other heat-reflective material, depending on the type and source of the heat conditions.



## **Foul Weather Gear**

Rain gear is available in coats or combination bib overall and jackets. Different types of materials are available to match the needs of the user. Common rain gear materials include PVC coatings on polyester or nylon fabric. For lightweight gear single-ply, 20-mil PVC is available. For heavy duty, a heavy-weight nylon netted material coated on both sides with a premium grade of 35-mil flame resistant PVC (or equivalent) may be used. Another combination is rubber on cotton material. This provides a material that resists aging and abrasion and remains flexible in cold weather.

Cold weather gear is available from many sources including sporting goods, catalog and clothing stores. The most common material used for cold outdoor work is the ten- and twelve-ounce cotton duck shell with a variety of lining insulation material. One of the more common lining insulations is polyester fiberfill. It is lightweight and moisture-resistant and has superior insulation qualities. Outer shell material is also available in water- and wind-repellant nylon twill. This material is lightweight but not as rugged as the cotton duck. Water-repellant cotton duck material is also available, but generally it must be retreated after washing. For extremely cold environments one fabricator uses wind-tight nylon duck material with polyester fiber insulation and a tight weave nylon lining. For durability in cold weather gear, look for construction with triple-stitched main seams and riveted stress points (e.g., at the pockets).

## **Knife Cutting Protection**

Workers may be required to perform operations involving the use of sharp knives. Stainless steel mesh material may be used to protect these employees. In many cutting and trimming operations, mechanical guarding is not feasible and body exposure to cuts is a concern. Metal mesh aprons are available for such tasks. Hand, wrist and arm protection garments are also available. These products are comfortable to wear and provide the user freedom of movement. Sizes are available for all body types. Adjustable shoulder and waist straps assure the user a snug fit. Whereas these types of garments are cut resistant, they are not puncture proof. They should not be used with high speed or serrated blades.



## High Visibility Vests

High visibility vests are available for workers involved in traffic control. These vests may also be required in operations where key personnel location is crucial. These vests are generally a high visibility orange. Vests can be procured with reflective trim, which offers greater day and night visibility. The vests may be made of solid vinyl, PVC coated polyester or nylon. The garment may be knit or flat mesh, solid or perforated, or nylon mesh. Other features can include hook and loop or snap front closure, webbing or elastic side closures, and reflective and/or luminescent vertical or horizontal stripes.

## Flotation Vests

OSHA standard 29 CFR 1926.106(a) requires that employees working over or near water, where the danger of drowning exists, be provided U.S. Coast Guard approved life jackets or buoyant work vests. These vests are available as flotation pads inside high visibility international orange nylon shells or as vinyl coated flotation pads of international orange. The flotation vests must be U.S. Coast Guard approved.

## Welding and High Heat

Coveralls, jackets, pants and aprons are available for operations involving high heat or molten metal splashes. Leather is the traditional protective material for many welding operations. Where there is exposure to radiant heat as well as molten metal splashes, aluminized garments may be used. They reflect up to 95 percent of the radiant heat. Flame-resistant cotton coveralls designed for comfort as well as protection are sometimes preferred. Whatever the type of clothing used for welding operations, it should not have external pockets or cuffs.

Fabrics of silica, ceramic and fiberglass eliminate the need for asbestos and are now available for welding operations. These fabrics are available in many combinations of color and weight. The fabrics are functional over a temperature range of 700 F to 2,000 F.



## 2.32.C Head Protection

Preventing head injuries is an important goal of every safety program. A survey by the U.S. Bureau of Labor Statistics of on-the-job accidents and injuries noted that most workers who suffered impact injuries to the head were not wearing head protection when the accident occurred. The majority of workers were injured while performing their normal jobs at their regular work stations.

The survey showed that in most instances where head injuries occurred, employers had not required their employees to wear head protection. According to the report, in almost half of the accidents involving head injuries, employees did not know of any measures taken by the employers to prevent such injuries from occurring. Of the workers wearing hard hats, 95 percent indicated that they were required by their employers to wear them.

The BLS survey noted that more than one-half of the workers struck on the head were looking down when the accident occurred. Almost 30 percent of them were looking straight ahead. The study showed a dramatic difference in the injury rate for workers who bumped into stationary objects based on the use of hard hats. Unprotected workers suffered about three times the number of injuries as hard hat wearing workers did when striking a stationary object.

Eliminating or controlling hazards should be given first consideration, but many accidents involving head injuries are difficult to anticipate and control. Where dangers exist, head protection must be provided to avoid injury.

Depending upon the construction, hard hats protect employees from head injuries that can be caused by falling or flying objects, bump hazards in close or confined spaces, and electrical shock or burns. Whatever the construction, the hard hat should be easily adjustable so that employees will wear the hat properly. The hats should be acceptable in terms of comfort and appearance so that employees will want to wear them.

A good hard hat program will stress that the hard hat is part of the work uniform. In fact, the hard hat is an excellent place to print the employer's name, identifying the employee as part of the organization.



Particular hard hats can:

- Resist a reasonable impact force without breaking or collapsing the shell or damaging the internal suspension
- Dissipate and/or absorb as much impact force as possible to avoid transmitting the force to the head, spinal column or other parts of the body
- Resist impact penetration
- Provide electrical protection

Those responsible for determining the use of hard hats should be aware of the protection the hats are intended to provide, their limitations, and the maintenance and care required to keep the hats in safe and reliable condition. Employees who are required to wear the hats should be informed of the same information.

### **OSHA Requirements**

The standards recognized by OSHA for protective hats purchased prior to July 5, 1994, are contained in ANSI *Requirements for Industrial Head Protection*, Z89.1-1969, and ANSI *Requirements for Industrial Protective Helmets for Electrical Workers*, Z89.2-1971. These should be consulted for details. The standards for protective helmets purchased after July 5, 1994, are contained in ANSI *Personal Protection—Protective Headwear for Industrial Workers—Requirements*, Z89.1-1986. Later editions of these standards are available and acceptable for use.

### **Selection**

Each type and class of head protectors is intended to provide protection against specific hazardous conditions. An understanding of these conditions will help in selecting the right hat for the particular situation.

Protective hats are made in the following types and classes:

Type 1—helmets with full brim, not less than 1¼ inches wide

Type 2—brimless helmets with a peak extending forward from the crown





For industrial purposes, three classes are recognized:

Class A—general service, limited voltage protection

Class B—utility service, high-voltage protection

Class C—Special service, no voltage protection

For firefighters, head protection must consist of a protective head device with ear flaps and a chin strap that meets the performance, construction and testing requirements of 29 CFR 1910.156(e)(5).

Hats and caps under Class A are intended for protection against impact hazards. They are used in mining, construction, shipbuilding, tunneling, lumbering and manufacturing.

Class B utility service hats and caps protect the wearer's head from impact and penetration by falling or flying objects and from high-voltage shock and burn. They are used extensively by electrical workers.

The safety hat or cap in Class C is designed specifically for lightweight comfort and impact protection. This class is usually manufactured from aluminum and offers no dielectric protection. Class C helmets are used in certain construction and manufacturing occupations, oil fields, refineries, and chemical plants where there is no danger from electrical hazards or corrosion. They are also used on occasions where there is a possibility of bumping the head against a fixed object.

Materials used in helmets should be water-resistant and slow burning. Each helmet consists essentially of a shell and a suspension system. Ventilation is provided by a space between the headband and the shell. Each helmet should be accompanied by instructions explaining the proper method of adjusting and replacing the suspension and headband.

The wearer should be able to identify the type of helmet by looking inside the shell for the manufacturer, ANSI designation and class. For example:

Manufacturer's Name



ANSI Z89.1-1969 (or later year)  
Class A

### **Fit**

Headbands are adjustable in 1/8-size increments. When the headband is adjusted to the right size, it provides sufficient clearance between the shell and the headband. The removable or replaceable type sweatband should cover at least the forehead portion of the headband. The shell should be of one-piece seamless construction and designed to resist the impact of a blow from falling material. The internal cradle of the headband and sweatband forms the suspension. Any part that comes into contact with the wearer's head must not be irritating to normal skin.

### **Inspection and Maintenance**

Hard hat manufacturers should be consulted with regard to paint or cleaning materials for their helmets because some paints and solvents may damage the shell and reduce protection by physically weakening it or negating electrical resistance. **Employees should understand that they must not drill holes, alter the harness or cut their initials into hard hats.**

A common method of cleaning shells is dipping them in hot water (approximately 140 F) containing a good detergent for at least a minute. Shells should then be scrubbed and rinsed in clear hot water. After rinsing, the shell should be carefully inspected for any sign of damage.

All components, shells, suspensions, headbands, sweatbands and any accessories should be visually inspected daily for signs of dents, cracks, penetration or any other damage that might reduce the degree of safety originally provided.

Users are cautioned that if unusual conditions occur (such as higher or lower extreme temperatures than described in the standards), or if there are signs of abuse or mutilation of the helmet or any component, the margin of safety may be reduced. If damage is suspected, helmets should be replaced or representative samples tested in accordance with procedures contained in ANSI Z89.1-1986.



**Helmets should not be stored or carried on the rear-window shelf of an automobile, since sunlight and extreme heat may degrade the plastic and adversely affect the degree of protection.**

### *Accessories*

#### **Face shield Protection**

Face shield devices can be attached to the helmet without changing the helmet strength and electrical protection. A metal face shield bracket system can be used on a Class A helmet; however, if a Class B helmet is to be used in an area where Class B protection is required, a type of bracket and shield system which will not conduct electricity (has a dielectric rating) should be used.

#### **Ear Muffs**

The required degree of hearing protection should be considered prior to selecting ear muff attachments. If ear muffs are to be attached to helmets, metal attachments are acceptable for Class A helmets. Attachments with a dielectric rating must be used for Class B helmets.

#### **Sweat Bands**

If sweat bands are necessary, they must not interfere with the effectiveness of the helmet headband system. Some sweatband devices are made to fit on the headband. For electrical work, metal components must not be used to attach sweatbands to helmets.

#### **Winter Liners**

There are many varieties of winter liners. One type fits over the hard hat assembly. It is flame retardant and elasticized to give the user a snug, warm fit. Other styles fit under the helmet. If the liner is to be used with a Class B helmet, it must have a dielectric rating. Regardless of the warmth characteristics, the liner and helmet combination should be compatible. The liner and helmet must fit properly to give the employee proper impact and penetration protection.

#### **Chin Straps**

When wind or other conditions present the possibility of the hard hat being accidentally removed from the head, chin straps can be used. If chin straps are used, they should be the



type that fastens to the shell of the hard hat. If the chin straps fasten to the headband and suspension system, the shell may blow off and strike another employee.

## 2.32.D Eye and Face Protection

Your eyes are two of your most valuable possessions. Almost everything you learn enters your brain through your eyes. Flying objects can also enter the brain through the eyes. Since the eye is one of the most vulnerable parts of the body, it is very important that you give your eyes the protection they deserve.

Eye and face protective equipment is required by OSHA where there is a reasonable probability of preventing injury when such equipment is used. Employers must provide a type of protector suitable for the work to be performed and employees must use the protectors. These stipulations also apply to supervisors and management personnel and should apply to visitors while they are in hazardous areas.

Most eye injury accident evaluations reveal that nine out of ten eye injuries could have been avoided if safety procedures had been followed and eye and/or face protection had been worn. Eye injuries are caused by flying particles, cuts, chemical burns, injurious light, heat rays and blows to the face and eyes. To prevent such injuries, many types of eye and face protection devices are available. Sometimes it is wise to use both eye and face protection. The face shield can serve as the first line of defense to protect against flying particles. The face shield can also protect other parts of the face and the throat.

The workplace hazard control program should include the evaluation of operations, procedures and equipment that might threaten the eyes and face and requirements for eye and face protection. The eye and face protection program should ensure that employees:

- Are aware of potential eye and face hazards in their job
- Have and use eye and face protection appropriate for the potential hazards involved
- Know that their PPE meets OSHA standards
- Have PPE that fits and does not in and of itself create a hazard
- Make certain their PPE is kept in a clean and reliable condition and replaced if damaged
- Understand when lighting is or is not adequate and compatible with the PPE being used



- Know the emergency procedures to follow in case of an accident to the eye or face

## **OSHA Requirements**

OSHA standards 29 CFR 1910.133(a)(1) and 29 CFR 1926.102(a)(1) require eye and face protection devices to be provided and worn where there is a reasonable probability of injury which can be prevented by using such equipment. The standards require that employers make appropriate protective devices available and ensure that employees use such devices.

OSHA Standards 29 CFR 1910.133(b) and 29 CFR 1926.102(b)(2) state criteria and guidelines for eye and face protection. The design, construction, testing and use of eye and face protection required by these sections shall meet the requirements specified in ANSI Z87.1-1968 and ANSI Z87.1-1989 (Practice for Occupational and Educational Eye and Face Protection), as appropriate to the standard and device. Eye and face protection devices should protect against the intended hazard and be:

- Marked to identify the manufacturer
- Reasonably comfortable
- Of proper fit
- Durable
- Capable of being disinfected
- Easy to clean
- In good repair

## **Eye Protection**

In OSHA construction standard 29 CFR 1926.102(a)(5) a table is provided to guide the selection of eye and face protection. Figure 2 illustrates and lists protective devices based on types of workplace hazards. An industrial hygienist can help select eye protection for radiation, chemical hazards and some types of heat hazards. Fitting protective goggles and spectacles to an individual worker should be done by someone skilled in the procedure.



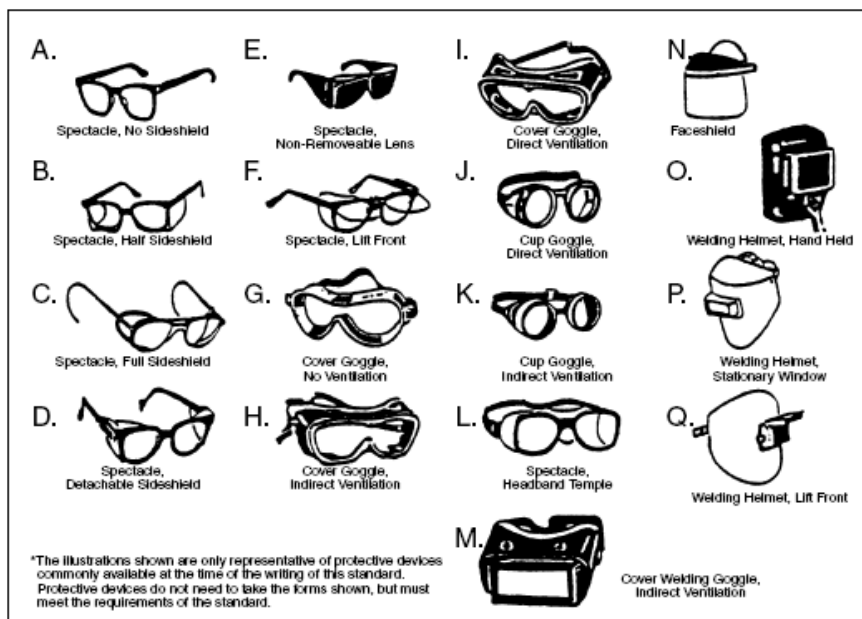
## Spectacles

Spectacles are available in a wide variety of styles and colors. They can be equipped with or without side shields, depending on the potential hazards involved. Figure 2 (item A) depicts an example of a spectacle with no side shield, for use where only frontal protection only is required. Spectacles with full or half side shields are for use where side protection is desired. *Always use the protection needed for the highest level of hazard that could occur.* For example, it is wise policy to use side shields throughout a machining or grinding work area.

Lenses can be made of polycarbonate (plastic) or heat treated or chemically treated glass. The most common lens is the polycarbonate type. It is lightweight and has superior projectile impact resistance. Either type of lens material can be prescription ground. Persons wearing contact lenses are additionally required to wear eye and face protection if the impact hazard exposure is located in a hazardous environment.

Frames are also made of a variety of materials. Metal frames should not be used in an electrical hazard area. The manufacturer should warrant that lenses and frames meet the ANSI Z87.1 standard requirements.

**Figure 2**  
**Eye and Face Protection Devices**





## Goggles

People who wear prescription glasses and are exposed to eye impact hazards must either wear safety glasses with prescription lenses or wear goggles designed to be worn over their regular prescription eye wear. Goggle frames are molded of oil resistant synthetic rubber, natural rubber and vinyl. Figure 2 (items G through K) illustrates different goggle configurations. Goggles that offer ventilation are important where fogging is a problem. In work areas with smoke, dust, chemical splashes or fumes that could irritate the eyes, goggles with no ventilation capacity may be safer. *Always select goggle protection against the highest level of hazard that could occur in the workplace environment.*

### Figure 3

#### Filter Lens Shade Numbers for Protection against Radiant Energy

| Welding operation  | Shade number |
|--|--------------|
| Shielded metal-arc welding 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes.....            | 10           |
| Gas-shielded arc welding (nonferrous) 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes..... | 11           |
| Gas-shielded arc welding (ferrous) 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes.....    | 12           |
| Shielded metal-arc welding 3/16-, 7/32-, 1/4-inch diameter electrodes.....                   | 12           |
| 5/16-, 3/8-inch diameter electrodes.....   | 14           |
| Atomic hydrogen welding .....  | 10–14        |
| Carbon-arc welding .....   | 14           |
| Soldering .....  | 2            |
| Torch brazing .....  | 3 or 4       |
| Light cutting, up to 1 inch .....  | 3 or 4       |
| Medium cutting, 1 inch to 6 inches .....   | 4 or 5       |
| Heavy cutting, over 6 inches .....   | 5 or 6       |
| Gas welding (light), up to 1/8-inch.....   | 4 or 5       |
| Gas welding (medium), 1/8-inch to 1/2-inch.....  | 5 or 6       |
| Gas welding (heavy), over 1/2-inch.....  | 6 or 8       |

**Note:** In gas welding or oxygen cutting where the torch produces a high yellow light, it is desirable to use a filter or lens that absorbs the yellow or sodium line in the visible light of the operation.

Goggle lens materials include polycarbonate, acetate and glass. For environments where high humidity or fogging is a problem, anti-fogging lenses are available. Welding goggles with filter



lenses require filter lens shade numbers for protection against the particular welding operation radiant energy hazard. Use the table in figure 3 (from 29 CFR 1910.252) to select the proper shade number. Laser beam protective lenses are also available.

OSHA and the National Society to Prevent Blindness recommend that emergency eyewashes be placed in all hazardous locations. First aid instructions should be posted close to potential danger spots since any delay to immediate aid or an early mistake in dealing with an eye injury can result in lasting damage.

### **Inspection and Maintenance**

It is essential that the lenses of eye protectors be kept clean. Continuous vision through dirty lenses can cause eye strain—a commonly used excuse for not wearing the eye protectors. Daily inspection and cleaning of the eye protector with soap and hot water, or with a cleaning solution and tissue, is recommended.

Pitted lenses, like dirty lenses, can be a source of reduced vision. They should be replaced. Deep scratches or excessively pitted lenses are apt to break more readily.

Slack, worn-out, sweat-soaked or twisted headbands do not hold the eye protector in proper position. Visual inspection can determine when the headband elasticity is reduced to a point beyond proper function.

Goggles should be kept in a case when not in use. Spectacles, in particular, should be given the same care as one's own glasses, since the frame, nose pads and temples can be damaged by rough usage.

Several methods for disinfecting eye-protective equipment are acceptable. The most effective method is to disassemble the goggles or spectacles and thoroughly clean all parts with soap and warm water. Carefully rinse all traces of soap, and replace defective parts with new ones. Swab thoroughly or completely and immerse all parts for 10 minutes in a solution of germicidal deodorant fungicide. Remove parts from solution and suspend in a clean place for air drying at room temperature or with heated air. Do not rinse after removing parts from the solution because this will remove the germicidal residue, which retains its effectiveness after drying.





The dry parts or items should be placed in a clean, dust-proof container such as a box, bag or plastic envelope, to protect them until reissue.

### **Face Protection**

Face shields provide extra protection. ANSI Z87.1-1989 states that “face shields shall only be worn over primary eye protection.”

Face shields provide additional protection for the nose, mouth and throat. Face shields do not protect employees from impact hazards. Use face shields in combination with goggles or safety spectacles when you must protect employees from impact hazards, even in the absence of dust or potential splashes. There must be a program to maintain face shields in a clean and reliable condition. Face shields are frequently used by more than one person. When not in use, face shields should be properly stored and not left lying on a workbench or hanging on a wall where they could collect dust and grime. Plastic face shields are available in acetate, polycarbonate and Lexan. The shield thickness is generally 0.04 or 0.06 inches; however, thicker shields are available. For severe exposure hazards it is generally recommended that 0.06 inch polycarbonate or Lexan be used. These thickness and material combinations offer a superior projectile impact resistance safety factor. Reflecting metal screen face shields are available for workplaces where radiant heat is a potential hazard. Headgear and hard hat brackets can be obtained to attach the face shield to a hard hat or directly to the head. Dielectric headgear or hard hat brackets are available for use in work areas where potential electrical hazards exist. Another form of face protection is the welding helmet. Such helmets are equipped to hold shaded filter lenses to protect against optical radiation (see figure 2). The helmets also protect against molten metal splatter. Extended crowns on helmets can protect the top of head.

## **2.32.E Gloves—Hand and Arm Protection**

Approximately 25 percent of workplace injuries are to employees’ hands, fingers and arms. These injuries account for approximately 30 percent of workers’ compensation costs. The hands and fingers are used to accomplish many hazardous workplace activities. They must be protected from injury.



Hand, arm and finger protective equipment is available in a great variety of types and materials. Gloves help protect against chemicals, surface heat, radiant heat, extreme cold, splinters, abrasion, cuts and electrical shock. The workplace hazard control program should carefully assess all work areas for hand and arm protection needs. The proper use of gloves can reduce accidents and associated losses and help increase production.

The length of gloves should be determined for splash protection, arm immersion in any solution or any exposure to other types of hazards. The proper size and fit of gloves are also important considerations. If gloves are too large they may be uncomfortable and accidentally come off at the wrong time. If they are too small they can bind the hand and cause hand fatigue. The correct glove size is double the width (inches) of the palm at its widest point.

Before purchasing gloves, the employer should request documentation from the manufacturer that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated. For example, for protection against chemical hazards, the toxic properties of the chemical(s) must be determined—particularly, the ability of the chemical(s) to pass through the skin and cause systemic effects.

### **OSHA Requirements**

OSHA standards 29 CFR 1910.132(a) and 29 CFR 1926.28(a) require that PPE be provided to protect employees' extremities whenever it is necessary because of hazards of processes or the environment. The PPE must also be maintained in a sanitary and reliable condition.

There are specific requirements for hand protection for electrical workers. Rubber is considered the best material for insulating gloves and sleeves from the shock and burn hazards encountered in electrical work. Rubber insulating gloves for general industry electrical workers must meet the requirements in 29 CFR 1910.137 and for construction industry workers, the requirements in 29 CFR 1926.951(a) (ANSI J6.6-1971).



## *Hand and Arm Protection*

### **Cut-Resistant**

When engineering and work practice controls fail to eliminate the risk of injury to employee hands or arms, protective gloves are the primary means of protecting their hands. When the risk of injury includes the arm, protective sleeves, often attached to the gloves, may be appropriate. Nature of the hazards(s) and the operation to be performed will determine your selection of gloves.

The meat packing and poultry processing industries typically use metal mesh hand, wrist, arm and finger protective wear to protect against knife cuts. This type of glove can be used in other industries where protection against cuts is required. Plastic dots can be adhered to the metal mesh to facilitate gripping. Another type of cut-resistant glove combines stainless steel with cut-resistant fiber wrapped with nylon fibers for enhanced flexibility and surface softness. These materials resist knives, glass, sheet metal, sharp edges and other cutting surfaces. They are cut resistant but not cut proof or puncture proof. These materials must not be subjected to high-speed knives or serrated blades.

### **High and Low Temperatures**

Gloves, mittens, and arm and sleeve protectors are available in a wide variety of materials. Leather is a common welder's glove material. Heavy duty terrycloth gloves can provide heat protection of up to 350 F. For extreme high and low temperature protection, specially processed silica fiber cloth (non-asbestos) can withstand temperatures from -100 F to 1,100 F. *Do not use asbestos gloves.*

### **Splinters, Cuts, Abrasions and General Use**

Lightweight pigskin, goatskin or calfskin leather gloves enable dexterity and grip while offering some resistance to cuts and abrasions. Other materials that offer similar protection include laminated nitrile coating on stretch fabric; vinyl impregnated stretch fabric; vinyl, rubber or nitrile coated cotton; and other combinations of PVC, neoprene, vinyl, rubber coated or impregnated fabrics.



## Electrical Protection

Employers must make certain that rubber devices to protect against electrical shock meet the ANSI J6 series standards. Rubber insulating gloves must meet ANSI J6.6. These gloves are available to meet different voltage exposures. Lightweight low voltage gloves are for use on voltages of under 1,000. Gloves for use on high voltage are of thicker material for the dielectric strength.

As the use voltage rating increases, so does the glove weight. Leather glove protectors are available to protect electrical linemen's rubber gloves against punctures and abrasion. Employees who use this type of equipment must be *qualified* (see 29 CFR 1910.331(a)). Rubber gloves must be visually inspected and an "air" test must be performed before they are used.

## Repetitive Motion and Vibration

New forms of technology have brought about injuries known collectively as cumulative trauma disorders. Protective gear is now available to help minimize repetitive hand and wrist motions. Gloves are also being marketed to provide protection against vibration. One such glove has openings for the fingers but offers palm protection. These anti-vibration gloves may be worn under regular work gloves.

## Chemicals

Glove materials used to protect against chemicals include natural rubber, neoprene, polyvinyl chloride, polyvinyl alcohol and nitrile. Chemical degradation guides are available to help you determine the general suitability of various glove materials to exposures of specific chemicals.

There are many operational variables that may affect the performance of chemical protection gloves, including chemical combinations and concentrations, temperature, and exposure time. The employer is responsible for determining the suitability of the glove material for the job. Upon request, most glove manufacturers will furnish samples of materials to help you determine the best material for the specific chemical.



## 2.32.F Foot and Leg Protection

In an average lifetime, our feet will carry us 65,000 miles. That figures out to be approximately 11 round trips, coast to coast, across the United States. For our feet to accomplish that considerable feat, their 52 bones, 60 joints, 38 muscles and 114 ligaments must work very hard. Obviously, we do not want these valuable body parts to become injured. They provide mobility we need to work and enjoy life.

The typical foot injury, according to the BLS study cited earlier, was caused by objects falling less than 4 feet and having a median weight of about 65 pounds. As with most of the injuries studied, most workers were conducting normal job activities when they suffered a foot injury.

Good footwear provides comfort, supports the body and reduces fatigue. Proper shoe size helps employees avoid foot maladies such as ingrown toe nails. Properly designed shoe soles can provide secure footing for a variety of different workplace environmental conditions. Safety shoes can prevent foot bruises, resist punctures and minimize injuries. There are many safety shoe manufacturers that will gladly help you set up a safety shoe program.

Most safety shoes use metal toe caps built into the toe of the shoe. Nonmetal toe guards are available for employees who must pass through metal detecting devices for security purposes. There are other workplace environments, such as electrical work, where nonmetal safety shoes must be used.

Other footwear protective devices are available. Foot and toe guards can fit over shoes. Employees who require special shoes can wear these devices over their shoes. For leg and ankle protection, the employer can obtain separate shin, knee or ankle guards. Some guards combine all or part of these features into one integrated guard.

Protective spats and leggings can be used to protect all or part of the leg from the ankle to the knee. These guards are generally used to protect employees against molten metal or hot sparks. They can be equipped with Velcro-type closures that can allow quick removal in case of emergency.



## OSHA Requirements

Safety footwear is classified according to its ability to meet minimum requirements for both compression and impact tests. These requirements and testing procedures may be found in American National Standards Institute standards. Protective footwear purchased prior to July 5, 1994, must comply with ANSI Z41.1-1967, *USA Standard for Men's Safety-Toe Footwear*. Protective footwear purchased after July 5, 1994, must comply with ANSI Z41-1991, *American National Standard for Personal Protection-Protective Footwear*. These requirements apply to both the construction and general industries in the OSHA standards (see 29 CFR 1926.28(a) and 29 CFR 1910.136). Safety shoes must be kept in reliable condition. Safety shoes must protect against the specific workplace hazard(s) involved.

### *Foot and Leg Protection*

#### **Safety Shoes**

There are many styles of shoes available as well as different materials and construction. Dress shoes with safety toes are difficult to distinguish from ordinary dress shoes. A safety shoe program can provide acceptable safety footwear for management, supervisors and operations personnel.

Special safety shoes without laces or eyelets can be obtained for protection where molten metal and/or welding sparks are a hazard. For those types of exposures, leather or heat- and flame-resistant shoe material construction should be used. Where there is a hazard of protruding nails or sharp objects on the walking surface, safety shoes should be equipped with metal inner soles. For electrical workers and those who have to work in classified or security areas, nonmetal toe guards, eyelets, and other shoe construction components are available. For special foot protection needs you should contact a safety shoe manufacturer or distributor.

#### **Safety Shoe Accessories**

Storm rubbers that slip on over the safety shoe provide a nonskid tread for fall protection on slippery walking surfaces. One such shoe has a storm rubber sole with safety bars of aluminum oxide molded into the tread. Not only are storm rubbers good for fall protection, they also



provide excellent protection for inside or outside work where water, oil, or chemicals could damage the safety shoe outer shell.

Lightweight metal or plastic toe and/or instep shoe caps offer protection where marginal foot hazards exist. These devices can be quickly slipped on over safety or street shoes. They are not intended to replace safety shoes.

### **Leg Protection**

Over the sock or over the safety shoe boots are available. Boot outer shell materials include PVC, rubber, butyl and neoprene. Temperature, abrasion and chemical exposures in the workplace must be considered in the selection of the material.

Protective spats and leggings offer protection against chain saws, high heat, flame, molten metal splashes and hot sparks. Material construction includes leather, flame-retardant duck, aluminized rayon and other aluminized fabrics. Quick release legging Velcro closures should be used when any emergency would require the legging to be quickly removed.

## **2.32.G Other PPE (Hearing, Respiratory, Torso)**

### **Ear Protection**

Exposure to high noise levels can cause hearing loss or impairment. It can create physical and psychological stress. There is no cure for noise-induced hearing loss, so the prevention of excessive noise exposure is the only way to avoid hearing damage. Specifically designed protection is required, depending on the type of noise encountered and the auditory condition of the employee.

Preformed or molded earplugs should be individually fitted by a professional. Waxed cotton, foam or fiberglass wool earplugs are self-forming. When properly inserted, they work as well as most molded earplugs.



Some earplugs are disposable, to be used one time and then thrown away. The non-disposable type should be cleaned after each use for proper protection. Plain cotton is ineffective as protection against hazardous noise.

Earmuffs need to make a perfect seal around the ear to be effective. Glasses, long sideburns, long hair and facial movements, such as chewing, can reduce protection. Special equipment is available for use with glasses or beards.

The N.C. Department of Labor publishes a separate guide on occupational hearing protection (e.g., Industry Guide #15, *Developing and Maintaining an Effective Hearing Conservation Program*). Please see inside back cover of this publication for more information. For additional, specific information on a hearing conservation program, see OSHA standard 29 CFR 1910.95, *Occupational Noise Exposure*.

### **Respiratory Protection**

Regulations concerning the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, vapors, or in oxygen-deficient environments can be found in OSHA standard 29 CFR 1910.134.

### **Torso Protection**

Many hazards can threaten the torso: heat, splashes from hot metals and liquids, impacts, cuts, acids, and radiation. A variety of protective clothing is available: vests, jackets, aprons, coveralls and full body suits.

### **Selection**

Wool and specially treated cotton are two natural fibers that are fire-resistant and comfortable since they adapt well to changing workplace temperatures.

Duck, a closely woven cotton fabric, is good for light-duty protective clothing. It can protect against cuts and bruises on jobs where employees handle heavy, sharp, or rough material.





Heat-resistant material, such as leather, is often used in protective clothing to guard against dry heat and flame. Rubber and rubberized fabrics, neoprene, and plastics give protection against some acids and chemicals.

It is important to refer to the manufacturers' selection guides for the effectiveness of specific materials against specific chemicals.

Disposable suits of plastic-like or other similar synthetic material are particularly important for protection from dusty materials or materials that can splash. If the substance is extremely toxic, a completely enclosed chemical suit may be necessary. The clothing should be inspected to ensure proper fit and function for continued protection.

## **2.32.H Fall Protection**

The focus of this part is to provide general information and address protection devices and systems that pertain to requirements of standard for fall protection. The fall protection standard deals with both the human and equipment-related issues in protecting workers from fall hazards. According to data as provided OSHA through the U.S. Department of Labor, between 150 and 200 workers are killed and more than 100,000 are injured as a result of falls at construction sites. Slips, trips and falls constitute most of general industry accidents.

OSHA requires fall protection in construction when working from unguarded surfaces above six feet (or 10 feet on scaffolds) or at any height when above dangerous machinery or equipment. TCG requires fall protection on scaffolds at 10'. Exceptions can be approved by superintendent after consulting with Safety Director.

For general industry, the standard requires every open-sided floor, walkway, platform or runway 4 feet or more above adjacent floor or ground level be guarded by a standard railing or equivalent. Also, as applicable to general industry, the standard states regardless of height, open-sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment, pickling or galvanizing tanks, degreasing units, and similar hazards must be guarded with a standard railing and toe board.



Under guidelines of the standard, employers can select fall protection measures compatible with the type of work being performed. Fall protection generally can be provided using guardrail systems, safety net systems, and personal fall arrest systems, positioning device systems and warning line systems, among others.

When workers are exposed to falls during building or bridge construction, safety nets may be used. Safety nets are generally viewed as backup safety devices rather than primary life-saving devices. Safety belts, harnesses and lanyards attached to a structure or lifeline are primary life-saving devices for employees who work at high elevations. For work at low elevations, such as in confined spaces, the safety harness or belt and lanyard system can be used to retrieve an injured or incapacitated person.

Before a fall arrest system is used and after any fall arrest component or system is changed, employees must be trained to use the system safely. Fall arrest systems must be inspected prior to each use for mildew, wear, damage and other deterioration. Defective components must be removed from service. Any fall arrest systems or components subjected to impact loading (such as an accidental fall) must be immediately removed from service. It must not be used again for employee protection unless a competent person inspects the system or component, determines it to be undamaged, and authorizes its reuse.

Ladder safety climb systems combine the safety harness or belt and lanyard with a rope or rail type grab device. Ladder safety climb devices can be used on water towers, radio and television antenna towers, and other high structures to provide the user safety as well as a system that reduces the effort required to climb very high ladders.

Should an employee pass out while on the ladder and while at a high elevation, another employee with his or her own ladder climb device can safely ascend the ladder and retrieve the disabled employee. Ladder safety devices can be used in lieu of cage protection on ladders over 20 feet in height in unbroken lengths.



### Notice

In North Carolina, employers must make sure that employees now use locking type snaphooks to attach personal fall arrest equipment to the fall protection system in use. This rule is in effect throughout this state and being enforced by the N.C. Division of Occupational Safety and Health.

Effective January 1, 1998, body belts are no longer acceptable as part of an employee personal fall arrest system in either North Carolina or the rest of the United States. In general, this will mean using full body harnesses in their place.



*Locking Type Snaphooks*



*Full Body Safety Harness*

## Safety Harnesses and Belts

The employee fall arrest system should be selected after considering such factors as the presence of sand, extreme heat or cold, solvents, acids, lubricants, and other factors that could have an adverse effect on the equipment. Free-fall distance should be kept to six feet or less. Wire rope fall arrest systems should not be used where an electrical hazard is present. If lanyards, connectors and lifelines are subject to damage by work operations such as welding or sandblasting, exposed fall arrest system components must be protected. Design, system performance criteria, care and use, and inspection requirements for fall arrest systems for powered platforms are contained in 29 CFR 1910.66, appendix C. These same considerations should be observed for fall arrest systems for any operation. ANSI A10.114-1975 should be consulted to resolve questions regarding the type of safety harness or belt and lanyard to use for a particular job.

Ladder safety devices may be used in lieu of cage protection on tower, water tank and chimney ladders over 20 feet in unbroken length. No landing platform is required in these cases. (See 29 CFR 1910.27(d)(5).)

The waist safety belt can be used is used with some ladder climb safety systems. Although a fall may be arrested with a waist belt and lanyard, serious injury can result if the free-fall distance is



not restricted to six inches or less. A waist belt can cause severe internal injuries if it arrests an employee's free-fall from as little as three feet.

If there is a possibility of a free-fall between two and six feet, the full body harness must be used. An employee fall arrest system must be rigged so that employees can neither free-fall more than six feet nor contact any lower level. The full body harness allows a portion of the shock load to be transmitted to the buttocks and thighs, thereby preventing serious injury. From a fall arrest comfort standpoint (to minimize thigh strap pull-up in the crotch) thigh straps should be attached to the shoulders and waist on the back only.

ANSI standard class 4 suspension belts are for independent work support to suspend a worker. Examples are boatswain's chairs, tree trimmer belts, and raising and lowering harnesses. A tree trimmer belt is designed to be used as a positioning and sole support belt, similar to a boatswain's chair. The D-rings are located in the front so in the event of a free-fall the arresting force is from the chest to the back. Since this would cause the body to be bent backwards, causing severe injury, a class 4 belt must not be used as part of a personal fall arrest system.

### **Lanyards, Deceleration Devices and Lifelines**

A lanyard is a flexible line of rope, wire rope or strap used to secure the body belt or body harness to a deceleration device, lifeline or anchorage. If deceleration devices are used, they either have lanyards to attach to the belt D-ring or the manufacturer will specify the type of lanyard to use. Lanyards and vertical lifelines to tie off one person must have a minimum breaking strength of 5,000 pounds. Nylon rope has the greatest shock absorbing characteristics. Straps (webbing) can be used where abrasion resistance is required. Other synthetic fiber ropes such as polyester and polypropylene are available. Select the type of material on the basis of the workplace environment. The D-rings and locking snap hooks must be capable of sustaining a minimum tensile load of 5,000 pounds. Locking snap hooks must be sized to be compatible with the member to which they are to be connected to prevent unintentional disengagement.

Ropes and straps (webbing) used for lanyards, lifelines, and strength components of body belts and body harnesses must be made of synthetic fiber or wire rope. Leather body belts must not be used. A 2 inch wide by 1/4 inch thick steer hide strap will break at around 1,500 pounds. A 1 1/2 inch wide by 1/4 inch thick cotton webbing nylon filled strap will break at 5,000 pounds.



Several types of fall arrest and restraint devices are available to meet specific industrial or construction industry needs. Mobile and static type rope grab devices for both fiber rope and steel wire cable can move up or down the lifeline so that they can be kept adjusted at or above the shoulder to limit free-fall.

Self-retracting lifelines (SRLs) and lanyards can limit a freefall to less than two feet. These devices allow the worker to move about while working. The spring tensioned cable retracts into the block as the worker moves toward the unit and pulls out as the worker moves away from the block. If a fall does occur, the device locks and suspends the worker until rescue is accomplished.

A vertical lifeline used to tie off one employee must have a minimum breaking strength of 5,000 pounds. The manufacturer or distributor should supply test data verifying that the design, performance and testing requirements of the standards have been met.



## 2.32.1 Employee Training and Certification Proper Use of Personal Protective Equipment

Instructor Name \_\_\_\_\_

Date \_\_\_\_\_

### TRAINING OBJECTIVES:

- Company/employee responsibilities
- Work area hazards
- How PPE will protect
- When PPE should be worn
- What PPE should be worn
- How to don, doff, assure proper fit, adjust, wear properly
- Limitations of the PPE
- Proper care, maintenance, cleaning (sanitation)
- Reporting and replacement of worn damaged PPE
- Useful life
- Proper disposal of PPE

The following employees have received training on specific PPE and have demonstrated an understanding of the PPE.

### **Attendance List**

| <b>Department</b> | <b>Name</b> | <b>Signature</b> |
|-------------------|-------------|------------------|
| _____             | _____       | _____            |
| _____             | _____       | _____            |
| _____             | _____       | _____            |
| _____             | _____       | _____            |



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2.32.J Personal Protective Equipment Hazard Assessment

Plant \_\_\_\_\_ Dept. \_\_\_\_\_ Date(s) \_\_\_\_\_  
Supervisor \_\_\_\_\_ Job \_\_\_\_\_

#### Eye and Face

Is there danger from:

(Eliminated, Guarded, PPE)

|                             | No    | Yes   | E, G  | List Specific PPE |
|-----------------------------|-------|-------|-------|-------------------|
| 1) Flying Particles         | _____ | _____ | _____ | _____             |
| 2) Molten Metal             | _____ | _____ | _____ | _____             |
| 3) Liquid Chemicals         | _____ | _____ | _____ | _____             |
| 4) Acids                    | _____ | _____ | _____ | _____             |
| 5) Caustic Liquids          | _____ | _____ | _____ | _____             |
| 6) Chemical Gases or Vapors | _____ | _____ | _____ | _____             |
| 7) Light Radiation          | _____ | _____ | _____ | _____             |
| 8) Other                    | _____ | _____ | _____ | _____             |

#### Head

Is there danger from:

|                                    | No    | Yes   | E, G  | List Specific PPE |
|------------------------------------|-------|-------|-------|-------------------|
| 1) Falling or Flying Objects       | _____ | _____ | _____ | _____             |
| 2) Work Being Performed Overhead   | _____ | _____ | _____ | _____             |
| 3) Elevated Conveyors              | _____ | _____ | _____ | _____             |
| 4) Striking Against a Fixed Object | _____ | _____ | _____ | _____             |
| 5) Forklift Hazards                | _____ | _____ | _____ | _____             |



- |                                  |       |       |       |       |
|----------------------------------|-------|-------|-------|-------|
| 6) Exposed Electrical Conductors | _____ | _____ | _____ | _____ |
| 7) Other                         | _____ | _____ | _____ | _____ |

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**MISCELLANEOUS**

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Is there danger from:

- |                         | <b>No</b> | <b>Yes</b> | <b>E, G</b> | <b>List Specific PPE</b> |
|-------------------------|-----------|------------|-------------|--------------------------|
| 1) Lifting              | _____     | _____      | _____       | _____                    |
| 2) Bloodborne Pathogens | _____     | _____      | _____       | _____                    |





**Foot**

Is there danger from:

(Eliminated, Guarded, PPE)

|                                | No  | Yes | E, G | List Specific PPE |
|--------------------------------|-----|-----|------|-------------------|
| 1) Falling and Rolling Objects | ___ | ___ | ___  | _____             |
| 2) Objects Piercing the Sole   | ___ | ___ | ___  | _____             |
| 3) Electrical Hazards          | ___ | ___ | ___  | _____             |
| 4) Wet or Slippery Surfaces    | ___ | ___ | ___  | _____             |
| 5) Chemical Exposure           | ___ | ___ | ___  | _____             |
| 6) Environmental               | ___ | ___ | ___  | _____             |
| 7) Other                       | ___ | ___ | ___  | _____             |

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**Hand**

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Is there danger from:

**No Yes E, G List Specific PPE**

|                                 | No  | Yes | E, G | List Specific PPE |
|---------------------------------|-----|-----|------|-------------------|
| 1) Skin Absorption              | ___ | ___ | ___  | _____             |
| 2) Cuts or Lacerations          | ___ | ___ | ___  | _____             |
| 3) Abrasions                    | ___ | ___ | ___  | _____             |
| 4) Punctures                    | ___ | ___ | ___  | _____             |
| 5) Chemical Burns               | ___ | ___ | ___  | _____             |
| 6) Thermal Burns                | ___ | ___ | ___  | _____             |
| 7) Harmful Temperature Extremes | ___ | ___ | ___  | _____             |
| 8) Other                        | ___ | ___ | ___  | _____             |

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**Respiratory**

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Has the workplace area been evaluated for:

|                           | No  | Yes | E, G | List Specific PPE |
|---------------------------|-----|-----|------|-------------------|
| 1) _____<br>Harmful Dusts | ___ | ___ | ___  | ___               |
| 2) Fogs                   | ___ | ___ | ___  | _____             |
| 3) Fumes                  | ___ | ___ | ___  | _____             |
| 4) Mists                  | ___ | ___ | ___  | _____             |
| 5) Smokes                 | ___ | ___ | ___  | _____             |
| 6) Sprays                 | ___ | ___ | ___  | _____             |
| 7) Vapors                 | ___ | ___ | ___  | _____             |
| 8) Other                  | ___ | ___ | ___  | _____             |

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**Torso**

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Are employees bodies protected from:

(Eliminated, Guarded, PPE)

|               | No  | Yes | E, G | List Specific PPE |
|---------------|-----|-----|------|-------------------|
| 1) Hot Metals | ___ | ___ | ___  | _____             |
| 2) Cuts       | ___ | ___ | ___  | _____             |
| 3) Acids      | ___ | ___ | ___  | _____             |
| 4) Radiation  | ___ | ___ | ___  | _____             |

Comments:

Certification



This hazard assessment has been performed to determine the required type of PPE for each affected employee. The assessment includes:

- Walk-through survey
- Specific job analysis
- Review of accident statistics
- Review of safety equipment selection guideline materials
- Selection of appropriate required PPE

Assessment Certified by (Supervisor) \_\_\_\_\_

Date \_\_\_\_\_



## 2.33 Powder - Actuated Tools

Only trained and certified employees and subcontractor workers shall operate powder – actuated tools. [1926.302(e)(1)]

All misfires shall be placed in a container of water. Fired and empty cartridge strips shall be discarded in a proper trash container.

## 2.34 Power Transmission, Mechanical

Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees or otherwise constitute a hazard. No equipment may be used without guards in place. [1926.300(b)(2)]

Guarding shall meet the requirement of ANSI B 15.1-1953 (r 1958), "Safety Code for Mechanical Power Transmission Apparatus". [1926.300(b)(2)]

## 2.35 Protection of the Public

All company personnel are charged with aiding in the protection of the public including, as your job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc. as may be necessary.

Always give the public the "right of way".

## 2.36 Rollover Protective Structures (ROPS)

Rollover protective structures (ROPS) applies to the following types of materials handling equipment:

- a. To all rubber-tired tractors



- b. Wheel type agricultural and industrial tractors
- c. Crawler tractors
- d. Crawler type loaders
- e. Motor graders with or without attachments that are used in construction work.

## 2.37 Respiratory Protection

In emergencies, when engineering or administrative controls are not effective in maintaining acceptable atmospheres, appropriate respiratory protective equipment shall be provided by the employer and shall be used. [1926.103] & [1926.134]

Respiratory protective devices shall be approved by the National Institute for Occupational Safety and Health or acceptable to the U.S. Department of Labor for the specific contaminant to which the employee is exposed. [1926.103] & [1910.134]

Respiratory protective devices shall be appropriate for the hazardous material involved and the extent and nature of the work requirements and conditions. [1926.103] & [1910.134]

Employees required to use respiratory protective devices, shall be thoroughly trained in their use. [1926.103] & [1910.134]. Employees shall also be medically qualified to wear a tight fitting respirator.

Respiratory protective equipment shall be inspected regularly and maintained in good condition. [1926.103] & [1910.134]

## 2.38 Rules for Drivers of Vehicles

No employee shall operate vehicles without adequate training and proper authorization.

Drivers must not take chances. To arrive safely is more important than to arrive on time.

At all times be cautious of other drivers on the road.

Display a positive company image while driving any vehicle.



Positively no tailgating. Maintain a proper distance between you and all other drivers.

Obey all speed limits and observe extreme caution in school zones.

Each employee who drives a vehicle must have a valid driver's license for that type of vehicle. Prior to being hired to operate that vehicle, your license will be checked by the management of the Company.

It is the employee's responsibility to maintain a valid license thereafter.

Drivers should also refer to Part 2 "Specific Work Rules," in the section titled "Motor Vehicles and Construction Equipment."

When pulling a trailer, compressor, tack wagon, or other unit, always hook up safety chains and put a pin through the hitch.

Anyone pulling a trailer or piece of equipment is responsible for checking for proper tags, tires, lights, signals, mirrors, fuel, etc.

All accidents must be reported to the office within 1 hour.

If an accident occurs, the driver must follow the procedures as outlined in the Substance Abuse Program.

No unauthorized "Riders" in company and/or pick-up trucks.

## **2.38. A Distracted Driving Policy**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Thomas Construction Group has enacted a Distracted Driving Policy, effective October 1, 2016. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell or smart phone while operating a personal vehicle:



- a. TCG employees may not use a hand-held cell phone to send or read texts, look up phone numbers with hands and fingers or use other social media such as Twitter, Facebook, Linked In, or others, Internet search or other use with hands while the vehicle is in motion.
- b. Hands free communications such as Bluetooth or other voice command technology may be used to communicate or send texts verbally on cell phones unless a state law otherwise restricts the use of the cell phone for such use. Talking or verbal texting on Bluetooth should be kept to a minimum if possible. Some states have enacted a total ban on cell phone use while driving.
- c. Employees shall follow and abide by all local or state laws concerning cell phone use while driving.
- d. Any employee receiving a citation from any law enforcement agency for misuse of a cell phone while driving shall be responsible for their own fines or penalties.
- e. Any employee receiving citations or penalties for misuse of cell phones while driving a company vehicle or conducting company business while driving their personal vehicle shall notify the corporate safety director within 24 hours of receiving such citation.
- f. Any employee found to be in violation of these policies or damaging company vehicles due to misuse of cell phones may be subject to disciplinary action. Each case shall be dealt with on a case by case basis after review of all facts concerning the violation or damage to company vehicles.

## **2.39 Rules for Operators**

No employee shall operate equipment without adequate training & proper authorization.

Operators shall not operate any heavy equipment that is not in safe working order.



Operators shall inspect their equipment prior to beginning work to ensure the equipment is in safe working order.

Operators will refer to Part 2 "Specific Work Rules," in the section titled "Motor Vehicles and Construction Equipment".

All accidents must be reported to the office within 1 hour.

If an accident occurs, the operator must follow the procedures as outlined in the Substance Abuse Program.

No "Riders" on equipment.

## **2.40 Saws**

All portions of band saw blades will be enclosed or guarded, except for working portion of blades between bottom of guide rolls and table. [1926.304(d)]

Portable, power-driven circular saws will be equipped with guards above and below the base plate or shoe. The lower guard will cover the saw to depth of teeth, except for minimum arc required to allow proper retraction and contact with the work, and will automatically return to covering position when blade is removed from the work. [1926.304(d)]

Radial saws will have an upper guard, which completely encloses upper half of saw blade. The sides of the lower exposed portion of blade will be guarded by a device that will automatically adjust to the thickness of and remain in contact with material being cut. Radial saws used for ripping must have non-kickback fingers or dogs. Radial saws will be installed so the cutting head will return to starting position when released by operator. [1926.304(g)]

All swing or sliding cut-off saws will be provided with a hood that will completely enclose the upper half of the saw. [1926.304(f)]

Limit stops will be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table. [1926.304(f)]





Each swing or sliding cut-off saw will be provided with an effective device to return the saw automatically to the back of table when released at any point of its travel. [1926.304(f)]

Inverted sliding cut-off saws will be provided with a hood that will cover the part of the saw that protrudes above the top of the table or material being cut. [1926.304(f)]

## 2.41 Scaffolds

Scaffold means any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage) used for supporting employees or materials or both. [1926.450(b)]

Fall protection - such as guardrail and personal arrest systems - must be provided for each employee working on a scaffold more than 10 feet above a lower level.

The employer shall have a competent person to determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. [1926.451(g)(2)]

Each scaffold and scaffold component shall support, without failure, its own weight and at least 4 times the maximum intended load applied or transmitted to it. Scaffolds shall be designed by a qualified person and constructed and loaded in accordance with such design. Scaffolds and scaffold components shall not be loaded in excess of their maximum intended loads or rated capacities, whichever is less. [1926.451(a)(1)]

The scaffold platform shall be planked or decked as fully as possible with the space between the platform and uprights not more than 1 inch wide. When side brackets or odd shaped structures result in a wider opening between the platform and the uprights, the space shall not exceed 9.5 inches. The platform shall not deflect more than 1/60 of the span when loaded. [1926.451(b)(1) & (f)(16)]

The work area for each scaffold platform and the walkway shall be at least 18 inches wide. [1926.451(b)(2)]



Access must be provided when the scaffold platforms are more than 2 feet above or below a point of access.

Cross braces shall not be used as a means of access. [1926.451(e)(1) & (e)(8)]

A competent person shall inspect scaffolds, scaffold components, and ropes on suspended scaffolds before each work shift and after any occurrence that could affect the structural integrity. The competent person also must ensure that prompt corrective action is taken.

[1926.451(f)(3) & (d)(10)]

Stilts may be used on a large area scaffold. (A large area scaffold is a pole, tube and coupler, systems or fabricated frame scaffold erected over substantially the entire work area.)

[1926.452(y)]

When a guardrail system is used, the guardrail height shall be equal to the height of the stilts and any alterations to the stilts shall be approved by the manufacturer. [1926.452(y)]

## 2.42 Signs

For the protection of all, signs such as "No Smoking", "Laser in Use", "Keep Out", "Eye Protection Required", "Out of Order – Do Not Use", and "Authorized Personnel" will be posted. All employees will obey these directions.

## 2.43 Steel Erection

Before authorizing the commencement of steel erection, the controlling contractor shall ensure that the steel erector is provided with written notifications to approve the start of steel erection.

[1926.752(a) & (b)]

The operator shall be responsible for those operations under the operator's direct control. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured. [1926.753(c)(1)(iv)]



The controlling contractor shall bar other construction processes below steel erection unless overhead protection for the employees below is provided. [1926.759(b)]

Employees engaged in a steel erection activity who is on a walking/working surface with an unprotected side or edge more than 15 feet (4.6 m) above a lower level shall be protected from fall hazards by guardrail systems, safety net systems, personal fall arrest systems, positioning device systems, or fall restraint systems. [1926.760(a)(1)] Workers that are connecting shall be protected from falls when working at 30 feet or more than 2 stories above the ground.

The employer shall provide a training program for all employees exposed to fall hazards. The program shall include training and instruction in CFR 29 Part 1926 Subpart M. [1926.761(b) & (b)(1) thru (b)(5)]

The employer shall provide special training to employees engaged in the following activities; multiple lift rigging, connector procedures and CDZ procedures. [1926.761(c)]

## **2.44 Storage**

All materials stored in tiers will be secured to prevent sliding, falling or collapse. [1926.250(a)(1)]

Aisles and passageways will be kept clear and in good repair. [1926.250(a)(3)]

Stored materials will not obstruct exits. [1926.151(d)(1)]

Materials will be stored with due regard to fire characteristics. [1926.151(d)(2)]

Weeds and grass in outside storage areas shall be kept under control. [1926.151(c)(3)]

Flammable liquids must be kept in approved containers. [1926.152(a)(1)]

Material stored outside, on unpaved surface, should be placed on dunnage.



## 2.45 Tire Cages and Split Rim Wheels

No company employees are allowed to dismount, install or inflate split rim or rims equipped with locking rings.

## 2.46 Toilets

Toilets shall be provided by the company according to the following minimums:

- 20 or fewer persons – one facility
- 20 or more persons – one toilet seat and one urinal per 40 persons
- 200 or more persons – one toilet seat and one urinal per 50 persons [1926.51(c)(1)]

## 2.47 Washing Facilities

The employer shall provide adequate washing facilities for employees engaged in operations involving harmful substances. [1926.51(f)]

Washing facilities shall be in near proximity to the worksite and shall be so equipped as to enable employees to remove all harmful substances. [1926.51(f)]

## 2.48 Welding, Cutting and Heating

Employers shall instruct employees in the safe use of welding equipment. [1926.350(d) & 1926.351(d)]. Hot Work Permits shall be issued for all hot work on Thomas sites. Hot work includes welding, cutting, copper pipe sweating and heavy grinding.

Only trained and authorized employees shall use cutting and welding equipment.



When practical, objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects to be welded, cut or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected. [1926.352(a)]

Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be taken in areas where welding or other "hot work" is being done. No welding, cutting or heating will be done where application of flammable paints, or presence of other flammable compounds, or heavy dust concentrations, creates a fire hazard. Equip torches with anti-flashback devices.

All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. **There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated, equal to the insulation of the cable.** Defective cable shall be repaired or replaced [1926.351(b)(1) & (b)(2)]

Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective. [1926.350(f)(1) & (f)(3)]

General mechanical or local exhaust ventilation or airline respirators shall be provided, as required, when welding, cutting or heating:

- zinc, lead, cadmium, mercury, or beryllium bearing, based or coated material in enclosed spaces
  - stainless steel with inert-gas equipment
  - in confined spaces or
  - where an unusual condition can cause an unsafe accumulation of contaminants
- [1926.353(b)(1),(c)(1) through (c)(2) & (d)(1)(iv)]

Arc welding and cutting operations will be shielded by non-combustible or flameproof shields to protect employees from direct arc rays. When electrode holders are left unattended, electrodes will be removed and holder will be placed or protected so they cannot make electrical contact. All arc welding and cutting cables will be completely insulated. Defective cable will be repaired or replaced. [1926.351]



Remove electrodes from unattended electrode holders. [1926.351(d)(1)]

Welding electrode stubs shall be collected in metal containers and not dropped on the floor or other walking / working surface.

Torches shall be lighted **ONLY** by friction lighters or other approved devices. [1926.350(g)(3)]  
Cigarette lighters and/or matches are **NOT** approved lighting devices!

All welding and cutting performed within closed in structures shall be authorized by a Hot Work Permit.

## **2.49 Wire Ropes, Chains, Ropes and other Rigging Equipment**

Wire ropes, chains, ropes and other rigging equipment will be inspected prior to use and as necessary during use to assure their safety. Remove defective rigging equipment from service immediately. [1926.251(a)(1)]

Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods or other such attachments will not be used in rigging "systems". [1926.251(b)(3)]

When U-bolts are used for eye splices, the U-bolt will be applied so the "U" section is in contact with dead end of rope. [1926.251(c)(5)(i)]



## 2.50 Working / Walking under Suspended Loads

Employees shall NOT work / walk under any suspended load. [1926.701(e)(1) & (2)]

Plan your work and train your crew prior to performing activities with cranes and rigging.

## 2.51 Critical Procedures for Protection of Utilities

### Digging in Proximity to Underground Utilities

Prior to digging near underground utilities such as gas, water, sewer, storm sewer, chemical or other fuel pipeline, electric, communications wiring or alarm systems wiring the following procedures shall be followed by all contractors working on any Thomas Construction Group construction site. Failure to follow these procedures may result in disciplinary action against the TCG superintendent and possible dismissal of the subcontractor. Any sub-contractor causing damage or outage to any utility shall reimburse TCG for all damages because of the damages or penalties levies against TCG for such damages. All federal and state rules and OSHA regulations concerning digging of trenches and excavations in underground utility installations shall be followed.

### Pre-Planning and Notification

Prior to digging on any TCG construction site, advanced planning shall be conducted by civil drawings review to determine any present or prior location of any underground utility. Superintendents shall meet with excavation or site subcontractors and notify the notification call in center (Usually 811 in most states) three to twelve days prior to digging or removing any soil. The property owner and utility owner or owners shall also be notified.

### Marking

All locations of possible utilities shall be marked by the locating contractors according to the states rules for types and colors for marking lines with paint or flags, or both. All marks and



flags shall remain in place for the duration of the site work or digging activity. If marks or flags are disturbed or destroyed by weather events or site work, they shall be replaced by the locating contractor or service prior to any further digging or soil removal. If there is any possibility that an unknown utility may exist on a property, ground penetrating radar and/or ground penetrating radar with laser scanning may also need to be used to locate potential unknown or forgotten utilities or other hazard such as underground tanks.

### **Digging Activities**

No digging or soil removal shall be completed until all possible underground utilities have been located as accurately as possible and marked to show their location on the entire property. When excavations approach the marked location of the utility, all mechanical excavation shall cease within 36 inches of the marks and hand digging shall be used to positively identify the location, depth and width of the utility. No mechanical digging shall be done on the marks of the utility. Hand digging the entire estimated length and width of the utility shall be done to accurately locate the position and depth of the utility. In some cases, the utility owner may require an owner's representative be present during the digging activity. The utility owner may approve mechanical digging within three feet of the utility as long as the utility owner's representative remain on site and continually observes the digging. In such case, digging shall not commence unless owner's representative is on site. After the utility has been exposed, it shall be supported as necessary to prevent any sagging or displacement.

### **Emergency Action Planning and Training**

Prior to digging near any utility, the TCG superintendent shall conduct an emergency action planning meeting with all workers involved in the digging operations to familiarize them with the TCG Emergency Action Policies; 1.05-First Aid, 105A-Emergency Procedures, 105B-Fire Emergencies, 105C-First Aid Policies, and 106 Accident Reporting Procedures. These policies are located in the TCG Corporate Safety Manual. The locations of any shut-off valves or breakers, or other electrical shut down device shall be made know to authorize workers in case they need to be shut off or de-energized. Only trained and authorized personnel are authorized to shut off or de-energize utilities. Training records such as tool box safety meeting documents shall be completed for this training with topics and signature.





## Utility Damage Emergency Action

If an incident occurs such as damage to or ruptures of a gas, water, chemical or other fuel piping or contact with any electrical line, the following procedures shall be followed;

- Area of the breach, rupture, or contact shall be evacuated immediately. In case of a gas leak, evacuate up wind from leak. Keep all personnel away from area.
- Shut down all equipment operating in the area
- Secure site
- Notify emergency services such as fire, EMS departments, and law enforcement department if needed for crowd control.
- Treat injured if necessary
- Attempt to shut off control valves and electrical disconnects if authorized.
- If liquid spill, attempt to mitigate property damage
- Account for everyone on site
- Notify TCG Safety Director
- Notify utility owner of damage
- Notify property owner
- Notify other TCG management
- Monitor emergency procedures

## Post Incident Procedures

- Contact remediation contractors if needed for clean-up.
- Get witness statements for all involved in the accident
- Complete property damage subcontractors report and injury report if needed
- Review and conduct post incident meeting with all involved to determine if procedures were adequate or need revision. This may be done in conjunction with safety director and other management personnel.



## **PART 3**

# **SPECIFIC SAFETY AND HEALTH POLICIES AND PROGRAMS**



## 3.01 Substance Abuse Policy

### Policy Statement

Thomas Construction Group Substance Abuse Policy (hereafter referred to as Substance Abuse Policy or Policy) prohibits the use, possession, selling, distributing, or transportation of illegal drugs, alcohol, or other controlled substances, that are not being taken in accordance with a prescription, on company premises or on company property.

The terms "company premises" or "company property" for the purpose of this Policy, includes all property owned, leased, used, or under the control of Thomas Construction Group, including, but not limited to, the jobsite, structures, land, automobiles, trucks, buildings, offices and facilities. This Policy also includes any other work location or mode of transportation to and from those locations while in the course and scope of company employment.

All test results will be kept confidential and in a separate file cabinet from other personnel records.

Failure to comply with this Policy will result in termination.

Terms and conditions of this Policy are subject to change at the sole discretion of Thomas Construction Group.

Attached are the Policy Rules, Occasions for Drug / Alcohol Testing, Disciplinary Action and Policy Acknowledgement Form, which must be signed and returned prior to starting work.

### Substance Abuse Policy Rules

Thomas Construction Group Substance Abuse Policy prohibits employees, and subject to the terms of applicable commercial agreements, the employee of any subcontractor or supplier, from the following:

- Reporting to and/or being at work under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants.



- The on - site use, manufacture, distribution, dispensing, possession, sale, or purchase of illegal drugs, drug paraphernalia, or any unauthorized controlled substance.
- Reporting to and/or being at work under the influence of prescribed or over the counter drugs where such use prevents the employee from performing the duties of the job or poses a safety risk to the employee, other persons or property are prohibited. Legally prescribed drugs may be permitted on the work site or company property provided the drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for current use by the person in possession. It is the employee's responsibility to inform their supervisor if he / she is taking a prescribed drug, which his / her attending physician has advised may have adverse side effects.
- Failure to report to supervisor any accident or injury or late reporting of any accident or injury may also result in denial of any claims.
- Refusal to comply with authorized search.
- The failure to report within five days, any drug related conviction, including "guilty" or "nolo contendere" plea.
- Refusal to sign Policy Acknowledgement, refusal to sign drug and/or alcohol consent and release forms, refusal to cooperate fully with testing lab / clinic requests; refusal to provide a urine or blood sample for testing, or refusal to cooperate with Thomas Construction Group Substance Abuse Policy in any other way.

### **Occasions for Drug & Alcohol Testing**

Thomas Construction Group will require drug and/or alcohol testing (urinalysis and/or blood) under, but not limited to, the following conditions:

### **Applicants for Employment**

All applicants for employment or new hires with Thomas Construction Group will be subject to all aspects of this Policy as a condition of employment. All applicants or new hires for employment must submit to a drug screen test prior to starting work.

### **Post Accidents**



Employees will be tested after the occurrence of a work place accident or incident resulting in personal injury, injury of coworkers, damage to property or work place circumstances which could have resulted in personal injury or damage to property.

### **Reasonable Suspicion**

All employees are subject to testing for reasonable suspicion.

### **Random**

All employees are subject to unannounced random drug tests.

### **Disciplinary Action**

### **Positive Drug / Alcohol Tests**

Any employee who tests positive for an unauthorized controlled substance, illegal drug or alcohol, as determined by the testing laboratory's testing thresholds after an initial drug / alcohol screen and a second confirmatory test, will be terminated. Applicants who test positive will not be eligible for employment. New hires, who are allowed to work pending receipt of test results, will be terminated if results are positive.

### **Refusal to Comply With Substance Abuse Policy**

Any employee, who refuses to submit a urine or blood sample for testing under this Policy, will be treated as a positive drug test and terminated. Any employee who refuses to execute the necessary paperwork, or who fails to disclose ingested drugs, or who refuses to cooperate with a search, or otherwise fails to cooperate with the Substance Abuse Policy will be terminated.



## Subcontractors and Suppliers

Subcontractors and suppliers, subject to the terms of applicable commercial agreements, will be required to test their employee(s) and furnish results to Thomas Construction Group should any of their employees violate Policy rules. Any subcontractor or supplier employee who refuses to be tested or who tests positive will not be permitted to work on property under the control of Thomas Construction Group.

## 3.02 Hazard Communication Program

The North Carolina Department of Labor has adopted the federal OSHA Hazard Communication Standard 29 CFR (Code of Federal Regulation) 1910.1200. The Hazard Communication Standard became effective on May 25, 1986 for North Carolina manufacturing employers and for state and local government agencies, which have one or more employers who are exposed to hazardous chemicals. The standard became effective to non-manufacturing employers on May 25, 1987. This regulation also covers North Carolina construction employers per 1926.59 which now reference the use of 1910.1200 for applicable construction work.

The goal of the Hazard Communication Standard is to reduce the occurrence of workplace illnesses and injuries caused by hazardous chemicals. The standard is designed to achieve this goal by providing information and training for employees who work with hazardous chemicals. All employers subject to the standard must have a written hazard communication program.

The written program must:

1. Describe how the criteria specified in the standard will be met for labels and other forms of warning for material safety data sheets and for employee information and training;
2. Include a list of hazardous chemicals known to be present using the chemical or common name that appears on the appropriate material safety data sheet;
3. Identify the methods used to inform employees of the hazards of non-routine tasks and those hazards associated with chemicals in unlabeled pipes in their work areas; and
4. Describe methods used to inform any contractor with employees in the workplace of hazards that may be exposed to and appropriate protective measures.



The written hazard communication program must be made available upon request to employees; designated employee representatives; and authorized representatives of the North Carolina Commissioner of Labor.

## TCG Hazard Communication Program

- A. This program will describe how Thomas Construction Group, LLC, intends to protect the safety and health of our employees who are exposed to hazardous materials in the workplace, and to comply with the provisions of 29 CFR 1910.1200.
- B. The Safety Director has been assigned the title of Hazard Communication Program Monitor and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.
  - Each supervisor/superintendent will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous materials. Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.
  - There is no job at Thomas Construction Group so vital or urgent as to justify the risk of employee overexposure to a hazardous material. Ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.
- C. A list of all hazardous materials for each workplace has been made and is readily available, upon request, to any employee, working on any shift. It is located at the jobsite trailer.
- D. A Safety Data Sheet (SDS) for each hazardous material on the list referenced above is on file at the jobsite trailer. The SDS for any hazardous material is readily available for review by any employee upon request, through their immediate supervisor.
- E. The jobsite superintendent is responsible to ensure that the list of hazardous materials is kept current and that a current SDS for each hazardous material used is on hand. A material that is not shown on the current list will not be ordered without prior coordination with the



jobsite superintendent.

- F. All containers of hazardous materials in each workplace will be conspicuously labeled with the identity of the material (same as on the applicable SDS), and the appropriate hazard warnings. If the chemical is a known or suspected cancer-causing agent (carcinogen), or if it is known to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times. All labels shall meet the new GHS labeling requirements.

The Thomas Construction Group jobsite superintendent will ensure that an adequate supply of labels is kept on hand and made available to the responsible supervisors. The jobsite superintendent is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as chemical spill or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such tasks shall be addressed.

- G. When an outside contractor will be used, it will be the responsibility of the outside contractor to advise the contractor of any hazardous materials to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same person's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose other employees. Appropriate training and protective measures must be taken in order to protect all employees. Prior to any work being performed by an outside contractor involving hazardous chemicals, Thomas Construction Group jobsite superintendent is to be advised.
- H. All employees exposed to any hazardous materials will complete an information and training program which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Adequate training of all employees exposed to hazardous materials will be given by the subcontractor who is completing the work, and assisted as needed by the Hazard Communication Program Monitor.





Employee information for this program will include:

1. The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous materials with which they work.
2. The location and availability of the written Hazard Communication Program, plus the list of hazardous materials and their corresponding SDS's.
3. The identity upon request, of any material to which the employee is exposed. In the case of a trade secret material, the name shown on the SDS will be provided.

Employee training shall include at least the following:

1. Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance or odor.
  2. The physical and health hazards associated with each chemical, as specified in the SDS.
  3. Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.
  4. Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the SDS.
- I. It is the intent of Thomas Construction Group's management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.



J.

## Hazard communication for Crystalline Silica Exposure and Control Plan

### Introduction

Silica is the second most common mineral on earth, found in the common form as “sand” and “rock”. The three main forms or “polymorphs” of silica are alpha quartz, cristobalite, and tridymite.

#### Health Hazards Associated with Silica Exposure

The health hazards of silica come from breathing in the dust. If crystalline silica becomes airborne through construction activities, exposures to fine crystalline silica dust (specifically exposure to the size fraction that is considered to be respirable) can lead to a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs ability to extract oxygen from the air. This damage is permanent, but the symptoms of the diseases may not appear for many years. A worker may develop any of the three types of silicosis, depending on the concentration of silica dust and the duration of the exposure:

- . Chronic Silicosis: Develops after 10 or more years of exposure to crystalline silica relatively low concentrations.
- . Accelerated Silicosis: Develops 5 to 10 years after initial exposure to crystalline silica at high concentrations.
- . Acute Silicosis: Develops within weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica.

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, workers may experience:

- . Shortness of breath.
- . Severe cough.
- . Weakness.



These symptoms can worsen over time and lead to death. Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

### Silica Exposures at Thomas Construction Group

Many of the activities performed on Thomas projects result in the creation/release of silica dust, thus exposing our employees. These activities include, but are not necessarily limited to:

- . Sweeping concrete slabs/floors
- . Jack-hammering of concrete
- . Saw cutting of concrete, cement block, brick, stone, cement board, ceramic tile and other materials containing crystalline silica
  - . Drilling of concrete, cement block, brick, stone, cement board, ceramic tile and other materials containing crystalline silica
  - . Grinding, chipping, shaving, sanding of concrete, cement block, brick, stone, cement board, ceramic tile, and other materials containing crystalline silica
  - . Large scale removal, addition or grading of soil, sand and gravel during site work preparation or finishing with various earth moving machines
  - . Excavating for utilities and truck loading or dumping

### **B. Statement of Purpose**

Thomas is committed to providing a safe and healthy workplace for our employees, recognizing the right of employees to work in a safe and healthy work environment and ensuring that Thomas activities do not adversely affect the health and safety of subcontractor workers or any other persons on Thomas sites.

This commitment includes ensuring every reasonable precaution is taken to protect our employees (and others) from the adverse health effects associated with exposure to silica.

### **C. Responsibilities**



Due to the risk posed by respirable silica, it is critical that all personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following (Silica related) responsibilities have been established and must be adhered to:

Safety Director, Project Management and Division Management are responsible for:

- . Regularly evaluating new equipment and technologies that become available, as able/appropriate, purchasing the "best available" equipment/technologies (within TCG's capabilities). Equipment/technologies with silica dust suppression and/or capture technologies will generally be given preference over equipment/technologies that lack such.
- . Implementing a suitable respirable silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available. The purpose of the program will ensure that (over time) TCG has quantifiable silica exposure data available for all regularly occurring, as well as reasonably foreseeable, work activities.
- . Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed, communicated, and effectively implemented as appropriate. TCG employees and subcontractor workers will always use the procedures, equipment and tools when performing tasks as outlined in OSHA's Silica standard Table 1 for working with products that will produce silica dust.
- . Ensuring that all employees that may be exposed to silica dust receive the necessary education and training related to this policy, as well as project/task specific ECPs.
- . Maintaining applicable records such as exposure sampling, inspections, respirator fit tests, training records, etc., in accordance with OSHA requirements and company policy.
- . In conjunction with the TCG safety and health committee conduct a review of this policy as well as specific ECPs and all other records related to the silica dust control program annually.

K. Project Managers and Superintendents are responsible for:

- . Obtaining a copy of the project/task specific ECPs and other similar information from all subcontractors prior to performing any work that may create silica dust on the site.



- . Ensuring that all the tools, equipment, PPE and materials (including water) necessary to implement the ECP is available and in good working order prior to allowing work activities to commence.
- . Ensuring that all workers under the superintendent's direction and control have received the necessary education and training. As appropriate, each superintendent must ensure that workers are available to "demonstrate competency" for identified tasks.
- . Ensuring that workers adhere to the project/task specific ECP, including PPE and personal hygiene requirements. Workers required to wear respirators must be clean shaven.
- . Coordinating work activities with the subcontractors as required, and/or otherwise implementing the controls necessary to protect others (by erecting signage and barricades) who could be adversely effected by TCG or other subcontractors acts or omissions.

Thomas employees and subcontracted employees are responsible for:

- . Knowing the hazards of silica dust exposure.
  - . Using the assigned protective equipment in an effective and safe manner if PPE is required.
  - . Use wetting agents or dust control system in conjunction with proper tools to control dust.
  - . Working in accordance with the project/task specific ECP.
  - . Reporting immediately to their supervisor any hazards, unsafe conditions, unsafe acts, improperly operating equipment related to silica dust release or control failures.

#### D **Exposure Limits**

Exposure Limits/Considerations:

- . The OSHA silica exposure regulation lists an occupational exposure limit (OEL) for respirable crystalline silica (including quartz) of 0.025 milligrams per cubic meter (mg/m<sup>3</sup>). This is a concentration to which nearly all workers could be exposed for eight hours a day, five days a week, without adverse health effects. However, as a suspected carcinogen, crystalline silica is also an ALARA substance, and exposures must be reduced to levels **As Low As Reasonably Achievable** below the OEL.



## E Risk Identification

Silica is contained in many of the products used/encountered on TCG projects. SDS for concrete reveals the potential for up to 90% crystalline silica. Silica dust can be readily released through the various tasks performed by TCG and subcontractors.

**The health hazards of silica come from breathing the dust!** In addition to identifying the specific activities/areas where personnel could be exposed to silica dust, the "amount" of exposure and "duration" of exposure must also be considered. With consideration of these three factors, activities performed by TCG (or that are otherwise occurring in proximity to TCG activities" that expose our employees (as well as members of the public and other workers) to dust include, but are not necessarily limited to:

- . Surface preparation activities such as the use of skid steer machines, with sweeper attachments, or other attachments that create dust during site work, the use of brooms for hand sweeping without using dust reducing compounds.
- . Jack-hammering (of both concrete and asphalt).
- . Saw-cutting (of both concrete and asphalt) with various hand held or machine saws.
- . Saw cutting of cement board (Hardie Plank) and trim.
- . Saw cutting of concrete blocks, bricks, ceramic tiles, stone tiles and other building products that contain crystalline silica.
- . Drilling of concrete, blocks, bricks, tiles, concrete pipe and others that contain silica.
- . Sanding or grinding of concrete, blocks, bricks, tiles, cement pipe and others that contain silica.

### 3.10 E Risk Assessment

TCG will use a variety of methods to assist with the "assessment" of (possible and actual) silica exposures. These methods will include, but may not necessarily be limited to:

- . Reviewing data/reports available in the public domain (i.e. Information available through regulatory agencies (including OSHA, NIOSH, ABC, risk control and insurance companies, industry associations and others).



- . Regularly consulting with the Safety Resources/Safety Managers/Industrial Hygienists from firms who perform similar work.
- . Implementing a suitable respirable silica exposure monitoring program. This program will ensure that (over time) TCG has quantifiable silica exposure data available that is representative of all regularly occurring, as well as reasonably foreseeable work activities. Exposure monitoring will generally be conducted "in house", although assistance (i.e. actual monitoring and/or interpretation of results) may be obtained through outside consultants/hygienists as needed.

## F Risk Control

Control methods: When determining measures to reduce or eliminate worker exposure to silica dust, TCG will generally select a combination of controls, listed in order of preference:

- . Elimination and substitution.
  - . Engineering.
  - . Administrative.
- . Personnel Protective Equipment (PPE)

Substitution and Elimination: Whenever possible, TCG will substitute products containing silica with products that do not contain (or contain a lower percentage of) crystalline silica. While there have historically been few "substitution" options available, TCG recognizes the importance of planning work in order to minimize the amount of silica dust generated. During the planning phases of a project, TCG will advocate for the use of methods that reduce the need for cutting, grinding, or drilling of concrete surfaces.

Engineering Controls: Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two "common" engineering options are available to TCG in many circumstances. These include Local Exhaust Ventilation (LEV) and Wet Dust Suppression (WDS) systems.

LEV Systems: Tools/appliance specific LEV systems are available on some tools/appliances. Such LEV systems are generally comprised of a shroud assembly, a hose attachment, and a



vacuum system. Dust-laden air is collected within the shroud, drawn into the hose attachment, and conveyed to the vacuum, where it is filtered and discharged.

When vacuum systems are used, TCG will employ the following systems and safe work practices:

- . Vacuum attachment systems that capture and control dust at its source whenever possible.
- . Dust control systems will be maintained in optimal working condition.
- . HEPA or good quality, multi-stage vacuum units (approved for use with silica dust) will be used in accordance with the manufacturer's instructions.
- . Whenever possible, concrete grinding will be completed when the concrete is wet (thus dust release will be significantly reduced).

WDS Systems: Water Delivery Systems can be attached to many tools and appliances at TCG such as attachments on various hand held/portable, abrasive/cutting equipment. When WDS systems are not available, (as a standard or retrofitted part of a tool or appliance), similar effects can also be achieved by manually wetting the surface (i.e. with a mister or with a hose). When pressurized water systems are not available on TCG sites a pump type garden sprayer, compressed water fire extinguisher, squeeze bottles or buckets of water can be used to reduce silica levels and exposure.

**Under no circumstances will silica dust be cleaned with the use of compressed air streams either indoors or outdoors on TCG sites!**

When WDS are used, TCG will employ the following systems and safe work practices:

- . If water is not readily available on the specific TCG project, the project superintendent in conjunction with the project manager will require or arrange to have a mobile water tank delivered to the site for use in control of silica dust. Subcontractor creating silica dust will be responsible for this also. TCG will not supply water tanks for subcontractor use unless agreed to in a contract.





- . Pneumatic or fuel powered equipment will generally be used instead of electrically powered equipment if water is the method of dust control, unless the electrical equipment is specifically designed to be used in such circumstances.
- . Pressure and flow rate will be controlled in accordance with the tool manufacturer's specifications.
- . When sawing concrete, blocks or bricks tools that provide water directly to the blade will be used if possible.
- . Wet slurry will be cleaned from work surfaces when the work is complete, if/when necessary.

Administrative Controls: Administrative Controls are those that aim to control or otherwise minimize the release of silica through the use of work procedures and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but not limited to:

- . Posting of warning signs.
- . Rescheduling of work as to avoid the activities of others.
- . Relocating unprotected workers away from dusty areas.

When administrative controls are used, TCG will employ the following systems and safe work practices:

- . In conjunction with the subcontractor suitable exposure control strategies (both within and outside (TCG's) capabilities/responsibilities) will be discussed and determined. As necessary/appropriate, supplemental (to this policy/procedure) project and task specific Exposure Control Plans will be developed.
- . Suitable housekeeping, restricted areas, hygiene practices, training and supervision procedures/standards will be determined and implemented on TCG projects.
- . As appropriate, barriers will be erected around known silica dust generating activities, and/or warning signs will be posted.



When able, work activities will be scheduled to minimize the silica related effect on, and from, others.

Personal Protective Equipment Controls: When used in conjunction with the other (i.e.) Engineering and Administrative) controls elsewhere identified, personal protective equipment and clothing can help further reduce our employee's exposure to silica dust.

An air purifying respirator fitted with HEPA cartridges is the most common piece of PPE that would be used by TCG to minimize exposure to silica dust. Dependent on the effectiveness of the other control measures employed, either a "full face piece" or "1/2 face piece" respirator would be used by personnel. In the majority of situations, a ½ face respirator will be used. When working indoors or in other areas with poor ventilation, a full-face piece respirator may be required. Both respirators are "seal dependent", and thus the users must be "fit tested" and **clean shaven** where respirators seals to the face.

In addition to respiratory PPE, protective clothing such as disposable or washable coveralls may be used and/or required to help prevent the contamination of the worker's personnel clothing.

## g Education and Training

- . Prior to performing activities, or working on project site where personnel could be exposed to silica dust, TCG will ensure that personnel receive suitable education and training. As necessary, personnel will be trained to a level of "demonstrated competency". While not necessarily an exhaustive list, education and training may include:
  - . The hazards of and risks associated with exposure to silica dust.
  - . The signs and symptoms of silica related diseases.
  - . General and specific silica exposure reduction methods/strategies as detailed in the general /specific exposure control plans.
  - . The use of specific pieces of equipment and control systems such as local exhaust ventilation or water delivery systems.
  - . The use and care of respiratory (and other) personnel protective equipment.



- . How to seek first aid for respiratory related concerns, including those that may be caused/associated with silica dust exposure and
- . How to report items of concern related to silica dust exposure.

The education and training detailed will be delivered to TCG employees through a variety of forums, including but not necessarily limited to:

- . New employee orientations.
- . Project/site orientations.
- . Equipment/task specific training in accordance with TCG's policy, all personnel must be trained to a level of demonstrated competency prior to using required tools, equipment and appliances.
- . Start of shift tool box safety talks.
- . Regularly scheduled crew safety meetings.
- . Notifications and bulletins

## **h Safe Work Practices**

TCG will ensure that suitable written procedures for controlling the risk of silica exposure are developed. OSHA's table 1 for the silica standard will be used as a guide for all TCG operations where possible exposure to silica dust may occur. Tasks generating silica dust on TCG sites are too numerous to address in this policy. Therefore, specific procedures (Job Hazard Analysis) for all sites will be developed and inserted into the site specific safety plan for that site to control silica dust exposures.

## **I Documentation**

All documentation concerning the silica dust exposure control plan will be maintained by the corporate safety director. Site specific (Job Hazard Analysis) for silica dust control will be maintained by the project manager for the site. After completion of the site all silica control plan documents will be forwarded to the corporate safety director for long term storage.



## 3.03 Fall Protection Policy

This Fall Protection Policy is designed to provide guidance for all Thomas Construction Group jobsites for establishing procedures to identify, evaluate, and control falls from elevations at all times. This program focuses on orientation, training, and enforcement to ensure fall protection guidelines are implemented and adhered to by all project personnel. The purpose of Fall Protection Policy is to provide maximum protection against falls.

The management of Thomas Construction Group has adopted a Fall Protection Policy to eliminate fall accidents in our operations. All levels of management and supervision will be responsible and accountable for ensuring the success of the program by integrating this program into the company's operations.

### **Goal**

The goal of this program is to eliminate all falls from elevations by identifying and managing all fall exposures.

### **Responsibility**

All levels of management and supervision are responsible for supporting and enforcing this program to ensure 100% compliance by all personnel. Management, estimating, scheduling, and project management personnel are responsible for pre-planning safety into the job by identifying and predicting potential fall exposures both during the preconstruction phase and during construction. Each discipline shall plan safety into the job with priorities placed on engineering solutions to the hazards. Each discipline is responsible for working with architects, consultants, and company safety professionals to design a safe work place for our employees.

Personal fall protection systems shall only be used as a backup method to primary fall protection systems, such as guardrails, or when there is no other feasible or practical means for safely accomplishing the work.



## Accountability

All levels of management and supervision shall be accountable for the safety of jobsite personnel. Jobsite supervision is directly responsible for using the Fall Protection Policy as a means to control falls from elevations. Management teams shall have the goal of zero fall-related accidents for each jobsite. Measurement of performance will take into account actual results related to this goal. The direct costs of any accident will be charged to the cost of the jobsite involved. Management, estimating, and scheduling personnel shall be accountable for pre-planning, designing, budgeting, and scheduling Fall Protection into each jobsite.

## Pre-Construction Planning

Pre-planning must begin during the pre-bid phase of each jobsite and continue.

### 1. Pre-Bid Phase:

- A. Management: Management shall review plans for jobsites during the pre-bid phase to determine the nature and scope of Fall Protection needs, as well as any necessary design changes and engineering controls needed.
- B. Estimating: Estimating personnel must include the cost for Fall Protection into the bid / proposal. Input from management should be utilized as necessary. The cost of subcontract bids should include the cost of implementing an acceptable Fall Protection Policy.
- C. Contract Administration: The subcontract must include language requiring a Fall Protection Policy.

### 2. Pre-Startup:

- A. Management: The management team shall hold a review meeting prior to startup of any work on a jobsite. The purpose of the meeting shall be to review plans and to



identify and evaluate all potential fall exposures in each phase of construction.

- B. Superintendent: The regular Fall Protection inspection must be incorporated into an overall Fall Protection Policy.
- C. Scheduling: Design changes, engineering controls, and installation of fall protection devices, i.e. anchorages, guardrails, etc., must be incorporated into the schedule to ensure completion in a timely manner.

**\*\*\*NOTE:** Existing or potential hazards must be eliminated by engineering controls and/or design changes whenever feasible.

### **Pre-Task Safety Analysis and JSSPs**

Superintendents must analyze all elevated tasks prior to assigning work to determine all existing and potential fall protection needs and to ensure adequate fall protection systems are provided.

### **Employee Training**

Pre-task safety instruction must be given to each person assigned to work in elevated areas prior to commencing work activities. New hire safety orientation training must be conducted for all new hires immediately upon the beginning of employment. The orientation shall include the company's Fall Protection Policy, procedures, and work rules. Weekly Tool Box safety meeting will be held with all field crews. Fall Protection must be included in these meetings on a regular basis or when an upcoming work assignment may involve unusual or non-routine fall exposures. Written documentation of all employees training shall be kept.

### **Procedures**

All personnel with potential fall exposures of six feet or greater will be required to wear an approved full body harness and shock absorbing lanyard where guardrails or safety net systems cannot be used.

Fall protection systems shall include, but are not limited to; the following fall exposure areas:



- A. Building construction activities
  - Formwork
  - Reinforcing steel deliveries, rigging, erection
  - Concrete placement
  - Structural / miscellaneous steel erection
  - Precast concrete erection
  
- B. Hoisting activities
  - Aerial lifts (6 feet)
  - Movable ladders (no fall protection required)
  - Crane erection / dismantling (6 feet)
  - Hoisting areas including platforms, docks, chutes. Hoisting areas on scaffolds is 10 feet
  
- C. Floor / Wall penetrations and exposures
  - Elevator shafts 6 feet
  - Stairways four or more risers high
  - MEP shafts and attic work above 6 feet from floor
  - Perimeter edges 6 feet above floor
  
- D. All exterior skin installation including, but not limited to, roofing, stone, masonry, waterproofing, and glazing is 6 feet. Work on scaffolds is 10 feet
  
- E. Excavation / Trenching

Fall protection options shall include, but are not limited to, the following:

- Guardrails
- Safety Nets
- Full body harnesses
- Monitoring systems
- Retractable life lines and lanyards
- Vertical and horizontal life lines



- Built-in hook points
- Written plans for fall protection

Personnel traveling or working in elevated areas where a fall exposure exists shall make use of secondary fall protection by securing their safety lanyard at all times to a structure, life line, or approved fall arresting device capable of supporting 5,000 pounds.

Personnel working on traveling powered work platforms or personnel lifting/hoisting devices shall also properly secure their safety lanyards.

Fall protection devices such as lifelines, safety harnesses/lanyards, etc.; shall be inspected before each shift as required by the manufacturer's safety procedures for damage or deterioration. Defective equipment shall be removed from service and repaired or destroyed.

All personal fall protection equipment must meet minimum requirements of OSHA revision to subpart "M", which is effective as of February 6, 1995. Fall protection devices subjected to shock loading imposed during fall arrest shall be removed from service.

All contractors and subcontractors shall be responsible for supplying their own fall protection systems and/or equipment.

A site specific rescue plan shall be developed and included as part of the overall Fall Protection Plan when using Personal Fall Arrest Systems.

#### Regulatory Requirements

- OSHA 1926.500
- 1926.501
- 1926.502
- 1926.503





## **Subcontractor Fall Protection Programs and Training**

Prior to a subcontractor mobilizing on a project, each subcontractor shall submit a jobsite specific Fall Protection Program which addresses; identifying, evaluating, and protecting employees from elevated falls of six feet or more and 10 feet on scaffolds.

Subcontractor shall demonstrate in writing that all subcontractor employees have been adequately trained and oriented in fall protection.

If subcontractor does not provide an adequate fall protection plan prior to mobilization, subcontractor must comply with general contractor's plan at subcontractor's own expense.

Subcontractor compliance with Thomas Construction Group Fall Protection Policy must include provisions for enforcement in each Subcontractor's subcontract agreement.

## **3.04 Crane Safety Program**

The safe operation and proper maintenance of cranes on the site shall be the overall responsibility of each contractor. Each contractor shall also be held accountable for compliance with OSHA crane regulations for all cranes on the site. TCG does not have CCO qualified crane operators.

### **Special Provisions**

Prior to its initial use on the site or after repairs have been made, each crane shall be thoroughly inspected by a Competent Person. The manufacturer's representatives or the vendor supplying the equipment (for leased or rented units) may be used for this purpose. Any deficiencies found shall be corrected before the equipment is placed into service.

A copy of the annual certification inspection shall be available on the jobsite.

Each Contractor shall designate a competent person who shall inspect all cranes daily, as a part of the contractor's job site inspection program. Such inspections shall be documented. Defective equipment shall be removed from service and repaired. At a minimum, the weekly inspection



shall consist of:

- Wire ropes, guys, hoist and trolley cable
- Jib and counterweights
- Hoist rope anchorage on winding drum
- Safety latches and hooks

Each Contractor supplying the equipment shall inspect each crane at least monthly and provide to Thomas Construction Group a written report as to the results of the inspection. Defective equipment shall be removed from service.

Loads shall not be passed or suspended over persons.

Tag lines or guide ropes shall be used when needed to control swinging loads.

Barricades for employee safety shall be maintained around the swing radius of crane cab.

### **Superintendent Responsibilities**

The Superintendent shall personally talk to crane operators on the job. An operator will be used only after the Superintendent has:

- Satisfied himself that the operator is experienced on the type of equipment to be operated for the type of work being performed.
- Employees have been instructed to avoid overhead and suspended crane loads.
- All above ground electrical lines are flagged, de-energized, or insulated by the local electrical power company.

### **Operator's Responsibilities**

Each crane operator will be specifically assigned the responsibility for safe operations and shall be given written instructions as applicable. These responsibilities shall include:

- Verification of a current "annual inspection" certification for the crane.



- Verification that manufacturer's rated load capacities, recommended operating speeds, and special warnings or instructions are posted on the crane and visible from the operator's station.

A Daily inspection of:

- Condition of brakes under no-load conditions
- Functioning of various safety devices and limiting devices fitted to the hoisting apparatus
- The electric power installation
- Leakage or deterioration in air or hydraulic systems
- The overload controls
- Condition of structural members for crack, bends, misalignment, etc.
- Fire Extinguisher in crane cab
- Installation and maintenance of swing radius protection
- Hand signal charts for type of crane used, are posted.
- Assuring that routine maintenance is performed, as well as necessary repairs.
- Responsibility for assuring that signaling and communications are adequate. This includes making sure that correct hand signals are used by personnel at materials loading and receiving areas. Where conditions require, radio communications will be with clear channels for the crane.
- Refusing to lift any loads that are not safely rigged. Job supervisory personnel cannot over-ride this refusal. The weight of all auxiliary handling devices such as hoist blocks, headache balls, hooks and rigging shall be considered as part of the total load. The weight of all items added to the load at the site must be determined and added to the total weight.
- Making sure that adequate clearances exist between operating areas and nearby structures, especially power lines.

Each crane operator shall ensure that good housekeeping is maintained in his or her equipment.



## **Contractor / Subcontractor Responsibilities**

Making sure that rigging equipment is in good condition and provided with safety devices as applicable. This includes such things as:

- Safety latches on hoisting hooks
- Chains, wire rope, slings, etc., are free from defects and conform to standard load ratings for work being done
- Eye splices conform to safety standards

## **Employee Training**

Each Contractor shall ensure that all employees involved in crane activities receive comprehensive training as to their responsibilities. This shall include hand signals and those authorized to give signals.

## **Outriggers**

"Blocking" shall always be used under outrigger floats to prevent deflection or sinking. Outriggers shall always be fully extended.

Only rigid, tightly spaced blocking shall be used under outrigger floats.

## **Recordkeeping**

All records pertaining to crane inspections shall be kept on site with the crane. If, during any safety inspection, the operator or supervisor cannot produce the required crane inspection and certification sheets, the crane shall be shut down and inspected. The crane operations and maintenance manual shall be located on each crane.

## **Regulatory Requirements**

- OSHA 1926.1400 thru 1926.1442



## 3.05 Excavation and Trenching Program

Thomas Construction Group incorporates the following Excavation and Trenching Program to follow during day-to-day operations for the protection of personnel. The OSHA requirements for a "Competent Person" to be on site is met by the trained employees of Thomas Construction Group. See section 2.51-Critical Procedures for Protection of Utilities.

### Purpose

Excavation and Trenching safety problems can be avoided by hazard awareness and recognition by employees on the worksite. Thomas Construction Group provides the opportunity for employees to attend "Competent Person" training to understand the potential for a cave-in of a trench, and the methods to protect employees from a cave-in.

### Policy

Thomas Construction Group takes the position that cave-ins are preventable, and through training of employees in hazard recognition, a safe and efficient method to provide a safe work site is devised prior to excavation and maintained throughout the length of the job.

### Scope

The Excavation and Trenching Safety Program of Thomas Construction Group involves the orientation of current employees, and all newly hired employees to recognize hazards associated with excavation and trench work, and the proper methods of providing protection to employees working within the excavation or trench.

Items included in this Program are:

- Orientation
- "Competent Person" Training
- Safety Review of Jobsite
- Refresher Training (if required)
- Soils Analysis Review



- Use of Protective Systems Review

## **Responsibilities**

Thomas Construction Group provides training in safe methods of excavation and trenching, and will determine the employees who have the authority to control any type of excavation work.

The "Competent Person" has the training required by OSHA to recognize potential hazards in excavation work, and has the authority to take corrective action, including but not limited to, stopping the work, directing the employees to exit the excavation, and providing safe methods of protection.

All employees of Thomas Construction Group are capable of recognizing potential unsafe conditions and report such conditions to the "Competent Person" or the Safety Director immediately.

Subcontractors performing work for Thomas Construction Group shall have a Competent Person available on the worksite, and shall employ the safe methods of protecting employees that are followed by Thomas Construction Group.

## **Procedures**

Excavating and Trenching is one of the most dangerous types of work / activity in the construction industry. To prevent illness or death to employees, Thomas Construction Group provides several methods of protection that are available to the "Competent Person". These items are utilized when excavations are made in depths greater than 5 feet, and at locations anywhere site conditions may warrant a protection system.

Regulatory Requirements:

- OSHA 1926.32(f)
- 1926.650
- 1926.651
- 1926.652



## 3.06 Confined Space Plan

### General Procedures for Entering a Confined Space Area

- Have adequate ventilation and lighting in place.
- Always check oxygen, explosive and toxic gas levels with certified testing equipment.
- Wear proper personal protective equipment necessary for task at hand.
- Have safety "attendant" in place at all times.
- Wear full body harness with lifeline attached when necessary for work that generates toxic fumes.
- Take frequent breaks and come up for fresh air.

### Emergency Procedures for Injured Person

- Follow normal procedures for injured person and fire (call 911).
- Never enter without testing oxygen, explosive and toxic gas levels.
- Wear proper personal protective equipment.
- The man basket and/or full body harness shall be used for retrieval of the injured worker.
- Never enter the area without assistance and a safety "attendant" in place.
- If you are not sure of the situation, wait for the proper emergency medical personnel.

**Note:** Over 60% of workers that die in a confined space area are attempting to rescue other workers.

**Note:** Please refer to 1910.146 for specific safety rules and regulations for Confined Space Entry.

### Confined Space Entry Plan

Before entering the confined space, make sure that there is adequate ventilation and lighting. Oxygen levels, explosive levels and toxic fume levels shall be tested, before entering and periodically while in the confined space. The proper personal protective equipment (safety



glasses, hard hats, hard soled shoes, proper respirator required for task at hand, etc.) shall be worn **AT ALL TIMES**.

The safety "attendant" shall be in place at all times while work is being performed. If the safety "attendant" should leave his area for any reason, the alternate safety "attendant" shall be in place before work continues.

Anyone required to work in a confined space where welding, waterproofing, grinding of concrete, or any other related activity that generates toxic fumes will be required to wear a full body harness with life line attached **AT ALL TIMES**.

Before entering the confined space area, the following procedures must be reviewed and understood by each employee.

### **Atmosphere**

The atmosphere must be tested each time before entering a confined space, and during the entry work, especially during times when the task at hand creates toxic fumes and/or could cause an oxygen enriched or depleted environment.

- A. The normal oxygen level is approximately 21%. The minimum oxygen level to enter a confined space without a self-contained breathing apparatus is 19.5%. If the oxygen level is greater than 23.5%, the environment is oxygen enriched, and flammables and combustibles burn more violently and can ignite more rapidly.
- B. Only a trained, qualified person shall test the atmosphere for oxygen, explosives and gases. The following gases are typical gases that may be found in a confined space:
  - Hydrogen sulfide
  - Carbon Monoxide
  - Methane
  - Carbon dioxide





- C. Always test the bottom, middle, and top of the confined space area. Some gases are lighter or heavier and settle at different elevations.

### **Ventilation**

Ventilation is the preferred method of eliminating atmospheric hazards over wearing respirators.

- Ensure that there is adequate ventilation and lighting.
- Maintain ventilation and lighting **AT ALL TIMES**.
- **NEVER** use pure oxygen to ventilate an atmosphere.
- If the oxygen level is below 19.5% rapid fatigue will be experienced.
- If the oxygen level is above 23.5%, the atmosphere becomes extremely flammable and combustible. If a fire should develop, everything will burn or ignite rapidly.

### **Attendant**

- A. A safety "attendant" shall be within voice and/or radio contact with all workers inside the confined space **AT ALL TIMES**. The safety "attendant" should not leave his position for any reason while an employee is in a Confined Space.
- B. The safety "attendant" shall be trained in the jobsite emergency plans for fire and/or injured person, as well as, have contact with the jobsite 911 contact person for an emergency.
- C. The "safety attendant" shall not perform any other duties other than to monitor the workers inside the Confined Space.
- D. The safety "attendant" shall have a fire extinguisher on hand at all times.
- E. The safety "attendant" shall be highly distinguishable from the other workers in the area.

### **Respiratory Protection**

- A. The proper respirator must be worn to match the task at hand.
- B. The workers must be properly trained in how to correctly wear and inspect the respirator they are required to wear, prior to use.



- C. Any welding, cutting, brazing, painting, grinding, waterproofing, etc., which may produce toxic gases and/or deplete or enrich the oxygen levels in the confined space require that all workers inside the confined space wear full body harness with a life line attached in the event of an emergency with retrieval necessary. These operations may also create a combustible atmosphere, which will also require the full body harness with the lifeline attached.
- D. If any operation causes an oxygen level of less than 19.5% and/or creates a combustible atmosphere where proper ventilation cannot increase the oxygen to acceptable levels, a self-contained breathing apparatus, may be required to be worn by all workers. If a self-contained breathing apparatus is worn, proper training will be required for all workers, including the safety "attendant".

### **Confined Space Entry Team**

- A. Entrant: All workers / entrants of the confined space shall be thoroughly trained in the Confined Space Plan.
- B. Attendant: All workers / entrants shall be constantly monitored by an attendant trained in the Confined Space Plan.
- C. Entry Supervisor: Entry Supervisors shall supervise all Confined Space operations. Entry Supervisors shall be trained in the Confined Space Plan.

## **3.07 Automobile Safety Policy**

All employees of Thomas Construction Group are required to follow the following guidelines when operating any vehicle leased, rented or owned by Thomas Construction Group or when operating a personal vehicle for company business.

- All drivers will be held accountable for safe operation and maintenance of company vehicles and for the safe operation of a personal vehicle for company business.
- Only **approved** drivers may operate company vehicles. Drivers of personal vehicles on company business must also be approved by Thomas Construction Group.



- All drivers must submit a copy of their driver's license to the Thomas Construction Group so that a driver's Motor Vehicle Record may be reviewed for motor vehicle history.
- Motor vehicle records will be reviewed as needed. If at this time, when there are excessive violations or accidents found, driving privileges of company vehicles may be revoked for a period of time to be determined by Thomas Construction Group.
- The driver of a company vehicle must maintain a maintenance logbook. The logbook should include the date, work performed on the vehicle, and the mileage shown on the odometer at the time the work was performed. This includes oil and filter changes, tire rotations / replacements, brake replacement, body and engine work etc.
- Any vehicle repair or maintenance expense in excess of \$500.00 for any single expenditure or in the aggregate for any quarter must be approved in advance by your supervisor.
- The Safety Director of Thomas Construction Group will perform a vehicle inspection yearly. This inspection will include a review of the maintenance logbook and a visual inspection of the vehicle.
- A Supervisor's Report of Accident for Automobiles must be completed and sent to the main office whenever an accident has occurred involving any company vehicle. This report is to be completed by the supervisor responsible for the vehicle no matter who is at fault. A copy of the police report should be attached, along with the estimates from the repair shop.
- Company vehicles driven for personal use are to be driven only by the approved driver who is responsible for the vehicle. Company drivers who are on the approved driver's list may request to have a spouse placed on the approved drivers list by submitting the required information to obtain an MVR report. Other family members and friends shall not operate a company vehicle.
- Operating a company vehicle while under the influence of alcohol, drugs, etc. shall result in immediate termination of employment.



- Employees who use the auto allowance in lieu of a company provided vehicle should provide proof of auto insurance and limits for review and approval by Thomas Construction Group.
- Failure to follow any of the policies listed above may be grounds for termination of driving privileges or dismissal from employment.

### 3.08 Emergency Action Plan (Ref: 1926.24)

This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment, and by assigning responsibilities, human life and company resources will be preserved. The intent of this plan is to ensure all employees a safe and healthful workplace. Employees that are assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, leaks, etc.

#### Emergency Plan Coordinators / Superintendent:

| Building/Department | Name/Title | Phone # |
|---------------------|------------|---------|
|                     |            |         |
|                     |            |         |
|                     |            |         |
|                     |            |         |
|                     |            |         |

Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by employees for further information on this Plan.

**Means of Reporting Emergencies:** All fires and emergencies will be reported by one or more of the following means as appropriate:

- Verbally to the Coordinator during normal working hours.
- By telephone if after hours/weekends.



Note: The following numbers will be posted in the job trailer:

FIRE: \_\_\_\_\_ POLICE: \_\_\_\_\_ AMBULANCE: \_\_\_\_\_

**Alarm System Requirements:** Alarm system requirements for notifying employees during an emergency are as follows:

- a. Provides warning for safe escape.
- b. Can be perceived by all employees.
- c. Alarm is distinctive and recognizable.
- d. Employees have been trained on the alarm system.
- e. Emergency phone numbers are posted.
- f. Emergency alarms have priority over all other communications.
- g. Alarm system is properly maintained.

**Sounding the Alarm:** The signal for immediate evacuation of the site will be sounding a compressed air horn. The alternate means of notification will be verbal.

**Evacuation Plans:** Emergency evacuation escape route plans (see Appendix A) are posted in key areas of the facility. All employees shall be trained on primary and secondary evacuation routes.

**Employee and Subcontractor Accountability:** In the event of an evacuation, all occupants shall promptly exit the site. Go to your designated assembly point at site entrance and report to your supervisor. Each supervisor (or designee) will account for each assigned employee via a head count. All supervisors shall report their head count to TCG superintendent who will be located at jobsite entrance and accessible via cell phone.

**Site Re-Entry:** Once evacuated, no one shall re-enter the site. Once the Fire Department or other responsible agency has notified us that the site is safe to re-enter, then personnel shall return to their work areas.



**Hazardous Weather:** A hazardous weather alert consists of cell phone alerts. When a hazardous weather alert is made, all employees shall immediately report to the closest tornado refuge area. Stay in this area until given the all-clear by verbal communication.

**Training:** The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees.

| <b>Task</b>             | <b>Building/Department</b> | <b>Name/Title/Phone#</b> |
|-------------------------|----------------------------|--------------------------|
| Fire Extinguisher/Hoses |                            |                          |
| Evacuation Assistant    |                            |                          |
| Emergency Shut-down     |                            |                          |

Employee training is provided when this plan is initiated, when employees required responsibilities change, when the plan changes and initially for new hires. Subjects to be covered include:

- a. Emergency escape procedures/routes
- b. Fire extinguisher locations and proper use
- c. Head count procedures
- d. Major fire hazards
- e. Fire prevention practices
- f. Means of reporting fires/emergencies
- g. Names/titles of Coordinators
- h. Availability of the plan to employees
- i. Housekeeping practices
- j. No smoking areas
- k. Hazardous weather procedures
- l. Special duties as assigned to Coordinators and those listed above.

Written records shall be maintained of all Emergency Action Plan training.



### **3.08. A Fire Prevention Plan**

Policy Established: June 15, 2016

It is the policy of Thomas Construction Group, LLC to provide to employees the safest practical workplace free from areas where potential fire hazards exist. The primary goal of this fire protection program is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees. Another goal of this plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

This fire prevention plan complies with the requirements of 29 CFR 1926.24.

This plan details the basic steps necessary to minimize the potential for fire occurring in the workplace. Prevention of fires in the workplace is the responsibility of everyone employed by the company but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by the company to identify those hazards that might cause fires and establish a means for controlling them.

The fire prevention plan will be administered by Safety Director and site superintendents who will compile a list of all major workplace fire hazards, the names or job titles of personnel responsible for fire control and prevention equipment maintenance, names or job titles of personnel responsible for control of fuel source hazards and locations of all fire extinguishers in the workplace. The plan administrator, or safety officer, must also be familiar with the behavior of employees that may create fire hazards as well as periods of the day, month, and year in which the workplace could be more vulnerable to fire.

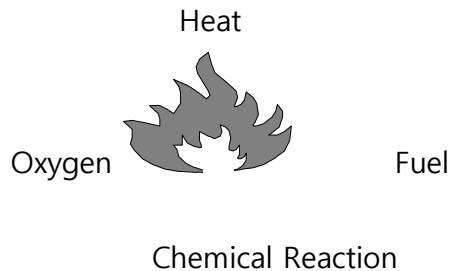
This fire prevention plan will be reviewed annually and updated as needed to maintain compliance with applicable regulations and standards and remain up-to-date with the state of the art in fire protection. Workplace inspection reports and fire incident reports will be maintained and used to provide corrections and improvements to the plan.

This plan will be available for employee review at any time during all normal working hours.



### 3.08. B Classification

Fire is a chemical reaction involving the rapid oxidation or burning of a fuel. It needs four elements to occur as illustrated below in the tetrahedron. This is described by the following illustration:



The first component of the tetrahedron is fuel. Fuel can be any combustible material such as: solid (such as wood, paper, or cloth), liquid (such as gasoline) or gas (such as acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.

Another component of the tetrahedron is oxygen. Fire only needs an atmosphere with at least 16% oxygen.

Heat is also a component of the tetrahedron. Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.

The final side of the tetrahedron represents a chemical chain. When these components are brought together in the proper conditions and preparations, fire will develop. Take away any one of these elements, and the fire cannot exist or will be extinguished if it was already burning.

Fires are classified into four groups according to sources of fuel: Class A, B, C, and D based on the type of fuel source. Table 1 below describes the classifications of fire which can be used in making hazard assessment.

|         |  |
|---------|--|
| Class A | Ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials. |
|---------|--|





|         |  |
|---------|--|
| Class B | Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials. |
| Class C | Energized electrical equipment and power supply circuits and related materials.  |
| Class D | Combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.                                |

### 3.08. C Determining Fire Hazards

This section consists of two steps: first, identifying the existing fire hazards in the workplace and, second, taking action to resolve them. The inspection checklist, in Appendix A, provides a guide for precise fire-safe practices that must be followed. The location of these major fire hazards are denoted in Appendix C. Also included in Appendix C is a listing of the personnel responsible for the maintenance of the equipment and systems installed to prevent or control fires.

Material hazards shall be identified, as evident on the specific Material Safety Data Sheets (MSDS), and labeled on containers as soon as they arrive in the workplace. The identification system shall also include incorporation into the company's hazard communication program.

#### **Oxygen-Energized Atmospheres**

Oxygen-enriched atmospheres involve operating rooms and anesthesia machines, oxygen tents as used by ambulances, fire and police or rescue squads; hospitals and laboratory supply systems; cutting and welding. If practical, nonflammable anesthetic agents will be used. To prevent dangerous adiabatic heating of flammable anesthetic gases, the cylinder valves will be opened very slowly to allow the gradual introduction of the high pressure gas downstream from the cylinder valve. This will permit a slow buildup of pressure and hence temperature. An aid to the identification of hazards associated with medical agents and gases in NFPA 704, Standard Systems for the Identification of the Fire Hazards of Materials.



## Industrial Trucks

The type of industrial truck being used shall be approved for use within any building storing hazardous materials. All refueling operations shall be conducted outside and away from storage of flammable materials. Areas that are used for maintenance and battery charging of electrical trucks should be separated from storage areas.

### 3.08. D Storage and Handling Procedures

The storage of material shall be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes, and lighting fixtures. All storage containers or areas shall prominently display signs to identify the material stored within. Storage of chemicals shall be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers shall be identified as to their contents.

Only containers designed, constructed, and tested in accordance with the U. S. Department of Transportation specifications and regulations are used for storage of compressed or liquefied gases. Compressed gas storage rooms will be areas reserved exclusively for that purpose with good ventilation and at least 1 hour fire resistance rating. The gas cylinders shall be secured in place and stored away from any heat or ignition source. Pressurized gas cylinders shall never be used without pressure regulators.

#### Ordinary Combustibles

- Wooden pallets will not be stacked over 6 feet tall. Extra pallets will be removed from site to reduce the risk of fire hazards.
- Piles of combustible materials shall be stored away from buildings and located apart from each other sufficiently to allow firefighting efforts to control an existing fire.

#### Flammable Materials

- Bulk quantities of flammable liquids shall be stored outdoors and away from completed building and buildings that are presently under construction. Smaller quantities are



subsequently brought into a mixing room where they are prepared for use. The mixing room shall be located next to an outside wall equipped with explosion relief vents. The room shall also have sufficient mechanical ventilation to prevent the accumulation of flammable vapor concentration in the explosive range.

- Small quantities (limited to amount necessary to perform an operation for one working shift) of flammable liquids shall be stored in, and also dispensed from, approved safety containers equipped with vapor-tight, self-closing caps, screens or covers.
- Flammable liquids shall be stored away from sources that can produce sparks.
- Flammable liquids shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with a local exhaust ventilation.
- Flammable liquids shall never be transferred from one container to another by applying air pressure to the original container. Pressurizing such containers may cause them to rupture, creating a serious flammable liquid spill.
- When dangerous liquids are being handled, a warning sign will be posted near the operation, notifying other employees and giving warning that open flames are hazardous and are to be kept away.
- The storage and usage areas will include fire-resistive separations, automatic sprinklers, special ventilation, explosion-relief valves, separation of incompatible materials, and the separation of flammable materials from other materials.

### **3.08. E Potential Ignition Sources**

- Ensure that utility lights always have some type of wire guard over them.
- Don't misuse fuses. Never install a fuse rated higher than specified for the circuit.



- Investigate any appliance or equipment that smells strange. Space heaters, microwave ovens, hot plates, coffee makers and other small appliances shall be rigidly regulated and closely monitored.
- The use of extension cords to connect heating devices to electric outlets shall be prohibited.
- If a hot or under inflated tire is discovered, it should be moved well away from the vehicle. As an alternative, the driver should remain with the vehicle until the tire is cool to the touch, and then make repairs. If a vehicle is left with a hot tire, the tire might burst into flames and destroy the vehicle and load.

Table 2 below lists common sources of ignition that cause fires in the workplace, gives examples in each case, and suggests preventive measures.

| <b>Sources of Ignition</b> | <b>Examples</b>   | <b>Preventive Measures</b>  |
|----------------------------|---|---|
| Electrical equipment       | Electrical defects, generally due to poor maintenance, mostly in wiring, motors switches, lamps and hot elements<br>Use only approved equipment | Follow National Electrical Code<br>Establish regular maintenance                |
| Friction                   | Hot bearings, misaligned or broken machine parts, poor adjustment.  | Follow a regular schedule of inspection maintenance and lubrication.            |
| Open flames<br>clean       | Cutting and welding torches, gas oil burners, misuse of gasoline torches.   | Follow established welding pre-cautions. Keep burners<br>and properly adjusted. |



|                     |  |  |
|---------------------|--|--|
|                     |  | Do not use open flames near Combustibles.  |
| Smoking and matches | Dangerous near flammable liquids and in areas where combustibles are stored or used. | Smoke only in permitted areas. Make sure matches are out. Use appropriate receptacles.             |
| Static electricity  | Occurs where liquid flows from pipes.  | Ground equipment. Use static eliminators. Humidify the atmosphere.                                 |
| Hot surfaces        | Exposure of combustibles to insulation, Furnaces, electric lamps or irons.           | Provide ample clearances and air circulation. Check heating apparatus prior leaving it unattended. |

## Welding and Cutting

Welding and cutting will not be permitted in areas not authorized by management.

If practical, welding and cutting operations shall be conducted in well-ventilated rooms with a fire-resistant floor. If this practice is not feasible, superintendent shall ensure that the work areas have been surveyed for fire hazards; the necessary precautions taken to prevent fires; and **issue a hot permit**. This hot permit shall only encompass the area, item and time which is specified on it.

If welding is to be performed over wooden or other combustibles type floors, the floors will be swept clean, wetted down, and covered with either fire-retardant blankets, metal or other noncombustible coverings.



Welding will not be permitted in or near areas containing flammable or combustible materials (liquids, vapors, or dusts). Welding will not be permitted in or near closed tanks that contain or have contained flammable liquids unless they have been thoroughly drained, purged and tested free from flammable gases or vapors. Welding shall not begin until all combustible materials have been removed at least 35 feet from the affected areas, or if unable to relocate, covered with a fire retardant covering. Openings in walls, floors, or ducts shall be covered if located within 35 feet of the intended work area. Welding will not be permitted on any closed containers.

Fire extinguishers will be provided at each welding or cutting operation. A trained watcher will be stationed at all times during the operation and for at least 30 minutes following the completion of the operation. This person will assure that no stray sparks cause a fire and will immediately extinguish fires that do start.

### **Open Flames**

No open flames will be permitted in or near spray booths or spray rooms. If indoor spray-painting work needs to be performed outside of standard spray-painting booths, adequate ventilation will be provided. All potential ignition sources will also be eliminated.

Gasoline or alcohol torches shall be placed so that the flames are at least 18 inches away from wood surfaces. They will not be used in the presence of dusts, vapors, flammable combustible liquids, paper or similar materials. Torches shall never be left unattended while they are burning.

The company has a specific policy regarding cigarette/cigar/pipe smoking in the workplace. Smoking and no-smoking areas will be clearly delineated with conspicuous signs. Rigid enforcement will be maintained at all times. The plan administrator will enforce observance of permissible and prohibited smoking areas for employees and outside visitors to the workplace. Fire-safe, metal containers will be provided where smoking is permitted. No-smoking areas will be checked periodically for evidence of discarded smoking materials.

### **Static Electricity**



The company recognizes that it is impossible to prevent the generation of static electricity in every situation, but the company realizes that the hazard of static sparks can be avoided by preventing the buildup of static charges. One or more of the following preventive methods will be used: grounding, bonding, maintaining a specific humidity level (usually 60-70 percent), and ionizing the atmosphere.

Where a static accumulating piece of equipment is unnecessarily located in a hazardous area, the equipment will be relocated to a safe location rather than attempt to prevent static accumulation.

### **3.08. F Housekeeping Preventative Techniques**

The following are housekeeping techniques and procedures to prevent occurrences of fire:

- Keep storage and working areas free of trash.
- Place oily rags in covered containers and dispose of daily.
- Do not use gasoline or other flammable solvent or finish to clean floors.
- Use noncombustible oil-absorptive materials for sweeping floors.
- Dispose of materials in noncombustible containers that are emptied daily.
- Remove accumulation of combustible dust.
- Don't refuel gasoline-powered equipment in a confined space, especially in the presence of equipment such as furnaces or water heaters.
- Don't refuel gasoline-powered equipment while it is hot.
- Follow proper storage and handling procedures.



- Ensure combustible materials are present only in areas in quantities required for the work operation.
- Clean up any spill of flammable liquids immediately.
- Ensure that if a worker's clothing becomes contaminated with flammable liquids, these individuals change their clothing before continuing to work.
- Post "No Smoking" caution signs near the storage areas.
- Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment, to the supervisor.
- Keep motors clean and in good working order.
- Don't overload electrical outlets.
- Ensure all equipment is turned off at the end of the work day.
- Maintain the right type of fire extinguisher available for use.
- Use the safest cleaning solvents (nonflammable and nontoxic) when cleaning electrical equipment.
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors shall never be propped open, and materials shall not be stored in stairwells.
- Periodically remove over spray residue from walls, floors, and ceilings of spray booths and ventilation ducts.
- Remove contaminated spray booth filters from the building as soon as replaced, or keep immersed in water until disposed.





- Don't allow material to block automatic sprinkler systems, or to be piled around fire extinguisher locations. To obtain the proper distribution of water, a minimum of 18 inches of clear space must be maintained below sprinkler deflectors. If there are no sprinklers, a 3 foot clearance between piled material and the ceiling must be maintained to permit use of hose streams. These distances must be doubled when stock is piled higher than 15 feet.
- Check daily for any discard lumber, broken pallets or pieces of material stored on site and remove properly.
- Re-pile immediately any pile of material which falls into an aisle or clear space.
- Use weed killers that are not toxic and do not pose a fire hazard.

### **3.08. G Fire Protection Equipment**

Every site will be equipped with portable fire extinguishers.

In hospitals, every patient sleeping room will be provided with an outside window or door that can be opened from the inside; this will allow venting of products of combustion if there is a fire. A specially designed smoke control system can be a substitute for an outside window

Fire extinguishers must be kept fully charged and in their designated places. The extinguishers will not be obstructed or obscured from view. A map indicating the locations of all fire extinguishers for this company is located on site evacuation plan. The fire extinguishers will also be inspected by superintendents at least monthly to make sure that they are in their designated places, have not been tampered with or actuated, and are not corroded or otherwise impaired. Attached inspection tags shall be initialed/dated each month.

The location of all hydrants, hose houses, portable fire extinguishers, or other fire protective equipment should be properly marked with arrows and signs.



### 3.08. H Training

All employees shall be instructed on the locations and proper use of fire extinguishers in their work areas. Employees shall also be instructed as to how to operate the building's fire alarm system, and be familiar with evacuation routes. The training of all employees shall include the locations and types of materials and/or processes which pose potential fire hazards. The training program shall also emphasize the following:

1. Use and disposal of smoking materials
2. The importance of electrical safety
3. Proper use of electrical appliances and equipment
4. Unplugging heat-producing equipment and appliances at the end of each work day
5. Correct storage of combustible and flammable materials
6. Safe handling of compressed gases and flammable liquids (where appropriate)

Initial training and ongoing training shall include regularly scheduled fire drills. Training documentation shall be maintained.

### 3.08. I Fire Prevention Checklist

*This checklist should be reviewed regularly and kept up-to-date.*

#### **ELECTRICAL EQUIPMENT**

- No makeshift wiring
- Extension cords serviceable
- Motors and tools free of dirt and grease areas (if
- Lights clear of combustible materials
- Safest cleaning solvents used
- Fuse and control boxes clean and closed
- Circuits properly fused or otherwise protected
- Equipment approved for use in hazardous (if required)

#### **FRICION**

- Machinery properly lubricated and aligned
- Machinery properly adjusted and/or

#### **SPECIAL FIRE-HAZARD MATERIALS**



- Storage of special flammable isolated

- Nonmetal stock free of tramp metal

### WELDING AND CUTTING

- Area surveyed for fire safety

- Combustible removed or covered
- Permit issued

### OPEN FLAMES

- Kept away from spray rooms and booths

- Portable torches clear of flammable surfaces
- No gas leaks

### PORTABLE HEATERS

- Set up with ample horizontal and overhead clearances - Safely mounted on noncombustible surfaces
- Secured against tipping or upset
- Combustibles removed or covered
- Use of steel drums prohibited
- Not used as rubbish burners

### HOT SURFACES

- Hot pipes clear of combustible materials
- Ample containers available and serviceable
- Soldering irons kept off combustible surfaces
- Ashes in metal containers

### SMOKING AND MATCHES

- "No smoking" and "smoking" areas clearly marked
- Butt containers available and serviceable
- No discarded smoking materials in prohibited areas

### SPONTANEOUS IGNITION

- Flammable waste material in closed, metal containers - Piled material, dry, and well ventilated
- Flammable waste material containers emptied frequently - Trash receptacle emptied daily

### STATIC ELECTRICITY

- Flammable liquid dispensing vessels grounded and bonded
- Moving machinery grounded
- Proper humidity maintained

### HOUSEKEEPING

- No accumulation of rubbish materials
- Safe storage of flammables free - Passageways clear of obstacles
- Automatic sprinklers unobstructed
- Premises free of unnecessary combustible
- No leaks or dripping of flammables and floor of spills
- Fire doors unblocked and operating freely



**FIRE PROTECTION**

- Proper type of fire extinguisher
- Fire extinguisher in proper location
- Access to fire extinguishers unobstructed
- Access to fire extinguishers clearly marked
- Fire protection equipment turned on
- Extinguishing system in working order
- Service date current
- Personnel trained in use of equipment
- Personnel exits unobstructed and maintained

**3.08. J Inspection Logs and Fire Incident Reports**

*Insert any fire incident reports and inspection records behind this section.*

**3.08. K Identified Fire Hazards and Responsible Personnel**

**HAZARD IDENTIFICATION**

| Type | Location | Control | Extinguisher Location | Responsible Personnel |
|------|----------|---------|-----------------------|-----------------------|
|      |          |         |                       |                       |
|      |          |         |                       |                       |
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### 3.08. L Training Record

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### 3.08. M Fire Extinguisher Location

*Insert a map designating fire extinguisher locations behind this section.*

## 3.09 Crystalline Silica Exposure Control Policy, Program, and Procedures

### 3.09 A. Introduction

Silica is the second most common mineral on earth, found in the common form as “sand” and “rock”. The three main forms or “polymorphs” of silica are alpha quartz, cristobalite, and tridymite.

#### Health Hazards Associated with Silica Exposure

The health hazards of silica come from breathing in the dust. If crystalline silica becomes airborne through construction activities, exposures to fine crystalline silica dust (specifically exposure to the size fraction that is considered to be respirable) can lead to a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs ability to extract oxygen from the air. This damage is permanent, but the symptoms of the diseases may not appear for many years. A worker may develop any of the three types of silicosis, depending on the concentration of silica dust and the duration of the exposure:

- . Chronic Silicosis: Develops after 10 or more years of exposure to crystalline silica relatively low concentrations.
- . Accelerated Silicosis: Develops 5 to 10 years after initial exposure to crystalline silica at high concentrations.



. Acute Silicosis: Develops within weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica.

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, workers may experience:

- . Shortness of breath.
- . Severe cough.
- . Weakness.

These symptoms can worsen over time and lead to death. Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

#### Silica Exposures at Thomas Construction Group

Many of the activities performed on Thomas projects result in the creation/release of silica dust, thus exposing our employees. These activities include, but are not necessarily limited to:

- . Sweeping concrete slabs/floors
- . Jack-hammering of concrete
- . Saw cutting of concrete, cement block, brick, stone, cement board, ceramic tile and other materials containing crystalline silica
- . Drilling of concrete, cement block, brick, stone, cement board, ceramic tile and other materials containing crystalline silica
- . Grinding, chipping, shaving, sanding of concrete, cement block, brick, stone, cement board, ceramic tile, and other materials containing crystalline silica
- . Large scale removal, addition or grading of soil, sand and gravel during site work preparation or finishing with various earth moving machines
- . Excavating for utilities and truck loading or dumping

#### 3.09 B. **Statement of Purpose**

Thomas is committed to providing a safe and healthy workplace for our employees, recognizing the right of employees to work in a safe and healthy work environment and ensuring that



Thomas activities do not adversely affect the health and safety of subcontractor workers or any other persons on Thomas sites.

This commitment includes ensuring every reasonable precaution is taken to protect our employees (and others) from the adverse health effects associated with exposure to silica.

### 3.09 C. **Responsibilities**

Due to the risk posed by respirable silica, it is critical that all personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following (Silica related) responsibilities have been established and must be adhered to:

Safety Director, Project Management and Division Management are responsible for:

- . Regularly evaluating new equipment and technologies that become available, as able/appropriate, purchasing the "best available" equipment/technologies (within TCG's capabilities). Equipment/technologies with silica dust suppression and/or capture technologies will generally be given preference over equipment/technologies that lack such.
- . Implementing a suitable respirable silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available. The purpose of the program will ensure that (over time) TCG has quantifiable silica exposure data available for all regularly occurring, as well as reasonably foreseeable, work activities.
- . Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed, communicated, and effectively implemented as appropriate. TCG employees and subcontractor workers will always use the procedures, equipment and tools when performing tasks as outlined in OSHA's Silica standard Table 1 for working with products that will produce silica dust.
- . Ensuring that all employees that may be exposed to silica dust receive the necessary education and training related to this policy, as well as project/task specific ECPs.
- . Maintaining applicable records such as exposure sampling, inspections, respirator fit tests, training records, etc., in accordance with OSHA requirements and company policy.
- . In conjunction with the TCG safety and health committee conduct a review of this policy as well as specific ECPs and all other records related to the silica dust control program annually.





Project Managers and Superintendents are responsible for:

- . Obtaining a copy of the project/task specific ECPs and other similar information from all subcontractors prior to performing any work that may create silica dust on the site.
- . Ensuring that all the tools, equipment, PPE and materials (including water) necessary to implement the ECP is available and in good working order prior to allowing work activities to commence.
- . Ensuring that all workers under the superintendent's direction and control have received the necessary education and training. As appropriate, each superintendent must ensure that workers are available to "demonstrate competency" for identified tasks.
- . Ensuring that workers adhere to the project/task specific ECP, including PPE and personal hygiene requirements. Workers required to wear respirators must be clean shaven.
- . Coordinating work activities with the subcontractors as required, and/or otherwise implementing the controls necessary to protect others (by erecting signage and barricades) who could be adversely effected by TCG or other subcontractors acts or omissions.

Thomas employees and subcontracted employees are responsible for:

- . Knowing the hazards of silica dust exposure.
- . Using the assigned protective equipment in an effective and safe manner if PPE is required.
- . Use wetting agents or dust control system in conjunction with proper tools to control dust.
- . Working in accordance with the project/task specific ECP.
- . Reporting immediately to their supervisor any hazards, unsafe conditions, unsafe acts, improperly operating equipment related to silica dust release or control failures.

### 3.09 D **Exposure Limits**

Exposure Limits/Considerations:

- . The OSHA silica exposure regulation lists an occupational exposure limit (OEL) for respirable crystalline silica (including quartz) of 0.025 milligrams per cubic meter (mg/m<sup>3</sup>). This is a concentration to which nearly all workers could be exposed for eight hours a day, five days a



week, without adverse health effects. However, as a suspected carcinogen, crystalline silica is also an ALARA substance, and exposures must be reduced to levels **As Low As Reasonably Achievable** below the OEL.

### 3.09 E Risk Identification

Silica is contained in many of the products used/encountered on TCG projects. SDS for concrete reveals the potential for up to 90% crystalline silica. Silica dust can be readily released through the various tasks performed by TCG and subcontractors.

**The health hazards of silica come from breathing the dust!** In addition to identifying the specific activities/areas where personnel could be exposed to silica dust, the "amount" of exposure and "duration" of exposure must also be considered. With consideration of these three factors, activities performed by TCG (or that are otherwise occurring in proximity to TCG activities" that expose our employees (as well as members of the public and other workers) to dust include, but are not necessarily limited to:

- . Surface preparation activities such as the use of skid steer machines, with sweeper attachments, or other attachments that create dust during site work, the use of brooms for hand sweeping without using dust reducing compounds.
- . Jack-hammering (of both concrete and asphalt).
- . Saw-cutting (of both concrete and asphalt) with various hand held or machine saws.
- . Saw cutting of cement board (Hardie Plank) and trim.
- . Saw cutting of concrete blocks, bricks, ceramic tiles, stone tiles and other building products that contain crystalline silica.
- . Drilling of concrete, blocks, bricks, tiles, concrete pipe and others that contain silica.
- . Sanding or grinding of concrete, blocks, bricks, tiles, cement pipe and others that contain silica.

### 3.10 E Risk Assessment



TCG will use a variety of methods to assist with the "assessment" of (possible and actual) silica exposures. These methods will include, but may not necessarily be limited to:

- . Reviewing data/reports available in the public domain (i.e. Information available through regulatory agencies (including OSHA, NIOSH, ABC, risk control and insurance companies, industry associations and others).
- . Regularly consulting with the Safety Resources/Safety Managers/Industrial Hygienists from firms who perform similar work.
- . Implementing a suitable respirable silica exposure monitoring program. This program will ensure that (over time) TCG has quantifiable silica exposure data available that is representative of all regularly occurring, as well as reasonably foreseeable work activities. Exposure monitoring will generally be conducted "in house", although assistance (i.e. actual monitoring and/or interpretation of results) may be obtained through outside consultants/hygienists as needed.

### 3.11 F **Risk Control**

Control methods: When determining measures to reduce or eliminate worker exposure to silica dust, TCG will generally select a combination of controls, listed in order of preference:

- . Elimination and substitution.
- . Engineering.
- . Administrative.
- . Personnel Protective Equipment (PPE)

Substitution and Elimination: Whenever possible, TCG will substitute products containing silica with products that do not contain (or contain a lower percentage of) crystalline silica. While there have historically been few "substitution" options available, TCG recognizes the importance of planning work in order to minimize the amount of silica dust generated. During the planning phases of a project, TCG will advocate for the use of methods that reduce the need for cutting, grinding, or drilling of concrete surfaces.



Engineering Controls: Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two “common” engineering options are available to TCG in many circumstances. These include Local Exhaust Ventilation (LEV) and Wet Dust Suppression (WDS) systems.

LEV Systems: Tools/appliance specific LEV systems are available on some tools/appliances. Such LEV systems are generally comprised of a shroud assembly, a hose attachment, and a vacuum system. Dust-laden air is collected within the shroud, drawn into the hose attachment, and conveyed to the vacuum, where it is filtered and discharged.

When vacuum systems are used, TCG will employ the following systems and safe work practices:

- . Vacuum attachment systems that capture and control dust at its source whenever possible.
- . Dust control systems will be maintained in optimal working condition.
- . HEPA or good quality, multi-stage vacuum units (approved for use with silica dust) will be used in accordance with the manufacturer’s instructions.
- . Whenever possible, concrete grinding will be completed when the concrete is wet (thus dust release will be significantly reduced).

WDS Systems: Water Delivery Systems can be attached to many tools and appliances at TCG such as attachments on various hand held/portable, abrasive/cutting equipment. When WDS systems are not available, (as a standard or retrofitted part of a tool or appliance), similar effects can also be achieved by manually wetting the surface (i.e. with a mister or with a hose). When pressurized water systems are not available on TCG sites a pump type garden sprayer, compressed water fire extinguisher, squeeze bottles or buckets of water can be used to reduce silica levels and exposure.

**Under no circumstances will silica dust be cleaned with the use of compressed air streams either indoors or outdoors on TCG sites!**

When WDS are used, TCG will employ the following systems and safe work practices:



. If water is not readily available on the specific TCG project, the project superintendent in conjunction with the project manager will require or arrange to have a mobile water tank delivered to the site for use in control of silica dust. Subcontractor creating silica dust will be responsible for this also. TCG will not supply water tanks for subcontractor use unless agreed to in a contract.

. Pneumatic or fuel powered equipment will generally be used instead of electrically powered equipment if water is the method of dust control, unless the electrical equipment is specifically designed to be used in such circumstances.

. Pressure and flow rate will be controlled in accordance with the tool manufacturer's specifications.

. When sawing concrete, blocks or bricks tools that provide water directly to the blade will be used if possible.

. Wet slurry will be cleaned from work surfaces when the work is complete, if/when necessary.

Administrative Controls: Administrative Controls are those that aim to control or otherwise minimize the release of silica through the use of work procedures and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but not limited to:

. Posting of warning signs.

. Rescheduling of work as to avoid the activities of others.

. Relocating unprotected workers away from dusty areas.

When administrative controls are used, TCG will employ the following systems and safe work practices:

. In conjunction with the subcontractor suitable exposure control strategies (both within and outside (TCG's) capabilities/responsibilities) will be discussed and determined. As necessary/appropriate, supplemental (to this policy/procedure) project and task specific Exposure Control Plans will be developed.

. Suitable housekeeping, restricted areas, hygiene practices, training and supervision procedures/standards will be determined and implemented on TCG projects.



- . As appropriate, barriers will be erected around known silica dust generating activities, and/or warning signs will be posted.
- . As able, work activities will be scheduled to minimize the silica related effect on, and from, others.

Personal Protective Equipment Controls: When used in conjunction with the other (i.e.) Engineering and Administrative) controls elsewhere identified, personal protective equipment and clothing can help further reduce our employee's exposure to silica dust.

An air purifying respirator fitted with HEPA cartridges is the most common piece of PPE that would be used by TCG to minimize exposure to silica dust. Dependent on the effectiveness of the other control measures employed, either a "full face piece" or "1/2 face piece" respirator would be used by personnel. In the majority of situations, a 1/2 face respirator will be used. When working indoors or in other areas with poor ventilation, a full-face piece respirator may be required. Both respirators are "seal dependent", and thus the users must be "fit tested" and **clean shaven** where respirators seals to the face.

In addition to respiratory PPE, protective clothing such as disposable or washable coveralls may be used and/or required to help prevent the contamination of the worker's personnel clothing.

### 3.11 g **Education and Training**

- . Prior to performing activities, or working on project site where personnel could be exposed to silica dust, TCG will ensure that personnel receive suitable education and training. As necessary, personnel will be trained to a level of "demonstrated competency". While not necessarily an exhaustive list, education and training may include:
  - . The hazards of and risks associated with exposure to silica dust.
  - . The signs and symptoms of silica related diseases.
  - . General and specific silica exposure reduction methods/strategies as detailed in the general /specific exposure control plans.
  - . The use of specific pieces of equipment and control systems such as local exhaust ventilation or water delivery systems.



- . The use and care of respiratory (and other) personnel protective equipment.
- . How to seek first aid for respiratory related concerns, including those that may be caused/associated with silica dust exposure and
- . How to report items of concern related to silica dust exposure.

The education and training detailed will be delivered to TCG employees through a variety of forums, including but not necessarily limited to:

- . New employee orientations.
- . Project/site orientations.
- . Equipment/task specific training in accordance with TCG's policy, all personnel must be trained to a level of demonstrated competency prior to using required tools, equipment and appliances.
- . Start of shift tool box safety talks.
- . Regularly scheduled crew safety meetings.
- . Notifications and bulletins

### 3.11 h **Safe Work Practices**

TCG will ensure that suitable written procedures for controlling the risk of silica exposure are developed. OSHA's table 1 for the silica standard will be used as a guide for all TCG operations where possible exposure to silica dust may occur. Tasks generating silica dust on TCG sites are too numerous to address in this policy. Therefore, specific procedures (Job Hazard Analysis) for all sites will be developed and inserted into the site specific safety plan for that site to control silica dust exposures.

### 3.11 I **Documentation**

- . All documentation concerning the silica dust exposure control plan will be maintained by the corporate safety director. Site specific (Job Hazard Analysis) for silica dust control will be maintained by the project manager for the site. After completion of the site all silica control plan documents will be forwarded to the corporate safety director for long term storage.



# Thomas

## 3.12 COVID-19 Exposure Prevention, Preparedness, and Response Plan

The purpose of this plan is to outline the steps that Thomas Construction Group employees can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if an employee becomes sick.

**Thomas Construction Group** takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed “essential” in many locations throughout the United States during this Declared National Emergency. To be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all of our jobsites. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the virus.

This Plan is based on currently available information from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

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### I. Responsibilities of Managers and Supervisors

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All managers, superintendents and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers, superintendents, and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers, superintendents, and supervisors must encourage this same behavior from all employees.

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### II. Responsibilities of Employees

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We are asking every one of our employees to help with our prevention efforts while at work. To minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers, superintendents, or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager, superintendent, or supervisor. If they cannot answer the question, please contact **the company safety director**.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing.
- **Fever of 100.4 degrees Fahrenheit or higher.**
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

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### III. Guidance for Critical Infrastructure Employers

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The CDC has provided guidance for employers regarding safety practices for “critical infrastructure workers” who may have been exposed to a person with a suspected or confirmed



case of COVID-19. Construction has been deemed as critical infrastructure by the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency ("CISA") and many state and local jurisdictions have similarly deemed construction as critical infrastructure during the COVID-19 pandemic. Given this, **Thomas** is adopting the following protocol for employees exposed or potentially exposed to a suspected or confirmed case of COVID-19, consistent with CDC recommendations.

If a critical infrastructure employee has been exposed or potentially exposed to a suspected or confirmed case of COVID-19, Thomas will permit the employee to continue to work, but will implement the following practices:

- Measure temperature of employees before they enter the worksite (see Appendix A for additional information).
- Regularly monitor asymptomatic employees.
- Exposed or potentially exposed employees wear a mask/face covering for 14 days after exposure.
- Have employees maintain social distancing as work duties permit; and
- Routinely disinfect workspaces.

Depending upon workforce needs, Thomas may choose to keep the exposed or potentially exposed employee away from work for 14 days. *See also* Section VI below.

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## IV. Job Site Protective Measures

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The Company has instituted the following protective measures at all jobsites.

### A. *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home. Thomas may determine that taking employee/contractor/visitor temperatures at worksites is appropriate and restrict access based upon temperature readings. As an alternative to taking temperatures at the worksite, Thomas may request employees/contractors/visitors to take their own temperatures prior to coming to the worksite. (See Appendix A for additional information.)
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or



mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.

- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. Sites where water is available, a sink with hand soap will be provided. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to wear face coverings/masks if social distancing of 6 feet cannot be maintained. Employees are not required to wear N95 respirators unless they are certified to wear a respirator to provide protection against silica dust. Engineering and work practice controls should be used to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively if one of the divided teams is required to quarantine.
- Employees are encouraged to minimize ridesharing. While in vehicle, employees must ensure adequate ventilation and consider the use of face coverings.
- If practicable, employees should use/drive the same truck or piece of equipment every day.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles. Use of tobacco products (chewing tobacco, smoking), vaping, sunflower seeds, etc., should be avoided.

*B. Workers entering Occupied Buildings for renovation work*



- When employees perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based

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wipes for this purpose.

- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.
- If the occupied site or building has Covid-19 protocols in place all employees will follow the client protocols in addition to Thomas protocols or the stricter of the two.

### C. *Job Site Visitors*

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
  - Have you been confirmed positive for COVID-19?
  - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - Have you been in close contact with any persons who have been confirmed positive for COVID-19 and are also exhibiting acute respiratory illness symptoms?
  - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Thomas may determine that taking visitor temperatures at worksites is appropriate and restricting access based upon temperature readings. As an alternative to taking temperatures at the worksite, Thomas may request visitors take their own temperatures prior to coming to the worksite. (See Appendix A for more information.)



- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.

*D. Personal Protective Equipment and Work Practice Controls*

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - Gloves: Gloves should always be worn while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
  - Eye protection: Eye protection should always be worn while on-site.
  - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
  - Keep dust down by using engineering and work practice controls, specifically using water delivery and dust collection systems.
  - Limit exposure time to the extent practicable.
  - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
  - Institute a rigorous housekeeping program to reduce dust levels on the jobsite.
- To the extent that shortages of N95 respirators continue to occur, the Company will take the following steps in accordance with OSHA guidance to continue to protect employees where respirator use is required by other OSHA standards:
  - *Extended use or reuse of N95s* – If extended use or reuse of N95 respirators becomes necessary, the same employee is permitted to extend use of or reuse the respirator, as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated.
  - *Use of expired N95s* – If N95s are not available and extended use or reuse of N95s is not possible, employees may use previously NIOSH-certified *expired* N95s.



- *Non-NIOSH approved respirators* – If N95s are not available, extended use or reuse of N95s is not possible, and expired N95s are not available, employees may use respirators that are either certified under certain standards of other countries; or previously certified under the standards of other countries but beyond their manufacturer’s recommended shelf life. OSHA directs that respirators certified by the People’s Republic of China be used only after respirators from other countries are sought.

### *E. Face Coverings*

*Thomas* has reviewed OSHA’s workplace classification scheme for worker exposure potential to COVID-19. While construction work could generally be considered “low risk” for viral transmission, some construction tasks or activities may involve working with others in proximity closer than six feet, including sitting in the same vehicle, and therefore might be considered as “medium risk” under the Agency’s risk pyramid.

Due to this and CDC recommendations, we are implementing a face covering policy for certain work activities for the foreseeable future, including those situations where (1) it is mandated by state or local rule, or (2) employees must work in proximity of six (6) feet from other employees. A face covering is a cloth, bandana, or other type of material that covers a person’s nose and mouth. The CDC lists five criteria for “cloth face coverings”: the face covering should:

- fit snugly but comfortably against the side of the face.
- be secured with ties or ear loops.
- include multiple layers of fabric.
- allow for breathing without restriction; and
- Be able to be laundered and machine-dried without damage or change to shape.
- Neck gaiters used as face coverings are not acceptable

Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this Plan.

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## **V. Job Site Cleaning and Disinfecting**

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The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.



- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e., door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- The Company will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant.
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (these can be used if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

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## VI. Jobsite Exposure Situations

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- **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-

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altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee Tests Positive for COVID-19**

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return



to work when: (1) at least 72 hours (3 full days) have passed since recovery;<sup>1</sup> and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work from a physician.

- **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to either: (1) continue to work, provided they remain asymptomatic in accordance with Section III above; or, if they are symptomatic or the Company chooses to follow more conservative protocols, (2) self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period.

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to either continue to work, provided they remain asymptomatic in accordance with Section III above, or, if they are symptomatic or the Company chooses to follow more conservative protocols, to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact.

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## VII. OSHA Recordkeeping

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For purposes of recording cases of COVID-19, the Company is responsible for recording a case, if:

- The case is a tested-positive confirmed case of COVID-19, as defined by the CDC; and
- The case is “work-related,” which is defined as an event or exposure that either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness; and
- The case involves one or more of the following:
  - Death.
  - Days away from work.

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<sup>1</sup> Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).





- Restricted work or transfer to another job.
- Medical treatment beyond first aid.
- Loss of consciousness; and
- A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

However, per OSHA recent guidance, the Company will consider a COVID-19 positive case to be work-related only where:

- There is objective evidence that a COVID-19 case may be work-related. For example, several cases developing among workers who work closely together without an alternative explanation: and
- The evidence was reasonably available to the Company. For example, the Company was given information by employees or the Company learns of information regarding employees' health and safety in the ordinary course of business.

For purposes of reporting the case to OSHA, the Company will report any work-related confirmed cases if they result in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

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## VIII. “Essential” Industry

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Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, construction work has been deemed essential and the Company is committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an “essential” industry and are commuting to and from work.

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## IX. Confidentiality/Privacy

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Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will



be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

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## X. General Questions

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Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the company safety director.



## Appendix A – Temperature Screening Guidance

### General Considerations<sup>2</sup>

- Certain local jurisdictions have recommended or required employers to conduct temperature screenings of employees as they enter the worksite. Any applicable federal, state, or local requirements on employee temperature screenings should be consulted prior to performing them.
- Temperature screenings must be conducted consistently, professionally, and with proper training for those conducting the checks. Such checks must be uniformly and non-discriminatorily conducted on all employees (as well as contractors, vendors, customers, and/or visitors, if they will also be screened).
- Any information obtained from temperature screenings should be stored securely with access limited to those with a business need to know. It is essential to have proper documentation if an individual needs to be excluded from the worksite based on the results of their temperature screening. If excluding individuals from a worksite based upon temperature, a set temperature should be established, based upon public health recommendations. Many employers have set the temperature required for exclusion at 100.4 degrees Fahrenheit or above.
- Wage protocols and procedures to account for any potential time spent waiting in line to be screened must also be considered. This is particularly important at worksites where there may be numerous workers reporting to their shift at the same time and only one or two individuals conducting the temperature screenings. Any existing Collective Bargaining Agreements should also be considered.

### Options for Screening

- There are two options for how temperature screening can be conducted:
  - By the employee, at home, prior to leaving for work; or
  - By the employer, at the worksite, when the employee arrives to report for their shift.
- Types of temperature screeners:
  - *Traditional digital thermometers applied typically in the ear.* These thermometers should only be used with a temperature screening policy that requires employees to

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<sup>2</sup> Temperature screening involves numerous, difficult legal issues. This Appendix does not represent a comprehensive discussion of all those issues. It is intended to provide some basic guidance to contractors who might be performing screening. Contractors should consult with legal counsel before implementing a screening program.



conduct such screenings at their homes, prior to leaving for their shift. These types of thermometers should not be used by employers at the worksite as there would be a high risk of exposure for the individuals conducting such temperature screenings.

- *Infrared thermometers.* Infrared thermometers are the most practicable and safe option for conducting screening at work. However, the individual conducting such temperature screening must still be provided with appropriate protective gear. If the infrared thermometer does not allow the individual conducting the screening to stand at least six feet from the employee being screened, the following protective gear is recommended:
  - The individual conducting the screening should wear a face covering and gloves. If possible, the employee being screened should wear a face covering as well during the check.
  - If the employee is not wearing a face covering, the individual conducting the screening should wear a gown and eye protection in addition to a face covering and gloves.

If the individual conducting the screening can stand six feet or more from the employee being screened, no additional protective gear is necessary, though a face mask and gloves are recommended.



## **Essential Industry Employee**

Re: Shelter-in-Place Orders

To whom it may concern:

Please be informed that the bearer of this letter is employed at Thomas Construction Group, located at 1022 Ashes Dr. Wilmington NC. The Company is a General Contractor for commercial construction. We have reviewed all applicable Orders and have determined that our operations qualify as essential/critical infrastructure and that we are able to continue to operate under those Orders.

Employees in possession of this letter have been deemed essential to the minimum basic operations of our business. All non-essential personnel have been notified to work remotely until further notice. Employees who are critical to the minimum basic operations of the business have been instructed to comply with social distancing rules/requirements in the jurisdiction, as well as other safety and health precautions.

If you have questions regarding the nature or scope of this letter, please do not hesitate to contact Carl Weatherington at 910/777/9633 or email at [cweatherington@thomasconstructiongroup.com](mailto:cweatherington@thomasconstructiongroup.com).

Sincerely,

Carl Weatherington  
Corporate Safety Director



## **Employee Notification Letter Example**

DATE: [DATE]

TO: [CLOSE CONTACT EMPLOYEE]

FROM: [COMPANY REP]

We have been informed by one of our [employees/customer/vendor/etc] working at [SITE] that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE]. Per company policy, this [employee/customer/vendor/etc] has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on the Company’s investigation, we believe that you may have an been exposed to a confirmed-positive case, on or about [DATE]. As a critical infrastructure employee, Thomas will permit you to work provided you remain asymptomatic. In addition, we are implementing the following practices:

- Measuring temperature of employees before they enter the worksite.
- Regularly monitoring asymptomatic employees.
- Ensuring employees maintain social distancing as work duties permit; and
- Routinely disinfecting workspaces.

You are always also required to wear a face covering while at the worksite for at least 14 days. Please inform the safety director, human resources manager and your supervisor if any of the following occur to you during the next 14 days: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We also want to take this opportunity to remind you that one of our core values as a company is respect for and among our employees or customers. We will treat information regarding the identity of employees or customers with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Company policy, we will not tolerate harassment of, or discrimination or retaliation against, employees or anyone testing positive for Covid-19.

Please contact safety director at 910/777/9633 if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>



## COVID-19 Checklist

### Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK**, and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

### Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

### Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

### Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

### Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE.
- Keep the dust down by using engineering and work practice controls, specifically using a water delivery and/or dust collection systems.



## COVID-19 Toolbox Talk

### What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

### How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.





## COVID-19 Prevention and Work Practice Controls:

### Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

### General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
  - This includes other elements of the jobsite where possible.
  - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - Gloves: Gloves should always be worn while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if possible.
  - Eye protection: Eye protection should always be worn while on-site.



- Some employees may be required to wear face coverings, including in those situations where (1) it is mandated by state or local rule, or (2) employees must work in proximity of six (6) feet from other employees. A face covering is a cloth, bandana, or other type of material that covers a person’s nose and mouth. The CDC lists five criteria for “cloth face coverings”: the face covering should: fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; and be able to be laundered and machine-dried without damage or change to shape. Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this Plan.

### Updated protocol from Wilmington Health Occupational Medicine July 22, 2020

As promised, Wilmington Health Occupational Medicine want to keep you apprised of any new information we receive regarding COVID-19. Dan Shapiro, PA-C is collaborating with infectious disease doctors at Wilmington Health and would like to share the latest recommendations. As of July 22, 2020, here are Dan’s Return-To-Duty recommendations following illness, symptoms, or exposure.

|                                   | Either  | Or   |
|-----------------------------------|---|--|
| Positive COVID Test w/ symptoms   | - At least 10 days since positive test collected or onset of symptoms (whichever is longer)<br>- Fever free for at least 24 hours with no fever<br>- Symptoms have improved | - Fever free for at least 24 hours without fever medication<br>- Symptoms have improved<br>- At least 2 negative COVID tests at least 24 hours apart |
| Positive COVID Test – NO symptoms | - At least 10 days since positive test was collected  | - At least 2 negative COVID tests at least 24 hours apart  |
| COVID exposure – NO symptoms      | - At least 14 days quarantine   | - If symptoms develop, 10 additional isolation days from onset of symptoms   |
| COVID exposure w/ symptoms        | - At least 10 days since onset of symptoms<br>- Symptoms have improved<br>- Fever free for at least 24 hours without fever medication                                       |  |

As experts learn more, we will continue to provide you with information. Should you have any questions, please do not hesitate to reach out. We continue to offer COVID testing for our Occupational Medicine employers. We are open at 1202 Medical Center Dr. and welcome any employees you may need to send for standard Occ Med reasons. No one experiencing COVID symptoms, or with recent exposure is allowed in the building. Please have your employee who may fall in that category call us at (910) 341-1542 should they need our services.

**See revision below**

#### **Revision 11/3/20**

Thomas continues to monitor federal, state, and local public health communications about COVID-19 and update our protocol accordingly. The latest CDC guidelines for exposure to Covid-19 are listed [here](#).

Clorox wipes and antibacterial are available in the office and all site trailers.



- If you have COVID-19 symptoms or have been exposed to someone with COVID, notify Carl in Safety and Lisa in HR and stay home. You may be instructed to get a COVID test before returning to work. **ISOLATION FOR 48 HRS FROM EXPOSURE MAY BE REQUIRED TO ENSURE VALIDITY OF COVID TEST.**
- COVID tests can be done with TCG’s company doctor’s office: Wilmington Health Occupational Health at 1202 Medical Center Drive, schedule an appointment by calling 910.341.1542. If you choose to go to your own doctor, **please make sure your test is “PCR-based” (even the rapid test must be PCR-based).** Other tests (rapid antigen) are not reliable.
- If you are sick, stay home and do not **return to work** until you meet criteria to discontinue home isolation.
- If you are awaiting a COVID test result, you should work remote/from home until you’re cleared to return to work from Lisa or Carl.

| COVID Scenario                                  | Either  | Or   |
|---|---|--|
| Negative PCR-based COVID Test with no symptoms. | Maintain 6 ft social distancing   | Wear mask indoors  |
| Negative PCR-based COVID Test with symptoms.    | Quarantine for 10 days from onsite of symptoms, improving and fever free and off fever medicine for 24 hours.   |  |
| Positive PCR-based COVID Test w/ symptoms.      | - At least 10 days since positive test collected or onset of symptoms (whichever is longer)<br>- Fever free for at least 24 hours with no fever<br>- Symptoms have improved       | - Fever free for at least 24 hours without fever medication<br>- Symptoms have improved<br>- A negative PCR-based COVID test |
| Positive COVID Test – NO symptoms               | - At least 10 days since positive test was collected  | - A negative PCR-based COVID test  |
| COVID exposure w/ symptoms                      | -Get PCR-based test.<br>-Don’t return until at least 10 days since onset of symptoms.<br>- Symptoms have improved.<br>- Fever free for at least 24 hours without fever medication |  |

- If you are well but have someone in your household who has COVID-19, notify Lisa or Carl to determine appropriate next steps regarding report to work, and follow CDC recommended precautions.
- Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching eyes, nose, and mouth.
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment. Clean and disinfect between employees if sharing occurs.
- Stay at least 6 feet from others when possible.
- Use cloth face coverings (if appropriate) when social distancing is not possible.



## PART 4

# SAFETY ORIENTATION PACKAGE

All personnel performing work on a Thomas Construction Group (TCG) site must complete safety orientation training before performing any tasks.

Safety orientation training is required for all TCG employees, subcontractors, vendors and/or anyone working on the jobsite.

Orientation training includes:

- Introduction to the job Superintendent
- Viewing the orientation video
- Passing a post-training quiz administered verbally by Site Superintendent

Following successful completion on this training, the trainee shall sign the orientation log, indicating that he/she understands and agrees to comply with the given rules. TCG will then issue an orientation sticker and place it on his/her hard hat.

If non-TCG trained personnel leave the jobsite for more than 180 days, he/she shall repeat the orientation training. Thomas Construction Group employees will require re-training if the period exceeds one year on any TCG project.



## 4.01 Basic Jobsite Safety Rules

1. Use and/or possession of intoxicants, alcohol or drugs are not allowed.
2. Hard hats will be worn by all employees and visitors at all times. At certain stages of the project, this ruling may be relaxed at the discretion of the Project Superintendent and/or the TCG Safety Committee.
3. Long pants and shirts with 4" minimum sleeves are required at all times.
4. Hard sole shoes are required – no tennis shoes unless approved for specific jobs by the Project Superintendent and/or TCG Safety Committee.
5. Eye protection, ear protection, and respiratory protection devices will be worn when required by OSHA standards.
6. Only authorized personnel are permitted to operate equipment / vehicles.
7. No riders on machinery or equipment. Seat belt use is required at all times if provided. Riding in the back of trucks is prohibited.
8. All heavy equipment with limited visibility must have operable backup alarms or a spotter when backing up. Seat belts shall be used on all vehicles and equipment that are equipped with them!
9. No one shall enter a trench or excavation over 5' deep unless it is properly sloped, shielded or shored in accordance with OSHA standard 29CFR1926.450-454, Subpart L and inspected by a competent person.
10. Immediately report all accidents, unsafe conditions / practices to your supervisor.
11. Any individual performing work at a height of six (6) feet or more must have fall protection in accordance with the OSHA standards.
12. All scaffolding is to be erected and maintained by a competent person in a manner consistent with OSHA standards. Fall protection required at 10 feet on scaffolds.



## 4.02 Safety Program

I have reviewed the Thomas Construction Group Safety Rules 1 through 12 as outlined in this package.

The Thomas Construction Group Safety & Health Manual was made available in the event that my company does not have their own and the TCG Company Safety Rules were either read by me or read to me by an employee of Thomas Construction Group. I agree to be guided by the safety instructions issued by my supervisors and will report to him all unsafe conditions or practices observed on the work site.

I understand that any violation of the safety rules or refusal to comply with an OSHA "Safety and Health Regulation" is grounds for dismissal.

Except under emergency conditions, I will obtain first aid treatment at the site for all injuries and will report to the foreman or the superintendent before leaving the jobsite to obtain additional medical attention.

A list of physicians and medical facilities for the company are available onsite and I understand that I must choose one of the named physicians or medical facilities for an on the job injury. I further understand that if I seek medical treatment elsewhere, other than the listed physicians or medical facilities for an on the job injury, I shall be responsible for my own medical bills.

Signature: \_\_\_\_\_



## 4.03 Fire Extinguisher Safety

- Four things needed to maintain a fire. Take away any one of the first three and the fire will be out.
  - Fuel
  - Heat
  - Oxygen
  - Chain reaction
  
- Stay upwind of a fire when using a fire extinguisher.
  
- Stay back 8 to 10 feet from a grease fire because the force of the pressure / powder from the fire extinguisher may cause the grease to splash.
  
- The main three classes of fire extinguisher ratings are: (1) Wood, paper, plastic; (2) Flammable liquids; and (3) Electrical
  
- **PASS** is the word used to train people properly to use a fire extinguisher.
  - **P**ull the pin.
  - **A**im the extinguisher at base of fire.
  - **S**queeze the handle.
  - **S**weep extinguisher from side to side from outside towards center of fire.
  
- A 10lb. B.C. rated extinguisher should be within 50' of any 5 gallons of fuel. A 20 lb. B.C. rated extinguisher shall be located not less than 25' nor more than 75' from any flammable liquid storage area (>25 gallons) located outside.
  
- All fires no matter how small must be reported immediately to supervisor.
  
- Mount fire extinguisher: Minimum of 48" from the floor, but no more than 60" off the floor.



- The distance one should stand from the base of the fire is written on the fire extinguisher. For example: (2 ½ lb.) Minimum distance is 6' (20 lb.) minimum distance is 12'.
- Everyone should check the fire extinguisher in their work area daily to make sure it has adequate pressure and that the pin is still in the proper place. Periodic inspection is required by OSHA standards and must be documented in some form, i.e.: inspection tag, filed documentation, color code, etc.
- Fire extinguishers shall be serviced at least once a year.
- At each testing, a maintenance tag will be placed on the extinguisher to show the inspection date.
- A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.

## 4.04 Hazard Communication

Most hazards will fall into five broad categories:

1. Flammables and combustibles
2. Compressed gases
3. Poisons
4. Corrosives
5. Irritants

A hazardous substance can endanger our well-being in four ways:

1. Inhaled
2. Ingested
3. Absorbed
4. Injected





SDS's (Safety Data Sheets) contain the following information:

1. How to properly handle and store
2. Outline spill cleanup procedures
3. Medical and first aid procedures

Know where the SDS's, emergency supplies, and emergency phone numbers are located.

Understand how to interpret and use the SDS's.

Follow the guidelines outlined on labels which explain the dangers of the product and the proper way to use this product.

The hazardous chemical list, Thomas Construction Group Hazard Communication Program, and the SDS are available for my review upon request.

Observe and follow safe work practices while working for Thomas Construction Group.

## 4.05 Emergency Plan

- An emergency plan is a set of rules or procedures to be followed by all personnel in the event of an emergency.
- The emergency plan is maintained by the company and is implemented by the Superintendent. The emergency plan determines the proper access / egress of emergency equipment and/or personnel into or out of the area, in case of emergency.
- Supervisors will be directed to key locations, to assist in an emergency situation.
- Each employee is expected to follow directions of supervisors and cooperate in any emergency action effort.
- Personnel should evacuate the area in an orderly fashion, when instructed to do so by the supervisor.
- If you become aware of an emergency situation or any injury, notify a supervisor immediately.
- Notify supervisor of the location of emergency so that 911 can be called.



- All personnel shall evacuate the area in an orderly manner and reassemble in the designated location.
- All supervisors are responsible for knowing the location and number of employees at all times.
- All personnel will be accounted for to ensure that everyone has evacuated the area.
- Personnel are strictly forbidden to discuss project conditions, incidents or emergencies with the owner, media, press or any person not associated with the emergency.
- An emergency evacuation plan will be discussed during this orientation and a "muster area" will be established by the Superintendent in charge.

### 4.05 A Construction Site Hurricane Preparedness Checklist

Construction Project \_\_\_\_\_

Superintendent \_\_\_\_\_

24-48 Hours before landfall of hurricane stop all construction activity and complete the following.

- |                                      |     |    |                |
|--------------------------------------|-----|----|----------------|
| 1. Scaffolding removed or secured    | Yes | No | Comments _____ |
| 2. Crane boom secured if applicable  | Yes | No | Comments _____ |
| 3. Secure floor or roof decking      | Yes | No | Comments _____ |
| 4. Secure dumpsters                  | Yes | No | Comments _____ |
| 5. Empty & secure temp toilets       | Yes | No | Comments _____ |
| 6. Secure gravel & other light stone | Yes | No | Comments _____ |
| 7. Secure loose building materials   | Yes | No | Comments _____ |
| 8. Secure plywood & sheetrock        | Yes | No | Comments _____ |
| 9. Secure or remove equipment        | Yes | No | Comments _____ |
| 10. Remove trash                     | Yes | No | Comments _____ |
| 11. Remove signage not needed        | Yes | No | Comments _____ |
| 12. Secure signage for safety        | Yes | No | Comments _____ |
| 13. Clean storm drains               | Yes | No | Comments _____ |
| 14. Broom clean entire site          | Yes | No | Comments _____ |
| 15. Board up windows in site trailer | Yes | No | Comments _____ |



|                                       |     |     |                  |
|---------------------------------------|-----|-----|------------------|
| 16. Turn off all power to site        | Yes | No  | Comments_____    |
| 17. Turn off water to site            |     | Yes | No Comments_____ |
| 18. Charge all battery operated tools | Yes | No  | Comments_____    |
| 19. Charge all laptops, cell phones   | Yes | No  | Comments_____    |
| 20. Secure all flammable liquids      | Yes | No  | Comments_____    |

After site is secure, advise subcontractors to leave and not return until hurricane threat has passed. Make sure to have contact numbers for all subcontractors stored in a safe and dry place in addition to having them in your cell phone and that they know who will contact them after storm passes.

During the last 24 hours before landfall of the hurricane, GO HOME and take care of your family and personal property. Make sure you have a hurricane preparedness plan for your home also. Stock up on items needed such as water, food and medicine to sustain your family for at least 3-5 days or longer depending on damage in area. Fuel up your vehicles in case of mandatory evacuation.

## 4.06 Electrical (Focus Four – Electrical Hazards)

- All electrical equipment and power tools must be protected from shock hazards by use of a Ground Fault Circuit Interrupter (GFCI) plug or by double insulation.
- All electrical power "drop" cords must have grounding lugs and insulation of wires intact.
- Cords found defective must be repaired immediately or be removed from service by cutting the cord at the male plug end.
- Ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees. Safety of equipment shall be determined on the basis of 29CFR1926.403
- Lock-out and tag-out of equipment shall be in accordance w/ 29CFR1910.147 and 29CFR1926.803.
- Note: All electrical drop cords, GFCI's, corded power tools/equipment, etc. must be periodically inspected with proof (documentation, color coded tape, etc.) of actual inspections.



## 4.07 Safety Tips

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a fallen overhead power line. Call the electric utility company to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
- Always use caution when working near electricity.

## 4.08 Ladder Safety (Focus Four – Fall Hazard)

- All ladders shall be inspected prior to use.
- The use of ladders with broken or missing rungs, broken or split side rails, or other faulty or defective construction is prohibited.
- Portable ladder feet shall be placed on a substantial base, on a 4 to 1 pitch and the area around the top and bottom of the ladder should be kept clear and clean at all times.
- Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
- Portable ladders shall be tied, blocked or otherwise secured to prevent movement.
- Ladders shall extend 36 inches above the landing and be secured.
- Avoid the use of metal ladders when the possibility of contact with electrical power exists.
- Always clean mud or greasy substances from shoes before climbing up ladder.
- Always face the ladder and maintain a “three point contact” (one hand & two feet or two hands & one foot), whether climbing up or down.



- It is dangerous to reach out too far from a ladder in any direction, keep your “center of gravity” as close to the ladder as possible. Move the ladder, as the work requires.
- Never use the second from the top or the top step of a step ladder.
- Never use a step ladder as a straight ladder. Open fully and use as designed.
- Make sure that all labels and tags on ladders are in place and legible.
- All ladders must be periodically inspected and documented by tags, filed documentation, color code or any appropriate means to prove inspection occurred.

## 4.09 Struck-by Hazards (Construction Focus Four)

- Struck-by injuries are produced by forcible contact or impact between the injured person and an object or piece of equipment.
- When the impact alone creates the injury, the event is considered as *Struck*. On the other hand, when the injury is created more as a result of crushing injuries between objects, the event is considered as *Caught*.

Occupational fatalities caused by struck-by hazards are a serious concern. According to the Bureau of Labor Statistics (BLS) report titled “Manner in which fatal work injuries occurred 2009” preliminary data, the category of “Contact with objects and equipment is 17% of the total 4,340 fatal work injuries. Of that 17%, the sub-category of “Struck-by object” was 10-% [more than half].

The most common type of struck-by hazards in construction are:

- Struck-by flying objects
- Struck-by falling objects
- Struck-by swinging objects
- Struck-by rolling objects



Flying object hazard exists when something has been thrown, hurled, or is being propelled across space. It can include instances when a piece of material separates from a tool, machine or other equipment, striking a worker, resulting in injuries or fatality.

Also, a hazard exists if an object is ejected under power by a tool or equipment usually designed for that purpose such as, a nail from a nail gun.

Using compressed air can also cause flying object hazards.

Falling objects occur when the source of injury is falling from an elevation to a lower level, including instances where the injured person is crushed, pinned, or caught under a falling object, other than collapsing material or structures, resulting from being struck by a falling object or equipment.

Swinging objects occur when materials are mechanically lifted and have the potential to swing and strike workers. As the load is lifted, the materials may swing, twist or turn. This movement can catch workers by surprise and they could be hit by the swinging load. Windy conditions are especially hazardous because the load will swing more. Loads must be rigged properly to prevent swinging.

When the source of injury has been referred to objects which are not free standing, they are attached at some point or are being held by the worker. This includes instances where a hinge-like motion retracts creating swinging motion in which the worker is struck-by a slamming or swinging motion.

Rolling objects injuries occur when an object which is rolling, moving, or sliding on the same level at which the worker is located. This includes instances in which the worker is struck or run over by a moving vehicle without being caught under it or instances in which the worker is struck-by a sliding object or equipment on the same level.



## 4.10 Excavation and Trenching (Focus Four – Caught Between Hazard)

- For any and all trenches more than (5') five feet deep, slope sides of trench 1.5 feet horizontal to 1.0 feet vertical, unless a COMPETENT PERSON classifies the soil and determines that this is not necessary. Other alternatives are to use shoring and/or trench boxes.
- Shoring and sloping of all trenches and/or excavations greater than (20') twenty feet deep, MUST be designed by a registered Professional Engineer.
- A COMPETENT PERSON is one who has been trained and is capable of identifying existing and predictable hazards in the surrounding work areas, and/or working conditions that are unsanitary, hazardous, or dangerous and who has the authority to take prompt corrective measures to eliminate the hazard. Also, the competent person must have the authority to stop work if a hazard exists.
- A competent person must inspect / check all trenches, adjacent areas, and any protective systems for possible cave-ins, failure of protective systems, hazardous conditions, etc. Inspections MUST be performed DAILY before work begins and/or when any worker enters the area. Inspections must be performed after any rainstorm, any hazard-increasing occurrence and/or any other change in conditions.
- In trenches deeper than (4') four feet, locate means of an exit, such as ladders, steps or ramps so that they are no more than (25') twenty-five feet of travel from anyone in the trench.
- Superintendents are required to call 811...48 hours prior to excavation / trenching.



## 4.11 Housekeeping / Clean Up

No one should create hazards for other workers and employees by leaving objects like pipes, carts, boxes, barrels and other trash / debris in the access path and work areas.

Housekeeping is a major part of our daily work. With the cooperation of everyone we can keep all areas clean, neat, organized and free from tripping hazards.

A clean workplace reduces fire hazards.

Housekeeping shall be part of your DAILY routine and must be performed continuously throughout each shift by all workers on the jobsite.

Follow these steps to help keep your work areas clean:

- Always check / inspect your workplace DAILY.
- Dispose of wastepaper, cardboard, lunch and/or break trash, shipping material, scrap material, etc. into the appropriate container DAILY.
- Clean up anything that is spilled on the floor immediately or as soon as possible.
- Keep all aisles, access paths, walkways clear of obstruction...these areas are for people access, not material storage.
- Store all materials neatly and keep them away from traffic and access areas.
- Use nonflammable containers for disposing of scrap and waste substances.
- Always put tools back in their proper places. Tools left on the floor are a hazard!
- Know all locations of first aid and firefighting equipment.

Take time to think SAFELY!

**Note:** Poor housekeeping is a major cause of slip, trip and fall accidents.





## 4.12 Substance Abuse Policy

I acknowledge by my signature on the Thomas Construction Group Orientation Log, that I have received Thomas Construction Group Substance Abuse Program Statement, Rules, Occasions for Drug / Alcohol Testing, and Disciplinary Action that I have reviewed them thoroughly, and that I will abide by every aspect of them, including, but not limited to, testing and reporting requirements. I further acknowledge that this policy does not change my status as an employee-at-will, which the employer may terminate with or without cause at any time, and that my signature on this acknowledgement is required as a condition of my continued employment.

I understand that the failure to comply with Thomas Construction Group Substance Abuse Program will result in termination of my employment.

Signature: \_\_\_\_\_



## 4.13 Safety Citation

On this date, \_\_\_\_\_ and time \_\_\_\_\_,

at this location \_\_\_\_\_

employee (name), \_\_\_\_\_

working for (company) \_\_\_\_\_

failed to comply with the safety rules and/or policies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 1<sup>st</sup> Offense – Written warning
- 2<sup>nd</sup> Offense - Written warning, suspension or termination
- 3<sup>rd</sup> Offense - Subject to termination



## 4.13A Subcontractor Safety Citation

On this date, \_\_\_\_\_ and time \_\_\_\_\_,

at this location \_\_\_\_\_

subcontractor employee (name), \_\_\_\_\_

working for (company) \_\_\_\_\_

failed to comply with the safety rules and/or policies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Offense of TCG Critical Procedures**

- Subcontractor employee is permanently expelled from site

### **Other Offenses**

- 1<sup>st</sup> Offense – Written warning
- 2<sup>nd</sup> Offense – Written warning, 3-day suspension
- 3<sup>rd</sup> Offense – Subject to termination and mandatory re-training of subcontractor crew



## 4.14 Accident Termination Policy

Thomas Construction Group adopts the following policy regarding recurring injuries for the purpose of reducing or eliminating repetitive injuries among our employees.

If an employee has 3 accidents or injuries, which are caused by the employee, or if the employee causes two accidents or injuries to another employee within any twelve - month period, he / she will receive a written warning from the Safety Director. The written warning will state that if another accident occurs due to the actions or inactions of the employee within six months from the date of the warning, the employee will be terminated.

## 4.15 Safety Orientation

I have been verbally and visually orientated and/or trained to all Thomas Construction Group safety rules, regulations and/or policies.

These items include:

- Jobsite Safety Rules
- Safety Program
- Fire Extinguisher Safety
- Hazard Communication / SDS
- Emergency Plan
- Ladder Safety
- Struck-By
- Electrical
- Safety Tips
- Excavation & Trenching
- Housekeeping / Clean-up
- Substance Abuse Policy
- Safety Violation Citation System
- Accident Termination Policy

Questions / Comments: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

TCG Superintendent or Safety Director \_\_\_\_\_ Date \_\_\_\_\_





# **PART 5**

# **COMPANY FORMS**





## 5.01 Supervisor's Accident Investigation Report

Name of Injured Person \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(Circle one) Male Female

What part of the body was injured? Describe in detail. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the nature of the injury? Describe in detail. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of all witnesses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Exact location of event: \_\_\_\_\_

What caused the event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





Were safety regulations in place and used? If not, what was wrong? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee went to doctor/hospital? Doctor's Name \_\_\_\_\_

Hospital Name \_\_\_\_\_

Recommended preventive action to take in the future to prevent reoccurrence.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

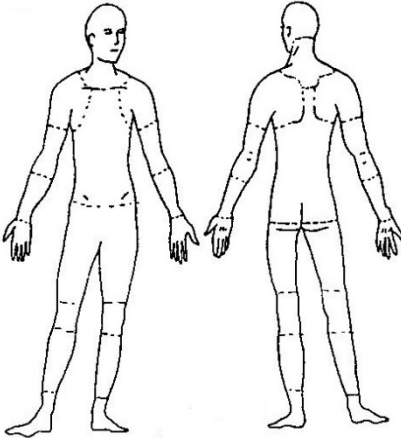


## 5.02 Incident Investigation Report

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

|   |  |
|---|--|
| This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss |  |
| Date of incident:   | This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other |

### Step 1: Injured employee (complete this part for each injured employee)

|  |  |   |
|--|--|---|
| Name:  | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female   | Age:  |
| Department:  | Job title at time of incident:   |   |
| Part of body affected: (shade all that apply)                                      | Nature of injury: (most serious one)   | This employee works:  |
|  | <input type="checkbox"/> Abrasion, scrapes<br><input type="checkbox"/> Amputation<br><input type="checkbox"/> Broken bone<br><input type="checkbox"/> Bruise<br><input type="checkbox"/> Burn (heat)<br><input type="checkbox"/> Burn (chemical)<br><input type="checkbox"/> Concussion (to the head)<br><input type="checkbox"/> Crushing Injury<br><input type="checkbox"/> Cut, laceration, puncture<br><input type="checkbox"/> Hernia<br><input type="checkbox"/> Illness<br><input type="checkbox"/> Sprain, strain<br><input type="checkbox"/> Damage to a body system:<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Regular full time<br><input type="checkbox"/> Regular part time<br><input type="checkbox"/> Seasonal<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Subcontractor |
|  |  | Months with this employer:  |
| Months doing this job:   |  |   |

### Step 2: Describe the incident

|                                 |             |
|---------------------------------|-------------|
| Exact location of the incident: | Exact time: |
|---------------------------------|-------------|



|  |                             |              |                  |
|--|-----------------------------|--------------|------------------|
| What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities<br><input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> |                             |              |                  |
| Names of witnesses (if any):   |                             |              |                  |
| <b>Number of</b>   | Written witness statements: | Photographs: | Maps / drawings: |
| What personal protective equipment was being used (if any)?  |                             |              |                  |
| Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.  |                             |              |                  |

### Step 3: Why did the incident happen?

|  |   |
|--|---|
| Unsafe workplace conditions: (Check all that apply)<br><input type="checkbox"/> Inadequate guard<br><input type="checkbox"/> Unguarded hazard<br><input type="checkbox"/> Safety device is defective<br><input type="checkbox"/> Tool or equipment defective<br><input type="checkbox"/> Workstation layout is hazardous<br><input type="checkbox"/> Unsafe lighting<br><input type="checkbox"/> Unsafe ventilation<br><input type="checkbox"/> Lack of needed personal protective equipment<br><input type="checkbox"/> Lack of appropriate equipment / tools<br><input type="checkbox"/> Unsafe clothing<br><input type="checkbox"/> No training or insufficient training<br><input type="checkbox"/> Other: _____ | Unsafe acts by people: (Check all that apply)<br><input type="checkbox"/> Operating without permission<br><input type="checkbox"/> Operating at unsafe speed<br><input type="checkbox"/> Servicing equipment that has power to it<br><input type="checkbox"/> Making a safety device inoperative<br><input type="checkbox"/> Using defective equipment<br><input type="checkbox"/> Using equipment in an unapproved way<br><input type="checkbox"/> Unsafe lifting<br><input type="checkbox"/> Taking an unsafe position or posture<br><input type="checkbox"/> Distraction, teasing, horseplay<br><input type="checkbox"/> Failure to wear personal protective equipment<br><input type="checkbox"/> Failure to use the available equipment / tools<br><input type="checkbox"/> Other: _____ |
|--|---|



Why did the unsafe conditions exist?

Why did the unsafe acts occur?

Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts?

Yes  No

If yes, describe:

Were the unsafe acts or conditions reported prior to the incident?

Yes

No

Have there been similar incidents or near misses prior to this one?

Yes

No

#### Step 4: How can future incidents be prevented?

**What changes do you suggest to prevent this incident/near miss from happening again?**

Stop this activity       Guard the hazard       Train the employee(s)       Train the supervisor(s)

Redesign task steps       Redesign work station       Write a new policy/rule       Enforce existing policy

Routinely inspect for the hazard       Personal Protective Equipment       Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:



**Step 5: Who completed and reviewed this form? (Please Print)**

|                                      |                 |
|--------------------------------------|-----------------|
| Written by:                          | Title:          |
| Names of investigation team members: |                 |
| Reviewed by:                         | Title:<br>Date: |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
supervisor Signature



## 5.03 Company Report of Incident (Property Damage No Injury)

Jobsite: \_\_\_\_\_ Jobsite Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Name of employee causing  
incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ Employed By: \_\_\_\_\_

Occupation: \_\_\_\_\_

Drug / Alcohol Test Performed? Yes \_\_\_ No \_\_\_

Description of Occurrence (Include location, time of day, related details, and resulting injuries if any.)

---

---

Witness:

Name: \_\_\_\_\_ Employed by: \_\_\_\_\_

Comments: \_\_\_\_\_

---

---

Did any unsafe conditions exist? If yes explain \_\_\_\_\_

---

Did worker contribute to incident? \_\_\_\_\_



---

Corrective action taken to prevent re-occurrence. Explain in detail: \_\_\_\_\_

Superintendent Signature

---

PM Signature

---



## 5.04 Subcontractor's Report of Accident

Jobsite: \_\_\_\_\_ Jobsite Number: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Name of Injured: \_\_\_\_\_

Age: \_\_\_\_\_ Employed By: \_\_\_\_\_

SS#: \_\_\_\_\_ Occupation: \_\_\_\_\_

Drug / Alcohol Test Performed? Yes\_\_\_\_ No\_\_\_\_

Description of Occurrence (Include location, time of day, related details, and resulting injuries.)

---

---

Witness:

Name: \_\_\_\_\_ Employed By: \_\_\_\_\_

Drug / Alcohol Test: Yes\_\_\_\_ No\_\_\_\_

Comments: \_\_\_\_\_

---

---

Did any unsafe conditions exist? \_\_\_\_\_

---

Did employee contribute to accident? \_\_\_\_\_

---





Corrective action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor Signature



## 5.05 Motor Vehicle Accident Report

Date: \_\_\_\_\_ Name: \_\_\_\_\_

State and City Accident Occurred: \_\_\_\_\_

Name of Injured Persons: \_\_\_\_\_

\_\_\_\_\_

Make and Model of Company Vehicle: \_\_\_\_\_

\_\_\_\_\_

Description of Damage to Thomas Construction Group Vehicle: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Damage to Other Vehicles and/or Property: \_\_\_\_\_

\_\_\_\_\_

Description of Accident: \_\_\_\_\_



---

---

Signature: \_\_\_\_\_

## THOMAS CONSTRUCTION GROUP, LLC

### HOT WORK PERMIT

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Person(s) Performing Work \_\_\_\_\_

Specific Location of Work \_\_\_\_\_

Yes No

- Cutting or welding permitted in an area that has been made fire safe.
- All movable fire hazards in the vicinity have been taken to a safe place.
- Guards used to contain the heat, sparks and slag if fire hazards cannot be removed.
- Floor or wall openings or cracks, open doorways and windows protected or closed.
- Fire extinguisher available for instant use.



- \_\_\_ \_\_\_ Fire watch in areas where other than a minor fire might develop such as around combustibile material.
- \_\_\_ \_\_\_ Floors swept clean of combustibile material for a radius of 35'.
- \_\_\_ \_\_\_ Combustibile floors have been kept wet, covered with damp sand or protected by fire resistant shields.
- \_\_\_ \_\_\_ Welding/cutting done only in areas authorized by management. No welding/cutting in sprinkled building when sprinkler system is impaired or in presence of explosive atmosphere, or in area of storage of readily ignitable material.
- \_\_\_ \_\_\_ Dusts and conveyor systems that might carry sparks to distant combustibles protected or shutdown.
- \_\_\_ \_\_\_ Cutter/welder is trained in safe operation of equipment and the safe use of the process.
- \_\_\_ \_\_\_ Any on-site contractors advised about flammable material or hazardous conditions of which they may not be aware.
- \_\_\_ \_\_\_ Welding or cutting containers:
  - \_\_\_ \_\_\_ Container thoroughly cleaned and ventilated;
  - \_\_\_ \_\_\_ Any pipe lines or connections to containers disconnected or blanked.
  - \_\_\_ \_\_\_ PPE used as needed– e.g., eye protection, helmet, protective clothing, respirator, gloves.
  - \_\_\_ \_\_\_ Warning sign posted to warn other workers of hot metal.
  - \_\_\_ \_\_\_ Appropriate ventilation provided.
  - \_\_\_ \_\_\_ When working in confined spaces a permit has been issued as per 1910.146.

For specific requirements refer to General Industry Standards 1910.146; 1910.252; .253; .254 and .272 and Construction Standards 1926.803; .350; .352 and .353.

---

Authorized Signature – Supervisor/Superintendent

Revised 08/12/2016



# **PART 6**

## **SDS (Separate)**



## Orientation Quiz

- 1) Most of the Safety & Health rules & regulations can be found in the following:
  - a) CFR 1926
  - b) CFR 1910
  - c) Both a & b
  - d) None of the above
  
- 2) A Job Hazard Analysis (JHA) or a Safe Plan of Action (SPA) should be prepared and reviewed:
  - a) Once a week.
  - b) At the end of each shift.
  - c) Prior to each new task.
  - d) Monthly.
  
- 3) The \_\_\_\_\_ is a document that focuses on job tasks to identify hazards before they occur. It also includes a checklist of the most potential hazards and defines the actions to be taken to eliminate, avoid or protect yourself from them.
  - a) Job Hazard Analysis
  - b) Safe Plan of Action
  - c) Daily Log
  - d) All of the above
  
- 4) Hard hats must be worn:
  - a) as designed.
  - b) at all times.
  - c) At the TCG Superintendent's discretion.
  - d) Both a & c.
  
- 5) Long pants and a minimum 4" sleeves are required on the jobsite.
  - a) True
  - b) False
  
- 6) Heavy equipment operators must have evidence of training & experience operating the equipment they are on.
  - a) True



- b) False
- 7) It is permissible to ride in the back of a pickup truck as long as it is on the jobsite.
- a) False
  - b) True
- 8) Excavations/Trenches must be sloped, benched, shored or have a trench box if the depth is:
- a) 4' or more.
  - b) 5' or more.
  - c) 6' or more.
  - d) 10' or more.



- 9) Fall Protection is required if working at which height?
- a) 4' or above.
  - b) 5' or above.
  - c) 6' or above
  - d) 10' or above.
- 10) When using Scaffolding, you must have a:
- a) Qualified Person
  - b) Certified Person
  - c) Competent Person
  - d) None of the above.
- 11) One fire extinguisher is required for every \_\_\_\_\_ sq. ft. of the building site.
- a) 1,000
  - b) 3,000
  - c) 5,000
  - d) 10,000
- 12) A \_\_\_ lb. fire extinguisher is required for a fuel storage area of more than 25 gals. of fuel.
- a) 5
  - b) 10
  - c) 20
  - d) 50
- 13) Subcontractors must provide SDS for all hazardous chemicals that they bring on site.
- a) True
  - b) False
- 14) Where is the primary "muster area" in the event of a site evacuation?
- a) The main building.
  - b) The parking lot.
  - c) The office trailer.
  - d) The construction entrance.





- 15) Emergence phone numbers & a site evacuation plan must be posted in the office trailer.
- a) True
  - b) False
- 16) The Focus Four are the four most frequent and dangerous hazards in construction.
- They include:
- a) Electrical, Fire, Caught between & Falls
  - b) Struck-by, Chemicals, Electrical & Falls
  - c) Falls, Electrical, Drowning & Caught between.
  - d) Electrical, Falls, Caught between & Struck by.
- 17) Implementation of Lock-out/Tag-out procedures must be controlled & monitored by a Competent Person.
- a) True
  - b) False
- 18) The following must be inspected at least periodically:
- a) Excavations
  - b) Ladders
  - c) Electrical drop cords
  - d) All of the above.
- 19) The TCG inspection code color for January thru March (Winter) is:
- a) White
  - b) Green
  - c) Orange
  - d) Red
- 20) If a subcontractor does not clean up to the satisfaction of the TCG Superintendent, the superintendent may hire a clean-up crew and back-charge the subcontractor for the cost.
- a) True
  - b) False

**SECTION  
08 00 00**

**QUALITY ASSURANCE / QUALITY CONTROL**

**SEE SPECIFICATON SECTION 014000 OF THE PROJECT MANUAL**



**SECTION  
09 00 00**

**APPENDICIES**



# CHANGE PROPOSAL WORKSHEET SUMMARY

New Hanover County Board of Election  
LS3P Project No.: 7702-190810

Cape Fear FD Stonewater, Owner  
Contract Document Date: \_\_\_\_\_, 20\_\_\_\_  
Bulletin No. \_\_\_\_\_, Date: \_\_\_\_\_, 20\_\_\_\_

## A. NOTICE TO CONTRACTOR

1. Use this form as a cover sheet and summary for costs associated with Construction Change Directives, Requests for Proposal, and Change Orders. Use one form for Contractor, and a form for each subcontractor. Indicate allowable overhead and profit for Contractor, subcontractors, and sub-subcontractors in accordance with the Conditions of the Contract.

## B. MATERIALS

1. Direct Cost of Materials \$ \_\_\_\_\_  
a) Attach list with quantity, item, unit cost, unit manhours, total manhours, OT manhours, total cost.
2. Overhead and Profit on Item B.1. \$ \_\_\_\_\_  
a) Include \_\_\_% max. for small tools & consumables
3. Sales Tax \$ \_\_\_\_\_
4. Shipping and Transportation \$ \_\_\_\_\_
5. Materials Subtotal \$ \_\_\_\_\_

## C. LABOR

1. Direct Cost of Labor: Hours: \_\_\_\_\_ @ \_\_\_\_\_ /hr. \$ \_\_\_\_\_  
a) Include time sheets if requested.
2. Overhead and Profit on Item C.1. \$ \_\_\_\_\_  
a) Show O & P percentage on straight labor cost, not on premium portion.  
b) O & P includes supervisor's time.
3. Payroll Taxes and Insurance @ \_\_\_\_\_ % \$ \_\_\_\_\_
4. Labor Subtotal \$ \_\_\_\_\_

## D. EQUIPMENT RENTAL

1. Equipment Rental \$ \_\_\_\_\_  
a) Include quotes and pick-up/delivery tickets.
2. Overhead and Profit on Item D.1. (\_\_\_% maximum) \$ \_\_\_\_\_
3. Equipment Rental Subtotal \$ \_\_\_\_\_

## E. SUBCONTRACTORS

1. Subcontractors \$ \_\_\_\_\_  
a) Include quotes with material and equipment back up
2. Overhead and Profit on Item E.1. (\_\_\_% maximum) \$ \_\_\_\_\_
3. Subcontractor Subtotal \$ \_\_\_\_\_

## F. SUBTOTAL OF PROPOSAL

1. Bonds (\_\_\_% of Subtotal of Proposal) \$ \_\_\_\_\_

## G. TOTAL OF CHANGE PROPOSAL

\$ \_\_\_\_\_

# CHANGE PROPOSAL WORKSHEET SUMMARY

## H. TIME EXTENSION REQUEST:

1. Number of Days: \_\_\_\_\_ Schedule Activity # Affected: \_\_\_\_\_
2. Number of Days: \_\_\_\_\_ Schedule Activity # Affected: \_\_\_\_\_
3. Number of Days: \_\_\_\_\_ Schedule Activity # Affected: \_\_\_\_\_
4. Total Number of Days, this Proposal: \_\_\_\_\_

## I. CONTRACTOR'S SIGNATURE:

1. Contractor: \_\_\_\_\_  
Company Name
2. Prepared By: \_\_\_\_\_  
Name
3. Date: \_\_\_\_\_

## J. ATTACHMENTS:

**SECTION  
10 00 00**

**SUBCONTRACT DOCUMENTS**

