Dept. of General Services
Question 30 (b) FY 2020 Local Reprogrammings and Other Budget Changes
$ in 000

FY 2020 Local Approved Budget								$ 326,254
From	To	Rationale	Reprogramming #	Date	Incr $	(Decr) $	Net Incr (Decr) $	
Contingency Cash Reserve	DGS Local Budget	Allocation for three new leases and one lease renewal in FY20 for which the cost estimates and/or timing of the planned moves were uncertain during budget formulation.	N/A	1/17/2020	3,231	3,231	6,462	
DGS Capital Budget	DGS Local Budget	Request to swap and reprogram Paygo funds to support Capital Construction Division (CCD) project support costs that are not capital-eligible, including invoice processing, legal services, IT systems, and other overhead costs. Funds are available within four pooled projects (PL103C, PL104C, PL902C and WIL02C) due to completed subprojects coming in under bid and/or under budget.	N/A	1/22/2020	495	495	990	
Contingency Cash Reserve	DGS Local Budget	Allocation to complete the demolition of DC General. Funds have been reserved from DGS' FY 2019 local budget--these funds will pay back this contingecy cash allocation.	N/A	1/24/2020	13,400	13,400	26,800	
DCPS Capital Budget	DGS Local Budget	Reverse paygo capital reprogramming for FF&E for small capital projects.	N/A	1/27/2020	750	750	1,500	
DGS Local Budget	DCPS School Facility Fund	Moved FY20 appropriated funds in DGS for the Ensuring Community Access to Recreational Spaces Act (PSD and Facility)	N/A	2/12/2020	0	-571	(571)	
DHS Capital Budget	DGS Local Budget	DHS submitted this request to DGS to cover FF&E (security cameras, window treatments, phones, computers and TV's), which have been deemed capital ineligible	N/A	1/27/2020	105	210	315	
HSEMA Capital Funds	DGS Capital Budget	Reprogramming of additional funds for the purchase W St Trash Transfer Station.	0074	2/13/2020	1,490	2,980	4,470	
DHCF Capital Budget	DGS Capital Budget	Reprograms funds from DHCF's St. Elizabeths project to the new DGS New Hospital Project Parking Structure.	70	12/23/2019	25,000	50,000	75,000	
		Total Net Budget Changes			44,471	70,495	114,966	114,966

Dept. of General Services
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$ in 000

FY 2020 Local Approved Budget								$ 326,254
From	To	Rationale	Reprogramming #	Date	Incr $	(Decr) $	Net Incr (Decr) $	
		FY 2019 Revised/Final Local Budget as of 2/13/20						$ 441,220

Question 27

Please list all open capital projects and capital projects in the financial plan under the agency's purview, including:

* Amount Budgeted
* Actual Dollars Spent so far
* Remaining Balances
* Status of the project
* Descripton of any projects which are experiencing delays or which will require additional funding

Instructions: Please complete information for columns K - P

		Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance	**Status of the Project(Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion**	**Description of the project (details on type of work to inlude new construction, small capital etc)**
AM0-DEPARTMENT OF GENERAL SERVICES	A0637C-CONSOLIDATED FOOD SERVICE FACILITY	$98,820.00	$98,820.00	$98,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	AA237C-RENOVATION OF DC ARMORY	$3,716,180.06	$3,716,180.06	$3,716,180.06	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	AA338C-CONSOLIDATED LABORATORY FACILITY	$194,441,052.12	$194,441,052.12	$194,441,052.12	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	AA339C-EVIDENCE WAREHOUSE	$20,374,074.67	$20,374,074.67	$20,374,074.47	$0.00	$0.20	$0.00	$0.00	$0.00	Closed	N/A	N/A
	AA901C-PROCUREMENT OF 225 VIRGINIA AVENUE	$85,200,000.00	$85,200,000.00	$85,200,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	AB237C-COMPLETE RENOVATION & MODERNIZATION	$50,000.00	$50,000.00	$50,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	BC101C-FACILITY CONDITION ASSESSMENT	$23,700,646.67	$18,200,646.67	$16,081,925.98	$0.00	$51,283.05	$7,753.00	$7,559,684.64	$2,059,684.64	Ongoing	FY2022	Facility Condiditon Assessments for entire portfolio.
	BRM03C-DC GENERAL CAMPUS RENOVATIONS	$55,000.00	$55,000.00	$55,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	BRM04C-OJS INFRASTRUCTURE UPGRADE	$500,000.00	$500,000.00	$0.00	$0.00	$197,286.00	$0.00	$302,714.00	$302,714.00	Construction	FY2020	Existing IT Closets cooling upgrade
	BRM05C-DALY BUILDING CRITICAL SYSTEMS	$499,960.00	$499,960.00	$493,608.16	$0.00	$6,351.84	$0.00	$0.00	$0.00	Closed	N/A	N/A
	BRM18C-DALY/MPD BUILDING SWING	$14,900,000.00	$14,900,000.00	$0.00	$0.00	$0.00	$825,000.00	$14,075,000.00	$14,075,000.00	Planning	FY2022	Renovation
	BRM28C-REEVES CENTER RENOVATION	$5,402,711.00	$5,402,711.00	$0.00	$0.00	$0.00	$401,063.00	$5,001,648.00	$5,001,648.00	Planning	FY2022	Building's structural and infrastructure upgrades
	BRM30C-NON STRUCTURAL RENOVATIONS	$7,866,000.00	$1,573,000.00	$0.00	$0.00	$0.00	$0.00	$7,866,000.00	$1,573,000.00	Planning	FY2022	Non-Structural upgrade of the existing building infrastructure
	CA138C-ARCHIVES DESIGN PROJECT	$2,037,082.72	$2,037,082.72	$2,037,082.72	$0.00	$0.00	$0.00	($0.00)	$0.00	Completed	FY2012	
	CAC38C-BUNDY SCHOOL CHILD ADVOCACY CENTER	$7,489,685.09	$7,489,685.09	$7,489,685.09	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	DCHSEC-NEW HOSPITAL PROJECT PUBLIC PARKING STRU	$25,000,000.00	$25,000,000.00	$0.00	$0.00	$0.00	$0.00	$25,000,000.00	$25,000,000.00	Planning	FY2023	Design and construction of Hospital Parking Garage
	DHV01C-HVAC REFURBISHMENT AT DISTRICT BUILDINGS	$818,974.40	$818,974.40	$818,974.40	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	DLY19C-DALY BUILDING REHABILITATION	$1,470,000.00	$1,470,000.00	$460,337.20	$0.00	$9,662.80	$0.00	$1,000,000.00	$1,000,000.00	Planning	6/1/2024	Renovation
	EA710B-NEIGHBORHOOD REVITALIZATION	$4,284,613.39	$4,284,613.39	$4,028,481.08	$0.00	$0.00	$0.00	$256,132.31	$256,132.31	Closed	N/A	N/A
	EST01C-EASTERN MARKET METRO PARK	$13,985,008.00	$6,985,008.00	$769,527.90	$0.00	$2,790,289.10	$0.00	$10,425,191.00	$3,425,191.00	Design	FY2021	Eastern Market Metro Plaza project consists of six land parcels that will be developed to provide an improved public space for the community. This project will provide a new plaza near the Eastern Market Metro Station, a new playground at one of the larger parcels and stormwater manangement systems in the Pennsylvania Avenue medians and the two smaller parcels.
	GA222C-ELECTRICAL UPGRADE @ D.C. WAREHOUSE	$20,000.00	$20,000.00	$20,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	GF103C-REEVES MUNICIPAL CENTER	$470,861.60	$470,861.60	$470,861.60	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY16	N/A
	GF219C-FIRE SUPPRESSON	$20,000.00	$20,000.00	$20,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	GJ101C- DHS FACILITIES IN DC & MD	$10,377.12	$10,377.12	$10,377.12	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	HC103C-DC ANIMAL SHELTER	$1,317,062.68	$1,317,062.68	$1,317,061.68	$0.00	$1.00	$0.00	$0.00	$0.00	Completed	FY17	N/A
	HC104C-IMMUNIZATION PROGRAM	$256,749.99	$256,749.99	$256,749.99	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	HN706C-RENOVATION OF WOMEN SERVICE CLINIC	$1,106,609.86	$1,106,609.86	$1,106,609.86	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	HN707C-RENOVATION OF CHEST CLINIC	$1,019,809.33	$1,019,809.33	$1,019,809.33	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	HN708C-GEN RENOV PUBLIC HEALTH LAB	$206,562.20	$206,562.20	$206,562.20	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	HN905C-GEN RENOV CCNV SHELTER	$199,588.79	$199,588.79	$199,588.79	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	HZ101C-RENOV UNIT 6, OAKHILL YOUTH CENTER	$99,035.10	$99,035.10	$99,035.10	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	HZ102C-GEN RENOV UNIT B,C,D &E 2305 36TH ST SE	$18,479.60	$18,479.60	$18,479.60	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	HZ105C-YSA TRANSITIONAL LIVING	$550,919.00	$550,919.00	$550,919.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LB301C-DCPL FACILITY RENOVATIONS	$3,895,293.71	$3,895,293.71	$3,895,293.71	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA137C-REHABILITATION OF BUILDING 25 DCGH CAMP	$82,075.00	$82,075.00	$82,075.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	N1401B-GOVERNMENT CENTERS	$16,756,454.70	$16,756,454.70	$16,663,013.41	$0.00	$93,441.29	$0.00	$0.00	$0.00	Completed	FY2019	N/A
	N1403C-ONE JUDICIARY SQUARE	$21,846,556.61	$21,846,556.61	$21,763,019.35	$0.00	$83,537.26	$0.00	$0.00	$0.00	Completed	FY2010	N/A
	N1405C-IMPROVE PROPERTY MANAGEMENT ITS	$4,766,022.87	$4,766,022.87	$4,766,021.87	$0.00	$1.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	N1407C-NEW DEPART OF MOTOR VECHICLES FACILITY	$966,718.96	$966,718.96	$966,718.96	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2008	N/A
	N1408C-GOV. CTRS. POOL / DOES HDQR.	$8,289,585.81	$8,289,585.81	$8,289,585.81	$0.00	$0.00	$0.00	($0.00)	$0.00	Completed	FY2009	N/A

Question 27

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	Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance	**Status of the Project(Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion**	**Description of the project (details on type of work to inlude new construction, small capital etc)**
N1410C-ELECTRONIC SECURITY STANDARDIZATION	$1,949,835.78	$1,949,835.78	$1,949,835.78	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
N1412C-GOV. CTRS. POOLV/ ANACOSTIA GATEWAY (FEM	$1,435,540.52	$1,435,540.52	$1,435,540.52	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2007	N/A
N1414C-GOVT CENTER-DMV FAC (COP FUND)	$18,189,900.40	$18,189,900.40	$18,189,900.40	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
NE704C-ENERGY CONSERVATION VAR DISTRICT BUILDIN	$682,031.56	$682,031.56	$682,031.56	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
NOPROJ-NO PROJECT INFORMATION	$0.00	$0.00	($16,640.53)	$0.00	$0.00	$0.00	$16,640.53	$16,640.53	-	N/A	N/A
PL101C-SHELTER AND TRANSITIONAL HOUSING POOL	$57,630,417.06	$57,630,417.06	$57,240,180.85	$27,577.02	$128,244.34	$0.00	$234,414.85	$234,414.85	Pool Funds-Various Projects	N/A	N/A
PL102C- ELEVATOR POOL	$11,794,827.54	$11,794,827.54	$11,779,579.90	$0.00	$15,247.64	$0.00	$0.00	$0.00	Closed	N/A	N/A
PL103C-HAZARDOUS MATERIAL ABATEMENT POOL	$8,302,572.72	$7,802,572.72	$7,077,639.93	$0.00	$1,698.89	$271,299.35	$951,934.55	$451,934.55	Pool Funds-Various Projects	N/A	N/A
PL104C-ADA COMPLIANCE POOL	$10,850,314.08	$8,350,314.08	$7,414,708.49	$0.00	$1,318.85	$0.00	$3,434,286.74	$934,286.74	Pool Funds-Various Projects	N/A	N/A
PL105C-ARCHIVES RECORDER OF DEEDS	$4,366,599.07	$4,366,599.07	$3,393,556.58	$0.00	$104,145.28	$428,383.00	$440,514.21	$440,514.21	Construction	6/15/20	Roof Replacement
PL106C-GOVERNMENT CENTERS POOL	$119,551,415.38	$119,551,415.38	$119,492,663.36	$0.00	$58,752.02	$0.00	$0.00	$0.00	Completed	FY2017	N/A
PL107C-MISCELLANEOUS BUILDINGS POOL	$15,216,471.42	$15,216,471.42	$14,924,773.79	$0.00	$291,697.63	$0.00	$0.00	$0.00	Completed	FY2017	N/A
PL108C-BIG 3 BUILDINGS POOL	$9,283,004.46	$9,283,004.46	$8,940,248.41	$0.00	$210,996.94	$0.00	$131,759.11	$131,759.11	Construction	9/30/20	Pavement repairs
PL401C-CITY-WIDE PHYSICAL ACCESS CONTROL SYSTEM	$759,290.00	$759,290.00	$759,290.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
PL402C-ENHANCEMENT COMMUNICATIONS INFRASTRUCTUR	$6,428,000.00	$5,178,000.00	$4,288,309.53	$121,324.70	$90,787.58	$0.00	$1,927,578.19	$677,578.19	Pool Funds-Various Projects	N/A	N/A
PL601C-HVAC REPAIR RENOVATION POOL	$11,455,589.77	$11,455,589.77	$11,407,390.67	$0.00	$48,199.10	$0.00	$0.00	$0.00	Closed	N/A	N/A
PL602C-ROOF REPLACEMENT POOL	$19,284,463.00	$8,093,060.00	$4,880,239.46	$0.00	$56,931.84	$357,200.00	$13,990,091.70	$2,798,688.70	Design, Construction in various locations	FY2022	Roof Replacement
PL603C-WINDOW REPAIR AND RENOVATION POOL	$1,331,455.81	$1,331,455.81	$1,331,455.81	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
PL801C-RESTORE EASTERN MARKET & GEORGETOWN LIBR	$33,817,318.84	$33,817,318.84	$33,817,318.84	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
PL901C-ENERGY RETROFITTING OF DISTRICT BUILDING	$40,270,987.77	$30,270,987.77	$24,582,742.00	$0.00	$619,049.50	$561,800.00	$14,507,396.27	$4,507,396.27	Planning	FY2020	Purchase and installation of Dedicated Outdoor Air Systems (DOAS) for Tubman, Thomas, Lasalle, Malcolm X and JO Wilson.
PL902C-CRITICAL SYSTEM REPLACEMENT	$50,113,771.91	$35,024,317.91	$30,122,199.32	$88,614.49	$1,112,183.71	$1,174,895.50	$17,615,878.89	$2,526,424.89	Pool Funds-Various Projects	N/A	N/A
PL905C-MUNICIPAL LABOR PROGRAM MANAGEMENT	$5,995,681.40	$5,995,681.40	$3,238,648.95	$0.00	$0.00	$0.00	$2,757,032.45	$2,757,032.45	Staffing Support	N/A	N/A
PL9PRC-PUBLIC RESTROOMS	$1,350,000.00	$270,000.00	$0.00	$0.00	$0.00	$0.00	$1,350,000.00	$270,000.00	Pre-Planning	Not yet defined- Dependent on working group report	Installation of public restrooms as required by Public Restroom Facilities Installation and Promotion Act of 2017
PUT14C-PROPERTY TRACKING SYSTEM	$1,034,201.96	$1,034,201.96	$843,151.96	$0.00	$191,050.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
RES01C-RESERVATION 13 - DEMOLITION & SITE WORK	$1,598,123.16	$1,598,123.16	$1,598,123.16	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SB311C-BUNDY SCHOOL UPGRADE	$125,606.10	$125,606.10	$125,606.10	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SB616C-UPGRADE COOLING - HVAC SYSTEM AT CCNV SH	$642,130.00	$642,130.00	$642,130.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SB617C-CCNV PLUMBING FIXTURES	$73,400.59	$73,400.59	$73,400.59	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SB634C-SITE REPAIR AND IMPROVEMENT	$7,030.00	$7,030.00	$7,030.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SC229C-SITE ACQUISITION	$2,628,900.00	$2,628,900.00	$2,628,900.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SH113C-EMERY SHELTER	$81,181.86	$81,181.86	$81,181.86	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SJ437C-RENOVATION AND MODERNIZATION	$1,465,516.96	$1,465,516.96	$1,465,516.96	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SK437C-801 EAST BLDG.	$2,812,244.74	$2,812,244.74	$2,812,244.74	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SM437C-HOMELESS NO MORE	$3,503,570.00	$3,503,570.00	$3,503,570.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
SPC01C-DC UNITED SOCCER STADIUM	$119,698,230.79	$119,698,230.79	$118,109,396.50	$313,768.57	$156,459.03	$0.00	$1,118,606.69	$1,118,606.69	Close - Out	FY2019	Infrastructural Work on DMPED's MOU
UB007C-ELEVATOR POOL / ELEVATOR AND CONTROL SYS	$3,260,239.62	$3,260,239.62	$3,260,239.62	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
UM001C-RENOVATE WATER HEATING SYSTEM - UDC	$578,208.40	$578,208.40	$578,208.40	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
UM002C-PHYSICAL PLANT CHILLER/HEATING SYS UDC	$2,281,053.12	$2,281,053.12	$2,281,053.12	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
WIL02C-WILSON BLDG	$48,803,526.65	$37,726,026.65	$33,181,565.06	$81,398.79	$1,188,102.32	$252,256.30	$14,100,204.18	$3,022,704.18	Planning	FY2025	Phase 3 (Building Infrastructure, capital construction) in planning phase. Design / Bid / Build
WIL03C-RENOVATION OF THE WILSON BUILDING	$68,657,707.22	$68,657,707.22	$68,657,707.22	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2009	N/A

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	WSTFRC-W STREET TRANSFER STATION	$12,000,000.00	$12,000,000.00	$0.00	$0.00	$0.00	$0.00	$12,000,000.00	$12,000,000.00	Emminent Dormain acquisition	N/A	N/A
	WTF03C-SALT DOME RENOVATIONS @ 401 FARRAGUT ST	$1,891,066.98	$1,891,066.98	$1,891,066.98	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2005	N/A
	Total	**$1,174,989,997.69**	**$1,103,508,640.69**	**$1,006,508,237.45**	**$632,683.57**	**$7,506,718.21**	**$4,279,650.15**	**$156,062,708.31**	**$84,581,351.31**			
GO0-SI	BRM15C-1601 W STREET NE BUILDING RENOVATION	$18,800,000.00	$18,800,000.00	$1,089,385.00	$0.00	$263,612.67	$14,325,000.00	$3,122,002.33	$3,122,002.33	Design	8/31/22	New construction/ Renovation of Existing Building
	BRM16C-2215 5TH STREET NE BUILDING RENOVATIONS	$5,500,000.00	$5,500,000.00	$460,942.86	$0.00	$182,872.86	$0.00	$4,856,184.28	$4,856,184.28	Design	8/1/21	Renovation of Existing Bldg
	Total	**$24,300,000.00**	**$24,300,000.00**	**$1,550,327.86**	**$0.00**	**$446,485.53**	**$14,325,000.00**	**$7,978,186.61**	**$7,978,186.61**			
KT0-DI	CP201C-COMPOSTING FACILITY	$8,100,000.00	$1,100,000.00	$24,685.37	$0.00	$0.00	$0.00	$8,075,314.63	$1,075,314.63	New Project, awaiting additional capital in CIP out years	N/A	N/A
	FTF01C-FORT TOTTEN TRASH TRANSFER STATION	$4,900,000.00	$4,900,000.00	$1,305,255.51	$960,750.00	$1,780,181.45	$0.00	$853,813.04	$853,813.04	Tipping Floor and other associated construction	FY20	N/A
	SWO12C-OKIE STREET PARKING LOT ACQUISITION	$16,676,304.44	$16,676,304.44	$16,676,304.44	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	Total	**$29,676,304.44**	**$22,676,304.44**	**$18,006,245.32**	**$960,750.00**	**$1,780,181.45**	**$0.00**	**$8,929,127.67**	**$1,929,127.67**			
JZ0-DE	HZ004C-YSA DIAGNOSTIC FACILITY, DHS	$44,500.00	$44,500.00	$44,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	SH732C-DYRS CAMPUS UPGRADES	$1,652,799.79	$1,652,799.79	$1,650,316.29	$0.00	$2,483.50	$0.00	$0.00	$0.00	Closed	N/A	N/A
	SH733C-OAK HILL YOUTH FACILITY	$55,754,997.28	$55,754,997.28	$55,205,094.45	$0.00	$99,281.03	$440,990.00	$9,631.80	$9,631.80	Closeout	FY20	Renovation
	SH734C-BACKUP GENERATOR	$2,295,237.00	$2,295,237.00	$1,345,237.00	$0.00	$0.00	$0.00	$950,000.00	$950,000.00	Design	FY20	Small Cap
	SH735C-RIVER ROAD ENTRANCE	$659,674.51	$659,674.51	$659,674.51	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	SH737C-HVAC REPLACEMENT	$3,985,373.97	$3,985,373.97	$3,301,561.85	$0.00	$27,827.88	$0.00	$655,984.24	$655,984.24	Planning	FY21	Renovation
	SH738C-DYRS YSC GYMNASIUM MODERNIZATION	$503,000.00	$503,000.00	$502,999.64	$0.00	$0.00	$0.00	$0.36	$0.36	Closed	N/A	N/A
	SH739C-DYRS YSC COURTYARD MODERNIZATION	$998,000.00	$998,000.00	$997,706.00	$157.14	$0.00	$0.00	$136.86	$136.86	Closed	N/A	N/A
	SH740C-YSC SECURITY ENTRANCE IMPROVEMENTS	$2,997,800.00	$2,997,800.00	$0.00	$0.00	$0.00	$360,190.00	$2,637,610.00	$2,637,610.00	Planning	8/30/2021	Renovation
	SH741C-YSC ROOF REPLACEMENT	$2,300,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,300,000.00	$0.00	Closed	N/A	N/A
	Total	**$71,191,382.55**	**$68,891,382.55**	**$63,707,089.74**	**$157.14**	**$129,592.41**	**$801,180.00**	**$6,553,363.26**	**$4,253,363.26**			
JA0-DE	HSW01C-WARD 1 TEMPORARY HOUSING FOR FAMILIES	$25,092,400.00	$25,092,400.00	$7,064,229.20	$0.00	$7,350,335.19	$5,454,944.00	$5,222,891.61	$5,222,891.61	FY20	New Construction of 35 units of Short-Term Family Housing and 15 units of PSH Facility	N/A
	HSW03C-WARD 3 TEMPORARY HOUSING FOR FAMILIES	$38,173,000.00	$38,173,000.00	$27,236,337.95	$0.00	$5,391,069.36	$55,749.97	$5,489,842.72	$5,489,842.72	FY20	New Construction of Short-Term Family Housing Facility	N/A
	HSW04C-WARD 4 TEMPORARY HOUSING FOR FAMILIES	$14,946,000.00	$14,946,000.00	$14,079,946.66	$0.00	$114,202.13	$19,422.20	$732,429.01	$732,429.01	FY19	New Construction of Short-Term Family Housing Facility	N/A
	HSW05C-WARD 5 TEMPORARY HOUSING FOR FAMILIES	$23,884,769.00	$23,884,769.00	$21,167,996.45	$197.17	$936,028.72	$672,619.41	$1,107,927.25	$1,107,927.25	FY19	New Construction of Short-Term Family Housing Facility	N/A
	HSW06C-WARD 6 TEMPORARY HOUSING FOR FAMILIES	$24,920,827.00	$24,920,827.00	$21,494,968.87	$0.00	$2,857,936.56	$400,112.23	$167,809.34	$167,809.34	FY20	New Construction of Short-Term Family Housing Facility	N/A
	HSW07C-WARD 7 TEMPORARY HOUSING FOR FAMILIES	$11,092,000.00	$11,092,000.00	$10,566,449.57	$0.00	$0.00	$517,285.44	$8,264.99	$8,264.99	FY19	New Construction of Short-Term Family Housing Facility	N/A
	HSW08C-WARD 8 TEMPORARY HOUSING FOR FAMILIES	$20,975,000.00	$20,975,000.00	$20,049,670.12	$245.44	$818,339.91	$0.00	$106,744.53	$106,744.53	FY19	New Construction of Short-Term Family Housing Facility	N/A
	JB237C-MODERNIZATION/RENOVATIONS	$5,228,469.15	$5,228,469.15	$5,228,469.15	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	PSH01C-PSH UNITS FOR SENIOR WOMEN	$58,332,000.00	$23,650,000.00	$0.00	$0.00	$0.00	$0.00	$58,332,000.00	$23,650,000.00	TBD	New Construction	N/A
	SE405C-ROOFING	$580,994.74	$580,994.74	$580,994.74	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	SF529C-SITE ACQUISITION	$1,540,000.00	$1,540,000.00	$1,540,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	TFS01C-SMALL CAPITAL PROJECTS	$4,541,000.00	$4,541,000.00	$1,680,052.70	$0.00	$1,062,623.90	$250,000.00	$1,548,323.40	$1,548,323.40	Pool Funds-Various Projects	N/A	N/A
	THK16C-MP-TEMPORARY AND PERMANENT SUPPORTIVE HO	$17,000,000.00	$17,000,000.00	$16,720,883.36	$0.00	$212,018.95	$0.00	$67,097.69	$67,097.69	N/A	Master Project for STFH	N/A
	THK17C-EMERGENCY AND TEMPORARY HOUSING UPGRADES	$15,897,078.00	$15,897,078.00	$732,114.84	$0.00	$257,845.16	$6,051,369.28	$8,855,748.72	$8,855,748.72	Interior and Exterior Renovation of Men's Shelter for each location	FY21	N/A
	THK18C-NEW YORK AVENUE UPGRADES/RENOVATIONS	$11,575,000.00	$9,535,000.00	$0.00	$0.00	$850,000.00	$0.00	$10,725,000.00	$8,685,000.00	Interior and Exterior Renovation of Men's Shelter	FY21	N/A

Question 27

Please list all open capital projects and capital projects in the financial plan under the agency's purview, including:

* Amount Budgeted
* Actual Dollars Spent so far
* Remaining Balances
* Status of the project
* Descripton of any projects which are experiencing delays or which will require additional funding

Instructions: Please complete information for columns K - P

		Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance	**Status of the Project(Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion**	**Description of the project (details on type of work to inlude new construction, small capital etc)**
	THK19C-EMERGENCY & TEMPORARY HOUSING FOR MEN	$40,000,000.00	$40,000,000.00	$1,672,085.63	$0.00	$12,942,769.37	$412,580.01	$24,972,564.99	$24,972,564.99	New Construction of Men's Shelter	FY21	N/A
	Total	**$313,778,537.89**	**$277,056,537.89**	**$149,814,199.24**	**$442.61**	**$32,793,169.25**	**$13,834,082.54**	**$117,336,644.25**	**$80,614,644.25**			
FX0-OI	AA416C-RENOVATION OF HVAC SYSTEM	$613,266.81	$613,266.81	$613,265.41	$0.00	$1.40	$0.00	$0.00	$0.00	Closed	N/A	N/A
	AA517C-RENOVATION OF MORTUARY, PHOTOGRAPHIC AND	$1,308,469.76	$1,308,469.76	$1,308,294.76	$0.00	$175.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	FX0FRC-OCME FACILITY RENOVATION AT THE CFL	$1,105,728.08	$1,105,728.08	$0.00	$0.00	$95,800.00	$91,327.02	$918,601.06	$918,601.06	Planning	FY20	Renovation
	Total	**$3,027,464.65**	**$3,027,464.65**	**$1,921,560.17**	**$0.00**	**$95,976.40**	**$91,327.02**	**$918,601.06**	**$918,601.06**			
FL0-DE	CEV01C-DOC ELEVATOR REFURBISHMENT	$33,707.91	$33,707.91	$33,707.91	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CGN01C-GENERAL RENOVATIONS AT DOC FACILITIES	$16,033,788.25	$8,133,788.25	$5,118,319.86	$91,460.04	$977,037.18	$694,000.00	$9,152,971.17	$1,252,971.17	Planning	FY21	Renovation
	CGN02C-CTF GENERAL RENOVATION	$14,500,000.00	$6,200,000.00	$0.00	$0.00	$0.00	$219,000.00	$14,281,000.00	$5,981,000.00	Planning	FY21	Renovation
	CGN06C-PORTAL OF ENTRY	$1,300,000.00	$1,300,000.00	$1,300,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CGN08C-HEATING SYSTEM REPLACEMENT	$30,122,500.00	$12,187,500.00	$0.00	$0.00	$0.00	$12,187,500.00	$17,935,000.00	$0.00	Closed	N/A	N/A
	CR002C-RENOVATION OF CELL DOORS AND MOTORS	$18,608,234.80	$18,608,234.80	$18,608,229.70	$0.00	$5.10	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CR003C-UPGRADE FIRE ALARM AND SPRINKLER SYSTEM	$3,658,723.05	$3,658,723.05	$3,596,965.93	$0.00	$61,757.12	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CR004C-UPGRD CNTRL SECURITY COMD CT	$4,117,381.40	$4,117,381.40	$3,966,412.85	$0.00	$80,970.61	$0.00	$69,997.94	$69,997.94	Closeout	FY20	Renovation
	CR006C-RENOVATION OF DC JAIL SALLYPORT	$2,372,651.78	$2,372,651.78	$2,372,650.28	$0.00	$1.50	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CR007C-INMATE PROCESSING CENTER	$22,914,035.87	$22,914,035.87	$22,876,098.88	$0.00	$37,936.99	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CR101C-LIGHTING UPGRADES	$1,592,170.90	$1,592,170.90	$1,592,170.90	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CR102C-PLUMBING UPGRADES IN HOUSING AREA	$1,587,785.30	$1,587,785.30	$1,587,785.30	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CR103C-INSTALLATION OF HOTWATER SYSTEM	$1,378,651.68	$1,378,651.68	$1,378,651.68	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	CR104C-HVAC REPLACEMENT FOR CDF	$27,769,819.70	$22,909,819.70	$17,280,192.93	$0.00	$90,945.66	$389,376.00	$10,009,305.11	$5,149,305.11	Planning	FY21	Renovation
	CRB01C-NEW CORRECTIONAL FACILITY FOR (CDT) AND	$5,000,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,000,000.00	$0.00	Closed	N/A	N/A
	CRF01C-ROOF REFURBISHMENT AT DOC FACILITIES	$2,491,547.79	$2,491,547.79	$2,491,547.79	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	FL4FLC-SUICIDE RISK MITIGATION	$600,000.00	$600,000.00	$476,376.00	$0.00	$0.00	$0.00	$123,624.00	$123,624.00	Closeout	FY20	Renovation
	MA203C-EXTERIOR STRUCTURAL FINISHING	$11,686,721.28	$5,686,721.28	$1,720,921.28	$0.00	$0.00	$3,911,404.00	$6,054,396.00	$54,396.00	Design	FY21	Renovation
	MA208C-FLOOR REFINISHING	$2,032,840.17	$2,032,840.17	$2,032,840.17	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA210C-ELEVATOR POOL/ ESCALATORS TO STAIRS CONV	$212,552.31	$212,552.31	$212,552.31	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA218C-INMATE SHOWER RENOVATIONS	$446,409.24	$446,409.24	$446,409.24	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA220C-EMERGENCY POWER SYSTEM UPGRADES	$13,785,652.76	$6,785,652.76	$1,285,632.76	$0.00	$270,400.00	$5,229,619.42	$7,000,000.58	$0.58	Closed	N/A	N/A
	MA222C-ENERGY MANAGEMENT SYSTEM INSTALLATION	$1,113,562.45	$1,113,562.45	$1,113,562.45	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA223C-STAFF AND VISITORS ENTRANCE RECONFIGURAT	$523,274.42	$523,274.42	$523,268.42	$0.00	$6.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA225C-ELEVATOR POOL / ELEVATOR REPLACEMENT	$51,500.00	$51,500.00	$51,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA515C-STEAM SUPPLY AND RETURN SYSTEM	$922,888.80	$922,888.80	$922,888.80	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA518C-HOT WATER SYSTEM - ADMIN	$107,865.54	$107,865.54	$107,865.54	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	MA703C-FLOOR REPAIRS AT CDF	$199,766.76	$199,766.76	$199,766.76	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	Total	**$185,164,032.16**	**$128,169,032.16**	**$91,296,317.74**	**$91,460.04**	**$1,519,060.16**	**$22,630,899.42**	**$69,626,294.80**	**$12,631,294.80**			
FK0-D0	NG715C-YOUTH CHALLENGE EDUCATIONAL CAMPUS	$960,000.00	$960,000.00	$762,314.00	$0.00	$50.00	$167,000.00	$30,636.00	$30,636.00	Construction	FY20	Renovation
	Total	**$960,000.00**	**$960,000.00**	**$762,314.00**	**$0.00**	**$50.00**	**$167,000.00**	**$30,636.00**	**$30,636.00**			
FB0-FI	BRM22C-ENGINE COMPANY 7	$14,750,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14,750,000.00	$0.00	Closed	N/A	N/A
	E2001C-ENGINE 20	$1,627,299.79	$1,627,299.79	$1,627,299.53	$0.00	$0.26	$0.00	$0.00	$0.00	Closed	N/A	N/A
	FMF01C-FLEET MAINTENANCE RESERVE FACILITY	$43,750,000.00	$1,000,000.00	$0.00	$0.00	$0.00	$997,500.00	$42,752,500.00	$2,500.00	Design	FY23	Renovation
	LB737C-ENGINE COMPANY 16 RENOVATION	$8,076,540.08	$8,076,540.08	$8,057,310.60	$19,229.48	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LC337C-ENGINE 21 RENOVATION / MODERNIZATION	$59,498.22	$59,498.22	$59,498.22	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LC437C-E-22 FIREHOUSE REPLACEMENT	$13,198,623.27	$13,198,623.27	$13,185,007.68	$0.00	$13,615.59	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LC537C-ENGINE COMPANY 23 RENOVATION	$7,250,000.00	$7,250,000.00	$123,783.20	$0.00	$272,644.30	$2,490,847.00	$4,362,725.50	$4,362,725.50	Planning	FY20	Renovation
	LC837C-RELOCATION OF ENGINE COMPANY 26	$10,600,001.00	$10,600,001.00	$0.00	$0.00	$1.00	$1,500,000.00	$9,100,000.00	$9,100,000.00	Planning	FY23	Renovation
	LD137C-E-28 COMPLETE MODERNIZATION/RENOVATION	$4,552,466.97	$4,552,466.97	$4,552,466.97	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LD237C-E-29 COMPLETE RENOVATION/MODERNIZATION	$4,153,605.88	$4,153,605.88	$4,153,605.88	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LD839C-EVOC COURSE	$4,271,718.66	$4,271,718.66	$4,271,718.66	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LE337C-ENGINE 5 COMPLETE RENOVATION	$55,706.31	$55,706.31	$55,706.31	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LE537C-ENGINE 14 MAJOR RENOVATION	$6,239,603.79	$6,239,603.79	$5,899,256.99	$0.00	$107,311.71	$0.00	$233,035.09	$233,035.09	Close out	FY20	New Construction
	LE737C-ENGINE 27 MAJOR RENOVATION	$1,511,869.27	$1,511,869.27	$836,092.90	$0.00	$287,243.98	$0.00	$388,532.39	$388,532.39	Construction	FY21	New Construction

Question 27

Please list all open capital projects and capital projects in the financial plan under the agency's purview, including:

* Amount Budgeted
* Actual Dollars Spent so far
* Remaining Balances
* Status of the project
* Descripton of any projects which are experiencing delays or which will require additional funding

Instructions: Please complete information for columns K - P

		Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance	**Status of the Project(Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion**	**Description of the project (details on type of work to inlude new construction, small capital etc)**
	LF113C-ASBESTOS ABATEMENT	$95,257.67	$95,257.67	$95,257.67	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	LF239C-FEMS SCHEDULED CAPITAL IMPROVEMENTS	$29,460,317.52	$28,510,317.48	$21,071,532.85	$2,127.33	$2,428,077.80	$2,238,525.40	$3,720,054.14	$2,770,054.10	Planning	FY21	Renovation
	Total	**$149,652,508.43**	**$91,202,508.39**	**$63,988,537.46**	**$21,356.81**	**$3,108,894.64**	**$7,226,872.40**	**$75,306,847.12**	**$16,856,847.08**			
FA0-M0	BRM09C-EVIDENCE IMPOUND LOT RENOVATION	$3,850,000.00	$3,850,000.00	$0.00	$0.00	$0.00	$0.00	$3,850,000.00	$3,850,000.00	Design	FY21	Renovation
	BRM10C-ADA UPGRADES (1D SUB & 4D SUB) MPD STATI	$1,750,000.00	$1,750,000.00	$48,659.45	$0.00	$872,142.78	$625,000.00	$204,197.77	$204,197.77	Construction	FY20	Renovation
	BRM20C-DETENTION AREA RENOVATIONS	$3,750,000.00	$1,250,000.00	$0.00	$0.00	$0.00	$0.00	$3,750,000.00	$1,250,000.00	Planning	FY21	Renovation
	CTV10C-TACTICAL VILLAGE TRAINING FACILITY	$4,741,186.00	$4,741,186.00	$4,741,186.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	FRI01C-BASE BUILDING RENOVATION	$144,878.22	$144,878.22	$144,878.22	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	PDR01C-6TH DISTRICT RELOCATION	$21,762,218.96	$21,762,218.96	$21,762,218.96	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	PL110C-MPD BUILDING RENOVATIONS/CONSTRUCTION	$30,475,796.79	$30,475,796.79	$25,608,778.23	$0.00	$803,857.95	$0.00	$4,063,160.61	$4,063,160.61	Planning	FY21	Renovation
	PLR01C-RENOVATION OF MPD DISTRICT STATION LOCKE	$3,000,000.00	$3,000,000.00	$3,000,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	Closed	N/A	N/A
	Total	**$69,474,079.97**	**$66,974,079.97**	**$55,305,720.86**	**$0.00**	**$1,676,000.73**	**$625,000.00**	**$11,867,358.38**	**$9,367,358.38**			
EB0-D0	AMS11C-MCMILLAN SITE REDEVELOPMENT	$71,128,561.38	$18,380,855.38	$116,756.00	$0.00	$18,262,890.00	$0.00	$52,748,915.38	$1,209.38	Design, early release stabilization	FY2022	Stabilization of assets and new Community Center
	EB404C-LINCOLN THEATER	$957,548.33	$957,548.33	$957,548.33	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2018	N/A
	Total	**$72,086,109.71**	**$19,338,403.71**	**$1,074,304.33**	**$0.00**	**$18,262,890.00**	**$0.00**	**$52,748,915.38**	**$1,209.38**			
CF0-D0	SNTRCC-DC INFRASTRUCTURE ACADEMY	$22,035,000.00	$11,135,000.00	$0.00	$0.00	$0.00	$0.00	$22,035,000.00	$11,135,000.00	Panning; Site analysis and surveys	FY2022	Permanent location for the new DOES DCIA.
	Total	**$22,035,000.00**	**$11,135,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$22,035,000.00**	**$11,135,000.00**			
BY0-0(	A0502C-WARD 6 SENIOR WELLNESS CENTER	$11,462,037.39	$11,462,037.39	$11,462,037.39	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2011	N/A
	A0503C-MULTIPURPOSE WELLNESS CTR WRD 4	$7,497,218.56	$7,497,218.56	$7,497,218.54	$0.00	$0.02	$0.00	$0.00	$0.00	Completed	FY2004	N/A
	A0508C-WARD 8 SENIOR WELLNESS CENTER	$11,400,000.00	$2,500,000.00	$0.00	$0.00	$0.00	$0.00	$11,400,000.00	$2,500,000.00	PrePlanning	FY2022	New Ward 8 SWC - site to be determined
	EA129C-WARD 1 SENIOR WELLNESS CENTER	$8,061,924.47	$8,061,924.47	$8,061,924.47	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2001	N/A
	EA229C-WARD 2 CONSTRUCTION & ACQUISITION	$13,990.16	$13,990.16	$13,990.16	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2003	N/A
	EA337C-WASHINGTON CENTER FOR AGING SERVICES REN	$3,155,045.62	$3,155,045.62	$2,621,131.73	$966.50	$13,894.00	$513,467.68	$5,585.71	$5,585.71	Completed	FY2014	N/A
	EA437C-WARD 7/RENOVATION	$1,128,040.52	$1,128,040.52	$1,128,040.52	$0.00	$0.00	$0.00	$0.00	$0.00	Completed	FY2002	N/A
	SW601C-SENIOR WELLNESS CENTER RENOVATION POOL P	$5,500,000.00	$5,500,000.00	$820,234.21	$0.00	$3,060,989.95	$12,000.00	$1,606,775.84	$1,606,775.84	Phase 1- Construction. Phase 2 (Extn.) - Design	FY2020	Renovations of existing SWCs and additions to 2; Congress Heights and Model Cities.
	Total	**$48,218,256.72**	**$39,318,256.72**	**$31,604,577.02**	**$966.50**	**$3,074,883.97**	**$525,467.68**	**$13,012,361.55**	**$4,112,361.55**			
BN0-H0	BRM26C-HSEMA EMERGENCY OPERATIONS CENTER RENOVA	$2,760,000.00	$2,760,000.00	$0.00	$0.00	$0.00	$0.00	$2,760,000.00	$2,760,000.00	Design Services	FY2022	Reconfiguration and renovation of the agency UCC space and Annex
	Total	**$2,760,000.00**	**$2,760,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$2,760,000.00**	**$2,760,000.00**			
BA0-0(	AB102C-ARCHIVES	$73,178,799.00	$14,101,000.00	$1,172,648.87	$0.00	$6,149.25	$0.00	$72,000,000.88	$12,922,201.88	Planning, site selection	FY2023	New District Archives and Office of Public Records(OPR)
	Total	**$73,178,799.00**	**$14,101,000.00**	**$1,172,648.87**	**$0.00**	**$6,149.25**	**$0.00**	**$72,000,000.88**	**$12,922,201.88**			
	Total	**$2,240,492,473.21**	**$1,873,418,611.17**	**$1,486,712,080.06**	**$1,707,816.67**	**$70,400,052.00**	**$64,506,479.21**	**$617,166,045.27**	**$250,092,183.23**			

Question 27

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		Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance - Uncommitted as of 1/22/20	**Description of Project - Modernization, Phased Modernization (phase 1, 2 etc), Small Capital Project/Stabilization, Playground Renovation, Field Renovation, Modernization with Addition, Infrastructure replacement (pipes, etc), etc - and various details for complete description**	**Status (Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion:**	**Planned Remaining Spending WITHOUT Commitments (reqs/Pos etc) Balances - (Life Budget/ Budget Authority minus LTD expenditures)**	**Planned Remaining Spending/Uncommitted Balances Only - (Life/Budget Authority Uncommitted Balance)**
HA0-DEPARTMENT OF PARKS AND RECREATION	**ANR37C-ANACOSTIA REC CENTER MODERNIZATION**	**$2,015,000.00**	**$2,015,000.00**	**$2,012,923.00**	**$0.00**	**$1,552.00**	**$0.00**	**$525.00**	**$525.00**	Modernization of the facility interior, including: fitness center, staff offices, HVAC and ADA improvements.	Closeout	Fy19	$2,077.00	$525.00
	AS1ACC-ACCESS AND SECURITY INFRASTRUCTURE	**$2,398,791.56**	**$1,398,791.56**	**$923,611.10**	**$0.00**	**$188,993.93**	**$0.00**	**$1,286,186.53**	**$286,186.53**	Ongoing infrastructure installation, new access and security infrastructure at DPR Facilities, including Brentwood Recreation Center and Fort Davis Recreation Center in FY20.	Design	N/A	$1,475,180.46	$1,286,186.53
	AW304C-MARVIN GAYE RECREATION CENTER	**$488,413.16**	**$488,413.16**	**$488,413.16**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Construction of new recreation center.	Closed	FY18	$0.00	$0.00
	BRC37C-BRENTWOOD RECREATION CENTER	**$2,642,245.00**	**$440,264.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$2,642,245.00**	**$440,264.00**	Modernization of the facility interior, including: kitchen and bathroom ugprades, fitness room, ADA improvements.	Pre Planning	N/A	$2,642,245.00	$2,642,245.00
	BSM37C-BENNING STODDERT MODERNIZATION	**$6,750,000.00**	**$6,750,000.00**	**$6,736,615.56**	**$0.00**	**$13,383.94**	**$0.00**	**$0.50**	**$0.50**	New facility, playground, and splash pad	Closed	FY17	$13,384.44	$0.50
	CCC37C-CAPPER COMMUNITY CENTER	**$368,932.00**	**$368,932.00**	**$368,932.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Interior renovations including demonstration kitchen.	Closed	FY19	$0.00	$0.00
	COM37C-CONGRESS HEIGHTS MODERNIZATION	**$22,759,140.31**	**$22,759,140.31**	**$1,771,840.31**	**$0.00**	**$655,066.00**	**$0.00**	**$20,332,234.00**	**$20,332,234.00**	Demo/Rebuild of new facility to include: gymnasium, kitchen, flexible computer lounge, and multipurpose spaces. The project will also replace the existing playground and include additional park space improvements.	Design	FY22	$20,987,300.00	$20,332,234.00
	DUCKPC-DUCK POND	**$250,000.00**	**$250,000.00**	**$25,384.00**	**$0.00**	**$0.00**	**$224,000.00**	**$616.00**	**$616.00**	Revitalization of the SW Duck Pond Park to include, installation of new gazebo, gateway entrance signage, and various landscaping improvements.	Planning	FY21	$224,616.00	$616.00
	FTDAVC-FORT DAVIS RECREATION CENTER	**$25,567,390.00**	**$3,067,390.00**	**$1,719,242.03**	**$0.00**	**$310,270.86**	**$150,618.24**	**$23,387,258.87**	**$887,258.87**	Replace existing building with new LEED Platinum facility to include: demonstration/culinary kitchen, large fitness center, gymnasium, senior lounge, teen lounge, multipurpose rooms, etc.	Planning	N/A	$23,848,147.97	$23,387,258.87
	FTLPKC-FORT LINCOLN PARK	**$5,250,000.00**	**$5,250,000.00**	**$271,849.12**	**$0.00**	**$15,143.88**	**$400,000.00**	**$4,563,007.00**	**$4,563,007.00**	Park improvements to include: ADA upgrades, lighting, security, new playground, splash pad, trees, security cameras, and landscaping.	Planning	FY22	$4,978,150.88	$4,563,007.00
	HRDYRC-HARDY RECREATION CENTER	**$5,749,424.28**	**$5,749,424.28**	**$833,056.68**	**$0.00**	**$154,677.07**	**$4,615,000.00**	**$146,690.53**	**$146,690.53**	Addition to the existing recreation center along with a new playground, splash pad, and renovation to the existing ball field, walkways, and dog park.	Design	FY20	$4,916,367.60	$146,690.53
	HTSPKC-HEARST PARK	**$7,326,250.00**	**$7,326,250.00**	**$1,867,115.14**	**$2,605.00**	**$4,957,006.48**	**$0.00**	**$499,523.38**	**$499,523.38**	New playground, tennis courts, renovation of existing soccer fields, ADA renovations to site, storm water management, remediation of site drainage, runoff, erosion issues, landscaping, fencing, site furnishings amenities, signage, and hardscaping.	Construction	FY20	$5,459,134.86	$499,523.38
	JELRCC-JELLEFF RECREATION CENTER	**$7,000,000.00**	**$7,000,000.00**	**$67,089.20**	**$10,500.00**	**$1,476.80**	**$1,000,000.00**	**$5,920,934.00**	**$5,920,934.00**	Renovation of the mechanical, electrical, and plumbing systems and ADA compliance upgrades to the existing facility.Jelleff is currently in the planning and design phases due to additional community requests for additional programming space. the facility is current not ADA compliant and is in poor condition. Renovation or replacement is needed in order to continue providing recreation service in this community.	Planning	N/A	$6,932,910.80	$5,920,934.00
	KMS20C-ANACOSTIA RECREATION CENTER @ KETCHAM ES	**$15,000,000.00**	**$15,000,000.00**	**$0.00**	**$0.00**	**$0.00**	**$1,200,000.00**	**$13,800,000.00**	**$13,800,000.00**	Construction of a new 10-12,000 SF recreation center adjacent to Ketcham ES. New facility is expected to include an indoor gymnasium, fitness center, demonstration kitchen, technology lounge, classrooms, and locker rooms.	Planning	FY22	$15,000,000.00	$13,800,000.00
	LEDPKC-PARK AT LEDROIT	**$1,650,000.00**	**$1,650,000.00**	**$730,804.58**	**$0.00**	**$0.00**	**$790,625.00**	**$128,570.42**	**$128,570.42**	Second phase of park improvements to include design and installation of new splash pad, playground shade, and outdoor fitness equipment.	Planning	FY20	$919,195.42	$128,570.42
	LFR01C-LAFAYETTE REC EXPANSION	**$4,600,000.00**	**$4,600,000.00**	**$802,941.91**	**$0.00**	**$3,447,173.09**	**$0.00**	**$349,885.00**	**$349,885.00**	Demo/Rebuild of new recreation center to include: multipurpose room, staff office, kitchen, additional storage space, small classroom for student learning, and restrooms. Project also includes historical artifact removal from the park as well as park stormwater improvements.	Construction	FY20	$3,797,058.09	$349,885.00
	MXPKFC-MALCOLM X RECREATION FIELD AND COURTS	**$800,000.00**	**$800,000.00**	**$791,205.12**	**$5,000.00**	**$0.00**	**$0.00**	**$3,794.88**	**$3,794.88**	Modernization of existing basketball courts and athletic field improvements.	Closeout	FY19	$8,794.88	$3,794.88

Question 27
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	Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance - Uncommitted as of 1/22/20	**Description of Project - Modernization, Phased Modernization (phase 1, 2 etc), Small Capital Project/Stabilization, Playground Renovation, Field Renovation, Modernization with Addition, Infrastructure replacement (pipes, etc), etc - and various details for complete description**	**Status (Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion:**	**Planned Remaining Spending WITHOUT Commitments (reqs/Pos etc) Balances - (Life Budget/ Budget Authority minus LTD expenditures)**	**Planned Remaining Spending/Uncommitted Balances Only - (Life/Budget Authority Uncommitted Balance)**
NPKPPC-NATIONAL PARK PURCHASE	**$6,000,000.00**	**$6,000,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$6,000,000.00**	**$6,000,000.00**	DPR will work with OBP on this project to determine the extent of the SOW and the vision	Pre Planning	N/A	$6,000,000.00	$6,000,000.00
OXR37C-OXON RUN PARK	**$500,000.00**	**$500,000.00**	**$9,672.00**	**$0.00**	**$0.00**	**$131,550.00**	**$358,778.00**	**$358,778.00**	Project includes design and construction of outdoor fitness facility within Oxon Run Park, helping to provide health and wellness opportunities to those living east of the river.	Design	FY20	$490,328.00	$358,778.00
PETWTC-PETWORTH RECREATION CENTER	**$2,000,000.00**	**$2,000,000.00**	**$173,170.41**	**$15,000.00**	**$1,290,879.99**	**$6,299.19**	**$514,650.41**	**$514,650.41**	New playground, splash pad, seating, picnic tables, park shade, and lighting.	Design	FY20	$1,826,829.59	$514,650.41
Q10FGC-FORT GREBLE RECREATION CENTER	**$1,975,000.00**	**$1,975,000.00**	**$308,168.87**	**$0.00**	**$114,668.69**	**$0.00**	**$1,552,162.44**	**$1,552,162.44**	Demo/Rebuild of new recreation center to include classroom space, multipurpose room, kitchen, offices, and restrooms.	Planning	N/A	$1,666,831.13	$1,552,162.44
Q11HRC-HILLCREST RECREATION CENTER	**$1,450,000.00**	**$1,450,000.00**	**$95,852.00**	**$0.00**	**$10,000.00**	**$0.00**	**$1,344,148.00**	**$1,344,148.00**	Funding for a feasibility study to determine if a Natatorium is possible at the Hillcrest Recreation Center.	Planning	FY20	$1,354,148.00	$1,344,148.00
QA201C-26TH & I STREETS PLAYGROUND	**$1,000,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,000,000.00**	**$0.00**	Park improvements including new playground, plaza, and dog park.	Planning	N/A	$1,000,000.00	$1,000,000.00
QA5JEC-JOY EVANS FIELD HOUSE	**$1,000,000.00**	**$1,000,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,000,000.00**	**$1,000,000.00**	Historic building stabilization (building is considered historic but is in extremely poor condition due to age).	Planning	N/A	$1,000,000.00	$1,000,000.00
QB338C-ROPER / DEANWOOD RECREATION CENTER	**$243,239.15**	**$243,239.15**	**$154,030.50**	**$0.00**	**$19,568.50**	**$69,410.00**	**$230.15**	**$230.15**	Renovations to the playground at Deanwood Recreation Center including: new playground equipment, new retaining wall, new safety surface (PIP), and new fence lock for securing the playground.	Closeout	FY19	$89,208.65	$230.15
QD137C-CAMP RIVERVIEW REHABILITATION	**$70,465.00**	**$70,465.00**	**$0.00**	**$0.00**	**$70,465.00**	**$0.00**	**$0.00**	**$0.00**	Property improvements.	Closed	N/A	$70,465.00	$0.00
QD738C-FORT DUPONT ICE ARENA REPLACEMENT	**$31,425,000.50**	**$6,725,000.50**	**$2,026,492.78**	**$0.00**	**$419,285.22**	**$0.00**	**$28,979,222.50**	**$4,279,222.50**	Construction of a new ice skating arena which will include two sheets of ice, larger locker rooms, more storage space, better spectator seating and viewing areas, administrative spaces and offices for facility staff and coaches, new commercial food space, maintenance and utilities room, and the ability to plan and offer increased programming for residents of all ages.	Planning	N/A	$29,398,507.72	$28,979,222.50
QE238C-RIDGE ROAD RECREATION CENTER	**$18,725,780.64**	**$18,725,780.64**	**$17,314,952.84**	**$0.00**	**$172,396.65**	**$921,745.95**	**$316,685.20**	**$316,685.20**	Remaining funding to be used towards artificial turf replacement. The current artificial turf is outdated and in need of replacement.	Planning	N/A	$1,410,827.80	$316,685.20
QE437C-HILL EAST PARKS	**$600,000.00**	**$600,000.00**	**$554,804.48**	**$0.00**	**$44,791.05**	**$0.00**	**$404.47**	**$404.47**	Park improvements to two triangle parks, including: splash pad, fencing, lighting, outdoor fitness equipment, seating, hardscape, and landscaping.	Closeout	FY19	$45,195.52	$404.47
QE511C-ADA COMPLIANCE	**$8,041,238.13**	**$7,041,238.13**	**$5,670,069.87**	**$0.00**	**$430,502.86**	**$13,312.79**	**$1,927,352.61**	**$927,352.61**	Several of DPR's older recreation centers are not in ADA compliance due to updated ADA guidelines. DPR has worked with DGS and ODR to identify those locations and we continue to make the necessary upgrades at those facilities. In FY19, DPR 1) installed an ADA ramp at Riggs LaSalle playground, 2) made ADA improvements at Anacostia Rec Center, 3) installed curb ramps and ADA compliant walkways at LeDroit Park, 4) installed curb ramps at the two Hill East Parks in Ward 6, and 5) installed ADA compliant ramps and pathways at the new Palisades athletic field.	Planning	Several Projects	$2,371,168.26	$1,927,352.61
QE834C-SMALL PARK IMPROVEMENTS	**$7,367,691.00**	**$4,010,000.00**	**$2,852.00**	**$0.00**	**$16,748.00**	**$2,643,688.89**	**$4,704,402.11**	**$1,346,711.11**	DPR has over 200 small parks that are in need for enhancements. For FY20, DPR has $1.26 million for improvements to the unused green space at Riggs LaSalle Recreation Center; improvements to the Crestwood triangle park located at 18th Street, Allison Street, and Argyle Terrace NW; improvements to Emery Heights Park; improvements to Lorenzo Larry Allen Memorial Park; and $100,000 for improvements to the triangle park at Kalorama Road, Columbia Road, and 19th Street NW, recently renamed Ann Hughes Hargrove Park.	Planning	Several Projects	$7,364,839.00	$4,704,402.11

Question 27

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	Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance - Uncommitted as of 1/22/20	**Description of Project - Modernization, Phased Modernization (phase 1, 2 etc), Small Capital Project/Stabilization, Playground Renovation, Field Renovation, Modernization with Addition, Infrastructure replacement (pipes, etc), etc - and various details for complete description**	**Status (Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion:**	**Planned Remaining Spending WITHOUT Commitments (reqs/Pos etc) Balances - (Life Budget/ Budget Authority minus LTD expenditures)**	**Planned Remaining Spending/Uncommitted Balances Only - (Life/Budget Authority Uncommitted Balance)**
QE8TPC-17TH & C SE TRIANGLE PARK PLAYGROUND	**$750,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$750,000.00**	**$0.00**	DPR has funding in FY 21 to replace the aging play equipment in the triangle park bounded by 17th Street, S.E., C Street, S.E, and Massachusetts Avenue, S.E. These improvements will better serve the community by aligning with the completion of the redevelopment of the adjacent Eastern Branch Boys and Girls Club site.	Planning	N/A	$750,000.00	$750,000.00
QF138C-RECREATION CENTER WARD 8	**$54,205.40**	**$54,205.40**	**$54,205.40**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Small Cap Project	Closed	N/A	$0.00	$0.00
QF4RCC-BENNING PARK RECREATION CENTER - REHAB	**$11,250,000.00**	**$11,250,000.00**	**$631,304.69**	**$0.00**	**$164,779.82**	**$0.00**	**$10,453,915.49**	**$10,453,915.49**	ADA upgrades, mechanical improvements, roof replacement and boxing area upgrades	Design	FY21	$10,618,695.31	$10,453,915.49
QG3PMC-CAPITAL CONSTRUCTION PROJECT MANAGEMENT	**$6,000,000.00**	**$6,000,000.00**	**$3,735,356.91**	**$0.00**	**$1,540,417.86**	**$96,865.25**	**$627,359.98**	**$627,359.98**	This funding is allocated to pay for capital project management.	N/A	N/A	$2,264,643.09	$627,359.98
QG638C-KENILWORTH PARKSIDE RECREATION CENTER	**$16,594,816.27**	**$16,594,816.27**	**$16,578,959.30**	**$0.00**	**$14,588.10**	**$0.00**	**$1,268.87**	**$1,268.87**	Adaptive reuse and construction of new recreation center, pool and poolhouse. Recreation Center includes large fitness room, demonstration kitchen, mulitpupurpose rooms, gymnasium, senior lounge, teen lounge and boxing room.	Closed	FY17	$15,856.97	$1,268.87
QI237C-MARVIN GAYE RECREATION CENTER	**$16,134,441.00**	**$16,134,441.00**	**$13,896,677.31**	**$0.00**	**$1,648,350.01**	**$0.00**	**$589,413.68**	**$589,413.68**	New two-story 7,200 square foot recreation center, with exterior amenities and improvements along the existing trail. The building features a music room, art gallery, tech lounge, fitness center and a senior room with floating balcony. Exterior improvements include a new playground with musical elements, NBA regulation basketball court and new practice field for soccer, football and baseball.	Closeout	FY18	$2,237,763.69	$589,413.68
QI438C-JUSTICE PARK	**$563,903.12**	**$563,903.12**	**$563,903.12**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Park Improvements	Closed	FY12	$0.00	$0.00
QI837C-GUY MASON RECREATION CENTER	**$1,004,908.42**	**$1,004,908.42**	**$1,004,908.42**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Small Cap Project	Closed	FY14	$0.00	$0.00
QI937C-ROSEDALE RECREATION CENTER	**$12,866,271.90**	**$12,866,271.90**	**$12,866,271.90**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Small Cap Project	Closed	FY12	$0.00	$0.00
QJ801C-FRIENDSHIP PARK	**$7,752,981.41**	**$7,752,981.41**	**$7,691,294.45**	**$0.00**	**$61,686.96**	**$0.00**	**$0.00**	**$0.00**	Demolition of existing field house and construction of new recreation center as well as park improvements including playground, tennis and basketball courts, splash pad, picnic areas, bioretention and landscaping.	Closed	FY17	$61,686.96	$0.00
QJ901C-PURCHASE & RENOVATE BOYS AND GIRLS CLUB	**$6,338,312.20**	**$6,338,312.20**	**$6,338,312.20**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Modernization	Closed	N/A	$0.00	$0.00
QK338C-FORT STANTON RECREATION CENTER	**$11,076,373.60**	**$11,076,373.60**	**$11,005,373.56**	**$0.00**	**$71,000.04**	**$0.00**	**$0.00**	**$0.00**	New recreation center including gymnasium, fitness center, senior lounge, teen lounge, multipurpose rooms along with park improvements including tennis courts and playground.	Closed	FY13	$71,000.04	$0.00
QK438C-DOUGLAS RECREATION CENTER	**$18,733,154.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$18,733,154.00**	**$0.00**	Funding for new recreation center (scope of work TBD pending community feedback).	Pre Planning	N/A	$18,733,154.00	$18,733,154.00
QL201C-OFF-LEASH DOG PARKS	**$1,800,999.52**	**$1,800,999.52**	**$999.52**	**$0.00**	**$0.00**	**$250,000.00**	**$1,550,000.00**	**$1,550,000.00**	Lighting for dog park at Langdon Recreation Center.	Planning	FY20	$1,800,000.00	$1,550,000.00
QL2TKC-TAKOMA DOG PARK	**$300,000.00**	**$300,000.00**	**$0.00**	**$0.00**	**$275,000.00**	**$0.00**	**$25,000.00**	**$25,000.00**	Design and construction of new dog park adjacent to Coolidge HS and Takoma Aquatic Facility.	Design	FY20	$300,000.00	$25,000.00
QM401C-10TH STREET PARK	**$151,202.00**	**$151,202.00**	**$151,202.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Small Cap Project	Closed	FY11	$0.00	$0.00
QM501C-SHEPHERD FIELD	**$210,605.00**	**$210,605.00**	**$210,605.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Field Improvements	Closed	FY11	$0.00	$0.00
QM601C-RAYMOND RECREATION CENTER	**$12,355,402.49**	**$12,355,402.49**	**$12,355,402.49**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	New facility and park	Closed	FY13	$0.00	$0.00
QM701C-CHEVY CHASE RECREATION CENTER	**$19,539,329.61**	**$8,539,329.61**	**$599,489.70**	**$0.00**	**$1,065,427.99**	**$914,291.00**	**$16,960,120.92**	**$5,960,120.92**	Demo/Rebuild OR improvements to existing facility (pending building assessment) to include new indoor performance space, fitness center with equipment and free weights, lecture / performance hall, half-court gymnasium, multipurpose rooms, childcare area with an indoor play area, teaching kitchen, tech lounges, dance / yoga / Pilates studio that includes wood floors for ballet program, fencing room, pottery area, arts and crafts spaces with a gallery to display art, offices, workshops / makerspaces, a dark room with proper ventilation and silver recovery, and rooftop amenities such as a garden, greenhouse and or an outdoor lounge.	Design	FY22	$18,939,839.91	$16,960,120.92

Question 27

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Instructions: Please complete information for columns K - P

	Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance - Uncommitted as of 1/22/20	**Description of Project - Modernization, Phased Modernization (phase 1, 2 etc), Small Capital Project/Stabilization, Playground Renovation, Field Renovation, Modernization with Addition, Infrastructure replacement (pipes, etc), etc - and various details for complete description**	**Status (Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion:**	**Planned Remaining Spending WITHOUT Commitments (reqs/Pos etc) Balances - (Life Budget/ Budget Authority minus LTD expenditures)**	**Planned Remaining Spending/Uncommitted Balances Only - (Life/Budget Authority Uncommitted Balance)**
QM802C-COMMUNITY RECREATION CENTERS	**$48,675,851.08**	**$48,675,851.08**	**$34,647,733.73**	**$0.00**	**$1,669,044.45**	**$0.00**	**$12,359,072.90**	**$12,359,072.90**	NOMA BID grant- DPR will work with NOMA Bid to determine how the balance of funds will be used towards acquisition and development of park space for the District.	Construction	FY20	$14,028,117.35	$12,359,072.90
QM8DCC-DOUGLASS COMMUNITY CENTER	**$1,248,376.00**	**$1,248,376.00**	**$154,618.71**	**$0.00**	**$983,557.87**	**$0.00**	**$110,199.42**	**$110,199.42**	Project includes security upgrades to the site, including new lighting, security cameras / infrastructure, and fencing.	Design	FY20	$1,093,757.29	$110,199.42
QM8FTC-FORT STEVENS RECREATION CENTER	**$1,169,082.96**	**$1,169,082.96**	**$1,169,082.94**	**$0.00**	**$0.02**	**$0.00**	**$0.00**	**$0.00**	Facility upgrades.	Complete	FY17	$0.02	$0.00
QM8PRC-PALISADES RECREATION CENTER	**$9,490,679.00**	**$9,490,679.00**	**$9,490,678.63**	**$0.00**	**$0.07**	**$0.00**	**$0.30**	**$0.30**	Modernization and expansion of facility.	Complete	FY18	$0.37	$0.30
QN101C-7TH AND N	**$495,438.46**	**$495,438.46**	**$495,438.46**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Small park improvements	Complete	FY11	$0.00	$0.00
QN401C-WARD 2 PUBLIC PARK REHABILITATION	**$157,520.19**	**$157,520.19**	**$149,875.67**	**$0.00**	**$7,644.52**	**$0.00**	**$0.00**	**$0.00**	N/A	Complete	N/A	$7,644.52	$0.00
QN501C-LANGDON COMMUNITY CENTER REDEVELOPMENT	**$21,958,745.32**	**$2,237,778.32**	**$2,237,778.32**	**$0.00**	**$0.00**	**$0.00**	**$19,720,967.00**	**$0.00**	Funding allocated for future recreation center	Pre Planning	N/A	$19,720,967.00	$19,720,967.00
QN601C-UPSHUR / HAMILTON COMMUNITY PARKS	**$1,408.68**	**$1,408.68**	**$1,408.68**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Small park improvements.	Complete	N/A	$0.00	$0.00
QN637C-UPSHUR RECREATION CENTER	**$12,000,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$12,000,000.00**	**$0.00**	Funding allocated for future recreation center and pool house.	Pre Planning	N/A	$12,000,000.00	$12,000,000.00
QN702C-ATHLETIC FIELD AND PARK IMPROVEMENTS	**$14,277,492.14**	**$9,777,492.14**	**$7,280,492.82**	**$0.00**	**$578,460.39**	**$750,787.25**	**$5,667,751.68**	**$1,167,751.68**	District youth and adults rely on DPR's athletic fields and park spaces for numerous outdoor activities associated with improving health, with the physical, emotional and social benefits of these amenities programs have been studied and documented for many years. Projects in this funding source include: Hamilton, Takoma, and Shepherd Field Improvements as well as Marvin Gaye Playground surfacing replacement.	Various	N/A	$6,996,999.32	$5,667,751.68
QN750C-PARK IMPROVEMENTS	**$48,377,722.66**	**$48,377,722.66**	**$46,589,359.27**	**$0.00**	**$768,994.68**	**$939,829.80**	**$79,538.91**	**$79,538.91**	DPR has over 200 parks in our inventory. These parks are vital to the well being of District residents, providing: health and environmental benefits, opportunites for social interaction, and improve the local tax base while increasing property values. Projects in this funding source include: Virginia Ave Park improvements, NY Ave Park upgrades, 16th Street Playground improvements, Fort Greble Park Upgrades, Hill East Park improvements, and Citywide Tennis Court improvements.	Various	N/A	$1,788,363.39	$79,538.91
QN751C-FRANKLIN SQUARE PARK	**$18,100,000.00**	**$18,100,000.00**	**$1,752,714.45**	**$13,000.00**	**$1,497,019.12**	**$0.00**	**$14,837,266.43**	**$14,837,266.43**	Park improvements including: park café, improved ADA pathways, children's Garden, renovated centeral fountain, landscaping, and improved storm water management	Design	FY21	$16,347,285.55	$14,837,266.43
QN752C-SOUTHWEST PLAYGROUND IMPROVMENTS	**$949,775.35**	**$949,775.35**	**$449,775.35**	**$0.00**	**$0.00**	**$0.00**	**$500,000.00**	**$500,000.00**	Small park improvements inlcuding sidewalks and bioretention. Funding is being transferred via MOU to DCPL since the park sits area that will be disturbed as part of the SW Library Construction Project.	Design	FY21	$500,000.00	$500,000.00
QN753C-COBB PARK IMPROVEMENTS	**$500,000.00**	**$500,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$500,000.00**	**$500,000.00**	Small park improvements including walkways, hardscape, landscaping, site furnishings, and trees.	Planning	FY20	$500,000.00	$500,000.00
QN754C-LANSBURGH PARK IMPROVEMENTS	**$1,300,000.00**	**$1,300,000.00**	**$400,000.00**	**$0.00**	**$895,600.00**	**$0.00**	**$4,400.00**	**$4,400.00**	Small park improvements including modernized shade shelters, ADA upgrades, and installation of a water fountain.	Design	FY20	$900,000.00	$4,400.00
QN7CPC-CAROLINA PARK	**$874,000.00**	**$874,000.00**	**$60,953.50**	**$0.00**	**$380,431.00**	**$0.00**	**$432,615.50**	**$432,615.50**				$813,046.50	$432,615.50
QN7CWC-CARTER G WOODSON PARK	**$740,586.20**	**$740,586.20**	**$740,586.20**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Park renovation including statue, landscaping, signage, benches, and irrigation.	Complete	FY15	$0.00	$0.00
QN7FHC-FEREBEE HOPE REC CENTER IMPROVEMENTS	**$1,290,760.00**	**$1,290,760.00**	**$1,190,700.00**	**$0.00**	**$60.00**	**$0.00**	**$100,000.00**	**$100,000.00**	Project included HVAC repairs, including: converted of steam system to hot water, installation of new chilled water coils, installation of new dehumidification unit to replace the old one, installation of new water cooled chiller to replace the 2 old ones, and installation of all necessary controls, piping, etc. needed to operate the systems.	Closeout	FY18	$100,060.00	$100,000.00
QN7JEC-JEFFERSON FIELD IMPROVEMENTS	**$1,500,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,500,000.00**	**$0.00**	Funding allocated for field improvements to convert existing grass field to synthetic turf in order to alleviate erosion and address overusage.	Pre Planning	N/A	$1,500,000.00	$1,500,000.00

Question 27

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QN7MMC-METRO MEMORIAL PARK	**$2,066,781.90**	**$2,066,781.90**	**$1,847,395.44**	**$0.00**	**$219,386.46**	**$0.00**	**$0.00**	**$0.00**	Phase 2 park improvements including: installation of the three street lights and upgrading existing street lights to LED fixtures, storm water tie-ins, site bio-retention/tree pits completion, and installation of an outfall manhole, concrete curbs, sidewalk, bike rack and signage.	Design	FY20	$219,386.46	$0.00
QN7SPC-STEAD PARK	**$1,882,347.00**	**$1,882,347.00**	**$1,882,347.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Field Improvements	Complete	FY14	$0.00	$0.00
QN7SWC-SHERWOOD PLAYGROUND	**$409,700.00**	**$409,700.00**	**$409,700.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Playground Improvements	Complete	FY14	$0.00	$0.00
QN801C-BANNEKER BASEBALL CENTER	**$824,490.38**	**$824,490.38**	**$824,490.38**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Park Improvements	Complete	FY13	$0.00	$0.00
QP101C-1ST AND FLORIDA PLAYGROUND AND PARK	**$1,153,690.10**	**$1,153,690.10**	**$1,153,690.10**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Small Park Improvements	Complete	FY12	$0.00	$0.00
QP201C-11TH AND MONROE PARK	**$705,832.95**	**$705,832.95**	**$705,832.95**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Small Park Improvements	Complete	FY12	$0.00	$0.00
QP5ARC-ARBORETUM COMMUNITY CENTER	**$10,710,000.00**	**$10,710,000.00**	**$269,509.53**	**$10,500.00**	**$530,375.17**	**$8,588,487.95**	**$1,311,127.35**	**$1,311,127.35**	This project consists of demolition of the existing community center to build a larger community center to include a multipurpose room, classroom, flex computer lounge, bathrooms, possible ½ gym and other program spaces.	Design	FY21	$10,440,490.47	$1,311,127.35
QS439C-NEW YORK AVENUE DAY CARE REDEVELOPMENT	**$704,789.00**	**$704,789.00**	**$704,789.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Facility modernization	Closed	N/A	$0.00	$0.00
QS541C-BARRY FARM RECREATION CENTER	**$6,660,591.92**	**$6,660,591.92**	**$6,282,813.18**	**$200.00**	**$377,578.74**	**$0.00**	**$0.00**	**$0.00**	Project included Phase 2 of the new recreation cente project, including: the field and other exterior amenities, art installation, etc.	Closeout	FY19	$377,778.74	$0.00
R6701C-BALD EAGLE RECREATION CENTER	**$5,418,670.10**	**$5,418,670.10**	**$5,418,670.10**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Facility renovation and boxing annex expansion.	Closed	FY12	$0.00	$0.00
RE017C-PARKVIEW REC CNTR	**$14,582,617.24**	**$2,282,617.24**	**$2,282,617.24**	**$0.00**	**$0.00**	**$0.00**	**$12,300,000.00**	**$0.00**	Funding to plan, design and construct a new recreation facility that allows for more efficient use of the space. This site is heavily used throughout the day, including the playground, small pool and historic field house, the field and other park amenities. The recreation center does not offer efficient use of the space, so by renovating the center, DPR is better able to program the space for the community.	Pre Planning	N/A	$12,300,000.00	$12,300,000.00
RG001C-GENERAL IMPROVEMENTS	**$30,629,040.14**	**$21,879,040.14**	**$16,857,303.79**	**$0.00**	**$1,396,923.90**	**$2,648,743.97**	**$9,726,068.48**	**$976,068.48**	DPR's General Improvement fund is used for wide ranging improvements to our inventory, including: Edgewood Recreation Center's new athletic field cost overage, Columbia Heights & Turkey Thicket HVAC upgrades, Walter Pierce park upgrades, Trolley Park playground resurfacing, Lamond Rec Center HVAC replacement, Deanwood HVAC replacement, Fort Stanton, Anacostia and Upshur Summer Readiness, and Emery Recreation Center's new boxing room.	Various	N/A	$13,771,736.35	$9,726,068.48
RG003C-PLAYGROUND EQUIPMENT	**$12,715,555.08**	**$5,465,555.08**	**$505,936.42**	**$0.00**	**$1,210,214.16**	**$427,880.95**	**$10,571,523.55**	**$3,321,523.55**	There are 44 playgrounds remaining to be renovated/replaced in the District. DPR's goal is to renovate/replace at least 2 playgrounds per year.	Planning	N/A	$12,209,618.66	$10,571,523.55
RG004C-HVAC REPLACEMENT	**$407,815.34**	**$407,815.34**	**$407,815.34**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	N/A	Closed	N/A	$0.00	$0.00
RG005C-ROOF REPLACEMENT	**$2,732.50**	**$2,732.50**	**$2,732.50**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	N/A	Closed	N/A	$0.00	$0.00
RG006C-SWIMMING POOL REPLACEMENT	**$23,781,165.39**	**$14,781,165.39**	**$12,259,348.13**	**$0.00**	**$240,424.76**	**$1,989,546.42**	**$9,291,846.08**	**$291,846.08**	DPR's annual budget to enhance aquatic features and amenities in the District with the goal of upgrading at least 2 facilities per year before the pool season begins in May. FY20's $2M funds were used to fund shortfall for premier 50M pool at East Potomac.	Construction	NA	$11,521,817.26	$9,291,846.08
RG007C-EROSION REMEDIATION	**$1,060,091.72**	**$1,060,091.72**	**$1,045,425.14**	**$0.00**	**$14,666.58**	**$0.00**	**$0.00**	**$0.00**	N/A	Closed	N/A	$14,666.58	$0.00
RG008C-NOYES FIELD	**$833,930.33**	**$833,930.33**	**$833,930.33**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Park renovation.	Closed	FY13	$0.00	$0.00
RG009C-DAKOTA PLAYGROUND	**$182,695.19**	**$182,695.19**	**$182,695.19**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Park and playground renovation.	Closed	FY11	$0.00	$0.00
RG011C-WATER FOUNTAIN REPLACEMENT	**$32,612.58**	**$32,612.58**	**$32,612.58**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Various water fountain replacement projects.	Closed	N/A	$0.00	$0.00
RG0TAC-TAKOMA AQUATIC CENTER RENO AND NEW ROOF	**$5,004,220.00**	**$938,063.00**	**$0.00**	**$0.00**	**$9,994.00**	**$869,900.00**	**$4,124,326.00**	**$58,169.00**	Project includes a new roof and HVAC system for the Takoma Aquatic Center. The roof is in extremely poor condition and water is constantly leaking into the facility, causing dangerous conditions for both staff and facility visitors. The HVAC system has been damaged by water and is badly in need of replacement - air quality within the facility is extremely poor and causes closures related to poor air circulation and overall heat.	Design	FY21	$5,004,220.00	$4,124,326.00

Question 27

Please list all open capital projects and capital projects in the financial plan under the agency's purview, including:

* Amount Budgeted
* Actual Dollars Spent so far
* Remaining Balances
* Status of the project
* Description of any projects which are experiencing delays or which will require additional funding

Instructions: Please complete information for columns K - P

	Budget Authority	Allotment	Expenditures	ID Expenditure Advances	Encumbrances	Pre Encumbrances	Authority Balance	Allotment Balance - Uncommitted as of 1/22/20	**Description of Project - Modernization, Phased Modernization (phase 1, 2 etc), Small Capital Project/Stabilization, Playground Renovation, Field Renovation, Modernization with Addition, Infrastructure replacement (pipes, etc), etc - and various details for complete description**	**Status (Planning, Design, Construction, Closeout, Closed, Pre Planning, etc)**	**Completion:**	**Planned Remaining Spending WITHOUT Commitments (reqs/Pos etc) Balances - (Life Budget/ Budget Authority minus LTD expenditures)**	**Planned Remaining Spending/Uncommitted Balances Only - (Life/Budget Authority Uncommitted Balance)**
RG0WHC-WASHINGTON HIGHLANDS POOL	**$137,000.00**	**$137,000.00**	**$124,387.50**	**$0.00**	**$11,808.50**	**$0.00**	**$804.00**	**$804.00**	N/A	Closeout	N/A	$12,612.50	$804.00
RG0WSC-WATKINS SPRAY PARK	**$500,000.00**	**$500,000.00**	**$500,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	Demolition of existing Watkins outdoor pool house and construction of a new spray park in its place.	Complete	FY17	$0.00	$0.00
RPR37C-ROSEDALE POOL REPLACEMENT	**$6,830,880.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$6,830,880.00**	**$0.00**	Future funding allocated for replacement of Rosedale Pool, which is suffering from overcrowding.	Pre Planning	N/A	$6,830,880.00	$6,830,880.00
RR007C-FACILITY RENOVATION	**$1,602,684.25**	**$1,602,684.25**	**$1,591,205.18**	**$0.00**	**$11,479.07**	**$0.00**	**$0.00**	**$0.00**	N/A	Closed	N/A	$11,479.07	$0.00
RR015C-PARK LIGHTING	**$197,079.10**	**$197,080.00**	**$197,080.00**	**$0.00**	**$0.00**	**$0.00**	**($0.90)**	**$0.00**	N/A	Closed	N/A	($0.90)	($0.90)
RR021C-MITCHELL PARK	**$417.21**	**$417.21**	**$417.21**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	N/A	Closed	N/A	$0.00	$0.00
SET38C-SOUTHEAST TENNIS AND LEARNING CENTER	**$31,465,944.51**	**$18,465,944.51**	**$18,359,412.07**	**$0.00**	**$104,811.61**	**$1,720.83**	**$13,000,000.00**	**$0.00**	Project includes the northern expansion of the existing SETLC in order to accommodate increasing demand for tennis programming. Project will include additional tennis courts and support spaces.	Pre Planning	N/A	$13,106,532.44	$13,000,000.00
SHPRCC-SHEPHERD PARK COMMUNITY CENTER	**$13,400,000.00**	**$13,400,000.00**	**$1,622,001.55**	**$11,998.12**	**$10,298,066.33**	**$400,000.00**	**$1,067,934.00**	**$1,067,934.00**	Addition of a new community center attached to the existing Shepherd Elementary School. Project includes: Gymnasium, Multipurpose Room, Fitness Center, Office, Storage Space and bathrooms for both elementary students and adults. The recreation center will be utilized by the elementary school during school hours as their gymnasium and dining cafeteria. Along with the recreation center addition the project will include renovating the school's existing warming kitchen and cafeteria to a full cooking kitchen and serving area.	Construction	FY20	$11,777,998.45	$1,067,934.00
SP1EPC-EAST POTOMAC POOL	**$12,000,000.00**	**$12,000,000.00**	**$7,774,920.40**	**$0.00**	**$4,216,079.60**	**$0.00**	**$9,000.00**	**$9,000.00**	Construction of new competetive aquatics facility that accomodates both swimming and diving. Project includes new locker rooms, office space, admin areas, bleacher seating, and outdoor courtyard.DGS is working through some major environmental challenges that will require all and additional funding to complete this project. Currently the project is still under construction.	Construction	N/A	$4,225,079.60	$9,000.00
STDDPC-STEAD PARK REC CENTER IMPROVEMENTS	**$16,000,000.00**	**$16,000,000.00**	**$0.00**	**$0.00**	**$4,200.00**	**$1,280,000.00**	**$14,715,800.00**	**$14,715,800.00**	Modernization of existing Stead Recreation Center plus expansion to include additional programmatic space (multipurpose rooms, fitness room, teen lounge, children's co-op room) and park improvements, including a new playground and courtyard.	Design	FY22	$16,000,000.00	$14,715,800.00
THELCC-THEODORE HAGANS CULTURAL CTR-THURGOOD MA	**$34,767,371.94**	**$18,698,371.94**	**$169,849.12**	**$13,500.00**	**$2,722,699.01**	**$1,054,960.00**	**$30,806,363.81**	**$14,737,363.81**	Modernization of the existing Theodore Hagans facility, upgrade the existing lap pool, and renovate the existing pool house. This project will also demolish the vacant Thurgood Marshall ES. Once demolished, DPR will construct a new multi-use recreation and early childhood education center to serve those aging in place and the expanding birth-to-four population	Planning	FY22	$34,597,522.82	$30,806,363.81
THPRCC-THERAPEUTIC RECREATION CENTER	**$37,000,000.00**	**$11,000,000.00**	**$425,961.41**	**$0.00**	**$672,366.44**	**$0.00**	**$35,901,672.15**	**$9,901,672.15**	Construction of new therapeutic recreation center envisioned to be the premier Therapeutic Recreation Center (and Campus) in the District and region. The TR Center is to be an all-inclusive facility catering to people of all ages and abilities.	Design	FY22	$36,574,038.59	$35,901,672.15
URA37C-URBAN AGRICULTURE	**$347,254.00**	**$347,254.00**	**$347,254.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	N/A	Closed	N/A	$0.00	$0.00
W4PLCC-WALTER REED POOL	**$5,200,000.00**	**$200,000.00**	**$0.00**	**$0.00**	**$39,720.00**	**$39,720.00**	**$5,120,560.00**	**$120,560.00**	Project includes the construction of a pool and pool house on an old site of tennis courts, adjacent to Aspen Street near the old Walter Reed Hospital site that is currently being developed.	Design	FY23	$5,200,000.00	$5,120,560.00
WBRCTC-EDGEWOOD REC CENTER	**$20,022,307.69**	**$20,022,307.69**	**$17,506,709.95**	**$0.00**	**$610,039.47**	**$1,905,405.27**	**$153.00**	**$153.00**	New recreation center including a rooftop urban farm along with park improvements including a new, synthetic turf field.	Closeout		$2,515,597.74	$153.00
WD3PLC-HEARST PARK POOL	**$6,000,000.00**	**$6,000,000.00**	**$549,698.12**	**$2,605.00**	**$4,793,111.27**	**$0.00**	**$654,585.61**	**$654,585.61**	Construction of new pool house and pool.	Construction	FY20	$5,450,301.88	$654,585.61
Total	**$822,838,652.27**	**$590,608,823.17**	**$343,295,102.21**	**$84,908.12**	**$51,440,057.98**	**$34,324,388.75**	**$393,694,195.21**	**$161,464,366.11**				$479,543,550.06	$393,694,195.21

Dept. of General Services
Question 23 (a) FY 2019 Intra-Districts
($ in 000)

From	To	Description	Appropriated Fund	Transfer In to DGS	(Transfer Out of DGS)
DGS	OCP	Purchase Card advances to OCP	100	-	$ (588
DGS	OFRM	Telecommunication services advance to OFRM	100	-	(12
DGS	OFRM	Financial services advance to OFRM	100	-	(55
DGS	DPW	Fleet mgt. advance to DPW	100	-	(1,375
DGS	DOC	Inmate work squad	100	-	(200
DGS	DCHR	Capital City Fellow program	100	-	(75
DGS	DCHR	Background checks	100	-	(37
DGS	MPD	Police Fire clinic useage	100	-	(50
DGS	MPD	Active shooter training	100	-	(34
DGS	MPD	Firearms qualification training			(57
DGS	MPD	Fingerprinting services			(4
DGS	OCTO	Voice and data infrastructure services at the newly constructed FEMS Ready Reserve facility @ 2215 Adams Place NE.	100	-	(119)
DGS	OCTO	Development and enhancement of PASS sourcing module	100	-	(49
DGS	OAG	OAG legal services	100	-	(191
DGS	DPW	Waste mgt. services - DPW takes solid waste to transfer stations	100	-	(1,275)
DGS	OCP	Eastern Market P-Card advances	600	-	(61
DGS	DCPL	Funds to DCPL for WEMF Library	110	-	(58
Various Agencies	DGS	FY 2019 Approved Fixed Cost Budget	700	136,458	-
DOEE	DGS	Community Renewable Energy Facility at Oxon Run	700	5,500	-
DHCD	DGS	Ward 8 Permanent Supportive Housing @ 4300 12th Str SE	700	3,968	-
DMPED	DGS	Bruce Monroe Park	700	250	-
DFS	DGS	DFS Parking 201 E Street	700	29	-
DOEE	DGS	Eastern Market Rental	700	2	-
DCRA	DGS	Parking 490 2nd Street	700	25	-
CIC	DGS	OJS Parking	700	1	-
DFS	DGS	DFS Parking 201 E Street	700	43	-
DPR	DGS	Hine School/Eastern Market Metro	700	75	-
DOEE	DGS	P2 Stormwater Pollution DB	700	220	-
DCHF	DGS	HCHF Postage	700	30	-
DHS	DGS	DHS Occupancy	700	1,410	-
DYRS	DGS	DYRS Security	700	132	-
OCP	DGS	OCP Waste removal @ 2100 Adams Pl. NE	700	10	-
DOES	DGS	DOES Security	700	18	-
DDOT	DGS	DDOT Circulator Auto Fuel	700	325	-
DOES	DGS	DOES Security	700	18	-
DHS	DGS	DHS Security	700	469	-
DOEE	DGS	Stormwater Mgt. Plans Development	700	100	-
DOES	DGS	DOES security	700	421	-
DHS	DGS	DHS Occupancy	700	329	-
OTA	DGS	Office of Tenant Advocate improvements at 2000 14 ST.	700	450	-
DHCF	DGS	OJS office build out for the Dept. of Health Care Finance	700	1,756	-
DHS	DGS	DHS Security	700	28	-
DCPS	DGS	DCPS auto fuel	700	37	-

Dept. of General Services
Question 23 (a) FY 2019 Intra-Districts
($ in 000)

From	To	Description	Appropriated Fund	Transfer In to DGS	(Transfer Out of DGS)
SET	DGS	Special Ed Transportation auto fuel	700	618	-
DHS	DGS	DHS auto fuel	700	25	-
DCPS	DGS	DCPS natural gas	700	37	-
DCPS	DGS	DCPS electricity	700	132	-
DHCF	DGS	Health Care Finance water	700	3	-
DHS	DGS	DHS water	700	96	-
OPC	DGS	Office of People Counsel rent	700	56	-
DOH	DGS	DOH Rent	700	244	-
DHS	DGS	DHS Rent	700	577	-
Disability Services	DGS	Dept. of Disability Services Rent	700	3,421	-
DMV	DGS	DMV Sustainable DC program	700	4	-
DC Lottery	DGS	DC Lottery security	700	18	-
OPC	DGS	Office of Peple's Counsel security	700	1	-
SET	DGS	Special Ed Transportation security	700	253	-
DHS	DGS	To provide security services for shelter call sites.	700	469	-
DGS	DGS	Reprogram from OSSE rent to SET auto fuel	700	826	-
DHS	DGS	DHS security - cctv monitoring system	700	46	-
DHCF	DGS	OJS build out	700	88	-
DCPL	DGS	DCPL occupancy - HVAC repairs	700	60	-
OCTO	DGS	To provide maintenance for Trane cooler.	700	5	-
DOES	DGS	DOES security MOU adjustment	700	-	-
DDOT	DGS	For fuel delivery services.	700	325	-
DHCF	DGS	For office build-out.	700	88	-
DDOT	DGS	DDOT rent	700	827	-
BOE	DGS	Board of Elections security	700	100	-
DPR	DGS	To fund the cost of protective services.	700	219	-
DOES	DGS	DOES security	700	23	-

Question 28 A.
Dept. of General Services
FY 2019 Budget vs. Actuals by Fund, Program and Activity
Report Run Date: 2/5/20

Fund	Program	Activity	PS/NPS	Memo: Approved Budget Balance	Appn Balance	Expenditure Balance	*Variance $*	*Variance %*	*Variance Explanations*
0100-LOCAL FUND	1000-AGENCY MGMT PROGRAM (CC)	1010-PERSONNEL	01-PERSONNEL SERVICES	903,357.39	909,838.95	727,414.81	182,424.14	20.05%	Salary lapses and lower fringes. PS has been managed and balanced on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	14,500.00	14,500.00	11,281.60	3,218.40	22.20%	Minimal dollar amount; mainly due to underspending of supplies.
			Total	**917,857.39**	**924,338.95**	**738,696.41**	**185,642.54**	**20.08%**	
		1040-INFORMATION TECH	01-PERSONNEL SERVICES	578,370.13	582,264.63	590,270.91	-8,006.28	-1.38%	PS has been managed and balanced on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	1,479,443.00	1,479,443.00	1,387,369.63	92,073.37	6.22%	Largely from the underspending of contractual services and security services.
			Total	**2,057,813.13**	**2,061,707.63**	**1,977,640.54**	**84,067.09**	**4.08%**	
		1045-LEGAL SERVICES	01-PERSONNEL SERVICES	827,507.78	833,471.71	804,842.95	28,628.76	3.43%	Salary lapses and lower fringes. PS has been managed and balanced on an agency-wide basis. This is a legacy legal services activity. The budget and personnel should have been coded to activity 1060, not 1045.
			Total	**827,507.78**	**833,471.71**	**804,842.95**	**28,628.76**	**3.43%**	
		1051-FINANCIAL MANAGEMENT- PUBLIC EDUCATION	01-PERSONNEL SERVICES	2,249,864.93	2,266,047.50	1,900,324.25	365,723.25	16.14%	Salary lapses and lower fringes. PS has been managed and balanced on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	72,527.00	72,527.00	16,889.04	55,637.96	76.71%	Underspending of contractual services. Advance to OFRM for financial services MOU were returned during close. In FY20, contractual services budget will be used to cover support services for a web-based MOU tracking tool.
			Total	**2,322,391.93**	**2,338,574.50**	**1,917,213.29**	**421,361.21**	**18.02%**	
		1055-RISK MANAGEMENT	01-PERSONNEL SERVICES	3,664.01	3,690.42	0.00	3,690.42	100.00%	There is not a risk mgt. position in DGS. This is an error.
			Total	**3,664.01**	**3,690.42**	**0.00**	**3,690.42**	**100.00%**	
		1060-LEGAL	01-PERSONNEL SERVICES	3,000.00	3,000.00	0.00	3,000.00	100.00%	As indicated above, the budget and personnel should have been coded and charged to this activity, 1060, not 1045, which is a legacy legal services activity.
			Total	**3,000.00**	**3,000.00**	**0.00**	**3,000.00**	**100.00%**	
		1070-FLEET MANAGEMENT	02-NON-PERSONNEL SERVICES	1,380,396.00	1,380,396.00	1,335,700.66	44,695.34	3.24%	Minimal variance related to advances provided to DPW for fleet mgt.
			Total	**1,380,396.00**	**1,380,396.00**	**1,335,700.66**	**44,695.34**	**3.24%**	
		1080-COMMUNICATION	01-PERSONNEL SERVICES	467,951.40	470,851.38	354,377.08	116,474.30	24.74%	Salary lapses and lower fringes. PS has been managed and balanced on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	237,000.00	160,808.02	178,814.02	-18,006.00	-11.20%	Due to year-end accrual for mgt. consultant services (Aspen of DC).
			Total	**704,951.40**	**631,659.40**	**533,191.10**	**98,468.30**	**15.59%**	
		1090-PERFORMANCE MANAGEMENT	01-PERSONNEL SERVICES	2,897,061.19	2,699,460.72	2,528,165.87	171,294.85	6.35%	Salary lapses and lower fringes. PS has been managed and balanced on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	678,856.89	678,856.89	639,867.62	38,989.27	5.74%	Mainly other professional services and telecommunications underspending.
			Total	**3,575,918.08**	**3,378,317.61**	**3,168,033.49**	**210,284.12**	**6.22%**	
		1095-ENERGY MANAGEMENT	01-PERSONNEL SERVICES	570,390.23	573,613.13	403,615.41	169,997.72	29.64%	Salary lapses and lower fringes. PS has been managed and balanced on an agency-wide basis.
			Total	**570,390.23**	**573,613.13**	**403,615.41**	**169,997.72**	**29.64%**	
		1195-ENVIRONMENTAL-PUBLIC ED	01-PERSONNEL SERVICES	355,650.13	327,975.50	340,983.63	-13,008.13	-3.97%	PS has been managed and balanced on an agency-wide basis.

Dept. of General Services
FY 2019 Budget vs. Actuals by Fund, Program and Activity
Report Run Date: 2/5/20

Fund	Program	Activity	PS/NPS	Memo: Approved Budget Balance	Appn Balance	Expenditure Balance	*Variance $*	*Variance %*	*Variance Explanations*
			02-NON-PERSONNEL	191,000.00	191,000.00	128,741.87	62,258.13	32.60%	Mainly due to the underspending of contractual services.
			Total	**546,650.13**	**518,975.50**	**469,725.50**	**49,250.00**	**9.49%**	
		1000-AGENCY MGMT PROGRAM (CC)	**01-PERSONNEL**	**8,856,817.19**	**8,670,213.94**	**7,649,994.91**	**1,020,219.03**	**11.77%**	
			02-NON-PERSONNEL	**4,053,722.89**	**3,977,530.91**	**3,698,664.44**	**278,866.47**	**7.01%**	
			Total	**12,910,540.08**	**12,647,744.85**	**11,348,659.35**	**1,299,085.50**	**10.27%**	
	2000-ASSET MGMT	2001-LEASE MGMT	01-PERSONNEL SERVICES	1,758,447.07	1,770,467.76	1,378,983.10	391,484.66	22.11%	Salary lapses and lower fringes. PS has been managed and balanced on an agency-wide basis.
			02-NON-PERSONNEL	2,236,000.00	2,039,000.00	1,893,381.09	145,618.91	7.14%	Mainly underspending of professional services.
			Total	**3,994,447.07**	**3,809,467.76**	**3,272,364.19**	**537,103.57**	**14.10%**	
		2004-SWING SPACE FUNDING	02-NON-PERSONNEL	2,000,000.00	2,000,000.00	1,951,005.26	48,994.74	2.45%	Minimal underpending of contractual services.
			Total	**2,000,000.00**	**2,000,000.00**	**1,951,005.26**	**48,994.74**	**2.45%**	
		2006-DRES-EASTERN MARKET	02-NON-PERSONNEL SERVICES	25,000.00	25,000.00	34,400.00	-9,400.00	-37.60%	Intellimar consultant study of bollard installation was accrued twice at the end of the year by mistake. (Intellimar studied the Eastern Market weekend outdoor market and provided advice regarding the placement of bollards to guard against potential vehicular traffic/attack.) To address the FY 2019 over accrual, a credit will be issued and recorded as prior-year cost recovery in FY 2020.
			Total	**25,000.00**	**25,000.00**	**34,400.00**	**-9,400.00**	**-37.60%**	
		2101-REALTY- PUBLIC ED	01-PERSONNEL SERVICES	517,881.25	521,577.64	486,809.81	34,767.83	6.67%	Salary lapses and lower fringes. PS has been managed and balanced on an agency-wide basis.
			Total	**517,881.25**	**521,577.64**	**486,809.81**	**34,767.83**	**6.67%**	
		2000-ASSET MGMT	**01-PERSONNEL**	**2,276,328.32**	**2,292,045.40**	**1,865,792.91**	**426,252.49**	**18.60%**	
			02-NON-PERSONNEL	**4,261,000.00**	**4,064,000.00**	**3,878,786.35**	**185,213.65**	**4.56%**	
			Total	**6,537,328.32**	**6,356,045.40**	**5,744,579.26**	**611,466.14**	**9.62%**	
	3000-FACILITY OPERATIONS	3001-POSTAL SERVICES	01-PERSONNEL	323,175.34	325,454.05	297,279.76	28,174.29	8.66%	Mainly due to lower fringes and additional gross pay.
			02-NON-PERSONNEL SERVICES	141,267.90	141,267.90	141,267.90	0.00	0.00%	
			Total	**464,443.24**	**466,721.95**	**438,547.66**	**28,174.29**	**6.04%**	
		3002-FACILITIES	01-PERSONNEL SERVICES	17,461,059.66	16,612,900.88	16,977,286.59	-364,385.71	-2.19%	PS has been managed and balanced on an agency-wide basis. Main PS driver in this activity was overtime spending.
			02-NON-PERSONNEL SERVICES	55,351,692.02	64,620,958.21	65,852,749.90	-1,231,791.69	-1.91%	Occupancy fixed costs exceeded budget with a large volume ($19.5M) of accruals recorded during the year-end close.
			Total	**72,812,751.68**	**81,233,859.09**	**82,830,036.49**	**-1,596,177.40**	**-1.96%**	
		3004-PARKING	01-PERSONNEL SERVICES	106,714.70	107,483.81	114,076.57	-6,592.76	-6.13%	PS has been managed and balanced on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	725,836.78	725,836.78	725,836.77	0.01	0.00%	
			Total	**832,551.48**	**833,320.59**	**839,913.34**	**-6,592.75**	**-0.79%**	
		3005-INDIRECT COST	01-PERSONNEL SERVICES	10,000.00	10,000.00	0.00	10,000.00	100.00%	$10k in additional gross pay was erroneously budgeted to this inactive activity.
			Total	**10,000.00**	**10,000.00**	**0.00**	**10,000.00**	**100.00%**	
		3008-JANITORIAL SERVICES	01-PERSONNEL SERVICES	557,559.98	561,349.24	528,187.17	33,162.07	5.91%	PS has been managed and balanced on an agency-wide basis.
			Total	**557,559.98**	**561,349.24**	**528,187.17**	**33,162.07**	**5.91%**	

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Fund	Program	Activity	PS/NPS	Memo: Approved Budget Balance	Appn Balance	Expenditure Balance	*Variance $*	*Variance %*	*Variance Explanations*
		3009-FACILITIES-PUBLIC EDUCATION	01-PERSONNEL SERVICES	10,001,313.70	10,067,175.95	10,314,414.91	-247,238.96	-2.46%	PS has been managed and balanced on an agency-wide basis. Main PS driver in this activity was overtime spending.
			02-NON-PERSONNEL SERVICES	16,755,355.29	23,140,498.82	22,266,444.12	874,054.70	3.78%	Surplus largely reflects contractual services underspending.
			Total	**26,756,668.99**	**33,207,674.77**	**32,580,859.03**	**626,815.74**	**1.89%**	
		3010-FACILITIES-PARKS & REC	01-PERSONNEL SERVICES	12,472,558.65	12,252,967.72	13,110,289.93	-857,322.21	-7.00%	PS has been managed and balanced on an agency-wide basis. Main PS driver in this activity was overtime spending.
			02-NON-PERSONNEL SERVICES	1,355,830.01	2,191,282.87	2,173,373.63	17,909.24	0.82%	Minimal variance.
			Total	**13,828,388.66**	**14,444,250.59**	**15,283,663.56**	**-839,412.97**	**-5.81%**	
		3000-FACILITY OPERATIONS	**01-PERSONNEL SERVICES**	**40,932,382.03**	**39,937,331.65**	**41,341,534.93**	**-1,404,203.28**	**-3.52%**	
			02-NON-PERSONNEL SERVICES	**74,329,982.00**	**90,819,844.58**	**91,159,672.32**	**-339,827.74**	**-0.37%**	
			Total	**115,262,364.03**	**130,757,176.23**	**132,501,207.25**	**-1,744,031.02**	**-1.33%**	
	4000-PROTECTIVE SERVICES	4001-PROTECTIVE SERVICES	01-PERSONNEL SERVICES	8,640,628.87	7,368,895.63	7,604,441.17	-235,545.54	-3.20%	PS has been managed and balanced on an agency-wide basis. Main PS driver in this activity was overtime spending.
			02-NON-PERSONNEL SERVICES	11,886,961.00	22,580,309.24	22,779,001.16	-198,691.92	-0.88%	Contractual services exceeded budget with a large volume of accruals recorded during the year-end close.
			Total	**20,527,589.87**	**29,949,204.87**	**30,383,442.33**	**-434,237.46**	**-1.45%**	
		4000-PROTECTIVE SERVICES	**01-PERSONNEL SERVICES**	**8,640,628.87**	**7,368,895.63**	**7,604,441.17**	**-235,545.54**	**-3.20%**	
			02-NON-PERSONNEL SERVICES	**11,886,961.00**	**22,580,309.24**	**22,779,001.16**	**-198,691.92**	**-0.88%**	
			Total	**20,527,589.87**	**29,949,204.87**	**30,383,442.33**	**-434,237.46**	**-1.45%**	
	5000-CONSTRUCTION DIVISION	5001-CONSTRUCTION DIVISION	01-PERSONNEL SERVICES	2,794,496.92	2,814,593.87	2,701,432.76	113,161.11	4.02%	PS has been managed and balanced on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	12,121,396.00	20,299,093.36	11,993,786.76	8,305,306.60	40.91%	Mainly underspending of DC General demolition project, which the Mayor had provided $10.9M in the budget. The DC General Campus underspending reflected issues in finalizing the terms of the Guaranteed maximum Price (GMP) contract with Gilbane, the general contractor selected for the demolition project and the discovery of hazardous materials, which had to be abated and not included in the GMP contract.
			Total	**14,915,892.92**	**23,113,687.23**	**14,695,219.52**	**8,418,467.71**	**36.42%**	
		5101-CONSTRUCTION DIVISION- PUBLIC ED	01-PERSONNEL SERVICES	142,745.71	143,680.80	115,699.04	27,981.76	19.47%	PS has been managed and balanced on an agency-wide basis. Fringes and additional gross pay were the main factors.
			Total	**142,745.71**	**143,680.80**	**115,699.04**	**27,981.76**	**19.47%**	
		5000-CONSTRUCTION DIVISION	**01-PERSONNEL SERVICES**	**2,937,242.63**	**2,958,274.67**	**2,817,131.80**	**141,142.87**	**4.77%**	
			02-NON-PERSONNEL SERVICES	**12,121,396.00**	**20,299,093.36**	**11,993,786.76**	**8,305,306.60**	**40.91%**	
			Total	**15,058,638.63**	**23,257,368.03**	**14,810,918.56**	**8,446,449.47**	**36.32%**	

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	6000-CONTRACTING AND PROCUREMENT DIVISION	6001-CONTRACTING AND PROCUREMENT DIVISION	01-PERSONNEL SERVICES	2,574,482.54	2,675,067.62	2,310,816.26	364,251.36	13.62%	PS has been managed and balanced on an agency-wide basis. C&P has had difficulties in hiring and retaining procurement professionals.
			02-NON-PERSONNEL SERVICES	777,175.00	534,781.67	560,247.88	-25,466.21	-4.76%	Due to a large number of vacancies (7 out of 26 positions on 9/30/19), C & P has had to rely on professional service contractors.
			Total	**3,351,657.54**	**3,209,849.29**	**2,871,064.14**	**338,785.15**	**10.55%**	
		6000-CONTRACTING AND PROCUREMENT DIVISION	**01-PERSONNEL SERVICES**	**2,574,482.54**	**2,675,067.62**	**2,310,816.26**	**364,251.36**	**13.62%**	
			02-NON-PERSONNEL SERVICES	**777,175.00**	**534,781.67**	**560,247.88**	**-25,466.21**	**-4.76%**	
			Total	**3,351,657.54**	**3,209,849.29**	**2,871,064.14**	**338,785.15**	**10.55%**	
	7000-ENERGY-CENTRALLY MANAGED	7001-AUTO FUEL	02-NON-PERSONNEL SERVICES	5,916,118.27	8,067,893.58	6,085,226.79	1,982,666.79	24.57%	Based on prior-year spending and due to lagged billings, it appeared that costs would exceed budget. As a result, $2.15M were reprogrammed to auto fuel. While additional bills did come in during the close, they were much lower than expected.
			Total	**5,916,118.27**	**8,067,893.58**	**6,085,226.79**	**1,982,666.79**	**24.57%**	
		7003-NATURAL GAS	02-NON-PERSONNEL SERVICES	4,394,151.68	4,677,794.00	4,665,650.08	12,143.92	0.26%	Minimal variance.
			Total	**4,394,151.68**	**4,677,794.00**	**4,665,650.08**	**12,143.92**	**0.26%**	
		7004-ELECTRICITY	02-NON-PERSONNEL SERVICES	27,837,457.67	31,600,733.66	27,540,066.04	4,060,667.62	12.85%	Based on prior-year spending showing substantially increased costs during the summer months, it appeared that costs would exceed budget. As a result, $3.8M were reprogrammed to electricity. Bills that came in during the close were much less than expected. We found out much later that this was mostly due to PEPCO providing credits for overstated costs in prrior month billings.
			Total	**27,837,457.67**	**31,600,733.66**	**27,540,066.04**	**4,060,667.62**	**12.85%**	
		7005-STEAM	02-NON-PERSONNEL SERVICES	1,089,675.73	1,089,675.73	570,007.20	519,668.53	47.69%	The steam underspending served as a margin for the commodities during the close (bills continued to come in Nov.).
			Total	**1,089,675.73**	**1,089,675.73**	**570,007.20**	**519,668.53**	**47.69%**	
		7006-WATER	02-NON-PERSONNEL SERVICES	14,381,289.30	16,993,595.68	16,514,762.96	478,832.72	2.82%	Minimal variance after reprogramming $2.6M
			Total	**14,381,289.30**	**16,993,595.68**	**16,514,762.96**	**478,832.72**	**2.82%**	
		7007-SUSTAINIBILITY DC	02-NON-PERSONNEL SERVICES	3,844,337.27	4,033,337.27	4,043,746.05	-10,408.78	-0.26%	P-card charges during the close.
			Total	**3,844,337.27**	**4,033,337.27**	**4,043,746.05**	**-10,408.78**	**-0.26%**	
		7000-ENERGY-CENTRALLY MANAGED	**02-NON-PERSONNEL SERVICES**	**57,463,029.92**	**66,463,029.92**	**59,419,459.12**	**7,043,570.80**	**10.60%**	
			Total	**57,463,029.92**	**66,463,029.92**	**59,419,459.12**	**7,043,570.80**	**10.60%**	
	8000-RENT: IN-LEASE	8001-RENT: IN-LEASE	02-NON-PERSONNEL SERVICES	77,690,580.87	92,407,947.87	92,680,334.67	-272,386.80	-0.29%	Rent program received a supplemental budget of $13.6M and a reprogramming of $1.1M based on projected needs. The relatively small variance of $0.3M reflects year-end tax and operating expenditure reconciliations from lessors.
			Total	**77,690,580.87**	**92,407,947.87**	**92,680,334.67**	**-272,386.80**	**-0.29%**	
		8000-RENT: IN-LEASE	**02-NON-PERSONNEL SERVICES**	**77,690,580.87**	**92,407,947.87**	**92,680,334.67**	**-272,386.80**	**-0.29%**	
			Total	**77,690,580.87**	**92,407,947.87**	**92,680,334.67**	**-272,386.80**	**-0.29%**	

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	Total		**01-PERSONNEL SERVICES**	**66,217,881.58**	**63,901,828.91**	**63,589,711.98**	**312,116.93**	**0.49%**	
			02-NON-PERSONNEL SERVICES	**242,583,847.68**	**301,146,537.55**	**286,169,952.70**	**14,976,584.85**	**4.97%**	
			Total	**308,801,729.26**	**365,048,366.46**	**349,759,664.68**	**15,288,701.78**	**4.19%**	
0110-DEDICATED TAXES	3000-FACILITY OPERATIONS	3002-FACILITIES	02-NON-PERSONNEL SERVICES	1,350,000.00	294,167.46	172,718.66	121,448.80	41.29%	The West End Maintenance Fund (WEMF) was established to fund the expenses for the West End Library and the West End Fire Station. The budget authority of $1.350M was based on the dedicated tax revenue projections of the OCFO's Office of Research and Analysis (ORA). Due to delays in the sales of units, FY 2019 revenues came in lower-than-projected. OBP reduced the budget authority to match actual revenues of $0.294M during the close. As in FY 2018, only general maintenance was expended for the fire station and library. The unexpended revenue has fallen into the WEMF fund balance for future year expenditure for the fire station and library.
			Total	**1,350,000.00**	**294,167.46**	**172,718.66**	**121,448.80**	**41.29%**	
		3000-FACILITY OPERATIONS	**02-NON-PERSONNEL SERVICES**	**1,350,000.00**	**294,167.46**	**172,718.66**	**121,448.80**	**41.29%**	
			Total	**1,350,000.00**	**294,167.46**	**172,718.66**	**121,448.80**	**41.29%**	
	Total		**02-NON-PERSONNEL SERVICES**	**1,350,000.00**	**294,167.46**	**172,718.66**	**121,448.80**	**41.29%**	
			Total	**1,350,000.00**	**294,167.46**	**172,718.66**	**121,448.80**	**41.29%**	
0600-SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	2000-ASSET MGMT	2006-DRES-EASTERN MARKET	01-PERSONNEL SERVICES	489,999.41	489,999.41	442,574.03	47,425.38	9.68%	
			02-NON-PERSONNEL SERVICES	472,712.59	472,712.59	341,033.94	131,678.65	27.86%	Lower fringes and overtime in the Eastern Market Fund. Spending was lowered due to Eastern Market revenues coming in lower than budgeted.
			Total	**962,712.00**	**962,712.00**	**783,607.97**	**179,104.03**	**18.60%**	
		2000-ASSET MGMT	**01-PERSONNEL SERVICES**	**489,999.41**	**489,999.41**	**442,574.03**	**47,425.38**	**9.68%**	
			02-NON-PERSONNEL SERVICES	**472,712.59**	**472,712.59**	**341,033.94**	**131,678.65**	**27.86%**	
			Total	**962,712.00**	**962,712.00**	**783,607.97**	**179,104.03**	**18.60%**	
	3000-FACILITY OPERATIONS	3002-FACILITIES	02-NON-PERSONNEL SERVICES	658,012.70	525,273.09	193,850.53	331,422.56	63.10%	Lower-than-budgeted spending for occupancy costs for the RFK Fund. The RFK Fund provides provides funds to reimburse DGS for the costs of maintianing the RFK. As such, the budget is usually conservatively estimated to provide for unanticipated additional requests from DC Events, which reimburse DGS.
			Total	**658,012.70**	**525,273.09**	**193,850.53**	**331,422.56**	**63.10%**	
		3005-INDIRECT COST	01-PERSONNEL SERVICES	741,143.46	741,143.46	661,922.52	79,220.94	10.69%	Salary lapses and lower overtime for FTEs dedicated to the RFK fund.
			02-NON-PERSONNEL SERVICES	260,688.00	260,688.00	143,320.99	117,367.01	45.02%	Contract services were lower than budgeted for the RFK Fund.
			Total	**1,001,831.46**	**1,001,831.46**	**805,243.51**	**196,587.95**	**19.62%**	
		3000-FACILITY OPERATIONS	**01-PERSONNEL SERVICES**	**741,143.46**	**741,143.46**	**661,922.52**	**79,220.94**	**10.69%**	

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			02-NON-PERSONNEL SERVICES	**918,700.70**	**785,961.09**	**337,171.52**	**448,789.57**	**57.10%**	
			Total	**1,659,844.16**	**1,527,104.55**	**999,094.04**	**528,010.51**	**34.58%**	
	4000-PROTECTIVE SERVICES	4001-PROTECTIVE SERVICES	02-NON-PERSONNEL SERVICES	2,233,584.10	1,477,709.89	1,358,537.25	119,172.64	8.06%	Contract security for the RFK and the Utility Payments for Non-DC Agencies were lower than budgeted. Both are funded by cost reimbursements from non-general fund agencies.
			Total	**2,233,584.10**	**1,477,709.89**	**1,358,537.25**	**119,172.64**	**8.06%**	
		4000-PROTECTIVE SERVICES	**02-NON-PERSONNEL SERVICES**	**2,233,584.10**	**1,477,709.89**	**1,358,537.25**	**119,172.64**	**8.06%**	
			Total	**2,233,584.10**	**1,477,709.89**	**1,358,537.25**	**119,172.64**	**8.06%**	
	5000-CONSTRUCTION DIVISION	5001-CONSTRUCTION DIVISION	02-NON-PERSONNEL SERVICES	0.00	433,158.32	433,158.32	0.00	0.00%	
			Total	**0.00**	**433,158.32**	**433,158.32**	**0.00**	**0.00%**	
		5000-CONSTRUCTION DIVISION	**02-NON-PERSONNEL SERVICES**	**0.00**	**433,158.32**	**433,158.32**	**0.00**	**0.00%**	
			Total	**0.00**	**433,158.32**	**433,158.32**	**0.00**	**0.00%**	
	7000-ENERGY-CENTRALLY MANAGED	7001-AUTO FUEL	02-NON-PERSONNEL SERVICES	571,978.00	571,978.00	614,310.91	-42,332.91	-7.40%	Auto fuel expenditures were $42k higher-than-budget; however, revenues reflecting reimbursement from non-general fund agencies covered the expenditure.
			Total	**571,978.00**	**571,978.00**	**614,310.91**	**-42,332.91**	**-7.40%**	
		7004-ELECTRICITY	02-NON-PERSONNEL SERVICES	9,910.60	0.00	0.00	0.00	/0	
			Total	**9,910.60**	**0.00**	**0.00**	**0.00**	**/0**	
		7007-SUSTAINIBILITY DC	02-NON-PERSONNEL SERVICES	127,250.32	0.02	0.00	0.02	100.00%	
			Total	**127,250.32**	**0.02**	**0.00**	**0.02**	**100.00%**	
		7000-ENERGY-CENTRALLY MANAGED	**02-NON-PERSONNEL SERVICES**	**709,138.92**	**571,978.02**	**614,310.91**	**-42,332.89**	**-7.40%**	
			Total	**709,138.92**	**571,978.02**	**614,310.91**	**-42,332.89**	**-7.40%**	
	8000-RENT: IN-LEASE	8001-RENT: IN-LEASE	02-NON-PERSONNEL SERVICES	2,811,708.69	3,165,871.74	3,165,871.74	0.00	0.00%	
			Total	**2,811,708.69**	**3,165,871.74**	**3,165,871.74**	**0.00**	**0.00%**	
		8000-RENT: IN-LEASE	**02-NON-PERSONNEL SERVICES**	**2,811,708.69**	**3,165,871.74**	**3,165,871.74**	**0.00**	**0.00%**	
			Total	**2,811,708.69**	**3,165,871.74**	**3,165,871.74**	**0.00**	**0.00%**	
	Total		**01-PERSONNEL SERVICES**	**1,231,142.87**	**1,231,142.87**	**1,104,496.55**	**126,646.32**	**10.29%**	
			02-NON-PERSONNEL SERVICES	**7,145,845.00**	**6,907,391.65**	**6,250,083.68**	**657,307.97**	**9.52%**	
			Total	**8,376,987.87**	**8,138,534.52**	**7,354,580.23**	**783,954.29**	**9.63%**	
0700-OPERATING INTRA-DISTRICT FUNDS	2000-ASSET MGMT	(Blank)	02-NON-PERSONNEL SERVICES	0.00	1,675.00	0.00	1,675.00	100.00%	MOU with DOEE for rental of the Eastern Market. DOEE was not charged $1,675 for use of space.
			Total	**0.00**	**1,675.00**	**0.00**	**1,675.00**	**100.00%**	
		2003-CAPITAL CONSTRUCTION	02-NON-PERSONNEL SERVICES	0.00	246,351.67	246,351.67	0.00	0.00%	
			Total	**0.00**	**246,351.67**	**246,351.67**	**0.00**	**0.00%**	
		2000-ASSET MGMT	**02-NON-PERSONNEL SERVICES**	**0.00**	**248,026.67**	**246,351.67**	**1,675.00**	**0.68%**	
			Total	**0.00**	**248,026.67**	**246,351.67**	**1,675.00**	**0.68%**	
	3000-FACILITY OPERATIONS	3002-FACILITIES	02-NON-PERSONNEL SERVICES	12,427,570.44	13,243,033.01	13,243,033.01	0.00	0.00%	
			Total	**12,427,570.44**	**13,243,033.01**	**13,243,033.01**	**0.00**	**0.00%**	

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		3000-FACILITY OPERATIONS	**02-NON-PERSONNEL SERVICES**	**12,427,570.44**	**13,243,033.01**	**13,243,033.01**	**0.00**	**0.00%**	
			Total	**12,427,570.44**	**13,243,033.01**	**13,243,033.01**	**0.00**	**0.00%**	
	4000-PROTECTIVE SERVICES	4001-PROTECTIVE SERVICES	01-PERSONNEL SERVICES	1,757,795.33	1,757,795.33	1,351,786.47	406,008.86	23.10%	Salary lapse with personnel hired to provide security to the DC National Guard at the DC Armory and lower-than-budgeted overtime.
			02-NON-PERSONNEL SERVICES	18,073,442.08	17,796,971.10	17,777,464.22	19,506.88	0.11%	Minimal variance
			Total	**19,831,237.41**	**19,554,766.43**	**19,129,250.69**	**425,515.74**	**2.18%**	
		4000-PROTECTIVE SERVICES	**01-PERSONNEL SERVICES**	**1,757,795.33**	**1,757,795.33**	**1,351,786.47**	**406,008.86**	**23.10%**	
			02-NON-PERSONNEL SERVICES	**18,073,442.08**	**17,796,971.10**	**17,777,464.22**	**19,506.88**	**0.11%**	
			Total	**19,831,237.41**	**19,554,766.43**	**19,129,250.69**	**425,515.74**	**2.18%**	
	5000-CONSTRUCTION DIVISION	5001-CONSTRUCTION DIVISION	01-PERSONNEL SERVICES	0.00	20,800.00	0.00	20,800.00	100.00%	Interior build-out of the Office of the Tenant Advocate (OTA) MOU included a small amount of PS charges ($21k) for DGS' project managers. The PS charges should have been reclassified from the local budget to the intra-District project budget and billed to OTA.
			02-NON-PERSONNEL SERVICES	0.00	5,906,948.80	5,906,948.80	0.00	0.00%	
			Total	**0.00**	**5,927,748.80**	**5,906,948.80**	**20,800.00**	**0.35%**	
		5000-CONSTRUCTION DIVISION	**01-PERSONNEL SERVICES**	**0.00**	**20,800.00**	**0.00**	**20,800.00**	**100.00%**	
			02-NON-PERSONNEL SERVICES	**0.00**	**5,906,948.80**	**5,906,948.80**	**0.00**	**0.00%**	
			Total	**0.00**	**5,927,748.80**	**5,906,948.80**	**20,800.00**	**0.35%**	
	7000-ENERGY-CENTRALLY MANAGED	(Blank)	02-NON-PERSONNEL SERVICES	0.00	31,660,564.66	31,659,830.08	734.58	0.00%	Miminal variance
			Total	**0.00**	**31,660,564.66**	**31,659,830.08**	**734.58**	**0.00%**	
		7001-AUTO FUEL	02-NON-PERSONNEL SERVICES	690,885.37	0.00	0.00	0.00	/0	
			Total	**690,885.37**	**0.00**	**0.00**	**0.00**	**/0**	
		7003-NATURAL GAS	02-NON-PERSONNEL SERVICES	1,996,995.06	0.00	0.00	0.00	/0	
			Total	**1,996,995.06**	**0.00**	**0.00**	**0.00**	**/0**	
		7004-ELECTRICITY	02-NON-PERSONNEL SERVICES	18,747,160.20	0.00	0.00	0.00	/0	
			Total	**18,747,160.20**	**0.00**	**0.00**	**0.00**	**/0**	
		7006-WATER	02-NON-PERSONNEL SERVICES	8,207,702.48	0.00	0.00	0.00	/0	
			Total	**8,207,702.48**	**0.00**	**0.00**	**0.00**	**/0**	
		7007-SUSTAINIBILITY DC	02-NON-PERSONNEL SERVICES	1,221,357.09	805,375.81	805,375.81	0.00	0.00%	
			Total	**1,221,357.09**	**805,375.81**	**805,375.81**	**0.00**	**0.00%**	
		7000-ENERGY-CENTRALLY MANAGED	**02-NON-PERSONNEL SERVICES**	**30,864,100.20**	**32,465,940.47**	**32,465,205.89**	**734.58**	**0.00%**	
			Total	**30,864,100.20**	**32,465,940.47**	**32,465,205.89**	**734.58**	**0.00%**	
	8000-RENT: IN-LEASE	(Blank)	02-NON-PERSONNEL SERVICES	0.00	74,998,391.60	74,998,391.60	0.00	0.00%	
			Total	**0.00**	**74,998,391.60**	**74,998,391.60**	**0.00**	**0.00%**	
		8001-RENT: IN-LEASE	02-NON-PERSONNEL SERVICES	73,335,481.86	0.00	0.00	0.00	/0	
			Total	**73,335,481.86**	**0.00**	**0.00**	**0.00**	**/0**	

Dept. of General Services
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Fund	Program	Activity	PS/NPS	Memo: Approved Budget Balance	Appn Balance	Expenditure Balance	*Variance $*	*Variance %*	*Variance Explanations*
		8000-RENT: IN-LEASE	**02-NON-PERSONNEL SERVICES**	**73,335,481.86**	**74,998,391.60**	**74,998,391.60**	**0.00**	**0.00%**	
			Total	**73,335,481.86**	**74,998,391.60**	**74,998,391.60**	**0.00**	**0.00%**	
	Total		**01-PERSONNEL SERVICES**	**1,757,795.33**	**1,778,595.33**	**1,351,786.47**	**426,808.86**	**24.00%**	
			02-NON-PERSONNEL SERVICES	**134,700,594.58**	**144,659,311.65**	**144,637,395.19**	**21,916.46**	**0.02%**	
			Total	**136,458,389.91**	**146,437,906.98**	**145,989,181.66**	**448,725.32**	**0.31%**	
Fund	**All**		**01-PERSONNEL SERVICES**	**69,206,819.78**	**66,911,567.11**	**66,045,995.00**	**865,572.11**	**1.29%**	
			02-NON-PERSONNEL SERVICES	**385,780,287.26**	**453,007,408.31**	**437,230,150.23**	**15,777,258.08**	**3.48%**	
			Grand Total	**454,987,107.04**	**519,918,975.42**	**503,276,145.23**	**16,642,830.19**	**3.20%**	

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Fund	Program	Activity	PS/NPS	Approved Budget Balance	Appn Balance	Expenditure Balance	ID Exp Balance	Encumbrance Balance	Pre Encumbrance Balance	Available Balance	*Comments*
0100-LOCAL FUND	0040-BUILDING MANAGEMENT ADMINISTRATION	4300-FACILITY MANAGEMENT	02-NON-PERSONNEL	0.00	0.00	0.00	0.02	0.00	0.00	-0.02	
			Total	**0.00**	**0.00**	**0.00**	**0.02**	**0.00**	**0.00**	**-0.02**	
		0040-BUILDING MANAGEMENT	**02-NON-**	**0.00**	**0.00**	**0.00**	**0.02**	**0.00**	**0.00**	**-0.02**	
			Total	**0.00**	**0.00**	**0.00**	**0.02**	**0.00**	**0.00**	**-0.02**	
	1000-AGENCY MGMT PROGRAM (CC)	1010-PERSONNEL	01-PERSONNEL SERVICES	1,158,938.86	1,158,938.86	150,016.87	0.00	0.00	0.00	1,008,921.99	
			02-NON-PERSONNEL SERVICES	14,500.00	14,500.00	0.00	12,000.00	0.00	2,500.00	0.00	
			Total	**1,173,438.86**	**1,173,438.86**	**150,016.87**	**12,000.00**	**0.00**	**2,500.00**	**1,008,921.99**	
		1040-INFORMATION TECH	01-PERSONNEL SERVICES	739,305.11	739,305.11	129,928.50	0.00	0.00	0.00	609,376.61	
			02-NON-PERSONNEL SERVICES	808,132.40	808,132.40	12,975.74	70,000.00	589,361.36	135,795.30	0.00	
			Total	**1,547,437.51**	**1,547,437.51**	**142,904.24**	**70,000.00**	**589,361.36**	**135,795.30**	**609,376.61**	
		1045-LEGAL SERVICES	01-PERSONNEL SERVICES	935,505.02	935,505.02	231,047.39	0.00	0.00	0.00	704,457.63	In line with budget; however, the budget and transactions should be coded and charged to activity 1060, not 1045, which is a legacy activity. This will be corrected.
			Total	**935,505.02**	**935,505.02**	**231,047.39**	**0.00**	**0.00**	**0.00**	**704,457.63**	
		1051-FINANCIAL MANAGEMENT- PUBLIC EDUCATION	01-PERSONNEL SERVICES	2,302,293.83	2,302,293.83	393,508.29	0.00	0.00	0.00	1,908,785.54	
			02-NON-PERSONNEL SERVICES	72,527.00	72,527.00	-932.64	0.00	0.00	68,566.00	4,893.64	
			Total	**2,374,820.83**	**2,374,820.83**	**392,575.65**	**0.00**	**0.00**	**68,566.00**	**1,913,679.18**	
		1060-LEGAL	01-PERSONNEL SERVICES	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	As indicated above, the legal services activity shown in activity 1045 should be shown in activity 1060.
			02-NON-PERSONNEL SERVICES	220,597.00	220,597.00	0.00	0.00	0.00	220,597.00	0.00	Majority of funds in this line item (nearly $200K) sent to OAG for DGS/OAG MOU for legal support
			Total	**223,597.00**	**223,597.00**	**0.00**	**0.00**	**0.00**	**220,597.00**	**3,000.00**	
		1070-FLEET MANAGEMENT	02-NON-PERSONNEL SERVICES	1,488,556.00	1,488,556.00	324,523.08	888,801.28	239,946.34	1,229,708.00	-1,194,422.70	Apparent negative available balance stems from DPW charging DGS for DGS/DPW fleet MOU prior to DGS' release of funds. DGS has since released funding for MOU, correcting this issue.
			Total	**1,488,556.00**	**1,488,556.00**	**324,523.08**	**888,801.28**	**239,946.34**	**1,229,708.00**	**-1,194,422.70**	
		1080-COMMUNICATION	01-PERSONNEL SERVICES	399,410.73	399,410.73	60,864.98	0.00	0.00	0.00	338,545.75	
			02-NON-PERSONNEL SERVICES	116,301.90	116,301.90	0.00	0.00	0.00	15,000.00	101,301.90	
			Total	**515,712.63**	**515,712.63**	**60,864.98**	**0.00**	**0.00**	**15,000.00**	**439,847.65**	
		1090-PERFORMANCE MANAGEMENT	01-PERSONNEL SERVICES	2,940,968.31	2,940,968.31	600,493.05	0.00	0.00	0.00	2,340,475.26	PS generally in line with budget.
			02-NON-PERSONNEL SERVICES	507,654.64	507,654.64	21,182.92	54,197.89	127,105.08	276,365.31	28,803.44	
			Total	**3,448,622.95**	**3,448,622.95**	**621,675.97**	**54,197.89**	**127,105.08**	**276,365.31**	**2,369,278.70**	
		1095-ENERGY MANAGEMENT	01-PERSONNEL SERVICES	436,443.96	436,443.96	89,783.74	0.00	0.00	0.00	346,660.22	Generally in line with the budget. PS is managed on an agency-wide basis.
			Total	**436,443.96**	**436,443.96**	**89,783.74**	**0.00**	**0.00**	**0.00**	**346,660.22**	
		1190-PERFORMANCE MANAGEMENT- PUBLIC ED	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	-50.00	0.00	0.00	50.00	
			Total	**0.00**	**0.00**	**0.00**	**-50.00**	**0.00**	**0.00**	**50.00**	

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Fund	Program	Activity	PS/NPS	Approved Budget Balance	Appn Balance	Expenditure Balance	ID Exp Balance	Encumbrance Balance	Pre Encumbrance Balance	Available Balance	*Comments*
		1195-ENVIRONMENTAL-PUBLIC ED	01-PERSONNEL SERVICES	458,207.40	458,207.40	104,588.09	0.00	0.00	0.00	353,619.31	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	88,839.06	88,839.06	-13,966.56	0.00	57,229.10	31,609.96	13,966.56	Credit expenditures pertain to timing issue in the payment of prior-year accrual. SOAR reverses prior-year accruals if not paid at the end of the first quarter. The accrual can be re-accrued and the paid by the 2nd quarter.
			Total	**547,046.46**	**547,046.46**	**90,621.53**	**0.00**	**57,229.10**	**31,609.96**	**367,585.87**	
		1000-AGENCY MGMT PROGRAM (CC)	**01-PERSONNEL**	**9,374,073.22**	**9,374,073.22**	**1,760,230.91**	**0.00**	**0.00**	**0.00**	**7,613,842.31**	
			02-NON-	**3,317,108.00**	**3,317,108.00**	**343,782.54**	**1,024,949.17**	**1,013,641.88**	**1,980,141.57**	**-1,045,407.16**	
			Total	**12,691,181.22**	**12,691,181.22**	**2,104,013.45**	**1,024,949.17**	**1,013,641.88**	**1,980,141.57**	**6,568,435.15**	
	2000-ASSET MGMT	2001-LEASE MGMT	01-PERSONNEL SERVICES	1,940,997.23	1,940,997.23	327,850.59	0.00	0.00	0.00	1,613,146.64	
			02-NON-PERSONNEL SERVICES	1,749,267.16	1,749,267.16	71,288.25	54,777.62	672,531.06	932,017.85	18,652.38	
			Total	**3,690,264.39**	**3,690,264.39**	**399,138.84**	**54,777.62**	**672,531.06**	**932,017.85**	**1,631,799.02**	
		2004-SWING SPACE FUNDING	02-NON-PERSONNEL SERVICES	1,318,541.00	1,318,541.00	-141,682.83	-1,422.52	456,295.31	789,608.94	215,742.10	Credit expenditures pertain to timing issue in the payment of prior-year accrual. SOAR reverses prior-year accruals if not paid at the end of the first quarter. The accrual can be re-accrued and the paid by the 2nd quarter.
			Total	**1,318,541.00**	**1,318,541.00**	**-141,682.83**	**-1,422.52**	**456,295.31**	**789,608.94**	**215,742.10**	
		2006-DRES-EASTERN MARKET	02-NON-PERSONNEL SERVICES	0.00	0.00	-34,400.00	0.00	0.00	0.00	34,400.00	Credit expenditures pertain to timing issue in the payment of prior-year accrual. SOAR reverses prior-year accruals if not paid at the end of the first quarter. The accrual can be re-accrued and the paid by the 2nd quarter.
			Total	**0.00**	**0.00**	**-34,400.00**	**0.00**	**0.00**	**0.00**	**34,400.00**	
		2101-REALTY- PUBLIC ED	01-PERSONNEL SERVICES	528,988.78	528,988.78	109,864.84	0.00	0.00	0.00	419,123.94	Generally in line with the budget. PS is managed on an agency-wide basis.
			Total	**528,988.78**	**528,988.78**	**109,864.84**	**0.00**	**0.00**	**0.00**	**419,123.94**	
		2000-ASSET MGMT	**01-PERSONNEL SERVICES**	**2,469,986.01**	**2,469,986.01**	**437,715.43**	**0.00**	**0.00**	**0.00**	**2,032,270.58**	
			02-NON-PERSONNEL SERVICES	**3,067,808.16**	**3,067,808.16**	**-104,794.58**	**53,355.10**	**1,128,826.37**	**1,721,626.79**	**268,794.48**	
			Total	**5,537,794.17**	**5,537,794.17**	**332,920.85**	**53,355.10**	**1,128,826.37**	**1,721,626.79**	**2,301,065.06**	
	3000-FACILITY OPERATIONS	3001-POSTAL SERVICES	01-PERSONNEL SERVICES	334,073.04	334,073.04	76,763.54	0.00	0.00	0.00	257,309.50	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	141,267.90	141,267.90	0.00	0.00	141,267.90	0.00	0.00	
			Total	**475,340.94**	**475,340.94**	**76,763.54**	**0.00**	**141,267.90**	**0.00**	**257,309.50**	
		3002-FACILITIES	01-PERSONNEL SERVICES	17,744,347.11	17,744,347.11	4,131,720.09	0.00	0.00	0.00	13,612,627.02	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	57,940,307.02	57,940,307.02	2,202,849.60	235,000.00	25,614,714.06	27,281,915.44	2,605,827.92	
			Total	**75,684,654.13**	**75,684,654.13**	**6,334,569.69**	**235,000.00**	**25,614,714.06**	**27,281,915.44**	**16,218,454.94**	
		3004-PARKING	01-PERSONNEL SERVICES	110,863.44	110,863.44	29,852.29	0.00	0.00	0.00	81,011.15	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	725,836.78	725,836.78	235,994.62	0.00	292,574.62	0.00	197,267.54	

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Fund	Program	Activity	PS/NPS	Approved Budget Balance	Appn Balance	Expenditure Balance	ID Exp Balance	Encumbrance Balance	Pre Encumbrance Balance	Available Balance	*Comments*
			Total	**836,700.22**	**836,700.22**	**265,846.91**	**0.00**	**292,574.62**	**0.00**	**278,278.69**	
		3005-INDIRECT COST	01-PERSONNEL SERVICES	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	
			Total	**10,000.00**	**10,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10,000.00**	
		3008-JANITORIAL SERVICES	01-PERSONNEL SERVICES	618,489.03	618,489.03	131,535.38	0.00	0.00	0.00	486,953.65	
			Total	**618,489.03**	**618,489.03**	**131,535.38**	**0.00**	**0.00**	**0.00**	**486,953.65**	
		3009-FACILITIES-PUBLIC EDUCATION	01-PERSONNEL SERVICES	10,338,873.38	10,338,873.38	2,472,362.85	50.00	0.00	0.00	7,866,460.53	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	17,199,155.29	17,199,155.29	1,137,791.07	0.00	11,059,916.91	3,393,752.73	1,607,694.58	
			Total	**27,538,028.67**	**27,538,028.67**	**3,610,153.92**	**50.00**	**11,059,916.91**	**3,393,752.73**	**9,474,155.11**	
		3010-FACILITIES-PARKS & REC	01-PERSONNEL SERVICES	13,462,684.28	13,462,684.28	3,182,104.30	0.00	0.00	0.00	10,280,579.98	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	1,535,915.01	1,535,915.01	-167,540.71	0.00	549,096.74	573,961.16	580,397.82	
			Total	**14,998,599.29**	**14,998,599.29**	**3,014,563.59**	**0.00**	**549,096.74**	**573,961.16**	**10,860,977.80**	
		3000-FACILITY OPERATIONS	**01-PERSONNEL SERVICES**	**42,619,330.28**	**42,619,330.28**	**10,024,338.45**	**50.00**	**0.00**	**0.00**	**32,594,941.83**	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	**77,542,482.00**	**77,542,482.00**	**3,409,094.58**	**235,000.00**	**37,657,570.23**	**31,249,629.33**	**4,991,187.86**	
			Total	**120,161,812.28**	**120,161,812.28**	**13,433,433.03**	**235,050.00**	**37,657,570.23**	**31,249,629.33**	**37,586,129.69**	
	4000-PROTECTIVE SERVICES	4001-PROTECTIVE SERVICES	01-PERSONNEL SERVICES	8,622,920.57	8,622,920.57	1,987,753.81	0.00	0.00	0.00	6,635,166.76	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	17,488,902.00	17,488,902.00	3,619,234.86	114,000.00	6,746,581.09	15,933,229.56	-8,924,143.51	Apparent negative available balance stems from technical glitch with PASS reducing budget for PO, prior to release of funds. This issue has since been corrected.
			Total	**26,111,822.57**	**26,111,822.57**	**5,606,988.67**	**114,000.00**	**6,746,581.09**	**15,933,229.56**	**-2,288,976.75**	
		4000-PROTECTIVE SERVICES	**01-PERSONNEL SERVICES**	**8,622,920.57**	**8,622,920.57**	**1,987,753.81**	**0.00**	**0.00**	**0.00**	**6,635,166.76**	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	**17,488,902.00**	**17,488,902.00**	**3,619,234.86**	**114,000.00**	**6,746,581.09**	**15,933,229.56**	**-8,924,143.51**	
			Total	**26,111,822.57**	**26,111,822.57**	**5,606,988.67**	**114,000.00**	**6,746,581.09**	**15,933,229.56**	**-2,288,976.75**	
	5000-CONSTRUCTION DIVISION	5001-CONSTRUCTION DIVISION	01-PERSONNEL SERVICES	2,742,461.13	2,742,461.13	737,354.63	0.00	0.00	0.00	2,005,106.50	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	3,917,684.00	3,917,684.00	-533,442.93	23,888.52	563,878.58	3,115,729.59	747,630.24	Credit expenditures pertain to timing issue in the payment of prior-year accrual. SOAR reverses prior-year accruals if not paid at the end of the first quarter. The accrual can be re-accrued and the paid by the 2nd quarter.
			Total	**6,660,145.13**	**6,660,145.13**	**203,911.70**	**23,888.52**	**563,878.58**	**3,115,729.59**	**2,752,736.74**	
		5101-CONSTRUCTION DIVISION- PUBLIC ED	01-PERSONNEL SERVICES	148,597.06	148,597.06	30,506.78	0.00	0.00	0.00	118,090.28	Generally in line with the budget. PS is managed on an agency-wide basis.
			Total	**148,597.06**	**148,597.06**	**30,506.78**	**0.00**	**0.00**	**0.00**	**118,090.28**	
		5000-CONSTRUCTION DIVISION	**01-PERSONNEL SERVICES**	**2,891,058.19**	**2,891,058.19**	**767,861.41**	**0.00**	**0.00**	**0.00**	**2,123,196.78**	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	**3,917,684.00**	**3,917,684.00**	**-533,442.93**	**23,888.52**	**563,878.58**	**3,115,729.59**	**747,630.24**	
			Total	**6,808,742.19**	**6,808,742.19**	**234,418.48**	**23,888.52**	**563,878.58**	**3,115,729.59**	**2,870,827.02**	

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Fund	Program	Activity	PS/NPS	Approved Budget Balance	Appn Balance	Expenditure Balance	ID Exp Balance	Encumbrance Balance	Pre Encumbrance Balance	Available Balance	*Comments*
	6000-CONTRACTING AND PROCUREMENT DIVISION	6001-CONTRACTING AND PROCUREMENT DIVISION	01-PERSONNEL SERVICES	3,108,517.77	3,108,517.77	574,629.20	0.00	0.00	0.00	2,533,888.57	The agency has had difficulties retaining much-needed procurement staff given high volume of activity and uncompetititive salary structure, when compared to private sector and federal government pay scale. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	545,052.44	545,052.44	76,757.44	30,000.00	326,120.00	30,175.00	82,000.00	
			Total	**3,653,570.21**	**3,653,570.21**	**651,386.64**	**30,000.00**	**326,120.00**	**30,175.00**	**2,615,888.57**	
		6000-CONTRACTING AND PROCUREMENT DIVISION	**01-PERSONNEL SERVICES**	**3,108,517.77**	**3,108,517.77**	**574,629.20**	**0.00**	**0.00**	**0.00**	**2,533,888.57**	
			02-NON-PERSONNEL SERVICES	**545,052.44**	**545,052.44**	**76,757.44**	**30,000.00**	**326,120.00**	**30,175.00**	**82,000.00**	
			Total	**3,653,570.21**	**3,653,570.21**	**651,386.64**	**30,000.00**	**326,120.00**	**30,175.00**	**2,615,888.57**	
	7000-ENERGY-CENTRALLY MANAGED	7001-AUTO FUEL	02-NON-PERSONNEL SERVICES	8,169,841.30	8,169,841.30	-450,140.68	0.00	2,154,960.34	6,014,880.96	450,140.68	Credit expenditures pertain to timing issue in the payment of prior-year accrual. SOAR reverses prior-year accruals if not paid at the end of the first quarter. The accrual can be re-accrued and the paid by the 2nd quarter.
			Total	**8,169,841.30**	**8,169,841.30**	**-450,140.68**	**0.00**	**2,154,960.34**	**6,014,880.96**	**450,140.68**	
		7003-NATURAL GAS	02-NON-PERSONNEL SERVICES	3,936,811.05	3,936,811.05	330,829.91	0.00	0.00	0.00	3,605,981.14	Natural gas is paid through direct voucher given the recurring nature of the bills. Commodity billings lag for approx 1.5 months.
			Total	**3,936,811.05**	**3,936,811.05**	**330,829.91**	**0.00**	**0.00**	**0.00**	**3,605,981.14**	
		7004-ELECTRICITY	02-NON-PERSONNEL SERVICES	26,352,126.24	26,352,126.24	4,005,194.77	0.00	0.00	0.00	22,346,931.47	Electricity is paid through direct voucher given the recurring nature of the bills. Commodity billings lag for approx 1.5 months.
			Total	**26,352,126.24**	**26,352,126.24**	**4,005,194.77**	**0.00**	**0.00**	**0.00**	**22,346,931.47**	
		7005-STEAM	02-NON-PERSONNEL SERVICES	1,009,960.83	1,009,960.83	123,340.70	0.00	0.00	0.00	886,620.13	Steam is paid through direct voucher given the recurring nature of the bills. Commodity billings lag for approx 1.5 months.
			Total	**1,009,960.83**	**1,009,960.83**	**123,340.70**	**0.00**	**0.00**	**0.00**	**886,620.13**	
		7006-WATER	02-NON-PERSONNEL SERVICES	14,279,095.73	14,279,095.73	1,056,524.29	0.00	0.00	0.00	13,222,571.44	Water is paid through direct voucher given the recurring nature of the bills. Commodity billings lag for approx 1.5 months.
			Total	**14,279,095.73**	**14,279,095.73**	**1,056,524.29**	**0.00**	**0.00**	**0.00**	**13,222,571.44**	
		7007-SUSTAINIBILITY DC	02-NON-PERSONNEL SERVICES	4,676,240.21	4,676,240.21	51,530.86	40,000.00	1,186,121.59	1,353,890.11	2,044,697.65	
			Total	**4,676,240.21**	**4,676,240.21**	**51,530.86**	**40,000.00**	**1,186,121.59**	**1,353,890.11**	**2,044,697.65**	
		7000-ENERGY-CENTRALLY MANAGED	**02-NON-PERSONNEL SERVICES**	**58,424,075.36**	**58,424,075.36**	**5,117,279.85**	**40,000.00**	**3,341,081.93**	**7,368,771.07**	**42,556,942.51**	
			Total	**58,424,075.36**	**58,424,075.36**	**5,117,279.85**	**40,000.00**	**3,341,081.93**	**7,368,771.07**	**42,556,942.51**	
	8000-RENT: IN-LEASE	8001-RENT: IN-LEASE	02-NON-PERSONNEL SERVICES	92,864,623.00	92,864,623.00	22,329,865.50	0.00	0.00	0.00	70,534,757.50	During the FY20 budget formultion, the Mayor proposed a lease reserve, which was not approved by the Council. In January, the Mayor requested and the CFO approved contingency cash reserve funding of $3.2M for leases that required additional funding.
			Total	**92,864,623.00**	**92,864,623.00**	**22,329,865.50**	**0.00**	**0.00**	**0.00**	**70,534,757.50**	
		8000-RENT: IN-LEASE	**02-NON-PERSONNEL SERVICES**	**92,864,623.00**	**92,864,623.00**	**22,329,865.50**	**0.00**	**0.00**	**0.00**	**70,534,757.50**	
			Total	**92,864,623.00**	**92,864,623.00**	**22,329,865.50**	**0.00**	**0.00**	**0.00**	**70,534,757.50**	

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Fund	Program	Activity	PS/NPS	Approved Budget Balance	Appn Balance	Expenditure Balance	ID Exp Balance	Encumbrance Balance	Pre Encumbrance Balance	Available Balance	*Comments*
	9900-FOR CLOSING	9950-AUDIT ADJUSTMENT	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	-0.02	0.00	0.00	0.02	
			Total	**0.00**	**0.00**	**0.00**	**-0.02**	**0.00**	**0.00**	**0.02**	
		9900-FOR CLOSING	**02-NON-PERSONNEL SERVICES**	**0.00**	**0.00**	**0.00**	**-0.02**	**0.00**	**0.00**	**0.02**	
			Total	**0.00**	**0.00**	**0.00**	**-0.02**	**0.00**	**0.00**	**0.02**	
	9980-PAYROLL DEFAULT ORG	(Blank)	01-PERSONNEL SERVICES	0.00	0.00	23,523.59	0.00	0.00	0.00	-23,523.59	
			Total	**0.00**	**0.00**	**23,523.59**	**0.00**	**0.00**	**0.00**	**-23,523.59**	
		9980-PAYROLL DEFAULT ORG	**01-PERSONNEL SERVICES**	**0.00**	**0.00**	**23,523.59**	**0.00**	**0.00**	**0.00**	**-23,523.59**	
			Total	**0.00**	**0.00**	**23,523.59**	**0.00**	**0.00**	**0.00**	**-23,523.59**	
	Total		**01-PERSONNEL SERVICES**	**69,085,886.04**	**69,085,886.04**	**15,576,052.80**	**50.00**	**0.00**	**0.00**	**53,509,783.24**	
			02-NON-PERSONNEL SERVICES	**257,167,734.96**	**257,167,734.96**	**34,257,777.26**	**1,521,192.79**	**50,777,700.08**	**61,399,302.91**	**109,211,761.92**	
			Total	**326,253,621.00**	**326,253,621.00**	**49,833,830.06**	**1,521,242.79**	**50,777,700.08**	**61,399,302.91**	**162,721,545.16**	
0110-DEDICATED TAXES	3000-FACILITY OPERATIONS	3002-FACILITIES	02-NON-PERSONNEL SERVICES	259,519.00	259,519.00	0.00	0.00	0.00	0.00	259,519.00	The West End Maintenance Budget reflects ORA's projected revenues during the formulation of the FY 2020 budget. Unexpended revenues fall into the West End Maintenance Fund balance for future year expenditures since this is a non-lapsing dedicated tax fund. After the first quarter, DCPL requested and received an intra-District advance for $71,500 for the Library. Firehouse maintennce costs will likely be $115k for FY 2020.
			Total	**259,519.00**	**259,519.00**	**0.00**	**0.00**	**0.00**	**0.00**	**259,519.00**	
		3000-FACILITY OPERATIONS	**02-NON-PERSONNEL SERVICES**	**259,519.00**	**259,519.00**	**0.00**	**0.00**	**0.00**	**0.00**	**259,519.00**	
			Total	**259,519.00**	**259,519.00**	**0.00**	**0.00**	**0.00**	**0.00**	**259,519.00**	
	Total		**02-NON-PERSONNEL SERVICES**	**259,519.00**	**259,519.00**	**0.00**	**0.00**	**0.00**	**0.00**	**259,519.00**	
			Total	**259,519.00**	**259,519.00**	**0.00**	**0.00**	**0.00**	**0.00**	**259,519.00**	
0600-SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	2000-ASSET MGMT	2006-DRES-EASTERN MARKET	01-PERSONNEL SERVICES	500,134.89	500,134.89	106,617.47	0.00	0.00	0.00	393,517.42	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	563,406.56	563,406.56	19,969.03	60,800.00	78,678.10	3,432.00	400,527.43	Available balance due to lags in energy billings.
			Total	**1,063,541.45**	**1,063,541.45**	**126,586.50**	**60,800.00**	**78,678.10**	**3,432.00**	**794,044.85**	
		2000-ASSET MGMT	**01-PERSONNEL SERVICES**	**500,134.89**	**500,134.89**	**106,617.47**	**0.00**	**0.00**	**0.00**	**393,517.42**	
			02-NON-PERSONNEL SERVICES	**563,406.56**	**563,406.56**	**19,969.03**	**60,800.00**	**78,678.10**	**3,432.00**	**400,527.43**	
			Total	**1,063,541.45**	**1,063,541.45**	**126,586.50**	**60,800.00**	**78,678.10**	**3,432.00**	**794,044.85**	
	3000-FACILITY OPERATIONS	3002-FACILITIES	02-NON-PERSONNEL SERVICES	679,561.22	679,561.22	36,223.78	0.00	144,636.49	0.00	498,700.95	The agency has committed funds early in the fiscal year to allow lead time for expenditures.
			Total	**679,561.22**	**679,561.22**	**36,223.78**	**0.00**	**144,636.49**	**0.00**	**498,700.95**	
		3005-INDIRECT COST	01-PERSONNEL SERVICES	785,039.25	785,039.25	201,798.47	0.00	0.00	0.00	583,240.78	RFK PS is generally in line with budget.

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			02-NON-PERSONNEL SERVICES	260,688.00	260,688.00	0.00	0.00	0.00	0.00	260,688.00	This NPS budget for the RFK will likely not be fully expended as the MOU between the DC Events Fund and DGS will end at the end of March 2020.
			Total	**1,045,727.25**	**1,045,727.25**	**201,798.47**	**0.00**	**0.00**	**0.00**	**843,928.78**	
		3000-FACILITY OPERATIONS	**01-PERSONNEL SERVICES**	**785,039.25**	**785,039.25**	**201,798.47**	**0.00**	**0.00**	**0.00**	**583,240.78**	
			02-NON-PERSONNEL SERVICES	**940,249.22**	**940,249.22**	**36,223.78**	**0.00**	**144,636.49**	**0.00**	**759,388.95**	
			Total	**1,725,288.47**	**1,725,288.47**	**238,022.25**	**0.00**	**144,636.49**	**0.00**	**1,342,629.73**	
	4000-PROTECTIVE SERVICES	4001-PROTECTIVE SERVICES	02-NON-PERSONNEL SERVICES	2,233,584.10	2,233,584.10	233,746.56	0.00	516,701.24	4,237.24	1,478,899.06	
			Total	**2,233,584.10**	**2,233,584.10**	**233,746.56**	**0.00**	**516,701.24**	**4,237.24**	**1,478,899.06**	
		4000-PROTECTIVE SERVICES	**02-NON-PERSONNEL SERVICES**	**2,233,584.10**	**2,233,584.10**	**233,746.56**	**0.00**	**516,701.24**	**4,237.24**	**1,478,899.06**	
			Total	**2,233,584.10**	**2,233,584.10**	**233,746.56**	**0.00**	**516,701.24**	**4,237.24**	**1,478,899.06**	
	7000-ENERGY-CENTRALLY MANAGED	7001-AUTO FUEL	02-NON-PERSONNEL SERVICES	824,619.97	824,619.97	0.00	0.00	0.00	0.00	824,619.97	Lagged billing. The agency expects to spend all funds for auto fuel in FY20.
			Total	**824,619.97**	**824,619.97**	**0.00**	**0.00**	**0.00**	**0.00**	**824,619.97**	
		7004-ELECTRICITY	02-NON-PERSONNEL SERVICES	13,708.32	13,708.32	305.58	0.00	0.00	0.00	13,402.74	Lagged billing. The agency expects to spend all funds for electricity in FY20.
			Total	**13,708.32**	**13,708.32**	**305.58**	**0.00**	**0.00**	**0.00**	**13,402.74**	
		7007-SUSTAINIBILITY DC	02-NON-PERSONNEL SERVICES	50,478.42	50,478.42	0.00	0.00	0.00	0.00	50,478.42	
			Total	**50,478.42**	**50,478.42**	**0.00**	**0.00**	**0.00**	**0.00**	**50,478.42**	
		7000-ENERGY-CENTRALLY MANAGED	**02-NON-PERSONNEL SERVICES**	**888,806.71**	**888,806.71**	**305.58**	**0.00**	**0.00**	**0.00**	**888,501.13**	
			Total	**888,806.71**	**888,806.71**	**305.58**	**0.00**	**0.00**	**0.00**	**888,501.13**	
	8000-RENT: IN-LEASE	8001-RENT: IN-LEASE	02-NON-PERSONNEL SERVICES	3,360,163.93	3,360,163.93	867,551.08	0.00	0.00	0.00	2,492,612.85	
			Total	**3,360,163.93**	**3,360,163.93**	**867,551.08**	**0.00**	**0.00**	**0.00**	**2,492,612.85**	
		8000-RENT: IN-LEASE	**02-NON-PERSONNEL SERVICES**	**3,360,163.93**	**3,360,163.93**	**867,551.08**	**0.00**	**0.00**	**0.00**	**2,492,612.85**	
			Total	**3,360,163.93**	**3,360,163.93**	**867,551.08**	**0.00**	**0.00**	**0.00**	**2,492,612.85**	
	Total		**01-PERSONNEL SERVICES**	**1,285,174.14**	**1,285,174.14**	**308,415.94**	**0.00**	**0.00**	**0.00**	**976,758.20**	
			02-NON-PERSONNEL SERVICES	**7,986,210.52**	**7,986,210.52**	**1,157,796.03**	**60,800.00**	**740,015.83**	**7,669.24**	**6,019,929.42**	
			Total	**9,271,384.66**	**9,271,384.66**	**1,466,211.97**	**60,800.00**	**740,015.83**	**7,669.24**	**6,996,687.62**	
0700-OPERATING INTRA-DISTRICT FUNDS	0040-BUILDING MANAGEMENT ADMINISTRATION	4030-CUSTODIAL SERVICES	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	-10,500.00	0.00	0.00	10,500.00	Prior-year intra-District advances and returns offset each other in appropriated fund 0700.
			Total	**0.00**	**0.00**	**0.00**	**-10,500.00**	**0.00**	**0.00**	**10,500.00**	
		4040-PROTECTIVE SERVICES	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	1,175.22	0.00	0.00	-1,175.22	Prior-year intra-District advances and returns offset each other in appropriated fund 0700.
			Total	**0.00**	**0.00**	**0.00**	**1,175.22**	**0.00**	**0.00**	**-1,175.22**	
		4300-FACILITY MANAGEMENT	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	4,000.00	0.00	0.00	-4,000.00	Prior-year intra-District advances and returns offset each other in appropriated fund 0700.
			Total	**0.00**	**0.00**	**0.00**	**4,000.00**	**0.00**	**0.00**	**-4,000.00**	

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		0040-BUILDING MANAGEMENT ADMINISTRATION	**02-NON-PERSONNEL SERVICES**	**0.00**	**0.00**	**0.00**	**-5,324.78**	**0.00**	**0.00**	**5,324.78**	
			Total	**0.00**	**0.00**	**0.00**	**-5,324.78**	**0.00**	**0.00**	**5,324.78**	
	0090-FACILITY OPERATIONS CONSTRUCTION ADMIN	9010-FACILITY REPAIR ADMINISTRATION	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	7,709.47	0.00	0.00	-7,709.47	Prior-year intra-District advances and returns offset each other in appropriated fund 0700.
			Total	**0.00**	**0.00**	**0.00**	**7,709.47**	**0.00**	**0.00**	**-7,709.47**	
		9062-SUPPLY DIVISION	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	0.00	-369.09	0.00	369.09	
			Total	**0.00**	**0.00**	**0.00**	**0.00**	**-369.09**	**0.00**	**369.09**	
		0090-FACILITY OPERATIONS CONSTRUCTION ADMIN	**02-NON-PERSONNEL SERVICES**	**0.00**	**0.00**	**0.00**	**7,709.47**	**-369.09**	**0.00**	**-7,340.38**	
			Total	**0.00**	**0.00**	**0.00**	**7,709.47**	**-369.09**	**0.00**	**-7,340.38**	
	3000-FACILITY OPERATIONS	(Blank)	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	29,466.10	0.00	0.00	-29,466.10	Prior-year intra-District advances and returns offset each other in appropriated fund 0700.
			Total	**0.00**	**0.00**	**0.00**	**29,466.10**	**0.00**	**0.00**	**-29,466.10**	
		3002-FACILITIES	02-NON-PERSONNEL SERVICES	11,094,692.87	13,715,456.97	1,353,928.80	-29,466.10	5,003,978.15	2,370,739.49	5,016,276.63	Prior-year intra-District advances and returns offset each other in appropriated fund 0700. The FY 2020 citywide fixed cost MOU was not fully executed until the end of Nov. Collection of intra-District advances from the buyer agencies were not done until after the end of the first quarter.
			Total	**11,094,692.87**	**13,715,456.97**	**1,353,928.80**	**-29,466.10**	**5,003,978.15**	**2,370,739.49**	**5,016,276.63**	
		3000-FACILITY OPERATIONS	**02-NON-PERSONNEL SERVICES**	**11,094,692.87**	**13,715,456.97**	**1,353,928.80**	**0.00**	**5,003,978.15**	**2,370,739.49**	**4,986,810.53**	
			Total	**11,094,692.87**	**13,715,456.97**	**1,353,928.80**	**0.00**	**5,003,978.15**	**2,370,739.49**	**4,986,810.53**	
	4000-PROTECTIVE SERVICES	4001-PROTECTIVE SERVICES	01-PERSONNEL SERVICES	1,407,497.18	1,407,497.18	307,775.42	0.00	0.00	0.00	1,099,721.76	Generally in line with the budget. PS is managed on an agency-wide basis.
			02-NON-PERSONNEL SERVICES	16,707,155.81	16,707,155.81	2,967,732.96	0.00	4,652,593.31	3,511,351.27	5,575,478.27	
			Total	**18,114,652.99**	**18,114,652.99**	**3,275,508.38**	**0.00**	**4,652,593.31**	**3,511,351.27**	**6,675,200.03**	
		4000-PROTECTIVE SERVICES	**01-PERSONNEL SERVICES**	**1,407,497.18**	**1,407,497.18**	**307,775.42**	**0.00**	**0.00**	**0.00**	**1,099,721.76**	
			02-NON-PERSONNEL SERVICES	**16,707,155.81**	**16,707,155.81**	**2,967,732.96**	**0.00**	**4,652,593.31**	**3,511,351.27**	**5,575,478.27**	
			Total	**18,114,652.99**	**18,114,652.99**	**3,275,508.38**	**0.00**	**4,652,593.31**	**3,511,351.27**	**6,675,200.03**	
	5000-CONSTRUCTION DIVISION	5001-CONSTRUCTION DIVISION	02-NON-PERSONNEL SERVICES	0.00	292,500.00	-295,734.41	0.00	295,734.41	292,500.00	0.00	Credit expenditures pertain to timing issue in the payment of prior-year accrual. SOAR reverses prior-year accruals if not paid at the end of the first quarter. The accrual can be re-accrued and the paid by the 2nd quarter. The agency brought back up the prior-year encumbrance to make payment.
			Total	**0.00**	**292,500.00**	**-295,734.41**	**0.00**	**295,734.41**	**292,500.00**	**0.00**	
		5000-CONSTRUCTION DIVISION	**02-NON-PERSONNEL SERVICES**	**0.00**	**292,500.00**	**-295,734.41**	**0.00**	**295,734.41**	**292,500.00**	**0.00**	
			Total	**0.00**	**292,500.00**	**-295,734.41**	**0.00**	**295,734.41**	**292,500.00**	**0.00**	

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	7000-ENERGY-CENTRALLY MANAGED	(Blank)	02-NON-PERSONNEL SERVICES	0.00	32,700,224.97	5,946,920.52	0.00	227,268.40	4,364.57	26,521,671.48	The FY 2020 citywide fixed cost MOU was fully executed end of Nov. Collection of intra-District advances from the buyer agencies to be completed end of the first quarter.
			Total	**0.00**	**32,700,224.97**	**5,946,920.52**	**0.00**	**227,268.40**	**4,364.57**	**26,521,671.48**	
		7001-AUTO FUEL	02-NON-PERSONNEL SERVICES	1,842,383.66	0.00	0.00	0.00	0.00	0.00	0.00	The FY 2020 citywide fixed cost MOU was fully executed end of Nov. Collection of intra-District advances from the buyer agencies to be completed end of the first quarter.
			Total	**1,842,383.66**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
		7003-NATURAL GAS	02-NON-PERSONNEL SERVICES	1,926,079.00	0.00	0.00	0.00	0.00	0.00	0.00	The FY 2020 citywide fixed cost MOU was fully executed end of Nov. Collection of intra-District advances from the buyer agencies to be completed end of the first quarter.
			Total	**1,926,079.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
		7004-ELECTRICITY	02-NON-PERSONNEL SERVICES	19,239,469.99	0.00	0.00	0.00	0.00	0.00	0.00	The FY 2020 citywide fixed cost MOU was fully executed end of Nov. Collection of intra-District advances from the buyer agencies to be completed end of the first quarter.
			Total	**19,239,469.99**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
		7006-WATER	02-NON-PERSONNEL SERVICES	8,222,559.00	0.00	0.00	0.00	0.00	0.00	0.00	The FY 2020 citywide fixed cost MOU was fully executed end of Nov. Collection of intra-District advances from the buyer agencies to be completed end of the first quarter.
			Total	**8,222,559.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
		7007-SUSTAINIBILITY DC	02-NON-PERSONNEL SERVICES	1,469,733.32	4,794,624.19	6,440.00	0.00	7,210.00	0.00	4,780,974.19	The FY 2020 citywide fixed cost MOU was fully executed end of Nov. The Division expects majority of spending to occur between Q2-Q4 of FY20. Approximately $4M of this balance is planned for a community solar facility at Oxon Run, which recently completed the the design/permitting phase.
			Total	**1,469,733.32**	**4,794,624.19**	**6,440.00**	**0.00**	**7,210.00**	**0.00**	**4,780,974.19**	
		7000-ENERGY-CENTRALLY MANAGED	**02-NON-PERSONNEL SERVICES**	**32,700,224.97**	**37,494,849.16**	**5,953,360.52**	**0.00**	**234,478.40**	**4,364.57**	**31,302,645.67**	
			Total	**32,700,224.97**	**37,494,849.16**	**5,953,360.52**	**0.00**	**234,478.40**	**4,364.57**	**31,302,645.67**	
	8000-RENT: IN-LEASE	(Blank)	02-NON-PERSONNEL SERVICES	0.00	78,458,866.63	19,507,310.37	0.00	0.00	0.00	58,951,556.26	
			Total	**0.00**	**78,458,866.63**	**19,507,310.37**	**0.00**	**0.00**	**0.00**	**58,951,556.26**	
		8001-RENT: IN-LEASE	02-NON-PERSONNEL SERVICES	78,458,866.63	0.00	0.00	0.00	0.00	0.00	0.00	
			Total	**78,458,866.63**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
		8000-RENT: IN-LEASE	**02-NON-PERSONNEL SERVICES**	**78,458,866.63**	**78,458,866.63**	**19,507,310.37**	**0.00**	**0.00**	**0.00**	**58,951,556.26**	
			Total	**78,458,866.63**	**78,458,866.63**	**19,507,310.37**	**0.00**	**0.00**	**0.00**	**58,951,556.26**	
	9900-FOR CLOSING	9950-AUDIT ADJUSTMENT	02-NON-PERSONNEL SERVICES	0.00	0.00	0.00	-2,384.69	0.00	0.00	2,384.69	
			Total	**0.00**	**0.00**	**0.00**	**-2,384.69**	**0.00**	**0.00**	**2,384.69**	
		9900-FOR CLOSING	**02-NON-PERSONNEL SERVICES**	**0.00**	**0.00**	**0.00**	**-2,384.69**	**0.00**	**0.00**	**2,384.69**	
			Total	**0.00**	**0.00**	**0.00**	**-2,384.69**	**0.00**	**0.00**	**2,384.69**	

Question 28 B
Dept. of General Services
FY 2020 1st Quarter Budget vs. Spending by Fund, Program and Activity
Report Run Date: 2/7/20

Fund	Program	Activity	PS/NPS	Approved Budget Balance	Appn Balance	Expenditure Balance	ID Exp Balance	Encumbrance Balance	Pre Encumbrance Balance	Available Balance	*Comments*
	Total		**01-PERSONNEL SERVICES**	**1,407,497.18**	**1,407,497.18**	**307,775.42**	**0.00**	**0.00**	**0.00**	**1,099,721.76**	
			02-NON-PERSONNEL SERVICES	**138,960,940.28**	**146,668,828.57**	**29,486,598.24**	**0.00**	**10,186,415.18**	**6,178,955.33**	**100,816,859.82**	
			Total	**140,368,437.46**	**148,076,325.75**	**29,794,373.66**	**0.00**	**10,186,415.18**	**6,178,955.33**	**101,916,581.58**	
Fund	**All**		**Grand Total**	**476,152,962.12**	**483,860,850.41**	**81,094,415.69**	**1,582,042.79**	**61,704,131.09**	**67,585,927.48**	**271,894,333.36**	

Department of General Services FY2019

Agency Department of General Services **Agency Code** AM0 **Fiscal Year** 2019

Mission The goal of the Department of General Services is to ensure the delivery of new or modernized, well-equipped, well-maintained, safe and secure buildings and facilities for the benefit of District residents and employees.

Summary of Services The Department of General Services (DGS) carries out a broad range of real estate management functions. In addition to managing capital improvement and construction programs for a variety of District government agencies, DGS also executes real property acquisitions by purchase or lease, disposes of property through sale, lease or other authorized method, manages space in buildings and adjacent areas, and provides building management services for facilities owned or operated by the District. Among the services provided are engineering, custodial, security, energy conservation, utility management, general maintenance, inspection, planning, capital repairs and improvement. In all of its endeavors, DGS is dedicated to the following: Achieving Efficiency in Operations; Quality in Design and Execution; Excellence in Service and Maintenance; Delivering Secure and Safe Places of Work for District Employees; and Delivering Aggressive and Attentive Management of the District's Resources.

2019 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
School Modernizations and Stabilizations	This accomplishment continues to push the Mayor's goal of having world-class academic facilities in all 8 Wards. DGS is responsible for the design, construction and/or modernization of these facilities for students and families in all 8 Wards.	During FY 19, DGS delivered 10 modernized schools and completed over 100 school stabilization projects, touching all 8 Wards and totaling over $550 M. By delivering these new schools and upgrading existing facilities, students in the District will have the best-resourced facilities in the country.
Short-Term Family Housing	In support of Mayor Muriel Bowser's HomewardDC plan to end homelessness; DGS is responsible for the design, construction and/or modernization of these facilities to provide housing for our families experiencing homelessness across all 8 wards. DGS is proud to have delivered The Sterling (46 Units) in Ward 5 and 4300 12th Street SE - Permanent and Support Housing (26 Units) in Ward 8.	The new Short-Term Family Housing Facilities provides a dignified, service-enriched temporary housing for families with minor children who are experiencing homelessness.
FIRST Team Creation	DGS created the FIRST Team in January 2019 to transform its legacy work order management system. Reliable and Accurate work order data is the FIRST Team's top priority. The Team reviews each work request across the DGS portfolio. The FIRST Team developed an SOP Manual and conducts a Team Scrum Monday-Friday at 9:30 am. The Team reviews all open work requests (~150 per business day) orders and designing a new intake process. Team members have extensive expertise in DCPS, Municipal, MPD, FEMS facilities management.	The FIRST Team laid the foundation for a focused work order reduction effort across the District.

2019 Key Performance Indicators

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
1 - Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources. (5 Measures)											
Percentage of Owned Vehicles Beyond Their Life Balance	Annually	Not Available	43.6%	50%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	86%	Unmet	Due to funding constraints and agency priorities, DGS did not have the funds necessary to purchase new fleet vehicles.
Average Age of DGS Fleet Vehicles - Owned	Annually	Not Available	6	7	Annual Measure	Annual Measure	Annual Measure	Annual Measure	11	Unmet	Due to funding constraints and agency priorities, DGS did not have the funds necessary to purchase new fleet vehicles.
Percentage of Positions Vacant at End of Fiscal Year	Annually	New in 2019	New in 2019	5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15.5%	Unmet	DGS gained new leadership at the Start of FY19. During the first two quarters, the agency put a hold on all hiring actions, while they did an assessment of the workforce. It was determined that there needed to be a classification review for the Facilities Management Division. In addition, the agency also processed 54 promotions, which did not decrease the vacancy rate. During FY-19 72 separations and 64 hires occurred.
Quick Payment Act Compliance	Quarterly	New in 2019	New in 2019	95%	96.5%	97.7%	97.2%	98.4%	97.4%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Average Time to Fill Position Vacancies	Annually	New in 2019	New in 2019	60	Annual Measure	Annual Measure	Annual Measure	Annual Measure	75.4	Unmet	In an effort to ensure a fair and unbiased hiring process, the agency made a drastic effort to follow the District's recruitment process in accordance with the DPM and respective CBAs. Therefore, the agency experienced bottlenecks during the 11B process, identifying the appropriate residency documents, and at the time of salary negotiations with candidates. To remedy this, the agency met with DCHR to strategize procedures that will help to meet the timeliness deadlines.
2 - Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. (12 Measures)											
Percentage of Total Purchase Orders Awarded to Small Business Enterprise (SBE) Firms	Quarterly	34.7%	47.6%	51%	93%	59.8%	37.8%	54.1%	62.4%	Met	
Percentage of Existing Contracts Renewed Beyond Contract Terms	Annually	Not Available	93.2%	95%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
Percentage Decrease in Ratifications	Annually	Not Available	-52.9%	-5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	-25%	Met	
Percentage Decrease in Sole Source Procurements	Quarterly	Not Available	-8.6%	-5%	-12.5%	-25%	-62.5%	-25%	-31.2%	Met	
Average Processing Time for Request for Proposals (RFP) in Business Days	Quarterly	Not Available	73.1	90	21.92	65.63	39.39	159.88	48.9	Met	
Average Processing Time for Small Purchases ($100,000 or Less) in Business Days	Quarterly	10.8	7	7	5.83	8.53	9.67	7.74	8.1	Unmet	The target set for this KPI was not reflective of PALT maximum or minimums. Although DGS did not meet the target established for this KPI, the average processing time for Administrative Modifications does fall within the PALT minimums and maximums. In FY20, Contacting and Procurement performance measure targets will be based upon PALT times.
Average Processing Time for Invitations for Bid (IFB) in Business Days	Quarterly	Not Available	45	65	8.82	39.47	60.47	188.53	38.6	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Average Processing Time for Contract Modifications in Business Days - Change Orders	Quarterly	New in 2019	New in 2019	15	9.61	14.84	22.26	11.56	20	Unmet	The target set for this KPI was not reflective of PALT maximum or minimums. Although DGS did not meet the target established for this KPI, the average processing time for Administrative Modifications does fall within the PALT minimums and maximums. In FY20, Contacting and Procurement performance measure targets will be based upon PALT times.
Percentage of Solicitations Completed Within Agreed Upon Timeline/Milestone Plans	Quarterly	Not Available	93.2%	90%	55.9%	34.1%	81.1%	100%	60.6%	Unmet	Because the set targets do not accurately reflect PALT times, this KPI did not meet the target.
Average Processing Time for Contract Modifications in Business Days - Administrative Modifications	Quarterly	New in 2019	New in 2019	15	6.8	21.3	22.3	34.7	21.2	Unmet	The target set for this KPI was not reflective of PALT maximum or minimums. Although DGS did not meet the target established for this KPI, the average processing time for Administrative Modifications does fall within the PALT minimums and maximums. In FY20, Contacting and Procurement performance measure targets will be based upon PALT times.
Average Processing Time for Contract Modifications in Business Days - Task Orders	Quarterly	New in 2019	New in 2019	15	9.6	10.9	11.6	4.7	9.2	Met	
Annual Cost Savings	Annually	New in 2019	New in 2019	$1,000,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	$34,878,012	Met	
3 - Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs. (4 Measures)											
Percentage of Office Space Leased vs. Owned	Quarterly	47.2%	Waiting on Data	45%	45.3%	47.4%	47.4%	47.4%	46.9%	Nearly Met	The District saw an increase in the need for leased office space because there was no available owned office space to accommodate the growing programmatic needs of the District government. If District owned space is unavailable, DGS is forced to seek space in the private sector market.

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Eastern Market Revenue	Quarterly	$944,419	$975,499.5	$950,000	$260,221.9	$166,239	$253,723.4	$214,433	$894,617.3	Nearly Met	"In FY17, an appraisal was done to determine the fair market rent that the indoor merchants should be paying according to the legislation. If the fair market rent was implemented, this would have come to $154,000 in additional revenues. Additionally, the North Hall was on an upswing from FY15-FY17 with revenues increasing from: a. $186,000 in FY15 b. $229,000 in FY16 c. $286,000 in FY17 Based on that trajectory, DGS estimated that revenues would hit around $310,000 in FY18 and $340,000 in FY19. Unfortunately, the events market took a dive in FY18 and has not yet recovered. Caterers, event spaces, etc, were all hit by this downturn.
Actual Rent vs. Market Rent	Quarterly	Not Available	Waiting on Data	85%	79%	77.8%	77.8%	75.1%	77.4%	Met	
Percentage Change in District Footprint (Square Feet)	Annually	New in 2019	New in 2019	10%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	14.8%	Met	
4 - Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District. (15 Measures)											
Percentage of Eligible Active Construction Projects Tracking Leadership in Energy and Environment (LEED) Silver or Better	Quarterly	50.3%	24.8%	50%	71.2%	74.1%	93.2%	93.2%	82%	Met	
Percentage of Eligible Active Construction Projects Tracking Leadership in Energy and Environment (LEED) Gold or Platinum	Quarterly	46%	68.3%	25%	28.8%	46.3%	56.8%	59.1%	46.9%	Met	
Percentage of Unforeseen Site Condition Change Orders on Active Education Projects Compared to the Definitized Contract	Quarterly	Not Available	45.4%	25%	0%	0%	34.1%	7.5%	11.1%	Met	
Percentage of Unforeseen Site Condition Change Orders on Active Municipal Projects Compared to the Definitized Contract	Quarterly	Not Available	2.4%	5%	No applicable incidents	1.4%	3.3%	6%	4.4%	Met	
Percentage of Unforeseen Site Condition Change Orders on Active Recreation Projects Compared to the Definitized Contract	Quarterly	Not Available	4.5%	5%	60.3%	32.1%	2.8%	0.5%	4%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percentage of Approved Invoices Submitted to OCFO for Payment Processing Within 15 Calendar Days of Receipt	Quarterly	83.8%	77.8%	90%	62.1%	44.1%	80.7%	86.9%	70.6%	Unmet	DGS implemented a new E-Invoicing system that did not officially roll out until half way though Q1. During implementation DGS found issues involving proper workflows and insufficient vendor training, which impacted the timely processing and payment of invoices.
Percentage of Recreation Projects on Schedule According to the Definitized Contract	Quarterly	New in 2019	New in 2019	75%	88.7%	88.9%	87.7%	88.1%	88.3%	Met	
Percentage of Municipal Projects on Schedule According to the Definitized Contract	Quarterly	New in 2019	New in 2019	75%	90.2%	100%	97.7%	97.7%	96.1%	Met	
Percentage of Education Projects on Schedule According to the Definitized Contract	Quarterly	New in 2019	New in 2019	75%	89.8%	93.6%	92.3%	93.6%	92.5%	Met	
Percentage of Recreation Projects on Budget According to the Definitized Contract	Quarterly	New in 2019	New in 2019	75%	92.5%	90.7%	89.5%	89.8%	90.6%	Met	
Percentage of Municipal Projects on Budget According to the Definitized Contract	Quarterly	New in 2019	New in 2019	75%	92.4%	100%	98.9%	98.9%	97.3%	Met	
Percentage of Education Projects on Budget According to the Definitized Contract	Quarterly	New in 2019	New in 2019	75%	92.9%	91.2%	97.1%	97.1%	94.4%	Met	
Percentage of Error and Omission Change Orders on Active Education Projects Compared to the Definitized Contract	Quarterly	New in 2019	New in 2019	25%	0%	0.2%	No applicable incidents	0%	0.2%	Met	
Percentage of Error and Omission Change Orders on Active Municipal Projects Compared to the Definitized Contract	Quarterly	New in 2019	New in 2019	25%	0%	0%	0%	0%	0%	Met	
Percentage of Error and Omission Change Orders on Active Recreation Projects Compared to the Definitized Contract	Quarterly	New in 2019	New in 2019	25%	0%	0%	0%	0%	0%	Met	
5 - Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance. (6 Measures)											
Median Completion Time - High Priority Work Orders	Quarterly	New in 2019	New in 2019	10	13.5	13	9	8.3	11	Unmet	In Q1 and Q2, DGS focused on closing high age work orders. Due to this reduction effort, there was a greater number of completed high age work orders, when compared to previous quarters. As a result, in Q1 and Q2, the median completion times exceeded their targets.

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Median Completion Time - Routine Work Orders	Quarterly	New in 2019	New in 2019	45	18	13	9	13.3	13.3	Met	
Median Completion Time - Emergency Work Orders	Quarterly	New in 2019	New in 2019	2	0.1	0.1	0.2	1.6	0.5	Met	
Percentage of Emergency Work Orders Completed Within Service Level Agreement (SLA)	Quarterly	New in 2019	New in 2019	70%	89.9%	87.5%	81.9%	53.6%	82.9%	Met	
Percentage of Routine Work Orders Completed Within Service Level Agreement (SLA)	Quarterly	New in 2019	New in 2019	70%	63.4%	69.1%	77.9%	62.8%	67.9%	Nearly Met	In Q1 and Q2, DGS focused on closing high age work orders. Due to this reduction effort, there was a greater number of completed high age work orders, when compared to previous quarters. As a result, in Q1 and Q2, completion times exceeded their targets.
Percentage of High Priority Work Orders Completed Within Service Level Agreement (SLA)	Quarterly	New in 2019	New in 2019	70%	33.4%	35.7%	78.8%	78.4%	50.6%	Unmet	In Q1 and Q2, DGS focused on closing high age work orders. Due to this reduction effort, there was a greater number of completed high age work orders, when compared to previous quarters. As a result, in Q1 and Q2, the completion times exceeded their targets.
6 - Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors. (3 Measures)											
Percentage of Access Control Guard Posts Passing Inspection (Compliance Checks)	Quarterly	Not Available	92.8%	95%	100%	100%	100%	100%	100%	Met	
Percentage of Screening Posts Passing Inspections (i.e., X-Ray, Magnetometer)	Quarterly	Not Available	100%	95%	100%	100%	100%	100%	100%	Met	
Percentage of Eligible Officers Receiving Training as Scheduled	Quarterly	100%	100%	100%	100%	100%	100%	100%	100%	Met	
7 - Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings. (9 Measures)											
Percentage Change in Quarterly Portfolio Natural Gas Consumption (kbtu)	Quarterly	New in 2019	New in 2019	-5%	6.7%	-8%	-43.6%	-14.8%	-8.7%	Met	
Percentage Change in Quarterly Portfolio Electricity Consumption (kbtu)	Quarterly	New in 2019	New in 2019	-5%	1.2%	-0.2%	-6.3%	-26.5%	-8.9%	Met	
Percentage Change in Quarterly Portfolio Electricity Peak Demand (kbtu)	Annually	New in 2019	New in 2019	-5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	-6.1%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percentage Change in Quarterly Portfolio Water Consumption (CCF)	Quarterly	New in 2019	New in 2019	-5%	10.8%	10.9%	10.2%	3.1%	8.3%	Unmet	Missed target due to lack of S&E staffing to support project work dedicated to water use reduction.
Percentage Change in Quarterly Portfolio Waste Generation (tons)	Quarterly	New in 2019	New in 2019	-5%	31.4%	58.6%	91.6%	62.5%	61.5%	Unmet	In FY18, recycling tonnage was underreported due to contracting issues. FY19 increases are in line with DPW residential and private/commercial tonnage increases seen at the transfer stations.
Percentage Change in Portfolio Greenhouse Gas Emissions (tons)	Annually	5%	8%	-5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	-8.1%	Met	
Percentage of Renewable Energy Purchased as a Total of All Energy Purchased	Annually	Not Available	33%	40%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	33.7%	Unmet	There was a delay with implementing a new solar contract, due to under staffing, which prevented a larger increase in renewable energy production.
Percentage of Energy Needs Met By Renewable Sources (On-Site or Contracted)	Quarterly	New in 2019	New in 2019	33%	36.8%	38.2%	43.3%	27.2%	36.6%	Met	
Percentage of Accurate and On Time Agency Utility Reports	Quarterly	New in 2019	New in 2019	90%	No applicable incidents	No applicable incidents	No applicable incidents	No applicable incidents	0%	Unmet	These reports were to be developed under a project that is not moving forward at this time.
8 - Create and maintain a highly efficient, transparent and responsive District government. (8 Measures)											
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	95.4%	No Target Set	
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	97.4%	No Target Set	
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Annually	New in 2019	New in 2019	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data		

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	33.3%	No Target Set	
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Annually	New in 2019	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	

*Mayoral agencies include agencies under the Health and Human Services, Education, Public Safety and Justice, Operations and Infrastructure, Economic Development, and Internal Services clusters. It excludes all independent agencies and select EOM agencies.
*The HR management, Financial Management, IT Policy and FOIA Compliance, and Contracts and Procurement measures were collected for all mayoral agencies in FY 2019. OCA calculates these measures based on summary-level data from various agencies, and cannot verify the accuracy of any calculations.
*The 2019 DC Enterprise Data Inventory (EDI) contains datasets published on DC's Open Data Portal, which is current as of March 9, 2019, and any datasets published to the portal after the above date were not included in the measure's calculation.
*Due to data lags, FY 2019 data for the following core business measures will be published in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

2019 Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
1 - Communications (4 Measures)							
Number of 'Ask The Directors' Inquires	Waiting on Data	1011	1	99	142	115	357
Number of Invited Meetings Attended	Waiting on Data	213	36	13	25	14	88
Number of DGS Initiated Meetings Conducted	Waiting on Data	49	15	36	30	32	113
Number of Social Media Impressions (Facebook, Instagram, Snapchat)	New in 2019	New in 2019	209,892	215,000	208,236	152,804	785,932
1 - HUMAN RESOURCES (5 Measures)							
Number of Special Accommodations Requested Through Employee Relations	New in 2019	New in 2019	5	5	0	1	11
Number of Positions Filled by End of Fiscal Year	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	55
Number of Special Accommodation Requests Approved Through Employee Relations	New in 2019	New in 2019	3	1	0	1	5
Number of Positions Not Filled by End of Fiscal Year	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	92
Number of Disciplinary Actions Processed by Employee Relations	New in 2019	New in 2019	8	11	6	5	30
1 - Performance Management (1 Measure)							
Number of DGS-STAT Sessions	New in 2019	New in 2019	1	0	1	1	3
2 - Coordinate all Acquisition Planning and Execution Activities (10 Measures)							
Number of Purchase Orders Awarded to Small Business Enterprise (SBE) Firms	777	624	199	128	73	113	513
Number of Request for Proposals (RFPs) Processed	675	692	85	74	69	7	235
Number of Invitations for Bid (IFB) Processed	367	414	81	63	53	10	207
Number of Solicitations Completed	94	62	20	8	1	70	99

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
Number of Ratification Requests Received	17	8	4	5	2	6	17
Average Number of Bidders Per Contract Type - RFP	New in 2019	New in 2019	15	15	10	15	13.8
Average Number of Bidders Per Contract Type - IFB	New in 2019	New in 2019	15	40	2	17	18.5
Number of Emergency Procurements	New in 2019	New in 2019	21	8	23	9	61
Value of Published Contracts	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	$475,373,452
Number of Published Contracts	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	25
2 - Maintain the file room and contract files (2 Measures)							
Number of Compliance Audits	New in 2019	New in 2019	2	1	0	2	5
Value of Compliance Audits	New in 2019	New in 2019	$0	$0	$0	$0	$0
3 - Building Management (3 Measures)							
Number of Portfolios Visited	Not Available	Waiting on Data	0	0	0	0	0
Number of Portfolio Transactions Conducted (i.e., Permits, Licenses)	New in 2019	New in 2019	0	0	0	0	0
Number of Space/School Reservations	New in 2019	New in 2019	299	117	165	324	905
3 - Collect rent from entities leasing District-owned property (1 Measure)							
Number Non-Profits Receiving Subsidies (i.e., Rent Credits, Below Market Value Rent)	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	79
3 - Property Management (1 Measure)							
Total Dollar Amount Paid for Leased Space	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	$172,332,591
4 - Perform existing conditions assessments (6 Measures)							
Dollar Value of Unforeseen Site Condition Change Orders on Active Recreation Projects	New in 2019	New in 2019	597,767.2	232,590.1	20,086	115,048	965,491.4
Dollar Value of Unforeseen Site Condition Change Orders on Active Municipal Projects	New in 2019	New in 2019	0	2405	20,398.8	61,877	84,680.8
Dollar Value of Owner Directed Change Orders on Active Recreation Projects	New in 2019	New in 2019	190,516.8	0	413,025.7	1,126,152	1,729,694.5
Dollar Value of Owner Directed Change Orders on Active Municipal Projects	New in 2019	New in 2019	82,252	1,200,000	134,991.7	0	1,417,243.7
Dollar Value of Error and Omission Change Orders on Active Recreation Projects	New in 2019	New in 2019	0	0	0	0	0
Dollar Value of Error and Omission Change Orders on Active Municipal Projects	New in 2019	New in 2019	0	0	0	0	0
4 - Provide project management services over design and construction activities (12 Measures)							
Number of Projects - Planning Phase	Waiting on Data	23	63	97	83	97	340
Number of Projects - Design Phase	Waiting on Data	37	47	39	47	37	170
Number of Projects - Construction Phase	Waiting on Data	66	65	64	97	83	309
Number of Projects - Close-Out Phase	Waiting on Data	32	50	39	21	54	164
Number of Lost Time Incidents on Active Municipal Projects	New in 2019	New in 2019	0	0	0	0	0
Number of Lost Time Incidents on Active Recreation Projects	New in 2019	New in 2019	0	0	0	0	0
Number of Owner Directed Change Orders on Active Recreation Projects	New in 2019	New in 2019	1	1	4	5	11
Number of Owner Directed Change Orders on Active Municipal Projects	New in 2019	New in 2019	1	1	4	0	6
Number of Owner Unforeseen Site Condition Change Orders on Active Municipal Projects	New in 2019	New in 2019	2	1	2	2	7
Number of Owner Unforeseen Site Condition Change Orders on Active Recreation Projects	New in 2019	New in 2019	1	2	1	2	6
Number of Error and Omission Change Orders on Active Recreation Projects	New in 2019	New in 2019	0	0	0	0	0
Number of Error and Omission Change Orders on Active Municipal Projects	New in 2019	New in 2019	0	0	0	0	0
4 - School Modernization, Renovations, and Improvements (9 Measures)							
Number of Small Capital Projects Identified	Waiting on Data	33	Annual Measure	Annual Measure	Annual Measure	Annual Measure	85

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
Number of Small Capital Projects Completed	Waiting on Data	76	Annual Measure	Annual Measure	Annual Measure	Annual Measure	53
Number of Lost Time Incidents on Active Education Projects	New in 2019	New in 2019	0	0	0	0	0
Number of Owner Directed Change Orders on Active Education Projects	New in 2019	New in 2019	1	2	2	15	20
Dollar Value of Owner Directed Change Orders on Active Education Projects	New in 2019	New in 2019	41,992.3	177,065.5	25,894.5	21,294,418	21,539,371
Number of Error and Omission Change Orders on Active Education Projects	New in 2019	New in 2019	0	1	0	0	1
Dollar Value of Error and Omission Change Orders on Active Education Projects	New in 2019	New in 2019	0	1856	0	0	1856
Number of Unforeseen Site Condition Change Orders on Active Education Projects	New in 2019	New in 2019	0	0	1	1	2
Dollar Value of Unforeseen Site Condition Change Orders on Active Education Projects	New in 2019	New in 2019	0	0	18,910.1	26,624.8	45,534.9
5 - Receive, Issue and Complete Work Orders (8 Measures)							
Number of Work Orders Requested - DCPS	New in 2019	New in 2019	4907	5216	4249	6397	20,769
Number of Work Orders Completed - DCPS	New in 2019	New in 2019	4194	4886	2794	4551	16,425
Number of Work Orders Requested - DPR	New in 2019	New in 2019	1668	1761	2710	1845	7984
Number of Work Orders Completed - DPR	New in 2019	New in 2019	1488	1593	1674	1287	6042
Number of Work Orders Requested - Municipal	New in 2019	New in 2019	1978	2460	2099	2034	8571
Number of Work Orders Completed - Municipal	New in 2019	New in 2019	1844	2211	1515	1611	7181
Number of Work Orders Requested - District Wide	New in 2019	New in 2019	974	1390	1459	1834	5657
Number of Work Orders Completed - District Wide	New in 2019	New in 2019	799	1036	862	1307	4004
6 - Execute direct staffing at critical locations (2 Measures)							
Dollar Value Associated with Additional Security Request (ASRs) from Outside DGS	Waiting on Data	$200,226.5	Annual Measure	Annual Measure	Annual Measure	Annual Measure	$224,634.2
Number of Events Associated with Additional Security Request (ASRs) from Outside DGS	Waiting on Data	269	Annual Measure	Annual Measure	Annual Measure	Annual Measure	280
6 - Managing and providing security at District owned and leased-properties (1 Measure)							
Number of Service Calls Received by PSD	2715	2169	678	902	485	662	2727
6 - Managing Security guard contract (1 Measure)							
Dollar Value of Liquidated Damages, Resulting from Contract Guard Poor Performance or Corrective Action	$16,270	$40,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	$59,100
7 - Bill management (5 Measures)							
Total Portfolio Renewable Energy Consumption	109,161,000	115,224,915	Annual Measure	Annual Measure	Annual Measure	Annual Measure	119,877,111
Total Portfolio Recycled Materials (Tons)	2106	1791.6	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1706.1
Total Portfolio Water Consumption (CCF)	116,239	775,030	Annual Measure	Annual Measure	Annual Measure	Annual Measure	823,777
Total Portfolio Natural Gas Consumption (Therms)	7,603,123	8,065,466	Annual Measure	Annual Measure	Annual Measure	Annual Measure	8,033,943
Total Portfolio Waste Generation (Tons)	21,067.9	16,212.7	Annual Measure	Annual Measure	Annual Measure	Annual Measure	25,476.2
7 - Contract management (3 Measures)							
Number of Retro-Commissioned Buildings	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Total Square Footage of Buildings Retro-Commissioned	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Total Installed Solar Sites	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	58

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources. (11 Activities)			

Operations Header	Operations Title	Operations Description	Type of Operations
FLEET MGMT	Fleet Management	Responsible for the overall management of vehicles maintained by the Department of General Services.	Daily Service
PERFORMANCE MGMT	Performance Management	Provide leadership, guidance, and consulting services for the Department of General Services on performance management and organizational process streamlining to improve operational effectiveness and efficiency, better inform future planning and budget formulation and ensure organizational transparency and accountability.	Daily Service
TRAINING	Training and Development	Responsible for providing organization and personal development services, by offering cutting edge programs that continually develop our employees.	Daily Service
COMMUNICATIONS	Communications	Ensuring consistency between the work done and every division and the message delivered to the community, the government, and other agencies; for developing and executing communication strategy that connects every DGS employee to each other; and, for the agency's public image in the press and the community.	Daily Service
STRATEGIC PLANNING	Strategic Planning	Develop, implement and coordinate strategies and operational enhancements aimed toward ensuring DGS delivers high quality, effective and efficient services to our stakeholders.	Daily Service
RISK MGMT	Risk Management	Responsible for establishing a risk-management structure to identify and mitigate against the inherent risks associated with District owned properties and associated assets.	Daily Service
RESOURCE ALLOCATION	Resource Allocation	Identifies unit costs and measures agency outputs across all business functions by continuously evaluating its current business practices to provide the most effective and efficient services and support the facilitation of wise top-level resource allocation decision and implementation strategies.	Daily Service
INFO TECHNOLOGY	Information Technology	Provides the highest quality technology-based services, and support to DGS to meet its strategic goals and objectives.	Daily Service
CBE INCLUSION	Certified Business Enterprise (CBE) Inclusion	Responsible for elevating DGS' existing CBE program to the next level and build a best practice, comprehensive CBE program by partnering with all DGS divisions to create and increase meaningful CBE/SBE opportunities across all areas of the agency's business.	Daily Service
GOV AFFAIRS	Government and Legislative Affairs	Responsible for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to the District of Columbia's buildings and facilities portfolio.	Daily Service
HUMAN RESOURCES	HUMAN RESOURCES	Responsible for providing labor law compliance, record keeping, hiring and training, compensation, relational assistance and help with handling specific employee performance issues.	Daily Service
2 - Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. (5 Activities)			
CONTRACTING AND PROCUREMENT SERVICES	Coordinate all Acquisition Planning and Execution Activities	Contracting and Procurement works closely with our internal divisions and client agencies to create a detailed and meaningful acquisition plan with aligns with anticipated procurements with budgetary resources and strategic plans. The annual acquisition plan will allow DGS to forecast the procurement needs of the internal divisions and meet both planned and unplanned procurement needs with great efficiency.	Daily Service
CONTRACTING AND PROCUREMENT SERVICES	Maintain the file room and contract files	The Acquisition Services branch, within Contracting and Procurement, assists management with monitoring and oversight over the file room and contract files. This includes periodically assessing the integrity of file room operational procedures, as well as ascertaining whether the file room specialist is implementing efficient and effective records management practices.	Daily Service
CONTRACTING AND PROCUREMENT SERVICES	Assume lead for all matters related to vendor dispute resolution	Prospective contractors have the right to protest decisions made by the Contracting Officer. All protests and disputes by the contractor against the District shall be first submitted in writing to the Contracting Officer for a decision. The Contracting Officer will make every attempt to resolve protests and disputes via alternative dispute resolution and informal methods. Any dispute that cannot be resolved by this method may be treated as a formal claim.	Daily Service
CONTRACTING AND PROCUREMENT SERVICES	Perform operational reviews and assessments of procurement actions	Operational reviews and assessments are performed to ascertain whether the District's procurement professionals are complying with the applicable procurement laws, regulations, and policies. In addition, these reviews are purposed to identify high risk procurement issues and areas, provide key monitoring and oversight activities on behalf of management, and identify other issues and/or opportunities for operational and process efficiency.	Daily Service
CONTRACTING AND PROCUREMENT SERVICES	Prepare Invoices and release documents for Direct Vouchers	Procurement personnel assist in the preparation of release documentation for Direct Vouchers and review contractor invoices and recommend approval by the Contracting Officer.	Daily Service
3 - Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs. (4 Activities)			
LEASE MANAGEMENT	Collect rent from entities leasing District-owned property	Portfolio Division's is responsible for the revenue generation and collection of real property that has been identified as excess to operational requirements. In addition, it is Portfolio's responsibility to assist in identifying properties that may be surplus to their needs.	Daily Service
LEASE MANAGEMENT	Property Management	The Portfolio Division is responsible for executing real property acquisitions by purchase or lease, and also disposing of property through sale, lease or other authorized method.	Daily Service
LEASE MANAGEMENT	Building Management	The Portfolio Division is responsible for providing building management services for facilities owned or operated by the District.	Daily Service
LEASE MANAGEMENT	Asset Management	The Portfolio Management Division is responsible for ensuring that the SmartDGS database is maintained by their team with timely, accurate and up-to-date occupancy, project and Asset Management information.	Daily Service
4 - Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District. (4 Activities)			
CONSTRUCTION SERVICES	Perform existing conditions assessments	Assessment of mechanical, electrical and structural condition of all District owned facilities conducted on a recurring cycle.	Daily Service
CONSTRUCTION SERVICES	Project closures and document completions for end users	Project close-out procedures and required documents and documentation, to include warranties, Operations and Maintenance manuals, commissioning documentation, Leadership in Energy and Environmental Design (LEED) certifications, certificate of occupancy, final inspections and final release of liens.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
CONSTRUCTION SERVICES	Provide project management services over design and construction activities	The Construction Services division manages the planning, modernization and new construction of public safety facilities, municipal and recreation projects.	Daily Service
PROJECT DELIVERY	School Modernization, Renovations, and Improvements	The Project Delivery Division manages the renovation and new construction of education facilities, and other high priority projects for the District.	Key Project
5 - Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance. (7 Activities)			
FACILITIES	Receive, Issue and Complete Work Orders	Using Salesforce, the Facilities Management Division receives, reviews and assigns work orders to the appropriate business unit for processing and completion.	Daily Service
FACILITIES	Snow Removal at Schools and District Buildings	The Facilities Management Division is responsible for: pre-treatment, snow melt application, shoveling, hauling and cleaning walk ways and sidewalks, drive ways schools, recreation centers and some municipal facilities.	Daily Service
FACILITIES	Maintenance and Repair	The Facilities Management Division is responsible for the maintenance and providing repair service for DCPS Schools, DPR Faclities (Parks and Recreation Centers) and other District Buildings.	Daily Service
FACILITIES	Special Projects	The Facilities Management Division plans and carries out renovation, alteration, and improvement of the District facilities as needed to accommodate new or changed programs, priorities or services.	Key Project
FACILITIES	Mowing Services	The Facilities Management Division is responsible for mowing services for the District, including complete lawn care, planting and removing shrubs and bushes, and performing various methods to clean exterior buildings and walkways; as well as clearing debris from walkways and entrances.	Daily Service
FACILITIES	Pest Services	The Facilities Management Division is responsible for keeping employees and client agencies safe, by providing solutions for eliminating pest activity in District facilities.	Daily Service
FACILITIES	Lead Testing	The Facilities Management Division is responsible for all testing and monitoring and lead levels in all District facilities; and the repair and replacement of all materials to maintain safe drinking levels.	Key Project
6 - Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors. (10 Activities)			
PROTECTIVE SERVICES	Inform and enhance security operations	Inform and enhance security operations through engagement with stakeholders and the interagency community.	Daily Service
PROTECTIVE SERVICES	Ensure sustainment of Contract Security operations	Ensure continuity of Contract Security operations through an active compliance and monitoring program.	Daily Service
PROTECTIVE SERVICES	Protect district facilities, assets, and visitors	Protect district facilities, assets, and visitors while facilitating the conduct of government business.In FY17, the agency will conduct risk assessments, at least, every five years for Facility Security Level (FSL) I and II facilities and at least every three years for Level III, IV, and V facilities as per the current federal guidelines and best practices.	Daily Service
PROTECTIVE SERVICES	Managing and providing security at District owned and leased-properties	PSD's Patrol Operations provides assigned building security and mobile security support for all District properties and shelters. The Central Communications Center (CCC) provides 24/7 alarm and closed-circuit television (CCTV) monitoring and overall communications support for all sections of Protective Services Division (PSD). Threat Management Section (TMS) provides and supports the Enterprise Security Network of CCTV surveillance systems and Personal Identification Card Activity (PICA), along with all resources and equipment for access control activities (X-Ray machines, scanners, and magnetometers) and all requests from outside agencies for security recordings.	Daily Service
PROTECTIVE SERVICES	Enforcing Post Orders Compliance Review at all PSD facilities	PSD's Threat Management Section and Patrol Operations conducts contract compliance and quality control inspections for all DGS facilities to ensure contract and personnel compliance with existing building rules and regulations and post orders. Post orders are reviewed and updated.	Daily Service
PROTECTIVE SERVICES	Monitoring and responding to security guard contracting issues	The PSD-assigned COTR for each security guard contract responds to District facilities to ensure compliance and conducts security meetings (at least once a month) to interact with security agencies concerning all relevant issues (compliance, invoicing, liquidations, etc).	Daily Service
PROTECTIVE SERVICES	Monitoring security systems	PSD's Central Communications Center (CCC) and the Security Services Center (SSC), located at JWB provide 24/7 alarm and CCTV monitoring. PSD's Threat Management Section continuously monitors all aspects of the Enterprise Wide Security System.	Daily Service
PROTECTIVE SERVICES	Execute direct staffing at critical locations	PSD's uniformed officers are directly assigned to secure critical high-profile DC Government facilities such as the John Wilson Building (JWB), Consolidated Forensic Lab (CFL), and the Office of Unified Communications (OUC).	Daily Service
PROTECTIVE SERVICES	Managing Security guard contract	PSD's Administrative Support and Patrol Operations Sections, working with the PSD Training Specialist and Strategic Development Specialist, are primarily responsible for managing all matters regarding security guard contract implementation, to include: Statements of Work (SOW), assisting with the preparation of Request For Proposals (RFPs), Special Events (monitoring and preparing Memorandums of Understanding), contract compliance, mediating and monitoring contract liquidations, and moderating regularly scheduled (weekly and monthly) security agency awareness meetings, and invoicing (submission and reconciliation).	Daily Service
PROTECTIVE SERVICES	Conduct required training for all eligible officers	PSD's Training Specialist, Administrative Support and Patrol Operations leadership and Strategic Development Specialist collaboratively ensure all aspects of mandated and optional training for all PSD officers, to include: preparing training plans, tracking all training and certifications, In-Service training mandates (by DCMR 6A), Firearm and Weapons training and requalification (performed by PSD's Firearm Instructors), D.C. Code and legal issues.	Daily Service
7 - Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings. (3 Activities)			

Operations Header	Operations Title	Operations Description	Type of Operations
ENERGY MANAGEMENT	Contract management	S&E manages many contracts for various services, including temporary contractors, green and cool roofs, solar and wind power purchase agreements, and on-call service contracts.	Daily Service
ENERGY MANAGEMENT	Bill management	S&E receives and processes invoices for all commodities, including electricity, natural gas, water, steam, stormwater, waste, recycling, organics and fuel.	Daily Service
ENERGY MANAGEMENT	Education	Educate employees, students, building tenants and visitors on issues of sustainability.	Key Project

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Building Management (1 Strategic Initiative)				
Online Permitting Portal	In FY19, DGS will work with the Department of Parks and Recreation, to develop an online permitting portal , that will allow residents and other stakeholders to reserve for space for DCPS facilities and grounds.	50-74%	Vermont Integration Client (VIC) has been installed. Two onsite training sessions with VSI for DCPS and DGS have been completed. DCPS Fields inventory has been completed. Pricing for various field types has been determined. Cost schedules for custodial and security services has been determined. Waiver and disclaimer language have been drafted and is under review. Allocation of additional two (2) FTE's has been agreed. Coordination with OCFO regarding Fund structure, revenue allocation and GL accounting has been settled.	TBD
Contract management (2 Strategic initiatives)				
Energy Savings Performance Contracts	In FY19, DGS Sustainability and Energy will develop an Energy Savings Performance Contract (ESPC) framework in collaboration primarily with Facilities Management, Project Delivery, Contracts and Procurement, General Counsel, Finance, Portfolio, and Capital Construction. This new approach will allow DGS to performing building improvements that reduce energy and water use while increasing operational efficiency.	0-24%	In Q4 DGS sent memos to the Assistant City Administrator to request feedback on entering into an Energy Savings Agreement (ESA) pilot, as well as submitted a proposal for enabling-Energy Savings Agreement legislation. DGS, DCPS, and DOEE have collaborated to select five identified schools for an ESA pilot. DGS is taking the lead on drafting an ESA RFP.	This initiatve was not completed due to staff levels within the Sustainability & Energy division.
Energy Efficient Facilities Through Retrofits/Retro-commissioning	In FY19, Sustainability and Energy will work with Project Delivery to refine a retro-commissioning model; which includes completing 10 sites currently being retro-commissioned, starting of 5 additional projects and generating case studies for 5 model sites.	25-49%	A vendor was awarded to serve as project managers for retrocommisioning projects. DGS -SE upgraded its Smart Building Network infrastructure by transitioning and upgrading Building Automation Systems (BAS) across existing DC buildings, migrating Enteliweb, Volttron, and related software to the AWS cloud, installing supporting software, and migrating existing meta-data tabs, and building new performance dashboards within Enteliweb. The new, upgraded network will improve performance and enable diagnostics for future retroicomissioning projects. Now that a support vendor has been awarded, DGS-SE, in continued collaboration with FEMS and DCPS, will soon be refining its draft RFP for retrofits, retrocomissioning and constant commissioning, and mechanical repairs.	This initiative was not completed due to a lack of staff within the Sustainability & Energy division.
Maintenance and Repair (1 Strategic Initiative)				
Preventative Maintenance Program	In FY19, DGS will develop and pilot a preventative maintenance program for District Buildings, that include areas such as HVAC, Life Safety, Roofs and Generators.	75-99%	DGS has created a preventative maintenance schedule for HVAC, filter changes, generators, and elevators, and CMCs.	DGS is trying to take a more strategic and tactical approach which has led the agency to develop a larger preventative maintenance framework.
Performance Management (2 Strategic initiatives)				
Agency-Wide Customer Service Metrics	In FY19, the Office of Performance Management, will work with DGS Divisions to develop a set of standard, agency-wide customer service metrics. Developing these measures will allow DGS to be more responsive to customer needs and provide insight into the areas where improvement is most needed.	Complete	The Performance Management Team worked with the Contracts and Procurement Division and the CBE Inclusion Officer to develop a set of customer service metrics for CBE Inclusion Events; an instrument to get feedback at the conclusion of every large procurement action and an internal survey that will go out to all stakeholders.	
Establishment of Enterprise Project Management Office (E-PMO)	In FY19, DGS will establish an Enterprise Project Management Office (E-PMO). This new E-PMO will provide strategic alignment between Agency and Divisional based projects; mitigate risk and find opportunities for collaboration amongst Divisions; and standardize project management functions across the agency.	0-24%	Due to a change in agency leadership and agency priorities, this is no longer a strategic initiative the agency is tracking.	Due to a change in agency leadership and agency priorities, this is no longer a strategic initiative the agency is tracking.

Department of General Services FY2020

Agency Department of General Services **Agency Code** AM0 **Fiscal Year** 2020

Mission The goal of the Department of General Services is to ensure the delivery of new or modernized, well-equipped, well-maintained, safe and secure buildings and facilities for the benefit of District residents and employees.

Strategic Objectives

Objective Number	Strategic Objective
1	Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources.
2	Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security.
3	Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs.
4	Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District.
5	Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance.
6	Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors.
7	Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings.
8	Create and maintain a highly efficient, transparent, and responsive District government.

Key Performance Indicators

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
1 - Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources. (4 Measures)					
Percent of Positions Vacant at End of Fiscal Year	Down is Better	New in 2019	New in 2019	15.5%	5%
Average Age of DGS Fleet Vehicles - Owned	Down is Better	New in 2018	6	11	7
Percent of Owned Vehicles Beyond Their Life Balance	Down is Better	New in 2018	43.6%	86%	50%
Percentage Increase Twitter Followers	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
2 - Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. (5 Measures)					
Percent of Total Purchase Orders Awarded to Small Business Enterprise (SBE) Firms	Up is Better	34.7%	47.6%	62.4%	51%

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Percentage of Contract Modifications Completed in Appropriate PALT	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percentage of Invitations for Bid (IFB) Completed Within PALT	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percentage of Requests for Proposal (RFP) Completed Within PALT	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percentage of Requests for Small Purchases Completed Within PALT	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
3 - Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs. (4 Measures)					
Eastern Market Revenue	Up is Better	$944,419	$975,499.5	$894,617.3	$950,000
Percentage Below Market Rent Paid	Up is Better	New in 2020	New in 2020	New in 2020	15%
Percentage of Owned Office Space Occupied	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percentage Office Space Leased	Down is Better	New in 2020	New in 2020	New in 2020	New in 2020
4 - Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District. (10 Measures)					
Percent of Approved Invoices Submitted to OCFO for Payment Processing Within 15 Calendar Days of Receipt	Up is Better	83.8%	77.8%	70.6%	90%
Percent of Recreation Projects on Schedule According to the Approved Contract	Up is Better	New in 2019	New in 2019	88.3%	75%
Percent of Municipal Projects on Schedule According to the Approved Contract	Up is Better	New in 2019	New in 2019	96.1%	75%
Percent of Education Projects on Schedule According to the Approved Contract	Up is Better	New in 2019	New in 2019	92.5%	75%
Percent of Recreation Projects on Budget According to the Approved Contract	Up is Better	New in 2019	New in 2019	90.6%	75%
Percent of Municipal Projects on Budget According to the Approved Contract	Up is Better	New in 2019	New in 2019	97.3%	75%
Percent of Education Projects on Budget According to the Approved Contract	Up is Better	New in 2019	New in 2019	94.4%	75%
Municipal Projects: Percent Change in Budget as a Result of Change Orders Compared to Approved Contracts	Down is Better	New in 2020	New in 2020	New in 2020	New in 2020
Recreation Projects: Percent Change in Budget as a Result of Change Orders Compared to Approved Contracts	Down is Better	New in 2020	New in 2020	New in 2020	New in 2020
Education Projects: Percent Change in Budget as a Result of Change Orders Compared to Approved Contracts	Down is Better	New in 2020	New in 2020	New in 2020	New in 2020
5 - Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance. (4 Measures)					
Median Completion Time - Emergency Work Orders	Down is Better	New in 2019	New in 2019	0.5	2

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Percent of Emergency Work Orders Completed Within Service Level Agreement (SLA)	Up is Better	New in 2019	New in 2019	82.9%	70%
Median Completion Time - Nonemergency Work Orders	Down is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percentage of Nonemergency Work Orders Completed Within Service Level Agreement (SLA)	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
6 - Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors. (2 Measures)					
Percent of Access Control Guard Posts Passing Inspection (Compliance Checks)	Up is Better	New in 2018	92.8%	100%	95%
Percent of Screening Posts Passing Inspections (i.e., X-Ray, Magnetometer)	Up is Better	New in 2018	100%	100%	95%
7 - Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings. (10 Measures)					
Percent of Electricity Needs Met By Renewable Sources (On-Site or Contracted)	Up is Better	New in 2020	New in 2020	New in 2020	33%
Percent of Renewable Electricity Purchased as a Total of All Energy Purchased	Up is Better	New in 2020	33%	New in 2020	40%
Percent Change in Quarterly Portfolio Natural Gas Consumption (kbtu)	Down is Better	New in 2019	New in 2019	-8.7%	-5%
Percent Change in Quarterly Portfolio Electricity Consumption (kbtu)	Down is Better	New in 2019	Not Available	-8.9%	-5%
Percent Change in Quarterly Portfolio Electricity Peak Demand	Down is Better	New in 2019	New in 2019	-6.1%	-5%
Percent Change in Portfolio Greenhouse Gas Emissions (tons)	Down is Better	5%	8%	-8.1%	-5%
Percent Change in Quarterly Portfolio Trash Generation (tons)	Down is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percent Change in Quarterly Portfolio Organics Generation (tons)	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percent Change in Quarterly Portfolio Recycling (tons)	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percent Change in Average Energy Star Score	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020

*Mayoral agencies include agencies under the Health and Human Services, Education, Public Safety and Justice, Operations and Infrastructure, Economic Development, and Internal Services clusters. It excludes all independent agencies and select EOM agencies.

Core Business Measures

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
8 - Create and maintain a highly efficient, transparent, and responsive District government. (10 Measures)				
Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent	Up is Better	New in 2019	New in 2019	Waiting on Data

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Financial Management - Percent of local budget de-obligated to the general fund at the end of year	Down is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Quick Payment Act (QPA) Compliance - Percent of QPA eligible invoices paid within 30 days	Up is Better	New in 2019	New in 2019	97.4%
Human Resource Management - Average number of days to fill vacancy from post to offer acceptance	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft	Up is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft	Up is Better	New in 2019	New in 2019	95.4%
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal	Up is Better	New in 2019	New in 2019	33.3%
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management – Percent of new hires that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020
Human Resource Management – Percent of employees that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020

*The HR management, Financial Management, IT Policy and FOIA Compliance, and Contracts and Procurement measures were collected for all mayoral agencies in FY 2019. OCA calculates these measures based on summary-level data from various agencies, and cannot verify the accuracy of any calculations.

*The 2019 DC Enterprise Data Inventory (EDI) contains datasets published on DC's Open Data Portal, which is current as of March 9, 2019, and any datasets published to the portal after the above date were not included in the measure's calculation.

*Due to data lags, FY 2019 data for the following core business measures will be published in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources. (11 Activities)			
FLEET MGMT	Fleet Management	Responsible for the overall management of vehicles maintained by the Department of General Services.	Daily Service
PERFORMANCE MGMT	Performance Management	Provide leadership, guidance, and consulting services for the Department of General Services on performance management and organizational process streamlining to improve operational effectiveness and efficiency, better inform future planning and budget formulation and ensure organizational transparency and accountability.	Daily Service
TRAINING	Training and Development	Responsible for providing organization and personal development services, by offering cutting edge programs that continually develop our employees.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
COMMUNICATIONS	Communications	Ensuring consistency between the work done and every division and the message delivered to the community, the government, and other agencies; for developing and executing communication strategy that connects every DGS employee to each other; and, for the agency's public image in the press and the community.	Daily Service
RISK MGMT	Risk Management	Responsible for establishing a risk-management structure to identify and mitigate against the inherent risks associated with District owned properties and associated assets.	Daily Service
RESOURCE ALLOCATION	Resource Allocation	Identifies unit costs and measures agency outputs across all business functions by continuously evaluating its current business practices to provide the most effective and efficient services and support the facilitation of wise top-level resource allocation decision and implementation strategies.	Daily Service
INFO TECHNOLOGY	Information Technology	Provides the highest quality technology-based services, and support to DGS to meet its strategic goals and objectives.	Daily Service
GOV AFFAIRS	Government and Legislative Affairs	Responsible for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to the District of Columbia's buildings and facilities portfolio.	Daily Service
STRATEGIC PLANNING	Strategic Planning	Develop, implement and coordinate strategies and operational enhancements aimed toward ensuring DGS delivers high quality, effective and efficient services to our stakeholders.	Daily Service
CBE INCLUSION	Certified Business Enterprise (CBE) Inclusion	Responsible for elevating DGS' existing CBE program to the next level and build a best practice, comprehensive CBE program by partnering with all DGS divisions to create and increase meaningful CBE/SBE opportunities across all areas of the agency's business.	Daily Service
HUMAN RESOURCES	HUMAN RESOURCES	Responsible for providing labor law compliance, record keeping, hiring and training, compensation, relational assistance and help with handling specific employee performance issues.	Daily Service
2 - Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. (5 Activities)			
CONTRACTING AND PROCUREMENT SERVICES	Coordinate all Acquisition Planning and Execution Activities	Contracting and Procurement works closely with our internal divisions and client agencies to create a detailed and meaningful acquisition plan with aligns with anticipated procurements with budgetary resources and strategic plans. The annual acquisition plan will allow DGS to forecast the procurement needs of the internal divisions and meet both planned and unplanned procurement needs with great efficiency.	Daily Service
CONTRACTING AND PROCUREMENT SERVICES	Maintain the file room and contract files	The Acquisition Services branch, within Contracting and Procurement, assists management with monitoring and oversight over the file room and contract files. This includes periodically assessing the integrity of file room operational procedures, as well as ascertaining whether the file room specialist is implementing efficient and effective records management practices.	Daily Service
CONTRACTING AND PROCUREMENT SERVICES	Assume lead for all matters related to vendor dispute resolution	Prospective contractors have the right to protest decisions made by the Contracting Officer. All protests and disputes by the contractor against the District shall be first submitted in writing to the Contracting Officer for a decision. The Contracting Officer will make every attempt to resolve protests and disputes via alternative dispute resolution and informal methods. Any dispute that cannot be resolved by this method may be treated as a formal claim.	Daily Service
CONTRACTING AND PROCUREMENT SERVICES	Perform operational reviews and assessments of procurement actions	Operational reviews and assessments are performed to ascertain whether the District's procurement professionals are complying with the applicable procurement laws, regulations, and policies. In addition, these reviews are purposed to identify high risk procurement issues and areas, provide key monitoring and oversight activities on behalf of management, and identify other issues and/or opportunities for operational and process efficiency.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
CONTRACTING AND PROCUREMENT SERVICES	Prepare Invoices and release documents for Direct Vouchers	Procurement personnel assist in the preparation of release documentation for Direct Vouchers and review contractor invoices and recommend approval by the Contracting Officer.	Daily Service
3 - Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs. (4 Activities)			
LEASE MANAGEMENT	Collect rent from entities leasing District-owned property	Portfolio Division's is responsible for the revenue generation and collection of real property that has been identified as excess to operational requirements. In addition, it is Portfolio's responsibility to assist in identifying properties that may be surplus to their needs.	Daily Service
LEASE MANAGEMENT	Building Management	The Portfolio Division is responsible for providing building management services for facilities owned or operated by the District.	Daily Service
LEASE MANAGEMENT	Asset Management	The Portfolio Management Division is responsible for ensuring that the SmartDGS database is maintained by their team with timely, accurate and up-to-date occupancy, project and Asset Management information.	Daily Service
LEASE MANAGEMENT	Property Management	The Portfolio Division is responsible for executing real property acquisitions by purchase or lease, and also disposing of property through sale, lease or other authorized method.	Daily Service
4 - Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District. (4 Activities)			
CONSTRUCTION SERVICES	Perform existing conditions assessments	Assessment of mechanical, electrical and structural condition of all District owned facilities conducted on a recurring cycle.	Daily Service
CONSTRUCTION SERVICES	Provide project management services over design and construction activities	The Construction Services division manages the planning, modernization and new construction of public safety facilities, municipal and recreation projects.	Daily Service
PROJECT DELIVERY	School Modernization, Renovations, and Improvements	The Project Delivery Division manages the renovation and new construction of education facilities, and other high priority projects for the District.	Key Project
CONSTRUCTION SERVICES	Project closures and document completions for end users	Project close-out procedures and required documents and documentation, to include warranties, Operations and Maintenance manuals, commissioning documentation, Leadership in Energy and Environmental Design (LEED) certifications, certificate of occupancy, final inspections and final release of liens.	Daily Service
5 - Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance. (7 Activities)			
FACILITIES	Receive, Issue and Complete Work Orders	Using Salesforce, the Facilities Management Division receives, reviews and assigns work orders to the appropriate business unit for processing and completion.	Daily Service
FACILITIES	Snow Removal at Schools and District Buildings	The Facilities Management Division is responsible for: pre-treatment, snow melt application, shoveling, hauling and cleaning walk ways and sidewalks, drive ways schools, recreation centers and some municipal facilities.	Daily Service
FACILITIES	Maintenance and Repair	The Facilities Management Division is responsible for the maintenance and providing repair service for DCPS Schools, DPR Faclities (Parks and Recreation Centers) and other District Buildings.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
FACILITIES	Special Projects	The Facilities Management Division plans and carries out renovation, alteration, and improvement of the District facilities as needed to accommodate new or changed programs, priorities or services.	Key Project
FACILITIES	Mowing Services	The Facilities Management Division is responsible for mowing services for the District, including complete lawn care, planting and removing shrubs and bushes, and performing various methods to clean exterior buildings and walkways; as well as clearing debris from walkways and entrances.	Daily Service
FACILITIES	Pest Services	The Facilities Management Division is responsible for keeping employees and client agencies safe, by providing solutions for eliminating pest activity in District facilities.	Daily Service
FACILITIES	Lead Testing	The Facilities Management Division is responsible for all testing and monitoring and lead levels in all District facilities; and the repair and replacement of all materials to maintain safe drinking levels.	Key Project
6 - Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors. (10 Activities)			
PROTECTIVE SERVICES	Inform and enhance security operations	Inform and enhance security operations through engagement with stakeholders and the interagency community.	Daily Service
PROTECTIVE SERVICES	Ensure sustainment of Contract Security operations	Ensure continuity of Contract Security operations through an active compliance and monitoring program.	Daily Service
PROTECTIVE SERVICES	Protect district facilities, assets, and visitors	Protect district facilities, assets, and visitors while facilitating the conduct of government business.In FY17, the agency will conduct risk assessments, at least, every five years for Facility Security Level (FSL) I and II facilities and at least every three years for Level III, IV, and V facilities as per the current federal guidelines and best practices.	Daily Service
PROTECTIVE SERVICES	Enforcing Post Orders Compliance Review at all PSD facilities	PSD's Threat Management Section and Patrol Operations conducts contract compliance and quality control inspections for all DGS facilities to ensure contract and personnel compliance with existing building rules and regulations and post orders. Post orders are reviewed and updated.	Daily Service
PROTECTIVE SERVICES	Monitoring security systems	PSD's Central Communications Center (CCC) and the Security Services Center (SSC), located at JWB provide 24/7 alarm and CCTV monitoring. PSD's Threat Management Section continuously monitors all aspects of the Enterprise Wide Security System.	Daily Service
PROTECTIVE SERVICES	Execute direct staffing at critical locations	PSD's uniformed officers are directly assigned to secure critical high-profile DC Government facilities such as the John Wilson Building (JWB), Consolidated Forensic Lab (CFL), and the Office of Unified Communications (OUC).	Daily Service
PROTECTIVE SERVICES	Conduct required training for all eligible officers	PSD's Training Specialist, Administrative Support and Patrol Operations leadership and Strategic Development Specialist collaboratively ensure all aspects of mandated and optional training for all PSD officers, to include: preparing training plans, tracking all training and certifications, In-Service training mandates (by DCMR 6A), Firearm and Weapons training and requalification (performed by PSD's Firearm Instructors), D.C. Code and legal issues.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
PROTECTIVE SERVICES	Managing Security guard contract	PSD's Administrative Support and Patrol Operations Sections, working with the PSD Training Specialist and Strategic Development Specialist, are primarily responsible for managing all matters regarding security guard contract implementation, to include: Statements of Work (SOW), assisting with the preparation of Request For Proposals (RFPs), Special Events (monitoring and preparing Memorandums of Understanding), contract compliance, mediating and monitoring contract liquidations, and moderating regularly scheduled (weekly and monthly) security agency awareness meetings, and invoicing (submission and reconciliation).	Daily Service
PROTECTIVE SERVICES	Managing and providing security at District owned and leased-properties	PSD's Patrol Operations provides assigned building security and mobile security support for all District properties and shelters. The Central Communications Center (CCC) provides 24/7 alarm and closed-circuit television (CCTV) monitoring and overall communications support for all sections of Protective Services Division (PSD). Threat Management Section (TMS) provides and supports the Enterprise Security Network of CCTV surveillance systems and Personal Identification Card Activity (PICA), along with all resources and equipment for access control activities (X-Ray machines, scanners, and magnetometers) and all requests from outside agencies for security recordings.	Daily Service
PROTECTIVE SERVICES	Monitoring and responding to security guard contracting issues	The PSD-assigned COTR for each security guard contract responds to District facilities to ensure compliance and conducts security meetings (at least once a month) to interact with security agencies concerning all relevant issues (compliance, invoicing, liquidations, etc).	Daily Service
7 - Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings. (3 Activities)			
ENERGY MANAGEMENT	Contract management	S&E manages many contracts for various services, including temporary contractors, green and cool roofs, solar and wind power purchase agreements, and on-call service contracts.	Daily Service
ENERGY MANAGEMENT	Bill management	S&E receives and processes invoices for all commodities, including electricity, natural gas, water, steam, stormwater, waste, recycling, organics and fuel.	Daily Service
ENERGY MANAGEMENT	Education	Educate employees, students, building tenants and visitors on issues of sustainability.	Key Project

Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
1 - Communications (5 Measures)			
Number of DGS Initiated Meetings Conducted	New in 2018	49	113
Number of Invited Meetings Attended	New in 2018	213	88
Number of 'Ask The Directors' Inquires	New in 2018	1011	357
Number of Social Media Impressions (Facebook, Instagram, Snapchat)	New in 2019	New in 2019	785,932
Number of Story Pitches Resulting in News Coverage	New in 2020	New in 2020	New in 2020
1 - HUMAN RESOURCES (5 Measures)			
Number of Positions Filled by End of Fiscal Year	New in 2019	New in 2019	55
Number of Positions Not Filled by End of Fiscal Year	New in 2019	New in 2019	92
Number of Disciplinary Actions Processed by Employee Relations	New in 2019	New in 2019	30

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Number of Special Accommodation Requests Approved Through Employee Relations	New in 2019	New in 2019	5
Number of Special Accommodations Requested Through Employee Relations	New in 2019	New in 2019	11
1 - Performance Management (1 Measure)			
Number of DGS-STAT Sessions	New in 2019	New in 2019	3
2 - Coordinate all Acquisition Planning and Execution Activities (7 Measures)			
Number of Invitations for Bid (IFB) Awarded	367	414	207
Number of Contracts Awarded to Small Business Enterprise (SBE) Firms	777	624	513
Number of Request for Proposals (RFPs) Awarded	675	692	235
Number of Ratification Requests Approved	17	8	17
Number of Emergency Procurements Awarded	New in 2019	New in 2019	61
Number of Sole Source Contracts Awarded	New in 2020	New in 2020	New in 2020
Number of Small Purchases Awarded	New in 2020	New in 2020	New in 2020
2 - Maintain the file room and contract files (1 Measure)			
Number of Compliance Audits	New in 2019	New in 2019	5
3 - Building Management (1 Measure)			
Number of Space/School Reservations	New in 2019	New in 2019	905
3 - Property Management (3 Measures)			
Total Dollar Amount Paid for Leased Space	New in 2019	New in 2019	$172,332,591
Number of Buildings Added to DGS Portfolio	New in 2020	New in 2020	New in 2020
Percent Change in District Footprint	New in 2020	New in 2020	New in 2020
4 - Perform existing conditions assessments (8 Measures)			
Dollar Value of Unforeseen Site Condition Change Orders on Active Recreation Projects	New in 2019	New in 2019	965,491.4
Dollar Value of Unforeseen Site Condition Change Orders on Active Municipal Projects	New in 2019	New in 2019	84,680.8
Dollar Value of Owner Directed Change Orders on Active Recreation Projects	New in 2019	New in 2019	1,729,694.5
Dollar Value of Error and Omission Change Orders on Active Recreation Projects	New in 2019	New in 2019	0
Dollar Value of Error and Omission Change Orders on Active Municipal Projects	New in 2019	New in 2019	0
Dollar Value of Owner Directed Change Orders on Active Municipal Projects	New in 2019	New in 2019	1,417,243.7
Dollar Value of Administrative Change Orders on Active Municipal Projects	New in 2020	New in 2020	New in 2020
Dollar Value of Administrative Change Orders on Active Recreation Projects	New in 2020	New in 2020	New in 2020
4 - Provide project management services over design and construction activities (12 Measures)			
Number of Projects - Planning Phase	New in 2018	23	340
Number of Projects - Design Phase	New in 2018	37	170
Number of Projects - Construction Phase	New in 2018	66	309

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Number of Projects - Close-Out Phase	New in 2018	32	164
Number of Owner Directed Change Orders on Active Recreation Projects	New in 2019	New in 2019	11
Number of Owner Directed Change Orders on Active Municipal Projects	New in 2019	New in 2019	6
Number of Owner Unforeseen Site Condition Change Orders on Active Municipal Projects	New in 2019	New in 2019	7
Number of Owner Unforeseen Site Condition Change Orders on Active Recreation Projects	New in 2019	New in 2019	6
Number of Error and Omission Change Orders on Active Recreation Projects	New in 2019	New in 2019	0
Number of Error and Omission Change Orders on Active Municipal Projects	New in 2019	New in 2019	0
Number of Administrative Change Orders on Active Municipal Projects	New in 2020	New in 2020	New in 2020
Number of Administrative Change Orders on Active Recreation Projects	New in 2020	New in 2020	New in 2020
4 - School Modernization, Renovations, and Improvements (10 Measures)			
Number of Small Capital Projects Identified	New in 2018	33	85
Number of Small Capital Projects Completed	New in 2018	76	53
Dollar Value of Owner Directed Change Orders on Active Education Projects	New in 2019	New in 2019	21,539,371
Number of Owner Directed Change Orders on Active Education Projects	New in 2019	New in 2019	20
Number of Error and Omission Change Orders on Active Education Projects	New in 2019	New in 2019	1
Dollar Value of Error and Omission Change Orders on Active Education Projects	New in 2019	New in 2019	1856
Number of Unforeseen Site Condition Change Orders on Active Education Projects	New in 2019	New in 2019	2
Dollar Value of Unforeseen Site Condition Change Orders on Active Education Projects	New in 2019	New in 2019	45,534.9
Number of Administrative Change Orders on Active Education Projects	New in 2020	New in 2020	New in 2020
Dollar Value of Administrative Change Orders on Active Education Projects	New in 2020	New in 2020	New in 2020
5 - Receive, Issue and Complete Work Orders (16 Measures)			
Number of Work Orders Requested - DCPS	New in 2019	New in 2019	20,769
Number of Work Orders Completed - DCPS	New in 2019	New in 2019	16,425
Number of Work Orders Requested - DPR	New in 2019	New in 2019	7984
Number of Work Orders Completed - DPR	New in 2019	New in 2019	6042
Number of Work Orders Requested - Municipal	New in 2019	New in 2019	8571
Number of Work Orders Completed - Municipal	New in 2019	New in 2019	7181
Total Number of Work Orders Requested	New in 2020	New in 2020	New in 2020
Number of Work Orders Requested - FEMS	New in 2020	New in 2020	New in 2020
Number of Work Orders Requested - MPD	New in 2020	New in 2020	New in 2020
Total Number of Work Orders Completed	New in 2020	New in 2020	New in 2020
Number of Work Orders Completed - FEMS	New in 2020	New in 2020	New in 2020
Number of Work Orders Completed - MPD	New in 2020	New in 2020	New in 2020
Number of Emergency Work Orders Completed	New in 2020	New in 2020	New in 2020

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Number of Nonemergency Work Orders Completed	New in 2020	New in 2020	New in 2020
Number of Requests Received Through 311	New in 2020	New in 2020	New in 2020
Number of Unique Properties Serviced	New in 2020	New in 2020	New in 2020
6 - Execute direct staffing at critical locations (2 Measures)			
Dollar Value Associated with Additional Security Request (ASRs) from Outside DGS	New in 2018	$200,226.5	$224,634.2
Number of Events Associated with Additional Security Request (ASRs) from Outside DGS	New in 2018	269	280
6 - Managing and providing security at District owned and leased-properties (2 Measures)			
Number of Service Calls Received by PSD	2715	2169	2727
Number of Incidents Associated with Contract Guard Poor Performance or Corrective Action	New in 2020	New in 2020	New in 2020
6 - Managing Security guard contract (1 Measure)			
Dollar Value of Liquidated Damages, Resulting from Contract Guard Poor Performance or Corrective Action	$16,270	$40,000	$59,100
7 - Bill management (9 Measures)			
Total Portfolio Renewable Energy Consumption	109,161,000	115,224,915	119,877,111
Total Portfolio Natural Gas Consumption (Therms)	7,603,123	8,065,466	8,033,943
Total Portfolio Water Consumption (CCF)	116,239	775,030	823,777
Total Portfolio Waste Generation (Tons)	21,067.9	16,212.7	25,476.2
Total Tonnage Recycled	2106	1791.6	New in 2020
Number of Sites Connected to a Smart Building Network	New in 2020	New in 2020	New in 2020
Total Tonnage of Organics Composted	New in 2020	New in 2020	New in 2020
Number of Stormwater Retention Credits Generated	New in 2020	New in 2020	New in 2020
Total Portfolio Solar PV Capacity	New in 2020	New in 2020	New in 2020
7 - Contract management (1 Measure)			
Total Installed Solar Sites	New in 2019	New in 2019	58

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Communications (1 Strategic Initiative)		
Agency Crisis Communications Plans	In FY 20, DGS will complete its Crisis Communication Plan, designed to provide protocols, guidance, templates and tools for executing emergency and crisis communications during specific incidents and/or events. Included in the Plan will be various checklists and worksheets for use by the Department of General Services, as well as best practice guidance for members of the External Affairs Division and the agency's Incident Command Team (ICT).	09-30-2020
Contract management (2 Strategic initiatives)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Solar IDIQ	In order to expand the use of solar and renewable energy and develop incentives for green construction, in FY20, DGS will finalize the RFP and award a solar indefinite delivery indefinite quantity (IDIQ) contract that will help the District expand the solar Power Purchase Agreements to 15 sites. This will also increase the opportunities for the District's Certified Business Enterprises and small businesses.	09-30-2020
Pilot Energy Savings Performance Contract	In FY 20, DGS will initiate a pilot of an Energy Savings Performance Contract (ESPC). This new approach will allow DGS to perform building improvements that reduce energy and water use while increasing operational efficiency, without the need for huge capital investments	09-30-2020
Education (2 Strategic initiatives)		
Public Facing Online Platform	In FY20, DGS will create a public facing website that displays next-day, 15-minute interval utility consumption and billing data at the building level.	09-30-2020
Finalize SmartRoof and Resilience Guidelines	In FY20, DGS will finalize the SmartRoof and Resilience Guidelines. This will provide a decision-tree and specifications to Capital Construction for selecting sustainability roof technology, including green, cool, and solar roofs. The guidelines will also serve as a resource for design and construction teams to understand and evaluate design options for new construction or major renovations, increasing environmental performance, resilience, and cost-effectiveness for the District.	09-30-2020
Maintenance and Repair (2 Strategic initiatives)		
311 Integration	In FY 20, DGS will fully integrate its mowing work orders into the 311 System for City Services. Now, DC residents will be able to enter their own work order tickets as it relates to overgrown areas. This 311 integration also includes a social media campaign to educate citizens on properties mowed and not mowed by DGS.	09-30-2020
Preventative Maintenance Strategic Plan	In FY 20 DGS will develop a Preventative Maintenance Strategic Plan that will help the agency develop a tactical approach to extending the life of essential assets.	09-30-2020
Performance Management (1 Strategic Initiative)		
Enterprise Wide Database	In FY 20, Performance Management will fully develop an agency-wide performance dashboard that will allow DGS staff to have access to key agency data and metrics. Using data visualizations, this dashboard will simplify complex datasets and allow users to see important data at a glance. The Performance Team will meet with each Division to determine their data needs and gaps, and use those meetings to design and publish the dashboard.	09-30-2020
Property Management (1 Strategic Initiative)		
Leveraging Economic Power of District Leases	In FY20, Portfolio, working in partnership with the Office of the City Administrator and the Deputy Mayor for Economic Development will prepare and implement a mayoral order utilizing the District's leasing power to promote economic growth in underdeveloped areas of the District.	09-30-2020
Protect district facilities, assets, and visitors (1 Strategic Initiative)		
Threat Management System for Facility Risk Assessments	In FY 20, the agency will create a baseline risk assessment for each DGS owned property. Facility risk assessments will provide each agency with a detailed description of the vulnerable areas based on the systematic standards. Throughout the fiscal year the system will be utilized to ensure that DGS' portfolio is assessed, the level of risk captured, and the determination if recommendations were actually implemented by the customer agency.	09-30-2019
Provide project management services over design and construction activities (1 Strategic Initiative)		
Standard Building Specifications Guide	In FY 20, DGS will develop a document that will provide agencies, project managers, architects and engineers a set of standard building specifications for all renovations and new construction. This document will consider building needs and provide an outline for all building projects.	09-30-2020
Special Projects (2 Strategic initiatives)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Public Restroom Facilities Installation and Promotion Act	In FY20, DGS will comply with the Public Restroom Facilities Installation and Promotion Act of 2017 and engage with the DC Public Restroom Initiative in the construction, placement, and maintenance of the stand-alone public restrooms on District property.	09-30-2020
Replacement of School Door Locks	In FY20, DGS will replace all door locks at 54 schools across the District.	09-30-2020

DGS DEPARTMENT OF GENERAL SERVICES BUILD MAINTAIN SUSTAIN

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
8/21/2017	Funded	LX	1	0	$145,508.10	$36,377.03	1	Y	XAA	Y	20	1060	1045	AM10000000	Office of Director	Continuing	1	1	100
3/1/2010	Funded	DS	16	0	$159,395.59	$39,848.90	1	Y	XAA	Y	20	4001	4001	AM10000000	Office of Director	Continuing	1	1	100
	Funded	DS	12	0	$76,126.00	$19,031.50	1	Y	XAA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
4/14/2007	Funded	DS	13	0	$94,811.45	$23,702.86	1	Y	MSS	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
9/21/2015	Funded	DS	14	0	$120,254.35	$30,063.59	1	Y	XAA	Y	20	2001	2001	AM10000000	Office of Director	Continuing	1	1	100
1/20/2015	Funded	XS	8	0	$124,443.57	$31,110.89	1	Y	XAA	Y	20	1080	1080	AM10000000	Office of Director	Continuing	1	1	100
9/16/2019	Funded	LX	2	0	$186,430.00	$46,607.50	1	N	XAA	Y	20	1060	1045	AM10000000	Office of Director	Continuing	1	1	100
5/16/2016	Funded	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	4001	4001	AM10000000	Office of Director	Continuing	1	1	100
6/17/2002	Funded	DX	E5	0	$218,126.19	$54,531.55	1	Y	XXX	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
2/6/2017	Funded	XS	11	0	$203,125.20	$50,781.30	1	N	XAA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
	Funded	DS	13	0	$87,703.00	$21,925.75	1	N	XAA	Y	20	1010	1010	AM10000000	Office of Director	Continuing	1	1	100
8/24/2015	Funded	LX	1	0	$146,358.62	$36,589.66	1	N	XAA	Y	20	1060	1045	AM10000000	Office of Director	Continuing	1	1	100
5/11/2008	Funded	DS	16	0	$185,960.32	$46,490.08	1	Y	XAA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
11/13/2007	Funded	LX	1	0	$145,501.65	$36,375.41	1	N	XAA	Y	20	1060	1045	AM10000000	Office of Director	Continuing	1	1	100
5/31/2016	Funded	DS	13	1	$87,703.00	$21,925.75	1	Y	XAA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
7/14/2003	Funded	DS	13	5	$98,947.00	$24,736.75	0.4	Y	XAA	Y	20	3010	3010	AM10000000	Office of Director	Continuing	1	1	40
7/14/2003	Funded	DS	13	5	$98,947.00	$24,736.75	0.6	Y	XAA	Y	20	3009	3009	AM10000000	Office of Director	Continuing	1	1	60
8/29/2016	Funded	DS	13	5	$98,947.00	$24,736.75	0.5	Y	XAA	Y	20	3002	3002	AM10000000	Office of Director	Continuing	1	1	50
8/29/2016	Funded	DS	13	5	$98,947.00	$24,736.75	0.5	Y	XAA	Y	20	3009	3009	AM10000000	Office of Director	Continuing	1	1	50
7/1/2012	Funded	DS	14	2	$106,977.00	$26,744.25	1	Y	XAA	Y	20	3009	3009	AM10000000	Office of Director	Continuing	1	1	100
	Funded	DS	11	0	$61,521.00	$15,380.25	1	Y	XAA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
4/18/2016	Funded	DS	14	10	$133,535.38	$33,383.85	0.3	Y	XAA	Y	20	3002	3002	AM10000000	Office of Director	Continuing	1	1	30
4/18/2016	Funded	DS	14	10	$133,535.38	$33,383.85	0.3	Y	XAA	Y	20	3010	3010	AM10000000	Office of Director	Continuing	1	1	30
4/18/2016	Funded	DS	14	10	$133,535.38	$33,383.85	0.4	Y	XAA	Y	20	3009	3009	AM10000000	Office of Director	Continuing	1	1	40
11/27/1989	Funded	DS	9	8	$62,483.00	$15,620.75	1	Y	XAA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
4/28/2008	Funded	DS	12	7	$90,292.00	$22,573.00	1	Y	XAA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
4/3/2017	Funded	DS	7	10	$55,485.00	$13,871.25	1	Y	XAA	Y	20	3002	3002	AM10000000	Office of Director	Continuing	1	1	100
1/8/2018	Funded	DS	14	0	$124,443.57	$31,110.89	1	Y	MSS	Y	20	4001	4001	AM10000000	Office of Director	Continuing	1	1	100
12/14/2015	Funded	DS	14	0	$135,264.75	$33,816.19	1	Y	MSS	Y	20	3010	3010	AM10000000	Office of Director	Continuing	1	1	100
7/1/1997	Funded	DS	11	6	$71,406.00	$17,851.50	1	N	XAA	Y	20	3009	3009	AM10000000	Office of Director	Continuing	1	1	100
9/15/2008	Funded	LA	15	10	$177,661.00	$44,415.25	1	N	BQA	Y	20	1060	1045	AM10000000	Office of Director	Continuing	1	1	100
8/21/2017	Funded	DS	11	10	$79,314.00	$19,828.50	1	N	XAA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
3/24/2014	Funded	LA	13	5	$113,481.00	$28,370.25	1	N	BQA	Y	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
12/29/2003	Funded	DS	15	0	$167,586.15	$41,896.54	1	N	MSS	N	20	1090	1090	AM10000000	Office of Director	Continuing	1	1	100
6/15/2015	Funded	DS	9	8	$62,483.00	$15,620.75	1	Y	XAA	Y	20	1040	1040	AM10100000	Information Technology	Continuing	1	1	100
3/24/2008	Funded	DS	14	5	$116,937.00	$29,234.25	1	Y	XAA	Y	20	1040	1040	AM10100000	Information Technology	Continuing	1	1	100
11/28/2016	Funded	DS	14	10	$133,537.00	$33,384.25	1	Y	XAA	Y	20	1040	1040	AM10100000	Information Technology	Continuing	1	1	100
	Funded	DS	16	0	$159,396.00	$39,849.00	1	Y	MSS	Y	20	1040	1040	AM10100000	Information Technology	Continuing	1	1	100
5/31/2016	Funded	DS	13	10	$113,002.00	$28,250.50	1	Y	XAA	Y	20	1040	1040	AM10100000	Information Technology	Continuing	1	1	100
8/27/2012	Funded	DS	12	4	$83,209.00	$20,802.25	1	N	XAA	Y	20	1010	1010	AM10100000	Information Technology	Continuing	1	1	100
	Funded	DS	13	0	$87,703.00	$21,925.75	1	Y	XAA	Y	20	1010	1010	AM10200000	Human Resources and Training	Continuing	1	1	100
7/11/2005	Funded	DS	13	0	$115,025.90	$28,756.48	1	Y	MSS	Y	20	1010	1010	AM10200000	Human Resources and Training	Continuing	1	1	100
7/22/2019	Funded	DS	13	7	$104,569.00	$26,142.25	1	N	XAA	Y	20	1010	1010	AM10200000	Human Resources and Training	Continuing	1	1	100
	Funded	DS	12	0	$76,126.00	$19,031.50	1	Y	XAA	Y	20	1010	1010	AM10200000	Human Resources and Training	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
5/31/2016	Funded	DS	12	2	$78,487.00	$19,621.75	1	Y	XAA	Y	20	3002	3002	AM10200000	Human Resources and Training	Continuing	1	1	100
1/25/2016	Funded	DS	13	2	$90,514.00	$22,628.50	1	Y	XAA	Y	20	1010	1010	AM10200000	Human Resources and Training	Continuing	1	1	100
1/3/2011	Funded	DS	14	3	$110,297.00	$27,574.25	1	N	XAA	Y	20	1010	1010	AM10200000	Human Resources and Training	Continuing	1	1	100
7/24/2017	Funded	DS	13	1	$87,703.00	$21,925.75	1	Y	XAA	Y	20	1080	1080	AM10300000	Communications and Legislative	Continuing	1	1	100
	Funded	DS	15	0	$143,646.00	$35,911.50	1	Y	MSS	Y	20	1090	1090	AM10300000	Communications and Legislative	Continuing	1	1	100
8/11/2014	Funded	DS	12	7	$90,293.92	$22,573.48	1	Y	XAA	Y	20	5001	5001	AM10300000	Communications and Legislative	Continuing	1	1	100
10/16/2017	Funded	DS	13	2	$90,514.00	$22,628.50	1	Y	XAA	Y	20	3010	3010	AM10300000	Communications and Legislative	Continuing	1	1	100
	Funded	DS	11	0	$61,521.00	$15,380.25	1	Y	XAA	Y	20	1080	1080	AM10300000	Communications and Legislative	Continuing	1	1	100
1/14/2013	Funded	DS	13	10	$113,002.00	$28,250.50	1	Y	XAA	Y	20	1090	1090	AM10400000	Resource Allocation	Continuing	1	1	100
11/8/1983	Funded	DS	11	10	$79,314.00	$19,828.50	1	Y	XAA	Y	20	1090	1090	AM10400000	Resource Allocation	Continuing	1	1	100
3/17/2008	Funded	DS	14	9	$130,217.00	$32,554.25	1	Y	XAA	Y	20	1090	1090	AM10400000	Resource Allocation	Continuing	1	1	100
5/29/2007	Funded	DS	14	0	$146,888.30	$36,722.08	1	Y	MSS	Y	20	1090	1090	AM10400000	Resource Allocation	Continuing	1	1	100
10/1/1985	Funded	DS	11	8	$75,360.00	$18,840.00	1	Y	XAA	Y	20	1090	1090	AM10400000	Resource Allocation	Continuing	1	1	100
2/8/2016	Funded	DS	14	4	$113,617.00	$28,404.25	1	Y	XAA	Y	20	2001	2001	AM11000000	Portfolio Division	Continuing	1	1	100
7/10/2017	Funded	DS	16	0	$172,597.82	$43,149.46	1	Y	MSS	Y	20	2001	2001	AM11000000	Portfolio Division	Continuing	1	1	100
5/13/2019	Funded	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	3010	3010	AM11000000	Portfolio Division	Continuing	1	1	100
10/28/2019	Funded	DS	14	0	$135,000.00	$33,750.00	1	Y	XAA	Y	20	2001	2001	AM11000000	Portfolio Division	Continuing	1	1	100
1/3/2011	Funded	DS	15	0	$156,585.63	$39,146.41	1	Y	MSS	Y	20	2001	2001	AM11000000	Portfolio Division	Continuing	1	1	100
11/25/2019	Funded	DS	13	6	$101,758.00	$25,439.50	1	N	XAA	Y	20	2001	2001	AM11000000	Portfolio Division	Continuing	1	1	100
8/18/2008	Funded	DS	14	6	$120,257.00	$30,064.25	1	Y	XAA	Y	20	2006	2006	AM11300000	Realty Management	Continuing	1	1	100
11/26/2007	Funded	DS	13	8	$107,380.00	$26,845.00	1	Y	XAA	Y	20	2001	2001	AM11300000	Realty Management	Continuing	1	1	100
5/12/2008	Funded	DS	14	10	$133,537.00	$33,384.25	1	Y	XAA	Y	20	2001	2001	AM11300000	Realty Management	Continuing	1	1	100
4/18/2016	Funded	DS	14	0	$126,097.57	$31,524.39	1	N	MSS	Y	20	2001	2001	AM11300000	Realty Management	Continuing	1	1	100
1/5/2015	Funded	DS	12	1	$76,126.00	$19,031.50	0.4	Y	XAA	Y	20	3009	3009	AM11300000	Realty Management	Continuing	1	1	40
1/5/2015	Funded	DS	12	1	$76,126.00	$19,031.50	0.3	Y	XAA	Y	20	3010	3010	AM11300000	Realty Management	Continuing	1	1	30
1/5/2015	Funded	DS	12	1	$76,126.00	$19,031.50	0.3	Y	XAA	Y	20	3002	3002	AM11300000	Realty Management	Continuing	1	1	30
7/1/1993	Funded	DS	14	0	$107,842.68	$26,960.67	1	Y	XAA	Y	20	2101	2101	AM11300000	Realty Management	Continuing	1	1	100
9/14/2009	Funded	DS	12	4	$83,209.00	$20,802.25	1	Y	XAA	Y	20	2101	2101	AM11300000	Realty Management	Continuing	1	1	100
2/23/1974	Funded	DS	12	8	$92,653.00	$23,163.25	1	Y	XAA	Y	20	2101	2101	AM11300000	Realty Management	Continuing	1	1	100
9/28/1987	Funded	DS	12	6	$87,931.00	$21,982.75	1	N	XAA	Y	20	2101	2101	AM11300000	Realty Management	Continuing	1	1	100
	Funded	DS	9	0	$51,059.00	$12,764.75	1	N	XAA	Y	20	2101	2101	AM11300000	Realty Management	Continuing	1	1	100
1/10/2005	Funded	DS	13	7	$104,569.00	$26,142.25	1	N	XAA	Y	20	2001	2001	AM11300000	Realty Management	Continuing	1	1	100
8/10/2015	Funded	DS	12	6	$87,931.00	$21,982.75	1	N	XAA	Y	20	2006	2006	AM11300000	Realty Management	Continuing	1	1	100
8/10/2015	Funded	WS	5	7	$52,270.40	$13,067.60	1	N	AKB	Y	20	2006	2006	AM11300000	Realty Management	Continuing	1	1	100
10/6/2014	Funded	DS	12	5	$85,570.00	$21,392.50	1	N	XAA	Y	20	2006	2006	AM11300000	Realty Management	Continuing	1	1	100
	Funded	DS	11	0	$61,521.00	$15,380.25	1	N	XAA	Y	20	2001	2001	AM11300000	Realty Management	Continuing	1	1	100
	Funded	DS	11	0	$61,521.00	$15,380.25	1	N	XAA	Y	20	2001	2001	AM11300000	Realty Management	Continuing	1	1	100
7/13/2015	Funded	DS	12	5	$85,570.00	$21,392.50	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
	Funded	DS	12	0	$76,126.00	$19,031.50	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
11/19/2012	Funded	DS	12	5	$85,570.00	$21,392.50	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
10/26/2008	Funded	DS	14	0	$124,443.57	$31,110.89	1	Y	MSS	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
	Funded	DS	11	4	$67,452.00	$16,863.00	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
	Funded	DS	13	10	$113,002.00	$28,250.50	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
7/13/2015	Funded	DS	13	3	$93,325.00	$23,331.25	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
4/4/2016	Funded	DS	12	9	$95,014.00	$23,753.50	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
10/5/2015	Funded	DS	16	0	$185,960.90	$46,490.23	1	Y	MSS	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
11/7/2011	Funded	DS	14	10	$133,537.00	$33,384.25	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
	Funded	DS	13	0	$87,703.00	$21,925.75	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
10/5/2015	Funded	DS	7	10	$55,485.00	$13,871.25	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
	Funded	DS	11	10	$79,314.00	$19,828.50	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
1/6/2020	Funded	DS	9	4	$55,955.00	$13,988.75	1	Y	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
8/7/2017	Funded	DS	15	0	$158,238.12	$39,559.53	1	Y	MSS	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
8/20/2018	Funded	DS	14	0	$135,002.10	$33,750.53	1	N	MSS	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
3/4/2019	Funded	DS	14	0	$131,943.00	$32,985.75	1	N	MSS	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
9/30/2019	Funded	DS	12	7	$90,292.00	$22,573.00	1	N	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
8/21/2017	Funded	DS	11	2	$63,498.00	$15,874.50	1	N	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
8/15/2011	Funded	DS	13	1	$87,703.00	$21,925.75	1	N	XAA	Y	20	6001	6001	AM12000000	Contracting and Procurement	Continuing	1	1	100
8/28/2000	Funded	DS	13	8	$116,145.00	$29,036.25	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
11/12/2019	Funded	DS	14	1	$112,111.00	$28,027.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
3/11/2013	Funded	DS	13	9	$119,186.00	$29,796.50	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
4/28/2008	Funded	DS	14	6	$130,071.00	$32,517.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
7/13/2015	Funded	DS	14	6	$130,071.00	$32,517.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
4/2/1982	Funded	DS	13	9	$119,186.00	$29,796.50	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
7/13/2015	Funded	DS	14	7	$133,663.00	$33,415.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
8/31/1998	Funded	DS	15	0	$152,988.25	$38,247.06	1	Y	XAA	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
	Funded	DS	13	0	$94,858.00	$23,714.50	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
5/1/2017	Funded	DS	15	0	$150,978.43	$37,744.61	1	Y	MSS	Y	20	3002	3002	AM13000000	Capital Construction Services	Continuing	1	1	100
5/1/2017	Funded	DS	15	0	$152,337.00	$38,084.25	1	Y	XAA	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
9/18/2017	Funded	DS	14	1	$112,111.00	$28,027.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
1/5/2009	Funded	DS	14	7	$133,663.00	$33,415.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
5/13/2019	Funded	DS	14	10	$144,439.00	$36,109.75	1	Y	BEG	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
11/28/2005	Funded	DS	15	0	$149,332.28	$37,333.07	1	Y	MSS	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
3/26/2018	Funded	XS	10	0	$180,544.56	$45,136.14	1	Y	XAA	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
3/3/2008	Funded	DS	12	8	$92,653.00	$23,163.25	1	Y	XAA	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
5/27/2008	Funded	DS	14	6	$130,071.00	$32,517.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
8/7/2000	Funded	DS	12	9	$95,014.00	$23,753.50	1	Y	XAA	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
	Funded	DS	16	0	$159,396.00	$39,849.00	1	Y	MSS	Y	20	5010	5010	AM13000000	Capital Construction Services	Continuing	1	1	100
	Funded	DS	15	0	$143,646.00	$35,911.50	1	Y	MSS	Y	20	3002	3002	AM13000000	Capital Construction Services	Continuing	1	1	100
11/3/2014	Funded	DS	12	6	$95,111.00	$23,777.75	1	N	BEG	Y	20	2001	2001	AM13000000	Capital Construction Services	Term	1	1	100
3/31/2008	Funded	DS	15	0	$142,085.17	$35,521.29	1	N	MSS	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
12/24/2007	Funded	DS	13	3	$93,325.00	$23,331.25	1	Y	XAA	Y	20	5001	5010	AM13000000	Capital Construction Services	Continuing	1	1	100
10/30/2017	Funded	DS	13	5	$107,022.00	$26,755.50	1	Y	BEG	Y	20	5010	5010	AM13000000	Capital Construction Services	Continuing	1	1	100
8/5/2019	Funded	DS	14	9	$140,847.00	$35,211.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
4/23/1990	Funded	DS	13	9	$119,186.00	$29,796.50	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
12/16/2013	Funded	DS	14	9	$140,847.00	$35,211.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
3/20/2017	Funded	DS	13	3	$93,325.21	$23,331.30	1	Y	XAA	Y	20	3010	3010	AM13000000	Capital Construction Services	Continuing	1	1	100
	Funded	DS	14	1	$112,111.00	$28,027.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
7/15/2013	Funded	DS	14	9	$140,847.00	$35,211.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
4/5/1999	Funded	DS	16	0	$185,943.10	$46,485.78	1	Y	MSS	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
	Funded	DS	14	0	$112,111.00	$28,027.75	0.5	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	50
	Funded	DS	14	0	$112,111.00	$28,027.75	0.25	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	25
	Funded	DS	14	0	$112,111.00	$28,027.75	0.25	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	25
1/15/2003	Funded	DS	14	7	$133,663.00	$33,415.75	0.5	Y	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	50
1/15/2003	Funded	DS	14	7	$133,663.00	$33,415.75	0.25	Y	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	25
1/15/2003	Funded	DS	14	7	$133,663.00	$33,415.75	0.25	Y	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	25
6/24/1996	Funded	DS	13	6	$110,063.00	$27,515.75	1	Y	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
12/12/2004	Funded	DS	14	7	$133,663.00	$33,415.75	1	Y	BEG	Y	20	5010	5010	AM13000000	Capital Construction Services	Continuing	1	1	100
6/11/2001	Funded	DS	14	5	$126,479.00	$31,619.75	0.5	Y	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	50
6/11/2001	Funded	DS	14	5	$126,479.00	$31,619.75	0.25	Y	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	25
6/11/2001	Funded	DS	14	5	$126,479.00	$31,619.75	0.25	Y	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	25
8/13/2004	Funded	DS	14	7	$133,663.00	$33,415.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
8/18/1997	Funded	DS	15	0	$121,202.11	$30,300.53	1	Y	XAA	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
10/16/1971	Funded	DS	13	5	$107,022.00	$26,755.50	1	Y	BEG	Y	20	5101	5101	AM13000000	Capital Construction Services	Continuing	1	1	100
11/12/2019	Funded	DS	16	0	$159,396.00	$39,849.00	1	Y	MSS	Y	20	1090	1090	AM13000000	Capital Construction Services	Continuing	1	1	100
2/21/1992	Funded	DS	13	6	$110,063.00	$27,515.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
4/19/2004	Funded	DS	13	6	$110,063.00	$27,515.75	1	Y	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
3/2/2009	Funded	DS	14	0	$124,158.26	$31,039.57	1	Y	MSS	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
4/8/2013	Funded	DS	14	9	$140,847.00	$35,211.75	1	N	BEG	Y	20	5001	5010	AM13000000	Capital Construction Services	Continuing	1	1	100
6/25/2018	Funded	DS	15	0	$167,586.46	$41,896.62	1	N	MSS	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
	Funded	DS	13	0	$94,858.00	$23,714.50	1	N	BEG	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
6/24/2019	Funded	DS	14	10	$144,439.00	$36,109.75	1	N	BEG	Y	20	5001	5001	AM13000000	Capital Construction Services	Continuing	1	1	100
10/2/2017	Funded	DS	14	6	$130,071.00	$32,517.75	1	N	BEG	Y	10	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	100
11/27/2017	Funded	DS	14	3	$119,295.00	$29,823.75	0.67	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	67
11/27/2017	Funded	DS	14	3	$119,295.00	$29,823.75	0.33	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	33
	Funded	DS	14	0	$112,111.00	$28,027.75	0.67	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	67
	Funded	DS	14	0	$112,111.00	$28,027.75	0.33	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	33
	Funded	DS	14	0	$112,111.00	$28,027.75	0.33	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	33
	Funded	DS	14	0	$112,111.00	$28,027.75	0.67	N	BEG	Y	08	2003	2003	AM13000000	Capital Construction Services	Continuing	1	1	67
7/10/2006	Funded	DS	6	10	$54,201.00	$13,550.25	1	Y	BED	Y	20	3001	3001	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
6/17/2013	Funded	DS	13	7	$104,569.00	$26,142.25	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/6/2020	Funded	DS	12	1	$76,126.00	$19,031.50	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/22/2008	Funded	WS	5	7	$57,158.40	$14,289.60	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/15/2013	Funded	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
5/1/2002	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
6/18/2012	Funded	DS	6	7	$46,127.00	$11,531.75	1	Y	XAA	Y	20	6001	6001	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/7/1986	Funded	WS	7	10	$64,147.20	$16,036.80	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/5/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
8/30/2010	Funded	WS	8	10	$67,683.20	$16,920.80	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/8/2018	Funded	DS	5	10	$45,203.00	$11,300.75	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
3/21/2016	Funded	DS	15	0	$143,645.04	$35,911.26	1	Y	MSS	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
2/25/2013	Funded	WS	5	8	$53,747.20	$13,436.80	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
	Funded	WS	11	1	$59,904.00	$14,976.00	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100

DGS DEPARTMENT OF GENERAL SERVICES BUILD MAINTAIN SUSTAIN

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
3/12/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/5/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/9/2009	Funded	WS	5	7	$52,270.40	$13,067.60	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/5/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/5/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/30/2017	Funded	WS	10	3	$66,955.20	$16,738.80	1	Y	BED	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/13/2018	Funded	DS	12	7	$90,292.00	$22,573.00	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/5/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
9/5/2017	Funded	DS	12	3	$80,848.00	$20,212.00	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/25/2010	Funded	DS	9	5	$57,587.00	$14,396.75	1	Y	XAA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/19/2012	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/31/2000	Funded	WS	6	10	$60,340.80	$15,085.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
5/21/2001	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKB	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
4/24/2000	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
8/8/2016	Funded	DS	6	4	$45,573.00	$11,393.25	1	Y	BED	Y	20	3001	3001	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
9/16/2019	Funded	WS	5	1	$43,409.60	$10,852.40	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Term	1	1	100
	Funded	WS	7	1	$48,984.00	$12,246.00	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
4/24/2000	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
5/1/2002	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/5/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/28/2003	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/25/2010	Funded	DS	12	7	$90,292.00	$22,573.00	1	Y	XAA	Y	20	3004	3004	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/25/1999	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/2/1992	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
3/12/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
5/10/1985	Funded	DS	6	10	$54,201.00	$13,550.25	1	Y	BED	Y	20	3001	3001	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/9/2001	Funded	DS	12	9	$95,014.00	$23,753.50	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/30/1992	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
	Funded	WS	5	1	$43,405.00	$10,851.25	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/10/2006	Funded	DS	6	10	$54,201.00	$13,550.25	1	Y	BED	Y	20	3001	3001	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
8/13/1990	Funded	DS	9	10	$65,747.00	$16,436.75	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/17/2016	Funded	DS	14	0	$141,937.09	$35,484.27	1	Y	MSS	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/17/2000	Funded	DS	15	0	$147,731.61	$36,932.90	1	Y	MSS	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/15/1979	Funded	DS	9	10	$71,106.00	$17,776.50	1	Y	BED	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
8/27/2012	Funded	WS	5	5	$49,316.80	$12,329.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/5/2009	Funded	WS	7	7	$59,092.80	$14,773.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/30/2006	Funded	WS	5	8	$53,747.20	$13,436.80	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
6/15/2009	Funded	WS	5	7	$52,270.40	$13,067.60	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/5/2012	Funded	WS	5	5	$49,315.00	$12,328.75	1	Y	AKB	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/1/1987	Funded	DS	9	9	$64,115.00	$16,028.75	1	Y	XAA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
12/26/2006	Funded	WS	5	8	$53,747.20	$13,436.80	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
5/31/2005	Funded	WS	7	9	$62,462.40	$15,615.60	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
5/16/2005	Funded	WS	6	8	$57,137.60	$14,284.40	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/23/2006	Funded	WS	6	9	$58,739.20	$14,684.80	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
5/16/2005	Funded	WS	6	9	$58,739.20	$14,684.80	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/12/2009	Funded	WS	5	7	$52,270.40	$13,067.60	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/1/2005	Funded	WS	6	10	$60,340.80	$15,085.20	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
9/19/2016	Funded	WS	8	6	$60,611.20	$15,152.80	1	N	AKB	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
	Funded	WS	5	0	$43,405.00	$10,851.25	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/16/2012	Funded	WS	5	6	$50,801.00	$12,700.25	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
4/9/2007	Funded	WS	5	6	$50,793.60	$12,698.40	1	Y	BHA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
4/6/2015	Funded	XS	11	0	$177,942.40	$44,485.60	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
8/3/2008	Funded	DS	14	10	$133,537.00	$33,384.25	0.2	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	20
8/3/2008	Funded	DS	14	10	$133,537.00	$33,384.25	0.8	Y	XAA	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	80
9/1/1970	Funded	DS	9	7	$60,851.00	$15,212.75	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
12/7/2008	Funded	DS	12	8	$92,653.00	$23,163.25	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
3/11/1991	Funded	WS	12	10	$82,097.60	$20,524.40	1	Y	AKA	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/5/2009	Funded	DS	11	6	$71,406.00	$17,851.50	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/2/2012	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
7/2/2012	Funded	WS	12	10	$82,097.60	$20,524.40	0.4	Y	AKA	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	40
7/2/2012	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
	Funded	WS	9	0	$54,267.20	$13,566.80	0.4	Y	AKB	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	40
	Funded	WS	9	0	$54,267.20	$13,566.80	0.3	Y	AKB	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
	Funded	WS	9	0	$54,267.20	$13,566.80	0.3	Y	AKB	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
10/25/2010	Funded	DS	11	2	$63,498.00	$15,874.50	0.4	Y	XAA	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	40
10/25/2010	Funded	DS	11	2	$63,498.00	$15,874.50	0.3	Y	XAA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
10/25/2010	Funded	DS	11	2	$63,498.00	$15,874.50	0.3	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
2/4/2019	Funded	DS	9	4	$60,522.00	$15,130.50	1	Y	BED	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/25/2010	Funded	DS	14	0	$109,708.26	$27,427.07	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
5/2/1988	Funded	WS	12	9	$79,934.40	$19,983.60	0.4	Y	AKA	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	40
5/2/1988	Funded	WS	12	9	$79,934.40	$19,983.60	0.3	Y	AKA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
5/2/1988	Funded	WS	12	9	$79,934.40	$19,983.60	0.3	Y	AKA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
4/14/2000	Funded	DS	7	8	$56,841.00	$14,210.25	1	Y	BED	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
2/4/2019	Funded	DS	9	4	$60,522.00	$15,130.50	1	Y	BED	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
	Funded	DS	11	0	$61,521.00	$15,380.25	0.3	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
	Funded	DS	11	0	$61,521.00	$15,380.25	0.3	Y	XAA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
	Funded	DS	11	0	$61,521.00	$15,380.25	0.4	Y	XAA	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	40
6/20/2011	Funded	DS	13	6	$101,758.00	$25,439.50	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
3/12/2018	Funded	DS	15	0	$157,590.00	$39,397.50	1	Y	MSS	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
4/16/2007	Funded	DS	14	0	$121,179.50	$30,294.88	0.4	Y	MSS	Y	20	3009	3009	AM14000000	Facillty Operations and Mainte	Continuing	1	1	40
4/16/2007	Funded	DS	14	0	$121,179.50	$30,294.88	0.3	Y	MSS	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
4/16/2007	Funded	DS	14	0	$121,179.50	$30,294.88	0.3	Y	MSS	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	30
	Funded	DS	12	0	$97,853.00	$24,463.25	1	Y	MSS	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/17/1997	Funded	ED	12	10	$82,097.60	$20,524.40	1	Y	AKA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/12/1999	Funded	DS	9	5	$57,587.00	$14,396.75	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
6/20/2011	Funded	DS	12	6	$87,931.00	$21,982.75	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
7/14/2014	Funded	DS	13	8	$107,380.00	$26,845.00	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/25/2010	Funded	DS	6	7	$49,887.00	$12,471.75	1	Y	BED	Y	20	3001	3001	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
	Funded	DS	7	0	$42,273.00	$10,568.25	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
11/5/2012	Funded	WS	5	4	$47,840.00	$11,960.00	1	Y	AKB	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/28/2013	Funded	WS	5	4	$47,830.00	$11,957.50	1	Y	AKB	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
10/29/2007	Funded	DS	11	10	$79,314.00	$19,828.50	1	N	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/28/1974	Funded	DS	9	6	$59,219.00	$14,804.75	1	Y	XAA	Y	20	3002	3002	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
8/1/2002	Funded	DS	11	7	$73,383.00	$18,345.75	1	Y	XAA	Y	20	3010	3010	AM14000000	Facillty Operations and Mainte	Continuing	1	1	100
1/14/2013	Funded	DS	13	10	$113,002.00	$28,250.50	1	Y	XAA	Y	20	3002	3002	AM14100000	Safety and Environmental	Continuing	1	1	100
	Funded	DS	11	0	$61,521.00	$15,380.25	0.2	Y	XAA	Y	20	3002	3002	AM14100000	Safety and Environmental	Continuing	1	1	20
	Funded	DS	11	0	$61,521.00	$15,380.25	0.3	Y	XAA	Y	20	3010	3010	AM14100000	Safety and Environmental	Continuing	1	1	30
	Funded	DS	11	0	$61,521.00	$15,380.25	0.5	Y	XAA	Y	20	3009	3009	AM14100000	Safety and Environmental	Continuing	1	1	50
3/16/1987	Funded	DS	15	0	$130,031.25	$32,507.81	1	Y	MSS	Y	20	3002	3002	AM14100000	Safety and Environmental	Continuing	1	1	100
11/29/2005	Funded	DS	14	0	$113,234.00	$28,308.50	1	Y	MSS	Y	20	3002	3002	AM14100000	Safety and Environmental	Continuing	1	1	100
	Funded	DS	14	0	$103,657.00	$25,914.25	1	Y	XAA	Y	20	3002	3002	AM14100000	Safety and Environmental	Continuing	1	1	100
4/7/2011	Funded	DS	13	7	$104,569.00	$26,142.25	1	Y	XAA	Y	20	1195	1195	AM14100000	Safety and Environmental	Continuing	1	1	100
4/17/2011	Funded	DS	13	10	$113,002.00	$28,250.50	1	Y	XAA	Y	20	1195	1195	AM14100000	Safety and Environmental	Continuing	1	1	100
8/1/2002	Funded	DS	8	5	$52,336.00	$13,084.00	1	Y	XAA	Y	20	1195	1195	AM14100000	Safety and Environmental	Continuing	1	1	100
3/29/1977	Funded	DS	13	5	$98,947.00	$24,736.75	1	Y	XAA	Y	10	2003	2003	AM14100000	Safety and Environmental	Continuing	1	1	100
2/6/2006	Funded	DS	13	0	$104,522.33	$26,130.58	1	Y	MSS	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
8/4/2008	Funded	DS	13	0	$99,325.42	$24,831.36	1	Y	MSS	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
9/17/2018	Funded	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	3008	3008	AM14200000	Building Management	Continuing	1	1	100
6/15/1998	Funded	DS	9	10	$71,106.00	$17,776.50	1	Y	FAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
4/13/2009	Funded	DS	13	7	$104,569.00	$26,142.25	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
9/17/2007	Funded	DS	13	10	$113,002.00	$28,250.50	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
2/22/1988	Funded	DS	12	9	$95,014.00	$23,753.50	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
9/14/1987	Funded	DS	12	6	$87,931.00	$21,982.75	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
8/20/2007	Funded	DS	12	2	$78,487.00	$19,621.75	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
10/29/1984	Funded	DS	14	0	$135,938.04	$33,984.51	1	Y	MSS	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
1/25/1993	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BMA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
4/4/2016	Funded	DS	12	1	$76,126.00	$19,031.50	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
10/25/2010	Funded	DS	12	6	$87,931.00	$21,982.75	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
10/29/2007	Funded	DS	14	0	$118,450.00	$29,612.50	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
3/10/2014	Funded	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
9/6/2005	Funded	DS	13	0	$99,326.38	$24,831.60	1	Y	MSS	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
3/7/2016	Funded	DS	12	8	$92,653.00	$23,163.25	1	N	XAA	Y	20	6001	6001	AM14200000	Building Management	Continuing	1	1	100
10/14/1986	Funded	DS	12	8	$92,653.00	$23,163.25	1	N	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
10/15/2007	Funded	DS	13	0	$93,776.00	$23,444.00	1	N	MSS	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
5/23/1995	Funded	DS	13	0	$93,776.43	$23,444.11	1	N	MSS	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
1/5/2005	Funded	WS	7	6	$57,408.00	$14,352.00	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
4/22/2013	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
8/22/1983	Funded	WS	11	10	$78,624.00	$19,656.00	0.5	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	50
8/22/1983	Funded	WS	11	10	$78,624.00	$19,656.00	0.5	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	50
3/21/1977	Funded	WS	11	10	$78,624.00	$19,656.00	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
5/30/2010	Funded	ED	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
11/22/1985	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100

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as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
2/8/1978	Funded	ED	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
7/30/2012	Funded	WS	10	10	$75,004.80	$18,751.20	0.25	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	25
7/30/2012	Funded	WS	10	10	$75,004.80	$18,751.20	0.75	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	75
5/21/2012	Funded	WS	10	10	$75,004.80	$18,751.20	0.2	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	20
5/21/2012	Funded	WS	10	10	$75,004.80	$18,751.20	0.8	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	80
	Funded	WS	15	0	$55,658.00	$13,914.50	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
12/11/2017	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
12/26/2017	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
	Funded	WS	9	0	$54,267.20	$13,566.80	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
1/27/1975	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
	Funded	WS	10	0	$57,033.60	$14,258.40	0.5	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	50
	Funded	WS	10	0	$57,033.60	$14,258.40	0.5	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	50
12/5/1988	Funded	WS	11	10	$78,624.00	$19,656.00	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
	Funded	WS	7	0	$48,984.00	$12,246.00	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
4/4/2016	Funded	DS	14	0	$117,831.93	$29,457.98	1	Y	MSS	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
9/11/1969	Funded	WS	11	10	$78,624.00	$19,656.00	1	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
9/12/1966	Funded	WS	11	10	$78,624.00	$19,656.00	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
8/21/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.34	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	34
8/21/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.33	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	33
8/21/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.33	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	33
10/6/2014	Funded	WS	10	5	$65,020.80	$16,255.20	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
9/24/2012	Funded	WS	10	0	$89,464.10	$22,366.03	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
	Funded	DS	13	0	$112,531.00	$28,132.75	1	Y	MSS	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
4/8/2013	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40
4/8/2013	Funded	WS	10	10	$75,004.80	$18,751.20	0.6	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	60
10/25/2010	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
8/12/2013	Funded	WS	10	10	$75,004.80	$18,751.20	0.5	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	50
8/12/2013	Funded	WS	10	10	$75,004.80	$18,751.20	0.5	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	50
	Funded	WS	3	0	$39,684.00	$9,921.00	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
12/30/2013	Funded	WS	11	10	$87,256.00	$21,814.00	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
3/25/1986	Funded	WS	10	0	$89,460.80	$22,365.20	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
9/23/1974	Funded	ED	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
5/29/1976	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
2/20/2018	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
12/31/2012	Funded	WS	11	0	$79,346.35	$19,836.59	0.67	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	67
12/31/2012	Funded	WS	11	0	$79,346.35	$19,836.59	0.33	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	33
10/13/2009	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
11/3/2014	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
8/25/1999	Funded	WS	12	0	$94,224.00	$23,556.00	0.3	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	30
8/25/1999	Funded	WS	12	0	$94,224.00	$23,556.00	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40
8/25/1999	Funded	WS	12	0	$94,224.00	$23,556.00	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
5/31/2009	Funded	WS	11	0	$91,665.60	$22,916.40	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
3/25/2013	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
3/26/1984	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
2/6/2017	Funded	DS	12	5	$85,570.00	$21,392.50	1	Y	XAA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
2/21/2001	Funded	WS	9	6	$63,731.20	$15,932.80	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
9/9/2013	Funded	WS	11	10	$78,624.00	$19,656.00	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40
9/9/2013	Funded	WS	11	10	$78,624.00	$19,656.00	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
9/9/2013	Funded	WS	11	10	$78,624.00	$19,656.00	0.3	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	30
3/28/1970	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
5/8/1975	Funded	ED	11	10	$78,624.00	$19,656.00	1	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
3/7/2016	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	30
8/7/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	30
3/7/2016	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
8/7/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
3/7/2016	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	40
8/7/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	40
	Funded	WS	12	0	$56,347.20	$14,086.80	0.3	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	30
	Funded	WS	12	0	$56,347.20	$14,086.80	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40
	Funded	WS	12	0	$56,347.20	$14,086.80	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
4/8/2013	Funded	ED	11	0	$91,665.60	$22,916.40	1	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
2/5/2018	Funded	DS	12	3	$80,848.00	$20,212.00	1	Y	XAA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
2/20/2018	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
9/17/1979	Funded	ED	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
3/7/1994	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
11/1/1995	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
6/23/1997	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
4/12/1984	Funded	ED	15	10	$88,566.40	$22,141.60	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40
4/12/1984	Funded	ED	15	10	$88,566.40	$22,141.60	0.6	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	60
12/30/2013	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
10/26/2009	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
6/25/2007	Funded	WS	12	0	$94,224.00	$23,556.00	0.3	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	30
6/25/2007	Funded	WS	12	0	$94,224.00	$23,556.00	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40
6/25/2007	Funded	WS	12	0	$94,224.00	$23,556.00	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
12/3/1976	Funded	WS	11	10	$78,624.00	$19,656.00	0.5	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	50
12/3/1976	Funded	WS	11	10	$78,624.00	$19,656.00	0.5	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	50
	Funded	WS	11	0	$59,904.00	$14,976.00	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
11/14/2016	Funded	DS	13	8	$107,380.00	$26,845.00	1	Y	XAA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
6/4/2012	Funded	WS	7	10	$64,147.20	$16,036.80	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
2/22/1994	Funded	WS	15	10	$88,566.40	$22,141.60	0.75	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	75
2/22/1994	Funded	WS	15	10	$88,566.40	$22,141.60	0.25	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	25
3/25/2013	Funded	WS	5	3	$46,363.20	$11,590.80	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
11/5/2012	Funded	WS	10	10	$75,004.80	$18,751.20	0.5	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	50
11/5/2012	Funded	WS	10	10	$75,004.80	$18,751.20	0.5	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	50
8/2/1979	Funded	WS	15	9	$81,993.60	$20,498.40	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
11/6/1989	Funded	WS	12	0	$94,224.00	$23,556.00	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
11/6/1989	Funded	WS	12	0	$94,224.00	$23,556.00	0.3	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	30
11/6/1989	Funded	WS	12	0	$94,224.00	$23,556.00	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
11/13/1989	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
8/21/2006	Funded	ED	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
12/10/2007	Funded	ED	10	0	$89,460.80	$22,365.20	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
2/1/1996	Funded	WS	15	7	$72,300.80	$18,075.20	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
7/23/2006	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
4/17/1991	Funded	ED	3	0	$66,352.00	$16,588.00	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
	Funded	WS	9	0	$54,267.20	$13,566.80	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
10/21/2013	Funded	WS	5	4	$47,840.00	$11,960.00	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
9/23/2013	Funded	WS	5	4	$47,840.00	$11,960.00	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
9/23/2013	Funded	WS	5	4	$47,840.00	$11,960.00	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
7/10/2017	Funded	WS	5	4	$47,830.00	$11,957.50	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
1/21/1986	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
6/11/2007	Funded	DS	13	0	$96,726.20	$24,181.55	1	Y	MSS	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
3/20/2011	Funded	ED	12	0	$87,235.20	$21,808.80	0.3	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	30
3/20/2011	Funded	ED	12	0	$87,235.20	$21,808.80	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
3/20/2011	Funded	ED	12	0	$87,235.20	$21,808.80	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40
10/1/1993	Funded	WS	10	0	$82,867.20	$20,716.80	0.4	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	40
10/1/1993	Funded	WS	10	0	$82,867.20	$20,716.80	0.3	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	30
10/1/1993	Funded	WS	10	0	$82,867.20	$20,716.80	0.3	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	30
11/22/1975	Funded	WS	15	10	$88,566.40	$22,141.60	0.5	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	50
11/22/1975	Funded	WS	15	10	$88,566.40	$22,141.60	0.5	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	50
	Funded	DS	13	0	$112,531.00	$28,132.75	1	Y	MSS	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
3/30/2009	Funded	WS	10	0	$77,417.60	$19,354.40	1	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
6/11/1990	Funded	DS	12	5	$85,570.00	$21,392.50	1	Y	XAA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
10/22/2012	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
7/7/1986	Funded	ED	10	0	$89,464.10	$22,366.03	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
9/3/1991	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	AKB	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
8/21/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	40
8/21/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.6	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	60
3/21/2016	Funded	WS	5	3	$23,181.60	$5,795.40	0.5	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	0.5	100
10/9/2006	Funded	WS	15	10	$88,566.40	$22,141.60	0.25	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	25
10/9/2006	Funded	WS	15	10	$88,566.40	$22,141.60	0.75	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	75
5/22/1978	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
12/17/2017	Funded	WS	5	4	$47,840.00	$11,960.00	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
4/13/2015	Funded	WS	5	3	$46,363.20	$11,590.80	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
3/7/2016	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
8/27/2012	Funded	WS	5	4	$35,872.50	$8,968.13	1	Y	AKB	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
4/26/2009	Funded	WS	15	10	$88,566.40	$22,141.60	0.4	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	40
4/26/2009	Funded	WS	15	10	$88,566.40	$22,141.60	0.6	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	60
1/22/2018	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3010	3010	AM14200000	Building Management	Continuing	1	1	100
4/26/2009	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
4/26/2009	Funded	WS	15	10	$88,566.40	$22,141.60	1	Y	AKA	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
6/17/2013	Funded	DS	4	7	$38,323.00	$9,580.75	1	Y	XAA	Y	20	6001	6001	AM14200000	Building Management	Continuing	1	1	100
12/16/2013	Funded	DS	12	5	$85,570.00	$21,392.50	1	Y	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
9/28/2009	Funded	DS	13	0	$95,854.01	$23,963.50	1	Y	MSS	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
5/30/2017	Funded	DS	12	3	$80,848.00	$20,212.00	1	N	XAA	Y	20	3008	3008	AM14200000	Building Management	Continuing	1	1	100
8/11/2014	Funded	WS	13	0	$99,733.38	$24,933.35	1	N	MSS	Y	20	3009	3009	AM14200000	Building Management	Continuing	1	1	100
7/1/2014	Funded	DS	12	5	$85,570.00	$21,392.50	1	N	XAA	Y	20	6001	6001	AM14200000	Building Management	Continuing	1	1	100
10/5/2015	Funded	DS	8	7	$55,294.00	$13,823.50	1	N	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
7/23/2012	Funded	DS	12	9	$95,014.00	$23,753.50	1	N	XAA	Y	20	3002	3002	AM14200000	Building Management	Continuing	1	1	100
	Funded	WS	10	1	$57,033.60	$14,258.40	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/25/1999	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	ABD	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/22/2019	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/19/2000	Funded	WS	5	7	$52,270.40	$13,067.60	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/3/1989	Funded	WS	9	10	$71,302.40	$17,825.60	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/16/2016	Funded	WS	13	0	$87,193.60	$21,798.40	1	Y	MSS	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
11/5/2012	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	DS	9	1	$51,059.00	$12,764.75	1	Y	XAA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/23/2013	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	ABD	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/11/2013	Funded	WS	10	6	$67,017.60	$16,754.40	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/21/2017	Funded	DS	11	5	$69,429.00	$17,357.25	1	Y	XAA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/24/1977	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	10	1	$57,033.60	$14,258.40	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/24/1977	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	10	1	$57,033.60	$14,258.40	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/19/2019	Funded	WS	9	4	$59,945.60	$14,986.40	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/15/2007	Funded	WS	10	9	$73,008.00	$18,252.00	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/10/2014	Funded	WS	8	6	$60,611.20	$15,152.80	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/5/2001	Funded	WS	7	10	$64,147.20	$16,036.80	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/19/2016	Funded	WS	10	6	$67,017.60	$16,754.40	1	Y	BED	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/3/2011	Funded	WS	12	0	$85,966.40	$21,491.60	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
3/29/2010	Funded	WS	9	7	$65,624.00	$16,406.00	0.4	Y	BHA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
3/29/2010	Funded	WS	9	7	$65,624.00	$16,406.00	0.3	Y	BHA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/29/2010	Funded	WS	9	7	$65,624.00	$16,406.00	0.3	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
10/10/1989	Funded	WS	8	10	$67,683.20	$16,920.80	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
6/1/2004	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/31/2011	Funded	WS	11	0	$84,344.00	$21,086.00	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/4/1972	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
6/23/1997	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/26/2002	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/13/2009	Funded	WS	10	7	$69,014.40	$17,253.60	1	Y	ABD	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/22/1988	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/5/1981	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/5/2019	Funded	WS	5	4	$47,840.00	$11,960.00	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
3/7/2016	Funded	WS	10	9	$73,008.00	$18,252.00	1	Y	AKA	Y	20	3008	3008	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	10	1	$57,033.60	$14,258.40	1	Y	ABD	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
11/5/2001	Funded	WS	5	10	$56,700.80	$14,175.20	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/23/2020	Funded	WS	7	4	$54,038.40	$13,509.60	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/21/1986	Funded	WS	8	10	$67,683.20	$16,920.80	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/3/2011	Funded	WS	12	0	$84,323.20	$21,080.80	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
1/3/2000	Funded	DS	14	0	$107,841.91	$26,960.48	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/2/2012	Funded	WS	7	5	$55,723.20	$13,930.80	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/9/2013	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
4/13/2009	Funded	WS	10	9	$73,008.00	$18,252.00	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/25/2010	Funded	WS	10	4	$69,118.40	$17,279.60	1	Y	BED	Y	20	3005	3005	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	9	1	$54,267.20	$13,566.80	1	Y	BHA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/19/1997	Funded	WS	9	9	$76,024.00	$19,006.00	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
12/24/2007	Funded	WS	6	4	$50,731.20	$12,682.80	1	Y	ABD	Y	20	3005	3005	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	9	1	$54,267.20	$13,566.80	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/25/2010	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	10	1	$57,033.60	$14,258.40	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
3/12/2001	Funded	WS	7	10	$64,147.20	$16,036.80	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	12	0	$56,347.20	$14,086.80	1	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/23/2011	Funded	WS	8	10	$67,683.20	$16,920.80	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/21/2012	Funded	WS	10	7	$69,014.40	$17,253.60	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/29/2007	Funded	WS	6	8	$57,137.60	$14,284.40	1	Y	ADB	Y	20	3008	3008	AM14300000	Maintenance and Projects	Continuing	1	1	100
4/13/2009	Funded	WS	10	9	$73,008.00	$18,252.00	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
6/4/2012	Funded	WS	11	0	$78,665.60	$19,666.40	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
6/27/2016	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
3/14/1988	Funded	WS	8	10	$67,683.20	$16,920.80	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/8/2019	Funded	DS	14	8	$137,255.00	$34,313.75	1	Y	BEG	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/3/2000	Funded	WS	10	7	$69,014.40	$17,253.60	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/2/1989	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/4/2010	Funded	WS	10	7	$69,014.40	$17,253.60	1	Y	ADB	Y	20	3008	3008	AM14300000	Maintenance and Projects	Continuing	1	1	100
3/12/1991	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/29/1983	Funded	WS	10	9	$79,934.40	$19,983.60	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/23/2013	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	100
6/4/2012	Funded	WS	10	7	$69,014.40	$17,253.60	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/17/2009	Funded	WS	6	7	$55,536.00	$13,884.00	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/21/2001	Funded	WS	7	10	$64,147.20	$16,036.80	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/23/2004	Funded	WS	5	9	$55,224.00	$13,806.00	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
11/13/2006	Funded	WS	7	8	$60,777.60	$15,194.40	1	Y	ADB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/25/2010	Funded	DS	13	5	$98,947.00	$24,736.75	1	Y	XAA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
3/6/2008	Funded	WS	8	10	$67,683.20	$16,920.80	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/31/2006	Funded	WS	8	9	$65,915.20	$16,478.80	1	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/30/2006	Funded	WS	7	9	$62,462.40	$15,615.60	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/21/2020	Funded	WS	7	4	$54,038.40	$13,509.60	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/2/2009	Funded	WS	5	8	$53,753.00	$13,438.25	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/26/2011	Funded	WS	7	5	$55,723.20	$13,930.80	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/3/1998	Funded	WS	5	8	$53,747.20	$13,436.80	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
11/15/2005	Funded	WS	6	10	$60,340.80	$15,085.20	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/16/2012	Funded	WS	5	6	$50,801.00	$12,700.25	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
11/28/2005	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	5	1	$43,405.00	$10,851.25	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
6/26/2017	Funded	WS	8	6	$60,611.20	$15,152.80	1	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/16/2019	Funded	WS	5	4	$47,840.00	$11,960.00	1	Y	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/4/2019	Funded	WS	5	4	$47,840.00	$11,960.00	1	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/5/2001	Funded	WS	7	10	$64,147.20	$16,036.80	1	N	BHA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/30/2017	Funded	DS	7	5	$48,145.00	$12,036.25	1	N	XAA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
12/21/2009	Funded	WS	7	6	$57,408.00	$14,352.00	1	N	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
4/18/2016	Funded	WS	10	6	$67,017.60	$16,754.40	1	N	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
4/14/2008	Funded	WS	8	10	$67,683.20	$16,920.80	1	N	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/3/2009	Funded	WS	10	10	$82,097.60	$20,524.40	1	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
11/21/2016	Funded	WS	5	1	$43,409.60	$10,852.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
11/21/2016	Funded	WS	5	1	$43,409.60	$10,852.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
11/21/2016	Funded	WS	5	1	$43,409.60	$10,852.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
9/25/1989	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
9/25/1989	Funded	WS	9	10	$71,302.40	$17,825.60	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
9/25/1989	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/31/1998	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/31/1998	Funded	WS	12	10	$82,097.60	$20,524.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
3/31/1998	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/4/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
3/4/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/4/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
12/3/2012	Funded	WS	10	8	$71,011.20	$17,752.80	1	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/16/1986	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/16/1986	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/16/1986	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/1/2013	Funded	WS	10	5	$65,022.00	$16,255.50	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/1/2013	Funded	WS	10	5	$65,022.00	$16,255.50	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/1/2013	Funded	WS	10	5	$65,022.00	$16,255.50	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
5/29/2018	Funded	XS	9	0	$144,118.63	$36,029.66	0.3	Y	XAA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/29/2018	Funded	XS	9	0	$144,118.63	$36,029.66	0.4	Y	XAA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
5/29/2018	Funded	XS	9	0	$144,118.63	$36,029.66	0.3	Y	XAA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/1989	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/1989	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/1989	Funded	WS	9	10	$71,302.40	$17,825.60	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
	Funded	ED	10	0	$0.00	$0.00	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
	Funded	ED	10	0	$0.00	$0.00	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	ED	10	0	$0.00	$0.00	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
11/14/2016	Funded	WS	6	10	$60,340.80	$15,085.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
11/14/2016	Funded	WS	6	10	$60,340.80	$15,085.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
11/14/2016	Funded	WS	6	10	$60,340.80	$15,085.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/7/1983	Funded	ED	12	0	$97,052.80	$24,263.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/7/1983	Funded	ED	12	0	$97,052.80	$24,263.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/7/1983	Funded	ED	12	0	$97,052.80	$24,263.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/23/1994	Funded	ED	10	0	$89,460.80	$22,365.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
5/23/1994	Funded	ED	10	0	$89,460.80	$22,365.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/23/1994	Funded	ED	10	0	$89,460.80	$22,365.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/18/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/18/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/18/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/6/1991	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/6/1991	Funded	WS	12	10	$82,097.60	$20,524.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/6/1991	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
11/9/1998	Funded	WS	9	9	$69,409.60	$17,352.40	1	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/11/2016	Funded	WS	9	6	$63,731.20	$15,932.80	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
1/11/2016	Funded	WS	9	6	$63,731.20	$15,932.80	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
1/11/2016	Funded	WS	9	6	$63,731.20	$15,932.80	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
5/31/2016	Funded	WS	10	8	$77,771.20	$19,442.80	0.3	Y	BED	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/31/2016	Funded	WS	10	8	$77,771.20	$19,442.80	0.3	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/31/2016	Funded	WS	10	8	$77,771.20	$19,442.80	0.4	Y	BED	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
4/24/1993	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
4/24/1993	Funded	WS	12	10	$82,097.60	$20,524.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
4/24/1993	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/28/2011	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
3/28/2011	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/28/2011	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/31/2008	Funded	WS	10	6	$67,017.60	$16,754.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/31/2008	Funded	WS	10	6	$67,017.60	$16,754.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
3/31/2008	Funded	WS	10	6	$67,017.60	$16,754.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
4/3/2017	Funded	WS	6	10	$65,998.40	$16,499.60	1	Y	AKG	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/26/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/26/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/26/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
9/3/2019	Funded	ED	10	7	$69,014.40	$17,253.60	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
9/3/2019	Funded	ED	10	7	$69,014.40	$17,253.60	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
9/3/2019	Funded	ED	10	7	$69,014.40	$17,253.60	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
6/17/1991	Funded	WS	9	10	$71,302.40	$17,825.60	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
6/17/1991	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
6/17/1991	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
1/20/1998	Funded	WS	9	10	$71,302.40	$17,825.60	0.4	Y	AKG	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
1/20/1998	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKG	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
1/20/1998	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKG	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/26/1984	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/26/1984	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/26/1984	Funded	WS	9	10	$71,302.40	$17,825.60	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/26/1991	Funded	ED	10	0	$89,460.80	$22,365.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/26/1991	Funded	ED	10	0	$89,460.80	$22,365.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/26/1991	Funded	ED	10	0	$89,460.80	$22,365.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/3/1987	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
8/3/1987	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/3/1987	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
	Funded	WS	5	0	$43,405.00	$10,851.25	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
	Funded	WS	5	0	$43,405.00	$10,851.25	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	WS	5	0	$43,405.00	$10,851.25	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/21/2016	Funded	WS	5	9	$55,231.00	$13,807.75	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
3/21/2016	Funded	WS	5	9	$55,231.00	$13,807.75	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/21/2016	Funded	WS	5	9	$55,231.00	$13,807.75	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/22/2011	Funded	WS	10	7	$69,014.40	$17,253.60	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/22/2011	Funded	WS	10	7	$69,014.40	$17,253.60	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/22/2011	Funded	WS	10	7	$69,014.40	$17,253.60	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
	Funded	ED	9	0	$0.00	$0.00	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
	Funded	ED	9	0	$0.00	$0.00	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	ED	9	0	$0.00	$0.00	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
12/21/1993	Funded	WS	10	9	$79,934.40	$19,983.60	0.3	Y	BED	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
12/21/1993	Funded	WS	10	9	$79,934.40	$19,983.60	0.4	Y	BED	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
12/21/1993	Funded	WS	10	9	$79,934.40	$19,983.60	0.3	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	WS	9	0	$54,267.20	$13,566.80	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	WS	9	0	$54,267.20	$13,566.80	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
	Funded	WS	9	0	$54,267.20	$13,566.80	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/25/1994	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/25/1994	Funded	WS	9	10	$71,302.40	$17,825.60	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/25/1994	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	WS	9	0	$54,267.20	$13,566.80	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	WS	9	0	$54,267.20	$13,566.80	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	WS	9	0	$54,267.20	$13,566.80	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
12/26/2017	Funded	WS	10	3	$66,955.20	$16,738.80	0.4	Y	BED	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
12/26/2017	Funded	WS	10	3	$66,955.20	$16,738.80	0.3	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
12/26/2017	Funded	WS	10	3	$66,955.20	$16,738.80	0.3	Y	BED	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
8/21/2017	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/26/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/26/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/26/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/20/1981	Funded	WS	7	10	$64,147.20	$16,036.80	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/20/1981	Funded	WS	7	10	$64,147.20	$16,036.80	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/20/1981	Funded	WS	7	10	$64,147.20	$16,036.80	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
8/27/2012	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/27/2012	Funded	WS	9	10	$71,302.40	$17,825.60	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
8/27/2012	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
2/24/2014	Funded	WS	10	4	$63,023.00	$15,755.75	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
2/24/2014	Funded	WS	10	4	$63,023.00	$15,755.75	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
2/24/2014	Funded	WS	10	4	$63,023.00	$15,755.75	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
	Funded	WS	10	0	$57,033.60	$14,258.40	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
	Funded	WS	10	0	$57,033.60	$14,258.40	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
	Funded	WS	10	0	$57,033.60	$14,258.40	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/28/1985	Funded	WS	12	10	$89,793.60	$22,448.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
5/28/1985	Funded	WS	12	10	$89,793.60	$22,448.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/28/1985	Funded	WS	12	10	$89,793.60	$22,448.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/16/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/16/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/16/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
5/9/1992	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/9/1992	Funded	WS	12	10	$82,097.60	$20,524.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
5/9/1992	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
11/7/1988	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
11/7/1988	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
11/7/1988	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
2/8/1990	Funded	WS	8	10	$67,683.20	$16,920.80	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
2/8/1990	Funded	WS	8	10	$67,683.20	$16,920.80	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
2/8/1990	Funded	WS	8	10	$67,683.20	$16,920.80	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/7/2016	Funded	WS	9	4	$59,945.60	$14,986.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/7/2016	Funded	WS	9	4	$59,945.60	$14,986.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/7/2016	Funded	WS	9	4	$59,945.60	$14,986.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
5/21/2012	Funded	WS	10	7	$69,014.40	$17,253.60	0.3	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/21/2012	Funded	WS	10	7	$69,014.40	$17,253.60	0.3	Y	ADB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/21/2012	Funded	WS	10	7	$69,014.40	$17,253.60	0.4	Y	ADB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
4/5/2001	Funded	WS	10	6	$67,017.60	$16,754.40	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
4/5/2001	Funded	WS	10	6	$67,017.60	$16,754.40	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
4/5/2001	Funded	WS	10	6	$67,017.60	$16,754.40	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/9/2001	Funded	WS	12	10	$89,793.60	$22,448.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/9/2001	Funded	WS	12	10	$89,793.60	$22,448.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/9/2001	Funded	WS	12	10	$89,793.60	$22,448.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
6/18/2001	Funded	WS	8	6	$60,611.20	$15,152.80	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
6/18/2001	Funded	WS	8	6	$60,611.20	$15,152.80	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
6/18/2001	Funded	WS	8	6	$60,611.20	$15,152.80	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
3/9/1983	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
3/9/1983	Funded	WS	12	10	$82,097.60	$20,524.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
3/9/1983	Funded	WS	12	10	$82,097.60	$20,524.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/5/2019	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/5/2019	Funded	WS	9	10	$71,302.40	$17,825.60	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
8/5/2019	Funded	WS	9	10	$71,302.40	$17,825.60	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/2/2016	Funded	DS	12	10	$97,375.00	$24,343.75	0.3	Y	XAA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
5/2/2016	Funded	DS	12	10	$97,375.00	$24,343.75	0.2	Y	XAA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	20
5/2/2016	Funded	DS	12	10	$97,375.00	$24,343.75	0.5	Y	XAA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	50
8/6/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.4	Y	BED	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
8/6/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.3	Y	BED	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
8/6/1991	Funded	WS	10	10	$82,097.60	$20,524.40	0.3	Y	BED	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
12/4/1989	Funded	ED	10	0	$89,460.80	$22,365.20	0.4	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
12/4/1989	Funded	ED	10	0	$89,460.80	$22,365.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
12/4/1989	Funded	ED	10	0	$89,460.80	$22,365.20	0.3	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/2017	Funded	WS	8	5	$58,843.20	$14,710.80	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
8/21/2017	Funded	WS	8	5	$58,843.20	$14,710.80	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/2017	Funded	WS	8	5	$58,843.20	$14,710.80	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/2017	Funded	WS	8	5	$58,843.20	$14,710.80	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/21/2017	Funded	WS	8	5	$58,843.20	$14,710.80	0.4	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	40
8/21/2017	Funded	WS	8	5	$58,843.20	$14,710.80	0.3	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	30
1/28/2013	Funded	WS	8	4	$57,075.20	$14,268.80	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
1/28/2013	Funded	WS	8	4	$57,075.20	$14,268.80	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
1/28/2013	Funded	WS	8	4	$57,075.20	$14,268.80	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
6/10/1987	Funded	ED	10	0	$89,460.80	$22,365.20	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
6/10/1987	Funded	ED	10	0	$89,460.80	$22,365.20	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
6/10/1987	Funded	ED	10	0	$89,460.80	$22,365.20	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
2/25/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
2/25/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
2/25/1991	Funded	WS	10	10	$75,004.80	$18,751.20	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/27/2012	Funded	WS	9	4	$59,945.60	$14,986.40	0.4	Y	AKB	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
8/27/2012	Funded	WS	9	4	$59,945.60	$14,986.40	0.3	Y	AKB	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
8/27/2012	Funded	WS	9	4	$59,945.60	$14,986.40	0.3	Y	AKB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/25/2005	Funded	WS	8	6	$60,611.20	$15,152.80	0.4	Y	AKA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	40
7/25/2005	Funded	WS	8	6	$60,611.20	$15,152.80	0.3	Y	AKA	Y	20	3010	3010	AM14300000	Maintenance and Projects	Continuing	1	1	30
7/25/2005	Funded	WS	8	6	$60,611.20	$15,152.80	0.3	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	30
12/30/1987	Funded	WS	8	10	$67,683.20	$16,920.80	1	N	ADB	Y	20	3008	3008	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/9/1988	Funded	WS	10	7	$69,014.40	$17,253.60	1	Y	ADB	Y	20	3005	3005	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/8/2016	Funded	WS	13	0	$83,595.20	$20,898.80	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/7/1986	Funded	WS	10	9	$73,008.00	$18,252.00	1	Y	ADB	Y	20	3005	3005	AM14300000	Maintenance and Projects	Continuing	1	1	100
9/18/2017	Funded	WS	8	8	$64,147.20	$16,036.80	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
11/9/2009	Funded	WS	8	8	$64,147.20	$16,036.80	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
5/2/2016	Funded	WS	6	4	$50,731.20	$12,682.80	1	Y	ABD	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
3/7/2016	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	AKA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
4/9/1989	Funded	WS	10	3	$61,027.20	$15,256.80	1	Y	ADB	Y	20	3005	3005	AM14300000	Maintenance and Projects	Continuing	1	1	100
6/26/2005	Funded	WS	10	8	$71,011.20	$17,752.80	1	Y	ADB	Y	20	3005	3005	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/13/1985	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
	Funded	WS	10	0	$57,033.60	$14,258.40	1	Y	ADB	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
6/3/2013	Funded	WS	10	10	$75,004.80	$18,751.20	1	Y	BED	Y	20	3005	3005	AM14300000	Maintenance and Projects	Continuing	1	1	100
2/10/2014	Funded	WS	10	7	$69,014.40	$17,253.60	1	Y	BED	Y	20	3005	3005	AM14300000	Maintenance and Projects	Continuing	1	1	100
7/18/2011	Funded	WS	11	0	$80,537.60	$20,134.40	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/27/2012	Funded	WS	11	0	$71,676.80	$17,919.20	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
10/25/2010	Funded	WS	12	0	$93,225.60	$23,306.40	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
1/31/2011	Funded	WS	11	0	$86,195.20	$21,548.80	1	Y	MSS	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
12/16/2013	Funded	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
3/24/2014	Funded	DS	12	10	$97,375.00	$24,343.75	1	N	XAA	Y	20	3002	3002	AM14300000	Maintenance and Projects	Continuing	1	1	100
4/18/2016	Funded	WS	9	5	$65,936.00	$16,484.00	1	Y	XAA	Y	20	3009	3009	AM14300000	Maintenance and Projects	Continuing	1	1	100
8/5/2019	Funded	DS	12	4	$83,209.00	$20,802.25	1	Y	XAA	Y	20	3002	3002	AM15000000	Facilities Management	Continuing	1	1	100
8/3/1987	Funded	DS	9	10	$65,747.00	$16,436.75	1	Y	XAA	Y	20	3002	3002	AM15000000	Facilities Management	Continuing	1	1	100
	Funded	DS	12	0	$76,126.00	$19,031.50	1	Y	XAA	Y	20	3002	3002	AM15000000	Facilities Management	Continuing	1	1	100
5/18/2015	Funded	DS	12	2	$78,487.00	$19,621.75	1	Y	XAA	Y	20	3002	3002	AM15000000	Facilities Management	Continuing	1	1	100
11/30/2015	Funded	WS	13	0	$84,572.80	$21,143.20	1	Y	MSS	Y	20	3002	3002	AM15000000	Facilities Management	Continuing	1	1	100
10/3/2005	Funded	DS	9	8	$62,483.00	$15,620.75	1	Y	XAA	Y	20	3002	3002	AM15000000	Facilities Management	Continuing	1	1	100
8/20/2018	Funded	DS	8	2	$47,899.00	$11,974.75	1	Y	XAA	Y	20	3002	3002	AM15000000	Facilities Management	Continuing	1	1	100
11/3/2014	Funded	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	3002	3002	AM15000000	Facilities Management	Continuing	1	1	100
9/24/2012	Funded	WS	5	3	$46,363.20	$11,590.80	1	Y	AKB	Y	20	3010	3010	AM15000000	Facilities Management	Continuing	1	1	100
10/4/2004	Funded	DS	11	5	$69,429.00	$17,357.25	1	Y	XAA	Y	20	3010	3010	AM15000000	Facilities Management	Continuing	1	1	100
6/29/1981	Funded	DS	14	10	$133,537.00	$33,384.25	1	Y	XAA	Y	20	5001	5001	AM16000000	Energy Management	Continuing	1	1	100
12/23/2019	Funded	DS	12	5	$85,570.00	$21,392.50	1	Y	XAA	Y	20	1095	1095	AM16000000	Energy Management	Continuing	1	1	100
10/6/2014	Funded	DS	13	5	$98,947.00	$24,736.75	1	N	XAA	Y	20	4001	4001	AM16000000	Energy Management	Continuing	1	1	100
7/22/1991	Funded	DS	13	10	$113,002.00	$28,250.50	1	Y	XAA	Y	20	1095	1095	AM16000000	Energy Management	Continuing	1	1	100
8/5/2019	Funded	DS	13	1	$87,703.00	$21,925.75	1	Y	XAA	Y	20	1195	1195	AM16000000	Energy Management	Continuing	1	1	100
	Funded	DS	12	0	$76,126.00	$19,031.50	1	Y	XAA	Y	20	3002	3002	AM16000000	Energy Management	Continuing	1	1	100
	Funded	DS	16	0	$159,396.00	$39,849.00	1	Y	MSS	Y	20	1090	1090	AM16000000	Energy Management	Continuing	1	1	100
3/12/2001	Funded	DS	12	5	$85,570.00	$21,392.50	1	N	XAA	Y	20	1095	1095	AM16000000	Energy Management	Continuing	1	1	100
4/16/1997	Funded	DS	12	5	$85,570.00	$21,392.50	1	N	XAA	Y	20	1095	1095	AM16000000	Energy Management	Continuing	1	1	100
	Funded	DS	15	0	$143,646.00	$35,911.50	1	Y	MSS	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/14/2007	Funded	DS	7	9	$63,985.00	$15,996.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
3/19/2018	Funded	DS	13	0	$115,566.00	$28,891.50	1	Y	MSS	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
11/4/2013	Funded	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/29/2007	Funded	DS	9	9	$64,115.00	$16,028.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/22/1995	Funded	DS	7	10	$65,457.00	$16,364.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
6/30/2005	Funded	DS	9	8	$62,483.00	$15,620.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
6/20/1973	Funded	DS	7	10	$65,457.00	$16,364.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Funded	DS	7	0	$52,209.00	$13,052.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/29/2007	Funded	DS	7	6	$59,569.00	$14,892.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/31/2008	Funded	DS	9	10	$65,747.00	$16,436.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/31/2008	Funded	DS	7	10	$65,457.00	$16,364.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
2/17/2009	Vacant	DS	7	7	$61,041.00	$15,260.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
12/28/1992	Vacant	DS	7	10	$65,457.00	$16,364.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
2/20/2018	Vacant	DS	6	10	$60,702.00	$15,175.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
11/8/2010	Vacant	DS	6	10	$60,702.00	$15,175.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
11/14/2016	Vacant	DS	7	5	$58,097.00	$14,524.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
12/31/2012	Vacant	DS	13	3	$93,325.00	$23,331.25	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
2/24/2014	Vacant	DS	6	5	$54,202.00	$13,550.50	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/29/2007	Vacant	DS	7	10	$65,457.00	$16,364.25	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/12/1991	Vacant	DS	10	9	$70,381.00	$17,595.25	1	N	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
4/1/2002	Vacant	DS	9	10	$65,747.00	$16,436.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
5/19/2014	Vacant	DS	9	8	$62,483.00	$15,620.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
4/24/1994	Vacant	DS	13	0	$96,117.83	$24,029.46	1	N	MSS	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
1/5/2009	Vacant	DS	10	10	$72,176.00	$18,044.00	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
7/10/2017	Vacant	DS	6	5	$54,202.00	$13,550.50	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
5/21/2012	Vacant	DS	5	6	$51,235.00	$12,808.75	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
9/23/2013	Vacant	DS	9	9	$64,115.00	$16,028.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/19/1998	Vacant	DS	9	10	$65,747.00	$16,436.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
12/31/2012	Vacant	DS	5	10	$55,899.00	$13,974.75	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
11/27/2017	Vacant	DS	7	5	$58,097.00	$14,524.25	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/14/2007	Vacant	DS	7	10	$65,457.00	$16,364.25	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
1/23/2017	Vacant	DS	7	9	$63,985.00	$15,996.25	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/31/2008	Vacant	DS	7	10	$65,457.00	$16,364.25	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
7/24/2006	Vacant	DS	7	10	$65,457.00	$16,364.25	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/14/2007	Vacant	DS	7	10	$65,457.00	$16,364.25	1	N	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	9	1	$51,059.00	$12,764.75	1	N	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
7/14/2014	Vacant	DS	13	0	$114,107.36	$28,526.84	1	N	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	16	0	$159,396.00	$39,849.00	1	N	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/1/2011	Vacant	DS	13	0	$105,885.25	$26,471.31	1	Y	MSS	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
12/31/2012	Vacant	DS	11	7	$73,383.00	$18,345.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	10	0	$56,021.00	$14,005.25	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/27/2008	Vacant	DS	10	10	$72,176.00	$18,044.00	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	10	0	$56,021.00	$14,005.25	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/29/2007	Vacant	DS	10	10	$72,176.00	$18,044.00	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/31/2009	Vacant	DS	11	0	$77,423.91	$19,355.98	1	Y	MSS	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
7/25/2016	Vacant	DS	7	8	$62,513.00	$15,628.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	7	0	$52,209.00	$13,052.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
6/18/2012	Vacant	DS	7	6	$59,569.00	$14,892.25	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/17/2009	Vacant	DS	9	8	$62,483.00	$15,620.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
10/31/2016	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
4/30/2018	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
2/10/2014	Vacant	DS	6	6	$55,502.00	$13,875.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
2/5/2018	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
5/29/2018	Vacant	DS	6	8	$58,102.00	$14,525.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
3/24/2014	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
11/14/2016	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
5/17/2018	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
7/9/2018	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
10/15/2018	Vacant	DS	6	10	$60,702.00	$15,175.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
5/19/2014	Vacant	DS	6	9	$59,402.00	$14,850.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Continuing	1	1	100
8/21/2017	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
10/17/2016	Vacant	DS	9	4	$55,955.00	$13,988.75	1	Y	XAA	Y	20	4001	4001	AM17000000	Protective Services	Term	1	1	100
	Vacant	DS	11	0	$82,927.00	$20,731.75	1	Y	MSS	Y	20	4001	4001	AM17100000	Training, Investigations, Inte	Continuing	1	1	100
12/16/2013	Vacant	DS	7	10	$55,485.00	$13,871.25	1	Y	XAA	Y	20	4001	4001	AM17100000	Training, Investigations, Inte	Continuing	1	1	100
1/23/2017	Vacant	DS	7	9	$63,985.00	$15,996.25	1	Y	JAB	Y	20	4001	4001	AM17100000	Training, Investigations, Inte	Continuing	1	1	100
10/27/2008	Vacant	DS	7	10	$65,457.00	$16,364.25	1	N	JAB	Y	20	4001	4001	AM17100000	Training, Investigations, Inte	Continuing	1	1	100
1/17/2012	Vacant	DS	12	10	$97,375.00	$24,343.75	1	Y	XAA	Y	20	4001	4001	AM17200000	Strategic Services	Continuing	1	1	100
9/26/2016	Vacant	DS	11	3	$65,475.00	$16,368.75	1	Y	XAA	Y	20	4001	4001	AM17200000	Strategic Services	Continuing	1	1	100
11/12/2019	Vacant	DS	12	2	$78,487.00	$19,621.75	1	Y	XAA	Y	20	4001	4001	AM17200000	Strategic Services	Continuing	1	1	100
11/12/2019	Vacant	DS	12	5	$85,570.00	$21,392.50	1	Y	XAA	Y	20	4001	4001	AM17200000	Strategic Services	Continuing	1	1	100
9/15/1997	Vacant	DS	7	9	$63,985.00	$15,996.25	1	Y	JAB	Y	20	4001	4001	AM17200000	Strategic Services	Continuing	1	1	100
4/1/2002	Vacant	DS	7	9	$63,985.00	$15,996.25	1	Y	JAB	Y	20	4001	4001	AM17200000	Strategic Services	Continuing	1	1	100
6/25/2018	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17200000	Strategic Services	Continuing	1	1	100
2/4/2019	Vacant	DS	13	1	$87,703.00	$21,925.75	1	Y	XAA	Y	20	4001	4001	AM17200000	Strategic Services	Continuing	1	1	100
10/30/2017	Vacant	DS	6	3	$51,602.00	$12,900.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
5/19/2014	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
7/25/2016	Vacant	DS	6	4	$52,902.00	$13,225.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
9/3/2019	Vacant	DS	6	4	$52,902.00	$13,225.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
9/3/2019	Vacant	DS	6	4	$52,902.00	$13,225.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
2/24/2014	Vacant	DS	6	8	$58,102.00	$14,525.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
1/25/2016	Vacant	DS	6	7	$56,802.00	$14,200.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
9/5/2017	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
1/23/2017	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
5/21/2012	Vacant	DS	6	6	$55,502.00	$13,875.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
	Vacant	DS	6	1	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
	Vacant	DS	7	0	$52,209.00	$13,052.25	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
6/4/2012	Vacant	DS	6	7	$56,802.00	$14,200.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
2/17/2009	Vacant	DS	5	10	$55,899.00	$13,974.75	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
7/24/2006	Vacant	DS	10	9	$70,381.00	$17,595.25	1	Y	XAA	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
10/29/2007	Vacant	DS	6	7	$56,802.00	$14,200.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
10/17/2016	Vacant	DS	6	5	$54,202.00	$13,550.50	1	N	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
8/11/2014	Vacant	DS	6	5	$54,202.00	$13,550.50	1	N	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
4/18/2016	Vacant	DS	8	10	$59,731.00	$14,932.75	1	N	XAA	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
5/27/2008	Vacant	DS	14	8	$126,897.00	$31,724.25	1	N	XAA	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
2/10/2014	Vacant	DS	6	5	$54,202.00	$13,550.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
	Vacant	DS	6	0	$49,002.00	$12,250.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
4/7/2014	Vacant	DS	6	10	$60,702.00	$15,175.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100

Deparment of General Services (DGS)

Schedule A (Position Listing)

as of February 2, 2020

Hire Date	Statement of Position	Pay	Grade	Step	Salary	Fringe Benefit	FTE x Dist %	Adds to FTE Cnt	Union	Budgeted Position	Appr Year	Prgm Code	Activity	Deptid	Department Name	Reg/Temp/ Term	Head Count	FTE	Dist %
10/29/2007	Vacant	DS	6	10	$60,702.00	$15,175.50	1	Y	JAB	Y	20	4001	4001	AM17300000	Patrol and Operations	Continuing	1	1	100
3/6/2017	Vacant	DS	9	8	$67,579.00	$16,894.75	1	N	CFO	Y	20	1051	1051	AT07200100	Govt Direction & Ops OFRM	Continuing	1	1	100
	Vacant	DS	13	10	$122,228.00	$30,557.00	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
8/19/2019	Vacant	DS	12	4	$89,998.00	$22,499.50	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
11/30/2015	Vacant	DS	9	5	$62,286.00	$15,571.50	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
	Vacant	DS	8	1	$50,207.00	$12,551.75	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
10/28/2019	Vacant	DS	12	10	$105,330.00	$26,332.50	1	N	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
	Vacant	DS	16	0	$157,219.00	$39,304.75	1	N	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
4/3/2005	Vacant	DS	12	6	$95,109.00	$23,777.25	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
9/15/1997	Vacant	DS	16	10	$190,773.00	$47,693.25	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
12/22/2008	Vacant	DS	16	8	$190,773.00	$47,693.25	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
8/1/2002	Vacant	DS	15	8	$161,127.00	$40,281.75	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
2/22/2005	Vacant	DS	14	8	$137,256.00	$34,314.00	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
4/7/2014	Vacant	DS	11	7	$79,373.00	$19,843.25	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
2/4/2008	Vacant	DS	9	10	$71,107.00	$17,776.75	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Continuing	1	1	100
8/31/2009	Vacant	DS	14	4	$122,887.00	$30,721.75	1	Y	CFO	Y	20	1051	1051	AT07200500	Govt Direction & Ops - DGS	Term	1	1	100

Department of General Services
Question #15 - Salary $100k or More (FY20)

Name	Posn Nbr	Title	Grade	Department Name	Activity	Salary	Fringe
Abrahams,Paul	**00045653**	Director, Dept of General Svcs	**E5**	Office of Director	**1090**	$ 218,126.19	$ 5,845.78
Adams,Corliss V	**00046462**	Chief Operating Officer	**11**	Office of Director	**1090**	$ 203,125.20	$ 5,443.76
Aganga Williams,Gbolahan E	**00045878**	Controller	**16**	Govt Direction & Ops - DGS	**1051**	$ 190,773.00	$ 5,112.72
Akinsemoyin,Lanre	**00045877**	BUDGET DIR	**16**	Govt Direction & Ops - DGS	**1051**	$ 190,773.00	$ 5,112.72
Akyereko,Beth-Sherri T	**00044090**	General Counsel	**2**	Office of Director	**1045**	$ 186,430.00	$ 4,996.32
Al Alami,Allam H	**00051441**	Associate Director for Contrac	**16**	Contracting and Procurement	**6001**	$ 185,960.90	$ 4,983.75
Ali,Sultan Hassen	**00046800**	Chief of Staff	**16**	Office of Director	**1090**	$ 185,960.32	$ 4,983.74
Anderson,David E	**00071843**	Project Management Officer	**16**	Capital Construction Services	**5001**	$ 185,943.10	$ 4,983.28
Anderson,Keith A	**00028000**	Deputy Director for Capital Co	**10**	Capital Construction Services	**5001**	$ 180,544.56	$ 4,838.59
Andrews,Monica	**00047339**	Dep. Dir. for Facilities Mgmt.	**11**	Facillty Operations and Mainte	**3002**	$ 177,942.40	$ 4,768.86
Antoine,Dave E	**00078180**	ATTORNEY ADVISOR	**15**	Office of Director	**1045**	$ 177,661.00	$ 4,761.31
Artis,Charles M	**00004190**	Assocate Director for Portfoli	**16**	Portfolio Division	**2001**	$ 172,597.82	$ 4,625.62
Austin,Franklin	**00091924**	Senior Project Manager	**15**	Capital Construction Services	**5001**	$ 167,586.46	$ 4,491.32
Bagai,Satish K	**00097503**	Associate Director of External	**15**	Office of Director	**1090**	$ 167,586.15	$ 4,491.31
Baird,Kerric	**00045879**	FINANCIAL SYSTEMS ANALYST	**15**	Govt Direction & Ops - DGS	**1051**	$ 161,127.00	$ 4,318.20
Bellamy,Sandy F.	**00078170**	Project Management Officer	**16**	Capital Construction Services	**1090**	$ 159,396.00	$ 4,271.81
Bhola,Onyel G.	**00016133**	Chief Administrative Officer	**16**	Office of Director	**4001**	$ 159,395.59	$ 4,271.80
Blackman Jr.,Paul A	**00078169**	SUPERVISORY CONTRACT SPECIALIS	**15**	Contracting and Procurement	**6001**	$ 158,238.12	$ 4,240.78
Blackwell,Satova	**00048544**	Facilities Operations Manager	**15**	Facillty Operations and Mainte	**3002**	$ 157,590.00	$ 4,223.41
Braithwaite,Eupert A	**00075338**	Realty Officer	**15**	Portfolio Division	**2001**	$ 156,585.63	$ 4,196.49
Brown-Hatchett,Valerie M	**00017999**	Senior Project Manager	**15**	Capital Construction Services	**2003**	$ 152,988.25	$ 4,100.09
Bryant,Renee Covington	**00024170**	Senior Project Manager	**15**	Capital Construction Services	**5001**	$ 152,337.00	$ 4,082.63
Butler,Brian	**00019914**	Senior Project Manager	**15**	Capital Construction Services	**3002**	$ 150,978.43	$ 4,046.22
Byrd,Richard B	**00027994**	Senior Project Manager	**15**	Capital Construction Services	**5001**	$ 149,332.28	$ 4,002.11
Campbell,Ronald F	**00028011**	Assistant Facility Services Ma	**15**	Facillty Operations and Mainte	**3002**	$ 147,731.61	$ 3,959.21
Chin,Michelle Jacqueline	**00067595**	RESOURCE ALLOCATION ANAL OFR	**14**	Resource Allocation	**1090**	$ 146,888.30	$ 3,936.61
Coleman,Alan G.	**00046715**	Supervisory Attorney Advisor	**1**	Office of Director	**1045**	$ 146,358.62	$ 3,922.41
Cooper,Robert	**00013474**	Supervisory Attorney Advisor	**1**	Office of Director	**1045**	$ 145,508.10	$ 3,899.62
Cumbay,Eskander G	**00047845**	SUPERVISORY TRIAL ATTORNEY	**1**	Office of Director	**1045**	$ 145,501.65	$ 3,899.44
Daniels,Brandon	**00027986**	Project Manager	**14**	Capital Construction Services	**5001**	$ 144,439.00	$ 3,870.97
Dee,Mary Michelle	**00091926**	Project Manager	**14**	Capital Construction Services	**5001**	$ 144,439.00	$ 3,870.97
DeLorenzo,Anthony W	**00048238**	Associate Director	**9**	Maintenance and Projects	**3002**	$ 144,118.63	$ 3,862.38
Dickerson,Pamela F.	**00016238**	Maintenance Services Manager	**15**	Facillty Operations and Mainte	**3009**	$ 143,645.04	$ 3,849.69
Dumas,Cynthia A.	**00035804**	Senior Project Manager	**15**	Capital Construction Services	**5001**	$ 142,085.17	$ 3,807.88
Eley,Ricardo A	**00027997**	Supervisory Program Analyst	**14**	Facillty Operations and Mainte	**3002**	$ 141,937.09	$ 3,803.91
Ertem,Ugur	**00085512**	Management & Program Analyst	**14**	Capital Construction Services	**5010**	$ 140,847.00	$ 3,774.70
Fluelling,Alphonso	**00046793**	Project Manager	**14**	Capital Construction Services	**2003**	$ 140,847.00	$ 3,774.70
Fuller,Yohance S	**00048117**	Project Manager	**14**	Capital Construction Services	**2003**	$ 140,847.00	$ 3,774.70
Gassama,Alhaji D	**00051027**	Project Manager	**14**	Capital Construction Services	**2003**	$ 140,847.00	$ 3,774.70
Gomez,Gilberto	**00045882**	FINANCIAL MANAGER	**14**	Govt Direction & Ops - DGS	**1051**	$ 137,256.00	$ 3,678.46

Department of General Services
Question #15 - Salary $100k or More (FY20)

Name	Posn Nbr	Title	Grade	Department Name	Activity	Salary	Fringe
Gonzalez,Donny	**00026093**	Project Manager	**14**	Maintenance and Projects	**3002**	$ 137,255.00	$ 3,678.43
Gore,Cameron V	**00025203**	Building Manager	**14**	Building Management	**3002**	$ 135,938.04	$ 3,643.14
Grant,Leyland A	**00075150**	Performance Management Officer	**14**	Office of Director	**3010**	$ 135,264.75	$ 3,625.10
Gray,Kimberly M	**00088120**	Supvy Contract Specialist	**14**	Contracting and Procurement	**6001**	$ 135,002.10	$ 3,618.06
Green,Donna Gail	**00048122**	Supervisory Realty Specialist	**14**	Portfolio Division	**2001**	$ 135,000.00	$ 3,618.00
Haile,Mulugheta H	**00027850**	Project Manager	**14**	Capital Construction Services	**2003**	$ 133,663.00	$ 3,582.17
Hana,Ebti K.	**00077899**	Management & Program Analyst	**14**	Capital Construction Services	**5010**	$ 133,663.00	$ 3,582.17
Hardie,Darrell K	**00077893**	Project Manager	**14**	Capital Construction Services	**2003**	$ 133,663.00	$ 3,582.17
Hargrove,Agyei Osei	**00016654**	Project Manager	**14**	Capital Construction Services	**2003**	$ 133,663.00	$ 3,582.17
Harris,Eric L	**00077902**	Project Manager	**14**	Capital Construction Services	**2003**	$ 133,663.00	$ 3,582.17
Hatchel-Thomas,Tanya	**00047725**	FACILITIES OPERATIONS LIAISON	**14**	Facillty Operations and Mainte	**3002**	$ 133,537.00	$ 3,578.79
Hatton,Timothy Daniel	**00051442**	Contract Specialist	**14**	Contracting and Procurement	**6001**	$ 133,537.00	$ 3,578.79
Henry,James T	**00007545**	General Engineer (Energy)	**14**	Energy Management	**5001**	$ 133,537.00	$ 3,578.79
Hicks,Tiwana Z	**00076914**	IT Specialist	**14**	Information Technology	**1040**	$ 133,537.00	$ 3,578.79
Holt,Kasmin C.E.	**00041481**	Realty Program Specialist	**14**	Realty Management	**2001**	$ 133,537.00	$ 3,578.79
Ikotun,Solomon	**00048524**	Special Assistant	**14**	Office of Director	**3002**	$ 133,535.38	$ 3,578.75
Imo,Ikeogu	**00088121**	Supvy Contract Specialist	**14**	Contracting and Procurement	**6001**	$ 131,943.00	$ 3,536.07
Jalloh,Mohamed W.	**00048509**	Program Analyst (Capital)	**14**	Resource Allocation	**1090**	$ 130,217.00	$ 3,489.82
Jenkins III,William Rashad	**00091927**	Project Manager	**14**	Capital Construction Services	**2003**	$ 130,071.00	$ 3,485.90
Jenkins,Eileen E	**00028020**	Project Manager	**14**	Capital Construction Services	**2003**	$ 130,071.00	$ 3,485.90
Jenkins,LaShelle	**00013043**	Project Manager	**14**	Capital Construction Services	**2003**	$ 130,071.00	$ 3,485.90
Jenkins,Ruth A	**00013272**	Project Manager	**14**	Capital Construction Services	**2003**	$ 130,071.00	$ 3,485.90
Jimason,Jerome L	**00048477**	SAFETY & OCCUPATIONAL HEALTH M	**15**	Safety and Environmental	**3002**	$ 130,031.25	$ 3,484.84
Johnson,Donnie L	**00044710**	Resource Allocation Analyst	**14**	Patrol and Operations	**4001**	$ 126,897.00	$ 3,400.84
Johnson,Venola L	**00077900**	Project Manager	**14**	Capital Construction Services	**2003**	$ 126,479.00	$ 3,389.64
Jones,Carolyn	**00045573**	Supervisory Management Analyst	**14**	Realty Management	**2001**	$ 126,097.57	$ 3,379.41
Jones,Wanda LaShaye	**00048428**	Supvy Contract Specialist	**14**	Contracting and Procurement	**6001**	$ 124,443.57	$ 3,335.09
Jones,Yasmeen	**00033941**	Projects and Operations Manage	**8**	Office of Director	**1080**	$ 124,443.57	$ 3,335.09
Jough,Katherine	**00075143**	Human Resources Manager	**14**	Office of Director	**4001**	$ 124,443.57	$ 3,335.09
Killian,Brian	**00082822**	Mgmt and Program Analysis Offi	**14**	Capital Construction Services	**5001**	$ 124,158.26	$ 3,327.44
Kintu,David B	**00047403**	ACCOUNTING OFFICER	**14**	Govt Direction & Ops - DGS	**1051**	$ 122,887.00	$ 3,293.37
Lewis,George C	**00077947**	Senior Project Manager	**15**	Capital Construction Services	**2003**	$ 121,202.11	$ 3,248.22
Licklider,Jeff	**00048552**	SUPV GENERAL ENG (CONTRACTS)	**14**	Facillty Operations and Mainte	**3002**	$ 121,179.50	$ 3,247.61
Long,Lesley C	**00020753**	Realty Program Specialist	**14**	Realty Management	**2006**	$ 120,257.00	$ 3,222.89
Margeson,Kenneth L	**00033264**	Supervisory Management Analyst	**14**	Office of Director	**2001**	$ 120,254.35	$ 3,222.82
Marshall,James	**00092058**	Project Manager	**14**	Capital Construction Services	**2003**	$ 119,295.00	$ 3,197.11
McCray,Alton R	**00009269**	Project Manager	**13**	Capital Construction Services	**2003**	$ 119,186.00	$ 3,194.18
McKenzie,Jahdal N.	**00046795**	Project Manager	**13**	Capital Construction Services	**2003**	$ 119,186.00	$ 3,194.18
Meadors,Danielle	**00015242**	Project Manager	**13**	Capital Construction Services	**2003**	$ 119,186.00	$ 3,194.18
Milam,Roe	**00028041**	Facilities Operations Manager	**14**	Building Management	**3002**	$ 118,450.00	$ 3,174.46

Department of General Services
Question #15 - Salary $100k or More (FY20)

Name	Posn Nbr	Title	Grade	Department Name	Activity	Salary	Fringe
Miller,Henry	**00048268**	Supervisory Management Analyst	**14**	Building Management	**3010**	$ 117,831.93	$ 3,157.90
Mitchell,Katrina	**00076913**	IT Specialist (Data Management	**14**	Information Technology	**1040**	$ 116,937.00	$ 3,133.91
Moore,Tiffany	**00002197**	Project Manager	**13**	Capital Construction Services	**2003**	$ 116,145.00	$ 3,112.69
Mullen,Cassidy	**00008398**	Supvy Physical Security Spec	**13**	Protective Services	**4001**	$ 115,566.00	$ 3,097.17
Nnoli,Emmanuel C	**00028049**	Supervisory Human Resources Sp	**13**	Human Resources and Training	**1010**	$ 115,025.90	$ 3,082.69
Onigbanjo,Abideen Oladeji	**00046769**	Supervisory Contract Complianc	**13**	Protective Services	**4001**	$ 114,107.36	$ 3,058.08
Osborne,Quinn	**00003928**	Program Analyst	**14**	Portfolio Division	**2001**	$ 113,617.00	$ 3,044.94
Payton,Regina	**00087448**	ATTORNEY ADVISOR	**13**	Office of Director	**1090**	$ 113,481.00	$ 3,041.29
Petry,Samuel Colin George	**00048545**	SUPV SAFETY & OCCUP HEALTH SPE	**14**	Safety and Environmental	**3002**	$ 113,234.00	$ 3,034.67
PROCTOR,TONIA L	**00082818**	Information Technology Special	**13**	Information Technology	**1040**	$ 113,002.00	$ 3,028.45
Riley,Susan E	**00000881**	Risk Management Coordinator	**13**	Safety and Environmental	**3002**	$ 113,002.00	$ 3,028.45
Robinson,LaTonya	**00046785**	Program Analyst	**13**	Resource Allocation	**1090**	$ 113,002.00	$ 3,028.45
Rocha,Elena	**00020761**	Management Analyst	**13**	Building Management	**3002**	$ 113,002.00	$ 3,028.45
Sayed,Hares M	**00045301**	Green Building Coordinator	**13**	Energy Management	**1095**	$ 113,002.00	$ 3,028.45
Seabrooks Jr.,Robert G	**00073287**	ENVIRONMENTAL PROTECTION SPECI	**13**	Safety and Environmental	**1195**	$ 113,002.00	$ 3,028.45
Sheikhbahaei,Ali	**00024581**	Project Manager	**14**	Capital Construction Services	**2003**	$ 112,111.00	$ 3,004.57
Singh,Amar	**00003326**	Project Manager	**14**	Capital Construction Services	**2003**	$ 112,111.00	$ 3,004.57
Sneed,Kwelli D.	**00077542**	Human Resources Specialist (Em	**14**	Human Resources and Training	**1010**	$ 110,297.00	$ 2,955.96
Stewart,Karl D.	**00078172**	Project Manager	**13**	Capital Construction Services	**2003**	$ 110,063.00	$ 2,949.69
Stewart,Quintin A	**00078171**	Project Manager	**13**	Capital Construction Services	**2003**	$ 110,063.00	$ 2,949.69
Stewart,Robbie	**00077898**	Project Manager	**13**	Capital Construction Services	**2003**	$ 110,063.00	$ 2,949.69
Stokes,John A	**00048472**	Facilities Operations Manager	**14**	Facillty Operations and Mainte	**3002**	$ 109,708.26	$ 2,940.18
Tatum,Paula R	**00069914**	Supervisory Realty Specialist	**14**	Realty Management	**2101**	$ 107,842.68	$ 2,890.18
Teasley,Robin F	**00019741**	FAC MAINTENANCE MGR	**14**	Maintenance and Projects	**3002**	$ 107,841.91	$ 2,890.16
Turner,Alyssa K	**00041467**	Realty Program Specialist	**13**	Realty Management	**2001**	$ 107,380.00	$ 2,877.78
Varre,Jean-Francis E	**00073175**	Management Analyst	**13**	Facillty Operations and Mainte	**3002**	$ 107,380.00	$ 2,877.78
Wallace,Vaughn A.	**00048398**	Management Analyst	**13**	Building Management	**3009**	$ 107,380.00	$ 2,877.78
Walp,Kristen Pamela	**00046791**	Project Manager	**13**	Capital Construction Services	**5010**	$ 107,022.00	$ 2,868.19
Walsh,Kathleen Ann	**00078134**	Program Analyst	**13**	Capital Construction Services	**5101**	$ 107,022.00	$ 2,868.19
Wanigasundara,Don	**00048382**	Certified Business Enterprise	**14**	Office of Director	**3009**	$ 106,977.00	$ 2,866.98
Ward,Charleen M.	**00046911**	Administrative Services Superv	**13**	Protective Services	**4001**	$ 105,885.25	$ 2,837.72
Warren,Olivia M	**00044438**	BUDGET ANALYST	**12**	Govt Direction & Ops - DGS	**1051**	$ 105,330.00	$ 2,822.84
Washington,Cameron E	**00044708**	Training Specialist	**13**	Human Resources and Training	**1010**	$ 104,569.00	$ 2,802.45
Washington,Carole	**00073286**	ENVIRONMENTAL PROTECTION SPECI	**13**	Safety and Environmental	**1195**	$ 104,569.00	$ 2,802.45
White,Cassandra B	**00083483**	Realty Specialist	**13**	Realty Management	**2001**	$ 104,569.00	$ 2,802.45
Willis,Jacob H	**00016677**	Program Analyst	**13**	Building Management	**3002**	$ 104,569.00	$ 2,802.45
Wong,Henry	**00002456**	Program Analyst	**13**	Facillty Operations and Mainte	**3002**	$ 104,569.00	$ 2,802.45
Wood,James T	**00000546**	Building Manager	**13**	Building Management	**3002**	$ 104,522.33	$ 2,801.20
Wright,Brittney A.	**00048538**	Program Analyst	**13**	Facillty Operations and Mainte	**3002**	$ 101,758.00	$ 2,727.11
Wright,Christopher J	**00087364**	Realty Specialist	**13**	Portfolio Division	**2001**	$ 101,758.00	$ 2,727.11

Department of General Services
Question #16 - FY 19 Top 25 Overtime Earners (FY20)

Sub-Agency	Name	Position Title	Divison	Salary	Hourly Rate	Fringe	Total Overtime Hours	Sum Est Gross
AM	Jeter Jr.,Perry Ozell	HEATING & AC EQUIPMENT MECH	Facilities	$ 82,097.60	$ 39.47	$ 20,524.40	383.000000	$ 22,599.62
AM	Washington,Cameron E	Facilities Operations Manager	Facilities	$ 118,450.00	$ 56.94	$ 29,612.50	390.000000	$ 22,141.37
AM	Smith,Willie	MAINTENANCE WORKER	Facilities	$ 67,683.20	$ 32.54	$ 16,920.80	401.000000	$ 19,451.37
AM	Butler,Carl D	BUILDING & GRDS MAINT WKR SUPV	Facilities	$ 89,464.10	$ 43.01	$ 22,366.03	301.000000	$ 19,419.73
AM	Graham,Robert	Boiler Plant Operator	Facilities	$ 75,004.80	$ 36.06	$ 18,751.20	360.000000	$ 19,305.45
AM	Johnson,Essney	Boiler Plant Operator	Facilities	$ 75,004.80	$ 36.06	$ 18,751.20	335.000000	$ 17,954.79
AM	Sims,Wayne T	BOILER PLANT OPERATOR II	Facilities	$ 78,624.00	$ 37.80	$ 19,656.00	312.000000	$ 17,520.57
AM	Barksdale,Rufus S	BOILER PLANT OPERATOR SUPV	Facilities	$ 94,224.00	$ 45.30	$ 23,556.00	256.000000	$ 17,395.20
AM	Barnes,Anthony	BUILDING MGMT SPEC	Facilities	$ 78,487.00	$ 37.73	$ 19,621.75	303.500000	$ 16,730.83
AM	Adams,Alfred J	Util Syst Repair Oper Supvr	Facilities	$ 93,225.60	$ 44.82	$ 23,306.40	228.000000	$ 15,287.18
AM	Greene,Andre	Supv Special Police Officer	Protective Service	$ 65,747.00	$ 31.60	$ 16,436.75	312.000000	$ 14,772.39
AM	Freeman,Tracey L.	Special Police Officer	Protective Service	$ 60,702.00	$ 29.18	$ 15,175.50	327.000000	$ 14,273.76
AM	Holmes,Justin T.	Util Syst Repair. Oper Supvy.	Facilities	$ 71,676.80	$ 34.46	$ 17,919.20	267.000000	$ 14,177.91
AM	Gantt,Malcolm	BOILER PLANT OPERATOR SUPV	Facilities	$ 94,224.00	$ 45.30	$ 23,556.00	196.000000	$ 13,741.23
AM	Minor Sr.,Antoine	Boiler Plant Operator	Facilities	$ 65,020.80	$ 31.26	$ 16,255.20	282.000000	$ 13,104.23
AM	Gassama,Alhaji D	Facilities Operations Manager	Facilities	$ 109,708.26	$ 52.74	$ 27,427.07	228.000000	$ 12,169.41
AM	Bonner,Yolanda	BUILDING MGMT SPEC	Facilities	$ 85,570.00	$ 41.13	$ 21,392.50	196.000000	$ 11,994.99
AM	Tolliver,Tyrone V	Maintenance Mechanic Leader	Facilities	$ 66,955.20	$ 32.19	$ 16,738.80	249.000000	$ 11,877.66
AM	Carter,Darlene M	BOILER PLANT OPERATOR I	Facilities	$ 88,566.40	$ 42.58	$ 22,141.60	187.000000	$ 11,861.12
AM	Nelson Jr.,Harold L.	BOILER PLANT OPERATOR I	Facilities	$ 88,566.40	$ 42.58	$ 22,141.60	184.500000	$ 11,802.33
AM	Simmons,Vincent J	BOILER PLANT OPERATOR I	Facilities	$ 88,566.40	$ 42.58	$ 22,141.60	175.000000	$ 11,242.61
AM	Hong,Laurent Kim	Util Syst Repair Oper Supvr	Facilities	$ 85,904.00	$ 41.33	$ 21,476.00	173.000000	$ 10,725.14
AM	Washington,Calvin W	PIPEFITTER/STEAMFITTER	Facilities	$ 82,097.60	$ 39.47	$ 20,524.40	171.000000	$ 9,809.10
AM	Mance,Tamara Ferguson	BOILER PLANT OPERATOR II	Facilities	$ 78,624.00	$ 37.80	$ 19,656.00	173.000000	$ 9,750.54

Department of General Services
Question #17: Employee Bonuses, Special Pay and Separation Pay

FY 19: Special Pay	Type of Pay	Amount	Detail
Joia Nuri	separation pay	$ 12,283.20	Severance
Angela Gray	separation pay	$ 34,720.00	Severance
Zack Dobelbower	separation pay	$ 28,284.00	Severance
William Cotton	separation pay	$ 27,428.00	Severance
Colin Petry	Performance Award	$ 1,545.95	Performance award- Legal Services
Tara Mitchell	Performance Award	$ 1,690.85	Performance award- Legal Services
Robert Calhoun	separation pay	$ 16,971.20	Severance
Michael Jelen	separation pay	$ 13,483.54	Severance
Allam Al Alami	Additonal Income Allowance	$ 9,297.15	Additional Income Allowance

FY 20: Special Pay	Type of Pay	Amount	
Conan Bruce	separation pay	$ 24,309.22	Severance

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
ACA Reporting in PeopleSoft	DCHR/Center for Learning & Development	April 24, 2019	1
Active Shooter Training	Federal Emergency Management Administration (FEMA)	November 18, 2019	1
Advanced Formulas and Function	DCHR/Center for Learning & Development	January 21, 2019	1
Advanced Project Management	DCHR/Center for Learning & Development	November 16, 2018 April 9, 2019 June 20, 2019 September 12, 2019	4
Agency Level Administration Enterprise Learning Management (ELM) Training	DCHR/Center for Learning & Development	October 23, 2019	1
Aligning Goals & Priorities	DCHR/Center for Learning & Development	January 23, 2020	1
AM Performance Management MSS	DCHR/Center for Learning & Development	October 30, 2018	29
An Executive's Guide to Security	DCHR/Center for Learning & Development	November 16, 2019	1
Appropriations Law Workshop	Office of the Attorney General	August 19, 2019	1
Basic Computer Skills	DCHR/Center for Learning & Development	October 23, 2018	1
Board of Ethics & Government Accountability Monthly Ethics Training	Board of Ethics & Government Accountability	May 8, 2019	2
Building the Team	Office of the Attorney General	September 19, 2019	1
CALEA Training & Certification	Commission on Accreditation for Law Enforcement Agencies	November 12-16, 2019	1
Capital Construction Division FY '19 Year End Close Out & Accrual Workshop Training	Paul Blackmon, Jr.	September 5, 2019	56

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Capturing the Green in a Green Economy: Municipal P3s in Energy and Economic Development	International Municipal Lawyers Association	March 29, 2019	1
Cloud Concepts Network Services	DCHR/Center for Learning & Development	December 31, 2018	1
Coaching Techniques That Inspire	DCHR/Center for Learning & Development	December 25, 2019	1
Coaching That Shifts Perception	DCHR/Center for Learning & Development	November 19 2019	1
Commitment Accounting	DCHR/Center for Learning & Development	April 25, 2019	1
Compensation & Class Online Training	DCHR/Center for Learning & Development	January 30, 2019 September 23, 2019 September 28, 2019	3
Competence and Supervision Issues Arising Out of Electronic Information	Practicing Law Institute	July 31, 2019	1
Compliance Issues and Strategies	DCHR/Center for Learning & Development	June 11, 2019	1
Computer TIA A+ Exam 220-901: BIOS	DCHR/Center for Learning & Development	January 15, 2019	1
Conducting Investigations as Agency Counsel	Mayor's Office of Legal Counsel	July 30, 2019	4
Construction Contracts: Tricks, Traps, and Ploys in Construction Scheduling	International Municipal Lawyers Association	January 14, 2020	1
Contract Administrator	DCHR/Center for Learning & Development	October 26, 2019 November 9, 2019 March 1, 2019 April 19, 2019 May 3 2019 August 2, 2019 September 27, 2019 October 9, 2019 October 23, 2019 November 22, 2019 January 24, 2020	46

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Create Work Breakdown Structure	DCHR/Center for Learning & Development	December 30, 2019	1
Creating A Project Budget	DCHR/Center for Learning & Development	January 2, 2019	1
Critical Thinking Process	DCHR/Center for Learning & Development	August 22, 2019 February 28, 2019	2
Customer Service	ADC Management Solutions	September 4, 2019	175
Cyber Security Awareness	OCTO	October 29, 2019 to January 30, 2020	513
Cyber Security Awareness In-Person Class	Venola L. Johnson, Esq.	November 13, 2019 November 22, 2019 December 11, 2019 December 17, 2019	50
Cyber Security 101: Auditing	DCHR/Center for Learning & Development	November 18, 2019	1
DDOT TL Training CS Employee	DCHR/Center for Learning & Development	December 7, 2018	1
Deciding Official Training	DCHR/Center for Learning & Development	May 30, 2019	1
Defensive Driving Final Test	DCHR/Center for Learning & Development	December 5, 2019 December 11, 2019	2
Define and Sequence Activities	DCHR/Center for Learning & Development	January 2, 2020	1
Design-Building Training	DCHR/Center for Learning & Development	September 18, 2019	1
Develop and Manage Resources	DCHR/Center for Learning & Development	January 5, 2019	1
Difficult People Strategies	DCHR/Center for Learning & Development	August 7, 2019	1
DC Council Code of Conduct	Board of Ethics & Government Accountability	October 4, 2018	1

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Effective Management of Construction Contracts	Stephen Gordon National Institute of Government Purchasing	September 30, 2019	19
Effective Statements of Work	DCHR/Center for Learning & Development	October 25, 2018 November 8, 2018 December 5, 2018 January 9, 2019 January 24, 2019 January 29, 2019 February 28, 2019 April 3, 2019 April 18, 2019 May 2, 2019 August 1, 2019 September 4, 2019 October 2, 2019 October 16, 2019 November 19, 2019 November 21, 2019 December 18, 2019 January 22, 2020	59
E-Invoicing and PASS	DCHR/Center for Learning & Development	October 4, 2018	1
Emergency Planning	Federal Emergency Management Administration (FEMA)	November 17, 2019	1
Emotional Intelligence for Managers	Mayor's Office of Legal Counsel	July 17, 2019	1
Emergency Vehicle Operator Instructors Training	Federal Law Enforcement Training Center	October 28, 2019 – November 8, 2019	1
EnergyCap Webinar Training	Dave Ulmer	May 6, 2019	1
Equal Employment Opportunity Counseling Best Practices Training	DCHR/Center for Learning & Development	May 23, 2019	1
Equal Employment Opportunity Training	Department for Hire	October 16, 2019	1
ESS Absence Request - Online	DCHR/Center for Learning & Development	October 22, 2018 April 10, 2019 April 11, 2019 November 15, 2019	4

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
ESS Overtime Requests - Online	DCHR/Center for Learning & Development	October 22, 2018 April 10, 2019 April 11, 2019	3
ESS Time Entry - Online	DCHR/Center for Learning & Development	October 22, 2018 October 30, 2018 March 19, 2019 April 10, 2019 April 11, 2019 May 13, 2019 May 14, 2019 May 21, 2019 October 24, 2019 November 20, 2019 December 20, 2019	11
ESS Union Enrollment - Online	DCHR/Center for Learning & Development	November 17, 2019	1
Ethics for DC Employees - Online	DCHR/Center for Learning & Development	October 22, 2018 July 15, 2019 August 22, 2019 August 27, 2019 September 12, 2019 November 15, 2019	7
Ethics for Government Lawyers	Practicing Law Institute	August 28, 2019	1
Ethics Introduction and Updates	Board of Ethics & Government Accountability	October 4, 2018	2
Facing the Management Challenge	DCHR/Center for Learning & Development	September 28, 2019	1
Federal Project Closeout	DCHR/Center for Learning & Development	June 18, 2019	1
Financing Development in the District of Columbia	Office of the Attorney General	November 13, 2019	2
Fundamentals of Myers Briggs/CCD	CCD/Michelle Chin DCHR/Center for Learning & Development	November 12, 2019	27
Fundamental Principals of Managerial Leadership	National Attorneys General Training & Research Institute	September 25, 2019	1

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Gaining A Positive Perspective	DCHR/Center for Learning & Development	December 5, 2019	1
Geotab, Faster & Fleet Systems Training	Government Fleet Expo and Conference	June 17, 2019 – June 20, 2019	2
Getting The Details Rights	DCHR/Center for Learning & Development	April 3, 2019	1
Giving and Receiving Feedback	DCHR/Center for Learning & Development	May 15, 2019	1
Good to Great: Why Some Companies Make the Leap	Mayor's Office of Legal Counsel	January 15, 2020	1
Government Purchasing	National Institute of Government Purchasing, Inc. Conference	August 25, 2019 – August 29, 2019	3
Greenbuilding International Conference and Expo	United States Green Building Council (USGBC)	November 19, 2019 – November 22, 2019	1
Hearing Officer Training	Office of the Attorney General	October 11, 2018	1
Hearsay Training	Mayor's Office of Legal Counsel Superior Court Judge Gerald Fisher	October 18, 2019	1
High Impact Presentations- MSS	DCHR/Center for Learning & Development	December 13, 2018 December 14, 2018 August 15, 2019	3
Holiday Union	DCHR/Center for Learning & Development	November 17, 2019 December 17, 2019	2
Holiday Worked Union Full Day	DCHR/Center for Learning & Development	November 20, 2019	1
How To Manage Difficult Conversations	DCHR/Center for Learning & Development	January 18, 2019	1
Improving Your Public Speaking	DCHR/Center for Learning & Development	December 3, 2019	1

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Improving Your Technical Writing	DCHR/Center for Learning & Development	April 2, 2019	1
Initiate/Process A Promotion	DCHR/Center for Learning & Development	April 29, 2019	1
International Facility Management Association Conference	International Facility Management Association	October 16, 2019 – October 18, 2019	2
International Municipal Lawyers Association 2019 Mid-Year Seminar	International Municipal Lawyers Association	March 29, 2019 – April 1, 2019	2
International Municipal Lawyers Association Land Use Practice Pointers	International Municipal Lawyers Association	March 30, 2019	2
International Municipal Lawyers Association Model Social Media Policy	International Municipal Lawyers Association	March 30, 2019	2
International Municipal Lawyers Association Telecommunications: An Update on, and Responses to, the FCC's Encroachment into Local Rights-of-Way Management, Zoning and Cable Franchising Authority	International Municipal Lawyers Association	March 30, 2019	2
Introduction to Government Contracting	DCHR/Center for Learning & Development	May 1, 2019 June 11, 2019 September 3, 2019 October 1, 2019 November 14, 2019 January 7, 2019	6
Introduction to Management	DCHR/Center for Learning & Development	December 4, 2018 December 7, 2018	2
It Worked For Me: In Life and Leadership	Mayor's Office of Legal Counsel	October 22, 2019	1
Keeping Your Project On Budget	DCHR/Center for Learning & Development	January 2, 2020	1
Keeping Your Skillset Current	DCHR/Center for Learning & Development	June 14, 2019	1
Leadership: Comm Stress Mgmt	DCHR/Center for Learning & Development	September 26, 2019	1

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Leadership and Influence	Federal Emergency Management Administration (FEMA)	November 18, 2019	1
Leadership Coaching: From Distress to Success in Five Simple Steps	Office of the Attorney General	May 21, 2019	3
Leadership Training For MSS	Federal Emergency Management Administration (FEMA)	October 1, 2018	1
Leading Across Cultures	DCHR/Center for Learning & Development	October 18, 2018	1
Legal Ethics – Focus: Civil	Office of the Attorney General	January 17, 2019	2
Legal Ethics for Government Attorneys	Board of Ethics & Government Accountability	October 4, 2019	3
LGBT Cultural Competency - Online	DCHR/Center for Learning & Development	October 22, 2018 August 21, 2019 September 12, 2019 October 8, 2019 November 15, 2019	6
Local Tax Law in the District of Columbia	Office of the Attorney General	September 17, 2019	2
Making a Smooth Transition to EnergyCap Version 7	Blaine Clapper	May 2, 2019	1
Manage and Control Quality	DCHR/Center for Learning & Development	January 3, 2020	1
Managing Stakeholder Engagement	DCHR/Center for Learning & Development	January 12, 2020	1
Managing Up	DCHR/Center for Learning & Development	October 11, 2018	1
Maximize Your Productivity	DCHR/Center for Learning & Development	November 7, 2019	1
Mayor's Order on Cannabis Use In the District of Columbia	Mayor's Office of Legal Counsel	November 19, 2019	1
Mediation	Office of the Attorney General	December 13, 2019	1

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Microsoft Access 2010-Level 1	DCHR/Center for Learning & Development	March 13, 2019 July 10, 2019	2
Microsoft Basic Computer	DCHR/Center for Learning & Development	November 20, 2019	1
Microsoft Excel 2010 – Level 1	DCHR/Center for Learning & Development	February 12, 2019 February 14, 2019 February 21, 2019 April 9, 2019 August 15, 2019	5
Microsoft Excel 2010 – Level 2	DCHR/Center for Learning & Development	July 16, 2019 August 16, 2019 August 28, 2019	3
Microsoft Excel 2010 – Level 3	DCHR/Center for Learning & Development	July 30, 2019	1
Microsoft Excel 2016 Essential	DCHR/Center for Learning & Development	July 19, 2019	1
Microsoft PowerPoint 2010	DCHR/Center for Learning & Development	June 19, 2019	1
Microsoft Project 2010	DCHR/Center for Learning & Development	December 11, 2018	1
Microsoft Visio 2010 – Level 1	DCHR/Center for Learning & Development	November 7, 2018	1
Module 1 – Defensive Driving	DCHR/Center for Learning & Development	December 5, 2019 December 11, 2019	2
Module 2 – Benefits of this Co	DCHR/Center for Learning & Development	December 5, 2019 December 11, 2019	2
Module 3 – Before You Hit the	DCHR/Center for Learning & Development	December 5, 2019 December 11, 2019	2
Module 4 – On the Road Part 1	DCHR/Center for Learning & Development	December 5, 2019 December 11, 2019	2
Module 4 – On the Road Part 2	DCHR/Center for Learning & Development	December 5, 2019 December 11, 2019	2

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Module 5 – After An Incident	DCHR/Center for Learning & Development	December 5, 2019 December 11, 2019	2
Monitor Project Communications	DCHR/Center for Learning & Development	January 8, 2020	1
Moving Into Management Series	DCHR/Center for Learning & Development	December 18, 2010	1
MSS Approve Absence Request - Online	DCHR/Center for Learning & Development	April 30, 2019 September 4, 2019	2
MSS Approve Overtime Request - Online	DCHR/Center for Learning & Development	September 4, 2019	1
MSS Approve Time - Online	DCHR/Center for Learning & Development	October 30, 2018 February 15, 2019 February 19, 2019 March 6, 2019 March 19, 2019 March 27, 2019 April 30, 2019 May 13, 2019 May 14, 2019 July 9, 2019 August 15, 2019 August 17, 2019 August 20, 2019 August 25, 2019 September 4, 2019 September 20, 2019 October 10, 2019 November 15, 2019 November 20, 2019 December 20, 2019	23
MSS and Supervisory Quarterly Training Series FY '19: Best Practices in a Unionized Environment; and Reasonable Suspicion	Department of General Services	November 15, 2018	1
MSS Time Entry - Online	DCHR/Center for Learning & Development	October 30, 2018 February 19, 2019 March 6, 2019 March 19, 2019	14

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
		March 27, 2019 April 30 2019 May 13, 2019 July 9, 2019 September 4, 2019 October 10, 2019 November 20, 2019 December 20, 2019 January 22, 2020	
Negotiation & Influence	DCHR/Center for Learning & Development	October 18, 2019 June 19, 2019	2
Network Topologies & Technology	DCHR/Center for Learning & Development	December 31, 2019	1
Networking Devices	DCHR/Center for Learning & Development	January 15, 2020	1
Never Wrestle with a Pig and Ninety Other Ideas	Mayor's Office of Legal Counsel	December 12, 2019	1
OSHA 10 Hour	DCHR/Center for Learning & Development	December 12, 2018	1
Overview of DC GIS - ArcGIS	DCHR/Center for Learning & Development	May 15, 2019	1

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Paid Family Leave	DCHR/Center for Learning & Development	January 9, 2019 April 12, 2019 November 25, 2019 January 5, 2020	5
PASS Buyer	DCHR/Center for Learning & Development	October 4, 2018 October 22, 2018 December 6, 2018 January 16, 2019 January 28, 2019 April 4, 2019 April 15, 2019 April 17, 2019 April 22, 2019 June 3, 2019 June 24, 2019 July 8, 2019 July 22, 2019 July 29, 2019 August 5, 2019 August 12, 2019 August 19, 2019 September 9, 2019 October 29, 2019 November 18, 2019 December 2, 2019 December 9, 2019 December 16, 2019 January 6, 2019 January 27, 2020	44

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
PASS Contracts	DCHR/Center for Learning & Development	October 31, 2018 October 3, 2019	8
PASS Sourcing	DCHR/Center for Learning & Development	October 31, 2018 October 3, 2019 October 4, 2019	13
Performance Management (MSS)	DCHR/Center for Learning & Development	November 15, 2018 December 7, 2018	2
Performance Management for Managers/Supervisors – DGS WebEx Training - Refresher Course	Venola L. Johnson, Esq.	October 10, 2019 October 15, 2019 October 18, 2019 October 25, 2019 October 29, 2019 November 1, 2019 November 14, 2019	8

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Personality – Myers-Briggs	DCHR/Center for Learning & Development	October 17, 2018 July 12, 2019	2
Plan and Acquire Resources (PMBOK©)	DCHR/Center for Learning & Development	January 5, 2020	1
Plan and Define Project Scope	DCHR/Center for Learning & Development	December 30, 2019	1
Plan and Manage Communications	DCHR/Center for Learning & Development	January 7, 2020	1
Planning Quality Management (PMBOK©)	DCHR/Center for Learning & Development	January 3, 2020	1
Planning Risk Management (PMBOK©)	DCHR/Center for Learning & Development	January 9, 2020	1
Planning Stakeholder Engagement	DCHR/Center for Learning & Development	January 12, 2020	1
Polishing Your Feedback Skills	DCHR/Center for Learning & Development	December 5, 2019	1
Ports and Protocols and the OS	DCHR/Center for Learning & Development	December 23, 2019	1
Position Funding Report	DCHR/Center for Learning & Development	November 25, 2019	1
Position Management - Online	DCHR/Center for Learning & Development	January 30, 2019 April 12, 2019 May 14, 2019	3
Presentation Skills 101	DCHR/Center for Learning & Development	October 18, 2018 November 16, 2018 March 25, 2019	3

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Principles of Appropriation Law (GAO Course)	Office of the Attorney General	September 11, 2018 – September 13, 2018	1
Procurement Lifecycle	DCHR/Center for Learning & Development	February 15, 2019 August 16, 2019	2
Procurement Management (PMBOK©)	DCHR/Center for Learning & Development	January 12, 2020	1
Procurement Planning (PMBOK©)	DCHR/Center for Learning & Development	January 12, 2020	1
Progressive Discipline	DCHR/Center for Learning & Development	December 7, 2018 February 8, 2019	3
Project Changes and Closing (PMBOK©)	DCHR/Center for Learning & Development	December 30, 2019	1
Project Fundamentals (PMBOK©)	DCHR/Center for Learning & Development	August 15, 2019 August 19, 2019	2
Project Initiation and Planning	DCHR/Center for Learning & Development	December 26, 2019	1
Project Management Essentials	DCHR/Center for Learning & Development	April 9, 2019 April 19, 2019 April 20, 2019 September 12, 2019 November 22, 2019	6
Project Management Introduction	DCHR/Center for Learning & Development	October 15, 2019 November 12, 2019 January 3, 2020	3
Project Management Prolog Training/DGS	Gilberto Gomez	Ongoing Sessions Monthly / 2nd Tuesday	8
Project Pilot Project Program Training/DGS	John Harmon	January 31, 2020	18
Pro Talk Tuesday/Contracts & Procurement Salesforce Procurement Training	Michelle Chin	October 29, 2019	72
Pro Talk Tuesday/Project Initiation Budget & Financing	Michelle Chin	October 15, 2019	42

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Public Sector Workers' Compensation	Office of the Attorney General	November 15, 2019	1
Quality Customer Care	DCHR/Center for Learning & Development	October 5, 2018	1
Quality Methodologies and Standards	DCHR/Center for Learning & Development	January 3, 2020	1
Range Simulator Training	MILO Range User Conference	July 16, 2019 – July 18, 2019	2
Reasonable Suspicion MSS DDOT	DCHR/Center for Learning & Development	April 17, 2019	1
Reasonable Suspicion Training	DCHR/Center for Learning & Development	March 27, 2019 April 12, 2019	2
Reinventing Campus Distributions & Tenant Rebills	Dave Ulmer	April 10, 2019	2
Résumé Building & Interviewing	DCHR/Center for Learning & Development	December 7, 2018	1
Retirement: 101	DCHR/Center for Learning & Development	November 6, 2019	1
Section 1983: ADA Claims Against Correctional Officers	International Municipal Lawyers Association	March 30, 2019	1
Section 1983: Being Proactive in Use of Force Matters: How to work with our Police Department to Improve Report Writing and Get Better Results for Trial	International Municipal Lawyers Association	March 29, 2019	1
Section 1983: Covering the Bases – Tips for Successfully Litigating Qualified Immunity in Summary Judgment	International Municipal Lawyers Association	March 29, 2019	1
Section 1983: Establishment Clause for Local Governments	International Municipal Lawyers Association	March 29 2019	1

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Section 1983: Trending Issues and Hot Topics	International Municipal Lawyers Association	March 30, 2019	1
Sexual Harassment Prevention – In Person Training	Venola L. Johnson, Esq.	October 30, 2019 November 6, 2019 November 18, 2019 November 19, 2019 December 3, 2019 December 10, 2019 December 12, 2019 December 17, 2019 December 19, 2019 January 27, 2020 January 30, 2020	179
Sexual Harassment Prevention MSS	DCHR/Center for Learning & Development	February 14, 2019 January 23, 2020	2
Sexual Harassment Prevention – Online Training	DCHR/Skillport	September 30, 2019 – January 30, 2020	201
Sexual Harassment Training for Agency Counsel	DCHR/Center for Learning & Development	March 20, 2019	1
SharePoint Basics	DCHR/Center for Learning & Development	January 8, 2019	1
Smart Choices: Practical Guide to Making Better Decisions	Mayor's Office of Legal Counsel	September 30, 2019	1
State Defensive Litigation Training Program	Mayor's Office of Legal Counsel	July 31, 2019 – August 1, 2019	1
Social Media and the Code of Conduct	Board of Ethics & Government Accountability	October 4, 2018	3
Strategic Communications MSS	DCHR/Center for Learning & Development	October 4, 2019	1
Strategic Human Capital	DCHR/Center for Learning & Development	February 6, 2019	1
Supervisory Liability	Practicing Law Institute	July 31, 2019	1

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
Supplier Risk Management	DCHR/Center for Learning & Development	March 19, 2019	1
Supreme Court Update	International Municipal Lawyers Association	March 29, 2019	1
Sustainability In The Built Environment	GREENBUILD International Conference and Expo 2019	November 19, 2019 - November 22, 2019	1
Taking the Lead With Workplace	DCHR/Center for Learning & Development	October 30, 2019	1
The Basics of Marketing	DCHR/Center for Learning & Development	June 14, 2019	1
The Eighth Habit: From Effectiveness to Greatness	Mayor's Office of Legal Counsel	November 7, 2019	1
The First Step: Initiative	DCHR/Center for Learning & Development	November 8, 2018	1
The Office of the Inspector General	Board of Ethics & Government Accountability	October 4, 2018	2
The Seven Habits of Highly Effective People	Mayor's Office of Legal Counsel	October 14, 2019 October 29, 2019	2
The Supervisor's Role as Trainer and Coach	Office of the Attorney General	September 20, 2019	1
The World Is Flat: A Brief History of the Twenty-First Century	Mayor's Office of Legal Counsel	October 15, 2019 October 20, 2019	2
Title VI Nondiscrimination	DCHR/Center for Learning & Development	April 4, 2019	1
Title VI Project Delivery	DCHR/Center for Learning & Development	April 4, 2019	1
Understanding ADA and DC FMLA	DCHR/Center for Learning & Development	March 27, 2019	1
Understanding The District Budget	DCHR/Center for Learning & Development	March 29, 2019 April 25, 2019 August 29, 2019	3
Using Active Listening in Work	DCHR/Center for Learning & Development	November 3, 2019	1
Using/Managing The DC PCard	DCHR/Center for Learning & Development	April 24, 2019 May 2, 2019 May 8, 2019	32

Department of General Services
Question #19: Training Offered to DGS Personnel - FY 2019 through January 2020

Training Subject	Training Facilitators	Training Dates	Number of Training Participants
		July 18, 2019 July 23, 2019 August 7, 2019 September 23, 2019 November 13, 2019 January 9, 2020	
Validate and Control Scope (PMBOK©)	DCHR/Center for Learning & Development	December 31, 2019	1
Vendor Prolog Converge Training/DGS	Gilberto Gomez	Ongoing Sessions Monthly / 2nd Thursday	8
What are the Ten Most Common Legislative Drafting Mistakes and How Can They be Avoided?	Office of the Attorney General	November 14, 2018	1
Winter 2019 Lunch and Learn Series – Contracting Authority in the District: Who Can Bind the District?	Office of the Attorney General	January 31, 2019	1
Women Lawyers in Leadership – Getting a Seat at the Table and What to do When You've Obtained Your Seat	Practicing Law Institute	July 31, 2019	1
Women's Leadership Panel	DCHR/Center for Learning & Development	March 27, 2019	1
Workplace Labor Laws and Safety and Health Regulations	Interstate Labor Standards Association 55th National Conference	August 18, 2019 – August 22, 2019	3
Workplace Management: Employment	DCHR/Center for Learning & Development	September 1, 2019	1
Workplace Safety Orientation	DCHR/Center for Learning & Development	January 18, 2019	1
Writing for Results	DCHR/Center for Learning & Development	November 20, 2018 March 7, 2019	2

Department of General Services
Question #24 -- FY 2019 and FY 2020 Special Purpose Revenues and Expenditures
($ in 000)

Revenue Source Name and Code	Funding Source	Description	FY 2020 Revenues	FY 2020 Expenditures (As of 12/31/2019)	FY 2019 Revenues	FY 2019 Expenditures	Fund Balance as of 9/30/19
Fixed Cost Payments for Non-DC Agencies and rental payment from the Health Care Exchange agency and WASA (1150).	Payments from non-DC entities (DC Water, UDC, Lottery) for purchase of fuel from DC fueling sites rent from the DC Health Care Exchange agency and WASA.	Some Non-DC entitites purchase and utilize fuel at DC fueling sites. These entities pay for the fuel by cutting a check to the District, which is captured in the fund. Also, the DC Health Care Exchange Agency and WASA have been providing funds to DGS to make rental payments.	2719.73 - 1st quarter expenditures have been billed, but revenue has not been fully collected.	$867,857	$4,213,341	$4,213,341	$0
RFK/DC Armory Fund (1440)	Agency has an MOU with EventDC (aka Washington Convention and Sports Authority) to maintain the non-military section of the RFK/DC Armory.	See Funding Source description.	36417.37 - 1st quarter expenditures have been billed, but revenue has not been fully collected.	$440,621	$2,232,283	2,232,283	$0
Eastern Market Fund (1460)	Eastern Market vendors pay rent and fees; and rental fees to organizations for special events in the North Hall of the Market.	Vendor and rent revenue are authorized under DC Code 37-103.	$230,764	$157,734	$894,618	$908,957 - Expenditures slightly exceeded revenue, however there is sufficient Fund Balance to cover the expenditures.	$43,791
Facilities Service Request Fund (1500)	The federal Court Services and Offender Supervisory Agency (CSOSA) reimburses DGS for providing secuity services via a Memorandum of Agreement.	See Funding Source description.	$0	$0	$0	$0	$0

Note: SPR Fund 1500 does not reflect revenue or expenditures for both FY 2019 and FY 2020 because CSOSA discontinued the MOA between it and DGS for DGS providing security services

Department of General Services
Question #25. For FY19 and FY20 Purchase Card Spending

Sum of Transaction Amount FY	Cardholder First Name	Cardholder Last Name	Merchant Type	Total
2019	ALLAM	AL-ALAMI	Healthcare	4,465.17
			Maintenance Repair Operation	15,024.01
			Office Equipment and Supplies	1,287.38
			Other	250.00
			Print and Duplicating Services	564.56
			Professional Services	6,665.72
			Retail	729.00
			Transportation - Other	610.00
	ALLAM Total			**29,595.84**
	ALYSSA	TURNER	Computer, Hardware, Software and Peripherals	2,950.76
			Maintenance Repair Operation	2,068.00
			Office Equipment and Supplies	9,904.79
			Professional Services	4,878.00
			Vehicle Maintenance and Fuel Services	649.70
	ALYSSA Total			**20,451.25**
	BARRY	MARGESON	Computer, Hardware, Software and Peripherals	549.46
			Education	5,050.00
			Lease and Rental Payment	1,885.75
			Maintenance Repair Operation	20,318.77
			Media and Advertising Services	3,898.68
			Office Equipment and Supplies	2,849.56
			Other	540.00
			Print and Duplicating Services	3,047.74
			Professional Services	19,035.37
			Retail	3,422.41
			Utilities	2,868.26
	BARRY Total			**63,466.00**
	CARISSA	MAYE	Airline	2,548.28
			Computer, Hardware, Software and Peripherals	3,575.98
			Media and Advertising Services	688.00
			Office Equipment and Supplies	1,396.91
			Other	4,657.00
			Print and Duplicating Services	(12.00)
			Professional Services	5,000.00
			Retail	1,170.00
			Utilities	1,521.57
	CARISSA Total			**20,545.74**
	DONNY	GONZALEZ	Computer, Hardware, Software and Peripherals	2,099.00
			Education	1,287.59
			Entertainment	1,280.00
			Lease and Rental Payment	1,555.95
			Maintenance Repair Operation	16,593.68
			Print and Duplicating Services	1,401.93
			Professional Services	21,731.70
			Retail	4,381.18
			Temporary Help Services	4,625.00

Department of General Services
Question #25. For FY19 and FY20 Purchase Card Spending

Sum of Transaction Amount FY	Cardholder First Name	Cardholder Last Name	Merchant Type	Total
	DONNY	GONZALEZ	Utilities	2,200.00
			Warehousing, Freight and Delivery	1,850.00
	DONNY Total			**59,006.03**
	EBONY	FULLER	Office Equipment and Supplies	282.88
			Professional Services	714.54
	EBONY Total			**997.42**
	ENID	SWANN	Maintenance Repair Operation	51,449.36
			Professional Services	12,365.50
			Retail	2,048.00
	ENID Total			**65,862.86**
	ERIC	HARRIS	Professional Services	1,995.00
			Warehousing, Freight and Delivery	197.72
	ERIC Total			**2,192.72**
	GBOLAHAN	WILLIAMS	Airline	690.20
			Computer, Hardware, Software and Peripherals	3,387.99
			Education	129.00
			Healthcare	8,287.48
			Lodging	-
			Maintenance Repair Operation	23,175.34
			Media and Advertising Services	79.95
			Office Equipment and Supplies	1,621.23
			Other	8,230.00
			Print and Duplicating Services	2,002.00
			Professional Services	22,387.07
			Retail	2,913.89
			Transportation - Other	690.00
	GBOLAHAN Total			**73,594.15**
	GREGORY	COTTEN	Airline	-
			Computer, Hardware, Software and Peripherals	371.00
			Maintenance Repair Operation	909.75
			Office Equipment and Supplies	1,386.44
			Professional Services	13,009.63
			Retail	(2,190.74)
			Utilities	7,140.25
	GREGORY Total			**20,626.33**
	KIM	CURRIE	Airline	7,390.09
			Computer, Hardware, Software and Peripherals	4,360.66
			Education	5,195.94
			Entertainment	3,330.60
			Healthcare	13,061.73
			Lodging	9,494.49
			Maintenance Repair Operation	7,622.30
			Media and Advertising Services	7,439.25
			Office Equipment and Supplies	21,388.20
			Other	8,479.36
			Print and Duplicating Services	5,785.00

Department of General Services
Question #25. For FY19 and FY20 Purchase Card Spending

Sum of Transaction Amount FY	Cardholder First Name	Cardholder Last Name	Merchant Type	Total
	KIM	CURRIE	Professional Services	46,785.44
			Retail	903.75
			Transportation - Other	1,212.92
			Utilities	2,941.14
			Warehousing, Freight and Delivery	936.05
	KIM Total			**146,326.92**
	LIONEL	SNOWDEN	Computer, Hardware, Software and Peripherals	4,238.18
			Maintenance Repair Operation	4,087.17
			Transportation - Other	104.00
			Vehicle Maintenance and Fuel Services	2,745.00
	LIONEL Total			**11,174.35**
	PAULA	TATUM	Computer, Hardware, Software and Peripherals	7,906.99
			Education	2,173.00
			Healthcare	713.05
			Office Equipment and Supplies	13,240.36
			Retail	2,970.23
			Utilities	7,228.50
	PAULA Total			**34,232.13**
	SANDRA	DAVIS	Lease and Rental Payment	1,957.20
			Maintenance Repair Operation	10,594.70
			Office Equipment and Supplies	7,078.12
			Print and Duplicating Services	9,687.78
			Retail	2,651.41
	SANDRA Total			**31,969.21**
	SUSAN	RILEY	Computer, Hardware, Software and Peripherals	280.85
			Education	1,276.50
			Maintenance Repair Operation	6,915.32
			Media and Advertising Services	107.50
			Office Equipment and Supplies	55.00
			Print and Duplicating Services	2,395.00
			Professional Services	13,397.77
			Utilities	2,500.00
			Warehousing, Freight and Delivery	189.77
	SUSAN Total			**27,117.71**
	VAUGHN	WALLACE	Maintenance Repair Operation	27,303.39
			Office Equipment and Supplies	5,012.99
			Other	2,115.00
			Professional Services	18,160.88
			Retail	738.91
			Temporary Help Services	2,000.00
	VAUGHN Total			**55,331.17**
2019 Total				**662,489.83**
2020	ALICIA	NORRIS	Other	1,295.00
			Retail	2,772.66
	ALICIA Total			**4,067.66**
	ALYSSA	TURNER	Maintenance Repair Operation	2,500.00

Department of General Services
Question #25. For FY19 and FY20 Purchase Card Spending

Sum of Transaction Amount FY	Cardholder First Name	Cardholder Last Name	Merchant Type	Total
	ALYSSA	TURNER	Retail	849.91
	ALYSSA Total			**3,349.91**
	BARRY	MARGESON	Computer, Hardware, Software and Peripherals	159.84
			Lease and Rental Payment	2,442.05
			Maintenance Repair Operation	1,509.71
			Media and Advertising Services	490.00
			Office Equipment and Supplies	179.99
			Print and Duplicating Services	2,255.35
			Professional Services	270.00
			Retail	2,002.29
	BARRY Total			**9,309.23**
	BROOKE	HARTMAN	Retail	88.99
	BROOKE Total			**88.99**
	EBONY	FULLER	Maintenance Repair Operation	498.17
			Media and Advertising Services	315.00
			Office Equipment and Supplies	72.50
			Professional Services	71.81
	EBONY Total			**957.48**
	ERIC	HARRIS	Government	1,100.00
			Healthcare	1,642.50
			Media and Advertising Services	525.00
			Other	1,000.00
			Professional Services	3,500.00
			Telecom	1,500.00
			Warehousing, Freight and Delivery	88.17
	ERIC Total			**9,355.67**
	GBOLAHAN	WILLIAMS	Healthcare	2,497.35
			Maintenance Repair Operation	7,054.83
			Media and Advertising Services	2,056.00
			Office Equipment and Supplies	1,510.00
			Other	4,598.00
			Professional Services	7,062.16
			Retail	316.46
			Transportation - Other	1,054.00
			Warehousing, Freight and Delivery	425.00
	GBOLAHAN Total			**26,573.80**
	KIM	CURRIE	Airline	2,817.67
			Computer, Hardware, Software and Peripherals	2,333.87
			Education	2,350.00
			Lodging	2,908.11
			Maintenance Repair Operation	2,534.07
			Media and Advertising Services	807.00
			Office Equipment and Supplies	1,209.39
			Other	725.00
			Professional Services	13,666.81
			Restaurants	1,209.74

Department of General Services
Question #25. For FY19 and FY20 Purchase Card Spending

Sum of Transaction Amount FY	Cardholder First Name	Cardholder Last Name	Merchant Type	Total
	KIM	CURRIE	Retail	94.75
			Transportation - Other	262.00
			Warehousing, Freight and Delivery	340.64
	KIM Total			**31,259.05**
	LIONEL	SNOWDEN	Computer, Hardware, Software and Peripherals	159.24
			Professional Services	601.50
			Retail	3,956.48
	LIONEL Total			**4,717.22**
	PAULA	TATUM	Computer, Hardware, Software and Peripherals	735.76
			Media and Advertising Services	1,260.00
			Office Equipment and Supplies	131.53
			Professional Services	3,650.40
			Retail	1,781.11
			Utilities	5,679.65
	PAULA Total			**13,238.45**
	SANDRA	DAVIS	Maintenance Repair Operation	8,495.99
			Office Equipment and Supplies	3,767.61
			Print and Duplicating Services	4,843.91
	SANDRA Total			**17,107.51**
	VAUGHN	WALLACE	Lease and Rental Payment	753.70
			Maintenance Repair Operation	50,816.17
			Office Equipment and Supplies	2,499.95
			Other	570.00
			Print and Duplicating Services	1,490.34
			Professional Services	11,947.63
			Retail	4,493.20
	VAUGHN Total			**72,570.99**
2020 Total				**192,595.96**
Grand Total				**855,085.79**

FY20 spending is through January 31, 2020

DGS Question #26
Upcoming Oversight Hearing
FY19 - FY20
Memorandum of Understanding

OGC Question #26 DGS Oversight Hearing

Routing Slip ID	Purpose of MOU	Agency	Document Title	Amount/Cost
DLRS - 002092	Design & Construction	DOEE	MOU Between DPW/DOEE and DGS for storm water and quality controls at Fort Totten Waste Station	$ 2,135,000.00
DLRS - 002103	Purchase SPO Licenses	DCRA	MOU DGS DCRA - provide licenses for PSD Officers (BU-2019-PSD004)	$ 8,648.00
DLRS - 002104	Security Guard Services	DCGO	MOU DGS DCGO and DCNG Armory (SE-2018-PSD000) $1,450,000.00	$ 1,450,000.00
DLRS - 002114	Permit Parking	OCFO	MOU DGS OCFO for 14 parking spaces with International Trade Center @ RRB	$ 56,650.00
DLRS - 002115	Security Guard Services	BOE	MOU DGS PSD BOE - security guard service at events	$ 100,287.53
DLRS - 002117	Install Parking Infrastructure	DDOT	MOU Amendment DGS DDOT for meters and parking kiosks around Buzzard Point Stadium	$ 20,670.91
DLRS - 002149	Design Build to Increase Solar System Size	DOEE	MOU DGS DOEE - Community Solar	$ 5,500,000.00
DLRS - 002150	Design/Develop New Care Community Hospital	DHCF	MOU DGS DHCF (New Hospital Partnership Project) at St. Elizabeth	$ 5,000,000.00
DLRS - 002157	Permit Parking	DFS	MOU DGS DFS - Parking at Consolidated Forensics Lab	$ 28,500.00
DLRS - 002158	Managing IT Installation	OCTO	Amendment MOU DGS OCTO to Extend the Period of Performance for DCPS Facilities	$ 1,873,265.93
DLRS - 002159	Managing IT Installation	OCTO	Amendment MOU DGS OCTO Extend the Period of Performance for DCPS Swing Space Projects	$ 241,156.47
DLRS - 002183	Provide Financial Services for 2019	OFRM	MOU DGS OFRM for financial services	$ 55,126.92
DLRS - 002207	Maintenance Services	CMC	MOU DGS CMC - STFH Ward 4 to perform consolidated maintenance service	$ 1,410,054.00
DLRS - 002218	Security Guard Services	PFC	MOU DGS MPD/PFC	$ 50,000.00
DLRS - 002219	Access to DC Citywide Radio System	OUC	MOU DGS OUC Radio Custom Support Services	$ 12,000.00
DLRS - 002227	Security Guard Services	DYRS	MOU DGS PSD DYRS FY19 Security Guard Services	$ 131,752.64
DLRS - 002236	A/E (Architect/Engineer) at Bruce Monroe Site	DMPED	MOU Amendment to extend from October 1, 2018 and September 30, 2019 (DMPED)	$ 250,000.00
DLRS - 002238	Security Guard Services	DCHR	FY19 MOU DGS-PSD DCHR	$ 16,844.48
DLRS - 002246	Mail Operations with Pitney Bowes System	DHCF	MOU DGS DHCF - Healthcare Finance Postage	$ 30,000.00
DLRS - 002276	Disposal of Government Trash	OCP	MOU DGS OCP - Large capacity waste hauling containers	$ 10,000.00
DLRS - 002277	Training 97 DGS PSD Officers	MPD	MOU DGS PSD MPD for Active Shooter Training	$ 34,329.60
DLRS - 002278	PSD Officer Training	MPD	MOU DGS MPD for use of the Firing Range	$ 57,216.00
DLRS - 002280	Design Build Interim Playground	DPR	MOU DGS DPR - Interim Playground at Eastern Market Metro Park	$ 75,000.00
DLRS - 002281	Permit Parking	CFL	Parking MOU for Department of Forensic Science employees at the Consolidated Forensics Lab (CFL)	$ 71,250.00
DLRS - 002284	Development of an online stormwater pollution database	DOEE	MOU DGS DOEE - SRC Generation on District Owned Properties	$ 100,000.00
DLRS - 002298	Upgrade Various Greenhouses	DOEE	MOU DGS DOEE - Lederer Youth Gardens Greenhouse and Fort Davis Playground and Splash-pad	$ 369,639.00
DLRS - 002304	Design Build Services at Saint Elizabeth	DHB	MOU DGS DBH - Manage Design Build services to upgrade Emergency Electrical Power System at St Elizabeth	$ 540,601.00
DLRS - 002309	Security Guard Services	DOES	MOU DGS DOES - security guard services	$ 18,053.35
DLRS - 002310	Security Guard Services	DOES	MOU DGS DOES - security guard services (SE-2019-PSD023)	$ 10,800.75
DLRS - 002326	Security Guard Services	DHCF	MOU DGS DHCD - post contract security guard services	$ 6,476.48
DLRS - 002334	Trash and Recycling Disposal at Benning Road and Fort Totten Waste Stations	DPW/OCA	MOU DGS DPW/OCA - Waste Disposal Services	$ 790,000.00
DLRS - 002338	Procurement of Builders Risk Insurance policy to cover the renovation of Eliot Hine Middle School	ORM	MOU DGS ORM - -DC Medial Liability Captive Insurance Agency	$ 86,977.89
DLRS - 002347	PSD/MPD Conduct Fingerprint Services for all non-criminal justice licensing and employment agencies with the District	MPD	MOU DGS MPD Fingerprinting (BU-2019-PSD006)	$ 3,395.00
DLRS - 002348	Paving and Demolition at St. Elizabeth	DMPED	MOU DGS DMPED - 1st Amendment for expansion in scope of work at St. Elizabeth East	$ 4,100,000.00
DLRS - 002352	Security Guard Services	DOES	MOU DGS DOES - Security Guards Services at 4058 Minnesota Ave NE location	$ 12,221.93
DLRS - 002353	Security Guard Services	DOES	MOU DGS DOES - Security Guards Services at 2330 Pomeroy Road SE location	$ 421,512.00
DLRS - 002355	Upgrading existing emergency power system - to minimize interruption of power to facility	OCTFME	MOU Addendum to FY18 DGS OCTFME - an extension of time to upgrade the existing energy power system	$ 1,000,000.00
DLRS - 002361	Maintain the Facility Condition Assessment for each UDC facility	UDC	MOU DGS UDC - perform FCAs on all facilities	$ 500,000.00
DLRS - 002363	Contract and Procurement OAG Legal Support for review contracts and council packages	OAG	MOU DGS OAG - Legal Services in support of reviewing contract and procurement/council packages	$ 190,590.00
DLRS - 002378	Fleet Maintenance, Infrastructure Upgrades and IT Improvements at Arthur Capper Community Center -	DCHA	MOU DGS DCHA - performing various repairs and non-structural improvement	$ 2,015.00
DLRS - 002380	Security Guard Services	DHS	MOU DGS DHS - FY19 contract security guards at 4225 6th Street SE location	$ 2,493.76
DLRS - 002381	Security Guard Services	DHS	MOU DGS DHS - FY19 Security Guard Services at 5004 D Street SE location	$ 27,824.94
DLRS - 002382	Security Guard Services	DHS	MOU DGS DHS - FY19 Security Guard Services at 2210 Adams Place NE	$ 35,311.36
DLRS - 002383	Security Guard Services	DHS	MOU DGS DHS - FY19 Security Guard Services at 5505 5th Street NW location	$ 13,903.68
DLRS - 002384	Security Guard Services	DHS	MOU DGS DHS - FY19 Security Guard Services at the various Family Services Administration and Economic Security Administration location	$ 391,779.21

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Routing Slip ID	Purpose of MOU	Agency	Document Title	Amount/Cost
DLRS - 002387	Security Guard Services	DHS	MOU DGS DHS - FY19 Security Guard Services	$ 27,824.94
DLRS - 002388	Fuel Delivery Services for the DC Circulator operations	DDOT	MOU DGS DDOT - Fuel Delivery Services	$ 650,000.00
DLRS - 002389	IT Installation for various DCPS schools	OCTO	MOU DGS OCTO - Installation of IT Services on DCPS Modernized Schools	$ 2,815,018.07
DLRS - 002401	Collection of additional funds from Central Agencies to cover DGS fixed costs	OCA	1st Amendment to MOU DGS OCA - Fixed Cost	$ 5,666,230.45
DLRS - 002408	Purchase and installation of oversized, ground-mounted highway signage	DDOT	MOU DGS DDOT - Buzzard Point - Second Amendment to MOU for Highway Traffic Signage (zero cost)	
DLRS - 002409	conduct of vulnerability assessment of high priority District facilities	HSEMA	MOU DGS HSEMA - conduct of vulnerability assessments of high priority District facilities	$ 131,000.00
DLRS - 002410	Parking Meter Space permit	DDOT	MOU DGS DDOT - FY19 for DDOT Permit for 7th Street in front of Eastern Market	$ 82,052.50
DLRS - 002417	Security Guard Services	DPR	MOU DGS DPR - SE-2019-PSD006 Security Guard Services at various locations	$ 2,889,329.00
DLRS - 002418	Security Guard Services	CFSA	MOU DGS CFSA - SE-2019-PSD017 Security Guard Services at 420 O Street NW and 3350 9th Street NE	$ 1,266.27
DLRS - 002419	Security Guard Services	ONSE	MOU DGS ONSE - SE-2019-PSD034 - Security Guard Services at 100-42nd Street NE location	$ 7,103.97
DLRS - 002422	Permit Parking Space	CIC	MOU DGS CIC - 1 parking space at 441 4th Street NW	$ 420.00
DLRS - 002423	Permit Parking Space	CSOSA	MOU DGS CSOSA - 20 parking spaces 300 Indiana Avenue NW	$ 16,800.00
DLRS - 002432	Security Guard Services	DHCD	FY19 MOU with DGS/PSD and DHCD (PSD-2019-005) - security guards service at 441 4th Street NW and 1800 MLK Jr. Avenue SE	$ 6,476.48
DLRS - 002444	Permit Parking Space	OSSE	MOU DGS OSSE - 156 Parking Spaces at1420 New York Avenue	$ 178,500.00
DLRS - 002448	Security Guard Services	DHS	MOU DGS DHS - Security Guard Services at 1351 Alabama Avenue SE	$ 16,575.92
DLRS - 002472	Design Build Services for interior build out of OTA and relocation/consolidation of displaced DOES program	OTA	MOU DGS OTA/Reeves Center for Interior Build out and expansion	$ 450,000.00
DLRS - 002473	AE Services payment for last years design, project management for 2nd floor of OJS	DCHF	3rd Addendum to MOU DGS DCHF - Architectural Engineering Services	$ 1,756,405.00
DLRS - 002474	Extend performance for proposed build-out of Vehicle Inspection Center	DMV	Addendum to MOU DGS DMV - building at Vehicle Inspection Center at 1001 Half Street SW	$ 593,768.37
DLRS - 002481	Security Guard Services	DOES	FY19 MOU with DGS/PSD and DOES (SE-2019-PSD032) at 4058 Minnesota Avenue NE	$ 11,214.88
DLRS - 002483	Preventative Maintenance Services	OCTO	DGS MOU OCTO - Maintenance Services for M-Tech Trane Air Cooler located at 200 I Street SE	$ 4,950.00
DLRS - 002486	It Installation from OCTO	DCNET	MOU Between DCNET and DGS for V/D infrastructure services at FEMS Ready Reserve (RR) Facility	$ 119,090.33
DLRS - 002523	Provide mowing, cleaning, universal services, fire and life safety, and snow pre-treatment and removal	DOES	MOU DGS DOES -Maintenance Services at the DC Infrastructure Academy at 2230 Pomeroy Rd, SE	$ 177,217.20
DLRS - 002532	Security Guard Services	DPR	FY19 MOU with DGS/PSD and DPR (SE-2019-PSD037)	$ 219,468.96
DLRS - 002537	Payment to AE Company	DCHF	Addendum to MOU between DCHF and DGS for AE Services for allocated space on the 2nd floor of OJS Building	$ 88,052.00
DLRS - 002548	Reimburse DC Captive	Captive Insurance Agency	MOU DGS and DC Captive and Houston ES Builders Risk Insurance Policy	$ 41,988.00
DLRS - 002549	Security Guard Services	DOES	FY19 MOU with DGS/PSD and DOES (SE-2019-PSD026) at various sites for Marion S. Barry Summer Youth Employment Program	$ 38,126.04
DLRS - 002559	Close Circuit TV installation and services	DHS	FY19 MOU with DGS/PSD and DHS (SE-2019-PSD040) at 425 2nd Street NW	$ 45,981.00
DLRS - 002561	Security Guard Services	DBH	FY19 MOU with DGS/PSD and DBH (SE-2019-PSD038 at 35 K Street NE	$ 70,936.32
DLRS - 002578	It Service to complete turnkey implementation of IP voice and data solutions	OCTO	MOU OCTO and DGS for IT professional services for Video Visitation Center at DC General	$ 91,460.04
DLRS - 002582	Security Guard Services	DHS	FY19 MOU with DGS/PSD and DHS (SE-2019-PSD036) at 5004 D Street SE	$ 28,129.92
DLRS - 002594	Install a temporary cooling unit UDC	DCPL	MOU DGS DCPL - HVAC repairs at 4340 Connecticut Avenue NW location	$ 59,600.00
DLRS - 002598	Relocate DCRA staff to DGS office site	DCRA	FY19 MOU DGS DCRA - satellite office space at DGS	$ 803,637.50
DLRS - 002633	Implement the Sourcing Module in PASS	OCTO	MOU DGS OCTO E-Sourcing in PASS	$ 49,302.00
DLRS - 002644	Security Services	DOES	FY19 MOU DGS DOES 9 SE-2019-PSD041) - security guards services	$ 27,754.56
DLRS - 002658	Renovation and Upgrade Existing Area at UCC Annex at the MLK location	HSEMA	MOU DGS HSEMA - Renovation of Unified Communications Center Building Annex Grant Funded	$ 292,500.00
DLRS - 002671	Supplement the cost of a wage increase	DOES	MOU DGS DOES - Environmental Interns/Grounds Maintenance	$ 22,560.00
DLRS - 002682	Environmental testing services of existing tenant space	DOH	MOU DGS DOH for environmental testing services in connection with modification of existing DOH Health Tenant Space Located at 77P Street, NE, Washington	$ 21,027.00

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Routing Slip ID	Purpose of MOU	Agency	Document Title	Amount/Cost
DLRS - 002687	Deleting and replacing new subsection A	OUC	FY19 MOU Modification DGS OUC - radio customs support services	$ 15,000.00
DLRS - 002696	Environmental testing services	DOH	MOU DGS DOH - Environmental testing services at 77 P Street NE, WDC	$ 21,027.00
DLRS - 002712	Utilize Modular trailers at certain UDC Van Ness Campus	DCPS	MOU DGS DCPS UDC Eaton ES Swing Space	$ 1,950,000.00
DLRS - 002713	Reconfigure and remove the premises	OSSE	MOU DGS OSSE - St. Elizabeth reconfigure and renovate the Premises	$ 138,583.50
DLRS - 002727	Extend FY19 Stormwater for retention credits before regulations are altered in the year 2020	DOEE	MOU DGS DOEE Stormwater Retention Credits	$ 100,000.00
DLRS - 002733	secure on-demand large capacity waste hauling containers for DC government agencies	OCP	MOU DGS OCP - Waste Management Services OCPs Personal Property Disposal Division	$ 10,000.00
DLRS - 002738	Design Build of the Oxon Run community solar facility and related consultant services	DOEE	MOU Modification DGS DOEE - Community Solar at Oxon Run:	$ 5,500,000.00
DLRS - 002741	Permit Parking	DHCF	MOU DGS DHCF - Parking (18) spaces OJS	$ 7,560.00
DLRS - 002745	Design Build Service to upgrade Mechanical System	DBH	MU DGS DBH - St. Elizabeth Hospital Design Build Services	$ 491,801.00
DLRS - 002749	Work Squads on various DGS cleaning and moving projects	DOC	MOU DGS DOC - DOC Work Squad FY2020	$ 200,000.00
DLRS - 002764	Reimburse DC Captive	Captive Insurance Agency	MOU DGS Captive Builders' Risk Insurance policy premium for West ES	$ 67,377.00
DLRS - 002765	Reimburse DC Captive	Captive Insurance Agency	MOU DGS Captive Builders' Risk Insurance - reimbursement C.W. Harris School	$ 41,300.00
DLRS - 002766	Reimburse DC Captive	Captive Insurance Agency	DGS MOU Captive Builders' Risk Insurance - Shepherd ES	$ 28,665.00
DLRS - 002767	Reimburse DC Captive	Captive Insurance Agency	DGS MOU Captive Builders' Risk Insurance - Coolidge HS	$ 36,473.00
DLRS - 002768	Reimburse DC Captive	Captive Insurance Agency	DGS MOU Captive Builders' Risk Insurance - Thaddeus Stevens School	$ 24,210.00
DLRS - 002769	Reimburse DC Captive	Captive Insurance Agency	DGS MOU Captive Builders' Risk Insurance - Hearst Park and Pool	$ 5,210.00
DLRS - 002776	Security Services	DCHR	FY20 MOU with DGS/PSD and DCHR (SE-2020-PSD004)	$ 3,620.16
DLRS - 002784	Reimburse DC Captive	Captive Insurance Agency	MOU DGS Captive - reimburse for the cost incurs for the procurement of builders risk insurance Benjamin Banneker HS	$ 75,906.00
DLRS - 002796	Provide outgoing mail distribution service including postage fees	DHCF	MOU DGS DHCF - outgoing mail distribution service	$ 30,000.00
DLRS - 002799	Project design, construction, monitoring and project management of the upgrade to the Nursing Stations	DBH	MOU DGS DBH Extension -Upgrades to the Nursing Stations and Dryer Vent Booster Fans for St. Elizabeth's Hospital	$ 68,626.00
DLRS - 002806	Hire a full time FTE with expert on stormwater permit compliance	DOEE	MOU DGS DOEE - Funding Stormwater Compliance FTE	$ 110,925.85
DLRS - 002810	Secure collection and transport of materials to PG Organics Composting Facility	DOEE	MOU DGS DOEE - FY2020 Composting Collection Services	$ 12,769.97
DLRS - 002816	Extend for two additional months of rent payments	DCPL	4340 Connecticut Ave NW- MOU DCPL Lease Extension at 4340 Connecticut Avenue	$ 20,833.33
DLRS - 002822	Determine the staging of the McMillan Public Project and assist with	DMPED	MOU DGS DMPED - Design Construction of the McMillan Sand Filtration Site at 2501 1st Street NW	$ 111,480,000.00
DLRS - 002823	Provide exterior lighting via Veritas Consulting Group	DHS	MOU DGS PSD FY20 DHS - SE-2020-PSD012 - Install new and upgrade the exterior lighting	$ 98,390.00
DLRS - 002826	Add Funding for FY20; SRC Generation on District Owned Properties	DOEE	2nd Amendment MOU DGS-DOEE Stormwater Retention Credits: Advance Returned Funds	$ 33,106.96
DLRS - 002830	Legal Services and support in FY20	OAG	MOU DGS OAG & LOI - Legal Services	$ 199,655.00
DLRS - 002848	Security Guard Services	DHS	FY20 MOU with DGS/PSD and DHS (SE-2020-PSD006) at 920 Rhode Island Avenue NE	$ 139,208.46
DLRS - 002856	Purchasing radio custom support services through OUC	OUV	FY20 MOU with DGS/PSD and OUC - BU-2020-PSD002	$ 12,000.00
DLRS - 002863	Security Guard Services	DMV	FY20 MOU with DGS/PSD and DMV (SE-2020-PSD007) at 95 M Street SW	$ 6,083.88
DLRS - 002871	Transfer funds for oversight and management environmental testing services	DOH	MOU DGS DOH for transfer of funds to provide environmental testing services at 77 P Street NE	$ 21,027.00
DLRS - 002872	Create Strategic Energy Management Plan for reducing its greenhouse gas emissions and aligning it goals in the District and with the mandates in the Glean Energy DC Omnibus Amendment Act of 2018	DOEE	MOU DGS DOEE - Strategic Energy Management Plan	$ 250,000.00
DLRS - 002886	Design Build Services at Saint Elizabeth	DBH	Addendum to FY19 MOU DGS DBH - upgrade emergency electrical power system for a section of St. Elizabeth Hospital (zero cost)	$0.00
DLRS - 002887	Removal and Replacement of existing Floor at St. Elizabeth	DBH	MOU DGS DBH - removal and replacement of existing floor tiles and carpets at St. Elizabeth's Hospital	$ 997,405.00
DLRS - 002888	Reimburse DCHR for cost associated with Instructor-lead training sessions for employee development	DCHR	FY20 MOU DGS DCHR for Executive Leadership Program Tuition	$ 25,000.00
DLRS - 002891	Establish merchant services accounts, monitor said accounts and resolve issues due to processor issues related to Merchant identified by the Buyer agency to various financial institutions	DCHR	FY20 MOU DGS CFO - Eastern Market	$ 3,695.32
DLRS - 002892	Services for Design of the Park at the Bruce Monroe Site	CFO	2nd Amendment to MOU DGS DMPED - extend period from October 1, 2019 to September 30, 2020 (Bruce Monroe Site) (zero cost)	
DLRS - 002906	Permit Parking for District employee use to facilitate their agency operations	CSOSA	Parking MOU for CSOSA at the Henry Daily Building	$ 16,800.00
DLRS - 002914	Provide Professional licenses for all SPO	DCRA	FY20 Buyer MOU with DCRA and DGS/PSD (BU-2020-PSD004)	$ 10,620.00

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Routing Slip ID	Purpose of MOU	Agency	Document Title	Amount/Cost
DLRS - 002922	Design phase construction and design build for upgrade of W Street Yard to allow improved operations	DDOT	DDOT W Street Yard Upgrade; Design and Construction Services	$ 4,953,718.83
DLRS - 002924	Collect incoming and outgoing mail distribution service	OJS	DGS Mail Services OJS	$ 10,000.00
DLRS - 002943	Extended funding for major upgrade of Material Testing Laboratory	DDOT	MOU DGS DDOT - Upgrade DDOT's Material Testing Laboratory located at 350 McMillan Drive NW - to extend the duration for two (2) six-month extension. (zero cost)	
DLRS - 002944	Procure contractors to implement the repair and restoration for the duration of the project	CAH	MOU DGS CAH- Implementing the repair and restoration of the DC Chinatown Friendship Archway	$ 385,763.00
DLRS - 002953	Procurement of Builders Risk Insurance policy to cover DC General Campus	Captive Insurance Agency	MOU reimbursement of Captive Builders' Risk Insurance policy premium for DC General Campus Improvements at 1900 Massachusetts Avenue SE	$ 119.28
DLRS - 002956	IT Installation of IT and Phone Service	OCTO	MOU DGS OCTO - Installation of IT and Phone Service for schools and Swing spaces that deliver in 2020	$ 875,787.19
Total Sum		213		$ 173,221,382.28

FY 2018 Approved Budget to FY 2019 Proposed Budget, by Revenue Type

Table AM0-5 itemizes the changes by revenue type between the FY 2018 approved budget and the FY 2019 proposed budget. For a more comprehensive explanation of changes, please see the FY 2019 Proposed Budget Changes section, which follows the table.

Table AM0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2018 Approved Budget and FTE		**281,483**	**637.4**
Removal of One-Time Costs	Multiple Programs	-646	0.0
LOCAL FUNDS: FY 2019 Recurring Budget		**280,837**	**637.4**
COLA: FY 2019 COLA Adjustment	Multiple Programs	2,224	0.0
Agency Request-Increase: To align budget with scheduled debt service payments	Multiple Programs	9,274	0.0
Agency Request-Increase: To support nonpersonal service costs	Multiple Programs	6,711	0.0
Agency Request-Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	2,992	6.1
Agency Request-Decrease: To align Fixed Costs with proposed estimates	Multiple Programs	-22,974	0.0
Mayor's Policy-Enhance: To support expenses related to facilities division	Facility Operations	11,202	0.0
Mayor's Policy-Enhance: To fund Phase II demolition of DC General (one-time)	Construction Services	10,900	0.0
Mayor's Policy-Enhance: To support expenses related to facilities division (one-time)	Facility Operations	7,700	0.0
Mayor's Policy-Enhance: To align Fixed Costs with proposed estimates	Rent: In-Lease	5,670	0.0
Mayor's Policy-Enhance: To support leasing requirements	Rent: In-Lease	2,341	0.0
Mayor's Policy-Enhance: To fund maintenance and replacement of artificial turf for athletic fields (one-time)	Facility Operations	1,000	0.0
Mayor's Policy-Reduce: To realize programmatic cost savings in nonpersonal services	Agency Management	-2,124	0.0
Mayor's Policy-Reduce: To realize savings from Security Services cost reduction	Protective Services	-7,700	0.0
LOCAL FUNDS: FY 2019 Mayor's Proposed Budget		**308,053**	**643.5**
Enhance: To support implementation of lead filters on kitchen sinks at DCPS and DPR ($542,800 is one-time)	Facility Operations	613	0.0
Enhance: To support the costs of maintenance and security services for use of Public Buildings	Multiple Programs	136	0.0
Enhance: To support development of online portal for DCPS facilities	Agency Management	126	0.0
Enhance: To support cost of connecting the Kingman Park/Rosedale Community Garden to a dedicated water source (one-time)	Facility Operations	60	0.0
Enhance: To support costs of studying bollards around Eastern Market (one-time)	Asset Management	25	0.0
Enhance: To support implementation of 311 sharepoint (one-time)	Agency Management	5	0.0
Reduce: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-24	0.0
Reduce: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-192	-1.0
LOCAL FUNDS: FY 2019 District's Proposed Budget		**308,802**	**642.5**
DEDICATED TAXES: FY 2018 Approved Budget and FTE		**0**	**0.0**
Agency Request-Increase: To align budget with projected revenues	Facility Operations	1,350	0.0
DEDICATED TAXES: FY 2019 Mayor's Proposed Budget		**1,350**	**0.0**
No Change		0	0.0
DEDICATED TAXES: FY 2019 District's Proposed Budget		**1,350**	**0.0**
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Approved Budget and FTE		**8,242**	**12.5**
COLA: FY 2019 COLA Adjustment	Multiple Programs	44	0.0
Agency Request-Increase: To align budget with projected revenues	Multiple Programs	90	-0.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 Mayor's Proposed Budget		**8,377**	**12.0**
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 District's Proposed Budget		**8,377**	**12.0**

Table AM0-5
(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2018 Approved Budget and FTE		**143,159**	**22.0**
COLA: FY 2019 COLA Adjustment	Protective Services	66	0.0
Agency Request-Decrease: To align Fixed Costs with proposed estimates	Multiple Programs	-5,706	0.0
INTRA-DISTRICT FUNDS: FY 2019 Mayor's Proposed Budget		**137,520**	**22.0**
Reduce: To align Fixed Costs with proposed estimates	Multiple Programs	-1,061	0.0
INTRA-DISTRICT FUNDS: FY 2019 District's Proposed Budget		**136,458**	**22.0**
GROSS FOR AM0 - DEPARTMENT OF GENERAL SERVICES		**454,987**	**676.5**

(Change is calculated by whole numbers and numbers may not add up due to rounding)

FY 2019 Proposed Budget Changes

The Department of General Services' (DGS) proposed FY 2019 gross budget is $454,987,107, which represents a 5.1 percent increase over its FY 2018 approved gross budget of $432,884,392. The budget is comprised of $308,801,729 in Local funds, $1,350,000 in Dedicated Taxes funds, $8,376,988 in Special Purpose Revenue funds, and $136,458,390 in Intra-District funds.

Recurring Budget

The FY 2019 budget for DGS includes a reduction of $646,197 to account for the removal of one-time funding appropriated in FY 2018 to support costs associated with the Soccer Stadium.

Mayor's Proposed Budget

Cost-of-Living Adjustment: DGS' budget proposal includes cost-of-living adjustments (COLA) of $2,224,385 in Local funds, $44,278 in Special Purpose Revenue funds, and $66,091 in Intra-District funds.

Agency Request – Increase: The budget proposed in Local funds includes an increase of $9,273,610 across multiple divisions to support the scheduled debt service payments (principal and interest) for certain District facilities; this amount has been moved to debt service from Rent to comply with accounting requirements. Additionally, the proposed budget includes an increase of $6,711,036 across multiple divisions to support the agency's operational needs. Lastly, an increase of $2,991,535 and 6.1 Full-Time Equivalents (FTEs) across multiple divisions supports miscellaneous adjustments to salaries and other personnel costs and includes projected salary, step, and Fringe Benefits changes.

In Dedicated Taxes funds, the budget includes an increase of $1,350,000 in the Facilities Operations division to align the budget with projected revenues for the DGS West End project Maintenance Fund.

In Special Revenue Funds, the budget includes an increase of $90,407 across multiple divisions to align the budget with projected revenues.

Agency Request – Decrease: The proposed Local funds budget reflects a decrease of $22,973,648 across multiple divisions to align Fixed Cost with proposed estimates. Of this amount, $9,273,610 is the movement out of Rent to debt service.

Mayor's Policy – Enhance: DGS' proposed Local funds budget includes an increase of $11,202,024 in the Facility Operations division to support the management of District facilities. An increase of $10,900,000 in one-time funding within the Construction Services division supports the Phase 2 demolition of DC General, and $7,700,000 in one-time funding in the Facilities Operations division supports certain District-wide Fixed Costs expenses. Further increases of $5,670,290 in the Rent: In-Lease division aligns the Fixed Cost budget

with proposed estimates, and an increase of $2,341,000 supports the management of lease-in-transit activities, which covers certain costs related to District agency office moves and related costs. Lastly, an increase of $1,000,000 in one-time funding for the Facility Operations division supports the maintenance and replacement of artificial turf for athletic fields in the District.

Mayor's Policy – Reduce: The proposed Local funds budget reflects reductions of $2,124,000 in the Agency Management division to enable the agency to realize cost savings in nonpersonal services, and $7,700,000 in the Protective Services Division to reflect projected District-wide Fixed Costs estimates changes.

District's Proposed Budget

Enhance: In Local funds, DGS' budget proposal includes an increase of $613,019, of which $542,800 is one-time funding, in the Facility Operations division to support the installation of lead filters on kitchen sinks at DCPS and DPR facilities. The proposed budget in Local funds also includes an increase of $136,000 to support the maintenance and security services for use of public buildings. Additionally, an increase of $126,000 in Contractual Services in the Agency Management division supports the development of an online permitting portal for DCPS facilities and grounds. An increase of $60,000 in one-time funding will support the costs of connecting the Kingman Park/Rosedale Community Garden to a dedicated water source. A Local funds budget increase of $25,000 in one-time funding in the Asset Management division supports a study to install steel safety bollards around Eastern Market. Additionally, the proposed budget includes $5,000 in one-time funding to support the enhancement of the 311 system by linking DGS SharePoint with the Office of Unified Communications SharePoint system.

Reduce: DGS' budget proposal in Local funds reflects a reduction in funding of $24,250 in nonpersonal services, primarily to recognize savings in supplies and professional services costs across multiple divisions. Additionally, a reduction of $191,906 and 1.0 FTE aligns the personal services budget with projected costs for salary and Fringe Benefits.

In Intra-District funds, DGS' budget proposal reflects a reduction of $1,061,364 across multiple divisions to align the budget with projected District-wide fixed costs estimates.

FY 2019 Approved Budget to FY 2020 Approved Budget, by Revenue Type

Table AM0-5 itemizes the changes by revenue type between the FY 2019 approved budget and the FY 2020 approved budget. For a more comprehensive explanation of changes, please see the FY 2020 Approved Budget Changes section, which follows the table.

Table AM0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2019 Approved Budget and FTE		**308,802**	**642.5**
Removal of One-Time Costs	Multiple Programs	-20,233	0.0
LOCAL FUNDS: FY 2020 Recurring Budget		**288,569**	**642.5**
Increase: To align resources with operational spending goals	Multiple Programs	25,818	0.0
Increase: To offset projected adjustments in personal services costs	Multiple Programs	3,626	4.0
Decrease: To align budget with scheduled debt service payments	Multiple Programs	-5,713	0.0
Enhance: To support (1) using new square footage method for calculating universal services costs and (b) restoring property-specific services budgets (one-time)	Facility Operations	10,037	0.0
Enhance: To fund a streamlined version of the base security footprint established in FY 2018 based on interim risk assessment	Protective Services	5,794	0.0
Enhance: To support the replacement of DCPS door locks (one-time)	Construction Services	2,942	0.0
Transfer-Out: To support DCHR Centralization	Agency Management	-105	-1.0
Transfer-Out: To support permanent transfer of FTE to DSLBD	Contracting and Procurement Services	-150	-1.0
Transfer-Out: To support Microsoft Office 365 Licenses	Agency Management	-210	0.0
LOCAL FUNDS: FY 2020 Mayor's Proposed Budget		**330,608**	**644.5**
Enhance: To support the Ensuring Community Access to Recreational Space Act of 2017	Multiple Programs	735	2.0
Enhance: $311,000 to support the Safe Fields and Playgrounds Act of 2018 (one-time), $50,000 to support improvements at the Francis Dog Park (one-time), and $50,000 to support an irrigation system at the Spanish Steps (one-time)	Facility Operations	411	0.0
Enhance: To fund feasibility studies Benning-Stoddert Recreation Center and River Terrace Community and Recreation Center (one-time)	Facility Operations	80	0.0
Enhance: To fund improvements and planting at Rose Park	Facility Operations	75	0.0
Enhance: To support the Public Restroom Facilities Installation and Performance Act of 2017	Facility Operations	64	1.0
Enhance: To support the replacement of door locks at DCPS facilities (one-time)	Construction Services	30	0.0
Reduce: Savings associated with the Clean Rivers Impervious Area Charge (CRIAC)	Energy- Centrally Managed	-1,143	0.0
Reduce: To align resources with operational spending goals	Multiple Programs	-4,606	-6.0
LOCAL FUNDS: FY 2020 District's Approved Budget		**326,254**	**641.5**
DEDICATED TAXES: FY 2019 Approved Budget and FTE		**1,350**	**0.0**
Decrease: To align budget with projected revenues	Facility Operations	-1,090	0.0
DEDICATED TAXES: FY 2020 Mayor's Proposed Budget		**260**	**0.0**
No Change		0	0.0
DEDICATED TAXES: FY 2020 District's Approved Budget		**260**	**0.0**
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 Approved Budget and FTE		**8,377**	**12.0**
Increase: To align budget with projected revenues	Multiple Programs	894	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2020 Mayor's Proposed Budget		**9,271**	**12.0**
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2020 District's Approved Budget		**9,271**	**12.0**

Table AM0-5
(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2019 Approved Budget and FTE		**136,458**	**22.0**
Increase: To align Fixed Costs with proposed estimates	Multiple Programs	3,910	-4.0
INTRA-DISTRICT FUNDS: FY 2020 Mayor's Proposed Budget		**140,368**	**18.0**
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2020 District's Approved Budget		**140,368**	**18.0**
GROSS FOR AM0 - DEPARTMENT OF GENERAL SERVICES		**476,153**	**671.5**

(Change is calculated by whole numbers and numbers may not add up due to rounding)

FY 2020 Approved Budget Changes

The Department of General Services' (DGS) approved FY 2020 gross budget is $476,152,962, which represents a 4.7 percent increase over its FY 2019 approved gross budget of $454,987,107. The budget is comprised of $326,253,621 in Local funds, $259,519 in Dedicated Taxes funds, $9,271,385 in Special Purpose Revenue funds, and $140,368,437 in Intra-District funds.

Recurring Budget

The FY 2020 budget for DGS includes a reduction of $20,232,800 to account for the removal of one-time funding appropriated in FY 2019, of which $10,900,000 in the Construction Services division supported the Phase 2 demolition of D.C. General Hospital; $7,700,000 in the Facilities Operations division supported certain District-wide Fixed Costs expenses; and $1,000,000 in the Facility Operations division supported the maintenance and replacement of artificial turf for athletic fields in the District. In addition, $542,800 in the Facility Operations division supported the installation of lead filters on kitchen sinks at DCPS and DPR facilities; $60,000 supported the costs of connecting the Kingman Park/Rosedale Community Garden to a dedicated water source; $25,000 in the Asset Management division supported a study to install steel safety bollards around Eastern Market; and finally $5,000 supported the enhancement of the 311 system by linking DGS SharePoint with the Office of Unified Communications SharePoint system.

Mayor's Proposed Budget

Increase: The FY 2020 proposed budget in Local funds includes an increase of $25,817,876 across multiple divisions to support the agency's operational needs, including growing leasing and utilities costs as well as making one-time funding provided for facilities in FY 2019 recurring. Also, DGS' proposed budget reflects an increase of $3,626,174 and 4.0 Full-Time Equivalents (FTEs) across multiple divisions to support salaries adjustments and other personnel-related costs that include projected salary, step, and Fringe Benefits changes and right-sizing the overtime budget.

In Special Revenue Funds, the budget includes an increase of $894,397 across multiple divisions to align the budget with projected revenues. Also, the proposed budget for Intra-District funds includes a net increase of $3,910,048 and a reduction of 4.0 FTEs. The change reflects the alignment of projected Fixed Costs within the agency, the alignment of costs managed by DGS with proposed estimates, and adjustments for miscellaneous positions.

Decrease: The proposed Local funds budget reflects a decrease of $5,712,928 to align the budget with scheduled debt service payments (principal and interest) for certain District facilities. This amount has been moved to debt service from Rent to comply with accounting requirements. In Dedicated Tax funds, the budget includes a decrease of $1,090,481 in the Facilities Operations division to align the budget with projected revenues associated with the DGS West End Project Maintenance Fund.

Enhance: DGS' proposed Local funds budget includes a total increase of $12,978,688 in one-time funding. Of this amount, $10,036,582 for the Facility Operations division supports the management of District facilities, as the agency will begin the implementation of a new square footage calculation method for universal services costs. Also, these funds support the proper allocation or restoration of property-specific service costs. The remaining one-time increase of $2,942,106 within the Construction Services division supports the replacement of door locks at schools across the District. Additionally, the DGS proposed budget includes an enhancement of $5,794,000 within the Protective Services division to fund a streamlined version of the base security footprint established in FY 2018 based on an interim risk assessment.

Transfer-Out: The budget proposal for DGS in Local funds reflect a total decrease of $464,788 and 2.0 FTEs as a result of the transfer out of certain DGS functions to other agencies. Of this amount, $104,788 and 1.0 FTE reflects the transfer out of certain personnel functions to the D.C. Department of Human Resources to implement the centralization of certain PeopleSoft actions; $150,000 and 1.0 FTE reflects a permanent transfer of a position from DGS to the Department of Small and Local Business Development; and $210,000 supports the transfer of Microsoft Office 365 Licenses software management requirements to the Office of the Chief Technology Officer.

District's Approved Budget

Enhance: DGS' approved Local funds budget contains an increase of $734,919 and 2.0 FTEs across multiple divisions. This will enable DGS to administer the processing of permits for applicants for the use of DCPS' facilities and grounds as a part the Ensuring Community Access to Recreational Space Act of 2017.

The Facility Operations division will receive $411,000 in one-time funding for the following initiatives: $311,000 to support the Safe Fields and Playgrounds Act of 2018; $50,000 to support improvements at Francis Dog Park; and $50,000 to support the repair of the irrigation system at the Spanish Steps. An additional one-time enhancement in the amount of $80,000 will support feasibility studies on the Benning-Stoddert Recreation Center and River Terrace Community and Recreation Center.

The agency will allocate $75,000 to support improvements and planting at the Rose Park, and $64,000 and 1.0 FTE will support custodial staff and maintenance costs for the Public Restroom Facilities Installation and Performance Act of 2017. In part, this Act enables the District to provide and coordinate installation of public restrooms facilities in areas with limited access. The approved budget also includes an increase of $30,000 in one-time funding in the Construction Services division for the replacement of door locks at DCPS facilities.

Reduce: The approved budget for DGS reflects reductions of $1,143,000 to the Energy-Centrally Managed division, which represents savings generated from funding the Clean Rivers Impervious Area Charge (CRIAC), and $4,606,251 and 6.0 FTEs to properly align the budget with projected personal and nonpersonal services costs.

Department of General Services
QUESTION # 35 - DGS PENDING LAWSUITS

DESCRIPTION OF LAWSUITS	STATUS / EXTENT OF LITIGATION
Perdomo Companies of DC Claim in Response to DGS Termination for Default	Challenge to Contracting Officer's Decision
C. B. v DGS OEA No. J-0019-20	Appeal of Termination
Norwood Collins v Mainline Commercial Pools, Inc. 2019-CA-008083B	Claim for unspecificed damages from contractor for unlawful termination
D. R. v DGS OEA No. 1601-0033-19	Appeal of termination.
M. G. v DGS, DC OHR Charge No. 16-501-DC (CN) FMLA	FMLA claim.
K.B. v DGS, OEA Matter 1601-0053-17	Appeal of Termination. Appeal of OEA decision to Superior COurt
M. P. v DGS OEA No. 1601-0076-19	Appeal of termination.
Dorlene Alston v DC, 2019-CA-3851 B	Slip and fall. In discovery.
Isaac Keene v DC 2019-CA-3662V	Auto accident. In discovery
M.S. v DC DCOHR No. 19-466 PA	Claim of discrmination from barring notice.
D. M. v. District of Columbia Government-DGS DCOHR Charge No. 19-308 DC(N)	Allegation of discrimination. Termination on probation

Department of General Services
QUESTION # 35 - DGS PENDING LAWSUITS

DESCRIPTION OF LAWSUITS	STATUS / EXTENT OF LITIGATION
Victor Fowlkes v DC, et al. CA 2019-1490	Allegation of discrimination and false arrest. In discovery.
Fannie Broadus v Bowser et al. Sup. Ct. No. 2019 CA 00853B	Complaint and PI in Opposition to Firehouse at 4409 Minn Avenue.

Department of General Services
Question #36: Settlements

Name	Amount	Description
Goel Services, Inc. v. District of Columbia	$ 14,000.00	Superior Court No. 2019-CA-001649 (Oak Hill claim $18k - contract dispute)
Appeal of Gilbane Settled	$ 985,000.00	D-1550 (Marie Reed Elementary contract dispute; claimed $2,424,671)
P. L. v DGS	$ -	PERB No. 180427-04085, Unfair Labor Practice claim regarding termination. Convert termination to retirement with adjustment of retirement date and credit of sick pay balance.
L.W. v DGS	$ 196,848.09	PERB no. 180419-03830, Unfair Labor Practice claim regarding termination. Convert termination to retirement
Appeal of District Veterans Contracting, Inc.	$ 86,000.00	CAB Nos. D-1514, D-1528, and D-1545. Delay claim of $318,743.06 for Engine Co. 14 project
Jerome L. Taylor Trucking, Inc.	$ 95,000.00	CAB No. D-1530. Contract dispute.
Sustainable Facilities Management	$ 76,192.84	Contract closeout
Millennium	$ 245,747.02	Contract closeout
AH Jordan	$ 62,080.00	Contract closeout
Merton	$ 736,732.45	Settlement for services received without PO under DCAM-14-NC-0133A
RSC	$ 1,078,744.46	Settlement for services received without PO under DCAM-16-NC-0034B
Atlas Manufacturing	$ 13,851.66	Contract closeout
WKM Solutions LLC	$ 16,337.68	Contract closeout
Leftwich LLC	$ 58,846.50	Contract closeout
Paige Industrial Services, Inc.	$ 101,214.44	Contract closeout
RSC	$ 298,150.00	Settlement for services received without PO under DCAM-16-NC-0133C
DC General Contruction Co.	$ 174,600.88	Payment for emergency services received without a contract in place
Evershed Sutherland LLP	$ 11,665.00	Settlement for services received without PO before contract extension
Storm Oil LLC	$ 1,020.00	Payment for services received without a contract in place
RSC	$ 321,832.00	Settlement for services received without PO under DCAM-16-NC-0034B

37. Please list the administrative complaints or grievances that the agency received in FY 19 and FY 20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 19 or FY 20, to date, describe the resolution.

- In FY 19 and FY 20, to date, the Department of General Services has received a total of eight (8) administrative complaints, and 36 grievances from individual employees and bargaining units (Class Action). The process for responding to complaints and grievances varies depending on the procedures outlined in any respective working conditions collective bargaining agreement. In the event that a non-Union employee, or a contractor, submits a formal complaint or grievance, the Agency follows the DCHR Grievance Process outlined in Chapter 16 of the DC personnel regulations.

- <u>Administrative Complaints</u>
    1. Notice of Cease and Desist – FOP-PSD requested Agency to remand Deputy Chief Morena Lancaster from participation in review/approval of employee time approval. Agency requested additional information, to include identification of impacted employees. Union subsequently submitted formal written grievance with same allegations.
    2. Revised Tour Schedule – Sample schedule for uniformed officers (PSD) was drafted and prior to being implemented, was leaked to Union officials who immediately requested to bargain the matter. They alleged an impact to working conditions and compensation, due to the impact on Overtime that would be available and/or distributed; however, Overtime is not an employee right and is authorized at the discretion of the Agency. Implementation pending authorization by Agency leadership.
    3. KPMG Training Development – Agency enlisted KPMG as a contractor to develop a formal training program for SPO's. Per the negotiated agreement, FOP PSD was to be engaged throughout development process; however, it was reported to the Agency that no engagement occurred. Chief Operating Officer subsequently placed a "stop work" order on the project.
    4. Vote of No Confidence – "Vote of No Confidence" received from FOP PSD Exec Committee regarding Deputy Chief Lancaster and allegations of being unqualified. Referred to DCHR for review of merit case file and DC Lancaster's qualifications for position. DCHR determined there were no violations of personnel regulations in the competitive process and/or selection of Lancaster as the most qualified applicant.
    5. LaCharn Fletcher - Employee contacted supervisor regarding allegation of health/safety violation related to colleague failing to provide relief coverage in

order to use the restroom. Employee later alleged breach of confidentiality upon supervisor questioning employee about the allegation.

6. Conan Bruce – Employee was separated from the Agency and subsequently submitted a complaint regarding the payout of terminal leave (accrued annual leave and comp time) and his entitlement to severance pay. Agency confirmed that the terminal leave had been paid out and the personnel action necessary to pay out severance had been processed.
7. Norvella Barnes – Employee contacted Director Anderson via email with complaints about job ladder positions and the pending desk audits by DCHR Classification. Employee was informed of the ongoing classification review being conducted by DCHR, in which positions across the Facilities Management Division would be reviewed and reclassified as appropriate and/or necessary.
8. Maurice Rucker – Employee expressed concerns related to his position and the duties he is tasked with performing. Prior to returning from extended leave, the employee's position was reclassified as part of the ongoing classification review. Upon returning to duty, employee expressed concerns related to the background/experience necessary to perform the new duties, and requested a reassignment or detail to another shop in order to continue performing the duties for which he felt he has the requisite knowledge.
9. Anthony Hazell – Employee submitted complaint via Teamsters 730 regarding non selection for a promotion. DGS HR confirmed that employee was selected to fill one of two vacancies within Boiler Plant Operations, however, he declined the offer due to an unfavorable shift assignment.

- <u>Grievances</u>
    1. Duane Redmond – Employee was separated and subsequently submitted grievance based on alleged violation of various provisions contained within CBA and Chapter 16 of DC personnel regulations; Denied, no violations of policy
    2. Leroy Williams – Employee grieved Seven (7) Day Suspension penalty issued for false statements reported to several District officials. Sustained; Agency issued determination rescinding suspension penalty and granting back pay for 15 days.
    3. Leroy Williams – Employee was separated based on conduct prejudicial to the District. He is alleging that the action was taken in response to protected activity (Whistleblower Act). Grievance denied based on grievance official lacking authority to grant requested relief.
    4. FOP Class Action: Leave Restriction – Union alleges DC Lancaster violated the CBA by issuing a directive which restricted leave requests for the month of March. Union failed to produce evidence of leave restriction action. Grievance denied.

5. FOP Class Action: Training Bills – Employees attended off-site training which was not authorized via the appropriate process. Employees were subsequently issued requests for payment by the vendor. Ratification process completed to pay outstanding bills of employee members initially identified. Union implied that additional employee members were impacted; pending receipt of additional employee names from Union.
6. FOP Class Action: Merit Staffing (submitted to DCHR) – Union alleged violations of CBA and DC personnel regulations related to cancellation of positions and subsequent offers for employment associated with DGS Hiring Fair. Union further alleges unfair hiring practices related to a request to participate/observe interviews during recruitment for Union positions, which was denied by the Agency. Grievance denied.
7. FOP Class Action: Uniforms and Equipment – Two separate grievances received on this matter, with one recently escalated to arbitration. Union alleges the Agency has failed to provide updated uniforms and equipment, in violation of the negotiated agreement, which has resulted in a health and safety issue, specifically as it relates to the issuance of unexpired bullet proof vests. Written response pending confirmation of vendor.
8. FOP Class Action: Compensation/Time Reporting (referred to DCHR) – Union alleges Deputy Chief Morena Lancaster has improperly changed/approved time entered into employee time sheets in PeopleSoft. Determination pending.
9. Multiple Individual FOP Employee Members: Compensation (submitted to DCHR) – Several employees submitted grievances to the DC Department of Human Resources regarding issues with compensation, as it relates to the review/approval of time. The Employees have not been identified and the grievances have not been provided to the Agency. Determinations pending.
10. Darrel Johnson (submitted to DCHR) – Employee alleged Deputy Chief Lancaster had improperly charged him leave on a holiday on which he was not required to work. Determination pending.
11. Charles Robinson (referred to DCHR) – Employee submitted complaint to agency alleging retaliation and hostile work environment following his reassignment to the DCNG. Employee alleged the action was based on prior allegations of harassment/HWE. Matter was referred to DCHR for investigation. Determination pending.
12. Derrick Hunter – Employee grieved issuance of Verbal Counseling by Captain Brown in response to employee's failure to comply with directive given by Captain Collins; Denied as verbal counseling was warranted based on conduct, which was a violation of CBA and DC personnel regulations.
13. Derrick Hunter: Compensation (submitted to DCHR) – Employee alleged Deputy Chief Lancaster had improperly charged him leave on a holiday on which he was

not required to work. DCHR issued determination sustaining grievance, which granted relief via compensation for one day of leave.

14. Ricardo Renfroe – Agency proposed separation of employee 12/2017, with final decision issued reducing the penalty to 15-day suspension. Employee grieved suspension based on errors in the notice of final decision. Grievance was subsequently dismissed, with Agency acknowledging errors and issuance of revised final decision; however original 15-day suspension penalty was sustained. FOP PSD subsequently invoked arbitration; however, the matter was settled with relief granted via the reduction of the suspension penalty to a verbal counseling and reimbursement of lost wages.
15. Katrina Dudley – Employee alleged violations of CBA provisions on seniority following reassignment and shift change. Response pending review and revision of current schedule.
16. Joe May – Employee submitted a grievance in response to the issuance of a verbal counseling. The Union escalated the matter to arbitration, however, a settlement was reached in which relief was granted via the rescission of the verbal counseling document from the employee's agency file.
17. Gary Rucker et al. (Class Action) – Employee submitted grievance related to calculation of overtime. Upon further review, it was determined that there were extensive errors in the PeopleSoft system which impacted a number of employees across multiple bargaining units. The Agency has engaged OLRCB, OPRS, and DCHR to fully research and address the issues.
18. Teamsters 639: Tours of Duty (Class Action) – The Union submitted a grievance alleging a violation of the negotiated agreement as the agency had assigned employees to 9hr TOD's. Grievance was denied, as it was determined that employees are assigned TOD's of eight (8) duty hours, which includes two (2) 15-minute rest periods, with an additional one (1) hour designated as a lunch break. The one (1) hour lunch break was afforded to employees to allow sufficient time to leave their duty location to get lunch and return with enough time to reasonably consume a meal. Although the grievance was denied, the Agency further committed to reviewing and revising the TOD's across the Facilities Management Division in an effort to establish more consistency in TOD's across the division.
19. Teamsters 639: Classification (Class Action) – Several employees submitted grievances alleging they were performing duties applicable with a higher graded position. Grievance was denied as classification matters are not subject to appeal via the negotiated grievance process. The Agency acknowledged that several groups of employees have expressed concerns regarding classification, and the Union was reminded of the ongoing classification review.

20. Saul Lewis – Employee alleged violations of seniority clause included in the negotiated CBA as it relates to shift assignment. Grievance was sustained and employee's shift was adjusted to appropriately accommodate seniority
21. Antonio Williams – Employee alleged violations of seniority clause included in the negotiated CBA. Grievance was denied as it was determined by the supervisor that the employee's knowledge and experience warranted his assignment to the shift to which he was assigned, in accordance with the CBA.
22. Towanna Jones – Employee alleged violations of the negotiated CBA, and specified claims of ongoing discrimination. Employee provided background on actions allegedly taken against her by former supervisors, prior to the establishment of DGS as a District agency. The grievance was effectively denied, as the individuals identified as having engaged in the discrimination are no longer employed by the Agency, and because the negotiated grievance process is not the appropriate forum to address this kind of concern. The employee was instead referred to OHR for EEO counseling.
23. Wade Nugent – Employee alleged violations of negotiated CBA, in that he was denied opportunity to work/earn overtime by his supervisor. The supervisor in question was no longer a District employee at the time the grievance was received, however, the allegations were confirmed by the employee's current supervisor. The grievance was sustained and the employee was granted the requested relief.
24. Wade Nugent – Employee alleged harassment by supervisor and was immediately referred to OHR for EEO Counseling. In addition, the Agency conducted internal fact-finding interviews with the employee and several individuals who were identified as witnesses to determine whether interim disciplinary action was appropriate. The Agency was unable to substantiate the allegations of harassment; however, improper conduct on behalf of supervisor was confirmed, which resulted in the supervisor being issued a corrective action.
25. George Parker – Employee submitted grievance alleging violations of the negotiated CBA and DC personnel regulations via the pre-selection of another applicant for competitive promotion; determination pending.
26. Alonzo Thomas – Employee submitted grievance related to calculation of overtime. Upon further review, it was determined that there were extensive errors in the PeopleSoft system which impacted a number of employees across multiple bargaining units. The Agency has engaged OLRCB, OPRS, and DCHR to fully research and address the issues.
27. James Tolson – Employee submitted a grievance alleging incorrect Medicaire tax withholdings from his paycheck based on his classification as a Civil Service employee hired before January 1986. The matter was referred to DCHR and subsequently dismissed, as the employee had been subject to a reduction in

force and experienced a break in service. Upon reinstatement, the employee was placed into the current and correct retirement program.

28. Brindle Graham – Employee submitted a grievance alleging sexual harassment against her immediate supervisor. The grievance was dismissed and employee was engaged in SH reporting/investigation process as outlined in MO 2017-313.
29. Ricardo Welch – Employee grieved issuance of a corrective action in the form of a five-day suspension. Grievance requested the disciplinary action be rescinded, in addition to reimbursement for required defensive driving course. Grievance was sustained/denied in part, with the Agency sustaining the disciplinary action and committing to reimbursement for cost of course.
30. Aubrey Walcott – Employee grieved issuance of formal reprimand. The grievance was denied as employee has prior disciplinary history within last 3 years, which resulted in this incident being treated as a subsequent occurrence of misconduct, in addition to employee admitting to conduct for which he was reprimanded.
31. Carl Butler – Employee submitted a grievance regarding a change to his official position of record. At the time the grievance was submitted, no action had been taken as it relates to changes in the employee's position title, duties, or schedule. Furhter, the negotiated agreement includes the "Management Right" to transfer and assign employees at their discretion, to ensure efficient agency operations. The grievance was denied, accordingly.
32. Carnal Bradley – Employee submitted grievance alleging violations of the negotiated CBA related to classification and working outside the scope of the position description. Specifically, the employee claimed he had previously been reassigned on a temporary basis, and the Agency failed to return him to his position of record. The grievance was sustained and employee was reassigned to original position and duty location.
33. Jose Santos, et al – Employees submitted grievance related to classification. A meeting to discuss the merits of the grievance is scheduled with Union on 2/5.
34. Teamsters 730: Compensation (Class Action) – The Union submitted a class action grievance on behalf of the supervisory wage grade employees who did not receive the 3% cost of living increase in October 2019. Upon initial review at the agency level, it was determined that the increase and associated pay scale had not been bargained by the Union as part of the agreement with Compensation Groups 1 & 2. The matter was referred to DCHR and OLRCB for a formal determination as to whether these employees are entitled to increase and action, as necessary. Determination pending.
35. Darnell Garmany – The employee submitted a grievance requesting reduction of a suspension penalty. Grievance was sustained as the employee had no prior disciplinary record.

36. Andre Thomas – Employee submitted a grievance following separation action by DCHR, which was taken in response to a positive test for drugs and/or alcohol. Matter was escalated to arbitration. Determination pending.

38. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any sexual harassment allegations received by the agency in FY 19 and FY 20, to date, whether or not those allegations were resolved.

- The Department of General Services complies with the investigation and reporting procedures outlined in Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures. Brittney Wright, HR Specialist – Employee and Labor Relations, Lesley Long, HR Manager, Wayne Gore, Community Development Specialist, and Janelle Gladden, Program Support Specialist, have been designated as the agency's Sexual Harassment Officer and Alternates, respectively. In FY 19 and FY 20, to date, the agency has received five allegations (confirm with OGC) of sexual harassment and/or misconduct as listed below:
    - Case 1 – Resolved; Allegation of sexual harassment made by Contract employee against another Contract employee, received on or about November 16, 2018. Based on the statements and evidence provided by the complainant and witnesses during the investigation, there was insufficient evidence to suggest that the reported conduct violated Mayor's Order 2017-313.
    - Case 2 – Resolved; Allegation of sexual harassment made by employee within the Protective Services Division, received February 1, 2019. The investigation into this allegation was initiated by a SHO designated at DGS; however, the employee was uncooperative and the matter was referred to DCHR for assistance. DCHR completed investigation and determined the matter was not a sexual harassment complaint.
    - Case 3 – Resolved; Agency was contacted on 3/25/19 by the SHO at the Office of Unified Communications regarding allegations of sexual harassment by a Lead Special Police Officer stationed at OUC HQ. Allegations identified the following conduct alleged to be inappropriate: DGS employee, while in an OUC break room, stated to complainant, "Do you want Daddy to buy you some food?" An investigation was conducted by the Sexual Harassment Officer (SHO) designated at the Office of Unified Communications, Yvonne McManus, in collaboration with the designated SHO at DGS, Brittney Wright. With respect to the allegation that DGS employee sexually harassed complainant, the allegation was substantiated based on a preponderance of the evidence, which consisted primarily of witness interviews.
    - Case 4 – Resolved; Allegation of harassment submitted by DCNG employee against Special Police Officer. Unable to make contact with complainant following receipt of complaint. Case referred to MOLC and subsequently closed out.
    - Case 5 – Resolved; Agency was notified of allegations on June 18, 2019, involving a contract officer with Security Assurance Management, Inc. (SAM), and

Supervisory Special Police Officer. Complainant alleged that DGS employee called complainant on her personal cell phone after work hours and asked if he could take her home, and subsequently retaliated against her after she refused his advances. An investigation was conducted by the DC Department of Human Resources (DCHR) Sexual Harassment Officer (SHO), Rafael Perez, and included interviews of the Complainant, DGS employee, and other witnesses with relevant information. With respect to the allegation that DGS employee sexually harassed complainant, the allegation was substantiated based on a preponderance of the evidence.

DGS DEPARTMENT OF GENERAL SERVICES BUILD MAINTAIN SUSTAIN

F.I.R.S.T Logo



FIRST Team Procedures Manual

(10/1/19 version)

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1. Introduction

"FIRST" refers to "Facilities Intake Request Service Team." The FIRST Team supports FMD and DGS by managing all work intake and work order management team for the Facilities Management Division (FMD). The FIRST project team combines the skills and resources of the Work Order Management Team, along with additional, skilled resources from within DGS to streamline and prioritize the work order intake and management process within the confines of DGS' adopted budget and spend plan.

FIRST includes in-house FMD experts with deep experience with Facilities, along with Subject Matter Experts, as needed, from other divisions such as Capital Construction. These are staff who know and can identify:

a. How a Work Request should be assigned
b. How long the work request should typically take
c. How many people should do a similar type of work request
d. Whether the work request is the responsibility of the CMC operator
e. Whether the work request should be done through intra-district (or MOU-type) funding or falls within the Menu of Services provided by DGS; and,
f. Whether the work should be done with in-house staff or a vendor.

These expert individuals are knowledgeable about DGS policies, practices and procedures, and empowered to call out and escalate if the request falls outside of the following business processes.

The definitions of the categories are provided below.

2. Definitions

a. **DCPS Level 1 – Work to be handled by DCPS Custodial Staff**: *FIRST Team confirms this is a DCPS Level 1 Work Order that should be handled by DCPS Custodial Staff.*

b. **Unscheduled Routine Work to be handled in house DGS**: *FIRST Team confirms this is an Unscheduled Routine Work Order that should be handled by in house staff. Identify Reason not completed: Fund Issue, Manpower Issue, or Other (include comment as to any circumstances that prevented this work order from being completed).*

c. **Work Order is Already Completed – Close in Salesforce**: *FIRST Team confirms with requestor that work was already completed, and the Work Order should be*

recorded as Closed in Salesforce. FIRST Team member will flag the ticket if Work Order should not have been completed by DGS.

d. **Work Order is a Duplicate – Close in Salesforce:** *FIRST Team identifies the Work Order is a Duplicate of another Work Order. Identifies one of the duplicates as "Closed" and communicates to Requestor. Relate to original Work Order.*

e. **Work Order Should be Assigned to Capital:** *FIRST Team determines the Work Order meets the criteria for a Capital Project and recommends assignment to Capital Construction.*

f. **Special Project (Internal or External):** *FIRST Team confirms the Work Order requires 2+ in house staff or will take more than 4 hours to complete. As a result, the work requires additional resources and is considered a Special Project. There are three types of Special Projects. Note SLAs to be updated for Special Projects.*

   i. ***Internal Special Project**: only in house needed to complete*
   ii. ***External Special Project**: needs vendor Contractual Services, or*
   iii. ***Client Approval and MOU**: an MOU should be developed to provided funds to pay DGS for the work*

g. **Work Order Covered by an Existing Warranty:** *FIRST Team determines the Work Order meets the criteria for an existing Warranty and assigns the work team as "Warranty Team" to resolve under Warranty.*

h. **Cancel the Work Order:** *FIRST Team determines the Work Order should be Cancelled because it is:*

   i. ***Not in DGS Scope of Work***
   ii. ***On schedule for Preventative Maintenance**: Preventative Maintenance refers to scheduled work by in house or contractor staff designed to maintain a warranty or prevent a system from breakdown*
   iii. ***On schedule for Routine Maintenance**: Scheduled Routine Maintenance refers to groundskeeping, mowing services, pest control.*

i. **Stabilization Project:** *requires immediate work to repair critical issues impacting operations.*

j. **Capital Projects:** *Capital Projects are projects planned, so we have an approved budget for that project, typically requested and approved at least two years in advance (i.e. money for 2020 projects will have been requested in 2018). We also request money for various "Pools."*

k. **Small Capital Projects**: *Small Cap projects are those that can be funded from the various approved Pools.*

3. Creating a Work Order

Work Requests come in through multiple intake channels including phone calls, emails, Twitter, DGS App, and "Ask the Director." When a work request is initiated, the FIRST Team is responsible for reviewing whether it is within DGS scope of responsibility. A work request within DGS "Scope of Responsibility" is defined as being on a DGS property and on the list of DGS provided services. FIRST Team is responsible for work request approval decisions. A work request that is "Approved" then becomes a "Work Order." Approving a Work Order logs the problem in Salesforce and kicks off workflows based on priority. Appropriate work teams are then assigned and dispatched to abate an "Emergency" (SLA 24 hours), address a "High Priority" (SLA 10 days), or respond to a Routine Repair (SLA 45 days). If a work order should be transferred to another business unit (e.g., from FMT to Contract Services), this request will go through FIRST Team review.

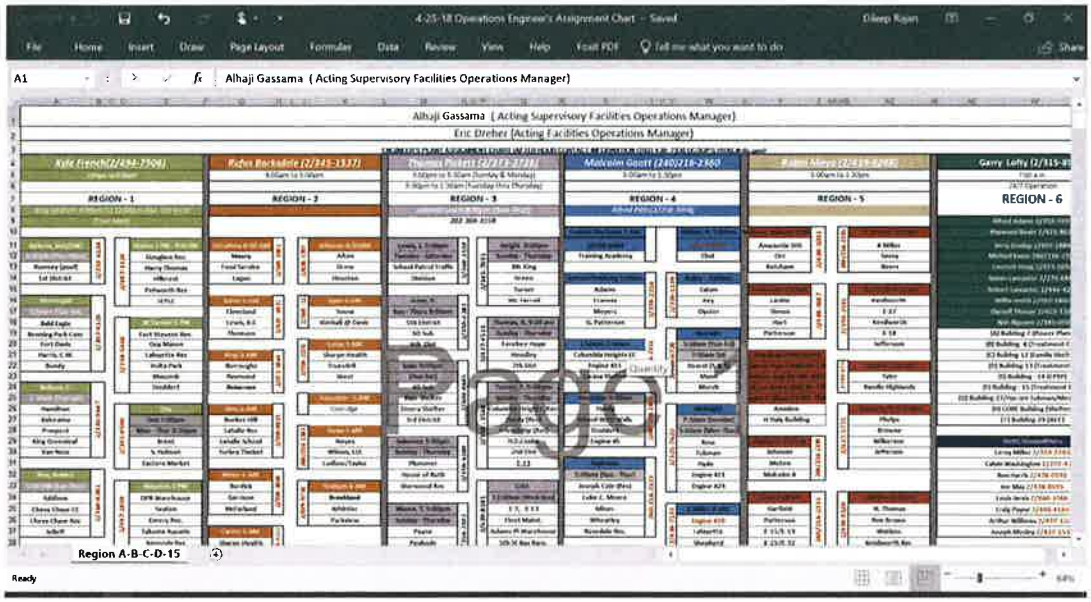
When creating a Work Order, the FIRST Team should capture specific and relevant information about the problem. This includes the location of the problem, the problem description, the requestor's name and contact information. The FIRST Team member should identify the appropriate Work Team based on the Assignment Description. A photo of the problem should be requested if not already included in the request. Requestors can also phone a work request directly into the Work Order Management Call Center by using 202-576-7676. A FIRST Team representative is available to assist callers during coverage hours. **Note: Effective May 1, 2019, a photo of the problem will be required to approve a work order. For Emergency Work Orders in which a picture of the problem is not readily available, the work order should be created using the place holder image below. The requestor should send updated photos within 72 hours of the original work order.**



4. Scheduled Maintenance

If the work request appears to be related to Scheduled Maintenance, the FIRST Team member should check the Scheduled Maintenance module for the building. Specific schedule information for lawn mowing and seasonal water work is identified. Specific maintenance work related to BPO HVAC Preventative Maintenance and BPO Daily Checks is in Salesforce. IN addition, FIRST Team members has a schedule for BPO for each of their six regions.

Illustration:



5. Answering the Phone

When a FIRST Team member answers the phone for a Work Request, the team member should begin the call with a greeting like: *"Thank you for calling the Department of General Services. This is <First Name, Last Name> speaking. How can I help you?"* The FIRST Team member should focus on specific details and information to correctly identify if the location and problem is within the scope of DGS responsibility. The team member should create the ticket and identify the appropriate team to respond.

6. Procedure for Executive Walkthrough

Prior to a Mayoral or Councilmember walk through, FIRST Team should complete the following steps:

a. Pull a fresh Salesforce report on all open Work Orders for that building.
b. Create an Event for "Executive Walk Through – *MM/DD/YYYY*"
c. Provide status updates on open work orders by contacting building staff or other DGS staff with deep familiarity with the building.
d. Write any updates in the Work Order ticket directly in Salesforce.
e. Provide link to Salesforce report to executives attending the walk through.
f. Create appropriate work orders based on the walk through.

7. Process for Council Meeting Prep

In preparation for a Council Hearing or meeting with a Councilmember, a FIRST Team member should pull a report from Salesforce showing the most current active work orders for the DGS property in question. The FIRST Team member should review if any work orders marked as "Complete" can be "Closed" by the relevant team supervisor and close any duplicate tickets. The review should prepare the most current and accurate data in Salesforce and following that review, send a Salesforce report to the requestor.

8. Transfer Process Between Teams

Often due to the nature of the work order, or due to funding, materials or manpower, the Facilities Maintenance Team (FMT) or the Boiler Plant Operations (BPO) will need to transfer certain work orders to other teams (e.g., FMT Plumbing, Contract Services). Effective March 2019, these transfers should go through the FIRST Team with supporting justification, documentation (e.g., pictures, videos) and attachments in the work order ticket directly in Salesforce. The FIRST Team will track the reason for the forward to CS to support data reporting. This reporting will be reviewed bi-weekly or monthly to understand if greater resources are needed within FMT, or if scopes of CS vendors should be updated to support the volume of work. **Note: in cases of emergency or other exceptions, the FIRST Team may grant transfer rights to team supervisors so that related work can be completed by the other team.**

9. SLA for Work Orders Assigned by FIRST Team

After FIRST Team approves a work order, it will assign that work order to a specific unit within FMD: either FMT, CS or Boiler Plant Operations (BPO). For Priority Level 1 Work Orders ("Routine Repair"), the team receiving the work order should acknowledge receipt of the work order by assigning a specific team Point of Contact. **This step should be completed within 24 hours.**

10. Work Requests for Bulk Trash

Susan Riley in the Sustainability & Energy (S&E) Division is the point of contact and COTR for contracts supporting bulk trash removal. **Work Requests must include a photo and supporting documentation for the bulk trash. Without a photo, the work request will be rejected by the FIRST Team.**

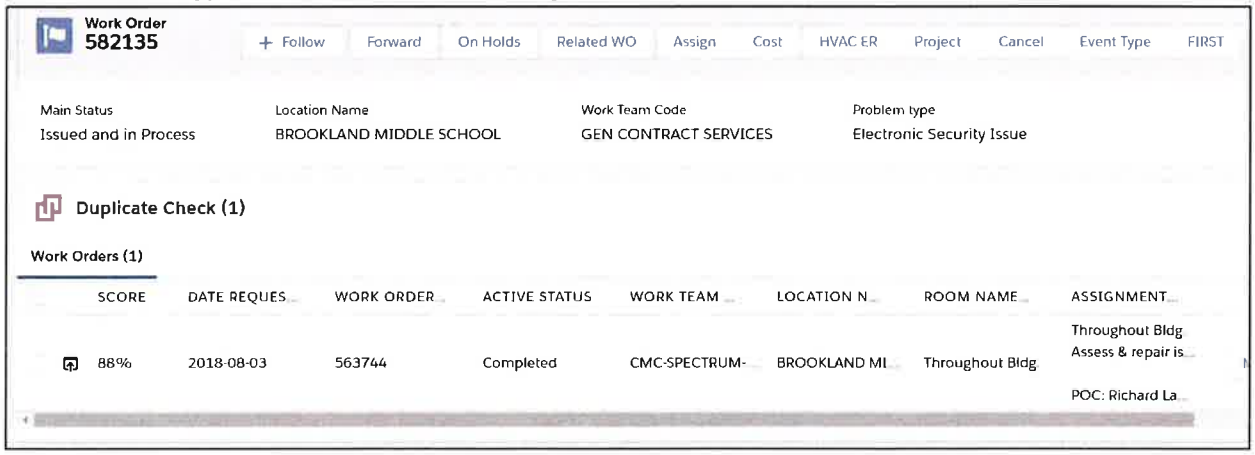
11. Assigning Work Order for Window Shakers

Based on Salesforce data from FY15 to FY18, there was an average of 458 window shaker work orders completed with an average cost of $3,000. To determine if a full replacement is needed, and to reduce costs resulting from on call general contractors, it is recommended that BPO respond first to "Window Shaker" work orders to determine the repair needed. BPO to receive appropriate resources. BPO should describe the repair needed, skill sets needed, and associated costs. FIRST Team will support BPO in identifying resources needed or transfer to another team. **Note: the expectation is that an on call general contractor will be available for emergencies or in cases when BPO cannot complete.**

12. Duplicate Check Process

When receiving a new work request, first check the Building Name, then the Room Location. If these two matches, then review the description. If the description matches the work request, then CANCEL the work request as a Duplicate. The Duplicate Check Process occurs at two levels: 1) When the Work Request is made; and, 2) when the Work Order is Approved using the Duplicate Check Tool.

Note for checking if a Work Order is a Duplicate: *The Duplicate Check Tool scans work orders to identify matches between Building Name, Room Location, and Work Description.*



13. Cancellation Process

FIRST Team Checklist (thumbtacked to the employee's cubicle) is in progress that defines when you accept or reject a Work Request. For example, regarding Life Safety, there are "violations to be remedied" with specific approved work orders. Often, a safety or health inspection results in "suggestions or recommendations." These should be noted by the Building Manager but NOT converted into a Work Order. The Checklist is based on the seven (7) Menu of Service categories the requestor uses to create a Work Request. **Prior to cancelling the ticket in Salesforce, the**

FIRST Team member should contact the assigned team supervisor for confirmation. If there are similar tickets appearing through the Duplicate Check Tool, the FIRST Team member should identify options for merging the tickets and confirm with the team supervisor. If this review is taking place during the night shift, then the team member should complete their research and assign to a staff member in the next shift.

14. SOP for Assigning Work Orders to C&P

FIRST Team recognized a need to create a category for work orders that have a contractual dispute. The contract dispute can be with a CMC vendor or with a contractor whose contract is with DGS. The FIRST Team created a Work Team Code called "C&P Team" which includes George Lewis and Pam Dickerson (other staff can be included). If the FIRST Team cannot determine whether the contractor will complete the work order, or whether a DGS Work Team will take, the FIRST Team member will assign the work order to the C&P Team. A Weekly report based on the aging C&P work orders will be generated and reviewed during a meeting with C&P. The outcome of this meeting is to provide a decision for which team - either contractor or DGS - will own to complete.

15. Procedure for Information Transfer between Communications and FIRST Team

Close coordination is needed between the Communications Team and the FIRST Team. The Communications Team receives notifications of potential work requests through the DGS Twitter page and the "Ask the Director" tool on the DGS website. This includes emails from the Mayor's Office, City Council, and City Administrator's Office. As a result, a member of the Communications Team should have Salesforce access to create a Work Request. Based on the information submitted, the Communications Team member should create Work Requests in Salesforce. The FIRST Team will review any Work Request and follow up if additional information is needed (e.g., more specific details on location, what is broken, etc.). The FIRST Team will determine if there is enough information to approve the Work Request and create a Work Order. In addition, if FIRST Team receives an inquiry from the Director's Office or the Communications Team, FIRST Team should communicate directly with the FMD PIO officer (Darrell Pressley). The FMD PIO will run point on the issue. Any research developed by FIRST Team should be sent to the FMD PIO for proper routing and coordination. This is an effort to ensure that data and information is properly coordinated and that there is a single point of contact for inquiries.

16. Assigning Related Tickets

If a related ticket is needed to support the completion of the original work order, then all proper documentations should be uploaded from the original ticket to the related ticket. Include the SOW and estimates (if available). The team supervisor is responsible for assigning the related

ticket between teams. **Note: in cases of Emergency Work Orders, the SLA for responding to and stabilizing an Emergency Work Order is 24 hours. Typically, an FMT craftsperson stabilizes or abates the emergency problem (e.g., boarding up a broken glass door), and then Contract Services handles the long-term repair. In some cases, Capital Construction handles the long-term repair.**

Step 1: Once the abatement or stabilization of the emergency is completed, upload pictures/video and supporting documentation and CLOSE the ticket.

Step 2: Send an email communication to the requestor that the Emergency Work Order was abated.

Step 3: Create a new ticket by cloning the original ticket information. Assign to Contract Services or to Capital Construction as needed.

17. **Method for Assigning Work Orders that become Capital projects**

Step 1: Keep ticket open and assign to Capital. If a related ticket is created for Capital, then the notifications should indicate the original work order along with the contact number if their Building Manager, Specialist, and/or Liaisons.

Step 2: Capital will then confirm the work order belongs with Capital. They will Close Ticket with Message to Customer or return to Facilities for review. **Note: The related ticket for capital should not have an SLA since their process for allocating funds might be different than FMD.**

Step 3: If needed, create a work order to create a temporary abatement to stabilize the issue until the longer-term capital project is implemented (e.g., caution tape around the affected area).

Step 4: If a work team determines that a work order is capital eligible, that work team should transfer the work order to the FIRST Team. The work team should confirm the work order meets the criteria to be capital eligible. The work order should include cost estimations, pictures, supporting documentation and files. FIRST Team will organize all Capital eligible work orders by agency and provide to the COO and CCD. *Example: BPO determines a work order for a boiler repair should be a boiler replacement. Boiler replacement, based on cost and estimated use life, can be capital eligible.*

18. Capital Turnover Process

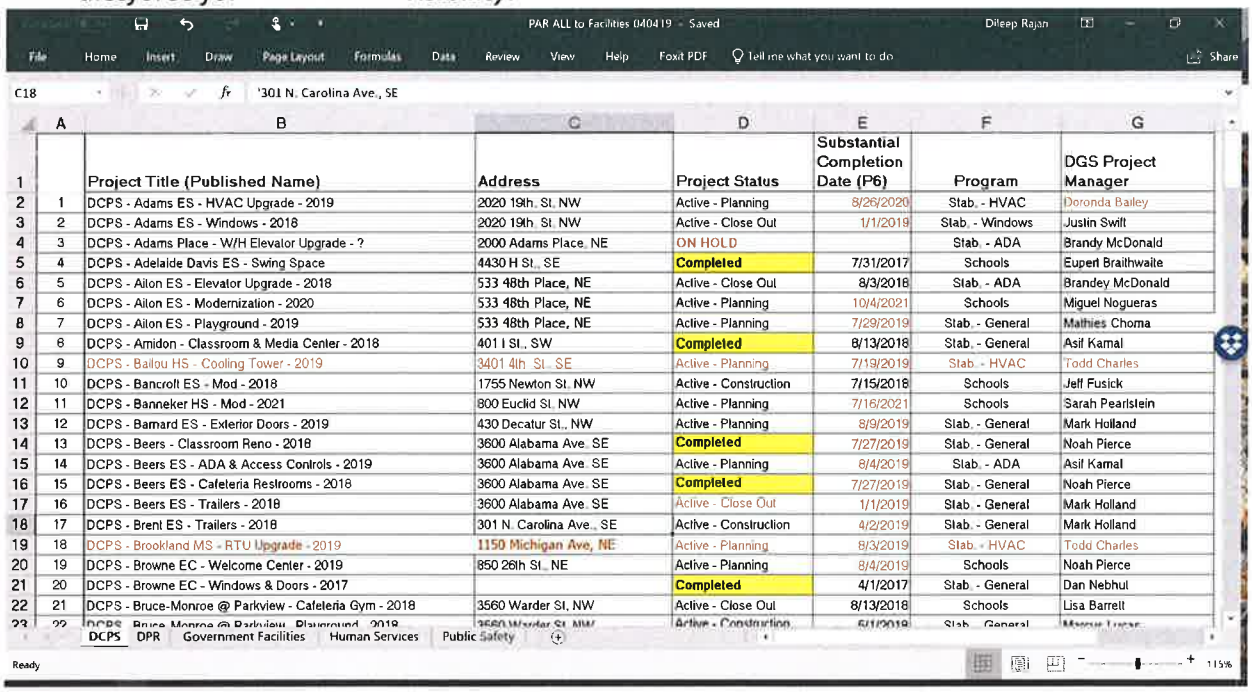
Prior to completing the Capital Turnover Process, notify Facilities and capture specific Fire/Life Safety components in the "Building Information" field in Salesforce. As part of the Turnover Process, a Punchlist is created to document items remaining to be done. **Note: the completion time frame is one year (1 Year) for the contractor to complete all Punchlist items. A copy of the Punchlist should be kept on file in the "Building Information" in Salesforce.**

Specific Items to FIRST Team as output from each building's Capital Turnover Process:

1. **Copy of the Punchlist to the FIRST Team**
2. **Copy of the Warranty Items to FIRST Team**
3. **Publishing DGS wide schedule of all turnover for 2019, 2020, etc.**
4. **Including FIRST Team member on Turnover Walk Thrus**

Refer to current version of Capital Projects Status Checklist *(latest version is 4/4/19).*

Illustration: Data from April 4, 2019. These data need to be uploaded and updated consistently into Salesforce for FIRST Team visibility.



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C18 '301 N. Carolina Ave., SE

	A	Project Title (Published Name)	Address	Project Status	Substantial Completion Date (P6)	Program	DGS Project Manager
2	1	DCPS - Adams ES - HVAC Upgrade - 2019	2020 19th. St. NW	Active - Planning	8/26/2020	Stab. - HVAC	Doronda Bailey
3	2	DCPS - Adams ES - Windows - 2018	2020 19th. St. NW	Active - Close Out	1/1/2019	Stab. - Windows	Justin Swift
4	3	DCPS - Adams Place - W/H Elevator Upgrade - ?	2000 Adams Place, NE	ON HOLD		Stab. - ADA	Brandy McDonald
5	4	DCPS - Adelaide Davis ES - Swing Space	4430 H St., SE	Completed	7/31/2017	Schools	Eupert Braithwaite
6	5	DCPS - Ailon ES - Elevator Upgrade - 2018	533 48th Place, NE	Active - Close Out	8/3/2018	Stab. - ADA	Brandey McDonald
7	6	DCPS - Ailon ES - Modernization - 2020	533 48th Place, NE	Active - Planning	10/4/2021	Schools	Miguel Nogueras
8	7	DCPS - Ailon ES - Playground - 2019	533 48th Place, NE	Active - Planning	7/29/2019	Stab. - General	Mathies Choma
9	8	DCPS - Amidon - Classroom & Media Center - 2018	401 I St., SW	Completed	8/13/2018	Stab. - General	Asif Kamal
10	9	DCPS - Bailou HS - Cooling Tower - 2019	3401 4th. St., SE	Active - Planning	7/19/2019	Stab. - HVAC	Todd Charles
11	10	DCPS - Bancroft ES - Mod - 2018	1755 Newton St. NW	Active - Construction	7/15/2018	Schools	Jeff Fusick
12	11	DCPS - Banneker HS - Mod - 2021	800 Euclid St. NW	Active - Planning	7/16/2021	Schools	Sarah Pearlstein
13	12	DCPS - Barnard ES - Exterior Doors - 2019	430 Decatur St., NW	Active - Planning	8/9/2019	Stab. - General	Mark Holland
14	13	DCPS - Beers - Classroom Reno - 2018	3600 Alabama Ave. SE	Completed	7/27/2019	Stab. - General	Noah Pierce
15	14	DCPS - Beers ES - ADA & Access Controls - 2019	3600 Alabama Ave. SE	Active - Planning	8/4/2019	Stab. - ADA	Asif Kamal
16	15	DCPS - Beers ES - Cafeteria Restrooms - 2018	3600 Alabama Ave. SE	Completed	7/27/2019	Stab. - General	Noah Pierce
17	16	DCPS - Beers ES - Trailers - 2018	3600 Alabama Ave. SE	Active - Close Out	1/1/2019	Stab. - General	Mark Holland
18	17	DCPS - Brent ES - Trailers - 2018	301 N. Carolina Ave., SE	Active - Construction	4/2/2019	Stab. - General	Mark Holland
19	18	DCPS - Brookland MS - RTU Upgrade - 2019	1150 Michigan Ave, NE	Active - Planning	8/3/2019	Stab. - HVAC	Todd Charles
20	19	DCPS - Browne EC - Welcome Center - 2019	850 26th St., NE	Active - Planning	8/4/2019	Schools	Noah Pierce
21	20	DCPS - Browne EC - Windows & Doors - 2017		Completed	4/1/2017	Stab. - General	Dan Nebhut
22	21	DCPS - Bruce-Monroe @ Parkview - Cafeteria Gym - 2018	3560 Warder St, NW	Active - Close Out	8/13/2018	Schools	Lisa Barrett
23	22	DCPS - Bruce-Monroe @ Parkview - Playground - 2019	3560 Warder St, NW	Active - Construction	6/1/2019	Stab. - General	Marcus Lucas

DCPS DPR Government Facilities Human Services Public Safety

Ready 115%

19. Checking if a Work Request is Related to Modernization

If a school is scheduled for Modernization funded by Capital, then FIRST Team will assign the Work Order to Capital for including into project plan. Before assigning to Capital, the FIRST Team

member should confirm if the Work Order is not an active maintenance issue but properly belongs as part of a planned Modernization project.

20. Work Assigned to Capital Projects for DCPS

FIRST Team determined 118 work orders are Capital projects (as of 2/26/19). The Project Delivery Office has a "Projects" module in Salesforce. This includes a list of planned Capital projects for DCPS (e.g., Dorothy Heights – Roofing – 2019). FIRST Team members will review Capital recommended work orders and assign to a related DCPS Capital project.

21. SOP for Warranty Tickets

When a FIRST Team member determines a work ticket is eligible for a warranty repair, they should update the FIRST Team Category as "Warranty" and forward the ticket to the "Warranty Team." FIRST Team recommends an individual dedicated to Warranty information is on the team. This individual would have expertise to research and manage work requests that may have an applicable Warranty to cover the repairs and manage the Scheduled Maintenance required to maintain the Warranty. **Note: Warranty information is sent to FMD following a building turnover. It is currently stored in a spreadsheet maintained by the Contract Services Team. These warranty documents have not yet been added to Salesforce. A "Warranty" section has been added to Building information and this needs to be populated with specific warranty services. They need to be uploaded next to the building information so that FIRST Team members can access it at the point of Intake. Refer to current version of Warranty Checklist *(latest version is 2/13/19).***

22. Related Work Tickets

Salesforce can capture the "Parent-Child" Ticket relationship. **Guiding Principle: FIRST Team should create one ticket based on the problem description. Data for hours/ materials from multiple crafts shops should be captured for admin purposes.** If a work order needs work done by other teams, this can result in a "related" ticket for another work team to do work. The related ticket also includes information on work hours and parts/materials used. The method to do this in Salesforce is:

> ***Step 1:*** *FIRST Team creates work order ("Parent Ticket") based on problem type and assigns unit to resolve.*
> ***Step 2:*** *Work Team determines another work team is needed to do work related to close the original work order ("child ticket").*
> ***Step 3:*** *Next Work Team completes the work related to the "child ticket."*
> ***Step 4:*** *Work Team Supervisor reviews work completion and closes the "child tickets."*

Step 5: *Work Team Supervisor formally closes the "Parent Ticket."*

23. Work Order Records & Document Management

Following Work Order Closing, the work order will be archived in Salesforce for historical data reporting. If a Work Order is Cancelled, the FIRST Team member should provide supporting justification for the Cancellation (e.g., Not DGS Responsibility, Scheduled for Maintenance, etc.). The Work Order will be retained and archived. Work Order History should be retained and archived for data reporting purposes.

24. List of Safety Services and Specific Safety Questions to ask during Intake

The Safety and Health Unit provides services and resources to the Modernization and Stabilization Program, Operations and Maintenance and Contract Services. They directly oversee the daily operations of safety and health issues and provide code enforcement to ensure DGS facilities follow federal and local regulations.

List of Safety Services

a. Asbestos/Lead Abatement Services
b. Emergency Response Management Planning
c. Fire, Safety and Health Compliance/Enforcement
d. Hazardous Waste Disposal Services
    a. Ceiling Tiles
    b. Fluorescent Light Bulbs and Tubes; and, Number of Boxes to be picked up
e. Incident Investigations
f. Occupational Safety and Health Services
g. Pest Control Services
h. Playground Safety
i. Pre and Post Review
j. Indoor Air Quality Services
k. Universal Waste Management

Specific Questions for Safety Work Requests

- What is the specific location, and do you have a photo?
- Is the area occupied or has it been cautioned off?
- What is the best time to complete the services?
- **For DCPS:** If this is a bed bug complaint for a DCPS facility, did the Nurse contact DCPS Wellness Office to report the incident?

- **Universal Waste and Hazard Waste** - Are containers/ drums intact? Is there spillage? Is there off-gassing or an odor involved? Is the material isolated?
- **Odors**: Is it more intense in the am or another time? How long has this odor persisted? Is it a smoldering smell (burning smell)? Is it a wet musty smell? Does it smell like natural gas? Does it smell rotten or decaying? Are multiple spaces being affected? Is this space continuing to be utilized?
- **Combustible gas odors**: Is smell affecting interior, exterior, or both? Strongest where? When did odor begin? Are multiple spaces being affected? Is this space continuing to be utilized?
- **Playgrounds**: Is the apparatus sectioned or cautioned off. Do you have the ability to section it off (caution tape, cones, etc.)?
- **Asbestos**: Is suspect material damaged or intact? What type of system is in questioned (wall system, floor system, pipe insulation, etc.).
- **Bio:** Specialized cleaning needed. Is space routinely cleaned by building staff, or is this an additional building space without routine scheduled cleanings?

25. Entering Work Orders based on Safety Inspection Reports

Within one day of receiving an inspection report from Office of Risk Management (ORM) or the Fire Marshall, the building manager should communicate within Salesforce the violations to be remediated. Include key details of the violation including the citation number and violation description. Add the appropriate level of priority – Emergency, Priority, Routine Repair – so that the work order can be escalated. A FIRST Team member will review and create work orders to address violations.

Note 1: Only one (1) work order should be created for similar types of safety violation remediation. Example: If fire extinguishers need service at a building, create one (1) work order to address that safety violation.

Note 2: Standard practice should be scheduled safety maintenance programmed into Salesforce. If a work request identifies an issue that should have been addressed through the safety maintenance program, then the FIRST Team member should create a work order and relate to the scheduled maintenance program. This is like a scheduled grounds maintenance issue.

Note 3: FIRST Team added a new "Event Type" to a work order in Salesforce. Event Type can be **"Inspections."** Sub-Event Types: **DCRA, Fire Marshall, Health Code, ORM, OSHA.**

Note 4: Fire Code Violations (FCV) are generated through Fire Marshall Report and inspections. Fire Code Violation (FCV) can be entered through Work Order Management or by Environmental Safety Unit (EHS) and then approved by FIRST Team.

EHS will create a ticket for grouped violations such as a fire extinguisher inspection or fire alarm issue, as they are referencing a building service. EHS can create a separate ticket per specific referenced areas such as rooms and stairwells (this can be for specific services attached to the room).

EHS will enter tickets and assign priority based upon the Violation Abatement Management Protocol (VAMP) abatement process and agreement under Civil Action # 92-3478, Parents United vs. Marion Barry for the abatement of FEMS cited-fire code violations (FCV) and DOH cited Food Health Code violations (HCV) in DCPS.

26. Process Review of Previous Night Productivity

Each morning, FIRST Team staff should review previous night's work requests, approvals and work completions. They should analyze if emergencies disrupted normal night shift work completions. The review should include number of hours spent on emergency work to calculate time ranges for future planning. This should be completed no later than the morning of the next business day.

27. Customer Satisfaction Survey

A customer service survey will go out automatically to the requestor's email following a work order closing. A survey with negative responses should result in a phone call by a FIRST Team member directly to the requestor. The ticket should not be reopened but continue in a "Closed" status. The FIRST Team member should determine if a new work order ticket should be created.

28. SOP for FIRST Team Communications with Elected Officials

A FIRST Team member may receive a phone call or an email from an elected official or staff member to an elected official regarding a work request. The FIRST Team member should approach the communication as an opportunity to document the key details for review in Salesforce and reporting to the appropriate supervisor. FIRST Team members should first check if a work order has been created already, create a new work order, or update a current work order. **For Phone Calls:** With a focus only on the facts, the FIRST Team member should capture relevant and specific information and then close out the phone call. **For Emails:** If the communication is over email, the FIRST Team member should research the issue and provide specific details over email to the appropriate supervisor. **Communications: For FMD Communications, contact Darryl Pressley (FMD PIO). For Constituent Services, contact the Communications Team led by John Stokes, Shinada Wiggins, and Wayne Gore.**

29. SOP for Major Work Events

Major work events such as Seasonal Water Turn On/Off, AC Readiness, Pools Readiness, Spray Parks Readiness, Boiler Readiness, etc. occur annually during specific time periods. Each represents a predictable level of work effort based on known buildings and equipment states of readiness based on Facility Conditions Assessments maintained by FMD. Each of these major work events has a dedicated FMD supervisor or COTR. Specifically, they are:

Seasonal Water (Spring/Fall): Charles Artis (Primary Lead), Carnal Bradley (Secondary Lead)
AC Readiness (Spring/Summer): Alhaji Gassama (Primary Lead), Eric Dreher (Secondary Lead)
Pool Readiness (Spring/Summer): Sean Link (Primary Lead), LaShelle Jenkins (Secondary Lead)
Spray Parks Readiness (Spring/Summer): Sean Link (Primary Lead), Jenkins (Secondary Lead)
Boiler Readiness (Fall/Winter): Alhaji Gassama (Primary Lead), Eric Dreher (Secondary Lead)

30. Confirming if a Property is a DGS Property

To check if a property is a "DGS Property," use the following link: https://dgs.dc.gov/service/dgs-property-search. Search for the building or property in question. To confirm the boundary for a DGS property, utilize the following link for the GIS database managed by OCTO:

31. List of Contract Services

General Contract Services manages contracts for the following problem types:

Access control: CONTRACT SERVICES ONLY

Athletic equipment repairs (Scoreboards, basketball goals, bleachers, etc.): CONTRACT SERVICES ONLY

CCTV and Low voltage (non-DCPS only; DCPS manages their CCTV; FEMS & MPD manages their CCTV): CONTRACT SERVICES ONLY
Concrete and masonry Repairs: AFTER FMT REVIEWS FIRST
Electrical: AFTER FMT REVIEWS FIRST
Elevators: CONTRACT SERVICES ONLY
Fence Repair (Non-Chain Link): AFTER FMT REVIEWS FIRST
Fire alarm systems: CONTRACT SERVICES ONLY
Fire alarms: CONTRACT SERVICES ONLY
Fire extinguishers: CONTRACT SERVICES ONLY
Flooring repairs (carpet, tile & non-gymnasiums): AFTER FMT REVIEWS FIRST
Generators: CONTRACT SERVICES ONLY
Gymnasium floor repairs: AFTER FMT REVIEWS FIRST
Handicap Lifts: CONTRACT SERVICES ONLY
High voltage electricity: CONTRACT SERVICES ONLY
Kitchen suppression systems: CONTRACT SERVICES ONLY
Light poles: AFTER FMT REVIEWS FIRST
Mirrors: AFTER FMT REVIEWS FIRST
Overhead Doors (or Rollup Doors): CONTRACT SERVICES ONLY
PA Systems & clocks: CONTRACT SERVICES ONLY
Painting: AFTER FMT REVIEWS FIRST
Playground equipment: AFTER FMT REVIEWS FIRST
Plumbing: AFTER FMT REVIEWS FIRST
Pools and Spray Parks: CONTRACT SERVICES ONLY
Roofing repairs: AFTER FMT REVIEWS FIRST
Sprinklers: AFTER FMT REVIEWS FIRST
Surface repairs (Asphalt): AFTER FMT REVIEWS FIRST
Windows (Glass only; no Blinds): AFTER FMT REVIEWS FIRST

32. Conducting the Daily Scrum

FIRST Team meets daily to review front burner work order issues in a meeting called the "Daily Scrum." The FIRST Team Scrum is scheduled for 9:30am-10:00am Monday-Friday. Assigned FIRST Team members should use the DGS WebEx assigned for Scrum use Monday-Friday from 9:30am-10:30am. The Scrum should start no later than 9:30am and end no later than 10:00am Monday-Friday. The latest time the Scrum should end is 10:30am. The Scrum Agenda should be focused on Front Burner Work Order Issues and specific problems to be addressed to improve work order management operations and processes.

33. Template for FIRST Team Response

FIRST Team routinely receives requests for information regarding work orders, buildings and facilities issues. Team members should follow this response format template.

Good Afternoon:

- On behalf of FIRST Team, we observed that there are 8 open work requests involving the roof, and the leaking sprinkler piping at the New York Avenue Men's Shelter. The link provided shows this information. Today, another request was entered to address leaking sprinkler.
  - https://dcdgs.lightning.force.com/lightning/r/Report/00O2I000007MzVyUAK/view?fv0=001F000001UyGkG
- After speaking with the Building Management Specialist, we discovered Capital Construction currently has a contract company making repairs to the roof and the subsequent vibrations from the equipment being used has affected the sprinkler system causing it to leak. The sprinkler system has since been turned off but it is now leaking.
- Additionally, there is continual damage being caused by the leaking pipes.
- On Sunday 7/28/2019, a sprinkler pipe burst causing the shelter residents to be displaced. The DC FEMS turned off the sprinkler, leaving the facility without fire protection, and gave DGS 24 hours to repair the broken piping.
- The piping was repaired by Contract Services, but the sprinkler still remains off, and now there is additional leaking occurring with damages.

FIRST Recommendation

- FIRST recommends consolidation of "like" tickets
  - to ensure efficiency in the system, and
  - concentrated collection of pertinent information to include costs.
- FIRST Recommends any pertinent information to be entered into the SalesForce chatter file to keep information centralized and consistent.

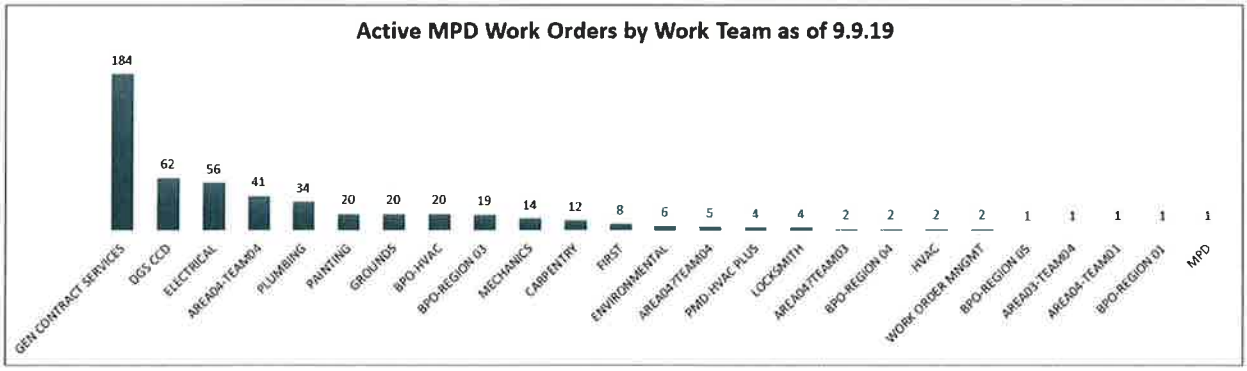
34. Development of Case Studies

The FIRST Team often receives requests to research a specific building or work order issue. This can result in a case study that provides key information summarizing the situation, the complication, and the steps taken to resolve.

Example: MPD Work Order Overview 9/9/19

Key Issues: There are currently **522 open work orders for MPD**. A number of specialized services have not been funded fully. These "Specialized Services" are funded by contracts managed by Ruth Jenkins ***(Specialized Services has 49 open work orders)***. These include contracts for: sliding barrier vehicle gate, physical access security, CCTV (low voltage), Metropolitan Rolling Door, and locksmith. With funding levels not at full request, DGS has not been able to complete MPD work orders within SLA. **Other Contract Services that are dependent on funding within FMD includes:** Septic Tank Cleaning, Jetting & Cleaning of oil interceptors, Generator Maintenance, Glass Repair, CCTV attic stock supply; Sallyport/Vanport roll up door PM; HVAC repairs and preventive maintenance.

Next Steps: FIRST Team recommends reviewing the deployment and dispatch approach for all Contract Services work ***(155 open)*** and FMT work ***(139 open)***. FIRST Team recommends reviewing the Capital Work Orders ***(62 open)*** with Sean MacCarthy to determine prioritization. There are 3 main types of capital work orders for MPD: ***Roofing (52 open), Structural (8 open), Painting & Plastering (2 open)***.



Government of the District of Columbia
Department of General Services



Washington, DC Department of General Services

PROJECT DELIVERY GUIDELINES

Beta Version – September 17, 2018

1250 U St. NW, Washington, DC 20009 ▪ Telephone (202) 727-2800 | Fax (202) 727-9877

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FOREWORD

It's been 10 years since the District updated its Project Delivery Guidelines for public buildings and grounds. The world has changed a great deal since then: The District is a LEED Platinum City, Building Information Modeling (BIM) is routine, and the need to plan and design for Climate Change is universally accepted. The changes are so profound that I considered developing these new guidelines from scratch. However, time and budget constraints lead me to revise the old doctrine instead.

In spring 2018 we conducted a series of internal workshops to develop the revised table of contents and select content to be retained from the original. Then in July 2018 we conducted a series of focused interviews with the program managers and project management office team that will most regularly use this volume. In August 2018 we released a draft to interagency colleagues and industry associations and received hundreds of meaningful suggestions.

A few things to keep in mind when using this book:

1. These are guidelines, not rules. The old manual was so out of date that our best project managers had to rely on improvisation and initiative, and this has resulted in some spectacular new buildings. These guidelines will help project managers make routine decisions, but should never be allowed to stifle creativity.
2. These guidelines are a living document. Significant work to incorporate the District's strategic energy, sustainability and resiliency goals remains. In the meantime, continue to take initiative to advance these and other important goals through project delivery.
3. We need your feedback. Please let our Project Management Office know what works and what doesn't, and please offer content for the next release.

By building and maintaining safe and green state-of-the-art facilities which foster economic growth and elevate educational environments, we create modern and vibrant communities across all of the District of Columbia. These guidelines help make that delivery easier. Thank you for following them.

Respectfully,

Michael Jelen, PE
Chief Project Delivery Officer

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Government of the District of
Department of General Services

PROJECT DELIVERY GUIDELINES

BETA VERSION

September 17, 2018

DEPARTMENT OF GENERAL SERVICES

Chief Project Delivery Officer: Michael Jelen, PE

Prepared By

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Appendix L – Safety Standard Operating Procedures (SOPs)

Appendix M – DGS Sample Contracts

Appendix N – Department of Parks and Recreation (DPR) Standard Operating Procedures (SOPs)

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INTRODUCTION

A. Introduction and Agency Overview

The mission of the Department of General Services (the "Department," or "DGS") is to provide superior construction, first maintenance, and expert real estate management in the District. The Department is responsible for building and maintaining safe and sustainable state-of-the-art facilities that foster economic growth and development. The Department's enacting legislation, DC Code § 10-551.02, establishes six (6) primary functions:

1. Agency Management

Agency Management includes the staff and organizational units needed to carry out the overall plan and direction for DGS, including coordination and management for information technology, resource allocation, human resources, procurement, fixed-cost forecasting for District facilities, and the administrative functions of DGS.

2. Capital Construction

Capital Construction manages capital improvement and construction programs for the majority of District government agencies by coordinating the following functions:

- Implements and oversees the Department's capital improvement program for District government facilities; and,
- Executes the capital budget program, which includes the rehabilitation of existing real property facilities and construction of new facilities supporting the District.

DGS Capital Construction is divided into clusters – Department of Parks and Recreation, Government Centers, Public Safety, Schools, and Health and Human Services – and the Project Management Office, which oversees all five of the clusters. These subsectors of Capital Construction work to deliver quality, efficient, and functional capital projects on time and on budget for the District of Columbia.

a. Capital Construction Clusters

i. <u>Department of Parks and Recreation (DPR)</u>

DPR manages recreational facilities, parks and other properties, aquatic centers (which operate year-round, 7 days/week), and special focus recreational centers (which service early childhood and senior citizen programs).

ii. <u>Government Facilities</u>

Government Facilities manages city office buildings and government centers, Department of Corrections projects related to government centers, e.g., Americans with Disability Act renovation projects, mechanical and electrical upgrades to buildings, reconfigurations and expansions, horizontal and vertical development projects planning, office moves, and tenant improvements (TIs).

iii. Public Safety

Public Safety runs facilities and projects for the Department of Youth Rehabilitation Services, Consolidated Forensics Laboratory, Department of Corrections (including security and life safety upgrades to buildings), Fire and Emergency Medical Services (including fire stations and emergency medical centers), and the Metropolitan Police Department (including police stations and other support buildings).

iv. Schools (DCPS)

DGS operates and maintains education-related interior spaces and exterior athletic fields, parking areas, sidewalks, and playgrounds for all public schools in the District. DGS, in conjunction with DC Public Schools (DCPS), is responsible for the planning and implementation of various construction initiatives, ranging from full-building or systematic/phased modernizations to ongoing stabilization efforts or small capital improvements.

- ***Modernizations***
  Modernizations are major capital projects involving new construction, including school replacements, additions, renovations, and/or remodeling.

- ***Stabilizations***
  Stabilizations involve smaller capital constructions projects, typically to replace building components that are no longer functional (e.g., broken windows, doors, ADA improvements, building envelope, HVAC components, etc.), add temporary additional classroom space (e.g., trailers), or secure facilities with necessary security features.

v. Health and Human Services

Health and Human Services provides resources to District residents in the areas of health, housing, finance, animal services, refugee assistance, and youth and senior support.

- ***Department of Human Services***
  The Department of Human Services (DHS) operates various programs in the District to promote health and wellbeing among citizens, including Emergency Rental Assistance, Child Care Assistance, the Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families, and Economic Security Service Centers.

- ***Short Term Family Housing***
  Short Term Family Housing provides housing across the city to families that are experiencing homelessness and provides training and assistance in transitioning out of shelters.

b. Project Management Office (PMO)

The Project Management Office (PMO) facilitates standardization, enhances policies and procedures, and assists with staff development within DGS. PMO staff provides direction and assistance to Project Managers, Senior Management, and vendors in

compiling their invoice packets, completing required forms, and access to and training for the key software systems.

PMO is responsible for:

- PM Software (currently Prolog) and Scheduling Software (currently Primavera P6) Database Administration
- Development of Policies and Procedures as it relates to the Capital Construction software and operating processes
- Prolog Vendor and PM Training
- Construction Schedule Oversight and Analysis
- Invoice Processing, Vendor Liaison, Quick Payment Act (QPA) Reconciliation, Year-end Accruals, Direct Vouchers
- Assistance in Capital Budget Development for DGS and client agencies
- Financial Management - Capital and Operating
- Personnel Services Allocation
- Assistance with Development and Reporting of Performance Measures of Consultants
- Fiscal Liaison for Memoranda of Understanding (MOUs), Reprogramming, and Reallocation of Funds
- Procurement Automated Support System (PASS) Data Entry as Power User

i. Finance

The Office of the Chief Financial Officer (OCFO) is responsible for all financial dealings for the District, including financial accounting, financial reporting, tax and revenue, accounts payable, and System of Accounting Record (SOAR) system administration and training.

ii. Project Management Systems

- Prolog is the construction Project Management Software System (PM software) used by DGS
- Primavera P6 is used for scheduling
- PASS is the District's procurement system
- SOAR is the District's official accounting and budget system
- ARCHIBUS is utilized by Portfolio Management to maintain the status of the Portfolio
- Salesforce is primarily used by Facilities Management for work order management

iii. Invoice Processing

See Appendix J for the Project Management Office (PMO) Invoice Processing flowchart, and see the Prolog Training Manual in Appendix K for invoice forms.

iv. Reporting

Prolog is used by DGS for recording project construction activities. The Project Manager is responsible for conducting all reporting for projects through this system.

v. Performance

The PM software can be used to track project key performance indicators (KPIs), develop reports, and monitor change orders, invoices, schedules, and other critical metrics.

vi. Scheduling

- ***Development of the PMO Master Schedule includes:***
  - Data collection from all clusters
  - Primavera P6 database management of schedule information
  - Biweekly master schedule reports generated for higher management / Senior Management
  - Incorporation of schedule information into Prolog / DGS reports with Standard Query Language (SQL) database transfer and maintenance of respected fields in Prolog
  - Future efforts include: Cost-loaded schedules for fiscal planning and expanded Master Schedule

- ***School Cluster Modernizations scheduling activities include:***
  - Bi-weekly schedule review of School Modernization contractors' detailed schedules, accompanied with Baseline/Comparison Reports
  - Tenant Improvement Agreement (TIA) / Delay impact analysis reports as required
  - Leading the schedule kick-off meeting for Modernizations as required
  - Attending site meetings as required to discuss delays on project / "walk the schedule"
  - Assisting other consulting agencies with their schedule update requests
  - Collection of Primavera (.xer file) Schedules from selected projects

- ***Detailed Schedule Development and Miscellaneous PMO schedule activities include:***
  - Implementation of Contracts & Procurement (C&P) tracking by use of component scheduling
  - Facilitating interactive planning sessions for Senior Management on large projects
  - Schedule management training to assist Project Managers as required
  - Future efforts include: Assisting in scheduling efforts for Permits & Utilities

3. Portfolio Management

Portfolio Management carries out a range of real estate management functions, including the acquisition of real property for the District by purchase or lease, and the disposition of real District-owned buildings and property by sale or lease by coordinating the following functions:

- Lease administration
- Allocation of owned and leased properties to District agencies
- Property acquisition and disposition

- Rent collection from entities leasing District-owned or leased properties, and
- Asset modifications or buildouts

4. Facilities Management

Facilities Management provides building-maintenance services and manages contracted-maintenance services at District-owned property and coordinates the day-to-day operations of District-owned properties by:

- Maintaining building assets and equipment
- Performing various repairs and non-structural improvements, and
- Providing janitorial, trash and recycling pickup (in conjunction with Sustainability and Energy), postal, and engineering services

5. Contracting and Procurement (C&P)

Contracting and Procurement advances the agency's mission by providing contract and procurement support for goods and services, as well as providing services and support for construction services in procuring the following for DGS:

- The construction, architecture, and engineering services
- The facilities maintenance and operation services
- The real estate asset management services, including leasing and auditing
- The utility contracts
- The security services, and
- Such other services necessary or desirable to improve the effectiveness of and advance the purposes of DGS

6. Protective Services

Protective Services provides law enforcement and physical security at properties owned, leased, or otherwise under the control of the District government. This group coordinates, manages, and provides security services for District government facilities through the use of special police officers and security officers, civilian employees, or contractors.

While DC Code § 10-551.02 prescribes these six agency functions, it allows the agency flexibility to determine the best way to organize around these functions. The most recent approved DGS organizational structure is shown in the next section. It reflects an emphasis on energy and sustainability programs, as well as an independent project delivery office.

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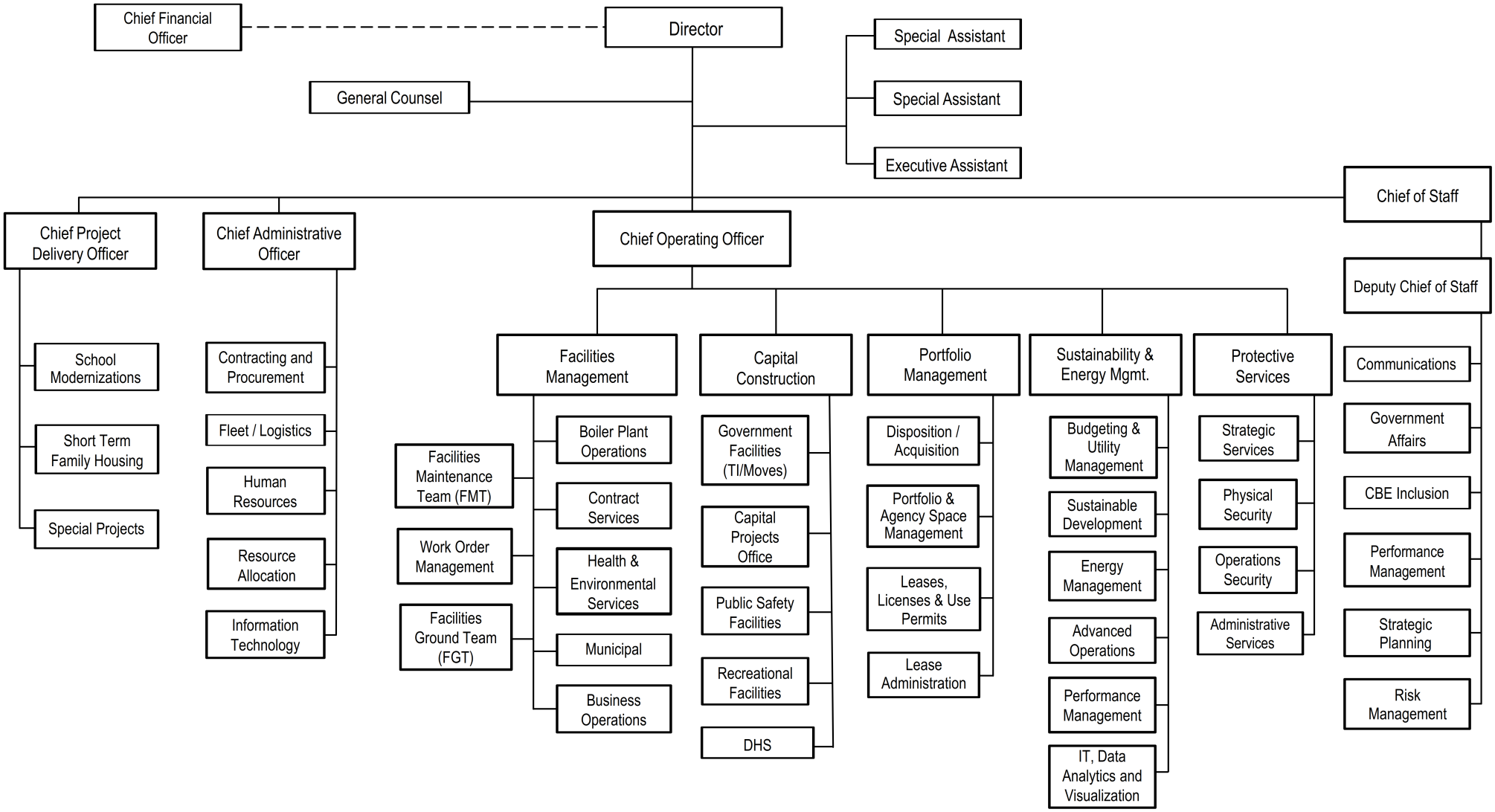
B. DGS Organizational Chart (as of March 2018)



C. Software Systems Overview

The following are DGS-approved software solutions for facilitating project management and processing. Before using any of the below systems, Project Managers (PMs) are responsible for undergoing official DGS provided training offered through the Project Management Office (PMO). See Appendix B for project forms related to the below software systems, and see Appendix K for official DGS training manuals for Prolog, ARCHIBUS, iPlan/4tell, and Primavera P6.

1. Prolog

Trimble Prolog is a software solution for Construction Project Management used by DGS PMs, contractors, and architect-engineers (A/Es) for storing, sharing, organizing, and monitoring all major project information, as well as for processing invoices and change orders. See Appendix B for the Prolog Data Entry Request form to initiate a project in Prolog, and see Appendix K for the DGS Prolog training manual.

2. Procurement Automated Support System (PASS)

PASS is a program used by the DC Government and DGS PMO to process project requisitions and purchase orders.

3. Salesforce

Salesforce is a customer service, analytics, and marketing platform, which DGS uses to provide public-facing updates (particularly for DCPS projects) through the DGS app, and as a work order management system for Facilities Management.

4. ARCHIBUS

Created as a universal platform for integrating building information modeling (BIM), ARCHIBUS allows DGS Portfolio Management to store, manage, and manipulate all architectural and engineering drawings and design information. Design information may include CAD drawings, BIM models, plan sheets, and schedules. See Appendix K for the DGS ARCHIBUS training manual.

5. 4tell (formerly iPlan)

DGS uses this software for Facility Condition Assessments (FCAs) and property inventory. Condition assessment data is utilized in the development of the CIP for DGS and its client agencies. Based on data, PMO is able to provide facility and asset specific information to help formulate the District's capital improvement program. FCA data is distilled and presented to assigned client agencies, and based on the client agencies' projected needs and priorities, a determination is made as to what items are included in the CIP request annually. See Appendix K for the DGS iPlan/4tell training manual.

6. Capital Asset Replacement Schedules System (CARSS)

CARSS is a software system used by the federal and DC government budgeting offices for parametric project budget estimating.

7. Primavera (P6)
Primavera is a scheduling software used by contractors and the DGS scheduling consultant to create and manipulate project schedules. P6 is the version of the Primavera software that DGS uses at this time.

8. System of Accounting Record (SOAR)
SOAR is the District of Columbia's official accounting and budget management system.

D. Capital Improvement Planning Process

The District's operating and capital budgets identify the programs that are to be funded in the fiscal year and the revenue that will support these programs. Additionally, the budget document provides a five-year financial plan, which shows the long-term impact of current spending and is a critical tool in ensuring the fiscal health of the District. Both the operating and capital budgets provide stakeholders with information on the operations of the District's over 100 agencies.

The operating budget funds the District's daily operations. This budget supports eight categories of governmental services, including public education, human support services, and public safety. The operating budget to support these services is funded by taxes, fees and charges, and federal revenues.

The capital budget provides information on the District's infrastructure, fixed assets, and other capital needs. Through the capital budget's six-year Capital Improvements Plan (CIP), the District constructs or repairs facilities such as school buildings, bridges, roads, and swimming pools. General obligation bonds (or income tax revenue bonds) and federal grants primarily finance capital projects.

The Mayor develops and submits the proposed budget and financial plan for the next fiscal year to the Council of the District of Columbia in March. The Council holds public hearings and accepts the Mayor's budget or adopts its own version. The Mayor may sign or veto the Council's budget. If the Mayor vetoes the budget, the Council may override the veto. Once agreement is reached between the Mayor and the Council, the budget is adopted and transmitted to the President of the United States for submission to Congress for approval. Congress must approve the District's budget as part of one of the twelve annual federal appropriations bills.

1. Responsibilities/Client Agency Involvement/Scoping

As subject matter experts, DGS (the implementing agency) provides construction-related cost and schedule estimates to client agencies to assist them in the development of their capital budget requests. Each client agency primarily works with the respective DGS Senior Management to determine preliminary scope and out-year funding needs. Each client agency is responsible for their capital budget submission memo signed by their respective Director and required supporting documentation.

Client agencies are responsible for reviewing the cost and schedule estimates as well as prioritizing their capital budget project needs. Client agencies also have primary responsibility for presenting and defending their capital budget project request at the Budget Review Team (BRT) meetings held during budget formulation.

2. Budget Estimating/CARSS

The District has implemented Capital Asset Replacement Scheduling System (CARSS) as a tool to assist in the development of capital project budgets.

3. Capital Budget Requests/Budget Review Team Process

a. Budget Guidance: July - September

The budget process begins with the development of the Current Services Funding Level (CSFL) budget. The CSFL is a Local-funds-only representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the prior year approved budget across multiple programs and estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The CSFL serves as the starting point for all District agencies' local funds Maximum Allowable Ceiling Requests (MACR).

b. Agency Budget Request Development: October - December

Taking into consideration the Executive Office of the Mayor's (EOM) citywide strategic plan, and following the budget guidance from the EOM and Office of Budget and Planning (OBP), agencies begin formulating their budget requests. Agencies submit their proposed budgets to OBP in December.

c. Budget Analysis: November - January

OBP reviews agency budgets during the various development stages for adherence to established guidelines, identified opportunities for efficiencies, and incorporated revised economic data into the formulation process. The Budget Administration and Capital Improvements areas of OBP create and submit reports by agency that contain budget analysis and findings to the Mayor's Office of Budget and Finance (MOBF). These reports describe the fiscal impact of policy decisions on the agencies' submitted budgets.

d. Budget Presentation: January - March

OBP provides the EOM with a thorough and sound analysis of the budget as it is developed and revised during the Budget Review Team (BRT) and Capital Budget Team meetings, where policy priorities are determined. The Mayor's proposed budget is finalized for submission to the Council, as stated in the Budget Submission Requirements Resolution.

e. Budget Request Act and Budget Support Act: March - June

During this period the Council holds hearings, and reviews and approves the Budget Request Act and Budget Support Act. The Proposed Budget and Financial Plan is submitted to the President and Congress in June or July.

E. Project Funding

Typically, Senior Management verifies funding information through PMO.

1. Funding Types

a. Capital

To be eligible for funding in the capital budget, a project must result in a District-owned asset, and be of sufficient value (minimum $250,000) to be carried on the books as such and depreciated over the life of the project, which is five or more years. In general, to be capital-eligible the project must also result in one of the following:

- A new District-owned asset
- Increase the value of an existing District-owned asset
- Increase the life of a District-owned asset by at least 2 years

b. Operating

Operating funds are the moneys to support the ongoing activities of the District on a yearly basis. These funds support elements of capital construction projects not eligible for capital funding. The Project Manager needs to check for the funding within his or her capital construction project to cover operating funded elements. For projects whose execution extends across fiscal years, the PM needs to ensure that the operating funded elements are installed and paid in the proper fiscal year.

c. Paygo

Pay-as-you-go, used for small tasks to be paid as the services are delivered.

2. Funding Attributes

a. Capital

Capital Funding is granted for six years only, but can be reallocated to an extended duration upon approval. There are also “pools” of Capital Funding for specific uses, for example:

- HAZMAT
- ADA
- Critical Systems Replacement
- The Big 4 (District Governmental Centers)

b. Operating

Operating Funding expires at the end of each fiscal year (September 30); goods, services, work in place, and payment thereto must occur on or before this date.

c. Paygo

Paygo Funding expires at the end of each fiscal year, but can be used for capital projects.

3. Funding Phases

There are five phases of funding: 1) Design (including Feasibility Study/Planning), 2) Site Purchase, 3) CM Service, 4) Construction, and 5) IT & Technology

4. Reprogramming

It is possible to switch funds between projects by reprogramming funds. Project Managers need to work with their client agencies to prepare the reprogramming form/memo, and submit it for review and approval by OCFO, Legal, C&P, DGS Director, Agency Director, Mayor's Office, Office of Budget and Planning (OBP), and Council.

5. Reallocation

Reallocated funds are funds moved within a project. The Project Manager prepares a memo for approval of the Deputy Director or the Chief Project Delivery Officer and then to the Office of the Chief Financial Officer.

6. Swap

Operating funds can swap with Paygo funds at the request of DGS with the approval of OBP.

F. Facility Lifecycle Diagram

An important and often overlooked consideration of any project is the full lifecycle of the building, facility, program, or service being constructed or established. Designing, budgeting, and implementing with the full lifecycle in mind can help secure the long-term success of the facility and avoid wasted energy and physical resources, excess operations and maintenance costs, and unnecessary risk. Senior Management and Project Managers must consider all phases of the finished product – including potential future capital expansions, occupancy changes, or space reprogramming – when calculating facility energy and water demand, developing design parameters, and considering the long-term sustainability and performance of a project. Additionally, setting up a strong foundational data set for the facility can help streamline maintenance personnel onboarding, facility knowledge preservation, and renovation planning. See Figure G.1 below for a diagrammatic visual of the facility lifecycle.



Figure G.1

PROJECT DELIVERY GUIDELINES ORGANIZATION

The methodology in developing the Project Delivery Guidelines consisted of assessing DGS's existing processes and procedures. A series of interviews helped map function and information flows, identifying the relevant values and challenges. Gaps were identified that reduced efficiency and required improvement. The PM is assigned to be responsible for accomplishing project execution. Throughout the guideline documents, "PM" should be read as the PM or his/her designee, which, depending upon the project scope of work, could be the A/E, CMa, or assistant Project Manager (consultant). Also throughout this document, "Senior Management" refers to DGS Cluster Leaders / Program Managers.

The Project Delivery Guidelines address the five (5) phases of the Project Life Cycle: (1) Initiation, (2) Planning, (3) Design, (4) Construction, and (5) Close-Out. Each section includes a detailed description and checklist for each phase of project implementation. The narrative herein is based on both Design Bid Build (D-B-B) and Design Build (D-B) contract types with CM services as appropriate.

The ***checklists*** are provided to support project implementation and specifically identify the responsibilities for key tasks. They identify the responsible party(ies) per task, reviews/approvals, deliverables, applicable forms, and specific activities per phase (e.g., the different stages within the project process). The checklists can be adjusted based on the scope of the project. DGS Senior Management and the Project Manager will consult with the client throughout the project regarding issues or questions that arise in execution of the project requirements.

All relevant documents and information for the entire project need to be entered and/or uploaded in the PM software. All PMs, contractors, and consultants need to complete training provided by PMO. ***Forms*** have been included in Appendix B (and referenced in the checklists) as examples of the type of information needed to be entered in the PM software. Forms range from Request for Payment, Request for a Project, Daily Report Logs, Contractor Evaluation, Cash Flow Reports, and more. Based on the scope of the project, the PM will determine the level of implementation necessary to facilitate a quality project.

To ensure smooth project delivery, the PM should always follow the DC Government ***Code of Conduct***, enforced by the Board of Ethics and Government Accountability (BEGA) and explained in BEGA's Ethics Manual (see Appendix C for link). In addition, the PM should follow ***Public Communications*** guidance provided by C&P, DC Public Schools, DC Office(s) of Communications, etc.

In the event of change of Project Managers on a project, the outgoing PM should follow the ***PM Handover Checklist*** in Appendix B for proper transfer of institutional knowledge of the project to the incoming PM, who should review and verify the completed checklist.

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A. Stakeholder Analysis

Once the CIP and project budget are approved, the Senior Management should complete a Stakeholder Analysis. Stakeholder Analysis aims to identify the stakeholders that are likely to be affected by the activities and outcomes of a project. The goal of Stakeholder Analysis is to develop cooperation between the stakeholders and the project team, ultimately assuring successful outcomes for the project.

STAKEHOLDER ANALYSIS																
Procedures/ Tasks	**OCFO, Mayor, City Admin, City Council**	**DGS Executive Management**	**DGS Senior Management**	**DGS PM**	**Contracting and Procurement (C&P)**	**DGS PMO**	**Portfolio Management**	**DGS Facilities**	**Protective Services**	**OCTO**	**Other DGS Functional Groups**	**Community Outreach**	**Client Agency**	**Regulatory Agencies**	**Utility Companies**
Initiation (CIP)	■	■	■			■					■	■	■		
Justification		■	■				■				■		■		
Feasibility			■				■				■	■	■		
Programming			■				■	■	■	■	■	■	■	■	
Contracting	■	■		■	■						■				
Design			■	■			■	■			■	■	■	■	
Permitting				■										■	
Construction			■	■				■			■	■	■	■	■
Change Orders	■		■	■	■						■		■		
Invoices	■		■	■		■									
Acceptance			■	■				■	■	■	■		■		
Close-Out			■	■	■	■					■		■		

Stakeholder Analysis Notes:

1. A stakeholder is any person or organization who can be positively or negatively affected by or cause an impact to project delivery. It is important to identify all stakeholders for the purpose of identifying their project interest and objectives.
2. Regulatory Agencies include: DCRA, Office of Zoning, DDOT, DC SHPO, DC Green, USGBC, CFA, NCPC, DOEE, etc. Please refer to Appendix B for an expanded list.
3. Utility Companies include: DC Water, PEPCO, Washington Gas & Light Company, Verizon, AT&T, etc.
4. Other DGS Functional Groups include: Strategic Planning, Sustainability and Energy, and all other groups listed in the DGS Organizational Chart and DGS Project Responsibility Matrix.

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B. DGS Project Responsibility Matrix

This project responsibility matrix is meant to indicate stakeholder involvement and responsibility across the project team. Stakeholders are listed on the top row, and specific project phases and tasks are listed in the first column. Symbols (see the Legend for clarification) denote the level of involvement and responsibility for stakeholders throughout the project phases.

	Legend: ★ Leader/ Champion ● Required to Participate ○ Participation as Necessary □ Informational Only **PHASE / ACTIVITIES:**	DGS Executive Management	DGS Senior Management	*DGS Project Manager (PM)	Consultants – A/E, CMa, CMc, as applicable per selected project delivery type	QA – Third Party Review Consultants hired by DGS (Commissioning Agent, LEED, Testing Labs…)	Contracting and Procurement	Project Management Office (PMO), Software System Group Leaders/ Documents Control (Prolog, PASS, ARCHIBUS, 4tell…)	Department of Parks and Recreation (DPR)	Strategic Planning	Public Safety	Turnover Group (Turnover Protocol Manager)	DCRA Liaison Team	Portfolio Management	Protective Services	Facilities Management	Sustainability and Energy	DGS Legal	Community Liaison Group - DPR - SIT, ANC, AC…	Office of Risk Management (ORM)	DC Govt. Finance	User Client Agency	**Regulatory Agencies – DCRA, DDOT, DDOE…	***Utility Companies – PEPCO, WASA, Verizon…
PROJECT INITIATION PHASE																								
1	Meet with Senior Management – review SOW, funding sources and availability of funds		●	★			●			○							●			●	●		
2	Submit PM software data entry request form and get access (training if necessary)			★				●															
3	Project initiation kick-off meeting/ data collection – discuss project funding, schedule limitations, available FCA info, stakeholder and community involvement, vendor payment process, etc.		●	★		○		○		●		□	□	○		○	○		□		●	●	□	
PROJECT PLANNING PHASE																								
4	Program verification, design guidelines, risk assessment and mitigation, baseline schedule/ milestones		●	★						○							○					●		
5	Selection of project delivery method (D-B-B, D-B…)	●	●	★														●				●		
6	Feasibility study (if needed), bridging docs, request for proposal (RFP), site data collection (geotech, utilities, plat…)		●	★		○	●	●								○	○	○		●	○	●		
7	Finalize project SOW, issue RFP		●	★			●			○						○	○	●		●	●	●		
8	Procurement of A/E, CM, etc. Services	□	○	★			●									○		●		●	□	●		

Legend:
★ Leader/ Champion
● Required to Participate
○ Participation as Necessary
□ Informational Only

PHASE / ACTIVITIES:

		DGS Executive Management	DGS Senior Management	*DGS Project Manager (PM)	Consultants – A/E, CMa, CMc, as applicable per selected project delivery type	QA – Third Party Review Consultants hired by DGS (Commissioning Agent, LEED, Testing Labs…)	Contracting and Procurement	Project Management Office (PMO), Software System Group Leaders/ Documents Control (Prolog, PASS, ARCHIBUS, 4tell…)	Department of Parks and Recreation (DPR)	Strategic Planning	Public Safety	Turnover Group (Turnover Protocol Manager)	DCRA Liaison Team	Portfolio Management	Protective Services	Facilities Management	Sustainability and Energy	DGS Legal	Community Liaison Group - DPR - SIT, ANC, AC…	Office of Risk Management (ORM)	DC Govt. Finance	User Client Agency	**Regulatory Agencies – DCRA, DDOT, DDOE…	***Utility Companies – PEPCO, WASA, Verizon…
PROJECT DESIGN PHASE																								
9	Hire Quality Assurance (QA) support consultants (Environmental Site Assessment, Commissioning agent, LEED, Material Testing and Inspection services…)		○	★		●	●	●				○	○					●			●			
10	Project team kick-off meeting	□	●	★	●	●		○		○	○	○	□			○			○			●		
11	Design progress meetings		○	★	●	●				○												●		
12	A/E submission reviews			★	●	●				○	○	○	□	○	○	●	○		●			●	□	□
13	Community outreach		●	★	●					○									●			●		
14	Permit procurement (from DCRA and other agencies) – various stages of development (as needed with PDRM)		○	★	●	○							●									○	●	●
15	Issue for construction bidding (Construction RFP)		●	★	●		●	□										●	□		□	●		
16	Document control (filing, archive)			★	●			●																
PROJECT BIDDING PHASE																								
17	Pre-bid meeting and issuing addendums	□	●	★	●		●							□		□						●		
18	Bid review and Contractor selection, contract negotiations and award	□	○	★	○		●	□								□						●		
19	Document controls - confirmed construction documents set			★																				
PROJECT CONSTRUCTION PHASE																								
20	Preconstruction kick-off meeting – contracts review (use checklist) NTP, subcontracts, PM software/documents control system	□	●	★	●	●	●	●	□	○	○	●	□	□	□	○	□	□	□			●	□	□

	Legend: ★ Leader/ Champion ● Required to Participate ○ Participation as Necessary □ Informational Only **PHASE / ACTIVITIES:**	DGS Executive Management	DGS Senior Management	*DGS Project Manager (PM)	Consultants – A/E, CMa, CMc, as applicable per selected project delivery type	QA – Third Party Review Consultants hired by DGS (Commissioning Agent, LEED, Testing Labs…)	Contracting and Procurement	Project Management Office (PMO), Software System Group Leaders/ Documents Control (Prolog, PASS, ARCHIBUS, 4tell…)	Department of Parks and Recreation (DPR)	Strategic Planning	Public Safety	Turnover Group (Turnover Protocol Manager)	DCRA Liaison Team	Portfolio Management	Protective Services	Facilities Management	Sustainability and Energy	DGS Legal	Community Liaison Group - DPR - SIT, ANC, AC…	Office of Risk Management (ORM)	DC Govt. Finance	User Client Agency	**Regulatory Agencies – DCRA, DDOT, DDOE…	***Utility Companies – PEPCO, WASA, Verizon…
	access/training, vendor payment process, point of contact (POC) directory																							
21	Division 1 submission reviews			★	●	○	□	○		○	○	□		□	□	□	□							
22	RFI and submittal reviews			★	●																	●		
23	Change order reviews, management and awards		●	★	●											○		●			○	●		
24	DCRA inspections and approvals, permanent utility connections and approvals			★	●	●			□				●										●	●
25	Beneficial Occupancy walk-through			★	●	□	□		□		○	●	□	□	□	●	□		□			●	□	□
26	Commissioning - Phase 1, Facility staff training…			★	●	●										●								
27	Submission of LEED documentation to USGBC			★	●	●						○				□	○					□		
28	Substantial completion punchlist walk-through			★	●	●	□		□		○	●	○	□	□	●	□		□			●	□	□
29	Issuance of substantial completion certificate			★	□	○	○		□		□	●	●	□	□	□	□		□			□	○	○
PROJECT CLOSEOUT PHASE																								
30	Final inspection (closing punchlist items)			★	●	□	□		□		○	●	□	○	□	●	○		□			●	□	□
31	Project Close-Out – As-Builts, warranty material submission (review turnover manual requirements), attic stock…			★	●			●		○		●				●	○					●		
32	Retention release, final invoice		●	★	●		●	●													●			
33	Turnover to client and Facilities Management		●	★	●	□	□	□			□	●				●	○		□			●	□	□
PROJECT POST CONSTRUCTION PHASE																								
34	Moving Coordination			★							□					□						●		

Legend: ★ Leader/ Champion ● Required to Participate ○ Participation as Necessary □ Informational Only **PHASE / ACTIVITIES:**		**DGS Executive Management**	**DGS Senior Management**	***DGS Project Manager (PM)**	**Consultants – A/E, CMa, CMc, as applicable per selected project delivery type**	**QA – Third Party Review Consultants hired by DGS (Commissioning Agent, LEED, Testing Labs…)**	**Contracting and Procurement**	**Project Management Office (PMO), Software System Group Leaders/ Documents Control (Prolog, PASS, ARCHIBUS, 4tell…)**	**Department of Parks and Recreation (DPR)**	**Strategic Planning**	**Public Safety**	**Turnover Group (Turnover Protocol Manager)**	**DCRA Liaison Team**	**Portfolio Management**	**Protective Services**	**Facilities Management**	**Sustainability and Energy**	**DGS Legal**	**Community Liaison Group - DPR - SIT, ANC, AC…**	**Office of Risk Management (ORM)**	**DC Govt. Finance**	**User Client Agency**	****Regulatory Agencies – DCRA, DDOT, DDOE…**	*****Utility Companies – PEPCO, WASA, Verizon…**
35	2nd season HVAC commissioning			★	●	●						●				●						●		
36	12th month final warranty review			★	●							●				●						●		
37	LEED certification from USGBC			★	●							○				□						□		
38	DGS financial close-out		●	★			●	●													●	●		
39	Consultant Evaluation and Contractor Evaluation		●	★			□	□				□										○		

Notes:

*DGS Project Manager (PM) is the Leader/Champion for all project activities

**Regulatory agencies include: DCRA, Office of Zoning, OCTO, Protective Services, DDOT,DC SHPO, DC Green, USGBC, CFA, NCPC, DOEE, etc. Refer to Appendix B for expanded list.

***Utility Companies include: DC Water, PEPCO, Washington Gas & Light Company, Verizon, AT&T, etc.

C. Project Delivery Flowchart

1.0 Initiation

A. Project Inception
B. Facility Condition Assessment (FCA) Reports
C. Project Initiation Checklist
D. Facilities Management Involvement
E. Portfolio Management Involvement
F. Project Management Information Systems – Initiation

2.0 Planning

A. Programming
B. Project Plan
C. Facilities Management Involvement
D. Portfolio Management Involvement
E. Strategic Planning Office Involvement
F. Sustainability and Energy Involvement
G. Stakeholder Involvement
H. Risk Analysis
I. Master (Baseline) Project Schedule
J. Feasibility Study
K. Procurement Overview
L. Reviews Required
M. Project Scoping
N. Budgeting
O. Project Management Information Systems – Planning

3.0 Design

A. Design Scoping
B. Design Submissions (Drawings and Specifications)
C. Invoicing
D. Design Reviews
E. Value Engineering
F. Permitting
G. Owner Consultants
H. Contract Changes
I. Vendor Evaluation
J. Project Management Information Systems – Design

4.0 Construction

A. Procurement
B. Pre-Construction
C. Construction
i. Invoicing
2. Commissioning
3. Safety Plan
4. Facilities Management Involvement
5. Code/Regulatory Inspections
6. Testing and Inspections Services
7. Quality Assurance (QA)
8. Construction Administration (CA Services/Title II)
9. Progress Documentation
10. Contract Changes
11. Beneficial Occupancy
12. Vendor Evaluation
13. Project Management Information Systems – Construction
14. Punchlist
15. Close-Out Documents
16. Use and Occupancy Permit
17. Substantial Completion
18. Turnover to Facilities Management

5.0 Close-Out

A. Post-Construction
1. Final Inspection
2. Retention Reduction
3. 2nd HVAC Commissioning
4. LEED Certification
5. Final Invoice
B. Administrative Close-Out
1. Financial Close-Out
2. Final Completion
3. Final Contractor Evaluation
4. Administrative Term
5. Project Management Information Systems – Close-Out

DOCUMENT CONTROL

FORMS



INITIATION

Planning | Design | Construction | Closeout

1.0 PROJECT INITIATION PHASE

The initiation phase is utilized to identify the need for a project, define the project requirements, and obtain approval(s) to be included in the Capital Improvement Plan. This ensures inclusion of the proposed projects in the budget, and formally authorizes the project, or start of a project.

Once the CIP is approved and the Client Agency notified of project budget approval, DGS Senior Management assigns a Project Manager to the project. DGS Senior Management confirms the project requirements and budget with the Client Agency, submits a PM software data entry request form, and sets the project up in the PM software (currently Prolog). Senior Management creates a requisition in PASS reserving funds for the project (to be reviewed against SOAR and approved by PMO in PASS). Senior Management should initiate Stakeholder Analysis and review the responsibility matrix and project flow chart, as appropriate to the scope of work (SOW), of the project.

A. Project Inception

DGS plays a major role in enhancing the values of the facilities through implementation of the Capital Construction Program across all clusters. DGS has the implied regulatory authority to be involved in development of capital projects for District agencies.

1. Project Initiation Letter

In October of each year, the Office of the Chief Financial Officer (OCFO) issues a budget call to all agencies requiring them to submit their capital project requests (see Project Request Form, CD-1-0001). The budget calls require updated information for ongoing projects (increase or decrease in funding or planned expenditure), new priorities, and submittal of new projects. Agencies must submit project justification, scope, cost estimate, expenditure plans, implementation schedule, project milestones, and operating budget impact and priority if more than one project is requested.

2. Project Funding

As the implementing agency responsible for administering most of the facility capital construction projects, DGS takes the lead in preparing the capital project. DGS validates the project requests and the budget cost estimates for the projects before they are submitted to the Office of the Chief Financial Officer (OCFO).

3. Budget Controls and Cost Structure

The Capital Budget Team (CBT), chaired by the City Administrator, reviews all the capital project requests to assure that there are no duplications of requests from other agencies and that they meet the established criteria for inclusion in the Capital Improvement Plan (CIP). Upon review, CBT sends its recommendations to OCFO for inclusion in the District's overall budget request. OCFO submits the budget request to the Chief Financial Officer (CFO). OCFO transmits the District's overall budget request by including the CIP to the Mayor. Upon review and approval, the Mayor sends it to the Council (usually during the month of March). Upon review and approval by the Council and the Mayor, the budget is sent (usually during the month of June) to the President and Congress for approval.

OCFO notifies all agencies as soon as the budget is approved. DGS starts developing the contracts and/or task orders that trigger the implementation of the projects as soon as OFCO loads the funds into System of Accounting Record (SOAR), the District-wide financial system.

A Memorandum of Understanding (MOU) or executed Project Request Form formally acknowledges that DGS has the authority and responsibility to encumber funds and resources to execute the project. Once a project has been approved for funding, DGS prepares a project budget and Scope of Work based on the approved project or Facility Condition Assessment (FCA) report.

B. Facility Condition Assessment (FCA) Reports

DC Government maintains real estate inventory of all its properties, and every three (3) years conducts FCAs and updates the status of all properties. Assuming that 4tell (formerly iPlan) is current, FCAs should be available within 4tell for DGS Management to review.

C. Project Initiation Checklist

DGS Senior Management should review the Initiation Procedural Checklist. The checklist notes tasks associated with the Initiation Phase, as well as notes for each task the responsible person(s), associated reference forms (which are in Appendix B), and necessary document and PM software management control. Stakeholder involvement throughout these tasks should be assessed against the Stakeholder Analysis.

D. Facilities Management Involvement

In planning/reviewing the initial project scope and budget, DGS Senior Management should solicit input from Facilities Management for outstanding and historic work orders, systems problems and preferences, and lessons learned.

E. Portfolio Management Involvement

In planning/reviewing the initial project scope and budget, DGS Senior Management should solicit input from Portfolio Management for any issues or specialized constraints which may affect the project.

1. Tenant Improvement (TI) Project Work Letter

Typically, TI projects require DGS Senior Management to coordinate with Portfolio Management and the landlord (building owner or developer). Both entities need to be engaged to either help write, or understand (and agree on) either the lease agreement or work agreements set forth. These will outline how the project is put forth in regards to scope, costs, procurement, schedule, etc. Once this is completed, the project will then follow the D-B-B, M D-B, D-B, etc. process (refer to Section K of Planning for project delivery methods) following the items outlined in said agreement(s).

DGS Senior Management must refer to the work or lease agreement for the close-out language as to who is responsible for this, and for maintaining the building or space after substantial completion. If there is language in the agreement stating that the District is responsible, then follow the typical close-out for a Design-Bid-Build project.

If the District is not responsible, then at the conclusion of the project, DGS will not be responsible for maintaining anything (with a one year warranty) in the space. It will be the responsibility of the landlord or developer. However, close-out procedure will still require a DGS Facilities Management representative for said agencies within the building/space(s), in order to ensure that no added work is occurring or – if work above the warranty needs to occur – that the work/procurement goes through the correct internal channels and costs are not added to the lease without consent of DGS.

F. Project Management Information Services – Initiation

Refer to Section D in the Introduction for a full list of PM software and information systems used, with explanations of their functionalities. These software systems are used during Project Initiation to facilitate gathering information and to set up the project for execution.

1. Project Setup

Project setup allows for the establishment and execution of management procedures and processes for proper project execution. These services may include, but are not limited to, establishing client expectations and objectives; scopes of service and deliverables; project budget and schedule; communications procedures; contract administration; project close-out; and safety and quality assurance.

2. Project Setup in PM Software

New projects are initially set up in Prolog (the current Project Manager software that DC DGS employs) by the PMO Team at the onset of the project. The initial setup includes input of the project name, Budget and Funding Codes, and internal Project Access Rights. DGS Senior Management shall complete the Prolog request template (which can be found in Appendix B) and submit to PMO team via prolog.support@dc.gov. For detailed Prolog procedures, training manual, and Prolog File Management Index, see Appendix B. For a reference Master File Index of the document filing system on the DGS local drive, as well as corresponding template documents and forms for project management, see Appendix B. The PM software that DGS uses may change over time, while the project delivery steps will remain consistent; thus, Prolog will herein be referred to as “the PM software,” or “the DGS-approved PM software.”

Procedural Checklist – Initiation

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
1	Client Agency (with assistance from DGS Executive Management if requested) submits a Project Request Form for consideration. The Project Request is reviewed by DGS and determined if feasible for further review.	Client Agency, DGS Ex. Mgt.		Project Request Form CD- I-0001	
2	DGS issues a budget call to agencies requesting them to complete a presentation of their budget request in conformance with OCFO standards.	DGS Ex. Mgt.			
3	DGS copies all the submittals from the agencies and sends to the Capital Budget Team (CBT) chaired by the City Administrator. CBT recommends in the form of a Capital Improvement Plan (CIP) and submits to the Chief Financial Officer (CFO), who reviews, approves and Submits to the Mayor. After review and approval the Mayor forwards the budget (including the CIP) to the City Council, and after review, negotiation with the Mayor, and approval by the City Council, the budget is submitted to Congress. Congress adopts and the President approves the District budget (including the CIP)	DGS Sr. Mgt., CBT, CFO, Mayor, City Council, Congress			
4	Office of Budget and Planning (OBP) notifies all the agencies of the approval of the budget and loads the budget in SOAR. Office of Finance and Resource Management (OFRM) notifies DGS Senior Management as soon as the budget is loaded.	CFO			
5	Submit PM software Data Entry Request Form to OPM and, when approved, finalize notification in PM software.	Sr. Mgt.	X	Prolog (PM Software) Project Request Form	
5	Set up a requisition in PASS reserving funds for the project (alternatively, use the designated requisition request form for this process). PMO reviews the requisition against funding in SOAR and, if correct, approves.	Sr. Mgt.	X	Requisition Request Form	
6	Validate the scope of work with the Client Agency, and the budget with support from in-house engineering and estimating.	Sr. Mgt.			
7	Identify funding and funding sources, prepare Memorandum of Understanding (MOU) or Memorandum of Authorization (MOA) between Client Agency and DGS if required, and obtain approvals from Client Agency and, if necessary, Executive Management.	Sr. Mgt.			
8	Create project cost structure and establish preliminary budget in the PM software for tracking project cost.	Sr. Mgt.	X		
9	Establish electronic filing project system in accordance with the DGS standard file index.	Sr. Mgt.	X	PM Software File Mgmt. Index	

Procedural Checklist – Initiation

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
10	Modify the project templates, as appropriate, to the project.	Sr. Mgt.	X	Letter Template CD-I-0007 Memo Template CD-I-0008 Transmittal Template CD-I 0009 Meeting Sign In Sheet CD- I-0010 Meeting Notes CD-I-0011	
11	After review (including comprehensive plan and CIP checklist) and approval, submit results of project SOW and budget validation to the Client Agency for transmittal to the Office of Budget and Planning (OCFO).	Sr. Mgt.	X		


PLANNING
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2.0 PROJECT PLANNING PHASE

The planning phase defines the programmatic, physical, financial, and scheduling aspects of a capital project prior to funding and initiation of design work. This process facilitates informed decision-making and Comprehensive Plan alignment by identifying and compiling information required within each phase. Officially, the process begins when the capital oversight group authorizes the Department of General Services to initiate a capital project. During the planning process, a common understanding by all participants on the proposed project is discussed, thereby avoiding uncertainty about program requirements, costs, timing, and expected outcomes.

This phase involves creating a set of plans to help guide the team through execution and closure of the project. Planning documentation is necessary to provide detailed project information before the project is authorized to proceed. It guides the project team throughout the phases of the project and gives a clear understanding of the statutory requirements for the funded project. The plans created during this phase will help manage time, cost, quality, change, risk, and issues.

A primary objective for DGS is to create a new focus on resiliency and use its guiding principles to implement resiliency strategies at every stage of a project's lifecycle. DGS will maintain a focus on integrating the four dimensions of resiliency (people, place, organization, and knowledge) throughout the project delivery process. In supporting the resiliency plan at every phase of the design and construction process, DGS will work to further define high-level resiliency strategies into implementable design and construction techniques and practices. This strategy will begin at the RFP/Solicitation phase, continue through design and construction, and end with maintenance. In this way, resilience is a governing concept at every step of project development.

At the beginning of the Planning Phase, DGS Senior Management will meet with the Client Agency to confirm the goal and programming requirements. During the planning phase, there is a review of existing conditions/operations, comprehensive plan alignment and resiliency objectives, benchmarking (when applicable), site evaluation, financial feasibility, risk evaluation, environmental assessment, outreach plan, community and neighborhood impact, and LEED planning.

Planning objectives are continuously monitored throughout the design and construction phases to ensure that guiding planning and programmatic objectives are successfully maintained through project delivery.

The completion of the Planning Phase is a detailed scope of work ready for incorporation into the Request For Proposal (RFP) procurement for design services. Once the project scope, budget, and schedule are approved by stakeholders in the Planning Phase, Senior Management assigns the project to a Project Manager to execute the project from Design through Close-Out.

A. Programming

1. Requirements

At the beginning of the Planning Phase, Senior Management will meet with the Client Agency to confirm the goal and programming requirements. During the planning phase, there is a review of existing conditions/operations, benchmarking (when applicable), site evaluation, financial feasibility, risk evaluation, environmental assessment, outreach plan, community and neighborhood impact, and LEED planning.

2. Documents

Senior Management will review the applicable guidance documents, including: Ed Specs (for school projects), Proximity Matrix, Design Guidelines, and others.

B. Project Plan

Senior Management prepares the Project Work Plan and Quality Assurance Plan.

Using the Stakeholder Analysis, Senior Management also develops the Client Communication Plan, designed to help facilitate communication between DGS and the clients, users, and initiator of the project. The plan is intended to establish schedule dates when the project is reviewed with key project personnel. These meetings are scheduled to review project progress, budgets, schedules, scope, risks, critical decisions, changes, and other project information. The plan should also include outreach to the affected community. Refer to Appendix E for an example of the community engagement process, from DGS and DPR.

C. Facilities Management Involvement

In developing/reviewing the planned project scope and budget, Senior Management should solicit input from Facilities Management for outstanding and historic work orders, systems problems and preferences, and lessons learned.

D. Portfolio Management Involvement

In developing/reviewing the planned project scope and budget, Senior Management should solicit input from Portfolio Management for any issues or specialized constraints which may affect the project. If new construction, Senior Management should identify potential sites and requisite adjacencies while working with Portfolio Management.

E. Strategic Planning Office Involvement

Senior Management should solicit input from the Strategic Planning Office, which provides planning leadership throughout the planning, design, and construction phases of the project, and coordination between DGS and its partner agencies to ensure that the Comprehensive Plan and other qualitative and aspirational requirements of the partner agencies are realized.

F. Sustainability and Energy Involvement

In developing/reviewing the planned project scope and budget, Senior Management should solicit input from the Sustainability and Energy for the LEED planning and

monitoring approach, and any issues or specialized constraints which may affect the project.

G. Stakeholder Involvement

Senior Management meets with the Client Agency and other stakeholders (listed in the Project Plan, as identified from the Stakeholder Analysis) to validate project goals and requirements. The conceptual options are submitted for review to Client Agency and to Strategic Planning, Facilities Management, Portfolio Management, Sustainability and Energy, Protective Services, OCTO, and OCFO.

H. Risk Analysis

Senior Management creates the project Risk Log, identifying potential risk issues and potential mitigation strategies, involving all relevant stakeholders. Senior Management also works with the Office of Zoning to validate zoning for the site. Additionally, for any projects involving anticipated significant ground disturbance (e.g., new construction projects), Senior Management consults the DC State Historic Preservation Office (SHPO) early regarding archaeology to avoid potential time and/or cost impacts.

I. Master (Baseline) Project Schedule

Using the DGS internal scheduler, Senior Management establishes the master (baseline) project schedule, including project milestones. When preparing a Master Schedule, Senior Management shall review the list of common mistakes of which to be aware.

J. Feasibility Study

Feasibility Studies may be required for a number of situations, including the evaluation of a facility program on multiple sites (or multiple configurations on a single site), as a means to assess the constraints on a projected project site, and to address budget and/or implementation phasing shifts in multi-year projects. Senior Management reviews the available data against the project requirements and procures any missing data required through Contracting and Procurement (C&P) and PMO using DGS' IDIQ consultants. Using this documentation and the project's programming requirements developed in the Initial Phase, for more extensive Feasibility Studies, Senior Management develops (or procures through DGS' IDIQ consultants) conceptual plans for each option, including workflow, scope of work and preliminary cost estimates. Senior Management submits the conceptual design option packages for review and written comment to the Client Agency, and consolidates all review comments received into a single document. Senior Management submits their recommendation to DGS Executive Management and the Client Agency for concept selection.

K. Procurement Overview

1. Project Delivery Methods

DGS can use several different methods of project delivery, including Modified Design-Build (M D-B), Design-Build (D-B), Design-Bid-Build (D-B-B), Construction Manager as advisor (CMa), Construction Manager as contractor (CMc), IDIQ, Public Private

Partnerships (PPP or P3), and procurement by Design Competition. In procurement, during the Project Planning Phase (aside from the IDIQ consultants referenced above for Feasibility Studies), the most common activity is assessing the project for the appropriate delivery method, and the most common of those are the M D-B and the D-B. The Project Manager assists C&P in procuring these services, where applicable, as well as those of any needed consultants.

2. Project Procurement Types

DGS generally procures the projects under Design-Build (D-B) or Modified Design-Build (M-D-B) process. D-B process is preferred for 'Stabilization" projects which are typically small amount and for expeditiously needed repair projects, and M-D-B process for "Modernization" projects which are larger and longer duration/ multiple phase projects.

Following are some of the typical procurement types, and variations for the construction contracts:

a. Traditional Project Delivery or Design-Bid-Build (D-B-B)

The traditional, or D-B-B, project delivery model is a sequential process involving minimal overlap between the design, bidding, construction, commissioning, and close-out phases. Under the D-B-B approach, the owner retains a team of design professionals (Architect and Engineer - A/E) who are responsible for translating the owner's vision, or program, into detailed plans and specifications or construction documents. Once the drawings are completed, the design professional assists the owner in obtaining competitive bids or proposals, and awards a contract to a "General Contractor," identified hereafter as "Contractor." During the construction phase, the design professionals perform construction administration (CA) services, such as site observation, review and certification of pay applications, review and approval of shop drawings and submittals, responding to requests for information, processing change orders, determining project completion and administering project close-out. The Contractor completes the work by employing various subcontractors, suppliers, and possibly self-performing some aspects of the work.

There are many benefits of the D-B-B approach. Of greatest significance is the fact that there is relative certainty as to both project scope and price. Since bids are based upon complete plans and specifications, the owner has the comfort of knowing that the Contractor's price includes all elements shown in the construction documents. Pricing is usually in the form of a fixed or "lump sum" amount, so there is little ambiguity as to the Contractor's pricing commitment. This method relies heavily upon the architect and Engineer (AE) for all preconstruction and construction administration services.

A principal disadvantage of this approach, however, is schedule. Because the design, bidding, and construction phases are linear and do not overlap, it generally takes longer to complete a project using this method than with other competing alternatives.

D-B-B Project Delivery Sequence:

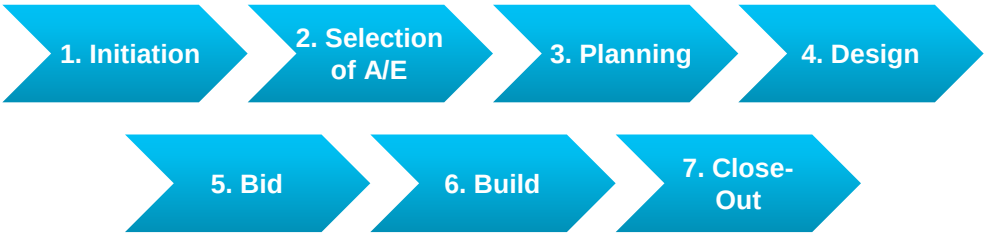


Figure 2.1

b. Design-Build (D-B) Project Delivery

Under this approach, the design professionals team responsible for preparing the plans and specifications works directly for the design-build entity responsible for constructing the project, as opposed to the owner. There are substantial variations on how this may be accomplished.

One variable is the nature of the design-build entity itself, while a second variable involves the "starting point" for the design-build effort, and whether a separate "criteria" or "bridging" consultant is involved.

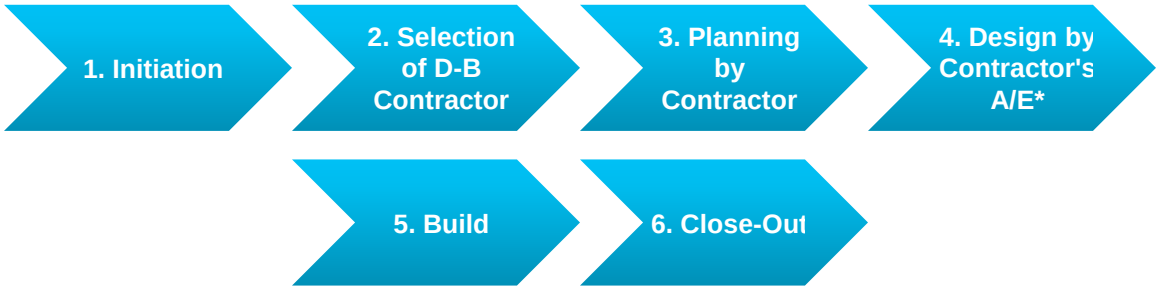
i. Traditional Design-Build (D-B)

Under this approach, the design-builder is responsible for both conceptual design and construction documents, and the degree of owner involvement in the process can vary dramatically. At one extreme, the design-builder may simply be provided with the owner's performance criteria and asked to locate and purchase an appropriate site, finance the project, and design and build the project in accordance with the owner's performance criteria (a so-called "turnkey" project because the owner's only obligation is to pay the design-builder and "turn the key in the door" at the conclusion of the project). Under a more common approach, the owner maintains responsibility/ownership for the property and project financing, develops specific design criteria, and then retains a design-builder to complete the drawings and specifications in accordance with the design criteria and complete the construction.

The most commonly cited benefit of design-build is that it provides a single point of responsibility for design and construction, removing the owner from the "communications crossfire", potential liability and administrative burden that results from being inserted between the Contractor and design professionals. This method promotes collaboration and teamwork between the design professional and Contractor, who are now on the "same team," which may lead to innovative and cost-saving design and construction solutions. Design-build also facilitates fast-track construction, as it provides for the earliest possible price guarantee of any competing method, which means that construction can start very early in the design phase while still providing the owner with the assurance of an overall cost guarantee.

The principal disadvantage of traditional design-build is that the owner loses control of the design process, since the design professionals' primary legal and practical allegiance is to the design-builder rather than the owner.

Traditional D-B Project Delivery Sequence:



*A/E to issue early and multiple design packages, if needed

Figure 2.2

ii. "Bridging" Design-Build (D-B)

Under the bridging design-build approach, the owner first retains a "criteria" or "Bridging Document" A/E consultant, who is responsible for program confirmation and preparation of conceptual design documents up to, but not beyond, the design development phase (the "Bridging Documents"). The design-builder then offers a fixed price or GMP based on the Bridging Documents, completes design with its own architect/engineer (A/E) of record and constructs the project. The bridging document A/E consultant may review the working drawings in process, but solely for conformance with the design intent of the Bridging Documents, and may act as the owner's representative during the construction phase. In most situations, the bridging consultant cannot serve as the A/E of record.

The purpose of Bridging D-B is to derive the benefits of design-build listed above, while minimizing the disadvantages. During the design phase, the owner controls the design process and all critical design elements are documented in the Bridging Documents. Moreover, the bridging consultant can be retained by the owner to assure that the Construction Documents prepared by D-B A/E of record conform to the intent of the Bridging Documents. For the most part, issues of design liability arise with respect to the construction documents, which are solely the responsibility of the design-builder, and the risk of errors or omissions is effectively shifted to the D-B Contractor under this method.

D-B with Bridging Documents - Project Delivery Sequence:

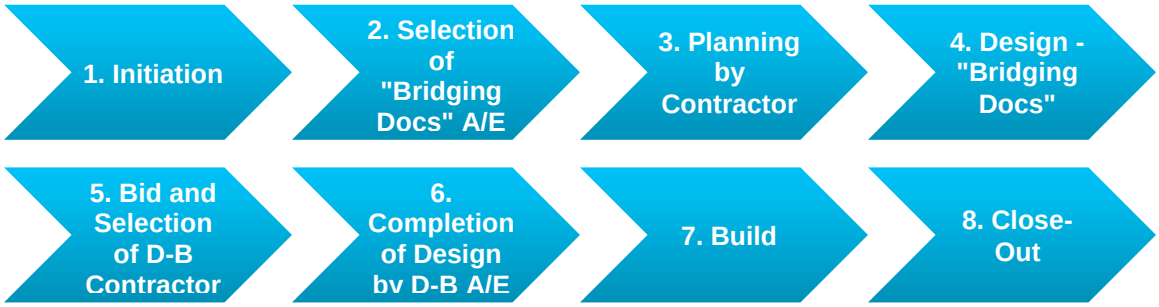


Figure 2.3

c. Construction Management (CMa, CMc)

There are two primary formats for employing the services of a construction manager (CM) which are differentiated by whether the CM takes risk for construction costs, i.e., assumes financial responsibility for construction of the project or not.

i. Construction Manager as Adviser (CMa)

The Construction Manager as Adviser or "CMa" is engaged early in the preconstruction phase and works in tandem with the owner and owner's architect (A/E), providing cost, constructability and scope review, bid packaging, and similar services. The CMa facilitates the Contractor bidding and selection process, and provides a broad range of construction phase services, including scheduling, site observation, payment application processing and close-out administration. The advantages of the CMa approach derive from the management expertise supplied by an independent and unbiased construction professional early in the project. While CMa provides for enhanced management, the principal disadvantage is that the owner continues to hold the individual construction contracts, and the CM typically takes no financial risk for nonperformance of those contractors.

CMa Project Delivery Sequence:

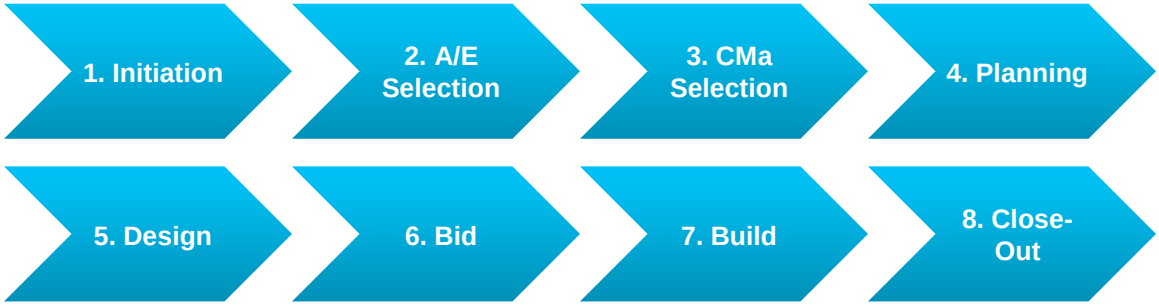


Figure 2.4

ii. Construction Manager as Constructor (CMc)

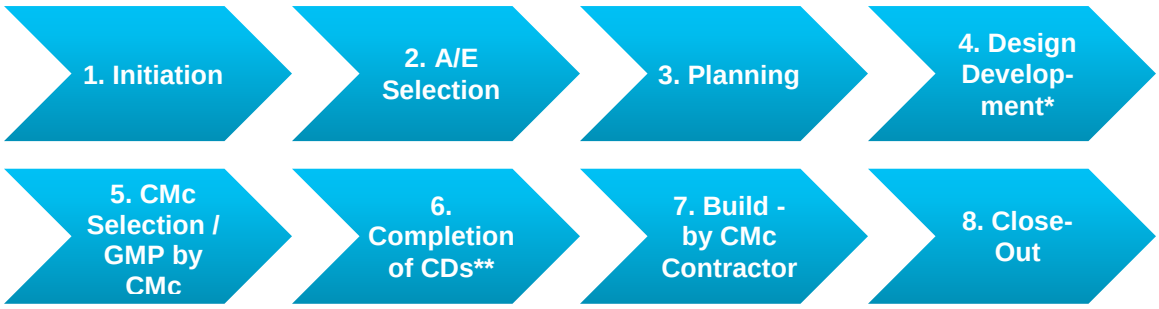
Under this model, the Construction Manager at Risk, referred to in AIA parlance as the Construction Manager as Constructor or CMc, provides preconstruction

services similar to the CMa but, at a pre-determined point in time (typically at the end of Design Development phase) reviews documents (prepared by owner's A/E) and agrees to become the at-risk Contractor pursuant to a Guaranteed Maximum Price (GMP) agreement and based on the GMP documents. Once engaged, CMc provides the preconstruction services through the completion of Construction Documents by the A/E. To avoid the inherent conflict of interest created by serving in the dual role of cost estimator during the preconstruction phase and the ultimate at-risk Contractor, the GMP is typically based upon an "open book" pricing mechanism, whereby fee, general conditions and contingency are pre-established, and the actual cost of the work is fully documented and subject to audit.

The principal advantage of CMc is that it provides the owner with the benefit of the CM's management expertise during the preconstruction phase, while transferring the performance responsibility to the CMc once the GMP is established, thereby giving the owner the benefit of a price and schedule guarantee. The use of "open book" pricing moderates risk for both owner and CMc, and permits the use of a carefully tailored contingency management plan. This method also permits reduction of the project duration, since the GMP typically is established months before the design is completed, thereby allowing the design and construction phases to overlap.

A disadvantage of CMc is that it requires the owner to review and monitor the open accounts information submitted by CMc for compliance. There is also risk of scope disputes arising with respect to the GMP documents.

CMc Project Delivery Sequence:



*65%, use as GMP documents

**Completion of Construction Documents (CDs) by A/E with preconstruction support and guidance by CMc

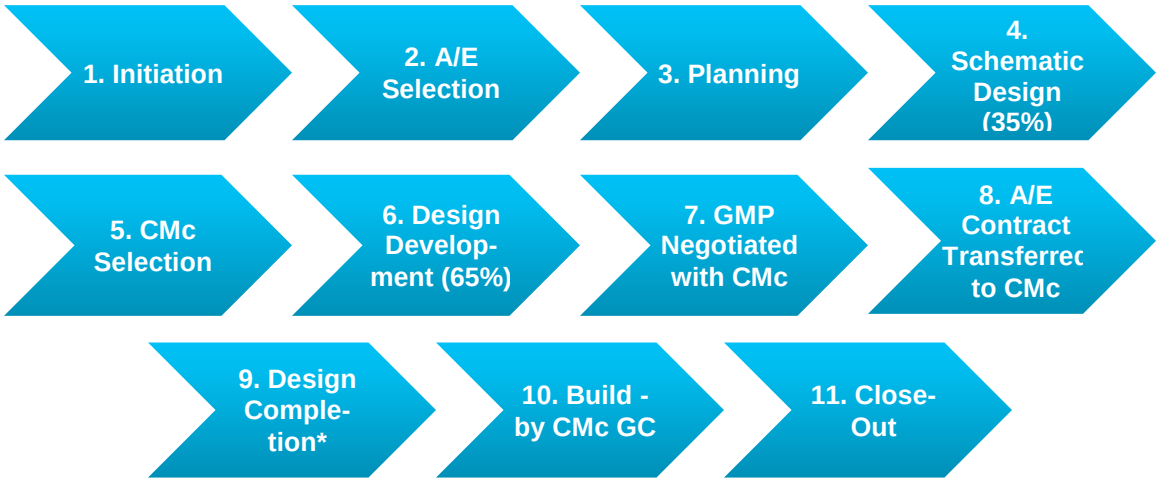
Figure 2.5

iii. DGS Modified Design-Build (M D-B)

DGS uses a Modified version of CMc – Modified Design-Build (M D-B), where the owner initially holds a contract for the design of the project with an A/E. At approximately the end of the Schematic Design (35%) phase of design, DGS

procures services of a CM at Risk (CM as Constructor, or CMc) who provides pre-construction services through the Design Development (65%) phase of design, where he/she negotiates the GMP with the owner and becomes the traditional Contractor for the duration of the project. After the GMP is signed, the owner transfers the A/E contract to the CMc i.e. “marries” the A/E to the CMc’s contract for the remainder of the project delivery.

DGS M D-B Project Delivery Sequence:



* A/E to issue early and multiple design packages

Figure 2.6

d. Public Private Partnership (PPP or P3)

PPP procurement is not routinely deployed by DGS. Following is a short description of the process:

A public-private partnership (PPP or P3) is a term used to describe a government sponsored initiative or scheme which involves the use of private finance to facilitate the provision of services to the public and/or the delivery of social infrastructure assets. There are usually two fundamental drivers for PPPs. Firstly, PPPs enable the public sector to harness the expertise and efficiencies that the private sector can bring to the delivery of certain facilities and services traditionally procured and delivered by the public sector. Secondly, a PPP is structured so that the public sector body seeking to make a capital investment does not incur any borrowing. Rather, the PPP borrowing is incurred by the private sector vehicle implementing the project.

Advantages:

- Investment decisions under PPP contracts tend to be based on a long-term view rather than short-term concerns.
- Risk and work are transferred to the party which is best able to manage it at the least cost, achieving best value.

- Projects go through a competitive pricing process, meaning that the cost of public services is benchmarked against market standards. Contracts and agreements involved in this type of project include Shareholders' Agreement Sub contracts, Concession Loan Agreements, Security Sponsor agreements, Construction Contractor agreements, Factor Mutual (FM) Contractor agreements, Special Purpose Vehicle (SPV) between the Project Company and Public entity, and Lenders Direct Agreements.
- The timings and costs tend to be more certain and therefore deliver better value for money. Where PPPs are not completed to budget, the private sector usually bears the costs.
- The cross-transfer of public and private sector skills, knowledge and expertise can create innovation and efficiency.
- The private sector often brings with it greater construction capacity, labor capacity and resources than would be available to the public sector.
- Payments to the private sector in PPP projects are usually linked to how they perform, creating incentives and efficiency.
- PPP projects are not subject to political interference and deferred payments for the government.

Disadvantages:

- The number of parties involved and the long-term nature of their relationships often result in complicated contracts and complex negotiations, and therefore high transaction and legal costs. PPP projects can take years to complete.
- There is a risk that the private sector party will become insolvent or make large profits during the course of the project – this can cause political problems for the public entity.
- The long-term nature of a PPP project means that debt is incurred long before the benefits appear.
- Sometimes a public sector entity could borrow more cheaply alone than it could via the private sector. This has to be balanced against the fact that capital expenditure incurred by a public sector body counts as government expenditure which at certain stages of the economic cycle will score against the various statistical measures of government borrowing.

<u>Project delivery sequence:</u>

The PPP is a unique delivery method and the project delivery sequence is customized for each project.

For additional information, see the resources and links provided in Appendix C.

e. Project by Design Competition

Design excellence is often the result of a well-planned and clearly executed design competition. Design competition is used for projects of national or regional importance.

This procurement process is not routinely deployed by DGS.

Following is a short description of the process:

The American Institute of Architects (AIA) has taken a keen interest in architectural competitions. As early as 1870, with the “Schedule of Terms,” the AIA has issued guidance that defines fair conduct and a judicious process for selecting designs and architects through the competition process. Larger facilities or more complex programs are more often limited to invited participants, due to the expense of the process and the product and the need for longer time frames. Larger and complex projects often require robust design teams that include engineers and constructors.

Competition Format:

There are two general competition formats: one-stage and two-stage competitions.

i. **One-stage competitions**

One-stage competitions select a winner and rank other prize-winning designs in a single sequence. The majority of design competitions are held in one stage. The requirements of a single-stage submission can be reduced or expanded in relation to the complexity of a project. For idea competitions and real projects of moderate size, a single design phase is usually sufficient as a test of the competitors’ designs.

ii. **Two-stage competitions**

Two-stage competitions offer competitors a chance to develop further their initial designs. Those architects who are invited to participate in a second stage typically receive compensation both as a reward for their work in the first stage and as a means of paying for costs incurred in developing their more detailed second-stage entries.

Two-stage competitions are advantageous because they:

- Reduce the amount of work required in the original first-stage submission, thus attracting more entries
- Offer a venue for selecting promising concepts that can be further developed
- Provide the opportunity for comments from the sponsor and jury so that suggestions can be transmitted to the competitors before they refine their designs in the second stage
- Allow for more jury scrutiny of detailed development of stage-one ideas.

Two-stage competitions are appropriate for complete building projects. They encourage architects to undertake a broad exploration of general design concepts in the first stage, while requiring detailed design elaboration in the second.

- ***Developer/Architect Competition***
  This competition process would be similar to the one-or two-stage process but includes a developer to team with an architect. This approach enables developers to propose solutions to develop a particular site. This results in a

residual land value that the developer is willing to pay to realize the project. This approach needs to be balanced with the overall public interest. These competitions normally have a more flexible program as it is in the composition of the program that the developer can achieve a competitive advantage in determining the site value. The composition of the jury and the criteria by which the winning design will be selected are important factors in this process.

- ***Design/Build Competition***
  This competition process would be similar to the one- or two-stage process, but includes a Contractor to team with an architect. This approach enables the sponsor to review solutions that combine the elements of design and project cost. This process enters the realm of best value where a balance is sought among project design, project cost, and projected return on investment. The composition of the jury and the criteria by which the winning design will be selected is an important factor in this process.

- ***RFQ Competition***
  The request for qualifications competition is a qualifications-based process, whereby the client/sponsor solicits (either open or invited) qualifications from architects for the project at hand. No design is solicited. The selection is purely based on the qualifications presented by the architect. Conventionally, the client would develop a short list of qualified architects and conduct interviews before choosing the designer.

- ***Interviews with Design Concepts***
  This competition is a qualifications-based process, whereby the client/sponsor solicits qualifications from architects for the project at hand. This is followed by a second stage during which short-listed architects are requested to prepare design concepts. These concepts are presented to the client and/or jury via interviews, with the selection based on those discussions.

Project delivery sequence:

Design Competitions are unique delivery methods and the project delivery sequence is customized for each project. After selection of the competition winner (A/E designer, A/E + Developer, etc.), the process of the project delivery sequence is similar to D-B-B or D-B delivery method described elsewhere in the Project Delivery Guidelines.

For additional information, see the resources and links provided in Appendix C.

L. Reviews Required

The documents defining the conceptual design options shall be submitted by Senior Management for review internally to Executive Management (if of sufficient size), the DGS A/E discipline leads, and Planning, Facilities Management, Portfolio Management, and Sustainability and Energy. Externally, they shall be submitted to the Client Agency.

M. Project Scoping

Senior Management develops a detailed scope of work for the project, including the goals, programming requirements, LEED planning, site constraints, schedule, and budget. Senior Management incorporates this information into a Scope of Work Document.

N. Budgeting

Using CARSS, Senior Management develops the planning budgets for the conceptual options.

O. Project Management Information Systems – Planning

Senior Management shall update the PM software with the data generated during the Project Planning Phase.

Procedural Checklist – Planning

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
1	Confirm the project requirements (goal and programming requirements) with Client Agency. Review these requirements against the applicable guidance documents.	Sr. Mgt.	X	Meeting Notes CD-I-0011	
2	Evaluate the project against the Master Project Needs List in Appendix B. Evaluate those results against the schedule and available funding. Based on the above, assess the need for a Feasibility Study.	Sr. Mgt.		Master Project Needs List	
3	Discuss the project requirements from above with Executive Management and determine the appropriate Project Delivery Method.	Sr. Mgt.		Meeting Notes CD-I-0011	
4	Prepare a Project Work Plan and Quality Assurance Plan.	Sr. Mgt.	X	Project Work Plan and Quality Assurance Plan CD-I-0005	
5	Solicit input from Facilities Management for outstanding and historic orders work orders, systems problems and preferences, and lessons learned.	Sr. Mgt.		Meeting Notes CD-I-0011	
6	If new construction, identify potential sites and requisite adjacencies while working with Portfolio Management. Identify any issues or special constraints.	Sr. Mgt.		Meeting Notes CD-I-0011	
7	Coordinate with Sustainability and Energy for LEED planning and monitoring approach, and any issues or special constraints.	Sr. Mgt.		Meeting Notes CD-I-0011	
8	Prepare and conduct the project kick-off meeting, involving all stakeholders (including PM, Client Agency, Planning, Facilities Management, Portfolio Management, Sustainability and Energy, DC Department of Transportation (DDOT) Urban Forestry, DC State Historic Preservation Office (SHPO), Protective Services, OCTO, etc.) as applicable. Distribute kick-off meeting notes.	Sr. Mgt.		Project Kick-off Meeting Agenda CD-I-0006 Meeting Sign In Sheet CD-I-0010 Meeting Notes CD-I-0011	
9	Create a Risk Log identifying potential risk issues and potential mitigations.	Sr. Mgt.	X	Risk Log CD-G-0028	
10	Establish the master (baseline) project schedule, using the DGS internal scheduler.	Sr. Mgt.	X	Sample Milestone Schedule CD-G-0031	
11	Based on the assessed needs above, create detailed scopes of work for any required Feasibility Study, procuring any missing data required and/or any conceptual plan(s) development options packages from DGS' IDIQ consultants through C&P and PMO.	Sr. Mgt.			

Procedural Checklist – Planning

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
12	Submit the Feasibility Study results (including conceptual plans for each option under consideration with sufficient detail to illustrate project scope, test adequacy of space allocation and site suitability, and provide basis for preliminary cost estimates) to Client Agency, Executive Management, DGS A/E discipline leads, Planning, Facilities Management, Portfolio Management, Sustainability and Energy, and other stakeholders (such as DDOT Urban Forestry, Protective Services, OCTO, etc.) as applicable, for review.	Sr. Mgt.	X	Transmittal Template CD-I-0009	
13	Consolidate Feasibility Study review comments into a single document, and submit the combined package with his/her recommendation to Executive Management, and the Client Agency for concept selection.	Sr. Mgt.	X	Transmittal Template CD-I-0009	
14	For projects not requiring a Feasibility Study, develop conceptual design options which address the project parameters defined above (including plans for each option under consideration with sufficient detail to illustrate project scope, test adequacy of space allocation, proximity, and site suitability, with budget and schedule for each option) and submit them for review to Client Agency, Executive Management, DGS A/E discipline leads, Planning, Facilities Management, Portfolio Management, Sustainability and Energy, and other stakeholders (such as DDOT Urban Forestry, Protective Services, OCTO, etc.) as applicable, for review.	Sr. Mgt.	X	Transmittal Template CD-I-0009	
15	Consolidate review comments into a single document, and submit the combined package with recommendations to Executive Management and the Client Agency for concept selection.	Sr. Mgt.	X	Transmittal Template CD-I-0009	
16	Based on the selected concept, develop a detailed scope of work for the project, including the goals, programming requirements, LEED planning, site constraints, schedule and budget.	Sr. Mgt.			
17	Distribute the detailed scope of work for comment and approval to the Client Agency, Executive Management, Planning, Facilities Management, Portfolio Management, Sustainability and Energy, and other stakeholders as applicable,	Sr. Mgt.	X	Transmittal Template CD-I-0009	
18	Upload the approved project scope of work and update the budget in the PM software.	Sr. Mgt.	X	Cash Flow Report CD-P-0001	
19	Develop a procurement approach for consultants and contractors and review with Executive Management.	Sr. Mgt.	X	Meeting Notes CD-I-0011	
20	Assign the project to a PM, providing him/her with the available information (needs assessment, scope, budget, schedule, FCA, etc.)	Sr. Mgt.			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3.0 PROJECT DESIGN PHASE

The Design Phase begins with procurement of architectural/engineering (A/E) services for the project. A Notice to Proceed (NTP) is issued to the selected A/E firm. Next, a kickoff meeting is held with the selected A/E firm, Project Manager, Client Agency, Facilities Management, Portfolio Management, Sustainability and Energy, and other stakeholders as appropriate (e.g., DDOT Urban Forestry, etc.). Items discussed include programming requirements, contractual obligation, payment schedule, invoicing process, communication plan, and the pre-design checklist. The PM, Client Agency, and A/E will mutually agree upon project quality, scope, total project budget, and schedule.

The Design Phase varies somewhat based on the selected project delivery method.

For **Design-Bid-Build** (A/E as owner's consultant), design is broken down into six (6) phases: (1) Conceptual Design, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Compliance Submittal, and (6) Conformed Set.

The Conceptual Design (15%) gathers and analyzes information and performs all necessary work prior to actually designing. The Schematic Design (35%) provides the general layout, form, and overall appearance of both the building and the site. Value Engineering (if applicable) occurs during the 35% design review cycle. The Design Development (65%) phase serves to integrate all design elements in order to provide the Contractor and/or construction manager with sufficient information to support a project design development estimate for budget compliance. After incorporating the comments from the 65% review cycle, these documents are assembled and submitted as required for permitting the project. The Construction Documents (95%) focus on finalizing the drawing package and specifications for building systems, site utilities, and components. The Compliance Submittal is the last step in assuring the drawings are ready for bid. The Conformed Set incorporates RFI responses and drawing and specification changes from the bidding process into the contracted set of documents, ready for construction.

Under **Design-Build (D-B)** project delivery, the design professionals work directly for the design-build entity responsible for constructing the project, with variations for the "starting point" of the D-B effort.

For **Traditional D-B**, the owner develops project design criteria, then retains a design-builder to complete the design documents in accordance with the criteria and to construct the project. Design phases under this approach are typically 35%, 65% and Construction Documents completed to 100%. The D-B entity procures the permits.

Under **"Bridging" Design-Build**, the owner retains a "Bridging Document" A/E consultant to develop a 15%, and the 35% Bridging Documents. The owner then retains a design-builder to offer a fixed price or GMP based on the Bridging Documents, completes the design with its own A/E of Record, and constructs the project. Under this approach Design phases following the Bridging Documents are typically 65% and Construction Documents completed to 100%. The D-B entity procures the permits.

For **DGS Modified Design-Build (M D-B)**, DGS initially holds the contract for the design of the project with an A/E. At approximately the end of the Schematic Design (35%) phase of design, DGS procures services of a CM at Risk (CM as Constructor, or CMc) who provides pre-construction services through the Design Development (65%) phase of design, at which point he/she negotiates the GMP with DGS and becomes the traditional Contractor for the duration of the project. After the GMP is signed, DGS transfers the A/E contract to the CMc (i.e., “marries” the A/E to the CMc’s contract) for the remainder of the project delivery. The remaining Design phase is typically the Construction Documents completed to 100%. The CMc procures the permits.

For **Construction Manager as Advisor (CMa)**, the owner engages the CMa early in the preconstruction phase and works in tandem with the owner and owner’s architect (A/E), providing cost, constructability and scope review, bid packaging, and similar services. Design phases follow the Design-Bid-Build method above.

Under **Construction Manager at Risk (CMc)** – referred to in AIA parlance as the Construction Manager as Constructor, or CMc – the CMc provides preconstruction services similar to the CMa but, at a pre-determined point in time (typically at the end of Design Development phase) reviews documents (prepared by owner’s A/E) and agrees to become the at-risk Contractor pursuant to a Guaranteed Maximum Price (GMP) agreement and based on the GMP documents. Once engaged, CMc provides the preconstruction services through the completion of Construction Documents by the A/E. Design phases follow the Design-Bid-Build method above.

A. Design Scoping

The DGS procurement process varies depending on the type of services (A/E services, Contractor, etc.) being procured. For A/E services, DGS has a prequalified list of A/E contractors that have been vetted by Capital Construction. When submitting scopes of work to procure A/E services, DGS typically releases the request for services to this prequalified A/E list, receives A/E responses, conducts an evaluation process for technical content, and then selects an A/E for the project and negotiates a contract with that A/E. If a negotiation agreement cannot be made with the initially selected A/E, DGS C&P moves to the next-highest ranked response and selects that A/E.

1. Scope of Work (Title I)

The Project Manager assists in the A/E firm solicitation, selection, and procurement. For the solicitation for A/E services, the Project Manager refines the Scope of Work from the Planning Phase to include Title I Services for:

- Coordination with and/or submission to: OCTO, Protective Services, Strategic Planning Office, DDOT, Office of Zoning, DC Green, LEED (including charetting), CFA, NCPC, DOEE, DCRA, DC SHPO, DDOT Urban Forestry, the DC Storm Water Credit Regulation, the DC Green Roof Credit Regulation, the DC Resilient Design Standards, the DC BIM Standards, etc.
- Drawings
- Specification documents

- Applicable design phase studies: Arborist, Geotechnical, Traffic Study, Archeological (Phase I and Phase II), Historical, Environmental (Phase I and Phase II) – including Environmental Impact Screening Form (EISF), HAZMAT Testing, Utility location and Surveys
- Cost Estimating
- Fixtures, Furniture, and Equipment (FF&E) selection and coordination
- The A/E's reimbursable services
- Development of the Internal Government Estimate (IGE)
- Development of the Division 1 Specifications
- Ascertainment and documentation of the Owner Allowances
- Addenda
- Conformed Set

2. Construction Administration Services Scoping (CA/Title II)

The solicitation shall also include A/E Construction Administration Services Scoping (CA/Title II):

- Submittal review
- Requests For Information (RFI) responses
- Bulletins
- Architect's Supplemental Instructions (ASI)
- Progress meetings
- Site visits (with reports)
- Review of request for payment from Contractor
- Punchlist(s)
- Use and Occupancy Permit (U&O) review
- Substantial Completion Certification
- Review of Operations and Maintenance (O&M) manuals
- Incorporation of redline markups on As-Built drawings

B. Design Submissions

1. Conceptual Design (15%)

The primary goal of Conceptual Design (15%) is to gather and analyze information and perform all the work necessary prior to actually designing. During the conceptual design phase, critical information and reviews are collected, such as site survey; geotechnical and utility; code summary and permitting issues; sustainability components; constructability; building and engineering design requirements; commissioning; and other jurisdictional preliminary required reviews. The project program is reviewed in detail and alternative design solutions discussed, thereby providing a reasonable basis for developing a cost analysis of the project to ensure the building program and budget are aligned prior to moving into Schematic Design. This deliverable includes data gathering, program definition, goals, budget, site requirements (including building code, zoning, and accessibility issues), and design expectations.

2. Schematic Design (35%)
The Schematic Design phase (35%) begins with the creation of concept diagrams and rough sketches. During this time, the general layout, form, and overall appearance of both the building and the site are developed. Sketches, drawings, and study models are prepared to help evaluate the ideas and concepts and set the final direction for refining the design. The deliverable includes review of the owner's program and budget, conceptual site and building plans, preliminary sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions/areas/volumes, perspective sketches, and study models. A/E shall begin coordination meetings (including DCRA PDRM) with the various inter-governmental review agencies (see Appendix B for a full list).

3. Design Development (65%)
The Design Development phase (65%) continues to develop and refine the design. Structural and mechanical solutions must be evaluated and material selections recorded. The key objective during this phase is to integrate all design elements in order to provide the Contractor and/or construction manager with sufficient information to support a project design development estimate for the scope of work, and a guaranteed maximum price (depending upon the procurement type). Inconsistencies between the budget developed during pre-design or revisions in subsequent phases should be reconciled for scope and budgetary adjustments. While the Client Agency may provide design input during the phase, any changes to a project scope during design development can impact the budget and schedule. The deliverable includes plans, sections, and elevations; typical construction details; three-dimensional sketches; study models; final material selection; equipment layout; and preliminary estimates of construction costs. The design is finalized and the client's approval is required at mid-point of design development.

4. Permit Documents (PD)
The 65% documents may be used as the Permit Documents (PD) if they meet owner approval and are sufficiently developed to satisfy the permitting requirements.

5. Construction Documents (95%)
Development of Construction Documents (95%) is the final design step within the Project Delivery Guidelines. This step focuses on finalizing the drawing package and specifications for building systems, site utilities, and components. A final set of comprehensive construction documents provides specifications and drawings sufficient to support the Contractor, obtain necessary permits, and construct the project. Working drawings and specifications are prepared that define in detail all of the materials that are to be incorporated into the building, where they are to be located, and how they are to be installed. Specifications are detailed written requirements describing the standards for materials, equipment, and systems. Changes to scope or program in this phase will significantly impact the budget and schedule.

6. Compliance Submittal (100%)
Compliance Submittal (100%) is the last step in assuring the drawings are ready for bid. It consists of in-house final approval, organizing and handling the bidding documents for coordination, reproduction, completeness review, distribution, and recording.

7. Conformed Set
The A/E should create a Conformed Set of Documents, incorporating addenda and other revisions as a result of questions and decisions during the project solicitation for construction.

At design kick-off and at each design phase, assess the need for community outreach (including the Client Agency's requirements), and implement the community engagement as appropriate.

C. Invoicing

The Project Manager shall review and approve the A/E's invoicing through the DGS-approved PM software. It is important to carry out invoicing promptly through the PM software in order to avoid unnecessary interest and late fees. Refer to the Prolog Training Manual in Appendix K for a checklist and all forms that must be completed and submitted in order to process an invoice.

D. Design Reviews

The Project Manager will manage and monitor the design reviews, and the resolution of the comments generated from them.

1. The owner will employ **3rd Party Design Review**, including constructability review, of the design submittals. The Client Agency will be provided copies for review of each design submittal. Facilities Management, Portfolio Management, Protective Services, OCTO, Sustainability and Energy, and other applicable stakeholders, will be provided copies for review of each design submittal.

2. The A/E will prepare documents and presentations for **Community Review** (SIT, ANC, Friends Groups, etc.) as necessary.

3. The A/E will coordinate with the **Regulatory Agencies, State Historic Preservation Office (SHPO), and utility providers**; become cognizant of their requirements and review timelines; and provide design document submittals for their review in a timely manner so as not to delay the delivery of the project. For larger projects, the A/E will engage DCRA early in the design stage (35%) and take advantage of their Preliminary Design Review Meeting (PDRM) program.

4. The A/E will coordinate with the **Office of the Chief Technology Officer (OCTO)** starting at the 15% comment resolution. OCTO's involvement will be to provide their project requirements to the design team and to monitor and comment on the design submittals for the proper incorporation of those requirements.

5. The A/E will coordinate with **Protective Services** starting at the 15% comment resolution. Protective Services' involvement will be to provide their project

requirements to the design team and to monitor and comment on the design submittals for the proper incorporation of those requirements.

6. The A/E will make Concept and Final submissions and presentations, comment responses, and design adjustments to the **Commission of Fines Arts (CFA)** and to the **National Capital Planning Commission (NCPC)** as required to obtain their approval for the project.

   The Project Manager will manage and monitor the CFA and NCPC submissions, and the resolution of the comments generated from them. The PM should involve the stakeholders as applicable in the resolution of submission comments.

E. Value Engineering

Value Engineering is a method for systematically analyzing and improving project design in order to strike an appropriate balance between function, quality, safety, performance, and cost. Value engineering should not be used purely as a cost reduction tool, but rather as a way to add value to the project by delivering a practical design and implementation.

The Society of American Value Engineers (SAVE) International outlines a useful value engineering approach through their Value Methodology, which considers value as a product of function over cost. By maintaining the same level of functionality and minimizing the necessary expenditure, the project value increases. The Value Methodology follows six main phases:

1. Information-gathering on the project
2. Analysis of the project's required functions
3. Brainstorming of creative ways to accomplish the required functions
4. Evaluation of feasible design ideas and synthesis into specific value improvements
5. Development of best alternatives
6. Presentation of value recommendation to project stakeholders

As long as the quality of the project is maintained in the process, value engineering can maximize taxpayer and investor value and contribute to better overall project success. PMs should budget for and incorporate services of Certified Value Specialists (CVS) into their projects to conduct value engineering workshops for their project as needed. PMs should involve stakeholders as applicable throughout the value engineering process.

F. Permitting

The A/E will coordinate with the permitting authorities, make the permitting submission(s), participate in the permit review meetings, and pay for the permits (with reimbursement from DGS).

The Project Manager will manage, participate in, and monitor the permitting process, the permitting reviews, and the resolution of the comments generated from them.

G. Owner Consultants

DGS will employ additional consultants, including a Commissioning Agent, LEED consultant, HAZMAT consultant, 3rd Party Code Inspectors, Testing and Inspecting Firm, and others as appropriate. The A/E will coordinate with these additional consultants in the timely delivery of the project. A Commissioning Agent consultant must be hired prior to the design development stage in order to earn the LEED point for Enhanced Commissioning.

The Project Manager will procure (in conjunction with the PMO and C&P office), manage, and monitor the additional consultants, and the resolution of the any coordination issues between them (including the A/E). Along with procuring necessary consultant services, the PM will work with PMO to set up access for consultants to the PM software and any applicable folders or drives.

H. Contract Changes

The Project Manager will provide the A/E and the additional consultants with Requests for Proposals (including scopes of work and schedule adjustments) for any contract changes required for their work to further the project's delivery. The Project Manager will provide the independent government estimate (IGE) for this work, negotiate with the consultants, review CBE involvement, and provide the funding reallocation necessary for these contract changes.

I. Vendor Evaluation

The Project Manager will evaluate the performance of the A/E and the additional consultants at the mid-point and the completion of their work on the project, and at such other intervals as are established in the Project Work Plan (typically not less than quarterly).

J. Project Management Information Systems – Design

The Project Manager shall update the PM software with the data generated during the Design Phase.

Procedural Checklist – Design

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
1	Provide project design scope to C&P and assist with the procurement process for A/E services.	PM	X	Consultant Criteria List CD-G-0003 Tabulation of Scores CD-G-0004	
2	Enter design contract information and NTP date into the PM software.	PM	X		
3	Evaluate support needs for the project (CM services, commissioning, estimating, etc.) and start process with C&P and PMO to get needed support on board for the appropriate design phase (if applicable).	PM, Sr. Mgt.			
4	Arrange and conduct pre-design conference(s), including Client Agency, Facilities Management (including the Facilities Turnover Manager, or FTM), Portfolio Management, Sustainability and Energy, Protective Services, OCTO, Construction Turnover Manager (CTM), and DDOT Urban Forestry (as appropriate).	PM		Meeting Notes CD-I-0011	
5	Provide pre-design checklist to all participants for review. Include DDOT Urban Forestry, the DC Storm Water Credit Regulation, the DC Green Roof Credit Regulation, the DC Resilient Design Standards, and the DC BIM Standards, as appropriate.	PM	X	Pre-Design Agenda CD-D- 0001	
6	Determine appropriate level of regulatory involvement and set up meetings with applicable regulatory agencies for initial project discussion and review.	PM			
7	PM, Client Agency, and A/E meet to review program requirements.	PM	X	Meeting Notes CD-I-0011	
8	Assess project's community outreach requirements, set preliminary outreach schedule, and initiate community outreach.	PM	X	Appendix E	
9	Investigate existing conditions (including land use, zoning, legal, HAZMAT, environmental impact, etc.) at the project location.	A/E			
10	Arrange for site survey, geotechnical investigation, traffic study, archeological studies, SHPO, environmental (including Environmental Impact Screening Form, or EISF), HAZMAT testing, and DDOT Urban Forestry review if appropriate.	A/E			
11	Confirm utility location.	PM, A/E			
12	Prepare Concept Design(s) and parametric cost estimates for each alternative.	A/E	X	Follow AIA Document Standards	
13	Label drawings "Concept Design Submittal (15% Design)" and submit hard copies and electronic PDF of drawings to the PM for review.	A/E	X		
14	Evaluate Concept Design(s) for program requirements and construction schedule and budget.	PM			

Procedural Checklist – Design

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
15	Forward submittal through the PM software to Client Agencies and required reviewing agencies (including Facilities Management, Portfolio Management, Sustainability and Energy, FTM and CTM, and DDOT Urban Forestry, as appropriate), receive and compile review comments, distribute comments to A/E, receive A/E responses, and set up 15% comment resolution meeting.	PM		Transmittal Template CD-I-0009 Agency Review Checklist CD-D-0002	
16	Prepare meeting minutes after 15% comment resolution meeting and submit to PM within the designated review period.	A/E	X	Transmittal Template CD-I-0009 Meeting Notes CD-I-0011	
17	Formally present the Concept Design to the Client Agency in an interactive meeting.	A/E	X	Meeting Notes CD-I-0011	
18	Obtain sign-off from the Client Agency and issue NTP to proceed to the next design phase to the A/E.	PM, Sr. Mgt.	X	Meeting Notes CD-I-0011	
19	Re-evaluate support needs for the project (CM services, commissioning, estimating, etc.) and start process through C&P and PMO to get needed support on board for the appropriate design phase (if applicable).	PM, Sr. Mgt.			
20	Conduct Preliminary Design Review Meetings with DDOT and DCRA each out to and conduct meetings with CFA, NCPC, SHPO, the Historic Preservation Review Board (HPRB), EISF, etc. as appropriate to the project scope of work.	A/E	X	Meeting Notes CD-I-0011	
21	Prepare Schematic Design submittal (35% design) (incorporating LEED if appropriate), including drawings, specifications, basis of design, cost estimate, and certifying letter that the concurred review comments from the previous submittal have been incorporated.	A/E	X	Follow AIA Document Standards	
22	Follow the process in items 13, 14, and 15 above for the submittal and review of the Schematic Design Submittal (35%).	PM, A/E	X	Agency Review Checklist CD-D-0002	
23	Review communications/data/security systems with OCTO (Officer of Chief Technology) and Protective Services.	PM	X	Meeting Notes CD-I-0011	
24	Through C&P and PMO, arrange for an independent cost estimate with CMa/Quality Control (QC) team.	PM			
25	Through C&P and PMO, arrange for constructability review with CMa/QC team and A/E (and value engineering, options, alternates, phasing, etc. if costs need to be reviewed).	PM			
26	Follow the process in items 16, 17 and 18 above for the review and approval of the Schematic Design Submittal (35%).	PM, A/E	X	Meeting Notes CD-I-0011 Agency Review Checklist CD-D-0002	

Procedural Checklist – Design

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
27	Execute the project's community outreach program as applicable to this phase of design.	PM			
28	Re-evaluate support needs for the project (CM services, commissioning, estimating, etc.) and start process through C&P and PMO to get needed support on board for the appropriate design phase (if applicable).	PM, Sr. Mgt.			
29	Set up meeting with A/E, Client Agency, Facilities Management, and Portfolio Management to analyze operating costs and expected useful life.	PM	X	Meeting Notes CD-I-0011	
30	Prepare preliminary submittals to CFA, NCPC, SHPO, and EISF (as appropriate).	A/E	X		
31	Through C&P and PMO, arrange for independent commissioning.	PM	X	Appendix F - Commissioning	
32	Prepare Design Development submittal (65%), incorporating LEED if appropriate, including drawings, specifications, basis of design, cost estimate, and certifying letter that the concurred review comments from the previous submittal have been incorporated.	A/E	X	Follow AIA Document Standards	
33	Follow the process in items 13, 14 and 15 above for the submittal and review of the Design Development Submittal (65%).	PM, A/E	X	Agency Review Checklist CD-D-0002	
34	Forward submittal to CMa/QC for review and independent estimate. Reconcile A/E and CMa/QC estimates, and if project is over budget, determine how to bring project back into budget.	PM, Sr. Mgt.	X	Transmittal Template CD-I-0009	
35	Review communications/data/security systems with OCTO (Officer of Chief Technology) and Protective Services.	PM	X	Meeting Notes CD-I-0011	
36	Review FF&E Requirements with the Client Agency.	PM	X	Meeting Notes CD-I-0011	
37	With the CMa and A/E, develop forecasting list of long-lead items.	PM	X	Meeting Notes CD-I-0011	
38	Through C&P and PMO, arrange for constructability review with CMa/QC team and A/E (and value engineering, options, alternates, phasing, etc. if there are budget concerns).	PM			
39	With the CMa and C&P, develop the contract conditions for construction.	PM	X	Meeting Notes CD-I-0011	
40	Follow the process in items 16, 17 and 18 above for the review and approval of the Design Development Submittal (65%).	PM, A/E	X	Meeting Notes CD-I-0011 Agency Review Checklist CD-D-0002	

Procedural Checklist – Design

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
41	Prepare vendor evaluation of the A/E.	PM, Sr. Mgt.	X		
42	After incorporating the comments from the 65% design review, assemble and submit the signed, sealed, stamped, dated Permit Set documents for regulatory agency approvals (DCRA, DDOT, etc.).	PM, A/E	X		
43	Execute the project's community outreach program as applicable to this phase of design.	PM			
44	Re-evaluate support needs for the project (CMa services, commissioning, estimating, etc.) and implement through C&P and PMO as appropriate for this design phase (if applicable).	PM, Sr. Mgt.			
45	Prepare final submittals to CFA, NCPC, SHPO, and EISF (as appropriate).	A/E	X		
46	Prepare Construction Documents submittal (95%), incorporating LEED if appropriate, including drawings, specifications, basis of design, cost estimate, and certifying letter that the concurred review comments from the previous submittal have been incorporated.	A/E	X	Follow AIA Document Standards	
47	Prepare and formally present to the Client Agency in a series of interactive meetings the proposed projects Interior Fit Up, Finishes, FF&E, etc.	A/E	X		
48	Follow the process in items 13, 14 and 15 above for the submittal and review of the Construction Documents Submittal (95%).	PM	X	Agency Review Checklist CD-D-0002	
49	Through C&P and PMO, arrange for constructability review with CMa/QC team and A/E (and value engineering, options, alternates, phasing, etc. if there are budget concerns).	PM			
50	Through C&P and PMO, arrange for independent commissioning.	PM	X	Appendix F - Commissioning	
51	Follow the process in items 16, 17 and 18 above for the review and approval of the Construction Documents Submittal (95%).	PM, A/E	X	Meeting Notes CD-I-0011 Agency Review Checklist CD-D-0002	
52	Execute the project's community outreach program as applicable to this phase of design.	PM			
53	Prepare Compliance Submittal (100%), incorporating LEED if appropriate, including drawings, specifications, basis of design, cost estimate, and certifying letter that the concurred review comments from the previous submittal have been incorporated.	A/E	X		

Procedural Checklist – Design

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
54	Send Compliance Submittal to Senior Management, C&P, and regulatory agencies for approval. Receive and compile review comments, append recommendations, and send to CMa/QC and A/E for inclusion into Compliance Submittal.	PM	X		
55	Update the Compliance Submittal (100%), including drawings, specifications, basis of design, cost estimate, and certifying letter that the concurred review comments from the previous submittal have been incorporated.	A/E	X		
56	Forward to CMa/QC for final acceptance. Upon receipt of final approval from CMa/QC, issue NTP to the A/E to proceed with completion of the Compliance Submittal.	PM		Transmittal Template CD-I-0009	
57	Assemble and submit the signed, sealed, stamped Compliance Submittal documents, labeled “Issued for Bid” and dated in each revision block and specification page.	A/E	X		
58	Respond to questions and RFIs in the bidding process, preparing revisions and addenda as required.	A/E	X		
59	Prepare the Conformed Set of construction documents incorporating revisions and addendums from the bidding process.	A/E	X		
60	Enter design complete date into the PM software.	PM	X		
61	Prepare vendor evaluation of the A/E.	PM, Sr. Mgt.	X		

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CONSTRUCTION
Government of the District of Columbia
Department of General Services


CONSTRUCTION
Initiation
Planning
Design
Closeout

4.0 PROJECT CONSTRUCTION PHASE

The objective of the construction phase is to build the project according to the drawings and specifications in construction documents within the budget, schedule, and scope defined and approved. The PM (or his/her designated Construction Manager (CMa), if applicable) is responsible for facilitating delivery, installation, and construction of the capital project in coordination with the Client Agency requesting the project and the architect-engineer (A/E).

Prior to the start of construction, a Preconstruction Meeting Agenda is developed and distributed to the project team, which clearly specifies the roles and responsibilities of DGS, the Contractor, CMa, and A/E for the duration of construction. It is the responsibility of the PM to review responsibilities with the project team and clarify outstanding issues prior to construction.

During construction, the PM should facilitate progress meetings with the Contractor, who will provide written copies of minutes to the PM, Client Agency, and A/E. At these meetings, outstanding issues, construction progress, client concerns, budget, schedule, quality, and safety will be monitored and discussed. In addition, the change order and request logs will be presented and reviewed with the goal to resolve outstanding issues that may arise during construction in a timely manner. The Contractor's pay application will be reviewed monthly.

The Construction phase completion extends through beneficial occupancy (if used) to Use and Occupancy Permit, Substantial Completion, and the turnover of the project for the District's use to Facilities Management for maintenance and utilities.

A. Procurement

The DGS procurement process varies depending on the type of services (A/E services, Contractor, etc.) being procured. When conducting procurement for a Contractor, DGS prepares and submits a request for proposal (RFP) or an invitation for bid (typically, the RFP process is used for more complex work), conducts a pre-proposal conference, holds a site visit and walk through with bidders when feasible, accepts technical and clarification questions from contractors, releases responses to Contractor questions in an addendum to the request, receives responses from contractors by the RFP closing date, evaluates proposals based on technical content and price, and finally selects a Contractor and negotiates a contract for the requested services. Capital Construction provides names of recommended employees to C&P for the evaluation panel, typically representing multiple functional areas so as to bring different backgrounds and levels of expertise to the evaluation process. Contractor proposals are evaluated on both technical content (typically weighted around 80%), price (typically weighted around 20%), and Certified Business Enterprise (CBE) small and local business participation.

The process of obtaining construction services procurement is through C&P. The project delivery method (see Section K of Planning) is initially set during Planning with Executive/Senior Management, and may be revisited during construction procurement if necessary.

The PM develops the Scope of Work (SOW) for the procurement contract based on the documentation developed in the Planning and Design phases, and with the assistance as templates of the sample SOWs in Appendix I for various delivery vehicles. The SOW shall specify any deliverables required and any assumptions inherent in the project documentation.

The PM shall provide C&P critical project information for their input into the contract, including but not limited to:

- Contract Inclusions/Exclusions
- Owner Allowances/Contingencies
- Liquidated Damages
- Period of Performance (POP), including:
    - Fixed Duration
    - Fixed Completion Date and Phasing Requirements
    - Substantial Completion Date
    - Close-Out Duration
    - Extended Completion for Leadership in Energy and Environmental Design (LEED) Certification
- Add Alternates/Deducts/Options
- Bonds and Insurance Requirements
- Allowances
- Bonuses
- Shared Savings

The PM shall review this information with DGS Senior Management prior to submitting to C&P.

The PM shall provide the Internal Government Estimate (IGE) developed during the Design Phase to C&P for their use in evaluating Contractor proposals.

The PM shall suggest to C&P the DGS staff for the Technical Evaluation Panel, help C&P in developing the evaluation criteria as requested, assist C&P with the technical evaluation of the contractors' proposals, and assist C&P with the documentation and evaluation of the Best and Final Offer (BAFO).

The Project Manager shall work closely with C&P to develop a schedule of procurement activities to ensure that construction work is authorized as needed to maintain the project schedule. Procurement activities, such as bidding the construction documents, builder submission of a GMP proposal, Owner review of the GMP pricing and terms, possible value engineering, final negotiations, and a review by DGS Legal and City Council, can take several months.

B. Pre-Construction

The Pre-Construction activities listed below must be completed in order to develop the project to the point at which it can be awarded Notice to Proceed:

- Conduct site visit and evaluation
- Compile rough order of magnitude (ROM) or detailed cost estimate, depending on the level of accuracy needed by the client
- Identify opportunities for value engineering
- Verify project scope
- Conduct risk analysis
- Review constructability
- Verify the basis of design
- Develop procurement plan (ensuring that there is adequate competition involved)
- Review the Conformed Set of documents
- Review applicable codes
- Engage C&P at this stage if there are any changes to the contract, change orders, delays, cure notices, etc.
- Contract review with Legal and execution of contract by C&P
- Any other necessary Pre-Construction activities specific to the project

1. Notice to Proceed (NTP)

Notice to Proceed for the project occurs once the following has occurred:

- Funds have been committed to the project by the DC Government Chief Financial Officer
- A Purchase Order (PO) has been put in place for the project
- Contractor insurance and bonds have been shown (for projects above $100,000) **Note:** If the original insurance or bond(s) cannot be provided in a timely manner, a letter from the Contractor's surety company can be accepted temporarily in lieu of the actual insurance or bond(s)
- The assigned C&P Contracting Officer has reviewed and signed off on the project NTP

Once the NTP has been established, the PM can move forward with setting up the project in the PM software, issuing forms for project team access to the PM software, obtaining permits, etc.

2. Pre-Construction Meeting

The Project Manager shall prepare an agenda and attend the Pre-Construction Meeting (led by Contracting and Procurement). The Construction Manager (CMa) shall attend all pre-construction and kick-off meetings.

3. Subcontracting Plan Review

The Project Manager shall verify that the Contractor's subcontractor plan has been reviewed and approved by Contracting and Procurement.

4. Project Team PM Software (currently Prolog) Access

The PM shall request and obtain PM software access user names and passwords for the project team designated contact persons.

C. Construction

1. Invoicing

See Appendix J for the PMO Invoice Processing flowchart, and see the Prolog Training Manual in Appendix K for a checklist and all forms that must be completed and submitted in order to process an invoice. Note that it is imperative to process invoices promptly through the PM software to avoid unnecessary interest and late fees.

2. Commissioning

The Project Manager shall coordinate building system commissioning activities when required. A commissioning consultant shall be hired to prepare a commissioning plan for new buildings and major renovation project.

3. Safety Plan

The Project Manager shall conduct audits of the Contractor's safety plan compliance.

4. Facilities Management Involvement

The Project Manager shall invite Facilities Management personnel, including the Facilities Turnover Manager (FTM), to the Preconstruction Meeting, the pre-close-in walk through, and the training sessions. See Appendix D for protocol for involving and ultimately turning over projects to Facilities Management.

5. Code/Regulatory Inspections

The Project Manager shall manage/monitor the 3rd Party Inspections, DCRA Inspections, and other Code Regulatory Inspections. All major inspections should be identified as key milestones in the project schedule.

6. Testing and Inspection Services

The Project Manager shall manage/monitor the testing and inspection services by the CMa firm.

7. Quality Assurance (QA)

The QA group in DGS will assist the PM in procuring services of a commissioning agent, LEED consultant, 3rd party material testing and inspections services, and other such consultants as applicable. QA will orchestrate and manage consultants' activities and performance.

8. Construction Administration (CA Services/Title II)

a. Submittals

i. The Contractor will set up a submittal log and upload to the PM software.

ii. The Project Manager shall send a letter to the construction Contractor and team members regarding construction submittal procedures and turnaround time. Incoming and outgoing submittals will be managed by the Project Manager through the PM software.

iii. Design submittals are to be routed to the Architect/Engineer (A/E) of record for review using the PM software.

iv. The PM (or CMa designee) will maintain the submittal log on a daily basis, including the date the submittal is received from the subcontractor and the date a response was sent to the Contractor.
v. Submittals shall be reviewed and returned to the Contractor within seven working days.

b. Request For Information (RFI)

i. The Project Manager and CMa shall review Requests for Information (RFIs) from the Contractor and provide a response, with copies to the appropriate team members. The A/E of record must be copied on all RFI responses.

ii. The Project Manager/CMa shall route design clarification Requests for Information to the A/E of record for response.

iii. The Project Administrator shall maintain a log of RFIs, using the standard format, including the date they were received from the subcontractor and the date a response was sent to the Contractor.

In addition to submittals and RFI reviews, Construction Administration services shall include the following during the Construction Phase:

c. Site visits – with reports

d. Punchlist

e. Substantial Completion Certification

f. Bulletins for design changes

g. Architect's Supplemental Instructions (ASI)

9. Progress Documentation

a. The project team shall maintain photographic documentation of the physical progress of the work and ensure that before and after photographs are taken as a minimum.
b. Weekly construction progress meetings shall be held with the Contractor. Minutes of these meetings shall be prepared by the Contractor, reviewed and approved by the PM, distributed to the project team by the Contractor, and then uploaded and filed in the PM software by the PM.
c. Material submittals and shop drawings shall be processed in a timely manner.
d. The Construction Manager as Adviser shall prepare daily reports and submit them to the Project Manager. The CMa files the daily reports in the PM software.
e. The Project Manager shall coordinate and issue construction document clarifications as necessary through the A/E of Record.
f. The Project Manager shall maintain a list of all pending time and money issues.

10. Contract Changes

Timely handling of construction contract modifications (Change Orders) is a vitally important aspect of construction contract management. Therefore, during the performance of construction by the Contractor, PM shall ensure that the following actions are taken with regard to managing contract changes:

a. The contractor shall create and maintain a Change Order Log using the standard format and upload to the PM software. If the Project Manager determines that there is a need for a change, a Change Order number will be assigned and added to the Change Order Log. All contractor requests for change will be entered and their status tracked in the Change Order Log.

b. The Project Manager shall coordinate development of the changed scope of work, involving any applicable stakeholders in the development process. The scope of work may include obtaining drawings and specifications from the A/E of record.

c. The Project Manager will determine the approximate value and schedule impact of the proposed change, and assign budget (and schedule extension if necessary) for the change.

d. The Project Manager will prepare (or have prepared) a detailed cost estimate for the changed work.

e. The Project Manager will discuss the proposed work with the Construction Manager and A/E of record to determine if circumstances warrant directing a change, and if so, will:

- Determine whether to use Time and Materials (T&M) or Firm Fixed Price (FFP).
- Confirm that the dollar amount of the change is within the amount permitted under his/her delegation of authority. If not, the C&P Contracting Officer (CO) must approve the change before proceeding with the work.
- Issue a Change Order Authorization (Article 3) using the standard form or Basic Change Directive (BCD) to the contractor. The Change Order Authorization is to specify the estimated dollar amount of the change and the estimated time adjustment (if any) to the contract completion date. The Change Order description should reference any design drawings or specifications.

f. The CO shall request a quote from the contractor.

g. The Project Manager (and Construction Manager, if applicable) will reconcile the contractor's quote with DGS's cost estimate and CBE involvement, and will negotiate with the contractor when necessary.

h. The Project Manager shall determine applicable time extensions, if any.

i. The Contractor shall submit a Potential Change Order (PCO) request, along with copies of the field order, quotation, and any related design documents, through the PM software.

j. The Project Manager shall review the PCO request and develop an IGE. If approved, the PM shall assist C&P to authorize the PCO as a Change Order through the PM software. A purchase requisition shall be entered into the PASS system to initiate the change to the construction contract.

k. The Contracting Officer shall issue a contract modification to the construction Contractor. Several proposed change orders (PCO) may be combined into one contract modification. The CMa/PM is to record the contract modification number by each Change Order listed in the Change Order Log.

l. The PM shall record the approved contract modification in the change order log in the PM software.

m. Review pending contract change issues at least weekly. Maintain an up-to-date Change Order Log that contains, at a minimum, the information shown on the contract Modifications Change Order Log. (Note that each Change Order should be classified as: (a) User Request, (b) Design, (c) Unforeseen Condition, or (d) Other.)

n. Enter data in the Schedule-of-Values in a timely fashion, and upload to the PM software.

o. Contract modifications should be processed within 30 days of identification. Should a change issue remain unresolved for more than 30 days, management, procurement, and legal advice should be consulted to develop a plan for resolution. No change issue should remain unresolved for more than 90 days.

p. Conditional agreements by the subcontractors are not acceptable. Should the Contractor sign a contract modification conditionally, the Contracting Officer must be notified promptly.

q. PM should bring disputes to the attention of DGS Senior Management and the C&P Contracting Officer as soon as they are identified by the Construction Manager. Written recommendations for resolution of the dispute should be prepared and provided to DGS Senior Management within 15 days of receipt of a request for final DGS decision by a Contractor.

r. Require daily submittal of time and material work from the Contractor. Review and approve submittals.

11. Beneficial Occupancy

When the project is substantially complete, and prior to occupancy of the facility, the Contractor (per DGS contract) sends a substantial completion letter to DGS. DGS PM then field-verifies completion. Once accepted, the Project Manager will send a Beneficial Occupancy acceptance letter to the Contractor confirming the date that the

Client Agency will be occupying the facility. Issuance of this letter shall formally end the contract construction period for the calculation of liquidated damages, and shall transfer liability for safe operation of the facility to the DGS operating entities.

Before occupancy of the facility, a punchlist of existing deficiencies shall be prepared and transmitted to the Contractor.

12. Vendor Evaluation
The Project Manager will evaluate the performance of the Contractor at the mid-point and the completion of their work on the project, and at such other intervals as are established in the Project Work Plan (typically not less than quarterly).

13. Project Management Information Systems – Construction
The Project Manager shall update the PM software with the data generated during the Construction Phase.

14. Punchlist
Once the Contractor completes verification of his/her own punchlist and notifies the Project Manager that the project is ready for a preliminary inspection, the Project Manager shall schedule a punchlist walk through. The punchlist walk through will be attended by the A/E of record, DGS Facilities representative, Project Manager, and CMa. The punchlist is then submitted to the Contractor for completion of the identified items. Upon notification from the Contractor of completion of punchlist work, the CMa will field-confirm completion. Upon successful confirmation, the Contractor will then request acceptance of substantial completion.

In the case of partial occupancy, the Project Manager may accept partial completion or non-completion of non-code-related items based on his/her judgment.

15. Close-Out Documents
Project Close-Out documentation occurs both in Phase 4.0, Construction, and in Phase 5.0, Close-Out. For the purposes of the five phases of the project, Construction ends with the Certificate of Substantial Completion and the turnover of the facility to Facilities Management, at which point DGS has the use of the facility and has assumed responsibility for utilities, maintenance, and security. The Contractor's final construction and documentation activities extend through the Close-Out Phase. See Appendix D for additional references and requirements.

16. Use and Occupancy Permit (U&O)
The Contractor shall obtain and provide DGS with a fully executed, valid Use and Occupancy Permit (also known as a Certificate of Occupancy) for the facility. See Appendix D for additional references and requirements.

17. Substantial Completion
Substantial completion, as defined by AIA, is "the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use."

PM and Contractor shall schedule the Project Closeout Conference with sufficient time to prepare for requesting Substantial Completion, and the CTM shall provide the Turnover Checklist and discuss the applicable items. The Contractor shall submit the Request for Substantial Completion Letter (see Form CD-T-0006 for details), following which the PM, Construction Turnover Manager (CTM), and Facility Turnover Manager (FTM) shall conduct the Pre-Substantial Completion Walkthrough inspection. The PM shall receive the documents provided by the Contractor, mark up the Pre-Substantial Completion Section of the Turnover Closeout Check List, and provide to the CTM for verification. The Contractor shall submit the Certificate of Substantial Completion form with backup documents. The PM and CTM shall process the Certificate of Substantial Completion. See Appendix D for additional references and requirements.

18. Turnover to Facilities Management

The PM and the CTM shall turn over the Pre-Substantial Completion documents along with control of the facility to Facilities Management through the FTM. See Turnover Protocol in Appendix D for additional references and requirements.

Procedural Checklist – Construction

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
1	Estimate staffing needs and meets with Senior Management to review and establish staffing plan.	PM		Meeting Notes Template CD-I-0011	
2	If there is a delay in the start of construction or pre-construction conference, notify the Senior Management and DGS PMO as to why, and meet with the DGS Scheduler for any adjustments to the schedule.	PM		Meeting Notes Template CD-I-0011	
3	Update the PM software with "current date" based on schedule.	PM	X		
4	Obtain all the information to conduct a pre-construction conference checklist. Provide copies of the materials for the Client Agency, A/E, CMa, and C&P representative.	PM	X	Pre-Construction Conference CD-C-0001	
5	Conduct the pre-construction conference, and complete attendee list, pre-construction conference agenda and checklist, contact list, emergency contact list request. Include the FTM and CTM, and DC Urban Forestry and other stakeholders as applicable.	PM	X	Pre-Construction Conference CD-C-0001 Contact Information for Emergencies CD-C-0002	
6	Pay for and arrange temporary utility expenses in accordance with the contract.	Contractor	X		
7	Provide a copy of the conformed set of drawings, specifications, and original permit to the Contractor.	PM	X	Transmittal Template CD-I-0009	
8	Request a copy of the construction progress schedule and cost breakdown for payments (per the Contract requirements deliverable list) from the Contractor.	PM	X	Letter Template CD-I-0007	
9	Request Contractor safety plan, review with the Client Agency, and approve and monitor its implementation.	PM	X	Transmittal Template CD-I-0009	
10	Request Contractor QA/QC plan for review, review with the Client Agency, and approve and monitor its implementation.	PM	X	Transmittal Template CD-I-0009	
11	Request Contractor specialty plan(s) (abatement, dust control, etc.) if required for the project scope.	PM		Transmittal Template CD-I-0009	
12	Request submittal register from the Contractor, who uploads the completed submittal register (including all items) for approval, using the PM software.	PM	X	Submittal Register CD-C-0003	

Procedural Checklist – Construction

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
13	Review the submittal register and provide recommendation to PM. The PM approves the submittal register (which becomes part of the baseline schedule).	A/E	X	Transmittal Template CD-I-0009	
14	Upload submittals in the PM software.	Contractor	X	Submittal Transmittal Form CD-C-0004	
15	Review submittals for compliance and upload comments and recommendations to the PM.	A/E	X		
16	Maintain submittal log current status in the PM software.	Contractor	X	Submittal Register CD-C-0003	
17	Review and process all invoices in a timely manner. Use the invoice forms in the Prolog Training Manual and follow the procedure outlined by PMO.	PM	X	Appendix J – PMO Invoice Processing Flowchart Appendix K – Prolog Training Manual	
18	If a site survey is needed, the obtain a copy of the plat survey from the office of the surveyor and perform a survey of the site. If there are discrepancies between the surveys, notify the PM in writing.	Contractor	X		
19	Outline all utility (water, sewer, storm water, power, gas, telecom, etc.) infrastructure requirements, location, capacity, and condition.	Contractor			
20	Determine emergency/temporary power and other utility requirements for the facility during construction.	Contractor			
21	Ensure the Contractor notifies the utility companies in advance of service needed to the site. Require sufficient notice to arrange payment with the OFRM. Track the progress all utility connections throughout project.	PM	X		
22	Establish permanent utilities connection availability date and identify as project milestone.	Contractor			
23	Submit daily report.	Contractor	X	Contractor's Daily Report CD-C-0005	
24	Review daily report for discrepancies and contract conformance.	PM	X		
25	Obtain existing condition photos from the Contractor prior to start of construction.	PM	X		

Procedural Checklist – Construction

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
26	Develop site walk-through schedule for both the DGS team and Client Agency. Construction photos should be taken and filed to document the progress and findings.	PM	X		
27	Arrange periodic review of progress on the site.	PM	X		
28	Observe the Contractor performance and issues rejection notices if not in compliance with the contract. Document the issue in the Risk Log. The PM software is flagged with the issue.	PM	X	Rejection Notice (Inspection Failure) CD-C- 0006 Contractor Notification (Inspection Failure) CD-C-0007	
29	Along with Senior Management, estimate probable costs which would be applied towards retainage and or additional holding if issue prevails and submits to DGS executive management for internal purposes. Update Risk Log with impact.	PM	X	Risk Log CD-G-0029	
30	Arrange for Facilities Management, QA, FTM, and CTM to be involved with site walk-through (prior to wall close-out).	PM			
31	Begin coordinating third party commissioning, training, and voice/data utility services (with OCTO/DCNet).	PM			
32	Schedule and arrange for weekly or periodic progress meetings.	Contractor			
33	Review and approve meeting minutes (submitted by the Contractor) for distribution.	PM	X	Meeting Notes CD-I-0011	
34	Issue Request for Information (RFI) to the PM and A/E for review and response. Update the RFI log in the PM software.	Contractor	X	Request For Information (RFI) CD-C-0008 Request For Information (RFI) Log CD-C-0009	
35	Respond to RFI and submit to PM in the PM software.	A/E	X		
36	If design issue arises, review the A/E recommendations before transmitting to the Contractor.	PM	X		
37	Inform PM if a cost or schedule impact arises that may result in a change order.	Contractor			
38	Evaluate potential change condition, and determine the merits to pursue a change order and the impact to CBE involvement.	PM			
39	Issue a final decision when appropriate.	Contracting Officer			

Procedural Checklist – Construction

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
40	Make sure that any required pre-installation meetings take place (particularly important for scope involving building envelope, elevator, and major mechanical and electrical work).	PM			
41	Issue stop work orders when activity is not in compliance with critical issues.	PM	X	Action/Issue Log CD-G-0028	
42	Notify Senior Management of partial stop work order. Notify Senior Management, DGS Executive Management, and contracting officer of full stop work order.	PM		Action/Issue Log CD-G-0028	
43	Request Cure Notice from contracting officer. Contracting officer issues Cure Notice to Contractor.	PM	X	Action/Issue Log CD-G-0028	
44	Procure/coordinate Testing and Inspection Services (as applicable). Track progress, and ensure that all services are closed out prior to completion of construction.	PM			
45	If any test fails, review and resolve the issue.	PM	X		
46	Ensure that Contractor initiates certificate of occupancy application process well in advance.	PM			
47	Once active commissioning is scheduled, advise Facilities Management. This will allow Facilities Management to observe the commissioning, to the extent they determine applicable, based on the systems involved in the project. Provide the completed Equipment List at this time.	PM	X	Appendix F – Commissioning, Page 14 for "Commissioning Requirements" Turnover Protocol MEP Equipment Listing CD-T-0002	
48	Schedule Project Close-Out Conference with sufficient time to prepare for requesting Substantial Completion (see specification section 013100). DGS shall provide the Turnover Checklist and discuss the items applicable to the project.	PM, Contractor	X	Turnover Protocol Pre-Substantial Completion Checklist CD-T-0003	
49	Coordinate with Turnover Managers to schedule the training sessions required. Provide Turnover Managers with a minimum of five working days' notice to allow Facilities Management to schedule the correct personnel. Record all training sessions in accordance with specification section 017900.	PM, Contractor	X		

Procedural Checklist – Construction

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
50	Invite Facilities Management and the Client Agency to the punchlist inspection. (Following the Contractor's written request for Substantial Completion in accordance with specification section 017700).	PM	X	Request for Substantial Completion Letter CD-T-0006	
51	Prepare a deficiency punchlist and transmit to Contractor.	PM, A/E	X	Contractor Deficiency Notice CD-F-0002 Memo to Contractor of Deficiencies CD-F-0003	
52	Upon punchlist completion, schedule a re-inspection (include the Client Agency).	PM	X	Letter Template CD-I-0007	
53	When facility is ready for occupancy, (upon issuance of temporary or final certificate of occupancy from DCRA), sign off on the beneficial occupancy form. Send a letter of acceptance to the Contractor and Client Agency along with final Contractor deficiency list.	PM	X	Contractor Deficiency List CD-F-0004	
54	Determine requirements for building opening and confirm with Client Agency.	PM	X		
55	Review the documents provided by the Contractor, mark up the Pre-Substantial Completion Section of Turnover Checklist and provide to CTM for verification. PM and CTM shall process the Certificate of Substantial Completion.	PM	X	Certificate of Substantial Completion CD-T-0007 Turnover Closeout Checklist - Pre-Substantial Completion CD-T-0003	
56	Transmit documents to Facilities Management.	PM	X	Transmittal Form to Facility CD-F-0009	

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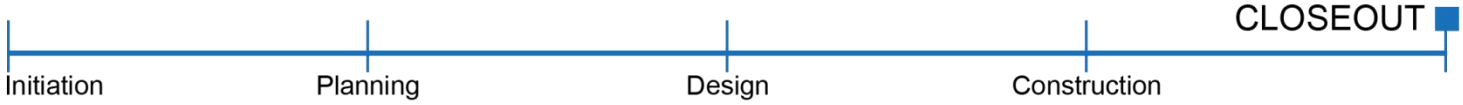
CLOSEOUT
Government of the District of Columbia
Department of General Services


CLOSEOUT
Initiation
Planning
Design
Construction

5.0 PROJECT CLOSE-OUT PHASE

The close-out phase of the Project Delivery is to facilitate ongoing use of the building. It includes services that will be critical to the end user throughout the life cycle of the building.

Project close-out consists of a signed-off, completed final punchlist of project deficiency and agreed upon final acceptance elements. The Contractor is responsible for submitting a close-out package that includes all bonds, insurance, warranties, maintenance agreements, training videos, attic stock, LEED documentation, utility turnover, and as-built drawings. All waivers and liens, lessons learned, and a final warranty walk through are provided to facilitate final acceptance of the building.

The 2nd HVAC Commissioning takes place, as determined by the installation date. Within a year of post occupancy, the DGS PM and Facilities Management conduct a walk through to identify and document any construction and performance issues prior to warranty expiration. All project information is archived in the PM software system.

A. Post-Construction

1. Final Inspection

Within a reasonable time subsequent to move-in, PM conducts a post-occupancy review and prepares a final inspection report. Refer to Appendix D for details.

2. Retention, and Retention Reduction

Retention is a percentage of the total contract amount (typically 10% for DGS projects, but can be negotiated depending upon the contract type) that is withheld until project completion to ensure that the Contractor properly finishes all activities required of them under the contract. At or beyond 50% completion of the project, this retention amount can be reduced or released for specific trades, as they finish their tasks, before overall project completion. The specific rules and requirements of retention reduction vary by project and are outlined in the contract. Retention reduction, which is only approved and conducted on a case-by-case basis, must be requested in writing by the Contractor, agreed upon by the PM, PMO, and DGS Senior Management, and approved on the invoice package by DGS Executive and Senior Management. Unless retainage reduction is requested by the Contractor and approved by DGS Management, retainage is typically held in full until the end of the administrative term.

3. 2nd HVAC Commissioning

A 2nd HVAC commissioning shall take place during either the heating season or cooling season, as detailed in the contract with the Contractor and determined by the installation date.

4. LEED Certification

The Project Manager shall obtain LEED Certification once warranties are obtained from the Contractor in accordance with contract specifications.

B. Administrative Close-Out

1. Financial Close-Out

The Project Manager identifies and informs all vendors of close-out. All vendor contracts and subcontracts must be closed out contractually and financially before proceeding to project close-out.

2. Final Completion

Final Completion / Project Close-Out will be considered once all of the following have been confirmed:

- The DGS Construction/Facilities Management Pre/Final Completion Form of the Turnover Close-Out Checklist has been signed off by the Construction Turnover Manager and the Facilities Turnover Manager (reference Appendix D, Project Turnover Protocol)
- The 2nd HVAC commissioning has been conducted to ensure optimal equipment performance
- The Post-Final Completion Form of the Turnover Close-Out Checklist has been completed, and signed off by the Construction Turnover Manager and the Facilities Turnover Manager

3. Final Contractor(s) Evaluation

The Project Manager will make a final evaluation of the performance of the Contractor, A/E, and all other consultants on the project.

4. Administrative Term

The Administrative Term refers to the period of time following final project completion during which final paperwork and invoicing is executed. This term can last anywhere from two to twelve months and typically is enacted for major construction projects so that contractors can receive and submit any outstanding invoices from subcontractors through the PM software.

5. Final Invoice

The Final Invoice will not be accepted until the following are completed and submitted:

- Final Punchlist
- Certificate of Occupancy
- Final Inspection Report (confirmation that all inspections are closed out)
- Release of Liens or Lien Waivers
- Insurance and worker’s comp provisions
- Final Change Order (even if zero dollar amount) to reconcile and record all contract fund obligations, including shared savings, incentives, and any bonuses based on CBE participation and other contractual clauses
- LEED Certification
- All items included in the Pre-Final and Post-Final Completion Turnover Closeout Checklist
- One-Year Warranty Expiration Walkthrough Punchlist

- As-Built Drawings
- Final Acceptance/Release Letter (signed by Contractor)
- Completed Turnover Checklist
- Any other requirements listed in the contract for the Final Invoice

The Final Invoice shall include any retainage held during the project.

6. Project Management Information Systems – Close-Out

The Project Manager shall update the current PM software with the data generated during the Close-Out Phase, and archive the project data.

Procedural Checklist – Close-Out

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
1	Identify and inform all vendors of close-out. All contracts must be closed out contractually and financially before proceeding to project close-out.	PM	X	Letter Template CD-I-0007	
2	Complete the project close-out checklist.	PM	X	Project Close-Out Checklist CD-F-0001	
3	Complete checklist for final acceptance and file in the PM software.	PM	X	Checklist for Final Acceptance Package CD- F-0007	
4	Within a reasonable time subsequent to move-in, conduct a post-occupancy review and prepare a final inspection report.	PM	X	Letter Template CD-I-0007	
5	Review the documents provided by the Contractor, mark up the Pre-Final Completion section of the Turnover Checklist and provide to CTM for verification. PM will not process the Certificate of Final Completion (final Payment) until CTM advises all requirements have been met.	PM	X	Turnover Protocol Review and Comment Form CD-T-0001 Turnover Checklist - Pre-Final Completion CD-T-0004	
6	Review all warranty and maintenance provisions and follow required procedurals for activation.	PM			
7	Sign and date relevant box in the Post-Final Completion section of the checklist and forward to CTM.	PM	X	Turnover Closeout Check List – Post-Final Completion Marked Up CD-T-0005	
8	Schedule One Year Warranty Expiration Walkthrough; invite the Turnover Managers and Client Agency representatives. Once the generated punchlist is complete, sign and date relevant box in the Post- Final Completion section of the Turnover Checklist and forward to CTM.	PM	X	Turnover Protocol Marked up CD-T-0001 Turnover Checklist - Post-Final Completion CD-T-0005	
9	Once LEED certification and 2nd season HVAC commissioning is completed, sign and date the relevant box in the Post-Final Completion section of the Turnover Checklist. Forward a copy of certification to CTM.	PM	X	Turnover Protocol Marked up CD-T-0001 Turnover Checklist - Post-Final Completion CD-T-0005	
10	Obtain LEED Certification.	PM	X		

Procedural Checklist – Close-Out

#	Tasks	Resp Person	Doc / PM Software Control	Reference Forms	✔
11	Upload the As-Built drawings and specs to the PM software system and provide electronic copies to Facilities Management and the DGS Turnover Manager.	PM	X	Receipt for As Built Drawings CD-F-0006	
12	Obtain lien waivers, if necessary.	PM	X		
13	Prepare a final acceptance letter and get approval from Senior Management.	PM	X	Letter Template CD-I-0007	
14	Issue the final acceptance letter to the Contractor, with a copy to DGS Senior Management.	Contracting Officer	X		
15	Review the final invoice from Contractor in conjunction with C&P and follow the Project Turnover Protocol	PM/C&P	X	Project Contract Appendix D	
16	Request Client Agency to fill out customer survey in order to identify strengths and weaknesses on the project.	PM	X	Agency Feedback Survey CD-F-0008	
17	Arrange for a meeting, if appropriate, to discuss what could have been executed differently and summarize “lessons learned” for the project file.	PM	X	Meeting Notes CD-I-0011	
18	Upload final project files in the PM software system.	PM	X		

APPENDIX A

GLOSSARY AND ABBREVIATIONS

Appendix A Table of Contents:

1. Glossary of Terms and Definitions
2. Abbreviations

Project Delivery Guidelines

GLOSSARY OF TERMS AND DEFINITIONS

Acceptance Criteria - Specified limits placed on characteristics of an item, process, or service defined in codes, standards, or other required documents.

Acceptance - The point at which the Work is accepted by the Office of Property Management. To be binding, acceptance must be definite and communicated.

Acquisition - The terms *"acquisition"* and *"procurement"* (which are synonymous in District Law) mean the obtaining by contract, of property, supplies and services (including construction) by and for the District Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed demonstrated, and evaluated. Acquisition/procurement include the establishment of agency needs, the description of requirements to satisfy agency needs, solicitation of sources, award of contracts, contract financing, contract performance, and process of fulfilling agency needs by contract.

Actual Costs - Amounts determined on the basis of costs incurred, as distinguished from forecasted costs. Actual costs include standard costs properly adjusted for applicable variances.

Architect/Engineer Consultant or Design Consultant (A/E) - The entity performing design services under contract with the District of Columbia.

Addendum, Addenda - Written or graphic information (including, without limitation, Drawings or Specifications) prepared and issued prior to the receipt of the Contractor's Bid for a District Project, which modify or interpret the Bid Documents by additions, deletions, clarifications or corrections.

Allowable Costs - Costs determined to be permissible based on reasonableness, allocability, and generally accepted accounting principles and practices appropriate to the particular circumstances.

Amendment- Any change to a solicitation issued by a contracting officer

Applicable Laws - All applicable federal, state and municipal laws, statutes, building codes, ordinances and regulations of governmental authorities having jurisdiction over the Project, Work, Site, District, Project Manager, including, without limitation, Environmental Laws and all ordinances, rules and regulations enacted by the District of Columbia.

Application for Payment - An itemized request for payment prepared and submitted by the Consultant for review and approval by Project Manager and District, which is prepared, submitted and accompanied by supporting documentation in accordance with Contract Terms.

As-Builts - Documents prepared by Contractor, and reviewed and approved by the DGS Project Manager for general conformance with the requirements of the Contract Documents, showing the condition of the Work of a Capital Project as actually built, including, without limitation, the locations of mechanical, electrical, plumbing, HVAC or similar portions of the Work that are shown diagrammatically in the Contract Documents.

Audit - A planned and documented activity performed to determine by investigation, examination, or evaluation of objective evidence, the adequacy of a particular activity and its compliance with established procedures, instructions, drawings, or other applicable documents. An audit should not be confused with surveillance or inspection activities performed for the sole purpose of process control or product acceptance.

Beneficial Occupancy - Acceptance by the District of Columbia of a facility or portion of a facility for occupation and use.

Bid - Contractor's written bid proposal submitted to District of Columbia for a project in response to District's Invitation for Bids.

Bid Bond - A written instrument executed by a bidder or contractor (the principal), and a second party (the surety or sureties) to assure fulfillment of the principal's obligations to a third party (the obligee or District) identified in the bond. If the principal's obligations are not met, the bond assures payment, to the extent stipulated, for any loss sustained by the obligee.

Bid Documents - The following collection of documents prepared and issued for the purpose of soliciting Bids for construction of Work: (i) Invitation For Bids; (ii) Instructions to Bidders; (iii) Blank Bid Form; (iv) Construction Contract between the District and the Contractor; (v) General Conditions; (vi) Specifications; (vii) Plans and Drawings; (viii) Addenda; and **(ix)** reports, supplements, attachments, modifications and exhibits attached to the documents listed in Clauses (i) through (ix), above.

Building Program(s) - The approved written statement of the design objectives, constraints and criteria, including space requirements and relationships, flexibility and expandability, special equipment and systems, site requirements and performance criteria.

Certified Business Enterprise (CBE) - Vendors who have been certified by the DC Office of Local Business Development as: local businesses, small businesses, disadvantaged businesses, resident-owned businesses and businesses in an enterprise zone.

Change Order (CO) - A written instrument signed by the DGS Project Manager, DGS Program Manager and District (and such other persons as designated by District) on the one hand, and by Contractor, on the other hand, describing an adjustment in the Contract Sum or Contract Time, or both, pertaining to a deletion, addition or change to the work of a project.

Change Order Proposal (COP) - A cost/time estimate prepared by the Contractor and sent to the Project Manager for a specific potential Change Order.

Change Order Request (COR) - A request from the Contractor that a potential change order exists with the request including an explanation of the issue, document back-up and justification within contract in support of the request.

Claim - A written demand or assertion by District, Project Manager or any other member of the Project Team seeking, as a matter of right, an interpretation of contract, payment of money, recovery of damages or other relief.

Close-Out - The process of bringing a project to formal completion.

Commissioning - The process of bringing new construction projects into operation and beneficial use. Includes the full complement of testing required for LEED certification for sustainable design projects.

Commissioning Authority - An independently contracted specialist hired to observe LEED project start and commissioning for the purpose of certifying compliance with LEED requirements.

Community Economic Development Plan - A formal program to encourage consultants and contractors to employ local small, emerging, and/or disabled veteran owned businesses in performance of the Work.

Competitive Sealed Bidding - An affirmative indication or judgment that the supplier of a product or service has met the requirements of the relevant specifications, contract, or regulation; also the state of meeting the requirements.

Compliance - An affirmative indication or judgment that the supplier of a product or service has met the requirements of the relevant specifications, contract, or regulation; also the state of meeting the requirements.

Conformance - An affirmative indication or judgment that a product or service has met the requirements of the relevant specifications, contract, or regulation; also the state of meeting the requirements.

Constructability Review - Review of Architect/Engineer's construction documents for constructability, maintainability, and cost effectiveness.

Construction Change Directive (CCD) - A written order (field order) prepared and signed by the DGS Project Manager (PM) and the Design Consultant that provides direction to the Contractor to make a specific change in the work where time is of the essence so as to not delay the schedule. CCDs are to be issued with an approved and billable not-to-exceed proposed sum amount and time and will serve as an interim Change Order until such time as a Change Order can be processed.

Construction Contract(s) - The written contracts executed between District and Contractor for construction of a portion or all of the work of a campus project or a collection of campus projects.

Construction Correction Notice - A notice of deficiencies in the Work issued to a construction contractor by the DGS Project Manager.

***Construction* Costs** - The total costs to construct those elements of a campus project designed or specified by the Design Consultant. Construction costs do not include any of the following: the cost of professional services to be rendered by the Design Consultant, sub-consultants, specialty consultants, DGS Project Manager, DGS Program Manager; land acquisition costs; finance costs; administrative costs; and legal fees and costs.

Construction Documents Phase - The Phase of the Design Consultants' basic services after the Design Development Phase and before the documents are issued for bid.

Construction Documents - See Design Documents.

Construction Manager (CM) - The construction manager retained by the District to supervise construction of the contracts within a given project. The CM is the authorized representation of the District, to the extent expressly set forth in the contract.

Construction Phase - The Phase commencing on the date of Notice-to-Proceed for the general contractor and concluding with the final project Closeout.

Construction Specifications Institute (CSI) - The generally accepted source of construction specifications advice and guidelines in common use in the U.S.

Construction Submittals(s) - Shop drawings, samples, exemplars, product data and other similar submittals required to be submitted by contractor under the contract terms.

Contract *Documents* - Without limitation, the following collection of documents that are anticipated to be designated as the contract documents governing a contractor's performance of the work of a campus project: general conditions; specifications; change orders and field instructions; performance and payment bonds; insurance forms; plans and drawings.

Contract Final Report - A report prepared by the Project Manager at contract closeout certifying all open issues and logs are finalized, close out submittals received, schedules and budgets updated and As-Built documents completed.

Contract Sum - The total amount of compensation stated in a Construction Contract that is payable to a Contractor for the performance of the work of a project in accordance with the governing Contract Documents.

Contract Time - The total number of days set forth in a Construction Contract within which Substantial and/or Final Completion of the Work of a project must be achieved by Contractor, including approved extensions of time permitted under the terms of the governing Contract Documents.

Contractor - An individual or firm under contract with District of Columbia to serve as the general contractor for construction of the project or projects.

Contractor Evaluation - Project Manager's written evaluation of a contractor's performance prepared at project close-out.

Corrective Action - Measures taken to rectify unsatisfactory conditions and to prevent repetition.

Cost - The dollar value of materials, labor, equipment, subcontracts and the appropriate markups.

Cost-Loaded Schedule - A schedule/diagram of all events expected to occur and operations to be performed in completing a given process that is rendered in a form permitting determination of the optimum sequence and duration of each operation which is also resource-loaded by assigning reasonable costs and manpower to each activity.

Cutting - Removal of existing construction necessary to permit installation or performance of other work.

Day - Whether capitalized or not, unless otherwise specifically provided, means calendar day, including weekends and legal holidays.

Defective Work - Work by a Contractor that is unsatisfactory, faulty, omitted, incomplete, and deficient or does not conform to the Applicable Laws, the Contract Documents, the directives of District or the requirements of any inspection, reference standard, test, code or approval specified in the Contract Documents.

Delay - Any circumstances affecting design or construction involving delay, disruption, hindrance or interference in

the performance of the Work.

Design Allowance - An allowance for unforeseen design conditions and miscellaneous items not yet detailed.

Design Change Notice Estimate - A ROM estimate (see Rough Order-of-Magnitude Cost Estimate below) of the cost to the District of the work directed by a Design Change Notice.

Design and Construction Project Team – Includes the following Project Team members: Program Manager, Project Manager, Design Consultants, Contractors, Subcontractors, Specialty Consultants, Sub-consultants, and Separate Contractors.

Design Consultant (DC) - The Architect, Architect/Engineer or Consultant performing design services under contract with the District of Columbia.

Design Costs - The costs for conceptual, schematic, design development, construction documents and construction administration services required for completed design, engineering, administration and management by Design Consultants and Specialty Consultants.

Design Criteria and Standards - A manual prepared and provided to the Design Consultant setting forth the criteria and standards to be followed and used by the Design Consultant in connection with a project.

Design Development Phase - The phase of a Design Consultant's services during which outline specifications, detailed plans and drawings of the size and character of the project, and design criteria for project elements and other systems, are prepared by a Design Consultant.

Design Documents - All plans, drawings, tracings, specification, programs, reports, calculations, models and other material containing designs, specifications or engineering information prepared by an Design Consultants and Specialty Consultants including, without limitation, computer aided design materials, electronic data files, files and paper copies.

Design Milestone Cost Estimate - An estimate of the projected total first cost that is routinely called for and made at defined levels of design advancement.

Design Procedures Manual - A manual provided to the Design Consultant setting forth policies and procedures to be followed by Design Consultant in preparation for the design of the project.

Design Review Submittal – (Also known as Design Milestone Reviews) Submittal during design phase by the Design Consultant of work in progress for formal review.

Design Study or Trade-Off Cost Estimates - A special estimate requested and prepared to assist a Project Manager or Design Discipline Manager to evaluate comparatively the projected first cost of two or more alternative designs at any time in the design process.

Discipline Checker - The design professional checking construction documents and who must be other than the individual having performed the work originally.

Discipline Manager - The manager of the Design Consultant's work in the discipline performing a particular Design Activity.

District - District of Columbia

Drawings - The graphic and pictorial portions of the Contract Documents prepared by Design Consultants and other specialty consultants showing the design, location and dimensions of the work, and generally including plans, elevations, sections, details and schedules. The term "drawings" may be used interchangeably with "plans".

Environmental Law - Without limitation, any applicable federal, state or local laws, ordinances or regulations relating to the environment, health and safety, Hazardous Substances (including, without limitation, the use, handling, transportation, production, disposal, discharge or storage thereof) or to industrial hygiene or the environmental conditions on, under or about the Site, including, without limitation, soil, ground water and indoor and ambient air conditions, including, without limitation, the following: Comprehensive Environmental Response, Compensation and Liability Act of 1980,as amended (42 U.S.C. SS 9601-9675), the Resource Conservation and Recovery Act, as amended (42U.S. C. SS 6901-6992k), the Hazardous Materials Transportation Act, as amended (49 U.S.C. S 1801 et seq.), the Federal Water Pollution Control Act, as amended (33 U.S.C. SS 1251-1307), the Clean Air Act, as amended (42 U.S.C. SS 7401-7671et seq.), the Toxic Substances Control Act, as amended (15 U.S.C. SS 2601-2692,)the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X), 15 U.S.C. SS 2681-2692 and also 42 U.S.C. SS 4851-4856, the Lead Base Paint Poisoning Prevention Act, 42 U.S.C. SS 4821-4846, the Indoor Radon Abatement Act, 15 U.S.C. SS 2661-2671, and the Safe Drinking Water Act Amendments of 1996, Pub L. No. 104-

182, 110 Stat. 1613 (1996) and all similar federal state and local statues and regulation.

Estimate Structure - The standardized organization and format for assembly of a completed cost estimates.

Estimate(s) of the Project Construction Costs - Consultant's written estimates of the construction costs for a campus project.

Facility Condition Assessment - Facility Condition Assessment; an analysis of the condition of a facility in terms of age, design, structural and mechanical integrity, systems, and materials.

Factory Testing - Testing required by the contract documents which must be performed at the factory to verify that the factory tested item functions as intended and meets the performance requirements of the contract documents. Factory testing normally requires specialized testing equipment that would ordinarily not be available to installers in the field and therefore would require complete installation prior to running checks on the equipment's performance.

Fair-Price Cost Estimate - An estimate made by a DGS Project Manager to support the processing of contract change orders, contractors' claims and contractors' value engineering change proposals while a facility is being constructed or a system-wide feature is being fabricated or installed.

Field Instruction -A written instrument signed by the Project Manager that requests a Contractor's performance of Work in one of the following categories: (i) over which there is a dispute as to whether the Work is or is not extra work; or (ii) involving extra work which they request be performed without a unilateral Change Order adjustment to the Contract Sum or Contract Time and before agreement on all terms of a Change Order to the Construction Contract.

Final Completion, Finally Complete - The terms "Final Completion and "Finally Complete" refer, with respect to the work of a project or collection of projects under a single Construction Contract to a single Contractor, to the point at which, without limitation, the following conditions as applicable to the specific Construction Contract, have occurred: (i) the entire work of the project(s) is fully completed, including all minor corrective, or "punch list," items; (ii) a permanent and unconditional certificate of occupancy for the entire work of the project(s) has been delivered to District; (iii) all documents required to be submitted by Contractor as a condition of Substantial or Final Completion of the work have been submitted, including, without limitation, warranties, guarantees, As-Builts and operations manuals; (iv) the entire Site have been thoroughly cleared of all construction debris and cleaned in accordance with the requirements of the Contract Documents, including, but not necessarily limited to, the following: removal of temporary protections; removal of marks, stains, fingerprints and other soil and dirt from painted, decorated and natural-finished woodwork and other Work; removal of spots, plaster, soil and paint from ceramic tile, marble and other finished materials; all surfaces, fixtures, cabinet work and equipment are wiped and washed clean and in an undamaged, new condition; all aluminum and other metal surfaces are cleaned in accordance with recommendations of the manufacturer; and all stone, tile and resilient floors are cleaned thoroughly in accordance with manufacturers recommendations and buff dried by machine to bring the surfaces to sheen; and (v) all conditions set forth in the Contract Documents for SL1bstantial and Final Completion have been, and continue to be, fully satisfied.

Final Inspection - A coordinated walk down and review of the construction requested by the Contractor to determine if substantial completion has been achieved. The Project Manager, Design Consultant and Inspector of Record participate generating a punch list of deficiencies observed.

Final Inspection Acceptance - Formal certification by the Project Manager, Design Consultant and Inspector of Record that all punch list work has been satisfactory completed.

General Conditions (GCs) - The portion of the Contract Documents between the District and a Contractor (titled "General Conditions") which set forth the general terms and conditions for construction of the Project.

Hazardous Substances/Materials – The term "Hazardous Substance" (also referred to as "HAZMAT") refers to, without limitation, any chemical, material or other substance defined as or included within the definition of "hazardous substance," "hazardous wastes," "extremely hazardous substances," "toxic substances," "toxic material," "restricted hazardous waste," "special waste," or words of similar import under any Environmental Law, including, without limitation, the following: petroleum (including crude oil or any fraction thereof), asbestos, asbestos-containing materials, polychlorinated biphenyls ("PCBs") and PCB-containing materials, whether or not occurring naturally.

Hold Harmless Agreement - An agreement that must be signed by incidental visitors prior to entry to any District construction project, or its remote site, indemnifying others, the District, designer, inspector, consultants and College Project Manager and all their associates, against any injury or damage arising from liabilities.

Inspector's Daily Report - A daily written history that documents the date, daily events, project progress and activities, the weather, delays, notices and orders given, potential problems, changes and claims and other pertinent

construction information required to be provided by all Inspectors assigned to construction projects.

Instructions to Bidders - Instructions contained in the bidding documents for preparing and submitting bids for a construction project or designated portion thereof.

Labor Compliance Report- An internal document provided by the Program Manager indicating progress of Contractors in compliance with program labor requirements.

Life Cycle Cost Estimate -An estimate which combines the initial cost of an item, facility or system with its amortized present-day worth of operations and maintenance cost for the projected life of the item, facility or system. Life cycle cost estimating is used to comparatively evaluate two or more alternatives where first costs and annual costs differ widely.

Corrective Action Report (CAR) -A document produced on an as-needed basis in which deficiencies in work activities serious enough to warrant management action are identified and reported.

Master Files Archives System - The master filing system in which all documents (electronic and hard copy) are stored for ready access by authorized Project Team members.

Master Planning - The process of determining the most advantageous use of an entire site and the facilities required to fulfill other usage obligations, the Master Plan.

Monthly Progress Payments - The standard method in the Contract Documents that provides for monthly payments to the Contractor for all work completed each month by a regulated and approved process.

Monthly Utilization Report - A report required from the Contractor to the Project Manager, which details labor man-hours expended each month on the project for CBE subcontractors.

Nonconformance -A deficiency in characteristic, documentation, or procedure that renders the quality of an item or activity unacceptable or indeterminate.

Notice of Completion - A formal written notice provided from the Owner to the Contractor documenting that all contract requirements on a construction project have been fulfilled and retention will be released.

Notice of Intent to Award -A formal written notice provided from the District to the qualified responsive bidder declaring the District's intent to prepare a Contract for signature for the award of a specific construction project.

Notice to Proceed (NTP) - A written communication that may be issued by the District to the Contractor authorizing the Contractor *to* proceed with the work and establishing the date for commencement of the work.

Observation -An item of objective evidence (fact or facts) which attests to incidents of non-compliance, nonconformance, or other system inadequacy.

OSHA - The United States and Departments of Labor, Occupational Safety and Health Administrations mandated by law to regulate occupational safety and health in the workplace as determined by federal and state laws, codes and regulations.

Outreach Plan -A document that includes specific strategies designed to encourage the involvement of local, small, emerging and disabled-veterans business enterprises and community groups, as well as guidelines for monitoring and ensuring compliance.

Out-Year Funding - CIP budget funding that occurs during the 2-6 years following the base year (Year 1).

Patching - Fitting and repair required to restore surfaces to the original condition following performance of other work.

Partnering - A facilitated process used to develop relationships and understandings that benefit all parties to a Contract. Used to establish common goals, prevent and/or resolve conflict.

Payment Bond - A bond in which the Contractor and the Contractor's surety guarantee to the District that the Contractor will pay for labor and materials furnished for use in the performance of the contract.

Plans - The graphic and pictorial portions of the Contract Documents prepared by a Design Consultant and its Specialty Consultants showing the design, location and dimensions of the Work, generally including plans, elevations, details, schedules and diagrams. The term "Plans" may be used interchangeably with "Drawings."

Permits - Regulatory approvals required to proceed with construction and/or operations.

Pre-Qualification - The process of identifying interested and qualified bidders for District contracts.

Project Budget - A written statement of funds available to pay for Project Costs developed by Project Manager and approved by District.

Project Construction Budget(s) - The portion of the project budget that sets forth the budget for construction costs for a project.

Project Costs - The total of all design costs, construction costs, specialty consultants costs, costs and fees of the Design Consultant and other project-related costs (such as, but not limited to, personnel relocation and temporary facilities costs, fixtures, furniture and equipment (if required) for a campus project.

Project Safety Plan - The plan prepared by DGS setting forth the safety policies, procedures and forms to be followed and used by the Project Manager and others in connection with the construction of a project.

Project Schedule(s) - The detailed schedule(s) prepared by the Design Consultant and depicting in detail the Design Consultants proposed schedule for performance of its basic services, which strictly complies with the time periods set forth in the Master Schedule.

Project Team - Design Consultant, Project Manager, Program Manager, specialty consultants, contractor, sub-consultants (and their sub-consultants,)separate contractor-s and other firms or individuals retained by the District or others with District approval participating in the planning, programming, design or construction of the projects.

Punch List - List of deficiencies in the Work prepared during Final Inspection which must be corrected prior to release of the retention payment to a Contractor.

Quality Assurance - The process and management systems used to ensure requirements for the Work are properly specified and implemented.

Quality Assurance/Quality Control (QA/QC) Plan - The plan is the written and adopted expression of how the Project Manager will enhance the quality of the project. The plan includes procedures for performing audits, documenting deficiencies, developing and monitoring corrective actions for successful project completion.

Quality Audit - A systematic and independent examination and evaluation to determine whether activities and results comply with planned arrangements (procedures, instructions, drawings, etc.), and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Quality Control (QC) - Planned and systematic actions whose purpose is to produce the quality of deliverables, products, or services that meet the specified needs of the user. Quality Control includes correctly defining requirements and performing the necessary checking and reviews of design and procedural conformance to ensure the required quality.

Quality Control of Design - Comprises all of those planned and systematic actions for determining and documenting design objectives and requirements and correctly translating those into design output documents such as drawings and specifications.

Record Documents - The As-Builts, warranties, guarantees, maintenance and operations manuals and other documents that are to be maintained by the contractor on the site and delivered, along with electronic versions, to the college upon final completion of a campus project, or upon final completion of a collection of campus projects under a single construction contract.

Release of Claims - A formal waiver of claims against the District required of the Contractor to receive final payment.

Retention - Payment to the contractor withheld pending successful project close out.

Request for Information (RFI) - A standardized form used by bidders and Contractors to seek clarification of provisions in the bid or contract documents.

Request for Proposal (RFP) - A written request prepared by the Design Consultant and sent to the Contractor with copy to the College Project Manager seeking a cost/time response from the Contractor for a specific potential change order.

Request for Qualifications (RFQ) - A formal solicitation for prospective bidders to express interest and demonstrate qualifications consistent with the requirements for a professional services contract(s) contemplated by the District.

Review - The process of examining, commenting on and evaluating procedures, processes, drawings, specifications, and related data to determine that they clearly, accurately, and completely describe the design and quality requirements.

Review Agencies - Any and all governmental agencies and departments having jurisdiction to review and approve/reject the contract documents or the work based on compliance/non-compliance with applicable laws.

Rough Order-of-Magnitude (ROM) Cost Estimate - An estimate made usually in support of conceptual and preliminary design studies to assist in making choices among design alternatives. ROM estimates frequently are differential cost estimates which omit cost items not germane to evaluation of choices. ROM cost estimates frequently employ general unit costs for typical facilities and systems.

Safety Notice - The safety Notice is a formal written notice from the Project Manager to the Contractor stating that a safety matter requires corrective attention in a specified time.

Schedule of Values - the Schedule of Values is a detailed, itemized breakdown of the Contract Sum, which provides for a fair and reasonable allocation of the dollar values for each of the various parts of the Work of a project.

Schematic Design Phase - The phase of a Design Consultant's services during which, among other things, the schematic designs (typically 15%) are prepared by a Design Consultant.

Separate Contractor - A person or firm, other than Contractor, under separate contract with District to perform construction or supply materials or equipment to a Campus Project.

Segregation of Costs - Contractor's breakdown of the total contract cost by type of work or activity aligned to the specification divisions of work.

Site - The parcel of land upon which the project is to be performed, all areas adjacent to such parcels that may be used by Contractor or its Sub-consultants for staging, storage, parking or temporary offices; and (iii) all land areas, both private and public, adjacent to such parcels on which Work is required to be performed under the Contract Documents, Applicable Laws or permits relating to the Project.

Specialty Consultants - Professionals retained by a Design Consultant or the District to provide professional services for any project, including, without limitation, master planners, programming consultants, soils and geotechnical engineers, environmental consultants, Hazardous Substances consultants, infrastructure consultants, or landscape designers.

Specifications - The portion of the contract documents consisting of the written requirements for materials, equipment, standards and workmanship for the Work and performance of related services.

SQL - Structured Query Language (SQL) is a domain-specific computer programming language designed for managing data held in a relational database management system.

Staffing Plan - An agreed plan, showing the numbers of individuals and working hours that Consultant authorized to expend in performance of the Work and which serves as the basis for payments.

Stop Work Notice - A directive issued to a construction contractor by the Project Manger when failure to stop the work will have a detrimental impact on safety, schedule, and cost of the Work or other related Work.

Sub-consultant(s) - A person or firm that has a contract with a Design Consultant to perform a portion of the services covered by the Consultant's agreement.

Subcontractor - A person or firm that has a contract with a Contractor to perform a portion of the Work, including without limitation, subcontractors, sub-subcontractors, suppliers and vendors, of every Tier.

Submittals - Shop drawings, detailed designs, samples, exemplars, product data, fabrication and installation drawings, lists, graphs, operating instructions, and other similar documents required to be submitted by a Contractor under the Contract Documents.

Submittal Schedule - A portion of the-Contractor's required Critical Path Method Cost Loaded Schedule designating the Contractor's plan to submit all required shop drawings, samples and other such data in a specific activity, the results of which will not impact any portion of and/or the overall completion of the project.

Substantial Completion, Substantially Complete - The terms "Substantial Completion" and " Substantially Complete" refer to the point at which the work or any portions thereof specially designated by District, is: (i) sufficiently and entirely complete in accordance with Contract Documents so that such Work can be fully enjoyed and beneficially occupied and utilized by the District for its intended purpose (except for minor items which do not impair District's ability to so occupy and use such Work); (ii) receipt by District of all permits and certificates (such as, but not necessarily limited to, a certificate of occupancy) required to occupy and use the project; and (iii) all systems included in the work are operational as specified, all designated or required governmental inspections and certifications have been made and posted and instruction of personnel in the operation of the systems has been completed.

Supplemental Instruction - Writings and/or graphical presentations issued to more effectively communicate to a contractor a document or record of minor changes that do not affect the contract sum or time.

Sustainability/Sustainable Design - Principles, criteria and design practices intended to minimize the long term negative effect of new construction on the environment.

Verification - Reviewing, inspecting, testing, checking, auditing, or otherwise determining and documenting whether items, processes, services, or documents conform to specified requirements.

Work - All labor, materials, equipment, services, permits, licenses and taxes and all other things necessary for the contractor to perform its obligations and complete a campus project, including, without limitation, any changes, additions or deletions approved by District, in accordance with the contract documents and all applicable laws.

Project Delivery Guidelines

ABBREVIATIONS

A/E - Architect / Engineer

AC - Advisory Committee

ANC - Advisory Neighborhood Committee

BRT - Budget Review Team

CBE - Certified Business Enterprise

CFA - Commission of Fine Arts

CIP - Capital Improvement Plan

CM - Construction Manager

CMa - Construction Manager as Advisor

CMc - Construction Manager as Contractor

C&P - Contracting and Procurement

CSFL - Current Services Funding Level

CTM - Construction Turnover Manager

D-B - Design Build

D-B-B - Design Bid Build

DC - District of Columbia

DC WASA - District of Columbia Water and Sewer Authority

DCRA - Department of Consumer and Regulatory Affairs

DDOT - District Department of Transportation

DGS - Department of General Services

DOE - Department of Energy

EISF - Environmental Impact Screening Form

EOM - Executive Office of the Mayor

Ex. Mgt. - Executive Management

FCA - Facility Condition Assessment

FFP - Fixed Firm Price

FTM - Facilities Turnover Manager

HAZMAT - Hazardous Materials

HPRB - Historic Preservation Review Board

KPI - Key Performance Indicator

LEED - Leadership in Energy and Environmental Design

MACR - Maximum Allowable Ceiling Request

MOA - Memorandum of Authorization

MOBF - Mayor's Office of Budget and Finance

MOU - Memorandum of Understanding

NCPC - National Capital Planning Commission

NTP - Notice to Proceed

O&M – Operations and Maintenance

OBP - Office of Budget and Planning

OCFO - Office of Chief Financial Officer

OCTO - Office of Chief Technology Officer

OFMR - Office of Finance and Resource Management

PDRM - Preliminary Design Review meeting

PEPCO - Potomac Electric Power Company

PM - Project Manager

PMO - Project Management Office

POC - Point Of Contact

PSD - Protective Services Division

QA - Quality Assurance

QC - Quality Control

QPA – Quick Payment Act

RFP - Request for Proposal

SHPO - State Historic Preservation Office

SIT – School Improvement Team

SOAR - System of Accounting and Reporting

SOW - Scope of Work

Sr. Mgt. - Senior Management

TI - Tenant Improvement

TIA - Tenant Improvement Agreement

T&M - Time and Materials

USGBC - U.S. Green Building Council

APPENDIX B

FORMS

Note: The below forms serve as reference for gathering baseline information in order to execute a project by entering data into the project management software. Refer to the Master Form Index on pages 2-5 for a table of contents of reference forms included in this appendix.

MASTER FORM INDEX

#	Forms/Letters	Form Number
Administrative Forms and Indexes		**N/A**
1	Master Project Needs List	N/A
2	PM Software (currently Prolog) File Management Index	N/A
3	Prolog (PM Software) Project Request Form and Instructions	N/A
4	Requisition Request Form	N/A
5	DGS CIP Form for Invoicing	N/A
6	PM Handover Agenda	N/A
7	PM Handover Checklist	N/A
Project Initiation Phase		**CD-I-0000**
1	Project Request Form	CD-I-0001
2	Facility Condition Assessment Report	CD-I-0002
3	Request for Facility Condition Assessment Report	CD-I-0003
4	Legacy File Index System	CD-I-0004
5	Project Work Plan and Quality Assurance Plan	CD-I-0005
6	Project Kick-off Meeting Agenda	CD-I-0006
7	Letter Template	CD-I-0007
8	Memo Template	CD-I-0008
9	Transmittal Template	CD-I-0009
10	Meeting Sign In Sheet Template	CD-I-0010
11	Meeting Notes Template	CD-I-0011
Planning Phase		**CD-P-0000**

1	Cash Flow Report	CD-P-0001
2	NOT USED	CD-P-0002
Design Phase		**CD-D-0000**
1	Pre-Design Agenda	CD-D-0001
2	Agency Review Checklist	CD-D-0002
Construction Phase		**CD-C-0000**
1	Pre-Construction Conference Checklist	CD-C-0001
2	Contact Information for Emergencies	CD-C-0002
3	Submittal Register	CD-C-0003
4	Submittal Transmittal Form	CD-C-0004
5	Contractor's Daily Report	CD-C-0005
6	Rejection Notice (Inspection Failure)	CD-C-0006
7	Contractor Notification (Inspection Failure)	CD-C-0007
8	Request For Information (RFI)	CD-C-0008
9	Request For Information (RFI) Log	CD-C-0009
10	NOT USED	CD-C-0010
Closeout Phase		**CD-F-0000**
1	Project Closeout Checklist	CD-F-0001
2	Contractor Deficiency Notice	CD-F-0002
3	Memo to Contractor of Deficiencies	CD-F-0003
4	Contractor Deficiency List	CD-F-0004
5	Memo to Using Agency notifying completion of deficiencies	CD-F-0005
6	Receipt for As Built Drawings	CD-F-0006
7	Checklist for Final Acceptance Package	CD-F-0007
8	Agency Feedback Survey	CD-F-0008

9	Transmittal Form to Facility	CD-F-0009
10	NOT USED	CD-F-0010
11	NOT USED	CD-F-0011
12	NOT USED	CD-F-0012
Process Controls		**CD-G-0000**
1	Memo to Using Agency to Approve List of Contractors	CD-G-0001
2	Request to Advertise for Bids	CD-G-0002
3	Consultant Criteria List	CD-G-0003
4	Tabulation of Scores	CD-G-0004
5	Evaluation Team Report to Contracting Officer	CD-G-0005
6	Justification for Selection	CD-G-0006
7	Record of Negotiations	CD-G-0007
8	Task Order Document	CD-G-0008
9	Authorization for Title II Services	CD-G-0009
10	Routing Sheet	CD-G-0010
11	Description of Change document for Article 3 Letter (BCD)	CD-G-0011
12	Log of Change Order drawings	CD-G-0012
13	MFR of Negotiations for Change Order	CD-G-0013
14	Checklist for Change Order Package	CD-G-0014
15	MFR of Failure to Agree on C.O. Costs	CD-G-0015
16	NOT USED	CD-G-0016
17	Article 3 Letter (BCD) Checklist	CD-G-0017
18	Reason for Change and Status of Work	CD-G-0018
19	Budget Approval Request Form	CD-G-0019
20	Request OFRM to Reallocate Funds	CD-G-0020

21	Payment Request Form	CD-G-0021
22	Progress Payment Request Rejection Form	CD-G-0022
23	Payment Request Receipt from OFRM	CD-G-0023
24	NOT USED	CD-G-0024
25	Contractor Evaluation	CD-G-0025
26	Communication Guidelines	CD-G-0026
27	Contact List	CD-G-0027
28	Action/ Issue Log	CD-G-0028
29	Risk Log	CD-G-0029
30	NOT USED	CD-G-0030
31	Sample Milestone Schedule	CD-G-0031
32	Surveillance Report	CD-G-0032
33	Permit Request Form	CD-G-0033
Turnover		**CD-T-0000**
1	Turnover Protocol Review and Comment Form	CD-T-0001
2	MEP Equipment Listing	CD-T-0002
3	Turnover Closeout Check List – Pre-Substantial Completion	CD-T-0003
4	Turnover Closeout Check List – Pre-Final Completion	CD-T-0004
5	Turnover Closeout Check List – Post-Final Completion	CD-T-0005
6	Request for Substantial Completion	CD-T-0006
7	Certificate of Substantial Completion	CD-T-0007

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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Master Project Needs List

#	Have	Need	N/A	Potential Project Need
1				Budget Approval - MOU/MOA
2				Project Budget
3				Project Goals
4				Project Program
5				Project Schedule
6				Master Plan Compliance
7				Legal Review (Ownership/Title)
8				Boundary Survey
9				Plat
10				Topographic Plan
11				Hydrologic Survey
12				Zoning Requirements
13				Wetlands Delineation
14				Utility Location and Survey
15				Hydrant Flow Test(s)
16				Tree Survey (DDOT Urban Forestry)
17				Traffic Study
18				HAZMAT Testing
19				HAZMAT Mitigation Plan
20				Environmental Assessment(Phase I and Phase II - Including EISF)
21				Archeological Study (Phase I and Phase II)
22				Historical Assessment
23				Facility Condition Assessment
24				Threat Assessment
25				Security Assessment
26				Energy Audit
27				ADA Compliance Assessment
28				Feasibility Study
29				Architectural/Engineering Services
30				Interior Design
31				Specialized Programming
32				Cost Estimating
33				Vertical Transportation Specialist
34				Commissioning Agent
35				LEED Certification Coordinator
36				Value Engineering - SAVE Certified VE Specialist
37				Community Outreach
38				CFA Submissions
39				NCPC Submissions

40				Third Party Testing and Inspection
41				Construction Management Services (PM/CM or CMa)
42				Swing Space
43				Move Coordination
44				FF&E
45				PDRM - DDOT and DCRA
46				Attic Stock Storage Space
47				Keying and Keys
48				Second Season HVAC Commissioning

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PM Software (currently Prolog) File Management Index

Section	Subsection	Subfolder
01 Initiation		
02 Planning		
03 Design	03.01 Procurement	
	03.02 Contract Documents	
	03.03 Submissions, Milestones, Schedules	
	03.04 Reports, Photos	
	03.05 Invoices	
	03.06 Meeting Minutes	
	03.07 RFIs & Clarifications	Internal Response
	03.08 PCOs	Internal Response
	03.09 Other Correspondence & Documents	
04 Construction Management	04.01 Procurement Process	
	04.02 Contract Documents	
	04.03 Submissions, Milestones, Schedules	
	04.04 Reports, Photos	
	04.05 Invoices	
	04.06 Meeting Minutes	
	04.07 RFIs & Clarifications	Internal Response
	04.08 PCOs	
	04.09 Other Correspondence & Documents	
05 Construction	05.01 Procurement Process	
	05.02 Contract Documents	
	05.03 Submittals	Other Submittals
		Shop Drawings
	05.04 Reports, Photos	
	05.05 Invoices	
	05.06 Meeting Minutes	
	05.07 RFIs & Clarifications	Internal Response
	05.08 PCOs	Internal Response
	05.09 Schedules	
	05.10 Other Correspondence & Documents	
06 Permits		
07 Close Out	As-Built Documents	
	DCRA/Third Party Inspections	
	O&M	
	Punchlists	
	Retained Documents	
	Warranties	
Contract Invoice Document		

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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Prolog Data Entry Request Form

Date Submitted			
Date Completed (PMO use only)			
Project Manager Name			
Type of Request	Project Creation / Project Access / Project Transfer		
PROJECT INFORMATION			
Prolog Project Name		City, State, Zip:	
Prolog Project Address		Project Status:	Select Project Status
Building Name		Ward:	
Project Description (brief)		Sq Feet:	
		Project Budget:	
Client Agency		Project Start Date:	
Cluster	DPR / Public Safety / Gov't Center / Schools / Human Services / Stabilization	Project End Date:	
COMPANY INFORMATION			
Company Name:		PM or Cluster Leader Signature	
Company Street Address:			
City			
State			
Zip code			
Telephone			
Type of Company	AE / CM / GC / Misc		
CONTACT INFORMATION			
Contact Name		Prolog Training Required?	
Type of Access	AE / CM / GC / Misc / DGS PM/APM	Scheduled Prolog Training Date	
Phone Number			
Email Address			
Contact Name		Prolog Training Required?	
Type of Access	AE / CM / GC / Misc / DGS PM/APM	Scheduled Prolog Training Date	
Phone Number			
Email Address			

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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Prolog Data Entry Request Form Instructions

How to set up projects in Prolog, the current DGS-approved PM software

Note: First, attend instructor-led DGS Prolog Training and receive credentials for Prolog Converge and Prolog Database.

1. Include all of the information for the fields that are titled in **ORANGE** for all requests.

2. Select Project Creation in the Type of Request field if you are requesting that a new project be created in Prolog.

3. Select Project Access in the Type of Request field if you are requesting access to an existing project in Prolog for a vendor contact or DGS personnel (including DGS consultant PM's).

4. Select Project Transfer in the Type of Request field if you are requesting to have the project transferred to a new DGS PM in Prolog.

5. The Prolog Project Name is the name of the project as it appears in Prolog. For Stabilization or Miscellaneous contracts, enter the name of the Stabilization or Miscellaneous project that contains (or will contain) your contract as it appears in Prolog.

6. Enter the Prolog Project Address as it appears, or will appear in Prolog. If it is (or will be) a Stabilization or Miscellaneous project the address is usually "Various" or "Multiple" or similar.
7. Enter the Building Name for the project location. This is only place where you'll enter the name of the School, Rec Center or similar when it is a Stabilization or Miscellaneous project.

8. Select the Project Status from the drop-down list.

9. Enter DGS as the vendor in the Company Information section if the request is for DGS PM Staff (includes DGS consultant PM's).

10. DGS consultant PMs/APMs should select DGS PM/APM as their access type for all requests. CM access is for 3rd party construction managers hired for specific projects.

11. Project Creation and Project Transfer requests require Cluster Leader signature. All other requests require DGS PM Signature.

12. If the person that you are requesting Prolog access for requires Prolog training select YES from the drop-down for the Prolog Training Required? Field. Otherwise, select NO.

13. If the person you are requesting Prolog access for requires Prolog training, check with your check Google Docs for available Prolog training sessions with open seats, coordinate Prolog training with your vendor and enter the date of the Prolog Training Session that your vendor will attend next to the Scheduled Prolog Training Date field.

14. It is the PM's responsibility to determine whether a vendor contact needs Prolog training and to coordinate and schedule Prolog training with their vendor contacts when Prolog training is required.

15. PMO will add the vendor contact name and info to the Prolog Training sign-up Sheet in Google Docs for the Prolog training session which you enter on the form.

16. Completed and signed forms should be sent as a pdf file to Prolog.Support2@dc.gov.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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1250 U Street, NW, 3rd Floor
Washington, D.C. 20009

Requisition Request

1.	Date:	**2. Type of Request** (New OR Modification): **2A. Requires Council Approval?** Y OR N **2B. Reviewed Capital Eligibility Guidelines?** Y or N **PM Initials**: _____ **Date**:_____
2C.	Date PO Needed:	Original PO#/Amt: Modification Amt:

Project Information

3. Project Title:
4. Project Description:
5. School/Location Name:
6. School/Location Address:
7. Ward:

Financial Information

8. Fund Type: (Capital OR Operating)
9. Capital Project Number: 10. Capital Budget Phase
11. Cost:

Vendor Information

12. Name: Address:

Purpose

13. Services Requested:
14 Justification:

Approvals

15.	DGS Unit:	Reviewed:	Initial	Date:
16.	Requestor:	Signature:		Date:
	Financial Approval ***(Certification of***			
18.	***Funding Availability Only)***	Signature:		Date: _____
19.	Executive Level	Signature:		Date: _____

*(Financial Team Use Only)**: Legal to provide information on all requests that require Council approval, prior to creating a PO***

Funds Availability: ☐YES ☐NO Contract Attached: ☐YES ☐NO
Index: Object class(if applicable): Org Code(if applicable):
PCA:

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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DGS CIP Form for Invoicing

DGS
Capital Project reporting summary
Data Entry Fields in Yellow

Owner Agency Code		(AM0, GM0, GA0, HA0, etc.)
Owner Agency Name		(MPD, FEMS, DPW, etc)
PO#:		
Vendor:		
Project #:		(GM101C, SG106C, etc.)
Project Substantial Completion DATE:		
RUCTION FINANCE updated: June 2015		
PM(Name&Signature)		
Invoice #/Pay App #		
Invoice Date		
Billing Start to Billing End Date		
Project Substantially Complete and In Use? Yes/No		
COO Provided? Yes/No/N/A		

If multiple locations, use fields below; if no Schedule of Values is available, use your best estimate

ESTIMATED OVERALL Project Percent Complete

Total Payment Requested and Approved: (agrees to invoice amount)

Retainage

	Current Pay App-LTD	Previous Pay App-LTD	Current Retainage
Pay Application Number	2	1	
Retainage Amount	$0.00	$0.00	$0.00

Capitalized Building

Location Name	Location Address	Building Type	Amount	% of Completion
	Total of all buildings:		$ -	

Capitalized Furniture, Fixtures and Equipment (UNIT COST OF $5K OR GREATER)

Location Name	Location Address	FF&E Type	Amount	% of Completion
	Total of all furniture, fixtures and equipment:		$0.00	

Capitalized Other

**- Place a 1,2,3 or 4 in the box for each location based on the type of expenditure (see line right below)
Expenditure Classification - Athletic Fields(1), Parks(2), Playgrounds(3), Pools(4)

Location Name	Location Address	Other Type	Amount	% of Completion
		Total of all other:	$0.00	

Hazmat Abatement/FFE (unit cost of less that $5K)

**- Place an A or a B in the box for each location based on the type of expense (see line right below)
Expense Classification - (A) Hazmat Abatement or (B) FF&E with a unit cost of less than $5000

Location Name	Location Address	Expense Type	Amount	% of Completion
		Total amount to be expensed:	$0.00	

Net amount to be capitalized

Location Name	Location Address	**	Amount	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
		Total net amount to be capitalized:	$0.00	$0.00
				VARIANCE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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Project Handover Meeting Agenda

Project Number and Name:
Date:
Outgoing PM:
Incoming PM:

I. Project Overview
   a. Scope of Work / Status of Work
      i. Has the incoming PM reviewed all contract documents, including modifications?
      ii. Is the incoming PM familiar with the work status and technical issues?
      iii. Deliverables/Schedule
      iv. What is going well with the project?
      v. What is not going well with the project?
   b. Schedule Review
   c. Project Team
      i. Subcontractors (A/E, GC, CM)
      ii. Has the team been notified of the PM change?
   d. Documentation
      i. Have all project documents been provided to the incoming PM?
      ii. Are the project files current and complete?
         1. Has email correspondence been saved?
         2. Are the contract and all contract modifications saved?

II. Client Communication
   a. Does the incoming PM have contact information for client agency POC?
   b. Has the client agency been notified of the PM change?

III. Budget
   a. Status of invoices

IV. Risk Discussion
   a. Project Plan Risk Review
   b. Status of contingency funds

V. Quality / QMS Compliance
   a. Is the incoming PM familiar with the outstanding action items?
   b. Has the project plan been updated?
   c. Past quality review comments status.

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PM Handover Checklist

Instructions

1. This form documents the project handover steps, required for the smooth transition of project management change.
2. This form is to be completed by the Outgoing PM and used to record the process of handing over the management of a project from one PM (outgoing) to another (incoming).
3. The incoming PM should review and verify that they understand the information in the form and only sign when in agreements that all actions have been covered.

Project Information	
Project No.	**Date**
Project Title	
Client Agency	**DGS Senior Manager (FTE)**
Outgoing PM	**Incoming PM**
Project Value $	**% Complete %**
Current Risk Level ☐ Low ☐ Medium ☐ High	**New Risk Level** ☐ Low ☐ Medium ☐ High

Actions		**N/A**	**Yes**	**No**
1.	Have all the contractual documents, including existing scope changes or variations been entered in the PM software (currently Prolog)? 'If 'No', please explain:	☐	☐	☐
2.	Have all the contractual obligations been met? 'If 'No', provide a summary of what is remaining:	☐	☐	☐
3.	Are there Subs on the Project? If 'Yes' list and state the current status of payment, scope and performance:	☐	☐	☐
4.	Have all the project team members been informed of the handover? 'If 'No', please explain:	☐	☐	☐
5.	Has the client agency been informed of the handover?	☐	☐	☐
6.	Has the budget been updated? 'If 'No', please explain:	☐	☐	☐
7.	Have actions raised on the project been closed or in the process of being rectified? 'If 'No', please explain:	☐	☐	☐
8.	Is critical project paperwork on file and clearly identified? 'If 'No', please explain:	☐	☐	☐
9.	Has access to relevant project files (electronic and hardcopy) for project team been confirmed? 'If 'No', please explain:	☐	☐	☐
10.	What is going well with the project?			
11.	What is not going well with the project?			
12.	State current financial status of project, including any outstanding invoices?			

Handover Outcomes
List all issues and outcomes from the handover process:

Project Handover Comments and Approval	
Incoming PM comments:	
Signature	**Date**
Outgoing PM comments:	
Signature	**Date**
DGS Senior Manager (FTE) comments:	
Signature	**Date**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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Project Request Form (Page 1 of 2)

Describe Project, Program and Identify Funding	
New Funding	**Reallocation**
Building Name	Proposed Project Title

Requesting Agency Contact | Agency/Department | Phone Number | E-Mail Address

Project Description/Goal: (*Describe scope of work, including facility demolition, renovation, alteration, architectural, electrical, mechanical work, or equipment installation, etc.)*

Project Justification or Reason for Request:

Proposed Funding Source:

Estimated Cost:

Desired Project Timing:

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE FMS SOFTWARE

Project Request Form (Page 2 of 2)

Disposition of Existing Facilities:

Agency Precedence	High	Medium	Low
Requesting Agency		**Requesting Department**	
Signature	Date	Signature	Date
DGS, Chief Project Delivery Officer			
		Signature of Chief Project Delivery Officer	Date

Date: _____

Received by DGS: _____

Approved _____

Rejected _____

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FACILITY CONDITION ASSESSMENT (FCA) Report

Scope of Work

REFERENCE ONLY AS APPROPRIATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GENERAL

The A/E will perform an evaluation at each of the facilities listed in the Scope of Work (SOW) provided with the Task Order. The evaluation will provide an independent and documented overview of infrastructure conditions in a simple and concise format.

For each FCA, the consultant/contractor shall complete the following formats:

A. A **Building Evaluation Form** to address major building system. Each system will be evaluated using a suggested grading system; for example: A, B, C, D, & F. Sample grading descriptions shall be provided to the District. Estimates of remaining useful life span and costs to correct the deficiencies ("D's and F's"), and costs for replacement of each major system shall be provided. A comparison of the correction cost vs. replacement costs for each major system with a single number cost ratio may be provided. Total building correction cost will also be compared with total building replacement cost, providing a total cost ratio. In addition, brief narrative descriptive comments shall be provided for each component describing critical deficiencies and/or required upgrades.

B. A **Site Evaluation Form** similar to the Building Evaluation Form.

C. A **Summary form of significant deficiencies and recommendations** including individual cost for each element and totals for each facility. All "D"s and "F"s will be included with a summary of costs. In addition any identified common problems across the facility shall be identified. Identify any other significant code or other deficiencies if not already identified in the"D's and F's".

Facility evaluations should include a site visit to the facility by an interdisciplinary team. Members include professional & experienced staff with extensive knowledge in their particular discipline. Required disciplines will typically include architecture (with fire & safety expertise), mechanical (with plumbing expertise), electrical, estimating, structural, automatic transport (elevators, escalators etc.), and site/civil. Staff shall be engineers, architects or equivalent for discipline evaluated. Much of the data for this report will be gained from personal inspection, interviews with the appropriate facility staff and the analysis of their knowledge and familiarity of facility systems, and from an overview of facility as-built drawings (especially for structural & site utilities).

The DGS will provide as-built drawings, if available, facilities personnel with the most knowledge of the existing systems as tour guides, and any significant maintenance or engineering studies.

DELIVERABLES

After the visit to each facility, the consultant/contractor shall submit three (3) copies of the draft FCA within five (5) business days or less to the Project Manager along with an electronic copy in MS Word or other agreed upon format according to the schedule outline in the Task Order. All comments from the District shall be discussed and resolved. All agreed upon comments shall be included in a Final FCA Report which is prepared according to the T.O. schedule. The contractor shall review the Final Report to verify is to verify that the grading of systems is consistent. Identified discrepancies will be documented, discussed with the Project Manager and kept in the project records.

The final report will be in color for both electronic and hard copies. Electronic documentation will be developed using software agreed upon with the Project Manager or directed by the customer. The contractor will provide editable and printable documentation. The contractor shall provide the District with four (4) hard copies of the entire report. The contractor shall also provide the complete electronic versions

SPECIFIC SCOPE FOR EACH DISCIPLINE

Architectural System: The FCA may include, but is not limited to include a physical inspection of all Architectural components, including roofs, exterior wall assemblies, windows, interior finishes/doors, life safety requirements, handicapped accessibility features, fixed equipment and signage. Based on the physical inspection, facility manager's input, and available data, existing conditions shall be fully documented. Estimated remaining useful life spans and a short narrative description for each component shall be also provided.

Heating Ventilating and Air conditioning (HVAC) System(s): The FCA shall include a physical inspection of all HVAC systems including air-handlers, package equipment, room terminal units, refrigeration equipment, piping, valves, ductwork, room air distribution, controls, indoor air quality issues and other equipment and system components essential for the operation of the HVAC systems. Inspection, testing, calibration data, maintenance and repair histories shall be reviewed and facility personnel interviewed. Age, condition, capacity deficiencies, equipment/system efficiency, equipment controls shall be documented.
Anticipated life expectancy, based on sample data from the District and the A/E's educated analysis, shall be recorded. This information shall be used to evaluate the equipment's ability to support the function that it is currently serving or to determine whether it can support the proposed design or project. Any identified or known deficiency in capacities, ASHRAE system deficiencies, and differences from NFPA and other national code requirements shall be identified. Any identified or known piping flow problems, deteriorated piping problems, pumping problems, etc. shall also be recorded.

Chiller Plant and Distribution System: The FCA shall include a physical inspection of the chiller plant and related systems including refrigeration equipment, cooling towers and condenser water pumping systems, primary and secondary chilled water pumping systems, condenser water system, valves, and other equipment and system components essential for the operation of the Chiller system. Inspection, testing, and calibration data, maintenance and repair histories shall be reviewed and facility personnel shall be interviewed. Age, condition, capacity deficiencies, equipment/system efficiency and equipment controls shall be documented. Projected life expectancy, based on sample data from the District and the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support the function that it is currently serving. Any identified or

known deficiency in capacities, ASHRAE system/standards deficiencies, and deviations from NFPA and other national code requirements shall be included in the FCA report. Any identified or known piping flow problems deteriorated piping problems; pumping problems etc. shall also be included in the FCA report.

Automatic Transport Systems: The FCA may include, but is not limited to include a physical inspection of all vertical transport systems. Inspection, testing and calibration data, maintenance and repair histories shall be reviewed and facility personnel shall be interviewed. Age, condition, capacity deficiencies, speed, travel controls, etc. shall be documented.
Projected life expectancy, based on sample data from the District and the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support current and short-term peak traffic loads or new requirements based on scope of the project. The condition of traveling cables, controllers, control systems, hydraulic jack units, pump units, guiderails, all operating devices, independent and fire service functions, car frames, car platforms, car enclosures electric interlocks, intercom or telephone operations, motors and handicap accessibility shall be reviewed. Any identified deviations from NFPA 13, and ASME 17.1 and 17.2, or other applicable codes shall also be reported.

Plumbing, Gas, and Fire Sprinkler Systems: The FCA may include, but is not limited to inspection of storm water, domestic cold water, domestic hot water and domestic hot water recirculation systems, domestic hot water heaters, vacuum systems and sprinkler systems. Inspection, testing, and calibration data, maintenance and repair histories shall be reviewed and facility personnel shall be interviewed. Age, condition, capacity deficiencies, equipment/system efficiency, control of equipment shall be documented. Life expectancy, based on the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support the function that it is currently serving. Any deficiency in capacities, national plumbing code deficiencies, and other national code requirements shall also be identified.

Electrical, Lighting and Communications Systems: The FCA may include, but is not limited to a physical inspection of all electrical, lighting and communications systems including incoming electrical service and switchgear, incoming telephone service and switch, main facility fire alarm system, site lighting and security systems, secondary distribution system (transformer, secondary service equipment, risers, panel boards and branch circuit wiring), essential electrical system (all related equipment including fuel oil tanks), interior lighting and power, interior fire alarm system, interior telephone, data and communications systems, lightning protection system and electrical, signal and telephone closets. Recent maintenance and testing reports and repair histories on electrical equipment if available shall be reviewed and any deficiencies documented. Age, condition and any capacity deficiencies for all systems shall be documented. Life expectancies, based on the consultant's educated analysis, shall be determined. All equipment's capability to continue to function in the future shall be evaluated. Any National Electrical Code (NFPA 70), any other national code deviations or violations shall be identified. The major portion of the above data shall be collected by personal inspection of the equipment or systems with the assistance of the appropriate Facility staff.

Structural Systems: The FCA shall include a visual inspection of the building to detect any settlement or cracks in the masonry etc. The type of foundation, structural floor system (including vertical members) shall be documented. Any deficiencies in the structural system that can cause life-threatening situations shall be identified. Any settlement cracks in the stairs, sidewalls, basement walls or retaining walls, damaged floor systems and vertical members (especially if they are wood buildings) shall be inspected and evaluated.

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Site Access: The FCA shall include a physical inspection of all site features including roads, parking, curb and gutters, walks, exterior accessibility (including exterior steps), exterior signage, fencing, and landscaping. Deficiencies or deterioration of site features and the remaining life expectancy shall be documented. The costs of replacement or repairs that are necessary to correct site features shall be determined. All underground site utilities such as water, storm water, sanitary, and natural gas systems shall be evaluated. The source(s) of the utilities, the age and condition of the pipe mains, inlets, and fire hydrants, outflow of storm and sanitary lines and remaining life expectancy shall be documented. Site electrical and steam distribution (including heating oil system) shall be included under their specific headings.
Processes involving hazardous materials including asbestos, waste material, and hazardous waste shall be evaluated and documented.

Steam Generation Systems: The FCA shall include a physical inspection of all boiler plant equipment including boilers, burners, energy recovery devices, burner controls, combustion controls, instruments, condensate storage tank, de-aerating feed water heater, water and oil pumps, chemical treatment systems, water softeners, make-up water system, blow off tank, stacks or chimney and breeching, piping system, fuel oil tanks. Boiler inspector's reports on the boilers and deaerator shall be reviewed. The contractor shall verify that the District's requirement on boiler plant boiler and deaerator inspections is being followed and that the professional inspectors have judged the boilers and deaerator to be in good condition. Reports of burner performance resulting from periodic burner calibration procedures shall be reviewed.

The contractor shall interview facility personnel and shall document the age, condition, capacity and turndown deficiencies, equipment/system efficiencies. Boiler and burner safety controls shall be reviewed for compliance with current NFPA and ASME requirements and recommendations. Flame safety programmers shall be verified for code approval. Burner compliance with local and national emissions limits shall be verified. Instrumentation systems shall be reviewed to determine if boiler/burner performance and plant output are being properly monitored. Fuel oil tanks and piping shall be evaluated for proper design and for protection against spills and leaks. Fuel oil installations shall be reviewed for compliance with local and state EPA requirements. Any piping flow problems, deteriorated piping, and/or pumping problems shall be identified. Life expectancy, based on sample data from District and the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support the function that it is currently serving as well as any programmed change in functions.

Outside Steam Distribution Systems: The FCA may include, but is not limited to an evaluation of these systems by means of interviews with the District personnel who maintain the systems and with the aid of system plot plans furnished by the District. Condition and life expectancy of the steam supply and condensate return piping, along with the steam traps, main isolation valves and the protective enclosures of the systems, shall be evaluated. This information shall be used to evaluate the ability of the system to support the functions that are being currently served as well as any programmed change in functions.

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PMI SOFTWARE

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Request for Facility Condition Assessment Report

Date: _____

Project Number: _____

Project Name: _____

TO:

A review of the list of the facilities for which DGS has Facility Condition Assessment Reports indicates that DGS does not have the FCA Report for _____ located at _____, Washington DC. The Building Identification Number (BIN) for this facility is _____.

Please take necessary action to procure the FCA Report as soon as possible and advise me when this Report has been retrieved and is available for use.

DGS Project Manager: _____

Telephone #: _____

Legacy File Index System

DGS Local Drive

Note: Provided for ease of researching old DGS projects

#	Division	#	Section	#	Subsection	Software(s) to Upload Info/File
1	Program Information	1.1	Project Directory, Communication Plan and Emergency Response Plans	1.1.1	Project Directory, Communication Plan and Emergency Response Plans	Prolog, Salesforce,
		1.2	Procedures, Templates and Flow Charts	1.2.1	Procedures, Templates and Flow Charts	
		1.3	Presentations	1.3.1	Presentations	
2	Program Contract Files (Originals filed with DGS Central Filing)	2.1	Construction Contracts	2.1.1	RFP – *including responses and evaluations*	Prolog
				2.1.2	Contracts and Changes Orders – *including A121, A131, General Conditions, Amendments and GMP Amendments*	Prolog
				2.1.3	Construction Invoices	Prolog
		2.2	A/E Contracts with Owner	2.2.1	RFP – *including responses and evaluations*	Prolog, ARCHIBUS
				2.2.2	Contracts and Changes Orders	Prolog, ARCHIBUS
				2.2.3	A/E Invoices	Prolog, ARCHIBUS
		2.3	Other Contracts with Owner	2.3.1	RFP– *including responses and evaluations*	Prolog
				2.3.2	Contracts and Changes Orders	Prolog
				2.3.3	Other Invoices	Prolog
3	Project Control	3.1	Project Work Plan and QA/QC Surveillances	3.1.1	Project Work Plan and QA/QC Surveillances	ARCHIBUS
		3.2	Monthly Report	3.2.1	Monthly Report	
		3.3	Prolog Reports	3.3.1	Prolog Reports	Prolog
		3.4	Schedule	3.4.1	Schedule – *including originals and published*	ARCHIBUS
		3.5	Budget, Funding and Project Approval	3.5.1	Budget, Funding and Project Approval – *including project request and funding reallocation forms*	ARCHIBUS
		3.6	Risk Logs, Claims and Final Decisions	3.6.1	Risk Logs, Claims and Final Decisions	
		3.7	Safety Program	3.7.1	Safety Program – *including plan, reports, inspections, etc.*	
		3.8	CBE Program	3.8.1	CBE Program and Certificates	
		3.9	Program Closeout, Contractor Evaluation and Final Acceptance	3.9.1	Program Closeout, Contractor Evaluation and Final Acceptance	
4	Correspondence	4.1	Consultants	4.1.1	Architectural	ARCHIBUS
				4.1.2	Construction	
				4.1.3	Misc. Correspondence	
		4.2	Public Agencies, Utilities	4.2.1	Public Agencies, Utilities	
		4.3	Internal	4.3.1	Internal Team	

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#	Division	#	Section	#	Subsection	Software(s) to Upload Info/File
		4.4	Meeting Minutes	4.4.1	Kick-off Meetings – *including agenda and minutes*	
				4.4.2	Design Meetings – *including agenda and minutes*	
				4.4.3	Contractor Meetings – *including agenda and minutes*	
				4.4.4	Internal Meetings – *including agenda and minutes*	
				4.4.5	Misc. Meetings – *including agenda and minutes*	
5	**Procurement**	5.1	Procurement, RFP, General Conditions	5.1.1	Procurement Activities – *including strategy, schedules, pre-bid conference, advertisements for bid, prospective bidders list, contractor forum, etc.*	
				5.1.2	Construction Contract Selection – *including selection criteria, bid sheets, schedules, notice of award, etc.*	
				5.1.3	Architect/Engineer Contract Selection – *including selection criteria, bid sheets, schedules, notice of award, etc.*	
				5.1.4	Other Vendor Selection – *including selection criteria, bid sheets, schedules, notice of award, etc.*	
				5.1.5	General Conditions and other Contracting Requirements – *including client requirements for bidding and contracting, municipal codes, etc.*	
6	**Bidding**	6.1	Bid Documents	6.1.1	Bid Documents	
		6.2	Pre-bid Correspondence	6.2.1	Pre-bid Correspondence	
		6.3	Pre-bid Meeting	6.3.1	Pre-bid Meeting	
		6.4	Addenda	6.4.1	Addenda	
		6.5	Bid Results	6.5.1	Bid Results	
7	**Planning**	7.1	Facility Condition Assessment	7.1.1	Facility Condition Assessment	ARCHIBUS
		7.2	Site Analysis Reports	7.2.1	Site Analysis Reports	
		7.3	Comprehensive Plan	7.3.1	Comprehensive Plan	
		7.4	Sustainability and LEED	7.4.1	Sustainability and LEED	
8	**Studies, Design**	8.1	Programming	8.1.1	Programming	
		8.2	Studies, Reviews	8.2.1	Studies – *including permit review, code review, needs assessment, feasibility study, parking study, zoning review, etc.*	
		8.3	Design Submissions	8.3.1	Concept Design	
				8.3.2	Schematic Design	
				8.3.3	Design Development	
				8.3.4	Construction Documents	
		8.4	Construction Cost Estimates	8.4.1	Concept Design	
				8.4.2	Schematic Design	
				8.4.3	Design Development	
				8.4.4	Construction Documents	

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#	Division	#	Section	#	Subsection	Software(s) to Upload Info/File
		8.5	Design Review	8.5.1	Design Review – *including review comments of owner, user group, and agency*	
9	**CAD Drawings**	9.1	CAD Drawings (see drawing file drawers and electronic files)	9.1.1	CAD drawings	ARCHIBUS
10	**Pre-Construction**	10.1	Pre-Construction Information	10.1.1	Pre-Construction Information	
		10.2	Permits	10.2.1	Permits	
11	**Construction Administration**	11.1	Pre-Construction Estimate Reconciliation	11.1.1	Estimates: Conceptual / Program Level – *including benchmarking and budget development estimates*	
				11.1.2	Estimates: Schematic Level	
				11.1.3	Estimates: Design Development Level	
				11.1.4	Estimates: Construction Document Level	
		11.2	Project Testing	11.2.1	Geotechnical Borings and Testing	
				11.2.2	Site Survey	
				11.2.3	Construction Testing	
				11.2.4	Air Balancing and Testing	
				11.2.5	Electrical Testing	
		11.3	Submittals	11.3.1	Submittals	
		11.4	RFIs	11.4.1	RFIs – *including log and status tracking*	
		11.5	Construction Schedules	11.5.1	Construction Schedules – *including updates and look ahead schedules*	
		11.6	Construction Status Reports	11.6.1	Construction Status Reports	
		11.7	Stop Work Orders	11.7.1	Stop Work Orders	
		11.8	Progress Photos	11.8.1	Progress Photos	Prolog
		11.9	Furniture, Fixtures and Equipment	11.9.1	Furniture, Fixtures and Equipment – *including FF&E plans, drawings, estimates, purchasing agreements, asset tracking, etc.*	
		11.10	Move Coordination	11.10.1	Move Coordination	
		11.11	Commissioning	11.11.1	Commissioning – *including commissioning plans, schedules, testing, inspections, deficiency lists, etc.*	
		11.1	Construction Close Out	11.12.1	Construction Deficiency List – *including Punch List, Substantial*	

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#	Division	#	Section	#	Subsection	Software(s) to Upload Info/File
		2			*Completion and Final Inspection*	
				11.12.2	Submittal - As Built	
				11.12.3	Submittal - Warranty	
				11.12.4	Submittal - Operations and Maintenance Manuals (O&M)	
				11.12.5	Certifications and Tests	
		11.13	Approvals	11.13.1	Final Acceptance – *including notice of partial utilization, beneficial occupancy approval, final acceptance, etc.*	
12	**Post Construc-tion Data**	12.1	Warranty Inspections	12.1.1	Warranty Inspections	
		12.2	Post Occupancy Evaluation	12.2.1	Post Occupancy Evaluation	
		12.3	Lessons Learned	12.3.1	Lessons Learned	
		12.4	Project Closeout Checklist	12.4.1	Project Closeout Checklists – *including notice of completion, final payment certification, etc.*	

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Project Work Plan and Quality Assurance Plan (Page 1 of 2)	
Project Name:	**Project Number:**
Prepared Date:	**Estimate Project Start Date:** _____ **End Date:** _____
Prepared by:	
Project Manager **Date:** **Print:** **Approvals:**	
Sign:	**Sign:**
Cluster Leader **Date:** **Print:**	**Chief Delivery** **Date:** **Officer: Print:**

Using Agency Decision-Maker Name:

Contact List: (Insert Contract List)

Project Description:

Project Budget: (Insert Project Budget Sheet)

Construction Budget:

Project Delivery Method:

Schedule: Insert Project Milestone Schedule

- ☐ Design/Bid/Build
- ☐ Design/Build
- ☐ Construction Administration

Project Work Plan and Quality Assurance Plan

- ☐ Program/Construction Management at Risk
- ☐ IDIQ Contract
- ☐ Other:

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Project Work Plan and Quality Assurance Plan (Page 2 of 2)

DGS Team Responsibilities: (Insert Roles and Responsibilities Matrix)

Communications Guidelines:

Building Codes: (Insert Permit Checklist)

Change Methodology: Insert Change order approval authority for all changes to scope schedule and contract)

Sustainability:

Conflict Resolution:

Using Agency Expectations:

DGS Goals:

Project Quality Assurance Plan: (Identify the method being used to inspect the project)

- **Frequency of Site Visits:**
- **Frequency of Progress Meeting:**
- **Frequency of Project Surveillances:**
- **Frequency of meeting with using Agency:**

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Project Kick-Off Meeting Agenda

Project Overview/Agenda

- Introduction of project staff
- Brief project description
- Purpose and goal of project
- Challenges/rewards
- Scope of work review, by discipline
- Roles and Responsibilities (attachment)
- Meeting Minutes

Project Administration

- Project work plan
- Project organization
- Authorized communication channels
- Project filing requirements

Project Schedule and Deliverables

- List of deliverables
- Project schedule
- Submittal deadlines
- Submittal dates for QA/QC reviews
- Submittal deadlines for sub-consultants

Technical Information

- Applicable codes, standards, regulations, and owner constraints
- Unique project features
- BIM coordination issues
- Specification coordination
- Drawing coordination
- Other technical information

Project-Specific Quality Assurance Plan

- Project quality requirements
- Established QA review milestones
- Assigned QA staff
- Issuance of controlled documents
- Applicability of client QA requirements

Safety Requirements (if applicable)

Project Risk Mitigation Issues

Project Budget Information

- Man-hour budget breakdowns by discipline
- Sub-consultant budget breakdown
- Project time-charge breakdown
- Allowable direct and non-chargeable expenses

Lessons Learned from Previous Similar Projects

NOTE: Project managers may limit general project information given to sub-consultants, on a need-to-know basis.

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(Letter Template)

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Date:

Name of Addressee
Name of Business
Street Address
City, State and Zip Code

Subject:

Dear_____,

Sincerely,

Project Number: _____

Project Name: _____

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(MEMORANDUM Template)

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MEMORANDUM

To:

From:

Date:

Subject:

Project Number: _____

Project Name: _____

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

(Transmittal Template)

[INSERT *DATE]*

LETTER OF TRANSMITTAL

[INSERT *NAME AND ADDRESS]*
xxxxxxxxxxxxxxx
xxxxxxxxxxxx, xx xxxxx

Re: Submittal Review – Section: **[**INSERT ***SECTION NUMBER AND NAME]***

Dear **[INSERT *NAME*]** :

The above referenced submittal is incomplete and is being returned with no action taken.

Please ask the contractor to review the submittal requirements described in **[insert *reference to specific submittal requirements such as, Section 05310 – xxxxxxx xxxxxxxxxxxxxxxxx xxxxxx paragraph 1.3 Submittals*]** and resubmit.

Sincerely,
[INSERT *NAME*]
[INSERT *TITLE*]

cc: ***[INSERT PROJECT NUMBER]***

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Meeting Sign-In Sheet Template

Insert Project Name:

Meeting Title:

Date: Time: Location:

Meeting Attendees

Name	Company	Title / Role	Phone #	Email

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Meeting Minutes Template (Page 1 of 2)

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Meeting Name Here:

Meeting Number:

Meeting Subject:

Scribe:

Facilitator:

Date:

Time:

Location:

Purpose

Invitees/Attendees: (* in attendance, # absent, + substitute)

Name	Project Role

Optional Invitees/Attendees: (* in attendance, # absent, + substitute)

Name	Project Role

Agenda

Time Allocated	Agenda Item	Presenter

Minutes (clarification / comments in blue font…)

Agenda Item	Main Points, Conclusions/Discussions, Decisions, Next Steps

Action Items/Issues/Risks (Red font = high priority; Blue Font = text changes; Cells with blue shade = complete – see table on last page)

c

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Meeting Notes Template (Page 2 of 2)

Brief Description	Owner	Due Date	Status

Next Meeting Date:
Next Meeting Location:
Facilitator:
Scribe:

Please provide comments and suggested changes to the scribe within 7 days of issue.

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Sample Cash Flow

Budget Schedule	Total Budget	SD 2008 Q4	Bid and CD 2009 Q1	Bid and CD 2009 Q2	NC - Const 2009 Q3	NC - Const 2009 Q4	NC - Const 2010 Q1	NC - Const 2010 Q2	Ren - Const 2010 Q3	Ren - Const 2010 Q4	Ren - Const 2011 Q1
Sitework (even spread during preconstruction)	$1,300,000	$433,333	$433,333	$433,333							
New Construction (percentage based bell curve per scheduled months)	$19,381,187	$484,530	$969,059	$2,519,554	$4,845,297	$4,845,297	$2,907,178	$1,938,119	$484,530	$387,624	
Renovation (percentage based bell curve per scheduled months)	$28,336,094	$56,672	$56,672	$56,672	$56,672	$56,672	$283,361	$850,083	$2,266,888	$3,400,331	$5,667,219
Contingencies, GC, Escalation, Bonds (spread even over construction)	$17,182,027				$1,562,002	$1,562,002	$1,562,002	$1,562,002	$1,562,002	$1,562,002	$1,562,002
Hard Cost	$66,199,308	$974,535	$1,459,065	$3,009,560	$6,463,971	$6,463,971	$4,752,541	$4,350,204	$4,313,420	$5,349,957	$7,229,221
Consultants	$15,000,000	$1,071,429	$1,071,429	$1,071,429	$1,071,429	$1,071,429	$1,071,429	$1,071,429	$1,071,429	$1,071,429	$1,071,429
FF&E (66% for NC and 34% for Ren)	$5,000,000						$1,650,000	$1,650,000	$283,333	$283,333	$283,333
IT (even during construction)	$2,000,000				$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000
Moving (50% NC, 50% Ren)	$650,000							$325,000			
Landscaping (50% NC, 50% Ren)	$450,000							$225,000			
Environmental	$506,000	$168,667	$168,667	$168,667							
Owner Cost	$2,000,000	$142,857	$142,857	$142,857	$142,857	$142,857	$142,857	$142,857	$142,857	$142,857	$142,857
Total	$91,805,308	$2,357,488	$2,842,017	$4,392,512	$7,878,257	$7,878,257	$7,816,827	$7,964,490	$6,011,039	$7,047,577	$8,926,840

2009 FY	$9,592,017
2010 FY	$31,537,831
2011 FY	$32,329,101
2012 FY	$18,346,359
	$91,805,308

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
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Sample Cash Flow

Budget Schedule	Total Budget	Ren - Const 2011 Q2	Ren - Const 2011 Q3	Ren - Const 2011 Q4	Closeout 2012 Q1
Sitework (even spread during preconstruction)	$1,300,000				
New Construction (percentage based bell curve per scheduled months)	$19,381,187				
Renovation (percentage based bell curve per scheduled months)	$28,336,094	$7,084,024	$5,100,497	$2,833,609	$566,722
Contingencies, GC, Escalation, Bonds (spread even over constuction)	$17,182,027	$1,562,002	$1,562,002	$1,562,002	$1,562,002
Hard Cost	$66,199,308	$8,646,026	$6,662,499	$4,395,612	$2,128,724
Consultants	$15,000,000	$1,071,429	$1,071,429	$1,071,429	$1,071,429
FF&E (66% for NC and 34% for Ren)	$5,000,000	$283,333	$283,333	$283,333	
IT (even during construction)	$2,000,000	$200,000	$200,000	$200,000	
Moving (50% NC, 50% Ren)	$650,000			$325,000	
Landscaping (50% NC, 50% Ren)	$450,000			$225,000	
Environmental	$506,000				
Owner Cost	$2,000,000	$142,857	$142,857	$142,857	$142,857
Total	$91,805,308	$10,343,645	$8,360,118	$6,643,231	$3,343,010

2009 FY	$9,592,017
2010 FY	$31,537,831
2011 FY	$32,329,101
2012 FY	$18,346,359
	$91,805,308

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Pre-Design Agenda

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DOCUMENT TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF PROPERTY MANAGEMENT PRE-DESIGN CONFERENCE CHECK LIST		PROJECT NO.: NAME AND LOCATION:	
CONTRACT NO.	A/E CONTRACTOR	CONFERENCE HELD AT:	DATE:
TASK ORDER NO.:			
A/E CONTRACTOR'S REPRESENTATIVE (NAME, TITLE, ORGANIZATION)			

PLACE "X" IN RIGHT COLUMN IF ITEM IS DISCUSSED WITH CONTRACTOR	
1. GOVERNMENT REPRESENTATIVES	A. PROJECT MANAGER, COTR
	B. ADMINISTRATOR, CCSA
	C. CONTRACT SPECIALIST
	D. AGENCY CHIEF CONTRACTING OFFICER
	E. OFFICE ENGINEER
2. STATUS	A. COMMENCEMENT, PROGRESS AND COMPLETION OF WORK
3. PROGRESS CHART	A. SUBMISSION REQUIREMENTS FOR APPROVAL
	B. ITEMS TO BE INCLUDED ON SCHEDULE
4. CHANGES	A. AUTHORITY – CONTRACTING OFFICER ONLY
5. CORRESPONDENCE	A. ALL CORRESPONDENCE WILL BE ADDRESSED TO THE ADMINISTRATOR OF, DGS, ATTN: COTR
6. A/E CONTRACTOR	A. REPRESENTATIVE:
7. SUBCONTRATORS	A. LIST OF SUB-CONTRACTORS (CONSULTANTS)
	A. NO CONTRACTUAL RELATIONS BETWEEN SUBCONSULTANT AND GOVERNMENT
8. PAYMENTS	A. REVIEWED WITH PROJECT MANAGER
9. COORDINATION OF WORK	A. A/E CONTRACTOR TO COORDINATE WITH HIS STAFF AND CONSULTANTS
10. LABOR CONSIDERATION	A. EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION
	B. CONTRACT WORK HOURS STANDARD - OVERTIME COMPENSATION
	C. APPRENTICE - TRAINING PROGRAM
	D. PAYROLLS
	E. COPELAND ACT
	F. WITHHOLDING OF FUNDS TO ASSURE WAGE PAYMENT
11. TECHNICAL REQUIREMENTS	A. BRIEFING ON DESIGN CRITERIA AND CRITICAL AREA
	B. SAMPLING AND TESTING
	C. TECHNICAL PROBLEMS (A/E CONTRACTOR OR GOVERNMENT)
12. PERMITS AND APPROVALS	A. A/E CONTRACTOR TO OBTAIN BUILDING PERMIT ONLY, EXCEPT FOR DESIGN AND BUILD CONTRACTS. A/E IS ALSO REQUIRED TO OBTAIN APPROVAL FROM ALL REGULATORY AUTHORITIES FOR CONSTRUCTION OF THE FACILITY AS DESIGNED.
	B. DISTRICT WILL PAY THE PERMIT FEE TO DCRA
13. GRATUITIES	A. DGS POLICY REGARDING GIFTS AND GRATUITIES
14. OTHER ITEMS (AND AS NECESSARY) (KEY TO PREVIOUS ITEM, IF APPLICABLE)	A. TITLE II SERVICES
	B. GUARANTEE OF CONTRACT WORK
15. ITEMS FURNISHED BY DISTRICT IN THE MEETING	A. BUILDING ID NUMBER
	B. PARTIAL PAYMENT REQUEST FORMS
	C. TELEPHONE LISTING OF GOVERNMENT EMPLOYEES.
	D. FACILITY CONDITION ASSESSMENT REPORT
	E. INFORMATION FOR EMERGENCIES
CERTIFICATION: THE PRECEDING ITEMS MARKED "X" HAVE BEEN DISCUSSED	
REMARKS (CONTINUE ON ATTACHED SHEETS IF NECESSARY)	
SIGNATURE (A/E CONTRACTOR)	SIGNATURE (DGS)

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Inter-Agency Review Checklist

Date: Project Manager:

Project Number: Approval Stage: Project Name:

AGENCY		PERMITS	Required	Not Required	Anticipated Date Received	Anticipated Date Approved
DCRA	3	Plumbing				
DCRA	3	Electrical				
DCRA	3	Mechanical Engineer				
DCRA	2	Zoning				
DCRA	3	Fire Safety				
DCRA	3	Structural				
DCRA	5	Wall Closeout				
DCRA	5	Elevator				
FEMS	3	Fire Marshall				
ODR	2	ADA (American Disability Act)				
Utilities	3	Utilities (Pepco, Washington Gas, Verizon)				
BZA	1	Board of Zoning Adjustment				
DPW	1	Department of Public Works				
DPH	1	Department of Public Health				
DDOE	2	Department of Environmental				
WASA	2	Water and Sewer Association				
WMTA	2	Washington Metropolitan Transit Authority				
DDOT	2	Department of Transportation				
NCPC	2	National Capital Planning Commission				
HPB	1	Historical Preservation Building				
CFA	1	Commission of Fine Arts				
PSD	1	DRES- Protective Services Division				
OCTO	1	Office of Chief Technology Officer				
DRES	5	Department of Real Estate Services Facility Division				

Other Comments: Client Regulations and Certifications

Project Manager Approval: Date:

Notes:

1 Planning
2 Design
3 Permitting
4 Construction
5 Close Out

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DEPARTMENT OF GENERAL SERVICES

Pre-Construction Conference Checklist (Page 1 of 2)

Project No.: _____

Contract No.: _____

Contract Name: _____

Contractor: _____

Project Manager: _____

Contract Specialist: _____

ITEM	NO	YES
Review the contract document for completeness:		
• Contractor has signed contract		
• Contracting Officer has signed the contract		
• Contract is dated		
• Contract number is correct		
• Contract description (scope of work) is correct		
• Contract award amount is correct		
• Number of Addenda issued are identified		
• Payment Bond for 50% of contract amount enclosed		
• Performance Bond for 100% of the contract enclosed		
• Surety Certifications enclosed		
• Insurance Certificate is enclosed		
Documents needed:		
• Required____Sets of Contract Drawings, are available (Refer to Specification Section H for the number required for the Contractor and add six (6) sets for the District's representatives)		
• Required Sets of Contract Specifications are available		
• Two sets are permit drawings are available		
• Original building permit is available		
Name of the Office Engineer:		
Names of the on-site inspection staff member (Project Inspector):		
Title II Services:		

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Pre-Construction Conference Checklist (Page 2 of 2)

Name of Firm providing Title II Services, name of the Representative, Address, Phone No. and e-mail address		
CM Service:		
Name of CM Firm, name of the Representative, Address, Phone No. and e-mail address		
Name of the Using Agency, Name of the Representative, Address, Phone No., and e-mail address		
Blank copy of Construction Progress Chart on (1)		
Blank copies of Progress Payment Request Forms on (1)		
Blank copy of Cost breakdown for Progress Payment Request on (1)		
Submittal Register on (1)		
Submittal Transmittal Form on (1)		
EEO Forms on (1)		
Blank RFI Form on (1)		

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

_____ _____
Name of the Project Manager **Date**

_____ _____
Name of Contractor **Date**

CONTACT INFORMATION FOR EMERGENCIES

Provide the following information for use in emergencies by the District staff:

1. Name, Title and 24-hour contact telephone number of the official of the firm who has independent authority to act during emergencies associated with the project.

2. Name and 24-hour telephone number of the Project Manager who has comprehensive knowledge about the project and the work in progress. PM/POC should have access to all work areas and should be able to report to the project site within (shortest period of time) upon notification of an emergency.

3. Name and 24-hour telephone number of the project Superintendent who has the working knowledge of all equipment located at the project site. The POC should be able to report to the site within upon notification of an emergency.

Contractor shall submit the aforementioned information immediately after conclusion of Kick-off and/or Pre-Construction conference.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

SUBMITTAL REGISTER

Project No.: _____
Project Name: _____
Invitation/Contract No.: _____
Contractor Name: _____

No.	Specification Section No.	Description of the Item	Type: Material, Equipment, etc.	Manufacturer	Submittal Date	Requested Approval Date	Approval Date	Type of Action	Remarks

Note to A/E: Complete only first five (5) columns.
Note to Contractor: Complete the first seven (7) columns.

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2000 14TH STREET, N.W., 8TH FLOOR, WASHINGTON, D.C. 20009
(202) 727-2800 FAX: (202) 727-9877

TRANSMITTAL OF SHOP, DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE FOR APPROVAL

DATE ☐ NEW SUBMITTAL ☐ RESUBMITTAL

REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS

TO: FROM: CONTRACT NO. PROJECT NO. TRANSMITTAL NO. PREVIOUS TRANS. NO.

COVER ONLY ONE SECTION WITH EACH TRANSMITTAL — PROJECT TITLE AND LOCATION

ITEM NO.	DESCRIPTION OF ITEM SUBMITTED	MANUFACTURER	NO. OF COPIES	SPEC. SEC.	DRAWING SHEET PLATE, OR FILE NO.	ACTION CODE & INITIAL

REMARKS

I certify that the above items have been reviewed and are in conformance with the contract except as otherwise stated.

Name and Signature of Contractor

INCLOSURES RETURNED | BCM NO. | NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY | DATE IN OUT

CHECK AND IDENTIFY EACH ITEM RECEIVED:

Samples ( ) Certificates ( ) Color Line ( )
Schedules ( ) Shop Drawings ( )
Brochures ( ) Color Charts ( )

ACTION TAKEN:

Approved ( ) A Selected ( ) S No Action Taken ( ) NAT
Approved as Noted ( ) AAN Returned for Corrections ( ) RFC
Accepted ( ) AC Action Withheld ( ) AW Rejected ( ) R

9-76

WHITE - CONTRACTOR
BLUE - D&E
GREEN - DIVISION
CANARY - CENTRAL FILE
PINK - INSPECTOR
GOLDENROD - RETAINED BY CONTRACTOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

CONTRACTOR'S DAILY REPORT

Report #: _____

Date: _____ **Weather/(Description):** _____

Project No.: _____ **Temperature:** _____

Project Name: _____

Project Location: _____

Name of Contractor:	**Number of Contractor Personnel Working on Site:**
Name(s) of Subcontractor(s):	**Number of Personnel Working on Site:**

Time of Day: **Description of Work Performed:**
Materials/Equipment Deliveries on Site; Construction Equipment Used:
Information Received or Transmitted(from whom/to whom-indicate name and organization of individual(s)):
Problems/Unusual Conditions or Circumstances/Latent Conditions Discovered, names of visitors, etc.:
Additional Comments: **Report Prepared by:** **Signature:** _____ **Date:** _____

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Rejection Notice (Inspection Failure)

Date _____

Name of the Person
Name of the Contractor
Street Address
City, State and Zip Code

Subject:

Contract No. _____
Contract Name: _____
Rejection Notice No._____

Dear_____,

Due to defective material/workmanship/noncompliance with the contract drawings(s) _____/ Specifications, the following item(s) is/are rejected:

_____

_____

_____

_____

_____

_____

_____

_____.

Your immediate action to correct this/these deficiency/ies is essential.

If you have questions you may contact me at_____.

_____
Signature

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Contractor Notification of Rejection (Inspection Failure)

Date:_____

Subject: Contract No _____
Contract Name_____
Rejection Notice No. _____

Transmitted herewith is a copy of Rejection Notice as identified above, issued by our inspection staff. The work is not in compliance with contract requirements Section _____ Paragraph_____and Contract Drawing No._____. Please refer to the attached report for specific reference to the contract requirements and reasons for rejection).

You are urged to take immediate corrective measures to ensure that the work performed under the contract complies with the contract requirements. Failure to comply may be deemed sufficient cause for invoices to be retained as outstanding and in return, monies may be withheld from your monthly Progress Payment Requisitions.

Please contact the DGS Project Manager at 202-671-_____with any question you have concerning this matter.

_____
Signature

cc: Project File #: _____

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Request for Information (RFI)

Office Address Here: Office Phone: Office Fax:	RFI Tracking #:
DGS Project Manager: Contractor: Contractor's #: SUBJECT: Drawing:	Project Name: Project Address: DGS Project #: Spec. Section:
Information Requested:	
Response:	
Attachments:	
Response By:	Response Date:
Issued By: Status: Cost Impact: Schedule Impact:	Date Originated: Date to Architect: Date Response Requested: Date Returned:

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWA

Request for Information (RFI) Log

Complete ?	RFI #	Subject	Date Originated	Date to Architect	Date Response Requested By	Date Returned	Status	RFI Category (Proper/ Improper)

DGS Project Manager:	Project Name:
Contractor:	Project Address:
Contractor's #:	DGS Project #:

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO PROGRAM SOFTWARE

Date:
Project Number
Project Title

Element	Responsible Party	Planned	Actual	Comments
Close Contracts				
Confirm all contracts recorded as closed out in Prolog				
Verify unconditional waivers of lien are on file				
Reconcile to make sure that the contract and invoiced are equal in Prolog				
Obtain Documents from GC				
Calculations, as applicable				
Record documents				
Operating manuals				
Submittals				
Deficiency List Completed and Signed Off				
Contract Closeout Checklist				
Complete GC Contract Closeout Checklist				
Complete AE Contract Closeout Checklist				
Archive Project Files				
Prepare final record documents				
Review/clean up/archive files				
Copy all electronic files to CD/DVD				
Contractor Evaluation				
Complete Contractor Evaluations				
Project Successes				
What were they?				
Were they recognized?				
Project Failures				
What were they?				
Were they recognized?				

REQUIRED TO BE UPLOADED TO THE PM SOFTWARE AS A TEMPLATE FOR THE TYPE OF DOCUMENT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Contractor Deficiencies Notice

Contract No.	Project Name								
ITEMS	**INSPECTION DATES**								
Contractor is required to correct the following deficiencies before project will be considered 100% complete.	**Initiated Date**								

Memo to Contractor of Deficiencies

Date: _____

Name of the Person
Name of the Contractor
Street Address
City, State and Zip code

Subject: Contract No._____, Record #: _____
Contract Name: _____
Completion of Construction Deficiencies

Dear Mr./Ms._____,

Reference is made to the beneficial occupancy inspection conducted on _____ for the subject contract. A letter confirming the acceptance of the facility for beneficial use was sent to you on_____with a list of deficiencies to be corrected within 30 calendar days of the acceptance.

An inspection of the facility was conducted by our staff, your representative and the Using Agency representative on_____to verify the completion of the deficiencies.

This letter is to advise you that all the construction deficiencies noted in the construction deficiency report provided to you on_____are corrected and accepted as of _____.

If have questions you may contact me.

Sincerely,

_____
Project Manager

Copy to: _____, Cluster Leader
_____, DGS Representative
_____, A/E
_____, Using Agency
Project file

REFERENCE TO USE AS TEMPLATE OR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Contractor Deficiency List

Contract No.	Project Name

ITEMS	INSPECTION DATES								
Contractor is required to correct the following deficiencies before project will be considered 100% complete.	Initiated Date								

A = Action Complete
NC = Not Complete
C = Complete
NA = No Action

Trade:_____, Page_____of_____Page (s)

Report prepared by:

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Memo to Using Agency Notifying Completion of Deficiencies

REFERENCE ONLY USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

MEMORANDUM

To: ***Mr./Ms.*_____**
Facility Manager
Department of Health

From: **Project Manager**

Date: _____

Subject: **Completion of Deficiencies**
Project #: _____

Project Name: _____

Reference is made to the beneficial occupancy inspection conducted on_____. During the inspection, we identified a number of deficiencies in construction. A letter was sent to the Contractor on_____requiring the completion of noted deficiencies within_____calendar days.

On_____we conducted an inspection to verify the completion of the identified noted deficiencies as outline in the construction deficiencies reports _____. Your representative, Mr./Ms._____was in attendance. Upon completion of our inspection, it was determined that all deficiencies have been corrected as of_____.

DGS intends to issue a letter to the Contractor notifying him of completion of all the construction deficiencies. If you have concerns or questions in this regard, please send me a letter within 15 calendar days. If I do not receive any response from you, I consider that you have no objection in issuing the completion letter.

Copy to: C&P Representative

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Receipt for As-Built Drawings

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Building ID No.:_____

Project No.: _____

Project Name: _____

Contract No.: _____

Contract Name:
_____

Project Manager: _____

I have received from_____**on**_____**electronic copy(ies) and set(s) of As-built drawings on Mylar for the aforementioned contract.**

_____ _____
Name: **Date**

Check for Final Acceptance Letter Package

CHECKLIST FOR FINAL ACCEPTANCE LETTER PACKAGE
PROJECT NO.:
CONTRACT NAME:
CONTRACT NO.:
CONTRACTOR NAME:
PROJECT MANAGER:
C&P REPRESENTATIVE:
CONTRACT COMPL. DATE (ORIGINAL) :
CONTRACT COMPL. DATE (REVISED)
CONTRACT AMOUNT (ORIGINAL):
CONTRACT AMOUNT (REVISED):

NO.	ITEM	YES	NO
1	FINAL ACCEPTANCE LETTER		
2	COPY OF DEFICIENCIES COMPLETION LETTER		
3	RESOLUTION OF ALL CHANGES AND CLAIMS		
4	RESOLUTION OF TIME OVERRUN		
5	AS-BUILT DRAWINGS		
6	WARRANTIES		
7	EVALUATION OF CONTRACTOR'S PERFORMANCE		
8	EVALUATION A/E'S TITLE II PERFORMANCE		

APPROVED BY:
NAME: DATE
TITLE: PROJECT MANAGER

APPROVED BY:
NAME: DATE
TITLE: CLUSTER LEADER

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Agency Feedback Survey

Agency:
Project Manager:
Project Name:
Project #:

Period of Performance: Through

ELEMENT	EVALUATION CRITERIA	Exceeded Expectations	Met Expectations	Needs Improvement	Unsatisfactory
Technical Quality	Completeness, accuracy, relevance	☐	☐	☐	☐
Documents	Clarity of reports, drawings, and other documents	☐	☐	☐	☐
Timeliness	On-time delivery, expeditious completion of tasks	☐	☐	☐	☐
Value	Value received based on actual cost of service	☐	☐	☐	☐
Dependability	Consistency, promises kept, credibility, trustworthiness	☐	☐	☐	☐
Creativity	Development of innovative, cost-effective solutions	☐	☐	☐	☐
Cooperativeness	Responsiveness, flexibility, approachability, courtesy	☐	☐	☐	☐
Attitude	Highest priority given to solving client's problems cost-effectively	☐	☐	☐	☐
Professionalism	Did our team conduct themselves in a professional and ethical manner?	☐	☐	☐	☐

Other Comments:

Evaluator's name (optional): Date:

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Transmittal Form to Facility

FROM: DGS Construction Division			**DATE PREPARED**
PROJECT/JOBNUMBER			**CONTRACT NUMBER(S)**
TO DGS Facilities Division			
TRANFER DETAILS			
	NEW CONST.	**EXISTING FAC.**	**BENF/O**
	CAPITAL IMP.	**OTHER** *(Specify)*	
DESCRIPTION			
STATEMENT OF COMPLETION.			
The project herein listed is transferred to_____, including all documentation, (i.e. site maps, drawings, and specifications and change orders, warranties and certificates, approved by the authorized representative of DGS Construction Division.			
a. ACCEPTED BY			**TITLE**
b. DATE SIGNED			
a. TRANSFERRED AND TRANSMITTED BY *(Typed Name and Signature)*			
b. TITLE			
c. DATE SIGNED			

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Memo to Using Agency to Approve List of Contractors

MEMORANDUM

TO: **NAME**
TITLE

FROM: **NAME**
TITLE

DATE:

SUBJECT: Request for approval of Architect-Engineer Selection List to perform Facility Condition Assessment
Project No.:
Project Name:

We require the need for procurement of A/E Services to perform Facility Condition Assessment and submit a Report for LOCATION NAME located at ADDRESS. I have reviewed the list of the A/E Contracts for procuring the required service. Based on my review I am forwarding for your review and approval the following three Architect-Engineers for this project

Please review, sign and return this memo to me indicating your approval of the Architect-Engineers as listed for the project. If you make changes to the order in which they are listed, please include justification for your change. Upon receipt of approval, I will contact the A/E firm which is first on the list for developing the scope of work of their services and negotiation of a Task Order. If the negotiations fail, I will be recommending to the Contracting Officer to approve the termination of negotiations with the 1st A/E and initiate negotiations with the next A/E on the list approved by you.

Name of the A/E	As recommended	As approved
_____	[1]	[ ]
_____	[2]	[ ]
_____	[3]	[ ]

Comments:

_____ _____
Cluster Leader **Date**

REFERENCE TO USE OF THIS FORM IS REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Request to Advertise for Bids "Page 1 of 2"

MEMORANDUM

To: Name
Title

From: Name
Project Manager

Date:

Subject: Project Name:
Project No.:
Request for Advertising the Project for Bids

Attached are the following documents for your office to take necessary action to advertise the project for bids, obtain the bids and award a construction contract:

1. One copy of the technical specifications. As soon as your office makes a request we will e-mail a copy of these specifications.

2. One copy of construction drawings. As soon as you notify us the number of copies of these drawings you need to issue for bids, we will have the copies printed in three working days.

3. Copy of the construction cost estimate.

4. Copy of the funding document approved in PASS.

5. Copy of justification for the amount of liquidated damages

Time for completion of the construction is ## calendar days. Liquidated Damages for each day of inexcusable delay in completing the project is $#,### dollars ($###.##).

Your expeditious action in this regard will be appreciated.

Attachments as stated

Cluster Leader **Date**

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Request to Advertise for Bids "Page 2 of 2"

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

SAMPLE
JUSTIFICATION FOR THE AMOUNT OF LIQUIDATED DAMAGES

Project No. _____
Project Name: _____

Item	Hours	Rate	Amount
Project Manager:	## hours	##.##	###.##
Project Inspector	## hours	##.##	###.## *
Elect / Mech / Insp	## hours	##.##	###.## *
Office Overhead	LS	LS	###.##
	TOTAL:		**###.##**

* If the Inspectors are employees of the District and are not contract employees use their actual salary and multiply X 1.45 to determine the hourly rate.

CONSULTANT CRITERIA LIST
For
ARCHITECT-ENGINEER EVALUATION CRITERIA

1. Professional qualifications, specialized experience and technical competence necessary for satisfactory performance of specified services.

2. Professional capacity of the firm to perform the work within the time limitations.

3. Past record of performance on contracts with the District, other governmental entities and private industry in terms of cost control, quality of work and compliance with the performance schedule.

4. Location of the firm in general geographical area of the projects and knowledge of the locality in which the projects are located.

5. Understanding of the applicable Federal and District of Columbia regulations, Orders, criteria, standards and procedures with respect to planning, design, construction, and approval of the project by DCRA.

6. Demonstrated specialized experience in working on renovation of historical preservation projects.

7. Experience in energy conservation, pollution prevention, waste reduction and use of recovered material.

(Add and or delete criteria to meet the requirements of specific project. The determination has to be made jointly by Implementing Agency, User and C&P)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Tabulation of Score

Tabulated by: _____

TABULATION OF A/E EVALUATION BOARD MEMBER'S
TOTAL SCORE FOR ID/IQ CONTRACTS

No.	Name of Firm	Score from Evaluator No.1	Score from Evaluator No. 2	Score from Evaluator No. 3	Score from Evaluator No. 4	Total Score of all the Evaluators
1						0
2						0
3						0
4						0
5						0
6						0
7						0
8						0
9						0
10						0
11						0
12						0
13						0
14						0
15						0
16						0
17						0
18						0
19						0
20						0

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Note: Do not enter/delete information in areas highlighted in light turquoise color.

Name: _____ **Date:** _____

Evaluation Team Report to Contracting Officer (Page 1 of 2)

MEMORANDUM

TO: **NAME**
TITLE

FROM: **NAME**
TITLE

DATE:

SUBJECT: **Evaluation Board's Selection Report for awarding Indefinite Delivery, Indefinite Quantity Contracts**

Office of Contracting and Procurement (C&P) had issued a Request for Proposals (RFP) on_____(Attachment No.1) soliciting Expression of Interest from NAME to enter in to Indefinite Delivery, Indefinite Quantity contracts for providing NAME Services to various District Agencies in architecture, engineering and related areas. The receipt for responses to be considered in the initial screening date was_____. C&P had received_____responses to this RFP.

In accordance with the DCMR 27 Chapter 26, an Evaluation Board was appointed to evaluate all the proposals received in response to the RFP and recommend awarding ID/IQ contracts to most qualified and experienced NAME for providing services stated in the RFP. As required by DCMR 27, the board was provided with evaluation criteria to be used for rating the firms (Attachment No. 2).

Upon review the proposals received from the A/Es, the board members rated each of the A/Es for the listed evaluation factors using a scale of 0 to 4, 4 being the highest rating. All the evaluations from each of the members (Attachment No. 3) were tabulated and added to arrive at a total numerical score (Attachment No. 4). Based on the tabulation, a rating list has been prepared with the first firm on the list being the top scorer (Attachment No. 5).

Please select required number of firms to award ID/IQ contracts in the same order as provided in the rating list. The regulations require that if you choose not to select as recommended by the board, you have to provide justification and select the firm next on the rating list. Upon completing the selection please send a copy for files of the Board.

REFERENCE TO USE AS TEMPLATE FOR ANY TYPE OF DGS RFP REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Evaluation Team Report to Contracting Officer "Page 2 of 2"

SUBJECT: Evaluation Board's report for awarding Indefinite Delivery, Indefinite Quantity Contracts

No.	Name of the Firm	Rating by the Board	Rating by Contracting Officer
1			
2			
3			
4			
5			

Comments:

NAME, TITLE _____ Date _____

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Justification for Selection

Date: _____

Subject: **Project No:** _____
Construction Contract No.: _____
Contract Name: _____

Cluster Leader had approved the list of three Contractors to negotiate the services and the cost. Meetings were held with all the three Contractors. They were provided with the scope for their services. All the Contractors were requested to submit their recommended team and the cost proposal no later than 2.00 PM on_____. The proposals were received and tabulated.

All the members reviewed the team proposed by each of the Contractors and their cost proposal. Upon discussion, it was determined that_____Contractors Firm was to be contacted for further negotiation. If the negotiations fail, the next Contractors to be selected for negotiation will be_____. This determination was based on the following:

1.
2.
3.

Prepared by: _____
_____

Concurred by: _____
_____

Concurred by: _____
_____

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

RECORD OF NEGOTIATION

Date: _____

SUBJECT: Contract No.: _____
Project No.: _____
Task Order No. _____
Contract Name: _____

A meeting was held with the_____on_____. Mr./Ms. _____, Contract Specialist, Mr./Ms._____, Chief of Construction management and Mr./Ms._____, Administrator of CCSA also participated in the meeting. In the meeting the proposal submitted by the CM contractor on_____was discussed.

At the conclusion of the meeting, it was mutually agreed for $_____as the compensation for the_____Services. It was agreed that the Contractor will provide the required services within seven calendar days of approval of the Task Order by the Contracting Officer or on the date specified in the Task Order. It was also agreed that he will provide additional services only if such services are requested in writing by the Contracting Officer.

Contractor was advised that a Task Order will be prepared for the Contracting Officer's approval and he could start the work only after receiving an approved copy of the Task Order signed by the Contracting Officer.

Prepared by: _____
Project Manager, CCSA, DGS

Concur by: _____
Contract Specialist, C&P

Agreed by: _____
Name of the Representative, Name of the Firm

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Task Order Document (Page 1 of 2)

Name of the Person
Name of the Company
Street Address
City, State and Zip code

Subject: Contract No.: _____
Project No.: _____
Project Name: _____
Task Order No.: _____

Dear_____,

This Task Order is issued in accordance with the subject contract. The work to be performed under the task order is delineated in the attached Appendix A dated_____/ Description of Work dated_____.

The work for the services required under Title I shall begin within seven (7) calendar days of the date of this task order and shall be completed within_____calendar days thereafter. This timeframe includes the time required by the District to review the design submittals and provide the comments.

For the services provided under the task order, the District will pay an agreed amount of ----------Dollars ($----------) for Title I Services and_____Dollars ($_____) totaling to_____Dollars ($_____).

No work under Title II services shall be started until written receipt of authorization from the Contracting Officer's. If this work is authorized, the services will be required for the duration of the construction contract.

Partial payments under this task order will be made in accordance with the contract and the payment schedule approved by the Project Manager for the acceptable work accomplished.

REFERENCE TO USE OF TEMPLATE OR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Task Order Document (Page 1 of 2)

Subject: Contract No.: _____
Project No.: _____
Project Name: _____
Task Order No.: _____

The total negotiated amount of_____Dollars ($_____) is based on unaudited overhead rate of___%. As agreed on_____, the rate as well as the total task order amount will be adjusted upon receipt of acceptable audited report for the overhead rate. Requests for payment under this task order shall be made after submitting the aforementioned report.

All other conditions as applicable to the subject contract remain unchanged.

Sincerely,

Contracting Officer

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Authorization for Title II Services

Name of the Person
Name of the A/E Firm
Steer Address
City, State and Zip Code

SUBJECT: **A/E Contract No.:** _____
Task Order No.: _____
Project No.: _____
Project Name: _____

Project Name
Authorization for Title II Services

Dear_____,

Reference is made to the subject Task Order that was issued by the Contracting Officer on _____.

As stated in the Task order, I am hereby authorizing you to provide all the services required by the Title II services for the project. It should be noted that the Title II Services can only be provided up to the amount authorized in the Task Order. Additional services, if required, shall be provided only after receiving written authorization from the Contracting Officer for such services.

If you have questions or need additional information you may call me at (202) ###-####.

Sincerely,

Name of the Project Manager
Project Manager

Attachments as stated

Copy to **Cluster Leader** _____
C&P Representative _____

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

ROUTING SHEET

PROJECT MANAGER _____

DATE:

VENDOR NAME:

$$ AMOUNT: _____

CONTRACT/CO/INVOICE# _____

PROJECT NUMBER _____

Check appropriate boxes:

Date and initial appropriate box(es):	INITIALS & DATE RECEIVED	PROJECT APPROVAL	BUDGET REALLOCATION	BID	CONTRACT	CHANGE ORDER	INVOICE PAYMENT	PERMIT APPROVAL	DESIGN REVIEW
DC DGS									
Project Manager		INITIAL	INITIAL	INITIAL	INITIAL	INITIAL	INITIAL	INITIAL	INITIAL
Cluster Leader		INITIAL	INITIAL	INITIAL	INITIAL	INITIAL	INITIAL	N/A	N/A
Deputy Director		INITIAL	N/A	INITIAL	INITIAL	INITIAL	INITIAL	N/A	N/A
Invoice Processor		N/A	N/A	N/A	N/A	N/A	INITIAL	N/A	N/A
Bid Evaluation Team		N/A	N/A	INITIAL	N/A	N/A	N/A	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Project Manager handoff		N/A	INITIAL	N/A	INITIAL	INITIAL	INITIAL	N/A	INITIAL
Contractor (if applicable)		N/A	N/A	N/A	INITIAL	INITIAL	INITIAL	N/A	N/A
Architect (if applicable)		N/A	N/A	N/A	N/A	N/A	INITIAL	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DC C&P		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Contract Specialist		N/A	N/A	INITIAL	INITIAL	INITIAL	N/A	N/A	N/A
Contracting Officer		N/A	N/A	INITIAL	INITIAL	INITIAL	N/A	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DC OFRM		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OFRM Representative		INITIAL	INITIAL	N/A	N/A	N/A	INITIAL	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DC Permit Dept		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Permit Expeditor		N/A	N/A	N/A	N/A	N/A	N/A	INITIAL	N/A
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Design Reviewers		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CM (QC)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	INITIAL
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Using Agency		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
UA Representative		INITIAL	N/A	N/A	N/A	N/A	N/A	N/A	INITIAL
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

REFERENCE TO USE AS TEMPLATE ONLY TO BE UPLOADED TO THE PM SOFTWARE

2000 14TH STREET, NW, 8TH FLOOR, WASHINGTON, D.C. 20009
(202) 727-2800 FAX: (202) 727-9877

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Description of Change Document for Article 3 Letter (BCD)

Date: _____

Name of the Person
Name of the Contractor
Street Address
City, State, and Zip Code

Subject: BCD No.:_____, Article 3 Letter
Contract No.: _____
Project No.: _____
Project Name: _____

Dear_____,

Immediately upon receipt of this document and in accordance with Article 3 of the contract, you are directed to proceed with the enclosed Description of Change dated_____.

If a request for an increase in contract amount or time is to be made, or if a credit is due the District of Columbia, your written request or statement of credit should be promptly made to the Contracting Officer.

Your request for an increase or statement of credit should include details on cost of labor, material, equipment, overhead, profit, and any pertinent data which affect the subject change. Should extension of the period of contract performance be a consideration, a complete justification is also required, explaining the time involved and how this change affects the contract as a whole. You should also describe the activity or activities affected and the number of days each activity(s) duration has to be increased or decreased. However, all items of work not affected by this change shall be completed within the time specified in the contract.

It is requested that you submit your complete proposal within twenty (20) days from receipt of this letter.

Sincerely,

Contracting Officer

Enclosures as stated

REFERENCE TO USE AS TEMPLATE FOR TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

LOG OF CHANGE ORDER DRAWINGS

Project No.: _____
Name of the A/E: _____
A/E Contract No.: _____
Task Order No.: _____
Change Order No.: _____
Construction Contractor Name: _____
Contract No.: _____
Contract Name: _____

C.O. Dwg. No.	Description of Drawing	Drawing Date	Issue date	BCD No./ D.C No.

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

MFR OF NEGOTIATION FOR CHANGE ORDER

Date: _____

SUBJECT: Contract No.: _____ Project No.: _____
Contract Name: _____
Change Order No.: _____
BCD No.: _____

The contractor,_____, was requested on_____to submit a cost proposal for performing additional change order work. He submitted his cost proposal on _____ in the amount of $_____.

A negotiation meeting was held with Mr. / Ms._____of_____ on_____. In attendance were:_____,_____, _____, and_____representing the District.

Upon conclusion of the meeting it was mutually agreed for $_____as the compensation for the added work identified in the scope of work. It was also agreed that contract time be extended by_____calendar days. Details for the time extension are provided in the attached time extension justification memo.

Contractor was advised that a Change Order as agreed for added costs and time will be prepared for the Contracting Officer's approval and he will start the work only after receiving an approved copy of the change order signed by the Contracting Officer.

Prepared by: _____
_____, Office Engineer, CCSA, DGS

Concurred by: _____
_____, Project Manager, CCSA, DGS

Concur by: _____
_____, Contract Specialist, C&P

Agreed by: _____
Name of the Contractor

Enclosure(s): _____

REFERENCE TO USE AS TEMPLATE FOR ANY TYPE OF CO REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Checklist for Change Order Package

CHANGE ORDER NO.: ARTICLE 3

PROJECT NO.:
CONTRACT NAME:
CONTRACT NO.:
CONTRACT NAME:
PROJECT MANAGER:
CONTRACT SPECIALIST:

NO.	ITEM	YES	NO
1	CHANGE ORDER SIGNED BY THE CONTRACTOR		
2	SCOPE OF WORK		
3	MEMORANDUM OF NEGOTIATIONS		
4	GOVERNMENT COST ESTIMATE		
5	CONTRACTOR COST PROPOSAL ARTICLE 3 LETTER, FWA		
6	LIST OF PAST CHANGE ORDERS		
7	COPY OF THE CONTRACT		
9	FUNDING DOCUMENT		
10			
11			
12			

PREPARED BY:
NAME: DATE
TITLE: PROJECT MANAGER

APPROVED BY:
NAME: DATE
TITLE: CLUSTER LEADER

APPROVED BY:
NAME: DATE
TITLE: ADMINISTRATOR

I COMPLETED SCANNING THE CHANGE ORDER PACKAGE TO THE PASS

NAME: DATE:

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED IN SHAREPOINT

2000, 14th Street NW, 8th Floor, Washington DC 20009
202-671-2214 Fax: 202-671-0648

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

MFR of Failure to Agree on CO Costs

Date: _____

SUBJECT: Contract No.: _____
Project No.: _____
Contract Name: _____
Change Order No.: _____
BCD No.: _____

The contractor,_____, was requested on_____to submit a cost proposal for performing additional change order work. He submitted his cost proposal on_____in the amount of $_____.

A negotiation meeting was held with Mr._____of_____on _____. In attendance were:_____,_____, _____, and_____representing the District.

After extensive discussions no agreement could be reached for fair and reasonable costs for the change.

*In view of this, as the contractor has already accomplished the work under Article 3 Directive (BCD NO.____dated_____), in order for him to be paid, it was mutually agreed that the District will issue a final decision for the amount the District considers as fair and reasonable. It was also agreed that the District will state in the decision letter that the following items were agreed for the costs noted against each of these items and these items are not in dispute:

*In view of this, as time is of essence, the contractor was advised that the District will issue an Article 3 Letter directing him to proceed with the work immediately pending settlement of costs and time for the work.

Prepared by: .
_____
_____, Office Engineer, CCSA, DGS
Concurred by: .
_____
_____, Project Manager, CCSA, DGS
Concurred by: .
_____
_____, Contract Specialist, C&P
Concurred by: _____
Name of the Contractor
*Note: Use one of the two

REFERENCE TO USE AS TEMPLATE FOR THE DC DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Prolog REPORT

Change Order Log (Prolog)

Report CD-G-0016

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Article 3 Letter (BCD) Checklist

Subject: BCD No._____, Article 3 Letter Date:_____
Contract No.: _____
Project No.: _____
Project Name: _____

Sample:

- Refer to Contract drawing Nos._____through _____dated_____.
- Delete the requirement of providing (describe the work shown or identified in the drawing) as shown on_____.
- Delete all the drawings listed above in their entirety.
- Provide (describe the work shown or identified in the drawing) in accordance with the details provided in the Change Order Drawing Nos._____through ____dated _____.
- Replace the deleted drawings with the drawings identified above.
- Refer to Contract specifications Section_____paragraph_____. Delete this paragraph in its entirety
- Provide the (describe the work required in the change order specification) as delineated in the attached specifications title _____ dated _____.

_____ _____
Project Manager Date

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Reason for Change and Status of Work

Subject: Subject: BCD No. 00 (Article 3) Date:_____
Contract No.: _____
Title: _____

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

STATUS OF AFFECTED WORK

The Contractor is awaiting this directive to proceed with work. The contract work is approximately ___% complete. This change does not affect the items that are on critical path of work and can be accomplished concurrently with the contract work.

The following contract work activities related to this change order work are not being performed and are on critical path as such the contract work is being delayed:

Budget Approval Request (Page 1 of 2)

First Paragraph (Choose one)

1) ***New Project Approval:*** I am requesting administrative approval for the *Name of Project* (project number 9XXXXX).

2) ***Augmentation of Existing Project:*** I am requesting administrative approval for a budget increase and change of scope for the *Name of Project* (project number 9XXXXX).

Second Paragraph (if applicable)

History of prior approvals for this project &/or history relating to this project.

Third Paragraph

Description of the project or use your executive summary from your PPG in brief.

Fourth Paragraph (if applicable, need for the budget increase and a detail description)

Example of detail description:

"Net project budget increases of $800,000 have been experienced due to the following:

Net Construction Cost Increases Attributable to Original Scope (+$400,000)
Net construction cost increases attributable to the original scope include higher foundation costs due to poor soil conditions ($200,000), higher than anticipated costs for vertical structure ($100,000), increased costs for fire separation between X building and the adjacent Y building per the Fire Marshal ($100,000), and increased site utility costs due to the unanticipated complexity of existing conditions ($100,000). These increased costs were offset by (-$100,000) reduction in construction management fees.

Construction Cost Increase Attributable to New Scope (+$300,000)
Explanation

Soft Cost Increase (+200,000)
Explanation

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Budget Approval Request (Page 2 of 2)

Special Items Decreased (-$100,000)
Explanation

Fifth Paragraph (Final)

The **revised** *(if applicable)* total project cost of $15,000,000 would be funded from gift funds ($5,000,000), campus funds ($5,000,000), and external financing ($5,000,000).

Attached
SOW
Project Budget Estimate
Contract or Amended *Contract*
Schedule or Revised Schedule (if applicable)

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Request OFRM to Reallocate Funds

Office of Finance and Resource Management
Account and Reporting Fixed Assets (Real Property)

Building ID No. _____ **Date**_____

Building Name: _____

Building Location/Address: _____

Purchase Order No.:_____ **Project No.:**_____**Phase**: _____

Contract Number:_____**Task Order No.:** _____

Contractor's Name: _____

Contractor's Address: _____

Partial Payment No:_____**Date:**_____**Payment Amount:** $_____

Received in OFRM by:_____**Date:**_____

Program Funding Code_____**Title**: _____

PROGRAM FUNDING CODES

1) Exterior Doors and Frames
2) Windows and Frames
3) Exterior Finishing –other
4) Exterior Walls
5) Roofing
6) Interior Door and Frames
7) Ceilings
8) Floors
9) Interior Walls
10) Life Safe Code Compliance
11) ADA Compliance
12) Kitchen Equipment
13) Asbestos Abatement
14) Foundation / Site Condition
15) Heating Plants- Boilers
16) Cooling Plants –HVAC
17) Plumbing Fixtures
18) Plumbing Facilities
19) Other: _____

19) Fire Suppression
20) Emergency System
21) Lighting
22) Electrical System
23) Interior Finishing –other
24) Underground Storage Tanks
25) Elevator Renovations
26) Equipment purchase
27) Information Technology (IT)
28) Storage Tanks
29) Site Acquisition
30) Security Systems
31) Project Manager Services, Title I & II
32) Project Closeout
33) New Building /Additions
34) Site Preparation
35) Environmental Cleanup
36) Structural Work

Submit an Account and Reporting of Fixed Assets (Real Property) data sheet for all capital construction projects_____

REFERENCE PAGE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

BREAKDOWN FOR PROGRESS PAYMENT REQUEST
ARCHITECT-ENGINEER DESIGN TASK ORDERS

Date submitted:

Project Name: Project No.:

Task Order No.: P.O. No.:

A/E Contract No.:

Title I Services:

Change Order No. 1			
Change Order No. 2			
Change Order No. 3			
Change Order No. 4			
Total for Change Orders		$ -	
Total for Title I Services:			**$ -**

Title I Services Completed:

Original Title I work completed %	
Change Order 1 work compl. %:	
Change Order 2 work compl. %:	
Change Order 3 work compl. %:	
Change Order 4 work compl. %:	
Total Change Order compl.:	
Total Title I Service work completed:	**$ -**

Title II Services:

Attend pre-con. Conf.	LS		
Review submittals	LS		
Attend____Progress Meetings @ 12			
Inspect construction,____@			
Respond to RFI docs.	LS		
Attend Testing	LS		
Attend BO Inspection	LS		
Attend Final inspection	LS		
Review As-Built drawings	LS		
Total for Title II Services			**$ -**

Title II Services Completed:

Attend pre-con. Conf	LS		
Review submittals:	LS		
Attend Progress Meetings @			
Inspect construction,____@			
Respond to RFI docs.	LS		
Attend 10 Testing	LS		
Attend BO Inspection	LS		
Attend Final inspection	LS		
Review As-Built drawings	LS		
Total work completed for Title II Services			$ -
Total work completed for Title I & Title II Services			**$ -**

CD-G-0021

RESERVED TO DGS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PIVOT SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

PROGRESS PAYMENT REQUEST FORM FOR WORK PERFORMED

ARCHITECT-ENGINEER DESIGN TASK ORDERS

Date submitted: January 0, 1900

Project Name: Project No. 0

A/E Contractor: Contract No.: Task Order No.: 0

A/E Address: 0

P.O. No.: January 0, 1900

A/E Phone No.: For period from: To:

Payment Request No.:

1. Original Task Order Amount for Title I Services	$ -	
2. Net Amount of Modifications to Title I Services	$ -	
3. Revised Task Order Amount for Title I (1+2)		$ -
4. Original Task Order Amount for Title II Services	$ -	
5. Net Amount of Modifications to Title II Services		
6. Revised Amount for Title II (5+6)		$ -
7. Total Task Order Amount for Title I & Title II		$ -
5. Total Amount Completed %		$ -
6.Less Percentage Retained	10%	$ -
7.Less Previous Payments		
8. TOTAL AMOUNT DUE THIS PAYMENT (5-6-7)		**$ -**

CONTRACTOR'S CERTIFICATE: I Certify that all items, quantities and prices of work shown in the requisition are correct to the best knowledge and belief.

CERTIFICATION OF TIMELY PAYMENTS TO SUBCONTRACTORS AND SUPPLIES: I will make timely payments from the proceeds of this payment to all subcontractors and suppliers in accordance with my contractual arrangements with them. I have made payment from previous payments to all subcontractors and suppliers in accordance with my contractual arrangements with them.

A/E CONTRACTOR'S SIGNATURE

Printed name

TITLE

DC CERTIFICATE: I certify that to the best of my knowledge and belief, this requisition is a true and correct statement of work performed by the contractor; and that the work complies with the requirements of the contract.

CONSTRUCTION. REPRESENTATIVE.: DATE:

PROJECT MANAGER: DATE:

EXEC. PROGRAM MANAGER.: DATE:

OPERATIONS MANAGER.: DATE:

DEPUTY DIRECTOR: DATE:

REFERENCE TO USE AS TEMPLATE FOR TYPE OF DATA REQUIRED TO BE UPLOADED TO E-PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

PROGRESS PAYMENT REQUEST FORM FOR WORK PERFORMED

Date submitted: _____

Project No. _____ Contract No.: 0 _____ Purchase Order No.: _____

Contract Name: **0** Contract Starting Date: _____

Contractor: 0 Contract Compl. Date: _____

Payment Request No.: _____ For period from: To: Inclusive

1. Original Total Contract Amount				
2. Net Amount of Change Orders Executed				
3. Adjusted Total Contract Amount (1+2)				$ -
4. Scheduled For Completion %	0.00%			
5. Total Amount Completed %	0.00%			$ -
6. Stored Material				$ -
7. TOTAL (4+6)				**$ -**
8.Less Percentage Retained	10%			$ -
9.Less Previous Payments				$ -
TOTAL AMOUNT DUE THIS PAYMENT (7-8-9)				**$ -**

CONTRACTOR'S CERTIFICATE: I Certify that all items, quantities and prices of work and material shown in the requisition are correct to the best of my knowledge and belief.

CERTIFICATION OF TIMELY PAYMENTS TO SUBCONTRACTORS AND SUPPLIES: I will make timely payments from the proceeds of this payment to all subcontractors and suppliers in accordance with my contractual arrangements with them. I have made payment from proceeds of prior payments to all subcontractors and suppliers in accordance with my contractual arrangements with them.

_____
CONTRACTOR'S SIGNATURE

By: _____
Printed name

_____ _____
TITLE DATE

DC CERTIFICATE: I certify that o the best of my knowledge and belief, this requisition is a true and correct statement of work performed and materials supplied by the contractor and that the work and materials comply with the requirements of the contract. I also certify that all of the required certified payroll affidavits have been received.

CONSTRUCTION. REPRESENTATIVE. _____ DATE: _____

PROJECT MANAGER: _____ DATE: _____

EXEC. PROGRAM MANAGER.: _____ DATE: _____

OPERATIONS MANAGER.: _____ DATE: _____

DEPUTY DIRECTOR: _____ DATE: _____

REFERENCE TO USE AS A TEMPLATE FOR THE TYPES OF DATA REQUIRED TO BE UPLOADED TO THE PMIS SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

PAYMENT REQUEST FOR WORK PERFORMED
SUMMARY SHEET

Project No.: **Date:**
Contract Name:
Contract No.
Payment Request No.: Contractor:

ITEM	CONTRACT AMOUNT	%THIS REPORT	%LAST REPORT	VALUE	MATERIAL ON SITE
1. General Expenses				$ -	
2. Existing Conditions				$ -	
3. Concrete				$ -	
4. Masonry				$ -	
5. Metals				$ -	
6. Woods, Plastic, and Composites				$ -	
7. Thermal & Moisture Protection				$ -	
8. Openings				$ -	
9. Finishes				$ -	
10. Specialties				$ -	
11. Equipment				$ -	
12. Furnishings				$ -	
13. Special Construciton				$ -	
14. Conveying Equipment				$ -	
21. Fire Suppression				$ -	
22. Plumbing				$ -	
23. Heating, Ventilating, Air Cond.				$ -	
25. Integrated Automation				$ -	
26. Electrical				$ -	
27. Communicaitons				$ -	
28. Electronic Safety, Security				$ -	
31. Earthwork				$ -	
32. Exterior Improvements				$ -	
33. Utilities				$ -	
34. Transportation				$ -	
Total	**$ -**	**#DIV/0!**		**$ -**	**$ -**

REFERENCE TO USE AS TEMPLATE

2000 14TH STREET, NW, 8TH FLOOR, WASHINGTON, D.C. 20009
(202) 727-2800 FAX: (202) 727-9877

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Payment Request Receipt from OFRM

Office of Finance and Resource Management
Account and Reporting Fixed Assets (Real Property)

Building ID No._____ **Date**_____

Building Name: _____

Building Location/Address: _____

Purchase Order No.:_____ **Project No.:**_____**Phase**: _____

Contract Number:_____**Task Order No.:** _____

Contractor's Name: _____

Contractor's Address: _____

Partial Payment No:_____**Date:**_____**Payment Amount:** $_____

Received in OFRM by:_____**Date:**_____

Program Funding Code_____**Title**: _____

PROGRAM FUNDING CODES

1) Exterior Doors and Frames
2) Windows and Frames
3) Exterior Finishing –other
4) Exterior Walls
5) Roofing
6) Interior Door and Frames
7) Ceilings
8) Floors
9) Interior Walls
10) Life Safe Code Compliance
11) ADA Compliance
12) Kitchen Equipment
13) Asbestos Abatement
14) Foundation / Site Condition
15) Heating Plants- Boilers
16) Cooling Plants –HVAC
17) Plumbing Fixtures
18) Plumbing Facilities
19) Other: _____

19) Fire Suppression
20) Emergency System
21) Lighting
22) Electrical System
23) Interior Finishing –other
24) Underground Storage Tanks
25) Elevator Renovations
26) Equipment purchase
27) Information Technology (IT)
28) Storage Tanks
29) Site Acquisition
30) Security Systems
31) Project Manager Services, Title I & II
32) Project Closeout
33) New Building /Additions
34) Site Preparation
35) Environmental Cleanup
36) Structural Work

Submit an Account and Reporting of Fixed Assets (Real Property) data sheet for all capital construction projects

REFERENCE PURPOSE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Project Invoice Report

(Prolog) CD-G-0024

Contractor Evaluation

1. INTRODUCTION

[*Adapted from the Commonwealth of Pennsylvania Department of General Services… Review Draft: June 14, 2005*]

DEFINITIONS

The term "Contractor" means the Construction General Contractor.

The term "Administrator" means the Administrator of Construction in the Office of Property Management's Construction Division.

The term "Deputy Director" means the Deputy Director of Construction in the Office of Property Management's Construction Division.

The term "Project Manager" means the Property Manager assigned to the Project by the Office of Property Management's Construction Division.

The term "Client" means the District agency for which the Office of Property Management is managing the Project.

The term "Project" means an Office of Property Management managed construction project.

The term "Representatives" means DGS's third party professionals, such as architects and engineers.

The acronym "QA/QC" means Quality Assurance/Quality Control.

The acronym "SOV" means Schedule of Values.

The Contractor Performance Evaluation System has been developed to evaluate the performance of contractors on current construction projects. This system makes it possible for the Office of Property Management (DGS) to review the Contractor's performance on DGS managed construction projects.

DGS will conduct construction contractor performance evaluations for all construction projects managed by DGS regardless of the method of procurement.

2. SCHEDULE OF EVALUATION

(A) DGS will evaluate a Contractor's performance during the course of each Project. The minimum frequency of evaluations will be based on the percent of physical work completed, as shown in the following table:

REFERENCE TO DGS AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

MINIMUM FREQUENCIES OF PERFORMANCE EVALUATIONS	
Contract Duration	**Evaluation Frequency**
Up to 4 months	One: at final completion
Between 4 to 12 months	Two: at 50% and final completion
Beyond 12 months	Five: at 15%, 30%, 50%, 75% and final completion

(B) In addition to the above, DGS reserves the right to evaluate a Contractor's performance at any time during a Project provided that no less than thirty (30) calendar days has elapsed since the last performance evaluation.

3. PERFORMANCE EVALUATION

The DGS Project Manager (PM) will be responsible for ensuring that the Contractor Performance Evaluation Form (Exhibit A) is completed and submitted to the Administrator in accordance with the above Section 2. The Contractor Performance Evaluation Form consists of two parts: Part 1 Summary Report, and Part 2 DGS Project Manager Report. Upon completing Part 2, the PM will complete Part 1 Summary Report and calculate the Contractor's overall performance rating for the project to-date. The PM will be responsible for completing and submitting its evaluation to the DGS Senior Project Manager (Senior PM) within 5 business days of Contractor's completion of an evaluation milestone as set forth in the table in Section 2(A) above, and additionally will be responsible for completing and submitting its evaluation to the Senior PM at such other times as DGS deems appropriate, in its sole discretion, in accordance with Section 2(B) above.

The Senior PM will be responsible for submitting the completed Contractor Performance Evaluation Form to the Administrator for review approval. The Administrator will review the Contractor Performance Evaluation Form to ensure that ratings are fair, consistent, and accurate based on the underlying facts and supporting documentation.

Upon approval, the Administrator will forward the Contractor Performance Evaluation Form to the Deputy Director for approval and signature. The final evaluation form will be sent to the Contractor per Section 6 of these guidelines.

4. EVALUATION CRITERIA

As identified on the Contractor Performance Evaluation Form, the evaluation criteria and sub-factors of each criteria are:

QUALITY OF WORK

- Quality of Workmanship
- Quality of Subcontractors' Work
- Compliance with Plans and Specifications
- Adequacy of the QA/QC Plan
- Adequacy of the QA/QC Testing
- Implementation of the QA/QC Plan

- Quality of QA/QC Documentation
- Storage of Materials
- Adequacy of Materials
- Use of Specified Materials
- Quality of Submittals
- Timely Correction of Deficient Work

COST CONTROL

- Practices Change Order Avoidance and Minimization
- Change Order Documentation
- Change Order Pricing (based on the percentage calculated by dividing the total value of the change orders since the last evaluation by the total Project budget applicable to the same period, the rating for this sub-factor shall be:≤ 3% = 100, ≤ 10% = 90, ≤ 15% = 80, ≤ 20% = 70, > 20% = 60)
- Timely Performs Change Order Work

SCHEDULE/TIME MANAGEMENT

- Adequacy of Initial Project Schedule
- Adherence to Approved Schedule
- Schedule Update Timeliness and Accuracy (Monthly)
- Timely Submittal of and Adherence to Recovery Schedule (If Applicable)
- Timely Notification of Conditions Impacting Schedule (such as, inspectors, material lead times, coordination with other city agencies)
- Timely Submission of Shop Drawings
- Timely Payments to Subcontractors and Vendors
- Timely Conducting of all Inspections, including, for example, inspections for permits (materials, mechanical systems, close-out, etc.)

MANAGEMENT

- Cooperation/Responsiveness with DGS Project Staff, Client and Representatives
- Coordination with Other Primes
- Coordination and Control of Subcontractors
- Professional Conduct
- Management of Personnel/Resources
- Adequate Amount of Workforce, Materials and Equipment to Meet Schedule
- Job-site Supervision
- Adequacy of Daily Work Log
- Review/Resolution of Subcontractor's Issues
- Compliance with Laws, Regulations, Permits, Inspections, Testing
- Housekeeping (i.e. cleanliness of job site, trailer, etc.)
- Invoices adhere to approved S.O.V./% Complete
- Prompt Correction of Deficiencies
- Certified Payrolls Properly Completed and Submitted
- Trained and Skilled Workforce

SAFETY STANDARDS

- Adequacy of Safety Plan
- Implementation of Safety Plan
- Minimizes Job-site Accidents
- On-site Safety Maintenance
- Compliance with Worker Exposure Requirements
- Compliance with Drug/Alcohol Abuse Requirements
- Adequacy of Regulatory Compliance Documentation

CLOSE-OUT

- Prompt Completion of Punch List
- Promptness of submitting As-built Drawings, O&M Manuals, Warranties, etc.
- Quality of As-built Drawings, O&M Manuals, Warranties, etc.
- Adequacy of User Training
- Supports Building Commissioning
- Demobilization and Site Clean-up

5. PERFORMANCE EVALUATION RATING SYSTEM

In evaluating and rating each criteria and sub factor on the Contractor Performance Evaluation Form, the evaluator will use the following rating systems. The ratings reflect the District's satisfaction with the Contractor's performance of the requirements of the Project from the date of the last evaluation (or from Project commencement if it is a first Project evaluation) to the date of the current evaluation.

Excellent (100)
When applied to the individual evaluation sub-factor, a rating of excellent should be given if the contractor work far exceeds the contract requirements by consistently exhibiting excellent performance typically meets and regularly exceeds the contract requirements.

Good (90)
When applied to the individual evaluation sub-factor, a rating of good should be given if the Contractor often exceeds the contract requirements and frequently provides a high level of performance, typically meets, and often exceeds the contract requirements.

Satisfactory (80)
When applied to the individual evaluation sub-factor, a rating of satisfactory should be given if the Contractor provides an acceptable level of performance consistently meeting the contract requirements.

Marginal (70)
When applied to the individual evaluation sub-factor, a rating of satisfactory should be given if the Contractor performs slightly below the requirements of the contract, meeting the contract requirements on an intermittent basis.

Unsatisfactory (60)

When applied to the individual evaluation sub-factor, a rating of unsatisfactory should be given if the Contractor fails to meet important contract requirements, resulting in a negative impact on the entire project.

For any performance evaluation rating value below Satisfactory (80.0), the evaluator must provide written comments with specific explanations of how and when a Contractor failed to meet the contract requirements.

6. NOTIFICATION TO CONTRACTOR

DGS will notify the Contractor of the results of the most recent performance evaluation. The notification will include a cover letter, and a copy of the Contractor Performance Evaluation Form with supporting documents, if any. If the overall Performance Rating is below Satisfactory (80.0), the cover letter will set forth a timeframe in which the Contractor must correct deficiencies to achieve an overall performance rating of at least satisfactory (80.0). If the Contractor fails to remedy the deficiencies within this timeframe, DGS will input results into the DGS database and submit a copy of evaluation and supporting documents to C&P for inclusion in the Contractor's C&P file.

7. CONTRACTOR CHALLENGES

A Contractor who wishes to challenge a performance evaluation shall submit its challenge in writing to the Deputy Director, with a copy to the Administrator, postmarked within fifteen (15) calendar days of date of notice.

The written challenge must include a detailed explanation, and documentation, if any, of the specific grounds for the challenge.

Failure to timely challenge a performance evaluation in the manner required will be deemed to be a waiver of Contractor's right to challenge that performance evaluation.

If a challenge, in accordance with this Section 7, is given by a Contractor, the results of the Contractor's performance evaluation will not be final (entered into the DGS database) until the Deputy Director renders a final written decision. Upon arriving at a final decision, the Deputy Director, or his designee, will forward said decision to the Contractor. If the Deputy Director's final decision is to maintain the overall Performance Rating, the Deputy Director will forward a copy of the decision to C&P and the Contractor shall be added to the DGS database and a copy of evaluation and supporting documents will be provided to C&P for inclusion in the Contractor's C&P file.

8. FINAL PERFORMANCE EVALUATION RATING

At the completion of a Project, the Contractor will be given a Final Performance Evaluation Rating which will be calculated by averaging all Performance Ratings given in the course of the Project.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Exhibit A
CONTRACTOR PERFORMANCE EVALUATION FORM

Part 1
Summary Report

DATE _____
CONTRACTOR _____
CONTACT NAME _____
PROJECT NUMBER _____
PROJECT NAME _____
PROJECT ADDRESS _____

EVALUATOR_____ **DATE** _____

INSTRUCTIONS:

The Office of Property Management (OPM) should complete a performance evaluation form for each prime contract according to the evaluation schedule set forth above. It is important to use the point ranking system specified on this form.

	SUMMARY RATING	N/A
QUALITY OF WORK		
COST CONTROL		
SCHEDULE/TIME MANAGEMENT		
MANAGEMENT		
COMPLIANCE WITH SAFETY STANDARDS		
CLOSEOUT (Final Only)		
OVERALL PERFORMANCE RATING*		

*Sum of Summary Ratings divided by number of categories evaluated.

PROJECT MANAGER/DATE _____ **SR. PROJECT MANAGER/DATE** _____

ADMINISTRATOR/DATE _____ **DEPUTY DIRECTOR/DATE** _____

REFERENCE COPY ONLY AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Exhibit A
CONTRACTOR PERFORMANCE EVALUATION FORM
Part 2
Construction Inspection Supervisor Detailed Report

DATE _____
CONTRACTOR _____
CONTACT NAME _____
PROJECT NUMBER _____
PROJECT NAME _____
PROJECT ADDRESS _____

EVALUATION SCHEDULE
Circle One: 15% 30% 50% 75% Final Other_____

EVALUATOR_____ DATE _____

QUALITY OF WORK	N/A	Excellent	Good	Satisfactory	Marginal	Unsatis-factory
Quality of Workmanship		100	90	80	70	60
Quality of Subcontractor's Work		100	90	80	70	60
Compliance with Plans and Specifications		100	90	80	70	60
Implementation of the QA/QC Plan		100	90	80	70	60
Adequacy of the QA/QC Plan		100	90	80	70	60
Adequacy of QA/QC Testing		100	90	80	70	60
Quality of QA/QC Documentation		100	90	80	70	60
Storage of Materials		100	90	80	70	60
Adequacy of Materials		100	90	80	70	60
Use of Specified Materials		100	90	80	70	60
Quality of Submittals		100	90	80	70	60
Identification and Timely Correction of Deficient Work		100	90	80	70	60
Summary Rating (Sum of values circled divided by number of sub-factors evaluated)						

Comments for Individual or Summary Ratings less than 80: _____

COST CONTROL	N/A	Excellent	Good	Satisfactory	Marginal	Unsatisfactory
Practices Change Order Avoidance and Minimization		100	90	80	70	60
Change Order Documentation		100	90	80	70	60
Change Order Pricing		100	90	80	70	60
Timely Performs Change Order Work		100	90	80	70	60
Subcontractor Change Order		100	90	80	70	60

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Review and Approval						
Summary Rating (Sum of values circled divided by number of sub-factors evaluated)						

Comments for Individual or Summary Ratings less than 80: _____

Exhibit A
CONTRACTOR PERFORMANCE EVALUATION FORM
Part 2

SCHEDULE/TIME MANAGEMENT	**N/A**	**Excellent**	**Good**	**Satisfactory**	**Marginal**	**Unsatisfactory**
Adequacy of Initial Project Schedule		100	90	80	70	60
Adherence to Approved Schedule		100	90	80	70	60
Schedule Update Timeliness and Accuracy		100	90	80	70	60
Timely Submittal and Adherence to Recovery Schedule		100	90	80	70	60
Timely Notification of Conditions Impacting Schedule, Tie-ins, Shut-downs, etc.		100	90	80	70	60
Time Submission of Shop Drawings		100	90	80	70	60
Timely Payments to Subcontractors and Vendors (Compliance with Prompt Payment Act)		100	90	80	70	60
Timely in Obtaining Permits, Conducting Inspections, etc.		100	90	80	70	60
Summary Rating (Sum of values circled divided by number of sub-factors evaluated)						

Comments for Individual or Summary Ratings less than 80:_____

MANAGEMENT	**N/A**	**Excellent**	**Good**	**Satisfactory**	**Marginal**	**Unsatisfactory**
Cooperation/Responsiveness with DGS Project Staff, Client and Representatives		100	90	80	70	60
Coordination with Other Primes		100	90	80	70	60
Coordination and Control of Subcontractors		100	90	80	70	60
Professional Conduct		100	90	80	70	60
Management of Personnel/Resources		100	90	80	70	60
Provides Adequate Amount of Workforce, Materials and		100	90	80	70	60

SAMPLE OF TO USE A TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Equipment to Meet Schedule						
Job-Site Supervision		100	90	80	70	60
Adequacy of Daily Work Log		100	90	80	70	60
Review/Resolution of Subcontractor's Issues		100	90	80	70	60
Practices Claim Avoidance and Minimization		100	90	80	70	60
Compliance with Laws, Regulations, Permits, Inspections, Testing		100	90	80	70	60
Housekeeping		100	90	80	70	60
Summary Rating (Sum of values circled divided by number of sub-factors evaluated)						

Comments for Individual or Summary Ratings less than 80:_____

Exhibit A
CONTRACTOR PERFORMANCE EVALUATION FORM
Part 2

LABOR STANDARDS	**N/A**	**Excellent**	**Good**	**Satisfactory**	**Marginal**	**Unsatisfactory**
Correction of Noted Deficiencies		100	90	80	70	60
Payrolls Properly Completed and Submitted		100	90	80	70	60
Compliance with Labor Laws		100	90	80	70	60
Compliance with Prevailing Wage Law		100	90	80	70	60
Trained and Skilled Workforce		100	90	80	70	60
Summary Rating (Sum of values circled divided by number of sub-factors evaluated)						

Comments for Individual or Summary Ratings less than 80:_____

SAFETY STANDARDS	**N/A**	**Excellent**	**Good**	**Satisfactoy**	**Marginal**	**Unsatisfactory**
Adequacy of Safety Plan		100	90	80	70	60
Implementation of Safety Plan		100	90	80	70	60
Minimizes Job-site Accidents		100	90	80	70	60
On-site Safety Maintenance		100	90	80	70	60
Compliance with Worker Exposure Requirements		100	90	80	70	60
Compliance with Drug/Alcohol Abuse Requirements		100	90	80	70	60

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Adequacy of Regulatory Compliance Documentation		100	90	80	70	60
Summary Rating (Sum of values circled divided by number of sub-factors evaluated)						

Comments for Individual or Summary Ratings less than 80:_____

_____

Exhibit A
CONTRACTOR PERFORMANCE EVALUATION FORM
Part 2

CLOSE-OUT	**N/A**	**Excellent**	**Good**	**Satisfactory**	**Marginal**	**Unsatisfactory**
Prompt Completion of Punch List		100	90	80	70	60
Promptness/Quality of As-built Drawings, O&M Manuals, Warranties, etc…		100	90	80	70	60
Adequacy of User Training		100	90	80	70	60
Supports Building Commissioning		100	90	80	70	60
Demobilization and Site Clean-up		100	90	80	70	60
Summary Rating (Sum of values circled divided by number of sub-factors evaluated)						

Comments for Individual or Summary Ratings less than 80:_____

_____

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Exhibit A
CONTRACTOR PERFORMANCE EVALUATION FORM

INSTRUCTIONS:
In the space provided below, if applicable, provide additional text to identify and to describe how specific individuals or firms exerted a positive or negative impact on the contractor's performance on this project. The text provided below is for informational purposes only and should already be factored into the evaluation ratings.

Contractor's Personnel

Subcontractor's Personnel

Communications Guideline

DC Logo Center Top
Date and confidential or draft lower right
File and Path in left footer
Page # in center footer
Type font Arial 10pt
File Name:
ProjectName_Subject_Version_Initials_Date
DC DGS_Schedule_V1_JFS_062707

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Contact List

District of Columbia

DGS

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

OFRM

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

C&P

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

Architect

Architect XXX

Address

Address

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

Engineer XXX

Address

Address

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

Construction Manager

GC XXXX

Address

Address

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

REFERENCE TO USE AS TEMPLATE FOR THE TYPES OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

2000 14TH STREET, NW, 8TH FLOOR, WASHINGTON, D.C. 20009
(202) 727-2800 FAX: (202) 727-9877

Consultants

Consultant XXX

Address Address

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

Regulatory Agencies

City XXX

Address Address

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

DCRA

Address

Address

Last	First	Title	Phone	Cell	Fax	Other	Email	Notes

2000 14TH STREET, NW, 8TH FLOOR, WASHINGTON, D.C. 20009
(202) 727-2800 FAX: (202) 727-9877

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Action Items

Project Name:
Distribution List:
DGS:

Priority Key:
1 = Critical Path Item / Due within 2 weeks
2 = Critical Path Item / Due within 4 weeks
3 = Critical Path Item / Due within 8 weeks
4 = Non Critical Path Item

Wednesday, October 01, 2008

Action Item	Project	Agency	Priority	Description	Status	Started	Due	Responsible Party	Remarks

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

2000 14TH STREET, NW, 8TH FLOOR, WASHINGTON, D.C. 20009
(202) 727-2800 FAX: (202) 727-9877

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Action Items

Project Name:
Distribution List:
DGS:

Priority Key:
1 = Critical Path Item / Due within 2 weeks
2 = Critical Path Item / Due within 4 weeks
3 = Critical Path Item / Due within 8 weeks
4 = Non Critical Path Item

Wednesday, October 01, 2008

Action Item	Project	Agency	Priority	Description	Status	Started	Due	Responsible Party	Remarks

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Risk Log

Risk Issue	#	Probability (L, M, H)	Severity (L, M, H)	Type Schedule, Cost, Technical	Strategy Accept, Transfer, Mitigate, Reject	Potential Mitigation Strategy		Comments

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

2000 14TH STREET, NW, 8TH FLOOR, WASHINGTON, D.C. 20009
(202) 727-2800 FAX: (202) 671-0648

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

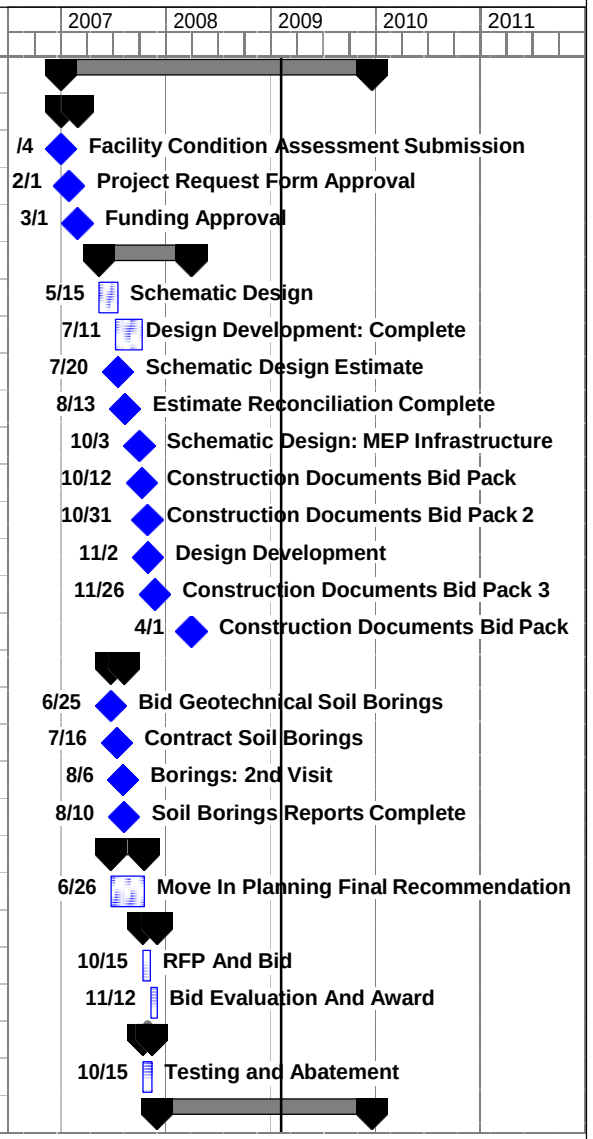
Project Performance Report

CD-G-0029

2000 14TH STREET, NW, 5TH FLOOR, WASHINGTON, D.C. 20009
(202) 727-2800 FAX: (202) 727-9877

Master Project Schedule
Issued: October 9, 2007

ID	Task Name	Start	Date
1	**PROJECT NAME**	**Thu 1/4/07**	**Mon 12/21/09**
2	**DCOPM**	**Thu 1/4/07**	**Thu 3/1/07**
3	Facility Condition Assessment Submission	Thu 1/4/07	Thu 1/4/07
4	Project Request Form Approval	Thu 2/1/07	Thu 2/1/07
5	Funding Approval	Thu 3/1/07	Thu 3/1/07
6	**Architect / Engineer**	**Tue 5/15/07**	**Tue 4/1/08**
7	Schematic Design	Tue 5/15/07	Thu 7/19/07
8	Design Development: Complete	Wed 7/11/07	Fri 10/12/07
9	Schematic Design Estimate	Fri 7/20/07	Fri 7/20/07
14	Estimate Reconciliation Complete	Mon 8/13/07	Mon 8/13/07
15	Schematic Design: MEP Infrastructure	Wed 10/3/07	Wed 10/3/07
10	Construction Documents Bid Pack	Fri 10/12/07	Fri 10/12/07
11	Construction Documents Bid Pack 2	Wed 10/31/07	Wed 10/31/07
16	Design Development	Fri 11/2/07	Fri 11/2/07
12	Construction Documents Bid Pack 3	Mon 11/26/07	Mon 11/26/07
13	Construction Documents Bid Pack 4	Tue 4/1/08	Tue 4/1/08
36	**Geotechnical Engineering or Survey Work**	**Mon 6/25/07**	**Fri 8/10/07**
37	Bid Geotechnical Soil Borings	Mon 6/25/07	Mon 6/25/07
38	Contract Soil Borings	Mon 7/16/07	Mon 7/16/07
40	Borings: 2nd Visit	Mon 8/6/07	Mon 8/6/07
39	Soil Borings Reports Complete	Fri 8/10/07	Fri 8/10/07
31	**Move In Planning Services**	**Tue 6/26/07**	**Fri 10/19/07**
32	Move In Planning Final Recommendations and Budget Presentation	Tue 6/26/07	Fri 10/19/07
41	**Construction Testing and Inspection Services**	**Mon 10/15/07**	**Mon 12/3/07**
42	RFP And Bid	Mon 10/15/07	Fri 11/9/07
43	Bid Evaluation And Award	Mon 11/12/07	Mon 12/3/07
44	**Asbestos Testing and Abatement**	**Mon 10/15/07**	**Thu 11/15/07**
45	Testing and Abatement	Mon 10/15/07	Thu 11/15/07
17	**Construction**	**Mon 12/3/07**	**Mon 12/21/09**

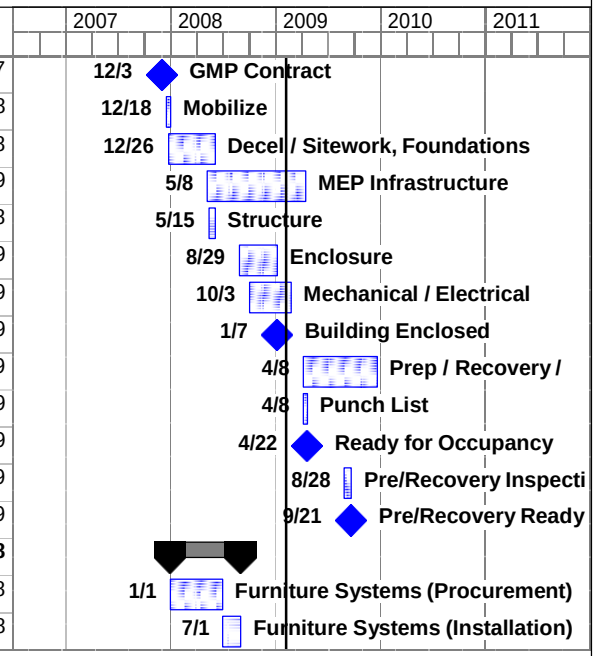


Task		Rolled Up Task		External Tasks	
Progress		Rolled Up Milestone		Project Summary	
Milestone		Rolled Up Progress		Group By Summary	
Summary		Split		Deadline	

Updated Tue 2/3/09

Master Project Schedule
Issued: October 9, 2007

ID	Task Name	Start	Date
18	GMP Contract	Mon 12/3/07	Mon 12/3/07
19	Mobilize	Tue 12/18/07	Wed 1/2/08
20	Decel / Sitework, Foundations	Wed 12/26/07	Thu 6/5/08
30	MEP Infrastructure	Thu 5/8/08	Thu 4/16/09
21	Structure	Thu 5/15/08	Thu 6/5/08
22	Enclosure	Fri 8/29/08	Wed 1/7/09
25	Mechanical / Electrical	Fri 10/3/08	Tue 2/24/09
23	Building Enclosed	Wed 1/7/09	Wed 1/7/09
24	Prep / Recovery / Waiting	Wed 4/8/09	Mon 12/21/09
26	Punch List	Wed 4/8/09	Wed 4/22/09
27	Ready for Occupancy	Wed 4/22/09	Wed 4/22/09
28	Pre/Recovery Inspections: Punch List	Fri 8/28/09	Mon 9/21/09
29	Pre/Recovery Ready for Occupancy	Mon 9/21/09	Mon 9/21/09
33	**FF&E**	**Tue 1/1/08**	**Mon 9/1/08**
34	Furniture Systems (Procurement)	Tue 1/1/08	Tue 7/1/08
35	Furniture Systems (Installation)	Tue 7/1/08	Mon 9/1/08



Task
Progress
Milestone
Summary
Rolled Up Task
Rolled Up Milestone
Rolled Up Progress
Split
External Tasks
Project Summary
Group By Summary
Deadline

Updated Tue 2/3/09

Master Project Schedule
Issued: October 9, 2007

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8	Design Development: Complete	Wed 7/11/07	Fri 10/12/07
9	Schematic Design Estimate: HKS	Fri 7/20/07	Fri 7/20/07
14	Estimate Reconciliation Complete with HKS and CM: 10:00AM - Noon	Mon 8/13/07	Mon 8/13/07
15	Schematic Design: MEP Infrastructure	Wed 10/3/07	Wed 10/3/07
10	Construction Documents Bid Pack 1: MDOT Decel/Site/Civil	Fri 10/12/07	Fri 10/12/07
11	Construction Documents Bid Pack 2:Site Prep/Demo/MEP Reroutes	Wed 10/31/07	Wed 10/31/07
16	Design Development: MEP Infrastructure	Fri 11/2/07	Fri 11/2/07
12	Construction Documents Bid Pack 3: Foundations/Structure/Skin	Mon 11/26/07	Mon 11/26/07
13	Construction Documents Bid Pack 4: Interior Fit-Out	Tue 4/1/08	Tue 4/1/08
44	**Geotechnical Engineering or Survey Work**	**Mon 6/25/07**	**Fri 8/10/07**
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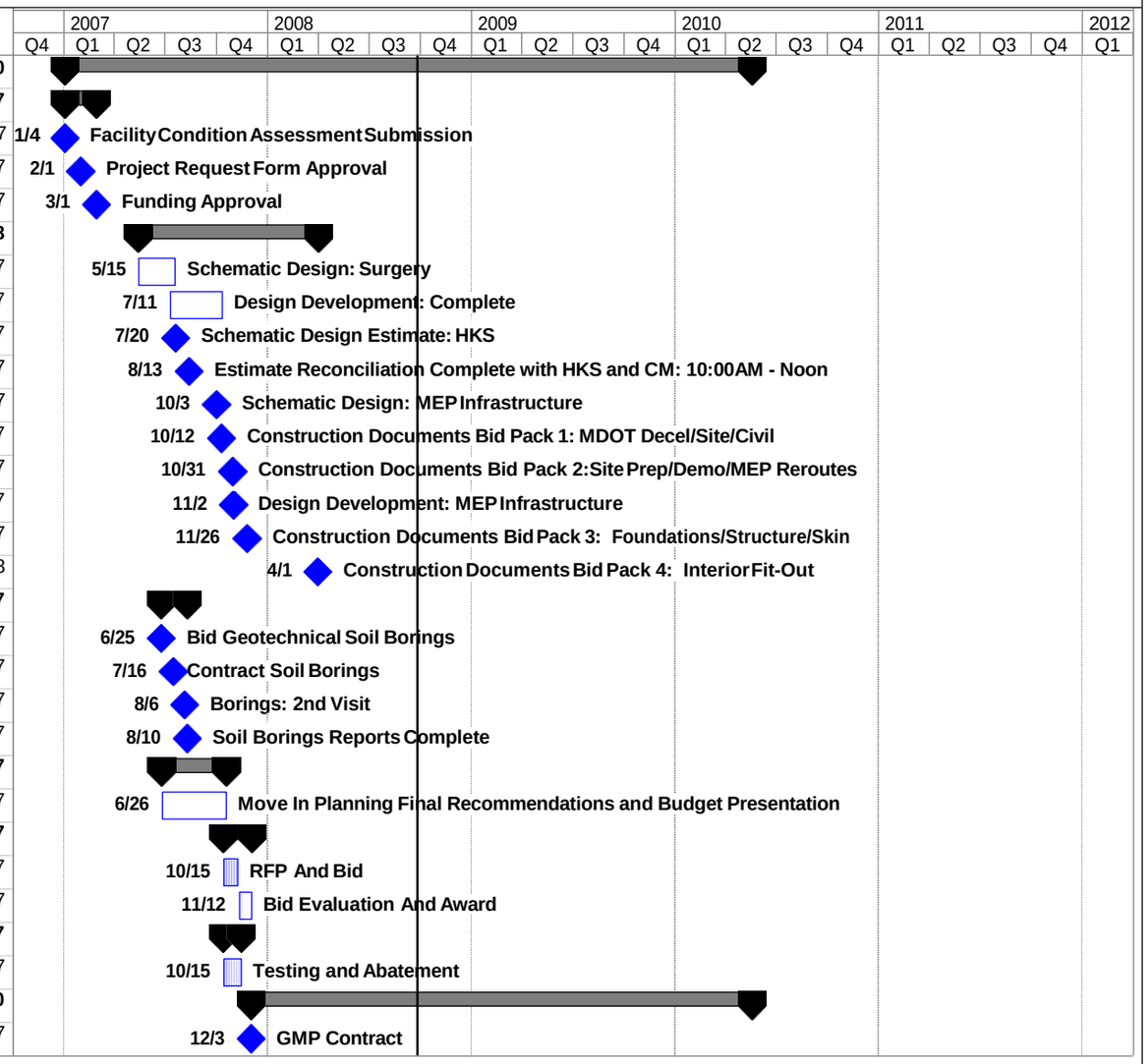
53	Testing and Abatement	Mon 10/15/07	Thu 11/15/07
17	**Construction**	**Mon 12/3/07**	**Thu 5/20/10**
18	GMP Contract	Mon 12/3/07	Mon 12/3/07



Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

Updated Thu 9/25/08

Master Project Schedule
Issued: October 9, 2007

ID	Task Name	Start	Date
19	Mobilize	Tue 12/18/07	Wed 1/2/08
20	Decel / Sitework, Foundations	Wed 12/26/07	Thu 6/5/08
38	MEP Infrastructure	Thu 5/8/08	Thu 4/16/09
21	Structure	Thu 5/15/08	Thu 6/5/08
22	Enclosure	Fri 8/29/08	Wed 1/7/09
24	Surgery & CSR Build Out (A & B)	Wed 10/1/08	Tue 4/7/09
27	Mechanical / Electrical: Basement	Fri 10/3/08	Tue 2/24/09
23	Building Enclosed	Wed 1/7/09	Wed 1/7/09
25	Prep / Recovery / Waiting (C & D)	Wed 4/8/09	Mon 12/21/09
28	Surgery & CSR Inspections / Punch List/ MDCIS Survey (A & B)	Wed 4/8/09	Wed 4/22/09
29	Surgery & CSR Readyfor Occupancy	Wed 4/22/09	Wed 4/22/09
30	Pre/Recovery Inspections: Punch List / MDCIS (C)	Fri 8/28/09	Mon 9/21/09
31	Pre/Recovery Ready for Occupancy	Mon 9/21/09	Mon 9/21/09
26	Lockers / Waiting (E & F)	Tue 12/22/09	Wed 5/5/10
32	Lockers / Waiting: Inspections / Punch List / MDCIS (D)	Tue 12/22/09	Thu 1/14/10
33	Lockers / Waiting: Ready for Occupancy	Fri 1/15/10	Fri 1/15/10
34	PACU / Admin: Inspection / Punch List / MDCIS (E)	Thu 3/4/10	Thu 3/18/10
35	PACU / Admin: Ready for Occupancy	Thu 3/18/10	Thu 3/18/10
36	New Waiting Area: Inspection / Punch List / MDCIS (F)	Fri 5/7/10	Thu 5/20/10
37	New Waiting Area: Ready for Occupancy	Thu 5/20/10	Thu 5/20/10
41	**FF&E**	**Tue 1/1/08**	**Mon 9/1/08**
42	Furniture Systems (Procurement)	Tue 1/1/08	Tue 7/1/08
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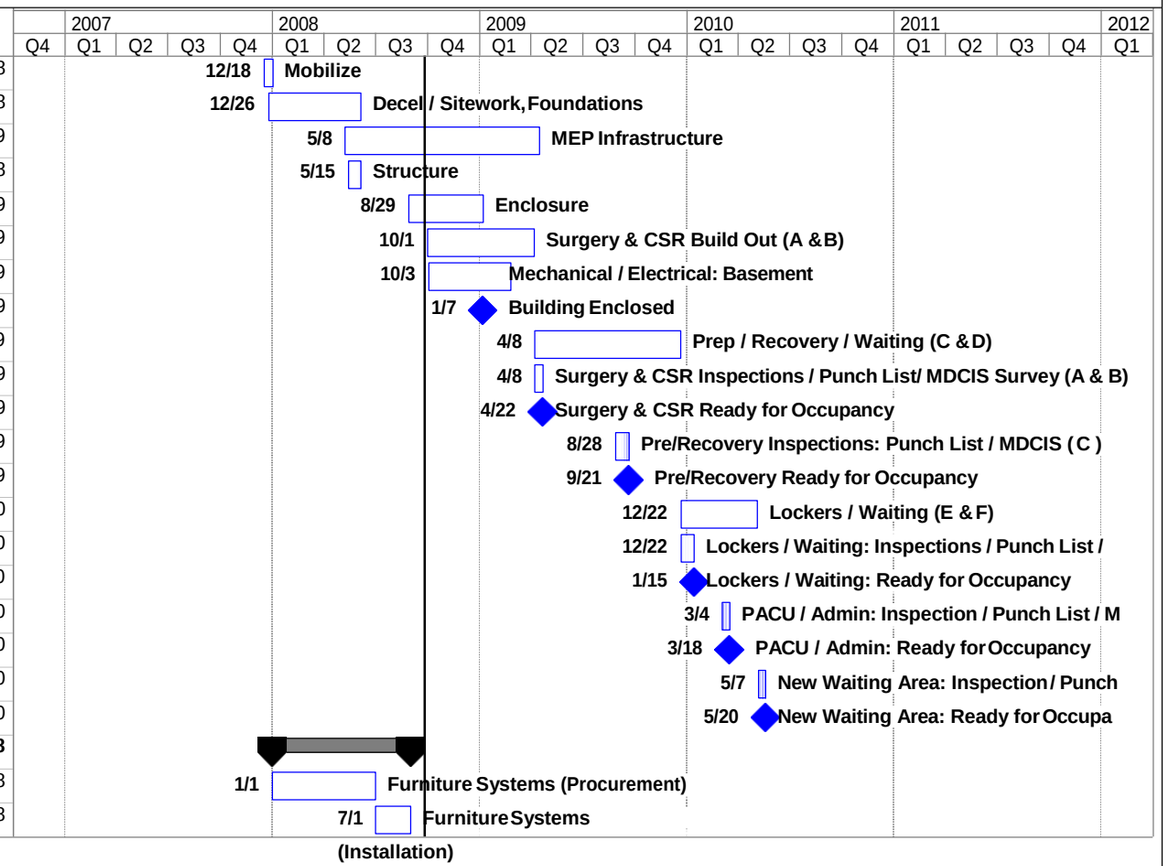

Task | Summary | Rolled Up Progress | Project Summary

Progress | Rolled Up Task | Split | Group By Summary

Milestone | Rolled Up Milestone | External Tasks | Deadline

Updated Thu 9/25/08

Surveillance Report (Page 1 of 3)

Attention: Chief of Project Delivery

Date of Report: 11/7/07

Report No: SR #

Surveillance Activity
To determine if the Project XXXX is in compliance with the DC DGS Project Delivery Manual

Location:

Performed By: **Date:**

Attendees:

Surveillance Summary

Initiation Phase

- *Are you in compliance with the checklist?*

Planning Phase

- *Are you in compliance with the checklist?*

Design Phase

- *Are you in compliance with the checklist?*

Construction Phase

- *Are you in compliance with the checklist?*

Closeout Phase

- *Are you in compliance with the checklist?*

Process Controls: Procurement/Bidding/Selection/Negotiation

- *Are you in compliance with the checklist?*

Process Controls: Funding Approval from OFRM

- *Are you in compliance with the checklist?*

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Surveillance Report (Page 2 of 3)

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Process Controls: Codes

- *Are you in compliance with the checklist?*

Process Controls: Payment Process

- *Are you in compliance with the checklist?*

Process Controls: Contractor Performance Evaluation

- *Are you in compliance with the checklist?*

Process Controls: Stakeholder Engagement

- *Are you in compliance with the checklist?*

Process Controls: Issues Tracking

- *Are you in compliance with the checklist?*

Process Controls: Risk Identification and Evaluation

- *Are you in compliance with the checklist?*

Process Controls: Monthly Report

- *Are you in compliance with the checklist?*

Process Controls: Program Schedule

- *Are you in compliance with the checklist?*

Process Controls: QA / QC Plan / Inspections

- *Are you in compliance with the checklist?*

Process Controls: Permitting

- *Are you in compliance with the checklist?*

Process Controls: Move Coordination

- *Are you in compliance with the checklist?*

Process Controls: FF&E Coordination

- *Are you in compliance with the checklist?*

Surveillance Report (Page 3 of 3)

REFERENCE TO USE AS TEMPLATE FOR TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

Process Controls: Final Decisions

- *Are you in compliance with the checklist?*

Process Controls: Claims Management

- *Are you in compliance with the checklist?*

Process Controls: Commissioning

- *Are you in compliance with the checklist?*

Corrective Action Response Required
Yes ☒ **No**

If Yes, Submit Resolution Report to the DC DGS Chief Project Delivery Officer

Corrective Action Response
Leave this area blank until the surveillance report is prepared and provided to the PM. The responsible party for the findings will need to complete this section and return to you as the quality rep.

Response Submitted By: **Date:**

Verification of Corrective Actions *(explain what was verified):*

Verified By: **Date:**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Permit Request Form (Page 1 of 4)

MEMORANDUM OF UNDERSTANDING

FOR

DIRECT CHARGE JOURNAL ENTRY

This Memorandum of Understanding ("MOU") is made as of this day of_____, 200 , by and between Office of Property Management ("Buyer") and the Department of Consumer and Regulatory Affairs ("Seller").

WHEREAS, the implementation of the project and specific services (referred to in the attached Scope of Work (SOW) dated_____) for Building Permit for Capital Construction Project is provided by Seller to the Buyer and budgeted under Direct Charge Journal Entry or Capital funding; and

WHEREAS, the Seller and Buyer agencies must budget for the same amount by project to ensure that such agencies are reflecting the agreed upon costs for the proposed project or services; and

WHEREAS, the Seller will be funded through Direct Charge Journal Entry for services provided to the buyer for the issuance of permits; and

WHEREAS, the Seller reserves the right to charge a fee in support of processing the building permit.

For and in consideration of the mutual premises contained herein, the Seller and Buyer agencies (hereafter the "Parties") agree as follows:

Capital construction Building Permits Review Fees. The Purpose of the MOU is to establish a mechanism for funds transfer for payment of Building Permit Review Fees.

Monthly Review: Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Office of the District of Columbia, all services provided through Direct Charge Journal Entry funding shall be reported monthly in the Buyers, FRP submission to the Office of Budget and Planning.

Resolution of disputes: The D.C. Office of Financial Operation and Systems shall resolve all adjustments and/or disputes arising from services provided under this MOU.

Obligations of the Seller

1. The Seller agency will make sure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.

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Permit Request Form (Page 2 of 4)

2. The Seller must establish an agency internal service fund with a corresponding index that ties to the fund and agency organization structure.

3. The Seller must provide the projected costs of providing the services under this MOU.

Obligations of the Buyer

1. The Buyer agrees to the terms, projected cost and fund availability associated with MOU.

2. The Buyer processes the projected costs to the Seller on an agreed upon frequency (monthly, quarterly or annually).

IN WITNESS WHEREOF, the Parties hereto have signed this MOU as of the day and year first written above.

Seller_____ _____
Department of Consumer and Regulatory Affairs Date

Seller: _____ _____
_____, CFO for DGS Date

Buyer__ _____
Office of Property Management Date

Buyer: _____ _____
_____, CFO for DCRA Date

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Permit Request Form (Page 3 of 4)

SCOPE OF WORK

Date: _____

Subject:

Project

No:

Review construction documents for the subject project and issue Building Permit for the same.

Total amount for this service is_____.

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Permit Request Form (Page 4 of 4)

BUILDING PERMIT FUNDING REQUEST FORM

MOU NUMBER:

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: BUILDING PERMIT REVIEW #856-B

REQUESTED DATE:____/____/____ **TOTAL:**

	AGY	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER										
BUYER										

GOOD/ SERVICE: PROJECT MANAGEMENT

REQUEST DATE:____/____/ ____ **TOTAL:**

	AGY	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER										
BUYER										

GOOD/ SERVICE: CONSTRUCTION

REQUEST DATE:____/____/ ____ **TOTAL:**

	AGY	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER										
BUYER										

GOOD/ SERVICE: EQUIPMENT

REQUEST DATE:____/____/ ____ **TOTAL:**

	AGY	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER										
BUYER										

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

TURNOVER PROTOCOL REVIEW AND COMMENT FORM

Project: **Date:**

Reviewer: **Review Stage:**

ITEM	DRAWING/ SECTION	TOPIC	COMMENT	RESPONSE	FOLLOW UP
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
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17					
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26					
27					
28					

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MEP - Equipment Listing

Agency	
Facility	
Address	

NOTE: If in doubt whether on not to include a piece of equipment, include anything that has a serial number.

	Equipment Type	Manufacturer	Model No.	Serial No.	Refrigerant	RPM	Voltage	AMPS	Horse Power	Installation Date	BTU	Fuel Type	Filter Size	Size/Capacity	Room Number	Floor Number	Label
	PLUMBING																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
	HVAC																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
	ELECTRICAL																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

TURNOVER CLOSEOUTCHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Pre-Substantial Completion

Initials					Distribution				Note
Activity	SPEC SECTION	DGS PM CHECK	Date Complete	Comments	A	B	C	D	
Operation Certificates & Permits									
Certificate of Occupancy	01 77 00								2.1
Occupancy Load Certificates posted	01 77 00								2.2
Boiler inspection (Green Stickers)	01 77 00								2.3
Elevator (conveying system) inspection	01 77 00								2.3
Health Inspection	01 77 00								2.3
Fire sprinkler and fire alarm certification	01 77 00								2.3
Other operator certificates (per project)	01 77 00								2.3
Emergency evacuation plans (completed)									2.4
Inspection Approval Card									2.3
Punch list with all material items resolved.	01 77 00								2.5
Equipment schedule (in excel)	01 78 23								2.6
Equipment Label schedule, if applicable.	01 78 23								2.7
Commissioning / HVAC balancing complete	01 91 13								2.8
All training completed	01 79 00								2.8
Project contact information list.									2.9
O & M manuals submitted	01 78 23								2.10
Proposed schedule of maintenance	01 78 23								2.11
Final cleaning completed	01 50 00								2.8
Keys: permanent cores and keys to COTR	01 77 00								2.8

Verified Received by:	
Name:	
Facilities Turnover Manager	Date

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

TURNOVER CLOSEOUTCHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Pre-Final Completion

Documents from GC	Initials				Distribution				Note
Activity	SPEC SECTION	DGS PM CHECK	Date Complete	Comments	A	B	C	D	
Valid Bonds & Insurance (post-construction)	01 77 00								3.1
Elevator (conveying system) certification	01 77 00								3.2
Warranty information / documents	01 78 70								3.3
Maintenance Agreements	01 78 70								3.4
Punch list with **all** items resolved.	01 77 00								3.2
Attic stock, parts and equipment list	01 78 61								3.5
As-built documents.									3.6
Drawings (hard copies & PDF and CAD files)	01 78 39								3.6.1
Specifications	01 78 39								3.6.2
LEED, Preliminary Construction Review	01 77 00								3.7
Tags, labels, plaques (if applicable)									
Meter plan									3.2
Valve Plan									3.2
Dedication Plaque Posted									3.2
Emergency evacuation plans (posted).									3.2
Environmental, Health & Safety documents.									
Environmental Reports (Phase 1, 2, etc.)									3.8
Asbestos Closure Report	01 77 00								3.8
Lead Paint Closure Report	01 77 00								3.8
UST/Contaminated Soil Closure Report	01 77 00								3.8
Hazardous Materials Manifest (if not in reports)									3.8
SWM approval									3.8
MSDS for finishes & materials incorporated									3.8
Termite pre-treatment report	01 77 00								3.8
Mold prevention certification	01 50 00								3.8
Pest Control Inspection Field Report	01 50 00								3.8
Final meter reading for utilities	01 50 00								3.9
Permanent utility meters installed									3.10
Fuel Tanks Filled	01 77 00								3.2
Training video submitted	01 79 00								3.11
Final Commissioning report									3.12
Removal of all temporary facilities.	01 50 00								3.2
Final Property Survey									3.13
Waste Removal, Recycling & Utilities									3.14

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Verified Received by:	
Name:	
Facilities Turnover Manager	Date

TURNOVER CLOSEOUT CHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Post-Final Completion

Documents from GC	Initials				Distribution				Note
Activity	SPEC SECTION	DGS PM CHECK	Date Complete	Comments	A	B	C	D	
Second season HVAC commissioning completed.									4.1
Pre 1 year warranty expiration inspection.									4.1
Elevator inspection report (one year)									4.2
Fire Alarm inspection report (one year)									4.2
Infrared testing of electrical system (6 months)									4.2
LEED EA Credit 5 verification.									4.2
Verified Received by:									
Name:									
Facilities Turnover Manager					Date				

REFERENCE TO USE AS TEMPLATE FOR THE TYPE OF DATA REQUIRED TO BE UPLOADED TO THE PM SOFTWARE

1. GENERAL NOTES

1.1. PM to initial and date (when completed) against each item applicable to the project.
1.2. PM to note "N/A' against each item not applicable to the project.
1.3. For each phase, all documents are to be collected by PM and turned over to Turnover Manager at one time.
1.4. When submitting each phase, don't leave a box in the 'PM Check' column blank. Either initial as done, mark N/A, or provide a comment.
1.5. Distribution Columns will be filled in by Construction Turnover Manager.
   A. One hard copy and one electronic copy to Facilities Turnover Manager, through Construction Turnover Manager
   B. One electronic copy to Facilities Turnover Manager, through Construction Turnover Manager.
   C. One hard copy to the Facilities. Location to be co-ordinated with Facilities.
   D. One electronic copy of schedule to Facilities Turnover Manager, through Construction Turnover Manager. Materials and equipment to facility at location agreed with DCPS/DGS Facilities.

2. SUBSTANTIAL COMPLETION

2.1. Certificate of Occupancy: Provide an electronic copy. Provide partial if this Turnover is for a particular phase of the project.
2.2. Occupancy Load Certificates: Confirm these have been posted.
2.3. Other Inspections: Provide copies of final inspections and approvals as applicable to project.
2.4. Emergency Evacuation Plans: Confirm these are prepared and ready for posting. They must be posted at time of occupancy.
2.5. Punch List with all material items resolved: Provide a copy of the consolidated punch list. At Substantial Completion all material punch list items have to be completed. Material punch list items are those that would restrict the Districts full intended use of the facility.
2.6. Equipment Schedule: Provide an equipment schedule in accordance with the example attached.
2.7. Equipment Label Schedule: If the specifications require equipment to be labeled for ease of identification, provide a schedule identifying the piece of equipment, the designation, the room and the label location.
2.8. Confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column.
2.9. Project Contact Information Sheet: Provide an electronic copy at this stage. Include at front of the warranty binder at final completion.
2.10. O&M Manuals Submitted:
   2.10.1. Manuals are required at Substantial Completion as the Owner will be responsible for maintenance as of that date.
   2.10.2. O&M Manuals shall be organized in the same order as the project specification sections. Provide electronic files divided by specification division and with filenames starting with the specification section. This will allow for ease of archiving and retrieval.
2.11. Proposed Schedule of Maintenance: The O&M manuals shall include a written schedule of maintenance.

3. FINAL COMPLETION

3.1. Valid Bonds and Insurance: Confirm contractor has complied with the contract requirements by initializing in the "PM Check" column. Mark N/A if not applicable.
3.2. Confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column.
3.3. Warranty Information/Documents:
   3.3.1. All warranties shall start on the date Substantial Completion is determined.
   3.3.2. Special warranties, those extending past the General Contractors standard one year warranty, must not be addressed solely to the General Contractor. They must also be addressed to the benefit of the District.

TURNOVER CLOSEOUTCHECK LIST

Project Name:

Project Manager:

Anticipated Date of Substantial Completion:

3.3.3. Provide warranties in a separate binder and electronic file, regardless of whether or not provided in the O&M's.

3.4. Maintenance Agreements**:** If the project includes Maintenance Agreement(s) these agreements shall start at the date of Substantial Completion unless otherwise agreed to in writing by the COTR. Agreements must be written to the benefit of the District. The scope of work must be clearly stated, in the agreement, to allow the Facilities Maintenance staff to confirm the work is being completed.

3.5. Attic Stock: Confirm all attic stock has been provided by initializing in the PM Check column. Provide an itemized list, with quantities, of all materials, parts and equipment.

3.6. As Built Documents:

3.6.1. Drawings: Provide hard copy of red line as-builts. Provide electronic PDF files by discipline. Provide CAD files, including all required XRef files.

3.6.2. Specifications: Provide an electronic copy of the complete set of project specifications, amended to reflect any changes occurring during the construction phase.

3.7. LEED Preliminary Construction Review: Confirm information has been submitted by initializing in the PM Check column. Mark N/A if not applicable.

3.8. Environmental, Health & Safety Documents: Provide all applicable documents in electronic format for archiving. Mark N/A if not applicable. Do not leave blank.

3.9. Final Meter Reading for Utilities: Confirm final readings have been taken and responsibility transferred to the District. If a Landlords responsibility mark N/A.

3.10. Permanent Meters installed: Confirm no temporary meters remain in use.

3.11. Training Videos Submitted: Submit electronic copies of all training sessions on CD's, or flash drive.

3.12. Final Commissioning Report**:** Provide in electronic and hard copy format.

3.13. Final Property Survey**:** Provide in PDF format if required by Contract Documents or Surveyors office.

3.14. Waste Removal and Recycling: Confirm systems set up and coordinated with Sustainability. If a Landlords responsibility mark N/A.

4. POST-FINAL COMPLETION

4.1. Confirm complete by initializing in the "PM Check" column and dating in the "Date Complete" column.

4.2 If required by contract documents, confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column. Mark N/A if not applicable.

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REQUEST FOR SUBSTANTIAL COMPLETION

[*Date]*

Capital Construction Services
Department of General Services
1250 U Street, NW, 4th Floor
Washington D.C. 20009

Attention: _____*[COTR]*

Reference: _____*[project name]*

Dear Sir/Madam,

_____ *[contractor]* hereby requests an inspection for determination of date of Substantial Completion for the above referenced project, or portion hereof as detailed below. *[insert description of partial area]* The following documents are attached:

- ☐ Certificate of Occupancy.
- ☐ Other final inspections, operating certificates, and similar releases, permitting District unrestricted use of Work and access to services and utilities. *[list]*
- ☐ Draft copies of warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents, including a warranty contact list.
- ☐ Comprehensive Punch List, as approved by COTR, with all material items completed.
- ☐ Schedule of Attic Stock, including all tools, spare parts, extra materials, and similar items, as required by Specification Section 017861.
- ☐ Operation and Maintenance Manuals in accordance with specification section 017823.
- ☐ Equipment list in spreadsheet format, including equipment label information.
- ☐ Closure reports for environmental abatement work performed by the contractor. (list)
- ☐ Draft commissioning report of systems, subsystems, and equipment in accordance with Section 01 91 13, including letter from Commissioning Agent certifying that all material issues have been resolved and systems are fully functional.

Additionally we advise the following:

- ☐ The following utility meter numbers need to be transferred to District responsibility as of date of Substantial Completion

PEPCO _____
Washington Gas _____
D.C. Water _____
Other *[specify]* _____

- ☐ We have contacted and advised the door hardware manufacturer to have the permanent keys and cores delivered directly to you prior to date of Substantial Completion.
- ☐ All fuel oil tanks have been filled. They will be topped off on the day designated for Substantial Completion.
- ☐ All training required by the Contract Documents has been completed.

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Please advise when the inspection will be conducted.

Sincerely

_____

[Signature and printed name]

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CERTIFICATE OF SUBSTANTIAL COMPLETION

(Use this form if DGS PM is a DGS employee. If DGS PM is a contractor use alternate form)

PROJECT NAME: _____

CONTRACTOR: _____

PROJECT No.: - - -

☐ COMPLETE PROJECT.

☐ PARTIAL – List areas/phase

_____

_____

_____

_____

COTR to complete Section 1 or Section 2

SECTION 1

☐ As requested by the Contractor, the COTR has inspected the project and the submitted close-out documents.

The following items must be completed or corrected prior to certifying the Date for Substantial Completion

ITEM	DESCRIPTION	COMPLETE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
14		

Once the above noted items are complete, submit written request for re-inspection.

_____ _____

COTR and printed name Date

DRAFT

CERTIFICATE OF SUBSTANTIAL COMPLETION

SECTION 2

☐ As requested by the Contractor, the COTR has inspected the project and the submitted close-out documents and recommends the Project, or Specified area of the Project, be accepted as Substantially Complete at_____(time) **on**_____**, 20 .** (date)

_____ _____
COTR and printed name Date

_____ _____
Construction Turnover Manager and printed name Date

_____ _____
Cluster Leader and printed name Date

The Project, or specified area of the Project, are accepted as Substantially Complete at _____ (time) **on**_____**, 20 .** (date)

All warranties will start the day of Substantial Completion, with the exception of those items remaining on the attached punch list, which will start as of the date of Final Completion. The failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The Contractor shall complete or correct the work on the attached punch list by / / . If the list of items is not completed within the time allotted the District has the right to be compensated for the delays and/or complete the work with the help of an independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the district shall be promptly reimbursed for the balance of the funds needed to compensate the District, either directly or by claim against the Performance Bond.

DRAFT

CERTIFICATE OF SUBSTANTIAL COMPLETION

(Use this form if DGS Project Manager is not a DGS direct employee)

PROJECT NAME: _____

CONTRACTOR: _____

PROJECT No.: - - -

☐ COMPLETE PROJECT.

☐ PARTIAL – List areas/phase

_____

_____

_____

_____

DGS PM to complete Section 1 or Section 2

SECTION 1

☐ As requested by the Contractor, the DGS PM has inspected the project and the submitted close-out documents.

The following items must be completed or corrected prior to certifying the Date for Substantial Completion.

ITEM	DESCRIPTION	COMPLETE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
14		

Once the above noted items are complete, submit written request for re-inspection.

_____ _____

DGS PM and printed name Date

DRAFT

CERTIFICATE OF SUBSTANTIAL COMPLETION

SECTION 2

☐ As requested by the Contractor, the DGS PM has inspected the project and the submitted close-out documents and recommends the Project, or Specified area of the Project, be accepted as Substantially Complete at_____(time) **on**_____**, 20 .** (date)

_____ _____
DGS PM and printed name Date

_____ _____
Construction Turnover Manager and printed name Date

_____ _____
Cluster Leader (COTR) and printed name Date

The Project, or specified area of the Project, are accepted as Substantially Complete at _____ (time) **on**_____**, 20 .** (date)

All warranties will start the day of Substantial Completion, with the exception of those items remaining on the attached punch list, which will start as of the date of Final Completion. The failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The Contractor shall complete or correct the work on the attached punch list by / / . If the list of items is not completed within the time allotted the District has the right to be compensated for the delays and/or complete the work with the help of an independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the district shall be promptly reimbursed for the balance of the funds needed to compensate the District, either directly or by claim against the Performance Bond.

DRAFT

APPENDIX C

REFERENCES AND LINKS

Appendix C Table of Contents:

1. References
    a. General References
    b. Federal Agency References
    c. Publications
2. Links
    a. Prolog Manager – DGS Staff Training Important Links
    b. Organizations

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Project Delivery Guidelines

REFERENCES

General References:

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*The single government point-of-entry (GPE) for federal government procurement opportunities over $25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal – FedBizOpps (FBO) – commercial vendors seeking federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire federal contracting community.

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Project Delivery Guidelines

LINKS

Prolog Manager – DGS Staff Training Important Links:

- Login Address for Citrix (Prolog Manager):
  http://citrix.solutionguidance.com/Citrix/MetaFrame/auth/login.aspx
- Login Address for Prolog Converge:
  https://dres.solutionguidance.com/prologconverge/webclient/
- Where to find DGS Forms and Instruction:
  https://dgs.dc.gov/page/dgs-ccs-forms-and-instructions-for-vendors
- PMO Office and Prolog Support Email Address:
  Prolog.Support2@dc.gov
- Location on DGS U Drive of Invoice Processing Documents:
  U:\opmfile\ccsa_Invoice Processing

Organizations:

- Association for Project Management (APM):
  https://www.apm.org.uk/
- Building Commissioning Association:
  https://www.bcxa.org/
- Construction Industry Institute (CII)*:
  https://www.construction-institute.org/
  *A consortium of public and private facility owners, construction contractors, material manufacturers.
- Construction Management Institute (CMAA)**:
  https://cmaanet.org/
  **An association representing the construction management profession.
- DC Department of General Services (DC DGS):
  https://dgs.dc.gov/agency/department-general-services
- DC Office of Resilience:
  https://resilient.dc.gov/
- Design Build Institute of America (DBIA):
  https://dbia.org/
- DQI USA, LLC***:

http://www.dqionline.com/?_sm_au_=iVVZrNr0WVFJNFj6
***The Design Quality Indicator tool for measuring building quality.

- Federal Facilities Council (FFC), National Academies of Sciences, Engineering, and Medicine****: http://sites.nationalacademies.org/DEPS/FFC/index.htm?_sm_au_=iVVZrNr0WVFJNFj6
  ****A cooperative association of 24 federal agencies responsible for facility design, acquisition, management, maintenance, and evaluation.

- International Cost Estimating and Analysis Association (ICEAA): http://www.iceaaonline.com/?_sm_au_=iVVZrNr0WVFJNFj6

- Project Management Institute (PMI)*****: https://www.pmi.org/
  *****An association representing the project management profession with practice standards, credentials certifying project management expertise, and resources for professional development.

- Royal Institution of Chartered Surveyors (RICS): https://www.rics.org/us/

- Society for the Advancement of Value Engineering (SAVE): https://www.value-eng.org/default.aspx

Government of the District of Columbia
Department of General Services

APPENDIX D

PROJECT TURNOVER PROTOCOL 2016

Appendix D Table of Contents:

1. Project Turnover Protocol 2016

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DGS
THE DEPARTMENT OF GENERAL SERVICES

Projects Turnover Protocol

Prepared by Capital Construction Division



WE ARE WASHINGTON DC

2016

Revision 1.1 July 17, 2017 (Pages 18 & 19 added)
Revision 1.2 Feb. 05, 2018 (FTM changed)

1. INTRODUCTION:

The Turnover Protocol is the process for transfer of a construction project from the Capital Construction Division (Construction) to the Facilities & Maintenance Division (Facilities) of the District of Columbia's Department of General Services (DGS).

The following Step by Step Procedures, and associated documents, provide the process to:

a) Allow Facilities input into the design process,

b) Provide Facilities with prior knowledge of upcoming revisions and additions to their portfolio, and

c) Facilitate timely transfer of the documents required by Facilities to adequately maintain the facility, immediately the project is turned over to them.

The process also allows for the collection of project documents required to be placed in DGS archiving system for future use and reference.

The two principal contacts for the Turnover Protocol are currently:

Construction Turnover Manager (CTM):

Robbie Stewart
robbie.stewart@dc.gov
202-481-3440 (office)
202-735-6857 (cell)

Facilities Turnover Manager: (FTM)

Vaughn Wallace
vaughn.wallace@dc.gov

2. STEP BY STEP PROCEDURE

The following step by step procedure should be followed as described in the "Description" column using the forms and documents noted in the "Documents" column, copies of which are attached. If you are unclear as to the intent of any of the steps, or how to process the information, please contact the Construction Turnover Manager noted in the introduction section above.

TURNOVER PROTOCOL - STEP BY STEP PROCEDURE

STEP	TITLE	DESCRIPTION	TURNOVER DOCUMENTS
DESIGN PHASE			
1	Invite Construction Turnover Manager to Design Kickoff Meeting.	PM shall invite Turnover Managers to the Design Kick–Off Meeting to familiarize themselves with the anticipated scope and schedule. FTM will provide lessons learned from previous projects, any preferences regarding the building systems and institutional knowledge of the facility. CTM will advise on latest Division 1 specifications to be used for project. Project Manager (PM) will advise the Turnover Managers of the anticipated document review schedule.	Lessons Learned & Recommendations (Provided by Facilities, Agency Dependent).
2	Opportunity to review A/E submittals- Schematic Documents.	PM will provide CTM with an electronic copy of Schematic Design Documents for distribution to appropriate Facilities staff for review and comment. (not more than ten workings days review time). CTM will collate and provide comment to PM. Turnover Managers shall be invited to the design review meeting.	Review Comment Form
3	Opportunity to review A/E submittals- Design Development Documents.	PM will provide CTM with an electronic copy of Design Development Documents for distribution to appropriate Facilities staff for review and comment. (not more than ten workings days review time). PM will also provide a response to the previous comments. CTM will collate and provide comments to PM. Turnover Managers shall be invited to the design review meeting.	Review Comment Form
4	Opportunity to review A/E submittals- Construction Documents.	PM will provide CTM with an electronic copy of proposed Construction Documents for distribution to appropriate Facilities staff for review and comment. (not more than ten workings days). PM will also provide a response to the previous comments. CTM will collate and provide comment to PM. Turnover Managers shall be invited to the design review meeting.	Review Comment Form
CONSTRUCTION PHASE			
5	Construction Kickoff meeting.	PM shall invite Turnover Managers to the Construction Kick–Off Meeting. FTM shall be provided with a copy of the contract drawings, specifications and construction schedule. Turnover Managers shall be made aware of the Progress Meeting schedule.	

TURNOVER PROTOCOL - STEP BY STEP PROCEDURE

STEP	TITLE	DESCRIPTION	TURNOVER DOCUMENTS
6	Pre Close-In Walkthrough.	At appropriate times during construction, Project Manager shall invite Turnover Managers to a walkthrough of the project. This will allow Facilities staff to observe and familiarize themselves with the as-built condition of building systems, prior to close-in, and comment on any noted concerns. Client agency staff should also be invited to these walk-throughs.	
7	Notify Turnover Managers of Commissioning Schedule.	Once active commissioning is scheduled FTM shall be advised. This will allow Facilities to observe the commissioning, to the extent they determine applicable, based on the systems involved in the project. PM should provide the completed Equipment List at this time.	Equipment List
8	Schedule Closeout Conference	PM and contractor shall schedule Project Closeout Conference with sufficient time to prepare for requesting Substantial Completion. (see specification section 013100) CTM shall provide the Turnover Checklist and discuss the items applicable to the project.	Turnover Checklist Base
9	Schedule Training Sessions.	Contractor and PM, in coordination with Turnover Managers, shall schedule the training sessions required by the contract documents. Provide Turnover Managers with a minimum of five working days notice (10 preferred) to allow Facilities to schedule the correct personnel. Record all training sessions in accordance with specification section 017900.	
10	Pre-Substantial Completion Walkthrough.	PM shall invite the FTM to the inspection. (Following the contractors written request for Substantial Completion in accordance with specification section 017700)	Request for Substantial Completion Letter
11	Process Certificate of Substantial Completion.	PM shall review the documents provided by the Contractor, mark up the Pre-Substantial Completion Section of Turnover Checklist and provide to CTM for verification. PM and CTM shall process the Certificate of Substantial Completion.	1. Certificate of Substantial Completion 2. Turnover Checklist (Pre-Substantial Completion Section)
12	Process Certificate of final Completion.	PM shall review the documents provided by the Contractor, mark up the Pre-Final Completion section of the Turnover Checklist and provide to CTM for verification. *PM will not process the Certificate of Final Completion (final Payment) until CTM advises all requirements have been met.*	Marked up Turnover Checklist (Pre-Final Completion Section)

TURNOVER PROTOCOL - STEP BY STEP PROCEDURE

STEP	TITLE	DESCRIPTION	TURNOVER DOCUMENTS
POST-CONSTRUCTION PHASE			
13	Confirm Second Season HVAC Commissioning done.	Sign and date relevant box in the Post-Final Completion section of the checklist and forward to CTM.	Marked up Turnover Checklist (Post-Final Completion Section)
14	Confirm miscellaneous Post-Final Completion items are done.	Once items are done, sign and date relevant box in the Post-Final Completion section of the Turnover Checklist. Forward to CTM.	Marked up Turnover Checklist (Post-Final Completion Section)
15	One Year Warranty Expiration Walkthrough.	PM shall schedule this walkthrough, invite the Turnover Managers and client agency representatives. Once the generated punch list is complete, sign and date relevant box in the Post-Final Completion section of the Turnover Checklist and forward to CTM.	Marked up Turnover Checklist (Post-Final Completion Section)
16	Final LEED Documentation Completion.	Once LEED certification is complete, sign and date the relevant box in the Post-Final Completion section of the Turnover Checklist. Forward a copy of certification to CTM.	Marked up Turnover Checklist (Post-Final Completion Section)

3. TURNOVER RELATED DOCUMENTS

TURNOVER PROTOCOL REVIEW AND COMMENT FORM

Project: **Date:**

Reviewer: **Review Stage:**

ITEM	DRAWING/ SECTION	TOPIC	COMMENT	RESPONSE	FOLLOW UP
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

MEP - Equipment Listing

Agency	
Facility	
Address	

NOTE: If in doubt whether on not to include a piece of equipment, include anything that has a serial number.

	Equipment Type	Manufacturer	Model No.	Serial No.	Refrigerant	RPM	Voltage	AMPS	Horse Power	Installation Date	BTU	Fuel Type	Filter Size	Size/Capacity	Room Number	Floor Number	Label
	PLUMBING																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
	HVAC																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
	ELECTRICAL																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	

TURNOVER CLOSEOUT CHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Pre-Substantial Completion

Initials					Distribution				Note
Activity	SPEC SECTION	DGS PM CHECK	Date Complete	Comments	A	B	C	D	
Operation Certificates & Permits									
Certificate of Occupancy	01 77 00								2.1
Occupancy Load Certificates posted	01 77 00								2.2
Boiler inspection (Green Stickers)	01 77 00								2.3
Elevator (conveying system) inspection	01 77 00								2.3
Health Inspection	01 77 00								2.3
Fire sprinkler and fire alarm certification	01 77 00								2.3
Other operator certificates (per project)	01 77 00								2.3
Emergency evacuation plans (completed)									2.4
Inspection Approval Card									2.3
Punch list with all material items resolved.	01 77 00								2.5
Equipment schedule (in excel)	01 78 23								2.6
Equipment Label schedule, if applicable.	01 78 23								2.7
Commissioning / HVAC balancing complete	01 91 13								2.8
All training completed	01 79 00								2.8
Project contact information list.									2.9
O & M manuals submitted	01 78 23								2.10
Proposed schedule of maintenance	01 78 23								2.11
Final cleaning completed	01 50 00								2.8
Keys: permanent cores and keys to COTR	01 77 00								2.8

Verified Received by:	
Name:	
Facilities Turnover Manager	Date

1250 U STREET, NW ● 4TH FLOOR ● WASHINGTON, D.C. 20009
Office:(202)481-3440 ● Main: (202)724-4400

TURNOVER CLOSEOUTCHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Pre-Final Completion

Documents from GC	Initials				Distribution				Note
Activity	SPEC SECTION	DGS PM CHECK	Date Complete	Comments	A	B	C	D	
Valid Bonds & Insurance (post-construction)	01 77 00								3.1
Elevator (conveying system) certification	01 77 00								3.2
Warranty information / documents	01 78 70								3.3
Maintenance Agreements	01 78 70								3.4
Punch list with **all** items resolved.	01 77 00								3.2
Attic stock, parts and equipment list	01 78 61								3.5
As-built documents.									3.6
Drawings (hard copies & PDF and CAD files)	01 78 39								3.6.1
Specifications	01 78 39								3.6.2
LEED, Preliminary Construction Review	01 77 00								3.7
Tags, labels, plaques (if applicable)									
Meter plan									3.2
Valve Plan									3.2
Dedication Plaque Posted									3.2
Emergency evacuation plans (posted).									3.2
Environmental, Health & Safety documents.									
Environmental Reports (Phase 1, 2, etc.)									3.8
Asbestos Closure Report	01 77 00								3.8
Lead Paint Closure Report	01 77 00								3.8
UST/Contaminated Soil Closure Report	01 77 00								3.8
Hazardous Materials Manifest (if not in reports)									3.8
SWM approval									3.8
MSDS for finishes & materials incorporated.									3.8
Termite pre-treatment report	01 77 00								3.8
Mold prevention certification	01 50 00								3.8
Pest Control Inspection Field Report	01 50 00								3.8
Final meter reading for utilities	01 50 00								3.9
Permanent utility meters installed									3.10
Fuel Tanks Filled	01 77 00								3.2
Training video submitted	01 79 00								3.11
Final Commissioning report.									3.12
Removal of all temporary facilities.	01 50 00								3.2
Final Property Survey									3.13
Waste Removal, Recycling & Utilities									3.14

Verified Received by:	
Name:	
Facilities Turnover Manager	Date

1250 U STREET, NW ● 4TH FLOOR ● WASHINGTON, D.C. 20009
Office:(202)481-3440 ● Main: (202)724-4400

TURNOVER CLOSEOUT CHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Post-Final Completion

Documents from GC	Initials				Distribution				Note
Activity	SPEC SECTION	DGS PM CHECK	Date Complete	Comments	A	B	C	D	
Second season HVAC commissioning completed.									4.1
Pre 1 year warranty expiration inspection.									4.1
Elevator inspection report (one year)									4.2
Fire Alarm inspection report (one year)									4.2
Infrared testing of electrical system (6 months)									4.2
LEED EA Credit 5 verification.									4.2
Verified Received by:									
Name:									
Facilities Turnover Manager					Date				

1. GENERAL NOTES

1.1. PM to initial and date (when completed) against each item applicable to the project.
1.2. PM to note "N/A' against each item not applicable to the project.
1.3. For each phase, all documents are to be collected by PM and turned over to Turnover Manager at one time.
1.4. When submitting each phase, don't leave a box in the 'PM Check' column blank. Either initial as done, mark N/A, or provide a comment.
1.5. Distribution Columns will be filled in by Construction Turnover Manager.
   A. One hard copy and one electronic copy to Facilities Turnover Manager, through Construction Turnover Manager
   B. One electronic copy to Facilities Turnover Manager, through Construction Turnover Manager.
   C. One hard copy to the Facilities. Location to be co-ordinated with Facilities.
   D. One electronic copy of schedule to Facilities Turnover Manager, through Construction Turnover Manager. Materials and equipment to facility at location agreed with DCPS/DGS Facilities.

2. SUBSTANTIAL COMPLETION

2.1. Certificate of Occupancy: Provide an electronic copy. Provide partial if this Turnover is for a particular phase of the project.
2.2. Occupancy Load Certificates: Confirm these have been posted.
2.3. Other Inspections: Provide copies of final inspections and approvals as applicable to project.
2.4. Emergency Evacuation Plans: Confirm these are prepared and ready for posting. They must be posted at time of occupancy.
2.5. Punch List with all material items resolved: Provide a copy of the consolidated punch list. At Substantial Completion all material punch list items have to be completed. Material punch list items are those that would restrict the Districts full intended use of the facility.
2.6. Equipment Schedule: Provide an equipment schedule in accordance with the example attached.
2.7. Equipment Label Schedule: If the specifications require equipment to be labeled for ease of identification, provide a schedule identifying the piece of equipment, the designation, the room and the label location.
2.8. Confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column.
2.9. Project Contact Information Sheet: Provide an electronic copy at this stage. Include at front of the warranty binder at final completion.
2.10. O&M Manuals Submitted:
   2.10.1. Manuals are required at Substantial Completion as the Owner will be responsible for maintenance as of that date.
   2.10.2. O&M Manuals shall be organized in the same order as the project specification sections. Provide electronic files divided by specification division and with filenames starting with the specification section. This will allow for ease of archiving and retrieval.
2.11. Proposed Schedule of Maintenance: The O&M manuals shall include a written schedule of maintenance.

3. FINAL COMPLETION

3.1. Valid Bonds and Insurance: Confirm contractor has complied with the contract requirements by initializing in the "PM Check" column. Mark N/A if not applicable.
3.2. Confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column.
3.3. Warranty Information/Documents:
   3.3.1. All warranties shall start on the date Substantial Completion is determined.
   3.3.2. Special warranties, those extending past the General Contractors standard one year warranty, must not be addressed solely to the General Contractor. They must also be addressed to the benefit of the District.

TURNOVER CLOSEOUT CHECK LIST

Project Name:

Project Manager:

Anticipated Date of Substantial Completion:

3.3.3. Provide warranties in a separate binder and electronic file, regardless of whether or not provided in the O&M's.

3.4. Maintenance Agreements**:** If the project includes Maintenance Agreement(s) these agreements shall start at the date of Substantial Completion unless otherwise agreed to in writing by the COTR. Agreements must be written to the benefit of the District. The scope of work must be clearly stated, in the agreement, to allow the Facilities Maintenance staff to confirm the work is being completed.

3.5. Attic Stock: Confirm all attic stock has been provided by initializing in the PM Check column. Provide an itemized list, with quantities, of all materials, parts and equipment.

3.6. As Built Documents:

3.6.1. Drawings: Provide hard copy of red line as-builts. Provide electronic PDF files by discipline. Provide CAD files, including all required XRef files.

3.6.2. Specifications: Provide an electronic copy of the complete set of project specifications, amended to reflect any changes occurring during the construction phase.

3.7. LEED Preliminary Construction Review: Confirm information has been submitted by initializing in the PM Check column. Mark N/A if not applicable.

3.8. Environmental, Health & Safety Documents: Provide all applicable documents in electronic format for archiving. Mark N/A if not applicable. Do not leave blank.

3.9. Final Meter Reading for Utilities: Confirm final readings have been taken and responsibility transferred to the District. If a Landlords responsibility mark N/A.

3.10. Permanent Meters installed: Confirm no temporary meters remain in use.

3.11. Training Videos Submitted: Submit electronic copies of all training sessions on CD's, or flash drive.

3.12. Final Commissioning Report**:** Provide in electronic and hard copy format.

3.13. Final Property Survey**:** Provide in PDF format if required by Contract Documents or Surveyors office.

3.14. Waste Removal and Recycling: Confirm systems set up and coordinated with Sustainability. If a Landlords responsibility mark N/A.

4. POST-FINAL COMPLETION

4.1. Confirm complete by initializing in the "PM Check" column and dating in the "Date Complete" column.

4.2 If required by contract documents, confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column. Mark N/A if not applicable.

1250 U STREET, NW ● 4TH FLOOR ● WASHINGTON, D.C. 20009
Office:(202)481-3440 ● Main: (202)724-4400

REQUEST FOR SUBSTANTIAL COMPLETION

[*Date]*

Capital Construction Services
Department of General Services
1250 U Street, NW, 4th Floor
Washington D.C. 20009

Attention: _____*[COTR]*

Reference: _____*[project name]*

Dear Sir/Madam,

_____ *[contractor]* hereby requests an inspection for determination of date of Substantial Completion for the above referenced project, or portion hereof as detailed below. *[insert description of partial area]* The following documents are attached:

- ☐ Certificate of Occupancy.
- ☐ Other final inspections, operating certificates, and similar releases, permitting District unrestricted use of Work and access to services and utilities. *[list]*
- ☐ Draft copies of warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents, including a warranty contact list.
- ☐ Comprehensive Punch List, as approved by COTR, with all material items completed.
- ☐ Schedule of Attic Stock, including all tools, spare parts, extra materials, and similar items, as required by Specification Section 017861.
- ☐ Operation and Maintenance Manuals in accordance with specification section 017823.
- ☐ Equipment list in spreadsheet format, including equipment label information.
- ☐ Closure reports for environmental abatement work performed by the contractor. (list)
- ☐ Draft commissioning report of systems, subsystems, and equipment in accordance with Section 01 91 13, including letter from Commissioning Agent certifying that all material issues have been resolved and systems are fully functional.

Additionally we advise the following:

- ☐ The following utility meter numbers need to be transferred to District responsibility as of date of Substantial Completion

PEPCO _____
Washington Gas _____
DC Water. _____
Other *[specify]* _____

- ☐ We have contacted and advised the door hardware manufacturer to have the permanent keys and cores delivered directly to you prior to date of Substantial Completion.
- ☐ All fuel oil tanks have been filled. They will be topped off on the day designated for Substantial Completion.
- ☐ All training required by the Contract Documents has been completed.

Please advise when the inspection will be conducted.

Sincerely

_____

[Signature and printed name]

CERTIFICATE OF SUBSTANTIAL COMPLETION

(Use this form if DGS PM is a DGS employee. If DGS PM is a contractor use alternate form)

PROJECT NAME: _____

CONTRACTOR: _____

PROJECT No.: - - -

☐ COMPLETE PROJECT.

☐ PARTIAL – List areas/phase

_____

_____

_____

_____

COTR to complete Section 1 or Section 2

SECTION 1

☐ As requested by the Contractor, the COTR has inspected the project and the submitted close-out documents.

The following items must be completed or corrected prior to certifying the Date for Substantial Completion.

ITEM	DESCRIPTION	COMPLETE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
14		

Once the above noted items are complete, submit written request for re-inspection.

_____ _____

COTR and printed name Date

DRAFT

CERTIFICATE OF SUBSTANTIAL COMPLETION

SECTION 2

☐ As requested by the Contractor, the COTR has inspected the project and the submitted close-out documents and recommends the Project, or Specified area of the Project, be accepted as Substantially Complete at_____(time) **on**_____**, 20 .** (date)

_____ _____
COTR and printed name Date

_____ _____
Construction Turnover Manager and printed name Date

_____ _____
Cluster Leader and printed name Date

The Project, or specified area of the Project, are accepted as Substantially Complete at _____ (time) **on**_____**, 20 .** (date)

All warranties will start the day of Substantial Completion, with the exception of those items remaining on the attached punch list, which will start as of the date of Final Completion. The failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The Contractor shall complete or correct the work on the attached punch list by / / . If the list of items is not completed within the time allotted the District has the right to be compensated for the delays and/or complete the work with the help of an independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the district shall be promptly reimbursed for the balance of the funds needed to compensate the District, either directly or by claim against the Performance Bond.

DRAFT

CERTIFICATE OF SUBSTANTIAL COMPLETION

(Use this form if DGS Project Manager is not a DGS direct employee)

PROJECT NAME: _____

CONTRACTOR: _____

PROJECT No.: - - -

☐ COMPLETE PROJECT.

☐ PARTIAL – List areas/phase

_____

_____

_____

_____

DGS PM to complete Section 1 or Section 2

SECTION 1

☐ As requested by the Contractor, the DGS PM has inspected the project and the submitted close-out documents.

The following items must be completed or corrected prior to certifying the Date for Substantial Completion.

ITEM	DESCRIPTION	COMPLETE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
14		

Once the above noted items are complete, submit written request for re-inspection.

_____ _____

DGS PM and printed name Date

DRAFT

CERTIFICATE OF SUBSTANTIAL COMPLETION

SECTION 2

☐ As requested by the Contractor, the DGS PM has inspected the project and the submitted close-out documents and recommends the Project, or Specified area of the Project, be accepted as Substantially Complete at_____(time) **on**_____**, 20 .** (date)

_____ _____
DGS PM and printed name Date

_____ _____
Construction Turnover Manager and printed name Date

_____ _____
Cluster Leader (COTR) and printed name Date

The Project, or specified area of the Project, are accepted as Substantially Complete at _____ (time) **on**_____**, 20 .** (date)

All warranties will start the day of Substantial Completion, with the exception of those items remaining on the attached punch list, which will start as of the date of Final Completion. The failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The Contractor shall complete or correct the work on the attached punch list by / / . If the list of items is not completed within the time allotted the District has the right to be compensated for the delays and/or complete the work with the help of an independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the district shall be promptly reimbursed for the balance of the funds needed to compensate the District, either directly or by claim against the Performance Bond.

DRAFT

APPENDIX E

COMMUNITY OUTREACH

Appendix E Table of Contents:

1. DGS and DPR Process for Community Engagement on DPR Projects

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Department of General Services (DGS) and Department of Parks and Recreation (DPR) Process for Community Engagement on DPR Projects

DGS is the implementing agency for construction of all District Government facilities. Below are guidelines for creating a Communications Plan for DPR projects.

The DGS and DPR project teams will work collaboratively to ensure that there is clear, concise and consistent community engagement with stakeholders on each stage of scheduled Capital Projects. DGS and DPR project team members will attend all scheduled meetings together, along with the appropriate support team. DPR is the lead communicator in the design phase of the project, whereas DGS is the lead communicator in the construction phase of the project.

The **Communications Plan** for each project should include the following:

1. **Internal and External Stakeholder List**, which at minimum includes:
    - Advisory Neighborhood Commissioners (ANC)
    - Ward City Councilmember
    - Office of Policy and Legislative Affairs (OPLA), if appropriate
    - Ward Mayor Office Community Relations (MOCR) Representative(s)
    - Civic Associations
    - Email Distribution Lists (Listservs)
    - City Agencies

2. **Outreach Plan**, which includes:
    - Process for scheduling community meeting
    - Meeting schedule and purpose of each meeting
    - Distribution methods and schedule for meeting notifications
    - Community update methods and schedule
    - Social media schedule
    - Agency point of contacts (POCs)

3. **Dedicated Project Website**, which should include:
    - Name of Project
    - Project Address
    - Project Scope of Work
    - Project Ward
    - Project Budget
    - Project Architect
    - Project General Contractor
    - DGS Project Manager

- DPR Project Manger
- Project updates, as appropriate
- Project flyers, as appropriate
- A picture of the site

This page should be established prior to the first community meeting and should be reviewed and updated at minimum monthly.

4. **Media Plan**, if applicable
    - Project team shall work with DGS and DPR Public Information Officer (PIO) on any media-related opportunities or concerns
    - At no time should the project team speak with the media

Each Communications Plan should also include samples of a project flyer, community presentation, community update, and meeting minutes.

Government of the District of Columbia
Department of General Services

APPENDIX F

COMMISSIONING

Appendix F Table of Contents:

1. ASHRAE Systems Manual
2. Project Requirements Guide – Schools

ASHRAE Guideline 1.4P

Advisory Public Review Draft

The Systems Manual for Facilities

First Public Review (May 2013)
(Complete Draft for Full Review)

This draft has been recommended for public review by the responsible project committee. To submit a comment on this proposed guideline, go to the ASHRAE website at www.ashrae.org/standards-research--technology/public-review-drafts and access the online comment database. The draft is subject to modification until it is approved for publication by the Board of Directors and ANSI. Until this time, the current edition of the guideline (as modified by any published addenda on the ASHRAE website) remains in effect. The current edition of any guideline may be purchased from the ASHRAE Online Store at www.ashrae.org/bookstore or by calling 404-636-8400 or 1-800-727-4723 (for orders in the U.S. or Canada).

The appearance of any technical data or editorial material in this public review document does not constitute endorsement, warranty, or guaranty by ASHARE of any product, service, process, procedure, or design, and ASHARE expressly disclaims such.

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ASHRAE, 1791 Tullie Circle, NE, Atlanta GA 30329-2305

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SPECIAL NOTE

This Guideline was developed under the auspices of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). ASHRAE Guidelines are developed under a review process, identifying a guideline for the design, testing, application, or evaluation of a specific product, concept, or practice. As a guideline it is not definitive but encompasses areas where there may be a variety of approaches, none of which must be precisely correct. ASHRAE Guidelines are written to assist professionals in the area of concern and expertise of ASHRAE's Technical Committees and Task Groups.

ASHRAE Guidelines are prepared by project committees appointed specifically for the purpose of writing Guidelines. The project committee chair and vice-chair must be members of ASHRAE; while other committee members may or may not be ASHRAE members, all must be technically qualified in the subject area of the Guideline.

Development of ASHRAE Guidelines follows procedures similar to those for ASHRAE Standards except that (a) committee balance is desired but not required, (b) an effort is made to achieve consensus but consensus is not required, (c) Guidelines are not appealable, and (d) Guidelines are not submitted to ANSI for approval.

The Assistant Director of Technology for Standards and Special Projects of ASHRAE should be contacted for:

a. interpretation of the contents of this Guideline,
b. participation in the next review of the Guideline,
c. offering constructive criticism for improving the Guideline, or
d. permission to reprint portions of the Guideline.

DISCLAIMER

ASHRAE uses its best efforts to promulgate Standards and Guidelines for the benefit of the public in light of available information and accepted industry practices. However, ASH RAE does not guarantee, certify, or assure the safety or performance of any products, components, or systems tested, installed, or operated in accordance with ASHRAE's Standards or Guidelines or that any tests conducted under its Standards or Guidelines will be nonhazardous or free from risk.or Guidelines will be nonhazardous or free from risk.

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In referring to this Standard or Guideline and in marking of equipment and in advertising, no claim shall be made, either stated or implied, that the product has been approved by ASHRAE.

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NOTE

When addenda, interpretations, or errata to this guideline have been approved, they can be downloaded free of charge from the ASHRAE Web site at http://www.ashrae.org.

(This foreword is not part of this guideline. It is merely informative and does not contain requirements necessary for conformance to the guideline.)

FOREWORD

Developing the Systems Manual encompasses gathering the information related to the facility, equipment, systems, and assemblies; from the planning, commissioning process, design, construction, testing, and training activities; and operations planning function and incorporating it into a usable information resource, with indexes and cross references. This resource will include final project documentation, including OPR, BOD, the final Cx Plan, Cx Progress Reports, submittals, manufacturer installation manuals, manufacturer O&M manuals, system schematics, record drawings, testing results, and training and other relevant materials. This information is edited and organized to focus upon the key systems (roofing, walls, fire alarm, chilled water, hot water, etc.), in the facility. Coordination with O&M personnel in developing standard formats and divisions (shops) is accomplished to simplify future Systems Manual revisions.

It is the intent that the Systems Manual be assembled in electronic format to facilitate access and reduce storage requirements. The electronic format will also reduce the possibility of loss for parts or all of the information. For Systems Manuals assembled in hard copy format, the larger documents such as record drawings, specifications, submittals, and O&M documents can be stored in secure locations with these locations referenced in the Systems Manual.

Also included in the Systems Manual is the development of periodic maintenance and information for insertion into a computer maintenance management system (CMMS), including equipment make and model information, checking requirements, maintenance requirements, and troubleshooting items.

If the Systems Manual is assembled during a commissioning process, the Commissioning Authority (CxA) shall be responsible for evaluating the development of the Systems Manual. At other times, the responsible person or agency will be designated by the Owner.

The entity responsible for developing the Systems Manual should include all items involved in the project and capture the system and assembly data in either an electronic or printed version. In addition, printed operations, service, maintenance, spare parts list, and repair manuals may be provided. This entity (owner, contractor, design professional, CxA, other) shall have the skills of design, construction, and operations required to develop a cohesive Systems Manual.

The required details for a full Systems Manual are enhanced in each of the Technical Guidelines. The Systems Manual will have multiple sections depending upon the Owner's designated requirements and the number of systems focused upon during the facility development, renovation, or repair process.

In summary, the Systems Manual contains information and documentation on the building design and construction, along with operational requirements, maintenance information, training and testing documentation for the use of building operations, and maintenance and optimization of the facility over its useful life.

The format and content of the Systems Manual provided in this standard can be effectively used in both new construction and for assembling one for an existing building, even if the building is not commissioned.

Systems Manual Documentation Collection Requirements

The Systems Manual process captures project requirements, design documentation, construction details, evaluation and testing results, and training programs as the information becomes available. Additionally, the recommended operating and maintenance procedures and ongoing documentation requirements are assembled and included. Changes to the manuals are expected as the building maintenance systems are developed and changes to the systems occur.

The arrangement of the Systems Manual shown in section 4 is based upon collection of documentation

during the normal construction process. It is also acceptable to arrange the documentation by system if that is the Owner's preference, This system arrangement may require substantial additional time and documentation effort to rearrange the information.

1. PURPOSE

This guideline provides procedures for producing a Systems Manual as a resource for training, operations, maintenance, and upgrading of facilities.

2. SCOPE

This guideline applies to information from planning, commissioning process, design, construction, testing, and training activities, and operations planning for new, renovated, and existing facilities, equipment, and assemblies.

3. DEFINITIONS

***Acceptance*:** A formal action, taken by a person with appropriate authority (which may or may not be contractually defined) to declare that some aspect of the project meets defined requirements, thus permitting subsequent activities to proceed.

***Basis of Design (BOD)*:** A document that records the concepts, calculations, decisions, and product selections used to meet the Owner's Project Requirements (OPR) and to satisfy applicable regulatory requirements, standards, and guidelines. The document includes both narrative descriptions and lists of individual items that support the design process.

***Checklists*:** Project and element-specific checklists that are developed and used during all phases of the commissioning process to verify that the OPR are being achieved. Checklists are used for general evaluation, testing, training, and other design and construction requirements.

***Commissioning (Cx)*:** See Commissioning Process.

***Commissioning Authority (CxA)*:** An entity identified by the Owner who leads, plans, schedules, and coordinates the commissioning team to implement the Commissioning Process.

***Commissioning Plan (Cx Plan)*:** A document that outlines the organization, schedule, allocation of resources, and documentation requirements of the Commissioning Process.

***Commissioning Process*:** A quality-focused process for enhancing the delivery of a project. The process focuses upon verifying and documenting that all of the commissioned systems and assemblies are planned, designed, installed, tested, operated, and maintained to meet the OPR.

***Commissioning Process Activities*:** Components of the Commissioning Process.

***Commissioning Progress Report*:** A written document that details activities completed as part of the Commissioning Process and significant findings from those activities and is continuously updated during the course of a project.

***Commissioning Team*:** The individuals and agencies, who through coordinated actions, are responsible for implementing the Commissioning Process.

Commissioning Testing: The evaluation and documentation of the equipment and assemblies: delivery

and condition; installation; proper function according to the manufacturer's specifications, and project documentation to meet the criteria in the OPR.

Construction Checklist*:** A form used by the commissioning team to verify that appropriate materials and components are on-site, ready for installation, correctly installed, functional, and in compliance with the OPR. Also see ***Checklists.

***Construction Documents*:** This includes a wide range of documents, which will vary from project to project and with the Owner's needs and regulations, laws, and jurisdictional requirements. Construction documents usually include the project manual (specifications), plans (drawings), and General Terms and Conditions of the contract.

***Contract Documents*:** This includes a wide range of documents, which will vary from project to project and with the Owner's needs, regulations, laws, and jurisdictional requirements. Contract Documents frequently include price agreements, construction management process, sub-contractor agreements or requirements, requirements and procedures for submittals, changes, and other construction requirements, timeline for completion, and the Construction Documents.

***Coordination Drawings*:** Drawings showing the work of all trades to illustrate that equipment can be installed in the space allocated without compromising equipment function or access for maintenance and replacement. These drawings graphically illustrate and dimension manufacturers' recommended maintenance clearances.

Current Facility Requirements (CFR): A written document that details the current functional requirements of an existing facility and the expectations of how it should be used and operated. This includes goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information to meet the requirements of occupants, users, and owners of the facility.

Design Checklist: A form developed by the commissioning team to verify that elements of the design are in compliance with the OPR. Also see ***Checklists***.

***Design Review – PEER*:** An independent and objective technical review of the design of the project or a part thereof, conducted at specified stages of design completion by one or more qualified professionals, for the purpose of enhancing the quality of the design.

***Design Review – Constructability*:** The review of effective and timely integration of construction knowledge into the conceptual planning, design, construction, and field operation of a project to achieve project objectives efficiently and accurately—at the most cost effective levels to reduce or prevent errors, delays, and cost overruns.

***Design Review – Code or Regulatory*:** A review of a document conducted by staff or designated entity of an Authority Having Jurisdiction to determine whether the content of the document complies with regulations, codes, or other standards administered by the Jurisdiction.

***Design Review – Commissioning*:** A review of the design documents to determine compliance with the OPR, including coordination between systems and assemblies being commissioned, features and access for testing, commissioning and maintenance, and other reviews required by the OPR and commissioning plan.

***Evaluation*:** The process by which specific documents, components, equipment, assemblies, systems, and interfaces among systems and their performance are confirmed with respect to the criteria required in the OPR.

***Existing Building Commissioning Process*:** A quality-focused process for attaining the Current Facility Requirements of an existing facility and its systems and assemblies being commissioned.

The process focuses on planning, investigating, implementing, verifying, and documenting that the facility and/or its systems and assemblies are operated and maintained to meet the Current Facility Requirements, with a program to maintain the enhancements for the remaining life of the facility.

***Facility Guide*:** A basic building systems description and operating plan with general procedures and confirmed facility operating conditions, set points, schedules, and operating procedures for use by facility operations to properly operate the facility.

***Final Commissioning Report*:** A document that records the activities and results of the Commissioning Process and is developed from the final Commissioning Plan with all of its attached appendices.

***Issues and Resolution Log*:** A formal and ongoing record of problems or concerns and their resolutions that have been raised by members of the Commissioning Team during the course of the Commissioning Process.

***On-Going Commissioning Process (OCx)*:** A continuation of the Commissioning Process well into Occupancy and Operations to continually improve the operation and performance of a facility to meet current and evolving Current Facility Requirements or OPR. On-Going Commissioning Process activities occur throughout the life of the facility; some of these will be close to continuous implementation, and others will be either scheduled or un-scheduled as needed.

***Owner's Project Requirements (OPR)*:** A written document that details the requirements of a project and the expectations of how it will be used and operated. This includes project goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information. (The term Project Intent or Design Intent is used by some Owners for their Commissioning Process OPR.)

Performance Test (PT): The process used to verify that a material, product, assembly, or system meets defined performance criteria. The methods and conditions under which performance is verified are described in one or more test protocols.

***Re-Commissioning*:** (See Existing Building Commissioning.) An application of the Commissioning Process requirements to a project that has been delivered using the Commissioning Process.

Retro-Commissioning: (See Existing Building Commissioning.) The Commissioning Process applied to an existing facility that was not previously commissioned.

***Systems Manual*:** A system-focused composite document that includes the design and construction documentation, facility guide and operation manual, maintenance information, training information, Commissioning Process records, and additional information of use to the Owner during occupancy and operations.

***Test Procedure*:** A written protocol that defines methods, personnel, and expectations for tests conducted on components, equipment, assemblies, systems, and interfaces among systems to verify compliance with the OPR.

***Training Plan*:** A written document that details the expectations, schedule, duration, and deliverables of Commissioning Process activities related to training of project operating and maintenance personnel, users, and occupants.

4. SYSTEMS MANUAL CONTENT, ORGANIZATION, AND UTILIZATION

4.1 Introduction

The Systems Manual contains information on the Owner's Facility and Project Requirements and

documentation of building design and construction, along with operational requirements, maintenance information, training and testing documentation for the use of building operations, maintenance, and optimization of the facility over its useful life.

The Systems Manual shall provide the information needed to understand, operate, and maintain the facility's equipment, systems, and assemblies.

The format and content of the Systems Manual provided in this guideline can be effectively used in both new construction and for assembling a Systems Manual for an existing building, even if the building is not commissioned.

4.2 Systems Manual Preparation Objectives

The objectives of the Systems Manual are to:

1. Provide the necessary information to the facility operating staff and the maintenance function to understand the design and construction of the facility and how to operate and maintain the building,
2. Assemble the facility design, construction, and testing results for building systems in one set of documents,
3. Provide a documentation source to be used in training materials, and
4. Provide documentation for building performance improvement and ongoing commissioning.

The Systems Manual is the repository of design, construction, testing, and operations information, including updates and corrections to systems and assemblies as they occur during construction and operation. For commissioned projects, the Commissioning Team shall be responsible for updating the Systems Manual during the Commissioning Process, including design construction and operation as required in the OPR, Commissioning Plan, and contract documents. For existing building projects that do not involve commissioning, the building operating and maintenance functions (staff or contractors) are responsible for developing, utilizing, and updating the Systems Manual.

4.3 Systems Manual Documentation Requirements

4.3.1 The Systems Manual process captures project requirements, design and construction documentation, evaluation and testing results, and training programs as the information becomes available. Additionally, the recommended operating and maintenance procedures and ongoing documentation requirements are assembled and included. Changes to the manuals are expected as the building maintenance systems are developed and changes to the systems occur.

4.3.2 The systems manual should contain the following sections:

I. Executive Summary

II. Facility Design and Construction

1. Owner's Project Requirements

2. Basis of Design requirement

3. Facility/Project Design and Record Documents (or directions to their location).

III. Facility, Systems, and Assemblies Information

1. Facility and Equipment Specifications

2. Approved Submittals

3. Manufacturer's Operation and Maintenance (O&M) Data

4. Warranties

5. **Contractor/Supplier Listing and Contact Information.**

IV. Facility Operations

1. **Facility Guide, including: Operating Plan; Facility and Equipment Operating Schedules; Set Points, Ranges, and Limitations; Systems Operation Control Sequences of Operation; and Emergency Procedures.**

Note: Items two through 6 should be added to the Systems Manual when required by the Owner's Facility and Project Requirements and/or Commissioning Plan

2. **Maintenance Plans, Procedures, Checklists, and Records**
3. **Maintenance Schedules**
4. **Utility Measurement and Reporting**
5. **Ongoing Commissioning Operational and Maintenance Record Keeping**
6. **Janitorial and Cleaning Plans and Procedures.**

V. Training

1. **Training Plans and Materials**
2. **Training Records**
3. **System Manual maintenance and documentation**
4. **Operator's ongoing documentation of modifications and adjustments to the facility systems and assemblies.**

VI. Commissioning Process Report

1. **Commissioning Plan(s)**
2. **Commissioning Design and Submittal Review Reports**
3. **Testing and Start up Reports, evaluation checklists, and testing checklists completed for Commissioned Systems and Assemblies**
4. **Cx Progress Reports**
5. **Issues and Resolution Logs**
6. **Item Resolution Plan for open items.**

4.3.3 Sources and Content of the Documents in the Systems Manual

I. Executive Summary

The executive summary contains an overview of the building design, construction, and operational requirements. The information is intended to provide general guidance on the intended operation, performance, and maintenance of the building in conformance to the Owner's Project Requirements and/or Current Facility Requirements.

II. Facility Design and Construction

1. **Owner's Project Requirements (OPR)/Current Facility Requirements (CFR)**
   Insert final copy of OPR/CFR developed and revised during the project and commissioning process. This provides the operations and maintenance (O&M) staff as well as future owners the information on the original intent for the design and use of the facility.

2. **Basis of Design (BOD)**
   Insert final copy of BOD document and any other design information developed during the project and commissioning process. This provides the O&M staff as well as future owners the information

on the design of the facility.

3. Construction/Project Record Documents
Insert final program and design documents, and insert or describe locations of record drawings and documents. Digitized systems manuals can also contain copies of the record documents and minimize the loss of these documents.

III. Facility, Systems, and Assemblies Information

1. Specifications
Insert final copy of facility and equipment design specifications.

2. Approved Submittals
Insert final copy of specific approved submittals by specification section sequence, including a copy of final approved and commissioned sequences of operation for equipment and systems, along with limitations to operation.

3. Manufacturer's Operation and Maintenance Data
Insert manufacturer provided installation and operation and maintenance (O&M) manuals that have been verified and localized to the installed building system or equipment by specification section sequence.

4. Warranties
Insert System and Equipment warranties arranged by specification section sequence.

5. Contractor/Supplier Listing and Contact Information
Insert a listing of all contractors and major suppliers, including address, phone, and email to facilitate repairs and replacements.

Insert the design team members listing along with contact information to facilitate information transfer on original designs and maintenance and optimization.

IV. Facility Operations

1. Facility Guide, including: Operating Plan; Building and Equipment Operating Schedules; Set Points and Ranges; Sequences of Operation, Limitations, and Emergency Procedures Actions.

Insert a copy of the completed facility operating plan with explanations of the intended use and operation of the facility.

Insert a copy of the final commissioned sequences of operation for all operating equipment.

Insert a copy of final commissioned set points of all equipment with operational adjustments. Include the set point normal intended ranges and limitations.

Insert a copy of routine maintenance requirements.

Insert a copy of emergency procedures and locations of applicable controls.

Note: Items two through 6 should be added to the Systems Manual when required by the Owner's Facility and Project Requirements and/or Commissioning Plan.

2. Maintenance Procedures, Checklists, and Records
Insert procedures, forms, and checklists for facility operation and maintenance. Include updating requirements. Describe inspections and testing required on a routine basis and standard forms required.

3. Maintenance Schedules

Include recommended maintenance schedules for systems and equipment along with update requirements.

4. Utility Measurement and Reporting

Include description of utility metering and monitoring systems.

Provide document formats and procedures for tracking utility usage and reporting this information to meet Owner's and jurisdictional requirements.

Include a copy of the facility Measurement and Verification (M&V) Plan if available.

5. Ongoing Commissioning Operational and Maintenance Record Keeping
Include ongoing commissioning and optimization procedures and documentation to monitor and improve the performance of facility systems.

6. Janitorial and Cleaning Plans and Procedures
Insert a copy of facility cleaning and janitorial plan with procedures and intended chemicals and equipment.

V. Training

1. Training Plans and Materials

Include instructions and procedures for the use of appropriate sections of the Systems Manual for training for building O&M personnel.

Insert copy of training plans used for each type of equipment along with session syllabus used.

Insert training materials used, arranged in specification sequence. Describe location or sources of available additional training.

2. Training Records
Insert records of training, schedules, sign in sheets, etc. Include copy of training documentation and training recordings on the operation of the systems and equipment, along with appropriate trouble shooting instruction.

3. Training for Ongoing System Manual Updating
Include training and documentation on the updating and continued usage of the Systems Manual.

VI. Commissioning Process Report

1. Commissioning Plan(s)
Insert the final commissioning plan and completed commissioning report with evaluation and testing forms and records for each building and system.

2. Commissioning Design and Submittal Review Reports
Insert a copy of the commissioning design and submittal review reports

3. Testing Reports

Insert completed Commissioning Process Report with documents and verification and testing forms and records for each building and system and assembly included in the Cx Process. This creates a record of all required testing contained in the commissioning sections of the project contract documents and performed during the project.

Insert manufacturers', testing agencies', and contractors' reports.

Insert installers' and commissioning authorities' completed checklists. This provides a record of installation checks and observations for future reference.

Insert installers' and commissioning authorities' completed performance checklists of assemblies, equipment, and integrated systems. This provides a record of performance checks and observations for future reference.

Insert relevant commissioned system and assemblies test reports.

4. **Cx Progress Reports**
   Insert a copy of all commissioning progress reports

5. **Issue and Resolution Logs**
   Insert a copy of all issue and resolution logs with resolution or status of each item. This provides a record of problems and issues found and resolved during the design and construction process for future reference.

6. **Item Resolution and Open Items**
   Insert a list of any open items and seasonal or additional testing required.

4.4 Usage of Systems Manual

4.4.1 The initial information contained in the Systems Manual is provided by the project and commissioning teams to provide essential information needed by the operation and maintenance staff to understand, operate, and maintain the building's systems and assemblies, optimally operate the building, and provide a system for documenting modifications.

4.4.2 The necessary sections of the Systems Manual are used in the initial and subsequent training of the O&M staffs.

4.4.3 The O&M staff use the Systems Manual to document modifications they implement and the reasoning for the modifications and improvements and as a repository of needed modifications required to meet current facility requirements that will guide future modifications, updated Basis of Design information, and changes to equipment and assemblies being replaced.

4.4.4 The Systems Manual is the repository of institutional knowledge that records needed for present operation and future modifications and history of modifications by all who contribute to the modifications that happen over the life of a building.

4.4.5 The information on the building systems may be arranged by system when that is a requirement of the project.

4.5 Systems Manual Evaluation and Acceptance Criteria

4.5.1 Production of the Systems Manual will depend upon the directives in the Owner requirements, the process of how the project is designed and built, how it is to be operated, and the organization and application of the maintenance program.

4.5.2 This guideline is supplemental to the commissioning process detailed in ASHRAE Standard 202-2013 and ASHRAE Guideline 0-2005 and should be used in conjunction with those and other applicable documents

4.5.3 Chapters 5 through 10 of this guideline provide guidance on the actions necessary to assemble, produce, utilize, and update the information in the Systems Manual at each stage of the project. The annexes provide examples of documentation and formats that can be used in developing the Systems Manual.

4.5.4 To assure compliance with the Owner's Facility and Project Requirements, there should be a compliance and approval process for each stage of the development and revision of the Systems Manual.

5. PRE-DESIGN PHASE FUNCTIONS

5.1 Introduction

During the pre-design or existing facility commissioning planning phase of a project, the Owner defines the requirements, formats, and interface requirements for the System Manual for the building during the development of the OPR or CFR. This chapter outlines the functions and activities required during this phase of the project to produce an acceptable Systems Manual.

5.2 Pre-Design or Existing Building Commissioning Planning Phase Systems Manual Preparation Objectives

The Owner should establish in the OPR or CFR and by contract that the responsible parties provide the documentation and assemble the documents in a prescribed format. The objectives of the Systems Manual include:

5.2.1 Provide a salient repository for information essential for the building operators to understand, operate, and maintain the systems and assemblies and to inform those not involved in the design and construction process about the Owner's objectives and criteria that defined building attributes required to support the various Owner-envisioned activities the building was designed to support.

5.2.2 Provide current facility/OPR to guide operation and communicate requirements for future modifications needed to support changes in Owner-envisioned activities and occupants' mission for the life of the building.

5.2.3 Provide operations and maintenance staff procedures for documenting and tracking information on updates and modifications to systems and assemblies as they occur during the Occupancy and Operations Phase and the reasoning for the modifications to the building's operation.

5.2.4 Provide documentation of additional information gathered during the project and Commissioning Process, including techniques for optimization and a systems-based organization of information.

5.3 System Manual Structure

During the pre-design or planning phase, the Owner should establish the format and expected source of documents that meets their project or company requirements

5.3.1 The format and organization of the Systems Manual is shown in Section 4.3.

5.3.2 Establishing format for documents included in the System Manual should be done during this phase so the design and construction teams can start at the beginning of the project with document collection and assembly.

5.3.3 The format and document collection systems are initially set in the OPR and/or CFR. The Systems Manual contents outlined in Section 4 can be used as the list and arrangement or modified to meet the Owner's needs for a specific project or existing documentation system.

5.3.4 Additional format and content information for the individual documents in the Systems Manual are shown in the annexes to this guideline.

5.4 Roles & Responsibilities for Systems Manual Initial Documentation

5.4.1 The roles and responsibilities for each component of the Systems Manual as well as the entity that will coordinate and assemble the initial project Systems Manual are defined during the development of the OPR or CFR under the direction of the Owner. These responsibilities should be defined in project requirements and contract requirements. The components that comprise the

Systems Manual as shown in Section 4.3 are to be included in the project Systems Manual and should be designated to be performed by specific entities.

5.4.2 Building Operator's Responsibilities
The Owner is responsible for the activities of their building operations staff. As such, periodic review of the Systems Manual is essential to the transfer of institutional knowledge to successors of existing staff necessary to efficient operation of the building. Defining these requirements at this time will allow the requirements to be included in the initial building operating requirements.

The head of the facility's operation should either personally maintain or ensure maintenance of the Systems Manual records, including but not limited to the following:

- Changes in operating schedules
- Overriding controls and the associated reasoning
- Changes to building automation system set points and the associated reasoning
- Equipment replacement that is not the same make and model
- Additions or modifications to the systems being maintained by operational staff
- Designed and constructed modifications, including changes to floor plan layout
- Documentation of repetitive equipment failures or malfunctions
- Updating construction record documents to reflect modification to the building infrastructure
- Collection and inclusion of CFR, BOD, Operation and Maintenance Manuals for new or replaced components, systems, and assemblies, and associated Commissioning Reports
- Updating of optimization strategies
- Updating of system schematics (single line diagrams)
- Modification to operational procedures for normal, abnormal, and emergency modes of operation
- Current training record for each operation and maintenance staff member.

5.5 Budgets

The Owner should include sufficient funding in construction and renovation projects to implement the Systems Manual. During facility operation, there should be sufficient funding to update and maintain the Systems Manual.

5.6 Pre-Design Phase Systems Manual Evaluation and Acceptance Criteria

5.6.1 The Systems Manual format, contents, and application should be reviewed by the CxA and building O&M staff if available at this phase. The OPR or CFR should also be reviewed at this time.

5.6.2 The Systems Manual should be reviewed and approved by the Owner with the OPR/CFR at the time of initial completion and periodically during the life of the building.

6. DESIGN PHASE FUNCTIONS

6.1 Introduction

During the design phase (if included in the project) the design team updates and expands the Systems Manual requirements and provides the contractors, operators and maintenance personnel specific instruction in the assembly and use of the Systems Manual.

6.2 Design Phase Systems Manual Preparation Objectives

The design phase objective includes the conversion of the Systems Manual requirements into contract documents. This will instruct the contractors, suppliers, and building operators, as well as the design and commissioning teams, on their responsibilities to produce the Systems Manual.

6.3 Design Phase Systems Manual Documentation Requirements for Specific Building or Project

6.3.1 During the design phase, the Owner's requirements are converted to specific project document requirements. The responsibility to produce the document deliverables is inserted in project plans and specifications.

6.3.2 The schedules to provide the individual documents and the finished Systems Manual are included in the project documents.

6.3.3 The design and commissioning teams will define system description and documentation requirements for all systems as required in OPR/CFR

6.3.4 The Systems Manual formats and updating requirements should be specifically defined in the contract documents and operation plans.

6.3.5 The Systems Manual usage in training requirements is defined and made a requirement for project completion.

6.3.6 Requirements should be defined for the collection of checklists and other Systems Manual documents, including evaluation and functional performance testing by the contractor and commissioning team.

6.3.7 The inclusion of Facility Guide and maintenance checklists for equipment and systems for building operation should be defined and required.

6.4 Design Phase Systems Manual Evaluation and Acceptance Criteria

6.4.1 The Systems Manual format and application in the project documents should be reviewed by the CxA on commissioned projects.

6.4.2 The Systems Manual requirements in the projects should be reviewed and approved by the Owner.

7. CONSTRUCTION PHASE FUNCTION

7.1 Introduction

During the construction phase, the Systems Manual requirements are updated and implemented to provide the documents and assemble them for use in training and operation and maintenance functions.

7.2 Construction Phase Systems Manual Preparation Objectives

7.2.1 The objectives of the construction phase are to implement the documentation process and provide necessary coordination.

7.2.2 The contractor is required to include performance and documentation requirements for Systems Manual document collection and Systems Manual assembly in subcontracts.

7.3 Construction Phase Systems Manual Documentation Requirements

7.3.1 Coordinate Owner's Systems Manual Requirements

The contractor and the Project and Commissioning Teams work together to produce and capture the necessary documents for the Systems Manual.

7.3.2. Update Owner's Facility Project Requirements

If proposed changes are at variance with the Owner's Facility Project Requirements and are approved by the design professionals and Owner, then the OPR/CFR (and BOD) must be revised and approved. This provides for continuous updating of the OPR/CFR (and BOD) to reflect the constructed project and facility.

7.3.3 Conduct Pre-Construction Systems Manual and Commissioning Process Meeting

Special issues relative to sequencing and early installation of equipment located in limited access areas (such as equipment to be installed in lower levels of a building) should be discussed and solutions determined.

7.3.4 Determine Procedures, Responsibilities, and Schedules for Documentation Production and Collection

Coordination drawings should be reviewed to verify that the following requirements have been met and construction information is being transferred to the operation staff:

a. Mechanical and electrical equipment spaces show structural elements, equipment, piping, ductwork, and conduit.

b. Ceiling space coordination drawings show a consistent layering for structural elements, ceiling grid, access doors and panels, fire and smoke dampers, lighting, piping, ductwork, conduit, and control elements.

c. Vertical shaft coordination drawings for piping and ductwork show structural elements, equipment, piping, ductwork, and conduit.

d. Specified clearances are shown for maintenance and operation procedures appropriate to the accepted make and model of equipment.

e. Coordination drawings demonstrate adequate space for maintenance access and installation and identify spaces reserved for maintenance and operational procedures.

7.3.5 Equipment Submittals

7.3.5.1 Equipment and component vendor submittals shall be obtained for use by the CxA and project team. This information, when confirmed and approved, shall be used in developing the

Construction Checklists and test procedures. These approved submittals are to be included in the Systems Manual.

7.3.5.2 Submittal of the sequence of control should be presented in the form of a control logic diagram or other approved format.

7.3.5.3 The training-program submittals review includes the schedule, syllabus, evaluation forms, qualifications of the trainer, any video or other material that will be used, any proposed demonstration training, and recording or documentation of the training for future use and inclusion in the Systems Manual (refer to Annex O).

7.3.6 Testing and Evaluation Documentation

7.3.5.1 The testing and evaluation procedures, documentation, and results should be recorded and the results assembled for the Commissioning Report and Systems Manual.

7.3.5.2 The project record documents should be updated and prepared for inclusion in the Systems Manual.

7.4 Construction Phase Systems Manual Evaluation and Acceptance Criteria

7.4.1 The Systems Manual project documentation should be reviewed by the CxA and building O&M Staff before the end of construction.

7.4.2 The Systems Manual should be reviewed and approved by the Owner.

8. OCCUPANCY AND OPERATION PHASE FUNCTION

8.1 Introduction

During the occupancy and operation phase, the Systems Manual is utilized to assist in the operation and maintenance of the building. The documents are updated on a periodic and as needed basis to keep the Systems Manual current.

8.2 Occupancy and Operations Phase Systems Manual Objectives

During the Occupancy and Operations phase, the Owner must maintain the mechanism or develop new mechanisms to perpetuate the content and usefulness of the Systems Manual. While these mechanisms were generally defined in the OPR and should be maintained throughout the project up to the Occupancy and Operations Phase, changes in Operational procedures, building functions, personnel or technology dictate the need for updating procedures. The objectives of the Systems Manual in the Occupancy and Operations Phase include:

8.2.1 Maintain a salient repository for information essential for the building operators to understand, operate, and maintain the systems and assemblies.

8.2.2 Ensure updating mechanisms are maintained to continuously evaluate the needs and objectives of the building's function in order to ascertain whether the building's systems and assemblies meet the building's functional requirements.

8.2.3 Ensure that operators and maintenance staff effectively utilize procedures for documenting and tracking information on updates and modifications to systems and assemblies as they occur during the Occupancy and Operations Phase and the reasoning for the modifications to the building's operation.

8.2.4 Continuously and consistently update the systems information utilizing the prescribed update process including techniques for optimization and a systems-based organization of information. This would include adding additional systems and assemblies that may be installed or modified in function throughout the life of the building.

8.3 Occupancy and Operations Phase Systems Manual Documentation Requirements

8.3.1 Continual Updating of the Systems Manual

The responsibility for maintaining the accuracy and relevancy of the Systems Manual is transferred from the contractors to the O&M personnel at the start of the Occupancy and Operations Phase. The Owner's personnel may accept this responsibility directly, place the responsibility on a property manager, or hire an outside contractor to assist with the maintenance process.

8.3.2 Maintaining and updating of the Systems Manual is required for the life of the facility and includes:

a. Inclusion of material as the result of completing the commissioning process activities in the Occupancy and Operations Phase.
b. Inclusion of updated maintenance procedures and schedules, ongoing operational record keeping, benchmarking results, and actions taken in the optimization of the facility systems.
c. Modifying information as changes are made to the systems, including updating the OPR/CFR and BOD.
d. Keeping the record documents current with changes in programming, nomenclature, equipment, systems, and assemblies.

e. Utilizing training mechanisms to ensure that new personnel are properly informed to perpetuate systems and procedures for updating the systems manual.

8.4 Occupancy and Operations Phase Systems Manual Evaluation and Acceptance Criteria

8.4.1 The Systems Manual format and content should be reviewed and approved on a periodic and scheduled basis by the responsible person on the building Owner's staff, or designated representative of the Owner. This is especially important when a contracted firm or property manager is in charge of maintaining the Systems Manual. This process is essential to ensure effectiveness of the systems manual as a tool for efficiently maintaining equipment, systems, and assemblies over the life of the building.

8.4.2 The procedures and processes for updating the Systems Manual should be reviewed by the party responsible for maintenance of the systems manual as part of a continuous improvement process and approved by the Owner on a periodic and scheduled basis.

9. EXISTING BUILDING FUNCTIONS

9.1 Introduction

For existing facility systems and projects, the plans and documentation sources often vary from new construction. The requirements for assembling a Systems Manual if it does not exist or updating an existing Systems Manual may require document gathering alternatives and alternative assembly procedures.

9.2 Existing Building Systems Manual Objectives

9.2.1 For updating of an existing Systems Manual, if the building had a Systems Manual prepared at the time of construction or renovation, those documents should be updated and maintained as described in Chapter 8 of this guideline..

9.2.2 In providing a new Systems Manual for an existing building, if no organized Systems Manual exists for a building, the documentation, to the extent that it exists or can be developed, should be gathered and assembled in the format required by the Owner. The purpose of this Systems Manual is the same as in a new building, that is, to provide design, construction, and operations information for training of the operating and maintenance staffs.

9.3Existing Building Systems Manual Documentation Requirements where no Systems Manual Presently Exists

9.3.1 Gathering Information

a. Original design, drawings, and specifications can be found in some facilities in the maintenance office or property manager's area. In some cases, the information may be in a storage area. If the original or remodel design team is known, they may be a source of design documents. Usually this information is in paper format and will need to be scanned if the Systems Manual will ultimately be in digital form.

b. Current Facility Requirements should be documented in a written plan. This is a fundamental requirement for proper building operation. These requirements should include the form and format for the Systems Manual.

c. Existing submittals for equipment and systems should be located in the maintenance office or storage area. This information will assist in the operation and maintenance of the building. Most likely, the submittals will be in paper form and will need to be scanned into digital form for an electronic format Systems Manual. The submittals should be arranged in a logical order, such as the CSI Master Spec format, and include an index system.

d. Existing equipment O&M documents and manufacturer supplied information should also be located in the maintenance office or storage area. The O&M data will most likely be in paper form and will need to be scanned into digital form for an electronic format Systems Manual. If the model and serial number of the equipment is available, usually on a nameplate, the manufacturer could be contacted and the equipment documentation requested. This information will need to be arranged in a searchable format for convenient use. This arrangement could be similar to the CSI master format or the manufacturer's O&M data merged with the submittals and specifications so that all the information on a specific piece of equipment or system is in the same location or chapter in the Systems Manual.

e. Existing and current sequences of operation are essential to the building operation. These can often be located with the facility control system information. If the facility has a computerized energy management and control system, the sequence may be included in or derived from the control system computer or documentation. If a written sequence of operation for the facility is not

available, one should be developed with information from the CFR and the operating knowledge of the building staff. This sequence of operation should be entered into the Facility Guide and operating plan in an understandable format.

f. Existing facility maintenance programs, plans procedures, and schedules should be located from building maintenance operation documentation. If there are no written plans, these should be developed and included in the Systems Manual to assist in the continuity of building operation and to assist in building improvement programs. Current facility operation and maintenance personnel and maintenance contractors are usually the best sources for this information.

g. Existing maintenance testing records separated by system should be collected and entered into a records section to provide a base of operating data for future maintenance programs and building improvement programs.

9.3.2 Format Development
The format of the Systems Manual and the collected information should be defined in the CFR. This information should be arranged to best suit the building operating requirements, be understandable to the operating staff, and be easy to locate and use.

9.3.3 Documentation Processing
The documentation should be in digital form if the Systems Manual is assembled in that media. It is recommended that the digital format be used to reduce the loss of parts of the documents and to make the information easier to find.

9.3.4 Developing Plans, Records, and Documents that do not Currently Exist
A complete facility Systems Manual would contain all the information included in the contents list in Section 4 of this guideline. However, in existing buildings that were not commissioned and/or a Systems Manual was not provided, this is seldom the case. As many of the documents that can be located should be captured and arranged in a standard format for future use. The Facility Guide information and current operating and maintenance information should be developed from current operations as a minimum for building operation.

9.3.5 Information Retention and Updating
The Systems Manual should be maintained and updated with available information. Even if the manual is not complete or ideal, it should be treated in the same manner as a document needed to properly operate the building. The documents should be reviewed on a regular and scheduled basis and updated as required to keep them current. Any changes to equipment or facility operations should be entered into the Manual at the time of the change.

9.3.6 Systems Manual Usage and Access
The Systems Manual is intended to be used by building management, O&M personnel, maintenance contractors, and design and commissioning teams for building commissioning and upgrading. The access to the Systems Manual information in a digital format is the most convenient for all users.

9.4 Existing Building Systems Manual Evaluation and Acceptance Criteria

9.4.1
The Systems Manual format and application in the project documents should be reviewed and accepted by the building O&M management and staff on a periodic basis.

9.4.2
The Systems Manual should be reviewed and approval by the owner on a periodic and scheduled basis.

10. COMPUTERIZATION AND INTERFACE WITH OTHER PROGRAMS

10.1 Introduction

Even though a Systems Manual can be assembled in a hard copy format, it is usually better to digitize the information and assemble it into a searchable format. The volume of information is much easier to handle and store in digital form. There are several formats available for the assembly of the Systems Manual, from manual paper copies, to digitized versions of the paper documents, to totally computerized systems.

10.2 Computerization and Interface Objectives include:

a. Capturing all the information in a common digital format to make access easier.
b. Reducing the loss of information that can be physically removed from a printed manual.
c. Improving the accessibility to the information.
d. Making the manual easier to maintain and update.

10.3 Computerization and Interface Documentation Requirements

10.3.1
The most important requirement for a digital Systems Manual is to provide a format that can be stored on a computer system or produced on CDs that can be accessed and read by the intended users. If the intent is to make the information available on a full time basis on mobile platforms such as tablet computers, then the system will be more complex.

10.3.2
The simplest format for a digital Systems Manual is a spread sheet or database program. An outline or index can be created on a computer or server system and the documents entered in the outline as they are collected. This method is among the simplest, but searchability can be a challenge.

10.3.3
Several more complex database systems have been developed and have varying degrees of functionality.

10.3.4
The US Army Corps of Engineers has developed a very complete system of design and construction data collection that can interface directly with some computerized maintenance programs. That system is called ‘COBie’ or Construction Operations Building Information Exchange.

10.4 Computerization and Interface Verification and Acceptance Criteria

10.4.1
The Systems Manual format and application in the project documents should be reviewed on a scheduled periodic basis and accepted by the building O&M management.

10.4.2
The Systems Manual should be reviewed and approved by the Owner on a periodic and scheduled basis.

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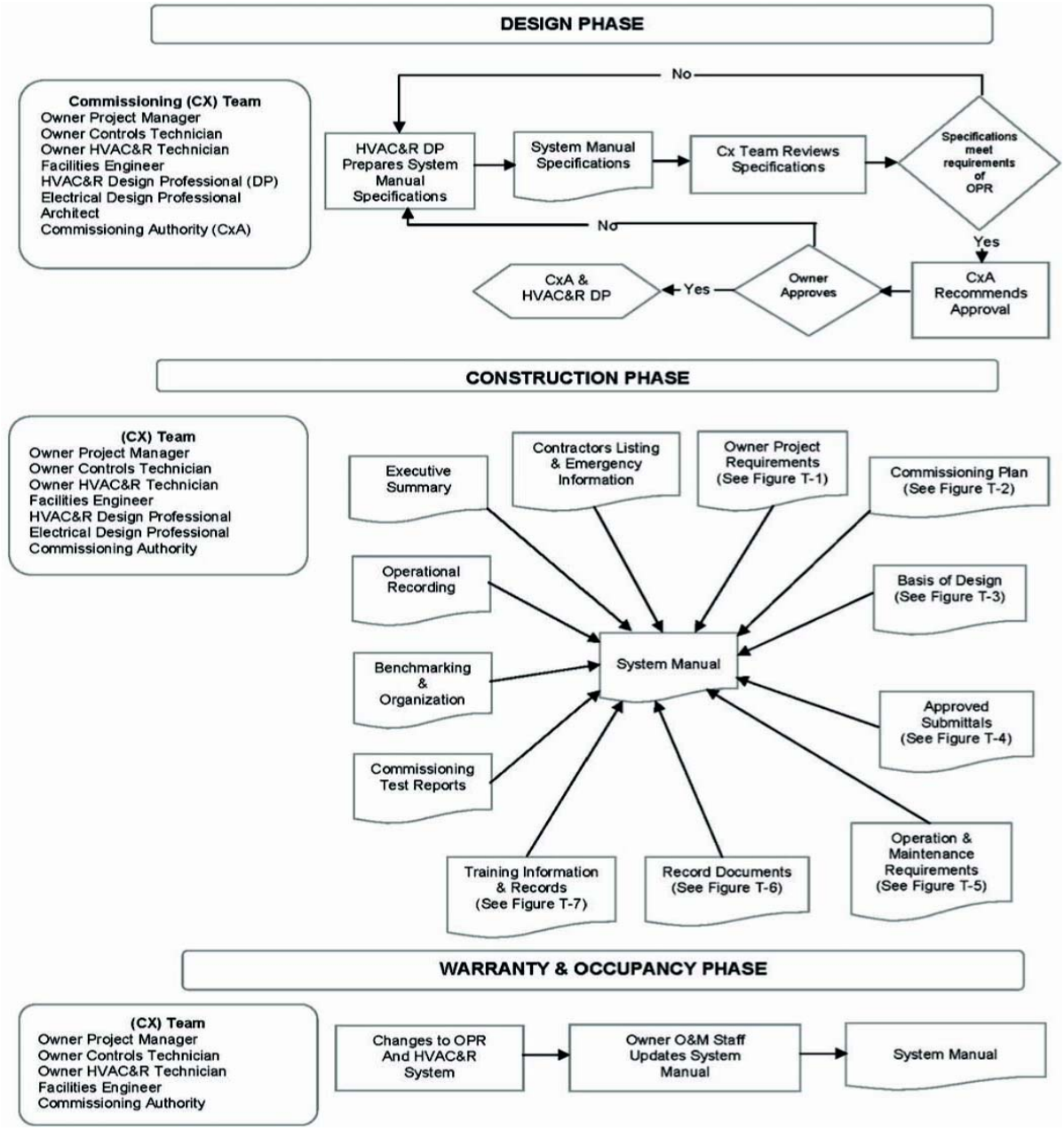
INFORMATIVE ANNEX A

Systems Manual Documentation Matrix



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INFORMATIVE ANNEX B

Systems Manual Contract Requirements
Initiating the Process

Systems Manual assembly is a team effort, and the entire project team is part of the Process. The OPR/CFR and Cx Plans define project team's roles and responsibilities, communication protocols, assembly activities, and the schedule of those activities. Success is dependent on each team member's understanding of what is expected of them and obtaining their buy-in. That is why it is essential that the Owner clearly define, contractually, each team member's role and responsibility and their part in the Systems Manual Process and achievement of the defined objectives and criteria defined by the OPR or CFR in providing the Systems Manual.

The Owner is head of the project and shall be engaged in defining the team's goals and objectives, verifying they are clearly documented in the OPR documents, contract, and project requirements. The Systems Manual providers use these directives to implement the Process for the Owner's benefit.

The Owner shall require the update of the OPR and Systems Manual as defined objectives and criteria contained in the document are changed as the project progresses.

The Owner shall mediate and provide direction to project team for issues identified but unable to be resolved among the team as part of the issue resolution process to resolve disposition of issues identified through the Project Processes. The Owner shall approve, in writing, the resolution.

Setting Contractual Requirements

This annex provides suggested examples of how to implement the process contracting activity. It is not intended to be a comprehensive representation or a best practice example. Owners and practitioners applying the project process should carefully follow ASHRAE Standard 202 and applicable technical guidelines tailored to their specific projects.

Suggested contract language must be developed for each activity applicable to a specific project or building such as:

Systems Manual

a. Project and Commissioning Teams shall include in the specifications contractor deliverables defined in the OPR/CFR to become part of the Systems Manual assembled by the Project Team. The specifications shall define the format and information required in the submittal.

b. Designer shall provide BOD information in defined format for inclusion in Systems Manual.

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INFORMATIVE ANNEX C

Roles and Responsibilities

Summarize project specific responsibilities such as provided below in the appropriate contract documents.

Team Members
The members of the project and commissioning teams consist of the Owner or representative, CxA, design professionals, assigned members of the Construction Manager/General Contractor team, appropriate sub-contractor(s), and any other installing subcontractors or suppliers of equipment. The Owner's building or plant operator/engineer is also a member of the commissioning team.

General Management Plan
The CxA is hired by the Owner. The CxA's responsibilities, along with all contractors' responsibilities, are detailed in the specifications. The specifications will generally take precedence over the Cx Plan. All members work together to fulfill their contracted responsibilities and meet the objectives of the Contract Documents and assembly of the Systems Manual.

General Descriptions of Roles
General descriptions of the commissioning roles are as follows:

CxA: Coordinates the process, writes tests, and oversees and documents performance tests and the assembly of the Systems Manual.

GC: Facilitates the project process, ensures that Subs perform their responsibilities, and integrates the collection of documents and assembly of the Systems Manual into the construction process and schedule

Subs: Demonstrate proper system performance and submit the documentation for the Systems Manual

DP The Design Professionals perform construction observation, approve O&M and Systems Manuals, and assist in resolving problems.

PM: Facilitates and supports the process and gives final approval of the Systems Manual

Mfr.: The equipment manufacturers and vendors provide documentation to facilitate and perform contracted startup and submit documentation for the Systems Manual.

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INFORMATIVE ANNEX D

Systems Manual Executive Summary

The executive summary contains an overview of the building design, construction, and operational requirements. The information is intended to provide general guidance on the intended operation, performance, and maintenance of the building in conformance to the OPR and/or CFR.

SYSTEMS MANUAL

EXECUTIVE SUMMARY

1. Overview of the Facility Design and Intended Use.
   Using the OPR and/or CFR as references, this section describes the facility and outlines its intended uses. The systems and assemblies included in the Systems Manual are listed and described along with their function in facility operations.

2. Facility Construction.
   This section outlines the construction process and history and describes any plans or intent for future changes or expansion.

3. *Ope*rational Requirements.
   Provide general guidance on the intended operation, performance, and maintenance of the facility in conformance to the OPR and/or CFR. Include a summary and direction to the operational plans and requirements included in the various sections of the Systems Manual.

4. Systems Manual Contents Description and Use.
   Section II: Facility Design and Construction:
   Describe the use, function, and location of the design documents, including the OPR/CFR, BOD, and Construction or Project documents. These provide the design foundation for the facility and the construction drawings.
   Section III: Facility Systems and Assemblies Information:
   Describe the use and location of the systems and assemblies information. This includes the project specifications, approved submittals, manufacturer's installation instructions, operational and maintenance information, warranties, and listing of design team, contractors, and suppliers. This provides specific information on the facilities systems and assemblies that can be used for operation and maintenance functions.
   Section IV: Facility Operations:
   Describe the Facility Guide and its use in daily operation of the facility. If included in the owner's requirements and the project contracts, include maintenance plans and schedules, utility measurement and reporting, Measurement and Verification Plans, ongoing commissioning plans and requirements, and janitorial plans and requirements.

Section V: Training:

Describe the training conducted during the project and the location of the training material. Include training information on the updating requirements and procedures for Systems Manual.

Section VI: Commissioning Process Report

Describe the commissioning process and results for the project, and list the locations for the testing plans, checklists, and results.

5. Update and Systems Manual Maintenance.

Describe the requirements, process, and responsibilities for the maintenance and updating of the Systems Manual.

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INFORMATIVE ANNEX E

Owner's Project Requirements and Current Facility Requirements

The following are examples of the requirements and formats for the documents to be included in the Systems Manual. This annex provides an example of how to implement part of this guideline. It is not intended to be a comprehensive representation or a best practice example. Practitioners applying the Cx Process should carefully follow ASHRAE Standard 202 and Guideline 0-2005 and applicable Cx technical guidelines tailored to their specific projects.

Owner's Project Requirements

The OPR is developed and defined in the beginning of the project delivery process. Information about the project is gathered, including program requirements, community context, codes and regulations, site and climate, facility context and function, facility technology, sustainability, cost, schedule, and the client's (including Owner, occupants, operators, and maintenance personnel) needs and capabilities. The OPR provides the basis from which all design, construction, acceptance, and operational decisions are made. An effective Cx Process depends upon a clear, concise, and comprehensive OPR document, which includes information to help the project team properly plan, design, construct, operate, and maintain systems and assemblies. The OPR is often developed in an OPR workshop that is described in ASHRAE Guideline 0-2005.

The Owner is encouraged to provide a minimum of five participants that equably represent the various groups associated with the existing building or future project.

The OPR are considered the heart and soul of the Cx Process. When the OPR are not developed, the Owner, designer, contractors, and O&M personnel each interpret the building requirements, including their individual responsibilities, from the standpoint of their own specific needs. This often creates a range of diverse views of the constructed project's needs. Developing OPR that reflect the actual needs of the Owner, the users or occupants, service and operating units, and sometimes the community is one of the, if not the, most difficult and important aspects for successful implementation of the Cx Process.

The following sections detail an example format to follow in developing the OPR and a discussion of how to obtain the required information. Note that historically, the OPR has often been referred to as "design intent" or "project intent."

Format

Key sections of the OPR document are:

- Background – a narrative description to provide context about the project.

- Objectives – for any project, there are goals that must be achieved for the project to be successful. Goals can range from first cost, to time schedule, to number of change orders, or to life cycle cost. Regardless of which goals are identified, they must be summarized up front to ensure everyone is on the same page.

- Green building concepts – this is an optional section for Owners who wish to focus upon the sustainability aspects of their building.

- Functional uses and requirements – in addition to general documentation produced by the architect on functional uses of the building (office, storage, kitchen, etc.), the specific requirements for each functional area must be documented. This can include such items as security, safety, comfort, energy, maintainability, and indoor air quality.

- Lifespan, cost, and quality – it is important to clearly document the Owner's expectations for lifespan of materials, cost of construction, and the level of quality desired. By providing this information, unrealistic expectations are identified and eliminated.

- Performance criteria – often the most difficult to define, performance criteria detail minimum acceptable performance benchmarks for various aspects of the facility.

- Maintenance requirements – the maintenance requirements are a mixture of the level of knowledge of the current O&M staff (what can they maintain) and the expected complexity of the proposed systems (what they can learn). If there is a significant gap between the two, no matter how well the building is constructed, it will not be maintained or operated properly.

The following are examples of OPR elements that are common to most of the Technical Commissioning Process Guideline topics.

- Benchmarks for performance – specific criteria for the functional use of each space, assembly, and system must be defined. These include temperature, humidity, airflow, light, noise, durability, aesthetics (materials and colors), service life, reliability, redundancy, and the like. Typically, upper and lower limits are provided for general spaces, with exceptions noted as required.

- Problems to avoid – since occupant/user/operator complaints are common, it is important to identify and document those problems that have caused complaints in the past. If these problems are not documented and the situation recurs, the occupants often consider the entire project as a failure.

- Specific occupant requirements – specific items that are deemed important to the various occupants in a building must be identified and documented. In speculative-built buildings, this section would detail the limits to which occupants can make use of their spaces. For example, a chemical laboratory cannot be put in a space designed and constructed for general office use without significant changes to the systems and possibly to the building as a whole.

Obtaining the Information

While it may be easy to obtain the basic information related to development of the OPR, it is difficult to obtain quality information that the Owner, O&M staff, service contractors, customers (i.e., students, patients, retail customers, renters), visitors, sub-tenants, occupants, and the community all agree upon. In quality-based processes, it is critical that input be obtained from all the users (the various user groups) and that the consensus of and differences between the groups are documented. There usually are requirements for which users do not all agree. These must be documented as unresolved items. Normally, the Owner will make final decisions on what the priority order of OPR will be. However, the Owner and the rest of the Cx Team must be aware of all requirements so that the final product will include as many individual group requirements as are deemed appropriate and within the budget.

A simple, three-step process is recommended for developing the OPR:

1. OPR Workshop.

2. OPR Documentation (Report).

3. Project Team Approval of the OPR.

OPR Document

A general format for an OPR document is presented below. The structure provided is intended to encompass the facility requirements and enable the addition of sections depending upon the systems and assemblies to be constructed and commissioned.

Introduction – Includes an overview of the project and the general reasons why the project is being undertaken. A description of the Owner's processes (Cx Process) is typically contained in this section.

Key Owner's Requirements – Includes a listing of the key Owner's requirements that the Cx Process will focus upon and that the Owner (Cx Team) has determined are critical to the success of the project.

General Project Description – The size and scope of the project are included in this section.

Objectives – The objectives for accomplishing this project are detailed in this section.

Functional Uses – The expected functional uses (spaces) for the facility are detailed in this section. A short description of each functional use is included to provide the context in which it was detailed.

Occupancy Requirements – Includes the number of occupants (users and visitors) and the schedule of occupancy, including all special conditions.

Budget Considerations and Limitations – The expected budgetary restrictions and considerations are contained in this section.

Performance Criteria – The performance criteria upon which the project will be evaluated by the Cx Team are included in this section. Each system and assembly performance criterion should be measurable and verifiable. Include subsections as appropriate to organize and explain the criteria:

- Commissioning Program Requirements
- Economic and efficiency requirements
- Environmental and sustainability goals
- Environmental Requirements Construction Process if a project requirement
- Maintainability and Maintenance Program Requirements
- Operations Training Requirements
- Benchmarks
- Documentation and Format Requirements, including Systems Manuals.

Owner's Project Requirements Version History – Includes a summary of the changes made throughout the Pre-Design, Design, Construction, and Occupancy and Operations Phases. This information is critical to understand and document the trade-offs made over time and the resulting impact on the project.

Current Facility Requirements

The key to a successful existing building commissioning project is well defined CFR. The CFR form the foundation of any design meeting the Owner expectations. When the CFR are given the time and effort necessary in documenting the Owner's present and future requirements, there is a high probability that the facility will be effectively commissioned and the Owner will be satisfied.

For those facilities commissioned using a process similar to that defined in Guideline 0, the OPR become the CFR for the existing facility and are updated by using the same process outlined in Informative Annex I. The update of the original OPR should also focus on all modifications to the facility and those systems and assemblies that are underperforming.

As the EBCx proceeds during the different phases, the CFR may require updating or amending. This may occur, for example, as the budget and costs change. No changes to the CFR will occur without the Owner's written approval. For example, the CFR may require that new windows be impact rated certified to Category 5 hurricane level. If the window replacement bid exceeded the budget, the CFR could be changed (and approved by the Owner) to design non-impact rated windows with provisions for field installed protection during a hurricane.

Developing the CFR includes contributions from all the stakeholders that use, occupy, operate, and maintain the facility. The CFR will contain both technical and non-technical requirements (e.g., technical requirement: replace roof with an R-30 roofing assembly; non-technical requirement: comply with LEED for existing buildings at Gold level). The CFR contains specific and measurable requirements (e.g., instead of "the light level in offices will be adequate," the CFR may read, "the light level in offices will be 40 foot-candles measured at 30 inches above the floor level"). The CFR must be concise, clear, correct, and complete, reducing the risk for any misinterpretation.

Some of the more general requirements for the CFR are listed below. These CFR requirements may expand or contract following focused discussions with the Owner.

Suggested CFR contents are:

1. User/Occupant Requirements
2. Owner Directed Requirements
3. Specific facility requirements such as environmental and energy goals, level of systems control, and/or sustainability certification
4. Training requirements
5. Sustainability requirements
6. Equipment and systems maintainability requirements
7. Capabilities of operators and maintenance team
8. Documentation requirements
9. Regulatory requirements
10. Ongoing commissioning requirements
11. Benchmarks
12. Financial requirements and investment criteria.

Current Facility Requirements
Outline Example

The CFR are developed from all stake holders requirements that are gathered during CFR workshop(s). Where an OPR exists, it would be updated and modified. The resultant document will be the CFR.

The following example document provides a template for how a CFR document may be formatted and what types of information should be covered in typical applications. The document is structured as a template given that in most cases, any specific content from example projects will serve to limit the scope towards the specific issues and objectives of that application. For each section of the template, normal text fonts provide example language specific to that section while *italicized font* provides the reader with guidance as to the type of information that would be added to that section specific to the facility under consideration.

1.0 User Occupant Requirements

This section should be used to define any specific requirements of the facility occupants and users that are necessary to meet the overall mission requirements. These may be current facility features that must be maintained or those that need to be added to support facility operation.

1. Private offices occupants will be able to adjust the temperature set point in the offices.

2. The ground floor (southwest quadrant) will be converted to a cafeteria for users and occupants of the building.

2.0 Owner Directed Requirements

This section should define any directives given that need to be addressed by the EBCx process. This is an interactive process to generate information between all of the stakeholders.

1. The existing windows shall be replaced with impact rated windows in a 150 mph zone.
2. The roof shall be replaced with a green roof with minimum R-35.
3. The fire alarm system shall be manufactured by Notifier.
4. Building shall be sprinkled.

3.0 Specific Facility Requirements

This section should define specific functional requirements for each area of the facility and space use variation. This will include parameters such as functional uses, space needs, occupancy requirements, systems or assemblies replacement, and comfort requirements—space temperature and humidity for occupant comfort. This may also include specific parameters for critical environments such as tolerances for minimum lighting levels, temperature variation, ventilation rates, room pressurization, noise levels etc. All variations in occupancy schedules should be defined along with any subsequent changes in operational parameters.

1. Indoor lighting requirements: Offices 45 foot candles at 30” AFF.
   List other areas and any specific non-standard requirements. E.g., pendant-mounted lighting, illumination requirements, special applications.

2. Occupant lighting control requirements: Each office shall be fitted with dual technology occupancy sensors.
   List any non-standard requirements. E.g., multi-mode controls for assembly spaces.

3. Thermal comfort requirements: maximum temperature/humidity 72°F DB at 50% RH.
   List any non-standard temperature or humidity requirements.

4. Ventilation and filtration requirements: ventilation shall meet current ASHRAE Standard Filters for occupied areas. Shall be Min MERV 12.
   List any non-standard requirements.

5. Occupancy HVAC control requirements: occupants shall be able to adjust the temperature set point 2°F
   List any non-standard requirements. E.g., integration with existing control systems.

6. Acoustic environment requirements: office shall be maximum 35 RC.
   List any non-standard requirements. E.g., local noise sources requiring mitigation, spaces such as classrooms that require low background noise and short reverberation times.

7. Other Owner requirements: *e.g., natural ventilation, operable windows, daylight.*

4.0 Training Requirements

This section should define the expectations for the core competency level of the facility personnel responsible for operating the facility. This will serve as an evaluating metric to determine any training requirements necessary to achieve the required competency level at all necessary levels of the facility staff.

1. Factory or onsite training for the Owner, whether owner staff, contracted staff, or users/occupants, shall include a description and overview of systems, not just the

components and equipment that comprise each system.

2. Training should include general orientation and reviews of the written O&M instructions, relevant health and safety issues or concerns, operation in all possible modes, preventive maintenance, and common troubleshooting problems & solutions.
3. Training shall be performed for the following building systems and assemblies:

   i. List all systems and assemblies that have been affected, e.g., lighting control security systems, roof assembly.

   ii. List all systems and assemblies that were not affected, e.g., chiller plant.

4. Building systems that the *occupants/users shall be trained on include*:

   i. *List all systems and assemblies that the occupant/user needs to operate, e.g., lighting controls.*

5. Most training shall be completed prior to the end of the Implementation Phase and an electronic copy (DVD format) provided for the Owner's use.

5.0 Sustainability Requirements

The facilities systems and assemblies shall be renovated/upgraded to provide long life while promoting environmental quality and resource conservation through sustainable design and construction.

1. The commissioning process shall result in a LEED –EB 2009 certification at no lower than silver level.

i. *List specific sustainability goals, e.g., water efficiency, energy efficiency, etc.*

2. Ongoing commissioning shall achieve the 2030 Challenge to result in zero possible fuel based energy.

6.0 Equipment and Systems Maintainability Requirements

This section should define the minimum requirements for the maintainability of facility systems and assemblies.

1. All equipment shall be installed with manufacturer's recommended clearance.

2. All equipment shall be easily accessible to maintenance staff.

3. Adequate sized doors/access panels shall be provided for equipment replacement.

7.0 Capabilities of Operators and Maintenance Team

This section should define the capabilities of the operators and maintenance team, including their experience, training in specific systems and assemblies, and level of education.

1. The HVAC chillers will be maintained by an outside vendor.

2. The Owner fire alarm technicians have been factory trained and certified in Notifier systems.

3. All the Owner technicians have obtained craft certification from technical institutes.

8.0 Regulatory Requirements

This section should define specific regulatory requirements placed on the operation of the facility and what impact this may have on the manner in which the facility, systems, and

assemblies are operated, monitored, and maintained. The specific requirements may vary throughout the facility based on different functional requirements of specific areas of the facility. Examples would be references to specific Environmental Health and Safety standards such as College of American Pathologists (CAP) and Clinical Laboratory Improvement Act (CLIA) and Federal, State, and provincial civic and county requirements.

1. Fire sprinkler systems – NFPA 13 - latest edition (even if not adopted by the Fire Marshall).

2. Florida Building Code.

9.0 Ongoing Commissioning Requirements

This section should define the ongoing commissioning requirements. This will include the frequency for the ongoing commissioning of each system and assembly.

1. Ongoing commissioning for mechanical systems will be performed every 3 years.

2. Ongoing commissioning for electrical and plumbing system will be performed every 5 years.

10.0 Benchmarks

This section should define the evaluation methods that will be used to compare existing performance of the overall facility, systems, and assemblies. There are innumerable criteria that may be employed based on the type of facilities, systems, and assemblies under evaluation. This may involve easily quantified criteria such as indoor environmental quality issues (temperature, humidity, ventilation rates) or energetic performance (overall or component energy usage). However, this may also include more subjective criteria such as occupant satisfaction, improved occupant productivity, etc. The CFR should define what specific parameters will be used, how they will be quantified (baseline), and what improvements can be expected. The CFR should also define what benchmark criteria will be used to evaluate the baseline performance. This can be through established database information for similar facilities (such as energy usage index [kBtu/ft^2]). However, this may be difficult when evaluating parameters for which no database exists for comparison.

1. Temperature changes throughout each floor shall not vary more that 4°F.

2. Energy consumption shall be 30% less than present consumption.

3. Post-occupancy surveys shall be used. Acceptable responses for all categories shall not be less than 70% of the responses.

11.0 Financial Requirements and Investment Criteria

This section should be used to define how identified recommendations will be evaluated for implementation. In many cases, this may be some method of economic evaluation (simple payback, life cycle cost, return on investment, etc.). However, there may be other cases where monetary impacts of the expected improvements are secondary to other benefits or difficult to quantify. It should also be discussed whether measures will be evaluated individually or whether bundling of recommended measures can be used. Bundling may allow for high priority improvements with less attractive singular evaluation criteria to be combined with other higher performing measures to provide a combined project that meets the overall investment criteria.

1. Project having a Simple payback of less than 2 years will be implemented.

2. For major changes to systems and assemblies, life cycle costs determine the option to be implemented. *List discount rate, period of study, escalate rate criteria for energy, etc.*

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INFORMATIVE ANNEX F

Commissioning Plan

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

This annex provides an example of how to implement a Cx Plan from project initiation through occupancy. It is not intended to be a comprehensive representation or a best practice example. Practitioners applying the Cx Process should carefully follow ASHRAE Standard 202 and ASHRAE Guideline 0-2005 and applicable Cx technical guidelines tailored to their specific projects.

The following is an example outline for a Cx Plan. The basic structure of this example is such that each phase of the plan has its own section detailing what activities will be accomplished and guidance on who accomplishes it and how it is completed. The deliverables for each activity are included in an appendix. Each section of the plan will have a description of the requirements for that subject. The intent of this format is for the Cx Plan to become the Final Cx Process Report at the end of the project by updating the plan and filling in the results for each section as the project progresses.

Depending upon the size and scope of the Cx Process activities, it may be beneficial to have three Cx Plans: one for the Pre-Design Phase, one for the Design Phase, and one for the Construction Phase. If separate Cx Plans are used, then care must be taken to inform those that are involved in only a portion of the process of the previous material.

Commissioning Plan

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OVERVIEW

COMMISSIONING PROCESS DESCRIPTION

PRE-DESIGN ACTIVITIES
- Develop Owner's Project Requirements
- Develop Initial Commissioning Plan
  - Commissioning Process Issues
    - Step 1 - Identify systems and assemblies to be commissioned.
    - Step 2. Record Issues, Schedules, Budgets, and Expectations.
    - Step 3. Provide documentation and training requirements

DESIGN ACTIVITIES
- Develop and Update Basis of Design
- Update Commissioning Plan
- Develop Commissioning Process
- Develop Contract Documents
- Develop and Review Project Specifications
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- Pre-Bid Meeting

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- Contractor Submittal Review
- Construction Checklists
  - Delivery Process
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  - Installation and Start-Up Checks
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- Documentation
- Systems Manual
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- Preliminary Commissioning Report

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- Seasonal Testing
- On-Going Training
- Warranty Review
- Lessons-Learned Meeting and Report
- Final Commissioning Report

CONTACT AND RESPONSIBILITY INFORMATION

SCHEDULE REQUIREMENTS

Provide a detailed description of Cx Process activities and a schedule of activities. The design milestones shall include the Cx Team meetings, OPR development, design reviews, and the completion of the BOD and the Cx specifications. For construction and renovation activities, the additional milestones shall include the Cx Team meetings, submittals, installation checklists completion, start-up plan start and finish, performance testing, Owner move-in, training, O&M and record drawing completion, deferred seasonal testing, warranty review, and final Cx Process Report. For commissioning in existing buildings, milestones shall include representative tasks from the planning, investigation, testing, implementation, and hand-off phases.

Appendices in the initiation and design stages of the project will state the requirements and responsibilities for that deliverable. The final results and documentation for each item will be inserted in the final report.

It is not necessary to include copies of documents included in the Systems Manual in the final Cx Report if that Cx Report is included in the Systems Manual, but the location of the document(s) shall be noted.

APPENDIX A – OWNER'S PROJECT REQUIREMENTS
APPENDIX B – BASIS OF DESIGN
APPENDIX C – PROJECT SPECIFICATIONS
APPENDIX D – COMMUNICATION STRUCTURES
APPENDIX E – ROLES AND RESPONSIBILITIES
APPENDIX F – COMMISSIONED SYSTEMS [listing of systems and assemblies]
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APPENDIX R – WARRANTY REVIEW

APPENDIX S – OPEN ISSUES
APPENDIX T – LESSONS LEARNED

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INFORMATIVE ANNEX G

Basis of Design

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

This annex addresses specific requirements for the Systems Manual, requirements developed and included in the BOD document, and must be coordinated with the Basis of Design documents of other technical guidelines. The BOD document records the major thought processes and assumptions behind the facility design decisions made to meet the OPR as they relate to the System Manual. The design professional must read the entire OPR before starting the BOD. The BOD document captures important information linking the “what” of the OPR and “how” of the system design.

The objective of specifically documenting the Systems Manual requirements in the BOD information is to provide the parties involved in a project, at each phase in the process, an understanding of the underlying thinking that led to the selection of specific components, systems, and system integrations. This includes documenting the type of system chosen as well as documenting those rejected during the initial phase of the project and why they were selected or rejected. A design narrative that provides an overview of systems in verbal format is usually an integral element of the BOD.

The specific contents of the BOD document will vary from project to project and system to system, but in general should address the following for the information required in the Systems Manual:

1. List specific codes, standards, and guidelines considered during the design of the facility.

    - List the specific building codes being utilized for the design of the project. This should include the title of the code and the year.
    - List specific standards (including year of publication) being utilized in the design of the project (e.g., ANSI/ASHRAE 62.1-2004, NFPA 45-2000).

Basis of Design

The BOD should be reviewed and updated as part of each design submission during development of the design, after issue of supplementary instructions during the construction process, prior to occupancy, and after completion of acceptance testing.

Sample Basis of Design Requirements to be contained in Owner’s Project Requirements

Introduction: The BOD is a written document that shall detail the design team’s approach to the OPR.

Process:

The general process for producing the BOD shall be:

1. The OPR shall provide a list of required information and the format for the BOD to the design team prior to the start of design.

2. The design team shall gather and organize the information during the creation of the design.

3. The design team shall submit the BOD to the Owner and CxA for review and comment with each design document submittal.

4. The BOD shall be updated by the design team to provide increasing levels of detail as the design evolves.

5. The BOD shall be updated by the design team to reflect changes to design criteria and systems during the subsequent phase of the project and the reason for those changes.

6. The design team shall work with the Owner and CxA to resolve review comments.

7. The BOD shall include signature blocks for acceptance by the Owner and CxA.

Basis of Design Content

The content of the BOD shall be as follows:

The following BOD contents will be edited for each project based on discussions between the Owner, CxA, or other parties. Ideally, the requirements for the BOD, 3rd party Cx, sustainable rating certifications, measurement and verification, energy modeling, and other non-traditional design elements are identified prior to receiving proposals for services from the design team.

HVAC

Schematic Design

- Occupancy schedule (time and number of people)
- Climatic design criteria
- Indoor design criteria, including tolerances (allowable temperature and humidity ranges)
- Design diversity per system
- Redundancies
- Applicable building codes
- Additional design requirements (LEED and energy goals, other special requirements)
- Sustainable code requirements
- Design narrative, including description of how each sustainable design requirement is met
- Controls system narrative
- Renewable energy systems narrative

Optional

- Design narrative (system options described in sufficient detail for energy modeling)
- Ventilation calculations for each above system option

Design Development

- Preliminary energy modeling report
- Ventilation optimization narrative
- ASHRAE Standard 62.1 calculations
- Heating and cooling loads calculations (input and output files)
- Equipment cut sheets (equipment around which the design was based)
- Control schematics, database, points list, sequences, alarm conditions, and operator interface elements

Construction Documents

- Any modifications to Design Development BOD

Lighting

Schematic Design

- Design power capacity (W/sf)

- Design illumination levels (FC)
- Lighting performance goals and standards
- Lighting and lighting control narrative
- Anticipated lighting power density (LPD) for each space type

Design Development

- Lighting calculations
- Power load calculations
- Lighting control zoning diagrams
- Lighting system control information distributed to potential suppliers

Optional

- Short circuit study

Construction Documents

Ensure lighting controls CDs include:

- Finalized specification language
- Dimension locations of ceiling-mounted sensors
- Controls initial calibration criteria
- Defines the timing of final calibration (for daylighting controls) after partitions/furniture in place
- Defines initial scheduling or time clock requirements
- Identifies interface coordination requirements
- Defines any other programming such as scenes, overrides, or special events

Other Systems

Develop BOD requirements for other systems as required by the OPR.

Format and Organization

The format and organization of the BOD shall detail the design response to the OPR requirements as follows:

1. Major sections shall include **<edit as appropriate for each project>** Envelope Systems, Interior Systems, Electrical and Lighting Systems, HVAC Systems, Renewable Energy Systems, and Plumbing and Service Hot Water (SHW) Systems. Within each major section shall be sub-sections labeled for each required design submittal (Schematic Design, Design Development, etc).

2. An updated BOD shall be required to be submitted with each design submittal. Updates shall include descriptions of changes to the design since the previous submittal, the reasons for those changes, and additional detailed information that becomes available as the design progresses. Design submittals for this project include **<edit as appropriate for each project>** SD, DD, and 50%, 95%, and 100% Contract Documents.

3. The BOD shall reflect the progression of the design within a single document. Sections previously submitted shall not be modified, but rather be addressed, as necessary, in the new section related to the current submittal.

4. Non-narrative type information shall generally be provided in a BOD appendix for each submittal and be referenced in the narrative.

5. The main-body of the BOD shall be concise, providing the reader with concise descriptions of systems and later modifications and detail on those systems.

6. The BOD shall not duplicate information provided in plans and specifications, but shall reference that information as appropriate.

7. The BOD shall address how the OPR are implemented into the design. For any criterion of the OPR that could not be met, documentation detailing what was done, its impact on the OPR, and how the

OPR was modified shall be included. It is not intended that the BOD repeat the text of the OPR with comments addressing each individual OPR criterion, but rather that the BOD remain a concise, readable document that is useful throughout the design and construction processes and into occupancy.

Acceptance

The BOD shall include signature blocks for acceptance by the Owner and CxA of each BOD submittal.

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INFORMATIVE ANNEX H

Construction/Project Record Documents Process

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

The collection and retention of record documents is essential to the ongoing operation of the building and can be critical in any building upgrades and modifications. If the record drawings and documents are digitized they may be able to be included in the Systems Manual computer file. This is highly recommended. If the drawings are available in paper or transparency format, the location of the documents should be included in the Systems Manual.

Documents can include:

Drawings:
- Architectural
- Site
- Civil
- Landscape
- HVAC
- Plumbing
- Electrical
- Fire Protection and alarms
- Communication Systems
- Other

Other record documents include change orders, architect's supplemental instructions, and additional information that reflect actual constructed conditions.

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INFORMATIVE ANNEX I

Project Documents and Submittal Review Reports

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Design Review Report

This annex provides an example of how to implement a sampling process if directed by the Owner. It is not intended to be a comprehensive representation or a best practice example. Practitioners applying the Cx Process should carefully follow ASHRAE Standard 202 and ASHRAE Guideline 0-2005 and applicable technical information tailored to their specific projects.

Design Submissions

A critical step in the Cx Process is the review of the design submissions from the design professionals. It is important to remember that the role of the CxA is to verify that the OPR are met and that the system is designed in a quality manner. There are three distinct reviews that are completed on a drawing set – general, coordination, and field specific. A review of the specifications is also required.

The use of sampling in the design review and the sampling process must be defined in the OPR. The Cx Plan can also add requirements and information to the design review process and procedures.

The general steps of completing a drawing review are as follows:

General Review

1. Review the OPR: since the drawing review is to verify the OPR were met, prior to the review, the OPR should be reviewed to familiarize the reviewer with the key criteria of the facility.
2. Document the General Review Criteria: the criteria from which to accomplish the general review of the submission must be documented. The criteria should be based on general quality characteristics and specific OPR criteria. The general quality characteristics should include items such as:

    - Continuation of items (ductwork, pipes, walls, electrical wiring, etc.), from page to page
    - Labeling, including correct room numbering
    - Details corresponding to actual components
    - Schedules include BOD information
    - All information is legible (not hidden by crossing lines or text)

- OPR information is included on documents.

3. Accomplish Quick General Review: the general review is intended to familiarize the reviewer with the submission. If during this review significant items are identified as poor quality, then the review process should be stopped and the design professionals contacted to discuss the quality concerns. If the general quality is good, move on to the Coordination Review.

Coordination Review

1. Determine Sampling Areas: for each floor plan area (e.g., if there are five sheets for each floor, then there are five floor plan areas for each floor) select a single building area randomly. A simple way to do this is to divide the drawing sheet into 15 squares (5 by 3) and select square number 3 on the first sheet (area) and then 5, 7, etc., for each remaining area. This selection is accomplished typically using the architectural sheets.

2. Select Review Samples on Drawings: using the sampling strategy chosen in Step 1, mark the sample areas to be reviewed in each area. This should be accomplished for each trade (landscaping, architectural, structural, plumbing, mechanical, electrical, etc.).

3. Accomplish Coordination Review: for each area, compare the squares between each discipline. The intent of this review is to identify coordination problems with the placement and installation of components. Items of specific interest include:

   - Placement of multiple pieces of equipment/components in the same location
   - Accessibility to equipment/components for maintenance/replacement
   - Use of consistent terminology (e.g., room numbers)
   - Elevations provided where multiple systems are placed in the same area
   - Other trade duties clearly identified (e.g., window assemblies, roof drains, electric wiring for HVAC equipment, holes for sinks).

If significant coordination problems are identified, stop the review and contact the design professionals to discuss. If the coordination is good, continue on with the Field Specific Review.

Field Specific Review

1. Determine the Review Sampling Procedure as defined in the project OPR and Cx Plan: use random sampling that selects every x^{th} square on the drawings to be verified. Squares that are completely blank (no walls, equipment, etc.), are not included in the counting. For example, if there are 10 pages of drawings and each drawing is split into 15 grids (5 x 3), there will be 150 potential grids to review. If a 20% sample rate is desired, then 30 grids would be reviewed, or every 5 grids. The starting grid should be chosen using a random selection process (die, 1-6 in a hat, etc.).

2. Document Review Criteria: the criteria from which to review the drawings should be based on specific OPR criteria. This typically includes items such as accessibility, maintainability, meeting sustainability goals, comfort conditions, documentation of OPR and BOD, and operating details.

3. Select Review Samples on Drawings: using the sampling strategy chosen in Step 1, mark the sample areas to be reviewed.

4. Accomplish Detailed Statistical Review: using the review criteria from Step 2 and the selections from Step 3, accomplish a detailed review of the drawings. This includes verifying that the specifications match that shown on the drawings (see below for specification review details). For example, if an air terminal box is in the selected square, the steps in accomplishing the detailed review might include:

    a. Review design calculation inputs for matching architectural assumptions and the OPR.

    b. Compare calculation results with the total airflow of the diffusers downstream of the air terminal box and with the terminal box schedule.

    c. Compare location of air terminal box with maintenance requirements of the selected make and model (BOD).

    d. Compare air terminal box location on drawings with requirements in the specifications.

    e. Review the OPR for other issues that the air terminal box could impact.

1. Document Concerns: during the review of the drawings, keep detailed notes of problems found or concerns with certain items. Also, at the end of the review, a general summary of the quality of the drawings should be developed. A letter detailing the quality of the drawings should then be sent to the design professionals and the Owner with specific recommendations and directions given.

2. Review the Drawing Review Procedure: after the drawing review is completed, this document should be reviewed and modified to improve the process for the next time.

Specification Review

1. Determine the Review Sampling Procedure: the purpose of this review is to determine the general quality of the specifications. During the Field Specific Review, the actual details are checked. The sampling procedure should check approximately 10% of the specifications.

2. Accomplish General Review: the review should focus on the quality of the specification, specifically:

    - Are there extraneous sections that do not pertain to the project (i.e., medical gas in an office building, 15 types of valves when only 2 used, etc.)?

    - If a manufacturer has been listed, has the engineer checked to verify that the OPR are met?

    - Are there any “or as equals?” (“As equal” should always be defined.)

    - Are the directions clear and concise?

3. Develop Summary of Review: develop a summary of the review. If there are problems with the specifications, contact the design professionals and discuss.

Design Professional Actions

Comments provided by the CxA need to be formally replied to by the design professionals. If systemic issues are identified during the CxA’s review, the design process should be resolved. Back-checking of the specific items may be appropriate, but not as the sole means of verifying resolution of the issue.

Design Review Report

The design review report should contain the following information:

Project title, number, and date of review

1. Executive Summary.
   Include a summary of the process used for the review and for processing the comments and responses.

2. List of documents reviewed by title and issue number or date.
   Include a list of all the documents reviewed.

3. Issues, comments, and variances from OPR.
   Include copies of all reviews, distribution lists, and responses.

4. Coordination of drawings and systems.
   Include a copy of the reviews on drawings and systems coordination.

5. Access, constructability, and maintainability questions and recommendations.
   Include a copy of the reviews on systems and assemblies access, constructability, and maintainability.

Submittal Review Report

The review of the manufacturer's and contractor's submittals is intended to verify conformance to the project OPR and gather information for the testing and commissioning of the equipment and system.

The use of sampling in the submittal review and the sampling process must be defined in the OPR. The Cx Plan can also add requirements and information to the review process and procedures. See Annex B in this standard for additional information on submittal reviews.

The submittal review report should contain the following information:

Project title, number, and date of review

1. Executive Summary.
   Include a summary of the process used for the review and for processing the comments and responses.

2. Descriptive outline of submittals reviewed.
   Include a list of all the documents reviewed.

3. Issues, comments, and variances from OPR.
   Include copies of all reviews, distribution lists, and responses.

4. Coordination with project systems.
   Include a copy of the reviews on submittals and systems coordination.

5. Conformance to functional requirements and maintainability.
   Include a copy of the reviews on systems and assemblies access, constructability, and maintainability.

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INFORMATIVE ANNEX J

Building and Equipment Specifications

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Commissioning Specifications

This annex provides an example of how to implement part of this guideline. It is not intended to be a comprehensive representation or a best practice example. Practitioners applying the Cx Process should carefully follow ASHRAE Standard 202 and ASHRAE Guideline 0-2005 and applicable technical information tailored to their specific projects.

Building and System Specifications

All of the relevant design specifications should be retained in the Systems Manual. These are usually entered by CSI specification number.

Specification Index:

Specification #	Title	Publish Date	System or Equipment Included	Notes

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INFORMATIVE ANNEX K

Approved Submittals

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Insert final copy of specific approved submittals by project specification section sequence. These documents provide specific information on the exact equipment and materials installed in the project.

Submittals Index:

Specification #	Submittal Title	Submitted Date	Approval Date	Notes

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INFORMATIVE ANNEX L

Manufacturer's Operation and Maintenance Data

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Insert manufacturer provided installation and O&M manuals that have been verified and localized to the installed building system or equipment by specification section sequence. They should be organized to be easily located and updated.

Manufacturer's Installation, Operation, and Maintenance Index:

Submittal #	Equipment O&M Title	Publish Date	System or Equipment Included	Notes

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INFORMATIVE ANNEX M

Warranty Information

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

The warranty information and copy of the warranty documents are provided along with the effective and expiration date to facilitate building operation and expediting repairs of any defective systems or equipment.

Warranty Index:

Submittal #	Equipment or System Included	Effective Date	Expiration Date	Notes

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INFORMATIVE ANNEX N

Contractor and Supplier Listing and Contact Information

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Contractor Listing and Contact Information are provided for emergency operations, maintenance, and materials replacement information.

Contractor Index

System, Material, or Equipment	Contractor Name and Contact	Address	Phone Number	Email address

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INFORMATIVE ANNEX O

Facility Guide

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

This annex provides an example of how to implement a Facility Guide. It is not intended to be a comprehensive representation or a best practice example. Practitioners applying the EBCx Process should follow ASHRAE Guideline 0.2 and applicable commissioning technical information tailored to their specific projects.

The Facility Guide is similar to an operator's manual. It is intended to provide the basic information needed for the building operations staff to operate the building on a day to day basis. It includes a simple description of the building systems and their normal operation, schedules, set points, and limitations. Also included is routine maintenance for the systems to keep them in good condition but not major maintenance or repair functions. Scheduled start up and shut down functions should be included.

Developing the Facility Guide encompasses gathering all of the information related to the systems and assemblies that require regular attention and incorporating it into a usable information resource, with indexes and cross references. This information is edited and organized to focus upon the key systems (HVAC, plumbing, electrical, vertical transportation, fire alarm, security systems, etc.), in the building. Coordination with maintenance personnel in developing building standard formats and reporting procedures is necessary for the long term operation of the facility. The Facility Guide is usually located in the Operations Section of the Systems Manual, but it can be developed independently if needed. Annex M of this guideline includes a more complete description of the Systems Manual.

Based on the needs of the Owner and building operations, the Facility Guide and Systems Manual could also include information for insertion into a computer maintenance management system (CMMS), including equipment make and model information, checking requirements, maintenance requirements, and troubleshooting items. This can be a very complex and costly endeavor and the ultimate payback should be evaluated before this type of system process integration is included.

The CxA shall be responsible for verifying the development of the Facility Guide.

The entity responsible for developing the Facility Guide shall include all items involved in the building operation in either an electronic or printed version. This entity (Owner, contractor, design professional, or other entity) shall have the skills of design, construction, and operations required to develop a comprehensive Facility Guide.

It should be noted that some projects may not include all of the information outlined below. The outline is provided to supply organization and sources for information available for the building or project.

Sources and Content of the Documents in the Facility Guide

Executive Summary

The executive summary contains an overview of the building design, construction and operational requirements. The information is intended to provide general guidance on the intended operation of the building in conformance to the Owner's Project Requirements and Current Facility Requirements.

1. Facility Operations Instructions

A. Operating Plan

Insert a copy of the completed facility operating plan with explanations of the intended use and operation of the facility.

Included in "General Building Information."

B. Building and Equipment Operating Schedules, Set Points, and Ranges

Insert a copy of set points of all equipment with operational adjustments. Include the set point normal intended ranges and limitations.

Included in "System Set point Requirements."

C. Sequences of Operation and Limitations

Insert a copy of the sequences of operation for all operating equipment in language and format that is understandable to the property managers.

Included in "BUILDING ENERGY SYSTEM DESCRIPTIONS & SEQUENCE OF OPERATIONS."

D. Start Up and Shut Down Actions

Insert a copy of routine system start up and shut down procedures and locations of applicable controls.

Included in "BUILDING ENERGY SYSTEM DESCRIPTIONS & SEQUENCE OF OPERATIONS."

The following items, 2 through 6, can be added to the Facility Guide and Systems Manual when required by the Owner's Project Requirements/Current Facility Requirements and are available.

2. Maintenance Procedures, Checklists, and Records

Insert procedures, forms, and checklists for facility operation and maintenance. Include updating requirements. Describe inspections and testing required on a routine basis and standard forms required.

Checklists included in "Key Elements to Monitor."

3. Maintenance Schedules

Include recommended maintenance schedules for systems and equipment along with update requirements.

4. Utility Measurement and Reporting

Include description of utility metering and monitoring systems if that is included in the property management functions.

Provide document formats and procedures for tracking utility usage and reporting this information to meet Owner's and jurisdictional requirement as required.

Included in "BUILDING ENERGY USAGE" section.

5. Ongoing Commissioning Operational and Maintenance Record Keeping

Include ongoing commissioning and optimization procedures and documentation to monitor and improve the performance of facility systems.

6. Janitorial and Cleaning Plans, and Procedures

Insert a copy of facility cleaning and janitorial plan with procedures and intended chemicals and equipment if this is a function of the building property management. These janitorial plans could also be used to contract for those services.

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INFORMATIVE ANNEX P

Facility Operating Plans

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

A. Facility Operations Instructions

1. Operating Plan

Describe the intended use and operation of the facility.

2. Facility Layouts

Include simplified line drawings showing facility site plan, floor layouts, and locations of major systems, control centers and utility shut off points. This assists in the orientation of operating staff and others.

3. Operating Schedules:

Describe and list planned operating hours for the facility. This is the basis for the more detailed schedules and sequences of operation.

4. Roles and Responsibilities:

Describe the facility management organization and staff and their responsibilities. Include the planned use of contractors and consultants in building operation such as security and janitorial functions.

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INFORMATIVE ANNEX Q

Building Operation Schedules and Set-points

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

PROJECT:_____
DATE_____ REVISION_____
ADDRESS:_____
OWNER:_____

INSTRUCTIONS:

1. Facility Owner or operator defines the initial operating schedules, anticipated occupancy, and outside air requirements for each room or area.

2. Facility Owner or operator defines the initial desired temperature for each room or space and any humidity, airflow, and pressure requirements.

3. Design team for new buildings, or commissioning team for existing buildings, sets initial tolerances and maximum functional ranges for temperatures, humidity, air flow, and pressure requirements.

4. Design team for new buildings, or commissioning team for existing buildings, using the BOD, defines the equipment and sequences of operation necessary to accomplish the requirements above.

5. Contractors or building operations personnel for existing buildings provide and install systems to accomplish the defined requirements.

6. Commissioning team tests and validates the systems performance to the requirements and updates the requirements and sequence documents to reflect final conditions.

7. Documentation from the above items is entered in the Facility Guide and Systems Manual.

8. Building operators are trained and operate the building based on the documentation, which is updated as changes occur.

I. SCHEDULES

EXAMPLE
ROOM 100, Office Area

PROJECT: Example Building
SPACE OCCUPANCY SCHEDULE

DAY OF WEEK	STATE	MORNING WARM UP-COOL DOWN	OCCUPIED TIME	UN-OCCUPIED TIME	SPECIAL EVENTS TIME	NUMBER OCCUPANTS--MIN/MAX		NUMBER OCCUPANTS -- MIN/MAX Spec Event	OUTSIDE AIR REQUIRED	NOTES
MONDAY THRU FRIDAY	ON	6:00AM	7:00AM	6:00PM	6:00PM	6/50		6/80	ASHRAE 62.1 When Occ.	
	OFF	7:AM	6:00PM	6:00AM		10:00PM	----------	----------	‘	
SATURDAY	ON	N/A	9:00AM	1:00PM		1:00PM	0/20	0/100	ASHRAE 62.1	
	OFF	N/A	1:00PM	6:00AM		MIDNIGHT	----------	----------	Min.	
SUNDAY	ON	N/A	N/A	ALL		1:00PM	----------	0/100	ASHRAE 62.1	
	OFF	N/A	N/A	ALL		MIDNIGHT	----------	----------	Min	
HOLIDAY	ON	N/A	N/A	ALL		ALL	----------	----------	Min	
	OFF	N/A	N/A	ALL		ALL	----------	----------	Min	

SPECIAL CONDITIONS:

II. SET POINTS

Approval: _____Date_____

Project: _____

ROOM OR AREA	**TEMP OCCUPIED – SUM/WINTER** ºF	**TEMP UN-OCCUPIED – SUM/WINTER** ºF	**TEMP RANGE +/-** ºF	**SYSTEM TEMPLIMITS-Min/Max** ºF	**PRESSURE OCCUPIED-IN. H2O**	**PRESSURE UNOCCUPIED- IN. H2O**	**PRESSURE RANGE +/- IN. H2O**	**SYSTEM PRESSURE LIMITS – Min/Max IN. H2O**
Building	75/72	82/68	2	68 Summer 78 Winter	+.05	+.03	+.02	.01/.1

III. SEQUENCES OF OPERATION Approval: _____Date: _____
Project:_____AHU#_____Location:_____

1. Constant Volume Air Handler w/Supply Fan, Chilled Water Coil, HW Coil, Demand Controlled Ventilation

SEQUENCE OF OPERATION

A. OCCUPIED MODE

1. The supply fan shall be energized by:
   _____
2. The space temperature shall be controlled by:
   _____
3. Heating and cooling space temperature set points shall have a _____5°F dead-band between the heating and cooling.
4. The heating coil valve and cooling coil valve shall modulate in sequence to maintain supply air temperature set point and space temperature.
5. Outside air shall be provided by:
   _____
   _
   Minimum/maximum outside air shall be controlled by:
   _____
   Demand controlled ventilation shall be provided by:_____
6. Supply air temperature set point shall be reset based on space temperature.

B. UNOCCUPIED MODE

1. Unoccupied Off: the supply fan shall be de-energized except when operation is called for as described below. Outside air dampers and exhaust dampers shall be closed and return air damper open. Heating and cooling valves shall be closed.
2. Unoccupied OFF Coil Protection: when the supply fan is de-energized and the outside air temperature is below the Outside Air Low Temperature Protection Set point of 35°F (adjustable) and the mixed air temperature is less than the Mixed Air Low Temperature Protection Set point of 45°F (adjustable), OR the Low Temperature Limit trips, then the heating coil valve shall cycle to maintain mixed air temperature protection set point of 45°F.
3. Unoccupied Setback for Space Temperature: the supply fan shall cycle on with the outside and exhaust dampers closed when the space temperature drops below the unoccupied space

temperature set point of 65°F (adjustable). When the fan is energized, the heating shall modulate to maintain supply air temperature set point of 95°F (adjustable).

4. Morning Warm-up for Space Temperature: if the space temperature is below the occupied temperature set point and the outside air temperature is below 40°F, Morning Warm-up shall be initiated by the optimum start program. The outside air and exhaust air dampers shall be closed and return air damper open during the morning warm-up cycle. If the space temperature is below set point, the unit shall warm the space to set point by raising the unit supply temperature to 95°F (adjustable) until the space temperature equals the occupied space temperature set point. If the space reaches the occupied space temperature set point before occupancy, the system shuts off. If occupancy occurs before the space reaches the heating set point, the system switches to occupied mode. Morning warm-up shall occur only once in a day.

5. Morning Pre-cooling for Space Temperature: if the space temperature is above the occupied space temperature set point and the outside air temperature is above 70°F, Morning Pre-Cooling shall be initiated by the optimum start program. The outside air and exhaust air dampers shall be closed during the Morning Pre-Cool cycle. The unit shall cool the space to set point by lowering the unit supply air temperature set point to 55°F until the space temperature equals the occupied space temperature set point. If the space reaches the occupied space temperature set point before occupancy, the system shuts off. If occupancy occurs before the space temperature reaches the occupied space temperature set point, the system switches to occupied mode. Morning Pre-Cool shall occur only once per day.

C. SAFETY SHUTDOWNS

1. Duct smoke detection, space smoke detection, and low temperature limit trips shall de-energize the supply fan and close the outside air dampers. Manual reset of the tripped device shall be required to restart the system.

2. When the OA temperature is below the Outside Air Low Temperature Protection Set Point 35°F (adjustable) and the air handler has shut down in alarm, the heating and cooling valves shall cycle as described previously in the unoccupied off coil protection mode.

2. Fan Coil Unit w/Chilled Water Coil, Hot Water Coil

SEQUENCE OF OPERATION

A. OCCUPIED MODE

1. The unit fan shall be energized by:_____.

2. The heating coil valve shall modulate in sequence to maintain a 70°F space heating set point.

3. The cooling coil valve shall modulate in sequence to maintain a 75°F space cooling set point.

B. UNOCCUPIED MODE

1. Unoccupied Off: the supply fan shall be de-energized except when operation is called for as described below. Heating and cooling valves shall be closed.

2. Unoccupied Setback for Space Temperature: the supply fan shall cycle on when the space temperature drops below the unoccupied set point of 65°F (adjustable) and shall operate until the space is 4°F (adjustable) above the unoccupied set point. Cooling shall be locked out. When the fan is energized, the heating shall modulate to maintain 95°F adjustable discharge temperature.

3. Morning Warm-up for Space Temperature: if the space is below the occupied temperature set point, morning warm-up shall be initiated by the optimum start program. If the space temperature is below set point, the unit shall warm the space to set point by raising the unit supply temperature to 95°F (adjustable) until the space is satisfied. When the space has reached set point, the unit shall operate in the occupied mode. If the space reaches the heating set point before occupancy, the system shuts off. If occupancy occurs before the space reaches the heating set point, the system switches to occupied mode. Morning warm-up shall occur only once in a day.

C. SAFETY SHUTDOWNS

1. Duct smoke detection or space smoke detection shall de-energize the supply fan. Manual reset of the tripped device shall be required to restart the system.

3. Variable Air Volume Air Handling Units w/ Supply Fan, Relief Fan, Chilled Water Coil, Economizer, Hot Water OA Preheat

SEQUENCE OF OPERATION

A. OCCUPIED MODE

1. The supply fan shall be energized by: _____
2. The supply air duct static pressure set point shall be slowly ramped from zero to the final set point value after the supply fan is started.
3. The air handling unit supply fan speed shall modulate to maintain duct static pressure set point of 1.5"w.g.(adjustable).
4. The static pressure set point shall be reset so that at least one of the VAV boxes is at 90% (adjustable) open.
5. A high limit duct pressure function shall reduce the supply fan speed to keep the supply duct pressure from exceeding 2.5 inches of water regardless of the demand from the VAV boxes.
6. The pre-heating coil valve, mixed air dampers, and cooling coil valve shall modulate in sequence to maintain supply air temperature set point. Provide a dead-band of 5°F between heating and economizer cooling.
7. The supply air temperature set point shall be reset from T-min (53°F) when the outside air temperature is 70°F and above, up to T-max when the outside air temperature is 65°F and below. T-max shall range from 55°F to 65°F. T-max shall vary such that the VAV box with the highest cooling demand is at 90% of its cooling max set point.
8. Outside Air shall be provided by:

   _____

   Minimum/Maximum Outside Air shall be controlled by:

   _____

   Demand controlled ventilation shall be provided by:_____
9. In demand control ventilation, the zones with CO_2 sensors shall send the air handler outside air controller a $\%CO_2$ signal varying from 0-100%. As the largest $\%CO_2$ signal from the zones served by the system varies from 50% to 100%, the outside airflow set point shall vary from $V_{ot\text{-}min}$ (the unoccupied design minimum outside air quantity) to V_{ot} (the occupied design outside air quantity).

10. Economizer cooling is enabled whenever the outside air temperature is less than 55°F. When the outside air temperature is greater than the supply air temperature set point, economizer cooling is disabled.

B. UNOCCUPIED MODE

1. Unoccupied Off: the supply fan shall be de-energized except when operation is called for as described below. Outside air dampers and exhaust dampers shall be closed and return air damper open. Heating and cooling control valves shall be closed.

2. Unoccupied Off Coil Protection: when the supply fan is de-energized and the outside air temperature is below the Outside Air Low Temperature Protection Set Point of 35°F (adjustable), and the mixed air temperature is less than the Mixed Air Low Temperature Protection Set Point of 45°F (adjustable), OR the Low Temperature Limit trips, then the heating coil valve shall cycle to maintain mixed air temperature of 45°F (adjustable), and the cooling valve shall be open.

4. Morning Warm-up: the optimum start program shall start the zone heating terminal boxes or the unit if reheat is the heating source at the latest possible time to reach the desired occupied space temperature set point at occupancy time. If the average space temperature is below the occupied space temperature set point, the zone fan or supply fan shall energize and the outside and exhaust dampers shall remain closed and return damper open. The heating coil valve shall modulate to maintain supply air temperature set point of 95°F (adjustable) until the average space temperature equals the occupied space temperature set point. The supply fan speed shall be controlled as described in the occupied mode. The VAV boxes shall modulate to maintain the occupied space temperature while the unit is delivering warm air. When the occupied space temperature set point is reached, the unit shall operate in the Occupied Mode. Morning warm-up shall occur only once in a day.

5. Morning Pre-cooling: if the month is between May and October (adjustable), the outside air temperature is below 55°F (adjustable), and the average of the three highest space temperatures exceeds Pre-Cool Space Temperature set point, Morning Pre-cooling may begin. The unit shall start in the pre-cool mode as determined by an optimum start program at the latest possible time to have the space at the occupied set point at occupancy time. The economizer cooling mode shall modulate the outside air and return air dampers to provide 55°F (adjustable) supply air. The heating and cooling valves shall be closed. The supply fan speed shall be controlled as described in the occupied mode. When the average of the three highest space temperatures falls below the occupied space temperature set point, the unit shall return to unoccupied mode. When the space has reached this set point, the unit shall operate in the occupied mode. Morning cool-down shall occur only once in a day.

C. SAFETY SHUTDOWNS

1. Duct smoke detection, space smoke detection, duct pressure safety, and low temperature limit trips shall de-energize the supply fan and close the outside air and exhaust air dampers. Manual reset of the tripped device shall be required to restart the system.

2. When the outside air temperature is below the Outside Air Low Temperature Protection Set Point 35°F (adjustable) and the air handler has shut down in alarm, the heating and cooling valves shall cycle as described in unoccupied mode.

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INFORMATIVE ANNEX R

Maintenance Plan, Procedures, Checklists, Schedules, and Records

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Inspections/maintenance documentation shall be placed in a computer based maintenance system. The following checklist details items that are included in HVAC inspections as an example. Specific facility and equipment inspections shall occur as follows:

GUIDELINES FOR BUILDING AND EQUIPMENT INSPECTIONS

SYSTEM	FUNCTION	Cycle:	CORRECTIVE ACTION
1.Air filters	Inspect filters for use of specified type, function, pressure drop, dirt loading, contamination, installation with tight fit to eliminate air bypass.	Monthly	Replace filters that exceed allowed pressure drop; are loaded with dirt; have become wet or contaminated. Assure proper installation.
2. Dampers	Inspect dampers for proper function and adjustment. Verify airflow rates…visual check mark on damper handle to verify it has not been tampered with since balancing.	Monthly	Repair dampers and seals and ensure they operate as required. Exercise damper operation from stop to stop (full open, full closed).
3. Drain pans	Inspect drain pans and adjacent surfaces. Test drain function by pouring water or leaning agent into pan and observing entire drainage cycle. All anti-fungal chemicals shall be in place where bio-films, slimes, or fungus grow.	Monthly	Clean if dirty or if there is evidence of growth or dirt.
4.Air plenums	Inspect for cleanliness, blockage, improper materials in plenum, microbial growth, or hazardous materials	Semi-Annually	Clean out dirt and microbial growth. Remove contaminated insulation. Coat/paint with antimicrobial coatings.
5. Coils	Inspect coils for cleanliness, microbial	Semi-	Degrease, sanitize, and

	growth, and pressure drop.	Annually	clean dirty coils.
6.Major air handling components	Inspect for cleanness and damage.	Semi-Annually	Clean dirt and dust with HEPA vacuum. Clean grease and oils components with degreaser chemicals. Remove and replace, or repair damaged areas with like materials.
7.Intake louvers	Inspect louvers, adjacent areas, and bird screens for cleanliness and functionality.	Semi-Annually	Repair as required.
8.Trap primers	Inspect for proper function.	Semi-Annually	Repair or replace if not operational.
9.Access panels	Inspect for function and condition.	Semi-Annually	Repair defective panels and equipment.
10.Outside air	Test, adjust, and balance outside air supply flow to design rate and mark damper or control position.	Annually	Repair equipment as required.
11. Zone box controls	Verify control operation and set points.	Annually	Correct set points and make necessary repairs.
12. Lighting	Verify operation of lighting controls and dimming.	Annually	Re-adjust or replace defective controls.

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INFORMATIVE ANNEX S

Ongoing Commissioning and Record Keeping with the Systems Manual

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

GENERAL REQUIREMENTS

Scope, Purpose, Responsibility, Training, Security

SCOPE:

This document provides the facility description and operational requirements to implement an environmental and maintenance quality plan for the title facility after construction.

PURPOSE:

The purpose of this plan is to provide a summary of the information needed to understand and operate the title facility in a manner to provide an acceptable indoor environment. The training and procedures as well as the materials used by the custodial and maintenance staffs are of particular importance. Included in this information is: a facility description; building function and uses; custodial and maintenance chemicals, custodial procedures, training requirements, the location and use of record documents; systems modification criteria; operating and maintenance schedules, ventilation standards, and outdoor air flow rates; environmental inspection checklists; and an environmental complaint procedure.

KEY PLAYERS AND RESPONSIBILITIES:

The **Facilities Manager** has the primary responsibility to ensure that the appropriate facility standards are utilized and conformance is maintained to provide acceptable indoor environmental quality to the facility occupants. They are also responsible for ensuring that service contractors are contracted and trained to conform to the green requirements. The facilities manager is tasked with the coordination and communication with the necessary departments affected by this plan and has the primary responsibility for the plan updates. They are also responsible for the training of personnel and supervision for the green facility maintenance function.

The **contracted service provider** has the overall management oversight for the program and provides the motivation for plan accomplishment. They must:

- Provide research and acquisition of materials and services to GreenSeal Standards (see Section D or greenseal.org) to accomplish the plan elements.
- Be responsible for ensuring that custodial manager and custodial technicians are trained to conform to the GreenSeal requirements.
- Ultimately reports to the Facilities Manager.
- Special events may be scheduled in the meeting room or elsewhere. After such events, the facility should be serviced according to this plan.
- Noisy custodial work, such as vacuuming or floor polishing, should be done at night.
- Maintain records as required.
- Have a minimum of one qualified custodial technician on site during the work hours of 8AM to 5PM Monday through Saturday who will respond quickly when called to perform specific tasks as needed.
- These provisions apply to the entire building.

The occupants of the building have the authority to call upon on-site contractor personnel for specific and immediate housekeeping issues that may arise.

The **contracted custodial manager** is responsible for the training of personnel and supervision for the green custodial functions to execute this plan.

The **contracted custodial technicians** are responsible for the execution of the green custodial plan.

TRAINING:

Training of the indoor air quality team is essential in the operation of an environmental quality program. All persons in the facility have an impact on the quality of the indoor environment. Each group of building operators and occupants should have a training program appropriate to their involvement. These groups could include:

1. Building management and operations.

2. Security.

3. Maintenance.

4. Custodial.

5. Occupants.

All of these groups receive safety training. It is equally important to require environmental training to maintain the building environment.

A training program will be developed for each group based on their specific function and chemicals used. Each program will include: basic understanding of building function and operation; location and use of written procedures, standards, and record documents specifically including material safety data sheets (MSDS) for all chemicals; basic understanding of the building environmental programs; and procedures and standards for their job function.

In addition to the basics above, each group will have specific training as follows:

1. Building management will have training in: environmental management procedures and plans, including EPA, ISO, and industry standards; chemical and materials procurement; chemical and materials management and storage requirements; building occupant complaint procedures and record keeping; and the review and updating of this plan.

2. Security personnel training will include: environmental and safety building requirements; general overview of custodial and maintenance functions; chemical storage requirements; and emergency chemical and environmental procedures.

3. Maintenance personnel training will include: environmental factors in facility and equipment maintenance; equipment operations and schedules; chemical and materials procurement and storage requirements; record keeping requirements; and emergency operating procedures.

4. Custodial personnel training will include: effective cleaning procedures; permitted chemicals; use and mixing of cleaning chemicals used in the building; chemical storage requirements; and emergency environmental procedures.

5. Building resident training will include: chemical and materials allowed and specifically excluded in the building; chemical storage requirements; and emergency procedures.

SPECIAL SECURITY REQUIREMENTS

All personnel and contractors entering the building to perform housekeeping or maintenance must be authorized by the Owner and Facility Manager. Persons may be subject to background checks and training to comply with current NERC standards CIP-004 and CIP-006. This may include passing a 7 year criminal background check, completion of annual training, and attendance at a quarterly Awareness Program meeting. Authorized persons will be reviewed and re-approved quarterly by the Owner and Facility Manager.

BUILDING AND EQUIPMENT CHECKLISTS

(Select specific items for each area/system/unit from master inspection list.)

Inspector:_____ Date:_____

Equipment/System Name:_____ Designation:_____
Location:_____ System Associated:__

Manufacturer: _____ Model #:_____

Serial #_____ Date of Mfg:_____

Item	Component	OK/NA	Needs/ Results	Comments	Follow up

Notes:

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INFORMATIVE ANNEX T

Janitorial and Cleaning Plans and Procedures

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

CUSTODIAL PROCEDURES

General Procedures Overview:

All offices, classrooms, and building service areas shall be operated and maintained in an environmentally responsible manner, with the following being addressed:

1. Effective recycling program for paper and other commodities (cardboard, glass, plastic, and aluminum) that can be recycled, through programs that emphasize reuse and waste minimization.
2. Waste minimization of paper and other disposables.
3. Substantial compliance with the procedures and products recommended in the *Pennsylvania Green Building Operations and Maintenance Manual* is recommended wherever applicable, with respect to:
    - Custodial services
    - Landscaping
    - Roofing and parking.

    "Substantial compliance" with the manual means that the facility must demonstrate for each area covered in the manual that it complies with 80% of the procedural guidelines (Action Items or Key Points or equivalent, in bold) and is using products that conform with recommended criteria for at least 50% of custodial products and at least 75% of other products.
4. Renovations or new build outs use environmentally preferable materials and systems.

The facility will have policies and procedures ensuring that green facilities operation and maintenance are applied on a continual basis; in particular, the building:

a. Provides training to all relevant staff on environmentally responsible products and practices for green facilities operation and maintenance, and
b. Routinely monitors its performance by conducting an internal audit at least every six months that involves periodic collection and tracking of data on performance in green facilities operation and maintenance, evaluation against explicit performance

targets, and management review for improvement or realignment.

Specific Custodial Procedures

Housekeeping Guidelines (Ref. IICRC S001-1994, Carpet Cleaning Standard, Institute of Inspection, Cleaning, and Restoration Certification, Vancouver, Washington)

1. *Soil control systems*. Soil control systems are the first defense against surface soil and grit. Walk-off mats shall be placed at all entries to carpeted areas, including outside entries, stairwells, and entries to all other surfaces.

   a. If walk-off mats are used, they should be vacuumed according to the following schedule:

BUILDING AREA	VACUUMED
Private Areas	1 TIME DAILY, 4 PASSES
Public or Semi-Public	2 TIMES DAILY, 4 PASSES

   b. If a carpet surface is used, it should be vacuumed daily using the schedule above. Carpets should also be extracted according to the following schedule:

BUILDING USAGE	EXTRACT
Private Areas	ONCE A WEEK
Public or Semi-Public	TWICE A WEEK

2. *Vacuuming*. Daily vacuuming is the most important part of the total carpet care program. Improper or ineffective vacuuming will accelerate wear and allow dirt and grit to penetrate surfaces.

   a. *Vacuum Specifications*: all areas should be vacuumed with a dual (2) motor vacuum with an internal filtering system for cleaner discharge of 3 microns or less. The vacuum should have a 3500-RPM chevron brush with pile height adjustment, brush wear adjustment, and top loading bag. No single motor, cloth bag vacuums, or backpack vacuums will be used.

   b. *Vacuum Frequency*: all areas classified as heavy and moderate traffic should be vacuumed daily. Low traffic areas should be vacuumed two (2) times weekly. Heavy traffic areas are typically classified as lobbies, traffic lanes, interior aisles, entrances, elevators, and break rooms. Moderate traffic areas are classified as interior aisles and conference rooms. Low traffic areas are typically classified as cubicles and general office space.

3. *Spots and stains.* Spots and stains are a detriment to an expected high appearance level. These should be attended to on a daily basis.

   a. *Pretreatment*. Pre-spray the spot with a water-based solvent (pH 8.5 to 9.5), and

allow 10 minutes dwell time. Agitate soiled area with a soft-bristled nylon brush and extract residue with warm water.

b. *Coffee Spills.* If the water extraction stain is a coffee spill, use interface Coffee Breaker and follow manufacturer recommended procedures. Do not extract or blot. Simply spray affected area.

4. *Extraction*. Hot water extraction provides rapid soil emulsification since most of the cleaners used for extraction are low foaming and non-corrosive. They penetrate into the carpeting and loosen the soil for easy removal while extracting. The pH of the detergent used should not exceed 10.5.

   a. *Extractor Specification*. Equipment performance characteristics are critical to ensure effective and complete extraction. Use a self-contained hot water extractor with a minimum of 100-psi water pressure through the injection nozzles, a reel-type soft bristled agitation brush, and water lift of 130 inches.

   b. *Schedule.* Schedule of hot water extraction cleaning.

      i. *High Traffic.* Heavy and high traffic areas shall be extracted on monthly basis.

      ii. *Medium Traffic*. Moderate traffic areas shall be extracted every three months.

      iii. *Low Traffic*. Low traffic areas shall be extracted every six months.

      iv. *Special Areas*. Heaviest traffic areas may require additional attention once traffic patterns have been established within the buildings. These areas very often include entrances, lobbies, and aisles directly adjacent to entries.

5. *Carpet Cleaning Chemicals*. Only pre-approved carpet cleaning chemicals will be used. Be sure that the chemical manufacturer's recommendations and safety procedures are followed. Do not exceed the recommended dilution ratios for any cleaning product. Chemical use should conform to all regulatory guidelines.

   a. *Pre-spray Spotter* (pH 8.5 to 10). Pre-spray the area to be cleaned. Allow the pre-spray eight (8 to 10) minutes dwell time. Extract the pre-sprayed area with hot water only. Note: do not pre-spray too large an area. If the pre-spray is allowed to dry prior to extraction, it is ineffective.

   b. *Detergent* (pH not to exceed 10.5). Dilute the detergent to the chemical manufacturer's specified ratio per gallon of hot water. Extract the carpet. If there are any large stains, it is advisable to pre-spray them prior to extracting. (See "Housekeeping Guidelines" Section 3, Spots & Stains.)

6. *Vinyl Composition and Concrete Floors*. Vinyl tile, composition, and concrete floors shall be swept daily with an oil free dust mop or vacuum cleaner. Damp mopping may be necessary to remove dried liquids or materials.

a. *Schedule*. Floor scrubbing shall be done quarterly in high and moderate traffic areas and annually in light traffic areas.

b. *Scrubbing*. Scrubbing shall be preceded by a non-oily dust mop. Using a neutral liquid floor cleaner recommended by the flooring manufacturer, scrub the floor with a commercial scrubbing machine of 170 - 250 rpm capability equipped with a moderately abrasive scrubbing pad (blue or green pad). Keep the flooring wet at all times during the procedure but do not flood the floor. Absorb up the cleaning solution with a mop or wet vacuum. Rinse the floor with clean water after washing followed by a wet pickup vacuum or damp mop.

c. *Finishing.* After the floor has been cleaned, apply three to five coats of a good metal cross-linked liquid acrylic finish that is resistant to water spills and is non-removable by a neutral floor cleaner.

7. *Mold Removal.* All mold in the building or building systems shall be professionally removed according to the IICRC Standard S520, Standard and Reference Guide for Professional Mold Remediation.

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INFORMATIVE ANNEX U

Utility Measurement and Reporting M&V Plans

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Include description of utility metering and monitoring systems, including type and model number, and location for each meter and submeter.

Meter	type	Model Number	Location	Notes:
Water				
Electric				
Natural Gas				

Provide document formats and procedures for tracking utility usage and reporting this information to meet Owner's and jurisdictional requirements.

Month	Water Usage K Gallons	Water Cost - $	Electrical Usage KWhr	Electrical Cost - $	Fuel Usage - Therms	Fuel Cost - $
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
TOTAL						

Measurement & Verification Plan
Project Name
Project Address

TABLE OF CONTENTS

Section	**Content Description**
Section 1:	Building Description
Section 2:	Intent
Section 3:	Measurement and Verification Option and Boundary
Section 4:	Baseline
Section 5:	Reporting Period
Section 6:	Adjustments
Section 7:	Analysis
Section 8:	Energy Prices
Section 9:	Meter Specifications
Section 10:	Monitoring Responsibilities
Section 11:	Accuracy
Section 12:	Budget
Section 13:	Sample Report
Section 14:	Quality

NEW CONSTRUCTION BUILDING:

SECTION 1: BUILDING DESCRIPTION

The Seven office building is a 236,000 sq. ft, two story structure recently built and currently unoccupied. Tenants are being sought, and lease negotiations are currently underway with at least one potential tenant. The building is expected to be fully occupied by the third quarter of 2010 with two to six tenants. The Seven was constructed as a core and shell building on its own site in any city, with adjacent ground level parking.

Tenants will rent space with Green lease provisions, including owner access to utility use information, measurement & verification (M&V) reporting requirements, and Green equipment procurement standards. The building and lease are intended to help tenants achieve LEED CI certification. Tenants will be responsible for purchasing and installing their own rooftop units to provide heating and cooling.

SECTION 2: INTENT

The purpose of this M&V plan is to describe the methodology to measure building performance and compare it to the base year of the as-designed/as-built and to the ASHRAE 90.1-2004 code baseline facility. This allows the building owner/operator to determine if the facility is maintaining its planned level of usage and ultimately whether it is improving or deteriorating. The intent for implementing this M&V plan is to:

a. Increase energy savings by giving feedback on the operation of the building, allowing the operator to adjust facility management to deliver higher levels of energy savings, greater persistence of savings, and reduced variability of savings.

b. Operation and maintenance troubleshooting by providing feedback, which should facilitate improvements in the O&M process and improve training and building performance.

c. Provide continued documentation of the performance of the building for owners, investors, tenants, designers, and potentially, government agencies, when required.

d. Satisfy the requirements of LEED.

SECTION 3: APPROACH

3.a. Summary of Approach

The various Options and Boundary to the M&V Process are shown on page 11. These options were developed by the US Department of Energy and other organizations as the "International Performance Measurement and Verification Protocol" *(IPMVP) that provides an overview of current best practice techniques available for verifying results of energy efficiency, water efficiency, and renewable energy projects. More information on this process can be found on the Efficiency Valuation Organization web page http://www.evo-central.org.

The option used in this plan and facility is Option D, calibrated simulation. Building systems that operate with energy (natural gas, electricity, etc.), shall be monitored on a relevant time frame. This monitoring system will be as sophisticated as required to accurately deliver pertinent building performance data to the M&V team.
The base year energy utility usage will be developed with computerized modeling. This building model has been developed using the Acme software. The options of use of the model for the

building are included in Section 5 of this plan. After the building has a year of data recorded, the 'base year' can be established, once the model has been calibrated and its accuracy verified by recording building monthly meter readings over the first year of full occupancy operation. Forms are included in Appendix A for this purpose. These are available as Microsoft Excel forms and can be used to produce comparative graphs for better visualization. Microsoft Word documents do not have those calculation capabilities.

Accurate utility rates will also need to be acquired before the calibrated model can be completed and the base year values documented.

The Reporting Period for the initial comparison with the model provided should start at the beginning of the first month meter start schedule that is 60-90 days after the building reaches full occupancy. This will allow for system and operational stabilization before a comparison is made. Full occupancy is not expected until the 3rd quarter of 2010, so the first performance year will most likely end December 2011.

The responsible person for implementing and monitoring this plan is the Facility Manager. This is initially Mr. Joe Crow and will be reassigned upon building occupancy. Mr. Crow will be assisted by the Owner's Energy Team as explained in Section 3 of this plan.

The plan assumes that the basic building usages and the facility construction and systems will stay relatively constant.

a. Building configurations and construction details can be reviewed on the construction record documents.

b. Air conditioning systems are shown on the mechanical record documents supplemented by the systems manuals. Future tenant mechanical systems will be shown on future lease finish drawings.

c. Plumbing systems and metering are shown on the plumbing record documents and risers, supplemented by the systems manuals.

d. Electrical systems and metering are shown on the electrical record documents and risers, supplemented by the systems manuals. Future tenant electrical and lighting systems will be shown on future lease finish drawings.

These building plans and the desired rigor to be used in measuring performance should guide the building operator in the selection of the type of measurement and comparison methods. The specific equipment installed may also allow the system to be used for short term and 'spot check' testing, such as before and after equipment replacement.

Since this is a new building, the as-designed/built utility usage is developed by the energy model described above with assumed loads and schedules. The water usage has not been modeled and is determined by recording the monthly water usage from the building meter. Forms are included in Appendix A for this purpose. These forms are available as Excel forms and can be used to produce comparative graphs for better visualization. As noted, available are the initial energy computer simulations that have estimated monthly usages. As noted

above, these energy models need to be calibrated to actual energy utility costs and current weather conditions in order to compare with actual usage. For the first complete performance year, the as-designed model will be calibrated such that the actual and the modeled monthly electricity and gas usage agree to ±20% on a monthly basis and ±10% on an annual basis. The model will not be calibrated to electrical demand. (Computer models estimate hourly demand while buildings measure demand on a 15-minute basis, rendering comparisons unfair.) This calibrated model will be referred to as the as-operated model.

Subsequent year utility use variation of greater than 10% from the previous year (the first year will compare to the calibrated model) will trigger an analysis of building and equipment operation to determine the cause and remediation actions. If significant deviations in operating or occupancy characteristics are noted, the as-operated model will be re-calibrated to reflect actual conditions.

The accuracy of the readings and the calculations is determined by the meters and test instruments used. This accuracy must be considered when evaluating both the results of the readings and potential equipment changes.

The maintenance of the installed equipment is the most important factor in maintaining building efficiency. There must be adequate manpower and budgets to perform inspections and routine maintenance. Inspection forms and additional instructions are provided in the Re-commissioning Management Manual to facilitate that process.

There are many different types of equipment in mechanical and electrical systems. Some of these are listed in Section 8 of this plan along with energy efficiency considerations and measurements. See the mechanical drawings for current installations.

The level of accuracy in the M&V process depends upon the type of equipment and training of the testing and maintenance staff. Care should be taken to select the compatible new or replacement equipment and to continually train the staff on maintenance and energy efficiency practices.

Reports can be produced monthly and yearly by using the utility meters. If one of the systems is suspected of not maintaining its efficiency, temporary meters or data loggers should be installed for verification. The building energy management system can also be used for trending, measurements, and calculations. Equipment that can be used for this temporary metering purpose can be developed as needed. The utility meters for this building are shown in separate attachments.

Remedial or corrective action would depend on the elements of the building systems that are causing the performance problems. Some of these might include:

1. Adjustment of building operating schedules to meet actual schedules.

2. Deterioration of fluorescent lamp efficiencies requiring bulb replacement

3. Deterioration of HVAC equipment, e.g., fans, compressors, zone boxes, etc., requiring

cleaning, adjustment, and/or replacement. Monitoring of temperature, air flow, humidity, fan RPM, and amperage is of special importance.

4. HVAC and lighting control system operation or scheduling problems requiring reprogramming, adjusting, or upgrading systems.

3.b. Energy Team

The Owner's Energy Team will assist Mr. Crow in these M&V activities. Some of these individuals/functions are as follows: (since the building is now vacant, some of these positions have not been filled.)

1. Mr. Joe Crow, Facility Manager, will manage the process and hire the other participants, including the energy modeling professionals.

   Engineer Associates developed the original energy model at a cost of $5,000. Engineer Associates will contract to calibrate the model using the first years full occupancy stabilized energy use data for the additional fee of $3,500.

   Budgeted cost for the management process is $10,000 for the first year, then $6,500 per year thereafter.

2. Building Manager, Ms. Ann Robin of Real Estate Management, LLC, will manage the building, data collection process, the analysis of data, report generation, and potential building system remediation when necessary.

   The building manager's function includes this data management process, but the budgeted cost for this local building management of the process is approximately $5,000 per year.

3. Building operating and maintenance personnel (names TBD) will maintain the building systems, read the building meters, obtain weather data, and assist in the analysis and potential remediation efforts.

   Budgeted cost for the M&V process by maintenance operations is $20,000 per year.

4. Building maintenance and construction contractors (names TBD) will provide construction and maintenance assistance.

   Budgeted cost for contractor operations is to be determined at a later date.

5. Mr. Evan Sparrow AIA, LEED AP, sustainability consultant, will assist in analysis and resolution of sustainability issues.

   Budgeted cost for sustainability consulting is $12,000 per year.

The validation and adjustment of the energy model will require a modeling professional familiar with the modeling program.

6. Mr. Tim Hawk, PE, energy modeling professional, and his team will provide model calibration, energy use trend analysis, and solutions to utility issues and improvements.

   Budgeted cost for model calibration is $3,500 per calibration cycle.

7. Mr. Joseph Eagle, PE, Commissioning Authority, will assist in the calibration and functional testing of systems.

3.c. M&V Approach: Systems and Monitoring Criteria

This section is used to describe the measurement approach to building energy using systems. Each system has the following detail structure:

1) Description of item to be monitored

2) What criteria will be used to monitor it

3) Frequency of monitoring.

These details will be monitored and provided to the Energy Team.

Examples:

1) Building chilled water usage (gallons) will be metered by the mag meter located in the basement from the central plant chilled water distribution system. The meter will be installed in the return chilled water line and will be sending pulse signals to the BMS. Chilled water supply and return temperature will be measured by the water temperature sensors installed on the chilled water lines in the attic and signal will be sent to the BMS. Building chilled water usage and temperature difference between supply and return lines will be recorded by BMS and charted on an hourly basis with reports generated by the BMS for hourly, daily, weekly, monthly, and yearly energy usage in gallons.

2) The Air Handling Units (AHU-1,2, & 3) use temperature sensors to control the economizer dampers. The economizer dampers are also controlled by the Carbon Dioxide Sensors that are located in each classroom. These CO2 Sensors override the minimum outdoor position when CO2 level is exceeded in any classroom.

3) The Chilled Water to the Air Handling Units is controlled by the Chiller Plant and is not reset locally

Item	As-Designed Model	Baseline (90.1) Model	Units	Assumptions to be updated during calibration
Building Physical Information				
Size, SF	236,000	236,000	SF	
Stories	2	2		
Wall Insulation	R-20	R-13		
Roof Insulation	R-35	R-20		
Common area	23,600	23,600	SF	

Item	As-Designed Model	Baseline (90.1) Model	Units	Assumptions to be updated during calibration
Window Area (overall)	23,600	23,600	SF	
Window U value	0.4	0.6	BTU/SF-HR-F	
Window SHGC	0.4	0.8		
Infiltration	0.2	0.4	ACH	X
Equipment Information				
Lighting Power Density	1.0	1.2	W/SF	
Equipment Power Density	2.0	1.2	W/SF	X
Process Load Density	0.5	0.5	W/SF	X
HVAC Information – Common Area				
HVAC Type	DX Air-cooled	DX Air-cooled		
HVAC Capacity	6	6	tons	
HVAC performance rating	13	10	EER	
Fan Type	VAV	CV		
Heating	Gas	Gas		
Outside Air	20	20	CFM/person	
HVAC Information – Tenant Area				
HVAC Type	DX Air-cooled	DX Air-cooled		X
HVAC Capacity	60	60	tons	
HVAC performance rating	13	10	EER	X
Fan Type	VAV	VAV		X
Heating	Electric	Electric		
Outside Air	20	20	CFM/person	X
Operating Characteristics				
Occupancy (leased space)	100%	100%		X
Occupancy (# tenants / meters)	3	3		X
Occupants (# people)	66	66		X
Heating Setpoint, Occupied	70	70	ºF	X
Heating Setpoint, Unoccupied	60	60	ºF	X
Cooling Setpoint, Occupied	74	74	ºF	X
Cooling Setpoint, Unoccupied	80	80	ºF	X
Schedule	8 AM – 5 PM M-F	8 AM – 5 PM M-F		X
Weather, Dallas, TX	TMY	TMY		X
HDD, base 65	2,407	2,407	ºF-days	X
CDD, base 65	2,603	2,603	ºF-days	X
Results				
Electricity Use	3,307,443		kWh	X
Gas Use	3,536		therms	X
Total Energy Use	11,642		MMBTU	X
Energy Use Intensity	49.3		kBTU/SF	X

3.d. Project Energy Reduction Devices

This section should provide fairly detailed information describing the systems which are expected to reduce energy use and therefore costs in the building.

The building is using ground loop heat pumps to reduce energy cost of the building. This is in part due to the high efficiency ‘condenser’ which is located underground. It would be a good idea

to give a couple examples of efficiencies and capacities of the system described. Some examples:

- The building also plans on using so many kW of photovoltaic cells to supplement its energy usage and therefore reduce the energy cost. Give some data on the photovoltaic panels.

- Solar water heating is also to be used on the building, which will help reduce energy required to heat water and reduce electric load in the building. Provide some specific data.

- The building envelope has increased insulation levels and windows with low solar heat gain coefficients to reduce heating and cooling energy use.

- Lighting fixtures are high-efficiency T-8/T-5 with electronic ballasts to achieve adequate illumination levels with a 1.0 W/SF lighting power density.

- The building is designed to achieve an energy use intensity of 49.3 kBTU/SF, which is less than ASHRAE 90.1-2004 standards to satisfy LEED-C&S 2.0 EAP1.

- The HVAC system for the building core areas are packaged roof mounted cooling systems using air-cooled condensers. Heating is provided by natural gas.

- For tenant areas to be finished out, HVAC and air distribution is expected to be from roof mounted variable air volume air handlers with VAV and fan-powered zone boxes. Controls are electronic/DDC. Unit heaters and roof mounted solar domestic water heaters are included for the leased spaces.

- Outside air is brought into the building through the rooftop packaged units. The building uses no natural ventilation.

SECTION 4: COMMISSIONING

This section will describe how the commissioning will progress and how it will help the M&V Plan fulfill its use. This section will also describe the commissioning procedures.

Definition of Commissioning

A quality process for achieving, verifying, and documenting the performance of equipment to meet the operational needs of the facility within the capabilities of the design and to meet the design documentation and the Owner's functional criteria, including training of operator personnel and documentation.
Commissioning is a process, a combined effort between all the members of the design and construction team to ensure quality and efficiency when building a building for the Owner. The job of a commissioning agent is to ensure that the building’s systems are well coordinated and operating properly. A check on the systems is used to provide the Owner with a document and therefore expertise describing that the systems of the building have been installed and started within the standard required by code.

SECTION 5: M&V OPTIONS AND PROJECT BOUNDARY

5.a. M&V Options and LEED®

The USGBC cites the standard implementation methods for the M&V process in the International Performance Measurement and Verification Protocol (IPMVP) Volume III using either Options B or D. The table gives an overview of the appropriate methods (go to www.ipmvp.org for more information).

M&V Option Description	How Baseline is Determined	Typical Application	Savings Calculations
B. Energy Conservation Measure Isolation			
Savings are determined after project completion by short term or continuous measurements taken throughout term of the contract at the device or system level. Both the performance and operations factors are monitored.	Projected baseline energy use is determined by calculating the hypothetical energy performance of the baseline system under measured post-construction operating conditions.	Variable speed control of a fan motor. Electricity needed by the motor is measured on a continuous basis throughout the M&V period.	Engineering calculations using metered data.
D. Whole Building Calibrated Simulation			
Savings are determined at the whole building or system level by measuring energy use at main meters or sub-meters, or using whole-building simulation calibrated to measured energy use data.	Projected baseline energy use is determined by energy simulation of the Baseline under the operation conditions of the M&V period.	Savings determination for the purposes of a new building Performance Contract, with the local energy code defining the baseline.	Calibrate energy simulation and modeling: calibrated with hourly or monthly utility billing data and/or end use metering.

Standard Definitions

- Baseline – the base period that is used to compare subsequent building performance using similar conditions.
- Baseline Adjustments – the non-routine adjustments arising during the post construction period that cannot be anticipated and which require custom engineering analysis.
- Base year Conditions – the set of conditions which give rise to the energy use/demand of the base year.
- Base year Energy Data – the energy consumption or demand during the base year.
- Base year – a defined period of any length before comparison of subsequent data.
- Degree Day – a measure of the heating or cooling load on a facility created by reference temperature such as 18°C for one day, it is defined that there is one heating degree day. When the ambient temperature is below the reference temperature it is defined that heating degree days are counted. When the ambient temperatures are above the reference, cooling degree days are counted. Any reference temperature may be used for recording degree

days, usually chosen to reflect the temperature at which heating or cooling is no longer needed. The number of heating or cooling degree days is a relative measure of the amount of heating or cooling required from outside conditions.

- MS or Energy Management System – a computer that can be programmed to control and/or monitor the operations of energy consuming equipment in a facility or group of facilities.

- Energy Savings – actual reduction in electricity use (kWh), electric demand (kW), or thermal units (Btu).

- M&V or Measurement and Verification – the process of determining savings using one of the four IPMVP Options.

- Metering – collection of energy and water consumption data over time at a facility through the use of measurement devices.

- Monitoring – the collection of data at a facility over time for the purpose of savings analysis.

- Post-Construction Period – any period of time following commissioning of the facility.

- Verification – the process of examining the report of others to comment on its suitability for the intended purpose.

5.b. Measurement and Verification Boundary

The M&V boundary will typically coincide with the project scope. Certain buildings might be attached to campuses or similar areas where energy/heat/chilled water are delivered from outside the scope of work and may or may not be available for monitoring. Things such as this will need to be addressed here to provide information pertaining to the individual project.

- ***Extra-Boundary Devices Interacting with Building Systems***
  - Systems outside the scope of the project boundary and the M&V boundary should be addressed here to ensure the total collection of data.

- ***Standards and Versions***
  - International Performance Measurement and Verification Protocol; Concepts and Options for Determining Energy and Water Savings, Volume 1. September 2009.

  - LEED BD&C 2009.

SECTION 6: BASELINE

6.a. Baseline Information

The building's baseline may be derived from two sources. First, a calibrated energy model which has a year's worth of data that replaces a Baseline Period. Second, as mentioned, a Baseline Period of energy usage of an existing building will give data previous to ECM installation.

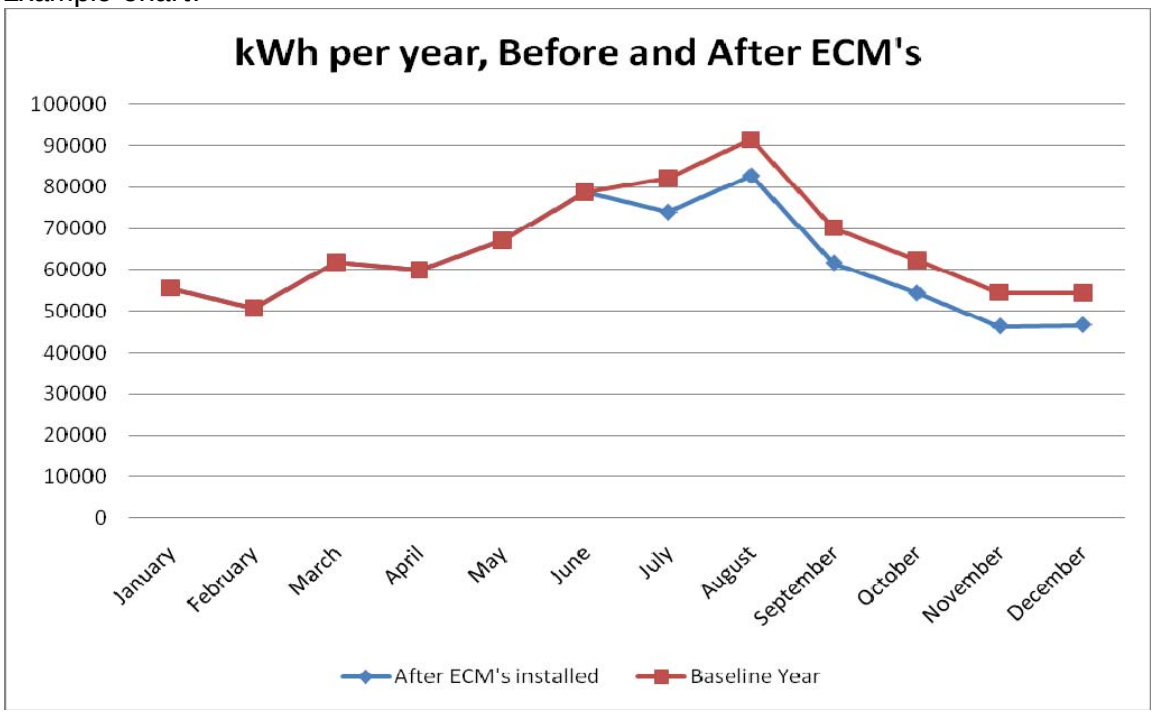
This data, that is taken from either of the above two methods, will be used to generate a 'base year'. This will describe all the conditions for the building before extra ECM's have been installed

and will show how they affect the cost of energy during the following year.

The building is a one story building, totaling 2,500 square feet. It is located in Plano, TX. The expected occupancy is nearly 10 people.

A description of the 90.1 Baseline model, combined with IPMVP Protocol, should be written here to further describe what will be done to the building, and also be used to help quantify the results of the M&V Process.

Example Chart:



9.

SECTION 7: REPORTING PERIOD

One of the key aspects of LEED is sustainability. Recording and watching a building's energy use monthly will greatly anticipate problems with maintenance and energy usage. Reporting data for years to come is a crucial step to take when preparing future tenants and owners of the building.

Reports from the metering devices will be delivered and reviewed by the Owner and any maintenance staff, and the commissioning agent, should they choose.

The following reports should be produced to maintain building efficiency (obtain the data from the utility bills in most cases to provide consistency and ease of entry):

- Electricity KW-HR and $ on a monthly basis
- Natural Gas or other fuel gas MCF and $ on a monthly basis
- Domestic water gallons and $ on a monthly basis
- Landscape irrigation water gallons and $ on a monthly basis.

Using the tables in the Appendices, this data can be recorded, compared, and analyzed.

The degree day table facilitates the recording of weather variations from month to month and year to year. Degree day data can be obtained from the national weather service. The change in building energy usage is caused by internal building loads (people and process) and external loads caused by the weather. The latter loads are usually more variable than the building usage and thus need to be considered when comparing energy usage and revising the baselines for comparison.

Base building meter systems are available: these can be read by the local utility and/or maintenance staff and recorded for comparison and/or analysis (for example, comparing the energy use of the heating system to the air conditioning system).

SECTION 8: ADJUSTMENTS

If the actual building performance does not track the initial performance year modeling, analysis and possibly additional spot metering and added energy management systems should be added. Other areas of concern in the yearly adjustment include:

- Changes in equipment efficiencies or replacement of equipment.
- Installation and use of spot metering to determine specific equipment efficiencies.
- Calibration of sensors and control for ongoing performance.
- Variation to the utility charges, particularly for fuel charges.
- Changes to building use and operation schedules.

Finally, if the building changes or the usage (occupancy, schedules, etc.), changes, these

variations need to be accounted for in the comparison of current and baseline energy and water usages.

From ASHRAE Guideline 14-2002

Section 5.2.8.2 Baseline Adjustments. When changes are made to a facility's use or operations, the baseline model usually needs to be adjusted. These situations commonly arise from renovations, expansion, changes in usage, or addition of new equipment. Even the gradual addition of minor electrical equipment over an extended period of time may warrant baseline adjustment.

When there is a permanent change to the facility (other than the ECM"S being assessed), the energy use and demand impacts of the change shall be determined by the specific measurements and/or engineering calculations that reflect baseline conditions. The impact of the changes shall be reflected in a direct modification to the baseline model. The modification shall account for the impact under conditions of the baseline period.

Some changes in facility operations are only temporary in nature, such as where energy-using system services are curtailed due to equipment breakdown or suspended operating procedures. In such situations, the algorithm for savings determination may be temporarily supplemented with specific measurements and/or calculations to account for the change in the relevant period. These supplementary calculations shall be shown to fully account for the change.

Baseline adjustments may be recognized as necessary long after the actual change. It may also be known when the baseline model is being developed that the normal pattern of baseline conditions changed during the baseline period. In this latter case, unadjusted data shall be used to demonstrate compliance under Clause 5.3.2 before any baseline adjustments are made.

SECTION 9: ANALYSIS

9.a. End of Year, Cost Savings Equation:

$$\text{Cost Savings} = C_b - C_r$$

C_b = Cost of the baseline energy plus any adjustments.*
C_r = Cost of the reporting period energy plus any adjustments.

****Adjustments:***

Routine Adjustments.

For energy-governing factors expected to change routinely during the reporting period, such as weather or production volume, a variety of techniques can be used to define the adjustment methodology. Techniques may be as simple as a constant value (no adjustments) or as complex as several multiple parameter, non-linear equations each correlating energy with one or more independent variables. Valid mathematical techniques must be used to derive the adjustment method for each M&V plan.

Non-Routine Adjustments.

For those energy-governing factors which are not usually expected to change, such as: the facility size, the design and operation of installed equipment, the number of weekly production shifts, or the type of occupants, these static factors must be monitored for change throughout the reporting period.

SECTION 10: ENERGY PRICES

Energy prices and expected energy seller should be described in detail here.

SECTION 11: METER SPECIFICATIONS

The following metering and analysis systems can be used for temporary and/or permanent metering. The equipment shown is an example of available equipment for permanent metering.

Included are Data Industrial water meters for totalizing water flow and individual equipment analysis.

For various power and environmental measurements, information on controllers is included.

For power quality monitoring equipment and building control systems, information is available from the systems manuals.

Note:
Please see Meter Data Sheet
Please see Appendix B1_Metering Devices

SECTION 12: MONITORING RESPONSIBILITIES/M&V TEAM

The responsibility for implementing and maintaining the M&V Plan rests with the property manager and the Owner. Many others will share in the installation, maintenance, and monitoring of the facility and its systems. The organization of these functions remains the overall responsibility of the Owner and the Owner's organizational management listed below.

Program Manager:
Name
Address
Contact Information

Owner:
Name
Address
Contact Information

SECTION 13: ACCURACY

The level of accuracy in the M&V process depends upon the type of equipment and training of the testing and maintenance staff.

Care should be taken to select the compatible new or replacement equipment and to continually train the staff on maintenance and energy efficiency practices.

Efficiencies of existing equipment are shown on the equipment submittals and the Systems Manuals.

The electric and water utility meter accuracy is determined and can be obtained from the respective utility. Utility-grade electrical meters are required to have an overall accuracy of 0.5% of registration as set by ANSI standard C-12. Further, the IPMVP (2007, Section 4.9.5) states “Utility-meter data is considered 100% accurate for determining savings because this data defines the payment for energy.” [Emphasis in the original]. Although this section is from Option C, the Option D method being used defines savings as the difference between the calibrated baseline model and the actual (measured) energy use.

SECTION 14: QUALITY

Quality assurance measure can consist of the following:

Ensure that all equipment purchased has been analyzed for proper use, application quality, and accuracy.

Train all maintenance personnel on the proper methods and schedules for maintenance and operation of the systems.

Management should review program application and results on a quarterly basis.

Complete routine equipment maintenance on a monthly basis.

Complete a recalibration and total inspection on an annual basis.

Make repairs as necessary.

This annex is not a mandatory part of this guideline. It is merely informative and does not contain requirements necessary for conformance to the guideline. It has not been processed according to the ANSI requirements for a guideline and may contain material that has not been subject to public review or a consensus process. Unresolved objectors on informative material are not offered the right to appeal at ASHRAE or ANSI.

INFORMATIVE ANNEX V

Use of Systems Manual in Training

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Pre-Design Phase

Training Requirements and Implementation begin at project conception and are part of the Owner's Project Requirements (OPR). At the implementation stage, the Owner needs to address the source of operating personnel, in-house or out-sourced labor and services, and the level of responsibility assigned to the Facilities/Project Manager for the site. OPR requirements for extended warranty and service agreements with the contractor or OEM (original equipment manufacturer) need to be addressed at the time of project inception.

In the implementation stage, beginning with assigned individual roles and responsibilities, the OPR for training are considered in a manner similar to choosing any of the varied systems, components, and assemblies that establish the level of quality and performance expectations expressed by the Owner in the OPR.

The criteria used to determine the minimum level of acceptance required by the Training OPR will guide the development and coordination of the training of personnel who are assigned responsibilities of maintaining the HVAC&R system's performance in the OPR. This includes energy, fire and safety, indoor environment, and occupant comfort requirements related to the HVAC&R systems. During the Pre-Design Phase, the initial training agenda needs to be developed to a level that reflects the Training required to meet the OPR. This provides the initial guidance to the design team. It includes:

- Establish development requirements for the Training Plan.
- Identify essential components or systems requiring formal training and the estimated time designated for training by hours (unit cost).
- Determine skill level requirements for operating staff meeting the OPR levels of performance.
- Create checklist of training requirements necessary to maintain warranty conditions and service life.
- Specify requirements for acceptable organization and implementation of the OEM training requirements prior to occupancy.
- Clearly identify the training requirements of contractor's work force for the equipment

maintaining the interior environment during the Construction Phase.

- Develop training methods that meet the OPR, including incorporating OEM training with service bulletins, recalls, and implantation of changes in operating procedures as facility systems and components age and degrade in performance levels.

- Provide clear understanding of the OPR for training material, training sessions (schedule), and trained personnel necessary, prior to and after occupancy by the Owner.

Training responsibilities and the position or person assigned these responsibilities must be clearly defined in the OPR and reviewed before moving into the Design Phase. This is of extreme importance when essential equipment or systems are provided by the Owner.

The HVAC and refrigeration design needs to satisfy the operating personnel for the following OPR topic areas, including consideration of training required to continuously achieve the benefits of designs that optimize each requirement.

- Reparability
- Interchangeability
- Accessibility
- Replaceability
- Maintainability
- Extendability
- Adaptability
- Lifecycle Replacement Sequence
- Cost Analysis of Component Servicing and Maintenance cycles
- Complexity of the OEM and systems in day to day operation.

Controls at the system and component level are essential for all HVAC&R systems and assemblies. There must be special effort directed at the training requirements as the design develops versus considering the training afterward as a result of the controls design.

Beyond mechanical maintenance, the skill set required at each level of the operating hierarchy for Direct Digital Control (DDC) systems needs to be defined in the OPR. These DDC systems have various levels of control, hierarchy; some levels require computer programming skills that are beyond the means of an Owner to support. At a minimum, the OPR should define the responsibilities and training necessary for in-house and out-sourced contractors (service plan) of site DDC systems. The level of interoperability and any additions to interoperability not currently used at the site or organization requires additional training for the systems to be successful. Issues addressed in the OPR should include the following:

- DDC in-house engineering, operations, and maintenance (EOM) requirements
- DDC service plans and warranty requirements
- Procedures for maintaining record documents and service records of DDC Systems
- Training and Certifications requirements for in-house and service contractor personnel
- Written training matrix updated to each level in the DDC Hierarchy.

Design Phase

During the Design Phase, the Design Professional, following the OPR, will define the training requirements and implementation schedule for the project in the contract documents. Sometimes this may require specific needs for each installing contractor, for in-house maintenance, and out-sourced service personnel. The performance of these training services is verified both as part of the submittal review process and as the training sessions occur. There will be additional training requirements that continue to evolve during the design and construction phases of the project. It is recommended to have “Needs Development Workshops or Sessions” during design and construction. These need to be defined in the specifications. Special note should be given to the training and service requirements of equipment and systems not provided by the project Contractor. This is usually owner provided equipment or systems that occur outside the project submittal review. In some cases, there may be two or more construction projects, with separate contractors or in-house construction. This requires coordination of training needs to prevent duplication and acceptable scheduling of trainers and trainees.

Procedure training on spare parts availability and service response times should be clearly defined by the Design Professional and verified in the submittal process.

During the Design Phase, the Design Professional should clearly define all special requirements for storage of equipment or systems prior to installation. Training necessary to maintain the equipment prior to Owner acceptance is identified and monitored by proper application of the Contractors QA/QC program. Special training of Contractor personnel handling equipment with special requirements should be monitored by the CxA, demonstrating training and competence meeting the OPR during all periods that the HVAC&R equipment and systems are operated during construction and warranty. Equipment must be maintained to prevent any degradation prior to turnover to the Owner for operations.

Contractor Special Training, Licensing, Certification (Construction Phase)

After the notice to proceed, the Contractor is required to provide initial submittals in the stated period of time. One of the initial submittals usually required is the Contractors QA/ QC Program. This program outlines the methods used by the Contractor to ensure his personnel have the proper Training, Licensing, and Certifications to perform assigned tasks. In addition, the criteria necessary to maintaining the project-specific OPR identified in the Contractor QA/QC Program. On a frequent basis, the CxA should verify and note compliance by the Contractor to required Training, Licensing, and Certification requirements or activities and other quality checks identified in the Contractors QA/QC program or required by the contract.

Certification Training for procedures in the use of unique equipment or assemblies should be required at locations other than the actual job site. In such cases, the Design Professional may require verification of current and up-to-date certification and valid accreditation documents for the organization or individual issuing the certification. The role of the CxA in verification of proper training for certification is to randomly check the documentation necessary to demonstrate compliance with the OPR. The requirement for ensuring that the proper documentation is valid remains with either the design team or Owner’s Project or Construction Manager.

Construction Phase Training

There should be an initial training session during the construction period and prior to

contractor training for the Owner's EOM and users by the design team on the OPR and BOD, including system limitations. This is especially required for all HVAC&R systems that are critical to the success of the facility.

The CxA should hold a training development workshop with the EOM (including any service contractors) several months before the final training sessions are scheduled and the scope of training-sessions content is set. This workshop is for gathering information from the EOM staff to determine the actual training requirements based upon the approved equipment, assemblies, and systems for the building, upon a walk-through of the building, and upon the review of final plans and specifications. This may require an increase or decrease in actual training requirements than the requirements included in the contract documents. This is frequently related to the final equipment, components, and HVAC&R systems selected by the Owner, design team, and contractor.

Systems Manuals need to be complete before Owner's personnel are provided training and used in the training sessions.

Training on the use of the Systems Manuals should be a combined training effort of the design team, the commissioning process team, and the contractor.

The CxA should review the contractor's schedule for all HVAC&R related training. Resources and time for HVAC&R training can place great demand on both the contractor and the EOM and service firm personnel at the end of the Construction Period. HVAC&R systems are especially impacted both because of a high level of training required and the HVAC&R systems are some of the last systems installed in the construction process. Early training must be scheduled for project success. The CxA must document that training and the required level of competence learned in the training meets the OPR.

The contractor is responsible for the start-up, testing, adjusting, balancing, Systems Manual, and training for all systems and equipment prior to the functional testing or M&V of these systems and equipment. The Cx Team must verify through assembled documentation that the Contractor Personnel are trained and competent to perform these activities.

The contractor must begin early training on any major changes in the automated preventive maintenance and service program that is included by systems installed and required by the contract.

Testing and verification demonstrating compliance of systems and equipment to the OPR should be witnessed by the Owner's O&M staff as part of Contractor's Training Plan. The CxA facilitates the monitoring of functional and commissioning tests by designated Owner personnel performed as part of the GC's acceptance plan. The benefits to the Owner in monitoring these tests are lessons learned and corrective review of O&M procedures prior to Substantial Completion and operation of the systems by the Owner. Using the information developed in this start-up phase, the Owner and the CxA should evaluate the abilities of in-house personnel to perform the O&M necessary for successful operation of various systems and to prevent future warranty issues. A value analysis of OEM service programs and maintenance by the CxA during this period is useful information for the Owner's consideration. Documentation gathered by the CxA during this monitoring phase is useful to the training program and in the acceptance phase.

The majority of HVAC&R systems and assemblies training should occur in the Construction Phase, prior to Substantial Completion. The initial training is developed at a level to ensure that the Owner's O&M personnel are competent in the proper operation of the systems and equipment during occupancy. The training prior to Final Acceptance takes place after the facility has been occupied during the warranty period between Substantial Completion and Final Acceptance. This allows for training in seasonal operation and site-specific issues to be addressed in the training program. Using a two step training program, the CxA will facilitate the coordination of site-specific issues:

- Warranty/Guaranty
- Service Call-up or Call-back
- Systems and Equipment Performance
- Seasonal Transition of Equipment
- Spare Parts Inventory
- Equipment or Systems Service Bulletins
- Life-cycle analysis
- Modified Preventative and Predictive Maintenance Procedures.

Construction Phase Close Out:

As systems are completed, the Contractor may be required to or may elect to use these systems to maintain an environment at the worksite meeting specified requirements in executing the construction process. Prior to turnover, these systems operated by the Contractor need to be validated for proper O&M by contractor personnel. The validation of operating equipment at turnover must include documentation that the Contractor Personnel were properly trained in both operation and maintenance of the system and that the equipment maintenance schedule was maintained during the period of contractor operation. Lessons learned and information gathered on the operations of the systems during start-up and operations are valuable to the Owner and must be included in the turnover training of the Owner's Operating Staff and coordinated by the CxA before the Owner assumes these responsibilities.

Occupancy and Occupancy Phase:

At Substantial Completion and Owner Operations and Occupancy, the major training responsibilities become the responsibility of the Owner. Specifically, it will become the responsibility of the Owner's Facility Chief Engineer and Building Manager. The CxA will coordinate this shift in responsibilities until Final Acceptance or beyond as required by the Owner's ongoing and continuous commissioning process activities. The CxA/Chief Engineer/Building Manager relationship in this phase will coordinate the training requirements to implement and optimize the performance of:

- Existing Service and Outsourcing of Service Plans and Programs
- Organization and Training of O&M staff
- Qualification of Training Requirements of staff positions
- Warranty/Guaranty implementation and enforcement

- Service Call-up or Call-back tracking and evaluation
- Systems and Equipment Performance in:
  - Measurement
  - Verification
  - Analysis (Benchmarking and Life-cycle)
  - Optimization
  - Re-commissioning Cycle
  - Optimization
- Seasonal Transition of Equipment and tracking impact of weather cycles and systems performance
- Spare Parts Inventory and response times for service
- Equipment or Systems Service Bulletins and training updating
- Life-cycle and Maintenance Budget Planning
- Modification of Preventative and Predictive Maintenance Procedures to meet site-specific conditions.

The Facility/Building Manager will assess the benefits and costs of maintaining a Training Cycle that represents the interests of the Owner. The CxA can be of great benefit to the Building Manager in the initial organization of construction documents providing a method to keep training up-to-date with the cycle of changes in equipment and use of the building throughout the lifecycle.

Summary:

The processes of training and systems optimization will remain a responsibility of the Chief Engineer and Facility/Building Manager for the life of the Facility. To assure the continuing need for training and understanding of systems and O&M, a paper-trail of the learning process is essential to the continuing success of site operations. The CxA is an essential part in getting this process off the ground, and with continuing commissioning efforts, provides the guidelines to optimize the training process through the life of the building. The documentation of the training process coordinates the:

- Coordination and Organization of Responsibilities for training assigned to a position
- Verification of understanding and competence in what was learned in training and O&M
- Proper application of Preventative and Predictive Maintenance of Systems
- Organization of application of Service Bulletins and OEM call-backs
- Clear application of system performance and degradation information

- Optimal benefits from lessons learned
- Coordination of Personnel Changes and Mentoring for a position.

Training Plan and Records

Pre-Design

Training Requirements and Implementation begin at project conception and are part of the OPR. At the implementation stage, the Owner needs to address the source of operating personnel, in-house or out-sourced labor and services, and the level of responsibility assigned to the Facilities/Project Manager for the site. OPR requirements for extended warranty and service agreements with the Contractor or OEM need to be addressed at the time of project inception.

In the implementation stage, beginning with assigned individual roles and responsibilities, the OPR for training are considered in a manner similar to choosing any of the varied systems, components, and assemblies that establish the level of quality and performance expectations expressed by the Owner in the OPR.

The criteria used to determine the minimum level of acceptance required by the Training OPR will guide the development and coordination of the training of personnel who are assigned responsibilities of maintaining the facility systems performance in the OPR. This includes, for example, energy, electrical, plumbing, fire, and safety, and indoor environment and occupant comfort requirements that are related to the facility systems. During Pre-design, the initial training agenda needs to be developed to a level that reflects the training required to meet the OPR. This provides the initial guidance to the design team. It includes:

- Establish development requirements for the Training Plan.
- Identify Essential Components or Systems requiring formal training and the estimated time designated for training by hours (unit cost).
- Determine Skill level requirements for Operating Staff meeting the OPR levels of performance.
- Create checklists of training requirements necessary to maintain warranty conditions and service life.
- Specify requirements for acceptable organization and implementation of the OEM training requirements prior to Occupancy.
- Clearly identify the training requirements of contractor’s work force for the equipment maintaining the interior environment during the Construction Phase.
- Develop training methods that meet the OPR, including incorporating OEM training with service bulletins, recalls, and implantation of changes in operating procedures as facility systems and components age and degrade in performance levels.
- Provide clear understanding of the OPR for training material, training sessions (schedule), and trained personnel necessary, prior to and after occupancy by the Owner.

Training responsibilities and the position or person assigned these responsibilities must be clearly defined in the OPR and reviewed before moving into Design. This is of extreme importance when essential equipment or systems are provided by the Owner.

The design needs to satisfy the operating personnel for the following OPR topic areas, including consideration of training required to continuously achieve the benefits of designs that optimize each requirement.

- Reparability
- Interchangeability
- Accessibility
- Replaceability
- Maintainability
- Extendability
- Adaptability
- Lifecycle Replacement Sequence
- Cost Analysis of Component Servicing and Maintenance Cycles
- Complexity of the OEM and Systems in day to day operation.

Controls at the system and component level are essential for all systems and assemblies. There must be special effort directed at the training requirements as the design develops versus considering the training afterward as a result of the controls design.

Beyond mechanical maintenance, the skill set required at each level of the operating hierarchy for DDC systems needs to be defined in the OPR. These DDC systems have various levels of control and hierarchy; some levels require computer programming skills that are beyond the means of an Owner to support. At a minimum, the OPR should define the responsibilities and training necessary for in-house and out-sourced contractors (service plan) of site DDC systems. The level of interoperability and any additions to interoperability not currently used at the site or organization requires additional training for the systems to be successful. Issues addressed in the OPR should include the following:

- DDC in-house EOM requirements
- DDC service plans and warranty requirements
- Procedures for maintaining record documents and service records of DDC Systems
- Training and Certifications requirements for in-house and service contractor personnel
- Written training matrix updated to each level in the DDC Hierarchy.

Design

During design, the design professional, following the OPR, will define the training requirements and implementation schedule for the project in the contract documents. Sometimes this may require specific needs for each installing contractor and for in-house maintenance and out-sourced service personnel. The performance of these training services is verified both as part of the submittal review process and as the training sessions occur. There will be additional training requirements that continue to evolve during design and construction of the project. It is recommended to have “Needs Development Workshops or Sessions” during design and construction. These need to be defined in the specifications. Special note should be given to the training and service requirements of equipment and systems not provided by the project contractor. This is usually owner provided equipment or systems that occur outside the project submittal review. In some cases, there may be two or more construction projects, with separate contractors or in-house construction. This requires coordination of training needs to prevent duplication and acceptable scheduling of trainers and trainees.

Procedure training on spare parts availability and service response times should be clearly defined by the design professional and verified in the submittal process.

During design, the design professional should clearly define all special requirements for storage of equipment or systems prior to installation. Training necessary to maintain the equipment prior to Owner acceptance is identified and monitored by proper application of the Contractor’s QA/QC Program. Special training of contractor personnel handling equipment with special requirements should be monitored by the CxA, demonstrating training and competence and meeting the OPR during all periods that the equipment and systems are operated during construction and warranty. Equipment must be maintained to prevent any degradation prior to turnover to the Owner for operations.

Contractor Special Training, Licensing, Certification (Construction Phase)

After the notice to proceed, the Contractor is required to provide initial submittals in the stated period of time. One of the initial submittals usually required is the Contractor’s QA/QC Program. This program outlines the methods used by the Contractor to ensure his personnel have the proper Training, Licensing, and Certifications to perform assigned tasks. In addition, the criteria necessary to maintaining the project-specific OPR are identified in the Contractor QA/QC Program. On a frequent basis, the CxA should verify and note compliance by the Contractor to required Training, Licensing, and Certification requirements or activities and other quality checks identified in the Contractor’s QA/QC Program or required by the contract.

Certification Training for procedures in the use of unique equipment or assemblies should be required at locations other than the actual job site. In such cases, the design professional may require verification of current and up-to-date certification and valid accreditation documents for the organization or individual issuing the certification. The role of the CxA in verification of proper training for certification is to randomly check the documentation necessary to demonstrate compliance with the OPR. The requirement for ensuring that the proper documentation is valid remains with either the design team or Owner’s Project or Construction Manager.

Construction Phase Training

There should be an initial training session during the construction period and prior to contractor training for the Owner's EOM and users by the design team on the OPR and BOD, including system limitations. This is especially required for all mechanical and electrical systems that are critical to the success of the facility.

The CxA should hold a training development workshop with the EOM (including any service contractors) several months before the final training sessions are scheduled and the scope of training-sessions content is set. This workshop is for gathering information from the EOM staff to determine the actual training requirements based upon the approved equipment, assemblies, and systems for the building, upon a walk-through of the building, and upon the review of final plans and specifications. This may require an increase or decrease in actual training requirements than the requirement included in the contract documents. This is frequently related to the final equipment, components, and HVAC&R systems selected by the Owner, design team, and Contractor.

Systems Manuals need to be complete before Owner's personnel are provided training and used in the training sessions.

Training on the use of the Systems Manuals should be a combined training effort of the design team, the Cx Process team, and the Contractor.

The CxA should review the Contractor's schedule for all required training. Resources and time for training can place great demand on both the Contractor and the EOM and service firm personnel at the end of the Construction Period. Building operating systems are especially impacted because of a high level of training required. Early training must be scheduled for project success. The CxA must document that training and the required level of competence learned in the training meets the OPR.

The Contractor is responsible for start-up, testing, adjusting, balancing, Systems Manual, and training for all systems and equipment prior to the functional testing or measurement and verification of these systems and equipment. The Cx Team must verify through assembled documentation that the contractor personnel are trained and competent to perform these activities.

The Contractor must begin early training on any major changes in the automated preventive maintenance and service program that is included by systems installed and required by the contract.

Testing and evaluation demonstrating compliance of systems and equipment to the OPR should be witnessed by the Owner's O&M staff as part of Contractor's Training Plan. The CxA facilitates the monitoring of functional and commissioning tests by designated Owner personnel performed as part of the General Contractor's acceptance plan. The benefit to the Owner in monitoring these tests are lessons learned and corrective review of O&M procedures prior to Substantial Completion and operation of the systems by the Owner. Using the information developed in this start-up phase, the Owner and the CxA should evaluate the abilities of in-house personnel to perform the O&M necessary for successful operation of various systems and to prevent future warranty issues. A value analysis of OEM service programs and maintenance by the CxA during this period is useful information for the Owner's consideration. Documentation

gathered by the CxA during this monitoring phase is useful to the training program and in the acceptance phase.

The majority of the systems and assemblies training should occur during construction, prior to Substantial Completion. The initial training is developed at a level to ensure that the Owner's O&M personnel are competent in the proper operation of the systems and equipment during occupancy. The training prior to Final Acceptance takes place after the facility has been occupied during the warranty period between Substantial Completion and Final Acceptance. This allows for training in seasonal operation and site-specific issues to be addressed in the training program. Using a two-step training program, the CxA will facilitate the coordination of site specific issues:

(a) Warranty/Guaranty

(b) Service Call-up or Call-back

(c) Systems and Equipment Performance

(d) Seasonal Transition of Equipment

(e) Spare Parts Inventory

(f) Equipment or Systems Service Bulletins

(g) Life-cycle analysis

(h) Modified Preventative and Predictive Maintenance Procedures.

Construction Close Out

As systems are completed, the Contractor may be required to or may elect to use these systems to maintain an environment at the worksite meeting specified requirements in executing the construction process. Prior to turnover, these systems operated by the Contractor need to be validated for proper O&M by contractor personnel. The validation of operating equipment at turnover must include documentation that the Contractor Personnel were properly trained in both operation and maintenance of the system and that the equipment maintenance schedule was maintained during the period of contractor operation. Lessons learned and information gathered on the operations of the systems during start-up and operations are valuable to the Owner and must be included in the turnover training of the Owner's Operating Staff and coordinated by the CxA before the Owner assumes these responsibilities.

Occupancy and Operations

At Substantial Completion and Owner Operations and Occupancy, the major training responsibilities become the responsibility of the Owner. Specifically, it will become the responsibility of the Owner's Facility Chief Engineer and Building Manager. The CxA/Chief Engineer/Building Manager relationship in this phase will coordinate the training requirements to implement and optimize the performance of:

- Existing Service and Outsourcing of Service Plans and Programs
- Organization and Training of O&M staff
- Qualification of Training Requirements of staff positions

- Warranty/Guaranty implementation and enforcement
- Service Call-up or Call-back tracking and evaluation
- Systems and Equipment Performance in:
  - Measurement
  - Verification
  - Analysis (Benchmarking and Life-cycle)
  - Optimization
  - Re-commissioning Cycle
  - Optimization
- Seasonal Transition of Equipment and tracking impact of weather cycles and systems performance
- Spare Parts Inventory and response times for service
- Equipment or Systems Service Bulletins and training updating
- Life-cycle and Maintenance Budget Planning
- Modification of Preventative and Predictive Maintenance Procedures to meet site-specific conditions.

The Facility/Building Manager will assess the benefits and costs of maintaining a Training Cycle that represents the interests of the Owner. The CxA can be of great benefit to the Building Manager in the initial organization of Construction Documents, providing a method to keep training up-to-date with the cycle of changes in equipment and use of the building throughout the life-cycle.

Summary

The processes of training and systems optimization will remain a responsibility of the Chief Engineer and Facility/Building Manager for the life of the Facility. To assure the continuing need for training and understanding of systems and O&M, a paper-trail of the learning process is essential to the continuing success of site operations. The CxA is an essential part in getting this process off the ground, and with continuing Cx efforts, provides the guidelines to optimize the training process through the life of the building. The documentation of the training process coordinates the:

- Coordination and Organization of Responsibilities for training assigned to a position
- Evaluation of understanding and competence in what was learned in training and O&M
- Proper application of Preventative and Predictive Maintenance of Systems
- Organization of application of Service Bulletins and OEM call-backs
- Clear application of system performance and degradation information
- Optimal benefits from lessons learned
- Coordination of Personnel Changes and Mentoring for a position.

a) Instructor qualified to train on the specific topic areas for each training session are to

include the following:

1. Specific experience of the systems, equipment, and/or project knowledge that relate to the instructional topics.
2. Experience related to the systems, subsystems, equipment, and assemblies.
3. Formal education and factory training.
4. Skills related to the operation and maintenance of systems, sub-systems, equipment, and assemblies.

b) Training materials employed during the instructional process shall be provided.

1. Systems Manual information.
2. Handouts and written information.
3. Vendor and manufacturer information.
4. Visual aids.

c) Training agenda

1. Training participant evaluation form.
2. Training acceptance evaluation form.

This annex is not a mandatory part of this guideline. It is merely informative and does not contain requirements necessary for conformance to the guideline. It has not been processed according to the ANSI requirements for a guideline and may contain material that has not been subject to public review or a consensus process. Unresolved objectors on informative material are not offered the right to appeal at ASHRAE or ANSI**.**

INFORMATIVE ANNEX W
Issues and Resolution Logs

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Issues and Resolutions Log

The Issues and Resolutions Log is the ongoing listing of issues and questions on a project that needs to be communicated to the project team for resolution or action. These are often shown in table format and supplemented with pictures and drawings where necessary.

The following items can be included in an effective Issues and Resolutions Log:

- Project title
- Project location
- Name of CxA managing Issues and Resolution Log with email address and phone number
- Issue number
- Issue description
- Pictures of item if available and appropriate
- Date issue discovered
- Issue found by name
- Effects of issue on project or building operation
- Possible cause of issue or problem
- Recommendation for resolution if available
- Person(s) assigned to resolve issue
- Actions taken
- Approvals of issue resolution.

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INFORMATIVE ANNEX X

Commissioning Process Report and Testing Records and Reports

The following are examples of the requirements and formats for the documents to be included in the Systems Manual.

Construction Observation and Testing Checklists and Report

OVERVIEW

Construction Checklists consist of two general types:

Component/Equipment Based: these Construction Checklists are utilized for components and pieces of equipment that are delivered, installed, and started up during construction. There is an individual checklist for each individual component or piece of equipment.

System/Assembly Based: these Construction Checklists are utilized for systems and assemblies where separate checklists cannot be applied to sub-components of the system or assembly. There is a single checklist for the entire system, often assembled around the sequence of operation.

For each Test Procedure, Test Data Records shall be developed. Test Data Records capture test data, observations, and measurements. Data may be recorded on photographs, forms, or other means appropriate for the application. The following information shall be recorded:

1. Test number.
2. Date and time of the test.
3. Indication of whether the record is for a first test or retest following correction of a problem or issue.
4. Identification of the system, equipment, or assembly under test. List the location and the construction document designation.
5. Conditions under which the test was conducted.
6. Expected performance of the systems and assemblies at each step of the test.
7. Observed performance of the system, equipment, or assembly at each step of the test.
8. Issue number, if any, generated as a result of the test.
9. Dated signatures of the person performing the test and of the witness, if applicable.

SAMPLE [insert equipment/component name] CHECKLIST

TAG ID: Location: Date:

General Instructions:

1. This form is to be completed as the work is completed.
2. Section 1 – Model Verification upon delivery of equipment/component to either the jobsite or storage location.
3. Section 2 – Pre-Installation Checks just prior to initial installation.
4. Section 3 – Installation as installation progresses.
5. Section 4 – Fill in performance data and initial.

There are a number of websites of testing and Cx organizations and agencies that have inspection and testing forms that can be adapted for specific needs and projects.

Commissioning Report

The Cx Progress Report is the documentation of the Cx work and results accomplished during construction. The Cx Process Report contains the following:

(a) Identification of any systems or assemblies that do not perform in accordance with the OPR. For various reasons, the Owner may choose to accept performance that is at variance with the OPR, either permanently or until schedule and budget constraints allow for correction. The Owner's acceptance of these conditions should be documented along with the environmental, health, safety, comfort, energy, and operating and maintenance cost impacts. The OPR must be updated to match the revised expectations.

(b) Evaluations of the operating condition of the systems at the time of test completion.

(c) Construction Checklist completion and evaluation summary.

(d) Results from the Issues Log, including the descriptions of issues and the measures taken to correct them. The description should assess the importance of the issues and estimate the value of their correction in terms of environmental impact, improved health, safety, comfort, energy, operating and maintenance costs, and the ability of the facility to support its mission.

(e) Test procedures and data. This section should incorporate the original test procedures and signed data forms, including additional data such as photos, computerized documentation, and other records of the tests. Data should include the final accepted test, as well as earlier tests that failed to meet the specified criteria. This section should also include a set of blank data forms for future use in the ongoing Cx Process and re-commissioning.

(f) Cx Progress Reports. Copies of progress reports generated throughout the Cx Process.

(g) Deferred Tests. Execution of some tests may be deferred until appropriate natural loads, such as occupancy or design weather conditions, are available. For these deferred tests, the prerequisite conditions and an estimated schedule for their completion should be included.

(h) Lessons-Learned. Evaluation of the Cx Process used and changes that will improve the delivered project and form the basis for the Final Cx Progress Report developed during Occupancy and Operations. This is essential to ensure that issues, benefits, and recommendations are captured in a written document while all team members are available and information is fresh.

A preliminary Cx Progresss Report should be submitted for Owner review. Submittal of the preliminary Cx Report to other Cx Team members or for jurisdictional requirements may also be appropriate.

The final Cx Process Report should incorporate review comments from the Owner, and, optionally, from other Cx Team members.

The following is an example outline for a Cx Progress Report. The basic structure of this example is such that each phase of the plan has its own section detailing what activities were accomplished and who accomplished it and how it was completed. The deliverables for each activity are included in an appendix. Each section of the report will have a description of the results for that subject. The intent of this format is for the Cx Plan to become the Final Cx Progress Report at the end of the project by updating the plan and filling in the results for each section as the project progresses.

Commissioning Progress Report

Table of Contents

1. Executive Summary

2. Commissioning Process Description and Plan(s)

Insert the final Commissioning Process Plan.

3. Commissioning Design Summary and Design and Submittal Review Reports

Insert a copy of the Cx design and submittal reports.

4. Testing Reports

Insert completed Commissioning Progress Report with documents and testing forms and records for each building, system, and assembly included in the Cx Process in the Annexes below.

Insert copies of all relevant manufacturers and installers testing reports in appropriate annex. This creates a unified record of all required testing performed during purchasing and installation.

Insert copies of installers' and commissioning authorities' completed validation checklists in annex below. This provides a record of installation checks and observations for future

reference.

Insert copies of installers' and commissioning authorities' completed functional performance checklists of assemblies, equipment, and integrated system in annex below. This provides a record of performance check and observations for future reference.

5. Cx Progress Reports

Insert a copy of all Cx progress reports in annex below.

6. Issue and Resolution Logs

Insert a copy of all issue and resolution logs with resolution or status of each item in annex below. This provides a record of problems and issues found and resolved during the design and construction process for future reference.

7. Item Resolution and Open Items

Insert a list of any open items and seasonal or additional testing required.

8. Contact Information.

Appendices in the initiation and design stages of the project will state the requirements and responsibilities for that deliverable. The final results and documentation for each item will be inserted in the final report.

It is not necessary to include copies of documents included in the Systems Manual in the final Cx Process Report if that report is included in the Systems Manual.

APPENDIX A – OWNER'S PROJECT REQUIREMENTS
APPENDIX B – BASIS OF DESIGN
APPENDIX C – FINAL PROJECT SPECIFICATIONS
APPENDIX D – COMMUNICATION STRUCTURES
APPENDIX E – ROLES AND RESPONSIBILITIES
APPENDIX F – COMMISSIONED SYSTEMS [listing of systems and assemblies]
APPENDIX G – COMMISSIONING PROCESS SCHEDULE RESULTS
APPENDIX H – PRE-BID MEETING RECORDS
APPENDIX I – PRE-CONSTRUCTION MEETING RECORDS
APPENDIX J – SUBMITTAL REVIEW RECORDS
APPENDIX K – COMMISSIONING PROCESS ISSUES AND RESOLUTION RESULTS
APPENDIX L – CONSTRUCTION CHECKLISTS COMPLETED
APPENDIX M – TESTS AND DOCUMENTATION COMPLETED
APPENDIX N – SYSTEMS MANUAL ASSEMBLY PROCESS
APPENDIX O – TRAINING RECORDS
APPENDIX P – MEETING MINUTES and CORRESPONDENCE
APPENDIX Q – Cx PROGRESS REPORTS
APPENDIX R – WARRANTY REVIEW AND STATUS
APPENDIX S – OPEN ISSUES
APPENDIX T – LESSONS LEARNED REPORT

POLICY STATEMENT DEFINING ASHRAE'S CONCERNFOR THE ENVIRONMENTAL IMPACT OF ITS ACTIVITIES

ASHRAE is concerned with the impact of its members' activities on both the indoor and outdoor environment. ASHRAE's members will strive to minimize any possible deleterious effect on the indoor and outdoor environment of the systems and components in their responsibility while maximizing the beneficial effects these systems provide, consistent with accepted standards and the practical state of the art.

ASHRAE's short-range goal is to ensure that the systems and components within its scope do not impact the indoor and outdoor environment to a greater extent than specified by the standards and guidelines as established by itself and other responsible bodies.

As an ongoing goal, ASHRAE will, through its Standards Committee and extensive technical committee structure, continue to generate up-to-date standards and guidelines where appropriate and adopt, recommend, and promote those new and revised standards developed by other responsible organizations.

Through its *Handbook*, appropriate chapters will contain up-to-date standards and design considerations as the material is systematically revised.

ASHRAE will take the lead with respect to dissemination of environmental information of its primary interest and will seek out and disseminate information from other responsible organizations that is pertinent, as guides to updating standards and guidelines.

The effects of the design and selection of equipment and systems will be considered within the scope of the system's intended use and expected misuse. The disposal of hazardous materials, if any, will also be considered. ASHRAE's primary concern for environmental impact will be at the site where equipment within ASHRAE's scope operates. However, energy source selection and the possible environmental impact due to the energy source and energy transportation will be considered where possible. Recommendations concerning energy source selection should be made by its members.

Department of General Services
Innovation & Sustainability
Capital Construction Division
2018

Commissioning (Cx) and Owner's Project Requirements Guide: Schools

Presented By:
DGS Sustainability and Energy

Introduction & Purpose:

The DGS Capital Improvement Plan prioritizes projects that will improve the learning environment, improve student performance, and advance educational outcomes within five years. The scope of the Phase 1 projects has evolved to include all teaching spaces including the corridors and the bathrooms. The media center and the administrative areas will also be right-sized and modernized to the extent feasible. The dining, physical education spaces and the site improvements will be addressed in Phase 2 of the project. Although all projects will be customized to the needs of the school, the emphasis will be on improving indoor environmental quality including: lighting quality, temperature, humidity, air quality, acoustics, technology and furniture in the core educational spaces.

This educational specification provides three resources for establishing the scope of this project:

1) Performance standards in the five priority areas
2) A 'master plan' floor plan to indicate room uses
3) Design guidelines to define finishes, technology, and fixed equipment and loose furniture.

'Space and performance criteria' identifies the additional spaces required for a typical school of this size, performance criteria and is for planning purposes only. 'Commissioning requirements' identify the commissioning elements that should be incorporated into the overall project efforts.

The purpose of this document is to provide a clear and concise documentation of DGS' goals, expectations and requirements for the commissioned systems, and shall be utilized throughout the project delivery and commissioning process to provide an informed baseline and focus for design development and for validating systems' energy and environmental performance.

The Owner's Project Requirements Document is a required document for LEED-NC EA Prerequisite Fundamental Commissioning of the Building Energy Systems. The intent of the Owner's Project Requirements Document is to detail the functional requirements of a project and the expectations of the building's use and operation as it relates to commissioned systems. This template contains the basic recommended components indicated in the LEED Reference Guide. It should be adapted as needed to suit the project, remaining reflective of the LEED intent. The Owner's Project Requirements Document should ideally be completed by the DGS design and project management team before the start of design.

Project Narrative:

The [new/modernized School] project has been undertaken to meet the following:

[ADD PROJECT NARRATIVE]

It is the Owner's intent is to achieve LEED Gold. In addition, relevant ASHRAE Guidelines or Standards that have been published shall be exceeded by this project.

Key Owner's Project Requirements:

Several key project requirements have been identified that are absolutely critical to the success of this project. These OPR are general in nature and essentially encompass the performance criteria and detailed requirements contained throughout this document.

For base building HVAC and Lighting Control systems in this project, the key OPR are:

1) Project documentation requirements – in order to properly install, start-up, operate, troubleshoot, and maintain the HVAC and Controls systems for the life of the facility, accurate and accessible documentation is required. The Owner requires documentation to be electronic and tailored to the specific components installed. For these systems, the timing of completion of key documentation is essential:
    - Commissioning Plan
    - Installation Verification (Construction Checklists)
    - Equipment product data cut sheets
    - Functional Testing Procedures
    - Historical tracking project Issues Log including issues and resolutions
    - Training Material
    - O&M Manuals
    - Final Systems Manual

2) Appropriate heating and cooling - The installed HVAC system must provide consistent and appropriately controllable temperature, humidity, and airflow during all occupied periods.

3) Sustainability - The design and construction of the building must take into account long term and life cycle issues. The building systems must be maintainable by contracted maintenance personnel, with easy and non-disruptive access to components and systems for routine maintenance.

Environmental and Sustainability Goals:

The project shall meet the LEED Requirements at the Gold performance level or above. Regarding the HVAC systems, the Owner defines sustainability:

- No use of CFC's or HCFC's
- Use of 20% recycled content in all products
- Optimized energy systems (meeting or bettering ASHRAE Standards of energy consumption)
- Highly durable systems (long lifetime)
- Systems that inherently maintain good indoor air quality

Indoor Environmental Quality Requirements:

Provide a general comment on the overall Indoor Environmental Quality Requirements that will implemented in the design and construction of the project. The following are possible areas for consideration:

- Anticipated occupancy schedules
- Thermal comfort requirements, temperature and/or humidity requirements
- Desired user ability to adjust HVAC system controls
- Ventilation and filtration requirements
- Accommodations for afterhours use
- Acoustic environment requirements
- Indoor lighting requirements
- Occupant lighting control requirements

Energy Efficiency Goals:

Provide a general analysis of the overall energy consumption of the building and the anticipated energy efficiency therein reducing operation cost savings. Provide a list of energy efficiency measures that will be included in the project (site orientation; siting; daylighting; cool roof; natural ventilation; landscaping; etc.).

Onsite Renewable Energy Goals

Provide a general analysis of the overall energy consumption of the building and the anticipated onsite renewable distributed generation (DG) therein reducing operation cost savings. Provide a list of onsite renewable measures that will be included in the project (solar; CHP; storage; etc.).

Stormwater Management Goals

Waste Management Goals

Equipment and Systems Expectations:

Provide a general comment on the overall Equipment and Systems Expectations that will be implemented in the design and construction of the project. Following are possible areas for consideration:

- Special HVAC equipment requirements: [equipment type, quality, reliability, efficiency, control system type, preferred manufacturers, maintenance requirements]
- Special lighting requirements [preferred lamp and ballast types that comply with Owner standards if applicable]
- Other system requirements [specific efficiency target, desired technologies, etc.]

Building Occupant and O&M Personnel Expectations:

Provide a general comment on the overall expectations of the Building Occupants and O&M Personnel that will implemented in the design and construction of the project. The following are possible areas for consideration:

- Day-to-day HVAC operation by: [occupants, operating staff, other]
- Periodic HVAC maintenance performed by: [operating staff, service company, Owner staff, other]
- Lighting system maintenance will be performed by: [operating staff, service company, Owner staff, other]
- Level of training required for;
- Building occupants to understand and use the building systems via demonstration and training, etc.]

Space and Performance Criteria

Lighting Quality: Improving natural and artificial lighting in classrooms

	DESIGN PARAMETERS	PARAMETER NOTES
1) Controlled Natural Lighting (Glazing)	10 - 12% of floor S.F.	LEED & Green Globe
2) Lighting	35-50 Foot-candles	IES
3) Lighting Power Density	0.99 Watts/S.F. or less	ASHRAE 2010 & CHIPS

Environmental / Air Quality: Addressing temperature control, ventilation, air filtration, carbon dioxide levels, and HVAC background noise to ensure comfortable rooms.

	DESIGN PARAMETERS	PARAMETER NOTES
1) Winter Temperature	68.5 to 75.5 degrees	EPA 2000 & ASHRAE 55-04
Summer Temperature	74 to 80 degrees	
2) Humidity	30 % to 60% relative humidity	EPA 2000 & ASHRAE 55-04
3) Air Changes	6-10 per hour	ASHRAE
4) Outdoor Air Ventilation	10CFM per person	Plus 0.12 per SF of area
5) Air Filtration	MERV 13	LEED
	MERV 6 to 8	ASHRAE 52.2-2007 &
		62.1-2007
6) Carbon Dioxide Levels	Below 700 PPM above	ASHRAE 62.1-2007
	outdoor air	
7) HVAC Background Noise Level	RC(N) Mark II level of 37	ASHRAE Handbook
		Chapter 47

Acoustics: Limiting reverberation and background noise and improving sound isolation.

	DESIGN PARAMETERS	PARAMETER NOTES
1) Reverberation	.6 per second	(ANSI S12.60-2002)
2) Background Noise	45 dBA	(LEED)
3) Sound Isolation (Varies)	STC 45 between Classrooms	

Technology: Providing data connections for online learning resources, AV equipment, closed-circuit televisions, and a sound system with emergency capabilities.

	DESIGN PARAMETERS	PARAMETER NOTES
1) Data / Computer Drops	At Teacher and Student Computers, at wireless access points	
2) Audio / Video Equipment		
Projector linked to Teacher's PC		
or		
Interactive Whitebaord		
Sound Reinforcement	Amplifier, microphone, speakers	
3) Clock	Synchronized with Bell system	
4) Sound System & Emergency Call-box		
Ceiling or Wall Speaker	Class change bells, emergency announcements	
5) CCTV Camera (TBD)		
Security, WebX conferencing, Distance Learning		

Sustainability: Build for energy efficiency

	DESIGN PARAMETERS	PARAMETER NOTES
1) Building EUI	20% below Baseline	ASHRAE 2010
2) Building Envelope	Meet or exceed R-value standards for building type	ASHRAE 90.1 2010

3) Water	Ultralow flow fixtures	ASHRAE 90.1 2010

Functional Uses

The functional uses of the School include those typical of a school. The most common functional uses are:

Academic Spaces

Classrooms and Laboratories - Adequate space to facilitate the learning purposes of the room.

Cafeteria

Cafeteria – Common area for large group meals.

Library

Library – Adequate space for housing the school's reference books, technology and providing a study space for students.

Athletic Space

Gymnasium – Large multi-purpose area most commonly utilized for physical activities.

Other Uses

1) Kitchen and Servery Area – Adequate space for food preparation and service, as well as safety, located near the cafeteria.
2) Corridors - Corridors on each floor provide efficient movement throughout the building and between the building user areas. The corridors should be designed to prevent blind corners and collisions.
3) Stairways and Elevators - The stairways and elevators provide efficient movement between the floors in the building. These features should be conveniently located for building egress and accessibility requirements.
4) Public Restrooms - Public restrooms are needed for use by any building occupant or visitor. The restrooms must be conveniently located, clearly marked, and accessible.
5) Custodial space - Closets or other designated custodial areas are needed on each floor to allow the janitorial staff to efficiently perform their duties without interruptions or inconveniences to other building staff.
6) Mechanical, Electrical and Telecommunications Rooms - Space must be designated within the building to allow for installation of mechanical, electrical and telecommunications equipment and devices. This space should be optimally located to allow for the simplest and most efficient engineered system design.
7) Parking – Adequate parking for employees that is safe and accessible during normal operating hours and after-hours activities.

Occupancy Requirements

The building is regularly occupied from 6:30 a.m. to 8 p.m., Monday through Friday, with school

hours of 7 a.m. to 4 p.m. The facility is closed for all Local and Federal holidays, and regular school breaks. The peak occupancy requirements for the School are:

- XX faculty & staff members
- XX Students

The occupancy schedule to be used to setup the control system is detailed in Tables 2a, 2b and 2c.

Table 2a: Occupancy Schedule

Day of Week	State	Morning Warm-up	Occupied	Unoccupied	Special Event
Monday to Friday	On	6:00 a.m.	6:30 a.m.	8:00 p.m.	9:00 p.m.
	Off	N/A	8:00 p.m.	6:00 a.m.	10:00 p.m.
Saturday	On	N/A	9:00 a.m.	1:00 p.m.	7:00 a.m.
	Off	N/A	1:00 p.m.	Midnight	6:00 p.m.
Sunday	On	N/A	N/A	Yes	7 a.m. – 6 p.m.
Holidays	Off	N/A	N/A	Yes	N/A

The occupants of the space require excellent indoor environmental quality (IEQ) to facilitate occupants' productivity by providing a comfortable environment. IEQ design should follow ASHRAE standards that seek to provide IEQ satisfaction for 80% of occupants. The primary occupant requirements are:

1) Temperature – consistent temperature within the space and from space to space.
2) Humidity – consistent humidity levels in the space that avoids a "sticky" feeling.
3) Adequate desk and locker space – sufficient desk space to handle several tasks at once and lockers for supplies and project files.
4) Noise – avoid distraction of noise from adjacent classrooms/laboratories and from equipment in or above/below the space.
5) Air Quality – no odors – air shall have a "fresh" feeling.
6) Plenty of common space – there are open areas with flexibility in use to accommodate various functions and activities.
7) No drafts – consistent airflow throughout the space with no "drafts" or "dead spots".
8) Interface with the operation and maintenance personnel – it is expected that the occupant will interface with the operation and maintenance staff through a telephone work order system, with operations and maintenance staff present during normal operating hours.

Health, hygiene, and indoor environment – the following are the known activities that generate pollutants in/near the facility that impact the HVAC system:

1) Poor circulation – build-up of pollutants due to a lack of air circulation. Maintain specified CO2 levels.
2) Inappropriate use and maintenance of materials – materials emit pollutants or the maintenance of the materials has excessive pollutants.
3) Dumpster – the trash within the dumpster.
4) Dirty ventilation system – build-up of dust and dirt within the ventilation system

(outdoor air intake).
5) Vehicles (loading docks, parking areas, drop-off/ "Kiss and Ride" zones) – combustion products from idling vehicles.
6) Cooking – odors, particulates, and smoke from cooking.
7) Pests – pests from outdoors.
8) Smoking – byproducts of smoking (butts and smoke).
9) Noise – noise from adjacent spaces and outdoors.
10) Dirty phones – build-up of dirt on phones from use.
11) Dirty carpets – build-up and re-out-gasing of pollutants from carpets.
12) Cleaning – chemicals and materials utilized during cleaning.
13) Lavatories – bathroom byproducts.
14) Mildewed ceiling tiles – growth from water build-up on materials.
15) Dirty filters – allowing dust and dirt to bypass filtration.
16) Computers – heat, noise and chemicals.
17) Copiers/printers – heat, noise and chemicals.
18) Cologne/perfume – personal odors.
19) Refrigerators – spoiled foods and spills.
20) Microwaves – spills.
21) Locker Rooms – bacteria growth.

These odorous elements should be factored into the consideration and design of the building layout and mechanical airside systems.

Budget Considerations and Limitations

Budget constraints exist on all projects. For this project, the benefits of improvements must be weighed against their cost. The Owner wants to achieve the highest quality facility at the lowest possible investment. Any cost effective opportunity to improve the quality of the system will be welcomed for review.

As in other quality management systems, achieving or increasing the level of performance quality is accomplished by every worker, on the project. This means that when anyone on the job identifies opportunities for improvement, or a potential problem, it should be brought to the immediate attention of the project manager or a member of the commissioning team. It may not be possible to incorporate every good idea on this project, but the knowledge gained will be beneficial to future projects. Potential problems that can be avoided are to everyone's benefit.

a) Professional Standards – the percentage of best practice professional standards that are adopted.
b) History of similar systems – comparison of operations from similar systems in nearby facilities.
c) Longevity – the mean time between failure and estimation of longevity of the facility.
d) Number of occupant complaints – the number of occupant complaints tracked by type, time, and person.

e) <2°F variation in occupied space – maintaining consistent temperature distribution within a room.
f) Availability of parts – the time it takes to receive a part from when its need was identified.
g) No open punch list items – no punch list items remain upon occupancy of the facility.
h) Air quality measurement (CO2, etc.) – measure and track air quality measurements, such as the difference in carbon dioxide concentration in the outdoor and conditioned indoor air.
i) Occupants not aware of physical conditions – indoor environment enhances students' work.
j) Adaptability to future changes – the systems are adjustable to changes in use and function within the facility.

2) Operations and maintenance criteria –It is expected that the operations and maintenance personnel will follow the manufacturer's recommended frequencies and activities and that they are able to easily maintain the system documentation to include changes to components and systems and maintain to commercial standards. *FEMP
3) Energy Efficiency – on-going commissioning of the systems is intended to reduce and sustain energy by 5% each year for the first five years of operation. ESTAR, EUI and
4) Adaptability – any changes to the space or system will be evaluated against the current OPR and BoD to verify the system can meet the new requirements and any changes to the systems are properly documented.

Systems

5) System Integrity – there are no special concerns relative to the HVAC systems.
6) Energy Efficiency – there are no special concerns relative to the HVAC systems.

Assemblies

7) Assembly Integrity – the envelope moisture and air permeability must match or exceed the BoD for the HVAC systems to achieve their OPR.
8) Energy Efficiency – the envelope thermal performance must match or exceed the BoD for the HVAC systems to achieve their OPR.

Commissioning Requirements:

DGS (the Owner) is utilizing a third party Commissioning Authority with a direct contract to the Owner. The scope of work to be accomplished by the Commissioning Authority includes the following key activities:

1) Development and incorporation of the Commissioning Plan;
2) Design Reviews (OPR, Basis of Design narrative, mid-design development documents and final construction documents);
3) Integration of commissioning process into design documents including Construction Checklists, testing of equipment and system(s) to verify OPR achievement, and documentation of the commissioning process;
4) Attendance of Commissioning Kick-Off meeting;
5) Attendance of equipment pre-installation meetings;
6) Verify Contractor's Construction and Installation documents for related equipment ('Construction Checklists');
7) Review equipment product submittals for conformance with commissioning activities;
8) Create Functional Test Procedures and lead Functional Testing with Controls, Mechanical and Electrical installation contractors;
9) Review final Operation & Maintenance (O&M) manuals prior to turn-over to Owner, verifying for completeness as required;
10) Verify training sessions facilitated by construction team for in accordance with the project training requirements;
11) Prepare an Executive Summary of the results of the commissioning program, as well as written documentation verifying that equipment testing is complete and equipment is operating as intended in the design documents;
12) Participate in construction site visits and meetings to verify on-going achievement of OPR by Contractor
13) Opposite-Season Functional Testing of HVAC systems to document Owner's Project Requirement achievement under design conditions;
14) Complete LEED documentation for Fundamental Commissioning Pre-Requisite and Enhanced Commissioning Credit;
15) Provide final Commissioning Report and Systems Manual.

Design Phase Commissioning

The design phase commissioning review of the drawings and specifications will concentrate on verifying that the Designers have met the Owner's Project Requirements as defined in this document, and in the Basis of Design. The Design Review will also focus on the designed system configuration of the equipment for commissioning purposes.

The focus of the commissioning process involves key building systems and assemblies, including:

- Water Cooled Chillers

- Chilled and Condenser Water Pumps
- Water to Water Heat Pumps
- Hot Water Pumps
- Air Handling Units
- Water Source Heat Pumps
- Variable Air Volume Terminal Units
- Exhaust Fans
- Split Systems Air Conditioning Units
- Domestic Water Heaters
- Domestic Water Pumps
- Building automation system
- Occupancy Sensors (lighting control)
- Light levels
- Temperature Setbacks
- Co2 levels in occupied classrooms

Performance Criteria

The performance criteria upon which this project is being evaluated by the Commissioning Team are included in this section. Performance criterion is verified during the Pre-Design, Design, Construction, and/or Occupancy & Operations phase(s) of the project. The performance criteria are categorized into the following groups:

- General
- Economic
- User Requirements
- Construction Process
- Operations
- Systems
- Assemblies

General

1. Quality requirements of materials and construction –the level of quality of the HVAC materials is defined by:
    a. Durability – high durability with resistance to damage by ambient conditions, users or operation and maintenance personnel.
    b. Time expectancy between failures – no equipment failures during the first five years of operation.
    c. Time expectancy between replacements – 25 years.
    d. Owner general expectations of quality of construction – LEED Gold.
2. Acoustical requirements – no noise generated from the HVAC or electrical system that result in distraction of the occupants, including central systems, ductwork, unitary units, and room air distribution.
3. Vibration – vibration from the HVAC components shall not be transmitted where it is felt

by the occupants.

4. Seismic – the facility is not located in a seismic zone – there are no special concerns relative to the HVAC systems.
5. Accessibility – the accessibility issues for the Owner include:
    a. Occupants – system overrides shall be integrated with the zone temperature sensor and allow for after-hour system operation in 30 minute increments.
    b. Operations and maintenance staff – the maintenance space shall be 20% greater than manufacturer recommendations. Stairs shall be used (not vertical ladders) for access to major equipment. All gauges shall be clearly visible from floor level and all test ports, shut-off valves, and items required for maintenance shall be accessible by a 6', 250 pound person.
6. Security – the facility shall be positively pressurized with any outside air intakes not accessible to the general public.
7. Aesthetics – there shall be no exposed ductwork in the occupied space. All exterior HVAC components shall be hidden from view from the property line at ground level.
8. Communications – there shall be one communication system (backbone) throughout the entire facility, which the HVAC control system will use between its components.
9. Sustainability – a LEED™ Gold certification level is desired for this project. In pursuit of this certification, the following sustainability items are to be the focus:
    a. Use of low energy system components – utilize high efficient components for installed and occupant items.
    b. Build specific to the site – integrate site conditions to building layout and systems.
    c. Accomplish research of real needs of project – develop comprehensive Owner's Project Requirements document.
    d. Minimize adverse impact on the environment – utilize benchmarks for impact on the environment.
    e. Create real incentive – have real incentives for designers, contractors, and occupants for achieving a sustainable facility.
    f. Achieve LEED Gold in certification – have far reaching goals.
    g. Use fixtures and equipment with water and energy conservation – ultra low water and energy fixtures.
    h. Daylight and energy efficient lighting systems – flexibility in lighting system and maximize use of daylight.
    i. Ensure design of building minimizes energy loss – building envelope has very good thermal properties.
    j. Incorporate energy control measures (ECM's) – develop and accomplish analysis to integrate energy saving measures as part of design process.
    k. Reuse materials – reuse materials when possible.
    l. Use of onsite renewable energy and use of low GHG fuel and technologies
    m. Do not compromise building quality with LEED™ a more sustainable facility is the goal.
    n. Establish and evaluate the options (LCC) – use a life cycle cost approach in evaluating options.

o. Produce less waste – minimize waste from construction and manufacturing.
p. Create awareness of stakeholders – educate team members of sustainable features.
q. Use less toxic materials – do not use any toxic substances in the facility.
r. Set maximum amount of energy use of building per year – define target for energy use per year – recommend 25% below standards.
s. Improve indoor air quality – improve indoor air quality to result in improved worker productivity.
t. Install automatic controls on mechanical systems – use of good controls.
u. Conserve resources and energy – minimize materials required and the energy used to create materials.

Economic

10. Benchmark
    a. Cost of Operating – the cost to operate the system, including utilities, manpower and materials.
    b. Lowest lifecycle cost – the lowest 30-year life cycle cost options are adopted and implemented on the project.
    c. Cost of Energy – the unit cost of energy, including distribution and capacity charges.
    d. Lowest energy use compared to surrounding facilities – compare the energy use to surrounding facilities or similar benchmark (e.g., Energy Star™).
11. Energy efficiency
    a. Building performs 30% (new construction) and 26% (existing building), better than requirements in ASHRAE Standard 62.1.
    b. BTU/ sq.ft./year – the energy use for heating, cooling, and plug loads per year on a unit area basis. EUI standard for schools.
    c. Energy Star™ Rating – compare building operation against other similar buildings, corrected for location, utilizing the Energy Star™ rating system.
    d. Flexibility in system to changes in utility rates – having a system that has flexible operational strategies that can adapt to changes in utility rate structures and values.
    e. $/ sq. ft./year – the dollars spent on utilities per year on a unit area basis.
    f. Number of energy savings ideas submitted – the number of energy savings ideas that are generated by the building occupants – indicating an on-going understanding and focus on energy efficiency.
    g. Avoid system degradation – avoid degradation of systems that leads to reduced energy efficiency.
    h. # hot/cold calls per year – track the number of annual comfort complaints to verify that non- energy criteria are not compromised by focusing solely on energy efficiency.
    i. Actual compared to budget – compare the actual to the budget to verify assumptions and identify opportunities to improve.

User Requirements

12. User requirements – The user's primary requirements for HVAC systems are explained for each of the three distinct zones in the Basis of Design.

Construction Process

13. The training needs to contain a variety of sessions that operations and maintenance personnel and building occupants will attend. The sessions shall be digitally recorded and processed for long-term availability to changing staff. The following defines what is considered successful training:
    a. The Owner gives OPR overview and the Design Team gives a Basis of Design overview for users and O&M staff – prior to any contractor training, the Owner provides an overview of the OPR to provide a baseline of what should be expected for a successful facility. The Design Team then provides an overview of the Basis of Design to explain how they achieved the OPR. Both the facility users and O&M staff need to be involved.
    b. O&M (for users and O&M staff) training for building systems (base building HVAC equipment, lighting controls) – different levels of training for both the users and O&M staff.
    c. HVAC building automation system – detailed instruction on use of the building automation system in troubleshooting and fixing problems.
    d. Training with an operational plan – provide training around an operational management plan on how the building will actually be managed to provide direct context to the training.
    e. Safety training on building systems for O&M – include safety training for the O&M staff relative to such items as confined spaces, handling of chemicals, emergency response, etc.
    f. Energy systems along with related mechanical system – training on the interaction of the mechanical systems relative to the energy efficiency of the facility.
    g. Training for O&M staff by space areas – specific attention paid to the unique needs of each area, including contact person introduction and communication procedures.
    h. Component training – training provided for specific components relative to preventative maintenance procedures and interaction with its connected systems.
    i. Training for contractors on installing special systems/equipment – provide training by the manufacturer on the proper installation and start-up of systems and equipment.
    j. Scheduled construction walkthroughs – periodic guided walkthroughs of the facility during construction where the O&M staff can ask questions of the design professionals and contractors so that they can learn the systems as they are being constructed.
14. Warranty Requirements – all HVAC warranties are to begin at substantial completion, regardless of when the component is delivered, installed, or started-up. For small

components (those under $100,000 in first cost) the warranty shall be for one year. For large components (those over or equal to $100,000 in first cost) the warranty shall be for five years and include all labor costs, parts, and consumables. Any item required to be accomplished by the operations and maintenance personnel must be clearly documented and provided prior to the start of warranties.

15. Equipment and system maintainability expectations – all equipment must be easily accessible, locatable, and clearly labeled. The system documentation must be accurate and consistent with actual installed components and operation. The requirements for the system documentation include:
    a. Attendance of construction phase meetings, walkthroughs, equipment testing and training.
    b. As-builts are accurate (including TAB Report) – the record documentation has been verified to be accurate and is provided in a usable format.
    c. Trouble shooting – any manufacturer-provided troubleshooting guides are provided in the O&M Manuals for typical issues anticipated for the system relative to the OPR.
    d. Accurate start-up and shut-down procedures – easy to find and follow start-up and shut-down procedures are available to the O&M staff.
    e. Detailed how-to manuals – manuals provide clear and concise how-to guidance.
    f. Completed accurate information – all documentation is accurate and complete.
    g. Detailed sequence of operation – detailed sequence of operations on all systems and major pieces of equipment.
    h. Video training for new personnel (various for different levels of knowledge) – DVD, indexed and edited recording of training for easy access to O&M staff when required.
16. System Understanding by Building Staff and Facilities Personnel – It is important that the Building User become familiar with the installed systems and operations of these systems. Appropriate operation and maintenance will ensure the operational satisfaction, energy consumption and life expectancy objectives of this facility. The following activities may assist the Facilities Personnel to operate and maintain the Dunbar Project.
    a. Technical support numbers – easily located technical support telephone numbers and contact information.
    b. Detailed maintenance schedule (template for spreadsheet) – simple maintenance schedule matrix detailing what is required when, and why.
    c. Valve chart – a chart that details where each valve is located, its number and its operation.
    d. List of common errors and how to fix them – summary of the errors/issues found during the process and how to resolve them so that the OPR is maintained.
    e. A list of where parts are available – the parts list and who to go to and who to ask for to obtain the parts.
    f. How system is intended to work/be used – review of the OPR/BoD prior to any other training to provide context and content to the trainees

Operations

17. Training requirements for Owner's personnel – the Owner will be utilizing in-house operations and maintenance resources. These personnel are assumed to be conversant in basic maintenance techniques and to be computer proficient. The Design and Construction Documents will outline the Training Requirements for each related system. The Installation Contractors will coordinate and provide Training for each systems required, as well as videos of the training for complex systems that may be referenced by the O&M Staff over the life of the system.
18. Warranty – prior to any changes to components, the warranty requirements summary will be reviewed to avoid voiding of warranties.
19. Benchmarking Requirements – the following are key benchmarks for the HVAC system:
    a. Warranty issues – the number of warranty issues that arise during the first year of operation.
    b. Industry standards – the percentage of industry standards that are exceeded.

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APPENDIX G

GENERAL REQUIREMENTS FOR CAPITAL FINANCING

Appendix G Table of Contents:

1. General Restrictions for Capital Financing Eligibility

General Restrictions for Capital Financing Eligibility

To be eligible for funding in the capital budget, a project must result in a District owned asset, and be of sufficient value (minimum $250,000) to be carried on the books as such and depreciated over the life of the project, which is five or more years.

In general, to be capital eligible the project must also result in one of the following;

- *A new District owned asset,*
- *Increase the value of an existing District owned asset,*
- *Increase the life of a District owned asset by at least 2 years.*

I. Eligible Projects

The following are examples of categories of projects eligible for capital financing:

- Construction or acquisition of a public facility to be owned, occupied, and for use by the District for the useful life of the asset.
- Large-scale replacement and rehabilitation of existing public facilities
- Improvements to economic development projects owned by the District
- Design work relating to an individual capital project (if the project is implemented/constructed).
- Land purchased for building sites, recreation, rights-of-way, and other public purposes owned by the District and with access and use by the general population.
- Replacement or rehabilitation of major mechanical systems (such as HVAC, Electrical or entire lighting systems) or structural components of existing public (District owned) facilities
- Alteration of an existing public facility to make it more functional for a new use, including temporary relocation costs of an existing use
- Furniture, fixtures and equipment associated with construction or substantial rehabilitation of a public facility (not to exceed 10 percent of project's total budget). The items must support the primary function of the facility, but are not a part of the structure. Examples are shelving, light fixtures, and the opening day collection (inventory) of library books for a public library. *Further, if the removal of these items does not cause damage to the facility, they are NOT eligible. Affixed shelving, affixed lighting, and certain large kitchen appliances are examples.*
- Construction and rehabilitation of rights of way and public infrastructure (roads and bridges), including storm water management systems)
- Major information technology projects (with a 5 year minimum useful life and $250,000 cost)
- Hazardous materials remediation costs, e.g., asbestos removal and abatement, landfill clean-up, etc.
- Grading and site preparation work

- Trees planted on property owned by the District
- Significant information technology investments, including hard wiring of a facility, hardware, and software purchases including the manufacturer's standard term of warranty
- Pieces of artwork in excess of $250,000 per unit (see further discussion in item III e)
- Roof membrane sealing - often referred to as a GacoRoof or 'cool roof'. Use of this process on a roof that is due to be replaced and is otherwise structurally sound, precludes the need to remove any part of the old roof structure, while essentially replacing the roof with a new guarantee against leakage. *See Item III h. below for further explanation on conditions for eligibility.*
- Solar Panels which must; be the exclusive property of the District, be installed on District owned assets, have an estimated economic life of more than 25 years, and have a positive return on the investment (measureable lowered energy costs from the project – identified as an operating impact of capital).

II. ***Not Eligible***

The following are examples of <u>categories</u> of projects **NOT** eligible for capital financing:

- Project does not result in as asset that will be owned by the District for the useful life of the asset.
- Project (or the work being performed) does not increase the value of an already existing District asset.
- Project (or work being performed) does not increase the useful life of an existing District asset by a minimum of two years.
- Improvements to private property, including District owned property used for private purposes.
- Items that are not of a permanent nature, such as window air conditioners, computers, security cameras (even if attached to a District facility), window coverings etc.
- Items that are not permanently affixed to a public facility such that removal of the item would cause damage to the public facility.
- Items involving recurring maintenance of facility or systems and/or frequent repairs
- Items that occupy floor space but require no permanent connection to utilities (hard-wired to electrical or gas supply) or the structure
- Items not requiring floor space but that sit on top of other equipment and will require special outlets.
- Artwork which has less than $250,000 unit cost.

<u>Specific examples</u> of items **NOT** eligible for capital financing include:

- Real property purchased for re-sale in the immediate or short term to a private entity or developer.
- Moving expenses *(contact the Office of Budget and Planning if you have further questions on this item).*
- Daily maintenance
- Scheduled maintenance

- Extended warranties
- Replacement furniture, painting, and carpeting
- Replacement modular furniture
- Grounds maintenance
- Replacement books for public libraries
- School text books or library books for a school
- Technology refreshes (except for major version upgrades). *The software version number is the indicator of the extent of an upgrade. Going from version 3.0.2 to version 3.0.3 is not considered a major upgrade. Moving from 3.0.5 to 4.0 is a major upgrade – as can be seen from the first number to the left of the decimal place.*
- Audio-visual equipment including security cameras and monitors
  Exception: white boards of >$5,000 each for school modernization, including the PC necessary to utilize the white board
- Mechanical and HVAC system maintenance, except for replacement of component parts that extend the useful life of the asset, such as a motor or air handler
- Personal computers, laptops, pads, tablets, peripheral computer equipment, and telephones
- Moveable partitions (not affixed to the floor such that removal causes damage to the facility)
- Window guards (security bars)
- Window mounted air conditioners
- Help Desk staffing costs
- Recurring backhaul costs for IT (the backhaul portion of the network comprises the intermediate links between the core network, or backbone network and the small sub-networks at the "edge" of the entire hierarchical network
- Service and maintenance agreements on equipment
- IT training (exception: travel expenses for the trainers – not those being trained - is eligible)
- IT cloud-based services – See Item III g. below.
  Exception: development of interface applications with District owned IT assets is eligible

III. Specific Examples of 'Questionable' Project Types

a. **Community gardens** built on District owned property (These cannot be booked as assets since the gardens do not add value to the asset or extend the life of the asset. Individual components - as presented in the request of September 2013 – the fences, tool sheds, and the watering systems, can be booked individually as assets since they meet the $5,000 asset value threshold. The remainder of the items proposed as part of the 'gardens' do not qualify individually and would thus have to be operating expenses.)

b. **Feasibility studies** and strategic plans. Conducting feasibility studies on a possible capital project does not qualify since it does not result in a new district asset (Initially, feasibility studies must be charged as operating expenses.)

   i. Resulting in the implementation of an eligible capital project? (If a study/charrette result ultimately gets incorporated into the design of a capital project, then the expenditure can be reversed from operating and be charged to capital – as a part of the book value of the asset.)
   ii. Not resulting in the implementation of an eligible capital project? (These would remain operating expenses.)

c. Costs associated with **build-out of leased space** by a District agency as "tenant"
   i. Minimum lease term? (It must be a District 'capital' lease, and the term must be a minimum of 10 years.)
      1. A capital lease is defined by the following;
         a. Ownership transfers at end of the lease term,
         b. Present Value of minimum lease payments must be >90% of fair value of the asset,
         c. There is no 'bargain purchase' arrangement in the lease and,
         d. The lease term is greater or equal to 75% of the economic life of the asset.
   ii. Minimum cost threshold? Like all capital projects – it must be a minimum of $250,000 in the agreed-to lease. As a reminder, FF&E expenditures are only allowable if their removal would result in damage to the asset being leased e.g. the building. Additionally, the changes must be permanent in nature (even after our lease expires) and, must be for the benefit of the District during the lease term.

d. Capital budget **subsidies for affordable housing units** in private developments (Since these costs do not result in a District owned asset they cannot be charged to capital. We recognize there is a benefit to the District but, we cannot book and depreciate that benefit.) The ineligible subsidies include those:
   i. for persons with cognitive challenges,
   ii. for persons earning 0-70 percent of Area Median Income,
   iii. for real property purchased for re-sale to a private developer.

e. **Signage**
   Building Signage - that is part of a new building's construction or renovation and intended to be permanently attached is considered to be included as part of the total building project and capitalized if the total project cost is $250,000 or greater.

i. Signage is considered permanently attached when removal of the signage would cause structural damage to the building, defacement to the property, damage to the sign and/or would require professional removal, such as the removal by a professional electrician.
ii. Examples of signage in new building construction or renovations that could be permanently attached include:
    1. Major building identification signs placed inside the building structure at each major entrance which list departments, offices and floors; Wall-mounted directional signage which reinforces circulation within the building; Exit and restroom signage; and scoreboards that are permanently attached to the building structure.

Land Improvements Signage - that is outside and not permanently attached to a building is considered a land improvement. Signage that is part of a land improvement project should be included in the total project cost and capitalized if the project cost is $250,000 or greater.

i. Examples of signage that could be considered land improvements include the following permanently affixed signage:
    1. Identification signage which introduces and welcomes visitors to your facility.
    2. Directional signage which offer motorists and pedestrians the direction and information they need to make their way around your facility and grounds.
    3. Signage located outdoors and not permanently attached to a building which identifies a building or locations on your facility campus.

Signage that is not permanently attached to a building or permanently affixed outside of a building should be capitalized as equipment if the sign has an acquisition value of at least $5,000 and a useful life expectancy of five years or greater.

f. **Arts Projects** - Arts projects are eligible only if they create a single capital asset with a minimum cost of $250,000 and the useful life is 5 years or more. Art work costing less than $250,000 cannot be capitalized as a District asset and must be paid for with operating budget.

g. **Cloud Based Software – and Services**
    i. When a cloud computing arrangement does not include a license of software, the arrangement will be treated as a service contract and expensed with operating budget as the services are received.
    ii. When a cloud computing arrangement includes a license of software District policy allows for "software which is commercially available either by license or outright purchase and modified using more than minimal incremental effort" e.g.
        1. *Does our IT department - assuming they have the expertise - have the*

right to go in and change the code (different from configuration) to meet our needs?

2. *Do we have the contractual right to take possession of the software at any time during the hosting period without significant penalty?*

If we can, then we own an asset, and the fee attributable to the software license portion of the arrangement should be capitalized. If not, we don't own the asset and the costs should be expensed using operating budget.

iii. Further, is the use of the license dependent on the maintenance agreement? If so, the software is not capital eligible since we're essentially just being allowed to use someone else's product.

iv. If capital eligible, before being put into operation, the expenditures will be classified based on the three phases of internally generated software.

h. **Mini Parks** – A plan was presented to design and construct a minimum of four (4) mini parks, and locate each in a standard on-street parking space to provide recreational amenities in underserved areas of the District. The creation of these "mini parks" do not generate a new district owned asset, further is not in nature therefore the parks as units are not capital eligible. Permanent fixtures and wiring with unit cost in excess of $5,000 may qualify as individual capital assets.

i. **Cool, Green / Solar Roofs** - Design and construct new sustainable roofs on selected DGS portfolio buildings. Replacing roofs, by themselves, does not increase the value or the expected life of the District asset/building and therefore are not eligible as capital. However, replacement of an existing roof that has reached the end of its useful life is an eligible capital expenditure.

j. **Living Building Design/Construct** – (see feasibility studies above).

k. The following specific projects have also been determined by the CFO to be **ineligible** for capital budget: (this list is reference for the types of projects that cannot be capitalized).

OWNER AGENCY	PROJECT	PROJECT TITLE
AM0 - DEPARTMENT OF GENERAL SERVICES	BC401C	HILL E RELOCATION OF GOV'T FAC. & FUNCTION
BD0 - OFFICE OF MUNICIPAL PLANNING	PLN37C	DISTRICT PUBLIC PLANS & STUDIES
BX0 - COMMISSION ON ARTS & HUMANITIES	AH7GPC	ARTS & HUMANITIES GRANTS & PROJECTS
DB0 - DEPT. OF HOUSING AND COMM. DEVELOPMENT	04002C	PROPERTY ACQUISITION & DISPOSITION
EB0 - DEPUTY MAYOR FOR ECONOMIC DEVELOPMENT	EB402C	PENNSYLVANIA AVENUE SE PROPERTIES & BUSINESS GRANTS
EB0 - DEPUTY MAYOR FOR ECONOMIC DEVELOPMENT	EB343C	GEORGIA AVENUE GREAT STREETS & BUSINESS GRANTS
RM0 - DEPARTMENT OF BEHAVIORAL HEALTH	HX403C	HOUSING INITIATIVES
KA0 - DEPARTMENT OF TRANSPORTATION	PM302C	PARKING - PLANNING
KA0 - DEPARTMENT OF TRANSPORTATION	PM303C	PLANNING AND DESIGN REVIEW
KA0 - DEPARTMENT OF TRANSPORTATION	PM304C	ADVANCED DESIGN AND PLANNING
KA0 - DEPARTMENT OF TRANSPORTATION	PP690C	PERFORMANCE PARKING ENHANCEMENTS
KT0 - DEPARTMENT OF PUBLIC WORKS	SWS13C, SWS12C	SECURITY CAMERA UPGRADE
FL0 - DEPARTMENT OF CORRECTIONS	CR008C	UPGRADES CENTRAL SECURITY CAMERAS
FL0 - DEPARTMENT OF CORRECTIONS	CR004C	GEN RENOVAT UPGRD CNTRL SECURITY COMD CT
JZ0 – DEPARTMENT OF YOUTH REHABILITATION SERVICES	SH732C	DYRS -- MISCELLANEOS CAMPUS UPGRADES
KA0 - DEPARTMENT OF TRANSPORTATION	CIT15C	PAVEMENT MARKING
EB0 - DEPUTY MAYOR FOR ECONOMIC DEVELOPMENT	EB423C	POPLAR POINT ENVIRONEMENT ASSESSMENT
FB0 - FIRE AND EMERGENCY MEDICAL SERVICES	NEW	SELF CONTAINED BREATHING APPARATUS
JZ0 – DEPARTMENT OF YOUTH REHABILITATION SERVICES	NEW	IMPROVEMENTS TO INFRASTRUCTURE ON HOUSING UNITS
JZ0 – DEPARTMENT OF YOUTH REHABILITATION SERVICES	NEW	CONTROL CENTER UPGRADE
FA0 - METROPOLITAN POLICE DEPARTMENT	NEW	BODY/VEHICLE CAMERAS

IV. **Short-Term Bonds (*formerly Master Equipment Lease/Purchase Financing)***

Currently we are transitioning away from what we had called the Master Equipment Lease/Purchase to finance some projects, which have a useful life of less than 25 years (the duration of our long term bonds). This was actually a purchase arrangement through a financing company. Starting in the latter part of FY 2016 we will finance assets with a useful life of 5-10 years (fleet, equipment, and IT types of assets) using short-term bond financing.

Please contact the Office of Budget and Planning to discuss any questions you may have regarding specific eligibility for this new financing.

To qualify for short-term bond financing, equipment items must have an individual unit value of at least
$5,000 and a useful life of at least five years.

The following are examples of items eligible for Short-Term Bond capital financing:

- Modular buildings in use for five or more years
- Office furniture, including modular furniture – only as a part of overall building renovations (See bullet under "eligible projects" for additional information).
- Solar panels, energy projects, and energy management systems – with economic life of between 5-10 years.
- Parking meters
- Information technology investments, including hard wiring of a facility, hardware, and software purchases (including upgrade of version, e.g., from version 1.0 to version 2.0) including the manufacturer's standard term of warranty
- Software (if it meets certain parameters e.g. cost, upgrade of version, etc.)
- Street sweepers, road maintenance, and snow removal equipment
- Fleet vehicles, including first responder vehicles and school transportation vehicles including buses and vans
- Traffic lights and crosswalk signals
- Scoreboards and field or stadium lighting
- Playground equipment and outdoor fixed-in-place adult exercise equipment
- Voting machines
- Homeland security and surveillance equipment systems – not including the cameras
- Laboratory equipment (with individual values in excess of $5K)
- Broadcast and video equipment
- Electronic White Boards for schools modernization including the PCs necessary to run them
- Security Fencing if permanently mounted
- Building access equipment and security screening equipment (but not cameras)
- Signage – see III e. above for eligibility
- Electronic Signage – see III e. above.
- Building entrance canopies

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APPENDIX H

DIVISION 1 SPECIFICATIONS

Appendix H Table of Contents:

1. Division 1 Specifications

SECTION 01 10 00 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Type of Contract.
4. Phased construction.
5. Work by District of Columbia Government (District).
6. Work under separate contracts.
7. Purchase contracts.
8. District-furnished products.
9. Contractor-furnished, District-installed products.
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and drawing conventions.
14. Miscellaneous provisions.

1.3 DEFINITIONS

A. District and District Representatives: Refer to General Conditions of Contract for Construction for District’s administration of construction contract.

B. COTR is Contracting Officer's Technical Representative, and where context requires, term "COTR" means "District." The COTR is responsible for technical aspects of project and technical liaison with Contractor as well as final inspection and acceptance as specified in Contract. The COTR is not authorized to make any commitments or otherwise obligate District or authorize any changes which affect contract price, terms, or conditions.

1. District may appoint other entities to manage day-to-day activities for the execution of the Project.
2. Where term "Architect" or "Engineer" is used in Contract Documents, it shall be construed to mean "COTR."
3. Where term "Construction Manager" or "CM" is used in Contract Documents, it shall be construed to mean "COTR."

1.4 PROJECT IDENTIFICATION

A. Project Identification: [<**Insert Project identifier such as Project name**>]

1. Project Number: [<**Insert Project Number (generated from Prolog)**>]

2. Project Location: [<**Insert Project location (street address, city, and state)**>]

3. Ward: [<**Insert Ward**>]

B. Owner: District of Columbia Department of General Services (DGS), Capital Construction Services at the following location:

1. The Reeves Center, 2000 14th Street, NW, Suite 800, Washington, DC 20009.

C. Architect: [**<Insert name and contact information for Architect>]**

1. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:

a. <**Insert title of design discipline**>: <**Insert name and contact information for consultant**>.

D. District Consultants: The District has retained the following design professionals who have prepared designated portions of the Contract Documents:

1. <**Insert title of design discipline**>: <**Insert name and contact information for consultant**>. <**Insert title of design discipline**> has prepared the following portions of the Contract Documents:

a. <**Insert description of scope of service for other District consultant**>.

E. Construction Manager: <**Insert name and contact information for Construction Manager**>.

1. Construction Manager has been engaged for this Project to serve as an extension to the COTR role, to advise the District, and to provide assistance in administering the Contract including, but not limited to, field quality control administration.

F. Electronic Project Management (ePM) System: An Electronic Project Management system administered by [**Architect**] [**District**] [**Construction Manager**] [**Contractor**] will be used for purposes of managing communication and documents during the construction stage.

1. See Section 013100 "Project Management and Coordination." for requirements for [**establishing**] [**administering**] [**and**] using the ePM.

1.5 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

1. <**Insert a brief description of Project indicating the size, code classification for occupancy and construction type, and general description of major building assemblies. This information can be obtained from the Solicitation document written by DRES procurement personnel**>.

1.6 TYPE OF CONTRACT

A. Project will be constructed under a single prime contract.

1.7 PHASED CONSTRUCTION

A. The Work shall be conducted in <**Insert number**> phases, with each phase substantially complete as indicated:

1. Phase <**Insert designation**>: <**Briefly describe work of this phase**> Work of this phase shall commence [**within** <**Insert number of days**> **after the Notice to Proceed**] [**by** <**Insert date**>] and be substantially complete and ready for occupancy [**within** <**Insert number of days**>] [**after the Notice to Proceed**] [**after commencement of construction of this phase**] [**by** <**Insert date**>].
2. Phase <**Insert designation**>: The remaining Work shall be substantially complete and ready for occupancy at time of Completion for the Work.

B. Before commencing Work of each phase, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates[**, and move-out and -in dates of District's personnel**] for all phases of the Work.

1.8 EXISTING CONDITIONS

A. Contractor: Responsible to determine existing conditions on Project site by examination, whether shown on Drawings or not.

B. In addition to demolition which is specified in other Sections and that which may be specifically shown on Drawings, cut, move or remove items as necessary to allow Work to proceed. Provide such items as:

1. Repair or removal of unsafe or unsanitary conditions.
2. Removal of abandoned items and items serving no useful purpose, such as abandoned piping, conduit, wiring and electrical devices.
3. Removal of unsuitable or extraneous materials such as abandoned furnishings and equipment, and debris such as rotten wood, rusted metals and deteriorated concrete.
4. Cleaning of surfaces and removal of surface finishes as needed to install new work and finishes.

5. [<**Insert other relevant conditions)**>].

1.9 WORK BY DISTRICT

A. General: Cooperate fully with District so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by District. Coordinate the Work of this Contract with work performed by District.

B. Concurrent Work: District anticipates it will perform the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

1. <**Insert a brief description of work performed by District**>.

1.10 WORK UNDER OTHER CONTRACTS

A. Provide items shown in Contract Documents unless specifically shown in Contract Documents as excluded from Work.

B. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract. Coordinate the Work of this Contract with work performed under separate contracts.

C. Concurrent Work: District may award separate contract(s) for the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

1. Interior tenant fit out, not addressed/covered by the Contract Documents.

2. <**Insert brief description of work performed under other contracts**>.

1.11 DISTRICT-FURNISHED PRODUCTS

A. District will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing District-furnished products[**and making building services connections**].

B. District-Furnished Products:

1. <**Insert description, in separate subparagraphs, for each District-furnished product**>.

1.12 CONTRACTOR-FURNISHED, DISTRICT-INSTALLED PRODUCTS

A. Contractor shall furnish products indicated on Drawings as applicable. The Work includes unloading, handling, storing, and protecting Contractor-furnished products as directed and turning them over to District at Project closeout.

B. Contractor-Furnished, District-Installed Products:

1. <**Insert description, in separate subparagraphs, for each Contractor-furnished, District-installed product**>.

1.13 ACCESS TO SITE

A. General: Contractor shall have full use of site for construction operations during construction period. Contractor's use of site is limited only by District's right to perform work or to retain other contractors on portions of Project.

1. Contractor Parking: Vehicle parking for Contractor and construction personnel shall be the responsibility of the Contractor.

B. Use of Site: Limit use of site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated. Site has very limited lay down area.

1. Driveways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to District, District's employees, the public, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.

a. Schedule deliveries to minimize use of driveways and entrances.
b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

C. Access to the Project. Contractor shall comply with the following:

1. The area available to the contractor for performance of the Work is shown on the Drawings. If the District or the Occupant continues to occupy portions of the Project during construction, Contractor shall schedule and conduct the Work so as to cause the least interference with the operations of the District or Occupants.
2. When the following must be interrupted, provide alternate facilities acceptable to the COTR or schedule the interruption for a time when occupancy will not be impaired:

a. Emergency means of egress.
b. Utilities and building systems which must remain in operation to allow safe and useful occupancy.

1.14 DISTRICT'S OCCUPANCY REQUIREMENTS

A. District Occupancy of Completed Areas of Construction: District reserves the right to occupy and to place and install equipment in completed areas of building, before Final Completion, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work.

1. Upon completion of the Work and written request from the Contractor, COTR will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before District occupancy.
2. Certificate of Occupancy from authorities having jurisdiction shall be obtained by Contractor before District occupancy.
3. Before partial occupancy, required inspections, commissioning and employee training for the fire alarm and sprinkler systems, mechanical systems, and electrical systems shall be fully operational. Upon occupancy, District will operate and maintain mechanical and electrical systems serving occupied portions of building.
4. Upon occupancy, District will assume responsibility for maintenance and custodial service for occupied portions of building.
5. Partial Acceptance: For the purpose of installation of Data Rooms, FF&E, and Security, Partial Acceptance of the areas may be granted by the COTR to allow contracted installers access to perform their work.

1.15 WORK RESTRICTIONS

A. On-Site Work Hours: Work shall be generally performed during normal business work hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, except otherwise allowed by District and authorities having jurisdiction (AHJ).

B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by District or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:

1. Notify District not less than two (2) work days in advance of proposed utility interruptions.
2. Do not proceed with utility interruptions without District's written permission.

C. Noise, Vibration, and Odors: Coordinate with the COTR operations that may result in high levels of noise and vibration, odors, or other disruption to District occupancy.

1. Notify [**Architect**] [**Construction Manager**] [**District**] not less than [**two**] <**Insert number**> work days in advance of proposed disruptive operations.
2. Obtain [**Architect's**] [**Construction Manager's**] [**District's**] written permission before proceeding with disruptive operations.
3. Obtain required approvals from authorities having jurisdiction.

D. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.

E. Controlled Substances: Use of tobacco products and other controlled substances [**within the existing building**] [**on Project site**] is not permitted.

F. No eating or drinking is allowed in the building at any phase during Construction.

G. Employee Identification: If required by the Contract, Contractor shall provide identification badges for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

1.16 PERMITS AND RESPONSIBILITIES

A. Permits: The Contractor shall, without additional expense to the District, be responsible for obtaining any necessary licenses, fees, inspections, and permits, other than the building permit, and for complying with any federal, and municipal laws, codes, and regulations applicable to the performance of the work. The Contractor shall also be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.

B. The Contractor shall not load or permit any part of the construction or site to be loaded so as to endanger its safety.

C. When required for the safety of the Work or adjoining structures, the Contractor shall shore up, brace, underpin and protect foundations and other portions of existing structures which are in any way affected by the Work. The Contractor, before commencement of any part of the Work, shall give any notice to the District.

1.17 SPECIFICATION FORMATS AND CONVENTIONS

A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "MasterFormat" numbering system.

1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
2. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.

B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.

a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

C. Where performance type specifications are used within Specifications or where pre-engineered or Contractor designed systems, elements, equipment or components are called for, District shall have right to rely on Contractor's design. Approval by District of Contractor's Design Submittals shall be limited to acknowledgment that design was prepared with intent of meeting specified performance criteria, but neither District's review or approval shall constitute review of design itself, of designer's calculations, or of effectiveness of design in actually satisfying specified criteria.

D. Work under this Contract may be specified by combination of descriptive, performance, reference standard and name brand specifications. Where Specifications define characteristics of Contractor designed systems, items or components, Contractor responsible to design, engineer, manufacture, and install systems, items and components to meet specified functional requirements, performance requirements, quality standards, durability standards, and conditions of use as well as all applicable codes, regulations and referenced trade or industry standards. Contractor: Perform such design by employing engineers licensed by pertinent jurisdiction and require engineers to seal and sign designs necessary to perform Work.

1.18 MISCELLANEOUS PROVISIONS

A. <**Insert miscellaneous provisions for the Project. Consult with the Contracting Officer for special provisions unique to Scope or to Contract**>.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

This Section may not be applicable to all Projects. Delete entire Article 01 21 00 "Allowances" if not used.

SECTION 01 21 00 – ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements governing allowances.

1. Certain items are specified in the Contract Documents by allowances. In some cases, these allowances include installation. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. If necessary, additional requirements beyond established allowances will be issued by Change Order.

B. Types of allowances include the following:

1. Lump-sum allowances.
2. Quantity allowances.
3. Contingency allowances

C. Contractor agrees that allowance quantities and amounts shall be valid and in effect for the duration of the Project or as stated in the Solicitation.

D. Related Sections include the following:

1. Division 01 Section "Unit Prices" for procedures for using unit prices.

1.3 SELECTION AND PURCHASE

A. At the earliest practical date after award of the Contract, advise Contracting Officer’s Technical Representative (COTR) of the date when final selection and purchase of each product or system described by an allowance must be completed as dictated by the Project Schedule to avoid delaying the Work.

B. At COTR's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.

C. Purchase products and systems selected by COTR from the designated supplier.

1.4 ACTION SUBMITTALS

A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

1.5 INFORMATIONAL SUBMITTALS

A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.

B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.

C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.6 ADJUSTMENT OF ALLOWANCES

A. Allowance Adjustment: Refer to Section 01 22 00 "Unit Prices."

1.7 COORDINATION

A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

A. Allowance No. <**Insert number**>: [**Lump-Sum**] [**Unit-Cost**] [**Quantity**] [**Contingency**] [**Testing and Inspecting**] Allowance: Include the sum of <**Insert dollar or quantity amount of allowance**>: Include <**Insert allowance description**> as specified in Section <**Insert Section number**> "<**Insert Section title**>"[**and as shown on Drawings**].

1. This allowance includes [**material cost**] [**receiving, handling, and installation**] [**and**] [**Contractor overhead and profit**].
2. Coordinate quantity allowance adjustment with corresponding unit-price requirements in Section 01 22 00 "Unit Prices."

END OF SECTION 01 21 00

This Section may not be applicable to all Projects. Delete entire Article 01 22 00 "Unit Prices" if not used.

SECTION 01 22 00 - UNIT PRICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for unit prices.

B. Contractor agrees that Unit Price quantities and amounts shall be in effect for duration of the Contract, or as stated on the Request for Proposal and Bid Forms.

C. Related Sections include the following:

1. Division 01 Section "Allowances" for procedures for using allowances.

1.3 DEFINITIONS

A. Unit price is an amount proposed by Offerors, stated on the Proposal Form, as a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if estimated quantities of Work required by the Contract Documents are increased or decreased.

1. For quantities indicated on Bid Form, provide unit price and extension.

2. Unit prices include required material, delivery, labor and equipment, hauling, disposal, insurance, overhead, profit, and applicable taxes.

1.4 PROCEDURES

A. Measurement and Payment: Refer to individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.

B. District reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at District's expense, by an independent surveyor.

C. List of Unit Prices: A list of unit prices is included in Part 3. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

1.5 ADJUSTMENT OF ALLOWANCES

A. To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by the unit prices contained in the bid form where applicable, and verified by final measurements of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

1. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
2. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

A. Unit Price No. <**Insert unit-price number**> - <**Insert unit-price item**>:

1. Description: <**Insert unit-price item description**> according to Section <**Insert Section number**> "<**Insert Section title**>."
2. Unit of Measurement: <**Insert unit of measurement**>.
3. Quantity Allowance: Coordinate unit price with allowance adjustment requirements in Section 01 21 00 "Allowances."

END OF SECTION 01 22 00

This Section may not be applicable to all Projects. Delete entire Article 01 22 00 "Alternates" if not used.

SECTION 01 23 00 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for alternates.

B. Contractor agrees that Alternate quantities and amounts shall be in effect for duration of the Contract or as stated on the Request for Proposal Bid Forms.

1.3 DEFINITIONS

A. Alternate: An amount proposed by Offerors and stated on the Proposal Form for certain work defined in the Solicitation Requirements that may be added to or deducted from the Base Proposal amount if District decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.

1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.

1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.

B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.

C. Execute accepted alternates under the same conditions as other work of the Contract.

D. Schedule: A Schedule of Alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. 1: Two (2) Year Warranty on all HVAC Systems.

1. Base Bid: Full 1-year warranty on all HVAC systems as shown on HVAC Drawings and as Specified in Division 23.
2. Alternate: Additional 1-year warranty on all HVAC systems as shown on HVAC Drawings and as Specified in Division 23.

B. Alternate No. <**Insert number**>: <**Insert title of alternate**>.

1. Base Bid: <**Insert brief description of base-bid requirement**> [**as indicated on Sheet** <**Insert title of sheet**>] [**and**] [**as specified in Section** <**Insert Section number**> **"**<**Insert Section title**>**."**]
2. Alternate: <**Insert brief description of alternate requirement**> [**as indicated on Sheet** <**Insert title of sheet**>] [**and**] [**as specified in Section** <**Insert Section number**> **"**<**Insert Section title**>**."**]

END OF SECTION 01 23 00

SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Administrative and procedural requirements for Contract modifications.

B. Contractor shall designate a single individual authorized to receive, review, and sign changes in the Contract and who will be responsible for informing others of changes in the Work.

1.3 BASIS FOR ESTABLISHING COSTS

A. Combined Increases and Decreases: On proposals involving both increases and decreases in Contract Price, above overhead and profit percentage mark-ups will be allowed on net increases only. On net decreases, deduct corresponding overhead and profit.

B. Allowable costs: Comply with following requirements for proposals and record keeping for Change Order work.

1. Labor:

a. Report cost of Change Order labor by itemizing each craft or trade or other specialty involved, and indicating hourly rate for each and hours required, excluding premium pay, paid to employees proposed by Contractor to be directly engaged in Change Order work. Hourly rates shall be reflective of the Wage Determination for the applicable trades referenced for the Project.

b. Costs of Labor: Cost for wages prevailing for each craft or types of workers performing work under Change Order at time Change Order is done or contemplated to be performed, plus employer payments of applicable burdens including payroll taxes, Social Security, unemployment insurances, workers compensation insurance, health and welfare, pension, FICA, FUTA, and other direct costs resulting from Federal, State or local laws, as well as assessments or benefits such as union dues, apprenticeship funds, subsistence and/or mileage, required by lawful collective bargaining agreements.

c. Use of labor classification that would increase Change Order cost not allowed unless Contractor establishes necessity for such additional costs to satisfaction of District.

d. Labor productivity assumed by Contractor in its lump sum Change Order cost proposals shall be same as that assumed by Contractor for similar work included in bid estimates underlying Contract Price as of execution of this contract. National estimating standards including RS Means, Mechanical Contractors Association (MCA) and National Electrical Contractors Association (NECA) shall not be used by Contractor in Change Order cost proposals. Propose productivity factors that are applicable to work under each contemplated lump sum Change Order and provide data supporting their derivation and reasonableness to District for its review and consideration. Contractor: Prepare change order cost estimates utilizing most favorable productivity assumptions.

e. Report labor costs for equipment operators and helpers only when such costs are not included in invoices for equipment rental, if applicable.

f. Apportion labor cost for working foremen to their assigned work and only that portion applicable to Change Order work shall be paid. In no case may Contractor's change order cost estimates assume more than one foreman per six workers for Change Order work.

g. In event District directs Contractor to perform work on basis which will result in costs for premium time, premium portion of applicable wages for Change Order work which Contractor was directed by District to be performed other than normal working hours may be allowed by District, including social security taxes, unemployment insurance, and union fringe benefits if required by lawful union agreements.

2. Materials:

a. Report cost of materials at invoice or lowest current price at which such materials are locally available (whichever yields lowest cost to District) and delivered to job site in quantities involved, plus sales tax (if applicable), freight and delivery.

b. Reduce proposal in proportion to any pertinent tax or other rebates that shall inure to Contractor's benefit.

c. District reserves right to approve materials and sources of supply, or to supply materials to Contractor if necessary for progress of Work, or other reason at District's discretion.

d. No markup shall be applied to any material provided by District.

3. Equipment (Including Tools):

a. No payment will be made to Contractor for use of Contractor-owned equipment or tools.

b. Regardless of ownership, rates (including mark-up, if any) to be used in determining equipment rental costs shall not exceed rates listed for pertinent region, in "Construction Equipment Ownership and Operating Expense Schedule", latest edition, published by Department of Army, US Army Corps of Engineers, Washington, DC.

c. Rental rates paid shall include cost of fuel, oil, lubrication, supplies, small tools, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, and incidentals.

d. Necessary loading and transportation costs for equipment used on Change Order work may be included in Contractor Change Order proposals, if the transportation costs are associated only with the change order work.. If the equipment is required to perform Contract work, loading and transportation costs will not be allowed.

e. If equipment is used intermittently and, when not in use, could be returned to its rental source at less expense to District than holding it at work site, it shall be returned, unless Contractor elects to keep it at work site at no expense to District.

f. Equipment: Acceptable to District, in good working condition, and suitable for purpose for which it is to be used.

g. Use manufacturer's ratings and manufacturer's approved modifications to classify equipment and it shall be powered by unit of at least minimum rating recommended by manufacturer.

h. Reported rental time for equipment already at job site shall be duration of its use on Change in Work, commencing at time it is first put into actual operation on Change in Work, plus time required to move it from its previous site and back or to closer site.

4. Other Items and Expenditures:

a. District may authorize other items that may be required on Change Order work. Such items include labor, services, material and equipment which are different in their nature from those required for Work specified in this contract and which are of type not ordinarily available from Contractor or any of Subcontractors at any tier. Submit proposals or invoices covering all such items in detail with Contractor's Change Order proposals.

C. Methods Used in Determining Adjustments to Contract Time: Adjustments to Contract Schedule which may or may not result in adjustments to Contract Time flowing from Change Orders are controlled by provisions in construction scheduling specification (see Section 01 32 00 "Construction Progress Documentation.")

D. Extended Overhead Costs: Costs that may be incurred by Contractor as result of extension of Contract Time. Applicability of extended overhead costs for time extensions are governed by requirements of Section 01 32 00 "Construction Progress Documentation." Extended overhead costs, if allowed in accordance with stipulations set out in Section 01 32 00 "Construction Progress Documentation," shall only include costs incurred on Project site and shall exclude cost categories included in overhead and profit mark-ups as set out in this Section.

E. Steps In Change Order Procedure:

1. Request for Proposal: Request for Proposal (RFP) defines proposed changes in Work which are contemplated by District and which may or may not result in Change Order(s). RFPs: Prepared and given to Contractor by District.

2. Notice of Potential Impact: Upon receipt of RFP, immediately review and evaluate scope of such RFP's and make immediate determination of any potential impact on Work. In event potential cost or schedule impact is determined, notify District immediately, but in no case more than three business days after Contractor's receipt of RFP. District may direct Contractor to stop work in area affected by change to minimize cost impact, or may direct Contractor to proceed with change described in RFP or some modification thereof, as District deems fit.

3. Timing of Proposal Submission: Submit proposals and breakdown as promptly as possible, but no later than [**10**] [**15**] working days following Contractor's receipt of District's RFP. Content and Format of Proposal: Submit proposals for contemplated Change Orders in form of fixed price proposal, unless otherwise requested by District. Furnish summaries and details of Change Order proposals in format and on forms required by District. With each proposal for change involving increase or decrease in Contract Price, submit itemized breakdown that includes following, and any other information requested by District:

   a. Labor costs (separated into trades), including payroll burdens.
   b. Material quantities and unit prices. (Separated into trades)
   c. Construction Equipment (priced as described herein).
   d. Subcontractor costs.
   e. Other approved items and expenditures.
   f. Mark-ups for overhead, profit and other costs as defined above.

4. Proposal Review: In considering proposals for changes in Work involving added work, reduced or deleted work, or any combination thereof, Contractor proposals will be checked in detail by District, utilizing unit prices where specified or agreed upon, with objective of arriving at equitable adjustments.

5. Change Order Issuance: District will prepare Change Order if Contractor's proposal, or amended version thereof, is acceptable and agreed upon by District. Contractor: Authorized to proceed only after District issues notice to proceed with work in Change Order.

6. Procedure In Event of Non-Agreement: When necessity to proceed with change does not allow sufficient time to properly develop and check Change Order proposal, or cost of Change Order work cannot be agreed upon using lump sum, unit prices or other pricing method satisfactory to District, or because of failure to reach agreement, or for other reason deemed by District to be in District's interest, District may, at its sole discretion, order Contractor to proceed on basis of price to be determined at earliest practicable date (“Price Determined Later” or “PDL” Change Order). Upon such written direction, perform work directed and record applicable costs. Provide District copies of such records every week such work is underway.

7. Miscellaneous Requirements:

   a. Obligations of Surety under Change Orders: Changes in Work, or extensions of time, made pursuant to Contract, shall in no way release Contractor or Surety from their obligations. Surety: Waive notice of such changes or extensions.

b. Change Orders, supplemental agreements and District-approved revisions to Drawings and Specifications will take precedence over pertinent elements of Contract Documents that are thereby amended or deleted.

c. No change in Work, whether by way of alteration, addition, clarification or interpretation, shall be basis of adjustment to Contract Price or Contract Time unless and until authorized by District in Change Order, executed in accordance with requirements of Contract Documents.

d. Agreement on any Change Order shall constitute final settlement of all matters related thereto, including all direct and indirect costs associated with such change, and any and all adjustments to Contract Price and/or Contract Time.

e. Failure of Contractor and District to agree on adjustment of Contract Sum or Contract Time shall not excuse Contractor from proceeding with prosecution and performance of Work not affected by Change Orders. Contractor shall ensure that Contractor and Subcontractors, Sub-subcontractors and Suppliers handle all disputes in manner which will permit Work to proceed on schedule while any matter in dispute is being resolved.

f. If Contractor claims that additional cost or time is involved because of:

(1). Written interpretation issued by District.
(2). Order by District to stop Work where Contractor was not at fault.
(3). Written order for change in Work not issued under RFP.
(4). Other Contractor claims of any nature.

Provide immediate written notice of such claim, enumerating in detail any potential cost and/or schedule impacts. These Notices: Termed "Change Order Requests" (COR's). No COR shall be valid and Contractor shall be deemed to have finally waived such claim unless notice is provided as described above, within [**10**] [**15**] working days of Contractor's actual knowledge of initiation of event or thing which gave rise to COR. Give above notice before proceeding to execute work, except in emergency endangering life or property in which case proceed in accordance with District's direction. Any change in Contract Price or Contract Time resulting from COR's shall not be paid unless authorized by duly executed Change Order.

1.4 CHANGE ORDER, FIELD ORDER, PDL, DCN, OR CHANGE DIRECTIVE PROCEDURES

A. Changes in cost resulting from Change Orders, Price Determined Later, or Change Directives shall include only those costs provided in "Standard Contract Provisions" agreed to by the Contractor and the District.

B. Contractor shall provide sufficient information for evaluation of proposed changes within 15 days following receipt of a Field Order (Price Determined Later – Construction Change Directive). Contractor shall immediately advise the District in writing if any requested "Bulletin" cannot be priced and submitted to the District within 15 days of receipt. The District will determine if additional time is warranted, and will notify the Contractor of its determination. In no case shall the Contractor be allowed more than 20 days for pricing of a Price Determined Later Bulletin –

Construction Change Directive. Contractor shall not be entitled to a time extension should its proposal not be received by the COTR prior to the required time.

C. Contract modification cost proposal shall include the following:

1. The amount of change in the Base Contract Price, if any.
2. The amount of change in the Contract Time, if any, with explanation.
3. Cost breakdown, using Schedule of Values line items, separated into material and labor costs, additions and deletions, and with overhead and profit handled in the same manner as specified for the Schedule of Values.
4. The period of time within which the proposed changes in Base Contract Price or time will be held. At a minimum, the pricing shall be held until the next Progress Meeting with Contractor and COTR attending. Should said proposal be received by the COTR beyond the date established by them for the Progress Meeting, then the Contractor shall maintain its proposed price and schedule impact until the following Progress Meeting.
5. Quantities and unit costs of products, labor, and equipment.
6. Taxes, insurance, and bonds.
7. Overhead and profit.

1.5 BOND, OVERHEAD, AND PROFIT CALCULATIONS ON MODIFICATIONS

A. In all contracts where payment or performance bonds are required, the amount of each bond shall be in accordance with the Standard Contract Provisions. The District requires additional payment and performance bond protection whenever a contract price is increased, equal to 100 percent of the contract price increase.

1. The bond rate to be used for all contract modifications shall be that shown on a written quotation by the bond company. The quote shall show the bond rate to be charged the Contractor for the basic contract bond and that to be charged on potential contract modifications. If a written quote is not furnished, the no bond costs will be reimbursed on contract modifications. In credit modifications, the District shall be reimbursed by the reimbursement amount granted to the Contractor by the bonding company.
2. Profit increases (and reductions in the case of scope reductions) shall be included on all contract modifications except for delay expenses.
3. When calculating contract modifications, the profit and overhead rates shall be added together and then applied to the proposal subtotal. Profit is not to be taken on the overhead portion of the proposal. The bond rate shall then be applied to the subsequent total.
4. "Overhead" includes all costs over and above the direct cost of the changed work for field overhead and home office overhead as well as supervision, except profit and bond.
5. Overhead and profit rates shall be applied by Contractor as well as subcontractors to all contract modifications that either increase or decrease the work scope (does not include changes where the intent of the modification does not change the scope, but merely reimburses authorized expense increases, which are to be calculated only with a bond price increase) using this method:

    a. Ten percent overhead plus five (5) percent profit.

b. If the Work is to be performed by a subcontractor, then the above calculations shall apply only to the subcontractor's quote while the general contractor shall be limited to a flat five (5) percent markup fee on the subcontractor's quotation.

1.6 CORRELATION OF CONTRACTOR SUBMITTALS

A. Promptly revise Schedule of Values and Application for Payment forms to record each approved Change Order as separate line item and adjust Contract Sum.

B. Promptly revise progress schedules to reflect change in Contract Time, revise sub-schedules, if any, to adjust times for other items or Work affected by change.

C. Promptly enter changes in Project Record Documents.

1.7 SUBMITTAL

A. Minor changes in Work, Request for Proposals, Change Order Requests, Change Orders, Basic Change Directives (DCN), and PDL Change Orders, shall be issued and tracked using Prolog Converge software to keep traditional paper-based modifications to minimum. Refer to Section 01 31 00 "Project Management and Coordination." Include appropriate back-up information for changes.

B. Cooperate and use his best efforts to implement internet-based modification procedure.

C. Ensure that all modification data is ultimately captured on internet-based system.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00

SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

A. Administrative and supervisory requirements necessary for coordinating construction operations including, but not limited to:

1. Electronic Project Management (ePM) system.
2. General project coordination procedures.
3. Pre Installation Conferences.
4. Progress Meetings.
5. Required Reporting.
6. LEED Orientation Meeting.
7. Closeout Conference.
8. Coordination Meetings.
9. Administrative and supervisory personnel qualifications.
10. Request for Interpretation / Information (RFI).
11. Phasing Plan.

1.3 SUBMITTALS

A. The following documents shall be submitted, discussed, issued, and tracked using the Contract Project Management Software through the ePM system to keep traditional paper-based modifications to minimum:

1. Minor Changes in Work.
2. Requests for Proposals (RFP).
3. Change Order Requests.
4. Change Orders.
5. Price Determined Later (PDL) Change Order, also known as Basic Change Directive (BCN), Construction Change Directive.

B. Qualifications: Provide qualifications of personnel identified in this Section under Quality Assurance Article.

C. Key Personnel: Provide names, addresses and qualifications of key personnel within 5 days after Award of Contract. Include name of individual who is designated to sign documents.

1. Contractor is restricted from changing personnel identified on this list without the approval of the COTR.
2. Changes in Contractor's officer authorized to sign documents shall be submitted immediately to the COTR.

1.4 QUALTY ASSURANCE

A. On-Site Superintendent: Shall have minimum 5 years experience on projects of similar size and scope as the Project.

B. ePM Administrator: Proficient user of project management software system used by Contractor or successfully completed a minimum of 1 project using the software system prior.

1.5 CONTRACT PROJECT MANAGEMENT SOFTWARE

A. District will implement procedure to provide Project communications on internet-based system. System used is Prolog® Manager software by Meridian Systems. District will provide one copy of licensed contract project management software. Contractor shall be responsible for additional license purchase.

B. Use internet-based Prolog® software system to facilitate contract administration communications. The list below indicates the documents that require use of the electronic communications. All correspondence requires a cover sheet.

1. Schedules.
2. Submittals (except samples)
3. RFI's
4. Requests for Payment
5. Change Order Directives
6. Meeting Minutes.
7. Daily reports.
8. Other correspondence and reports necessary as required by contract.

C. To alleviate redundancy and confusion, internet-based communications and submittals will be used exclusively by the District and Contractor, including CM and A/E when applicable. There shall not be a mix of hard-copy and electronic communications on the Project. Only hard-copy submittals requiring samples for initial selection or verification will be accepted by the COTR.

1.6 COORDINATION

A. Coordinate construction operations included in various Sections of Specifications to ensure efficient and orderly installation of each part of Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.

1.7 COMMISSIONING

A. Selected Building Equipment and System shall be commissioned. Participate in commissioning process as defined in Section 01 91 13 "General Building Commissioning Requirements."

B. Commissioning Process shall be directed by Commissioning Authority; Contractor shall fully participate in the Commissioning Processing by committing resources and subcontractors. Provide services of qualified personnel to co-operate and coordinate with Commissioning Authority

1.8 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

A. In addition to Project Manager and Project Superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.

1.9 PREINSTALLATION CONFERENCES

A. Conduct Pre-Installation Conference at Project Site before each construction activity that requires coordination with other construction. Invite COTR, Construction Manager, and Architect/Engineer of Record to participate in conferences.

B. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by installation, and its coordination or integration with other materials and installations that have preceded or will follow.

1. Contractor shall record significant discussions and agreements and disagreements of each conference, and approved schedule. Promptly distribute record of meeting to everyone concerned, including COTR using Contract Project Management software.

1.10 PROGRESS MEETINGS

A. Schedule District’s Progress Meetings at Project Site weekly to keep project on schedule, to review progress, and to solve or avert potential problems. Notify COTR of scheduled meeting dates.

1. Coordinate dates of meetings with preparation of Request for Payment application.

B. Attendees: In addition to representatives of COTR, subcontractors as appropriate, or others as requested by COTR with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings.

1. COTR, or designated person, will chair District’s progress meeting, record and update and maintain, and distribute the meeting minutes.

C. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

1. Contractor's Construction Schedule: Review progress since last meeting. Determine where each activity is in relation to Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within Contract Time.

2. Review present and future needs of each entity present, including, but not limited to, following:

   a. Interface requirements.
   b. Time.
   c. Sequences.
   d. Status of submittals.
   e. Deliveries.
   f. Off-site fabrication problems.
   g. Access.
   h. Site utilization.
   i. Temporary facilities and services.
   j. Hours of work.
   k. Safety - Hazards and risks.
   l. Housekeeping.
   m. Quality and work standards.
   n. Requests for Information.
   o. Change Orders.
   p. Documentation of information for payment requests.
   q. Detailed Construction Schedule.
   r. Three-Week Look-Ahead Schedule.

D. Reporting: Within reasonable time after each meeting, COTR, or designated person, will distribute minutes of meeting using Electronic Project Management (ePM) software, including brief summary in narrative form of progress since previous meeting and distribute to each party present and to parties who should have been present. When District elects to prepare minutes of meeting, any other purported minutes are void.

1.11 REPORTING REQUIREMENTS

A. Contractor shall be responsible for reporting to the District through the COTR all daily, weekly, and monthly reports in accordance with the Contract Documents, which may or may not be specified in other Sections. The list below may include, but may not be limited to, the required forms. Contractor shall review all Contract Documents to meet requirements for reporting. This Article does not include the regular submittals, certificates, schedules, bonds, and payment requisitions as specified in other Sections. All reports shall be submitted in editable electronic format.

DAILY REPORTS	WEEKLY REPORTS	MONTHLY REPORTS	OTHER REPORTING PERIODS
Daily Construction Reports (Refer to Section 01 32 00)	Weekly Statement of Compliance (Form No. DC 2640-11)	Application for Payments (Refer to Section 01 29 00) and All	Apprentices and Trainees Employment Report (20 CFR 5.a.4(c) Send

DAILY REPORTS	WEEKLY REPORTS	MONTHLY REPORTS	OTHER REPORTING PERIODS
	Due: Within 7 days after payment date of payroll period.	Required Attachments	Initial Report + One Report Every 3 Months.
	Weekly Payroll Records showing compliance with 40 USC 276a-276a 7 (Davis-Bacon Act)	Material Location Reports (Refer to Section 01 32 00)	Field Correction Reports. As needed. (Refer to Section 01 32 00)
	Weekly Statement of Compliance, required under the Copeland Regulations of the Secretary of Labor (29 CFR, Part 3)	Copy of First Source Agreement Contract Compliance Report (due not later than 10th of the month; original goes to DOES)	Site Utilization Plan (15 days after NTP): 1 time only. See Section 01 50 00 "Temporary Facilities & Controls."
		Monthly Progress Reports: Including: • Progress Narrative • Schedule Narratives • Cost Update • PCN/CO's • RFI's • Safety Narrative • Inspections by Third Parties • LEED Compliance • Progress Photographs • Start-up & Commissioning	
		Monthly CBE Compliance Report	
		Waste Reduction Report (See Section 01 74 19 "Construction Waste Management)	
		Quality Assurance Reports (See Section 01 79 90 "Quality Assurance Reporting")	

DAILY REPORTS	WEEKLY REPORTS	MONTHLY REPORTS	OTHER REPORTING PERIODS
		Waste Reduction Report (See Section 01 74 19 "Construction Waste Management & Disposal."	

B. Some forms listed above may be specified in other Sections. Refer to other Sections for requirements.

C. Other forms as may be requested by the COTR and not specified in the Construction Documents.

1.12 LEED ORIENTATION MEETING

A. Contractor shall attend a LEED orientation meeting conducted by the Architect/Engineer at Project site.

1. Attendees: Authorized representatives of the Contractor and District, COTR, Architect, and other consultants. Contractor and its superintendent, installer and representatives of manufacturers and fabricators and other concerned parties shall attend the meetings. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
2. Agenda: Discuss LEED requirements for each trade; including the following:

a. LEED action plans.
b. LEED progress reports.
c. LEED documentation submittals.
d. Recycled content of materials.
e. Regional materials.
f. Certified wood.
g. Low-emitting materials.
h. Construction waste management.
i. Construction indoor air quality management

1.13 CLOSEOUT CONFERENCE

A. Schedule Project Closeout conference with sufficient time to prepare for requesting Substantial Completion.

B. Attendees: Contractor shall invite COTR, subcontractors, installers, fabricators (as necessary).

C. Agenda: Contractor shall prepare agenda and include the following and items for discussion that are required by other Sections:

1. Start-up of facilities and systems.

3. Status of Building Commissioning.
4. Operations and maintenance manuals.
5. Testing, adjusting, and balancing.
6. System demonstration and observation.
7. Operation and maintenance instructions for the District's personnel.
8. Contractor's inspection of work.
9. District's inspection.
10. Inspections by authorities having jurisdiction.
11. Certificate of occupancy.
12. Closeout submittals, including Record Drawings, Record Submittals, BIM Reports.
13. Spare parts and maintenance materials.
14. Turnover of permanent lockset cores and keys.
15. Transfer of Utility accounts.
16. Final application for payment.
17. Final cleaning.
18. Contractor's Demobilization Plan.
19. Warranty Communication Procedure.
20. Status of LEED Application.
21. Application process for Certificate of Substantial Completion.

1.14 COORDINATION MEETINGS

A. Supplement progress meetings and pre-installation meetings with coordination meetings as required to ensure careful coordination of various activities involved.

B. Request representation at each meeting by every party currently involved in coordination or planning for construction activities involved.

C. Notify COTR of coordination meetings.

D. Record meeting results and distribute copies using Contract Project Management software to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

1.15 REQUEST FOR INTERPRETATION / INFORMATION (RFI)

A. Where possible, request clarifications at next appropriate project meeting, with response entered into meeting minutes. Where clarification at meeting is not possible, either because of urgency of need or complexity of item, prepare and submit RFI.

B. Contractor shall submit to the COTR all RFI's from subcontractor or material supplier. Contractor shall review and sign each RFI prior to submittal.

1. RFI from subcontractor or material supplier submitted directly to the COTR will be returned unanswered.

C. Do not submit RFI for following:

1. To request approval of submittals. Comply with Section 01 33 00 "Submittal Procedures."
2. To request approval of substitutions. Comply with Section 01 60 00 "Product Requirements."
3. To request coordination of various materials and systems indicated on Contract Documents with field conditions and with each other. Comply with Section 01 31 00 "Project Management and Coordination."
4. To provide information required by Record Documents specified in Section 01 78 39 "Project Record Documents."
5. To request changes which are known to entail additional cost or credit. Comply with Section 01 26 00, "Contract Modification Procedure."

D. If Contractor believes response to RFI results in change in Contract Sum, Contract Time, or both, comply with Section 01 26 00, "Contract Modification Procedure."

E. Submit, track and respond to RFI's using Electronic Project Management (ePM) system to keep traditional paper-based RFIs to minimum.

1. Cooperate and use his best efforts to implement the internet-based RFI procedure.
2. Ensure that all RFI data is ultimately captured on internet-based system.

F. Number RFIs sequentially using only next sequential number; include date submitted.

1. Renumber RFIs if directed by COTR.
2. Include RFI numbers on all attachments.
3. Identify Drawing, detail and Specification Section.
4. Identify supportable time response information is required to avoid impact on Construction Schedule and Cost.

G. Contractor should attempt to include proposed written and graphic solutions. Include a recommended solution as applicable.

H. Improper or Frivolous RFI: Will be returned unanswered.

I. Maintain current and accurate Request for Information Log as follows:

1. Maintain for duration of Contract.
2. Indicate current status of RFI's at all times; submit log as requested COTR.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION (Not Used)

END OF SECTION 01 31 00

SECTION 01 31 10 - COORDINATION DRAWINGS USING BIM

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. District will furnish to the Contractor upon issuance of Notice to Proceed an electronic set of Construction Documents (Drawings and Specifications) in PDF format. District may also furnish electronic documents to the Contractor for use of BIM Clash Detection reporting.

B. Utilize 3D/Building Information Modeling (BIM) Clash Detection indicating Work with horizontal and vertical dimensions to avoid interference with structural framing, ceilings, partitions, equipment, lights, mechanical, electrical, conveying systems, and other services throughout the entire building.

1. In and above ceilings.
2. Within walls.
3. Within chases.
4. In mechanical spaces.
5. In electrical spaces.

B. Drawings shall include proposed locations and sizes of sleeves, coredrills, blockouts, and embedded items in concrete walls, columns, floors and beams.

C. Prior to start of work in any given area, cause each Subcontractor to approve, in writing, BIM drawings affecting its work in that area.

D. Engage the Architect/Engineer of Record to review the BIM Clash Detection Report for format and accuracy. A/E of Record shall send report to COTR indicating that the BIM Clash Detection Reports are authentic. Contractor shall make accessible BIM model for review by COTR.

E. It is the Contractor’s sole responsibility to pay for modifications required as result of Contractor's failure to resolve interferences, to provide correct BIM documents, or to call attention to changes required in other work as result of modifications.

F. The Contractor acknowledges that resolving clashes during the BIM coordination is the responsibility of the Contractor and subcontractors and will not result in a Change Order condition.

G. The Contractor is responsible for resolving BIM clashes resulting from the Coordination Reviews during Construction and is responsible for costs and time associated with producing, managing, and coordinating the meetings and reports.

1. The COTR may find that the amount of BIM coordination may warrant a change condition.

H. Schedule and hold on-going coordination meetings with affected parties. Resolve interferences.

I. Perform Work in accordance with BIM documents, provided such drawings do not conflict with Contract Documents or approved Submittals.

J. Provide structural analysis showing that structural integrity of load-bearing walls and partitions will not be affected by Contractor's proposed scheme for penetrating such walls and partitions with mechanical, electrical and plumbing elements.

1.3 PRODUCTION OF BIM DOCUMENTS

A. Contractor shall provide BIM documents, indicating all items, at a minimum 3/8-inch equals 12-inches scale, plan, elevation and section. Items to be included, but not limited to the following:

1. Partitions.
2. Ceiling heights.
3. Structural framing locations and elevations.
4. Column lines.
5. Other Work.
6. Work by separate contractors.

B. Within <**Insert Number of Days Here**> days following Notice to Proceed, prepare and cause Subcontractors to produce combined BIM documents of pertinent elements of Work, including HVAC ductwork, hydronic, steam, condensate, fire protection piping, plumbing, special water systems, natural gas, gas systems, electrical cable tray, conduit, conveying systems, equipment, and other work.

1. Indicate locations where space is limited for installation and access and where sequencing and coordination of installations are important to efficient flow of Work.
2. Indicate scheduling, sequencing, movement, and positioning of large equipment into building during construction.
3. Assembly Penetrations: Prepare drawings as required to indicate penetrations in floors, walls, and ceilings and their relationship to assembly construction, other penetrations and installations.
4. Identify where additional bracing and offsets are required to comply with Contract Documents.
5. Ceilings: Prepare reflected ceiling plans and other drawings as required to coordinate and integrate installations, air outlets and inlets, light fixtures, communications systems components, sprinklers, other ceiling-mounted devices, components located above suspended ceilings, and suspended ceiling support components.
6. Show interrelationship of components indicated on separate Shop Drawings.
7. Indicate required installation sequences to minimize cutting and patching.

C. Mechanical Systems: Include, but do not necessarily limit to following:

1. Proposed locations of all HVAC and plumbing piping, ductwork, equipment, and materials.
2. Access doors in all sheetmetal ductwork.

3. Volume dampers and access to volume dampers in all HVAC ductwork.
4. Environmental Rooms and all associated piping and service access requirements.
5. All smoke, fire and combination smoke/fire dampers and all access requirements.
6. Heat tracing of piping.
7. All roof drain piping.
8. Proposed locations for access panels and doors.
9. Control Systems, including panel locations devices requiring access and main conduit runs.
10. Clearances for installing and maintaining insulation.
11. Clearances for servicing and maintaining equipment, including tube removal, filter removal, and space for equipment disassembly required for periodic maintenance. Show access locations.
12. A minimum of a two foot by two foot access area shall be provided for access to volume box control panels. Access area shall be indicated on sheetmetal and coordination drawings.
13. Equipment connections and support details.
14. Exterior wall and foundation penetrations.
15. Fire-rated wall and floor penetrations.
16. Sizes and location of required concrete pads and bases.
17. Valve stem movement.
18. All fire protection systems, sprinkler piping and sprinkler head layouts.

D. Electrical and Communications Systems: Include, but do not necessarily limit to following:

1. Proposed locations of major raceway systems, equipment, and materials.
2. Major electrical conduit runs, panel boards, feeder conduit, bus-duct layouts and racks of branch conduits.
3. Clearances for servicing equipment, including space for equipment disassembly required for periodic maintenance. Show access locations.
4. Electrical equipment room layouts.
5. Exterior wall and foundation penetrations.
6. All firewalls and smoke partitions shall be highlighted on the coordination drawings for appropriate coordination.
7. Equipment connections and support details.
8. Sizes and location of required concrete pads and bases.

E. Resolve major interferences at initial coordination meeting prior to production of any drawings. Hold meeting with all elements (including the District) at Contractor's organization within 30 days of Notice to Proceed. Conduct other coordination meetings weekly until BIM documents are complete.

F. Complete production of initial BIM documents, covering main runs of ductwork, conduit and other services, within [**Insert Number of Days Here**] days after initial meeting.

G. Produce final BIM documents, including all services and elements listed in this Section, by no later than <**Insert Number of Days Here**>days following initial coordination meeting.

H. Contractor shall promptly resolve interferences as Contractor identifies same. Correct and reissue revised coordination drawings on ongoing basis throughout execution of Work.

1.4 APPROVAL

A. Obtain Subcontractors' written approval of initial and subsequent BIM documents. Determine and document method used to resolve interferences not previously identified. Obtain letter signed by A/E of Record that the BIM documents are authentic.

B. Give written approval of changes to BIM documents prior to start of Work in affected area.

C. Maintain one copy of current approved BIM documents at Project site.

D. Provide BIM documents to Contracting Officer's Technical Representative (COTR) in accordance with Section 01 33 00 "Submittal Requirements" for information and review of level of detail and general content. Make changes requested by COTR.

1.5 PRECEDENCE OF SERVICES FOR BIM DOCUMENTS

A. Where conflicts occur with placement of materials of various trades, the Contractor shall be responsible for coordination of available space to accommodate all elements. Resulting adjustments shall be initialed and dated by the specialty subcontractor. The specialty subcontractor shall then date and sign each final drawing. If conflict cannot be resolved, the decision of the Contractor shall be final.

B. In event of potential conflicts involving location and layout of elements of the Work; use following priority to resolve disputes:

1. Structure and partitions have highest priority.
2. Equipment location and access, including utilities and equipment to be installed by separate contractors.
3. Large pipe mains, valves and devices.
4. Gravity drainage lines.
5. High pressure ductwork and devices.
6. Low pressure ductwork, diffusers, registers, grilles, HVAC equipment.
7. Fire protection piping, devices and heads.
8. Small piping, tubing, electrical conduit, and devices.
9. Ceiling system and recessed light fixtures.
10. Sleeves through rated partitions.
11. Access panels.

C. A subcontractor who fails to promptly review and incorporate his work on the drawings shall assume full responsibility of installation conflicts affecting his work and of schedule ramifications.

1.6 PRODUCTION OF LAYOUT DRAWINGS

A. Provide scale plan and elevation drawings for use in layout.

B. Cause Subcontractors to indicate on layout drawings proposed location and size of their required sleeves, coredrills, blockouts, embedded items and attachment to structural elements. Maintain viability of structural elements.

1.7 SUBMITTALS REQUIRED UNDER THIS SECTION

A. BIM Documents: Submit the following to COTR.

1. Contractor's approved BIM Documents:

a. Within <**Insert Number of Days Here**> days of Notice to Proceed, submit letter signed by Contractor, subcontractors performing, or affected by, mechanical, electrical or plumbing work within Work, and the Architect or Engineer of Record indicating one copy of Contractor approved BIM Documents is available at Project site and that Work will conform to such drawings.
b. Submit Contractor approved BIM Documents to COTR for information and review as defined in this Section.
c. Submission/Approval of BIM Documents shall be included as a schedule activity and shall include a value

2. Contractor's proposed sleeve, coredrill and blockout layout drawings.

a. Submit one copy of drawing to COTR for information and review as defined in this Section.

3. Contractor shall submit the final approved BIM model as part of the project "Closeout Documents."

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION (Not Used)

END OF SECTION 01 31 10

SECTION 01 31 15 - COORDINATION DRAWINGS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes requirements for Contractor to coordinate drawings with installers, fabricators and subcontractors prior to installation.

B. Refer to other Sections where Submittal Requirements include Coordination Drawings.

1.3 COORDINATION

A. Schedule construction operations in sequence required to obtain best results where installation of one part of Work depends on installation of other components, before or after its own installation.

1. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
2. Coordinate scheduling, submittals, and Work of various Sections to assure efficient and orderly sequence of installation of interdependent elements, in particular long lead and critical items.
3. Make adequate provisions to accommodate items scheduled for later installation.

B. If necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.

1. Prepare similar memoranda for installers, fabricators and subcontractors where coordination of their work is required.

C. Equipment: Verify characteristics of elements of interrelated operating equipment are compatible; coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

1. Spaces: Coordinate space requirements and installation of mechanical, electrical, and other Work indicated diagrammatically.

a. Resolve routing and space allocations before Work is started in order to prevent interference and loss of time. Prepare coordination drawings and hold pre-installation conferences when appropriate.
b. Assist in apportioning space conditions to make satisfactory adjustments where installed work in close proximity to work of other contractors will interfere with other work.

2. Follow routing indicated for pipes, ducts, and conduits as closely as practicable, with due allowance for available physical space. Make runs parallel with lines of building. Utilize space efficiency to maximize accessibility for other installations, for maintenance, and for repairs.

a. Adjust location of pipes, equipment, fixtures, and like, to avoid encountered and anticipated interference.
b. Determine exact route and location of each pipe and piece of equipment prior to installation.
c. Make offsets, transitions and changes in direction of pipes as required to maintain proper headroom and pitch of sloping lines. Provide air vents and drains as required to effect offsets, transitions, and changes in direction.

3. Layout of plumbing, fire protection, mechanical, electrical, and communications systems, equipment, fixtures, piping, ductwork, conduit, specialty items, and accessories indicated on Drawings is diagrammatic. Variations in alignment, elevation, and details required to avoid interferences and satisfy architectural and structural limitations are not necessarily indicated.

a. Prior to installation of material and equipment, review and coordinate Work of all Drawings to establish exact space conditions.
b. Prepare coordination drawings where required to coordinate Work.
c. Where available space is inadequate or where reasonable modifications are not possible, request information from Contracting Officer's Technical Representative (COTR) before proceeding.

4. Coordinate installation to prevent conflicts and cooperate in making, without extra charge, reasonable modifications in layout as needed.
5. Provide clear access to control points, valves, strainers, control devices, and specialty items of every nature related to such systems and equipment to obtain maximum head room. Provide adequate clearances as necessary for operation and maintenance.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION (Not Used)

END OF SECTION 01 31 15

SECTION 01 32 00 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

B. Coordinate the Schedule with the Application for Payment; refer to Section 01 29 00 "Payment Procedures."

1.2 SUMMARY

A. Administrative and procedural requirements for schedules and reports required for proper performance of Work.

B. Contractor's Responsibility shall include but not be limited to the following for providing, coordinating, and managing Construction Progress Documents:

1. Ensure timely execution of Work using critical path method schedule, because timely Contractor performance is essential to this Contract.
2. Allow District to monitor Contractor's Contract Schedule continuously so that District may audit Contractor's management of Contract Schedule via comparison to the approved Contract Schedule under District's control.
3. Use approved Contract Schedule for management of entire Work and make no change, modification, or updating of logic and/or durations in Contract Schedule without prior written concurrence from District.
4. Ensure adequate planning, scheduling, and reporting during execution of Work so it may be executed in orderly and expeditious manner within specified time constraints.
5. Ensure coordination of self-performed work with work of:

    a. all elements of Contractor's organization, including subcontractors.
    b. between subcontractors and vendors at all tiers.
    c. District personnel and District consultants.
    d. Separate contractors.

C. Required Scheduling Software: District will provide Contractor with one (1) login for District's version of software; additional logins shall be acquired by the Contractor and assigned to the District for the purpose of the Project.

1. Utilize Primavera (P6) Enterprise Project Portfolio Management.
2. Set adjustable settings, including those pertaining to float calculation and progress/logic override, in accordance with District’s instructions, which shall require most conservative available settings.

D. At the request of the COTR in writing the Contractor shall be required to participate in meetings necessary to reach a mutual agreement and acceptance of the Detailed Construction Schedule (DCS), or the Cash Flow Projections.

1.3 PRE-SCHEDULE MEETING

A. The Contractor and the delegated Scheduler shall meet with the District representatives within <**Insert Number of Days Here**> days after Notice to Proceed and before the detailed CPM schedule is developed, to address questions regarding this Section and to discuss the District's requirements to facilitate the expeditious preparation, review, and acceptance of the Schedule.

1.4 DEFINTIONS

A. DCS: Detailed Construction Schedule.

B. Data Date: Last Work Day of each month, for months between NTP and Acceptance, in accordance with schedule update requirements of this specification.

C. Work: Entirety of work to be performed by Contractor under this Contract.

D. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.

1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
2. Predecessor Activity: An activity that precedes another activity in the network.
3. Successor Activity: An activity that follows another activity in the network.

E. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum unless otherwise approved by Architect.

F. CPM: Critical Path Method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.

G. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

H. Milestone: The starting or ending point of an activity.

I. Float: The measure of leeway in starting and completing an activity. Float time is not for the exclusive use or benefit of either District or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.

J. Fragnet: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.

K. Major Area: A story of construction, a separate building, or a similar significant construction element.

L. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.

M. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

N. Network: A network diagram is a graphic representation showing the relationship of activities and events in the correct sequences required to complete the Project with the Contract Time.

O. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

P. Day: Calendar day unless otherwise noted. Contract uses calendar days.

1.5 SUBMITTALS

A. Detailed Construction Schedule (DCS): Submit to District within <**Insert Days Here**> calendar days following NTP, 2 hard copies in color and editable-electronic copy of detailed time-scaled precedence format network graphics and reports of proposed DCS in a format and level of detail approved by the COTR containing following:

1. Narrative of Contractor's proposed methodology, including proposed general sequencing plan.
2. Activity number, description, duration, cost loading, resource loading, coding structure and total float for each activity.
3. Sequence of operations for Work and order and interdependencies of Work activities. Indicate major points of interface or interrelation of such activities with activities of District and/or other contractors.
4. Conformance with and identification of Milestone durations and/or dates specified.
5. Contractor shall develop and include interim milestones in the CPM.
6. Delivery of District-furnished material and/or equipment, if applicable.
7. Primary, Secondary and Tertiary Critical path (or paths).

B. Three-Week Look-Ahead Schedule.

C. Qualifications: Provide qualifications for Scheduler assigned to the project. Within 5 days after Award of Contract, provide the following:

1. Name and address of proposed Scheduler.
2. List of prior construction projects and 3 selected Primavera network samples that the proposed scheduler has prepared. The 3 CPM schedules shall be for projects similar in complexity and magnitude of this Project.

D. Daily Construction Reports. As described in this Section.

1.6 QUALITY ASSURANCE

A. Scheduler Qualifications: Experienced in CPM scheduling and reporting, with capability of producing CPM reports and diagrams.

1. Scheduler shall be proficient in scheduling software used by the Contractor and shall have successfully completed a project similar to size and scope of this Project using scheduling software.

B Prescheduling Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination." Review methods and procedures related to Schedules and Reports, including, but not limited to, following:

1. Review software limitations and content and format for reports.
2. Review time required for review of submittals and resubmittals.
3. Review time required for completion and startup procedures.

1.7 COORDINATION

A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.

B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.

1. Secure time commitments for performing critical elements of the Work from parties involved.
2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

1.8 MILESTONES

A. Milestones listed in Contract Documents represent only major items of work or interface dates. Milestones are considered essential to satisfactory performance of this Contract and to coordination of work on Project. Indicate Milestones in Detailed Construction Schedule (DCS) as either start or finish milestones with anticipated finish dates.

B. Milestones represent latest allowable completion durations, measured from Contract’s initial District-issued Notice to Proceed (NTP). Unless specifically excepted by Change Order, Alternates, or Options, if any, and if exercised by District, work shall be performed by Contractor within durations set out below. Coordinate application of following Milestones with contents of this specification and Work. All milestones will be of zero duration and tied to activities.

Code	Milestone Description	Calendar Days from NTP
1	***Construction NTP***	0
2	Demo Complete	<**Insert Day Here**>
3	Front-end Submittals approved	<**Insert Day Here**>
4	Excavation complete	<**Insert Day Here**>
5	Foundation complete	<**Insert Day Here**>
6	Substructure complete	<**Insert Day Here**>
7	Complete coordinated shop-drawings	<**Insert Day Here**>
8	Superstructure complete	<**Insert Day Here**>
9	Building Dry-in	<**Insert Day Here**>
10	Permanent Power / systems	<**Insert Day Here**>
11	Start Commissioning	<**Insert Day Here**>
12	All Interior Finishes complete	<**Insert Day Here**>
13	Commissioning complete	<**Insert Day Here**>
14	Substantial Completion (Certificate of Occupancy Permit)	<**Insert Day Here**>
15	Project Final Acceptance/Completion	<**Insert Day Here**>

1.9 ACTIVITY LEADS AND LAGS

A. The District acknowledges that the establishment of activity "leads" and "lags" might be a useful planning tool in some specific cases. However, the use of "leads" and "lags" shall be limited to the cases where they are necessary. Each "lead" and "lag" shall be justified by the Contractor and accepted by the District as part of the baseline schedule. When justified and approved, activity "leads" and "lags" shall be maintained in the same way activities are maintained. Changes in a "leads" or "lags" shall be identified, justified and accepted in each update.

1.10 WORK DAYS

A. Work Days: Defined as days in calendar during period of Work performance, excluding Saturdays, Sundays and legally-mandated federal employee holidays which apply to area in which Work is performed. Work days are considered fully available for Contractor to perform work indicated in pertinent activities in Contract Schedule, unless, upon Contractor request, authorized District's representative:

1. Contemporaneously annotates Contractor's daily report with acknowledgement that day reported upon was unavailable to Contractor for excusable causes, such as unusual severe weather or immitigable effects thereof.
2. Identifies specific activities by number so affected.
3. Identifies extent of such impact for each affected activity (i.e. percentage reduction of crew or equipment effectiveness and/or progress).

B. Recognized Holidays: New Years Day, Inaugural Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Emancipation Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

1.11 WEATHER DAYS

A. Weather Day: The table below includes the inclement weather calendar (in work days) for the local region to be utilized for the Project. Non-compensable time extensions shall be granted by the District for days in excess of the days listed below for each month and only when the schedule critical path is directly impacted by the inclement weather.

Month	Work Days		Month	Work Days
January	4		July	2
February	4		August	3
March	4		September	2
April	5		October	3
May	5		November	4
June	2		December	4

1.12 SCHEDULER RESPONSIBILITIES

A. Contractor shall designate an authorized representative of his firm who shall be responsible for assisting in the preparation of the CPM schedule and review/report progress of the project with COTR using scheduling software approved by COTR. The Contractor's representative shall have direct project control and complete authority to act on behalf of the Contractor in fulfilling requirements of this Section and such authority will not be interrupted throughout the duration of the project.

B. Scheduler shall have use of software and computer facilities capable of delivering detailed graphic and tabular printouts, as well as electronic transfer of data. When requested by the COTR, Scheduler shall be able to produce reports within 48 hours of request.

1.13 DETAILED CONSTRUCTION SCHEDULE (DCS) CRITERIA

A. Contract Schedule: Document that controls Contractor's timely execution of Work. It is initially defined by number of Work Days listed in Contract Documents for completion of each Milestone and for completion (in calendar days) of Work, until District approves Detailed CPM Schedule which will be identified as "Detailed Construction Schedule" or "DCS" by the COTR and the District. Upon acceptance of the DSC by the District, the DCS becomes the Contract Schedule.

1. Upon approval by District of mutually agreed Change Orders that amend the DCS, the most current such approved amended version of DCS becomes the Contract Schedule.

B. Special Constraints: Minimize special constraints and add none during execution of Work without District's express approval. Clearly identify and explain proposed special constraints including:

1. Finish-to-finish, start-to-start, start-to-finish, and finish-to-start leads and lags.
2. Starts-on, starts-no-earlier, finishes-on and finishes-no-earlier date constraints.
3. Special calendars, beyond approved standard five day and seven day calendars.
4. Resource caps.

C. Duration and Cost Limits: Ensure that level of detail of Contractor's DCS is function of complexity of work involved. Ensure that activities have duration of not more than 15 Work Days and have value equal or less than $50,000.00, unless District expressly authorizes exception. In assessing proposed exceptions, District will take into account special attributes of Work, such as long-lead equipment with extended engineering, fabrication and delivery schedules.

D. Key Items Procurement Report required during construction phase for "key" (major equipment and materials and long-lead (over eight weeks, from order placement to delivery)) items fabricated or supplied for Work. Include in DCS activities for submittal, submittals review, fabrication, in-plant testing, shipment and delivery, field installation, field testing, commissioning, functional performance testing, acceptance and O&M manuals for key items.

E. Schedule reports indicating activity numbers, description, estimated duration in Work Days, early start and finish dates, late start and finish dates, total and free float available for each and every activity and responsibility code for each activity.

F. Cost reports including following activity information, sorted by labor category:

1. Activity number and appropriate description.
2. Total cost proposed for each activity.
3. Computer-produced cash-flow analysis and graphics generated by both early start and late start activity dates.

G. Labor and Equipment Allocation Report: Narrative report indicating anticipated allocation of labor and equipment resources and work shifts to be utilized on Work. Identify with particularity equipment that is shared by activities such as hoisting and level of need of each such item of equipment for pertinent activities.

H. Details of Each Calendar. Base schedule on standard workweek consisting of five, 8-hour days (Monday through Friday), subject to Government holidays described above. Contractor may propose working outside of normal work hours, including multiple shifts, working holidays and weekends, and other non-standard calendars, provided Contractor obtains District approval minimum of five work days in advance of proposed occurrence of work outside of normal hours. Contractor's Schedule Calendars: Indicate Government holidays as non-working days, unless District expressly approves otherwise.

I. Activity Details: Incorporate following elements and requirements in proposed DCS:

1. Use clear and concise activity descriptions, designed to ensure that beginning and end of each activity shall be readily observable and verifiable during execution of Work.
2. Restrict each activity to single performing organization including Contractor self-performing work organization(s), subcontractors, manufacturers, fabricators, and time-sensitive suppliers. Involve such performing organizations in development of Contract Schedule and secure their individual and collective express commitment to satisfy requirements of Contract Schedule proposed by Contractor to District. Cause said commitment from said performing organizations to be represented in form of signed acceptance by such parties, included with DCS submittal.
3. Code activities in DCS that are District responsibility to execute as District responsibility activities. Include such activities as review and acceptance of documentation (including DCS schedule), submittals, issuance of NTP's and other District activities. Allow adequate duration for District review activities and as noted in other sections of Contract, but never less than seven working days unless District expressly approves otherwise.
4. In addition to identification of responsible organization, each activity shall have codes identifying areas of work. Ensure that areas of work are planned and scheduled in DCS in manageable increments. Code such increments and assign code to each activity.
5. Distribute Contract Price over activities (cost loading). Mobilization, bond and insurance costs may be indicated separately on individual activities; however, prorate other general requirement costs, such as overhead and profit, throughout activities. Divide each activity's cost loading into each of labor, material, and equipment where Contractor desires to receive payment for uninstalled material delivered to project site separate from labor and/or equipment expenditure on activities concerned.
6. Activities for each of permits, notices, tests and inspections for pertinent activities and phases.
7. Build schedule to reflect incremental completion of project (by floor/by area/by systems/equipment). Include appropriate time for Contractor and District for inspection and development of incomplete and/or deficient work (IDW) lists, as well as correction and verification of IDW. Include time for re-inspection and re-correction where appropriate.
8. Submittals, in coordination with level of detail indicated in key items procurement report.
9. Include adequate activities to allow District to track LEED certification process.

J. Resource Analyses:

1. Prepare manpower leveling analysis, derived directly from proposed DCS. Submit subject analysis with proposed DCS, in graphic format depicting manpower by principal disciplines. Analysis: Span entire Work duration and include separate graphs for each of a) manpower by discipline per Work Day, and b) man-hour usage by discipline or trade in form of cumulative S-curve. Subject Manpower Leveling Analysis: Include discipline-by-discipline manpower leveling using Contractor-imposed caps for each labor category, which coordinate with Milestone requirements. Through use of such resource caps, identify and correct peaks or troughs in each discipline manpower usage distribution. Present evidence of leveling iterations to District with DCS submission.
2. Present evidence that Contractor's proposed DCS: Not (a) be controlled by limitations in quantities such resources or (b) propose plan for management by Contractor of each resource type that has potential to control critical path or paths at any time during execution of Work.

K. Acceptance of DCS:

1. District's acceptance of Contractor's DCS is condition precedent to progress payments to Contractor.
2. Upon District's acceptance of cost-loaded values, use such values as sole basis for determining progress payments.
3. District's acceptance of proposed DCS signifies only that District's summary review of DCS leads the District to believe that Contractor has met general requirements of this specification pertaining to DCS format and content. Acceptance by District of DCS does not relieve Contractor of any of its responsibility whatsoever for accuracy or feasibility of Contractor's plan for execution of Work, or to perform Work within specified time constraints. Such acceptance does not expressly or impliedly warrant, acknowledge or admit reasonableness of activities, logic, durations, manpower, cost or equipment loading of Contractor's proposed or accepted Contract Schedule.
4. District's acceptance in no way makes District or its representatives insurers of success of Contractor's time performance or liable for time or cost overruns flowing from shortcomings of Contractor-authored Contract Schedule. District disclaims and Contractor waives any District obligation or liability by reason of District's active or passive acceptance of or acquiescence to Contractor's schedule submissions.
5. Should Contractor fail to properly define any element of Work, activity or logic and District review does not detect this omission or error, such omission or error, when discovered by Contractor or District, shall be corrected by Contractor before next monthly schedule update and shall not be cause for delay of completion of Work within specified time constraints. Contractor acknowledges that District is not required or otherwise obligated to discover errors or omissions in Contractor's proposed Contract Schedule.

1.14 UPDATES

A. Update Contract Schedule every two weeks and in coordination with Contractor’s requests for progress payments.

B. On working day (designated data date) approximately five working days preceding time designated for monthly payment, meet with District for purpose of reviewing Contractor's report of actual progress. Submit Contractor's up-to-date and accurate progress data as of Data Date.

C. Submit computer reports and network graphics that reflect progress of Work with respect to both cost and time, in accordance with requirements of initial Contractor-proposed DCS. Adjust selection and sort sequence, format and content of reports as directed by District.

D. Contractor acknowledges that updating Contract Schedule to reflect actual progress made as of date of update is not modification to Contract Schedule’s Milestone requirements.

E. Submit progress report indicating activities (and portions of activities by percentage) completed during reporting period, actual start dates for those activities currently in progress, actual finish dates for those activities which were completed since last update, and progress along and deviations from critical path in terms of days ahead or days behind each individual Milestone date.

F. Submit narrative report which includes description of status of schedule, problem areas if any, current and anticipated delaying factors and their known and/or forecast impact, and explanation of corrective actions taken and planned.

1. Submit list of actual number of personnel (or man-hours) by discipline by working day by activity actually engaged on Work during reporting period, with such total stated separately as to on-site office (project work location), administrative management personnel and on-site supervisory personnel.

G. Submit two updated copies of network.

1. First Copy: Updated version of Contract Schedule, excluding Contractor-proposed changes.
2. Second Copy: Updated version of Contract Schedule, including Contractor-proposed changes and any activity logic changes. Submit with second copy list of proposed modifications, additions, deletions and changes in activity logic and/or durations to approved Contract Schedule, including time-recovery steps and actions required by "Responsibility for Completion" provisions of this specification. Include written justification for each such proposal.

H. If, as result of monthly update, it appears Contract Schedule no longer represents actual prosecution and progress of Work, submit revision to Contract Schedule. Include proposed adjustments in activity durations, logic changes, and resource usage or cost loading. Any negative float indicated in Contractor’s proposed updates must be presented to District by Contractor with bona fide Contractor-authored plan for elimination of such negative float.

I. District will respond in writing to each schedule update. District's response may include questions and/or requests for revisions. Respond in writing within seven calendar days, answering questions, and either agreeing with District's proposed revisions and submitting modified update, or setting forth justification why such revisions should not be implemented. If Contractor's justification for not implementing revision is acceptable, in District's sole judgment, such revision will be waived. If District does not accept Contractor’s justification, incorporate District-directed revisions into Contract Schedule, and execute Work accordingly.

1.15 THREE-WEEK LOOK-AHEAD SCHEDULE

A. Contractor shall provide an up to date three-week look-ahead schedule every week at the Weekly Project Meetings. The three-week look-ahead schedule shall include the timeline of activities for the upcoming two weeks as well as the previous one-week of work completed. The Schedule shall be generated form the approved project schedule or be provided in such other form as directed by the COTR.

1.16 PROGRESS PAYMENTS

A. Refer to Section 01 29 00 "Payment Procedures" for coordination of the Application for Payment and this Section.

1.17 REQUESTED TIME ADJUSTMENT SCHEDULE (RTAS)

A. Updated Contract Schedule submitted by Contractor shall not indicate completion date later than specified time constraints, subject to time extensions approved by District. If Contractor believes it is entitled to time extension, submit to District, within deadlines set out herein and with each contemporaneous monthly update, separate schedule analysis entitled Requested Time Adjustment Schedule (RTAS). Indicate, in said analysis, in addition to requirements of General Conditions, proposed adjustments in Contract Schedule which, in opinion of Contractor, should be made due to changes, delays or conditions occurring during past month or previously, or which are expected or contended by Contractor. Time-scale said analysis utilizing computer generated and computer drawn network. This paragraph shall not relieve Contractor of its obligation to provide proper and timely separate written notice of impacts to schedule. Contractor acknowledges that its preparation of RTASs is not extra work to Contract and preparation by Contractor of RTASs shall not be cause for Contractor to receive any additional time for performance of Work or additional compensation.

B. Subject to float sharing requirements defined herein, time extensions will be granted only to extent of equitable and mutually acceptable time adjustments to activity or activities affected by Change Order(s), or where delay consumes total (positive or zero) float of critical activity (or path) and extends Milestone dates, using approved update of Contract Schedule that is current as of issue of District's written request for Contractor proposal connected with potential Change Order or other District-accountability potential schedule effect.

C. Submit RTAS within 20 calendar days after initiation of thing(s) or event(s) which Contractor contends may lead to potential District-accountability delay in performance of Work, or from time of District's issuance of written request for Contractor proposal connected with potential change order (or documents of like effect), even if such issuance precedes notice to proceed for change order(s) concerned, whichever is later. Other District-caused potential impacts of any category shall be considered to have been initiated upon written initial District direction connected therewith, including direction provided through duly recorded meetings.

D. Within 14 calendar days following submittal by Contractor to District of RTAS, in proper format and including specified content, District will meet with Contractor to review submittal. Revise and resubmit RTAS within three working days of such meeting, adjusting RTAS to consider issues raised by District in above meeting. District will respond with written decision within seven calendar days following Contractor resubmittal of RTAS. Upon approval, copy of RTAS signed by District will be returned to Contractor and thereafter incorporated into Contract via Change Order. Incorporate results of each approved RTAS in update of Contract Schedule that immediately follows such approval.

E. Contractor waives its right to submit requests for time extension and to receive time extension unless it meets above requirements for RTASs. Contractor waives any claim for acceleration due to refusal by District to grant time extensions should Contractor fail to comply with submission and justification requirements described herein for RTASs. Contractor's submission of RTASs shall not

constitute basis for adjustment in specified time constraints unless approved by District. Actively pursue timely completion of activities pending such approval.

1.18 RESPONSIBILITY FOR COMPLETION

A. Provide sufficient forces, offices, materials, facilities, plant and equipment, to ensure completion of Work in accordance with most current approved Contract Schedule update. Upon District's written advice that Contractor is behind schedule, as result of inexcusable causes, immediately remediate such time loss by increasing hours of work, number of shifts, overtime operations and/or amount of plant and equipment, without additional cost to District. Contractor acknowledges that such remedial action by Contractor is not compensable acceleration of performance of Work. Provisions of this paragraph shall not be construed as prohibiting work on Saturdays, Sundays, and holidays, if Contractor so elects and gives written notice to District two working days in advance of it.

1.19 GENERAL CONTRACTOR EVALUATION FORM

A. General Contractor evaluations will be conducted by the COTR at each indicated construction completion state. The evaluation forms will be utilized by the COTR to determine the performance of the Contractor, including but not limited to, any decision to release partial retention. The General Contractor Evaluation forms may also serve as "Past Performance" reference report on the Contractor for future work sought by the Contractor with the District.

1.20 REQUIRED REPORTS

A. Daily Construction Reports: Prepare daily construction report and submit on internet-based Contract Project Management software. Submit daily construction report by noon of following workday. Required information concerning events at site includes, but is not limited to, following:

1. List of subcontractors at site.
2. List of separate contractors at site.
3. Approximate count of personnel at site.
4. High and low temperatures, general weather conditions.
5. Accidents.
6. Meetings and significant decisions.
7. Unusual events (refer to special reports).
8. Stoppages, delays, shortages, and losses.
9. Meter readings and similar recordings.
10. Emergency procedures.
11. Orders and requests of governing authorities.
12. Change Orders received, implemented.
13. Minor changes received and implemented.
14. Services connected, disconnected.
15. Equipment or system tests and startups.
16. Partial Completions, occupancies.

17. Completions authorized.

B. Special Reports: Submit special reports directly to COTR within one day of reported occurrence. Submit copies to other parties affected by occurrence.

1. Reporting Unusual Events: When event of unusual and significant nature occurs at site, prepare and submit special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects and similar pertinent information. Advise COTR in advance when such events are known or predictable.
2. Submittal of reports is condition precedent to issuance and payment of subsequent Applications for Payment.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 32 00

SECTION 01 32 33 - PHOTOGRAPHIC DOCUMENTATION

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This section includes administrative and procedural requirements for the following:

1. Existing Site Condition Photographs.
2. Progress Photographs.
3. Finished Project Photographs.

B. Digital Images: '.jpg' format' or other approved format.

1.3 SUBMITTALS

A. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

B. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each item of photographic documentation. Indicate elevation or story of construction. Include same label information as corresponding item of photographic documentation.

C. Existing Site Condition Photographs: Submit within [**5**][**10**][**15**][**20**] days of taking photographs.

1. Digital Images: Submit complete set of digital image electronic files with each submittal of prints on CD-ROM in format specified. Identify electronic media with date photographs were taken. Submit images that have same aspect ratio as sensor, uncropped.

D. Progress Photographs: On 15th day of each month provide progress photographs of the site at each work area, at the direction of the COTR.

E. Finished Project Photographs: When Project is ready for Final Acceptance by the District, submit perspective view of the Project and 3 photographs of areas designated by the COTR.

1.4 QUALITY ASSURANCE

A. Photographer Qualifications: Individual of acceptable to Contracting Officer's Technical Representative (COTR).

1.5 USAGE RIGHTS

A. Obtain and transfer copyright usage rights from photographer to District for unlimited reproduction of photographic documentation.

PART 2 PRODUCTS

2.1 PHOTOGRAPHIC MEDIA

A. Digital Images: Provide images in '.jpg' format, with minimum sensor size of 8 megapixels, and at an image resolution of not less than 3200 by 2400 pixels.

PART 3 EXECUTION

3.1 PHOTOGRAPHS, GENERAL

A. Date Stamp: Unless otherwise indicated, date and time stamp each photograph as it is being taken so stamp is integral to photograph.

B. Field Office Prints: Retain copy of photographic documentation in field office at Project site, available at all times for reference.

1. Identify photographs same as for those submitted to COTR.

3.2 CONSTRUCTION PHOTOGRAPHS

A. Existing Site Condition Photographs: Before [**commencement of excavation**] [**commencement of demolition**] [**starting construction**], take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by COTR.

1. Flag [**excavation areas**] [**construction limits**] before taking construction photographs.
2. Take [**20**] <**Insert number**> photographs to show existing conditions adjacent to property before starting the Work.
3. Take [**20**] <**Insert number**> photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.

4. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.

B. Periodic Construction Photographs:

1. COTR will instruct photographer with regard to vantage points. Photographer shall select actual vantage points and take photographs to best show status of construction and progress since last photographs were taken.
2. Medium: Color.
3. Interval: Monthly, coinciding with cutoff date associated with each Application for Payment.

C. Final Completion Construction Photographs: After Project is complete and ready for Final Acceptance, photographer shall take one perspective view of project and photographs of 3 other areas directed by the COTR.

1. Medium: Color.
2. Date stamp photographs.

D. Additional Photographs: COTR may issue requests for additional photographs, in addition to periodic photographs specified. Additional photographs will be paid for by Change Order and are not included in Contract Sum.

1. Photographer will be given three (3) days' notice, where feasible.
2. In emergency situations, photographer shall take additional photographs within 24 hours of request.
3. Circumstances that could require additional photographs include, but are not limited to:

    a. Special events planned at Project site.
    b. Immediate follow-up when on-site events result in construction damage or losses.
    c. District's request for special publicity photographs.

END OF SECTION 01 32 33

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Administrative and procedural requirements for submitting:

1. Shop Drawings.
2. Product Data.
3. Samples.
4. Miscellaneous submittals.
5. Substitution Request Procedures.

B. Contractor shall utilize the Electronic Project Management (ePM) system for transmitting submittals to the COTR. Only exception will be samples for color selection or verification. Coordinate initiation of software and internet setup with COTR.

1.3 DEFINITIONS

A. Action Submittals: Written and graphic information that requires Contracting Officer's Technical Representative's (COTR's) responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."

B. Informational Submittals: Written and graphic information and physical samples that do not require COTR's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

C. Electronic Project Management (ePM): System used to transfer project documents between the Contractor and District using standard software which has been approved by the COTR for the project.

D. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.

E. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 QUALITY ASSURANCE

A. Perform no portion of Work requiring submittal and review of Shop Drawings, Product Data, Samples, or similar submittals until respective submittal has been approved by COTR.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTSA.

A Architect's Digital Data Files: Electronic digital data files of the Contract Drawings will [**not**] be provided by Architect for Contractor's use in preparing submittals.

1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings[**and Project record drawings**].

a. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
b. Digital Drawing Software Program: The Contract Drawings are available in <**Insert name and version of digital drawing software program and operating system**>.
c. Contractor shall execute a data licensing agreement in the form of [**AIA Document C106, Digital Data Licensing Agreement**] [**Agreement included in Project Manual**] [**Agreement form acceptable to Owner and Architect**].
d. <**Insert conditions on which digital data drawing files will made available**>.
e. The following digital data files will by furnished for each appropriate discipline:

1) Floor plans.
2) Reflected ceiling plans.
3) <**Insert name of digital data file**>.

B Coordination: Coordinate preparation and processing of submittals with performance of construction activities.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

a. [**Architect reserves**] [**Architect and Construction Manager reserve**] the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on [**Architect's**] [**Construction Manager's**] receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow [**15**] <**Insert number**> days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. [**Architect**] [**Construction Manager**] will advise Contractor when a submittal being processed must be delayed for coordination.
2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
3. Resubmittal Review: Allow [**15**] <**Insert number**> days for review of each resubmittal.
4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow [**21**] <**Insert number**> days for initial review of each submittal.

   a. <**Insert list of Specification Sections requiring sequential review**>.

5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow [**15**] <**Insert number**> days for review of each submittal. Submittal will be returned to [**Architect**] [**Construction Manager, through Architect,**] before being returned to Contractor.

1.6 SUBMITTAL SCHEDULE

A. After development and COTR's acceptance of Contractor’s Construction Schedule, prepare complete Schedule of Submittals. Submit Schedule of Submittals to COTR within [**10**][**15**][**30**] days of date of Notice to Proceed. The submittal schedule shall clearly identify/include long-lead and critical early submittals required for the project.

1. Coordinate Submittal Schedule with list of subcontracts, Schedules of Values, and list of products as well as Contractor’s Construction Schedule.

B. Include each type item for which Contractor’s drawings, Shop Drawings, coordination drawings, Product Data, Samples, certificates of compliance, manufacturer’s certificates, warranties, and other types of submittals are required.

C. Coordinate preparation of submittal schedule with COTR, allowing more than average for overly complicated submittals and less time than average for those less complicated. Submittal schedule shall prioritize long lead along with early use submittals.

D. Where submittal is concurrent with or overlaps submittals currently being reviewed, indicate priority of each outstanding submittal.

E. Prepare schedule in chronological order. Provide following information:

1. Scheduled date for first submittal.
2. Related Section number.
3. Submittal category.
4. Name of subcontractor.
5. Description of part of Work covered.
6. Scheduled date for resubmittal.
7. Number of Contractor's drawings, Shop Drawings, or coordination drawings anticipated within each submittal.
8. Scheduled date for COTR's final release or approval.

F. Distribution: Following corrections resulting from COTR's response to initial submittal, print and distribute copies to COTR, subcontractors, and other parties required to comply with submittal dates indicated. Post in internet-based Contract Project Management software system.

1. Post copies in Project meeting room and temporary field office.
2. When revisions are made, distribute to same parties and post in same locations. Delete parties from distribution when they have completed their assigned part of Work and are no longer involved in construction activities.
3. Adhere to accepted schedule except when specifically otherwise permitted.

G. Schedule Updating: Using standard scheduling software approved by the COTR, revise schedule after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with report of each meeting.

1.7 SUBMITTAL PROCEDURES

A. General: Electronic copies of CAD Drawings of Contract Drawings will be provided by Architect for Contractor's use in preparing submittals, subject to completion and return of District's release form provided at end of this section.

B. Contractor cannot submit a "Product Substitution" using the submittal process. Contractor shall submit product substitutions in accordance with this Section.

C. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Contractor shall use approved Electronic Project Management (ePM) system to transfer submittals.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

2. Coordinate transmittal of different types of submittals for related parts of Work so processing will not be delayed because of need to review submittals concurrently for coordination.

    a. COTR reserves right to withhold action on submittal requiring coordination with other submittals until related submittals are received.

D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on COTR's receipt of submittal.

1. Initial Review: Allow [**5**] [**10**] [**15**] days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. COTR will advise Contractor when submittal being processed must be delayed for coordination.
2. Concurrent Review: Where concurrent review of submittals by COTR's consultants, Contracting Officer, or other parties is required, allow [**5**] [**10**] [**15**] days for initial review of each submittal.
3. Extended Review: Allow [**10**] [**15**] [**20**] days for initial review of the following submittals:

    a. HVAC temperature controls.
    b. HVAC balancing report.
    c. Coordination drawings.
    d. Entrances and storefronts.
    e. Windows and curtain wall.
    f. Point supported glazing systems.
    g. Door hardware.
    h. Laboratory casework.
    i. Laboratory equipment.
    j. Electronic security systems.
    k. If more than five (5) shop drawings of a single trade are received in one week.

4. If intermediate submittal is necessary, process in same manner as initial submittal.
5. Allow [**5**] [**10**] days for processing each resubmittal.

E. Identification: Place permanent label or title block on each submittal for identification.

1. Indicate name of firm or entity that prepared each submittal on label or title block.
2. Provide space approximately four by five inches on label or beside title block to record Contractor's review and approval markings and action taken by COTR.
3. Include following information on label for processing and recording action taken:

    a. Project name.
    b. Date.
    c. Name and address of Contractor.
    d. Name and address of subcontractor.
    e. Name and address of supplier.
    f. Name of manufacturer.
    g. Unique identifier, including revision number.

h. Number and title of appropriate Specification Section.
i. Drawing number and detail references, as appropriate.
j. Other necessary identification.

F. Deviations: Highlight, encircle, or otherwise identify deviations from Contract Documents on submittals.

G. Additional Copies: Unless additional copies are required for final submittal, and unless COTR observes noncompliance with provisions of Contract Documents, initial submittal may serve as final submittal.

H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using transmittal form. Submittals received from sources other than Contractor will be returned by COTR without review.

1. On attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by COTR on previous submittals, and deviations from requirements of Contract Documents, including minor variations and limitations. Include same label information as related submittal.
2. Include Contractor's certification stating that information submitted complies with requirements of Contract Documents.
3. Transmittal Form: Submit on Electronic Project Management system.

I. Resubmittals:

1. Make resubmittals using original submittal number and designation.
2. Subject to same terms and conditions as original submittal.
3. COTR will accept not more than one (1) resubmittal.

J. Distribution: Furnish copies of final submittals to COTR, subcontractors, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

K. Use for Construction: Use only final submittals with mark indicating action taken by COTR in connection with construction.

1.8 SUBMITTAL REQUIREMENTS FOR COMMISSIONING

A. Standard Submittals: Submit copy of standard submittals for equipment to be commissioned to Commissioning Authority. Refer to Section 01 91 13 "Commissioning."

1.9 SUBSTITUTION PROCEDURES

A. No substitutions except as approved by COTR.

PART 2 PRODUCTS

2.1 TIMING OF SUBMITTALS

A. Contractor shall transmit each submittal at or before the time indicated on the approved Submittal Schedule.

B. Contractor shall deliver each action submittal requiring approval in time to allow for adequate review and processing time, including resubmittals if necessary. Schedule shall allow for one resubmittal for each item action submittal. Failure of the Contractor in this respect will not be considered as grounds for an extension of the time for performance of the Contract.

C. Contractor shall deliver each informational submittal prior to start of the Work involved unless the submittal is of a type which cannot be prepared until after commencement of the Work. In such a case, submit promptly.

D. If a submittal must be processed within a certain time in order to maintain the progress of the Work, Contractor shall so state clearly on the submittal.

E. Submittals will be reviewed within a minimum of [**5**] [**10**] [**15**] [**20**] days for the first processing of each submittal; more time when submittals must be coordinated with later submittals.

F. Re-submittals will be reviewed within a minimum of [**5**] [**10**] [**15**] [**20**].

G. If a submittal must be delayed for coordination with other submittals not yet submitted, the COTR may at its option either return the submittal with no action or notify the Contractor of the other submittals which must be received before the submittal can be reviewed.

2.2 COORDINATING PRODUCT DATA

A. Contractor shall submit Product Data action submittals for each system or unit of Work as one submittal.

B. When Product Data action submittals are prepared specifically for this Project (in the absence of standard printed information) Contractor shall submit such information as Shop Drawings and not as product data submittals.

2.3 ACTION SUBMITTALS

A. General: Prepare and submit Action Submittals required by individual Specification Sections.

1. Furnish copies of returned submittal for distribution, project record documents, and operation and maintenance manuals.

B. Product Data: Collect information into single submittal for each element of construction and type of product or equipment.

1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
2. Mark each copy of each submittal to show which products and options are applicable.
3. Include following information, as applicable:

a. Manufacturer's written recommendations.
b. Manufacturer's product specifications.
c. Manufacturer's installation instructions.
d. Standard color charts.
e. Manufacturer's catalog cuts.
f. Wiring diagrams showing factory-installed wiring.
g. Printed performance curves.
h. Operational range diagrams.
i. Mill reports.
j. Standard product operating and maintenance manuals.
k. Compliance with recognized trade association standards.
l. Compliance with recognized testing agency standards.
m. Application of testing agency labels and seals.
n. Approval numbers of organizations or agencies as required by agencies having jurisdiction.
o. Notation of dimensions verified by field measurement.
p. Notation of coordination requirements.

C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of Contract Documents or standard printed data.

1. Preparation: Include following information, as applicable:

a. Dimensions.
b. Identification of products.
c. Fabrication and installation drawings.
d. Roughing-in and setting diagrams.
e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
f. Shopwork manufacturing instructions.
g. Templates and patterns.
h. Schedules.
i. Design calculations.
j. Compliance with specified standards.
k. Notation of coordination requirements.

l. Notation of as-built conditions.
m. Notation of dimensions established by field measurement.

2. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
3. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 40 inches.

D. Samples: Prepare physical units of materials or products and transmit via U.S. Postal Service or other carrier, including following:

1. Comply with requirements in Section 01 40 00 "Quality Requirements" for mockups if applicable.
2. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
3. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for Work, cured and finished in manner specified, and physically identical with product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to

a. Partial sections of manufactured or fabricated components.
b. Small cuts or containers of materials.
c. Complete units of repetitively used materials.
d. Swatches showing color, texture, and pattern.
e. Color range sets.
f. Components used for independent testing and inspection.

4. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match COTR's sample where so indicated. Attach label on unexposed side that includes following:

a. Generic description of Sample.
b. Product name or name of manufacturer.
c. Sample source.

5. Additional Information: On attached separate sheet, prepared on Contractor's letterhead, provide following:

a. Size limitations.
b. Compliance with recognized standards.
c. Availability.
d. Compliance with governing regulations.
e. Statement of acceptable uses or statement indicating suitability of product specified for proposed use.
f. Delivery time.

6. Submit Samples for review of kind, color, pattern, and texture for final check of these characteristics with other elements and for comparison of these characteristics between final submittal and actual component as delivered and installed.

a. If variation in color, pattern, texture, or other characteristic is inherent in product represented by Sample, submit at least three sets of paired units that show approximate limits of variations.
b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.

7. Number of Samples for Initial Selection: Submit two (2) full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. COTR will return submittal with options selected.
8. Number of Samples for Verification: Submit five (5) sets of Samples. COTR will retain three (3) Sample sets; remainder will be returned.

a. Submit single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.

9. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.

a. Samples that may be incorporated into Work are indicated in individual Specification Sections. Such Samples must be in undamaged condition at time of use.
b. Samples not incorporated into Work, or otherwise designated as District's property, are property of Contractor.

2.4 INFORMATIONAL SUBMITTALS

A. General: Prepare and submit Informational Submittals required by other Specification Sections. Copies will not be returned to Contractor unless resubmittal is required.

B. Certificates and Certifications: Provide notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by officer or other individual authorized to sign documents on behalf of that entity.

C. Test and Inspection Reports: Comply with Section 01 40 00 "Quality Requirements."

D. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

E. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.

F. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.

G. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that installer complies with requirements and, where required, is authorized for this specific Project.

H. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.

I. Material Test Reports: Prepare reports written by qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.

J. Preconstruction Test Reports: Prepare reports written by qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements.

K. Compatibility Test Reports: Prepare reports written by qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

L. Field Test Reports: Prepare reports written by qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements.

M. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements. Base reports on evaluation of tests performed by manufacturer and witnessed by qualified testing agency, or on comprehensive tests performed by qualified testing agency.

N. Research/Evaluation Reports: Prepare written evidence, from model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include following information:

1. Name of evaluation organization.
2. Date of evaluation.
3. Time period when report is in effect.
4. Product and manufacturers' names.
5. Description of product.
6. Test procedures and results.
7. Limitations of use.

O. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with Section 01 78 23 "Operation and Maintenance Data."

P. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of

assumptions and other performance and design criteria and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

Q. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include following, as applicable:

1. Preparation of substrates.
2. Required substrate tolerances.
3. Sequence of installation or erection.
4. Required installation tolerances.
5. Required adjustments.
6. Recommendations for cleaning and protection.

R. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include following, as applicable:

1. Name, address, and telephone number of factory-authorized service representative making report.
2. Statement on condition of substrates and their acceptability for installation of product.
3. Statement that products at Project site comply with requirements.
4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
5. Results of operational and other tests and statement of whether observed performance complies with requirements.
6. Statement whether conditions, products, and installation will affect warranty.
7. Other required items indicated in individual Specification Sections.

S. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of coverage.

T. Photographic Documentation: Comply with Section 01 32 33 "Photographic Documents."

U. Material Safety Data Sheets: Retain one copy on-site in binder in a location for ready access.

2.5 DELEGATED-DESIGN SERVICES

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit [**digitally signed PDF electronic file**] [**and**] [**three**] <**Insert number**> paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

C. BIM File Incorporation: Incorporate delegated-design drawing and data files into Building Information Model established for Project.

1. Prepare delegated-design drawings in the following format: [Same digital data software program, version, and operating system as the original Drawings] [<Insert software name and version>].

2.6 OTHER REQUIRED SUBMITTALS

A. When required by other local entities and authorities having jurisdiction, comply with requests for submittals in number and as format to the agencies. These submittals shall appear in the Submittal Schedule sent to COTR with notation of who will review.

PART 3 EXECUTION

3.1 CONTRACTOR'S REVIEW

A. Review each submittal and check for compliance with Contract Documents. Note corrections and field dimensions. Mark with review stamp before submitting to COTR.

B. Contractor’s Stamp: Stamp each submittal with uniform, review stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor’s review, stamp, and statement certifying that submittal has been reviewed, and checked for compliance with Contract Documents.

C. Contractor Signed Stamp: Indicates that Contractor has:

1. Verified field dimensions and quantities.
2. Verified field construction criteria, materials, catalog numbers and similar data.

3. Reviewed and coordinated submittal data with requirements of Work and Contract Documents.
4. Certifies that submittal complies with Contract Documents.

3.2 COTR'S ACTION

A. General: COTR will not review submittals that do not bear Contractor's review stamp and will return them without action.

B. Except for submittals for record or for information, where action and return of submittals is required, COTR will review each submittal, mark to indicate action taken, and return.

1. Compliance with specified characteristics is Contractor's responsibility and not considered part of COTR's review and indication of action taken.
2. Acceptance of submittals with deviations shall not relieve Contractor from responsibility for additional costs of changes required to accommodate such deviations. Deviations included in submittals without prior acceptance are excepted from review of submittals whether noted or not on returned copy.
3. Review of separate item shall not indicate acceptance of assembly of which item is part.
4. Make only those revisions required or accepted by COTR.
5. Notations by COTR which increase Contract Cost or Contract Time shall be brought to COTR’s attention, in writing, before proceeding with affected Work.
6. When professional certification of performance criteria of materials, systems or equipment is required by Contract Documents, COTR shall be entitled to rely upon accuracy and completeness of such calculations and certifications.

C. Action Submittals: COTR will review each submittal, make marks to indicate corrections or modifications required, and return submittal. COTR will stamp each submittal with action stamp and will mark stamp appropriately to indicate action taken, as follows:

1. Reviewed, No Exceptions: Means fabrication, manufacture, or construction may proceed providing submittal complies with Contract Documents.
2. Reviewed, Exceptions Noted, Resubmission Not Required: Means fabrication, manufacture, or construction may proceed providing submittal complies with COTR's notations and Contract Documents. If Contractor cannot comply with notations, make revisions and resubmit as described for submittals stamped Reviewed, Exceptions Noted, Resubmission Required.
3. Reviewed, Exceptions Noted, Resubmission Required: Means fabrication, manufacture, or construction may proceed, however; submittal did not fully demonstrate full extent of all conditions, details and coordination with other surrounding work and, therefore requires additional information, and rework as noted. Resubmit shop drawings for ’Reviewed, No Exceptions’ or ‘Reviewed, Exceptions Noted, Resubmission Required’. Do not fabricate, manufacture or construct specific areas requiring additional information prior to resubmittal.
4. Rejected, Resubmission Required: Means submittal does not comply with design intent of Contract Documents. Do not use submittals stamped Rejected, Resubmission Required. Make revisions and resubmit.

5. Other: Means documents have not been reviewed by COTR and submittal is returned to Contractor for several possible reasons, including, but not limited to following: submittal not requested, submittal not complete, submittal not coordinated, or submittal bears no resemblance to design intent.

D. Informational Submittals: COTR will review and return each submittal marked either "For Information Only" or indicating that submittal does not comply with requirements.

E. Submittals not required by Contract Documents will not be reviewed and may be discarded.

END OF SECTION 01 33 00

SEE CONDITIONS OF USE AGREEMENT FORM THAT FOLLOWS

ELECTRONIC DATA TRANSFER AGREEMENT

The CADD electronic files of the Contract Documents for the <**Insert Name of Project Here**> project, prepared for the District, a list of which is attached hereto (the "Files"), are being provided to <**Insert Name of Contractor Here**>as an accommodation to <**Insert Note Here:** i.e., assist in the limited production of partial details of Contract Documents -- or make the inspection on the project more convenient for client's personnel -- or facilitate contractor's preparation of shop drawings on the project - etc.>. It is acknowledged that only the Contract Documents should be relied on for accuracy. The Files are not warranted to be fit for the purpose or intended use, or to be complete, or free from defect. Due to the potential that the information set forth in the Files can be modified by subsequent users, unintentionally or otherwise, or altered by the computer system itself, all indications of [Architect/Engineer] (or its subconsultants) involvement have been removed from each electronic display. In consideration of the foregoing and by accepting the Files, <**Insert Name of Contractor Here**>agrees that:

1. It will not reenter in the Files, or any print made from the Files, any indication of the Files' source of origin;
2. It will be solely responsible for verification of the validity and correctness of the Files (i.e., to check the Files against the Contract Documents);
3. It releases the District from, and accepts responsibility for, any liability or damages arising in any manner from its use of the Files;
4. It acknowledges that the Files are owned by the District and/or the above stated client and that the Files, including any portion of the data contained therein, will not be used for any purpose other than stated above, and that it will not otherwise use the Files or data therein for its own profit; and

In consideration for the District's providing the Files, the foregoing premises and conditions are hereby acknowledged and accepted.

By: _____ Date: <**Insert Date Here**>

Printed Name: <**Insert Name Here**>

Title: <**Insert Title of Contractor Here**>

SECTION 01 35 00 – SPECIAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes administrative and procedural requirements for maintaining safety and security at the Project Site. Comply with Safety Standards of the District of Columbia and the U.S. Occupational Safety and Health Act of 1970 and the D.C. Occupational Safety and Health Act of 1988, D.C. Official Code § 32-1101 et seq. and 1-620.01 et seq. In addition, Contractor is responsible for erosion and pollution conditions during construction and shall comply with the requirements of Health Regulations of the District of Columbia.

B. Contractor is responsible for the security of the Site from Notice to Proceed to Substantial Completion or issuance of Occupancy Permit.

1.3 SUBMITTALS

A. Safety Program: Provide Safety Program and Plan for approval by COTR prior to start of Work. Safety Program shall comply with requirements in Article 27 "Safety Program" of Standard Contract Provisions.

B. Erosion and Pollution Control Program and Plan.

C. Safety Officer: Provide name and qualifications for person who will be acting as Safety Officer for this Project.

D. Certificates: Provide training certificate for operators of explosive-actuated tools.

1.4 SECURITY PROCEDURES

A. The following security procedures shall be followed by Contractor, as a minimum.

1. Limit access to the Project to persons involved in the Work.
2. Provide secure storage of materials for which the District has made payment and which are stored on Site.
3. Secure completed Work prior to occupancy as required to prevent loss.
4. Secure and protect facilities and property of the District and Occupants in areas of the Work.

5. Furnish and install fence as specified in Section 01 50 00 "Temporary Facilities and Controls."
6. Provide On-Site Security.

1.5 SAFETY PROCEDURES

A. Take precautions to prevent fires and to facilitate fire-fighting operations, including, but not limited to the following:

1. Keep temporary and permanent fire fighting facilities readily accessible; keep fire fighting routes open.
2. Do not allow smoking in building or in areas where highly combustible or explosive materials are present.
3. Carefully supervise operations of potential fire sources, including heating units.
4. Conduct welding operations in manner to prevent fire; comply with local regulations.
5. Provide personnel for fire watch during welding operations.

B. Precautions to prevent accidents due to physical hazards, including, but not limited to the following:

1. Provide barricades, warning lights, or signs as required to inform personnel, building occupants and the public of the hazard being protected against.
2. Safety Barricades: Comply with regulations by authorities having jurisdiction.
3. Provide temporary walkways where walking surfaces are hazardous.
4. Notify the COTR before beginning Work that involves hazardous operations.

1.6 SITE SECURITY

A. It shall be the responsibility of the Contractor to secure the site from the period of Notice to Proceed to Substantial Completion or the issuance of the Occupancy permit. Shall include the Contractors assets and the District's assets. Contractor shall provide On-Site Security personnel.

B. Construction Fence: Enclose entire construction site, including staging areas, with a chain link fence in temporary setting of concrete masonry units as specified in Division 01 "Temporary Facilities and Controls" section. Provide in accordance with layout of construction limits shown on drawings. Maintain separate gates for personnel and vehicles. Provide locks for gates and hold under strict security control, locking gates at end of each working day.

C. Construction Site Security: Provide maintenance and cleaning of entire construction site on a daily basis. Secure all construction equipment, machinery and vehicles, park and store only within fenced area, and render inoperable during non-work hours. Contractor is responsible to insure that no construction materials, tools, equipment, machinery or vehicles can be used for unauthorized entry or other damage or interference to activities and security of existing facilities adjacent to and in the vicinity of construction site.

D. Construction Site Lighting: During hours of darkness, provide perimeter lighting along line of construction fence, and area lighting with construction site, furnishing 1.5 footcandles of illumination at ground level. Provide 5.0 footcandles of illumination at all gates and entrances

to temporary buildings and new structures under construction. Make provisions for operation of lighting during power failures and include automatic re-start. Shield lighting to block glare from penetration into adjacent properties.

1.7 SITE SAFETY

A. Traffic Control: Posted speed limits and driving regulations will be strictly enforced by the District. The District reserves the right to take action deemed appropriate regarding violations including, but not limited to, refusal to permit violators to enter upon or remain on the premises.

1. Escort appropriately to and from the site all large crawler or mobile cranes operating on site and take all precautions necessary to prevent damage to District's property during operation both on and off site.

2. Obtain advance written authorization from authorities having jurisdiction for all road blocks, detours and other interruptions of normal traffic flow that may be needed to facilitate construction operations.

B. Adverse Weather Conditions: In the event of adverse weather conditions that may cause downed fences, flying debris, damage to the site or damage from the site to the public or public right of way, Contractor shall take immediate action to secure the site to prevent damage or injury to the public or damage to the site. Contractor shall notify the COTR as to the condition of the Site immediately after inspection.

C. Do not use tools or equipment which produces harmful levels of noise.

D. Keep the site and adjacent public ways free of hazardous and unsanitary conditions and public nuisances.

E. Control rodents and other pests; prevent infestation of adjacent sites and buildings due to pests on the Site.

F. Keep public right of way streets and sidewalks free of debris due to the Work. Public right of way, street, and sidewalk cleaning and debris removal shall be performed regularly and when requested by the COTR.

G. Provide adequate traffic control by means of signs, signals, and flagmen, as necessary.

H. Provide temporary means of draining roofs where required.

I. Conduct construction operations so that no part of the Work and no part of the existing construction is subjected to damaging operations or influences which are in excess of those to be expected during normal occupancy conditions.

J. Provide temporary supports as required to prevent movement and structural damage or failure.

1.8 FALL PROTECTION

A. Contractor shall provide fall protection in accordance with OSHA construction industry safety standards, 29 *Code of Federal Regulations, Subpart M, Fall Protection*, 1926.500, 1926.501, 1926.502, and 1926.503, including required systems and procedures designed to prevent employees from falling off, onto, or through working levels and to protect employees from being struck by falling objects. Contractor shall comply with the performance-oriented requirements to provide the necessary protection, including but not limited to:

1. Where protection is required, select fall protection systems appropriate for given situations.
2. Use proper construction and installation of safety systems.
3. Supervise employees properly.
4. Use safe work procedures.
5. Train workers in the proper selection, use, and maintenance of all protection systems.

1.9 SCAFFOLDING

A. Scaffolding shall be installed by experienced erectors and workers shall receive training for working on and around scaffolding.

B. Determine the safety of scaffolding upon erection and during use throughout construction.

1. Scaffold must be sound, rigid and sufficient to carry its own weight plus four times the maximum intended load without settling or displacement. It must be erected on solid footing.
2. Unstable objects, such as barrels, boxes, loose bricks or concrete blocks must not be used to support scaffolds or planks.
3. Scaffold must not be erected, moved, dismantled or altered except under the supervision of a competent person.
4. Scaffold must be equipped with guardrails, midrails and toeboards.
5. Scaffold accessories such as braces, brackets, trusses, screw legs or ladders that are damaged or weakened from any cause must be immediately repaired or replaced.
6. Scaffold platforms must be tightly planked with scaffold plank grade material or equivalent.
7. A "competent person" must inspect the scaffolding and, at designated intervals, reinspect it.
8. Rigging on suspension scaffolds must be inspected by a competent person before each shift and after any occurrence that could affect structural integrity to ensure that all connections are tight and that no damage to the rigging has occurred since its last use.
9. Synthetic and natural rope used in suspension scaffolding must be protected from heat-producing sources.
10. Employees must be instructed about the hazards of using diagonal braces as fall protection.
11. Scaffold can be accessed by using ladders and stairwells.
12. Scaffolds must be at least 10 feet from electric power lines at all times.

1.10 LADDERS

A. Use the correct ladder for the task.

B. Have a competent person visually inspect a ladder before use for any defects such as:

1. Structural damage, split/bent side rails, broken or missing rungs/steps/cleats and missing or damaged safety devices;
2. Grease, dirt or other contaminants that could cause slips or falls;
3. Paint or stickers (except warning labels) that could hide possible defects.

C. Make sure that ladders are long enough to safely reach the work area.

D. Mark or tag ("Do Not Use") damaged or defective ladders for repair or replacement, or destroy them immediately.

E. Never load ladders beyond the maximum intended load or beyond the manufacturer's rated capacity.

F. Be sure the load rating can support the weight of the user, including materials and tools.

G. Avoid using ladders with metallic components near electrical work and overhead power lines.

1.11 STAIRWAYS

A. Stairway treads and walkways must be free of dangerous objects, debris and materials.

B. Slippery conditions on stairways and walkways must be corrected immediately.

C. Make sure that treads cover the entire step and landing.

D. Stairways having four or more risers or rising more than 30 inches must have at least one handrail.

1.12 TRENCHING

A. Never enter an unprotected trench.

B. Always use a protective system for trenches feet deep or greater.

C. Employ a registered professional engineer to design a protective system for trenches 20 feet deep or greater.

D. Protective Systems:

1. Sloping to protect workers by cutting back the trench wall at an angle inclined away from the excavation not steeper than a height/depth ratio of 11 2 :1, according to the sloping requirements for the type of soil.

2. Shoring to protect workers by installing supports to prevent soil movement for trenches that do not exceed 20 feet in depth.
3. Shielding to protect workers by using trench boxes or other types of supports to prevent soil cave-ins.

E. Always provide a way to exit a trench--such as a ladder, stairway or ramp--no more than 25 feet of lateral travel for employees in the trench.

F. Keep spoils at least two feet back from the edge of a trench.

G. Make sure that trenches are inspected by a competent person prior to entry and after any hazard-increasing event such as a rainstorm, vibrations or excessive surcharge loads.

H. Provide maximum allowable slopes for excavations less than 20 ft. based on soil type and angle to the horizontal.

1.13 CRANES

A. Check all crane controls to insure proper operation before use.

B. Inspect wire rope, chains and hook for any damage.

C. Know the weight of the load that the crane is to lift.

D. Ensure that the load does not exceed the crane's rated capacity.

E. Raise the load a few inches to verify balance and the effectiveness of the brake system.

F. Check all rigging prior to use; do not wrap hoist ropes or chains around the load.

G. Fully extend outriggers.

H. Do not move a load over workers.

I. Barricade accessible areas within the crane's swing radius.

J. Watch for overhead electrical distribution and transmission lines and maintain a safe working clearance of at least 10 feet from energized electrical lines.

1.14 HAZARD COMMUNICATION

A. Failure to recognize the hazards associated with chemicals can cause chemical burns, respiratory problems, fires and explosions.

B. Maintain a Material Safety Data Sheet (MSDS) for each chemical in the facility.

1. Make this information accessible to employees at all times in a language or formats that are clearly understood by all affected personnel.
2. Train employees on how to read and use the MSDS.

3. Follow manufacturer's MSDS instructions for handling hazardous chemicals.

C. Train employees about the risks of each hazardous chemical being used.

D. Provide spill clean-up kits in areas where chemicals are stored.

E. Have a written spill control plan.

F. Train employees to clean up spills, protect themselves and properly dispose of used materials.

G. Provide proper personal protective equipment and enforce its use.

H. Store chemicals safely and securely.

1.15 EROSION AND POLLUTION CONTROL

A. The Contractor shall take such measures, as determined to be adequate in the opinion of the COTR, which will prevent soil erosion from the site in question.

B. The Contractor shall conduct all operations in such a manner as to prevent when possible and otherwise minimize the contamination of watercourses by sediment bearing materials or other pollutants.

C. The Contractor shall maintain effective erosion control for the duration of suspension of all or a portion of the construction operation

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 35 00

SECTION 01 40 00 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Administrative and procedural requirements for quality assurance and quality control.

B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with Contract Document requirements.

1. Specific quality-control requirements for individual construction activities are specified in Sections that specify those activities. Requirements of this Section relate to customized fabrication and installation procedures specified in those Sections. Requirements in those Sections may also cover production of standard products.
2. Specified tests, inspections, and related actions do not limit Contractor's quality-control procedures that facilitate compliance with Contract Document requirements.
3. Requirements for Contractor to provide quality-control services required by, Contracting Officer’s Technical Representative (COTR), or authorities having jurisdiction are not limited by provisions of this Section.

1.3 DEFINITIONS

A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of Work to guard against defects and deficiencies and ensure that proposed construction complies with requirements.

B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of Work to evaluate that completed construction complies with requirements. Services do not include contract enforcement activities performed by District.

C. Mockups: Full-size, physical example assemblies to illustrate finishes and materials. Mockups are used to verify selections made under Sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples. Mockups establish standard by which Work will be judged.

D. Testing Agency: Entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean same as testing agency.

1.4 DELEGATED DESIGN

A. Performance and Design Criteria: Where professional design services or certifications by design professional are specifically required of Contractor by Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit written request for additional information to COTR.

1.5 CONFLICTING REQUIREMENTS

A. General: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirements. Refer uncertainties and requirements that are different, but approved equal, to A/E for a decision before proceeding.

B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these, indicated numeric values are minimum or maximum, as appropriate, for the context of the requirements. Refer uncertainties to A/E for a decision before proceeding.

C. Anything shown on the drawings and not mentioned in the specifications, or mentioned in the Specifications and not shown on the drawings, shall have the same effect as if shown or mentioned in both. In case of conflict or inconsistency between the Drawings and the Specifications, the Contractor shall assume the more stringent interpretation, and submit the matter writing to the A/E for a determination. Any adjustment by the Contractor without such determination shall be at its own risk and expense.

1.6 SUBMITTALS

A. Qualification Data: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in form of recent report on inspection of testing agency by recognized authority.

B. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.

C. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit statement, signed and sealed by responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by design professional, indicating that products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

D. Schedule of Tests and Inspections: Prepare in tabular form and include the following:

1. Specification Section number and title.

2. Description of test and inspection.
3. Identification of applicable standards.
4. Identification of test and inspection methods.
5. Number of tests and inspections required.
6. Time schedule or time span for tests and inspections.
7. Entity responsible for performing tests and inspections.
8. Requirements for obtaining samples.
9. Unique characteristics of each quality-control service.

E. Reports:

1. Unless Contractor is responsible for this service, independent testing agency shall submit certified written report of each inspection, test, or similar service, in duplicate to COTR.
2. If Contractor is responsible for service, submit certified written report of each inspection, test, or similar service in duplicate to COTR.

    a. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

3. Reports: Include following:

    a. Date of issue.
    b. Project title and number.
    c. Name, address, and telephone number of testing agency.
    d. Dates and locations of samples and tests or inspections.
    e. Names of individuals making tests and inspections.
    f. Description of Work and test and inspection method.
    g. Identification of product and Specification Section.
    h. Complete test or inspection data.
    i. Test and inspection results and interpretation of test results.
    j. Ambient conditions at time of sample taking and testing and inspecting.
    k. Comments or professional opinion on whether tested or inspected Work complies with Contract Document requirements.
    l. Name and signature of laboratory inspector.
    m. Recommendations on retesting and reinspecting.

F. Permits, Licenses, and Certificates: For District's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of Work to COTR.

1.7 QUALITY ASSURANCE

A. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

B. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

C. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.

D. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance.

E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.

F. Specialists: Certain sections of Specifications may require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists: Satisfy qualification requirements indicated and engaged for activities indicated.

1. Requirement for Specialists: Not supersede building codes and similar regulations governing Work, nor interfere with local trade-union jurisdictional settlements and similar conventions.

G. Testing Agency Qualifications: Agency with experience and capability to conduct testing and inspecting indicated, as documented by ASTM E 548, and that specializes in types of tests and inspections to be performed.

1. The testing agency's facilities and procedures shall be prequalified as being accredited by the National Institute of Standards and Technology (NIST) and Washington Area Council of Engineering Laboratories (WACEL) and which specialize in the types of inspections and tests to be performed.
2. The testing agency shall be authorized by the authorities having jurisdiction to perform testing and inspection services in the District of Columbia.
3. The testing agency shall employ individuals who will be performing the inspections and testing who are certified by the following organizations for the material testing categories listed.

    a. ACI (American Concrete Institute): Concrete and laboratory.
    b. NICET (National Institute for Certification in Engineering Technology): Soils and concrete.
    c. ASNT (American Society for Nondestructive Testing): Metal fabrications and architectural precast concrete connections.
    d. AWS (American Welding Society): Metal fabrications and architectural precast concrete connections.
    e. WACEL (Washington Area Council of Engineering Laboratories): Metal fabrications and architectural precast concrete connections, concrete, soils.

H. Preconstruction Testing: Where required by other Sections, testing agency shall perform preconstruction testing for compliance with specified requirements for performance and test methods.

1. Contractor Responsibilities: Include following:

a. Provide test specimens and assemblies representative of proposed materials and construction. Provide sizes and configurations of assemblies to adequately demonstrate capability of product to comply with performance requirements.
b. Submit specimens in timely manner with sufficient time for testing and analyzing results to prevent delaying Work.
c. Fabricate and install test assemblies using installers who will perform same tasks for Project.
d. When testing is complete, remove assemblies; do not reuse materials on Project.

2. Testing Agency Responsibilities: Submit two copies of certified written report of each test, inspection, and similar quality-assurance service to COTR, with additional copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from Contract Documents.

I. Mockups: Before installing portions of Work requiring mockups, build mockups for each form of construction and finish required to comply with following requirements using materials indicated for completed Work. Refer to other Sections and the Drawings for complete Mock-up requirements; do not start Work until the mock-up has been approved in writing by COTR.

1. District: May require mock-ups of any element or assembly of Work that occurs 12 or more times including work of all specification sections including plumbing, mechanical, and electrical.
2. Build mockups in location and of size indicated or, if not indicated, as directed by COTR.
3. Notify COTR seven days in advance of dates and times when mockups will be constructed.
4. Demonstrate proposed range of aesthetic effects and workmanship.
5. Obtain COTR's approval of mockups before starting work, fabrication, or construction.
6. Maintain mockups during construction in undisturbed condition as standard for judging completed Work.
7. Final Disposition of Mockups: As specified in individual specification Sections.

J. District of Columbia Special Inspections: All testing and inspections required by the District of Columbia Special Inspections requirements as described in the publication, "District of Columbia Building Code Supplement" will be performed by the Owner's independent testing agency.

K. Exterior Wall Testing and Inspection Program – On Site:

1. The Owner will engage an Independent Testing and Inspection Agency(ies) and Laboratory(ies) to conduct a random field testing and inspection program during the exterior wall erection to check for conformance with the drawings, specifications, and adherence to accepted shop drawings. The testing and inspection shall include:

a. Review of all field welder certifications and independently recertify, if required.

b. Detailed review of all field welding procedures for compliance with AWS Specifications as well as good engineering practices.
c. Weld Testing:

1) All welds to hot rolled steel shapes shall be visually inspected. 25% at random shall be measured and documented. 5% shall be tested.
2) Non-destructive testing of wall supports and anchor welds, utilize one of the following test methods which best suits the type of welds to be tested.

a) Liquid penetrant test. ASTM E165
b) Magnetic particle test. ASTM E709

d. All bolted connections shall be visually inspected. Twenty five (25) percent at random shall be checked by a calibrated torque wrench and documented.

2. The Contractor shall engage an Independent Testing and Inspection Agency(cies) and laboratory(ies) to conduct a random field testing and inspection program during the exterior wall erection to check for conformance with the drawings, specifications and adherence to accepted shop drawings. The testing and inspection shall include:

a. All screwed connections shall be visually inspected for size, type, spacing and depth of penetration.
b. Paint Testing: Perform and document tests to determine the total dry film thickness of coating applied to all painted ferrous metal support and anchorage members. Prior to be covered up by other components test units at random throughout construction. Check for touchup of defects such as holidays.
c. Inspection Compliance: Verification and documentation for the compliance of; or the deficiencies with the following:

1) Building Superstructure: Examination surveys of the superstructure substrates and supports to receive the exterior wall work and applicable corrective work performed, if any. Verification that the supporting structure is properly aligned and within the designed tolerances and without missing or mislocated inserts. Make examination surveys of actual column locations immediately upon completion of every lift of steel, and concrete, and submit same to A/E. Should column locations vary beyond the allowable tolerances, take necessary corrective measures prior to proceeding to next lift and modify details and/or procedure as required.
2) Framing Components: Verification that the framing components are properly sized and aligned, are without missing or mislocated anchoring provisions and are without structural defects. Verification that all primed and painted components are provided with the specified materials. Inspect for touchup of final finish and touchup of defects such as holidays.
3) Connections and Anchors: Verification that all anchors are properly placed, welded, screwed or bolted. Verification that correct anchoring and/or materials are used in lieu of others where there are field changes. Inspection of welding and bolting where connections are stressed 50% or more of allowable values. Verification of the calibration of wrenches, review of bolting procedures and

inspection of joint surfaces prior to bolting for all bolted connections related to the exterior wall.

4) Exterior Wall Insulation: Verification that insulation is continuous and properly sealed at joints and penetrations to maintain the continuity of the vapor barrier.
5) Observation Compliance of Exterior Wall Testing Program: Observation, of field testing of exterior wall assemblies, for the required tests as specified under Division 8 Sections "Aluminum Windows" and "Glazed Aluminum Curtain Walls".

1.8 CONTRACTOR'S QUALITY-CONTROL PLAN

A. Quality-Control Plan, General: Submit quality-control plan within [**10**] <**Insert number**> days of Notice to Proceed, and not less than [**five**] <**Insert number**> days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.

B. Quality-Control Personnel Qualifications: Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.

1. Project quality-control manager [may also serve as Project superintendent] [shall not have other Project responsibilities].
2. <Insert qualifications appropriate to Project>.

C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.

D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:

1. Contractor-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections.
2. Special inspections required by authorities having jurisdiction and indicated on the "Statement of Special Inspections."
3. Owner-performed tests and inspections indicated in the Contract Documents[**, including tests and inspections indicated to be performed by the Commissioning Authority**].

E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.

F. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate

corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.9 QUALITY CONTROL

A. District Responsibilities: Where quality-control services are indicated as District's responsibility, District will engage qualified testing agency to perform these services.

1. District: Contract directly for soil and concrete testing . District may elect to engage agencies for other special tests on as needed basis.
2. District: Furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and description of types of testing and inspecting they are engaged to perform.
3. Payment for code required testing services will be made to testing and inspecting agency directly by District. Payment for other testing will be made to testing and inspecting agency directly by Contractor.
4. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with Contract Documents will be charged to Contractor, and Contract Sum will be adjusted by Change Order.

B. Contractor Responsibilities: Unless otherwise indicated, provide quality-control services specified and required by authorities having jurisdiction.

1. Engage qualified testing agency to perform quality-control services.

    a. Contractor: Not employ same entity engaged by District, unless agreed to in writing by District.

2. Notify testing agencies at least 72 hours in advance of time when Work that requires testing or inspecting will be performed.
3. Testing and inspecting requested by Contractor and not required by Contract Documents are Contractor's responsibility.

C. Special Tests and Inspections: District will engage testing agency to conduct special tests and inspections required by authorities having jurisdiction as responsibility of District.

1. Testing Agency: Notify COTR and Contractor promptly of irregularities and deficiencies observed in Work during performance of its services.
2. Testing Agency: Submit copy of certified written report of each test, inspection, and similar quality-control service to COTR, with additional copies to Contractor and to authorities having jurisdiction.
3. Testing Agency: Submit final report of special tests and inspections at Completion, which includes list of unresolved deficiencies.
4. Testing Agency: Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from Contract Documents.
5. Testing Agency: Retest and reinspect corrected work.

D. Manufacturer's Field Services: Where indicated, engage factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.

E. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that revised or replaced Work that failed to comply with requirements established by Contract Documents.

F. Testing Agency Responsibilities: Cooperate with COTR and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.

1. Notify COTR and Contractor promptly of irregularities or deficiencies observed in Work during performance of its services.
2. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
3. Submit copy of certified written report of each test, inspection, and similar quality-control service to COTR and additional copy to Contractor.
4. Do not release, revoke, alter, or increase requirements of Contract Documents or approve or accept any portion of Work.
5. Do not perform any duties of Contractor.

G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Auxiliary services required include, but are not limited to:

1. Access to Work.
2. Incidental labor and facilities necessary to facilitate tests and inspections.
3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency or District in obtaining samples.
4. Facilities for storage and field-curing of test samples.
5. Where required by testing agencies, delivery of samples to testing agencies.
6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
7. Security and protection for samples and for testing and inspecting equipment at Project site.

H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with minimum delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

1. Schedule times for tests, inspections, obtaining samples, and similar activities.

I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within 30 days of date established for commencement of the Work.

1. Distribution: Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.10 MECHANICAL AND ELECTRIAL COORDINATION

A. Contractor shall provide a staff member or members as necessary who have the responsibility to perform mechanical and electrical coordination.

1. Qualifications: Experienced in coordination of mechanical and electrical work on projects of similar type and scale, including administration and supervision. Personnel shall be approved by the COTR.

B. Coordinate all HVAC, plumbing, fire protection, electrical, and site utility work, and coordinate that Work with the other work on the Site.

1. Where space is limited, coordinate arrangement of mechanical, electrical, and other work to fit.
2. Coordinate cutting and patching activities and sequencing.
3. Coordinate use of temporary facilities.

C. Prepare coordination drawings where required and where indicated.

D. Prepare and maintain a separate schedule of activities which relate to the Work; include:

1. Submittals.
2. Temporary utilities.
3. Commissioning

E. Participate in progress meetings. Report progress, changes required in schedules, and unresolved problems.

F. Review submittals for compliance with the Contract Documents, and for coordination with other Work including but not limited to:

1. Check field dimensions, clearances, relationships to available space, and anchors.
2. Check compatibility with equipment, other Work, electrical characteristics, and operational control requirements.
3. Check motor voltages and control characteristics.
4. Coordinate controls, interlocks, wiring of switches, and relays.
5. Coordinate wiring and control diagrams.
6. Review the effect of changes on other Work.

G. Obtain and distribute installation requirements for each item of equipment requiring mechanical or electrical connections; include:

1. Electrical power characteristics.
2. Control wiring requirements.

H. Observe and maintain records of tests and inspections.

I. Observe Work for compliance with Contract Documents and Commissioning Plan and notify the applicable Contractor or Subcontractor in writing of deficiencies in the Work.

J. Coordinate and observe start-up, demonstration, and functional testing of equipment and systems.

K. Coordinate maintenance of Record Documents.

L. Assist the Commissioning Representative and COTR with final inspections.

1.11 BIM COORDINATION

A. Refer to Section 01 31 10 "Coordination Drawings Using BIM" for quality control requirements and checks.

PART 1 PRODUCTS (Not Used)

PART 2 EXECUTION

3.1 INSTALLATION STANDARDS

A. Compliance: Install manufactured items in accordance with manufacturer's written instructions.

B. Inconsistencies: Contractor shall refer inconsistencies between the manufacturer's instructions and the Drawings and Specifications to the COTR for resolution.

C. Contractor shall require the Installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Contractor shall not proceed until unsatisfactory conditions have been corrected in a manner acceptable to the manufacturer and the installer.

D. Contractor shall inspect materials or equipment immediately upon delivery and again prior to installation to be certain the items are not damaged or defective.

E. Contractor shall provide attachment and connection devices and use methods necessary for securing Work true to line and level. Contractor shall allow for expansion and building movement.

F. Contractor shall provide uniform joint widths in exposed Work. Contractor shall arrange joints in exposed Work to obtain the best visual effect as determined by the COTR. All anchorage devices and materials shall be fully concealed in the work unless otherwise approved by the COTR.

G. Contractor shall recheck measurements and dimensions before starting each installation.

H. Contractor shall install each component during weather conditions and Project status that shall ensure the best possible results. Contractor shall insulate each part of the completed construction from incompatible material as necessary to prevent deterioration.

I. Contractor shall coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

J. Contractor shall where mounting heights are not indicated, install individual components at standard mounting heights recognized within the industry for the particular application indicated.

3.2 REPAIR AND PROTECTION

A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.

1. Provide materials and comply with installation requirements specified in other Sections of these Specifications. Restore patched areas and extend restoration into adjoining areas in manner that eliminates evidence of patching.
2. Cutting and Patching: Comply with Section 01 73 00 "Execution."

B. Protect construction exposed by or for quality-control service activities.

C. Repair and protection are Contractor's responsibility, regardless of assignment of responsibility for quality-control services.

END OF SECTION 01 40 00

SECTION 01 42 00 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.

C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."

D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."

E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.

F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.

H. "Provide": Furnish and install, complete and ready for the intended use.

I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if

bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.

C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.4 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Thomson Gale's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

AA	Aluminum Association (The) www.aluminum.org	(703) 358-2960
AABC	Associated Air Balance Council www.aabchq.com	(202) 737-0202
AAMA	American Architectural Manufacturers Association www.aamanet.org	(847) 303-5664
AASHTO	American Association of State Highway and Transportation Officials www.transportation.org	(202) 624-5800
AATCC	American Association of Textile Chemists and Colorists www.aatcc.org	(919) 549-8141
ABAA	Air Barrier Association of America www.airbarrier.org	(866) 956-5888
ABMA	American Bearing Manufacturers Association www.abma-dc.org	(202) 367-1155
ACI	American Concrete Institute www.concrete.org	(248) 848-3700

ACPA	American Concrete Pipe Association www.concrete-pipe.org	(972) 506-7216
AEIC	Association of Edison Illuminating Companies, Inc. (The) www.aeic.org	(205) 257-2530
AF&PA	American Forest & Paper Association www.afandpa.org	(800) 878-8878 (202) 463-2700
AGA	American Gas Association www.aga.org	(202) 824-7000
AHAM	Association of Home Appliance Manufacturers www.aham.org	(202) 872-5955
AHRI	Air-Conditioning, Heating, andRefrigeration Institute, The www.ahrinet.org	(703) 524-8800
AI	Asphalt Institute www.asphaltinstitute.org	(859) 288-4960
AIA	American Institute of Architects (The) www.aia.org	(800) 242-3837 (202) 626-7300
AISC	American Institute of Steel Construction www.aisc.org	(800) 644-2400 (312) 670-2400
AISI	American Iron and Steel Institute www.steel.org	(202) 452-7100
AITC	American Institute of Timber Construction www.aitc-glulam.org	(303) 792-9559
ALSC	American Lumber Standard Committee, Incorporated www.alsc.org	(301) 972-1700
AMCA	Air Movement and Control Association International, Inc. www.amca.org	(847) 394-0150
ANSI	American National Standards Institute www.ansi.org	(202) 293-8020
AOSA	Association of Official Seed Analysts, Inc. www.aosaseed.com	(405) 780-7372
APA	APA - The Engineered Wood Association www.apawood.org	(253) 565-6600
APA	Architectural Precast Association	(239) 454-6989

	www.archprecast.org	
API	American Petroleum Institute www.api.org	(202) 682-8000
ARI	Air-Conditioning & Refrigeration Institute www.ari.org	(703) 524-8800
ARMA	Asphalt Roofing Manufacturers Association www.asphaltroofing.org	(202) 207-0917
ASCE	American Society of Civil Engineers www.asce.org	(800) 548-2723 (703) 295-6300
ASCE/SEI	American Society of Civil Engineers/Structural Engineering Institute (See ASCE)	
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers www.ashrae.org	(800) 527-4723 (404) 636-8400
ASME	ASME International (American Society of Mechanical Engineers International) www.asme.org	(800) 843-2763 (973) 882-1170
ASSE	American Society of Sanitary Engineering www.asse-plumbing.org	(440) 835-3040
ASTM	ASTM International (American Society for Testing and Materials International) www.astm.org	(610) 832-9500
ATIS	Alliance for Telecommunications Industry Solutions www.atis.org	(202) 628-6380
AWCMA	American Window Covering Manufacturers Association (Now WCMA)	
AWCI	Association of the Wall and Ceiling Industry www.awci.org	(703) 534-8300
AWI	Architectural Woodwork Institute www.awinet.org	(571) 323-3636
AWPA	American Wood Protection Association (Formerly: American Wood Preservers' Association) www.awpa.com	(205) 733-4077
AWS	American Welding Society	(800) 443-9353

	www.aws.org	(305) 443-9353
AWWA	American Water Works Association www.awwa.org	(800) 926-7337 (303) 794-7711
BHMA	Builders Hardware Manufacturers Association www.buildershardware.com	(212) 297-2122
BIA	Brick Industry Association (The) www.bia.org	(703) 620-0010
BICSI	BICSI, Inc. www.bicsi.org	(800) 242-7405 (813) 979-1991
BIFMA	BIFMA International (Business and Institutional Furniture Manufacturer's Association International) www.bifma.com	(616) 285-3963
BISSC	Baking Industry Sanitation Standards Committee www.bissc.org	(866) 342-4772
CCC	Carpet Cushion Council www.carpetcushion.org	(610) 527-3880
CDA	Copper Development Association www.copper.org	(800) 232-3282 (212) 251-7200
CEA	Canadian Electricity Association www.canelect.ca	(613) 230-9263
CEA	Consumer Electronics Association www.ce.org	(866) 858-1555 (703) 907-7600
CFFA	Chemical Fabrics & Film Association, Inc. www.chemicalfabricsandfilm.com	(216) 241-7333
CGA	Compressed Gas Association www.cganet.com	(703) 788-2700
CIMA	Cellulose Insulation Manufacturers Association www.cellulose.org	(888) 881-2462 (937) 222-2462
CISCA	Ceilings & Interior Systems Construction Association www.cisca.org	(630) 584-1919
CISPI	Cast Iron Soil Pipe Institute www.cispi.org	(423) 892-0137
CLFMI	Chain Link Fence Manufacturers Institute	(301) 596-2583

	www.chainlinkinfo.org	
CPA	Composite Panel Association www.pbmdf.com	(703) 724-1128
CRI	Carpet and Rug Institute (The) www.carpet-rug.com	(800) 882-8846 (706) 278-3176
CRRC	Cool Roof Rating Council www.coolroofs.org	(866) 465-2523 (510) 485-7175
CRSI	Concrete Reinforcing Steel Institute www.crsi.org	(847) 517-1200 (800) 328-6306
CRRC	Cool Roof Rating Council www.coolroofs.org	(866) 465-2523 (510) 485-7175
CSA	Canadian Standards Association www.csa.ca	(800) 463-6727 (416) 747-4000
CSA	CSA International (Formerly: IAS - International Approval Services) www.csa-international.org	(866) 797-4272 (416) 747-4000
CSI	Construction Specifications Institute (The) www.csinet.org	(800) 689-2900 (703) 684-0300
CSSB	Cedar Shake & Shingle Bureau www.cedarbureau.org	(604) 820-7700
CTI	Cooling Technology Institute (Formerly: Cooling Tower Institute) www.cti.org	(281) 583-4087
DHI	Door and Hardware Institute www.dhi.org	(703) 222-2010
ECA	Electrical Components Association www.ec-central.org	(703)907-8024
EIA	Electronic Industries Alliance www.eia.org	(703) 907-7500
EIMA	EIFS Industry Members Association www.eima.com	(800) 294-3462 (770) 968-7945
EJCDC	Engineers Joint Contract Documents Committee http://content.asce.org/ejcdc/	(703) 295-6000
EJMA	Expansion Joint Manufacturers Association, Inc.	(914) 332-0040

	www.ejma.org	
ESD	ESD Association (Electrostatic Discharge Association) www.esda.org	(315) 339-6937
ETL SEMCO	Intertek ETL SEMCO (Formerly: ITS - Intertek Testing Service NA) www.intertek-etlsemko.com	(800) 967-5352
FIBA	Federation Internationale de Basketball (The International Basketball Federation) www.fiba.com	41 22 545 00 00
FIVB	Federation Internationale de Volleyball (The International Volleyball Federation) www.fivb.ch	41 21 345 35 35
FM Approvals	FM Approvals LLC www.fmglobal.com	(781) 762-4300
FM Global	FM Global (Formerly: FMG - FM Global) www.fmglobal.com	(401) 275-3000
FRSA	Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc. www.floridaroof.com	(407) 671-3772
FSA	Fluid Sealing Association www.fluidsealing.com	(610) 971-4850
FSC	Forest Stewardship Council www.fsc.org	49 228 367 66 0
GA	Gypsum Association www.gypsum.org	(301) 277-8686
GANA	Glass Association of North America www.glasswebsite.com	(785) 271-0208
GRI	(Part of GSI)	
GS	Green Seal www.greenseal.org	(202) 872-6400
GSI	Geosynthetic Institute www.geosynthetic-institute.org	(610) 522-8440
HI	Hydronics Institute	(908) 464-8200

	www.gamanet.org	
HI/GAMA	Hydronics Institute/Gas Appliance Manufacturers Association Division of Air-Conditioning, Heating, and Refrigeration Institute (AHRI) www.ahrinet.org	(908) 464-8200
HMMA	Hollow Metal Manufacturers Association (Part of NAAMM)	
HPVA	Hardwood Plywood & Veneer Association www.hpva.org	(703) 435-2900
HPW	H. P. White Laboratory, Inc. www.hpwhite.com	(410) 838-6550
IAPSC	International Association of Professional Security Consultants www.iapsc.org	(515) 282-8192
ICBO	International Conference of Building Officials www.iccsafe.org	(888) 422-7233
ICEA	Insulated Cable Engineers Association, Inc. www.icea.net	(770) 830-0369
ICRI	International Concrete Repair Institute, Inc. www.icri.org	(847) 827-0830
ICPA	International Cast Polymer Association www.icpa-hq.org	(703) 525-0320
IEC	International Electrotechnical Commission www.iec.ch	41 22 919 02 11
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The) www.ieee.org	(212) 419-7900
IES	Illuminating Engineering Society of North America www.iesna.org	(703) 525-0320
IEST	Institute of Environmental Sciences and Technology www.iest.org	(847) 255-1561
IGMA	Insulating Glass Manufacturers Alliance www.igmaonline.org	(613) 233-1510
ILI	Indiana Limestone Institute of America, Inc. www.iliai.com	(812) 275-4426

ISA	Instrumentation, Systems, and Automation Society, The www.isa.org	(919) 549-8411
ISO	International Organization for Standardization www.iso.ch	41 22 749 01 11
ISSFA	International Solid Surface Fabricators Association www.issfa.net	(877) 464-7732 (801) 341-7360
ITS	Intertek Testing Service NA (Now ETL SEMCO)	
ITU	International Telecommunication Union www.itu.int/home	41 22 730 51 11
KCMA	Kitchen Cabinet Manufacturers Association www.kcma.org	(703) 264-1690
LGSEA	Light Gauge Steel Engineers Association www.arcat.com	(202) 263-4488
LMA	Laminating Materials Association (Now part of CPA)	
LPI	Lightning Protection Institute www.lightning.org	(800) 488-6864
MBMA	Metal Building Manufacturers Association www.mbma.com	(216) 241-7333
MCA	Metal Construction Association www.metalconstruction.org	(847) 375-4718
MFMA	Maple Flooring Manufacturers Association, Inc. www.maplefloor.org	(888) 480-9138
MFMA	Metal Framing Manufacturers Association, Inc. www.metalframingmfg.org	(312) 644-6610
MH	Material Handling (Now MHIA)	
MHIA	Material Handling Industry of America www.mhia.org	(800) 345-1815 (704) 676-1190
MIA	Marble Institute of America www.marble-institute.com	(440) 250-9222
MPI	Master Painters Institute www.paintinfo.com	(888) 674-8937 (604) 298-7578

MSS	Manufacturers Standardization Society of The Valve and Fittings Industry Inc. www.mss-hq.com	(703) 281-6613
NAAMM	National Association of Architectural Metal Manufacturers www.naamm.org	(630) 942-6591
NACE	NACE International (National Association of Corrosion Engineers International) www.nace.org	(800) 797-6223 (281) 228-6200
NADCA	National Air Duct Cleaners Association www.nadca.com	(202) 737-2926
NAGWS	National Association for Girls and Women in Sport www.aahperd.org/nagws/	(800) 213-7193, ext. 453
NAIMA	North American Insulation Manufacturers Association www.naima.org	(703) 684-0084
NBGQA	National Building Granite Quarries Association, Inc. www.nbgqa.com	(800) 557-2848
NCAA	National Collegiate Athletic Association (The) www.ncaa.org	(317) 917-6222
NCMA	National Concrete Masonry Association www.ncma.org	(703) 713-1900
NCTA	National Cable & Telecommunications Association www.ncta.com	(202) 222-2300
NEBB	National Environmental Balancing Bureau www.nebb.org	(301) 977-3698
NECA	National Electrical Contractors Association www.necanet.org	(301) 657-3110
NeLMA	Northeastern Lumber Manufacturers' Association www.nelma.org	(207) 829-6901
NEMA	National Electrical Manufacturers Association www.nema.org	(703) 841-3200
NETA	InterNational Electrical Testing Association www.netaworld.org	(888) 300-6382 (269) 488-6382
NFHS	National Federation of State High School Associations	(317) 972-6900

	www.nfhs.org	
NFPA	NFPA (National Fire Protection Association) www.nfpa.org	(800) 344-3555 (617) 770-3000
NFRC	National Fenestration Rating Council www.nfrc.org	(301) 589-1776
NGA	National Glass Association www.glass.org	(866) 342-5642 (703) 442-4890
NHLA	National Hardwood Lumber Association www.natlhardwood.org	(800) 933-0318 (901) 377-1818
NLGA	National Lumber Grades Authority www.nlga.org	(604) 524-2393
NOFMA	NOFMA: The Wood Flooring Manufacturers Association (Formerly: National Oak Flooring Manufacturers Association) www.nofma.org	(901) 526-5016
NOMMA	National Ornamental & Miscellaneous Metals Association www.nomma.org	(888) 516-8585
NRCA	National Roofing Contractors Association www.nrca.net	(800) 323-9545 (847) 299-9070
NRMCA	National Ready Mixed Concrete Association www.nrmca.org	(888) 846-7622 (301) 587-1400
NSF	NSF International (National Sanitation Foundation International) www.nsf.org	(800) 673-6275 (734) 769-8010
NSSGA	National Stone, Sand & Gravel Association www.nssga.org	(800) 342-1415 (703) 525-8788
NTMA	National Terrazzo & Mosaic Association, Inc. (The) www.ntma.com	(800) 323-9736 (540) 751-0930
NWFA	National Wood Flooring Association www.nwfa.org	(800) 422-4556 (636) 519-9663
PCI	Precast/Prestressed Concrete Institute www.pci.org	(312) 786-0300
PDI	Plumbing & Drainage Institute www.pdionline.org	(800) 589-8956 (978) 557-0720

PGI	PVC Geomembrane Institute http://pgi-tp.cee.uiuc.edu	(217) 333-3929
PTI	Post-Tensioning Institute www.post-tensioning.org	(248) 848-3180
RCSC	Research Council on Structural Connections www.boltcouncil.org	
RFCI	Resilient Floor Covering Institute www.rfci.com	(706) 882-3833
RIS	Redwood Inspection Service www.redwoodinspection.com	(925) 935-1499
SAE	SAE International www.sae.org	(877) 606-7323 (724) 776-4841
SCAQMD	South Coast Air Quality Management District www.aqmd.com	(909) 396-2000
SCTE	Society of Cable Telecommunications Engineers www.scte.org	(800) 542-5040 (610) 363-6888
SDI	Steel Deck Institute www.sdi.org	(847) 458-4647
SDI	Steel Door Institute www.steeldoor.org	(440) 899-0010
SEFA	Scientific Equipment and Furniture Association www.sefalabs.com	(877) 294-5424 (516) 294-5424
SEI/ASCE	Structural Engineering Institute/American Society of Civil Engineers (See ASCE)	
SIA	Security Industry Association www.siaonline.org	(866) 817-8888 (703) 683-2075
SJI	Steel Joist Institute www.steeljoist.org	(843) 626-1995
SMA	Screen Manufacturers Association www.smacentral.org	(561) 533-0991
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association www.smacna.org	(703) 803-2980

SMPTE	Society of Motion Picture and Television Engineers www.smpte.org	(914) 761-1100
SPFA	Spray Polyurethane Foam Alliance (Formerly: SPI/SPFD - The Society of the Plastics Industry, Inc.; Spray Polyurethane Foam Division) www.sprayfoam.org	(800) 523-6154
SPIB	Southern Pine Inspection Bureau (The) www.spib.org	(850) 434-2611
SPRI	Single Ply Roofing Industry www.spri.org	(781) 647-7026
SSINA	Specialty Steel Industry of North America www.ssina.com	(800) 982-0355 (202) 342-8630
SSPC	SSPC: The Society for Protective Coatings www.sspc.org	(877) 281-7772 (412) 281-2331
STI	Steel Tank Institute www.steeltank.com	(847) 438-8265
SWI	Steel Window Institute www.steelwindows.com	(216) 241-7333
SWPA	Submersible Wastewater Pump Association www.swpa.org	(847) 681-1868
TCA	Tilt-Up Concrete Association www.tilt-up.org	(319) 895-6911
TCNA	Tile Council of North America, Inc. www.tileusa.com	(864) 646-8453
TEMA	Tubular Exchanger Manufacturers Association www.tema.org	(914) 332-0040
TIA/EIA	Telecommunications Industry Association/Electronic Industries Alliance www.tiaonline.org	(703) 907-7700
TMS	The Masonry Society www.masonrysociety.org	(303) 939-9700
TPI	Truss Plate Institute, Inc. www.tpinst.org	(703) 683-1010
TPI	Turfgrass Producers International	(800) 405-8873

	www.turfgrasssod.org	(847) 649-5555
TRI	Tile Roofing Institute www.tileroofing.org	(312) 670-4177
UL	Underwriters Laboratories Inc. www.ul.com	(877) 854-3577 (847) 272-8800
UNI	Uni-Bell PVC Pipe Association www.uni-bell.org	(972) 243-3902
USAV	USA Volleyball www.usavolleyball.org	(888) 786-5539 (719) 228-6800
USGBC	U.S. Green Building Council www.usgbc.org	(800) 795-1747
USITT	United States Institute for Theatre Technology, Inc. www.usitt.org	(800) 938-7488 (315) 463-6463
WASTEC	Waste Equipment Technology Association www.wastec.org	(800) 424-2869 (202) 244-4700
WCLIB	West Coast Lumber Inspection Bureau www.wclib.org	(800) 283-1486 (503) 639-0651
WCMA	Window Covering Manufacturers Association www.wcmanet.org	(212) 297-2122
WDMA	Window & Door Manufacturers Association (Formerly: NWWDA - National Wood Window and Door Association) www.wdma.com	(800) 223-2301 (312) 321-6802
WI	Woodwork Institute (Formerly: WIC - Woodwork Institute of California) www.wicnet.org	(916) 372-9943
WMMPA	Wood Moulding & Millwork Producers Association www.wmmpa.com	(800) 550-7889 (530) 661-9591
WSRCA	Western States Roofing Contractors Association www.wsrca.com	(800) 725-0333 (650) 570-5441
WWPA	Western Wood Products Association www.wwpa.org	(503) 224-3930

C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names,

telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

DIN	Deutsches Institut fur Normung e.V. www.din.de	49 30 2601-0
IAPMO	International Association of Plumbing and Mechanical Officials www.iapmo.org	(909) 472-4100
ICC	International Code Council www.iccsafe.org	(888) 422-7233
ICC-ES	ICC Evaluation Service, Inc. www.icc-es.org	(800) 423-6587 (562) 699-0543

D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

COE	Army Corps of Engineers www.usace.army.mil	(202) 761-0011
CPSC	Consumer Product Safety Commission www.cpsc.gov	(800) 638-2772 (301) 504-7923
DOC	Department of Commerce www.commerce.gov	(202) 482-2000
DOD	Department of Defense http://dodssp.daps.dla.mil	(215) 697-6257
DOE	Department of Energy www.energy.gov	(202) 586-9220
EPA	Environmental Protection Agency www.epa.gov	(202) 272-0167
FAA	Federal Aviation Administration www.faa.gov	(866) 835-5322
FCC	Federal Communications Commission www.fcc.gov	(888) 225-5322
FDA	Food and Drug Administration www.fda.gov	(888) 463-6332
GSA	General Services Administration www.gsa.gov	(800) 488-3111

HUD	Department of Housing and Urban Development www.hud.gov	(202) 708-1112
LBL	Lawrence Berkeley National Laboratory www.lbl.gov	(510) 486-4000
NCHRP	National Cooperative Highway Research Program (See TRB)	
NIST	National Institute of Standards and Technology www.nist.gov	(301) 975-6478
OSHA	Occupational Safety & Health Administration www.osha.gov	(800) 321-6742 (202) 693-1999
PBS	Public Buildings Service (See GSA)	
PHS	Office of Public Health and Science http://www.hhs.gov/ophs/	(202) 690-7694
RUS	Rural Utilities Service (See USDA)	(202) 720-9540
SD	State Department www.state.gov	(202) 647-4000
TRB	Transportation Research Board http://gulliver.trb.org	(202) 334-2934
USDA	Department of Agriculture www.usda.gov	(202) 720-2791
USP	U.S. Pharmacopeia www.usp.org	(800) 227-8772
USPS	Postal Service www.usps.com	(202) 268-2000

E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADAAG	Americans with Disabilities Act (ADA)	(800) 872-2253
	Architectural Barriers Act (ABA)	(202) 272-0080
	Accessibility Guidelines for Buildings and Facilities	

	Available from U.S. Access Board www.access-board.gov	
CFR	Code of Federal Regulations	(866) 512-1800
	Available from Government Printing Office	(202) 512-1800
	www.gpoaccess.gov/cfr/index.html	
DOD	Department of Defense Military Specifications and Standards	(215) 697-2664
	Available from Department of Defense Single Stock Point http://dodssp.daps.dla.mil	
DSCC	Defense Supply Center Columbus (See FS)	
FED-STD	Federal Standard (See FS)	
FS	Federal Specification	(215) 697-2664
	Available from Department of Defense Single Stock Point http://dodssp.daps.dla.mil/	
	Available from Defense Standardization Program www.dsp.dla.mil	
	Available from General Services Administration	(202) 619-8925
	www.gsa.gov	
	Available from National Institute of Building Sciences	(202) 289-7800
	www.wbdg.org/ccb	
FTMS	Federal Test Method Standard (See FS)	
MIL	(See MILSPEC)	
MIL-STD	(See MILSPEC)	
MILSPEC	Military Specification and Standards	(215) 697-2664
	Available from Department of Defense Single Stock Point http://dodssp.daps.dla.mil	
UFAS	Uniform Federal Accessibility Standards	(800) 872-2253

	Available from Access Board	(202) 272-0080
	www.access-board.gov	

F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

MDOT	Maryland Department of Transportation
	Maryland Dept of Environment
VDOT	Virginia Department of Transportation
	Virginia Dept of Environment

G. Local Government Agencies:

DCDOT	District of Columbia Department of Transportation
DCRA	Department of Consumer and Regulatory Affairs
DCDOE	D.C. Department of the Environment

H. Local Utilities and Commissions:

DCWASA	D. C. Water and Sewer Authority http://dcwasa.com	(202)787-2000
PEPCO	Potomac Electric Power Company www.pepco.com	(202)833-7500
WG	Washington Gas Company www.washgas.com	1-800-752-7520

WGES	Washington Gas Energy Services www.wges.com	1-888-884-9437

PRODUCTS (Not Used)

PART 2 - EXECUTION (Not Used)

END OF SECTION 01 42 00

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes minimum requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection facilities. Nothing is this section is intended to limit type and amounts of temporary work required, and no omission from this section will be recognized as an indication that such temporary activity is not required for successful completion of the work and compliance with requirements of the Contract Documents.

B. Temporary utilities include, but are not limited to the following:

1. Sewers and drainage.
2. Water service and distribution.
3. Sanitary facilities, including toilets, wash facilities, and drinking-water facilities.
4. Heating and cooling facilities.
5. Ventilation.
6. Electric power service.
7. Lighting
8. Telephone service.

C. Support facilities include, but are not limited to the following:

1. Temporary roads and paving.
2. Dewatering facilities and drains.
3. Project identification and temporary signs.
4. Waste disposal facilities.
5. Field Offices
6. Storage and fabrication sheds
7. Lifts and hoists
8. Temporary elevator usages
9. Temporary stairs
10. Scaffolding.
11. Construction aids and miscellaneous services and facilities.

D. Security and protection facilities include, but are not limited to the following:

1. Environmental protection.
2. Stormwater control.
3. Tree and plant protection.
4. Pest control.
5. Site enclosure fence.
6. Security enclosure and lockup
7. Barricades, warning signs and lights
8. Covered walkways
9. Temporary enclosures
10. Temporary partitions
11. Fire protection
12. Personnel and public safety.

1.3 INFORMATIONAL SUBMITTALS

A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.

B. Erosion- and Sedimentation-Control Plan: Show compliance with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.

C. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.

D. Moisture-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage, including mold growth.

1. Describe delivery, handling, and storage provisions for materials subject to water absorption or water damage.
2. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water-damaged Work.
3. Indicate sequencing of work that requires water, such as sprayed fire-resistive materials, plastering, and terrazzo grinding, and describe plans for dealing with water from these operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.
4. Submit Mold Prevention and Maintenance Plan During Construction Phase. Submit certificate at "Substantial Completion" that project is free of mold.

E. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Identify further options if proposed measures are later determined to be inadequate. Include the following:

1. Locations of dust-control partitions at each phase of work.
2. HVAC system isolation schematic drawing.

3. Location of proposed air-filtration system discharge.
4. Waste handling procedures.
5. Other dust-control measures.

Delete item F below if not applicable to the Project

F. Temporary Utilities: Submit reports of tests, inspections, meter readings, and similar procedures performed on temporary utilities.

G. Site Utilization Plan: Within <**Insert Number of Days Here**> days from NTP, submit a site utilization plan indicating locations of construction fencing, temporary buildings, lay-down areas, vehicle circulation and construction entrances. Show temporary utility lines and connections. Show use of airspace over adjacent properties.

H. Project Identification and Temporary Signs: Show fabrication and installation details for project identification and temporary signs, including plans, elevations, details, layouts, typestyles, graphic elements and message content.

I. Scaffold Plan: List of areas and types of scaffolds for each area.

J. Fall Protection Plan: Lists of areas assigned fall protection devices and types of devices.

1.4 QUALITY ASSURANCE

A. Regulations: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction including, but not limited to, following:

1. Building code requirements.
2. Health and safety regulations.
3. Utility company regulations.
4. Police, fire department, and rescue squad rules.
5. Environmental protection regulations.
6. Regulations for air rights over adjacent properties.

B. Standards: At a minimum, comply with CFR 29, Part 1910 “Occupational Safety and Health Standards,” Part 1926 “Safety and Health Regulations for Construction,” and NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," ANSI A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA Electrical Design Library "Temporary Electrical Facilities."

1. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service in compliance with NFPA 70 "National Electric Code."
2. Scaffolding: Erect adequate scaffold as required to perform the work in accordance with the Safety Code of the D.C. Minimum wage and Industrial Safety Board requirements.

B. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

1.5 PROJECT CONDITIONS

A. Temporary Utilities: The Contractor is responsible for all costs, including usage costs, for utilities throughout the Contract until Substantial Completion by the District. The Contractor shall prepare schedule indicating dates for implementation and termination of each temporary utility. At earliest feasible time, when acceptable to District, change over from use of temporary service to use of permanent service.

B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in safe and efficient manner. Relocate temporary services and facilities as Work progresses. Do not overload facilities or permit them to interfere with progress. Take necessary fire-prevention measures. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist on-site.

1.6 DEFINITIONS

A. Permanent Enclosure: As determined by the District, permanent or temporary roofing is complete, insulated, and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

1.7 USE CHARGES

A. General: Cost or use charges for temporary facilities are not chargeable to District and shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to the following:

1. District’s construction forces
2. Occupants of building
3. Testing Agencies
4. Personnel of Authorities Having Jurisdiction

B. Sewer Service: Pay all costs associated with sewer service by all entities engaged in construction activities at the project site until Final Acceptance by the District.

C. Water Service: Pay all costs associated with water service, whether metered or otherwise, for water used by all entities engaged in construction activities at the project site until Final Acceptance by the District.

D. Electric Power Service: Pay all costs associated with electric service, whether metered or otherwise, for electricity used by all entities engaged in construction activities at the project site until Final Acceptance by the District.

1.8 SCAFFOLDING

A. Contractor shall erect adequate scaffolds as required to perform the work in accordance with OSHA requirements. COTR may have use of scaffold to inspect Work.

1. Do not erect scaffolds until required to be ready for use.
2. Contractor shall promptly remove the scaffolding upon acceptance of the Work.

B. Wherever possible, use swinging scaffolds for exterior Work. Where swinging scaffolds are not practicable, Contractor may be permitted to use other types of scaffolds provided that:

1. Contractor prepares a list of areas and gives the types of scaffold(s) recommended for use of each area.
2. The list shall be submitted not later than [**10**] [**15**] days after the Contract is awarded.

1.9 ENVIRONMENTAL PROCEDURES

A. Use care to prevent pollution of air, water, and soil, including but not limited to the following:

1. Comply with environmental protection regulations.
2. Do not dump contaminates in areas that will result in contamination.
3. In partially occupied facilities where Work is to be performed, provide dustproof partitions to isolate Contractor's work activities from building occupants and the public.
4. All access corridors requiring use by the Occupant shall be maintained in a clean condition and free of construction materials and debris.

B. Minimize discharge of effluent and rainwater runoff into sewers, including but not limited to the following actions:

1. Control sediment discharge into sewers; filter out construction debris, soil, and contaminants.
2. Comply with regulations and orders of public utilities regarding use of sewers.
3. Where disposal of effluent or rainwater by means of sewers is not lawful or is not possible, provide alternative methods of disposal.

C. Prevent erosion due to rainwater runoff.

D. Control windblown dust; prevent erosion to Site and nuisance to neighbors.

E. Prevent flooding of excavations, below-grade construction, and adjacent properties due to rainwater runoff or water table.

PART 2 - PRODUCTS

2.1 MATERIALS

A. General: Provide new materials. If acceptable to Contracting Officer's Technical Representative (COTR), Contractor may use undamaged, previously used materials in serviceable condition. Provide materials suitable for use intended.

B. Lumber: DOC PS 20 and applicable rules of lumber grading agencies certified by American Lumber Standards Committee Board of Review.

1. For job-built temporary offices, shops, and sheds within construction area, provide UL-labeled, fire-treated lumber for framing.

C. Plywood: DOC PS 1:

1. For job-built temporary offices, shops, and sheds within construction area, provide UL-labeled, fire-treated plywood for sheathing and siding.
2. For signs and directory boards, provide exterior-type, Grade B-B high-density concrete form overlay plywood of sizes and thicknesses required.
3. For safety barriers, and similar uses, provide minimum 5/8 inch thick exterior plywood.

D. Paint: Paint exposed surfaces. Do not paint prefinished items, concealed surfaces, finished metal surfaces, operating parts, and labels. Provide primers, undercoats, and finish coat materials that are compatible with one another and substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.

1. For job-built temporary offices, shops, sheds, fences, and other exposed lumber and plywood, provide exterior-grade acrylic-latex emulsion over exterior primer.
2. For sign panels and applying graphics, provide exterior-grade alkyd gloss enamel over exterior primer.
3. For interior walls of temporary offices, provide two coats interior latex-flat wall paint.

E. Tarpaulins: Provide waterproof, fire-resistant, UL-labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosures, provide translucent, nylon-reinforced, laminated polyethylene or polyvinyl chloride, fire-retardant tarpaulins.

F. Water: Provide potable water approved by local health authorities.

G. Chain-Link Fencing: Minimum 2-inch, 0.148-inch galvanized steel, chain-link fabric fencing; minimum 8 feet high with galvanized steel pipe posts and rails.

2.2 EQUIPMENT

A. General: Provide new equipment. If acceptable to COTR, Contractor may use undamaged, previously used equipment in serviceable condition. Provide equipment suitable for use intended.

B. Water Hoses: Provide 3/4-inch, heavy-duty, abrasion-resistant, flexible rubber hoses, with pressure rating greater than maximum pressure of water distribution system. Provide adjustable shutoff nozzles at hose discharge.

C. Electrical Outlets: Provide properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-Volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button, and pilot light for connection of power tools and equipment.

D. Electrical Power Cords: Provide grounded extension cords. Use hard-service cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.

E. Lamps and Light Fixtures: Provide general service fluorescent lamps of wattage required for adequate illumination. Provide guard cages or tempered-glass enclosures where exposed to breakage. Provide exterior fixtures where exposed to moisture.

F. Heating and Cooling Units: Provide temporary heating and cooling units that have been tested and labeled by UL, FM, or another recognized trade association related to type of fuel being consumed.

G. Temporary Offices: Provide prefabricated or mobile units or similar job-built construction with lockable entrances, operable windows, and serviceable finishes. Provide heated and air-conditioned units on foundations adequate for normal loading.

H. Temporary Toilet Units: Where self-contained units used, provide self-contained, single-occupant toilet units of chemical, aerated recirculation, or combustion type. Provide units properly vented and fully enclosed with glass-fiber-reinforced polyester shell or similar nonabsorbent material.

I. Fire Extinguishers: Provide hand-carried, portable, UL-rated, Class A fire extinguishers for temporary offices and similar spaces. In other locations, provide hand-carried, portable, UL-rated, Class ABC, dry-chemical extinguishers or combination of extinguishers of NFPA-recommended classes for exposures.

1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve Project adequately and result in minimum interference with performance of Work. Relocate and modify facilities as required.

B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

Delete Article 3.2 "Temporary Utility Installation" below if not applicable to the Project

3.2 TEMPORARY UTILITY INSTALLATION

A. General:

1. Arrange with utility company, District, and existing users, as appropriate for time when service can be interrupted, if necessary, to make connections for temporary services.
2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
3. Obtain easements to bring temporary utilities to site where District's easements cannot be used for that purpose.

B. Water Service: Provide water service and distribution piping of sizes and pressures adequate for construction until permanent water service is in use.

1. Provide potable water approved by local health authorities.
2. Sterilization: Sterilize temporary water piping prior to use.
3. Pumping: Where water pressure is inadequate, provide pumps to supply minimum of 30 psi static pressure at the highest point. Equip pumps with surge and storage tanks and automatic controls to supply water uniformly at reasonable pressures.
4. Engage appropriate local utility company to install temporary service or connect to utility company's source of supply as directed by servicing utility company. Where utility company provides only part of service, provide remainder with matching, compatible materials and equipment.
5. Comply with recommendations of utility company. Provide meter, pay connection charges, and pay charges for water used during construction period.

C. Temporary Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload-protected disconnects, automatic ground-fault interrupters, and main distribution switch gear.

1. Install electric power service underground, except where overhead service must be used.
2. Power Distribution System: Install wiring overhead and rise vertically where least exposed to damage. Where permitted, wiring circuits not exceeding 125 Volts, ac 20 Ampere rating, and lighting circuits may be nonmetallic sheathed cable where overhead and exposed for surveillance.
3. Engage appropriate local utility company to install temporary service or connect to utility company's source of supply as directed by servicing utility company. Where utility company

provides only part of service, provide remainder with matching, compatible materials and equipment.

4. Comply with recommendations of utility company. Provide meter, pay connection charges, and pay charges for electricity used during construction period.

D. Temporary Lighting: When overhead floor or roof deck has been installed, provide temporary lighting with local switching.

1. Install and operate temporary lighting that will fulfill security and protection requirements without operating entire system. Provide temporary lighting that meets or exceeds minimum foot-candles of intensity as required by OSHA 1925.56 and will provide adequate illumination for construction operations, traffic conditions, observations, and inspections.

E. Temporary Heat and Cooling: Provide temporary heat and cooling required by construction activities for curing or drying of completed installations or for protection of installed construction from adverse effects of low temperatures or high humidity. Select safe equipment that will not have harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize consumption of energy.

1. Provide temporary heat and cooling necessary for execution of Work. Install, maintain and operate temporary heating and cooling apparatus in manner to facilitate Work, so Work can continue and so finished Work will not be damaged.
2. Mold Prevention: Provide heating and ventilation as necessary to keep mold growth products dry during construction operations until Completion.

    a. Heat and ventilate as required to dissipate excessive humidity.
    b. Heat and ventilate as required to properly cure and dry materials.
    c. Heat and ventilate as required to dry wet areas and materials before installation of materials susceptible to moisture damage. Exception: Exterior skin of exterior enclosure assemblies. Use moisture meter to confirm that materials are sufficiently dry.

3. Provide temporary enclosures necessary for holding temporary heat and cooling for masonry and concrete work, and for thawing frozen ground.
4. Use of gasoline-burning space heaters, open flame, or salamander heating units is prohibited.

F. Use of Permanent System as Temporary Heat and Cooling:

1. After building is substantially enclosed, glazing or temporary closure of exterior openings completed, permanent or temporary doors on exterior openings and permanent heating system installed and capable of being adequately controlled, permanent heating and cooling system may be used to provide heat and cooling for building, if acceptable to the District.
2. In using permanent heating and cooling system, assume complete responsibility for proper operation and for damage which may occur to heating and cooling apparatus or any phase of Work except such wear and tear which would ordinarily result from normal usage.

3. At completion and before Work is accepted by District, clean air vents and coils, clean cleanable filters and replace replacement air filters.
4. Pay for gas and electricity used in connection with operation of permanent system to date of completion of Work.
5. If permanent heating and cooling system is used during construction, remain responsible for full mechanical warranty from date of Notice of Acceptance of total Project by District.

G. Sanitary facilities include temporary toilets and wash facilities. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities. Install where facilities will best serve Project's needs.

1. Provide toilet tissue, paper towels, and similar disposable materials for each facility. Provide covered waste containers for used material.
2. Shield toilets to ensure privacy. Use of pit-type privies not allowed.

    a. Provide separate facilities for male and female personnel.

3. Install wash facilities supplied with potable water at convenient locations for personnel involved in handling materials that require wash-up for healthy and sanitary condition. Dispose of drainage properly. Supply cleaning compounds appropriate for each condition.

    a. Provide safety showers, eyewash fountains, and similar facilities for convenience, safety, and sanitation of personnel when required by authorities or recommended for health and safety reasons.

H. Drinking Water: Provide drinking-water fountains or containerized, tap-dispenser, bottled-water drinking-water units, including paper supply.

1. Where power is accessible, provide electric water coolers to maintain dispensed water temperature at 45 to 55 deg F.

I. Sewers and Drainage: If sewers are not available or cannot be used, provide drainage ditches, dry wells, stabilization ponds, and similar facilities. If neither sewers nor drainage facilities can be lawfully used for discharge of effluent, provide containers to remove and dispose of effluent off-site in lawful manner.

1. Filter out excessive amounts of soil, construction debris, chemicals, oils, and similar contaminants that might clog sewers or pollute waterways before discharge.
2. Connect temporary sewers to municipal system, as directed by sewer department officials.
3. Maintain temporary sewers and drainage facilities in clean, sanitary condition. Following heavy use, restore normal conditions promptly.

J. Janitorial Services: Provide outside janitorial services on weekly basis for temporary offices, first aid stations, toilets, wash facilities, and similar areas.

Delete Article 3.3 "Support Facilities Installation" below if not applicable to the Project.

3.3 SUPPORT FACILITIES INSTALLATION

A. Locate field offices, storage sheds, and other temporary construction and support facilities for easy access.

1. Maintain support facilities until near Completion. Remove prior to Completion.

B. Where acceptable to COTR provide incombustible construction for offices, shops, and sheds located within construction area or within 30 feet of building lines. Comply with requirements of NFPA 241.

C. Contractor's Field Offices: Provide and maintain temporary field office for Contractor's personnel and representatives. Field offices shall be provided through project completion.

D. District's Field Offices: Provide and maintain temporary field office for District personnel.

1. Office: Provide insulated, weather-tight office trailer, with lighting, electrical outlets, heating, cooling, and ventilating equipment of sufficient size to accommodate required office personnel at Project Site.
2. Size of office shall be the equivalent of (1) double wide (approximately 24-feet by 60-feet) portable trailer.
3. The layout shall include: minimum of (3) standard sized lockable offices, (1) bathroom, security screens on windows, bar on doors.
4. Work shall include all temporary utilities to trailer including 4 telephone/data lines.
5. Office shall be provided no later than (1) month after NTP until Final Acceptance of the project. Keep office clean and orderly. Contractor may also provide Class B or better office space of equivalent size and scope in a local building within 3 blocks of the project site. Final layout and location of office trailers / office space shall be approved by the COTR.

E. Storage and Fabrication Sheds: Install storage and fabrication sheds sized, furnished, and equipped to accommodate materials and equipment involved, including temporary utility service. Sheds may be open shelters or fully enclosed spaces within building or elsewhere on-site.

3.4 TEMPORARY CONTROLS AND EQUIPMENT

A. Dewatering Facilities and Drains: For temporary drainage and dewatering facilities and operations not directly associated with construction activities included under individual Sections. Where feasible, utilize same facilities. Maintain the site, excavations, and construction free of water.

B. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities.

1. Where heat or cooling is needed and permanent building enclosure is not complete, provide temporary enclosures where there is no other provision for containment of heat or cooling. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
2. Mold Prevention: Provide temporary weathertight exterior enclosures as required to keep dry during construction operations.
3. Install tarpaulins securely, with fire-retardant treated wood framing and other materials. Close openings of 25 square feet or less with plywood or similar materials.
4. Close openings through floor or roof decks and horizontal surfaces with load-bearing, wood-framed construction.

C. Temporary Lifts and Hoists: Provide facilities for hoisting materials and employees. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

D. Temporary Elevator Use: Do not use elevators for construction purposes unless cars are provided with temporary enclosures, either within finished cars or in place of finished cars, to protect finishes from damage.

1. Provide full maintenance service by skilled, competent employees of elevator Installer for elevators used for construction purposes. Include preventive maintenance, repair or replacement of worn or defective components, lubrication, cleaning, and adjusting as required for proper elevator operation at rated speed and capacity. Use parts and supplies as used in manufacture and installation of original equipment.
2. Provide protective coverings, barriers, devices, signs, or other procedures to protect elevators. If, despite such protection, elevators become damaged, engage elevator installer to restore damaged work so that no evidence remains of correction work. Return items that cannot be refinished in field to shop, make required repairs and refinish entire unit, or provide new units as required.
3. If elevator is used during construction, remain responsible for full warranty from date of Notice of Acceptance of total project by District.

E. Provide final protection and maintain conditions, in manner acceptable to elevator manufacturer, that ensure elevators are without damage or deterioration at time of Completion.

F. Project Identification and Temporary Signs: Prepare project identification and other signs. Install signs to inform public and persons seeking entrance to Project. Support on posts or framing of preservative-treated wood or steel. Do not permit installation of unauthorized signs, and signs not approved by District of Columbia.

1. Project Identification Signs: Engage experienced sign painter to apply graphics.

   a. Details: As indicated, or if not indicated, as directed by COTR.

2. Temporary Signs: Prepare signs to provide directional information to construction personnel and visitors.
3. Size: As indicated, or if not indicated, as directed by COTR.

4. Location: As indicated, or if not indicated, as directed by COTR.

G. Temporary Exterior Lighting: Install exterior yard and sign lights so signs are visible when Work is being performed.

3.5 SITE CLEANING

A. Cleaning During Construction: Execute periodic cleaning to keep building, site, and adjacent properties free of accumulations of waste materials, debris, rubbish, and wind blown debris resulting from construction operations.

1. Broom clean and vacuum interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
2. Schedule cleaning operations so that dust and other contaminants will not fall on or adhere to wet or newly-coated surfaces.
3. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing space.

B. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material lawfully.

1. Comply with Section 01 74 19 "Construction Waste Management and Disposal."

3.6 MOLD PREVENTION

A. Presence of Mold: If mold is discovered during construction operations before completion, retain qualified independent Environmental Consultant to determine type of mold and recommend remediation procedures.

1. Submit qualifications of Environmental Consultant to COTR for approval by District.
2. Only retain Environmental Consultant approved by District.
3. Contractor: Pay for services of Environmental Consultant.

B. Removal of Mold: Remove sources of mold and mold as recommended by Environmental Consultant.

1. Take measures to eliminate sources of moisture before replacement of materials and removal of mold.
2. Remove materials with evidence of mold as recommended by Environmental Consultant.
3. Superficial cleaning of mold not allowed.
4. Obtain documented approval, from Environmental Consultant at conclusion of mold remediation. Submit documented approval to COTR in accordance with Section 01 77 00 “Closeout Procedures”.

3.7 PEST MANAGEMENT

A. Rodent and Pest Control: Before foundation work has been completed, retain local exterminator or pest control company to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests. Employ this service to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Completion. Perform control operations lawfully, using environmentally safe materials.

B. Contractor shall provide pest control throughout all construction phases.

C. Provide pest control final inspection field report, showing project is free of pests, prior to Completion.

3.8 PROTECTION OF INSTALLED EQUIPMENT AND FINISHES

A. Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate. Cover finished, permanent stairs with protective covering of plywood or similar material so finishes will be undamaged at time of acceptance.

B. Protect installed Work in manner to prevent damage from subsequent construction operations.

1. Provide special protection where specified in individual Specification sections.
2. Provide temporary and removable materials for protection of installed products. Control activity in immediate work area to minimize damage.
3. Ensure materials, systems, and components will be without damage or deterioration at time of Final Completion.
4. Protect finished Work from damage, defacements, stains, scratches, and wear.
5. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
6. Protect finished floors, stairs, and other surfaces from traffic dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
7. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
8. Prohibit traffic from lawn and landscaped areas.

3.9 SECURITY AND PROTECTION FACILITIES INSTALLATION

A. Except for use of permanent fire protection as soon as available, do not change over from use of temporary security and protection facilities to permanent facilities until Completion as requested by COTR.

B. Temporary Fire Protection: Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10 "Standard for Portable Fire Extinguishers" and NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations."

1. Locate fire extinguishers where convenient and effective for their intended purpose, but not less than 1 extinguisher on each floor at or near each usable stairwell.
2. Store combustible materials in containers in fire-safe locations.
3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways, and other access routes for fighting fires. Prohibit smoking in hazardous fire-exposure areas.
4. Provide supervision of welding operations, combustion-type temporary heating units, and similar sources of fire ignition.
5. Provide temporary standpipes for fire protection.

C. Barricades, Warning Signs, and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and public of hazard being protected against. Where appropriate and needed, provide lighting, including flashing red or amber lights.

D. Enclosure Fence: Maintain existing enclosure fence with lockable entrance gates. Maintain in manner that will prevent people, dogs, and other animals from easily entering site, except by entrance gates. Remove fence at completion of Work.

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

1. Storage: Where materials and equipment must be stored, and are of value or attractive for theft, provide secure lockup. Enforce discipline in connection with installation and release of material to minimize opportunity for theft and vandalism.

F. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations, and minimize possibility that air, waterways, and subsoil might be contaminated or polluted or that other undesirable effects might result. Avoid use of tools and equipment that produce harmful noise. Restrict use of noise-making tools and equipment to hours that will minimize complaints from persons or firms near site.

G. Dust Control/Street Cleaning: Provide appropriate dust control/street cleaning operations for paved and unpaved areas utilized during construction operations to satisfaction of District. Dust Control: Wetting or other approved methods. Obtain approval by District for street cleaning method.

H. Storm Water Control: Provide earthen embankments and similar barriers in and around excavations and subgrade construction, sufficient to prevent flooding by runoff of storm water from heavy rains.

I. Site Security: Security of the site is solely the responsibility of the General Contractor until Final Acceptance by the District.

J. Site-parked mobile equipment and operable machinery, and parts of new construction subject to mischief, shall be kept locked or otherwise made inoperable whenever left unattended.

3.10 OPERATION, TERMINATION, AND REMOVAL

A. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.

B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.

1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
2. Protection: Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.

C. Termination and Removal: Unless directed by COTR, remove each temporary facility when need has ended, when replaced by authorized use of permanent facility, or no later than Substantial Completion. Complete orrestore permanent construction that has been delayed due to interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.

1. Materials and facilities that constitute temporary facilities are Contractor's property. District reserves right to take possession of project identification signs.
2. Prior to Substantial Completion, clean and renovate permanent facilities used during construction period including, but not limited to:

a. Replace air filters and clean inside of ductwork and housings.
b. Replace significantly worn parts and parts subject to unusual operating conditions.
c. Replace lamps burned out or noticeably dimmed by hours of use.

END OF SECTION 01 50 00

SECTION 01 60 00 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes the following administrative and procedural requirements: selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.

B. Related Sections include the following:

1. Section 01 33 00 "Submittal Procedures."

1.3 DEFINITIONS

A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.

1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
2. New Products: Items that have not previously been incorporated into another project or facility, except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.

B. Substitutions: Section 01 33 00 "Submittal Procedures."

C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.

D. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to District.

E. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for District.

1.4 SUBMITTALS

A. Product List: Submit a list, in tabular from, showing specified products. Include generic names of products required. Include manufacturer's name and proprietary product names for each product.

1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
2. Form: Tabulate information for each product under the following column headings:

a. Delete and add headings below to suit Project. See Evaluations.
b. Specification Section number and title.
c. Generic name used in the Contract Documents.
d. Proprietary name, model number, and similar designations.
e. Manufacturer's name and address.
f. Supplier's name and address.
g. Installer's name and address.
h. Projected delivery date or time span of delivery period.
i. Identification of items that require early submittal approval for scheduled delivery date.

3. Initial Submittal: Within 30 days after date of commencement of the Work, submit 3 copies of initial product list. Include a written explanation for omissions of data and for variations from Contract requirements.

a. Revise subparagraph below to suit Project.
b. At Contractor's option, initial submittal may be limited to product selections and designations that must be established early in Contract period.

4. Completed List: Within <**Insert Number of Days**> days after date of commencement of the Work, submit three (3) copies of completed product list. Include a written explanation for omissions of data and for variations from Contract requirements.

5. COTR's Action: COTR will respond in writing to Contractor within 15 days of receipt of completed product list. COTR's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. COTR's response, or lack of response, does not constitute a waiver of requirement that products comply with the Contract Documents.

B. Substitution Requests: Refer to Division 01 Section 01 33 00 "Submittal Procedures."

1.5 QUALITY ASSURANCE

A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.

B. COTR's Approval: Wherever the terms "or equal", or "or approved equal", or "or approved", are used in specifying products or naming manufacturers in the various specification sections, the COTR is the sole judge of equality and acceptability of products and manufacturers submitted as equals to the specified products and manufacturers.

C. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products which will be exposed to view in occupied spaces or on the exterior.

1. Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate on an easily accessible surface which is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data:

a. Name of product and manufacturer.
b. Model and serial number.
c. Capacity.
d. Speed.
e. Ratings.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.

1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
5. Store products to allow for inspection and measurement of quantity or counting of units.
6. Store materials in a manner that will not endanger Project structure.
7. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
8. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
9. Protect stored products from damage.

B. Storage: Provide a secure location and enclosure at Project site for storage of materials and equipment by District's construction forces. Coordinate location with District.

C. District reserves the right to protect stored materials to prevent damage and deterioration if the Contractor fails to protect the materials in a proper manner. The costs incurred by the District shall be paid by the Contractor.

1.7 PRODUCT WARRANTIES

A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.

1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
2. Specified Form: Forms are included with the Specifications. Prepare a written document using appropriate form properly executed.
3. Refer to Divisions <**Insert First Division Number Here**> through <**Insert Last Division Number Here**> Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Division 1 Section 01 77 00 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT OPTIONS

A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged, and unless otherwise indicated, that are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. District reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," COTR will make selection.
5. Where products are accompanied by the term "match sample," sample to be matched is COTR's.

6. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
7. Or Equal: Where products are specified by name and accompanied by the term "or equal" or "or approved equal" or "or approved," comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures: Procedures for product selection include the following:

1. Product: Where Specification paragraphs or subparagraphs titled "Product" name a single product and manufacturer, provide the product named.

    a. Substitutions may be considered, unless otherwise indicated.

2. Manufacturer/Source: Where Specification paragraphs or subparagraphs titled "Manufacturer" or "Source" name single manufacturers or sources, provide a product by the manufacturer or from the source named that complies with requirements.

    a. Substitutions may be considered, unless otherwise indicated.

3. Products: Where Specification paragraphs or subparagraphs titled "Products" introduce a list of names of both products and manufacturers, provide one of the products listed that complies with requirements.

    a. Substitutions may be considered, unless otherwise indicated.

4. Manufacturers: Where Specification paragraphs or subparagraphs titled "Manufacturers" introduce a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.

    a. Substitutions may be considered, unless otherwise indicated.

5. Available Products: Where Specification paragraphs or subparagraphs titled "Available Products" introduce a list of names of both products and manufacturers, provide one of the products listed or another product that complies with requirements. Comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.

6. Available Manufacturers: Where Specification paragraphs or subparagraphs titled "Available Manufacturers" introduce a list of manufacturers' names, provide a product by one of the manufacturers listed or another manufacturer that complies with requirements. Comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.

7. Product Options: Where Specification paragraphs titled "Product Options" indicate that size, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide either the specific product or system indicated or a comparable

product or system by another manufacturer. Comply with provisions in "Product Substitutions" Article.

8. Basis-of-Design Products: Where Specification paragraphs or subparagraphs titled "Basis-of-Design Product" are included and also introduce or refer to a list of manufacturers' names, provide either the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.

    a. Substitutions will not be considered, unless otherwise indicated.

9. Visual Matching Specification: Where Specifications require matching an established Sample, select a product (and manufacturer) that complies with requirements and matches COTR's sample. COTR's decision will be final on whether a proposed product matches satisfactorily.

    a. If no product available within specified category matches satisfactorily and complies with other specified requirements, comply with provisions of the Contract Documents on "substitutions" for selection of a matching product.

10. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product (and manufacturer) that complies with other specified requirements.

    a. Standard Range: Where Specifications include the phrase "standard range of colors, patterns, textures" or similar phrase, COTR will select color, pattern, or texture from manufacturer's product line that does not include premium items.
    b. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, COTR will select color, pattern, or texture from manufacturer's product line that includes both standard and premium items.

2.2 PRODUCT SUBSTITUTIONS

A. General: Refer to Section 01 33 00 "Submittal Procedures."

2.3 COMPARABLE PRODUCTS

A. Where products or manufacturers are specified by name, submit the following, in addition to other required submittals, to obtain approval of an unnamed product:

1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.

3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
5. Samples, if requested.

2.4 PAINT PRODUCTS

A. Environmentally Preferable Products Goals

1. The District is seeking contractors to provide environmentally preferable and effective paint products that support the District's environmentally preferable purchasing (EPP) contracting initiative.
2. Environmentally preferable products are products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison considers the life cycle of the product from raw material acquisition, production, manufacturing, packaging, distribution, re-use, operation, maintenance and disposal.

B. The requirements and restrictions contained in this clause shall apply to all architectural and anti-corrosive paints used during the course of this contract.

C. Due to the documented health risks associated with high Volatile Organic Compound (VOCs) levels, the Contractor shall use only paint and paint products that do not exceed the maximum allowable VOC content in the table below for each type of paint:

Product Type	**Type of Paint**	**VOCs (grams/liter)**	**VOCs (pounds/gallon)**
Category I	Interior		
	Architectural		
	a. Flat	50 g/l	0.42 lb/gal
	b. Non-Flat	150 g/l	1.25 lb/gal
Category II	Exterior		
	Architectural		
	a. Flat	100 g/l	0.83 lb/gal
	b. Non-Flat	200 g/l	1.66 lb/gal
Category III	Anticorrosive		
	a. Flat	250 g/l	2.1 lb/gal
	b. Semi-Gloss	250 g/l	2.1 lb/gal
	c. Gloss	250 g/l	2.1 lb/gal

D. Prohibited Paint Components: Paints often contain inorganic and organo-metallic components used as preservatives, additives and pigments. The following is a list of organic compounds and components prohibited under this contract:

Trichloroethane	Formaldehyde
Dichlorobenzene	Hexavalent chromium
Acrolein	Isophorone
Acrylonitrile	Lead
Antimony	Mercury
Benzene	Methylene chloride
Butyl benzyl phthalate	Methyl ethyl ketone
Cadmium	Mehtyl isobutyl ketone
Di (2-ethylhexyl) phthalate	Naphthalene
Dimethyl phthalate	Toluene (Methylbenzene)
Di-n-butyl phthalate	Vinyl Chloride
Ethylbenzene	

E. Packaging: Paint cans and their components shall not be fabricated with lead.

F. Product Safety: Contractor shall be responsible for:

1. Any damage to personnel, buildings, furniture or equipment directly traceable to their use of prohibited paint**.**
2. Evacuating and warning individuals that might be affected by any spills or leakages directly traceable to their use of prohibited paint**.**
3. Any spills or leaks that occur during the use or transportation of their products**.**
4. Paying the clean up cost for any spills or leaks that occur while they are unloading, transporting or otherwise using their products.

2.5 SOLVENT PRODUCTS

A. Environmentally Preferable Products Goals

1. The District is seeking contractors to provide environmentally preferable and effective solvent products that support the District's environmentally preferable purchasing (EPP) contracting initiative.
2. Environmentally preferable products are products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.
3. This comparison considers the life cycle of the product from raw material acquisition, production, manufacturing, packaging, distribution, re-use, operation, maintenance and disposal.

B. Environmentally Preferable Solvent Products

1. Solvents are fluids or a mixture of fluids capable of dissolving substances to produce compositions for industrial value.

2. Solvent products subject to the requirements of this clause include, but are not limited to, the following classes:

    a. Alcohols are solvents that dissolve substances such as shellacs, vinyls, acrylics, epoxies and silicones.
    b. Aliphatic hydrocarbons are solvents often found in coatings and insecticides. Commonly used as degreasers and solvents for acrylics and epoxies. Common aliphatics include mineral spirits, paint thinner, petroleum distillates, VM&P Naphtha, kerosene, gasoline and heptane (all of which are extremely flammable).
    c. Aromatic hydrocarbons are substances used in printing, fiberglass-reinforced products, glues and veneers. Common aromatics include toluene (toluol), xylene (xylol), coal-tar naphtha, styrene and benzene.
    d. Chlorinated hydrocarbons are commonly used degreasers, dry cleaning agents, rubber solvents and paint strippers found in coatings, resins and tars. Common chemicals in this class include perchloroethylene, methylene chloride, carbon tetrachloride, methyl chloroform and trichloroethylene.
    e. Glycols, which are water-soluble solvents used as lubricants, are found in cosmetics, coatings, resins and dyes. Glycol ethers include butyl cellusolve (2-butoxyethanol), cellusolve (2- ethoxyethanol), methyl cellusolve (2-methoxyethanol), and cellusolve acetate (2-ethoxyethyl acetate). Most common glycol ethers are combustible.
    f. Esters have differing chemical properties depending on their use including methyl formate, ethyl acetate, isopropyl acetate, methyl acetate, secamylacetate, and isoamyl acetate (banana oil).
    g. Ethers are ingredients in dyes, resins, waxes, cellulose nitrate and fuels, including ethyl ether, tetrahydrofuran, dioxane and isopropyl ether.
    h. Ketones are solvents for dyes, resin and waxes that are used to manufacture plastics, synthetic fibers, explosives, cosmetics and medicines. Some examples of ketones include acetone, methyl ethyl ketone, cyclohexanon and isophorone.
    i. Other types of solvents include freon, turpentine, dimethylformamide and carbon disulfide.

C. Solvent Environmental Requirements - The Contractor shall avoid the following hazards when using solvent products during the performance of this contract:

1. Health Hazards:

    a. Bodily Contact: Contractor shall not use solvent products that irritate or harm the skin, eyes, nose and throat from direct contact with the solvents;
    b. Inhalation: Contractor shall not use solvent products that when inhaled causes headaches, nausea, vomiting and dizziness from contact with the solvents; and,
    c. Ingestion: Contractor shall not use solvent products that if ingested or exposed to for a period of time cause damage to the brain, liver, kidney, respiratory system and nervous systems.

2. Physical Hazards:

    a. Flammable materials are substances that will easily ignite, burn and serve as fuel for a fire. The flash point is the lowest temperature at which a liquid gives off

enough vapors which, when mixed with air, can be easily ignited by a spark. The lower the flash point, the greater the risk of fire or explosion.

b. Contractor shall not use solvent products that are a potential fire hazard or have a low flash point. A solvent is flammable and a serious fire hazard if its flash point is below 37.8C (100F).

D. Prohibited Solvents: The following solvent products are recognized by the National Institute for Occupational Safety and Health (NIOSH) as carcinogens, ozone-depleting solvents or as reproductive hazards in the workplace and shall not be used:

Benzene	Carbon tetrachloride
Trichloroethylene	1,1,2,2-tetrachloroethane
2-methoxyethanol	2-ethoxyethanol
Methyl chloride	Trichlorotrifluoroethane
Chlorinated Fluorocarbon Compounds	

E. Packaging Reduced/Recyclable: If possible, Contractor shall use products that are in reusable, refillable, or recyclable containers or are otherwise made from recycled content products.

1. No products shall be delivered in aerosol cans.
2. All products must be available in non-aerosol containers such as ready-to-use pump action sprays, air-charged refillable containers, or spray bottles.

F. Product Safety: Contractor shall be responsible for:

1. Any damage to personnel, buildings, furniture or equipment directly traceable to their use or transportation of prohibited products.
2. Any spills or leaks that occur during the use or transportation of their products.
3. Evacuating and warning individuals that might be affected by any spills or leaks that occur when their products are being used or transported.
4. Paying the clean up cost for any spills or leaks that occur while they are using or transporting their products.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 60 00

SECTION 01 73 00 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:

1. Land survey work.
2. Civil-engineering services.
3. General installation of the Work.
4. Cutting and patching.
5. Progress cleaning.
6. Site Documentation Requirements.
7. Starting and adjusting.
8. Protection of installed construction.
9. Correction of the Work.

B. Related Sections include the following:

1. Section 01 33 00 "Submittal Procedures" for final survey submittal requirements.
2. Section 01 31 00 "Project Management and Coordination" for procedures for coordinating field engineering with other construction activities.
3. Section 01 78 39 "Project Record Documents" for submittal requirements of work and record survey data.

1.3 INFORMATIONAL SUBMITTALS

A. Qualification Data: For land surveyor or professional engineer to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

B. Certificates: Submit certificate signed by land surveyor or professional engineer certifying that location and elevation of improvements comply with requirements.

C. Cutting and Patching Plan: Submit plan describing procedures at least [**10**] <**Insert number**> days prior to the time cutting and patching will be performed. Include the following information:

1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
3. Products: List products to be used for patching and firms or entities that will perform patching work.
4. Dates: Indicate when cutting and patching will be performed.
5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.

    a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.

D. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

Include the following two items only if applicable to the project.

E. Certified Surveys: Submit two copies signed by land surveyor or professional engineer.

F. Final Property Survey: Submit six copies of final property survey.

1. Except as otherwise indicated, comply with submittal requirements for Shop Drawings in Division 01 Section "Submittal Procedures."

1.4 QUALITY ASSURANCE

Revise below if necessary to comply with local requirements. See Evaluations.

A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.

B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. Structural Elements: When cutting and patching structural elements, notify COTR of locations and details of cutting and await directions from COTR before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection

    a. <**Insert list of structural elements**>.

2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.[**Operational elements include the following:**]

a. Primary operational systems and equipment.
b. Fire separation assemblies.
c. Air or smoke barriers.
d. Fire-suppression systems.
e. Mechanical systems piping and ducts.
f. Control systems.
g. Communication systems.
h. Fire-detection and -alarm systems.
i. Conveying systems.
j. Electrical wiring systems.
k. Operating systems of special construction.
l. <**Insert operating system**>.

3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.[**Other construction elements include but are not limited to the following:**]

a. Water, moisture, or vapor barriers.
b. Membranes and flashings.
c. Exterior curtain-wall construction.
d. Sprayed fire-resistive material.
e. Equipment supports.
f. Piping, ductwork, vessels, and equipment.
g. Noise- and vibration-control elements and systems.
h. <**Insert miscellaneous element**>.

4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in COTR's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

C. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

D. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated.

1.5 SITE DOCUMENTATION REQUIREMENTS

A. Contractor shall maintain one current, updated copy of the following documents:

1. Issued for Construction Drawings, including separate 3-ring binder for supplemental details.
2. Specifications.

3. Written interpretations and supplemental instructions.
4. Addenda or Amendments to Contract Documents.
5. Reviewed, approved shop drawings, samples, and product data.
6. Certifications.
7. Field Test Records.
8. Permits for Construction.
9. Correspondence Files.
10. Full set of updated Record Drawings (As-Built Drawings) and Record Specifications.

B. Document Keeping Requirements: Maintain required documents as follows:

1. Contractor shall store documents in field office apart from documents used for field construction.
2. Contractor shall provide files and racks for document storage.
3. Contractor shall file documents in format in accordance with Division numbering indicated in Specifications Table of Contents.
4. Contractor shall maintain documents in clean, dry legible conditions.
5. Contractor shall not use the documents in the field.
6. Contractor shall provide access to documents at all times for inspection by COTR.

C. Contractor shall keep Record Documents current. Make documents available for inspection at all times and as part of monthly progress/payment meeting.

D. Contractor shall not permanently conceal Work until specified information has been recorded.

E. Legibly mark reproducible drawings to record manufacturer, trade name, catalog number, and supplier for each product and item of equipment actually installed.

F. Comply with Section 01 78 39 "Project Record Documents" for recording, format, and delivery of Record Documents at end of Construction.

PART 2 - PRODUCTS

2.1 MATERIALS

A. General: Comply with requirements specified in other Sections.

1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with requirements in Section 01 81 13 "Sustainable Design Requirements."

B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to COTR for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Identification: Contracting Officer's Technical Representative (COTR) will identify existing control points and property line corner stakes.

B. Verify layout information indicated, in relation to property survey and existing benchmarks, before proceeding to lay out Work. Locate and protect existing benchmarks and control points. Preserve permanent reference points during construction.

1. Do not change or relocate benchmarks or control points without prior written approval of COTR. Promptly report lost or destroyed reference points or requirements to relocate reference points because of necessary changes in grades or locations.
2. Promptly replace lost or destroyed Project control points. Base replacements on original survey control points.

C. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities,[**mechanical and electrical systems,**] and other construction affecting the Work.

1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.
2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

D. Existing Utilities and Equipment: Existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify existence and location of underground utilities and other construction.

1. Prior to construction, verify location and invert elevation at points of connection as indicated on Drawings.

E. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:

   a. Description of the Work.
   b. List of detrimental conditions, including substrates.
   c. List of unacceptable installation tolerances.
   d. Recommended corrections.

2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.

F. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Existing Utility Information: Furnish information to District that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by District or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:

1. Notify District not less than two days in advance of proposed utility interruptions.
2. Do not proceed with utility interruptions without District's written permission.

C. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

D. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

E. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to COTR. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.3 PERFORMANCE

A. Work from lines and levels established by property survey. Establish benchmarks and markers to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project. Calculate and measure required dimensions within indicated or recognized tolerances. Do not scale Drawings to determine dimensions.

1. Advise entities engaged in construction activities of marked lines and levels provided for their use.
2. As construction proceeds, check major elements for line, level, and plumb.

B. Surveyor's Log: Maintain surveyor's log of control and other survey work. Make log available for reference.

1. Record deviations from required lines and levels, and advise COTR when deviations that exceed indicated or recognized tolerances are detected. On Project Record Drawings, record deviations that are accepted and not corrected.
2. On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare survey , certified as required for final property survey, showing dimensions, locations, angles, and elevations of construction and sitework.

C. Site Improvements: Locate and lay out site improvements, including pavements, stakes for grading, fill and topsoil placement, utility slopes, and invert elevations.

D. Building Lines and Levels: Locate and lay out batter boards for structures, building foundations, column grids and locations, floor levels, and control lines and levels required for mechanical and electrical work.

E. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.

F. Final Property Survey: Prepare final property survey showing significant features (real property) for Project. Include on survey certification, signed by surveyor, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on survey.

1. Recording: At Completion, have final property survey recorded by or with local governing authorities as official "property survey."

3.4 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

1. Make vertical work plumb and make horizontal work level.
2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
4. Maintain minimum headroom clearance of 8 feet in spaces without a suspended ceiling.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Final Completion.

D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

F. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with

other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by COTR.
2. Allow for building movement, including thermal expansion and contraction.
3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

G. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.

H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 CUTTING AND PATCHING

A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

C. Temporary Support: Provide temporary support of work to be cut.

D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 "Summary."

F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to [**minimize**] [**prevent**] interruption to occupied areas.

G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or

adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. [**Concrete**] [**and**] [**Masonry**]: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.

    a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
    b. Restore damaged pipe covering to its original condition.

3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

    a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.

4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.

I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.6 DISTRICT-INSTALLED PRODUCTS

A. Site Access: Provide access to Project site for District's construction personnel.

B. Coordination: Coordinate construction and operations of the Work with work performed by District's construction personnel.

1. Construction Schedule: Inform District of Contractor's preferred construction schedule for District's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify District if changes to schedule are required due to differences in actual construction progress.
2. Preinstallation Conferences: Include District's construction personnel at preinstallation conferences covering portions of the Work that are to receive District's work. Attend preinstallation conferences conducted by District's construction personnel if portions of the Work depend on District's construction.

3.7 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.

1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.

3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
4. Comply with Section 01 74 19 "Construction Waste Management and Disposal" for sorting and recycling.

B. Site: Maintain Project site free of waste materials and debris.

C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

1. Remove liquid spills promptly.

2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Final Completion.

G. Cutting and Patching: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

1. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged pipe covering to its original condition.

H. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted. Comply with waste disposal requirements in Section 01 74 19 "Construction Waste Management and Disposal."

I. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Final Completion.

J. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

K. Limiting Exposures: Supervise construction operations to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:

1. Excessive static or dynamic loading.
2. Excessive internal or external pressures.
3. Excessively high or low temperatures.
4. Thermal shock.
5. Excessively high or low humidity.
6. Pollution and air contamination.
7. Water or ice.
8. Chemicals and solvents.
9. Light.
10. Radiation.
11. Puncture.
12. Abrasion.
13. Heavy traffic.
14. Soiling, staining, and corrosion.
15. Mold or mildew.
16. Rodent and insect infestation.
17. Combustion.
18. Electrical current.
19. High-speed operation.
20. Improper lubrication.
21. Unusual wear or other misuse.
22. Contact between incompatible materials.
23. Destructive testing.
24. Misalignment.
25. Excessive weathering.

26. Unprotected storage.
27. Improper shipping or handling.
28. Theft or vandalism.

3.8 STARTING AND ADJUSTING

A. Coordinate startup and adjusting of equipment and operating components with requirements in Section 01 91 13 "General Commissioning Requirements."

B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.

C. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.

D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

E. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Section 01 40 00 "Quality Requirements."

3.9 PROTECTION OF INSTALLED CONSTRUCTION

A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Final Completion.

B. Comply with manufacturer's written instructions for temperature and relative humidity.

C. District reserves the right to protect installed Work to prevent damage and deterioration if the Contractor fails to protect the installed Work in a proper manner. The costs incurred by the District shall be paid by the Contractor.

3.10 CORRECTION OF THE WORK

A. Repair or remove and replace defective construction. Restore damaged substrates and finishes.

1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

B. Restore permanent facilities used during construction to their specified condition.

C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.

D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.

E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01 73 00

SECTION 01 74 19 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for the following:

1. Salvaging nonhazardous construction waste.
2. Recycling nonhazardous construction waste.
3. Disposing of nonhazardous construction waste.

B. Related Sections include the following:

1. Section 01 81 13 "Sustainable Design Requirements" for additional LEED requirements.

1.3 DEFINITIONS

A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.

B. Disposal: Removal off-site of construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

C. Recycle: Recovery of construction waste for subsequent processing in preparation for reuse.

D. Salvage: Recovery of construction waste and subsequent sale or reuse in another facility.

1.4 PERFORMANCE REQUIREMENTS

A. General: Develop waste management plan that results in end-of-Project rates for salvage/recycling of not less than 75 percent by weight of total waste generated by the Work.

1. Excavated soil and land clearing debris do not contribute to this requirement.

B. Salvage/Recycle Requirements: District's goal is to salvage and recycle as much nonhazardous construction waste as possible including the following materials:

1. Construction Waste:

a. Site-clearing waste.
b. Masonry, stone, and CMU.
c. Lumber.
d. Wood sheet materials.
e. Wood trim.
f. Metals.
g. Roofing.
h. Insulation.
i. Carpet and pad.
j. Gypsum board.
k. Resilient floor.
l. Ceiling panels.
m. Piping.
n. Electrical conduit.
o. Packaging: Regardless of salvage/recycle goal indicated above, salvage or recycle 100 percent of the following uncontaminated packaging materials:

1) Paper.
2) Cardboard.
3) Boxes.
4) Plastic sheet and film.
5) Polystyrene packaging.
6) Wood crates.
7) Plastic pails.

1.5 SUBMITTALS

A. Waste Management Plan: Submit copy of plan within <**Insert Number of Days Here**> days of date established for the Notice to Proceed for review and approval by COTR.

B. Waste Reduction Progress Reports: Submit copy of report monthly. Include the following information:

1. Material category.
2. Generation point of waste.
3. Total quantity of waste in tons.
4. Quantity of waste salvaged, both estimated and actual in tons.
5. Quantity of waste recycled, both estimated and actual in tons.
6. Total quantity of waste recovered (salvaged plus recycled) in tons.
7. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.

C. Waste Reduction Calculations: Before request for Final Completion, submit three copies of calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.

D. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.

E. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.

F. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

G. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

H. LEED Submittal: LEED letter template for Credit MR 2.1 and Credit MR 2.2, signed by Contractor, tabulating total waste material, quantities diverted and means by which it is diverted, and statement that requirements for the credit have been met.

I. Qualification Data: For Waste Management Coordinator.

1.6 QUALITY ASSURANCE

A. Waste Management Coordinator Qualifications: LEED Accredited Professional by U.S. Green Building Council. This person may be assigned other duties on the Project.

B. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.

C. Waste Management Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination." Review methods and procedures related to waste management including, but not limited to, the following:

1. Review and discuss waste management plan including responsibilities of Waste Management Coordinator.
2. Review requirements for documenting quantities of each type of waste and its disposition.
3. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
5. Review waste management requirements for each trade.

1.7 WASTE MANAGEMENT PLAN

A. General: Develop plan consisting of waste identification, waste reduction work plan, and cost/revenue analysis. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.

B. Waste Identification: Indicate anticipated types and quantities of site-clearing and construction waste generated by the Work. Include estimated quantities and assumptions for estimates.

C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.

1. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
2. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
3. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
4. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
5. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
6. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on Project site where materials separation will be located.

D. Cost/Revenue Analysis: Indicate total cost of waste disposal as if there was no waste management plan and net additional cost or net savings resulting from implementing waste management plan. Include the following:

1. Total quantity of waste.
2. Estimated cost of disposal (cost per unit). Include hauling and tipping fees and cost of collection containers for each type of waste.
3. Total cost of disposal (with no waste management).
4. Revenue from salvaged materials.
5. Revenue from recycled materials.
6. Savings in hauling and tipping fees by donating materials.
7. Savings in hauling and tipping fees that are avoided.
8. Handling and transportation costs. Include cost of collection containers for each type of waste.
9. Net additional cost or net savings from waste management plan.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PLAN IMPLEMENTATION

A. General: Implement waste management plan as approved by the COTR. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.

1. Comply with Division 01 Section 01 50 00 "Temporary Facilities and Controls" for operation, termination, and removal requirements.

B. Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan. Coordinator shall be present at Project site full time for duration of Project.

C. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work occurring at Project site.

1. Distribute waste management plan to everyone concerned within three days of submittal return.
2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.

D. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
2. Comply with Division 1 Section "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

3.2 SALVAGING

A. Salvaged Items for Reuse in the Work:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers.
3. Store items in a secure area until installation.
4. Protect items from damage during transport and storage.
5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.

B. Salvaged Items for Sale and Donation: Permitted. Contractor shall make arrangements to remove items off site for this purpose.

3.3 RECYCLING CONSTRUCTION WASTE, GENERAL

A. General: Recycle paper and beverage containers used by on-site workers.

B. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical.

1. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.

    a. Inspect containers and bins for contamination and remove contaminated materials if found.

2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
4. Store components off the ground and protect from the weather.
5. Remove recyclable waste off District's property and transport to recycling receiver or processor.

3.4 RECYCLING CONSTRUCTION WASTE

A. Packaging:

1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
2. Polystyrene Packaging: Separate and bag materials.
3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.

B. Site-Clearing Wastes: Chip brush, branches, and trees on-site.

C. Wood Materials:

1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
2. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.

D. Gypsum Board: Stack large clean pieces on wood pallets and store in a dry location.

1. Clean Gypsum Board: Grind scraps of clean gypsum board using small mobile chipper or hammer mill. Screen out paper after grinding.

3.5 DISPOSAL OF WASTE

A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.

1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.

2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

B. Burning: Do not burn waste materials.

C. Burning: Burning of waste materials is permitted only at designated areas on District's property, provided required permits are obtained. Provide full-time monitoring for burning materials until fires are extinguished.

D. Disposal: Transport waste materials and dispose of at designated spoil areas on District's property.

E. Disposal: Transport waste materials off District's property and legally dispose of them.

END OF SECTION 01 74 19

SECTION 01 74 23 - FINAL CLEANING

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

A. Administrative and procedural requirements for final cleaning at Completion.

1.3 RELATED SECTIONS

A. Other Division 1 Specification Sections including, but not limited to, following:

1. Section 01 50 00 "Temporary Facilities and Controls": General cleanup and waste-removal requirements.
2. Section 01 74 19 "Construction Waste Management and Disposal."
3. Section 01 77 00 "Closeout Procedures": General contract closeout requirements.
4. Special cleaning requirements for specific construction elements are included in appropriate Sections of Divisions <**Insert First Division Number Here**> through <**Insert Last Division Number Here**>.

1.4 SITE CONDITIONS

A. Environmental Requirements: Conduct cleaning and waste-disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and antipollution regulations.

1. Do not dispose of volatile wastes, such as mineral spirits, oil, or paint thinner, in storm or sanitary drains.
2. Burning or burying of debris, rubbish, or other waste material on premises not allowed.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

B. Use cleaning materials that comply with requirements issued by the District's Office of Contracting and Procurement for cleaning products which is identified as "Environmentally Preferable Janitorial Products" for District-owned or District-occupied buildings.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to condition expected from commercial building cleaning and maintenance program. Comply with manufacturer's instructions.

B. Complete following cleaning operations applicable to Project before requesting inspection for Substantial Completion for entire Project or portion of Project.

1. Clean Project Site, yard and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and foreign substances.
2. Sweep paved areas broom clean. Rake grounds that are neither planted nor paved to smooth, even-textured surface.
3. Remove petrochemical spills, stains, and other foreign deposits.
4. Remove tools, construction equipment, machinery, and surplus material from site.
5. Remove snow and ice to provide safe access to building.
6. Clean exposed exterior and interior hard-surfaced finishes to dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to original condition.
7. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
8. Broom clean concrete floors in unoccupied spaces.
9. Vacuum clean carpet and similar soft surfaces, removing debris and excess nap. Shampoo if required.
10. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
11. Remove labels that are not permanent labels.
12. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.

    a. Do not paint over UL and similar labels, including mechanical and electrical nameplates.

13. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.

14. Clean plumbing fixtures to sanitary condition, free of stains, including stains resulting from water exposure.
15. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers and grills.
16. Clean ducts, blowers, and coils if units were operated without filters during construction.
17. Clean food-service equipment to sanitary condition, ready and acceptable for intended use.
18. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs and defective and noisy starters in fluorescent and mercury vapor fixtures.
19. Clean laboratories to the level required for certification.
20. Leave Project clean and ready for occupancy.

C. Engage experienced, licensed exterminator to make final inspection and rid Project of rodents, insects, and other pests. Comply with regulations of local authorities.

D. Remove temporary protection and facilities installed during construction to protect previously completed installations during remainder of construction period.

E. Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from site and dispose of lawfully.

1. Where extra materials of value remain after completion of associated Work, they become District's property. Dispose of these materials as directed by Contracting Officer's Technical Representative (COTR).

END OF SECTION 01 74 23

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Administrative and procedural requirements for Substantial Completion and Final Acceptance.

1. Closeout requirements for specific construction activities are included in appropriate Sections in Divisions <**Insert First Division Number Here**> through <**Insert Last Division Number Here**>.

1.3 DEFINITIONS

A. Consolidated Punch List: The Contractors List of Incomplete Items augmented by items noted by the COTR and his designated consultants during review walkthroughs of the work.

B. Material Punch List Item: An item on the Consolidated Punch List which, at the sole discretion of the COTR, restricts the full and complete use of the work, by the District, for its intended purpose.

1.4 ACTION SUBMITTALS

A. Contractor's List of Incomplete Items: Initial submittal at or before Closeout Conference.

B. Consolidated Punch List: Submit after walk through meeting.

1.5 CLOSEOUT CONFERENCE

A. Comply with Section 01 31 00 – "Project Management and Coordination", for closeout conference.

1.6 CLOSEOUT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.

B. Certificate of Insurance: For continuing coverage.

C. Field Report: For pest control inspection.

D. Elevator Certification: Inspection report and certificate from authorities having jurisdiction.

E. Fire Sprinkler and Fire Alarm Certificate: Inspection report and certificate from authorities having jurisdiction.

F. Warranty Information: Provide product and system warranties in binder. Refer to Section 01 78 00 "Warranties."

G. All Record Drawings, Specifications, and other requirements specified in Section 01 78 39 "Project Record Documents."

H. Mold Prevention Certification: Contractor: Submit letter of certification that Contractor has complied with requirements of Contract Documents for construction operations to prevent growth of mold.

1. Submit certification on letterhead at same time as Application for Final Payment.

1.7 PRELIMINARY PROCEDURES

A. Before requesting inspection for determining date of Substantial Completion, complete following, as appropriate to Project.

1. Submit draft warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
2. Obtain and submit releases permitting District unrestricted use of Work and access to services and utilities. Include final inspections, operating certificates, and similar releases.
3. Deliver tools, spare parts, extra materials, and similar items in accordance with Section 01 78 61 and individual Sections.

    a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain COTR's signature for receipt of submittals.

4. Complete commissioning of systems, subsystems, and equipment in accordance with Section 01 91 13 "Commissioning.".
5. Submit test/adjust/balance records.
6. Submit changeover information related to District's occupancy, use, operation, and maintenance, including utility services.
7. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
8. Submit draft Project Record Documents in accordance with Section 01 78 39 "Record Documents."
9. Submit occupancy permits.

10. Ensure all project communication regarding RFIs, contract modifications, and meeting minutes are contained within internet-based Contract Project Management software system.
11. Fuel: Fill the fuel oil tank for the emergency generator, at cost of Contractor.
12. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected indicating the value of each item on the list and reasons why the Work is incomplete.
13. Request and complete a walk-through meeting with COTR, and any consultants and other stakeholders designated by COTR, to review Contractor's List of Incomplete Items. Update list to include any additional items noted during walk-through. Updated list to be named the "Consolidated Punch List". Submit to COTR for approval following update. Resolve all material items included on the list.
14. Prepare Operation and Maintenance Manuals in accordance with Section 01 78 23. Include Equipment List in spreadsheet format advised by COTR.
15. Contact manufacturer to start process of changeover to permanent locks and request delivery of cores and keys to District. Advise COTR in writing.
16. Complete installation of all signage, as required by the contract documents including, but not limited to, directional, emergency egress, ADA and room number signs. Install dedication plaque provided by the district or as specified in the contract documents.
17. Provide copies of closure reports for environmental abatement work performed by the contractor. This shall include, but not limited to, asbestos, lead paint, contaminated soil, PCB's, etc.
18. Submit Mold Certificate in accordance with Section 015000.
19. Submit sustainable design submittals required in Section 01 81 13 "Sustainable Design."
20. Instruct District's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 01 79 00 "Demonstration and Training."
21. Participate with District in conducting inspection and walkthrough with local emergency responders, end user personnel and Facilities Maintenance personnel.

B. Inspection: Submit written request for inspection for Substantial Completion a minimum of [**10**] <**Insert number**> days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, COTR will either proceed with inspection or notify Contractor of unfulfilled requirements. COTR will notify Contractor of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by COTR, which must be completed or corrected before Certificate will be issued.

1. Re-inspection: Request re-inspection when Work identified in previous inspections as incomplete is completed or corrected.

2. In addition to 1.5.A, above, the following items shall be completed prior to issuance of the Certificate of Substantial Completion.

    a. Submit final meter readings for utilities, measured record of stored fuel, and similar data as of date of Substantial Completion.

    b. Make final changeover of permanent locks and keys in coordination with COTR.

c. Clean and renovate permanent facilities used during construction period, in accordance with Section 01 50 00

d. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements, unless approved in writing to remain by COTR.

e. Top off the fuel oil tank of the emergency generator.

f. Submit four hard copies and two electronic copies of all documents identified in paragraph 1.5.A above unless advised otherwise by COTR.

1.8 FINAL COMPLETION PROCEDURES

A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:

1. Submit a final Application for Payment according to Section 01 29 00 "Payment Procedures."
2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information, not required at Substantial Completion.
3. Punch List: Submit certified copy of Consolidated Punch List of items to be completed or corrected, endorsed and dated by COTR. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
4. Submit final Project Record Documents in accordance with Section 01 78 39 "Record Documents."
5. Submit final warranty documents, maintenance agreements and bonds updated to start at date of Substantial Completion.
6. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements
7.
8. Submit pest-control final inspection report and warranty.
9. Terminate and remove remaining temporary facilities from Project site, along with mockups, construction tools, and similar elements.
10. Complete final cleaning requirements, including touchup painting.
11. Complete broken, chipped, dented, or otherwise marred finish surfaces as described in "Repair of the Work" Article of this Section.
12. Submit Contractor's Certificate of Final Completion on form attached to end of this Section.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of **<10> <Insert Number of Days>** days prior to date the work will be completed and ready for final inspection. On receipt of request, COTR will either proceed with inspection or notify Contractor of unfulfilled requirements. COTR will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

C. Final Property Survey: Coordinate with COTR for requirements for submitting the Final Property Survey for Zoning and/or DCRA approval.

D. Final reports and certificates for systems that need certification by authorities having jurisdiction, including but not limited to:

1. Fire Alarm System.
2. Elevator.
3. LEED documentation for continuing sustainability for the facility operation.

1.9 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.[**Use CSI Form 14.1A.**]

1. Organize list of spaces in sequential order, [starting with exterior areas first] [and] [proceeding from lowest floor to highest floor].
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:

a. Project name.
b. Date.
c. Name of Architect.
d. Name of Contractor.
3. Page number.

4. Submit list of incomplete items in the following format:

a. MS Excel electronic file. Architect[**, through COTR,**] will return annotated file.
b. PDF electronic file. Architect[**, through COTR,**] will return annotated file.
c. [**Three**] <**Insert number**> paper copies. Architect[**, through COTR,**] will return [**two**] <**Insert number**> copies.

1.10 SUBMITTAL OF PROJECT WARRANTIES

A. Refer to Section 01 78 70 "Warranties" for proper procedure for submitting warranties.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTIONCERTIFICATE OF SUBSTANTIAL COMPLETIONSubstantial Completion will be granted when the Certificate of Occupancy is granted by the authority having jurisdiction; the Building Commissioning is considered complete by the District's Commissioning Authority, including training of District's employees and the Operation and Maintenance Manuals are delivered; all material punch-list items are resolved to the satisfaction of the District; and all other items noted in this Section, paragraph 1.5 are completed to the satisfaction of the COTR.

B. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of [**10**] <**Insert number**> days prior to date the work will be completed and ready for final inspection and tests. Sample letter is attached to end of this Section. On receipt of request, COTR will either proceed with inspection or notify Contractor of unfulfilled requirements. Resubmit a written request for inspection once all previously unfulfilled requirements are completed.

D. COTR will schedule the inspection. Contractor, COTR and other stakeholders, as identified by COTR, will conduct an inspection of the work and submitted documents. Following completion of the inspection the COTR will either,

1. notify Contractor of items that must be completed or corrected before Substantial Completion can be achieved, by completing Section 1 of the Certificate and issuing it to the Contractor, or

2. Recommend issuance of the Certificate of Substantial Completion by completing section 2 of the certificate.

E. Resubmit a written request for re-inspection once all items noted in Section 1 of the Certificate are completed.

F. COTR will issue the completed Certificate of Substantial Completion upon completion of Section 2 of the Certificate. The date of Substantial Completion noted in the Certificate shall be used for warranty requirements of Section 01 78 70 “Warranties”.

3.2 REPAIR OF THE WORK

A. Complete repair and restoration operations before requesting inspection, or re-inspection, for determination of Substantial Completion.

B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.

2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.

    a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.

3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

3.3 COMPLETION OF CONSOLIDATED PUNCH LIST

A. Contractor shall begin performance of Consolidated Punch List corrections immediately after completion of the COTR's walk through to review the Contractors List of Incomplete Items

B. Period to complete Consolidated Punch List Work will be determined by the COTR. The time period for completion of the Punch List Work begins the first work day after the Consolidated Punch List is approved by COTR. The COTR may extend the period to complete Punch List Work for specific Work which requires the receipt of long lead-time materials. However, all other Punch List Work shall be completed as required by this Section.

    1. Failure of the Contractor to begin the Punch List Work prior to the expiration of 3 calendar days after approval of Punch List will be construed as failure to prosecute the Work of the Contract and shall be completed within **<30 days.> < revise to suit project>**

C. Punch List Work shall be continuously prosecuted once begun. Gap of 3 calendar days during which Punch List Work is not being performed on the job site will be construed as failure to prosecute the Work of the Contract.

3.4 CERTIFICATE OF FINAL COMPLETION

A. Contractor shall complete the "Contractor's Certificate of Final Completion" form found at the end of this Section or if approved by the Contracting Officer, may use the Certificate of Final Completion found in the Electronic Project Management system used on the Project.

3.4 SCHEDULE OF DOCUMENTS NEEDED FOR CLOSE-OUT PROCEEDURE <complete from applicable Sections as appropriate for project>

SPECIFICATION SECTION	TITLE OF DOCUMENT REQUIRED	WHEN TO SUBMIT	RECIPIENT
<01 50 00 – Temporary	<Mold-Free Construction	<Substantial Completion>	<COTR>

SPECIFICATION SECTION	TITLE OF DOCUMENT REQUIRED	WHEN TO SUBMIT	RECIPIENT
Facilities & Controls>	Certificate>		

END OF SECTION 01 77 00

Sample letter request for Substantial Completion, Certificate of Substantial Completion and Contractor's Certificate of Final Completion follows.

REQUEST FOR SUBSTANTIAL COMPLETION INSPECTION

<Date>

Capital Construction Services
Department of General Services
1250 U Street, NW, 4th Floor
Washington D.C. 20009

Attention: _____*<COTR>*

Reference: _____ *<project name>*

Dear Sir/Madam,

_____ *<contractor>* hereby requests an inspection for determination of date of Substantial Completion for the above referenced project, or portion hereof as detailed below. *<Insert description of partial area>*. The following documents are attached:

- ☐ Certificate of Occupancy.
- ☐ Other final inspections, operating certificates, and similar releases, permitting District unrestricted use of Work and access to services and utilities. *<list>*
- ☐ Draft copies of warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents, including a warranty contact list.
- ☐ Comprehensive Punch List, as approved by COTR, with all material items completed.
- ☐ Schedule of Attic Stock, including all tools, spare parts, extra materials, and similar items, as required by Specification Section 017861.
- ☐ Operation and Maintenance Manuals in accordance with specification section 017823.
- ☐ Equipment list in spreadsheet format, including equipment label information.
- ☐ Closure reports for environmental abatement work performed by the contractor. <list>
- ☐ Draft commissioning report of systems, subsystems, and equipment in accordance with Section 01 91 13, including letter from Commissioning Agent certifying that all material issues have been resolved and systems are fully functional.

Additionally we advise the following:

- ☐ The following utility meter numbers need to be transferred to District responsibility as of date of Substantial Completion
  - PEPCO _____
  - Washington Gas _____
  - DC Water. _____
  - Other *<specify>* _____

- ☐ We have contacted and advised the door hardware manufacturer to have the permanent keys and cores delivered directly to you prior to date of Substantial Completion.

- ☐ All fuel oil tanks have been filled. They will be topped off on the day designated for Substantial Completion.
- ☐ All training required by the Contract Documents has been completed.

Please advise when the inspection will be conducted.

Sincerely

_____

[Signature and printed name]

CERTIFICATE OF SUBSTANTIAL COMPLETION

(Use this form if DGS PM is a DGS employee. If DGS PM is a contractor use alternate form)

PROJECT NAME: _____

CONTRACTOR: _____

PROJECT No.: - - -

☐ COMPLETE PROJECT.

☐ PARTIAL – List areas/phase

_____
_____
_____
_____

COTR to complete Section 1 or Section 2

SECTION 1

☐ As requested by the Contractor, the COTR has inspected the project and the submitted close-out documents.

The following items must be completed or corrected prior to certifying the Date for Substantial Completion.

ITEM	DESCRIPTION	COMPLETE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
14		

Once the above noted items are complete, submit written request for re-inspection.

_____ _____
COTR and printed name Date

SECTION 2

☐ As requested by the Contractor, the COTR has inspected the project and the submitted close-out documents and recommends the Project, or Specified area of the Project, be accepted as Substantially Complete at **_____** (time) **on _____, 20__.** (date)

_____ _____
COTR and printed name Date

_____ _____
Construction Turnover Manager and printed name Date

_____ _____
Cluster Leader and printed name Date

The Project, or specified area of the Project, are accepted as Substantially Complete at **_____** (time) **on _____, 20__.** (date)

All warranties will start the day of Substantial Completion, with the exception of those items remaining on the attached punch list, which will start as of the date of Final Completion. The failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The Contractor shall complete or correct the work on the attached punch list by ____/____/____. If the list of items is not completed within the time allotted the District has the right to be compensated for the delays and/or complete the work with the help of an independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the district shall be promptly reimbursed for the balance of the funds needed to compensate the District, either directly or by claim against the Performance Bond.

CONTRACTOR'S CERTIFICATE OF FINAL COMPLETION

PROJECT: _____

CONTRACT FOR: _____

TO COTR: _____

CONTRACT DATE: _____

This is to certify that I am an authorized official of the Contractor, and have been properly authorized by said firm or corporation to certify following:
I know of my own personal knowledge, and do hereby certify on behalf of Contractor that the Work has been reviewed and inspected for compliance with Contract Documents, that it has been completed in accordance with Contract Documents, that all equipment and systems have been tested and are operating as required by the contract, that all Contract Closeout requirements have been completed and submitted.
Attached are three copies of the following documents, which are required prior to final payment:

[ ] Certificates of inspections indicating compliance with requirements of Government authorities, including Certificate of Occupancy, have been obtained and are attached hereto.

[ ] Certificate of site conformance by licensed land surveyor.

[ ] List of Subcontractors and equipment suppliers.

I understand that acceptance of final payment by the Contractor, a Subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at time of final Application for Payment.

CONTRACTOR: _____

BY: _____ Subscribed and sworn to me this

TITLE: _____ ____ day of _____, 20____.

DATE: _____

NOTARY PUBLIC _____

My commission expires: _____

DISTRIBUTION: CONTRACTING OFFICER AND COTR.

SECTION 01 78 23 - OPERATION AND MAINTENANCE DATA

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Administrative and procedural requirements for preparing operation and maintenance manuals including, but not limited to:

1. Operation and maintenance documentation directory.
2. Operation manuals for systems, subsystems, and equipment.
3. Maintenance manuals for care and maintenance of products, materials, finishes, and systems and equipment, as required by other Sections.

B. Commissioning of the Facility depends heavily on the contents of the O&M Manual for performing testing of the systems. Final O&M Manuals that have been reviewed and approved by the COTR shall be delivered to the Commissioning Authority prior to start of Commissioning.

1.3 DEFINITIONS

A. System: Organized collection of parts, equipment, or subsystems united by regular interaction.

B. Subsystem: Portion of system with characteristics similar to system.

1.4 SUBMITTALS

A. Initial Submittal: Submit two (2) draft copies of each manual a minimum of [**60**] [**90**] [**120**] days prior to start of Commissioning Process. Include a complete operation and maintenance directory. COTR will return one (1) copy of draft and mark whether general scope and content of manual are acceptable.

B. Final Submittal: Submit one (1) copy of each manual in final format by start of Commissioning Process. COTR will return copy with comments within 15 days.

C. Provide four (4) hard copies and one (1) electronic copy of each Final Operation and Maintenance Manual to the COTR.

1.5 QUALITY ASSURANCE

A. In preparation of operation and maintenance data, use personnel thoroughly trained and experienced in operation and maintenance of equipment or system involved.

1. Where manuals require written instructions, use personnel skilled in technical writing where necessary for communication of essential data.

2. Where maintenance manuals require drawings or diagrams, use draftsmen capable of preparing drawings clearly in understandable format.

1.6 COORDINATION

A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

A. Organization: Include section in directory for each of following:

1. List of documents.
2. List of systems.
3. List of equipment.
4. Table of contents.

B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.

C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list. Provide list in spreadsheet format as directed by COTR.

D. Tables of Contents: Include table of contents for each emergency, operation, and maintenance manual.

E. Identification: In documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in Contract Documents. If no designation exists, assign designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 MANUALS, GENERAL

A. Organization: Unless otherwise indicated, organize each manual into separate section for each system and subsystem, and separate section for each piece of equipment not part of system. Each Manual: Contain following materials, in order listed:

1. Title page.
2. Table of contents.
3. Manual contents.

B. Title Page: Enclose title page in transparent plastic sleeve. Include following information:

1. Subject matter included in manual.
2. Name and address of Project.
3. Name and address of District government agency.
4. Date of submittal.
5. Name, address, and telephone number of Contractor.
6. Cross-reference to related systems in other operation and maintenance manuals.

C. Table of Contents: List each product included in manual, identified by product name, indexed to content of volume, and cross-referenced to Specification Section number in Project Manual.

1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of set.

D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into single binder.

1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2 by 11 inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.

   a. If two or more binders are necessary to accommodate data of system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
   b. Identify each binder on front and spine, with printed title **OPERATION AND MAINTENANCE MANUAL**, Project title or name, and subject matter of contents including specification section or sections, as applicable. Indicate volume number for multiple-volume sets.

2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment

included in section on each divider, cross-referenced to Specification Section number and title of Project Manual.

3. Where computerized electronic equipment requires diagnostic software diskettes, provide protective transparent protective sleeve of same overall size as binder contents. Punch and bind sleeve in appropriate manual.
4. Supplementary Text: Prepared on 8-1/2 by 11 inch, 20 psf white bond paper.
5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.

    a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
    b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.
    c. Provide specially prepared drawings where necessary to supplement manufacturer's printed data to illustrate relationship of component parts of equipment or systems or to provide control or flow diagrams. Coordinate specially prepared drawings with information contained in project record drawings specified in Section 017839 to assure correct illustration of completed installation.

        1) Do not use original record documents as part of operation maintenance manuals.

6. Specifications: Component or system specifications section copied and inserted complete with modifications. In addition, provide (1) electronic copy of updated "as-built" specifications on a CD.

2.3 OPERATION MANUALS

A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and following information:

1. System, subsystem, and equipment descriptions.
2. Performance and design criteria if Contractor is delegated design responsibility.
3. Operating standards.
4. Operating procedures.
5. Operating logs.
6. Wiring diagrams.
7. Control diagrams.
8. Piped system diagrams.
9. Precautions against improper use.
10. License requirements including inspection and renewal dates.

B. Descriptions: Include following:

1. Product name and model number.

2. Manufacturer's name.
3. Equipment identification with serial number of each component.
4. Equipment function.
5. Operating characteristics.
6. Limiting conditions.
7. Performance curves.
8. Engineering data and tests.
9. Complete nomenclature and number of replacement parts.

C. Operating Procedures: Include following, as applicable:

1. Startup procedures.
2. Equipment or system break-in procedures.
3. Routine and normal operating instructions.
4. Regulation and control procedures.
5. Instructions on stopping.
6. Normal shutdown instructions.
7. Seasonal and weekend operating instructions.
8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

D. Systems and Equipment Controls: Describe sequence of operation, and diagram controls as installed.

E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.4 PRODUCT MAINTENANCE MANUAL

A. Content: Organize manual into separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.

B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.

C. Product Information: Include the following, as a minimum as applicable:

1. Product name and model number.
2. Manufacturer's name.
3. Color, pattern, and texture.

4. Material and chemical composition.
5. Reordering information for specially manufactured products.

D. Maintenance Procedures: Include manufacturer's written recommendations and following:

1. Inspection procedures.
2. Types of cleaning agents to be used and methods of cleaning.
3. List of cleaning agents and methods of cleaning detrimental to product.
4. Schedule for routine cleaning and maintenance.
5. Repair instructions.

E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.

F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

A. Content: For each system, subsystem, and piece of equipment not part of system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.

B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.

1. Provide separate listing or include on title page, at Contractor’s option.

C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including following information for each component part or piece of equipment:

1. Standard printed maintenance instructions and bulletins.
2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.

a. If system’s control drawing is not adequate, provide simplified, professionally drawn, single line system diagrams on minimum 8-1/2 by 11 inch, 20 psf white bond paper.

3. Identification and nomenclature of parts and components.
4. List of items recommended to be stocked as spare parts.

D. Maintenance Procedures: Include following information and items that detail essential maintenance procedures:

1. Test and inspection instructions.
2. Troubleshooting guide.
3. Precautions against improper maintenance.
4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
5. Aligning, adjusting, and checking instructions.
6. Demonstration and training videotape, if required.
7. List of special tools required to service or maintain equipment.

E. Preventive Maintenance Instructions: Manufacturer's written instructions for weekly, monthly, quarterly, annual, and other regularly scheduled maintenance prepared by mechanical subcontractor with assistance from equipment supplier.

F. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.

1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.

G. Control Drawings: Include control drawings for equipment and components, including sequence of operation. Control Drawings: Prepared by controls contractor and included here and in controls contractor's Operation and Maintenance Manual submittal.

H. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.

I. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.

J. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL CONTENT

A. Include information required by the Contract Documents in the form of Data Packages. Develop data packages for each building component, piece of equipment and system based on level of complexity and as specified. Provide data packages in accordance with Schedule at end of Part 3 of this Section. Applicability of data packages is as follows:

1. Data Package 1: General building materials and components such as sealants, light fixtures, door hardware, etc.
2. Data Package 2: Simple operating components such as valves, hatches, louvers, plumbing fixtures
3. Data Package 3: Minor equipment such as small pumps and fans
4. Data Package 4: Major and complex equipment such as AHU's, package AC units, large pumps and motors, chillers, boilers, switch gear, elevators, control systems, engine generators, harmonic cancellation systems, fire alarm systems, etc.

B. Provide Data Package information as follows:

1. Data Package 1, at a minimum:

   a. Manufacturer’s product information
   b. Supplier information
   c. Warranty information
   d. Commissioning Documentation

2. Data Package 2: Data Package 1 information plus at a minimum:

   a. Safety precautions
   b. Maintenance & repair procedures
   c. Replacement parts identification & installation
   d. Commissioning Documentation

3. Data Package 3: Data Package 2 information plus at a minimum:

   a. Normal operating instructions
   b. Lubrication data
   c. Preventive maintenance plan/schedule
   d. Alignment, adjusting and checking information
   e. Removal and replacement instructions
   f. Parts identification
   g. Wiring diagrams
   h. Commissioning Documentation

4. Data Package 4: Data Package 3 information plus at a minimum:

   a. Equipment or System Description including:

      1) Equipment or System Function
      2) Operating characteristics

3) Safety precautions
4) Environmental and limiting conditions
5) Performance curves
6) Engineering data and tests
7) Complete nomenclature and number of replacement parts
8) Supplier and vendor information

b. Manufacturer's Information including:

1) Assembly drawings and diagrams required for maintenance
2) List of items recommended to be stocked as spare parts
3) Wiring and control diagrams

c. Maintenance Procedures detailing essential maintenance procedures including:

1) Printed operation and maintenance instructions
2) Routine operations
3) Troubleshooting guide & diagnostic techniques
4) Disassembly, repair and reassemble
5) Alignment, adjusting and checking
6) Lubrication data
7) Consumable information such as belts and filters
8) Testing equipment & special tool information

d. Operating Procedures including:

1) Start up and shut down procedures
2) Equipment or system break-in
3) Routine and normal operating instructions
4) Regulation and control procedures
5) Emergency procedures
6) Summer and winter operating instructions
7) Required sequences for electric or electronic systems
8) Special operating instructions
9) Operator service requirements

C. Software: Specified program listings, interface control documents, source code listing, and copies of the operating programs on media appropriate to use as backup for the system software. Include instructions for loading the operating software onto the system.

D. Additional requirements:

1. For each system, general system or equipment description. Include size, weight, power consumption, power requirements, and outline drawings.
2. Copies of applicable Shop Drawings, Product Data, Drawings, and Schematics for the equipment systems.
3. Theory of Operation: Description of technical operating characteristics of the system and individual equipment using standard phraseology; descriptions of interface requirements

including operating protocols; equipment displays and screens; make reference to installation drawings, schematics and equipment displays as required for technical understanding.

E. Identification Legends:

1. Piping and equipment: Provide a computer-generated legend to correspond with identification devices installed on piping and equipment. List the identifying device, its location, a brief description of the devices function, capacity and the I.D. number.
2. Panel boards and switchboards: Provide a computer-generated legend for each panel board and switchboard installed in the project. This information shall be a duplicate of the legend placed in the panel board.
3. Valve Tags and Schedule: Provide a computer-generated schedule of all valve tags. Include valve type, manufacturer, equipment location and size for all newly installed valves.

F. Organize the manual into separate Sections, by system as described in paragraph "O&M Manual Sections by Building System" of this Article, for each system or piece of related equipment.

1. Title Page: Provide a title page in a transparent, plastic envelope as the first sheet of each manual. Provide the following information:

   a. Subject matter covered by the manual
   b. Name and address of the Project
   c. Date of submittal
   d. Name, address, and telephone number of the D/B
   e. Cross-reference to related systems in other operation and maintenance manuals

2. Table of Contents: After the title page, include a computer-generated table of contents for each volume, arranged systematically according to the Project Manual format. Include a list of each product incorporated, identified by product name and other appropriate identifying symbol and indexed to the content of the volume. Each Data Package shall be tabbed and separately listed in the Table of Contents. Where multiple volumes are required to accommodate data, provide a comprehensive table of contents for all volumes in each volume of the set.
3. General Information: Provide a general information Section immediately following table of contents, listing each product included in the manual, identified by product name. Under each product, list the name, address, and telephone number of the subcontractor or installer and the maintenance contractor where applicable. Clearly delineate the extent of responsibility of each of these entities. Include a local source for replacement parts and equipment.
4. Product Data: Where the manuals include manufacturer's standard printed data, include only sheets that are pertinent to the part or product installed. Mark each sheet to identify each part or product included in the installation. Where the Project includes more than one item in a tabular format, identify each item, using appropriate references from the Contract Documents. Identify data that is applicable to the installation, and delete references to information that is not applicable.
5. Written Text: Prepare written text to provide necessary information where manufacturer's standard printed data are not available, and the information is necessary for proper operation and maintenance of equipment or systems. Prepare written text where it is necessary to provide additional information or to supplement data included in the manual. Organize text in

a consistent format under separate headings for different procedures. Where necessary, provide a logical sequence of instruction for each operation or maintenance procedure.

6. Drawings: Provide specially prepared drawings where necessary to supplement manufacturer's printed data to illustrate the relationship of component parts of equipment or systems or to provide control or flow diagrams. Coordinate these drawings with information contained in Project Record Drawings to ensure correct illustration of the completed installation.
7. Warranties, Bonds, and Service Contracts: Provide a copy of each warranty, bond, or service contract tabbed in a separate binder. Provide written data outlining procedures to follow in the event of product failure. List circumstances and conditions that would affect the validity of a warranty or bond.

G. O&M Manual Sections by Building System. This is the format to follow when preparing the Table of Contents.

SECTION	DESCRIPTION
1	General Building Information
2	Grounds & Pavements
3	Exterior Closure
4	Roofing
5	Interior Construction
6	Interior Finishes
7	Conveying Systems
8	Plumbing Systems
9	HVAC Systems
10	Life/Safety
11	Electrical Systems
12	Communication Systems
13	Building Automation Systems

END OF SECTION 01 78 23

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

B. Final Record Drawings will be prepared by the Architect using Pre-Final Record Drawings that have been updated monthly by the Contractor and as inspected during construction by the A/E of Record.

1.2 SUMMARY

A. Section includes administrative and procedural requirements for project record documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.
4. Final coordinated BIM model.
5. Miscellaneous record submittals.

B. Project Record Documents record changes in the Work relative to the way the Work was shown and specified in the original Contract Documents. They also provide important information for the District's records that was not shown in the original Contract Documents but was produced during the construction stage of the Project. As such, they form an invaluable record for future reference for concealed conditions, facilities management processes, and future additions and renovations.

C. Maintenance of Record Documents and Samples: Store record documents and Samples in field office apart from Contract Documents used for construction. Do not use Project Record Documents for construction purposes.

D. Maintain record documents in good order and in clean, dry, legible condition. Make documents and Samples available at all times for Contracting Officer’s Technical Representative's (COTR’s) review.

E. Record information immediately after it's obtained on the red-line pencil Record Documents. Contractor shall make all pre-final Record Documents available to COTR at all times at the Job Site.

1.3 RECORD DRAWINGS

A. Markup Procedure: During construction, maintain set of blue- or black-line white prints of Contract Drawings and Shop Drawings for Project Record Document purposes.

1. Mark Drawings to show actual installation where installation varies from installation shown originally. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later. As applicable to Project, items required to be marked include, but are not limited to, following:

a. Dimensional changes to Drawings.
b. Revisions to details shown on Drawings.
c. Depths of foundations below first floor.
d. Locations and depths of underground utilities.
e. Actual routing of piping and conduits.
f. Revisions to electrical circuitry.
g. Actual equipment locations.
h. Duct size and routing.
i. Locations of concealed internal utilities.
j. Changes made by change order.
k. Changes made following the Owners's instructions for Minor Change in Work.
l. Details not on original Contract Drawings.

2. Mark record prints of Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on Contract Drawings location.
3. Mark record sets with red erasable colored pencil. Use other colors to distinguish between changes for different categories of Work at same location.
4. Mark important additional information that was either shown schematically or omitted from original Drawings.
5. Note alternate numbers, change-order numbers, and similar identification.

B. Responsibility for Markup: Individual or entity, who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, shall incorporate “as-built” information onto electronic CADD version of drawings.

1. Accurately record information in electronic format using software system approved by the COTR. Use the file naming convention established by the Construction Drawings.
2. Copies of Red-Line As-Builts in electronic form (example: PDF, JPEG, etc.) are not acceptable.

C. Copies and Distribution: After completing preparation of editable electronic version of record drawings, print one copy for review/approval by COTR. Include appropriate identification, including titles, dates, and other information on cover sheets.

1. Upon approval by the COTR, submit electronic and 3 copies of the record set to COTR.

D. Newly Prepared Record Drawings: Prepare new drawings instead of following procedures specified for preparing record drawings where new drawings are required, and COTR determines that neither original Contract Drawings nor Shop Drawings are suitable to show actual installation. New drawings may be required when change order is issued as result of accepting alternate, substitution, or other modification.

1. Consult with COTR for proper scale and scope of detailing and notations required to record actual physical installation and its relation to other construction. When completed and accepted, integrate newly prepared Drawings with procedures specified for organizing, copying, binding and submitting record drawings.

1.4 RECORD SPECIFICATIONS

A. During construction period, maintain electronic and 3 copies of Project Specifications, including addenda and modifications issued, for Project Record Document purposes.

1. Mark Specifications to indicate actual installation where installation varies from that indicated in Specifications and modifications issued. Note related project record drawing information, where applicable. Give particular attention to substitutions, selection of product options, and information on concealed installations that would be difficult to identify or measure and record later. Incorporate all revisions into electronic version of specifications.

a. In each Specification Section where products, materials, or units of equipment are specified or scheduled, mark copy with proprietary name and model number of product furnished.
b. Record name of manufacturer, supplier, installer, and other information necessary to provide record of selections made and to document coordination with record Product Data submittals and maintenance manuals.
c. Note related record Product Data, where applicable. For each principal product specified, indicate whether record Product Data has been submitted in maintenance manual instead of submitted as record Product Data.

2. Upon completion of electronic version of Record Specifications, print one copy of complete set and provide to COTR for review/approval. Upon approval, submit electronic, editable copy and 3 hard copies of Specifications to COTR for District's records.

1.5 RECORD PRODUCT DATA

A. During construction period, maintain one PDF copy and 3 hard copies of each Product Data submittal for Project Record Document purposes.

1. Mark Product Data to indicate actual product installation where installation varies substantially from that indicated in Product Data submitted. Include significant changes in product delivered to site and changes in manufacturer's instructions and recommendations for installation.
2. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
3. Note related Change Orders and markup of record Drawings, where applicable.
4. Upon completion of markup, submit complete set of record Product Data to COTR for District's records.
5. Where record Product Data is required as part of maintenance manuals, submit marked-up Product Data as insert in manual instead of submittal as record Product Data.

1.6 RECORD SAMPLE SUBMITTAL

A. Immediately prior to date of Substantial Completion meet with COTR, and District's personnel at site to determine which Samples maintained during construction period shall be transmitted to District for record purposes. Comply with COTR's instructions for packaging, identification marking, and delivery to District's Sample storage space. Dispose of other Samples in manner specified for disposing surplus and waste materials.

1.7 BIM DRAWINGS

A. On applicable projects, submit final approved BIM model showing coordination during construction and approval notices signed by Contractor, subcontractors and installers working on the project. Final BIM drawings shall also have letter written by the Architect/Engineer of record that the BIM Clash Detection Reports are authentic.

1.8 MISCELLANEOUS RECORD SUBMITTALS

A. Refer to other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Immediately prior to Completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for use and reference. Submit to COTR for District's records.

1. As applicable to Project, categories of requirements resulting in miscellaneous records include, but are not limited to, following:

    a. Field records on excavations and foundations.
    b. Field records on underground construction and similar work.
    c. Survey showing locations and elevations of underground lines.
    d. Invert elevations of drainage piping.

e. Surveys establishing building lines and levels.
f. Authorized measurements utilizing unit prices or allowances.
g. Records of plant treatment.
h. Ambient and substrate condition tests.
i. Certifications received in lieu of labels on bulk products.
J. Batch mixing and bulk delivery records.
k. Testing and qualification of tradesmen.
l. Documented qualification of installation firms.
m. Load and performance testing.
n. Inspections and certifications by governing authorities.
o. Leakage and water-penetration tests.
p. Fire-resistance and flame-spread test results.
q. Final inspection and correction procedures.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.1 RECORDING

A. Post changes and modifications to red-line Documents as they occur. Do not wait until end of Project.

END OF SECTION 01 78 39

SECTION 01 78 61 - SPARE PARTS AND MAINTENANCE MATERIALS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes requirement for packaging, labeling and transmitting spare parts, maintenance materials and extra materials to COTR as identified in each Specification Section.

1.3 SUBMITTALS

A. Contract Closeout Information:

1. Spare Parts and Attic Stock (if applicable): To COTR with transmittal.
2. Maintenance Materials: To COTR with transmittal. Provide information on how the materials are organized.
3. Extra Materials: To COTR with transmittal.

    a. Transmittal to indicate COTR's acceptance.
    b. Transmittal to be on form furnished by COTR.
    c. Furnish prior to Substantial Completion.

PART 2 – PRODUCTS

2.1 SPARE PARTS AND TOOLS

A. Package in clearly identified boxes. Provide the Project Name and Project Number on each label of each box. Indicate, as a minimum, the following:

1. Indicate manufacturer's name, part name and stock number.
2. Indicate piece of equipment part or tool is for.
3. Indicate name, address and phone number of closest supplier.

2.2 MAINTENANCE MATERIALS

A. Package in clearly identified boxes. Provide the Project Name and Project Number on each label of each box. Indicate, as a minimum, the following:

1. Indicate trade name and stock number.
2. Indicate which item material is to be used with.

3. Indicate name, address and phone number of closest supplier.
4. Include complete installation instructions including tolerances.

2.3 EXTRA MATERIALS INDICATED

A. Package in clearly identified containers, or Install where Indicated. Provide the Project Name and Project Number on each label of each box. Indicate, as a minimum, the following:

1. Indicate trade name, stock number, size, color, etc.
2. Indicate where product is to be used.
3. Indicate name, address and phone number of closest supplier.

PART 3 – EXECUTION

3.1 MARKING

A. Prepare labels and package as required by the District for storage and retrieval of spare parts, maintenance material and extra stock.

3.2 PACKAGING

A. Palletize large boxes or combined boxes for spare parts used for mechanical and electrical equipment. Make certain the pallet will fit in the space allocated for mechanical and electrical spare parts.

B. Do not use cardboard boxes for storage of spare parts that will be stored in data rooms/closets unless the cardboard boxes are placed in larger PVC or plastic container. Use only closed containers that will not create static and are approved for use with data equipment.

C. Use only bubble wrap, air bags, or clean kraft paper for wrapping products. Do not use Styrofoam peanuts.

D. Group the attic stock for finishes together in clean factory-supplied sealed boxes according to where the items will be used. An example would be package the extra ceiling panels and extra suspended ceiling grids together on pallet; group the resilient tile flooring and resilient wall base together according to patterns and colors.

E. Provide storage pallets, shelves, boxes, hangers, and cartons so the individual spare parts, maintenance materials and attic stock can be easily seen and accessed.

3.3 DELIVERY

A. Deliver to COTR at least <**Insert Number of Days Here**> days prior to Substantial Completion, unless COTR requests earlier delivery.

B. Deliver to location directed by COTR. Organize and shelve items so the labels are easy to read without moving or lifting stored items. Store and organize to satisfaction of the COTR.

C. Use transmittal form furnished by COTR.

D. Acquire COTR's acceptance of items listed on transmittal form.

3.4 SCHEDULE

A. Below is a schedule listing typical spare parts, extra materials, and maintenance materials. Coordinate also with each Section in each Division where specified.

Specification Section Number	Description of System or Component	Spare Part and Quantity		Maintenance Material and Quantity		Extra Materials and Quantity	

END OF SECTION 01 78 61

SECTION 01 78 70 - WARRANTIES

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Administrative and procedural requirements for warranties required by Contract Documents, including manufacturers standard warranties on products and special warranties.

1. Refer to General Conditions of the Contract for Construction for terms of Contractor's period for correction of Work.

B. Contractor shall issue warranty for a period of 1 year after date of Substantial Completion as established in the District's written notification, to repair or replace Work in which defects in material or workmanship appear within 1 year and to repair or replace Work damaged by reasons thereof, to the satisfaction of the COTR and without cost to the District of Columbia.

C. Refer to Section 01 23 00 "Alternates" for 2-year warranty on HVAC systems.

1.3 DEFINITIONS

A. Standard Product Warranties: Preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by manufacturer to District.

B. Special Warranties: Written warranties required by or incorporated in Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for District.

1.4 WARRANTY REQUIREMENTS

A. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of warranty on Work that incorporates products. Manufacturer's disclaimers and limitations on product warranties do not relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with Contractor.

B. Related Damages and Losses: When correcting failed or damaged warranted construction, remove and replace construction that has been damaged as a result of such failure or must be removed and replaced to provide access for correction of warranted construction.

C. Reinstatement of Warranty: When Work covered by warranty has failed and been corrected by replacement or rebuilding, reinstate warranty by written endorsement. Reinstated Warranty: Equal to original warranty with equitable adjustment for depreciation.

D. Replacement Cost: Upon determination that Work covered by warranty has failed, replace or rebuild Work to acceptable condition complying with requirements of Contract Documents. Contractor: Responsible for cost of replacing or rebuilding defective Work regardless of whether District has benefited from use of Work through portion of its anticipated useful service life.

E. District's Recourse:

1. Expressed Warranties made to District: In addition to implied warranties and not limit duties, obligations, rights, and remedies otherwise available under law. Not deprive District of other rights District may have under other provisions of Contract Documents and are in addition to and run concurrent with other warranties made by Contractor under requirements of Contract Documents.
2. Expressed Warranty Periods: Not interpreted as limitations on time in which District can enforce such other duties, obligations, rights, or remedies.
3. Rejection of Warranties: District reserves right to reject warranties and to limit selection to products with warranties not in conflict with requirements of Contract Documents.

F. Where Contract Documents require special warranty, or similar commitment on Work or part of Work, District reserves right to refuse to accept Work, until Contractor presents written evidence that entities required to countersign such commitments have done so or are willing to do so.

1.5 SUBMITTALS

A. Submit written warranties to Contracting Officer's Technical Representative (COTR) prior to date certified for Substantial Completion. Warranty periods specified in individual specification sections begin on date of Substantial Completion as determined by District.

B. When Contract Documents require Contractor, or Contractor and subcontractor, supplier or manufacturer to execute special warranty, prepare written document that contains appropriate terms and identification, ready for execution by required parties. Submit draft to COTR, for approval prior to final execution.

1. Refer to other sections for specific content requirements and particular requirements for submitting special warranties.

C. Form of Submittal: At Substantial Completion compile two (2) copies of each required warranty properly executed by Contractor, or by Contractor, subcontractor, supplier, or manufacturer.

D. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.

1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.

3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

E. Provide additional copies of each warranty to include in operation and maintenance manuals.

1.5 SPECIAL WARRANTIES

A. Contractor shall provide written warranty for Work performed under the Contract for the following, where such product or system is installed on the Project:

1. Buried Tanks: 5 years against deterioration to the point of failure and against structural failure due to improper installation procedures.
2. Heating and Air Conditioning Equipment: With the exception of expendable components such as filters, for 5 years (or 10 full operating seasons) or the equivalent thereof against all conditions except vandalism or improper maintenance.
3. Roofing and Flashing Systems: 20 years by the manufacturer of the roofing material.

B. Contractor shall provide written warranties for Work performed under the Contract as detailed in other Sections

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION (Not Used)

END OF SECTION 01 78 70

SECTION 01 79 00 - DEMONSTRATION AND TRAINING

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

A. Administrative and procedural requirements for instructing District's personnel including, but not limited to:

1. Demonstration of operation of systems, subsystems, and equipment.
2. Training in operation and maintenance of systems, subsystems, and equipment.

1.3 SUBMITTALS

A. Instruction Program: Submit two copies of outline of instructional program for demonstration and training, including schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.

1. At completion of training, submit one complete training manual for District's use, signed by Contracting Officer's Technical Representative (COTR).

A. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

B. Attendance Record: For each training module, submit list of participants and length of instruction time.

C. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

D. Demonstration and Training Video: Submit one (1) copy at end of each training module.

1.4 QUALITY ASSURANCE

A. Facilitator Qualifications: Firm or individual experienced in training or educating maintenance personnel in training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with record of successful learning performance.

B. Instructor Qualifications: Factory-authorized service representative, complying with requirements in Section 01 40 00 "Quality Requirements," experienced in operation and maintenance procedures and training for each system, subsystem, or piece of equipment.

C. Pre-instruction Conference: Conduct conference at Project site to comply with requirements in Section 01 32 00 "Construction Progress Documentation." Review methods and procedures related to demonstration and training including, but not limited to:

1. Inspect and discuss locations and other facilities required for instruction.
2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
3. Review required content of instruction.
4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.5 COORDINATION

A. Coordinate instruction schedule with District's operations. Adjust schedule as required to minimize disrupting District's operations.

B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.

C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed by COTR.

PART 2 PRODUCTS

2.1 INSTRUCTION PROGRAM

A. Program Structure: Develop instruction program that includes individual training modules for each system and equipment not part of system, as required by individual Specification Sections, and as specified in Part 3.

B. Training Modules: Develop learning objective and teaching outline for each module. Include description of specific skills and knowledge that participant is expected to master. For each module, include instruction for following:

1. Basis of System Design, Operational Requirements, and Criteria: Including, but not limited to:

a. System, subsystem, and equipment descriptions.
b. Performance and design criteria if Contractor is delegated design responsibility.
c. Operating standards.
d. Regulatory requirements.

e. Equipment function.
f. Operating characteristics.
g. Limiting conditions.
h. Performance curves.

2. Documentation: Review following items in detail:

a. Emergency manuals.
b. Operations manuals.
c. Maintenance manuals.
d. Project Record Documents.
e. Identification systems.
f. Warranties and bonds.
g. Maintenance service agreements and similar continuing commitments.

3. Emergencies: Including, but not limited to following, as applicable:

a. Instructions on meaning of warnings, trouble indications, and error messages.
b. Instructions on stopping.
c. Shutdown instructions for each type of emergency.
d. Operating instructions for conditions outside of normal operating limits.
e. Sequences for electric or electronic systems.
f. Special operating instructions and procedures.

4. Operations: Including, but not limited to following, as applicable:

a. Startup procedures.
b. Equipment or system break-in procedures.
c. Routine and normal operating instructions.
d. Regulation and control procedures.
e. Control sequences.
f. Safety procedures.
g. Instructions on stopping.
h. Normal shutdown instructions.
i. Operating procedures for emergencies.
j. Operating procedures for system, subsystem, or equipment failure.
k. Seasonal and weekend operating instructions.
l. Required sequences for electric or electronic systems.
m. Special operating instructions and procedures.

5. Adjustments: Including, but not limited to following:

a. Alignments.
b. Checking adjustments.
c. Noise and vibration adjustments.
d. Economy and efficiency adjustments.

6. Troubleshooting: Including, but not limited to following:

a. Diagnostic instructions.
b. Test and inspection procedures.

7. Maintenance: Including, but not limited to following:

a. Inspection procedures.
b. Types of cleaning agents to be used and methods of cleaning.
c. List of cleaning agents and methods of cleaning detrimental to product.
d. Procedures for routine cleaning.
e. Procedures for preventive maintenance.
f. Procedures for routine maintenance.
g. Instruction on use of special tools.

8. Repairs: Including, but not limited to following:

a. Diagnosis instructions.
b. Repair instructions.
c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
d. Instructions for identifying parts and components.
e. Review of spare parts needed for operation and maintenance.

PART 3 EXECUTION

3.1 PREPARATION

A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into combined training manual.

B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

A. Facilitator: Engage qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and District for number of participants, instruction times, and location.

B. Engage qualified instructors to instruct District’s personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of system.

1. COTR will furnish instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
2. District will furnish instructor to describe District's operational philosophy.
3. District will furnish Contractor with names and positions of participants.

C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.

1. Schedule training with District, through COTR, with at least seven days' advance notice.
2. Schedule training to conform to personnel availability at Site and to conclude prior to starting of system.
3. Base duration of training on complexity of system, subsystem, or piece of equipment.

D. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of oral, written, demonstration, or combination of oral, written and demonstration of performance based test.

E. Demonstration and Training Video: Record each training module separately utilizing a professional video recording firm. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.

1. Make video recording at Project site to ensure video portrayal is representative of true system.

a. As part of training, devote one lesson plan to reviewing of video to allow new employees to view recording at their own convenience and be able to comprehend system without need for instructor in attendance.

2. At beginning of each training module, record each chart containing learning objective and lesson outline.

F. In addition to written technical descriptions, training shall detail training program to allow those who have completed training to provide training for new employees resulting in self-perpetuating training program.

G. Cleanup: Collect used and leftover educational materials and remove from Project site or give to District, as directed by District. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

3.3 SCHEDULE OF TRAINING

A. This schedule is for illustration purposes only. Schedule shall be completed by Design Architect/Engineer prior to Issue for Bid Document Submittal.

Specification Section	DESCRIPTION OF SYSTEM	Training Hours	Notes

END OF SECTION 01 79 00

SECTION 01 79 90 -QUALITY ASSURANCE SUMMARY REPORT

PART 1 GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section describes the inspection, testing, and other relevant actions taken to ensure that the desired level of quality is in accordance with the applicable standards or specifications for the product.

B. Refer to each individual Section for requirements for laboratory or factory testing.

1.3 SUBMITTALS

A. Plant Inspections: Furnish schedule of plant inspections. Before shipment, furnish document with Contracting Officer's Technical Representative (COTR) signature acknowledging witnessing of plant witness tests for Specification Sections designated in this Section.

B. Manufacturer Certificates: Before shipment, when so specified, provide written evidence of specified factory tests made on components of Work. Provide such evidence in form of manufacturers' Certificates, attesting that tests were performed as specified, results are accurate and items tested either meet or fail to meet minimum requirements specified.

C. Laboratory Reports: Before shipment, when so specified, submit reports citing pertinent Contract requirements, test of analysis used and actual test results. Include Certification from duly qualified laboratory that item tested and/or analyzed conforms to Specification requirements. Conspicuously stamp each such report on cover sheet in large red letters **CONFORMS** or **DOES NOT CONFORM**. Contractor acknowledges that elements of Work must conform to specified requirements and that it will re-test or re-procure and test until elements achieve full conformance.

D. Warranties: Furnish warranty documents, signed by indicated individuals and entities. Comply with Section 01 78 70 "Warranties."

E. Emergency Service: Provide three - 24-hour availability telephone numbers and matching contact name for Specification Sections designated in this Section.

PART 2 PRODUCTS

2.1 DEFINITIONS AND PROCEDURES

A. Following definitions, requirements and procedures are identified in "Quality Assurance Summary Report" attached hereto and part thereof:

1. Manufacturer, Fabricator, Installer and Service Qualifications:

   a. Years: Refers to number of years of experience in type of work specified in Specification Sections listed in attached report. If installer, fabricator, manufacturer or service organization is corporation, corporation shall have been in force under its current name for at least number of years listed. If elements of Contractor's installation are subcontracted, ensure that such subcontracted work is performed by Subcontractors with qualification specified in this Section. Experience requirements apply to individuals in Contractor's organization performing installation and those who are responsible for design, fabrication and manufacturing processes.
   b. Provide submittals proving specified experience of design, fabrication, manufacturing, and service organization(s) engaged by Contractor. For life safety and building management equipment and systems, organization(s) shall have requisite experience in specific type of work under Specification Sections and that experience of organization(s) includes projects where materials and equipment proposed by Contractor have been in use and functioning properly for at least two years.
   c. Contractor's Installer Organization: Have key individual (key installer) present on site while installation work is being performed for Specification Sections that have experience requirements in years under key installer in attached report. Identify key installer by name for each Specification Section that lists experience requirements for key installer in attached report and include proof of qualifications in terms of experience and project complexity. Certify that proposed key installer qualified for work to extent specified.
   d. Project: Refers to number of similar projects of like or greater size and complexity when compared to Work, executed by each of manufacturer, fabricator, installer and service components of Contractor's organization, for Specification Sections that have years listed for each of respective categories.
   e. COTR will reject elements of Contractor's organization that fail to meet specified qualification requirements. Upon such rejection, replace such rejected elements with new elements that meet specified requirements.

2. Plant Inspections: Refer to District's inspections of material and equipment in Specifications Sections. Such Inspections: Required at point of manufacture or fabrication. Correct District furnished written deficiencies before shipping material from point of manufacture or fabrication.

   a. Electronic Systems: Require mock-up test that will simulate field conditions, once systems concerned are in operation. Perform such mock-up tests and insure, through COTR, that tests are witnessed by District representative. Witnessing by District is

interim quality control review only and shall not constitute District acceptance of systems.

b. When plant inspections specified, pay for air travel from Project site for two District representatives to point of origin, where material and/or systems are being manufactured or fabricated.
c. Show plant inspection in Contract Schedule as condition precedent to delivery of material and/or equipment under Specifications Sections.
d. Furnish submittals necessary to support plant inspection requirements. Such Submittals: Include Contractor's mock-up test plan for work requiring in-plant mock-up tests, submitted for approval 45 days in advance of such tests. Do not ship any material and/or equipment under Specification Sections concerned, from point of manufacture or fabrication without first obtaining express written District acknowledgment that Contractor has satisfied pre-shipment requirements.

3. Warranties: Submit warranty and guarantee documents in accordance with applicable Contract requirements, covering the durations specified in attached report, from time of Final Acceptance by District. Comply with Section 01 78 70 "Warranty."

4. Demonstration and Training: Demonstration, training, and commissioning may be performed by Contractor simultaneously, with District's pre-approval.

a. Wherever demonstration and training is required, obtain District's written acknowledgment of satisfactory completion ("District's sign-off") of training and demonstration.
b. Furnish submittals for each of Specification Sections concerned, as necessary, to support training and demonstration program.
c. Field: Refers to field demonstration to District representatives by qualified and manufacturer-Certified individual on working equipment. Obligate Subcontractors, vendors, and manufacturers to provide such Certification. Provide demonstration support materials necessary for demonstration to six District representatives.
d. Submit manufacturer's or fabricator's (whichever applies) written and signed Certification that individual or entity (by name) is qualified to provide training involved.
e. Field demonstration requires sign-off by District.
f. Class: Refers to classroom training for up to 20 District representatives. Provide training materials. Provide separate training for each of maintenance and operations.
g. Classroom training requires advance approval of training agenda via submittals process. Classroom training, in order to be considered complete, requires sign-off by District.
h. Plant: Refers to Contractor's obligation to provide transportation and classroom (in plant) training for three District representatives. Cause training to be provided by manufacturer's technical and/or engineering personnel. Such Training: Last minimum of two working days, per Specification Section, and shall cover all aspects of maintenance and operations of equipment and materials concerned.
i. Plant training requires advance sign-off by District of training itinerary (via submittals) and requires express sign-off by District in order to be complete.

5. Extended Service: Refers to Contractor providing all labor, material, and equipment necessary to maintain, service and repair equipment and materials under Specification Sections concerned for designated period commencing from date of Acceptance.

a. During extended service period, perform scheduled maintenance and service work, including changing filters and following lubrication schedules and performing necessary repairs to keep equipment and/or materials in proper working order for duration of period noted.

6. Emergency Services: Refers to response time and duration of emergency service, commencing at time of Acceptance of the Work.

a. Systems under Designated Specification Sections: Responded to at Project site by fully equipped and qualified service individual (or more personnel, as necessary) within two hours of notification, on 24 hour availability basis. Maintain necessary parts inventory and service equipment on Project Site to repair and make operational each system within four hours of arrival at Project of service team.
b. Provide such emergency service for time indicated, commencing upon Acceptance by District.
c. As part of submittals process, provide three - 24-hour availability telephone numbers and three contact names for each of systems concerned under Specification Sections designated in this Section.

7. Commissioning: Comply with Section 01 91 13 "General Building Commissioning Requirements."

a. Specification Sections designated as requiring commissioning: Cause individual from manufacturer's or fabricator's organization to come to Project site and start up equipment concerned to verify that it has been installed correctly and that it is operating at specified levels of performance.
b. Cause subject manufacturer's representative to certify, in writing, (as well as other levels of Contractor's procurement organization from manufacturer through supplier through Subcontractor and Contractor) that equipment, materials, and systems have been properly installed and are functioning at specified levels of performance and that qualified manufacturer's representative has commissioned equipment.
c. Submit foregoing Certification to COTR.

8. Spare materials and attic stock: Specification Sections that are designated "yes" in this column require Contractor to provide types of spares and stock listed under "Remarks". .

PART 3 EXECUTION

3.1 QUALITY ASSURANCE SUMMARY REPORT

A. Satisfy requirements described in individual Specification Sections, including but not limited to, each of Specification Sections listed in Quality Assurance Summary Report at end of this Section.

B. Satisfy additional requirements of "Quality Assurance Summary Report".

END OF SECTION 01 79 90

Quality Assurance Summary Report (Part A. – Contractor Qualifications/Inspection Requirements)

SECTION	DESCRIPTION	# OF PROJ	YEARS KEY INSTLR	YEARS INSTR ORG.	YEARS DESIGN FAB & MANUF	YEARS SRVC ORG	PLANT INSP.	REMARKS

Quality Assurance Summary Report (Part B – Closeout Requirements)

A	B	C	D	E	F	G	H	I	J	K
SECTION	DESCRIPTION	TRAINING/DEMO (field/plant/class)	TRAINING/DEMO (maintenance/ operations)	TRAINING/DEMO to be recorded.	COMMISSION-ING	SPECIAL WARRANTY (yrs.)	EXTENDED SERVICE (months/years)	EMERGENCY SERVICE	SPARE OR ATTIC STOCK	REMARKS

A	B	C	D	E	F	G	H	I	J	K
SECTION	DESCRIPTION	TRAINING/DEMO (field/plant/class)	TRAINING/DEMO (maintenance/ operations)	TRAINING/DEMO to be recorded.	COMMISSION-ING	SPECIAL WARRANTY (yrs.)	EXTENDED SERVICE (months/years)	EMERGENCY SERVICE	SPARE OR ATTIC STOCK	REMARKS

SECTION 01 81 13 - SUSTAINABLE DESIGN REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes general requirements and procedures for compliance with certain USGBC LEED prerequisites and credits needed for Project to obtain applicable LEED certification based on LEED-NC, most recent Version. Contractors shall also comply with the D.C. Green Building Act of 2006 (DC Law 16-234).

1. Other LEED prerequisites and credits needed to obtain LEED certification depend on material selections and may not be specifically identified as LEED requirements. Compliance with requirements needed to obtain LEED prerequisites and credits may be used as one criterion to evaluate substitution requests and comparable product requests.

2. Additional LEED prerequisites and credits needed to obtain the indicated LEED certification depend on Architect's design and other aspects of Project that are not part of the Work of the Contract.

3. A copy of the LEED Project checklist is attached at the end of this Section for information only.

1.3 DEFINITIONS

A. Chain-of-Custody Certificates: Certificates signed by manufacturers certifying that wood used to make products was obtained from forests certified by an FSC-accredited certification body to comply with FSC STD-01-001, "FSC Principles and Criteria for Forest Stewardship." Certificates shall include evidence that manufacturer is certified for chain of custody by an FSC-FSC-accredited certification body.

B. LEED: Leadership in Energy & Environmental Design.

C. Rapidly Renewable Materials: Materials made from plants that are typically harvested within a 10-year or shorter cycle. Rapidly renewable materials include products made from bamboo, cotton, flax, jute, straw, sunflower seed hulls, vegetable oils, or wool.

D. Regional Materials: Materials that have been extracted, harvested, or recovered, as well as manufactured, within 500 miles of Project site. If only a fraction of a product or material is

extracted/harvested/recovered and manufactured locally, then only that percentage (by weight) shall contribute to the regional value.

E. Recycled Content: The recycled content value of a material assembly shall be determined by weight. The recycled fraction of the assembly is then multiplied by the cost of assembly to determine the recycled content value.

1. "Post-consumer" material is defined as waste material generated by households or by commercial, industrial, and institutional facilities in their role as end users of the product, which can no longer be used for its intended purpose.
2. "Pre-consumer" material is defined as material diverted from the waste stream during the manufacturing process. Excluded is reutilization of materials such as rework, regrind, or scrap generated in a process and capable of being reclaimed within the same process that generated it.

1.4 SUBMITTALS

A. General: Submit additional LEED submittals required by other Specification Sections.

B. LEED submittals are in addition to other submittals. If submitted item is identical to that submitted to comply with other requirements, submit duplicate copies as a separate submittal to verify compliance with indicated LEED requirements.

C. Project Materials Cost Data: Provide statement indicating total cost for materials used for Project. Costs exclude labor, overhead, and profit. Include breakout of costs for the following categories of items:

1. Wood-based construction materials.

D. LEED Action Plans: Provide preliminary submittals within 30 days of date established for the Notice to Proceed indicating how the following requirements will be met:

1. Credit MR 2.1 and Credit MR 2.2: Waste management plan complying with Section 017419 "Construction Waste Management and Disposal."
2. Credit MR 4.1 and Credit MR 4.2: List of proposed materials with recycled content. Indicate cost, post-consumer recycled content, and pre-consumer recycled content for each product having recycled content.
3. Credit MR 5.1 and Credit MR 5.2: List of proposed regional materials. Identify each regional material, including its source, cost, and the fraction by weight that is considered regional.
4. Credit MR 7: List of proposed certified wood products. Indicate each product containing certified wood, including its source and cost of certified wood products.
5. Credit EQ 3.1: Construction indoor-air-quality management plan.

E. LEED Progress Reports: Concurrent with each Application for Payment, submit reports comparing actual construction and purchasing activities with LEED action plans for the following:

1. Credit MR 2.1 and Credit MR 2.2: Waste reduction progress reports complying with Section 017419 "Construction Waste Management and Disposal."
2. Credit MR 4.1 and Credit MR 4.2: Recycled content.
3. Credit MR 5.1 and Credit MR 5.2: Regional materials.
4. Credit MR 7: Certified wood products.

F. LEED Documentation Submittals:

1. Credit EA 5: Product data and wiring diagrams for sensors and data collection system used to provide continuous metering of building energy-consumption performance over time.
2. Credit MR 2.1 and Credit MR 2.2: Comply with Division 01 Section "Construction Waste Management and Disposal."
3. Credit MR 4.1 and Credit MR 4.2: Product data and certification letter indicating percentages by weight of post-consumer and pre-consumer recycled content for products having recycled content. Include statement indicating costs for each product having recycled content.
4. Credit MR 5.1 and Credit MR 5.2: Product data for regional materials indicating location and distance from Project of material manufacturer and point of extraction, harvest, or recovery for each raw material. Include statement indicating cost for each regional material and the fraction by weight that is considered regional.
5. Credit MR 7: Product data and chain-of-custody certificates for products containing certified wood. Include statement indicating cost for each certified wood product.
6. Credit EQ 3.1:

    a. Construction indoor-air-quality management plan.
    b. Product data for temporary filtration media.
    c. Product data for filtration media used during occupancy.
    d. Construction Documentation: Six photographs at three different times during the construction period, along with a brief description of the SMACNA approach employed, documenting implementation of the indoor-air-quality management measures, such as protection of ducts and on-site stored or installed absorptive materials.

7. Credit EQ 3.2:

    a. Signed statement describing the building air flush-out procedures including the dates when flush-out was begun and completed and statement that filtration media was replaced after flush-out.
    b. Product data for filtration media used during flush-out and during occupancy.
    c. Report from testing and inspecting agency indicating results of indoor-air-quality testing and documentation showing compliance with indoor-air-quality testing procedures and requirements.

8. Credit EQ 4.1: Product data for adhesives and sealants used inside the weatherproofing system indicating VOC content of each product used. Indicate VOC content in g/L calculated according to 40 CFR 59, Subpart D.

9. Credit EQ 4.2: Product data for paints and coatings used inside the weatherproofing system indicating chemical composition and VOC content of each product used. Indicate VOC content in g/L calculated according to 40 CFR 59, Subpart D.

10. Credit EQ 4.3: Product Data for carpet products indicating VOC content of each product used and as follows:

    a. Green Label Plus Program: Certification that carpet and adhesive products comply with The Carpet and Rug Institute's "Green Label Plus" program requirements.

11. Credit EQ 4.4: Product data for products containing composite wood or agrifiber products or wood glues indicating that they do not contain urea-formaldehyde resin.

1.5 QUALITY ASSURANCE

A. LEED Coordinator: Engage an experienced LEED-Accredited Professional to coordinate LEED requirements. LEED coordinator may also serve as waste management coordinator.

PART 2 - PRODUCTS

2.1 RECYCLED CONTENT OF MATERIALS

A. Credit MR 4.1 and Credit MR 4.2: Provide building materials with recycled content such that post-consumer recycled content plus one-half of pre-consumer recycled content constitutes a minimum of 20 percent of cost of materials used for Project.

1. Cost of post-consumer recycled content of an item shall be determined by dividing weight of post-consumer recycled content in the item by total weight of the item and multiplying by cost of the item.
2. Cost of pre-consumer recycled content of an item shall be determined by dividing weight of pre-consumer recycled content in the item by total weight of the item and multiplying by cost of the item.
3. Do not include furniture, plumbing, mechanical and electrical components, and specialty items such as elevators and equipment in the calculation.

2.2 REGIONAL MATERIALS

A. Credit MR 5.1 and Credit MR 5.2: Provide a minimum of 20 percent of building materials (by cost) that are regional materials.

2.3 CERTIFIED WOOD

A. Credit MR 7: Provide a minimum of 50 percent (by cost) of wood-based materials that are produced from wood obtained from forests certified by an FSC-accredited certification body to comply with FSC STD-01-001, "FSC Principles and Criteria for Forest Stewardship."

1. Wood-based materials include, but are not limited to, the following materials when made from wood, engineered wood products, or wood-based panel products:

    a. Rough carpentry.
    b. Architectural woodwork.
    c. Wood paneling.
    d. Wood cabinets.

2.4 LOW-EMITTING MATERIALS

A. Credit EQ 4.1: For interior applications use adhesives and sealants that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA method 24):

1. Architectural Applications:

    a. Indoor Carpet Adhesives: 50 g/L.
    b. Carpet Pad Adhesives: 50 g/L.
    c. Wood Flooring Adhesives: 100 g/L.
    d. Rubber Floor Adhesives: 60 g/L.
    e. Subfloor Adhesives: 50 g/L.
    f. Ceramic Tile Adhesives: 65 g/L.
    g. VCT and Asphalt Adhesives: 50 g/L.
    h. Drywall and Panel Adhesives: 50 g/L.
    i. Cove Base Adhesives: 50 g/L.
    j. Multipurpose Construction Adhesives: 70 g/L.
    k. Structural Glazing Adhesives: 100 g/L.

2. Substrate Specific Applications:

    a. Metal to Metal: 30 g/L.
    b. Plastic Foams: 50 g/L.
    c. Porous Material (except wood): 50 g/L.
    d. Wood: 30 g/L.
    e. Fiberglass: 80 g/L.

3. Specialty Applications:

    a. PVC Welding: 510 g/L.
    b. CPVC Welding: 490 g/L.
    c. ABS Welding: 325 g/L.
    d. Plastic Cement Welding: 250 g/L.
    e. Adhesive Primer for Plastic: 550 g/L.
    f. Contact Adhesive: 80 g/L.
    g. Special Purpose Contact Adhesive: 250 g/L.
    h. Structural Wood Member Adhesive: 140 g/L.
    i. Sheet Applied Rubber Lining Operations: 850 g/L.
    j. Top and Trim Adhesive: 250 g/L.

4. Sealants:

    a. Architectural: 250 g/L.
    b. Nonmembrane Roof: 300 g/L.
    c. Roadway: 250 g/L.
    d. Single-Ply Membrane: 450 g/L.
    e. Other: 420 g/L.

5. Sealant Primers:

    a. Architectural Non Porous: 250 g/L.
    b. Architectural Porous: 775 g/L.
    c. Other: 750 g/L.

6. Aerosol Adhesives:

    a. General Purpose Mist Spray: 65% VOCs by weight.
    b. General Purpose Web Spray: 55% VOCs by weight.
    c. Special Purpose Aerosol Adhesives (all types): 70% VOCs by weight.

B. Credit EQ 4.2: For interior applications use paints and coatings that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA method 24) and the following chemical restrictions:

1. Flat Paints and Coatings: VOC not more than 50 g/L.
2. Non-Flat Paints and Coatings: VOC not more than 150 g/L.
3. Anti-Corrosive Coatings: VOC not more than 250 g/L.
4. Clear Wood Finishes:

    a. Varnish: 350 g/L.
    b. Lacquer: 550 g/L.

5. Floor Coatings: 100 g/L.
6. Sealers:

    a. Waterproofing Sealers: 250 g/L.
    b. Sanding Sealers: 275 g/L.
    c. All Other Sealers: 200 g/L.

7. Shellacs:

    a. Clear: 730 g/L.
    b. Pigmented: 550 g/L.

8. Stains: 250 g/L.
9. Restricted Components: Paints and coatings shall not contain any of the following:

    a. Acrolein.
    b. Acrylonitrile.

c. Antimony.
d. Benzene.
e. Butyl benzyl phthalate.
f. Cadmium.
g. Di (2-ethylhexyl) phthalate.
h. Di-n-butyl phthalate.
i. Di-n-octyl phthalate.
j. 1,2-dichlorobenzene.
k. Diethyl phthalate.
l. Dimethyl phthalate.
m. Ethylbenzene.
n. Formaldehyde.
o. Hexavalent chromium.
p. Isophorone.
q. Lead.
r. Mercury.
s. Methyl ethyl ketone.
t. Methyl isobutyl ketone.
u. Methylene chloride.
v. Naphthalene.
w. Toluene (methylbenzene).
x. 1,1,1-trichloroethane.
y. Vinyl chloride.

C. Credit EQ 4.3: Provide carpet and adhesive products that comply with The Carpet and Rug Institute's (CRI) "Green Label Plus" program requirements and as follows:

1. Carpet Testing Program: Carpet products shall have acceptable VOC emissions levels of the following chemicals when tested in accordance with California Specification 01350 and the CRI "Green Label Plus" program:

a. Acetaldehyde.
b. Benzene.
c. Caprolactam.
d. 2-Ethylhexanoic Acid.
e. Formaldehyde.
f. 1-Methyl-2-Pyrrolidinone.
g. Naphthalene.
h. Nonanal.
i. Octanal.
j. 4-Phenylcyclohexene.
k. Styrene.
l. Toluene.
m. Vinyl Acetate.

2. Adhesive Testing Program: Adhesive products shall have acceptable VOC emissions levels of the following chemicals when tested in accordance with California Specification 01350 and the CRI "Green Label Plus" program:

a. Acetaldehyde.

b. Benzothiazole.
c. 2-Ethyl-1-Hexanol.
d. Formaldehyde.
e. Isooctylacrylate.
f. Methyl biphenyl.
g. 2-Methyl-pyrrolidinone.
h. Naphthalene.
i. Phenol.
j. 4-Phenylcyclohexene (4PCH).
k. Styrene.
l. Toluene.
m. Vinyl Acetate.
n. Vinyl cyclohexene.
o. Xylenes (m-,o-,p-).

D. Credit EQ 4.4: Do not use composite wood or agrifiber products or adhesives that contain urea-formaldehyde resin.

PART 3 - EXECUTION

3.1 MEASUREMENT AND VERIFICATION

A. Credit EA 5: Implement measurement and verification plan consistent with Option B: Energy Conservation Measure Isolation, or Option D: Calibrated Simulation, Savings Estimation Method 2, in the EVO's "International Performance Measurement and Verification Protocol (IPMVP) Volume III: Concepts and Options for Determining Energy Savings in New Construction."

B. If not already in place, install metering equipment to measure energy usage. Monitor, record, and trend log measurements.

C. Evaluate energy performance and efficiency by comparing actual to predicted performance.

D. Measurement and verification period shall cover at least one year of postconstruction occupancy.

3.2 CONSTRUCTION WASTE MANAGEMENT

A. Credit MR 2.1 and Credit MR 2.2: Comply with Division 01 Section 01 74 19 "Construction Waste Management and Disposal."

3.3 CONSTRUCTION INDOOR-AIR-QUALITY MANAGEMENT

A. Credit EQ 3.1: Comply with SMACNA's "SMACNA IAQ Guideline for Occupied Buildings under Construction."

1. If District authorizes use of permanent heating, cooling, and ventilating systems during construction period as specified in Division 01 Section "Temporary Facilities and Controls," install filter media having a MERV 8 according to ASHRAE 52.2 at each return-air inlet for the air-handling system used during construction.

2. Replace all air filters immediately prior to occupancy.

B. Credit EQ 3.2: Comply with one of the following requirements:

1. After construction ends, prior to occupancy and with all interior finishes installed, perform a building flush-out by supplying a total volume of 14000 cu. ft. of outdoor air per sq. ft. of floor area while maintaining an internal temperature of at least 60 deg F and a relative humidity no higher than 60 percent.

2. If occupancy is desired prior to flush-out completion, the space may be occupied following delivery of a minimum of 3500 cu. ft. of outdoor air per sq. ft. of floor area to the space. Once a space is occupied, it shall be ventilated at a minimum rate of 0.30 cfm per sq. ft. of outside air or the design minimum outside air rate determined in EQ Prerequisite 1, whichever is greater. During each day of the flush-out period, ventilation shall begin a minimum of three hours prior to occupancy and continue during occupancy. These conditions shall be maintained until a total of 14000 cu. ft./sq. ft. of outside air has been delivered to the space.

3. Air-Quality Testing:

a. Conduct baseline indoor-air-quality testing, after construction ends and prior to occupancy, using testing protocols consistent with the EPA's "Compendium of Methods for the Determination of Air Pollutants in Indoor Air," and as additionally detailed in the USGBC's "LEED-NC: Reference Guide."

b. Demonstrate that the contaminant maximum concentrations listed below are not exceeded:

1) Formaldehyde: 50 ppb.
2) Particulates (PM10): 50 micrograms/cu. m.
3) Total Volatile Organic Compounds (TVOC): 500 micrograms/cu. m.
4) 4-Phenylcyclohexene (4-PH): 6.5 micrograms/cu. m.
5) Carbon Monoxide: 9 ppm and no greater than 2 ppm above outdoor levels.

c. For each sampling point where the maximum concentration limits are exceeded, conduct additional flush-out with outside air and retest the specific parameter(s) exceeded to indicate the requirements are achieved. Repeat procedure until all requirements have been met. When retesting noncomplying building areas, take samples from same locations as in the first test.

d. Air-sample testing shall be conducted as follows:

1) All measurements shall be conducted prior to occupancy but during normal occupied hours, and with building ventilation system starting at the normal

daily start time and operated at the minimum outside air flow rate for the occupied mode throughout the duration of the air testing.

2) Building shall have all interior finishes installed including, but not limited to, millwork, doors, paint, carpet, and acoustic tiles. Nonfixed furnishings such as workstations and partitions are encouraged, but not required, to be in place for the testing.
3) Number of sampling locations will vary depending on the size of building and number of ventilation systems. For each portion of building served by a separate ventilation system, the number of sampling points shall not be less than one per 25,000 sq. ft. or for each contiguous floor area, whichever is larger, and shall include areas with the least ventilation and greatest presumed source strength.
4) Air samples shall be collected between 3 and 6 feet from the floor to represent the breathing zone of occupants, and over a minimum four-hour period.

END OF SECTION 01 81 13

SECTION 01 91 13 - GENERAL BUILDING COMMISSIONING REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Work of this Section, as shown or specified, shall be in accordance with the requirements of the Contract Documents.

B. Commissioning is a quality-focused process for enhancing the delivery of a project. The process focuses on verifying and documenting that the facility and all its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the District's Operational Performance Requirements and the Contract Documents.

C. The purpose of commissioning is to provide a systematic process of assuring by verification and documentation, from the design phase to a minimum of one year after construction, that all facility systems perform interactively in accordance with the design documentation and intent and in accordance with the District's operational needs.

1.2 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

B. Section 23 08 00 – Mechanical Systems Commissioning

C. Section 26 05 01 – Electrical Systems Commissioning

D. Section 28 00 10 – Security Systems Commissioning

E. Commissioning Plan dated <**Insert Date Here**>.

1.3 DEFINITIONS

A. Commissioning Authority (CxA): The Commissioning Authority is a reviewing entity that will verify that the District's Operational Performance Requirements are achieved and assist the District by providing quality improvement.

B. Functional Performance Test (FPT): Detailed step-by-step procedures to verify the proper operation of a piece of equipment or system in all modes of operation.

C. Major Problem: Any problem or group of problems that require more than fifteen (15) minutes to correct.

D. Operational Performance Requirements (OPR): Equipment, system and facility criteria necessary to meet the District's needs for the project.

1.4 INCLUDED SYSTEMS

A. The following systems, equipment and their components are included in the scope of the commissioning activities and are considered to be commissioned systems and equipment.

1. Mechanical systems with commissioning identified in Division 23.

2. Electrical systems with commissioning identified in Division 26.

3. Security systems with commissioning identified in Division 28.

1.5 ROLES AND RESPONSIBILITIES

A. Prime Contractor (hereafter referred to as "Contractor" or "Prime Contractor")

1. The Contractor shall be responsible for the quality of construction.

2. The Contractor shall be responsible for communicating to the CxA the construction schedule, milestones, completion schedules, planned testing, etc., including updates in the same fashion, timeliness and level of detail as is provided to the District.

3. The Contractor shall incorporate commissioning-related activities into the overall project schedule.

4. The Contractor shall ensure that each trade maintains accurate record drawings at the job site throughout the construction phase. The Contractor shall make these drawings readily available for review and use by the CxA at any time during normal business hours.

5. The Contractor shall ensure that each subcontractor cooperates and provides information, assistance, and responses to the CxA as described herein.

B. Subcontractors (hereafter referred to as "Contractor" or "Subcontractor")

1. The Subcontractor shall provide personnel, equipment and materials necessary to fulfill its obligations in the commissioning process as described in this section and its discipline-specific commissioning specification.

2. The Subcontractor shall attend all commissioning meetings as requested by the Prime Contractor

1.6 SUBMITTALS

A. Commissioning Plan. The Preliminary Commissioning Plan is part of the contract. The Commissioning Plan will be updated throughout the construction and acceptance process and will become Final with the project is complete. The Preliminary Commissioning plan developed for this project shall be updated and executed. Changes and amendments to the existing draft Commissioning Plan shall be incorporated as detailed installation and start-up information for equipment items is obtained and changes to the design are made. The Plan includes the following:

1. General project information.
2. Key points of contact.
3. Roles and responsibilities.
4. Description of systems to be commissioned.
5. Construction Verification and Test Checklists.
6. Issues tracking format.
7. Review of Operation and Maintenance documentation.

B. Commissioning Tests and Checklists. Preliminary Checklists have been developed for three levels of testing:

1. Construction Verification Checks (CVC). Construction verification checks cover the activities that must be performed for the proper storage, handling and installation of building components and equipment. Checklist submitted prior to startup.
2. Functional Performance Tests (FPT). Functional Performance Tests cover the activities associated with starting and running dynamic equipment and systems to insure proper set-up, alignment, operation and that inputs/outputs are in accordance with the design. For non-dynamic components, functional checks ensure proper function.
3. Integrated System Tests (IST). Integrated testing involves ensuring proper operation where two or more separate systems interact with each other and where new systems connect with existing systems.

C. The contractor shall update the CVCs and FPTs as equipment submittals are approved and manufacturer's installation, start-up and commissioning information is obtained. The Commissioning Authority will update the ISTs.

D. Submit proposed schedule which shall include major equipment to be commissioned and anticipated dates for testing, startup and training of this equipment.

E. Submit names and list of responsibilities for each team member.

F. In addition to the submittal requirements from other Specification Sections, the Contractor shall provide the CxA the following submittal information for equipment and systems to be commissioned:
1. Detailed product data for each piece of equipment including capacities, electrical components and requirements, start-up procedures, etc.
2. Full and part load performance curves over the expected operated ranges for each piece of equipment that will operate at variable loads.
3. Manufacturer's detailed, approved short circuit coordination study.
4. Manufacturers' certified equipment test reports, where applicable.
5. Manufacturers' detailed installation requirements.
6. Manufacturers' detailed start-up requirements.
7. Control system diagrams and sequences of operation.
8. Operation instructions.
9. Warranty and District's obligations to maintain warranty.
10. Manufacturers' recommended maintenance and troubleshooting procedures, including tools and replacement parts lists.

G. Submittal Review Procedures:

1. The Contractor shall provide a copy of each applicable submittal defined to the CxA at the same time as providing the submittal to the COTR.

2. The CxA will review the submittals parallel to the Architect/Engineer's review. The focus of the CxA review will be the following:

a. Verify that the equipment or system meets the Operational Performance Requirements.
b. Verify that equipment or system includes provisions for access and maintenance.
c. Verify that sufficient information is provided for the development of the equipment checklists and functional performance test procedures.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 COMMISSIONING TEAM

A. Each Contractor shall designate an individual to be responsible for coordinating commissioning activities with the CxA. This requirement is intended to facilitate effective communication during the commissioning process.

B. The commissioning team consists, at a minimum of the following:

1. Commissioning Authority
2. Architect/Engineer
3. Design Engineers (Mechanical, Plumbing, Electrical, Specialty)
4. Prime Contractor
5. Mechanical Contractor(s) and its Subcontractors
6. Electrical Contractor(s) and its Subcontractors
7. Electronic Security Contractor(s) and its Subcontractors

3.2 COMMUNICATION PROTOCOLS

A. Formal reports including Site Observation Reports will be distributed to the District, Architect/Engineer and Prime Contractor.

B. Informal comments and observations from the commissioning work will be relayed directly to the responsible party whenever possible, with copies to the District, Architect/Engineer and Prime Contractor. This includes field observations and functional performance test results. The direct communication approach will avoid delays from traditional remote paper exchanges, will encourage dialogue and discussion of options and alternatives, and alternatives, and generally maintain an atmosphere of cooperation and quality.

C. Response Times

1. Timeliness in delivering information or providing responses to the CxA are essential to providing the construction product to the District on time, as well as facilitating the commissioning process.

2. The Contractor shall adhere to the following guidelines to meet this objective:

3. Delivery of Initial Submittal of the O&M manuals to CxA: [**30**] [**60**] [**120**] days prior to start of Commissioning.

a. Delivery of proposed training material to CxA: Thirty (30) days prior to the scheduled training.
b. Delivery of testing, balancing and adjusting plan to CxA: <**Insert Number of Days Here**> days after Notice to Proceed.
c. Delivery of start-up plan for each piece of equipment to the CxA: Two (2) weeks after approved submittals.
d. Delivery of electrical testing reports and manufacturer testing reports to the CxA: Ten (10) days from receipt of reports by Contractor.
e. Written response to a site observation comment to CxA: Two (2) weeks or less from receipt of comment.
f. Written response regarding the acceptability of the functional testing procedures to CxA: Four (4) weeks from receipt of the testing procedures.
g. Time to correct discrepancies noted in Record Drawings during construction phase: Two (2) weeks from the date the discrepancy was noted.

3.3 COMMISSIONING MEETINGS

A. Most commissioning issues will be handled during regularly scheduled project meetings. If specific topics require additional discussion, the commissioning team shall meet immediately after the project meeting.

B. Other commissioning meetings may occur at other times mutually agreed to by the commissioning team.

3.4 COMMISSIONING SCHEDULE

A. The Contractor shall integrate equipment start-up and functional performance testing into the master construction schedule. The CxA may assist the Contractor in developing the logic schedule for the commissioning-related activities.

B. The Contractor shall update the schedule of commissioning-related activities at least monthly until the beginning of start-up activities and/or functional performance testing.

C. The Contractor shall update the schedule of commissioning-related activities at least every two weeks once start-up activities and/or functional performance testing have begun.

3.5 SITE OBSERVATIONS AND VERIFICATIONS

A. The CxA will make site observations from time-to-time. The CxA site observation reports may include construction issues, access and maintenance issues, safety issues, or other issues. Each observation is intended to improve the project quality and achieve the District's Performance Requirements.

B. The Contractor shall respond, in writing to the CxA, to each contractor-responsible issue within fourteen (14) calendar days of receipt of the site observation report. The response shall state at a minimum the following.

1. Concurrence or not on whether this is an issue.
2. Planned corrective action.
3. Date on when correction will be completed.

C. The Contractor shall respond in writing when the corrective action has been completed and in its opinion the issue is resolved.

3.6 EQUIPMENT CHECKLISTS

A. The Commissioning Authority will provide the Contractor the following equipment checklists:

1. Receipt Inspection Checklist.
2. Equipment Prefunctional Checklist.

B. Intent

1. The Receipt Inspection Checklist will be used to document the delivery of equipment on the job site.
2. The Equipment Prefunctional Checklist will be used to communicate the readiness for a particular equipment or system for functional performance testing.
3. The checklists do not contain all of the requirements of the Contract Documents. The completion of the checklist does not eliminate the Contractor's responsibility for meeting other requirements in the Contract Documents.

C. Use and Process

1. All checklists will be provided to the Contractor by the CxA for all equipment and systems to be commissioned. The Contractor shall refer to the Commissioning Plan to obtain the checklists.
2. The Contractor shall complete each checklist. The Contractor shall document and explain any negative responses to any line item of the checklist at the end of the checklist.
3. As each checklist is completed, the Contractor shall provide the original to the CxA and maintain a copy on site.
4. The Contractor shall provide each completed checklist to the CxA according to the following schedule:

    a. Receipt Inspection Checklist: Maximum of ten (10) working days from date of delivery of the equipment to the job site.
    b. Equipment Prefunctional Checklist: Minimum of five (5) working days prior to scheduling of any functional performance tests related to that equipment.

5. The CxA shall have a minimum of five (5) working days to verify at its discretion whether the checklists have been completed satisfactorily before scheduling of any functional performance tests related to that equipment.

3.7 FUNCTIONAL PERFORMANCE TESTING

A. General: Commissioning Authority will provide procedures to the Contractor.

1. The Contractor shall demonstrate that the commissioned equipment and systems operate properly in all modes of operation.

2. Testing shall begin at the component level and progress upwards in complexity to the equipment and system level.
3. When all systems have passed their functional performance tests, the Contractor shall demonstrate that the systems operates correctly as a whole in a System Integration Test.

B. Functional Performance Test (FPT) Procedures

1. The CxA will provide the FPT procedures to the Contractor and all applicable Subcontractors before testing for review. The Contractor shall refer to the Commissioning Plan for draft FPT procedures.

2. The Contractor shall review the draft FPT procedures and reply, in writing, whether the tests as written are acceptable and will not void any warranties. The Contractor shall submit any requested modifications to the test procedures in writing to the CxA. The submitted modifications shall be made in accordance with the approved submittal schedule as developed by the Contractor. For example, modifications to Division 23 FPT procedures shall be submitted concurrently with the control system submittal. Failure on the part of the Contractor to submit any modifications to the draft FPT procedures shall signify the Contractor's concurrence that the procedures are acceptable.

3. The FPT procedures will provide step-by-step instructions in a pass/fail format.

C. The Contractor shall complete and submit all applicable Equipment Prefunctional Checklists prior to scheduling of functional testing.

D. When the equipment and systems are ready to test, the FPT will be scheduled for a time mutually convenient to the Contractors and the CxA.

E. The CxA will orchestrate the Functional Performance Test. The Contractor shall be responsible to provide personnel and equipment to perform the testing and to correct problems found during the testing. The Contractor shall provide means of access in compliance with OSHA regulations to the CxA to visually verify all aspects of the specified test.

F. If the total time required to correct minor problems during testing is greater than fifteen (15) minutes, the test shall be considered failed and must be repeated in its entirety.

G. If a major problem is discovered during the test, the Contractor shall correct the problem. Prior to retesting, the Contractor shall submit to the CxA the required data indicating that the deficient items have been corrected. After review of this information by the CxA, a retest will be scheduled. During the course of the retest, if at any point a major deficiency is discovered, the test will be stopped. If more than two functional performance tests (one initial test and one retest) for any type of equipment are required, the costs for the CxA to witness retesting of similar types of equipment until satisfactory results are obtained shall be the responsibility of the Contractor.

1. A major problem is any problem or group of problems that require more than fifteen minutes to correct.

2. A type of equipment is equipment that belongs to a common category, for example, air handling unit or panelboard.

3.8 TRAINING VERIFICATION

A. The Contractor shall submit proposed training material to the CxA for review and comment.

B. The Contractor for the respective system shall be responsible for the development and implementation of the training material for that system.

C. The Contractor shall provide final Operation and Maintenance (O&M) manuals and training materials to the District and CxA prior to training.

D. At a minimum, the Contractor shall provided the following material at the time of training:

1. Detailed agenda

2. Contractor contact information sheet

3. Detailed training material (divided by sections where appropriate)

4. Log sheets and maintenance checklists

5. Training may be recorded for future reference if requested by the District.

E. The Contractor shall develop a proposed training schedule and submit that to the District for review, comment and approval.

F. The Contractor shall schedule and coordinate all training sessions through the District.

G. The Contractor shall provide training for all of the equipment and systems included in the following divisions:

1. Division 23.
2. Division 26.

H. At a minimum, training topics shall include the following:

1. Description of equipment and systems.
2. Warranties and guarantees.
3. Equipment start-up and shutdown.
4. Normal and emergency operation.
5. Seasonal changeover.
6. Maintenance schedules.
7. Health and safety issues.
8. Special tools and spare parts.
9. Emergency procedures.
10. Hands-on operation.
11. Troubleshooting.
12. O&M manuals.
13. Facilities control system and sequences of operation.

END OF SECTION 01 91 13

Government of the District of Columbia
Department of General Services

APPENDIX I

SCOPE OF WORK SAMPLES

Appendix I Table of Contents:

1. SOW Sample 1 – Build-Out of Office Space for DC Department of Human Services
2. SOW Sample 2 – Building Renovation for the Department of Mental Health
3. SOW Sample 3 – Interior Build-Out for the Office of Contracting & Procurement
4. SOW Sample 4 – Reconstruction of District Department of Transportation (DDOT) Materials Testing Lab

BUILD-OUT OF OFFICE SPACE FOR DC DEPARTMENT OF HUMAN SERVICES, ECONOMIC SECURITY ADMINISTRATION AT 2100 MLK JR. AVENUE

October 23, 2014

Part A - INTRODUCTION

The Architect-Engineer (A/E) shall provide the professional design services for the build-out of new office space for the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA), which will be located at 2100 MLK Jr. Avenue, SE, Washington, DC. This project is part of the ongoing program improvement of the DC Government, where the Department of General Services (DGS) has undertaken a series of projects to modify facilities, business processes, and computer systems, as a comprehensive plan. The main objective of the comprehensive project is to design the office spaces to accommodate the Department of Human Services/ Economic Security Administration (ESA) to meet its growing requirements in a timely and coordinated manner. The Project shall consist of total design, including but not limited to, space planning, FF&E layout, MEP and voice and data services for DHS/ESA programs.

All design work shall be based on all applicable Federal and Local building codes and regulations following the present practice of DGS Construction Division.

Part B - SCOPE OF WORK

The scope of work to convert existing office space located at 2100 MLK Jr. Avenue for proposed use by the District Department of Human Services. The new modification is required for optimal and efficient use of space by the Department of Human Services and their minimum requirements for DHS/ESA programs. This Scope of work also required modification of mechanical, electrical, plumbing work, layout plan for FF&E and voice/data systems. All paints will be used must be of water-based, carpet base should be without mastics, and all electrical fixtures must be energy efficient.

Part C - BASIC SERVICES

The A/E will provide professional services, for the Scope of Work described above, as follows:

Phase: Title 1 Services	**Description**
Conceptual Plan:	Develop documents to fully acquire all pertinent information of the agency program requirements; FTE needs, including potential growth; other subsidiary requirements such as conference rooms, training rooms, reception area, break room; and develop the space plan based on DGS space planning guidelines and get it approved by the user agency and the DGS Project Manager.
Design Document:	Develop the full blown design based on the approved space plan including MEP, Voice/Data, FFE layout plan, reflected ceiling

	plans, interior elevations and preliminary finish selections, and all other utilities following the DGS Space Planning and Finish Guidelines.
Construction Documentations:	Develop documents to be used for bidding, permit and construction. Coordinate with Mechanical, Electrical and Plumbing engineer in addition to their internal coordination. Develop Independent Government Cost Estimate (IGCE) based on the current RS Means Building Construction Cost Data. Submit and secure the Building Permits from DCRA

Phase: Title 2 Services	**Description**
Construction Administration:	Provide site inspection services at least 12 times during the construction phase; review and approval of submittals by the Contractor.
Other Services:	Respond to Contractor technical questions. Develop the as-built drawings after completion of work

Part D – Documents and Data to be furnished by DGS Capital Construction Services

The following documents and data will be furnished by DGS Capital Construction Services.

1. Guide Specifications and Guide for Preparation of Cost Estimates.

2. Carpets and furniture selection standards.

3. Copies of Architect-Engineer Agreement, Appendix "B", "Technical Requirements and Submittal Guide", Appendix "D", Review and Checking of Shop Drawings and Samples.

Part E – Special Requirements

1. The A/E shall make the following design submissions (exception to Appendix "B" requirements) to the DGS Capital Construction Services:

    a. 30% completion.
    b. 65% completion.
    c. 100% completion.

    For quick delivery of the project this schedule submittals can be modified.

2. The A/E shall visit the existing office of the DC Department of Human Services,

Economic Security Administration, meet with their representatives, visit the proposed location and develop the programs to meet the operational requirements of the user agency and get it approved by the user agency.

3. The A/E shall conduct a presentation to DGS Capital Construction Services once the concept phase is completed. The presentation will outline the design parameters with reference to the architectural, mechanical, electrical and structural approach to the project.

4. The final submission shall include a CADD Disc for drawings and a reproducible hard copy. The specifications shall be based on the Master Specifications and DGS Space Planning and Finish Guidelines after they have been signed and approved and should also include a disc and a hard copy. Total design and specifications shall conform to all current governing codes practices of the Federal Government and the District of Columbia government and BOCA requirements. Requirements of NFPA and other regulatory agencies of the District and Federal Government shall be met. The HVAC design shall be in conformance with ASHRAE and plumbing per ASPE.

5. Prior to the start of design and after a survey has been conducted, the Architect-Engineer shall arrange a meeting through the Project Manager for a pre-design conference with DGS to discuss concepts and elements of the systems proposed to be used.

6. The Architect-Engineer (A/E) shall work in close coordination with the Project Manager for site surveys and other field investigations.

7. The A/E shall provide AutoCAD drawings and specifications, as well as two (2) copies of printed full size drawings of the bid document clearly identifying the project location and agency to the Project Manager for review and approval for the solicitation.

8. The A/E shall make necessary changes after, if directed by the Project Manager before preparing and submitting the final solicitation documents. The final documents shall be in the following formats:

   a. Drawings: All drawings shall be electronically submitted both in pdf and CADD versions;
   b. Specifications and other relevant documents shall be submitted both in pdf and MS Word versions.

9. The A/E will be held responsible for all errors and omissions resulting in a deficient design and/or change orders resulting in additional funds being spent by the District to correct the construction documents and accomplish construction.

10. The total design work must be completed within 60 days from the date of Notice To Proceed. This clause will override the performance period of the work written elsewhere and the Contractor shall submit his schedule of submissions to DGS within 5 days from the date of Notice to Proceed.

Part F – General Requirements

1. Checking construction shop drawings is the responsibility of the Architect-Engineer's Title II, Option for Review of Shop Drawings and Samples as set forth in Appendix 'D', is exercised.

2. All change orders, which may develop, will be finalized (Scope of Work and dollar amount) before work is initiated, unless otherwise approved by the Contracting Officer.

3. The Architect-Engineer shall be responsible for acting as recorder for all meetings with the Government Agencies that he attends. Memorandum for the Record of such meetings shall be typewritten and submitted to the Project Management within ten (10) calendar days from the date of the meeting, for review and approval and for such distribution as may be required.

4. The Architect-Engineer shall be responsible for obtaining all building permits and clearances as may be required for the construction of the project. Compensation for performing the permit services shall be on reimbursable basis, therefore, the A/E shall provide a separate line item in Title I fee. Permits and clearances are required by Public Law and D.C. Regulations.

5. The available drawings of the existing site may or may not correctly indicate the existing conditions. The Architect-Engineer shall visit the site and be responsible for performing field checks of the existing site conditions in developing and completing requirements proposed under scope, which will be a part of the contract as Appendix "A".

6. The DGS Project Management shall act as a coordinator between the A/E, DGS, and other entities. For clarification of any item or changes to the scope of work, and overall coordination of this project, the A/E shall contact the DGS Project Manager.

_____ _____

Date

Project Manager

FACILITY CONDITION ASSESSMENT (FCA)
Scope of Work

GENERAL

The A/E will perform an evaluation of *The Lab School of Washington (Hardy School)*. The evaluation will provide an independent and documented overview of infrastructure conditions in a simple concise easy to understand report.

For the FCA the Contractor shall complete the following formats:

A. A **Building Evaluation Form** covering each major building system. Each system will be graded with a suggested grading system (Example is: A, B, C, D, F). Sample grading descriptions shall be provided to the District. Estimates of remaining useful life span and costs to correct the deficiencies ("D"s and "F"s) and costs for replacement of each major system shall be provided. A comparison of the correction cost vs. replacement costs for each major system with a single number cost ratio shall be provided. Total building correction cost will also be compared with total building replacement cost, providing a total cost ratio. In addition, brief narrative descriptive comments shall be provided for each component describing critical deficiencies and/or required upgrades.

B. A **Site Evaluation Form** similar to the building evaluation form.

C. A **Summary form** of significant deficiencies and recommendations including individual cost for each element and totals for each facility. All "D"s and "F"s will be included with a summary of costs. In addition any common problems across the facility shall be identified. Identify any other significant code or other deficiencies if not already identified in the "D"s and "F"s.

The facility evaluation will include a site visit to the facility by an interdisciplinary team. Members will include professional & experienced staff with extensive knowledge in their particular discipline. Required disciplines will include architecture (with fire & safety expertise), mechanical (with plumbing expertise), electrical, estimating, structural, automatic transport (elevators, escalators etc.), and site. Staff shall be engineers, architects or equivalent for discipline evaluated. Much of the data for this report will be gained from personal inspection, from interviews with the appropriate facility staff and the analysis of their knowledge and familiarity of facility systems and from an overview of facility as-built drawings (especially for structural & site utilities).

The District will provide as built drawings, if available, facility's personnel with the most knowledge of the existing systems as tour guides and any significant maintenance or engineering studies

DELIVERABLES

Within the timeframe provided in the Task Order after the visit to the facility, the contractor shall submit three (3) copies of the draft FCA to the Project Manager along with an electronic copy in MS Word or other agreed format. All comments from the District shall be discussed and resolved. All agreed upon comments shall be included in a final draft report. The contractor shall review the final draft report to insure that the grading of systems is consistent. Any problems noted will be documented and discussed with the Project Manager.

A final report will be delivered to the Project Manager, within the time frame stated in the schedule after the resolution of the final comments. The final report will be in color for both electronic and hard copies. All electronic documentation will be accomplished using the software agreed with the Project Manager. In the absence of any agreement it shall be in Microsoft WORD, EXCEL and or ACCESS. The contractor will demonstrate on District's computer that the electronic version is editable and printable with District's equipment. The contractor shall provide the District with three hard copies of the entire report. He shall also provide electronic versions on computer disks or on CD-ROM.

Specific Scope for each Discipline

Architectural System: FCA shall include a physical inspection of all Architectural components, including roofs, exterior wall assemblies, windows, interior finishes/doors, life safety requirements, handicapped accessibility features, fixed equipment and signage. Based on the physical inspection, facility managers input, and available data, existing conditions shall be fully documented. Remaining useful life spans and a short narrative description for each component shall be provided.

Heating Ventilating and Air conditioning (HVAC) System(s): FCA shall include a physical inspection of all HVAC systems including air-handlers, package equipment, room terminal units, refrigeration equipment, piping, valves, ductwork, room air distribution, controls, indoor air quality issues and other equipment and system components essential for the operation of the HVAC systems. Inspection, testing, and calibration data, maintenance and repair histories shall be reviewed and facility personnel interviewed. Age, condition, capacity deficiencies, equipment/system efficiency, equipment controls shall be documented. Life expectancy, based on sample data from the District and the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support the function that it is currently serving. Any deficiency in capacities, ASHRAE system deficiencies, and differences from

NFPA and other national code requirements shall be identified. Any piping flow problems, deteriorated piping problems, pumping problems, etc. shall also be identified.

Chiller Plant and Distribution System: FCA shall include a physical inspection of the chiller plant and related systems including refrigeration equipment, cooling towers and condenser water pumping systems, primary and secondary chilled water pumping systems, condenser water system, valves, and other equipment and system components essential for the operation of the Chiller system. Inspection, testing, and calibration data, maintenance and repair histories shall be reviewed and facility personnel shall be interviewed. Age, condition, capacity deficiencies, equipment/system efficiency and equipment controls shall be documented. Life expectancy, based on sample data from the District and the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support the function that it is currently serving. Any deficiency in capacities, ASHRAE system/standards deficiencies, and differences from NFPA and other national code requirements shall be identified. Any piping flow problems deteriorated piping problems; pumping problems etc. shall also be identified.

Automatic Transport Systems: FCA shall include a physical inspection of all vertical transport systems. Inspection, testing and calibration data, maintenance and repair histories shall be reviewed and facility personnel shall be interviewed. Age, condition, capacity deficiencies, speed, travel controls, etc. shall be documented. Life expectancy, based on sample data from the District and the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support current and short-term peak traffic loads. The condition of traveling cables, controllers, control systems, hydraulic jack units, pump units, guiderails, all operating devices, independent and fire service functions, car frames, car platforms, car enclosures electric interlocks, intercom or telephone operations, motors and handicap accessibility shall be reviewed. Any differences from NFPA 13, and ASME 17.1 and 17.2 shall also be identified.

Plumbing, Gas, and Fire Sprinkler Systems: FCA shall include a general inspection of storm water, domestic cold water, domestic hot water and domestic hot water recirculation systems, domestic hot water heaters, vacuum systems and sprinkler systems. Inspection, testing, and calibration data, maintenance and repair histories shall be reviewed and facility personnel shall be interviewed. Age, condition, capacity deficiencies, equipment/system efficiency, control of equipment shall be documented. Life expectancy, based on the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support the function that it is currently serving. Any deficiency in capacities, national plumbing code deficiencies, and other national code requirements shall also be identified.

Electrical, Lighting and Communications Systems: FCA shall include a physical inspection of all electrical, lighting and communications systems including incoming electrical service and switchgear, incoming telephone service and switch, main facility fire alarm system, site lighting and security systems, secondary distribution system (transformer, secondary service equipment, risers, panelboards and branch circuit wiring), essential electrical system (all related equipment including fuel oil tanks), interior lighting and power, interior fire alarm system, interior telephone, data and communications systems, lightning protection system and electrical, signal and telephone closets. Recent maintenance and testing reports and repair histories on electrical equipment if available shall be reviewed and any deficiencies documented. Age, condition and any capacity deficiencies for all systems shall be documented. Life expectancies, based on the consultant's educated analysis, shall be determined. All equipment's capability to continue to function in the future shall be evaluated. Any National Electrical Code (NFPA 70), any other national code deviations or violations shall be identified. The major portion of the above data shall be collected by personal inspection of the equipment or systems with the assistance of the appropriate Facility staff.

Structural Systems: FCA shall include a visual inspection of the building to detect any settlement or cracks in the masonry etc. The type of foundation, structural floor system (including vertical members) shall be documented. Any deficiencies in the structural system that can cause life-threatening situations shall be identified. Any settlement cracks in the stairs, sidewalls, basement walls or retaining walls, damaged floor systems and vertical members (especially if they are wood buildings) shall be inspected and evaluated.

Site Access: FCA shall include a physical inspection of all site features including roads, parking, curb and gutters, walks, exterior accessibility (including exterior steps), exterior signage, fencing, and landscaping. Deficiencies or deterioration of site features and the remaining life expectancy shall be documented. The costs of replacement or repairs that are necessary to correct site features shall be determined. All underground site utilities such as water, storm water, sanitary, and natural gas systems shall be evaluated. The source(s) of the utilities, the age and condition of the pipe mains, inlets, and fire hydrants, outflow of storm and sanitary lines and remaining life expectancy shall be documented. Site electrical and steam distribution (including heating oil system) shall be included under their specific headings. Processes involving hazardous materials including asbestos, waste material, and hazardous waste shall be evaluated and documented.

Steam Generation Systems: FCA shall include a physical inspection of all boiler plant equipment including boilers, burners, energy recovery devices, burner controls, combustion controls, instruments, condensate storage tank, deaerating feedwater heater, water and oil pumps, chemical treatment systems, water softeners, make-up water system, blowoff tank, stacks or chimney and

breeching, piping system, fuel oil tanks. Boiler inspector's reports on the boilers and deaerator shall be reviewed. The contractor shall verify that the District's requirement on boiler plant boiler and deaerator inspections is being followed and that the professional inspectors have judged the boilers and deaerator to be in good condition. Reports of burner performance resulting from periodic burner calibration procedures shall be reviewed. The contractor shall interview facility personnel and shall document the age, condition, capacity and turndown deficiencies, equipment/system efficiencies. Boiler and burner safety controls shall be reviewed for compliance with current NFPA and ASME requirements and recommendations. Flame safety programmers shall be verified for code approval. Burner compliance with local and national emissions limits shall be verified. Instrumentation systems shall be reviewed to determine if boiler/burner performance and plant output are being properly monitored. Fuel oil tanks and piping shall be evaluated for proper design and for protection against spills and leaks. Fuel oil installations shall be reviewed for compliance with local and state EPA requirements. Any piping flow problems, deteriorated piping, and/or pumping problems shall be identified. Life expectancy, based on sample data from District and the A/E's educated analysis, shall be determined. This information shall be used to evaluate the equipment's ability to support the function that it is currently serving as well as any programmed change in functions.

Outside Steam Distribution Systems: FCA shall include an evaluation of these systems by means of interviews with the District personnel who maintain the systems and with the aid of system plot plans furnished by the District. Condition and life expectancy of the steam supply and condensate return piping, along with the steam traps, main isolation valves and the protective enclosures of the systems, shall be evaluated. This information shall be used to evaluate the ability of the system to support the functions that are being currently served as well as any programmed change in functions.

SCOPE OF WORK

The Fire and Emergency Medical Services Department (FEMS) is currently implementing a capital program for the Modernization of all of its stations by replacing the deteriorated HVAC, Structural, Electrical components, and Architectural features at various station houses and in some instances replacing the old Fire Station. FEMS' goal is to provide facilities that are adequate and a safe working environment for employees and general public use. In continuation of this initiative, the existing old 5,224 square foot Engine Station 27, located at 4201 Minnesota Ave NE, will be modernized and expanded to approx. 6,225 square feet.

The project will involve the demolition of the accessory structure at the rear of the building, the almost complete demolition of the interior of main building, the extension of the main building from the existing rear main (east) wall line to the line of the east wall of the existing lower level Laundry Room, and complete replacement of the MEP systems. All design must be in compliance with FEMS current program for building standards and systems.

The project also includes the design of a temporary facility (swing space) for use by the Engine Company, during the modernization of the Engine House. The temporary facility will be located on the NW corner of Eads Street and 36th Street, NE

The work will include, but is not limited to, the following,

1. Site Investigation.
   - 1.1. Evaluation of existing building and property for existing conditions, dimensions and elevations.
   - 1.2. Geotechnical evaluation for information required for design purposes and for resolution of any structural problems observed.
   - 1.3. Structural evaluation for information required for design purposes and for resolution of any structural problems observed.
   - 1.4. Hazardous Materials evaluation to include asbestos, lead paint and contaminated soils.
   - 1.5. Identification and evaluation of existing utilities, including storm water drainage.

2. Sitework.
   - 2.1. Demolition of the accessory structure at the rear (east side) of the building.
   - 2.2. Extension of the entire width of the rear (east side) of the main building from the existing rear wall to the line of the east wall of the lower level Laundry Room.
   - 2.3. New concrete housekeeping pad for electric generator.
   - 2.4. Stormwater management improvements as required to comply with current regulatory requirements and designated LEED requirements.
   - 2.5. Replacement of all site paving, including demolition, grading, compaction, below grade and surface drainage.
   - 2.6. Replacement of perimeter and site fencing including concrete curbs.

2.7. Provision of ADA parking spaces, path of travel, ramps and rails as necessary.
2.8. Identification of existing utilities, type, location, size, meters.
2.9. Provision of new utilities, above or below grade, connection points to existing, meter, etc.

3. Building Exterior.
   3.1. Extension of the entire width of the rear (east side) of the main building, from the existing rear wall to the line of the east wall of the lower level Laundry Room. Exterior façade appearance to match existing. Tie new masonry layout and coursing to existing. Roof line to be extended with roof slopes to match existing.
   3.2. Widening of the Apparatus Bay doors to provide 12’-0” clear opening.
   3.3. Removal of existing exterior masonry surface coating, repair and repoint all existing masonry and provide new surface finish.
   3.4. Replace all exterior doors, including apparatus bay doors. Repair or replace existing windows, and provide new windows and doors, to match existing, in the extension area.
   3.5. Remove and replace the existing roofing and roof drainage systems.

4. First Floor
   4.1. Remove and replace the concrete apparatus bay floor slab, including provision of trench drain in center of each of two bays.
   4.2. Provide two apparatus bays, one for one pumper truck, and one for two ambulances with all apparatus and personnel support systems such as vehicle exhaust system, water supply, electrical connections, decontamination station, etc.
   4.3. A kitchen designed with modern industrial all stainless steel equipment, with storage facilities for four separate shift crews.
   4.4. A dining and lounge area, adjacent to the kitchen, adequate to accommodate seven to nine people.
   4.5. The floor layout shall also incorporate an EMS and Company office, a watch room, an ADA Accessible restroom, a Janitors closet and storage space.

5. Second Floor
   5.1. Provide bunk room to accommodate seven people.
   5.2. Provide officer’s bunkroom and restroom.
   5.3. Provide men’s restroom with showers and lockers.
   5.4. Provide ladies restroom with showers and lockers.
   5.5. Provide exercise room.
   5.6. Provide company office.
   5.7. Provide laundry room

6. Miscellaneous
   6.1. Completely replace existing mechanical, electrical and plumbing systems. Include new emergency generator.
   6.2. Provide new life safety system to include fully sprinkled facility and fire detection and alarm system.

6.3. Completely replace/provide communication, alert and security systems.
6.4. Design to ensure compliance with LEED Silver requirements.
6.5. Comply with all current District of Columbia and Federal building codes.
6.6. Provide all FF&E items required by FEMS current program.

7. Temporary Facility

7.1. Provide pre-engineered metal building for apparatus accommodation.
7.2. Provide pre-engineered mobile accommodation units for FEMS personnel accommodation.
7.3. Temporary Facility to be designed to provide all functions of the permanent fire house and in general conformance with the design documents for the swing space for Engine Company 14, amended to suit the proposed locations boundary information, topography and property access. Engine Company 14 design documents included as attachment ??

DISTRICT OF COLUMBIA GOVERNMENT
DEPARTMENT OF REAL ESTATE SERVICES
2000 14TH Street, N.W. 8th Floor
Washington, D.C. 20009

REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES

STATEMENT OF WORK

DEPARTMENT OF MENTAL HEALTH

RMB BUILDING (BLG # 124) RENOVATION – ST ELIZABETH'S HOSPITAL CAMPUS

2700 Martin Luther King Jr. Avenue, SE

May , 2010

STATEMENT OF WORK
Request for Architectural /Engineering Services

1.0 INTRODUCTION

The District of Columbia Government, on behalf of the District of Columbia Department of Real Estate Services (DRES) and the Department of Mental Health (DMH), is requesting the services of an Architectural/Engineering Consultant to provide A/E Services for renovation of the RMB Building located on the St. Elizabeth's Campus. This service is needed to bring the building up to current applicable code standards, current DRES space/construction standards, provide desired upgrades, and to not impair existing program and operations.

The building will be potentially occupied during construction. The A/E solution should minimize disruption of the occupancy, function and mission of the facility by the execution of the work.

The Construction Budget for performing this project is $15 Million

A/E shall propose a lump sum fee for Title I and title II service for the project listed above. In addition, A/E shall provide a Schedule Confirmation and applicable Issues of Methodology that may impact providing the services requested.

1.1 Objective

This project will assess the needs of DMH, and other agencies looking to occupy their building, and address life safety and code deficiencies as well as provide functional building systems and upgraded facilities while staying within the stated construction budget. The focus of this design shall be on providing maximum value, durability, and functionality for the facility while minimizing maintenance requirements, utility costs, programmatic changes, and disruption of services.

The Architectural/Engineering Services are to provide DHS/DRES with programming, designs, construction documents, cost estimates, and construction schedule (bid package). The bid package will be used to solicit bids from construction contractors.

The A/E shall also address the Title I and Title II Work Requirements outlined in sections 2.1 and 2.2.

In addition to Title I and Title II services, the A/E will obtain the general building permit for the project. The fee for the building permit will be reimbursed to the A/E at cost.

All work shall be in accordance with applicable codes of the District of Columbia, including but not limited to all applicable building codes, fire code, life safety code,

Uniform Federal Accessibility Standards (UFAS), ADA Accessibility Guidelines (ADAAG), and the applicable requirements of the DC Green Building Act of 2006.

2.0 PROFESSIONAL SERVICES – TITLE I AND TITLE II

The Proposal Request seeks Architectural/Engineering Services including, but not limited to, those required to meet the objectives of the projects. These services shall be provided via Title I (Design) Services and Title II (Services during Construction).

Title I Services shall be comprised of the services listed in section 2.1, including Pre-Preliminary Design (including existing conditions and program), Schematic Design (including construction budget, preliminary project schedule and design alternatives that are fully consistent with the program and with code), Design Development (including construction cost estimate, full delineation of design decisions, including fittings, furniture and equipment, and colors and materials) and Construction Contract Documents (including acquiring permit from DCRA, full specifications and bid documents sufficient to obtain General Contractor Services).

Title II Services shall include the noted Services during Construction in Section 2.2.

2.1 TITLE I SERVICES -- SCOPE OF WORK & PROGRAM

Provide design for Phase II renovation at Federal City Shelter. The A/E Consultant shall examine the site as needed prior to preparation of designs. Access to the site must be coordinated through the DRES Project Manager and will require a minimum of forty-eight (48) hours prior notice.

2.1.1 Pre-Preliminary Design

The work during Pre-Preliminary Design shall include but not be limited to following:

2.1.1.1 Existing Condition Report

- Review Condition Assessment Reports provided by DRES, and critically review and assess their- findings.
- Site visits to verify existing site information and data collection.
- Provide drawings that fully describe existing conditions, and location of existing utilities
- Provide digital and hard copy graphic documentation of existing site conditions. (i.e. photos).
- Identify areas that require additional investigation, e.g. geotechnical, structural defects, etc.

2.1.1.2 Hazardous Materials Report

- Provide surveys of Hazardous Materials and provide assessments of abatement and all contaminated materials (ACM) and related treatment required to support intended uses. Develop acceptable Engineering solutions to be included with/in the Construction Documents.
- Utilize any existing hazardous materials surveys to develop abatement requirements.
- Review Condition Assessment Reports provided by DRES, and critically review and assess their- findings on Hazardous materials.

2.1.1.3 MEP Assessment

- Prepare detailed MEP Systems Assessments, including deficiencies, electrical capacity, plumbing capacity, lifecycle assessment and existing energy utilization (baseline) assessment. Develop Engineering solutions to be included within the Construction Documents.
- Utilize any existing mechanical assessment reports to aid in determination of requirements.

2.1.1.4 **Program**:

To address the program the Consultant shall:

- Hold 'Programming Meeting(s)' with DMH, and (3) other agencies, DRES, and other stakeholders as necessary, to review and define scope and functional requirements to provide for the facility as described in the objective and Appendix B.
- Developed solutions must not hinder existing shelter programs that are to remain in place. A/E consultant shall confirm that the programmatic and functional requirements of the facilities are met, and that any deficiencies are remedied by the scopes of the program.
- All proposed work to be designed to be maintained by the current staff and/or similar levels of capability.
- All finishes and fixtures are to follow the DRES design/construction standards; or provided and/or approved by DRES.

2.1.1.5 Code and Regulatory Requirements

- Architect/Engineer shall provide initial Code reviews and summaries to include, but not limited to;
    a) Building Codes of The District of Columbia
    b) International Building Code
    c) International Mechanical Code
    d) International Plumbing Code

e) National Electric Code
f) International Fuel Gas Code
g) International Fire Code
h) International Existing Buildings Code
i) International Energy Conservation Code
j) Uniform Federal Accessibility Standards
k) ADA Accessibility Guidelines
l) DC Green Building Act of 2006

2.1.1.6 UFAS/ADAAG Compliance Report

- Identify any aspects of the above work that may have impacts on UFAS/ADAAG compliance for the facilities.

2.1.1.7 DC Green Building Act of 2006/LEED

- Report of what may be addressed/accomplished in this facility (LEED/Green Communities 'Sustainable Design Charrette')

2.1.1.8 Summary of Options

- Taking the Existing Conditions and other Reports into consideration, prepare a summary of strategies or approaches to the developments that successfully address the programs and reconciles the above findings. Include Rough Order of Magnitude (ROM) cost estimate of the likely sub-components for the project.

2.1.1.9 Deliverables:

The consultant shall prepare the Pre-Preliminary Report as a deliverable for this work, including sections 2.1.1.1 – 2.1.1.8 above.

2.1.2 Schematic Design

Based on the conclusions of the Pre-Preliminary phase, prepare concept/schematic package for the proposed renovation. The concepts/schematic designs shall include at minimum:

- Concept presentation drawings of site plans and building component relationships.
- Refinement of concepts based on comments for DHS, DRES and other stakeholders
- Plans with support areas completed (shafts, electrical, voice/data, mechanical, plumbing etc.)
- Exterior Elevations and key Cross Sections

- Finalized architectural programs based on information obtained from site surveys, meetings with agencies/stakeholders and approved programs, with net and gross s.f. calculations.
- Preliminary cost estimates of construction costs for each site
- Preliminary schedule outlining the project from refinement of concept designs through project completion. Construction schedule shall be based on the scope of work proposed for each agency, and as a whole.
- Submit third party review documents.

Deliverables:

The consultant shall prepare and submit the Schematic Design documents for this phase of the work.

2.1.3 Design Development

This requires the further development of the Schematic Designs in detail sufficient to develop a 5% marginal variance of actual costs, consisting, at minimum, of the following:

- Fully developed plans, interior and exterior elevations (if required/directed) of the proposed tenant fit out areas., and all pertinent spatial and structural cross sections at appropriate architectural scales.
- Material selection and room finish schedule, as 'Materials Presentation Boards' suitable for client review, and incorporating final client selections of materials, furniture, finishes, colors, equipment, etc.
- MEP & Structural design drawings and specifications.
- Coordinate the design to existing utilities connections
- Provide calculations for utility demand
- Provide proposed energy model, consistent with IEE, LEED, and DC Green requirements
- Prepare outline specifications
- Prepare detailed cost estimate.
- Prepare a phasing plan (if applicable)

Deliverables:

The consultant shall prepare and submit Design Development documents as a deliverable for this phase of the work.

2.1.4 Construction Documents

Preparation of a complete set of construction contract documents and specifications to acquire Permit from DCRA, and that are complete for bidding. Fire Marshall Approval is also required. This includes:

- Prepare necessary permit documents and submit to the appropriate DC Government agencies for review and approval.
- Submit full bid set for constructability peer review
- Prepare detailed estimate, with alternates and associated costs
- Review schedule for construction and revise as necessary
- Attend pre-bid conference/site visit with potential bidders to answer questions regarding the project.
- Prepare addenda/clarifications (if needed) and issue to bidders and OPM project manager
- Evaluate bids to ensure that the bids reflect all elements as outlined in the construction documents and specifications.
- Inclusion of OCTO/DC Net requirements, base off of their design standards and project specific requirements.
- A/E shall obtain building permit for the project (permit fees will be reimbursed at actual cost.

Deliverables:

The consultant shall prepare and submit Construction Documents for bid package at this Phase of the work.

To be included in the bid package:

A. Full furniture package with plans, based off of DRES specs & standard.

B. Signage Package with plans. (Specs of signage to be provided by DRES)

2.1.5 Title I Schedule

Review and confirm the time frames indicated in the description below. If you are proposing changes to the phase durations, please indicate the proposed schedule in your proposal.

- 20% -- Pre-Preliminary Design – Eight (8) weeks after receipt of task order
- 35% -- Schematic Design – Six (6) weeks after receipt of 20% comments
- 60% -- Design Development – Six (6) weeks after receipt of 35% comments (Full Permit Review, comment by owner, and Peer Review)

- 90% -- Construction Documents – Six (6) weeks after receipt of 60% comments (Peer Review, comment by owner, Value Engineering, and Constructability Review),
- 100% - Four (4) weeks after receipt of 90% comments (permit filing submission and submission for GC bidding)
- Total design time is thirty (30) weeks, outside of Review periods. A/E shall not be paid additional for review periods.

2.2 TITLE II SERVICES -- SCOPE OF WORK

2.2.1 Services During Construction/General Construction Administration Services

- Attend Construction Kick-Off meeting with the Project Manager, design team and contractor. Prepare meeting minutes and distribute to attendees.
- Attend bi-weekly construction progress meetings with GC and DRES **(GC to prepare minutes; A/E to review weekly for accuracy)**
- Attend site observation visits as necessary during the construction period. Prepare and distribute field reports following site visits.
- Review/Answer Requests For Information (RFIs), shop drawings, and submittals to ensure contractor's compliance with drawings and specifications. Review/Response to be within (3) calendar days of issuance.
- Attend substantial completion any walk-through and prepare and distribute punch lists to contractors and the Project Manager. Monitor punch-list and progress of its completion.
- Review "as-built" documents of the work including all the modifications performed during construction. If applicable deliver 'as-built' documents to DCRA.
- Ensure Final Sign-off of Certificate of Occupancy at DCRA.

3.0 COORDINATION

A/E shall coordinate the work in a professional manner and document the work and the information that contributes to project-related decisions fully.

3.1 DOCUMENTS, DATA, AND SUBMITTALS

The A/E shall visit the DRES engineering library located at the Frank D. Reeves Municipal Center located at 2000 14th Street NW Washington DC and ascertain the availability of any of the drawings related to existing conditions. Copies of the selected drawings, if needed, will be provided at no cost to the A/E. The A/E shall be responsible for verification of the data obtained at DRES. The consultant shall perform any

necessary site visits and be responsible for performing field investigations and verification of the actual existing conditions. Any documents provided by the District that indicates existing conditions shall be used for information purposes only.

The Condition Assessment Report, to be used as an aid to develop the scope for the project, is only a visual survey, and conditions that may impact on the design intent must be examined by the Consultant, and independently researched to support the Design.

3.1.1 A/E will be provided with a copy guideline cost breakdown sheets for preparation of construction cost estimates. A/E will also be provided with standard title blocks for use in preparing the construction drawings.

3.1.2 A/E Agreement, "Technical Requirements and Submittal Guide" is made a part of this Request for Proposal and is hereby incorporated by reference.

3.1.3 Each required submission shall be in Portable Document Format (PDF) on CD-ROM. In addition, the A/E shall provide six (6) paper copies of each submission.

3.1.4 The specifications shall be based on the latest, 48-division CSI MasterSpec Format. The District may require the A/E to submit sufficient number of copies of specifications and drawings for issuing of bids. The District will pay the actual cost of the reproduction of the documents. The A/E shall submit the paid invoice. All costs associated with the task of providing these reproduction services shall be included in your proposal.

3.1.5 Design and specification documents shall conform to all current governing codes of the District of Columbia and the International Building Code required by the District as of the date of filing for permit with the DCRA.

3.2 GENERAL REQUIREMENTS

The work under this contract shall be performed and documented in a professional manner.

3.2.1 The A/E shall coordinate all work through the Project Manager including but not limited to all site surveys and other field investigations germane to the work.

3.2.2 The A/E shall check all drawings and specifications for accuracy and detailed coordination. At the 60% submission, the A/E shall meet with all the appropriate regulatory agencies to discuss and review the drawings with them for compliance. Upon complying with the aforementioned requirements the A/E shall submit the final documents for peer review by DRES.

3.2.3 A/E shall apply and obtain the building permit from DCRA (4) weeks prior to releasing the 100% documents for bids. All costs associated with the work of obtaining the permit shall be included in this proposal. The actual cost of the

permit is not to be included your proposal. The District will require the A/E to pay the actual cost of the permit and the District will reimburse the same upon submitting the paid invoice.

3.2.4 The A/E may be held financially responsible for all errors and omissions resulting in a deficient design or changes including funds spent by the District to correct the documents or redesign and complete construction exercise.

3.3 MEETING MINUTES

The A/E shall be responsible for acting as recorder for all meetings with the Government Agencies that he attends. The Minutes shall clearly indicate the meeting number and date, numbering of each issue discussed, including description of the issue, who is responsible to address, by what date, and date completed. Minutes shall also record all open items, and will note the schedule of the contract, how far through that contract we are, including how far over schedule if applicable and the financial status of the contract and payments and a list of open Change Orders and Requests for Information. Memorandum for the Record of such meetings shall be typewritten and submitted to the Project Manager within five (5) calendar days from the date of the meeting, for review and approval and for such distribution as may be required. A/E compensation for performing these services shall be included as part of the Title I and Title II Services, as applicable.

4.0 KEY DATES AND SCHEDULE OF WORK

The consultant shall provide a schedule outlining the number of weeks needed to complete the project from the date of the Notice to Proceed. The Consultant must submit a preliminary schedule of work along with his/her response to the present Request for Proposal.

Within the first week from the date of Notice to Proceed, the Consultant shall prepare and submit to the DRES representative a detailed schedule of work respecting the following key dates:

A. Within seven (7) calendar days from the Notice to Proceed: Conduct Programming Meeting.

B. Within thirty (30) calendar days (exclusive of review periods) from the Notice to Proceed: delivery of blocking/space plans.

C. Within thirty (30) calendar days from Notice to Proceed: Provide full building assessment to include, but not limited to; code requirements, mechanical, plumbing, exterior, hazardous materials, and life safety.

D. Within in twelve (12) weeks (exclusive of review periods) from Notice to Proceed: delivery of Biddable Construction Plans/Documents to the DRES Project Manager.

E. Within in twenty (20) calendar days of construction completion/demobilization: delivery of as-built plans.

5.0 CONSTRUCTION BUDGET

The construction budget for the construction of the items outlined in this Statement of Work shall be a direct function of the cost estimate produced by the A/E consultant during the Design Development phase, but is not to exceed $3,200,000 unless agreed upon at the conclusion of the Schematic Design Phase. If Re-design needs to be performed due to inaccurate estimates of the Consultant, revisions to the construction documents will be performed at no extra cost to the DC Government.

6.0 CONCLUSION

For clarification of any item or changes to the Scope of Work and overall coordination of this project, the A/E shall contact Charlie Smiroldo @ 202-409-1369.

All Change Orders that may develop will be finalized (scope of work, reason for change, effect on schedule and dollar amount) before Change Order work is initiated, unless otherwise approved by the Contracting Officer.

Request for Task Order Proposals
Phase II Environmental Site Assessment and
Remediation Activities at Three (3) District Properties

1. INTRODUCTION

The District is seeking a qualified professional services firm to conduct an Environmental Site Assessment (Phase II ESA) at various sites located in the District. The work will include assessment of the extent and magnitude of environmental concerns and recommendations for remediation of the property.

2. SITE DESCRIPTION

The Phase II ESA is to be completed on the following properties: owned by the District of Columbia:

1. Frank R Jelleff Branch
   3265 S Street, NW
   Washington, DC
2. Former Boys and Girls Club
   261 17th Street, SE
   Washington, DC
3. Mary & Daniel Laoughran Clubhouse #10
   2500 14th Street, NW
   Washington, DC

The properties are located at various sites in the District and are currently occupied. Frank R Jelleff Branch site currently consists of an approximate 4.0 acre parcel developed with a 17,000 square foot two-story building with a basement, athletic fields, and an outdoor pool. The building is currently occupied by the Boys & Girls Club, and was reportedly constructed between 1951 and 1952. Prior to the construction of the current site structure, the property was undeveloped land with two small sheds. In general, this area began residential and commercial development in the 1950s and prior to that time; the adjacent properties and general vicinity were sparsely developed with residential properties. Former Boys and Girls Club site consists of an approximate 11,125 square foot parcel developed with a 46,000 square foot four-story building. The building is currently vacant and was occupied by the Boys and Girls Club until the fall of 2007. The current site building was reportedly constructed in 1937. Prior to the construction of the current site structure, the property was developed with residential properties. The surrounding properties have consisted of residential properties from at least the 1920s to the present. Mary & Daniel Laoughran Clubhouse #10 site consists of an approximate 0.5 acre parcel developed with a 15,000 square foot two-story building. The building is currently occupied by the Boys & Girls Club, and was reportedly constructed in 1982. Prior to the construction of the current site structure, the property was developed with residential structures. The surrounding area has been developed with residential structures since at least 1903.
The recent phase I Environmental Site Assessment (ESA) review reports are available at Department of Real Estate Services (DRES) for reference.

OBJECTIVE AND SCOPE

The overall objective of this project is to identify and evaluate the extent and magnitude of environmental conditions and to remediate selected concerns in the buildings and adjacent properties (lands).
Given the limited scope of the initial Phase I ESA, the scope of services, as outlined in this RFP is performing Phase II ESA services.

Scope of Work (SOW)

Scope of work for the project includes but not limited to:

- Prepare Quality Assurance Project Plans (QAPP) and Health & Safety Plan (HASP) according to EPA requirements for sites that require a Phase II Environmental Site Assessment (ESA).
- Complete Phase II Environmental Site Assessment at the sites according to the site-specific following EPA, ASTM Standard, and local ordinance.
- Characterization, removal, and disposal of abandoned containers, including, but not limited to:
    1. Old boiler, underground storage tank (UST), etc. And also friable suspect asbestos-containing materials (ACM), lead base paint (LBP), potential PCB Ballast, etc. that might be present in the properties.
- Final report on field sampling activities, analytical results, disposal plan, conclusions on the release of hazardous substances and the risks to human health and the environment, and recommendations for remedial alternatives.
- Provide Quantity take off of all potential Contaminants of Concern (COC) on the properties.

The Phase II ESA must be adequate to determine the extent and magnitude of contamination on the properties and to identify remediation options for contaminants that may pose a threat to current use, redevelopment and future land use. It is the responsibility of the selected firm to ensure that the entire buildings and designated properties are thoroughly investigated for environmental conditions and concerns.
All work will be performed in accordance with all local, State and Federal statutes and regulations.

DELIVERABLES

- Prepare Sampling and Analysis Plans for the following:
    1. Identification, testing, and analysis of onsite contaminants of concern for the building
    2. Identification, testing, and analysis of onsite contaminants of concern for soils.

3. Collect soil samples at recommended locations to determine if contamination is present.
    a) Secure all necessary permits with applicable regulatory agencies.
4. Provide Quantity take off of all potential COC on the properties.

- Implement sampling, testing and analysis of onsite COC at the properties.
- Preparation of a written Quality Assurance Project Plan in compliance US EPA Regulations.
- Health-based risk assessments.
- Environmental risk assessments.
- Project management, implementation and/or technical oversight.
- Identification, evaluation, design of remedial action plans pursuant to the all applicable standards.
- Professional advice regarding environmental issues associated with land reuse/redevelopment and related matters.
- Prepare draft completed Phase II environmental site assessment reports to be reviewed by DRES/third party review consultant.
- Prepare final completed Phase II environmental site assessment reports outlining methods used, findings and recommendations
    1. Provide three (6) copies of the final report and one (3) electronic copy in Adobe PDF format on CD.

Phase II ESA Schedule:

Review and confirm the time frames indicated in the description below.

- Site Visit January 29, 2010. Please call Solomon Ikotun at 202-741-0422 to schedule.
- Task Order Technical Proposal Due NLT Friday, February 5, 2010.
- Proposed issue date for Notice to Proceed (NTP) is February 5, 2010.
- Submit draft completed Phase II environmental site assessment reports to be reviewed by DRES/Third Party Review Consultant Ten (10) days after NTP (Est. 2/19/10).
- Submit final completed Phase II environmental site assessment reports outlining methods used, findings and recommendations by February 24, 2010.
- Total design time is eighteen calendar days, outside of Review periods. A/E shall not be paid additional fees for review periods.

INTERIOR BUILD-OUT FOR THE OFFICE OF CONTRACTING & PROCUREMENT

March 11, 2015

SCOPE OF WORK

Part A - INTRODUCTION

The District of Columbia Department of General Services ("DGS" or the "Department") is seeking to engage a contractor to build office space at 7th Floor of One Judiciary Square Building for the Office of Contracting and Procurement (OCP), as shown in the preliminary drawing (Attached). The scope includes redraw the attached drawing, if necessary; arrange trade necessary permits and perform construction work based on the scope of work provided in Section B.

Part B - SCOPE OF WORK

The scope of this project is very basic and contractor will provide the following services as stated below:

Demolition Work:

1. Partial demolition of six (6) existing work stations in the affected area as shown in drawing (Attachment 1);
2. Secure all necessary power and voice/data line for reuse in the proposed new offices;
3. Partial demolition of carpets and cove bases of the affected area, save some clean and undamaged carpet for patching work outside the new offices;
4. Partial demolition and/or adjust ceiling grids and ceiling tiles in the area of the proposed office space;
5. Demolition of all existing electrical fixtures and remove all unwanted electrical lines from the circuits;
6. Remove all debris and clean the area not impacting the adjacent work area.

Construction Work:

1. Build four (4) new offices in the affected area, as shown in the drawing (Attachment 2);
2. Inspect and extend the existing back wall up to the concrete slab, providing necessary apertures of existing Plumbing and HVAC duct works;
3. All dry walls must be extended up to the concrete slab for privacy purpose;
4. Each new office space should have all doors and hardware matching the existing doors of that space;
5. All office must contain sidelight, as shown in the drawing (Attachment II)
6. The new ceiling will be of 2x2 grid and ACT system meeting the Building Standards;

7. Install all necessary electrical and voice/data system by using the existing cabling saved during the demolition process. If the existing cablings are not in good condition, the contractor should provide new cables and remove the existing from the site;
8. Provide and install 2x2 new energy saving light fixtures matching the OJS Building System;
9. Each office will be equipped with necessary motion sensor for energy savings;
10. Provision and Installation of pre-approved carpet and cove bases;
11. Paint the space as per approved paint color;
12. Patch the carpet in area outside the office, if required;
13. Provide necessary VAV boxes and necessary thermostats and ductwork, if required, matching the existing new system. The existing VAV boxes are products of Titus, with DESV: Model-ESV-010; Total KW-6.00; Total Heater Amps-21.60; CFM-400; Min FPM-0525For more information it is encouraged that the proposed vendors contact the Building Manager for details.

PART C – GENERAL REQUIREMENTS

1. All work must be completed within 15 (fifteen) calendar days from the date of the issuance of the Notice To Proceed date;

2. All work must be completed during the close of normal business hours;

3. It is the requirements that Contractor shall make available all necessary building material for this project before initiating the work to complete the work within specified time;

4. All construction work must be performed not disturbing the tenant of the building. No noisy work will be permitted to perform during the regular business hours. Any work that create dust, fumes and smells must be carried out during the close of business hours or weekends. No overtime will be paid for the afterhours and weekend work; therefore, bidders are requested to quote their price considering these facts;

5. Building is a restricted property and contractor should get advance permission/pass to work in the building during the off-hours and weekends. The building loading docks are operational only during the business hours, if contractor plans to bring their construction materials during the closing hours of loading dock; they should make necessary arrangement with the Building Manager. There will be a charge for such arrangements. It is encouraged that before quoting the price bidders discuss the details with the Building Manager;

6. The building is equipped with new energy efficient VAV boxes and other accessories. If the work requires any new VAV box installation, they should match the existing. These is a special requirements for keep the air circulation system clean in the building, therefore, after the construction work the contractor shall provide required number of air filters to the building management to replace the dirty filters caused by the construction activities. It is encouraged that all bidders get necessary information from the building manager before quoting their prices.

End of SCOPE OF WORK

DEPARTMENT OF GENERAL SERVICES
Construction Division
2000 14th Street NW, 8th Floor
Washington, DC 20009

REQUEST FOR RELOCATION SUPPORT SERVICES

STATEMENT OF WORK

1.0 Overview

The District of Columbia, through its Department of General Services (DGS) is procuring Relocation Support Services, Move Management, Physical Move and Transportation for the Office of Partnership and Grants (OPG).

2.0 Scope

The scope of this proposal is to provide move/relocation services to the Department of General Services (DGS) on behalf of District's Office of Partnership and Grants. This includes: relocation management, moving company procurement, coordination, furniture planning and placement and post-move furniture surplus removal for DC Office of Partnership and Grants' 8 personnel, contents, furniture and equipment move from First Floor to Seventh Floor at 441 4th Street NW Washington, DC.

Division	Location- From	Location - To	Estimated SF
1. OPG	1st Floor	7th Floor	**2500SF.**

The purpose of the relocation support services is to achieve a seamless relocation of this Agency's division as stated above. The relocation support services required are as follows:

- Relocation of Agency's Division from existing space into a new space of approximately 2500SF. Vendor will provide full relocation support services deemed necessary to accomplish this task.

- Relocation Management
  - Move Coordination and Move Preparation
  - Move Supervision
  - Physical Move and Transportation

Related relocation support service implementation will commence ASAP and end no later than July 15th 2014.

3.0 Objective

The contractor shall be responsible for providing comprehensive agency relocation support and planning services in order to efficiently move personnel and equipment from respective sites of each District Agency. The Contractor shall manage planning, scheduling, and implementation related to all aspects to the relocation, physical moves and disposal of surplus inventory. Specific Requirements for this scope of work are listed below.

Specific Requirements

Relocation Project Planning

Contractor shall provide a detailed project schedule that coincides with the master schedule for the Relocation of District Agencies. The project schedule shall outline respective moving and relocation tasks for District Agencies and communicate this information to DGS Contract Specialist and DGS Project Manager collectively known as the ("Project Team").

Contractor shall provide ongoing updates of this plan in order to monitor the critical path schedule related to the project.

Contractor shall, in conjunction with Project Team provide input to the master schedule, develop contingency plans required to minimize any disruption to normal business activities.

Meetings and Communication

Contractor shall participate in project team meetings and documenting these meetings in order to communicate effectively with District Agencies and the Project Team. The contractor shall participate in on-site weekly progress meetings from the project commencement through its termination date. Further contractor shall host regularly scheduled Agency Move Committee meeting and related Ad-hoc meetings which will be scheduled during the course of the project.

Inventory and Move Preparation

Contractor shall provide move instruction briefings to all employees, explaining move plan requirements and to provide the opportunity to address employees' specific concerns or issues. The time and scheduling of move instruction briefings will coincide with the Project Schedule and be coordinated with administrators of the District Agencies.

Contractor shall provide relocation kits to all personnel impacted by the move which includes, but not limited to personalized, pre-addressed carton(s) and equipment labels, personal check-out sheets and relocation guidelines.

Contractor shall develop pre-move guidelines custom designed to address needs specific to the moves from the Existing Premise to the Final Premise. Guidelines shall include information packing, labeling, and equipment (computers, printers, etc) handling.

Contractor shall coordinate with District Agency Administrators to determine and locate all confidential materials, and implement requirements for handling these materials.

Contractor shall implement a specific plan clutter reduction, personal property disposal, and shredding for the District Agencies.

Contractor shall label storage items designated for relocation from all Existing Premises to the Final Premises and/or alternate offsite storage locations when applicable.

Move Coordination

Contractor shall ensure that his Vendor is in compliance with proper certificates of insurance, if necessary, and develop a vendor register with pertinent vendor contact information to ensure all security protocols are followed.

Contractor shall schedule and coordinate all move logistics with his Vendor. The vendor's schedule shall coincide with the overall project schedule

Physical Move and Transportation

Contractor shall procure and coordinate the required Physical Move and Transportation Services of a reliable and competent Move Vendor. The Move Vendor shall have experience and skills necessary to meet the specific needs of this relocation project. Contractor shall plan and coordinate a successful relocation and space consolidation operation through management and oversight of the moving company until all moves from Existing Premises to Long-Term Storage (when applicable) and Final Premises are complete. The contractor shall provide on-site supervision to address and resolve issues during the physical move.

The physical move and transportation services required to move all inventoried items including surplus from Existing Premises to Long-Term Storage, the Final Premises and identified Solid Waste disposal sites by the contractor as follows:

- Move all boxed contents, files, books, records, and other general office contents;
- Move copiers, desktop PCs and related peripherals (in special containers);
- Move misc. office contents such as framed pictures, waste baskets; shredder bins, etc.
- Provide as many tapeless cardboard cartons, bubble wrap and tape as needed for staff to pack all owned items/contents; and

- Provide all trucks, bins, dollies, and hand trucks and any other items need to move items identified above.

Coordination of Data and Telecommunications Equipment

Contractor shall develop a plan for all moves of Data and Telecommunications Information Technology equipment with the Agency IT Contact and the OCTO Project Manager. The plan shall coincide with the project schedule and Agency requirements.

Contractor shall with Agency IT Contact and the OCTO Project Manager coordinate all efforts required for Data and Telecommunications Equipment relocation from Existing Premises and installation at the Final Premises locations, including but not limited to labeling, tagging, packing, handling, and moving.

Surplus Disposal

Contractor shall coordinate with DGS and District Agencies (OPG-Surplus) for the removal and disposal of surplus property. Contractor shall remove all surplus property as directed leaving the site broom swept, clean of all debris and excess materials. Contactor shall provide dumpsters and trucks as needed.

Information Provided:

Point of Contact for Site Visit and Management Guidance:

District Agencies

- Agency Move Coordinators
- Headcount in FTE's from Existing Premises to Final Premises
- Furniture from Existing Premises to Final Premises
- On-site furniture and file Storage requirements
- Off-site furniture and file storage requirements
- Identification of Surplus (Obsolete) furniture

Project Team

- Project Schedule

Work Agreement

This Work Agreement ("Work Agreement") is made effective as of __, 2014 ("Effective Date"), between_____, a _____ corporation ("Landlord"), and the District of Columbia, a municipal corporation ("District"), in connection with that certain In-Lease for Real Property entered into between Landlord and District, dated of even date herewith ("Lease") to the Premises. Landlord and District are sometimes each referred to in this Work Agreement as a "Party" and collectively, as "Parties". For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the Parties agree as follows:

A. GENERAL

1. Terms. This Work Agreement sets forth the terms and conditions for the design and construction of the Tenant Improvements (as defined below), how the Tenant Improvements are to be constructed, who will undertake the construction of the Tenant Improvements, who will pay for the construction of the Tenant Improvements, and the time schedule for completion of the construction of the Tenant Improvements.
2. Capitalized terms. Capitalized terms used, but not otherwise defined, in this Work Agreement shall have the meanings set forth in the Lease. In the event of a conflict between the terms hereof and the terms of the Lease, the terms herein shall prevail for the purposes of the design, furnishing and construction of the Tenant Improvements. Except where clearly inconsistent or inapplicable to this Work Agreement, the provisions of the Lease are incorporated into this Work Agreement.
3. Exhibits. All exhibits attached to this Work Agreement are incorporated herein.

B. TENANT IMPROVEMENTS

1. Tenant Improvements. As used in this Work Agreement, the term "Tenant Improvements" shall mean all improvements shown in the Final Plans as integrated by the Architect, and, to the extent specified in the Final Plans, shall include the installation of all furniture, fixtures and equipment ("FF&E"), Tenant Space signage (work spaces, suites and directional), IT and Security infrastructure to include OCTO/DCNET/DGS-PSD specified equipment, Voice/Data/Audio Visual/Security cabling and other IT requirements to support the approved Tenants programs and needs. Except as provided above, Tenant Improvements shall not include any personal property of Tenant. Landlord shall furnish, construct and install the Tenant Improvements as set forth in the approved Plans and Specifications (defined below) in the Premises and in accordance with the terms and conditions of this Work Agreement. The Tenant Improvements shall include all modifications to the Premises required by the Tenant, together

with any improvements, alterations or additions to the approved Core and Shell condition of the Premises.

2. Core and Shell. Landlord shall be solely responsible at its cost and expense to cause the improvement of the Core and Shell condition of the Building(s) and Building(s) Systems as stipulated in the approved Core and Shell Work Agreement and in line with applicable Laws as of the date the Premises are delivered to Tenant. Landlord's obligation to furnish, construct and install the Tenant Improvements shall include furnishing and installation of systems and case furniture, voice, data audio visual, security and IT equipment and related support infrastructure.
3. Compliance with Laws. The Tenant Improvements shall be of good and workmanlike quality and accurately reflect the requirements contained in the Plans and Specifications and shall be in compliance with applicable Laws.

C. PLANS AND SPECIFICATIONS

1. Architect. The Parties agree that the Landlord shall select the architect for the design and planning of the Tenant Improvements ("Architect"), which shall (a) be duly licensed, (b) carry reasonable amounts of professional liability insurance, (c) be familiar with all Applicable Laws, (c) be selected via a competitive bid process, and (d) be awarded the contract for such design and planning based on the most responsive and best value bid ("Architect Contract"). Landlord shall execute the Architect's Contract, and promptly thereafter, provide a copy of same to District. At Landlord's direction, Architect shall design the Tenant Improvements and prepare all architectural plans, working drawings, and specifications, including (as applicable) all demising walls, corridors, entrances, exits, doors, interior partitions, and the locations of all offices, conference rooms, computer rooms, mini-service kitchens, and the reception area, and file room(s) required to obtain a building permit ("Plans and Specifications") for the Tenant Improvements. The Architect Contract shall designate the Construction Manager as the owner's, i.e., Landlord, representative with respect to notices, approvals, Change Orders (hereafter defined), instructions, directions, and other actions or decisions thereunder, except that the Architect Contract shall specify, among other things, that any Change Order that would result in a cost increase shall not be deemed an approved Change Order, except and until (a) such Change Order has been approved in writing by both the Landlord and the Construction Manager; and (b) if such cost increase is an Excess Cost (defined below), the Change Order for such increase has been approved in accordance with the express terms of this Work Agreement.
2. General Contractor; Construction Contract. Landlord and District hereby agree that the general contractor to construct the Tenant Improvements ("General Contractor") shall be selected via Landlord's competitive bid process. Landlord shall award a contract for such construction, including

the documents related thereto ("Construction Contract"), based on the most responsive and best value bid. The General Contractor will construct the Tenant Improvements in compliance with the Construction Contract, the Plans and Specifications and applicable Laws. Landlord shall execute the Construction Contract, and promptly thereafter, provide a copy of same to District. The Construction Contract shall designate the Construction Manager as the owner's (i.e., Landlord) representative with respect to notices, approvals, Change Orders, instructions, directions, and other actions or decisions under this Work Agreement and the Construction Contract, except that the Construction Contract shall specify both (a) that any Change Order that would result in a cost increase shall not be deemed an approved Change Order, except and until (i) such Change Order has been approved in writing by District, Landlord and the Construction Manager; and (ii) if such cost increase may be an Excess Cost (defined below), the Change Order has been approved in accordance with the terms of this Work Agreement; and (b) the owner (i.e., Landlord) under the Construction Contract) shall not be bound by any action of the Construction Manager that increases the Construction Contract sum or the obligations of the Landlord without the Landlord's prior written consent. The Construction Contract shall be a guaranteed maximum price contract and shall provide for the issuance of monthly invoices for actual work actually performed and pertaining solely to the construction of the Tenant Improvements ("TI Work") in such prior month, together with Architect's certification of completion therefor, and, further provide that payment of an invoice shall be due not earlier than 45 days from the date of Landlord's receipt of such invoice and Architect's certification therefor.

3. Submission of Plans and Specifications.

    a. District shall submit to the Architect available information, including occupancy, tenants programs and requirements for the Premises, necessary to enable the Architect to prepare the Plans and Specifications and the Working Drawings (as defined below).

    b. The Architect shall promptly submit a full set of the Plans and Specifications to the Parties for their respective review and approval. The Architect shall be required to deliver, in accordance with the Project Schedule (which, for purposes of this Work Agreement, means the graphical representation of specific tasks, milestones, dependencies, resource requirements, task duration and deadlines, and shall be attached to and made a part of the Plans and Specifications), to the District the Plans and Specifications necessary and sufficient (a) for the construction of the Tenant Improvements; and (b) to enable the General Contractor to obtain all requisite permits and approvals for the Tenant Improvements to be constructed in accordance with this Work Agreement.

c. Delivery of all Plans and Specifications shall be by overnight delivery service or personal hand delivery, in the manner specified in the Lease.

d. The initial Plans and Specifications are attached hereto as Exhibit 1 and made a part hereof. The Parties may, by written confirmation, amend the Plans and Specifications.

4. Approval.

a. The Parties acknowledge and agree that the Architect may submit the Plans and Specifications to the Parties in one or more stages and at one or more times, and the time periods for Landlord's approval shall apply with respect to each such portion submitted. Approvals of the Plans and Specifications shall be as provided in the Project Schedule. The Architect may submit the Plans and Specifications in one or more stages and at one or more times, and the time periods for Landlord's approval shall apply with respect to each such portion submitted.

b. Landlord shall either approve or disapprove the Plans and Specifications for reasonable and material reasons [which shall be limited to the following: (i) adverse effect on the Building Structure; (ii) possible damage to the Building Systems; (iii) noncompliance with applicable codes; (iv) effect on the exterior appearance of the Building; or (v) unreasonable interference with the normal and customary business operations of other tenants in the Building (each, a "Design Problem")] and return the Plans and Specifications to District. In such event, Landlord shall require, and District shall make the minimum changes necessary in order to correct the Design Problems and shall return the Plans and Specifications to Landlord, which Landlord shall approve or disapprove within ten (10) days after Landlord receives the revised Plans and Specifications. This procedure shall be repeated until the Plans and Specifications are finally approved by Landlord and written approval has been delivered to and received by District.

c. All Plans and Specifications shall be subject to the District's written approval of the same, which may be granted or denied within the District's sole discretion. The District shall provide Landlord written notice of its approval or disapproval, and in the event of such disapproval shall provide with specificity its reasons and, if applicable, proposed reasonable revisions to the Plans and Specifications in accordance with the time periods set forth in the Project Schedule In the event District disapproves or provides reasonable revisions to the Plans and Specifications, the Construction Manager shall cause the

Architect to revise the Plans and Specifications to meet District's objections or requested reasonable revisions and Architect shall resubmit the Plans and Specifications for District's review and approval in accordance with the time periods set forth in the Project Schedule.

d. Notwithstanding anything herein to the contrary, approval by District of any Plans and Specifications shall not constitute an assurance by District that the Plans and Specifications: (a) satisfy applicable Laws; (b) are sufficient to obtain a building permit for the undertaking of the TI Work or certificate of occupancy of the Premises; or (c) will not interfere with, or otherwise adversely affect, Building Structures and Systems.

e. The Plans and Specifications shall be prepared in accordance with a Data Cadd or convertible DXF format for working drawings in conformity with the Building Structures and Systems and with information furnished by and in coordination with Landlord and Architect. The Architect shall be responsible to ensure that the Plans and Specifications comply with all Laws.

f. Notwithstanding any other provision of this Work Agreement to the contrary, if either Parties approval is required pursuant to this Work Agreement after expiration of the time provided for such approval, the Parties shall give the each other an additional written notice of the need for such approval, and either Parties failure to deliver its approval or disapproval, as the case may be, within five business days of receipt of such additional notice shall be deemed an approval.

5. Change Orders.

a. District shall submit to Landlord a written notice of any of its intended changes ("Change Order"). Change Orders shall not be subject to Landlord's prior written approval (which shall not be unreasonably withheld, conditioned or delayed), unless the changes requested in the Change Order would (i) require an increase in the Cost Ceiling; (ii) materially affect the Building Structures and Systems; or (iii) result in a delay in achieving Substantial Completion. If Landlord's prior written approval of a Change Order is required pursuant to the foregoing, then Landlord shall notify District of its approval, disapproval or reasonable revisions to the same within 10 days after receipt of District's Change Order.

b. Upon Landlord's written approval of the Change Order, or if no approval is required, District or Construction Manager shall direct Architect to revise the Plans and Specifications in accordance with the Change Order.

c. Upon the completion and delivery by the Architect of such revised Plans and Specifications and a reasonably detailed and reliable cost estimate (including, without limitation, costs relating to (i) any additional architectural or engineering services and related design expenses; (ii) any changes to materials in process of fabrication; (iii) cancellation or modification of supply or fabricated contracts; or (iv) removal or alteration or work or plans completed or in process (less any salvage or restocking credits) of the costs and expenses associated with such revisions, District shall, within five Business Days after receipt notify Landlord in writing whether District intends to proceed with such Change Order. The Construction Manager shall update the Project Budget with each accepted Change Order.

d. District shall (subject to the availability of appropriately authorized and appropriated funds by the Government of the District Columbia and the Congress of the United States) be responsible for all additional costs and expenses actually and reasonably incurred from a Change Order and for all delay resulting solely therefrom.

D. COST OF THE IMPROVEMENTS

1. Tenant Improvements. All costs of design and construction of the Tenant Improvements, including without limitation the costs of all space planning, architectural, and engineering work related thereto; all governmental and quasi-governmental approvals and permits required therefore; all demolition costs; and all direct and indirect construction costs stemming from Change Orders, insurance, bonds, and other requirements directly attributable solely to the construction of the Tenant Improvements (collectively, "TI Construction Costs") and the Ancillary Items (below defined) shall be paid by the District by way of Landlord's application of any tenant improvement allowance provided in the Lease ("TIA") and subject to the Cost Ceiling. For purposes hereof, the Ancillary Items shall include, but not be limited to, FF&E, IT installations, and move services at the Premises.
2. Cost Ceiling. The aggregate of the TI Construction Costs, together with the costs of the Ancillary Items shall not exceed _____dollars ($__) per rentable square foot of the final Premises, less any sums for which the District has elected to be used at District's sole and absolute discretion as a credit against Annual Rental in accordance with the Lease (the "Cost Ceiling"). In the event that the District notifies Landlord of District's intent to apply any portion of the Tenant Improvement Allowance as a credit against Annual Rental, then, the Cost Ceiling shall be proportionately reduced by the amount of such application.

3. Excess Costs. District is not obligated to reimburse Landlord for amounts incurred in excess of the Cost Ceiling and Landlord is not obligated to incur amounts in excess of the Cost Ceiling ("Excess Costs"), and Landlord is hereby authorized by the District to discontinue construction of the Tenant Improvements if continued construction would cause the aggregate costs for the Tenant Improvements to exceed the Cost Ceiling, until District notifies Landlord, in writing, that any such Excess Cost has been approved and that District is authorized to pay Landlord the Excess Cost. Any delay in completion of the Tenant Improvements attributable to work stoppage(s) on the Tenant Improvements pending such authorization shall be deemed a District Delay. No notice, communication, or representation in any form from any person other than the Director shall authorize the payment of any Excess Cost. A Change Order shall not be considered an authorization to exceed the Cost Ceiling, unless the Change Order specifically indicates that it shall result in Excess Cost and is executed by the Director.
4. Accounting. The Landlord shall deliver to the District a monthly accounting of the Base TI Construction Costs incurred to Landlord's knowledge or paid to date itemized in accordance with the Project Budget (defined below). Copies of all subcontractor invoices and requisitions for payments will be available for review by the District in the Construction Manager's offices and a summary of the foregoing will be provided to the District on a monthly basis. The accounting shall include, for each payment when first reflected on the accounting, invoice number, contractor/vendor, and description of item/service, amount owed, and variance, if any, from the Project Budget.

E. CONSTRUCTION.

1. Pricing. The final costs for the Tenant Improvements, after all rebids, shall be set forth in an itemized budget (the "Project Budget") and a copy provided to the District and Landlord by Construction Manager.
2. Timing. The General Contractor shall commence construction of the Improvements promptly upon issuance of approvals or permits required to commence construction in accordance with the Project Schedule and once commenced diligently pursued to completion.
3. Construction Supervision. The District, either itself or through the procurement of a third party Project Management entity, shall serve as the District's Project Manager to work with the Landlord's designated agent (earlier referred to as the "Construction Manager").
4. District Delay. If Landlord shall be delayed in substantially completing the Improvements as a result of any act, neglect, failure, or omission of District, its employees or agents, or by reason of any Change Order or other matter for which the District is responsible under this Work Agreement, such delay shall be deemed a "District Delay" and shall postpone the date that the Tenant Improvements would have been

completed Date on a day-by-day basis. Any District Delay resulting in Landlord incurring additional costs in connection with the Tenant Improvements shall be added to the TI Construction Costs. In addition, if the District shall modify in any material manner any of its specific requirements during the course of preparation of the Plans and Specifications requiring revisions to the Plans and Specifications that delay the completion thereof, any delay in the Project Schedule resulting therefrom shall be a District Delay.

5. Landlord Delay. The Parties hereby agree that the Landlord shall not be liable for any delays in the Tenant Improvements, or Ancillary Items except that the Landlord shall be liable for any delays ("Landlord Delay") caused by its gross negligence or willful misconduct notwithstanding any provision of this Section of the Work Agreement. Landlord agrees at no expense or cost to Landlord to enforce its contract with the General Contractor as directed, in writing, by the Construction Manager and, in the event of any notices or similar communications (each being a "GC Notice") to the General Contractor, the Landlord shall serve such GC Notice on the General Contractor no more than one (1) business day after Landlord's receipt of written direction from the Construction Manager to serve such GC Notice, with the understanding being that the Landlord shall cooperate in good faith with the District to ensure the General Contractor's performance of its obligations under the construction contract. If as a result of any Landlord Delay substantial completion of the Tenant Improvements shall be delayed, then and in such event as the sole and exclusive remedy available to the District arising by reason of such Landlord Delay, the District shall be entitled to a rent credit equal to one (1) day of Annual Rental for each additional day of Landlord Delay. Notwithstanding the foregoing, in no event shall any Landlord Delay be deemed to have occurred by reason of any one or more of the following: (a) a delay by reason of a Force Majeure Event or, to the extent any of the following becomes applicable, (b) the inclusion within the Improvements of any "Long Lead" Items (below defined), (c) the incomplete status of, or any delay resulting by reason of the performance or provision of, any work or materials being performed or provided by contractors engaged by District or (d) any delay in the completion of any portion of the Premises to be used for special purposes such as laboratory facilities. For purposes hereof, "Long Lead Items" shall mean any elements of the Tenant Improvements which are not readily available in adequate quantities in the Metropolitan Area of Washington, D.C., or which require substantial lead time to order and obtain. By way of example, Long Lead Items would include specialty hoods and laboratory equipment, generator equipment, custom or specialty security equipment, and custom or specialty a/v equipment. Landlord agrees to execute the District's application for a building permit within two (2) business days following receipt of District's application for signature.

F. CONTRACTOR'S RULES:

1. District Contacts. For the purpose of these Tenant Improvements, the District hereby notifies Landlord of its primary points of contact (the "District Contacts") and the name, title, phone number(s), email address, and role and responsibility(ies) with respect to the Tenant Improvements of each as set forth on Attachment 1 attached hereto. The District Contacts will coordinate District responses and will present them to the Landlord at weekly status meetings with the Landlord and/or in writing, when required under this Agreement. All communication to the District from the Landlord shall be directed to all of the District Contacts. The District shall notify the Landlord in writing of any change in the District Contacts.
2. Status Meetings. The Construction Manager shall generate and distribute, in writing, to the Landlord Contacts and the District Contacts the meeting notes from weekly status meetings.

G. THE DISTRICT'S REPRESENTATIVE. The Department of General Services is the District's exclusive, authorized agency to execute and deliver documents and, subject to the certification of the availability of appropriated funds, make valid and binding commitments for payments, and/or modify the District's financial obligations, pertaining to the Lease and this Work Agreement. The Director is duly authorized to delegate limited authority to an employee of the Department of General Services to execute and deliver certain documents (other than a document pertaining to District payments) pertaining to the Lease and this Work Agreement.

H. MISCELLANEOUS.

1. Anti-Deficiency Acts. District's obligations to fulfill financial obligations pursuant to this Work Agreement or any subsequent agreement entered into pursuant to the Work Agreement or referenced herein (to which District is a party) are and shall remain subject to the provisions of (a) the Federal Anti-Deficiency Act. 31 U.S.C. §§ 1341, 1342, 1349-1351 and 1511-1519 (2004), as may be amended form time to time ("Federal ADA"), and D.C. Official Code §§ 1-206.02(e) and 47-105 (2001), as may be amended from time to time; (b) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§47-355.01 – 355.08 (2004 Supp.), as may be amended from time to time, the ("Anti-Deficiency Acts"); and (c) §446 of the District of Columbia Home House Rule Act, D.C. Official Code §1-204.46 (2006), as may be amended from time to time. Pursuant to the Anti-Deficiency Acts, nothing in this Work Agreement shall create an obligation of District in anticipation of an appropriate authorization by the Government of the District of Columbia and appropriation by both the Government of the District of Columbia and Congress for such purpose, and District's legal liability for any payment hereunder shall not arise or obtain in advance of the lawful availability of such authorization and

appropriation of funds for the applicable fiscal year as approved by the Government of the District of Columbia and Congress.

2. Severability. Should any part of this Work Agreement for any reason be declared or held invalid, unenforceable or illegal, such invalidity, unenforceability, or illegality shall not affect the validity of any remaining portion, which remaining portion shall remain in force and effect as if this Work Agreement had been executed with the invalid, unenforceable or illegal portion thereof eliminated, and it is hereby declared the intention of the Parties hereto that the Parties would have executed the remaining portion of this Work Agreement without including therein any such part, parts or portion which may, for any reason, be hereafter declared or held invalid, unenforceable or illegal.
3. Amendments. Neither this Work Agreement nor any provision hereof may be amended, modified, changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the Parties hereto.
4. Business Day; Holidays, etc. Whenever the last day for the performance of any act required by any Party shall fall upon a Saturday, Sunday, or legal holiday observed by the Government of the District of Columbia, or day when the Government of the District of Columbia is announced by the Mayor thereof as closed for normal operations, the date for the performance of any such act shall be extended to the next succeeding day that is not a Saturday, Sunday, such legal holiday or day of closure.
5. Counterparts; Entire Agreement. This Work Agreement (a) may be executed in counterpart copies, each of which shall have the same force and effect as if the Parties had executed a single copy of this Work Agreement, and both, as fully executed, shall constitute one and the same agreement; (b) contains and embodies the entire agreement of the Parties with respect to the matters set forth herein, and supersedes and revokes any and all negotiations, arrangements, letters of intent, representations, inducements or other agreements, oral or in writing with respect to such matters; and (c) no representations, inducements or agreements, oral or in writing, between the Parties with respect to such matters, unless contained in this Work Agreement, shall be of any force or effect.

SIGNATURE PAGES FOLLOW

IN WITNESS WHEREOF, and intending to be legally bound, the undersigned have caused this Work Agreement to be executed as of the Effective Date.

LANDLORD:

By: _____
Name: _____
Title: _____

DISTRICT'S SIGNATURE PAGE FOLLOWS

DISTRICT:

District of Columbia,
a municipal corporation,

By: Department of General Services

By:_____
Brian J. Hanlon, Director

Approved as to Legal Sufficiency
for the District of Columbia
by the Office of the Attorney General
for the District of Columbia

_____
Assistant Attorney General

EXHIBITS FOLLOW

Exhibit 1

Workspace Design Guidelines/Link
DGS Furniture Package as basis of Design
DGS sample Signage Package

Plans and Specifications

DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL SERVICES (DGS)

RECONSTRUCTION OF DISTRICT DEPARTMENT OF TRANSPORATION

(DDOT) MATERIALS TESTING LAB

Statement of Work

June 12, 2018

A. INTRODUCTION

The District of Columbia Department of General Services ("DGS" or the "Department") is seeking to engage a Contractor to provide Construction Services for the Expansion, Upgrade and Renovation of the District Department of Transportation ("DDOT "or "User Agency") existing Materials Testing Laboratory at located at 350 McMillan Drive NW, Washington DC. This project modifies the existing site to accept a new materials testing lab and office area as designed by DLR | SORG architects. The latter also provided a current cost estimate for the completed Construction Bid Document.

B. SCOPE OF WORK

The scope of this project includes selective demolition, expansion and reconstruction of the existing facility, which must be inspected by the bidders before quoting their prices and must be completed based on the attached design and specifications documents developed by DLR | SORG Architects dated March 21 2018(Attachment A – Bid Set). A Construction Documents Permit Set is also in DCRA for the necessary review and issuance of the Building Permit. DLR | SORG completed the required historic review process and received the Commission of Fine Arts (CFA) and the District's (Historic Planning Review Board (HPRB) approvals of the conceptual designs of the planned improvements. The construction work includes selective demolition, and construction of the facility including but not limited to architectural, mechanical, plumbing, ADA and Historic Preservation work.

The existing site at 350 McMillan Drive NW, Washington DC is a 9,425 sq. ft. facility located on a 1/2 acre Lot at the intersection of 4th Street and McMillan Drive NW. The existing facility is operated by the District of Columbia DDOT and serves as the only Construction Materials Testing Laboratory in the District of Columbia.

B.1 Swing Space

To ensure that some material testing functions are performed during the construction work, DDOT has identified an existing agency owned space at a location in close proximity of the existing of the project to swing some of these. The contractor shall coordinate with the owner to determine the appropriate functions including equipment that need to be relocated, and installed in the identified swing space. A description of the planned relocation, retrofit of the identified space for the infrastructure, safety measures to be taken and schedule for getting the swing space functional and ready for use shall be

submitted for review and approval prior to the start of work. An allowance of $200,000.00(Two Hundred Thousand Dollars and Zero Cents) shall be included in the Bid for this item and will be spent as directed and approved by DGS and DDOT.

B.2 **Major Renovation Work**

The Scope of work is as per the Architectural, Mechanical and Electrical drawings and specification in the Construction Bid Documents.

B.3 **Historic Preservation Work**

The scope is in line with the CFA's recommendation to include replacement of the existing wooded railroad ties retaining wall with a more durable Architect specified material that would be more appropriate with the McMillan Park Reservoir Historic District.

B.4 **Site Work**

The scope is as per the Civil Engineering Drawings and Specifications including pavement and DOEE approved Storm Water Management Control measures.

B.5 **DGS SPECIFICATIONS:**

The Specifications of the project work are delineated in the attached drawings developed by DLR | SORG Architects and part of this solicitation/Bid package.

B.6 **DRAWINGS:**

The Contractor shall perform the work in accordance with the drawings listed below and included herein as Attachment A that are stamped, initialed and dated:

B.6.1 List of Drawings
See attached BID SET.

B.7 **SITE DEMOLITION AND SITE PREPARATION:**

B.**7.1** Once Intent of Award Notice is issued the Contractor shall provide signage on the facility gates with notices of affected areas temporary closure and approximate duration of such closure with information on relocated services in consultation with DGS/DDOT responsible personnel;

B.**7.2** The contractor shall clean the site every day after completion of day work and keep the construction site protected and secured.

C. APPROVAL PROCESS:

C.1 The Contractor shall prepare and submit to the COTR, as a deliverable, the Schedule of Values Form for approval within 10 calendar days of the issuance of the Notice to Proceed (NTP). Without pre-approved Schedule of Values no invoice will be processed.

C.2 The Contractor shall submit to the COTR a complete list of all samples, catalogue cuts and shop drawings within 10 days of NTP. The Contractor must submit the samples in 3 copies: two copies to the AE on records for review and approval and one copy to COTR.

C.3 The Contractor shall submit all the schedules and reports for approval to the COTR and will submit progress report in pre-approved format within the 3rd week of each month.

C.4 Prior to final acceptance of the project, the Contractor shall submit to the COTR three (3) copies of operation manuals or instruction manuals for each piece of equipment, mechanical or electrical system.

D. SPECIAL REQUIREMENTS:

D.1 The contractor shall coordinate with the owner to determine the appropriate functions including equipment that need to be relocated, and installed in the identified swing space. A description of the planned relocation, retrofit of the identified space for the infrastructure, safety measures to be taken and schedule for getting the swing space functional and ready for use shall be submitted for review and approval prior to the start of work.

D.2 All work must be executed during the normal business hours. No additional payment will be allowed to the contractor for their work during after hours, weekends, and holidays. Therefore, the bidders are encouraged to consider this cost in their quotations.

E. PERFORMANCE PERIOD OF THE CONTRACT:

All work shall be completed within One Hundred Eighty (180) calendar days from the date of receipt of Notice to Proceed.

F. LIQUIDATED DAMAGES:

The estimated Liquidated Damages for this project will be $1,000.00 per calendar day.

End of SCOPE OF WORK

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CONSTRUCTION DIVISION

Checklist for Change Order Package

CHANGE ORDER NO.: 1
ARTICLE 3 LETTER NO.: N/A

PROJECT NO.:	HC102C
CONTRACT NAME:	Capital Construction Group
CONTRACT NO.:	
CONTRACT NAME:	DC Animal Shelter
PROJECT MANAGER:	Elvis Douglas
CONTRACT SPECIALIST:	Diane Wooden

NO.	ITEM	YES	NO
1	CHANGE ORDER SIGNED BY THE CONTRACTOR	YES	
2	SCOPE OF WORK	YES	
3	MEMORANDUM OF NEGOTIATIONS	YES	
4	GOVERNMENT COST ESTIMATE	YES	
5	CONTRACTOR COST PROPOSAL	YES	
6	ARTICLE 3 LETTER, FWA	N/A	
7	LIST OF PAST CHANGE ORDERS (Cumulative)	N/A	
8	COPY OF THE CONTRACT	N/A	
9	FUNDING DOCUMENT	N/A	

PREPARED BY:		
NAME:	Elvis Douglas	DATE
TITLE:	PROJECT MANAGER	

APPROVED BY:		
NAME:	Adenegan Olusegun	DATE
TITLE:	CLUSTER LEADER	

APPROVED BY:	June Locker	
NAME:		DATE
TITLE:	Deputy Director for Construction	

I COMPLETED SCANNING THE CHANGE ORDER PACKAGE TO THE PASS

NAME: DATE:

2000, 14th Street NW, 8th Floor, Washington DC 20009
202-671-2214 Fax: 202-671-0648

LIST OF FINISHES

ACT-1	2'x2' ACOUSTICAL CEILING TILE-ARMSTRONG OPTIMA OPEN PLAN ITEM # 3251
CT1	4"x4" CERAMIC WALL TILE, DALTILE 0100 WHITE
CT2	4"x4" CERAMIC WALL TILE, DALTILE 0140 SILVER SAGE
CT3	4"x4" CERAMIC WALL TILE, DALTILE QI77 BLUE MOON
CT4	4"x4" CERAMIC FLOOR TILE, DALTILE KEYSTONES D470 GALAXY SPECKLE
CT5	4"x4" CERAMIC FLOOR TILE, DALTILE MATTE 6544 ASH GRAY
CT6	4"x4" CERAMIC FLOOR TILE, DALTILE MATTE 6578 BOMBAY
CG-1	CORNER GUARDS, KOROGUARD WALL PROTECTION SYSTEM 6200-SERIES/6210 SURFACE MOUNTED, COLOR K-2 VAPOR 3"X3"X4'-0" LENGTH. REFER TO FINISH PLANS FOR LOCATIONS
CPT-1	36"x36" CARPET TILE - MILLIKEN THEORY, P 6387, BLIP, INDIGO 612.
CPT-2	36"x36" CARPET TILE - MILLIKEN CONTRACT, BIOVIEW MAJOR, 39 BIO ORIGINS MAJOR.
CPT-3	36"x36" CARPET TILE - MILIKEN CONTRACT, BIOGRID MINOR, 59 BIO ORIGINS MINOR.
CPT-4	36"x36" CARPET TILE - MILLIKEN CONTRACT, BIOVIEW MAJOR, 44 BIO PEARL MAJOR.
CPT-5	36"x36" CARPET TILE - MILLIKEN CONTRACT, BIOGRID MINOR, 64 BIO PEARL MINOR.
CPT-6	BROADLOOM CARPET - KARASTAN CONTRACT, PIN SCRIBED DC 112, 746 FIGURINE.
CPT-7	BROADLOOM CARPET - DURKAN COMMERCIAL, CHISELED EDGE-PIN SCRIBED, 631 PERIDOT.
CPT-8	BROADLOOM CARPET - DURKAN COMMERCIAL, SCRIPT COLLECTION, GAUTAMI MODULAR, 966 GOTHIC.
CPT-9	BROADLOOM CARPET - DURKAN COMMERCIAL, SCRIPT COLLECTION, GAUTAMI MODULAR, 555 KOHL.
CPT-10	BROADLOOM CARPET - KARASTAN CONTRACT, PIN SCRIBED DC 112, 688 PENDANT.
CPT-11	BROADLOOM CARPET - KARASTAN CONTRACT, PIN SCRIBED DC 112, 652 LIMOGE.
CPT-12	BROADLOOM CARPET - SHAW CONTRACT, SYNTESIS III SQ, BURNT ORANGE, 50606 FALL.
CPT-13	BROADLOOM CARPET - DURKAN COMMERCIAL, PIN SCRIBED DC 112, 554 DELFTWARE.
P1	FIELD PAINT, BENJAMIN MOORE, 2141-70 VANILLA MILKSHAKE
P1A	CEILING PAINT, BENJAMIN MOORE, WHITE WHITE
P2	ACCENT PAINT, DURON PAINTS, SW 6649p TANGO
P3	ACCENT PAINT, DURON PAINTS, SW 7566 WESTHINGHLAND WHITE
P4	ACCENT PAINT, DURON PAINTS, SW 6864p CHERRY TOMATO
P5	ACCENT PAINT, DURON PAINTS, SW 6826 WHIMSICAL WHITE
P6	ACCENT PAINT, DURON PAINTS, SW 6493 EBBTIDE
P7	ACCENT PAINT, DURON PAINTS, SW 6492 JETSTREAM
P8	ACCENT PAINT, DURON PAINTS, SW 7134 TIBETAN SKY
P9	ACCENT PAINT, DURON PAINTS, SW 6896 SOLE
P10	ACCENT PAINT, DURON PAINTS, SW 6444 LOUNGE GREEN
P11	ACCENT PAINT, DURON PAINTS, SW 6442 SUPREME GREEN
P12	ACCENT PAINT, DURON PAINTS, SW 67128 GREEN GLAZE
P13	ACCENT PAINT, DURON PAINTS, SW 6237 DARK NIGHT
P14	ACCENT PAINT, DURON PAINTS, SW 7613 AQUASPHERE
P15	ACCENT PAINT, DURON PAINTS, SW 6224 MOUNTAIN AIR
P16	ACCENT PAINT, DURON PAINTS, SW 7039 VIRTUAL TAUPE
P17	ACCENT PAINT, DURON PAINTS, SW 7037 BALANCED BEIGE
P18	ACCENT PAINT, DURON PAINTS, SW 7042 SHOJI WHITE
P19	ACCENT PAINT, DURON PAINTS, SW 6643p YAM
P20	ACCENT PAINT, DURON PAINTS, SW 6648p KUMQUAT
P21	ACCENT PAINT, DURON PAINTS, SW 6644 CHAMPAGNE
P22	ACCENT PAINT, DURON PAINTS, SW 6529 SCANDA
P23	ACCENT PAINT, DURON PAINTS, SW 6528 COSMOS
P24	ACCENT PAINT, DURON PAINTS, SW 6807 WONDROUS BLUE
PLAM 1	PLASTIC LAMINATE WILSONART, 4637-60 MONTEREY HAZE
PLAM 2	PLASTIC LAMINATE WILSONART, 4783-60 WHITE TIGRIS
PLAM 3	PLASTIC LAMINATE WILSONART, 4745-60 MAROODNY BRUSH
PLAM 4	PLASTIC LAMINATE WILSONART, D307-60 HOLLYBERRY
RT-1	24"x24" RUBBER TILE, NORAPLAN ECO ART# 2082, 2354 CHALK, 0.08" THICK
RT-2	24"x24" RUBBER TILE, NORAPLAN ECO ART# 2082, 2607 MALT, 0.08" THICK
RT-3	24"x24" RUBBER TILE, NORAPLAN ENVIRONCARE ART# 2462, 2956 GOLDEN GLOW, 0.08" THICK
RT-4	39.37"x39.37" RUBBER TILE, NORAMENT 925 STRADA ART# 1870, 4755 SUNSET, 0.14" THICK
SS-1	FOUNTAIN HEAD, SOLID SURFACE, GALAXY BLUE MATRIX, FM-3-4, COUNTERTOP IN TOILETS ROOM

THIS LIST OF FINISHES REFLECTS THOSE IN THE ATTACHED (3) FINISH BOARDS.

APPROVAL OPM DATE

APPROVAL DHCD DATE

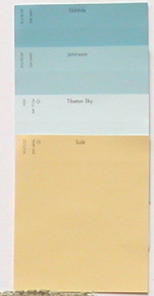
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
WASHINGTON, D.C.

devrouax & purnell architects · planners, p.c.
717 d Street, nw, washington, dc 20004

June 30, 2008

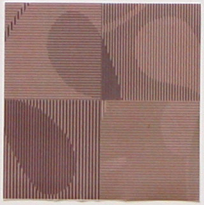











DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

devrouax & purnell architects · planners, p.c.
717 d street, nw, washington, dc 20004

devrouax+purnell

June 18, 2008

DRAFT



1 / A902 SECOND FLOOR FURNITURE PLAN
SCALE: 1/8" = 1'-0"

devrouax+purnell

ARCHITECT
DEVROUAX & PURNELL
717 D STREET, NW, STE. 500
WASHINGTON, DC 20004

STRUCTURAL ENGINEER
STRUCTURA
401 N. WASHINGTON ST., STE. 900
ROCKVILLE, MD. 20850

MEP ENGINEER
WFT ENGINEERING, INC.
6001 MONTROSE ROAD, STE. 502
ROCKVILLE, MD. 20852

ANACOSTIA GATEWAY
1800 MARTIN LUTHER KING JR. AVE.
WASHINGTON, DC 20020

ISSUE DATE	.
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NOTES	.

DATE	. 06/24/2008
SCALE	. AS NOTED
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CHECKED	. BGL
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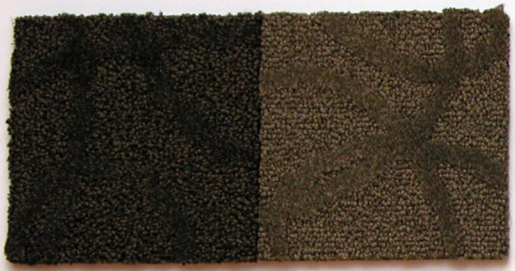
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

DRAWING TITLE

SECOND FLOOR FURNITURE PLAN

SHEET NO.

A902













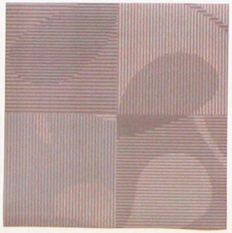












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717 d street, nw, washington, dc 20004

devrouax+purnell

June 16, 2008

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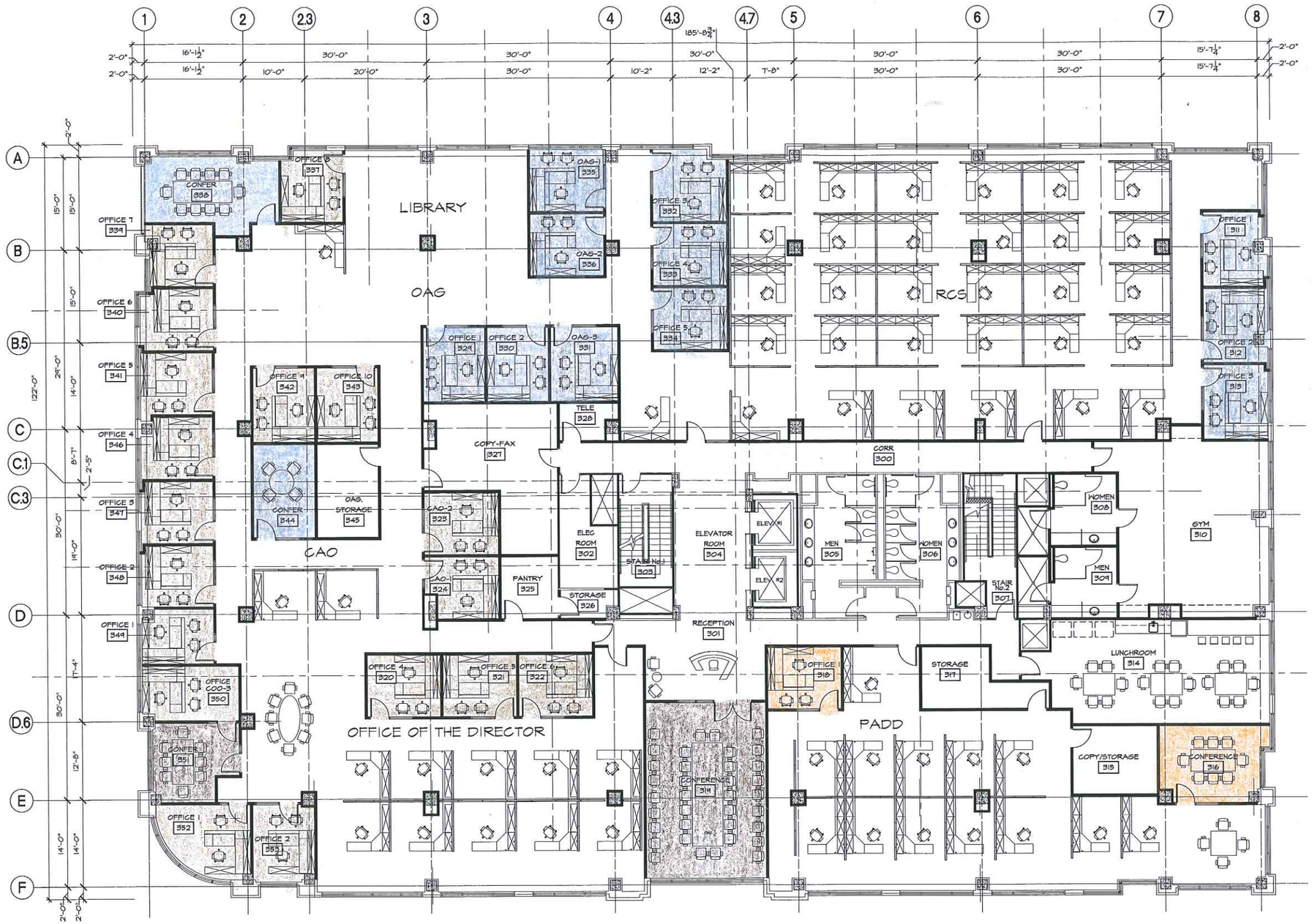

1 A903 THIRD FLOOR FURNITURE PLAN
SCALE: 1/8" = 1'-0"

devrouax+purnell

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WASHINGTON, DC 20020

ISSUE DATE	.
NOTES	.
DATE	. 06/24/2008
SCALE	. AS NOTED
DRAWN	. PRI
CHECKED	. BGL
JOB NO.	. 07114.01

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

DRAWING TITLE

THIRD FLOOR FURNITURE PLAN

SHEET NO.

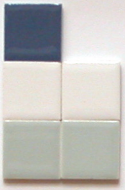
A903

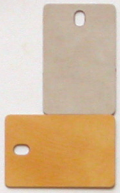






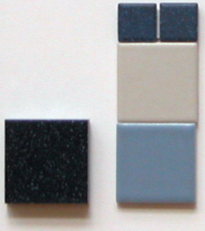




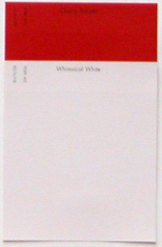


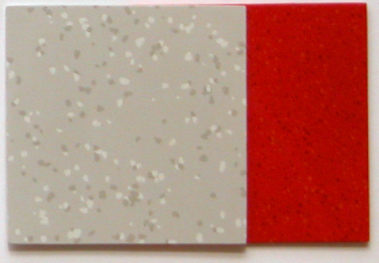












DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

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devrouax+purnell

June 16, 2008

General Restrictions for Capital Financing Eligibility

February 2014

To be eligible for funding in the capital budget, a project must result in a District owned asset, and be of sufficient value (minimum $250,000) to be carried on the books as such and depreciated over the life of the project, which is five or more years.

In general, to be capital eligible the project must result in a new District owned asset, increase the value of an existing District owned asset, or increase the life of a District owned asset by at least 2 years.

I. Eligible Projects

The following are examples of categories of projects eligible for capital financing:

- Construction or acquisition of a public facility
- Large-scale replacement and rehabilitation of existing public facilities
- Improvements to economic development projects **owned by the District**
- Design work relating to an individual capital project
- Land purchased for building sites, recreation, rights-of-way, and other public purposes
- Replacement of major mechanical systems (such as HVAC, Electrical or entire lighting systems) or structural components of existing public (District owned) facilities
- Alteration of an existing public facility to make it more functional for a new use, including temporary relocation costs of an existing use
- Furniture, fixtures and equipment associated with construction or substantial rehabilitation of a public facility (not to exceed 10 percent of project's total budget). The items must support the primary function of the facility, but are not a part of the structure. Examples are, shelving, light fixtures, and the opening day collection (inventory) of library books for a public library.
- Construction and rehabilitation of rights of way and public infrastructure (roads and bridges), including storm water management systems)
- Major information technology projects (with a 5 year minimum useful life and $250,000 cost)
- Hazardous materials remediation costs, e.g., asbestos removal and abatement, landfill clean-up, etc.
- Grading and site preparation work
- Trees planted on property owned by the District
- Significant information technology investments, including hard wiring of a facility, hardware, and software purchases including the manufacturer's standard term of warranty

II. Not Eligible

The following are examples of categories of projects **NOT** eligible for capital financing:

- Project does not result in a District asset.
- Project (or the work being performed) does not increase the value of an already existing District asset.
- Project (or work being performed) does not increase the useful life of an existing District asset by a minimum of two years.
- Improvements to private property, including District owned property used for private purposes.

- Items that are not of a permanent nature, such as window air conditioners, computers (except in certain conditions), security cameras (even if attached to a District facility), etc.
- Items that are not permanently affixed to a public facility such that removal of the item would cause damage to the public facility.
- Items involving recurring maintenance of facility or systems and/or frequent repairs
- Items that occupy floor or desk/table space but require no permanent connection to utilities (hard-wired to electrical or gas supply) or the structure
- Items not requiring floor space but that sit on top of other equipment and will require special outlets.

Specific examples of items **NOT** eligible for capital financing include:

- Moving expenses, unless associated with temporary relocation to swing space of an existing use during capital improvements to the existing use facility
- Daily maintenance
- Scheduled maintenance
- Extended warranties
- Replacement furniture, painting, and carpeting
- Replacement modular furniture
- Grounds maintenance
- Replacement books for public libraries
- School text books or library books for a school.
- Technology refreshes (except for major upgrades)
- Audio-visual equipment including security cameras and monitors
  Exception: white boards of >$5,000 each for school modernization, including the PC necessary to utilize the white board
- Mechanical and HVAC system maintenance, except for replacement of component parts that extend the useful life of the asset, such as a motor or air handler
- Personal computers, laptops, pads, tablets, and telephones.
- Moveable Partitions (not affixed to the floor such that removal causes damage to the facility)
- Window guards (security bars)
- Window mounted air conditioners
- Help Desk staffing costs
- Recurring backhaul costs for IT (the backhaul portion of the network comprises the intermediate links between the core network, or backbone network and the small sub-networks at the "edge" of the entire hierarchical network
- Service Agreements on equipment
- IT training costs
- IT cloud-based services
  Exception: development of interface applications with District owned IT assets is eligible

III. **Specific Project Examples of 'Questionable' Projects**

a. **Community gardens** built on District owned property (These cannot be booked as assets since the gardens do not add value to the asset or extend the life of the asset. Individual components - as presented in the request of September 2013 - the fences, tool sheds, and the watering systems, can be booked individually as assets since they meet the $5,000 threshold. The remainder of the items proposed as part of the 'gardens' do not qualify individually and would thus have to be operating expenses.)

b. **Feasibility studies** and strategic plans. Conducting feasibility studies on a possible capital project does not qualify since it does not result in a new district asset (Initially, feasibility studies must be charged as operating expenses.)
    i. Resulting in the implementation of an eligible capital project? (If a study/charette result ultimately gets incorporated into the design of a capital project, then the expenditure can be reversed from operating and be charged to capital – as a part of the book value of the asset.)
    ii. Not resulting in the implementation of an eligible capital project? (These would remain operating expenses.)

c. Costs associated with **build-out of leased space** by a District agency as "tenant"
    i. Minimum lease term? (It must be a District 'capital' lease, and the term must be a minimum of 10 years.)
        1. A capital lease is defined by the following;
            a. Ownership transfers at end of the lease term,
            b. Present Value of minimum lease payments must be >90% of fair value of the asset,
            c. There is no 'bargain purchase' arrangement in the lease and,
            d. The lease term is greater or equal to 75% of the economic life of the asset.
    ii. Minimum cost threshold? (Like all capital projects – it must be a minimum of $250,000 in the agreed to lease. As a reminder, FF&E expenditures are only allowable if their removal would result in damage to the asset being leased e.g the building. Additionally, the changes must be permanent in nature (even after our lease expires) and, must be for the benefit of the District during the lease term.

d. Capital budget **subsidies for affordable housing units** in private developments (Since these costs do not result in a District owned asset they cannot be charged to capital. We recognize there is a benefit to the District but, we cannot book and depreciate that benefit.)
    i. for persons with cognitive challenges
    ii. for persons earning 0-70 percent of Area Median Income

e. **Mini Parks** - Design and construct a minimum of four (4) mini parks, and locate each in a standard on-street parking space to provide recreational amenities in underserved areas of the District. The creation of these "mini parks" do not generate a new district owned asset, further is not in nature therefore the parks as units are not capital eligible. Permanent fixtures and wiring with unit cost in excess of $5,000.00 may qualify as individual capital assets.

f. **Cool, Green / Solar Roofs** - Design and construct new sustainable roofs on selected DGS portfolio buildings. Replacing roofs, by themselves, does not increase the value or the expected life of the District asset/building and therefore are not eligible as capital. However, replacement of an existing roof that has reached the end of its useful life is an eligible capital expenditure.

g. **Living Building Design/Construct** – (see feasibility studies above).

IV. Master Equipment Lease/Purchase

Master Equipment Lease/Purchase is actually a <u>purchase</u> arrangement through a financing company. The financing institution MUST be able to re-claim their asset…in the event of default. For this reason, the asset/equipment being purchased must be financed exclusively with Master Lease budget.

<u>Equipment items must have an individual unit value of at least $5,000 and a useful life of at least five years. The cumulative value of the items must exceed $25,000.</u>

The following are examples of items eligible for **Master Lease/Purchase** capital financing:

- Modular buildings in use for five or more years
- Office furniture, including modular furniture – only as a part of overall building renovations (See bullet under "eligible projects" for additional information).
- Solar panels, energy projects, and energy management systems
- Parking meters
- Information technology investments, including hard wiring of a facility, hardware, and software purchases (including upgrade of version, e.g., from version 1.0 to version 2.0) including the manufacturer's standard term of warranty
- Software (if it meets certain parameters e.g. cost, upgrade of version, etc.)
- Street sweepers, road maintenance, and snow removal equipment
- Fleet vehicles, including first responder vehicles and school transportation vehicles including buses and vans
- Traffic lights and crosswalk signals
- Scoreboards and field or stadium lighting
- Playground equipment and outdoor fixed-in-place adult exercise equipment
- Voting machines
- Homeland security and surveillance equipment
- Laboratory equipment
- Broadcast and video equipment
- Electronic White Boards for schools modernization including the PCs necessary to run them

- Security Fencing if permanently mounted
- Building access equipment and security screening equipment
- Signage
- Electronic Signage
- Building entrance canopies

LIST OF CONTRACT DELIVERABLES REQUIRED BY CITY CONSTRUCTION, LLC, UNDER THE BUNDLE #4 POOL REHAB; PROJECT.

- ☐ Dollar values for price breakdown forms. (This should have been submitted with your bids.)
- ☐ Prior to final acceptance of the project, the Contractor shall submit to the COTR three (3) copies of operation manuals or instruction manuals for each piece of equipment. Plus 1 electronic copy on CD-Rom to the COTR before final payment is approved.
- ☐ After final inspection, the Contractor shall provide a punch list and report of corrections as specified in Section E.3.2.

- ☐ The Contractor shall employ watchperson to safeguard the site. The watchperson shall be employed and onsite during all periods in which the Contractor's employees are not onsite.

- ☐ The Contractor shall submit to DOES, no later than the 10th each month following execution of the contract, a First Source Agreement for the preceding month.

- ☐ Provide Licenses and Certificates, Plumbers, Electricians etc.

- ☐ The Contractor shall submit installation and product data for all equipment, parts and material to COTR for approval within five days of NTP. The COTR shall have 48 hours to approve or deny.

- ☐ The Contractor shall provide end-user training for all equipment provide, serviced or refurbished under this contract. The Contractor shall coordinate with the COTR to assure training is attended by all necessary parties. The Contractor shall provide printed material, as deemed necessary by COTR, for distribution during meeting.

- ☐ The Contractor shall submit to the COTR a written report detailing all existing conditions and deficiencies discovered during the systems start-up within 7 days of NTP.

- ☐ The Contractor shall submit to the COTR for approval, a detailed construction Schedule of values within 3 days of NTP.

- ☐ The Contractor shall perform system start-up for all systems at all sites within 5 days of NTP.

- ☐ Prior to commencement of the work, the Contractor shall submit in writing to the Contracting Officer for his/her approval of his program for complying with this Article for accident prevention.

- ☐ Lead Based Paint Testing. This testing shall be performed prior to any repair work. Test results shall be furnished to the COTR within 10 calendar days of NTP. (This testing shall be accomplished and a report furnished by a certified and licensed individual.

- ☐ Submit Sub-base material to COTR for approval, upon removal of existing slab and sub-base, install replacement sub-base. Sub-base to consist of graded sand compacted to ninety-five (95%) percent maximum unit weight.

- ☐ (Concrete Mix Design) Concrete shall be six sack limestone mix/air entrained 3500 psi in 28 days.

- ☐ Submit equipment and construction procedures for COTR approval.

- ☐ Exterior cleaning agent should be submitted to COTR for approval.

- ☐ Protective Relays and Circuits, breakers trip devices tested.

- ☐ Transforms, testing…voltage, current and temperature results should be recorded on a regular basic in order to determine operating condition of transformer. (Recording should be done weekly)

- ☐ Testing of insulation, resistance, dielectric absorption test and a power factor test. (Provide records of test.)

- ☐ Complete Infrared Scan on all equipment. (Determine Condition/Preventative Maintenance.)

- ☐ Submit weekly copies of certified payrolls, also District of Columbia, weekly statement of compliance plus fringe benefits statement.

- ☐ List of Contractor, Sub-Contractor Personnel Lists and contact information.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF PROPERTY MANAGEMENT
CONSTRUCTION DIVISION

Pre-Construction Conference Checklist (Page 1 of 2)

Project No.: DRES- 00045-RENO

Contract No.: DCAM-2011-C-0123

Contract Name: Build out of OJS Suite 410S for OCFO.

Contractor: Prince Construction Company Inc.

Project Manager: Gbolahan Aganga-Williams

Contract Specialist: Monica Cobbs

ITEM	NO	YES
Review the contract document for completeness:		/
• Contractor has signed contract		/
• Contracting Officer has signed the contract		/
• Contract is dated		/
• Contract number is correct		/
• Contract description (scope of work) is correct		/
• Contract award amount is correct		/
• Number of Addenda issued are identified		/
• Payment Bond for 50% of contract amount enclosed		/
• Performance Bond for 100% of the contract enclosed		/
• Surety Certifications enclosed		/
• Insurance Certificate is enclosed		/
Documents needed:		
• Required 2 Sets of Contract Drawings, are available (Refer to Specification Section H for the number required for the Contractor and add six (6) sets for the District's representatives)		/
• Required 2 Sets of Contract Specifications are available		/
• Two sets are permit drawings are available		/
• Original building permit is available		/
Contact for OJS Building Manager: **Karmala Brunson/Reginald Greene** **Tel. 202-727-2585**		

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF PROPERTY MANAGEMENT
CONSTRUCTION DIVISION

Pre-Construction Conference Checklist (Page 2 of 2)

Title II Services: Atelier architects **Robert Cooper** 1003 K Street NW, Suite 830 Washington D.C. 20001 P: 202.898.9070 Ext. 25 F: 202.898.9077		
Name of the Using Agency, *Brenda D. Proctor* Director of Logistics and Support Services 1101 4th St., SW suite 1636 Washington, DC 20024 (202) 442-6932 Direct (202) 442-6930 Main (202) 442-6506 Fax		
Blank copy of Construction Progress Chart on (1)		/
Blank copies of Progress Payment Request Forms on (1)		/
Blank copy of Cost breakdown for Progress Payment Request on (1)		/
Submittal Register on (1)		/
Submittal Transmittal Form on (1)		/
EEO Forms on (1)		/
Blank RFI Form on (1)		/

Gbolahan Aganga-Williams - DRES — **Date** 08-09-11

Alberto Gomez – Prince Constr. Co. Inc. — **Date** 08-09-11

District of Columbia Department of General Services
Standard Contract Provisions

GENERAL PROVISIONS
(Construction Contract)

ARTICLE 1. DEFINITIONS

A. "Government" as used herein means the District of Columbia Department of General Services, (DGS) that is a party to a contract.

B. "Executive" as used herein means the elected head of the Government as set forth in [Public Law 93-198 dated December 24, 1973, Title 4, Part B, Section 422(1)] (Or relevant local law).

C. "Contracting Officer" as used herein means the Government official authorized to execute and administrate the Contract on behalf of the Government. Within DGS, the Director is the Chief Contracting Officer. The Director may make delegations of procurement authority to additional contracting officers within DGS.

D. "Contract Documents" or "Contract" as used herein means Addenda, Contract Form, Standard Contract Provisions, Instructions to Bidders, General Provisions, Labor Provisions, Performance and Payment Bonds, Specifications, Special Provisions, Contract Drawings, approved written Change Orders and Agreements required to acceptably complete the Contract, including authorized extensions thereof.

ARTICLE 2. SPECIFICATIONS AND DRAWINGS—The Contractor shall keep on the work site a copy of Contract drawings and specifications and shall at all times give the Contracting Officer access thereto. Anything mentioned in the specifications and not shown on the Contract drawings, or shown on the Contract drawings and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both.

There shall be no change orders or equitable adjustments for work related to items appearing in either the Contract drawing or specifications.

All Contract requirements are equally binding. Each Contract requirement, whether or not omitted elsewhere in the Contract, is binding as though occurring in any or all parts of the Contract. In case of discrepancy:

1. The Contracting Officer shall be promptly notified in writing of any error, discrepancy or omission, apparent or otherwise.

2. Applicable Federal, State, and Municipal Code requirements have priority over: the Contract form, General Provisions, Change Orders, Addenda, Contract drawings, Special Provisions and Specifications.

3. The Contract form, Standard Contract Provisions, General Provisions and Labor Provisions have priority over: Change Orders, Addenda, Contract drawings, Special Provisions and Specifications.

4. Change Orders have priority over: Addenda, Contract drawings and Specifications.

5. Addenda have priority over: Contract drawings, Special Provisions and Specifications. A later dated Addendum has priority over earlier dated Addenda.

6. Special Provisions have priority over: Contract drawings and other specifications.

7. Shown and indicated dimensions have priority over scaled dimensions.

8. Original scale drawings and details have priority over any other different scale drawings and details.

9. Large scale drawings and details have priority over small scale drawings and details.

10. Any adjustment by the Contractor without a prior determination by the Contracting Officer shall be at his own risk and expense. The Contracting Officer will furnish from time to time such detail drawings and other information as he may consider necessary, unless otherwise provided.

ARTICLE 3. CHANGES

A. **DESIGNATED CHANGE ORDERS**—The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make any change in the work within the general scope of the Contract, including but not limited to changes

1. In the Contract drawings and specifications;

2. In the method or manner of performance of the work;

3. In the Government furnished facilities, equipment, materials or services; or

4. Directing acceleration in the performance of the work.

Nothing provided in this Article shall excuse the Contractor from proceeding with the prosecution of the work so changed.

B. **OTHER CHANGE ORDERS**—Any other written order or an oral order (which term as used in this Section (B) shall include direction, instruction, interpretation, or determination) from the Contracting Officer which causes any such change, shall be treated as a Change Order under this Article, provided that the Contractor gives the Contracting Officer written notice stating the date, circumstances and sources of the order and that the Contractor regards the order as a Change Order.

C. **GENERAL REQUIREMENTS**—Except as herein provided, no order, statement or conduct of the Contracting Officer shall be treated as a change under this Article or entitle the Contractor to an equitable adjustment hereunder. If any change under this Article causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the work under this Contract whether or not changed by any order, an equitable adjustment shall be made and the Contract modified in writing accordingly; provided, however, that except for claims based on defective specifications, no claim for any change under (B) above shall be allowed for any cost incurred more than 20 days before the Contractor gives written notice as therein required unless this 20 days is extended by the Contracting Officer and provided further, that in case of defective drawings and specifications, the equitable adjustment shall include any increased cost reasonably incurred by the Contractor in attempting to comply with such defective drawings and specifications.

If the Contractor intends to assert a claim for an equitable adjustment under this Article, he must, within 30 days after receipt of a written Change Order under (A) above or the furnishing of a written notice under (B) above, submit to the Contracting Officer a written statement setting forth the general nature and monetary extent of such claim, unless this period is extended by the Contracting Officer. The statement of claim hereunder may be included in the notice under (B) above.

With respect to the notification requirements hereunder, time is of the essence. A failure to provide timely notice constitutes waiver of the claim. No claim by the Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under the Contract.

D. CHANGE ORDER BREAKDOWN—Contract prices shall be used for Change Order work where work is of similar nature; no other costs, overhead or profit will be allowed.

Where Contract prices are not appropriate and the nature of the change is known in advance of construction, the parties shall attempt to agree on a fully justifiable price adjustment and/or adjustment of completion time.

When Contract prices are not appropriate, or the parties fail to agree on equitable adjustment, or in processing claims, equitable adjustment for Change Order work shall be per this Article and Article 4 and shall be based upon the breakdown shown in following subsections 1. through 7. The Contractor shall assemble a complete cost breakdown that lists and substantiates each item of work and each item of cost.

1. **Labor**—Payment will be made for direct labor cost plus indirect labor cost such as insurance, taxes, fringe benefits and welfare provided such costs are considered reasonable. Indirect costs shall be itemized and verified by receipted invoices. If verification is not possible, up to 18 percent of direct labor costs may be allowed. In addition, up to 20 percent of direct plus indirect labor costs may be allowed for overhead and profit.

2. **Bond**—Payment for additional bond cost will be made per bond rate schedule submitted to the Office of Contracting and Procurement with the executed Contract.

3. **Materials**—Payment for cost of required materials will be F.O.B. destination (the job site) with an allowance for overhead and profit.

4. **Rented Equipment**—Payment for required equipment rented from an outside company that is neither an affiliate of, nor a subsidiary of, the Contractor will be based on receipted invoices which shall not exceed rates given in the current edition of the Rental Rate Blue Book for Construction Equipment published by Data Quest. If actual rental rates exceed manual rates, written justification shall be furnished to the Contracting Officer for consideration. No additional allowance will be made for overhead and profit. The Contractor shall submit written certification to the Contracting Officer that any required rented equipment is neither owned by nor rented from the Contractor or an affiliate of or subsidiary of the Contractor.

5. **Contractor's Equipment**— Payment for required equipment owned by the Contractor or an affiliate of the Contractor will be based solely on an hourly rate derived by dividing the current appropriate monthly rate by 176 hours. No payment will be made under any circumstances for repair costs, freight and transportation charges, fuel, lubricants, insurance, any other costs and expenses, or overhead and profit. Payment for such equipment made idle by delays attributable to the Government will be based on one-half the derived hourly rate under this subsection.

6. **Miscellaneous**—No additional allowance will be made for general superintendence, use of small tools and other costs for which no specific allowance is herein provided.

7. **Subcontract Work**—Payment for additional necessary subcontract work will be based on applicable procedures in 1. through 6., to which total additional subcontract work up to an additional 10 percent may be allowed for the Contractor's overhead and profit.

ARTICLE 4. EQUITABLE ADJUSTMENT OF CONTRACT TERMS

The Contractor is entitled to an equitable adjustment of the contract terms whenever the following situations develop:

A. DIFFERING SITE CONDITIONS:

1. During the progress of the work, if subsurface or latent physical conditions are encountered at the site differing materially from those indicated in the contract or if unknown physical conditions of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in the work provided for in the contract, are encountered at the site, the Contractor, upon discovering such conditions, shall promptly notify the Contracting Officer in writing of the specific differing conditions before they are disturbed and before the affected work is performed.

2. Upon written notification, the Contracting Officer will investigate the conditions, and if he/she determines that the conditions materially differ and cause an increase or decrease in the cost or time required for the performance of any work under the contract, an adjustment, excluding loss of anticipated profits, will be made and the contract modified in writing accordingly. The Contracting Officer will notify the Contractor of his/her determination whether or not an adjustment of the contract is warranted.

3. No contract adjustment which results in a benefit to the Contractor will be allowed unless the Contractor has provided the required written notice; a failure to notify the Contracting Officer of the changed conditions prior to work being disturbed by said conditions shall constitute a permanent waiver of all right to compensation related to the changed conditions by the Contractor.

4. No contract adjustment will be allowed under this clause for any effects caused on unchanged work.

B. SUSPENSION OF WORK ORDERED BY THE CONTRACTING OFFICER:

1. If the performance of all or any portion of the work is suspended or delayed by the Contracting Officer in writing for an unreasonable period of time (not originally anticipated, customary, or inherent to the construction industry) and the Contractor believes that additional compensation and/or contract time is due as a result of such suspension or delay, the Contractor shall submit to the Contracting Officer in writing a request for equitable adjustment within seven (7) calendar days of receipt of the notice to resume work. The request shall set forth the reasons and support for such adjustment.

2. Upon receipt, the Contracting Officer will evaluate the Contractor's request. If the Contracting Officer agrees that the cost and/or time required for the performance of the contract has increased as a result of such suspension and the suspension was caused by conditions beyond the control or and not the fault of the contractor, its suppliers, or subcontractors at any approved tier, and not caused by weather, the Contracting Officer will make an adjustment (excluding profit) and modify the contract in writing accordingly. The Contracting Officer will notify the Contract of his/her determination whether or not an adjustment of the contract is warranted.

3. No contract adjustment will be allowed unless the Contractor has submitted the request for adjustment within the time prescribed; a failure to submit a request for adjustment in the time

prescribed shall constitute waiver of all right to compensation related to the suspension of work by the Contractor.

4. No contract adjustment will be allowed under this clause to the extent that performance would have been suspended or delayed by any other cause, or for which an adjustment is provided for or excluded under any other term of condition of this contract.

C. SIGNIFICANT CHANGES IN THE CHARACTER OF WORK*:*

1. The Contracting Officer reserves the right to make, in writing, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the project. Such changes in quantities and alterations shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered.

2. If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Contracting Officer may determine to be fair and reasonable.

3. If the alterations or changes in quantities significantly change the character of the work to be performed under the contract, the altered work will be paid for as provided elsewhere in the contract.

4. The term "significant change" shall be construed to apply only to the following circumstances:

a. When the character of the work as altered differs materially in kind or nature from that involved or included in the original proposed construction; or

b. When an item of work is increased in excess of 125 percent or decreased below 75 percent of the original contract quantity. Any allowance for an increase in quantity shall apply only to that portion in excess of 125 percent of original contract item quantity, or in the case of a decrease below 75 percent, to the actual amount of work performed.

ARTICLE 5. TERMINATION

TERMINATION GENERALLY-Termination, whether for default or convenience, is not a Government claim. The Contracting Officer may terminate a contract for default, in whole or in part, if the termination is in the best interests of the Government, and the Contractor does any of the following:

(a) Fails to deliver the goods or complete the work or services within the time specified in the contract or any modification;
(b) Fails to make sufficient progress on contract performance so as to endanger performance of the contract within the time specified or in the manner specified in the contract;
(c) Fails or refuses to go forward with the work in accordance with the direction of the Contracting Officer;
(d) Expresses through word or conduct an intention not to complete the work in accordance with the directions of the Contracting Officer;
(e) Fails to perform any of the other provisions of the contract;
(f) Materially deviates from the representations and capabilities set forth in the Contractor's response to the solicitation.

A termination for default is a final decision of a Contracting Officer. In order to contest a termination for default, the Contractor must submit a certified request to convert the termination for default to a termination for convenience with all documents supporting such conversion and comply with all contract

provisions and laws relating to terminations for convenience, including the submission of a certified termination for convenience settlement proposal. The submission of the certified request for conversion to a termination for convenience and certified termination settlement proposal to the Contracting Officer must occur prior to 90 days from the date of the Contracting Officer's final decision.

DELAYS—If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with such diligence as will insure its completion within the time specified in the Contract, or any extension thereof, or fails to complete said work within specified time, the Government may, by written notice to the Contractor, terminate his right to proceed with the work or such part of the work involving the delay. In such event the Government may take over the work and prosecute the same to completion, by contract or otherwise, and may take possession of and utilize in completing the work such materials, appliances, and plant as may have been paid for by the Government or may be on the site of the work and necessary therefore. Whether or not the Contractor's right to proceed with the work is terminated, he and his sureties shall be liable for any liability to the Government resulting from his refusal or failure to complete the work within the specified time.

If fixed and agreed liquidated damages are provided in the Contract and if the Government does not so terminate the Contractor's right to proceed, the resulting damage will consist of such liquidated damages until the work is completed and accepted.

The Contractor's right to proceed shall not be so terminated nor the Contractor charged with resulting damage if:

1. The delay in the completion the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the Government in either its sovereign or contractual capacity, acts of another contractor in the performance of a contract with the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, climatic conditions beyond the normal which could be anticipated, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of both the Contractor and such subcontractors or suppliers (the term subcontractors or suppliers shall mean subcontractors or suppliers at any tier); and

2. The Contractor, within 72 hours from the beginning of any such delay, (unless the Contracting Officer grants a further period of time before the date of final payment under the Contract) notifies the Contracting Officer in writing of the causes of delay.

The Contracting Officer shall ascertain the facts and the extent of the delay and extend the time far completing the work when, in his judgment, the findings of fact justify such an extension, and his findings of fact shall be final and conclusive on the parties, subject only to appeal as provided in Article 7 herein.

If, after notice of termination of the Contractor's right to proceed under the provisions of this Article, it is determined for any reason that the Contractor was not in default under the provisions of this Article, or that the delay was excusable under the provisions of this Article, the rights and obligations of the parties shall be in accordance with Article 6 herein. Failure to agree to any such adjustment shall be a dispute concerning a question of fact within the meaning of Article 7 herein.

The rights and remedies of the Government provided in this Article are in addition to any other rights and remedies provided by law or under the Contract.

The Government may, by written notice, terminate the Contract or a portion thereof as a result of an Executive Order of the President of the United States with respect to the prosecution of war or in the interest of national defense. When the Contract is so terminated, no claim for loss of anticipated profits will be permitted.

ARTICLE 6. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT

A. The performance of work under the Contract may be terminated by the Government in accordance with this Article in whole, or in part, whenever the Contracting Officer shall determine that such termination is in the best interest of the Government. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

B. After receipt of a Notice of Termination, and except as otherwise directed by the Contracting Officer, the Contractor shall:

1. Stop work under the Contract on the date and to the extent specified in the Notice of Termination.

2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract as is not terminated.

3. Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination.

4. Assign to the Government, in the manner, at the times, and to the extent directed by the Contracting Officer, all of the right, title and interest of the Contractor under the orders and subcontracts so terminated, in which case the Government shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.

5. Settle all outstanding liabilities and all claims arising out of such termination of orders or subcontracts, with the approval or ratification of the Contracting Officer to the extent he may require, which approval or ratification shall be final for all purposes of this Article.

6. Transfer title to the Government and deliver in the manner, at the times, and to the extent, if any, directed by the Contracting Officer

:

a. The fabricated or unfabricated parts, work in progress, completed work, supplies, and other material procured as a part of, or acquired in connection with, the performance of the work terminated by the Notice of Termination, and

b. The completed, or partially completed plans, drawings information and other property which, if the Contract bad been completed, would have been required to be furnished to the Government.

7. Use his best efforts to sell, in the manner, at the terms, to the extent, and at the price or prices directed or authorized by the Contracting Officer, any property of the types referred to in 6 above provided, however, that the Contractor:

a. Shall not be required to extend credit to any purchaser, and

b. May acquire any property under the conditions prescribed and at a price or prices approved by the Contracting Officer, and

c. Provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the Government to the Contractor under the Contract or shall otherwise be credited to the price or cost of the work covered by the Contract or paid in such other manner as the Contracting Officer may direct.

8. Complete performance of such part of the work as shall not have been terminated by the Notice of Termination.

9. Take such action as may be necessary, or as the Contracting Officer may direct, for the protection and preservation of the property related to the Contract which is in the possession of the Contractor and in which the Government has or may acquire an interest.

10. The Contractor shall proceed immediately with the performance of the above obligations notwithstanding any delay in determining or adjusting the cost, or any item of reimbursable cost, under this Article.

11. "Plant clearance period" means, for each particular property classification (such as raw materials, purchased parts and work in progress) at any one plant or location, a period beginning with the effective date of the termination for convenience and ending 90 days after receipt by the Contracting Officer of acceptable inventory schedules covering all items of that particular property classification in the termination inventory at that plant or location, or ending on such later date as may be agreed to by the Contracting Officer and the Contractor. Final phase of a plant clearance period means that part of a plant clearance period which occurs alter the receipt of acceptable inventory schedules covering all items of the particular property classification at the plant or location.

At any time after expiration of the plant clearance period, as defined above, the Contractor may submit to the Contracting Officer a list, certified as to quantity and quality, of any or all items of termination inventory not previously disposed of, exclusive of items the disposition of which has been directed or authorized by the Contracting Officer, and may request the Government to remove such items or enter into a storage agreement covering them. Not later than 15 days thereafter, the Government will accept title to such items and remove them or enter into a storage agreement covering the same; provided, that the list submitted shall be subject to verification by the Contracting Officer upon removal of the items or, if the items are stored, within 45 days from the date of submission of the list, and any necessary adjustments to correct the list as submitted, shall be made prior to final settlement.

C. After receipt of a Notice of Termination, the Contractor shall submit to the Contracting Officer his termination claim, in the form with the certification prescribed by the Contracting Officer. Such claim shall be submitted promptly but in no event later than 90 days from the effective date of termination, unless one or more extensions in writing are granted by the Contracting Officer upon request of the Contractor made in writing within such 90 day period or authorized extension thereof. In the event the Contractor was terminated for default and it asserts that it is entitled to a termination for convenience, its certified request for the conversion of the default termination to one for convenience and its certified termination settlement proposal must be submitted to the Contracting Officer prior to the expiration of 90 days from the date of the default termination. With respect to a termination for convenience, if the Contracting Officer determines that the facts justify such action, he may receive and act upon any such termination claim at any time after such 90 day period or extension thereof. Nothing herein shall be construed to extend the time for the submission of a claim hereunder for a defaulted Contractor beyond 90 days from the date of the default termination. Upon failure of the Contractor to submit his termination claim within the time allowed, the Contracting Officer may, subject to any review required by the Government's procedures in effect as of the date of execution of the Contract, determine, on the basis of information available to him, the amount, if any, due to the Contractor by reason of the termination and shall thereupon pay to the Contractor the amount so determined.

D. Subject to the provisions of C above, and subject to any review required by the Government's procedures in effect as of the date of execution of the Contract, the Contractor and Contracting

Officer may agree upon the whole or any part of the amount or amounts to be paid to the Contractor by reason of the total or partial termination of work pursuant to this Article, which amount or amounts may include a reasonable allowance for profit on work done; provided, that such agreed amount or amounts, exclusive of settlement costs, shall not exceed the total Contract price as reduced by the amount of payments otherwise made and as further reduced by the Contract price of work not terminated. The Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount. Nothing in E below prescribing the amount to be paid to the Contractor in the event of failure of the Contractor and the Contracting Officer to agree upon the whole amount to be paid to the Contractor by reason of the termination of work pursuant to this Article, shall be deemed to limit, restrict or otherwise determine or effect the amount or amounts which may be agreed upon to be paid to the Contractor pursuant to this paragraph.

E. In the event of the failure of the Contractor and the Contracting Officer to agree as provided in D above upon the whole amount to be paid to the Contractor by reason of the termination of work pursuant to this Article, the Contracting Officer shall, subject to any review required by the Government's procedures in effect as of the date of execution of the Contract, determine, on the basis of information available to him, the amount, if any, due the Contractor by reason of the termination and shall pay to the Contractor the amounts determined by the Contracting Officer, as follows, but without duplication of any amounts agreed upon in accordance with D above:

1. With respect to all Contract work performed prior to the effective date of the Notice of Termination, the total (without duplication of any items) of:

a. The cost of such work;

b. The cost of settling and paying claims arising out of the termination of work under subcontracts or orders as provided in B 5. above, exclusive of the amounts paid or payable on account of supplies or materials delivered or services furnished by the subcontractor prior to the effective date of the Notice of Termination of work under the Contract, which amounts shall be included in the cost on account of which payment is made under E1.a. above; and

c. A sum, as profit on E.1.a. above, determined by the Contracting Officer to be fair and reasonable; provided however, that if it appears that the Contractor would have sustained a loss on the entire Contract had it been completed, no profit shall be included or allowed under this subparagraph and an appropriate adjustment shall be made reducing the amount of the settlement to reflect the indicated rate of loss; and provided further that profit shall be allowed only on preparations made and work done by the Contractor for the terminated portion of the Contract but may not be allowed on the Contractor's settlement expenses. Anticipatory profits and consequential damages will not be allowed. Any reasonable method may be used to arrive at a fair profit, separately or as part of the whole settlement.

2. The reasonable cost of the preservation and protection of property incurred pursuant to B.9; and any other reasonable cost incidental to termination of work under the Contract including expense incidental to the determination of the amount due to the Contractor as the result of the termination of work under the Contract.

F. The total sum to be paid to me Contractor under E.1. above shall not exceed the total Contract price as reduced by the amount of payments otherwise made and as further

reduced by the Contract price of work not terminated. Except for normal spoilage, and except to the extent that the Government shall have otherwise expressly assumed the risk of loss, there shall be excluded from the amounts payable to the Contractor under E.1. above, the fair value, as determined by the Contracting Officer, of property which is destroyed, lost, stolen or damaged so as to become undeliverable to the Government, or to a buyer pursuant to B.7 above.

G. The Contractor shall have the right of appeal, under Article 7 herein, from any determination made by the Contracting Officer under C. or E. above, except that, if the Contractor has failed to submit his claim within the time provided in C above and has failed to request extension of such time, he shall have no such right of appeal. In any case where the Contracting Officer has made a determination of the amount due under C. or E. above, the Government shall pay to the Contractor the following:

1. If there is no right of appeal hereunder or if no timely appeal has been taken, the amount so determined by the Contracting Officer, or

2. If an appeal had been taken, the amount finally determined on such appeal.

H. In arriving at the amount due the Contractor under this Article there shall be deducted:

1. all unliquidated advance or other payments on account theretofore made to the Contractor, applicable to the terminated portion of the Contract;

2. any claim which the Government may have against the Contractor in connection with the Contract; and

3. the agreed price for, or the proceeds of sale of, any materials, supplies or other things kept by the Contractor or sold, pursuant to the provisions of this Article and not otherwise recovered by or credited to the Government.

I. If the termination hereunder be partial, prior to the settlement of the terminated portion of the Contract, the Contractor may file with the Contracting Officer a request in writing for an equitable adjustment of the price or prices specified in the Contract relating to the continued portion of the Contract (the portion not terminated by the Notice of Termination), and such equitable adjustment as may be agreed upon shall be made at such price or prices; however, nothing contained herein shall limit the right of the Government and the Contractor to agree upon the amount or amounts to be paid to the Contractor for the completion of the continued portion of the Contract when said Contract does not contain an established Contract price for such continued portion.

J. The Government may from time to time, under such terms and conditions as it may prescribe, make partial payments against costs incurred by the Contractor in connection with the terminated portion of the Contract whenever in the opinion of the Contracting Officer the aggregate of such payments shall be within the amount to which the Contractor will be entitled hereunder. If the total of such payments is in excess of the amount finally agreed or determined to be due under this Article, such excess Shall be payable by the Contractor to the Government upon demand, together with interest computed at the rate of 6 percent per annum for the period from the date such excess is received by the Contractor to the date on which such excess is repaid to the Government; provided however, that no interest shall be charged with respect to any such excess payment attributable to a reduction in the Contractor's claim by reason of retention or other disposition of termination inventory until ten days after the date of such retention or disposition, or such later date as determined by the Contracting Officer by reason of the circumstances.

K. Unless otherwise provided in the Contract or by applicable statute, the Contractor, from the effective date of termination and for a period of three years after final settlement under the Contract, shall preserve and make available to the Government at all reasonable times at the office of the Contractor, but without direct charge to the Government, all his books, records, documents and other evidence bearing on the costs and expenses of the Contractor under the Contract and relating to the work terminated hereunder, or, to the extent approved by the Contracting Officer, photographs and other authentic reproductions thereof.

ARTICLE 7. DISPUTES

A. All disputes arising under or relating to this contract shall be resolved as provided herein.
B. Claims by a Contractor against the Government.
(1) Claim, as used in Section B of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

(a) All claims by a Contractor against the Government arising under or relating to a contract shall be in writing and shall be submitted to the Contracting Officer for a decision.
(b) Within 120 days after receipt of a claim, the Contracting Officer shall issue a decision, whenever possible taking into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
(c) Any failure by the Contracting Officer to issue a decision on a contract claim within the required time period shall be deemed to be a denial of the claim and shall authorize the commencement of an appeal on the claim as otherwise provided.
(d) (1) If a Contractor is unable to support any part of his or her claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the Government for an amount equal to the unsupported part of the claim in addition to all costs to the Government attributable to the cost of reviewing that part of the Contractor's claim.
(2) Liability under this section shall be determined within 6 years of the commission of the misrepresentation of fact or fraud.
(e) All cost data, pricing data, and task data of claims hereunder must be certified as accurate, complete, required, and necessary to the best of the Contractor's knowledge and belief. Further, all task or work data in the claim must be described therein to the smallest unit of work or task. The Contracting Officer may require any additional certifications, descriptions or explanations of the claim.
(f) The parties agree that time is of the essence and all claims hereunder must be presented to the Contracting Officer for a final decision within thirty (30) days of the occurrence of the circumstances giving rise to such claim or within thirty (30) days of when the Contractor knew or should have known of the circumstances giving rise to such claim, otherwise compensation for that claim is waived.
(g) The parties agree that there shall be no claims for unabsorbed home office overhead.

(2) The Contractor's claim shall contain at least the following:
(a) A description of the claim and the amount in dispute;
(b) Any data or other information in support of the claim;
(c) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
(d) The Contractor's request for relief or other action by the Contracting Officer.
(e) The certification of the accuracy, completeness, requirement, and necessity of all aspects of the claim.

(3) The decision of the Contracting Officer shall be final and not subject to review unless an administrative appeal or action for judicial review is timely commenced by the Contractor.
(4) Pending final decision of an appeal, action, or final settlement, a Contractor shall proceed diligently with performance of the contract in accordance with the decision of the Contracting Officer.
C. Claims by the Government against a Contractor

(a) Claim as used in Section C of this clause, means a written demand or written assertion by the Government, including the Contracting Officer, seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. Nothing herein shall be construed to require the Government to notify the Contractor prior to the issuance of the Contracting Officer's final decision.
(b) (1) All claims by the Government against a Contractor arising under or relating to a contract shall be decided by the Contracting Officer, who shall issue a decision in writing and furnish a copy of the decision to the Contractor.
(2) The decision shall be supported by reasons and shall inform the Contractor of his or her rights. Specific findings of fact shall not be required.
(3) This clause shall not authorize the Contracting Officer to settle, compromise, pay, or otherwise adjust any claim involving fraud.
(4) The decision of the Contracting Officer shall be final and not subject to review unless an administrative appeal or action for judicial review is timely commenced by the Contractor.
(5) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the Contracting Officer.

ARTICLE 8. PAYMENTS TO CONTRACTOR—The Government will pay the contract price or prices as hereinafter provided in accordance with Government regulations.

The Government will make progress payments monthly as the work proceeds, or at more frequent intervals as determined by the Contracting Officer, on estimates approved by the Contracting Officer. The Contractor shall furnish a breakdown of the total Contract price showing the amount included therein for each principal category of the work, in such detail as requested, to provide a basis for determining progress payments. In the preparation of estimates the Contracting Officer, at his discretion, may authorize material delivered on the site and preparatory work done to be taken into consideration. Material delivered to the Contractor at locations other than the site may also be taken into consideration:

1. If such consideration is specifically authorized by the Contract;

2. If the Contractor furnishes satisfactory evidence that he has acquired title to such material, that it meets Contract requirements and that it will be utilized on the work covered by the Contract; and

3. If the Contractor furnishes to the Contracting Officer an itemized list.

The Contracting Officer at his/her discretion shall cause to be with held retention in an amount sufficient to protect the interest of the Government. The amount shall not exceed ten percent (10%) of the partial payment. However, if the Contracting Officer, at any time after 50 percent of the work has been completed, finds that satisfactory progress is being made, he may authorize any of the remaining progress payments to be made in full or may retain from such remaining partial payments less than 10 percent thereof. Also, whenever work is substantially complete, the Contracting Officer, if he considers the amount retained to be in excess of the amount adequate for the protection of the Government, at his discretion, may release to the Contractor all or a portion of such excess amount. Furthermore, on completion and acceptance of each separate building, public work, or other division of the Contract, on which the price is stated separately in the Contract, payment may be made therefore without retention of a percentage, less authorized deductions.

All material and work covered by progress payments made shall thereupon become the sole property of the Government, but this provision shall not be construed as relieving the Contractor from the sole responsibility for all material and work upon which payments have been made or the restoration of any damaged work, or as waiving the right of the Government to require the fulfillment of all of the terms of the Contract.

Upon completion and acceptance of all work, the amount due the Contractor under the Contract shall be paid upon presentation at a properly executed voucher and after the Contractor shall have furnished the Government with a release, if required, of all claims against the Government arising by virtue of the Contract, other than claims in stated amounts as may be specifically excepted by the Contractor from the operation of the release.

ARTICLE 9. TRANSFER OR ASSIGNMENT—Unless otherwise provided by law, neither the Contract nor any interest therein may be transferred or assigned by the Contractor to any other party without the written consent of the Contracting Officer nor without the written acceptance by the surety on the performance and payment bond securing the Contract of the assignee as the Contractor and the principal on such bond; and any attempted transfer or assignment not authorized by this Article shall constitute a breach of the Contract and the Government may for such cause terminate the right of the Contractor to proceed in the same manner as provided in Article 5 herein, and the Contractor and his sureties shall be liable to the Government for any excess cost occasioned the Government thereby.

ARTICLE 10. MATERIAL AND WORKMANSHIP

A. GENERAL—Unless otherwise specifically provided in the Contract, all equipment, material and articles incorporated in the work covered by the Contract shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the Contract, reference to any equipment, material, article or patented process, by trade name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition., and the Contractor may use any equipment, material, article or process which, in the judgment of the Contracting Officer, is equivalent to that named unless otherwise specified. The Contractor shall furnish to the Contracting Officer for his approval the name of the manufacturer, the model number, and other identifying data and information respecting the performance, capacity, nature and rating of the mechanical and other equipment which the Contractor contemplates incorporating in the work. Machinery and equipment shall be in proper condition. When required by the Contract or when called for by the Contracting Officer, the Contractor shall furnish to the Contracting Officer for approval full information concerning the material or articles which he contemplates incorporating in the work. When so directed, samples shall be submitted for approval at the Contractor's expense, with all shipping charges prepaid. Machinery, equipment, material, and articles installed or used without required approval shall be at the risk of subsequent rejection and subject to satisfactory replacement at Contractor's expense.

B. SURPLUS MATERIALS USE—Whenever specified in the Contract or authorized by the Contracting Officer that materials become the property of the Contractor, which by reference or otherwise shall include disposal of materials, it is understood that the Contractor accepts such materials "as is" with no further expense or liability to the Government. If such material specified in the Contract will have a potential or real interest of value, the Contractor shall make allowance in the Contract to show such value.

C. GOVERNMENT MATERIAL—No materials furnished by the Government shall be applied to any other use, public or private, than that for which they are issued to the Contractor. The full amount of the cost to the Government of all materials furnished by the Government to the Contractor and for which no charge is made, which are not accounted for by the Contractor to the satisfaction of the Contracting Officer, will be charged against the Contractor and his sureties and may be deducted from any monies due the Contractor, and this charge shall be in addition to and not in lieu of any other liabilities of the Contractor whether civil or criminal. Materials furnished by the Government for which a charge is made at a rate mentioned in the specifications will be delivered to the Contractor upon proper requisitions therefore and will be charged to his account.

D. Plant —The Contractor shall at all times employ sufficient tools and equipment for prosecuting the various classes of work to full completion in the manner and time required. The Contractor shall at all times perform work in sufficient light and shall provide proper illumination, including

lighting required for night work as directed, as a Contract requirement. All equipment, tools, formwork and staging used on the project shall be of sufficient size and in proper mechanical and safe condition to meet work requirements, to produce satisfactory work quality and to prevent injury to persons, the project or adjacent property. When methods and equipment are not prescribed in the Contract, the Contractor is free to use tools, methods and equipment that he satisfactorily demonstrates will accomplish the work in conformity with Contract requirements.

If the Contractor desires to use a method or type of tool or equipment other than specified in the Contract, he shall request approval to do so; the request shall be in writing and shall include a full description of proposed methods, tools and equipment and reason for the change or substitution. Approval of substitutions and changed methods will be on condition that the Contractor will be fully responsible for producing work meeting Contract requirements. If after trial use of the substituted methods, tools and equipment, the Contracting Officer determines that work produced does not meet Contract requirements, the Contractor shall complete remaining work with specified methods, tools and equipment.

E. CAPABILITY OF WORKERS- All work under the Contract shall be performed in a skillful and workmanlike manner. The Contracting Officer may require the Contractor to remove from the work any such employees as the Contracting Officer deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed by the Contracting Officer to be contrary to the public interest. Such request will be in writing:

F. CONFORMITY OF WORK AND MATERIALS—All work performed and materials and products furnished shall be in conformity, within indicated tolerances, with lines, grades, cross sections, details, dimensions, material and construction requirements shown or intended by the drawings arid specifications.

When materials, products or work cannot be corrected, written notice of rejection will be issued. Rejected materials, products and work shall be eliminated from the project and acceptably replaced at Contractor's expense. The Contracting Officer's failure to reject any portion of the project shall not constitute implied acceptance nor in any way release the Contractor from Contract requirements.

G. UNAUTHORIZED WORK AND MATERIALS—Work performed or materials ordered or furnished for the project deviating from requirements and specifications without written authority, will be considered unauthorized and at Contractor's expense. The Government is not obligated to pay for unauthorized work. Unauthorized work and materials may be ordered removed and replaced at Contractor's expense.

ARTICLE 11. INSPECTION AND ACCEPTANCE—Except as otherwise provided in the Contract, inspection and test by the Government of material and workmanship required by the Contract shall be made at reasonable times and at the site of the work, unless the Contracting Officer determines that such inspection or test of material which is to be incorporated in the work shall be made at the place of production, manufacture or shipment of such material. To the extent specified by the Contracting Officer at the time of determining to make off-site inspection or test, such inspection or test shall be conclusive as to whether the material involved conforms to Contract requirements. Such off-site inspection or test shall not relieve the Contractor of responsibility for damage to or loss of the material prior to acceptance, nor in any way affect the continuing rights of the Government after acceptance of the completed work under the terms of the last paragraph of this Article, except as herein above provided.

The Contractor shall, without charge, replace any material and correct any workmanship found by the Government not to conform to Contract requirements and specifications, unless in the public interest the Government consents to accept such material or workmanship with an appropriate adjustment in Contract price. The Contractor shall promptly segregate and remove rejected material from the premises at Contractor's expense.

If the Contractor does not promptly replace rejected material or correct rejected workmanship, the Government:

1. May, by contract or otherwise, replace such material and correct such workmanship and charge the cost thereof to the Contractor, or

2. May terminate the Contractor's right to proceed in accordance with Article 5 herein.

The Contractor shall furnish promptly, without additional cost to the Government, all facilities, labor and material reasonably needed for performing such safe and convenient inspection and test as may be required by the Contracting Officer. All inspections and tests by the Government shall be performed in such manner as not unnecessarily to delay the work. Special, full size, and performance tests shall be performed as described in the Contract. The Contractor shall be charged with any additional cost of inspection when material and workmanship are not ready for inspection at the time specified by the Contractor.

Should it be considered necessary or advisable by the Contracting Officer at any time before acceptance of the work, either in part or in its entirety, to make an examination of work completed, by removing or tearing out same, the Contractor shall, on request, promptly furnish all necessary facilities, labor and material to do same. If such work is found to be defective or nonconforming in any material respect, due to the fault of the Contractor or his subcontractors, he shall defray all the expenses of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the Contract, an equitable adjustment shall be made in the Contract price to compensate the Contractor for the additional services involved in such examination and reconstruction and, if completion of the work has been delayed thereby, he shall, in addition, be granted an equitable extension of time.

Unless otherwise provided in the Contract, acceptance by the Government will be made as promptly as practicable after completion and inspection of all work required by the Contract. Acceptance shall be final and conclusive except as regards to latent defects, fraud, or such gross mistakes as may amount to fraud, or as regards the Government's rights under any warranty or guaranty, or as otherwise provided herein.

ARTICLE 12. SUPERINTENDENCE BY CONTRACTOR—The Contractor shall give his personal superintendence to the performance of the work or have a competent foreman or superintendent, satisfactory to the Contracting Officer, on the work site at all times during progress, with authority to act for him.

ARTICLE 13. PERMITS AND RESPONSIBILITIES—The Contractor shall, without expense to the Government, be responsible for obtaining any necessary licenses, certificates and permits, and for complying with any applicable Federal, State, and Municipal laws, codes and regulations, in connection with the prosecution of the work. He shall be similarly responsible for all damages to persons or property that occurs as a result of his fault or negligence. He shall take proper safety, health and environmental precautions to protect the work, the workers, the public, and the property of others. He shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire construction work, except for any completed unit of construction thereof which theretofore may have been accepted.

ARTICLE 14. INDEMNIFICATION—

A. The Contractor shall indemnify and save harmless the Government and all of its officers, agents and servants against any and all claims or liability arising from or based on, or as a consequence or result of, any act, omission or default of the Contractor, his employees, or his subcontractors, in the performance of, or in connection with, any work required, contemplated or performed under the Contract.

B. Disputes between the Contractor and any subcontractors, material suppliers, or any other third parties over payments allegedly owed by the Contractor to a third party shall be resolved exclusively between the Contractor and the third party; the Contractor shall permit no pass-through suits to be brought against the Government by a third party in the Contractor's name. However, nothing herein shall be construed to prevent the Contractor from paying a subcontractor's claim and seeking a timely equitable adjustment hereunder.

ARTICLE 15. PROTECTION AGAINST TRESPASS—Except as otherwise expressly provided in the Contract, the Contractor is authorized to refuse admission either to the premises or to the working space covered by the Contract to any person whose admission is not specifically authorized in writing by the Contracting Officer.

ARTICLE 16. CONDITIONS AFFECTING THE WORK

A. GENERAL—The Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work and the cost thereof. Any failure by the Contractor to do so will not relieve him from responsibility for successfully performing the work as specified without additional expense to the Government. The Government assumes no responsibility for any understanding or representation concerning conditions made by any of its officers or agents prior to the execution of the Contract, unless such understanding or representation by the Government is expressly stated in the Contract.

B. WORK AND STORAGE SPACE—Available work and storage space designated by the Government shall be developed as required by the Contract or restored at completion of the project by the Contractor to a condition equivalent to that existing prior to construction. No payment will be made for furnishing or restoration of any work and storage space. If no area is designated or the area designated is not sufficient for the Contractor's operations, he shall obtain necessary space elsewhere at no expense or liability to the Government.

C. WORK ON SUNDAYS, LEGAL HOLIDAYS AND AT NIGHT—No work shall be done at any time on Sundays or legal holidays or on any other day before 7 a.m. or after 7 p.m., except with the written permission of the Contracting Officer and pursuant to the requirements of the Police Requirements of the Government.

D. EXISTING FEATURES—Subsurface and topographic information including borings data, utilities data and other physical data contained in the Contract or otherwise available, are not intended as representations or warranties but are furnished as available information. The Government assumes no expense or liability for the accuracy of, or interpretations made from, existing features. The Contractor shall be responsible for reasonable consideration of existing features above and below ground which may affect the project.

E. UTILITIES AND VAULTS—The Contractor shall take necessary measures to prevent interruption of service or damage to existing utilities within or adjacent to the project. It shall be the Contractor's responsibility to determine exact locations of all utilities in the field.

For any underground utility or vault encountered, the Contractor shall immediately notify the Contracting Officer and take necessary measures to protect the utility or vault and maintain the service until relocation by owner is accomplished. No additional payment will be made for the encountering of these obstructions.

In case of damage to utilities by the Contractor, either above or below ground, the Contractor shall restore such utilities to a condition equivalent to that which existed prior to the damage by repairing, rebuilding or otherwise restoring as may be directed, at the Contractor's sole expense.

Damaged utilities shall be repaired by the Contractor or, when directed by the Contracting Officer, the utility owner will make needed repairs at the Contractor's expense.

No compensation, other than authorized time extensions, will be allowed the Contractor for protective measures, work interruptions, changes in construction sequence, changes in methods of handling excavation and drainage or changes in types of equipment used, made necessary by existing utilities, imprecise utility or vault information or by others performing work within or adjacent to the project.

F. SITE MAINTENANCE—The Contractor shall maintain the project site in a neat and presentable manner throughout the course of all operations, and shall be responsible for such maintenance until final acceptance by the Government. Trash containers shall be furnished, maintained and emptied by the Contractor to the satisfaction of the Contracting Officer. Excavated earthwork, stripped forms and all other materials and debris not scheduled for reuse in the project shall be promptly removed from the site.

The Contracting Officer may order the Contractor to clean up the project site at any stage of work at no added expense to the Government If the Contractor fails to comply with this order, the Contracting Officer may require the work to be done by others and the costs will be charged to the Contractor.

Upon completion of all work and prior to final inspection, the Contractor shall clean up and remove from the project area and adjacent areas all excess materials, equipment, temporary structures, and refuse, and restore said areas to an acceptable condition.

G. PRIVATE WORK—Except as specifically authorized by the Contracting Officer, the Contractor shall not perform any private work abutting Government projects with any labor, materials, tools, equipment, supplies or supervision scheduled for the Contract until all work under the Contract has been completed. Contract materials used for any unauthorized purpose shall be subtracted from Contract amount.

H. GOVERNMENT NOISE CONTROL ACT OF 1977—The contractor shall be in strict compliance with [D.C. Law 2-53, Government of Columbia Noise Control Act of 1977 and all provisions thereof. Effective March 16, 1978. 24 D.C.Register 5293.] (Or relevant local law)

ARTICLE 17. OTHER CONTRACTS—The Government may undertake or award other contracts for additional work and the Contractor shall fully cooperate with such other contractors and Government employees and carefully coordinate his own work with such additional work as may be directed by the Contracting Officer. It is the duty of the Contractor to coordinate its activities with all third parties, including, but not limited to utilities, who may affect the Contract work hereunder. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by Government employees. The Government assumes no liability, other than authorized time extensions, for Contract delays and damages resulting from delays and lack of progress by others. The Contractor shall make no claim against the Government for delay or damages resulting from the actions of third parties, including, but limited to utilities.

ARTICLE 18. PATENT INDEMNITY—Except as otherwise provided, the Contractor agrees to indemnify the Government and its officers, agents, and employees against liability, including costs and expenses, for infringement upon any Letters Patent of the United States (except Letters Patent issued upon an application which is now or may hereafter be, for reasons of national security, ordered by the Federal Government to be kept classified or otherwise withheld from issue) arising out of the performance of the Contract or out of the use or disposal, by or for the account of the Government, of supplies furnished or construction work performed hereunder.

ARTICLE 19. ADDITIONAL BOND SECURITY—If any surety upon any bond furnished in connection with the Contract becomes unacceptable to the Government, or if any such surety fails to furnish reports

as to his financial condition from time to time as requested by the Government, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the Government and of persons supplying labor or materials in the prosecution of the work contemplated by the Contract. Provided that upon the failure of the Contractor to furnish such additional security within ten (10) days after written notice so to do, all payments under the Contract will be withheld until such additional security is furnished.

ARTICLE 20. COVENANT AGAINST CONTINGENT FEES—The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the Government shall have the right to terminate the Contract without liability or in its discretion to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 21. APPOINTMENT OF ATTORNEY—The Contractor does hereby irrevocably designate and appoint the Clerk of the Superior Court of the Government and his successors in office as the true and lawful attorney of the Contractor for the purpose of receiving service of all notices and processes issued by any court in the Government, as well as service of all pleadings and other papers, in relation to any action or legal proceeding arising out of or pertaining to the Contract or the work required or performed hereunder.

The Contractor expressly agrees that the validity of any service upon the said Clerk as herein authorized shall not be affected either by the fact that the Contractor was personally within the District of Columbis and otherwise subject to personal service at the time of such service upon the said Clerk or by the fact that the Contractor failed to receive a copy of such process, notice, pleading or other paper so served upon the said Clerk, provided that said Clerk shall have deposited in the United States mail, certified and postage prepaid, a copy of such process, notice, pleading or other papers addressed to the Contractor at the address stated in the Contract.

ARTICLE 22. GOVERNMENT EMPLOYEES NOT TO BENEFIT — Unless a determination is made as provided herein, no officer or employee of the Government will be admitted to any share or part of this contract or to any benefit that may arise therefrom, and any contract made by the Contracting Officer or any Government employee authorized to execute contracts in which they or an employee of the Government will be personally interested shall be void, and no payment shall be made thereon by the Government or any officer thereof, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. A Government employee shall not be a party to a contract with the Government and will not knowingly cause or allow a business concern or other organization owned or substantially owned or controlled by the employee to be a party to such a contract, unless a written determination has been made by the head of the procuring agency that there is a compelling reason for contracting with the employee, such as when the Government's needs cannot reasonably otherwise be met. [DC Procurement Practices Act of l985, D.C. Law 6-85, D.C. Official Code, section 2-310.01, and Chapter 18 of the DC Personnel Regulations] (Or relevant local law). The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

ARTICLE 23. WAIVER—No Governmental waiver of any breach of any provision of the Contract shall operate as a waiver of such provision or of the Contract or as a waiver of subsequent or other breaches of the same or any other provision of the Contract; nor shall any action or non-action by the Contracting Officer or by the Government be construed as a waiver of any provision of the Contract or of any breach thereof unless the same has been expressly declared or recognized as a waiver by the Contracting Officer or the Government in writing.

ARTICLE 24. BUY AMERICAN

A. AGREEMENT—In accordance with the Buy American Act (41 USC l0a-l0d), and Executive Order 10582. December 17, 1954 (3 CFR, 1954-58 Comp., p. 230), as amended by Executive Order 11051, September 27,1962 (3 CFR, l059—63 Comp., p. 635), the Contractor agrees that only domestic construction material will be used by the Contractor, subcontractors, material men and suppliers in the performance of the Contract, except for non-domestic material listed in the Contract.

B. DOMESTIC CONSTRUCTION MATERIAL—"Construction material" means any article, material or supply brought to the construction site for incorporation in the building or work. An unmanufactured construction material is a "domestic construction material" if it has been mined or produced in the United States. A manufactured construction material is a "domestic construction material" if it has been manufactured in the United States and if the cost of its components which have been mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. "Component" means any article, material, or supply directly incorporated in a construction material. -

C. DOMESTIC COMPONENT—A component shall be considered to have been "mined, produced, or manufactured in the United States" regardless of its source, in fact, if the article, material or supply in which it is incorporated was manufactured in the United States and the component is of a class or kind determined by the Government to be not mined, produced or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

D. FOREIGN MATERIAL – When steel materials are used in a project a minimal use of foreign steel is permitted. The cost of such materials cannot exceed on-tenth of one percent of the total project cost, or $2,500,000, whichever is greater.

ARTICLE 25. TAXES

A. FEDERAL EXCISE—Materials, supplies and equipment are not subject to the Federal Manufacturer's Excise Tax, if they are furnished or used in connection with the Contract provided that title to such materials, supplies and equipment passes to the Government under the Contract. The Contractor shall in such cases furnish his subcontractors and suppliers with a purchaser's certificate in the form prescribed by the U.S. Internal Revenue Service.

B. SALES AND USE TAXES—Materials which are physically incorporated as a permanent part of real property are not subject to Government Sales and Use Tax. The Contractor shall, when purchasing such materials, furnish his suppliers with a Contractor's Exempt Purchase Certificate in the form prescribed in the Sales and Use Tax Regulations of the Government. Where the Contractor, subcontractor or material man has already paid the Sales and Use Tax on material, as prescribed above, the Sales and Use Tax Regulations of the Government permit the Contractor, subcontractor or material man to deduct the sales or use tax on the purchase price of the same on his next monthly return as an adjustment. However, the Contractor, subcontractor or material man must satisfy the Chief Financial Officer for the Government that no sum in reimbursement of such tax was included in the Contract or else that the Government has received a credit under the Contract in an amount equal to such tax.

Government Sales and Use Tax shall be paid on any material and supplies, including equipment rentals, which do not become a physical part of the finished project. [See Government of Columbia Sales and Use Tax Administration Ruling No. 6] (Or relevant local law).

The Contractor, subcontractor, or material supplier shall provide proof of compliance with the provisions of [D.C. Law 9-260] (Or relevant local law), as amended, codified in [D.C. Code46-103] (Or relevant local law), Employer Contributions, prior to award.

The Contractor, subcontractor, or material supplier shall provide proof of compliance with the applicable tax filing and licensing requirements set forth in [D.C. Code, Title 47, Taxation and Fiscal Affairs] (Or relevant local law), prior to contract award.

ARTICLE 26. SUSPENSION OF WORK—The Contracting Officer may order the Contractor in writing to suspend, delay or interrupt all or any part of the work for such period of time as he may determine to be appropriate for the convenience of the Government.

If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed or interrupted by an act of the Contracting Officer in the administration of the Contract, or by his failure to act within the time specified in the Contract (or if no time is specified, within a reasonable time), an adjustment will be made for an increase in the cost of performance of the Contract (excluding profit) necessarily caused by such unreasonable suspension, delay or interruption and the Contract modified in writing accordingly. However, no adjustment will be made under this Article for any suspension, delay or interruption to the extent:

1. That performance would have been so suspended, delayed or interrupted by any other cause, including the fault or negligence of the contractor, or

2. For which an equitable adjustment is provided or excluded under any other provision of the Contract.

No claim under this Article shall be allowed:

1. For any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall no apply as to a claim resulting from a suspension order), and

2. Unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of such suspension, delay, or interruption, but not later than the date of final payment under the Contract.

ARTICLE 27. SAFETY PROGRAM

A. GENERAL—In order to provide safety controls for the protection of the life and health of Government and Contract employees and the general public; prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of the Contract, the Contractor shall comply with all applicable Federal and local laws governing safety, health and sanitation including the Safety Standards, Rules and Regulations issued by the American National Standards, U. S. Department of Labor, U. S. Department of Health and Human Services, [D.C. Minimum Wage and Industrial Safety Board] (Or relevant local law) and the latest edition of “Manual of Uniform Traffic Control Devices” issued by the Federal Highway Administration.

The Contractor shall also take or cause to be taken such additional safety measures as the Contracting Officer may determine to be reasonably necessary.

The Contractor shall designate one person to be responsible for carrying out the Contractor’s obligation under this Article.

The Contractor shall maintain an accurate record of all accidents resulting in death, injury, occupational disease, and/or damage to property, materials, supplies, and equipment incident to work performed under the Contract. Copies of these reports shall be furnished to the Contracting Officer within two working days after occurrence.

The Contracting Officer will notify the Contractor of any noncompliance with the foregoing provisions and the action to be taken. The Contractor shall, after receipt of such notice, immediately take corrective action. Such notice, when delivered to the Contractor or his representative at the site of the work, shall be deemed sufficient for the purpose. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

This Article is applicable to all subcontractors used under the Contract and compliance with these provisions by the subcontractors will be the responsibility of the Contractor.

(In Contracts involving work of short duration or of non-hazardous character, the following Section B. will be deleted by Special Provision)

B. CONTRACTOR'S PROGRAM SUBMISSION—Prior to commencement of the work, the Contractor shall:

1. Submit in writing to the Contracting Officer for his approval his program for complying with this Article for accident prevention.

2. Meet with the Contracting Officer's Safety Representative after submission of the above program to develop a mutual understanding relative to the administration of the overall safety program.

ARTICLE 28. RETENTION OF RECORDS—Unless otherwise provided in the Contract, or by applicable statute, the Contractor, from the effective date of Contract completion and for a period of three years after final settlement under the Contract, shall preserve and make available to the Government at all reasonable times at the office of the Contractor but without direct charge to the Government, all his books, records, documents, and other evidence bearing on the costs and expenses of the Contractor under the Contract.

ARTICLE 29. RECOVERY OF DEBTS OWED THE GOVERNMENT---The Contractor hereby agrees that the Government may use all or any portion of any payment, consideration or refund due the Contractor under the Contract to satisfy, in whole or part, any debt due the Government.

ARTICLE 30. ADMINISTRATIVE LIQUIDATED DAMAGES---In addition to any other liquidated damages provided for in the Contract, the Contractor hereby agrees that the Government may assess administrative liquidated damages for the Contractor's failure to submit when due any deliverable required by the Contract. Unless otherwise prescribed by the Contracting Officer, the rate of the administrative liquidated damages shall be $250 per day until the required deliverable is received and accepted by the Government. The Government's remedies for failure to comply with the Contract terms and conditions are cumulative and not exclusive. Nothing herein shall be construed to limit the Government's ability to terminate the Contractor for the failure to submit Contract deliverables when due.

ARTICLE 31. FORCE MAJEURE---If the Contractor, because of Force Majeure, is rendered wholly or partly unable to perform its obligations when due under this Contract, the Contractor may be excused from whatever performance is affected by the Force Majeure to the extent so affected. In order to be excused from its performance obligations under this Contract by reason of Force Majeure, within 72 hours of the occurrence or event, the Contractor must provide the Contracting Officer written notice of its

inability to perform as well as a description of the force majeure and its effect on Contract performance. The Contracting Officer will have the right to cause the inspection of the work site to determine the validity of the Contractor's assertion of its inability to perform. If the Contracting Officer agrees that the Contractor is wholly or partly unable to perform its obligations under the Contract a decision will be issued indicating the extent to which the Contractor is excused from its performance obligations. In no event will the Contractor be entitled to money damages from the Government due to force majeure.

Government of the District of Columbia
Department of General Services

APPENDIX J

INVOICE PROCESSING FLOWCHART

Appendix J Table of Contents:

1. Invoicing Processing Flowchart

Capital Construction Program Management Office (PMO) Business Process Flow with Timelines

INVOICE PROCESSING – Critical Path of 15 DAYS (As-Is Model)

Note: All "Days" represented as Business Days, unless otherwise stated.

Initiate a Contract – critical path of 6 Days

Initiate a Contract: This process should occur once a contract is executed and is a separate, but necessary, critical path to tracking contracts and processing invoices in Prolog. Timelines associated with this task are not included in invoice processing.

Invoice Processing: The invoice process commences when a pencil copy walkthrough occurs; however, the time stamp for the Quick Payment Act (QPA) does not begin until the invoice is submitted to and ***accepted by*** the agency.

PMO Invoice Rejection: An invoice denied by the PMO may either go to the PM or directly to the vendor, depending on the situation.

Observation #1: There are multiple points at which an invoice may be rejected. Is this a bottleneck in the process? What happens to data integrity if some layers of approvals/ rejections were streamlined?

Observation #2: There are certain points where data are manually entered into Prolog (i.e. when an invoice is submitted, SOAR invoice data). How can these processes be automated so they are electronically 'stamped'? Is this a possibility?

Observation #3: The Mohammed database (captures capital construction CBE data) is not connected with Prolog. They are two separate systems. Certain data fields must be manually entered into both systems.

Invoice Processing (blue box) - critical path of 15 days (some steps may be skipped, depending on the type and dollar amount of the invoice)

Contracts and Procurement

STEP 1: C&P executes contract (including letter contract) and issues purchase orders (PO)
1 Day

Project Managers (PM)

STEP 1: Pencil copy walkthrough with PM/Prime (around 25th of the month)
1 Day

PM receives contract and PO

STEP 2: PM initiates Contract in Prolog and uploads copy of fully executed contract and PO. Other contract documents (i.e. sub plans) are uploaded if required by contract size or type.
1 Day

STEP 2: Vendor uploads agreed upon invoice into Prolog (Converge)
1 Day

Automatic notification to PM/ PMO of new invoice

STEP 4: PM reviews invoice, enters invoice data into Prolog, if required, and works with vendor to correct inaccuracies. ***Status = "Rejected" (to vendor) or "Pending"***
1-3 Days

Denies

Approves

STEP 5: PM signs, and submits to appropriate cluster leader for signature.

STEP 6: Cluster leader reviews invoice, signs and routes for additional approvals. Documentation is saved in PMO folder on U: Drive
1-2 Days

Denies

Approves

STEP 7: PMO reviews invoice for compliance with established guidelines (checklist) and prints for hardcopy signatures.
1-2 Days

Invoice over $1MM

STEP 8: Invoice is submitted to Deputy Director/CPDO for final program approval
1-2 Days

STEP 9: Invoice is submitted to Associate Director, C&P for approval
1-2 Days

STEP 10: PMO receives receipt and attaches fully approved invoice packet in PASS, notifies OCFO
1-2 Days

STEP 14: PMO enters detailed payment information into Prolog invoice record.
1 Day

Program Management Office (PMO)

Automatic notification to PMO to enter contract data

STEP 3: PMO Staff reviews linked documents, works with PM to get corrected documents uploaded. PMO enters remaining pertinent contract information in Prolog.
3 Days

Automatic notification to PMO to approve

STEP 4: PMO "Reviewer" role approves contract in Prolog.
1 Day

STEP 3: PMO enters raw invoice data into Prolog, if required.
1 Day

OCFO

Denies

STEP 11: OCFO reviews invoice
1 Day

Approves

STEP 12: OCFO prepares for payment
9 Days

STEP 13: Invoice paid
5 Days

Government of the District of Columbia
Department of General Services

APPENDIX K

TRAINING MANUALS

Appendix K Table of Contents:

1. iPlan/4tell Training Manual
2. Prolog Training Manual
3. ARCHIBUS Training Manual
4. Master Schedule Primavera P6 Activity ID Template



District of Columbia
Department of Real Estate Services

iPlan™ Training

January 2010

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4tell™ | *Innovation for the Built Environment™*
economic • energy • environmental • social

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1.0 GOALS OF TRAINING SESSION

- Understand what information is available and how to access it
  - Access Building data and sort/ search by specific data-points
  - Access Asset/Building Component data and update as required
  - Review condition information and associated data
  - Access floor plans and other building and asset information

- Capital planning, budgeting, project execution and funding processes
  - Prioritize plan items and investment decisions
  - Implement consistent capital planning processes
  - Use resources to collaborate on planning and budgeting decisions
  - Match lifecycle capital requirements to funding

- Stakeholder Reporting
  - Produce reports
  - Create custom views and exports for specific reporting needs

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2.0 Overview of Session 1- Getting Started

- "Windows environment" look and feel

- Access and Log-in
  - URL in favorites
  - Email address and password as previously assigned
  - Pop-up blockers, security levels for exports.

- Groups and Areas
  - Portfolio
  - Assessments
  - Strategic Planning
  - Performance
  - Reporting
  - Administration

- Navigation
  - Tool bars and icons
  - Common Functions
  - Help Files and further support

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2.1 Overview

iPlan™ is a web-based software application that supports the 4tell™ Sustainable Performance Governance Solution. iPlan™ serves the facility capital planning, performance management and stakeholder reporting needs for organizations of all sizes. Built to integrate with enterprise systems – including financial management, performance management, and asset and energy management - iPlan™ presents a business view of the technically driven capital planning, project management and budget process. iPlan™ is configurable to support specific capital planning and performance management processes, including customized building assessments that support sustainable governance of facilities. From investment analysis to Life Cycle planning and ongoing performance management, iPlan™ supports an organization's governance requirements for facilities, buildings, and infrastructure, including:

- Lifecycle capital planning and forecasting
- Capital funds management
- Capital performance management
- Stakeholder reporting
- Condition assessments and capital planning
- Energy assessments, efficiency, emissions analysis, and capital planning
- Security assessments and capital planning

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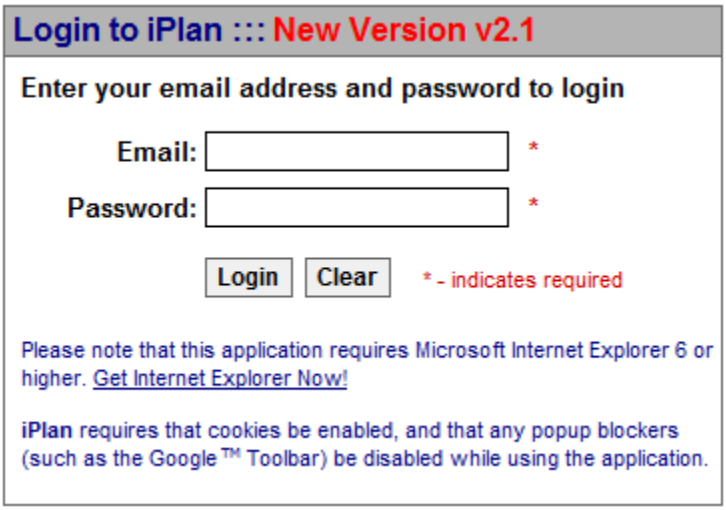
2.2 Login

2.2.1 Login Screen:

For increased security, the login screen (shown below) is designed to be placed on any web page that users already have access to, such as a corporate Intranet website. Using their login name and a secure password, they are seamlessly redirected to the iPlan™ site.

2.2.2 Login Name:

The users email address is typically used as their Login name since it is unique to them and easy to remember.



Login Screen

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2.3 Groups and Areas (Definitions)

Groups in iPlan™ are organized around facility governance processes and system administration tasks. Depending on the organization's specific implementation, some Groups or Areas may not be available in your iPlan™ package. Consult your System Administrator for more information.

2.3.1 Portfolio Group

Agencies Area (maybe referred to as facility in this document)- Collections of physical property including buildings, sites and land.

Buildings Area- Physical locations that are comprised of structures, systems, services, and property.

Assets Area- Details about the components that make up the building, such as the enclosure, systems and services that are necessary to keep the building durable, running and comfortable.

2.3.2 Assessment Group

The Assessment Group provides a comprehensive method to simply and objectively audit the current performance of building practices and equipment. This Group details the performance of a building in the following areas.

Energy Assessment- Documents the energy infrastructure of the building as resulting from the on-site energy assessment process.

Security Assessment- A tool that is used to complete a security risk assessment on the building built around a specific model to reflect the organization's security issues.

Condition- The Property Condition Assessment (PCA) can be edited and viewed in this section. This contains the results of the on-site condition assessment or data transfer.

2.3.3 Strategic Planning Group

Plan Items - Capital investment items to maintain, repair, replace, and improve the performance of buildings over their lifecycle.

Projects - Collections of Plan Items organized to facilitate capital improvement management.

Active Funding - Capital funds defined as System (general) or Specific (to a certain Facility) for funding Plan Items.

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2.3.4 Performance Group

The Performance Group defines Key Performance Indicators (KPI) for measuring and monitoring the performance of facility portfolio investments through the analysis of the Financial, Energy, and Security Areas.

2.3.5 Reporting Group

iPlan™ users can utilize the Reporting Group to create Stakeholder reports in multiple formats in order to meet client specifications. The Areas associated with these formats include:

Standard Reports – A range of created reports per client specifications.

Custom Views - Ad Hoc query and reporting to create custom views of data to meet special stakeholder requests.

2.3.6 Administration Group

System Manager – Allows the site administrator to edit settings.

Grid Manager – Allows site administrator to manager grid views.

Users & Roles – Defines users and levels of access.

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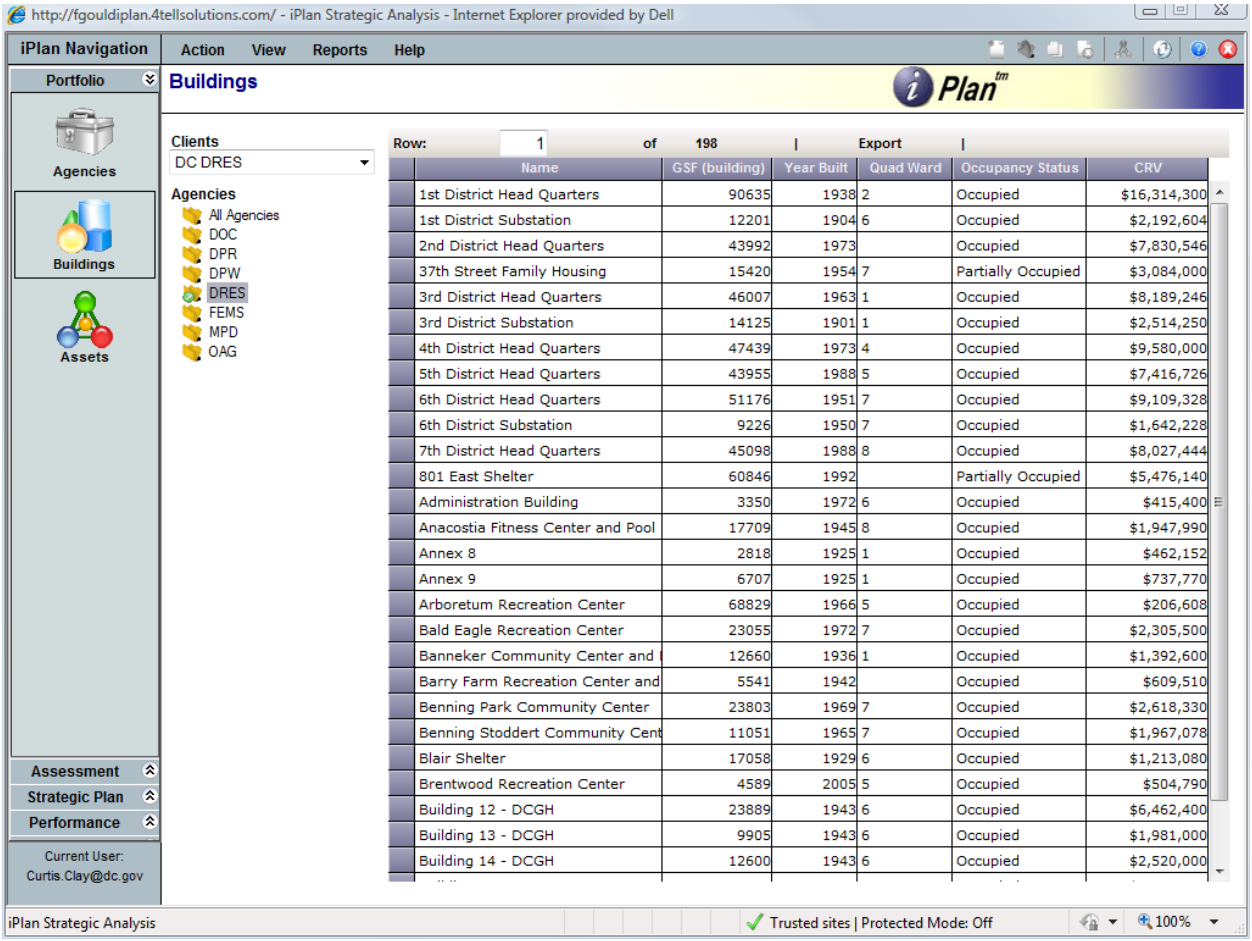
2.4 Navigation



iPlan™ Screen

There are three parts of each screen in iPlan™ that allow you to move and work within the program:

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2.4.1 Navigation Bar

The Navigation bar is on the left side of the screen and is always present. This feature contains Groups and Areas:
Groups - are the main functional units within iPlan™.



iPlan™ Groups *(Note: certain Groups may not be available in customized versions of iPlan™)*

Areas- are subsections within the Groups. Specific tasks are performed in each of the functional areas.



iPlan™ Areas

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2.4.2 Menu Bar

The Menu bar is on the top of the screen and is always present. Selectable drop-down choices will change based on Area in which the iPlan™ user is working. The Menu Bar contains easy-to-use menu-driven choices and icons.

Action - The Action menu contains all common tasks such as new, open, copy, save and delete. In addition, specialized tasks, such as adding a photo, may be available for certain functional areas. These can be found in the **Details** section of the **Action** menu.

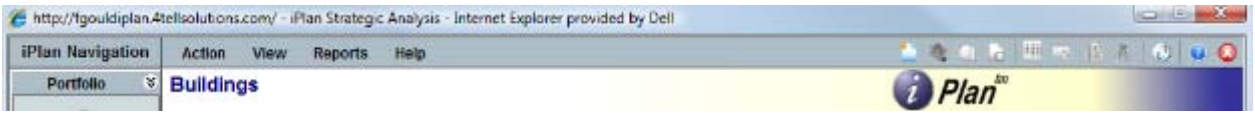
View - The Views menu will remember the six pages you visited previously so that you can easily navigate back.

Reports - Specific reports related to each area are accessed through the Reports menu.

Help – This menu accesses Help items which offer multiple options to navigate the online support area.

Icons - Many of the **Action** and **Reports** options are also available as Icons, which are located on the right side within the Menu bar. Icons will be grey if disabled in a particular screen or during a particular process.

`



Menu Bar

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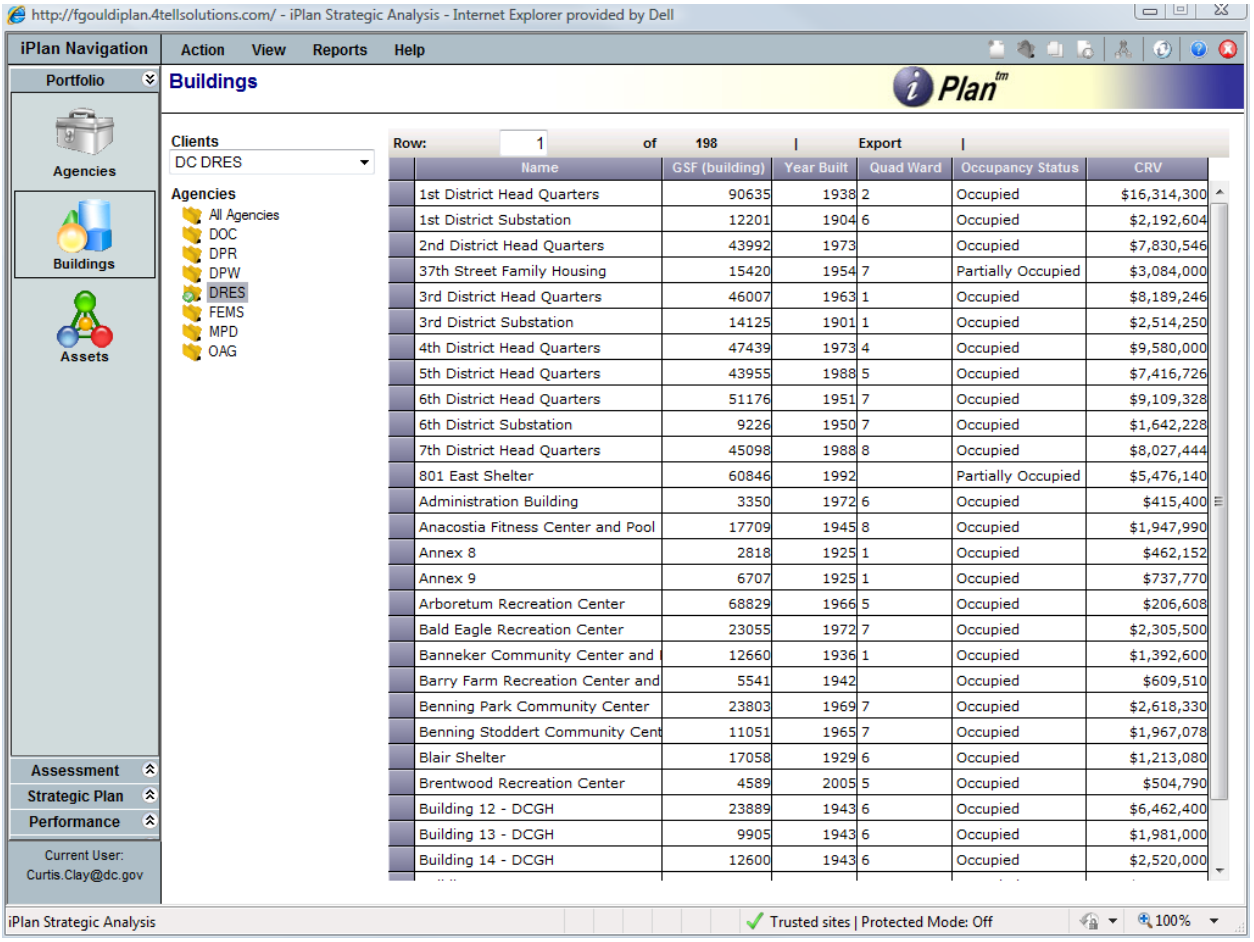
2.4.3 Main View

The Main part of the screen changes as you navigate and shows the details of the Area in which the iPlan™ user is working.



Main View

Exercise- Login and adjust pop-up blockers as appropriate.

Exercise- Navigate to the Building List Screen.

Exercise- Export the Building Grid data and ensure Internet Explorer security settings are set as required.

Exercise- Navigate to different screens and use the "View" drop-down for easy return to previous screens.

Exercise- Exit iPlan™ and log back in.

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Exercise- Navigate to the Asset Screen and view only D30 HVAC Assets in a selected building.

Exercise- Open the help file and expand TOC to review structure.

Getting Started Notes

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3.0 Overview of Session 1- Portfolio Structure

- Agencies
  - Structure and adding of information

- Buildings
  - Building data
  - FCA custom points
  - Peer assessment/ benchmarking and reports

- Assets/Building Components
  - Organization of Asset (Uniformat)
  - Review FCA and iPlan™ Remote
  - Actions that create Plan Items
  - Data associated with assets
  - Updating information
  - Addition of other information

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3.1 Portfolio

Data presented in the Main View in the Facility and Building areas can be sorted, selected, reviewed, and exported in a number of different ways:

3.1.1 Client Drop-Down:

Allows the selection of a Client to show Facilities grouped by type or function. Agencies are created and defined during the system implementation.

3.1.2 Folder View:

Displays items grouped by Agency, Facility, and Building to allow the selection of specific records.

3.1.3 Grid View:

Displays data for an area in an interactive grid format. Selecting specific options on the screen filters the data in the grid and data can be sorted by clicking a specific header. Data displayed in the grid can be any combination of system or custom defined fields.

Grid Results View:
Displays filtered data in the grid based on the criteria and parameters selected from the Agency Drop-Down and Folder View fields. Data elements can be positioned and sorted by column and each column is resizable for better viewing. The default view is determined during implementation.

Grid Export:
Data displayed in any grid can exported with the click of a mouse using the Export Grid button located at the top right corner of the grid.

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3.2 Agencies

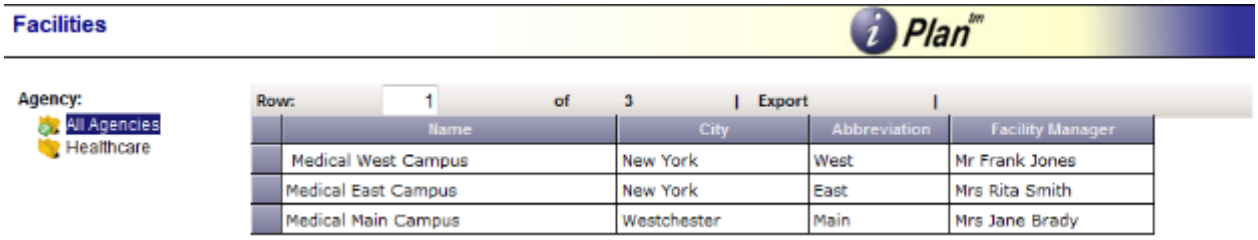
Note- Agencies are referred to as Facilities below.

Facilities are groups of Buildings that are geographically or purposefully connected. A Facility is a global entity that will contain some or all of your Buildings. For example, a Facility might be a municipality, corporation, university or school system, because each is likely to possess multiple buildings. A larger organization (i.e., university) might choose to break up into multiple Facilities (campuses), each with its own group of Buildings.

There must be at least one Facility but there is no maximum number. By default, iPlan™ opens to Portfolio>Buildings.

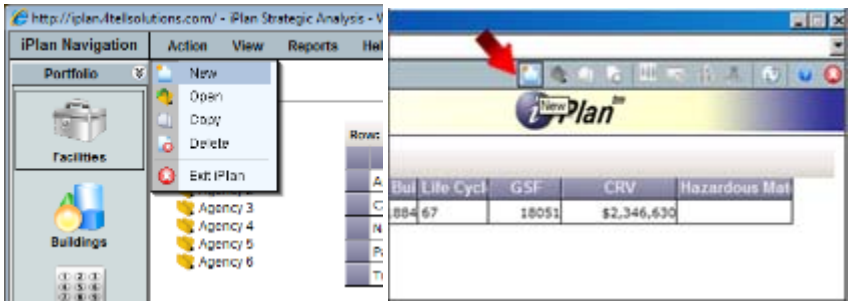
3.2.1 Create a New Agency

- Click on the **Portfolio** group title to open the Navigation Bar.
- Click on the **Facility** icon. The Facilities screen opens.



Facilities View

- **Click** on **Action** from the menu and then click **New** or click the **New Icon**.



New Facility Action Menu and Icon.

- An Add New Facility screen will open.

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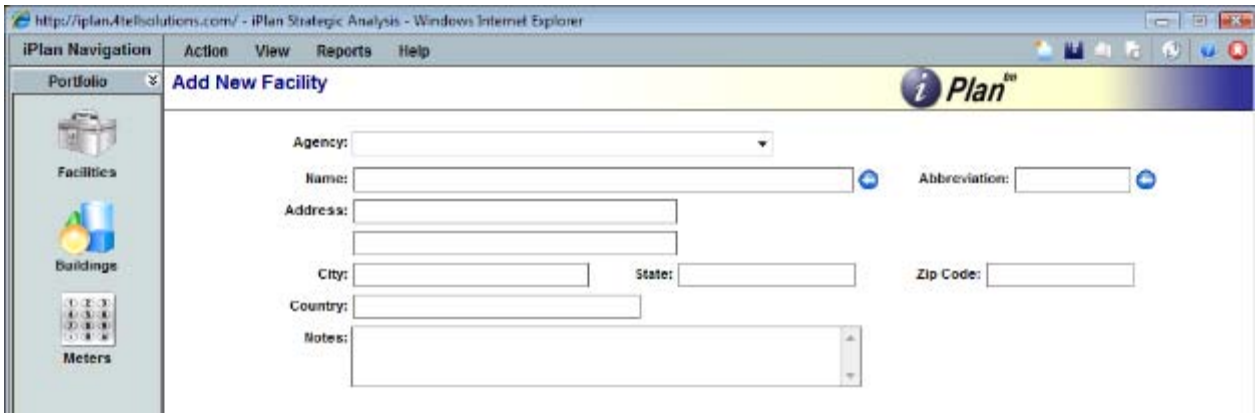

New Facility Screen

- **Enter** a **Name** and **Abbreviation** for the new Facility. *(Note: Required fields are indicated by Blue buttons:)*
- **(Optional) Enter** data in the all other fields (i.e., Address, City, State, Notes) as desired.
- **Select Action>Save** in the Action menu or **Click** the **Save Icon** to save the new Facility.
- **(Optional) Select Action>Copy** in the Action menu or **Click** the **Copy Icon** to create another Facility record using the saved data. The copied record will be saved with the original name followed by "(copy)" and the original Facility ID followed by a "-c". Once copied, change the name, ID, and other information to identify the new Facility.
- **Select Action>Save** in the Action menu or **Click** the **Save Icon** to save the copied Facility.
- **Select View>Facility List** from the View menu or **Click** the **Facilities** button in the Portfolio tab to review your changes.

3.2.2 Edit or Delete an Agency

- **Select Action>**Open in the Action menu or Click the Open Icon or Double Click on the grid item to open the existing Facility. Make the necessary edits and Save as below.
- **Select Action>**Save in the Action menu or Click the Save Icon to save the edited Facility.
- **Select Action>**Delete in the Action menu or Click the Delete Icon. Confirm as requested.

Exercise- Create a new client called "New Construction Projects".

Exercise- Create a new client called "Vacant Lots"

Exercise- Add agency contact information and save

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Exercise- Create a new Agency in Vacant Lots.
Exercise- Create a new Agency in New Construction Projects.

Agency Notes

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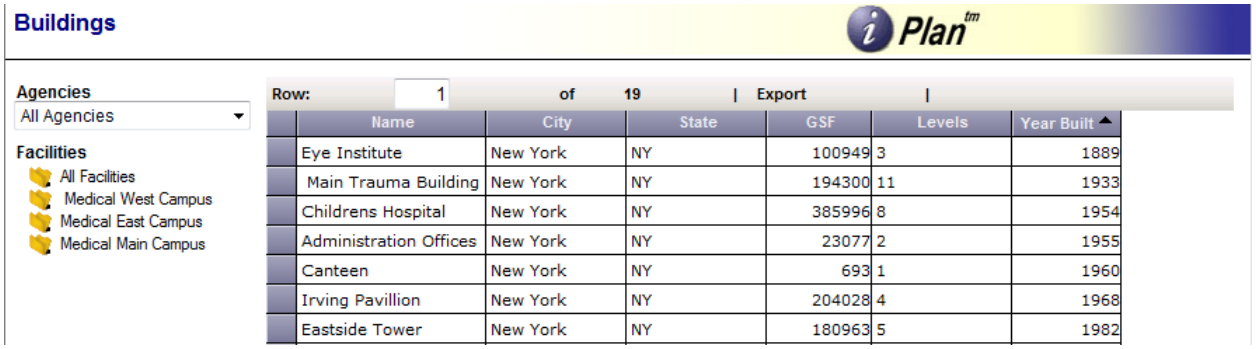
3.3 Buildings

The Building Record is the repository for all of the detailed information related to age, location, size and value of the building as well as the vital equipment, systems and services that keep it functioning. From here, you can view, update or report on the building's details.

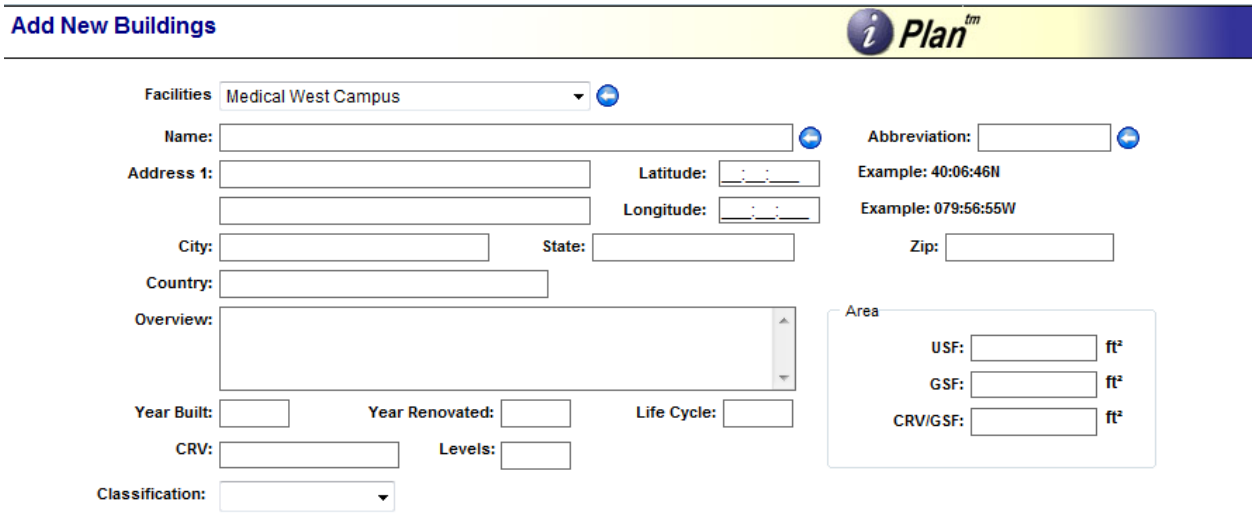
3.3.1 Create a New Building Record

- Click on the **Portfolio** group title to open the Navigation Bar.
- Click on the **Buildings** icon. The Building screen opens.



Buildings Screen

- **Click** on **Action** from the menu and click **New** or click the **New Icon**.
- An Add New Building screen will open.



Add New Buildings Screen

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- Enter a Facility, Name, and Abbreviation for the new Building. *(Note: Required fields are indicated by Blue buttons:)*
- **(Optional) Enter** data in other fields as desired. (See list below for an explanation of these fields).

Field	Explanation
CRV	The Current Replacement Value of the Building
Levels	The number of floors in a Building or other structure
Life Cycle	The number of years a Building is expected to last
ASF	The Assignable Square Footage of the total floor area available to occupy
GSF	The Gross Square Footage of the total floor area for all levels
CRV/GSF	A calculated field that shows Current Replacement Value per square foot. When a Building is saved, iPlan™ computes the value using data recorded in the CRV and GSF fields. You cannot enter a value manually
Notes Tab	Additional details about the record in the area
Custom Tabs	Complete configured data points as reflect the implementation

- **Select Action>Save** in the Action menu or **Click** the **Save Icon** to save the new Building.
- **(Optional) Select Action>Copy** in the Action menu or **Click** the **Copy Icon** to create another Building record using the saved data. The copied record will be saved with the original name followed by "(copy)" and the original Building ID followed by a "-c". Once copied, change the name, ID, and other information to identify the new Building.
- **Select Action>Save** in the Action menu or **Click** the **Save Icon** to save the copied Building.

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- **Select View>Building List** in the View Menu or **Click** the **Buildings** button in the **Portfolio** tab to review your changes.

  Exercise- Move a building from DRES to another agency

  *Exercise- Create a custom view to identify the highest and lowest GSF for the Office Space building classification on buildings with a CRV less than $50,000,000 **we need a quick review of Custom Views for this***

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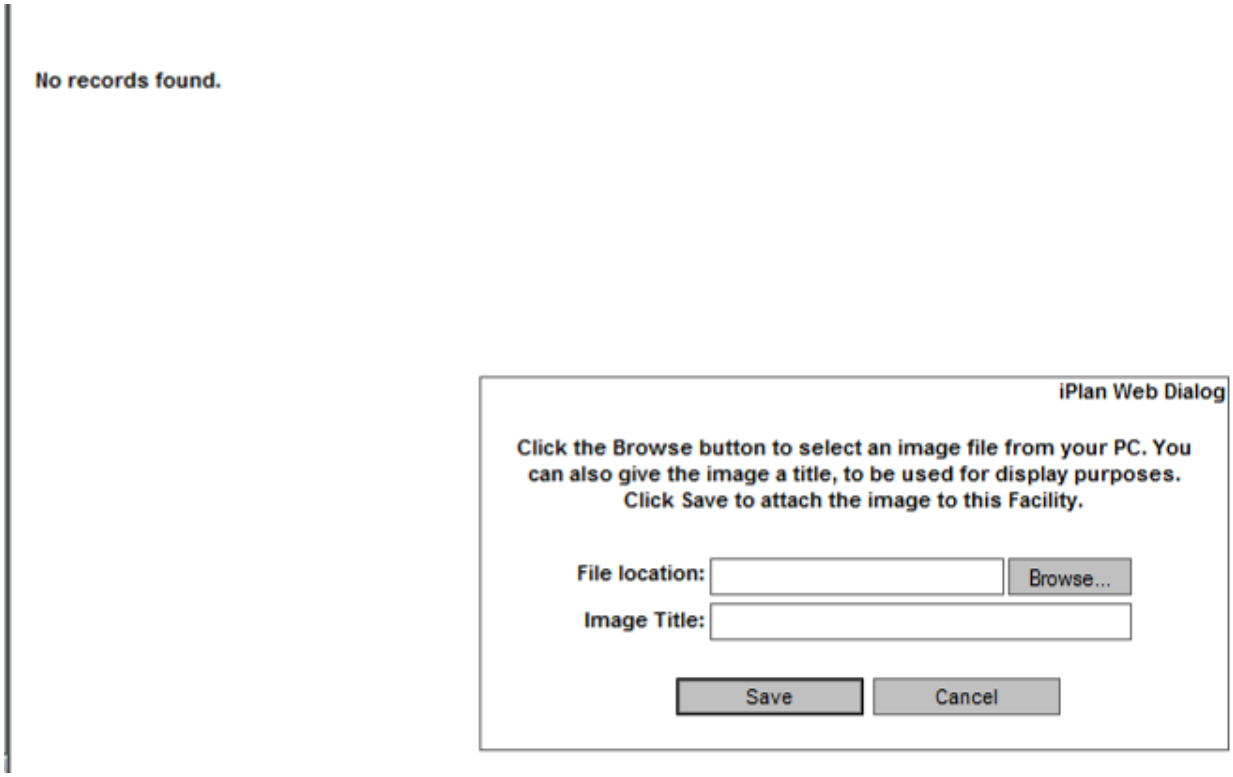
3.3.2 Building Photograph Records

iPlan™ allows you to add as many images of your buildings as you like. These images can be used to demonstrate the current health of a building by showing damage, repairs, and renovations or just to provide a visual image for extended stakeholders.

- **Click** the **Buildings** button in the **Portfolio** group.
- **Open** a **Building** record by either **Highlighting** the Building for which the photo will be added and **Select Action>Open** in the Action menu or **Click** the **Open Icon.** You can also **Double Click** the Building from the grid list to open the selected Building record.
- If photos already exist the icon will have a red exclamation point on the top left hand side.
- **Select Action>Details>Photographs** in the Action menu or **Click** the **Photographs Icon.** A new window opens showing the previously attached photos or, if no photos have been uploaded, a note stating, "**No records found**".



- **Select Action>New** from the Action menu or **Click** the **New Icon**. A new window will appear with dialog box asking for the **File Location** of the new photograph.

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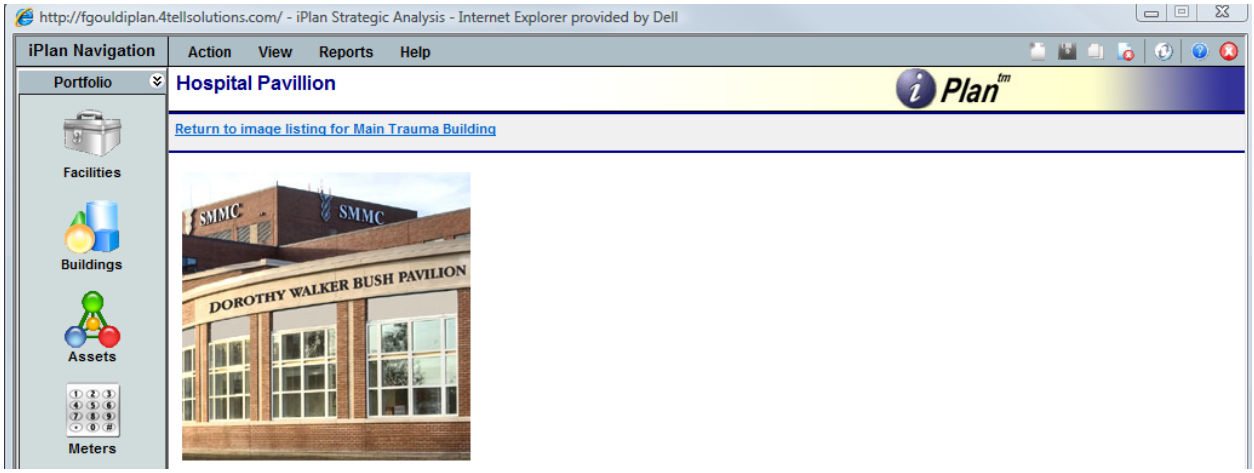
- **Enter** the correct file path or **Click** the **Browse** button and navigate to the folder containing the appropriate photograph.
- **Double Click** the appropriate photograph. The file name and path will appear in the File Location field.
- **(Optional) Add** a **Title** for the image. A default title will be assigned if none is entered.
- **Select Action>Save** from the Action menu or **Click** the **Save Icon**. A copy of the photo is transferred to the iPlan™ server and a confirmation message appears.



- **Repeat** the steps detailed above to add another photograph.

Note: Uploaded photographs appear as reduced size "Thumbnail" images. ***Double-click*** *to see the full size image.*

Click "Return to image listing for XXXXX XXXXXX Building" to return to the building.

Exercise- Add two photos to the building level and make the 2nd photo added the primary.

Exercise- Create and add a new building to your new agency in the new construction projects. Complete all data points and add a photo.

Exercise- Run the Facility Condition Index Report for the Building you are in.

Exercise- Navigate back to the building detail screen (hint it is a two click process).

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Building Notes

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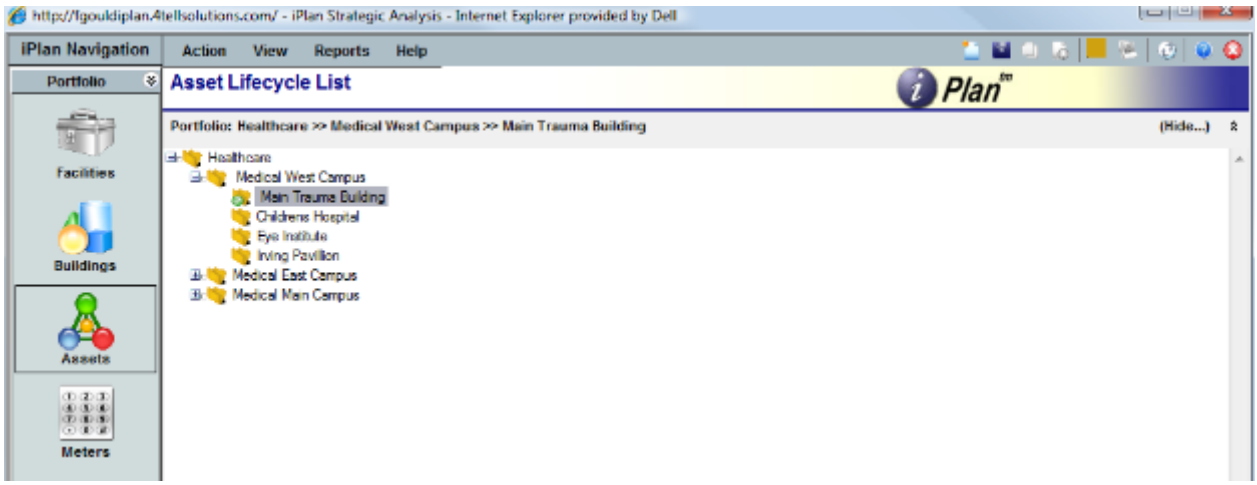
3.4 Asset Life Cycle Information

Asset Life Cycle Information captures details about the components that make up the building and site, such as the enclosure, systems, and services that are necessary to keep the building and site durable, running, and comfortable. Information about the age of the component, expected useful life, size, cost, and current condition are included as part of the Asset Life Cycle Information record. These components are divided into categories based on the Uniformat Code, which classifies them by their purpose.

3.4.1 View/ Edit Asset Life Cycle Information

- Click on the **Portfolio** group title to open the Navigation Bar.
- Click the **Assets** button. The **Asset Lifetime List** screen opens.
- Use the Portfolio Picker to drill down through the facility levels to select the building in which you want to view asset information. Hide the picker once at the required building.
- The portfolio picker tree will remember your last building location should you leave the asset screen and return at a later time during the session.



Asset Portfolio Picker Screen

- Drill down through the Uniformat code levels, **double click** on the level 3 to show the list of assets for that building in that specific Uniformat code. **Double click** on the asset to display the asset details.

- **View** new Asset Lifecycle data into the appropriate fields:

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- **Life Cycle Code** (level 3 uniformat code)
- **Asset Label** (defining title for the asset)
- **Type** (level 4 uniformat description)
- **Plan type** (defaults to Capital Renewal for EUL replacement and Deferred Maintenance for scheduled repair work.
- **Age** (current age of the component in years- calculated)
- **Year in Service** (year of commission)
- **EUL** (Expected Useful Life typical for asset)
- **RUL** (Remaining Useful Life- calculated from EUL and Year in Service. Can also be overridden to reflect assessor opinion and known conditions observed by the Building Manager)
- **Include Replacement** (deselect to not include replacement of the asset in replacement schedule i.e. for foundation)
- **Qty** (quantity)
- **Units** (unit of measure, i.e. sq.ft, linear ft, each, etc…)
- **Unit Cost** (cost per unit measurement)
- **Total Value** (calculated extended cost)
- **Condition** (rate using a consistent system, i.e. 1-5, good, fair, poor etc…)

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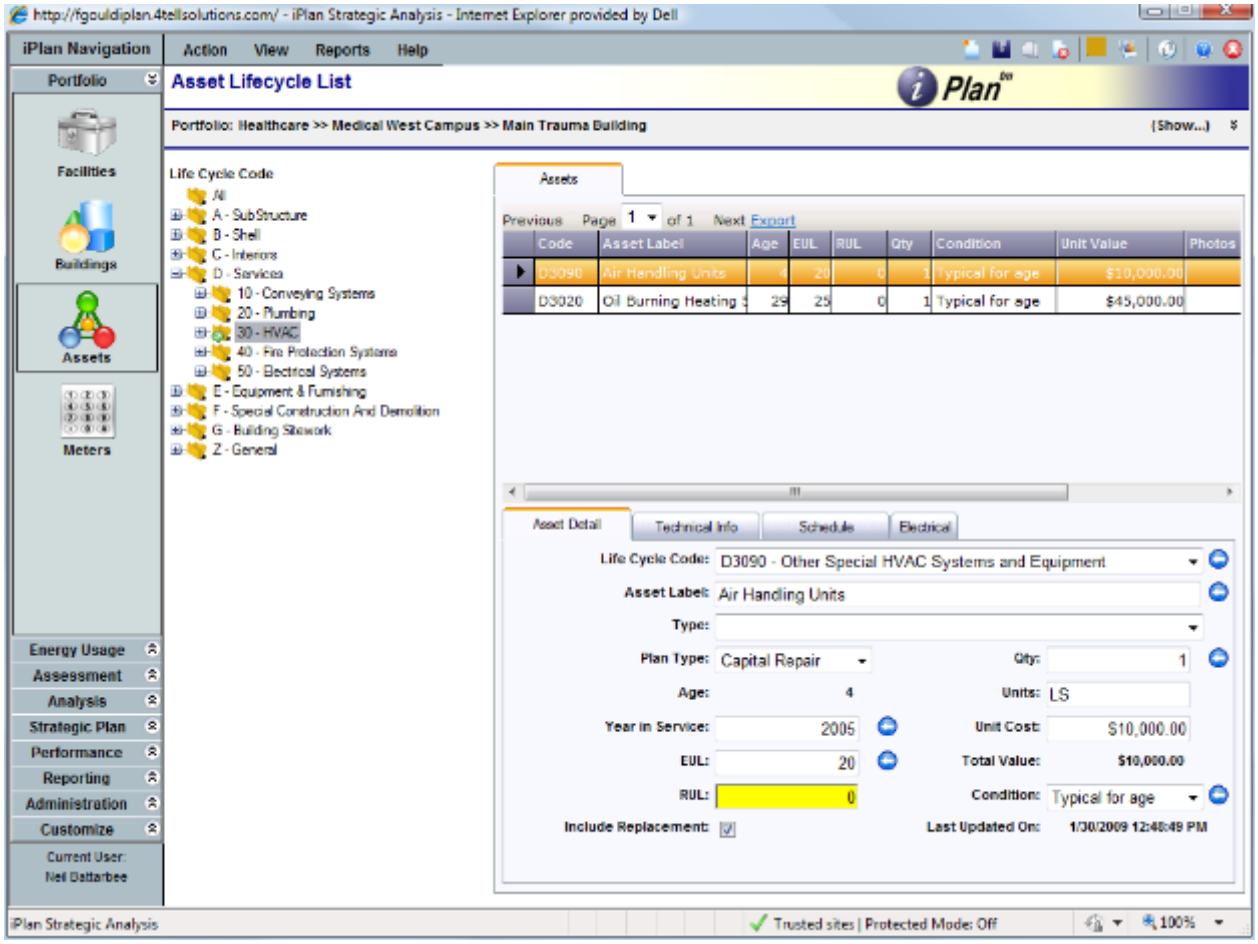

Asset Life Cycle Detail

- **Select View>Technical Information** to view detailed asset information on a specific asset.

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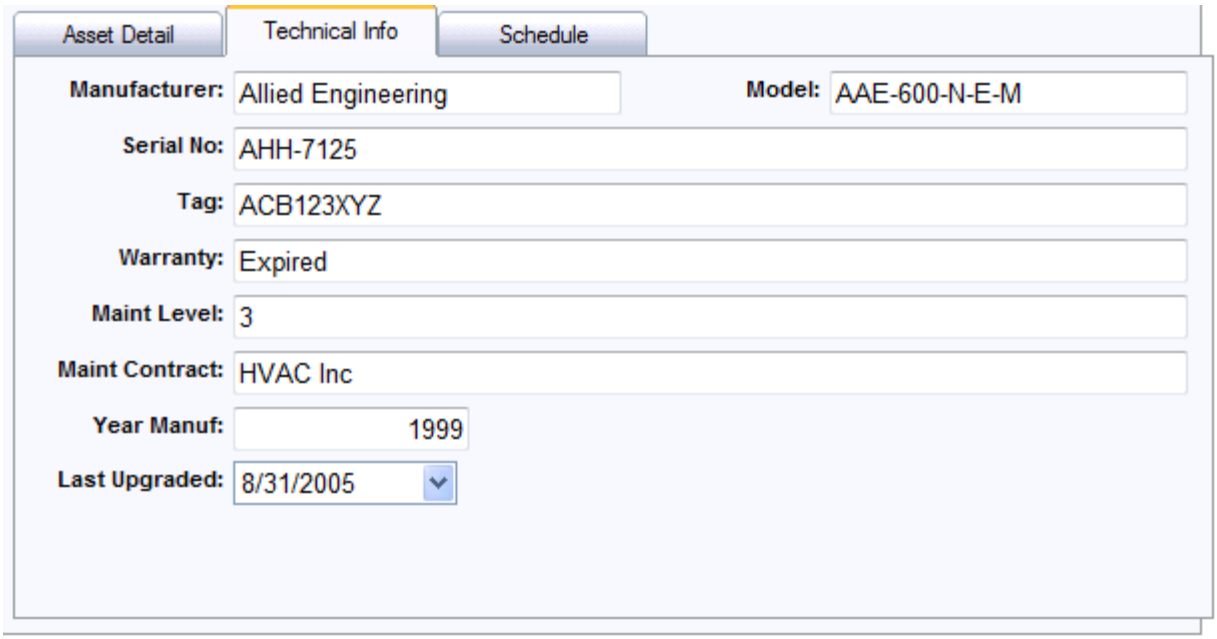
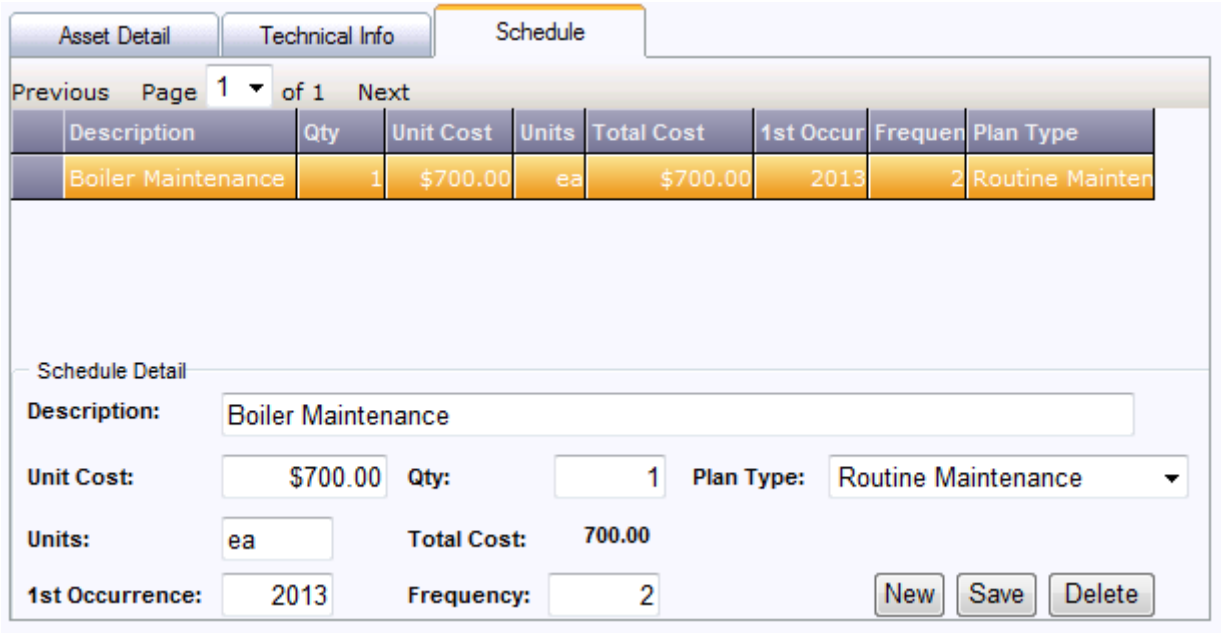


Technical Information Details

- **Select View>Schedule** to view detailed scheduled maintenance information.



Scheduled Maintenance Information

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3.4.2 Deleting Asset Life Cycle Information

- **Use the Portfolio Picker** / Life Cycle Code picker to select the Asset Life Cycle component you want to delete.
- **Highlight** the specific System Life Cycle component that is to be deleted.
- **Select Action>Delete** from the Action menu or **Click** the **Delete Icon**. A dialog box will open.
- **Click OK** on the Confirm Delete dialog box to complete deletion. *(Note: Plan Items associated with assets will also be deleted as a result of this action)*

*Exercise- Modify an Existing Asset's RUL to drive a replacement in 2011. Include a Unit Cost. Clarify that a Plan Item has been created by visiting the Strategic Planning section. ** We will quickly review the Plan Item screen to verify this**

Exercise- Create a new Asset with a Maintenance Schedule and Create the Plan Item.

Exercise- Create a new Asset with a maintenance schedule to be applied in 2011 and 2014. Create Plan Items and verify their existence.

Exercise- Create a new asset and schedule a Capital Renewal schedule for a major piece of work and assign G/C fees of 10%.

Exercise- Add an Asset photo and label appropriately

Exercise- Modify two assets to reflect that they are leased (not owned) and review the Custom View #5 for Plan Items and Funding for Leased Equipment

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4.0 Overview of Session 1- Plan Items

- Creating
  - Plan Types and definitions
  - Plan Item status
  - Creating manual plan items

- Searching/ Sorting
  - Filtering and sorting tools
  - Consideration Factor assignments
  - Changing Consideration Factor ranking of Plan Items

- Prioritization
  - Bundling Plan Items

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4.1 Strategic Plan

The strategic planning section is the decision-making hub. It is where the information gained during assessments, analysis and performance benchmarking is taken and utilized to make decisions around capital expenditure funding to best meet the organizational goals.

4.2 Plan Items

Plan Items define the work required to maintain and improve a Building. Each Plan Item is identified by the Building and a Uniformat Code that defines what equipment, system, or service of the Building with which the work is associated. Plan Items may be organized and prioritized based on the specific needs of the organization. Plan Items can be selected to be included in Projects for funding and disposition.

Plan items are created as a result of the PCA, Energy Assessment and Security Assessments. They can also be added manually or imported from existing databases.

4.2.1 View Available Plan Items

- **Click** on the **Strategic Plan** group in the Navigation Bar.
- **Click** the **Plan Item** button in the Navigation Bar. The **Plan Items** screen opens and the default is to show all plan items records in a grid format.

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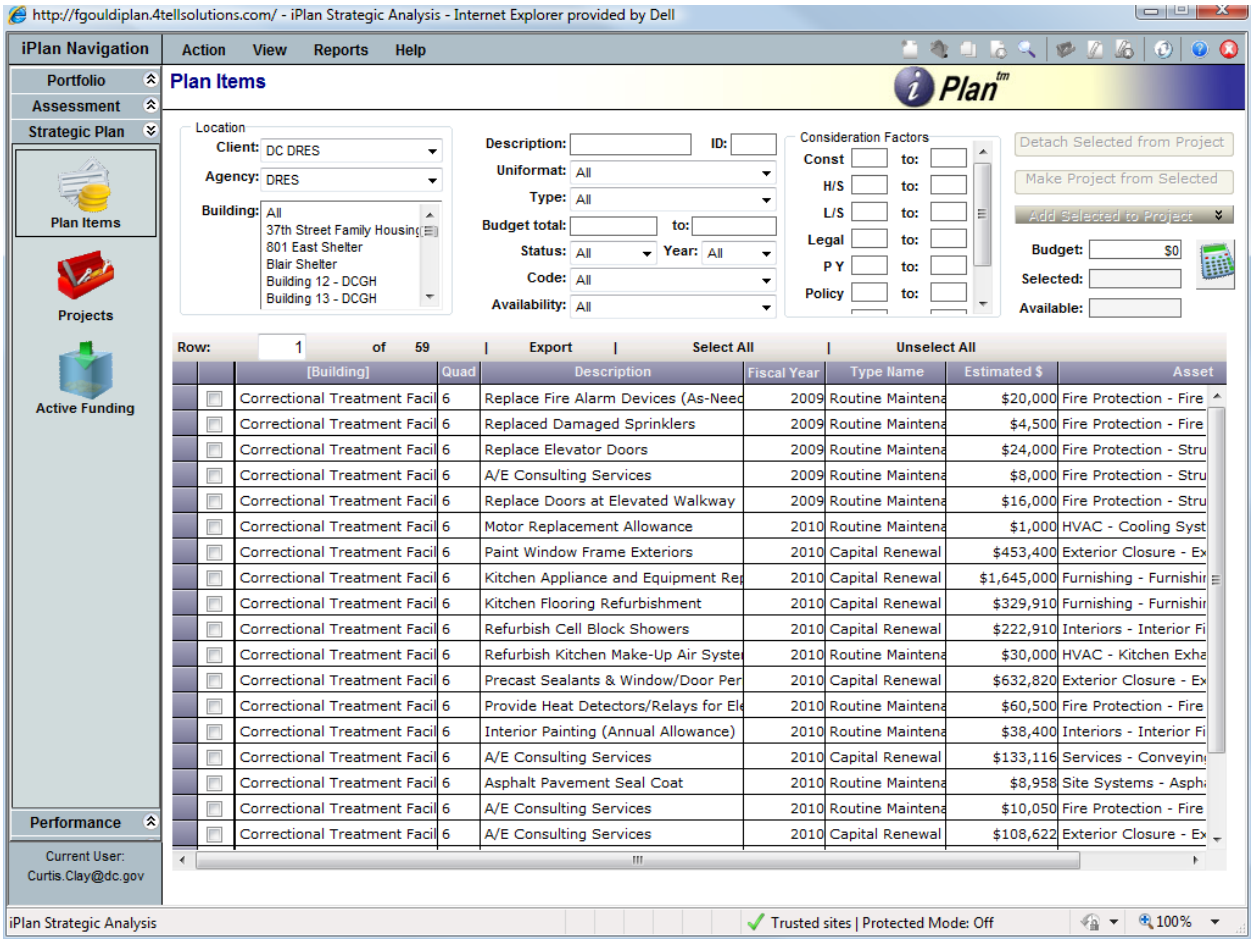

Plan Items Results

4.2.2 Sort Available Plan Items

- **Click** the header of any column in the grid to sort by that column.
- **Click** the same header again to reverse the order. All items sort regardless of the number of pages.

4.2.3 Search for Specific Plan Items

To reduce the number of records to review, or to find a specific Plan Item, an iPlan™ user may filter Plan Item records by location, type, status or other criteria.

- Use the **Drop-Down** menus and **Fill-In** fields to **Select** the desired filter terms. *(Note: Multiple items may be selected in certain dropdown lists by holding down the Ctrl Key)*
- Available filter fields are defined below: *(Note: The filter terms presented below are system defaults and may not reflect customized fields)*

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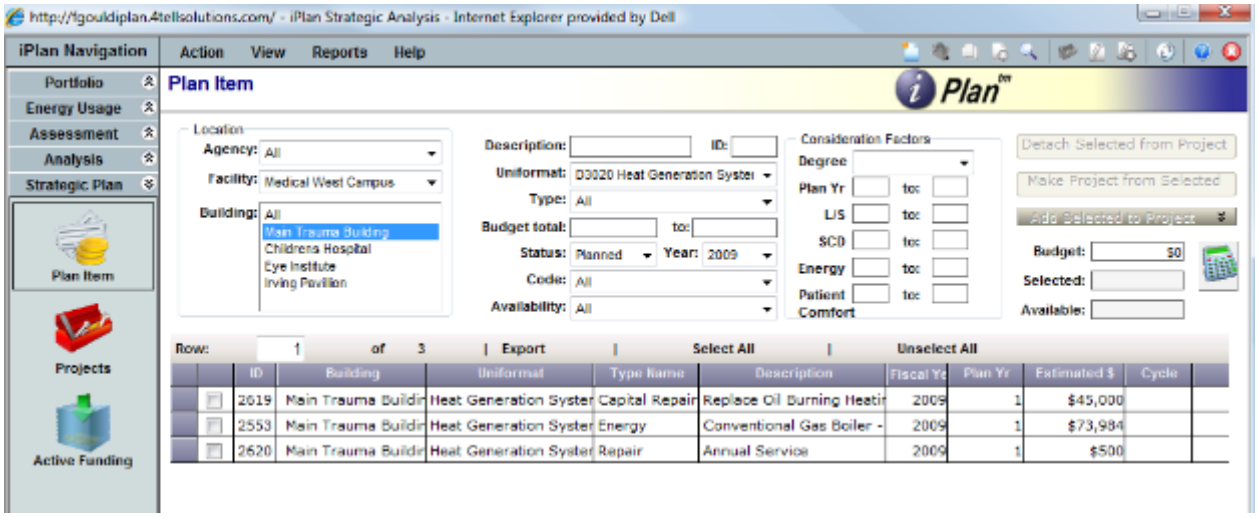
- **Agency:** Filter Plan Items to view those associated with a specific Agency(s).
- **Facilities**: Filter Plan Items to view those associated with a specific Facility(s).
- **Buildings**: Filter Plan Items to view those associated with a specific Building(s).
- **Description**: Filter Plan Items to view by a specific Plan Item description. *(Note: the description entered into this filter field must match that of the desired Plan Item exactly)*
- **ID**: Filter by Unique ID number of Plan Item.
- **Uniformat Code**: Filter Plan Items based on Uniformat II ASTM standard
- **Type**: Filter Plan Items based on category of work to be performed, i.e. Deferred Maintenance etc…
- **Budget**: Filter Plan Items by cost using a value range.
- **Status:** Filter by phase of Plan Items, i.e. Planned, Proposed, Committed, Completed or Deferred.
- **Year**: Filter by the year during which a Plan Item is scheduled.
- **Compliance Code**: Filter using pertinent special code requirements that a Plan Item might address.
- **Availability**: Select All, Assigned, or Unassigned to filter Plan Items associated with a Project.
- **Consideration Factors**: Filter using elements created to determine the prioritization of Plan Items.

- **Select Action> Search** from the Action menu or **Click** the **Search Icon** to display Plan Items that meet the selected criteria.



Filtered Plan Items Results ***(Note: the above Search displays a Plan Item that meets specific Building, Uniformat, Status, and Year filters)***

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Once you have identified the capital planning needs of your organization as Plan Items, you can create Projects to group and remedy these items. The creation of Projects will allow the iPlan™ user to efficiently track the associated information and costs.

Exercise- Create a manual Plan Item, assign appropriate Consideration Factors and costs.

Exercise- Search, sort and filter to provide the sub-total cost of all Capital Renewal Plan Items related to windows in all of the DRES managed buildings for years 2010 and 2011.

Exercise- Search, sort and filter to provide the list of plan Items across all buildings with the highest life- safety Consideration Factor. Sub-total the Plan Item Costs.

Exercise- A specific request was to be able to report "back-up" to Council members to assist with the budget approval process. The Quad Ward data point was added to the Plan Item grid. Filter the desired result, export the grid to Excel and format appropriately.

Exercise- Use Custom View #5 to review Plan Items and funds for leased equipment.

Exercise- Apply Policy Priorities to five (5) Plan Items.

Exercise- Search for all Policy Priorities based on one or more Agency Directors making a commitment.

Exercise- Search, Sort and Filter to provide a list of Plan Items with the highest ranking of Health Safety in 2009-2011 Plan Years.

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Plan Item Notes

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5.0 OBJECTIVES OF SESSION 2- PROJECTS

- Creating Projects
  - Create a new Project
  - Adding Plan Items to existing projects
  - Assigning costs

- Management
  - Searching
  - Sorting
  - Updating Status
  - Tracking

- Approval Process
  - Capital Planning Approval Process

- Reporting
  - Reviewing and Reporting

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5.1 Strategic Plan

The strategic planning section is the decision-making hub. It is where the information gained during assessments, analysis and performance benchmarking is taken and utilized to make decisions around capital expenditure funding to best meet the organizational goals.

5.2 Projects

Once you have identified the capital planning needs of your organization as Plan Items, you can create Projects to group and remedy these items. The creation of Projects will allow the iPlan™ user to efficiently track the associated information and costs.

The Facilitator section allows the iPlan™ user to select the sources of funding for a Project. The Funding Sources section on the Cost Tab contains a list of funds available for the Project. *(Note: Project Funding is further discussed in the Funding Section)*

5.2.1 Create a New Project

- **Click** on the **Strategic Planning** group in the Navigation Bar.
- **Click** the **Projects** button. The Projects window opens showing the previously entered Projects or, if no Projects have been created, the grid will be empty.

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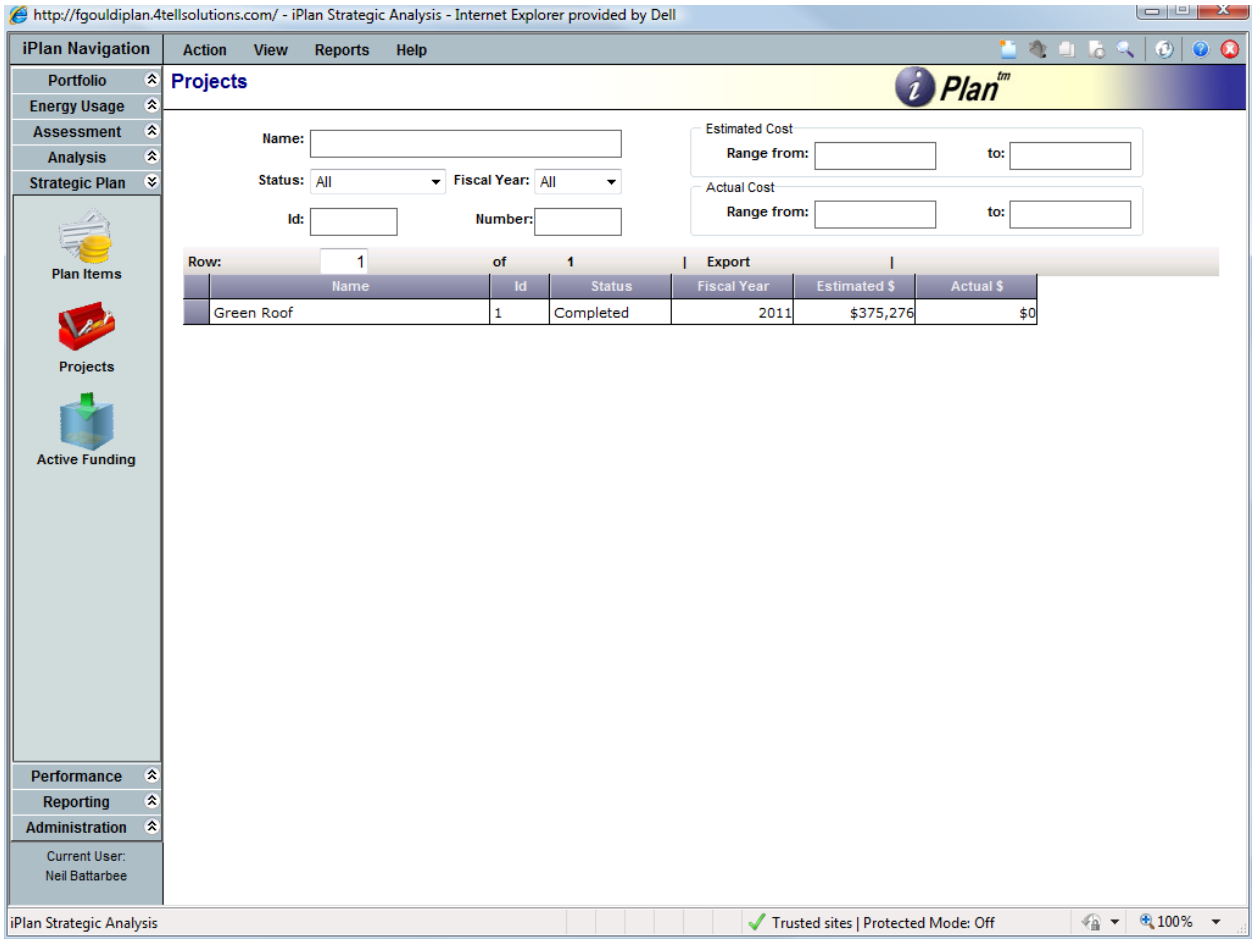

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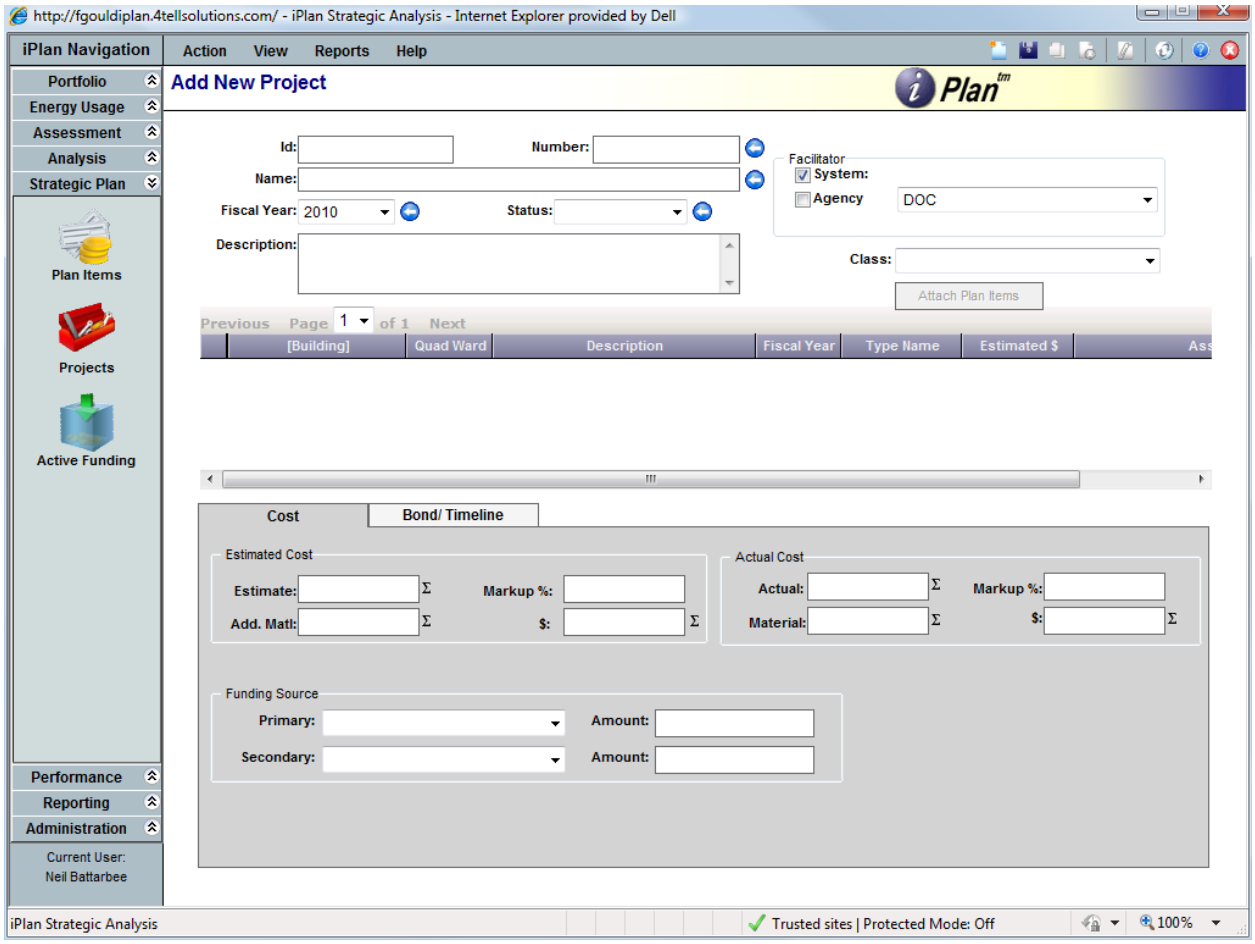
- **Select Action>New** from the Action menu. An empty Project field will be visible.



Add a New Project

- **Enter** required and optional **Fields** as needed *(Note: Required fields are indicated by Blue buttons:*  *).*
- **Field** definitions are presented below:
  - I**D:** Auto-generated identification number.
  - **Project Number:** Assignable identification number.
  - **Name:** Assignable term that identifies the type of work to be completed for the Project.
  - **Fiscal Year:** Define when a Plan Item is scheduled.
  - **Status**: Progress phase of Project, i.e. Planned, Proposed, Committed, Completed, or Deferred.
  - **Description**: Enter a detailed description of the project.

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  - **Facilitator Field**: Select System and/or a specific Facility to designate the Project's possible Funding Source(s). *(Note: the Facilitator must be populated in order for funding choices to be available in the Cost tab. The Cost tab is further discussed below)*

- **Tabs** are located at the bottom of the Add New Project screen to input additional custom data. The default **Cost Tab** Contains fields for entering budgeted and/or actual costs. The applicable **Fields** are as discussed below.
  - **Estimated Costs:** Available fields include the Estimated Cost to complete the Project (Estimate), Markup Percentage (Markup %), Additional Material Costs (Add. Matl), and an auto-calculating Total Estimated Cost ($). *(Note, certain fields are calculated automatically using the data from the applicable Plan Items. Some of these items may be adjusted manually)*
  - **Actual Costs:** Available fields include the Actual Cost to complete the Project (Actual), Markup Percentage (Markup %), Material Costs (Material), and an auto-calculating Total Actual Cost ($). *(Note, certain fields are calculated automatically using the data from the applicable Plan Items. Some of these items may be adjusted manually)*
  - **Funding Sources** are used to determine how the Project is to be funded. The Facilitator populates the funding options and the iPlan™ user may select **Primary** and **Secondary** funding sources. *(Note: Funding sources are populated in the Active Funding group which is discussed in the Funding Section)*
  - **(Optional) Additional Tabs** may be defined to display multiple custom defined fields. *(Note: Custom-Defined Fields are further discussed in another section).*

- When all required data is entered, **Select Action>Save** from the Action menu or **Click** the **Save Icon**. An ID number will appear.

- **(Optional) Select Action>Copy** in the Action menu or **Click** the **Copy Icon** to create another Project using the saved data. A dialog box will open. **Click OK** on the dialog box to complete the copy. The copied Project will be saved with the original name followed by "(copy)". Once copied, change the Project name and other information to identify the new Project record.

- **(Optional)** When all required data is entered, **Select Action>Save** from the Action menu or **Click** the **Save Icon**.

- **Select View>Project List** from the View menu or **Click** the **Projects** button in the **Strategic Plan** group to review your changes.

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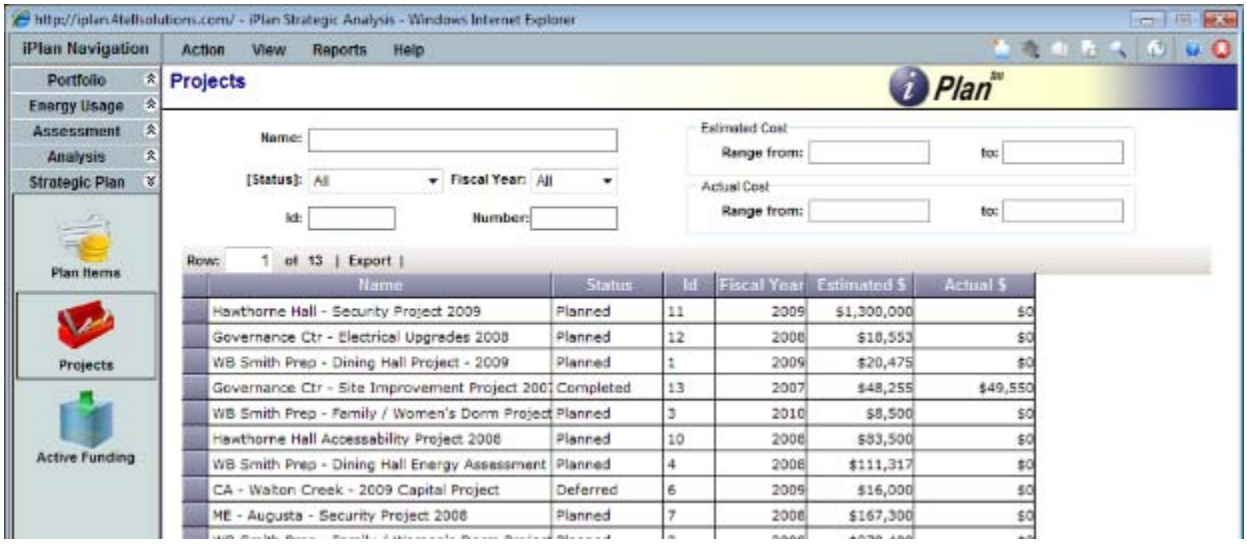
5.2.2 Edit or View a Project Record

- **Click** on the **Strategic Planning** group in the **Navigation Bar**.
- **Click** the **Projects** button. The Projects window opens and displays a list of all current projects.



Projects Search View

- **(Optional)** Use the **Drop-Down** menus and **Fill-In** fields to **Select** the desired filter terms**. Select Action> Search** from the Action menu or **Click** the **Search Icon** to display Projects that meet the selected criteria.
- **(Optional) Sort** projects by **Clicking** on any column header. Clicking the header again will reverse the order.
- **Double Click** on any Project in the grid list to open the Project Record. You can also **Highlight** a Project from the grid list and **Select Action>Open** from the Action Menu or **Click** the **Open Icon**.

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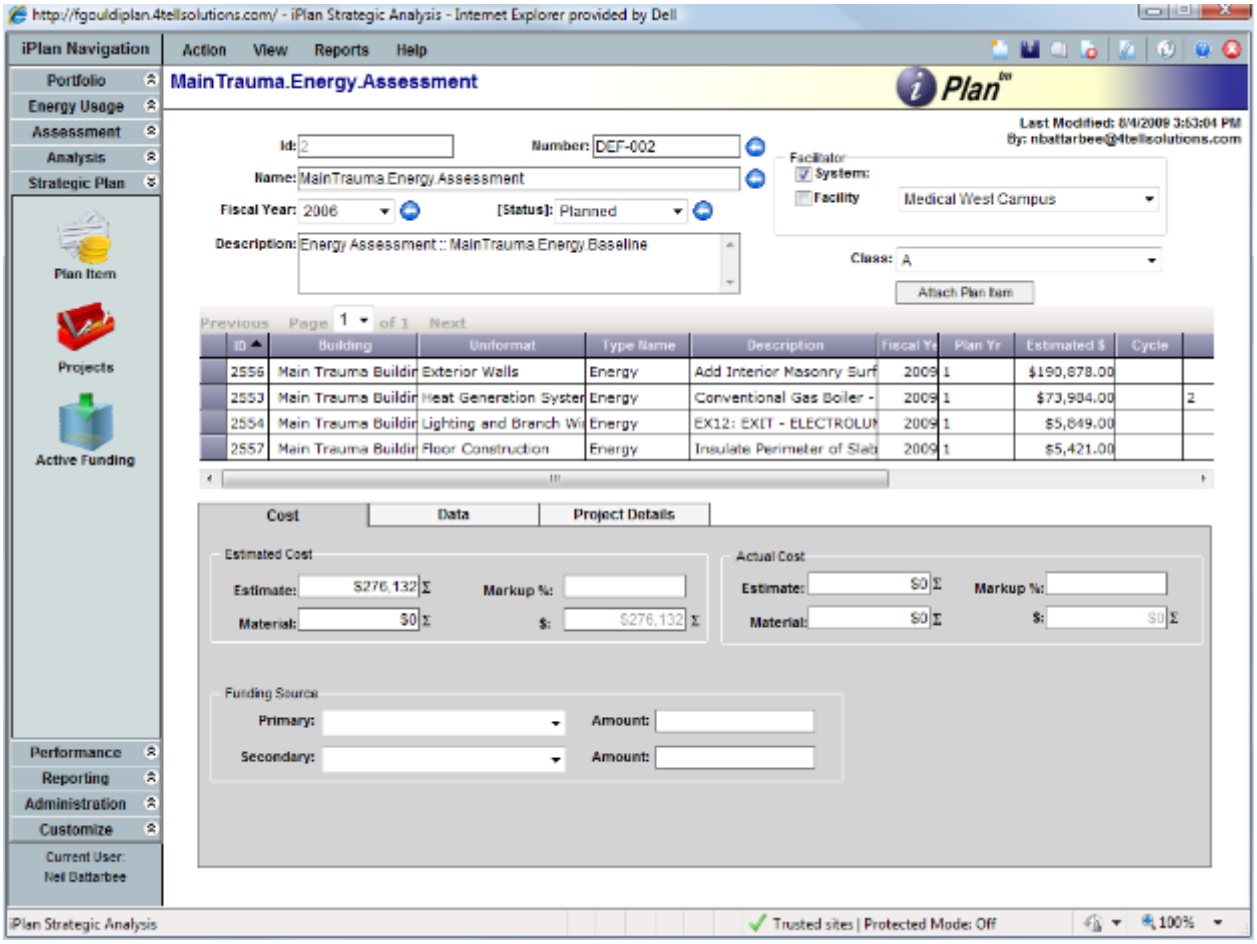

Project Record Detail

- **Enter** or **Edit** data fields as desired.
- **Select Action>Save** in the Action menu, or **Click** the **Save Icon** to save any changes.
- **Select View>Project List** from the View menu or **Click** the **Projects** button in the **Strategic Plan** group to review your changes.

5.2.3 Search for a Specific Project

To reduce the number of records to review, or to find a specific Project, an iPlan™ user may filter Project records by location, type, status or other criteria.

- **Click** on the **Strategic Planning** group in the **Navigation Bar**.
- **Click** the **Projects** button. The Projects window opens and displays a list of all current projects in a grid list.

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- Use the **Drop-Down** menus and **Fill-In** fields to **Select** the desired filter terms**.** Available filter fields are defined below: *(Note: The filter terms presented below are system defaults and may not reflect customized fields)*
    - **Name**: Filter by the Project description. *(Note: the description entered into this filter field must match that of the desired Project exactly)*
    - **Status**: Filter by phase of Project, i.e. Planned, Proposed, Committed, Completed or Deferred.
    - **ID**: Filter by auto-assigned ID number of Project.
    - **Fiscal Year**: Filter by the year during which a Plan Item is scheduled.
    - **Number**: Filter by the number assigned by the iPlan™ user when the Project was created.
    - **Estimated Cost**: Filter Projects by estimated cost using a value range.
    - **Actual Cost**: Filter Projects by actual cost using a value range.
- **Select Action> Search** from the Action menu or **Click** the **Search Icon** to display Plan Items that meet the selected criteria.

Exercise- Create a Project for 2011 and add roofing Plan Items for a selection of buildings from different agencies.

Exercise- Create a Project that spans 2011 to 2015 and assign Bond Amounts and Yearly allocations. Add Plan Items for a specific type of project that gets close to the yearly allocation of the bond.

Exercise- Assign project overhead costs and close out a project with actual costs.

Exercise- Review Standard Report "Project Report by Status" and see the above updates.

Exercise- Review Custom View #4- Completed Capital Improvement Projects with funds.

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6.0 OBJECTIVES OF SESSION 2- ACTIVE FUNDING

- Creating Funds
  - Funding Codes
  - Grants

- Balancing Funds with Projects
  - By Year
  - By Project Status

- Reporting
  - Exporting and reporting funding status

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6.1 Strategic Plan

The strategic planning section is the decision-making hub. It is where the information gained during assessments, analysis and performance benchmarking is taken and utilized to make decisions around capital expenditure funding to best meet the organizational goals.

6.2 Active Funding

Capital Funds can be categorized as System funds (across the agency) or Specific funds (to a certain facility). *(Note: Creating the funds is typically an action taken by an Administrator only and is described in that section)*

6.2.1 Search for Active Funding Sources and Projects

This section will demonstrate how funding and project by year can be displayed to show how and what funds are allocated.

6.2.2 Search for Funds and Projects by Funding Year

- **Click** on the **Strategic Planning** group in the Navigation Bar.
- **Click** the **Active Funding** button. The Active Funding Screen opens.

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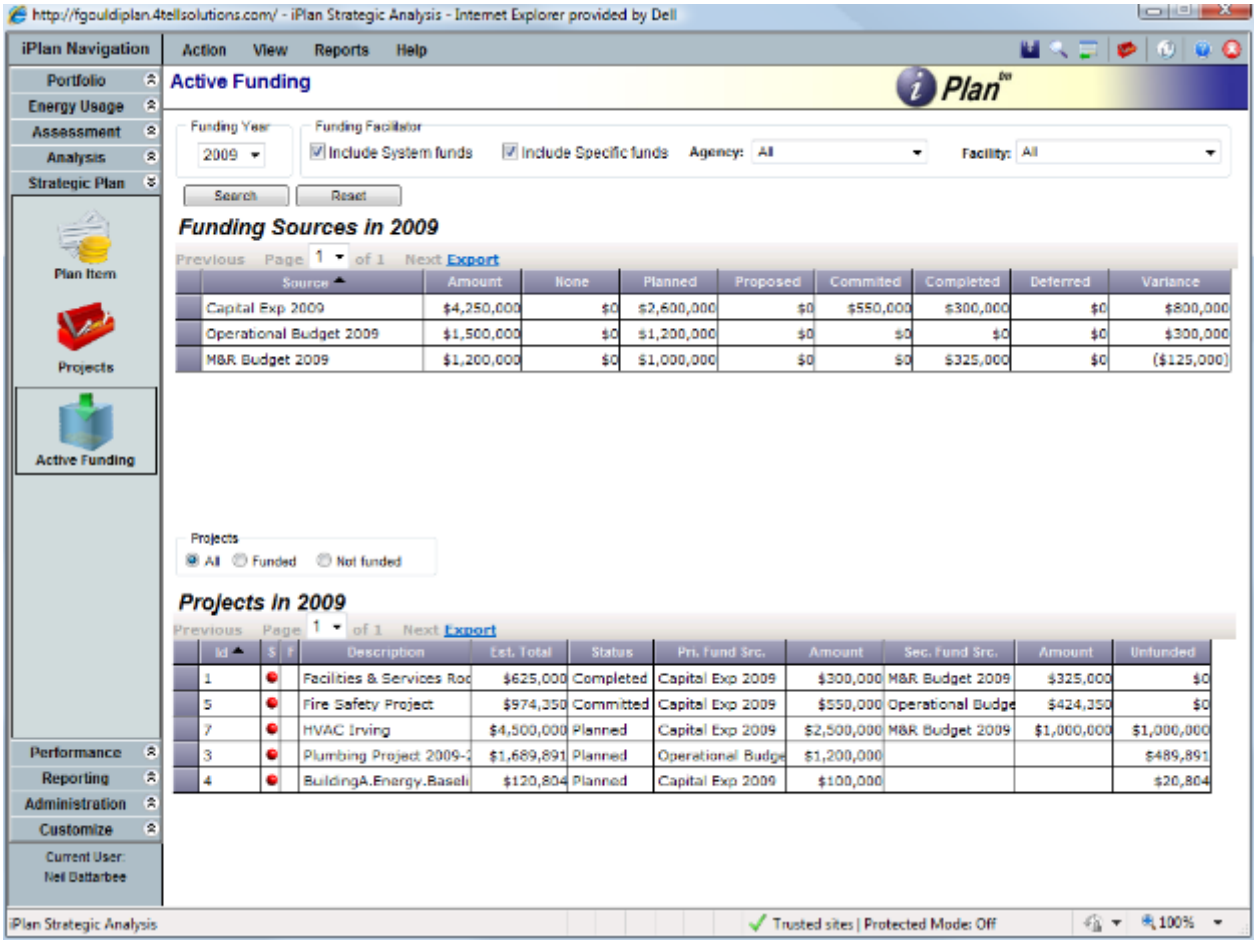

Active Funding View

- **Select** the appropriate year from the dropdown list in the **Funding Year** window.
- **Click** the **Include System Funds** and **Include Specific Funds** checkboxes and leave the **Agency** and **Facility** dropdown lists set to "**All**".
- **Select Action> Search** from the Action menu or **Click** the **Search Icon** to display all available Funds.

6.2.3 Search for a Specific Fund or Project

To reduce the number of Funds or Projects to review, or to find a specific Fund or Project, an iPlan™ user may filter Fund and Project records by various search criteria.

- Use the **Drop-Down** menus and **Checkboxes** fields to **Select** the desired filter terms.
- Available **Fund** filter fields are discussed below: *(Note: The filter terms presented below are system defaults and may not reflect customized fields)*
    - **Deselect** the System checkbox if the exclusion of System Funds and Projects (i.e. Funds and Projects available to all Agencies) is desired.

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- **Select** a specific Agency to display Funds and Projects for Facilities within that Agency.
- **Select** a specific Facility to display Funds and Projects within that Facility.

- To filter **Projects,** Select "Funded" to display only Projects that have Funding, "Not funded" to display projects without funding, or "All" to display all projects.
- **Select Action> Search** from the Action menu or **Click** the **Search Icon** to display Funds and Projects that meet the selected criteria.

6.2.4 Assign Funding to an Unfunded Project or Edit Project Funding

- **Click** on the **Strategic Planning** group in the Navigation Bar.
- **Click** the **Active Funding** button. The Active Funding Screen opens.
- **Highlight** the Project to which Funds will be added.
- **Double Click** the Primary Fund Source (**Pri. Fund Src.**) to enable the dropdown menu of available funds.
- **Select** the Fund most suitable to be the Primary resource for the Project.
- **Double Click** on the **Amount** cell and input the value to contribute from the selected Fund.
- If a Secondary Funding Source is required, **Click** the Secondary Funding Source (**Sec. Fund Src.**) to enable the dropdown menu of available funds.
- **Select** the Fund most suitable to be the Secondary resource for the Project.
- **Double Click** on the **Amount** cell and input the value to contribute from the selected Fund.
- **Select Action>Save** from the Action menu or **Click** the **Save Icon** to save your changes.

The Active Funding page will now reflect the changes to the Funding Sources and Projects.

Exercise- Search for funding and projects in the 2011 fiscal year.

Exercise- Filter list by unfunded projects, select one and assign funding.

Exercise- For one of the Projects you created earlier, apply funding from two different sources.

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Active Funding Notes

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7.0 OBJECTIVES OF SESSION 2- PERFORMANCE DASHBOARDS

Facility Condition Index (snapshot in a particular year)

- Select specific building(s)
- Compare buildings
- Understand which buildings are in poorer "health"

Facility Condition Index Forecast (over planning horizon)

- Select specific building(s)
- Index impact of deferring maintenance and renewals
- Propose projects to address deficiencies and evaluate resulting FCI trend

Capital Expenditure Forecast

- Select specific building(s)
- Examine capital expenditure and routine maintenance commitments

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7.1 Performance

The information displayed in this Area will be based on the implementation of the iPlan™ platform for each individual organization. Example Performance details are presented in the following sections. Depending on the organization's specific implementation, some icons may not be available in your site. Consult your System Administrator for more information.

7.2 Financial Dashboard

The Financial Dashboard displays the operating indices in an easy to interpret graphical format that allows the comparison of financial factors based on replacement values, square footage, and expenditures from Building to Building. Identify buildings to address first as part of an overall capital planning policy.

7.2.1 Facility Condition Index/ Needs Index

- **Click** on the **Performance** group in the Navigation Bar.
- **Click** the **Financial** button. The **Financial Dashboard** opens. The default tab is **Facility Condition Index (FCI)**.
    - **Facility Condition Index (FCI):** The Facilities Condition Index (FCI) is a comparative indicator of the relative condition of a Facility. The FCI is expressed as a ratio of the cost of remedying maintenance deficiencies to the current replacement value of the Facility, Building, or group of Buildings. The FCI provides the iPlan™ user with a method of measurement to determine the relative condition of capital assets.
    - **Facility Needs Index (Needs):** Capital Renewal Needs are the total amount of expenditures (not including those associated with capital renewal of auxiliary facilities) that would be required to restore the Facility to an optimal condition, based on life cycle and assessed condition, to adequately support Facility function(s). These expenditures would generally be allocated for non-routine maintenance, for items with a life cycle of greater than one year, and items associated with major capital projects that have become deferred.

- **Select** the desired **Year** from the drop-down and the **Type** (FCI or Needs) that you wish to view.
- Use the Portfolio Picker tree to select the **Building(s)** across multiple agencies for which to display the FCI.
- The page will reload to display **Facility Condition Index by Building** in a graphical format at the top of the page for the selected Building(s).

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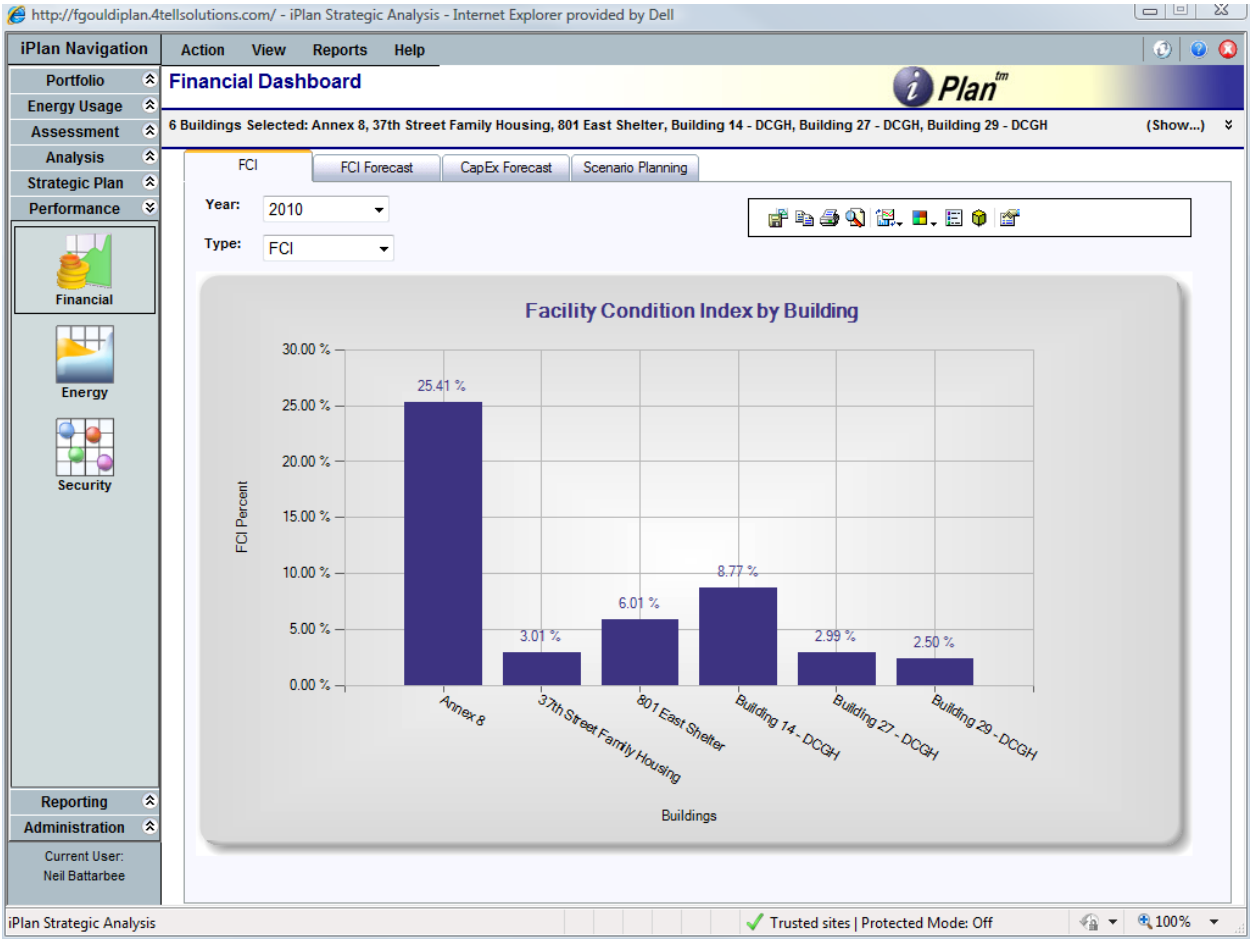

Facility Condition Index Dashboard

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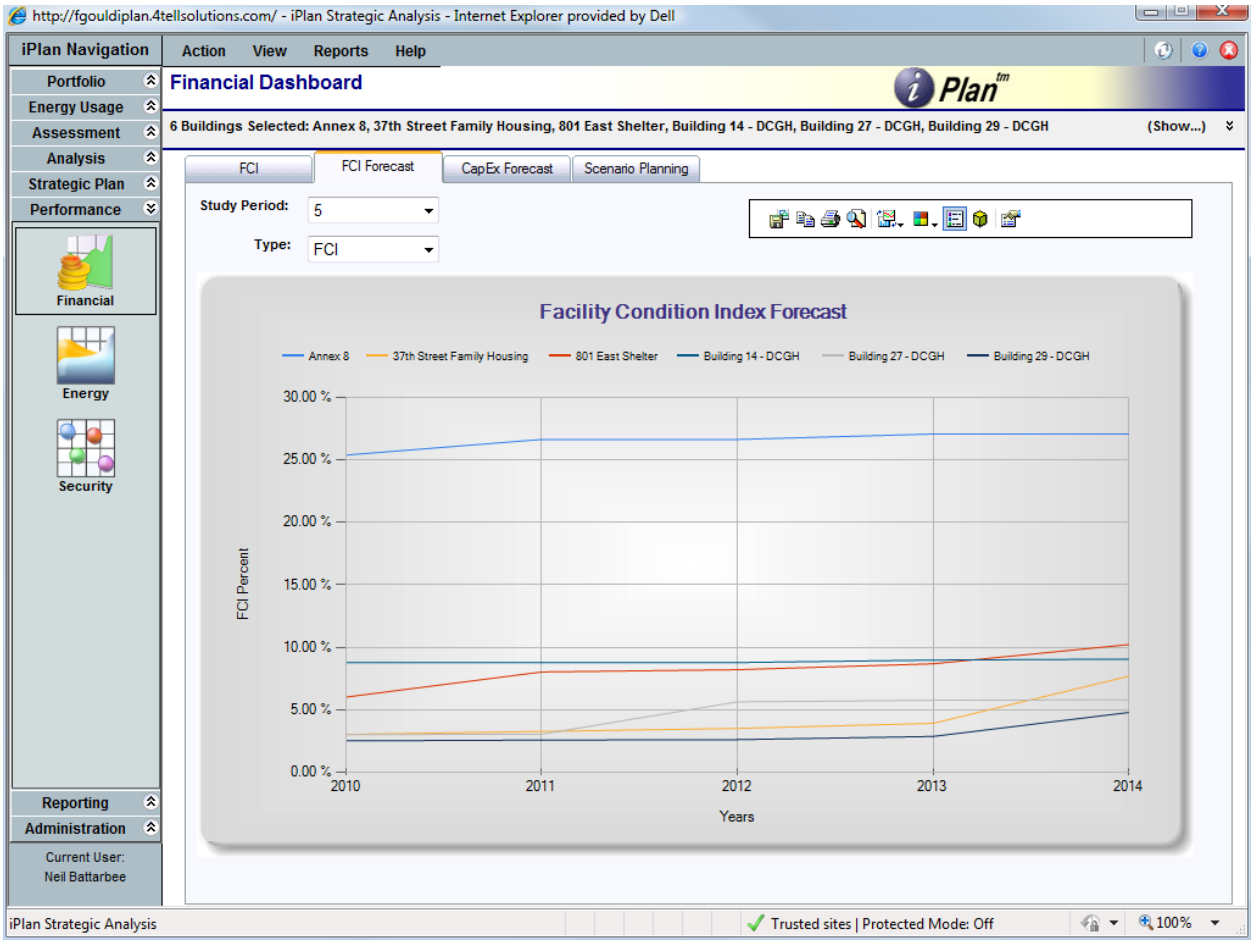
- **Tab** to the FCI Forecast screen and **Select** a **Study Period** (in years) from the drop down menu in the Facility **Condition Index Forecast** screen at the bottom of the page.
- The page will reload to display **Facility Condition Index Forecast** for the selected Building(s) in a graphical format at the bottom of the page.



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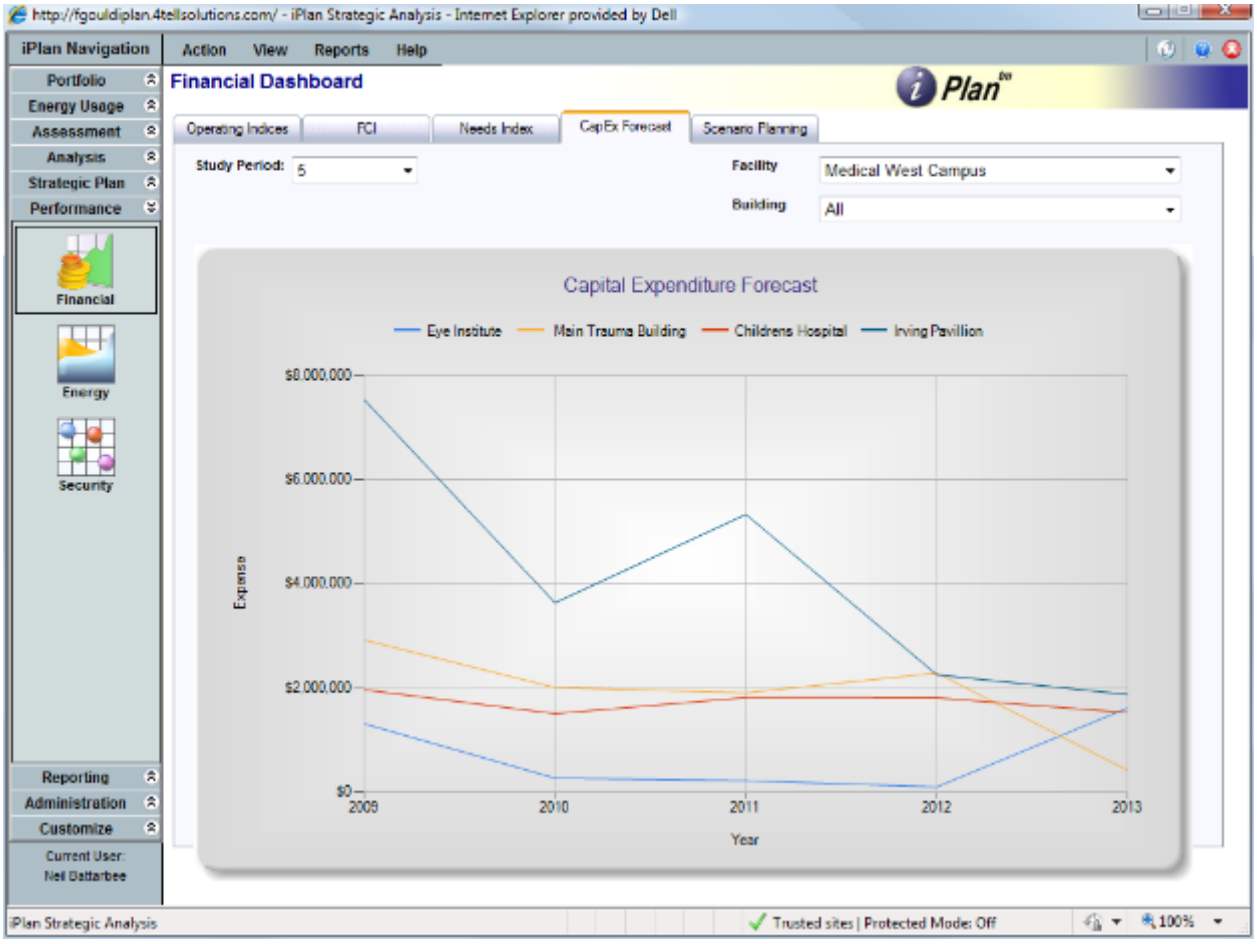
7.2.2 Capital Expenditures Forecast

- **Click** on the **Performance** group in the Navigation Bar.
- **Click** the **Financial** button. The **Financial Dashboard** opens.
- **Click** on the **CapEx Forecast** tab:
  - **CapEx Forecast (CapEx):** A representation of Capital Expenditures required over time.
  - **Select** the desired **Study Period**.
  - **Use** the Portfolio Picker tree to select the **Building(s)** across multiple agencies for which to display the FCI.



Capital Expenditure Forecast Dashboard

Exercise- Select five (5) buildings from Multiple Agencies and review the 2011 Facility Condition Index.

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Exercise- For the same five (5) buildings review the FCI index over a six (6) year study period

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Performance Dashboard Notes

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8.0 OBJECTIVES OF SESSION 2- REPORTING

- Standard Reports
  - Plan Item Report by Building
  - Building Detail
  - Summary of Projects by Status
  - Summary of Projects by CSI
  - Facility Condition Matrix
  - Replacement Value History

- Custom Views
  - Review Custom Views that were created for a specific task
  - Creating new custom views for ad hoc reporting

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8.1 Reporting

The Reporting group allows the iPlan user to view and distribute stakeholder reports using a variety of formats. These formats include a Standard set of reports and custom created views that can be exported for further processing. This section also includes a document repository for all types of relevant documents such as CAD files and reports.

8.1.1 Standard Reports (iPlan™ Reports)

There are two methods to run Standard Reports within iPlan™:

First Method

- **Click** the **Reporting Group** in the Navigation Bar.
- **Click** the **iPlan™ Reports** button to display a list of standard reports.
- **Select** the report you would like to run.
- **Fill** in any of the parameters required and run the report.

Second Method

Standard Reports are also available in the **Strategic Planning** (Projects only) **and Portfolio** Group, to run a report for a specific Facility, Building or Project.

- **Click** Report in the menu bar from the screen or area where you currently are to see what choices are available. These will vary based on what area you are in and will be specific to the item you are looking at.
- **Select** one of the choices to run the report.

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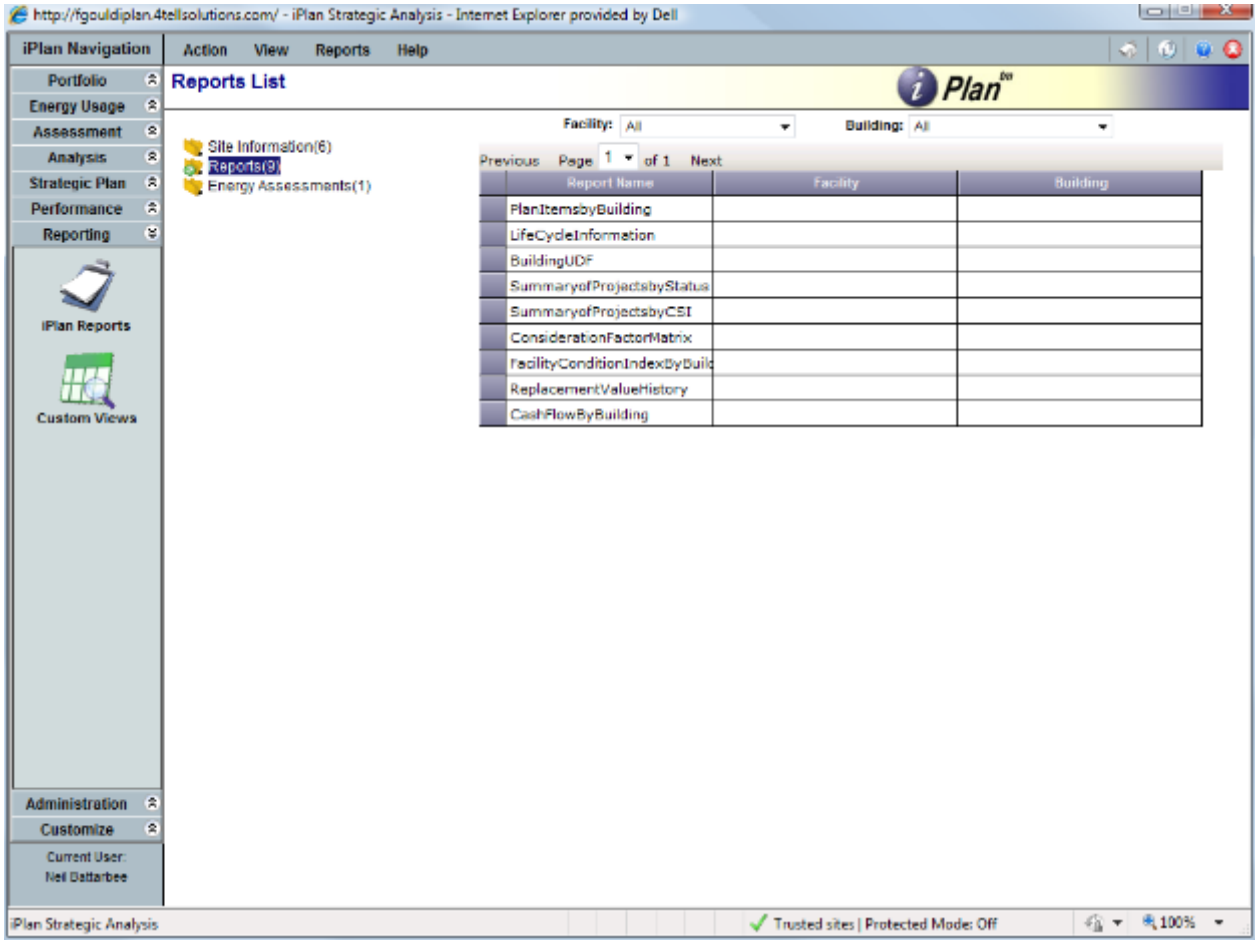

iPlan™ Reports List

Exercise- Run at least two reports and export into a few formats.

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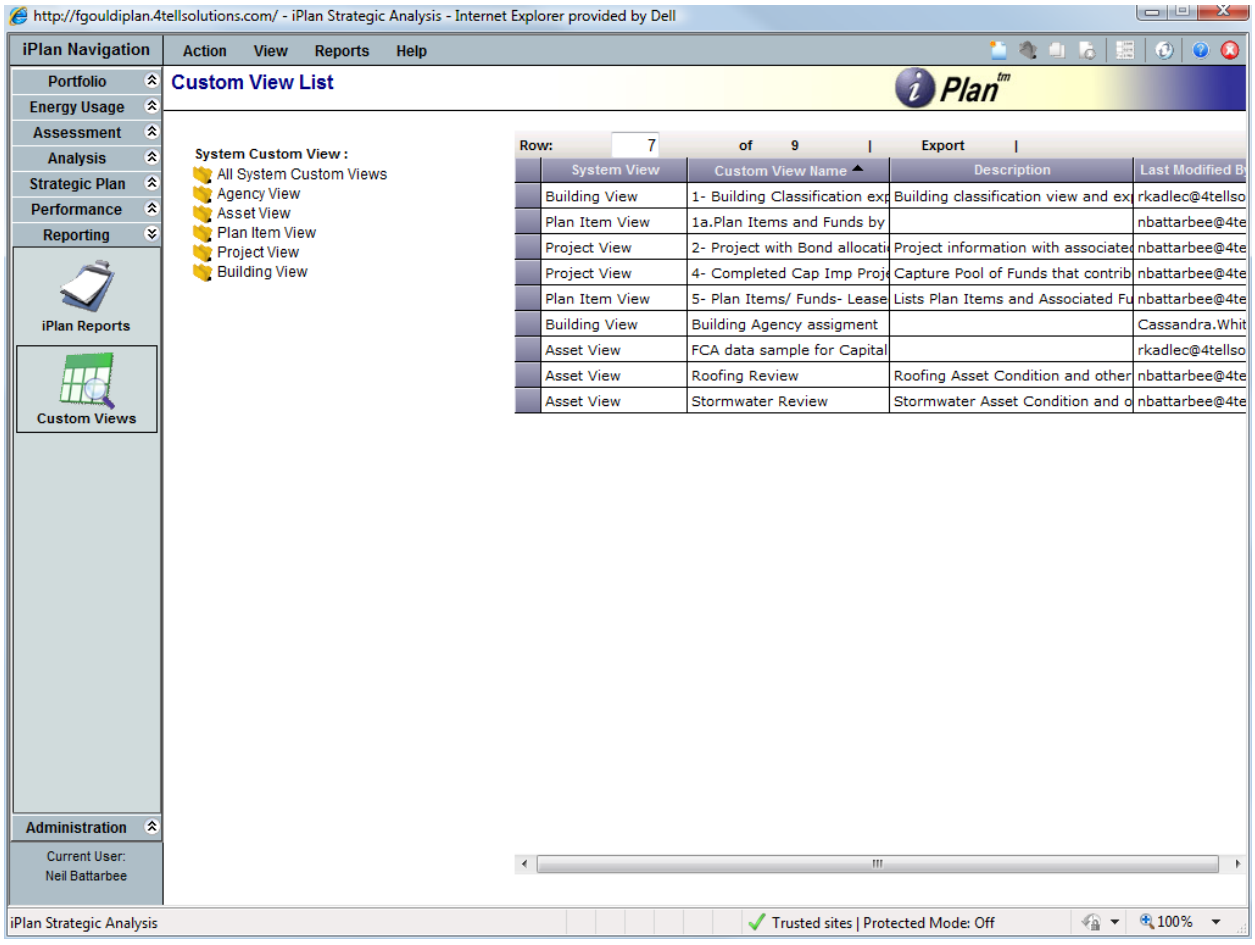
8.1.2 Custom Views

You can customize reports for all System Components, Facility, Building, Projects and Plan Items. All System fields and any Custom Defined Fields that were created in the Facility, Building, Projects or Plan Item windows will be included in the list of fields available to report on. These reports can then be exported to a variety of formats like a MS Excel spreadsheet to customize as needed. If you decide to use this report again, simply give it a Query name and description. It can then be accessed on the Custom Views main screen.

- **Click** the Reporting banner in the Navigation Bar on the left side of the screen.
- **Click** the Custom View icon to display the Custom View main screen showing any previously saved views. You can use one of these or create an entirely new view to display.



Custom View Search

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8.1.3 Existing View:

- **Double-click** an Existing View to open it for viewing or to edit it (see instructions below).

8.1.4 New View:

- **Select** New from the Action menu. A new window opens with a list of search criteria selections.
- **(*Required) Select** the type of view you want to create from the View dropdown list.
- **(*Required) Enter** a unique name that briefly describes the view.
- **(Optional) Enter** a description in the Description field.
- **Click** the checkboxes under "Show in Report" to include that data in your custom view. Unchecked items will not be included in the report. For each item checked. If a list is available, select specific or multiple items to include in view or enter a value in a field to define the range of data you want to display. If left blank, all items in the list or range will display.
- **Click** View Result from the Action menu to see the results of your selections. If changes are required, go back and modify the selections until you have satisfactory results. You can choose to export the results to an Excel spreadsheet to be modified, printed or saved as a spreadsheet that can be viewed by others.
- **Select** Save from the Action menu to save the query or exit without saving.

Exercise- Create a custom view to return a list of HVAC systems that are in Poor condition and include relevant data points.

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Reporting Notes

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9.0 OBJECTIVES OF SESSION 2- ADMINISTRATION

- System Manager
  - Creating new funds for a specific year
  - Applying budget amounts
  - Assigning funds to whole system or a specific agency

- Grid Manager

  - Customize the Agencies, Buildings, Projects and Plan Item grids
  - Including fields from each table
  - Location in grid
  - Sizing column width

- Users and Roles
  - View Users and contact information
  - Changing/modifying User Roles

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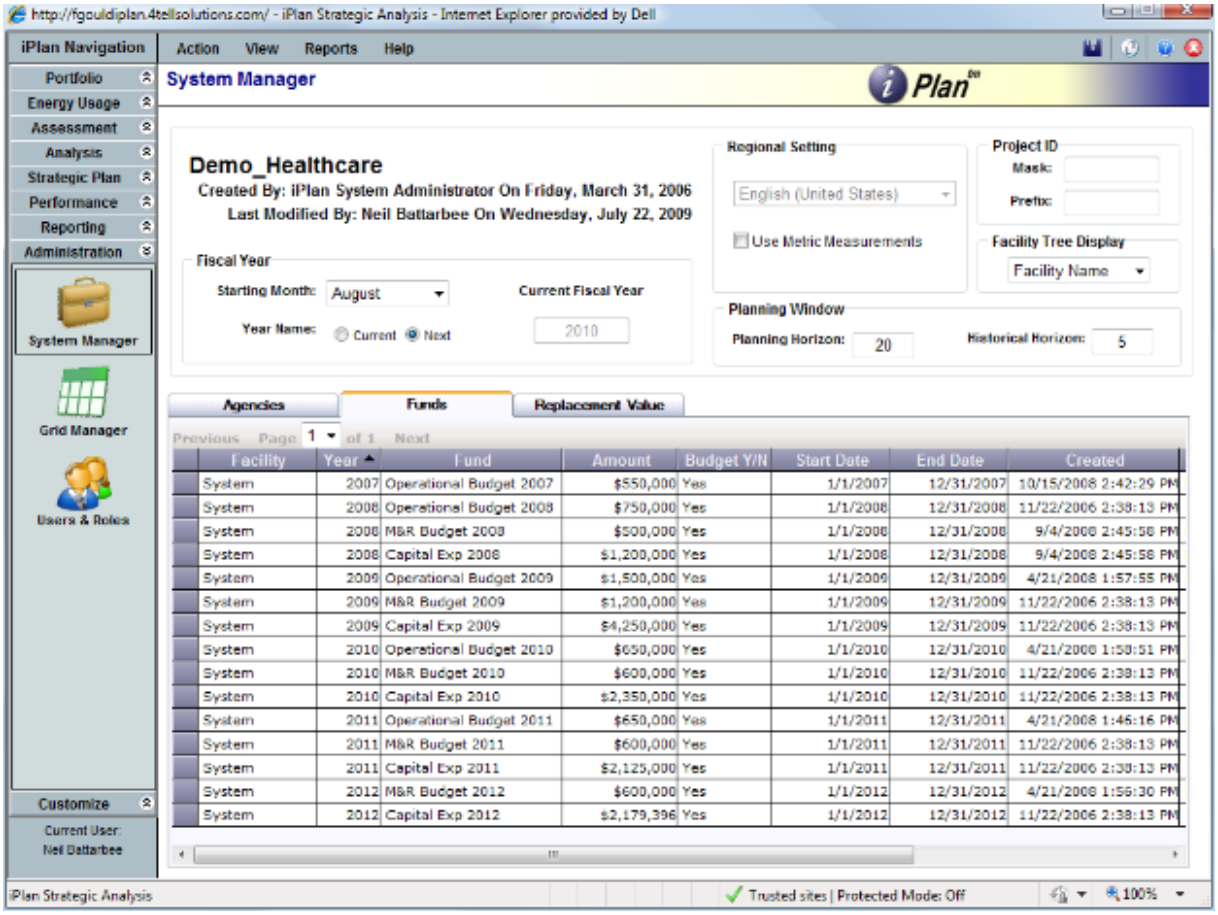
9.1 Administration

9.1.1 System Manager- Create a Funding Source

- **Click** on the **Administration** group in the Navigation Bar.
- **Click** the **System Manger** button. The System Manager window opens.
- **Click** on the **Funds** tab, which will display previous entered funding sources or, if no Funds have been entered, the grid will be empty.



Funding Screen in System Manager

- **Select Action>New** from the Action menu or **Click** the **New Icon**. A new entry opens in the grid list.
- **Double Click** on the **Facility** cell to display a drop-down menu that will allow the iPlan™ user to make this fund available to a specific Building or to the entire Agency System (System). *(Note: System is the recommended default)*

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- **Double Click** on the **Year** cell and select the fiscal year for which this Fund will be available.
- **Click** on the **Fund** cell and enter a unique Fund description.
- **Click** on the **Amount** cell and add the value of the Fund.
- **Double Click** on the **Budget Y/N** cell to open a drop-down menu. If the funding is associated with an internal ongoing budgeting process, select Y, if the fund is associated with outside of the standard budgeting process, select N.
- **Double Click** on the **Start Date** and **End Date** cells to input the date range applicable to the Budget associated with this Fund.
- When all required data is entered, **Select Action>Save** from the Action menu.

Exercise- Create a new funding source called your name that can just be used for DRES managed buildings

9.1.2 Grid Manager

Use the Grid Manager to select and size the fields that are visible in the majority of the display screens.

To add/remove a field on a grid

- **Click** the **Administration** tab in the Navigation Bar.
- **Click** the **Grid Manager** icon to display the Grid Manager page.
- **Select** the appropriate **Grid Tab** (Facility, Building, Plan Item or Project) you want to modify to display the Grid for that area.
- **To Add a field: Click** the field name under the **"Available Fields"** column and **Click** the **Right** Arrow button to move the field to the **"Fields in Grid"** column.
- **To Remove a field: Click** the field name under the **"Fields in Grid"** column on the right and **Click** the **Left** Arrow button to move the field to the **"Available Fields"** column on the left side of the screen.
- **Select** Save from the Action menu or Click the Save icon. Your changes will appear at the bottom in the Preview Grid for that tab**.**

To move the position of a field

- **Click** the **Administration** tab in the Navigation Bar.
- **Click** the **Grid Manager** icon to display the Grid Manager page.
- **Select** the appropriate Grid Tab (Facility, Building, Plan Item or Project) you want to modify to display the Grid for that area.

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- **Select** the field you want to move in the **"Fields in Grid"** column and **Click** the button (Move Up or Move Down) to reposition the field.
- **Select** Save from the Action menu or Click the Save icon. Your changes will appear at the bottom in the Preview Grid for that tab.

To adjust the width of a column in the grid

- **Click** the **Administration** tab in the Navigation Bar.
- **Click** the **Grid Manager** icon to display the Grid Manager page.
- **Select** the appropriate **Grid Tab** (Facility, Building, Plan Item or Project) you want to modify to display the Grid for that area.
- **Select** the Header for the column you want to adjust and drag it to the proper width using your mouse.
- **Select Save** from the Action menu or Click the Save icon. Your changes will appear at the bottom in the Preview Grid for that tab.

Exercise- Exchange one available field in a grid and size to ensure a suitable grid view result.

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Administration Notes

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10.0 OBJECTIVES OF SESSION 2- HELP INFORMATION

- Online Help File
  - Logical Order
  - Search function
  - Reference documents

- Reference Guides
  - Quick Reference Guides

- Telephone and Email Support
  - 800.750.4424
  - support@4tellsolutions.com

APPENDIX

A. Quick Reference Guide

B. Uniformat II Code Classification Listing

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Prolog DGS PM Training Agenda

Overview

- What is Prolog?
- Prolog Manager and Prolog Converge
- Who Uses Prolog

Access

- Prolog Data Entry Request Form
- Addresses
- Citrix
- Login

Navigation

- Portfolio Manager
- Navigation Menus
- General Use

Project Use

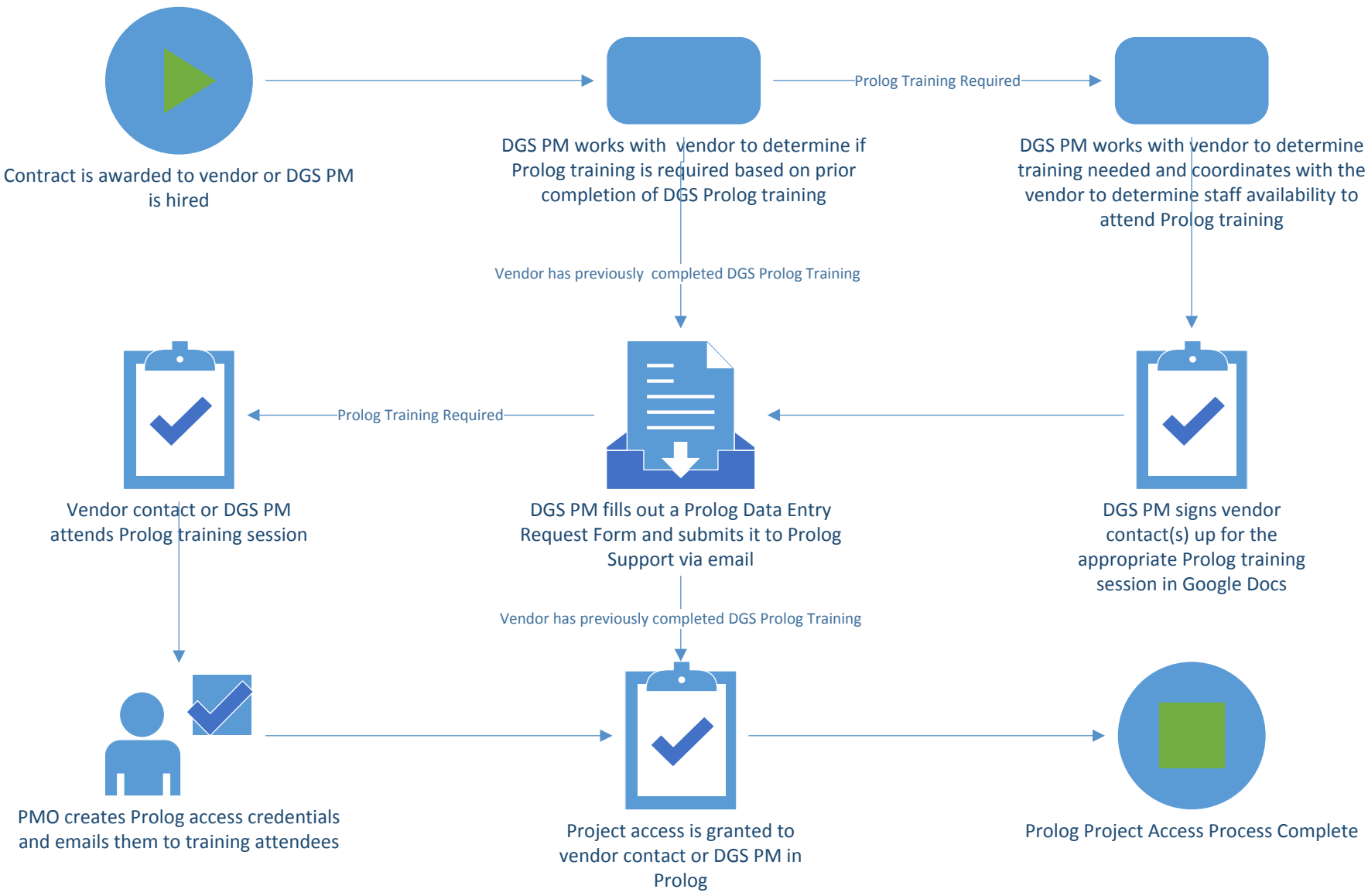
- Creating a Project
- Updating Project Info
- Adding a Project Photo
- Project Directory
- Uploading Files
- Entering a Contract
- Potential Change Orders (PCOs)
- Contract Change Orders
- Requests for Information
- Submittals
- Meeting Minutes
- Reports
- Queries

Invoicing

- Invoicing – Processes and Procedures
- Cost Periods

Discussion and Questions

Prolog Training and Project Access Process



Prolog Data Entry Request Form

Date Submitted			
Date Completed (PMO use only)			
Project Manager Name			
Type of Request	Project Creation	Project Access	Project Transfer
PROJECT INFORMATION			
Prolog Project Name		City, State, Zip:	
Prolog Project Address		Project Status:	Select Project Status
Building Name		Ward:	
Project Description (brief)		Sq Feet:	
		Project Budget:	
Client Agency		Project Start Date:	
Cluster	DPR / Public Safety / Gov't Center / Schools / Human Services / Stabilization	Project End Date:	
COMPANY INFORMATION			
Company Name:		PM or Cluster Leader Signature	
Company Street Address:			
City			
State			
Zip code			
Telephone			
Type of Company	AE	CM	GC	Misc
CONTACT INFORMATION			
Contact Name		Prolog Training Required?	
Type of Access	AE	CM	GC	Misc	DGS PM/APM	Scheduled Prolog Training Date	
Phone Number			
Email Address			
Contact Name		Prolog Training Required?	
Type of Access	AE	CM	GC	Misc	DGS PM/APM	Scheduled Prolog Training Date	
Phone Number			
Email Address			

Prolog Data Entry Request Form Instructions

Please use the Prolog Data Entry Request Form for all Prolog data entry requests moving forward. The form reflects the information PMO needs to complete your requests and to include updated information for your projects.

Please note the following items when filling out the form:

1. **Include all of the information for the fields that are titled in ORANGE for all requests. Incomplete forms will be rejected.**
2. Select **Project Creation** in the Type of Request field if you are requesting that a new project be created in Prolog.
3. Select **Project Access** in the Type of Request field if you are requesting access to an existing project in Prolog for a vendor contact or DGS personnel (including DGS consultant PM's).
4. Select **Project Transfer** in the Type of Request field if you are requesting to have the project transferred to a new DGS PM in Prolog.
5. The **Prolog Project Name** is the name of the project **as it appears in Prolog**. For Stabilization or Miscellaneous contracts, enter the name of the Stabilization or Miscellaneous project that contains (or will contain) your contract **as it appears in Prolog**.
6. Enter the **Prolog Project Address as it appears, or will appear in Prolog.** If it is (or will be) a Stabilization or Miscellaneous project the address is usually "Various" or "Multiple" or similar.
7. Enter the **Building Name** for the project location. This is only place where you'll enter the name of the School, Rec Center or similar when it is a Stabilization or Miscellaneous project.
8. Select the **Project Status** from the drop-down list.
9. **Enter DGS as the vendor in the Company Information section if the request is for DGS PM staff (includes DGS consultant PM's).**
10. DGS consultant PMs/APMs should select **DGS PM/APM** as their access type for all requests. CM access is for 3rd party **construction managers hired for specific projects.**
11. **Project Creation and Project Transfer** requests require Cluster Leader signature. All other requests require DGS PM Signature.
12. If the person that you are requesting Prolog access for requires Prolog training select **YES** from the drop-down for the **Prolog Training Required?** Field. Otherwise, select **NO**.
13. If the person you are requesting Prolog access for requires Prolog training, check with your check Google Docs for available Prolog training sessions with open seats, coordinate Prolog training with your vendor and enter the date of the Prolog Training Session that your vendor will attend next to the **Scheduled Prolog Training Date** field.
14. It is the PM's responsibility to determine whether a vendor contact needs Prolog training and to coordinate and schedule Prolog training with their vendor contacts when Prolog training is required.
15. PMO will add the vendor contact name and info to the Prolog Training sign-up Sheet in Google Docs for the Prolog training session which you enter on the form.
16. Completed and signed forms should be sent as a pdf file to Prolog.Support2@dc.gov.

Support, Prolog (DGS)

From: converge@noreply.com
Sent: Monday, December 11, 2017 1:46 PM
To: Coffman, David (DGS); Stewart, Robbie (DGS); Campbell, Stephen (DGS)
Cc: Support, Prolog (DGS)
Subject: New Project Entered

New Project Entered

Project#: 925
A-S-T: DCN-000003
Project Name: Generator Instalation at The Youth Challenge Academy
Project Mgr:
Coordinator:
Cluster Leader:
Entered by: Uday Patel

Next Required Steps:

Complete project data including: project scope of work, GSF, beneficial occupancy date, project budget (Additional Information tab), and project contacts.

Prepare a P6 schedule.

Prolog Manager – DGS Staff Training Important Links

- Login Address for Citrix (Prolog Manager) - http://citrix.solutionguidance.com/Citrix/MetaFrame/auth/login.aspx

- Login Address for Prolog Converge - https://dres.solutionguidance.com/prologconverge/webclient/

- Where to find DGS Forms and Instructions – https://dgs.dc.gov/page/dgs-ccs-forms-and-instructions-for-vendors

- PMO Office and Prolog Support - Prolog.Support2@dc.gov

- Invoice Processing – U:\opmfile\ccsa_Invoice Processing

Step 1 - To login to DGS Project Management Control System (PMCS), go to the following URL:

http://citrix.projectteam.net/Citrix/MetaFrame/auth/login.aspx

Username and Password will be provided after training.

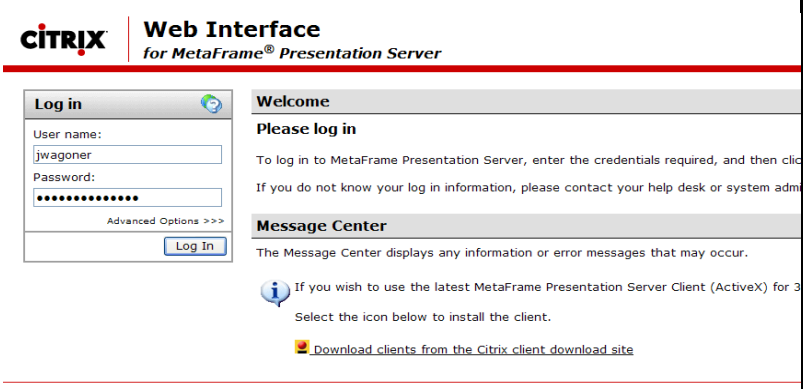


Figure 1

Step 2 - Click on the Prolog Manager Icon to Open the Program.



Figure 2

Step 3 - To Access the project click on File then Open Database…

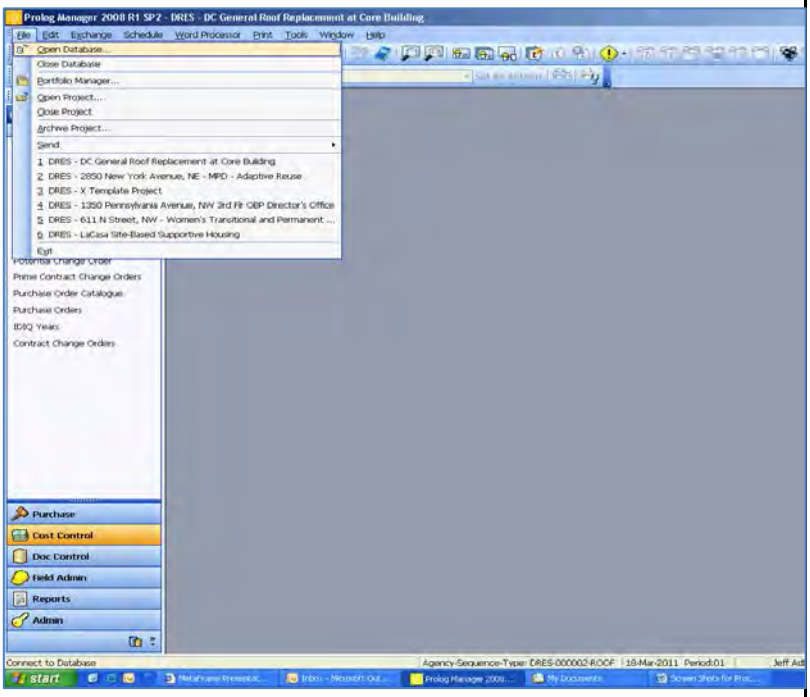


Figure 3

Step 4- The user name is selected by clicking the Refresh icon to the right of the User Name drop down list and then selecting the name from the drop down; the password is the Prolog Password provided to the user. Click **OK**.

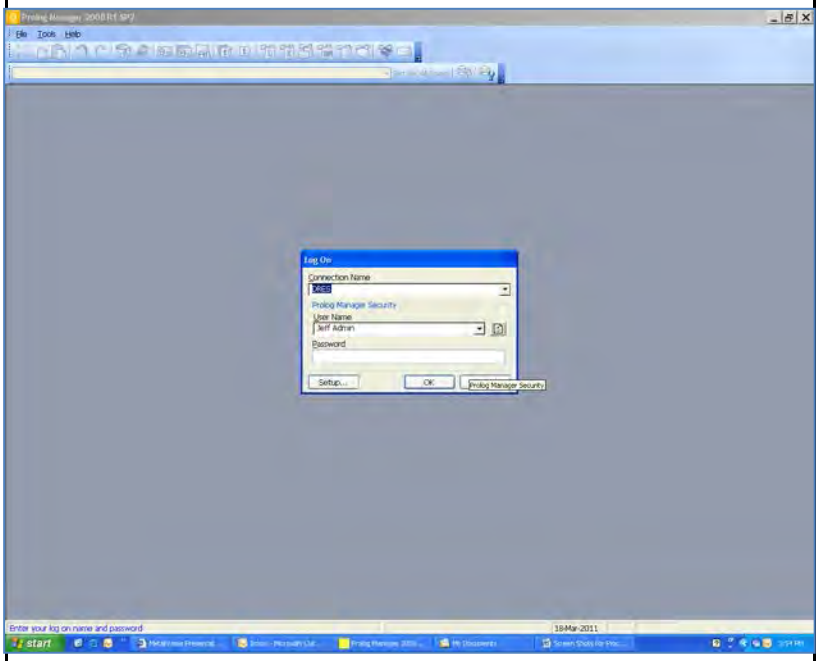


Figure 4

Step 5 - New projects are initially set up in Prolog Manager by the PMO Team at the onset of the project. To open a project, select the desired project and then choose "Open Project" or double click on the project name.

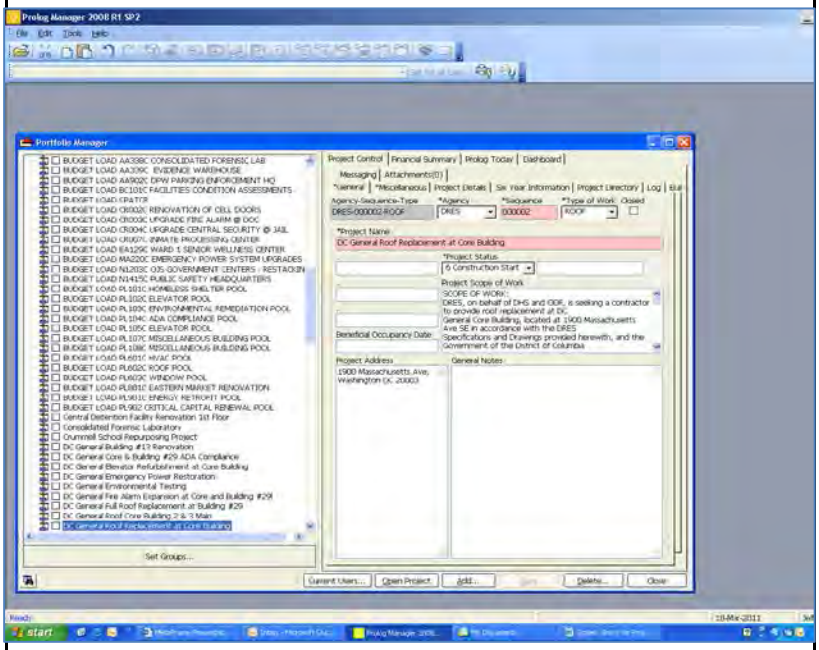


Figure 5

Step 6 - Once the Navigation Pane opens in Prolog Manager, the project is ready to work within.

NOTE: A project is open if the name is displayed on the top left header

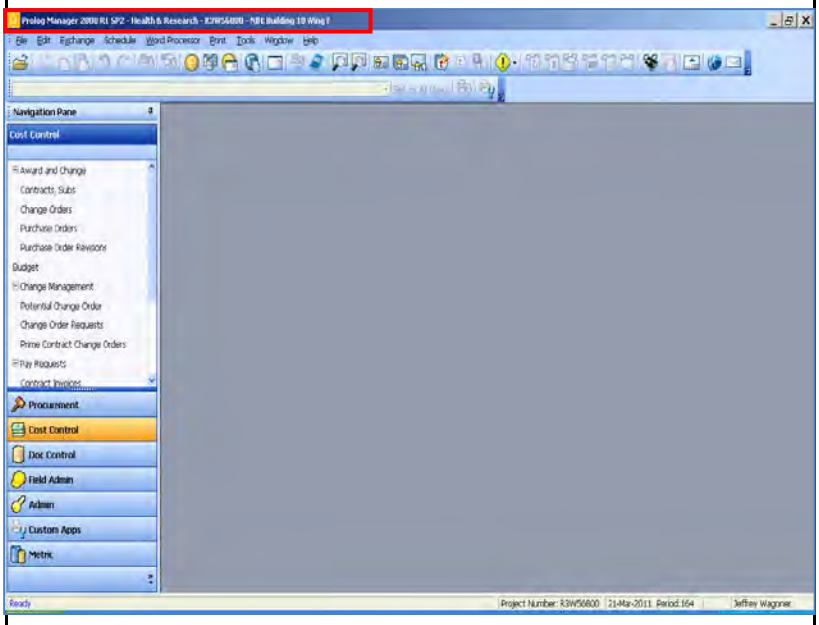


Figure 6

1) Before linking a photo to your project in Prolog you must place the photo as a .jpg file, titled with the project name, on the **DGS Project Photos drive** folder available through your Citrix log on.

NOTE: THE FILE SIZE OF EACH PHOTO MUST BE LESS THAN 250 KB

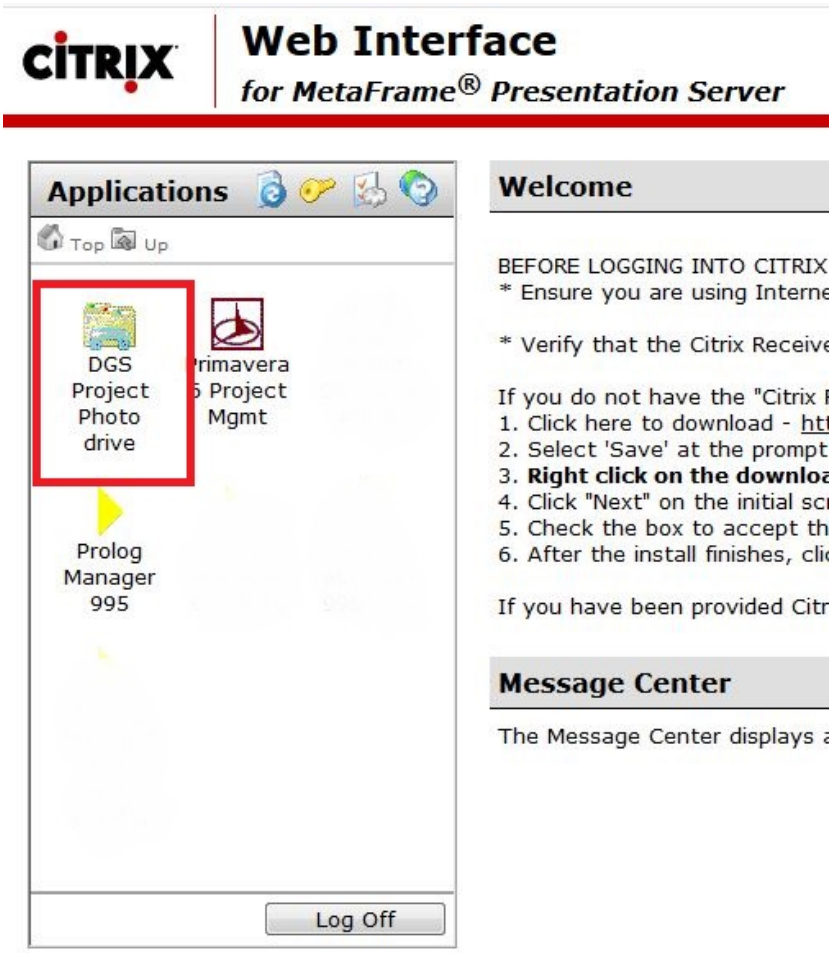


Figure 1

2) Navigate to the location of your project photo on your computer or the U: drive using the folder tree on the left-hand side of the pop-up window. Select the photo that you want to use for the project on the right-hand side of the window with a single right-click and select **Copy**

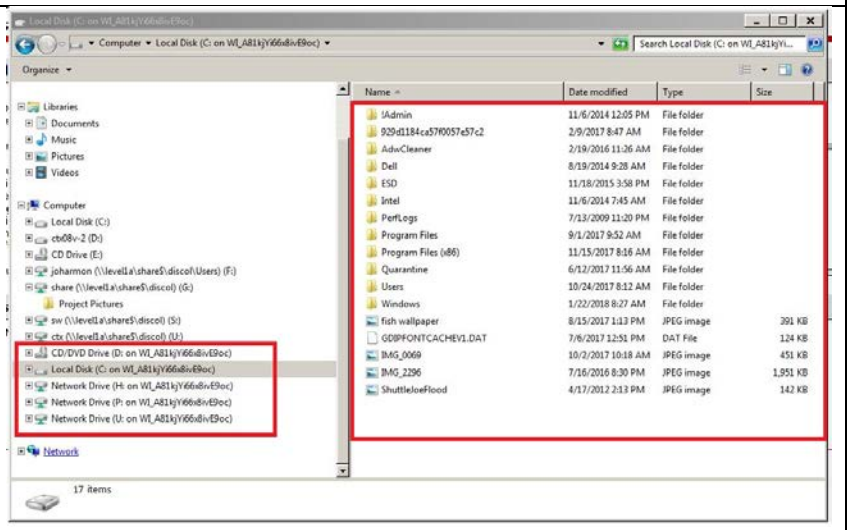


Figure 2

Prolog Updates - Fields Matrix

Line #	Report Field	Used On	PM	Cluster Leader	Others	Module	Tab	Description	Target Distribution
1	Budget Status	WCQP		X		Portfolio Manager	General	Green = On Budget, Yellow = Potential Budget Issue, Red = Exceeds Budget	External
2	Schedule Status	WCQPD		X		Portfolio Manager	General	Green = On Schedule, Yellow = Potential Issue, Red = Not on Schedule	External
3	Project Status	WCQPUDS	X			Portfolio Manager	General	Active-Design, Active-Construction, Active Close-out, On Hold, Cancelled or Completed (do not use any other status)	External
4	Ending GSF (gross square footage)		X			Portfolio Manager	General	Enter the finished GSF for the project (buildings only)	External
5	Project Description	UDS	X			Portfolio Manager	General	Short clear concise project description of the project and include the basic SOW. Update this field when major scope changes happen	External
6	Budget Est.	WCPUS	X			Portfolio Manager	General	Enter the TOTAL PROJECT budget estimate. Update as needed	External
7	Project Address	WCQP	X			Portfolio Manager	Additional Information	Enter the Project Address	External
8	Exec. Summary - External	WCU	X			Portfolio Manager	General	This shoud be a short and concise high-level Executive Summary for dissemination **outside** the Agency	External
9	Project Completion Level - By Phase	WCQU	X			Portfolio Manager	Additional Information	Enter percent complete for each project phase (i.e. Planning - 100% Design - 50% Pre-Construction - 0% Construction - 0% Close Out - 0%)	External
10	Groundbreaking Date	C	X			Portfolio Manager	Additional Information	Enter your project groundbreaking date - if applicable	External
11	Ribbon Cutting Date	C	X			Portfolio Manager	Additional Information	Enter your project ribbon cutting date - if applicable	External
12	Next Community/SIT Meeting Date	C	X			Portfolio Manager	Additional Information	Enter the date of your next SIT or community meeting - if applicable	External
13	LEED Level		X			Portfolio Manager	Additional Information	Select the level of LEED Certification that the project will achieve. Select '01 - Non-Certified' if there will be no LEED Certification on the project	External
14	Weekly Project Progress	US	X			Portfolio Manager	Additional Information	List the specific weekly progress on the project to include actual activities. Be clear and concise. This field is also used to populate the "Project Status" field in SalesForce.	External
15	Hot Topics Issues/Incidents	C	X			Portfolio Manager	Additional Information	List any immediate Hot Items or incidents requiring explanation which stakeholders should be aware of	External
16	Issues/Challenges - Internal	D	X			Portfolio Manager	Additional Information	List any issues or challenges on the the project	Internal
17	Notes - Internal	D	X			Portfolio Manager	Additional Information	Enter any notes or Action Items for the Director's Report	Internal
18	Progress This Quarter	Q	X			Portfolio Manager	Additional Information	Use this field to outline the progress that will happen in this quarter of the fiscal year cycle -Updated quarterly	External
19	Community Concerns	CU	X			Portfolio Manager	Additional Information	List items or issues that the community has raised or identified as of concern to them	External
20	Budget Comments	U	X			Portfolio Manager	Additional Information	Enter comments and/or concerns related to the project budget	External
21	Schedule Comments	U	X			Portfolio Manager	Additional Information	Enter comments and/or concerns related to the project schedule	External
22	Utility Comments	U	X			Portfolio Manager	Additional Information	Enter comments and/or concerns related to project utilities	External
23	Progress This Next Quarter	Q	X			Portfolio Manager	Additional Information	Use this field to outline the progress that will happen in the next quarter of the fiscal year cycle -Updated	External
24	Project Uses ADA Funds (Checkbox)		X			Portfolio Manager	Additional Information	Check the box if the project will use ADA Pool funds	External
25	ADA Funded Work		X			Portfolio Manager	Additional Information	Enter the scope of work that the ADA Pool funds will be used for	External
26	Project Uses Sustainability Funds (Checkbox)		X			Portfolio Manager	Additional Information	Check the box if the project will use Energy and Sustainability Pool funds	External
27	Sustainability Funded Work		X			Portfolio Manager	Additional Information	Enter the scope of work that the Energy and Sustainability Pool funds will be used for	External
28	DC Web Project Reported (Checkbox)		X			Portfolio Manager	Additional Information	Check the box if the project will be posted on the DGS website	External
29	DC Web Project Description	WCQ	X			Portfolio Manager	Additional Information	Short project description that should should be suitable for posting on the DGS Website to describe the project.	External
30	Historical Activity		X			Portfolio Manager	Additional Information	This field allows you to keep a record of anything that you want from the other fields when you update each week. Just copy relevant information that you want to save from other fields and paste it here. *Append the data in this field only with each update. Do not overwrite or delete the existing data.	Internal
31	Progress This Fiscal Year	WQ	X			Portfolio Manager	Additional Information	Use this field to outline the progress that will happen in this fiscal year cycle-Updated yearly	External
32	Executive Summary - Internal		X			Portfolio Manager	Additional Information	This shoud be a short and concise high-level Executive Summary of the current state of your project for dissemination **within** the Agency (there is no guarantee that this report will not make it outside of the Agency)	Internal
33	Permit Comments	U	X			Portfolio Manager	Additional Information	Enter comments and/or concerns related to project permits	External
34	Technology Comments	U	X			Portfolio Manager	Additional Information	Enter comments and/or concerns related to project technology (OCTO/DC Net/Etc.)	External

Line #	Report Field	Used On	PM	Cluster Leader	Others	Module	Tab	Description	Target Distribution
35	Material Order Date	S	X			Portfolio Manager	Additional Information	Enter the date that materials are ordered for any material that needs to be tracked as the bulk part of a project (Used mainly for Stabilization projects but may apply to other projects as well)	External
36	Material Delivery Date	S	X			Portfolio Manager	Additional Information	Enter the date that materials are scheduled to be delivered for material that needs to be tracked as the bulk part of a project (Used mainly for Stabilization projects but may apply to other projects as well)	External
37	Client Agency Notice To Proceed Date	S	X			Portfolio Manager	Additional Information	Enter that date on which the Client Agency for the project issued the Notice to Proceed to DGS	External
38	Q and A Date				X	Portfolio Manager	Proj Details	Enter the date when the Questions and Answers are entered for the corresponding 'Questions and Answers for the Director's Report' field	Internal
39	Questions and Answers for Director's Report	D			X	Portfolio Manager	Proj Details	Enter the questions and answers for the Director's Report	Internal
40	Client Agency Contact	C	X			Portfolio Manager	Misc	Provide the name of the contact person from your Client Agency	External
41	Project Directory (A/E, CM, GC)	WCQUDS	X			Portfolio Manager	Project Directory	Add all of the appropriate stakeholder and vendor contacts and input their corresponding roles on the project (GC Main for the designated GC Contact, AE Main for the designated AE Contact, Etc.) Only ONE 'Main' Project Role should be assigned for each company regardless of the number of contacts in the Project Directory from that company (One AE Main, One GC Main, One CM Main)	External

Used On' Column Abbreviations Key - W = Weekly Report C = Client Agency Report Q = Quarterly Report P = Project Activity Report (PAR) U = Project Update Report D = Director's Report S=Salesforce Report

3) Select the Project Photos folder on the G: Drive from the folder tree on the left-hand side of the window. Right-click in the files list in the right-hand side of the window and click **Paste.** Verify that your Project Photo was pasted into the folder by looking for the photo file that you just pasted in the list of files. Your Project Photo is now ready to be linked to your project in Prolog.

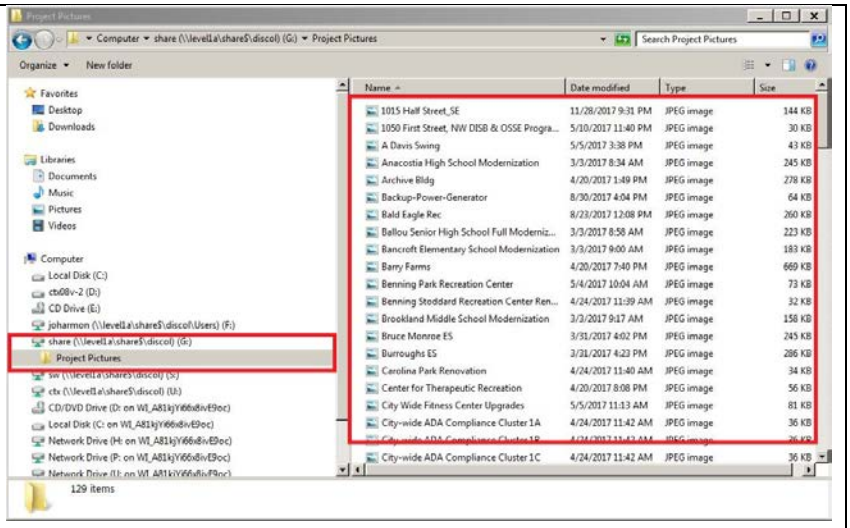


Figure 3

4) Open the project that you wish to add a photo to in Prolog. Select "**Field Admin"** from the Navigation Pane and then select "**Punch List**", this will open a new window to create a new punch list item. On the "**Trade**" pull-down at the top, select "**Project Photo**." Enter **Project Photo** into the "**Description**" field. Enter today's date into the "**Initiated**" field.

NOTE: DO NOT TYPE ANYTHING OTHER THAN "***PROJECT PHOTO"*** INTO THE DESCRIPTION FIELD!

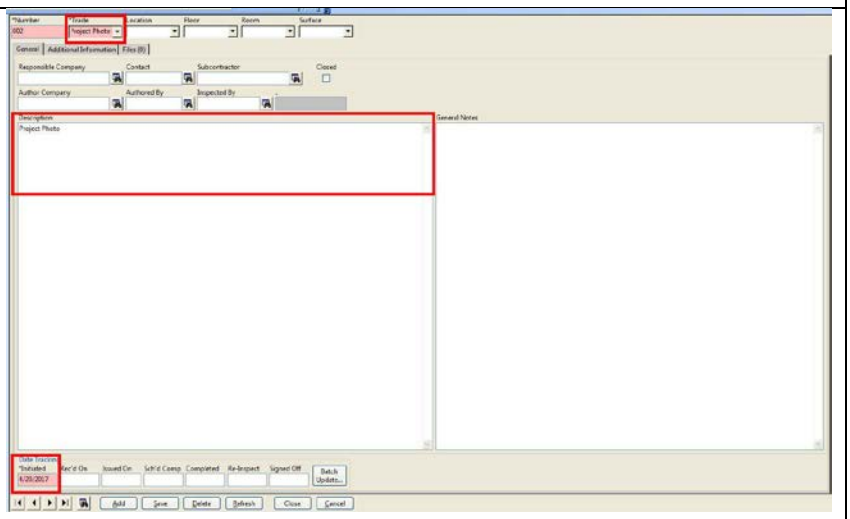


Figure 4

5) Select the "**Files**" tab. Click the "**Add Link**" button. This will open. Select "**Local File**" in the External Files Links Type pop-up and then click "**OK**".

NOTE: DO NOT SELECT *PROLOG CONVERGE FILE* OR *URL*!

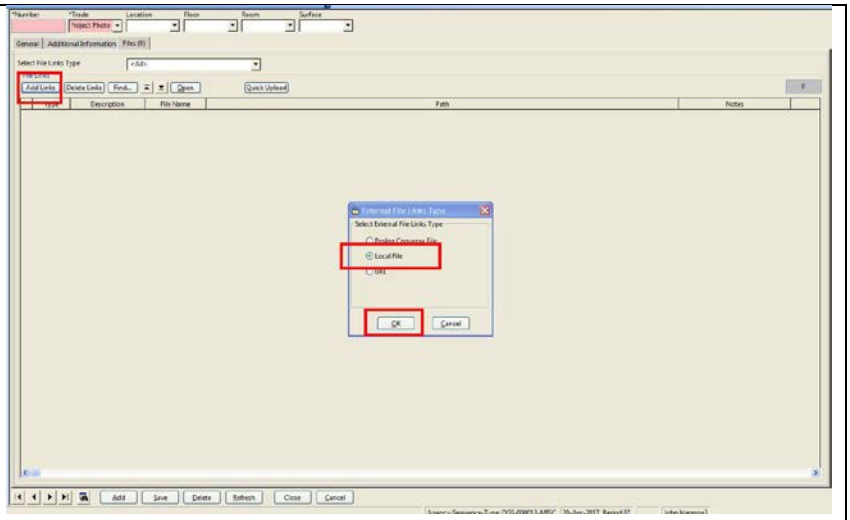


Figure 5

6) The "**Select File to Link**" window will open. Navigate to the project photo file which you pasted onto the G: Drive in Step 1 and wish to link to the Project, select the file with a single-click and select "**Open**."

Click the "**Save**" button to save the record.

The picture file has now been linked to the project and will show up in the project reports.

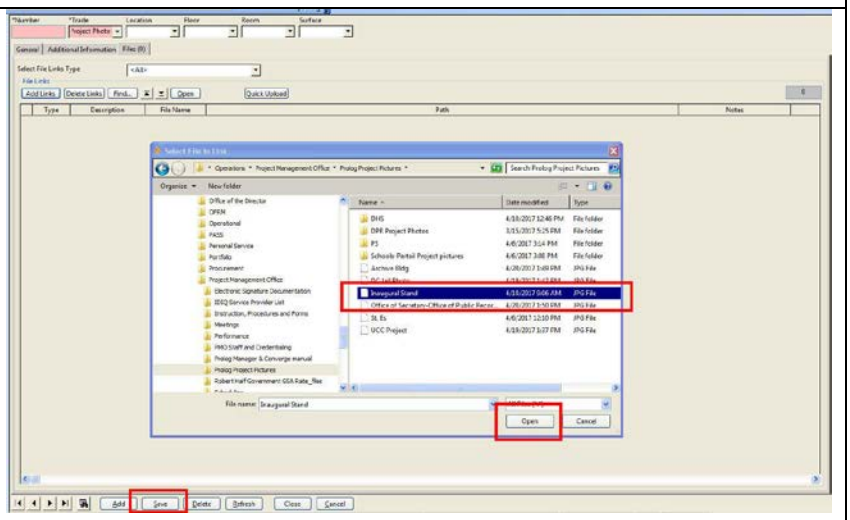


Figure 6

Step 1- Add contacts to your project in the ***Project Directory*** tab in ***Portfolio Manager*** assign them ***Project Roles*** . The Project Directory should be updated anytime a person is added or removed from a project. ***NOTE*** If there are contacts listed in the Project Directory for your project that are no longer valid or do not need to be listed you can delete them by selecting them with a single-click and then clicking the ***Delete Link*** button.

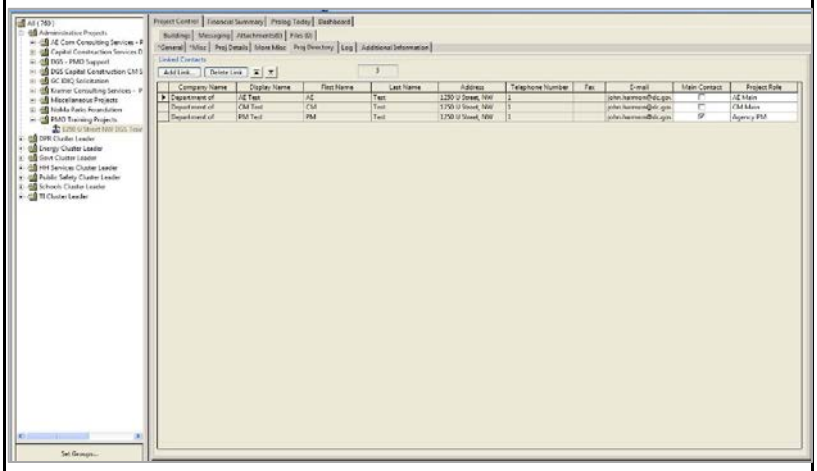


Figure 1

Step 2- Locate and single-click on the name the project you want to update in the ***Portfolio Manager*** project list (red box) to select it. Click on the ***Project Directory*** tab at the top of the Portfolio Manager (blue box), then click the ***Add Link*** *button (orange box) above the* main field. This option will open a window allowing you to select the contacts to add to the Project Directory. ***NOTE*** You can add contacts and roles to allow the automatic notifications from Prolog to go to additional people from your team even if they are not the Project Manager for the project.

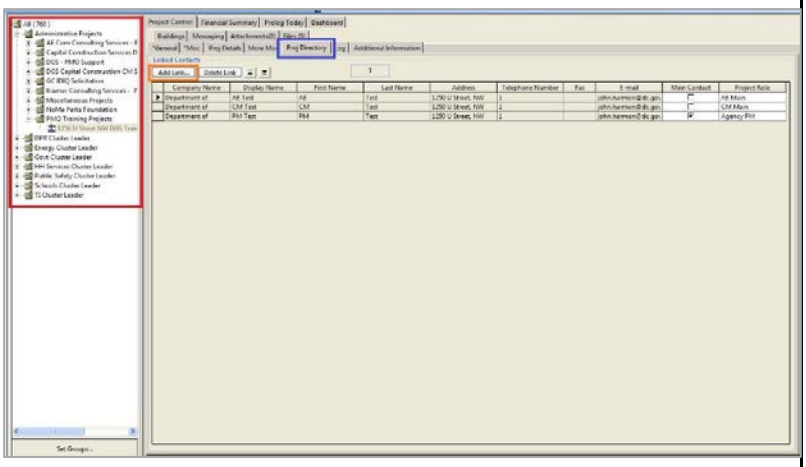


Figure 2

Step 3- In the ***Projects*** field (red box), click the arrow and select ***"*"*** . This will pull up a complete list of contacts in the Prolog System. Double-click on the contact that you wish to add (blue box) and their information will display in the open field in the window. Repeat this step to add multiple names at one time. Once you have selected all of the contacts that you wish to add, click on the ***OK*** button at the bottom of the window (orange box). ***NOTE*** The Project Directory will only display contacts that have been entered into the Prolog system. If you do not see your desired contact once you have selected the "*" from the drop-down and scrolled through the list please contact Prolog.Support2@dc.gov.

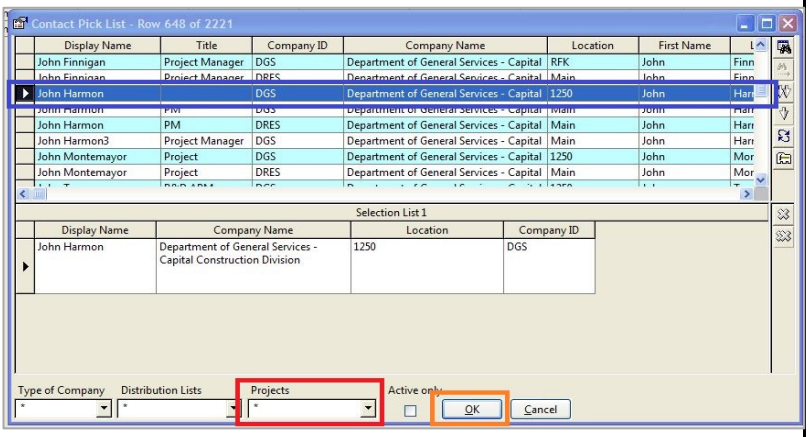
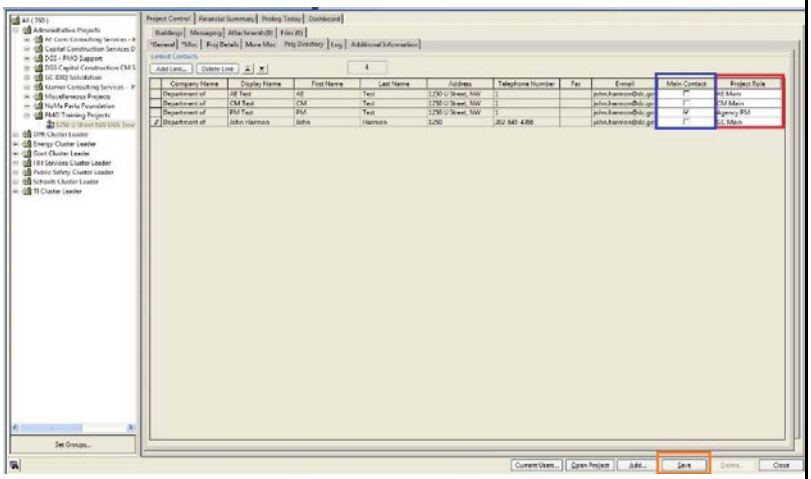
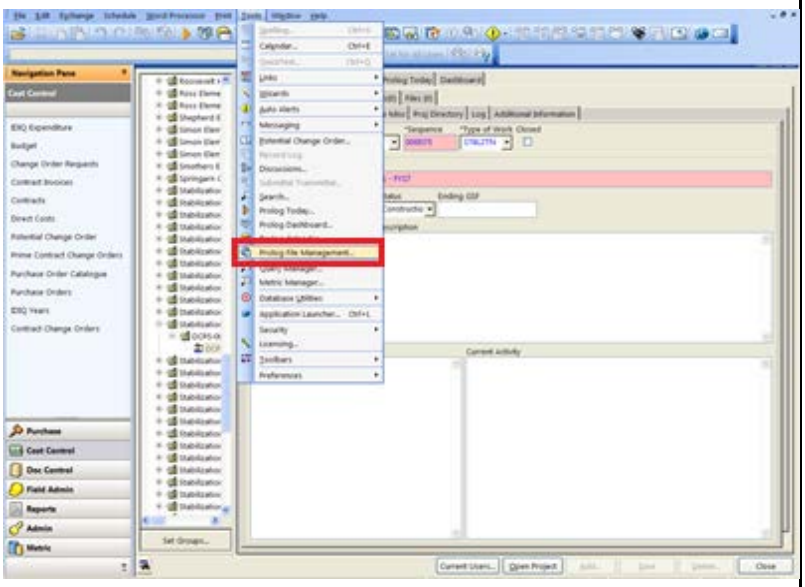
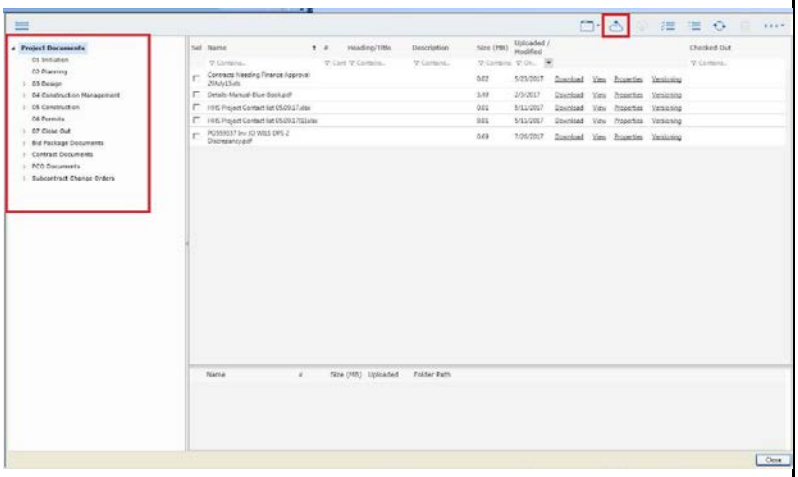


Figure 3

Step 4- Assign a Project Role to all contacts in the Project Directory by clicking on the white space in the ***Project Role*** column(red box) and selecting a role from the drop-down list. Check the box in the ***Main Contact*** column for the main project contact from each company (blue box). Click on the ***Save*** button(orange box) when complete. ***NOTE*** You must add the AE Main contact, the GC Main contact and the CM Main contact (if a CM is retained for the Project) in the Project Directory and keep this information updated. ASSIGN ONLY ONE MAIN CONTACT PER COMPANY.



Notifications Sent to Role?	Project Roles	Use/Notes
Yes - Invoicing	AE Main	Architect/Engineer Contact
No	Agency Director	DGS or Other Agency Director
Yes-Most	Agency PM	DGS PM or APM - Automatic
No	Assistant Project Manager	If contact is vendor APM
Yes - Invoicing	Billing Contact	To send invoicing notifications
Yes - Invoicing	CM Main	Const. Mgr. Contact - NOT GC
No	Field Superintendent	Field Superintendent Contact
Yes - Invoicing	GC Main	General Contractor Contact
No	Misc. Main	Other Misc. Contacts - NOT CM
No	PM	Non-DGS Project Manager
No	PMO 0-7	PMO USE ONLY
Yes - Most	Program Manager	Program Manager - DCPS/DPR
No	Sr. Project Manager	Non-DGS Sr. Project Manager

Step 1 - The first step in linking documents to specific project records in Prolog is to upload documents in Prolog File Management. To access Prolog File Management, go to Tools > Prolog File Management...	 Figure 1
Step 2 - The left pane in Prolog File Management is the folder structure. Select the appropriate folder for where you want to upload the file. Once the correct destination folder is selected in the left pane, click the cloud with an up arrow icon titiled - ***Upload New*** on the Prolog File Management toolbar.	 Figure 2

Step 3 - When the Upload Files screen opens then click the **+** symbol to Add Files to upload. Click on the ***Browse*** button on the pop-up to browse files to upload.
NOTE If the Citrix Client File Security dialog box appears, select Full Access, check the Always Perform This Action checkbox at the bottom of the pop-up window and then click OK.

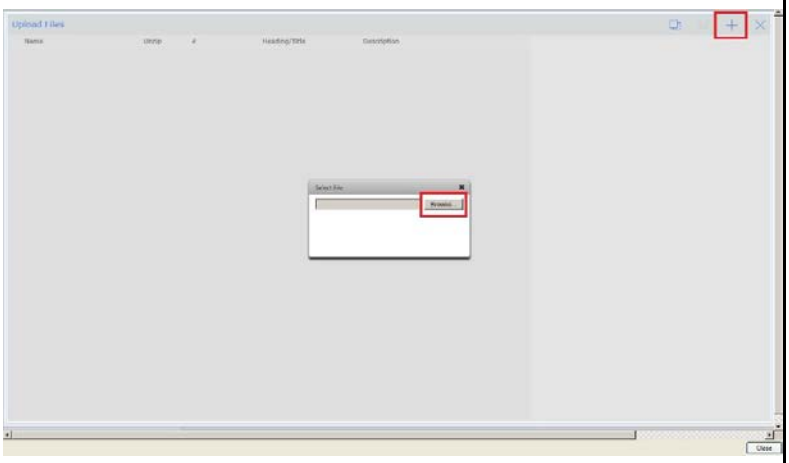


Figure 3

Step 4 - Navigate to where your files are stored in the pop-up file manager window and select the file that you wish to upload. Click on the ***Open*** button when complete (double-clicking on a file name will automatically add it to the list for uploading). Repeat Step 3 and Step 4 for each file that you wish to upload.
NOTE As you are looged into a virtual machine through Citrix the local drives listed in the file manager are NOT on your local machine. You will need to select the local drives that contain the modifier "on WI_xxxxxxxxxx" so your C: drive will be C: on WI_xxxxxxxxx with the x's being random numbers and letters.

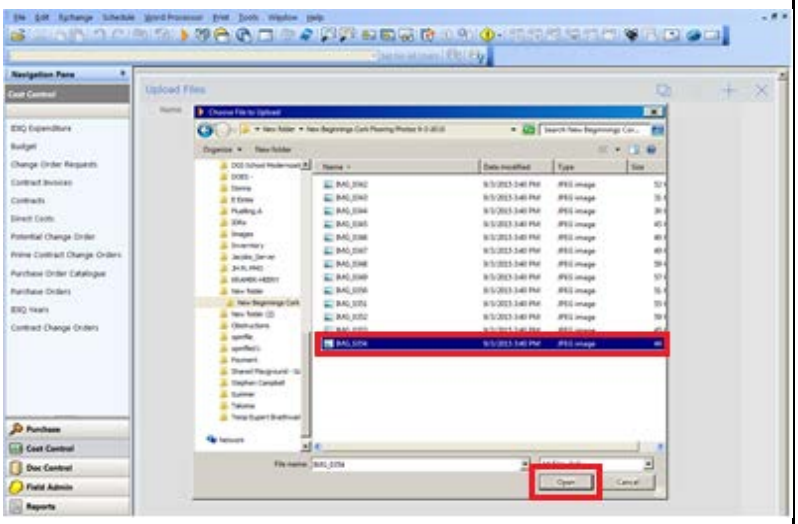
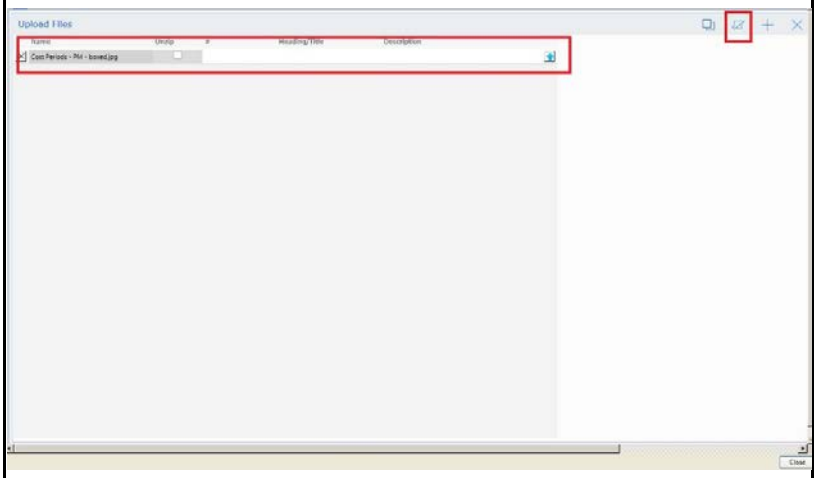
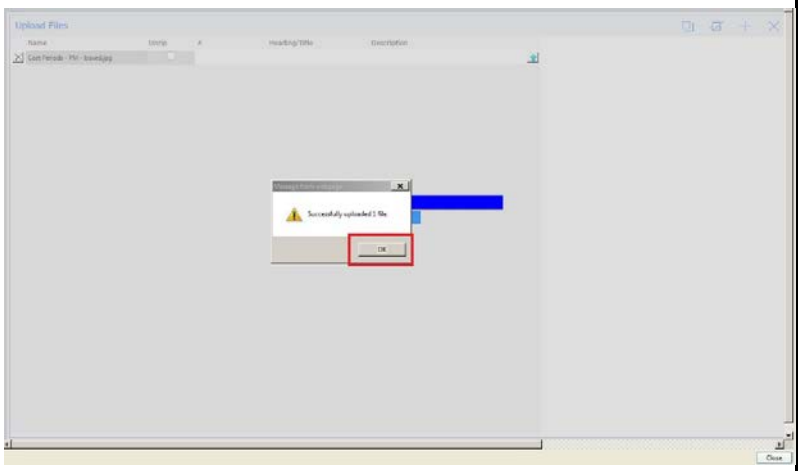
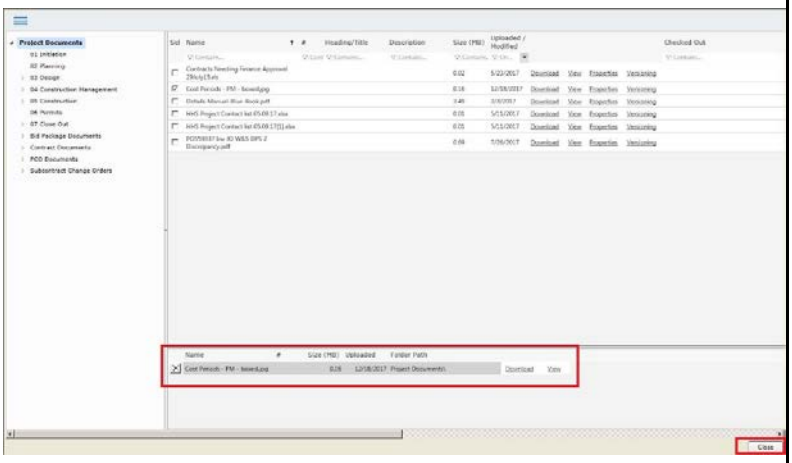


Figure 4

Step 5 - Verify that the files you are uploading are correct and enter a Heading/Title and Description for each file if desired. When complete click on the icon that looks like a ***Checkmark*** (Tooltip for this icon says "Upload Files and Close Window")in the top right to upload the files.	 Figure 5
Step 6 - When the File Upload Verification pop-up appears click on the ***OK*** button.	 Figure 6

Step 7 - Your uploaded files are displayed at the bottom of the screen. Click the ***Close*** button when complete.	 Figure 7

1. Select the project that you wish to enter a contract for from the list in Portfolio Manager and open the project. Select ***Contracts*** from the ***Cost Control*** module in the Navigation Pane. ***NOTE*** You will need to upload specific files for different contract types. Upload the **Fully Executed Contract**, **Purchase Order** and **Any Other Required Files** to Prolog before beginning the Contract Entry procedure below.

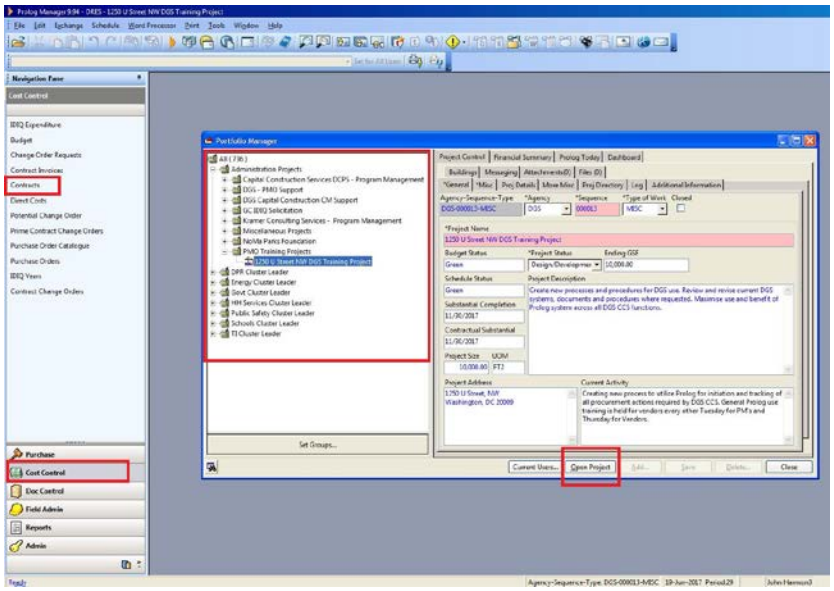


Figure 1

2. On the ***General Information*** tab, enter the contract ***PO Number***, select the name of the ***Vendor*** from the list and provide a ***Short Description*** of what the contract is for. Enter a brief and succinct ***Scope of Work*** and select the ***Type of Contract*** from the list. Enter the ***Contract Number*** (or re-enter PO if no Contract Number) and enter any notes in the ***Remarks*** field.

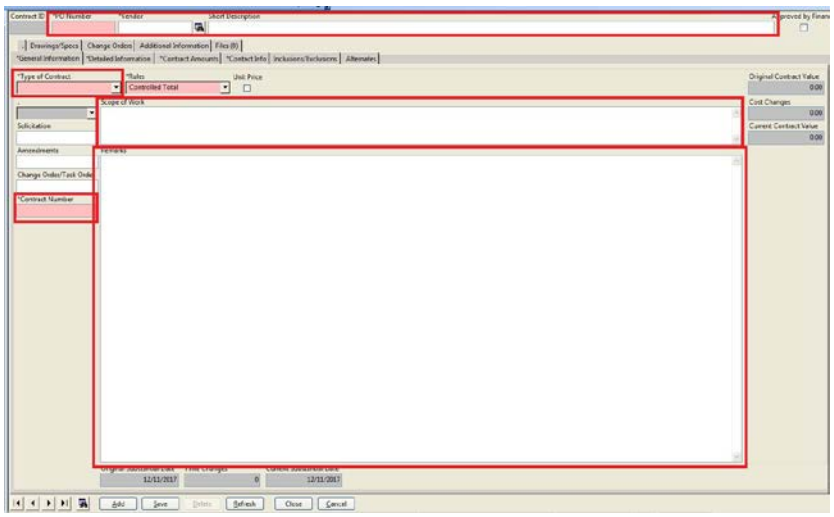


Figure 2

3. On the ***Files*** tab, navigate to the applicable files that you uploaded earlier for the contract and link them to the record using the ***Add Link*** button.

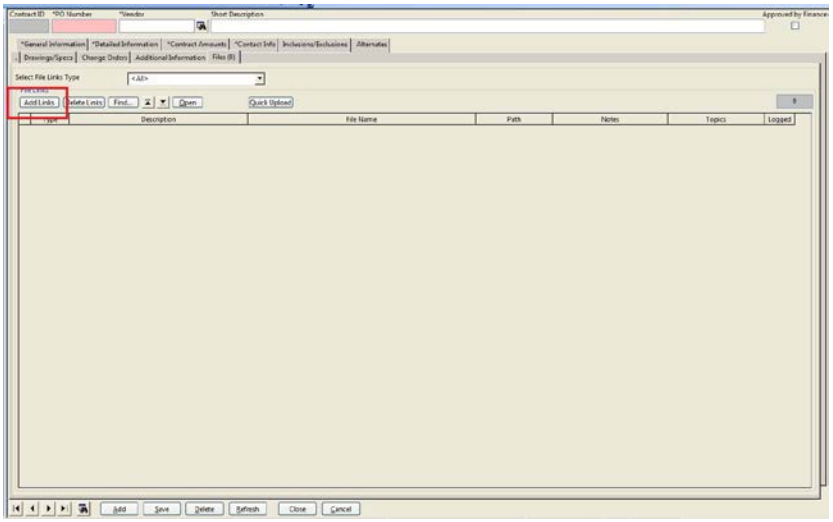


Figure 3

4. On the ***Additional Information*** tab, check the box titled ***Contract Ready for Review (All required documentation has been uploaded and linked)***. Click the ***Save*** button when done.

   A notification email will be sent to PMO alerting them that a new contract requires entry and approval. This notification will include the linked files. PMO will complete the remaining contract information entry and approve the contract. You will receive a notification email when the contract has been approved in Prolog.

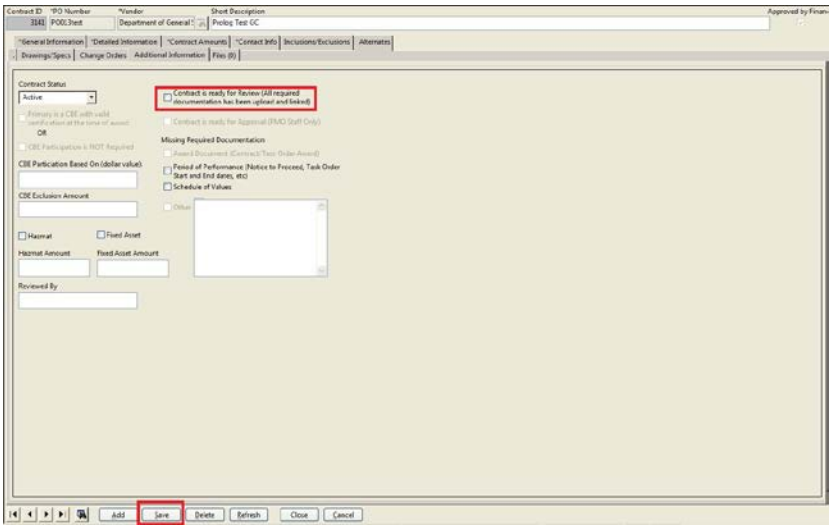


Figure 4

Support, Prolog (DGS)

From: converge@noreply.com
Sent: Monday, December 18, 2017 11:01 AM
To: White, Cassandra (DGS)
Cc: Support, Prolog (DGS)
Subject: Contract Has Been Entered and Ready for PMO Review

Contract Ready for Review by PMO

Project Name: DGS PMO Support

Project Alias: DGS - PMO Support

PO#: PO575422
Contractor: Solution Guidance Corporation
Contract Type: Consultant Agreement
Approved By: Marilyn Persico

Support, Prolog (DGS)

From: converge@noreply.com
Sent: Tuesday, December 12, 2017 1:43 PM
To: Sonya Woodall
Cc: Support, Prolog (DGS); Mamoon, Adnan (DGS)
Subject: Contract Has Been Approved

Contract Approved

Project Name: 4400 Iowa Avenue , NW MacFarland Middle School Modernization

PO#: PO576667

Vendor Name: MTI Engineering and Testing, Inc.

Contract Type: Professional Services

Amount: $25,346.00

Approved By: Marilyn Persico

Potential Change Order (PCO) Tracking Process Using Prolog Systems



Change Event Occurs



GC creates a new PCO in Prolog Converge and enters basic information with **Justification Remarks** as to why the event is a change



Prolog sends an email notification that a new PCO has been created to DGS PM and DGS PMO



DGS PM reviews PCO for validity and/or applicability

Rejected



DGS PM changes PCO status field to **Rejected** and checks the **Rejected** box for the PCO record in Prolog – DGS PM enters reason for rejection in **DGS Justification** field on Additional Information tag in Prolog - PCO is now rejected and closed

Acknowledged



DGS PM changes PCO status to **Pending Documentation** in the PCO record in Prolog - DGS PM enters justification for acceptance in Justification field on Additional Information tab in Prolog - PCO process continues



GC further defines PCO scope, cost and time as needed and updates the PCO record in Prolog Converge – Supporting documentation is uploaded and linked to the PCO record – Proposed costs are entered into the **Proposed Amt (Cost)** field for the PCO record in Prolog Converge



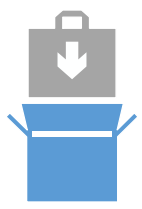
IGE Prepared by DGS/AE/CM/ 3rd Party– IGE cost is entered into the **IGE (Cost)** field for the PCO record in Prolog



DGS PM changes PCO to **Pending Negotiation** in the PCO record in Prolog and negotiations proceed between the DGS PM and the GC– Final cost, time and scope are agreed upon



DGS PM enters additional time in **Acknowledged Days** (if applicable) and approved cost into **Acknowledged/ Negotiated (Cost)** fields for the PCO record in Prolog – Final PCO proposal from GC uploaded and linked to record – DGS PM reviews **Category** and **Reason** fields for accuracy, changing them if necessary, changes Status to **Acknowledged** and checks **Acknowledged** box for PCO record in Prolog - Prolog sends notification of PCO acceptance to GC and PMO



DGS PM initiates Change Order process with C&P – C&P issues final executed CO and revised or new Purchase Order to GC



DGS PM converts PCO to Contract Change Order in Prolog – GC Final Proposal, Record of Negotiations, IGE and SOV, revised contract and PO are uploaded and linked to CCO

Step 1- When a Potential Change Order (PCO) is submitted by a Vendor through Prolog Coverge, the user will receive an e-mail notification. Click on the PCO Number link in the e-mail to access the PCO record in Prolog Converge. All of the steps for these instructions are in Prolog Manager, but can be performed in Prolog Converge as well.


From: converge@noreply.com [mailto:converge@noreply.com]
Sent: Friday, March 10, 2017 12:41 PM
To: Harmon, John (DGS) <john.harmon@dc.gov>
Cc: Support, Prolog (DGS) <prolog.support2@dc.gov>
Subject: PCO Created

PCO Submitted

PROLOG Converge

The following PCO has been submitted for review.

Project:	1250 U Street NW DGS Training Project
Project Manager:	PM Test
PCO Number:	001
Issued Date:	3/10/2017
GC Justification:	RFI #1 outlined differing condition and outlined solution

Figure 1

Step 2- Locate the PCO to be reviewed in Prolog Manager. Select *Potential Change Order* from the left menu, then click *Locate record in list view* icon at the bottom of the screen. This option will open a window allowing for the selection the Potential Change Order to review.

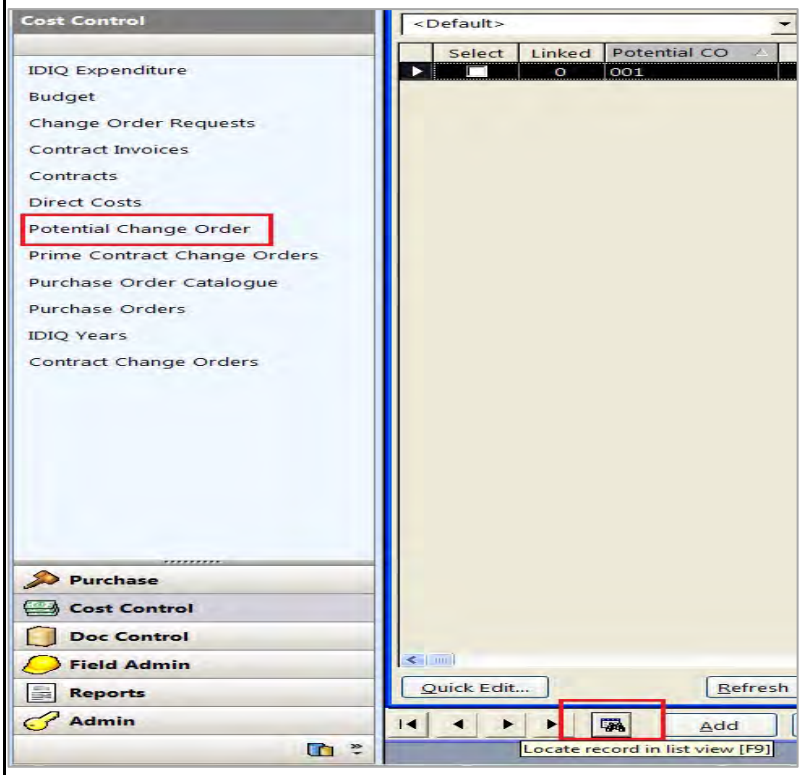


Figure 2

Step 3-To reject the PCO, change the *Status* field to **Rejected,** check the *Rejected* box, and enter the reason for the rejection in the *DGS Justification* field on the Additional Information Tab. Click Save. Rejecting the PCO closes the PCO Record. If the PCO is NOT rejected proceed to Step 4, continuing the PCO process.

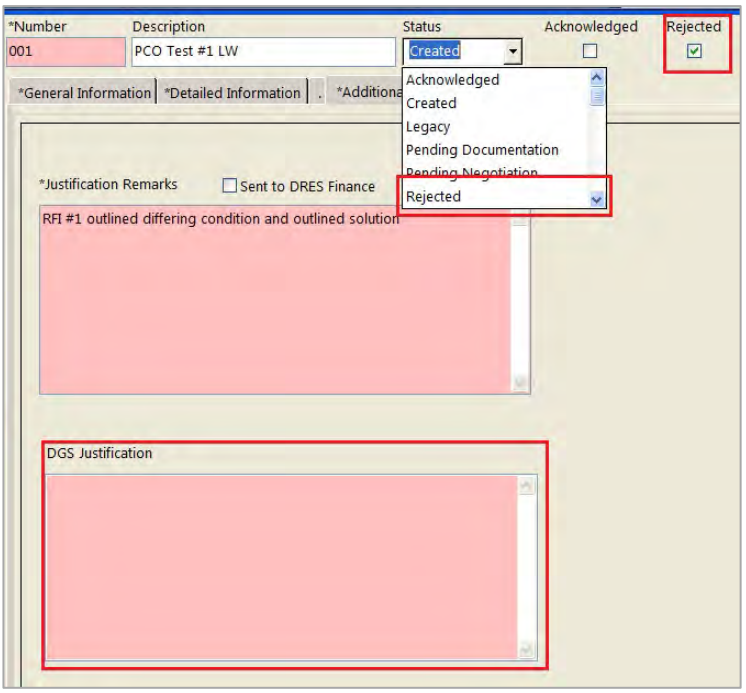


Figure 3

Step 4- Change the PCO record *Status* to Pending Documentation and enter a justification for acceptance in the *DGS Justification* field on the Additional Information Tab. If a Basic Change Directive (BCD) is issued for the PCO, check the *BCD Issued box* and enter the *BCD Issued Date.* Upload and/or link a copy of the BCD on the Files Tab. Click Save.

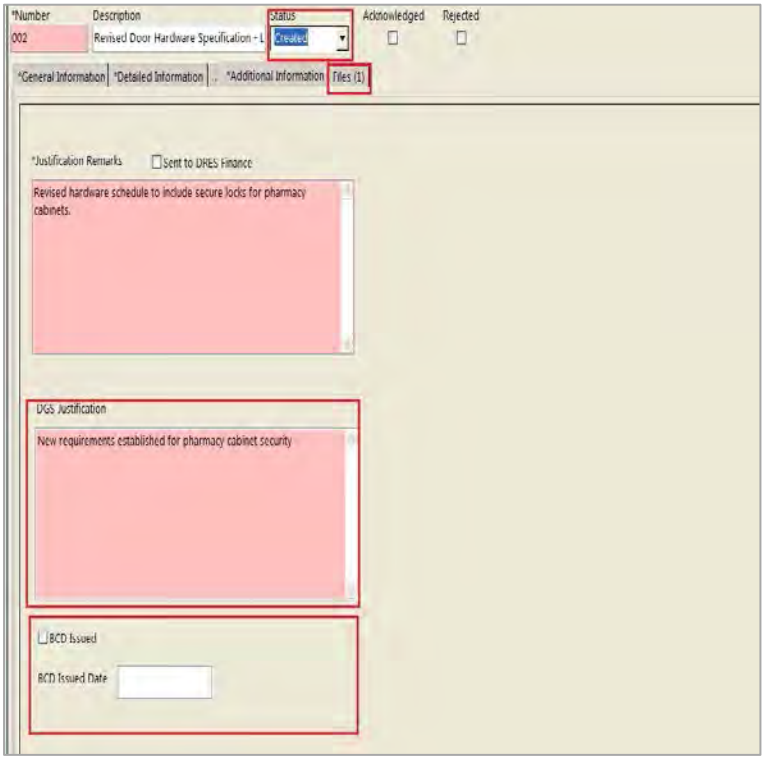


Figure 4

Step 5- The IGE amount is entered into the *IGE (cost)* field on the Detailed Information Tab of the PCO record and saved. To ensure the Vendors do not see the Estimate and any other internal supporting documents, upload and link the IGE to the PCO record using the Prolog File Management Utility to the appropriate ***PCO> Internal Response Folder***. When the Vendor has uploaded all supporting documentation and updated the Proposed Amount in Prolog Converge, change the PCO *Status* to ***Pending Negotiation***. Click Save.

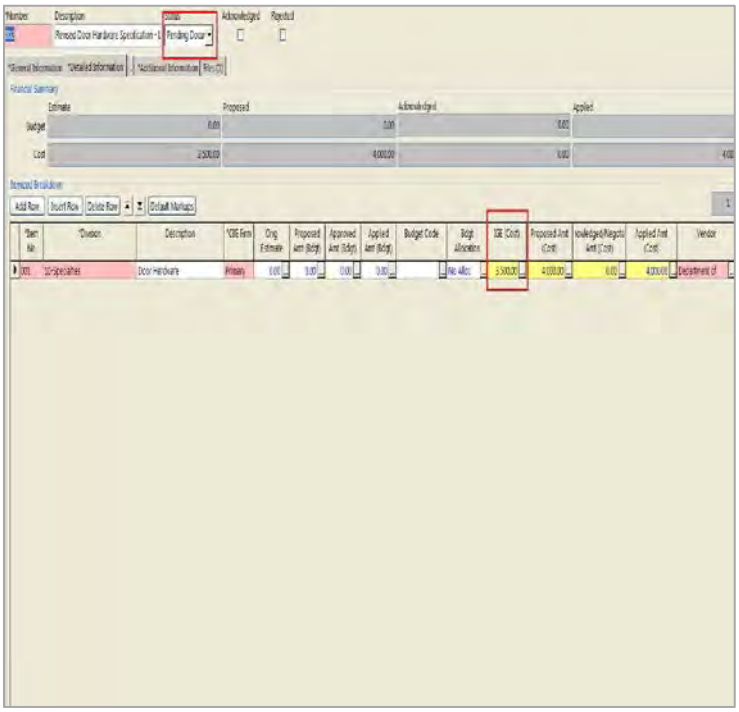


Figure 5

Step 6- After negotiations are complete, update the PCO record as appropriate with the *Acknowledged Days* on the General Information Tab. Use Appendix A, PCO Categories and Reasons - How to Use, as reference to ensure the *Category* and *Reason* selections are entered correctly. Click Save.

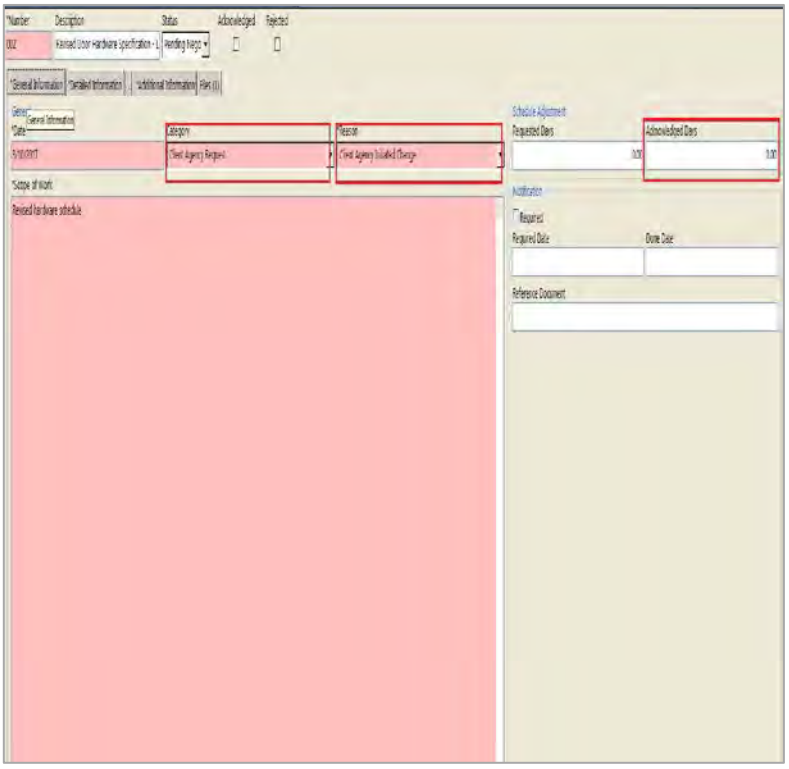


Figure 6

Step 7 - Update the *Acknowledged Negotiated (Cost)* on the Detailed Information Tab. The final PCO proposal from the Vendor is uploaded and/or linked to the PCO record. Change the *Status* to **Acknowledged** and check the *Acknowledged Box* sending a notification of PCO acceptance to the Vendor and the PMO. Click Save.

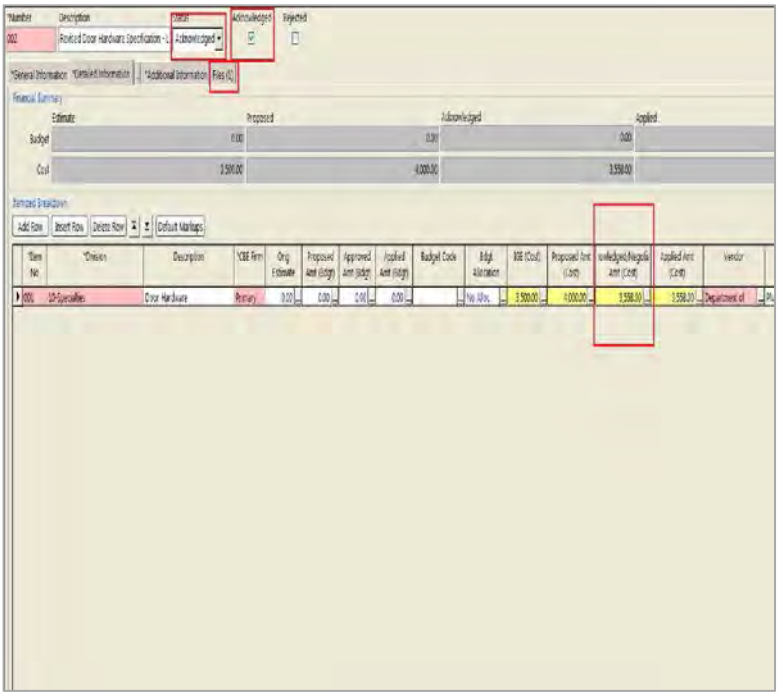


Figure 7

Step 8- Convert the PCO to a Contract Change Order in Prolog Manager per current Prolog Requirements.

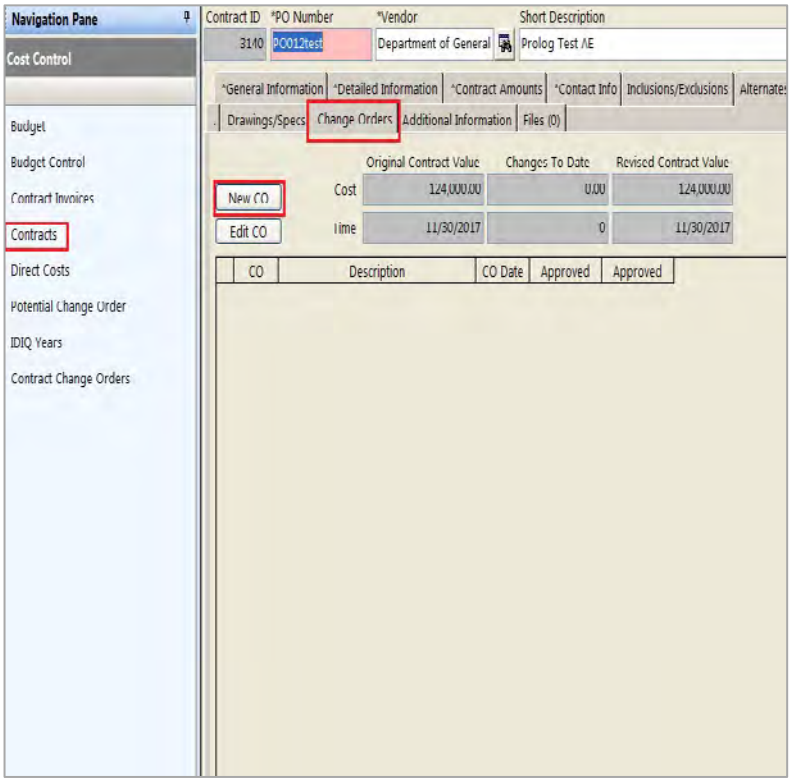


Figure 8

PCO Categories and Reasons - How to Use

Categories	Description of PCO Categories
Add Alternate	Select Add Alternate if the reason for the PCO is to award an Add Alternate for the project
Contingency	Select Contingency if the PCO is a change that will be covered out of an existing design or construction contingency
Guaranteed Maximum Price	Select Guaranteed Maximum Price if this PCO is due to the award of a definitive contract and GMP for an existing letter contract
Unforeseen Conditions	Select Unforeseen Conditions if the PCO is due to unforeseen conditions at the project site
Client Agency Request	Select Client Agency Request if the PCO is a result of a request for additional scope from the client or using agency
Errors & Omissions	Select Errors & Omissions if the PCO is due to errors or omissions in the design
Other	Select Other if none of the other categories apply to the PCO
Legacy	DO NOT USE

Reasons	Description of PCO Reasons
Add Alternate	Select Add Alternate if the PCO Category is Add Alternate and the reason for the PCO is to award an Add Alternate for the project
Administrative Change	Select if the PCO Category is Other and the PCO is a correction of an internal error or a no cost time extension for billing purposes
Client Agency Initiated Change	Select if the PCO Category is Client Agency Request and the PCO is a result of a request for additional scope from the client or using agency
DGS Initiated Change	Select if the PCO Category is Other and the PCO is the result of a DGS request for additional scope
Errors and Omissions	Select if the PCO Category is Errors & Omissions and the PCO is due to errors or omissions in the design
Unforeseen Conditions	Select if the PCO Category is Unforeseen Conditions and the PCO is due to unforeseen conditions at the project site
Value Engineering	Select if the PCO Category is Other and the PCO is a result of a Value Engineering effort or suggestion
Weather Conditions	Select if the PCO Category is Other and the PCO is a result of excessive weather delay days above and beyond those normal for the District
City Leadership	Select if the PCO Category is Other and the PCO is a result of direction from the Mayor, City Council or other City Leader
Contingency	Select if PCO Category is Contingency and the cost will be covered from the Contingency
Guaranteed Maximum Price	Select Guaranteed Maximum Price if the Category is Guaranteed Maximum Price and this PCO is due to the award of a definitive contract and/or GMP for an existing letter contract
Other	Select if the PCO Category is Other if none of the other reasons apply to the PCO
Legacy	DO NOT USE

Step 1 - Once the contract has been approved and all potential change order data is entered, the next step is to enter the executed change order data. To do this, select "Cost Control" and then "Contract Change Orders" from the Navigation Pane.

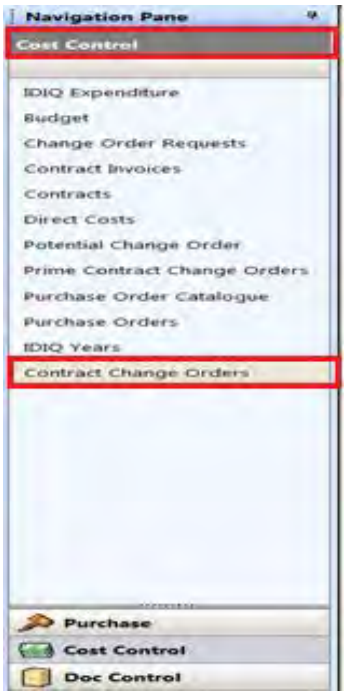


Figure 1

Step 2 - Enter change order information on the General Information and Other Information tabs.

Required Fields: **PO Number**, **CO Number**, **Sequence**, **Description**, **Executed Date***, **Status**

Useful Fields: **Notice To Proceed**, **Approved Date**

*This is the date the change order is signed by the contracting officer.

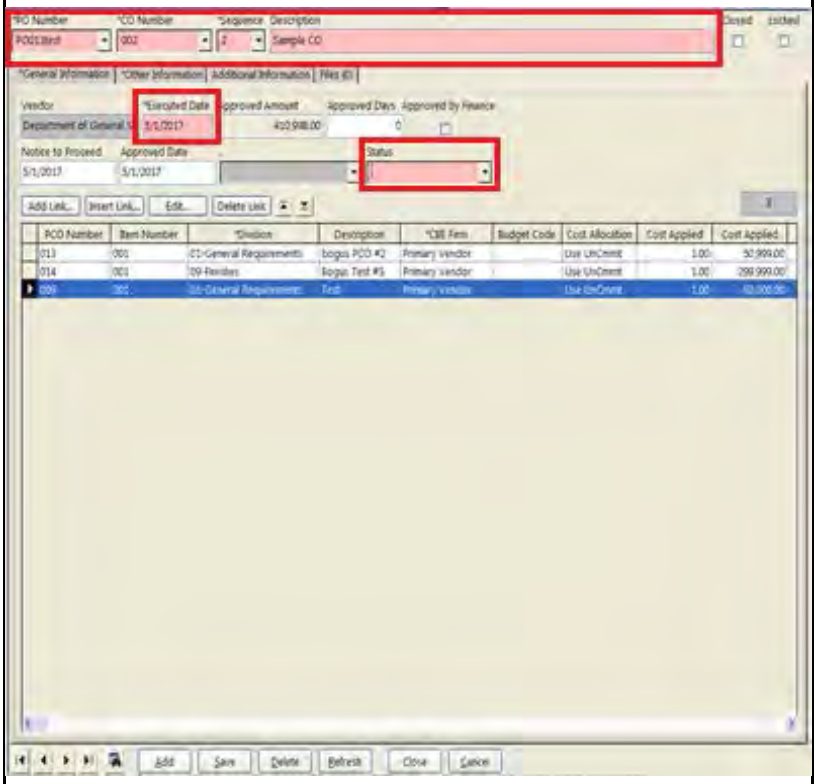


Figure 2

Step 3 - In the Other Information tab:

Required Fields are **To Contact** and **Justification**

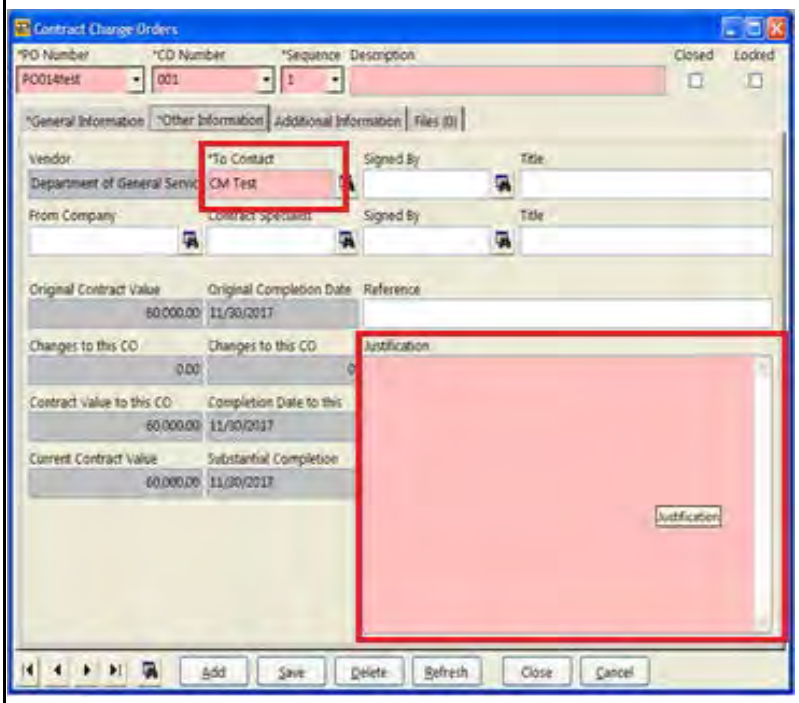


Figure 3

Step 4 - To enter a new change order, use the PO Number dropdown menu to select the appropriate purchase order. **CO Number**, **Sequence**, and **To Contact** should auto populate. Click the "**Add Link…**" button to display the available potential change orders.

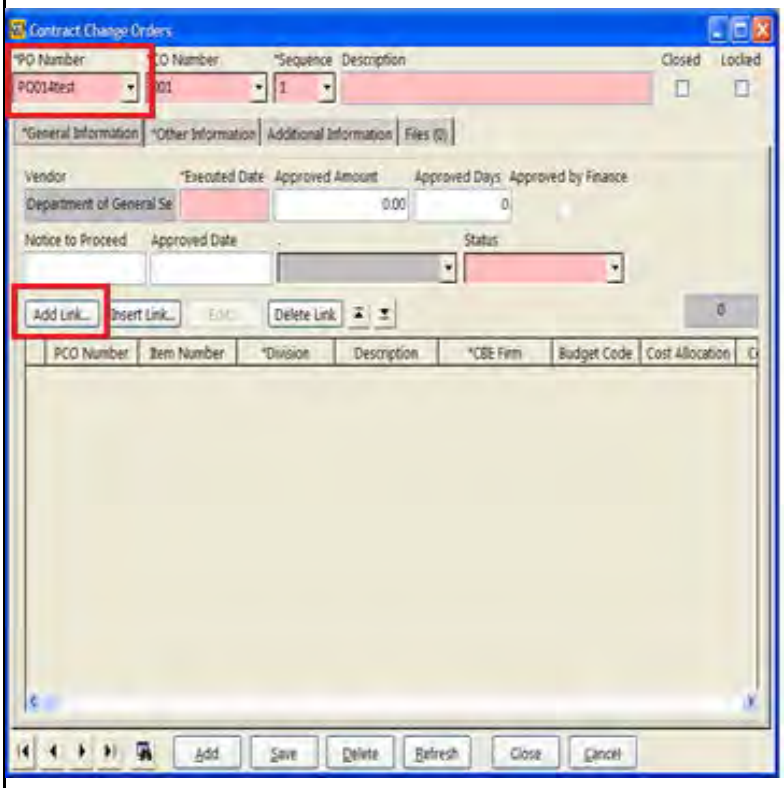
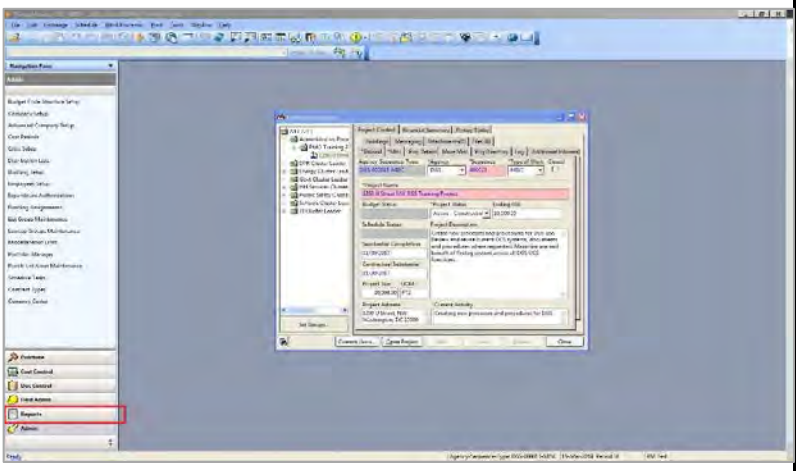
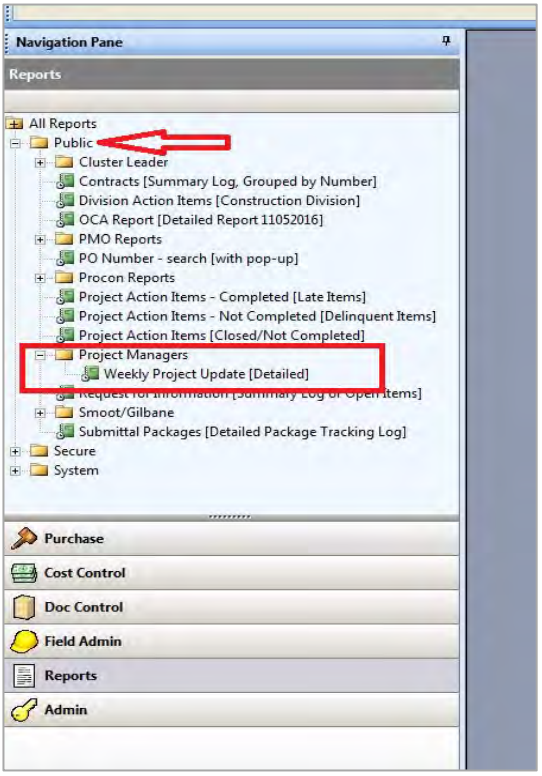


Figure 4

Step 1- Open the project that you wish to create a Weekly Project Update Report for in Prolog and select **Reports** in the Navigation Pane.	 Figure 1
Step 2- Navigate to the **Project Managers** folder under **Public** in the Reports section in the Navigation Pane and double-click on the report titled '**Weekly Project Update [Detailed]**'	 Figure 2

Step 3- When the Report Manager window opens single-click on the report titled '**Weekly Project Update [Detailed]**' in the **Project Managers** folder under the **Public** folder to highlight it and click on the **Run** button at the bottom right side of the window.

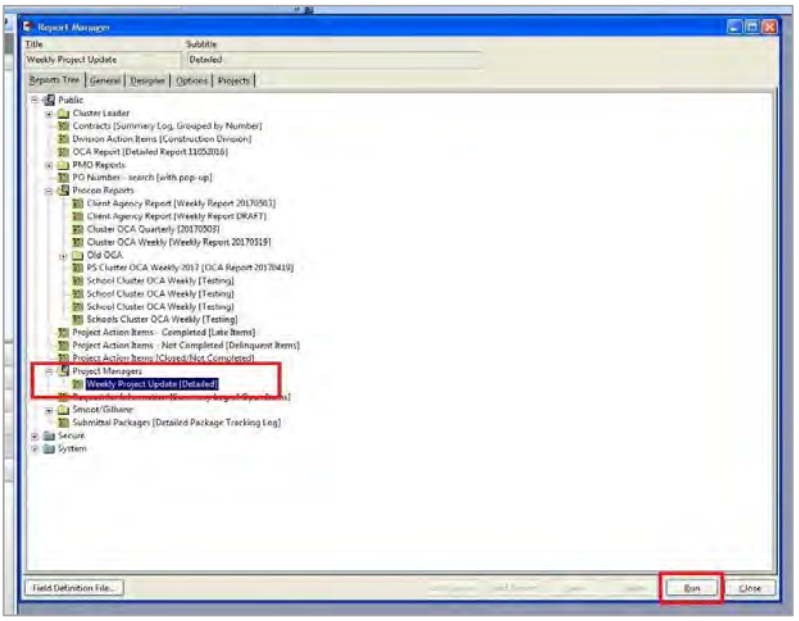


Figure 3

Step 4- Your Weekly Project Update report will be generated and will be displayed in a new window when it is ready. Click on the **Export Report** icon at the top left corner of the report window to export your report for dissemination or printing.

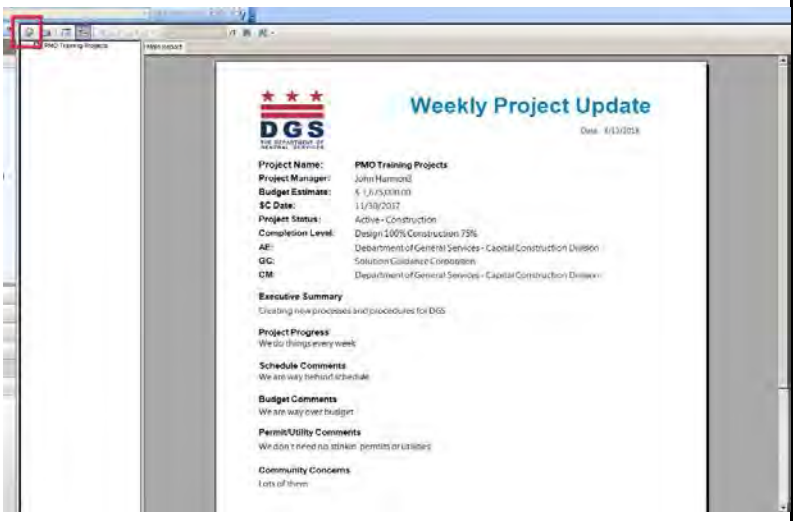


Figure 4

Step 5 - Open the drive titled **'Local Disk (C: on WI_XXXXXXXXXXX)'** and navigate to the location on your computer where you wish to export the report to. Title the file appropriately in the **File Name:** field and select **PDF (*.pdf)** from the drop down menu in the **Save as Type:** field. Click on the **Save** button when complete

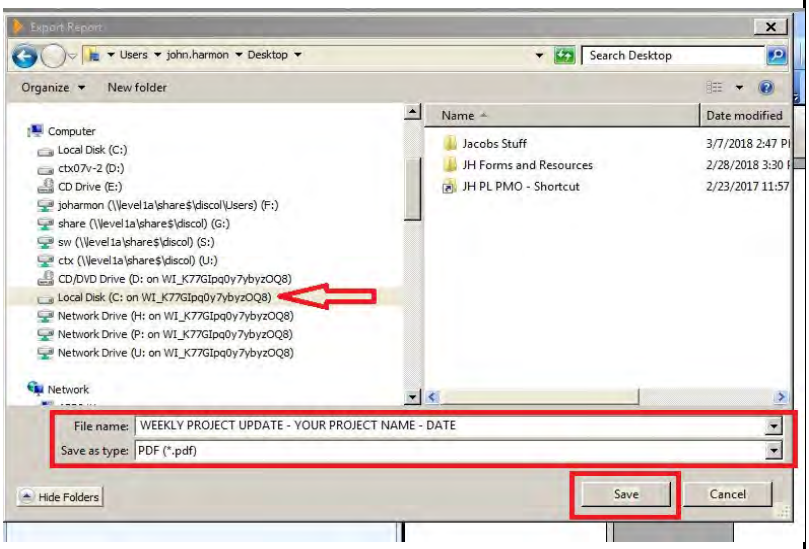


Figure 5

Step 6 - When the file has been exported a pop-up will appear stating 'Export Completed'. Click on the **OK** button. Your Weekly Update Report is now available on your computer at the location that you exported it to and can be disseminated, stored and/or printed as necessary.

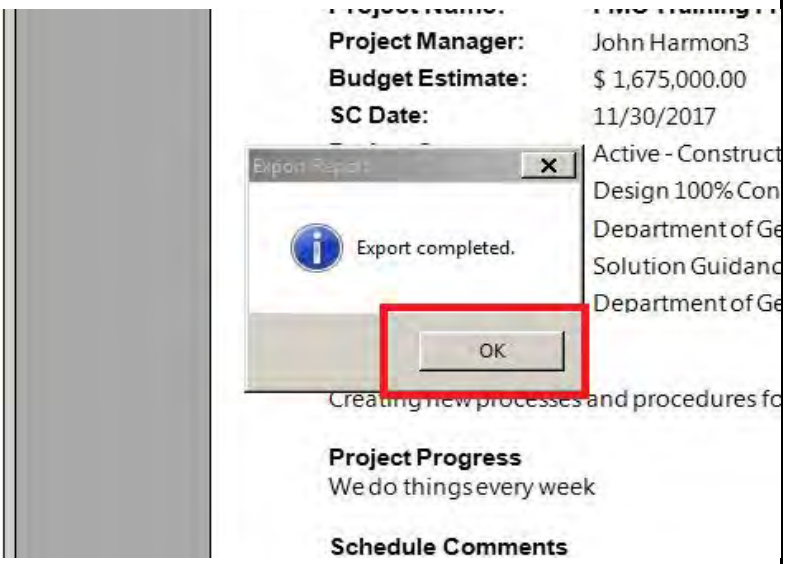


Figure 6

Step 1- Log in and open any project in Prolog. Select the **Query Manager** icon from the top toolbar (left-hand magnifing glass icon next to the blue book icon)

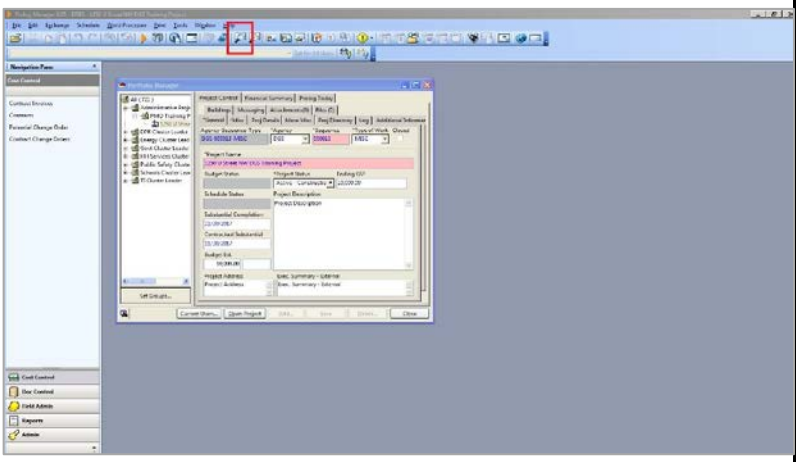


Figure 1

Step 2- On the **Queries Tree** tab in the Query Manager window select the query that you wish to run with a single-click. ***NOTE*** if you double-click on the query name it will automatically run against whatever project you have open in Prolog.

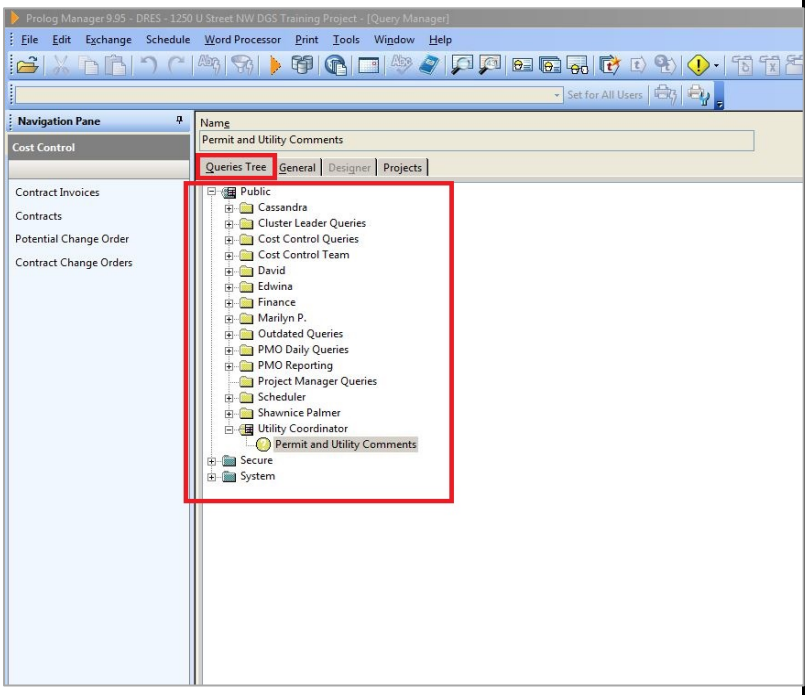


Figure 2

Step 3- On the **Projects** tab in Query Manager select the project or projects that you wish to run the query against. Click on the **Run** button when complete.

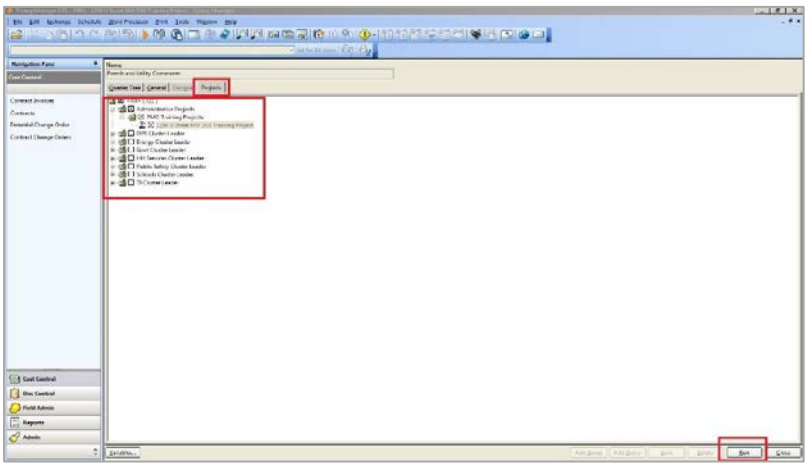


Figure 3

Step 4- The results of your query will be displayed in a new window within Prolog. To export the query from Prolog, click on the **Export** button in the bottom-right of the window and click the **Browse** button when the 'Save Query Results in' pop-up appears.

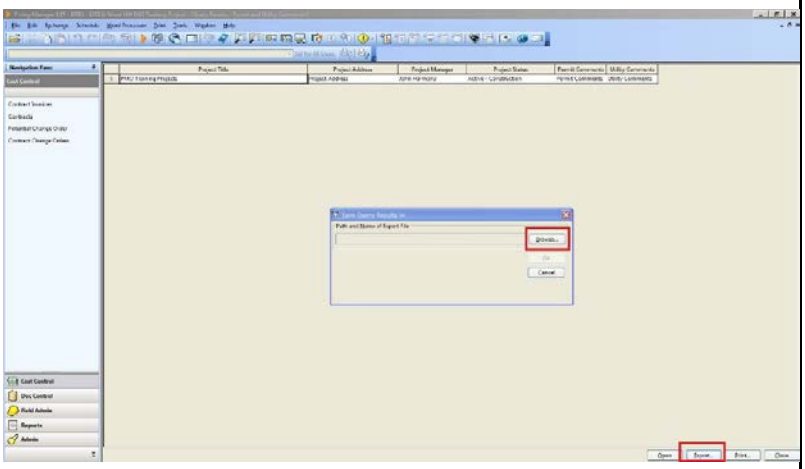


Figure 4

Step 5 - Navigate to the location that you wish to export the query results to in the left pane of the 'File to Export As' window. Name the file that you wish to export in the **File Name** field and select **Excel** from the **File Type** pick-list. Click on the **Open** button when complete.

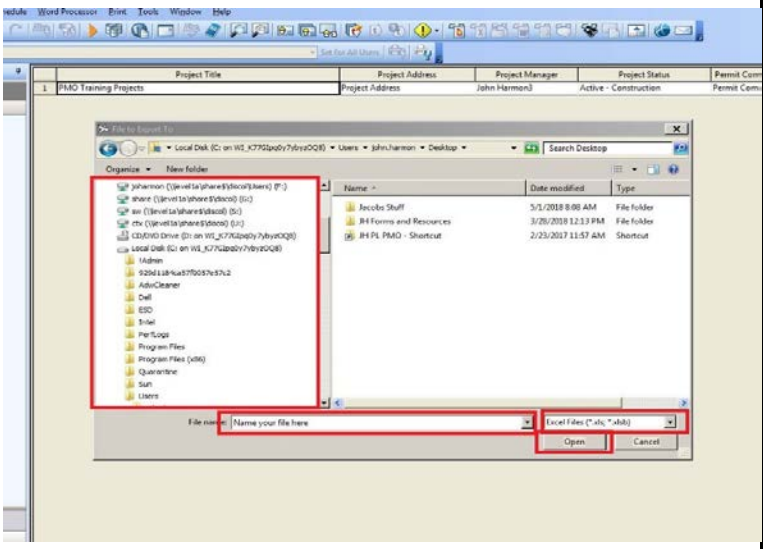


Figure 5

Step 6 - Select **MS Excel XP** from the **File Format Type** pick-list and provide a sheet name in the **Sheet Name** field (this will appear as the tab name and header in the exported Excel workbook). Click the **OK** button when complete.

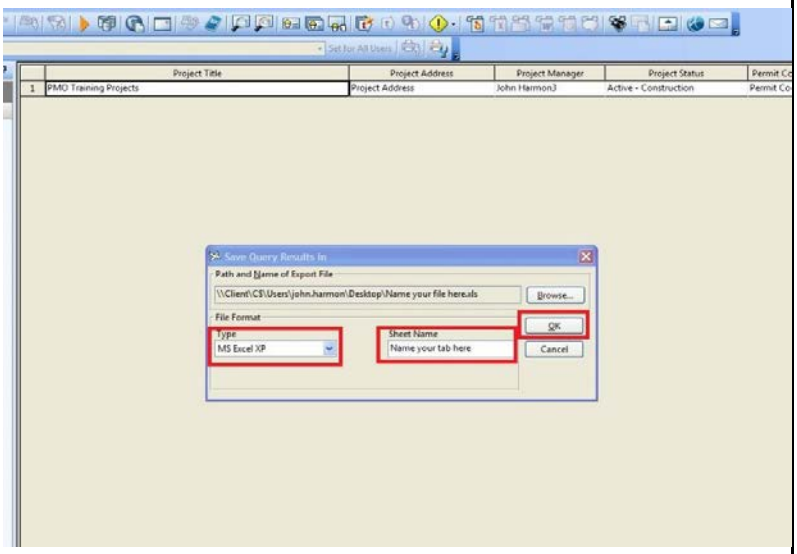
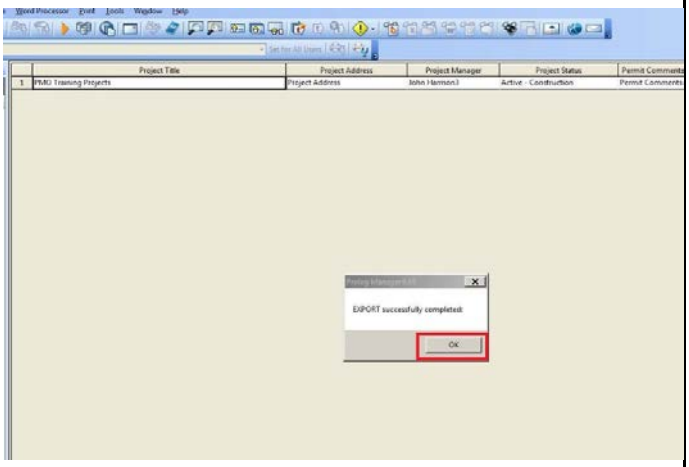
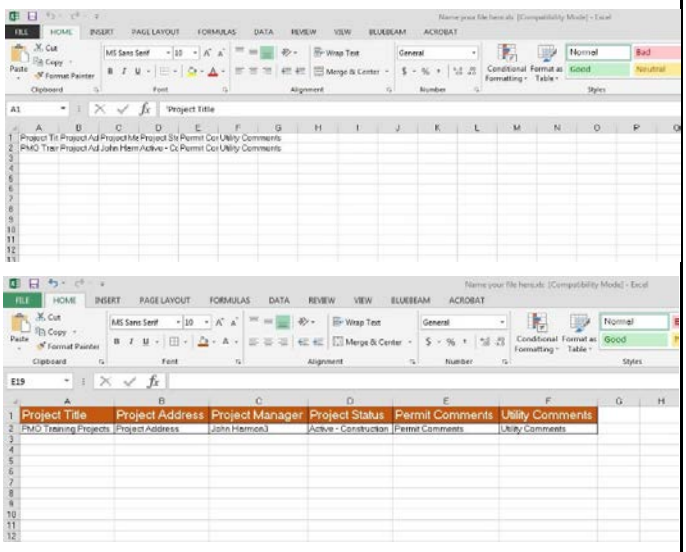


Figure 6

Step 7 - A pop-up will appear once your query has been successfully exported. Click on the **OK** button to complete the query export process.	 Figure 7
Step 8 - Your query is exported from Prolog as an un-formatted Excel workbook. You will need to format the worksheet for the query in Excel in order to make it presentable. Figure 8 shows the raw exported query in Excel (top) and the manually formatted version in Excel (bottom). Once you have formatted the worksheet to be presentable in Excel you can save the query as a PDF for dissemination or leave it as an Excel document for sorting or filtering. ***NOTE*** Edits to the query results should not be made in Excel as these edits do not reflect the record data in Prolog. If the results of the query need to be edited, this should be done in Prolog and a new query should be run so that data integrity is maintained.	 Figure 8

Prolog Project Contract and Invoice Workflow

Contract Signed and PO Issued by Procurement Division

DGS PM Initiates Contract in Prolog and Uploads Copy Of Fully Executed Contract and PO. Other required documents, such as the Subcontracting Plan, are uploaded if required by contract size or type. PM checks “Ready for PMO Review” check box when complete

Automatic Notification sent to PMO alerting them that contract entry is needed

PMO Staff reviews linked documents, works with DGS PM to get corrected or missing documents uploaded and enters remaining pertinent contract information in Prolog

Automatic Notification sent to PMO Reviewer Staff to review contract in Prolog

PMO Reviewer Staff approves contract in Prolog, rejects the record if incomplete or incorrect or checks the Approved by Finance check box

End of Contract Entry Process

Invoice Entry Process Begins

Pencil Copy Invoice Walkthrough takes place

Vendor Uploads agreed upon invoice to Prolog Converge *

Automatic Notification sent to DGS PM and PMO alerting that a new invoice was uploaded for the project

PMO enters raw invoice data into Prolog. Status field on Other Information tab is updated to Rejected or Pending

PMO REJECTION

PM REJECTION

DGS PM reviews invoice, enters invoice data into Prolog, statuses the invoice record as “Rejected” if appropriate and works with vendor to correct if necessary.

Invoice stays in Rejected status until vendor resubmits corrected version which restarts the invoice process

DGS PM approves invoice, signs it and sends it the appropriate Cluster Leader for signature

Cluster Leader reviews invoice, signs it and routes it on for further approval and puts it in the PMO folder on the U: Drive

PMO reviews the PROCESSED invoice for compliance with established guidelines. Incorrect invoices are statused as “Rejected” in Prolog (See Rejected Invoices Above). If invoice is correct, PMO receives the invoice in PASS

PMO routes the invoice packet to the Deputy Director of Construction, and/or the Contracting Officer if the invoice exceeds $1 Mil, for review and approval. Once signed, the invoice is routed it back to PMO

PMO attaches a copy of the fully approved invoice packet in PASS and submits a report with receipt numbers to OCFO for processing

OCFO reviews the invoice. If rejected, PM must resubmit (see green asterix for resubmit step) *

Vendor receives payment

PMO enters the detailed payment information into the invoice record in Prolog

End of Invoice Process

Department of General Services

Capital Construction

Invoice Processing Checklist

Step	Description	PMO	PM
1.	**Prolog Invoice Entry - PMO (will do) & PM (will review and edit if necessary)** E-mail notification from Prolog will be sent to the PM and Cluster Leader that invoice has been "shelled"		
2.	**Vendor's Invoice Accuracy Review - PM & PMO**		
	a. All appropriate documents are attached to include:		
	- CIP form (Is per item price list attached for FFE)		
	- DGS Pay Request Form (Page 1)		
	- DGS Pay Request Form Schedule of Values (Page 2)		
	- Release of Lien for GC (Not required if invoice is for equipment and/or support services)		
	- Retainage reduction letter signed by the Cluster Leader is required when reducing retainage		
	- CBE form		
	b. Make sure all documents reflect the **exact** same amount due for payment. (Vendor invoice on letterhead - DGS Pay Request form and AIA document if included)		
	c. Make sure the billing period is within the contract period.		
	d. Make sure the original contract value is reflected on line 1 of the payment request form.		
	e. Project Manager signature and date signed.must be included		
3.	**Prolog Invoice Entry - PMO (will do) & PM (will review and edit if necessary)**		
	a. Invoice date on **Pay Request** form should match the actual **vendor's invoice or AIA** invoice dates		
	b. Does the "Period" in the Prolog invoice match the ending date of the vendor's billing period?		
	c. Does the **"Itemized Breakdown"** tab in Prolog reflect the vendor's invoice amount in the **"Net Current Due"?**		
	d. Does the **"Financial Summary"** tab in Prolog reflect the vendor's invoice amount in the **"Current Payment Due"**.		
	e. Enter the invoice approval date on the **"Other Information"** tab. This date will match the Deputy Director's Approval date.		
	f. Enter/Review the Vendor's Invoice Number from the vendor's invoice on the **"Other information"** tab? (AIA documents - PO Number & Pay App Number)		
	g. Change the invoice status to Pending?		
	h. Enter/Review the billing period start and end date been entered onto the **"Additional Information"** tab?		
	i. Make sure the Prolog billing period number correspondes to the correct billing period on the invoice		
	j. Check to make sure that Certified Payroll has uploaded into the **"Files"** tab. (Naming Nomenclature as follows: **Vendor Name_PO8888888_Inv Number_Invoice Amt $1,000,000_Cert Pay**)		
4.	After the Prolog invoice data has been reviewed and if necessary edited the PM will sign and place the entire signed invoice packet into the appropriate Cluster Leaders folder on the U drive. **(**Naming Nomenclature as follows**: Vendor Name_PO888888_Vendor Invoice Number_Invoice Amount $1,000).**		
5.	Cluster leader will review the invoice, sign, date and save it in the **"PMO Review Folder"** on the U:\ drive **(\\DGSSHARE01\Capital-Construction\opmfile\ccsa_Invoice Processing_PMO Review)**		
	a. After review and signing the Cluster leader will put the signed invoice packet in the **"PMO Review Folder"** on the U:\\ drive (\\DGSSHARE01\Capital-Construction\opmfile\ccsa_Invoice Processing_PMO Review		
	b. PMO staff will print and review the entire invoice packet and if erroneous or incomplete the status in Prolog will be changed to "Rejected" and the Additional Information tab will be updated to include the reason(s) for the rejecttion		
	c. If the packet is correct and complete it will route for signature from Deputy Director / Chief Project Delivery Officer / Contracting Officer (invoices > $1M)		
6.	**Invoice review and approval: Deputy Director / Chief Project Delivery Officer / Contracts & Procurement (invoices > $1M)**		
	a. Once the invoice is fully approved PMO staff will scan to a flash drive then save them to the U:\\ drive (\\DGSSHARE01\Capital-Construction\opmfile\ccsa_Invoice Processing_PMO Review\PRINT_SIGN for the appropriate day)		
	b. PMO will do receiving in PASS and attach fully approved copies of the invoices to the appropriate receipt in PASS.		
	c. Report sent to DGS Finance/OCFO of all invoices that have been received in PASS and are ready for payment processing.		

DGS
Capital Project reporting summary
Data Entry Fields in Yellow

Owner Agency Code		(AM0, GM0, GA0, HA0, etc.)
Owner Agency Name		(MPD, FEMS, DPW, etc)
PO#:		
Vendor:		
Project #:		(GM101C, SG106C, etc.)
Project Substantial Completion DATE:		
RUCTION FINANCE updated: June 2015		
PM(Name&Signature)		
Invoice #/Pay App #		
Invoice Date		
Billing Start to Billing End Date		
Project Substantially Complete and In Use? Yes/No		
COO Provided? Yes/No/N/A		

If multiple locations, use fields below; if no Schedule of Values is available, use your best estimate

ESTIMATED OVERALL Project Percent Complete

Total Payment Requested and Approved: (agrees to invoice amount)

Retainage

	Current Pay App-LTD	Previous Pay App-LTD	Current Retainage
Pay Application Number	2	1	
Retainage Amount	$0.00	$0.00	$0.00

Capitalized Building

Location Name	Location Address	Building Type	Amount	% of Completion
		Total of all buildings:	$ -	

Capitalized Furniture, Fixtures and Equipment (UNIT COST OF $5K OR GREATER)

Location Name	Location Address	FF&E Type	Amount	% of Completion
		Total of all furniture, fixtures and equipment:	$0.00	

Capitalized Other

**- Place a 1,2,3 or 4 in the box for each location based on the type of expenditure (see line right below)
Expenditure Classification - Athletic Fields(1), Parks(2), Playgrounds(3), Pools(4)

Location Name	Location Address	Other Type	Amount	% of Completion
		Total of all other:	$0.00	

Hazmat Abatement/FFE (unit cost of less that $5K)

**- Place an A or a B in the box for each location based on the type of expense (see line right below)
Expense Classification - (A) Hazmat Abatement or (B) FF&E with a unit cost of less than $5000

Location Name	Location Address	Expense Type	Amount	% of Completion
		Total amount to be expensed:	$0.00	

Net amount to be capitalized

Location Name	Location Address	**	Amount	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
		Total net amount to be capitalized:	$0.00	$0.00

DGS
Capital Project reporting summary
Data Entry Fields in Yellow

To be used for PO's with mutliple funding sources or multi-invoice payments.

Owner Agency Code (AM0, GM0, GA0, HA0, etc.)			
Owner Agency Name (MPD, FEMS, DPW, etc)			
PO#:			
Vendor:			
Project #: (GM101C, SG106C, etc.)			
Project Substantial Completion DATE:			
Project Name:			
Funding Type:			
PM(Name&Signature)			
Invoice #/Pay App #			
Invoice Date			
Billing Start to Billing End Date			
Project Substantially Complete and In Use? Yes/No			
COO Provided? Yes/No/N/A			
Total Payment Requested and Approved			$0.00 (Amount agrees to invoice amount)

ESTIMATED OVERALL Project Percent Complete

Retainage

	Current Pay App-LTD	Previous Pay App-LTD	Current Period Retainage
Pay Application Number			
Retainage Amount			$0.00

Capitalized Building

Location Name / Location Address	Building Type	Amount	Amount	Amount	% of Completion
	335-Recreation Centers				
Total of all buildings:		$0.00	$0.00	$0.00	
				$0.00	

Capitalized Furniture, Fixtures and Equipment

Location Name / Location Address	FF&E Type	Amount	Amount	Amount	% of Completion
Total of all furniture, fixtures and equipment:		$0.00	$0.00	$0.00	
				$0.00	

Capitalized Other

**- Place a 1,2,3 or 4 in the box for each location based on the type of expenditure (see line right below)
Expenditure Classification - Athletic Fields(1), Parks(2), Playgrounds(3), Pools(4)

Location Name / Location Address	Other Type	Amount	Amount	Amount	% of Completion
Total of all other:		$0.00	$0.00	$0.00	
				$0.00	

Any amounts to be expensed

**- Place an A or a B in the box for each location based on the type of expense (see line right below)
Expense Classification - (A) Hazmat Abatement or (B) FF&E with a unit cost of less than $5000

Location Name / Location Address	Expense Type	Amount	Amount	Amount	Percentage of Completion
Total amount to be expensed:		$0.00	$0.00	$0.00	
				$0.00	

Net amount to be capitalized

Location Name / Location Address	**	Amount	Amount	Amount
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
Total net amount to be capitalized:		$0.00	$0.00	$0.00
			GRAND TOTAL:	$0.00

Department of General Services

Reverse Paygo Capital to Operating, FFE Only

Data Entry Fields in Blue

Owner Agency Code		(AM0, GM0, GA0, HA0, etc.)
Owner Agency Name		(MPD, FEMS, DPW, etc)
PO#:		
Vendor:		
Project #:		(GM101C, SG106C, etc.)
Project Substantial Completion DATE:		
PM(Name&Signature)		
Invoice #/Pay App #		
Invoice Date		
Billing Start to Billing End Date		
Project Substantially Complete and In Use? Yes/No		
COO Provided? Yes/No/N/A		

ESTIMATED OVERALL Project Percent Complete:

Total Payment Requested and Approved: (agrees to invoice amount)

Retainage

	Current Pay App-LTD	Previous Pay App-LTD	Current Period Retainage
Pay Application Number	2	1	
Retainage Amount	$0.00	$0.00	$0.00

Capitalized Furniture, Fixtures and Equipment (UNIT COST OF $5K OR GREATER)

Location Name	Location Address	Amount	Percentage of Completion

Total of all furniture, fixtures and equipment: $0.00

FFE (unit cost of less that $5K)

Location Name	Location Address	Amount	Percentage of Completion

Total amount to be expensed: $0.00

*Other Expenditures Not FFE*** (provide description and explanation of other costs)*

Location Name	Location Address	Amount	Percentage of Completion

Total amount to be expensed: $0.00

Net amount to be capitalized

Location Name	Location Address	Amount
		$ -
		$ -
		$ -
		$ -

Total net amount to be capitalized: $0.00

VARIANCE

***Description and Explanation of other Costs*

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES

Date Submitted:

Contract #:		Purchase Order #:	
Project Name:		Contract Start Date:	
Contractor:		Contract Completion Date:	
Vendor Invoice #:		Billing Start:	Billing End:

1. Original Contract Amount		$0.00	
2. Net Amount of Change Orders Approved		$0.00	
3. Total Contract Amount To Date (1+2)			$0.00
4. Total Amount Completed %	0.00%		$0.00
5.Retainage:	0.00%		$0.00
6.Less Previous Payments			$0.00
TOTAL AMOUNT DUE THIS PAYMENT			**$0.00**
Balance to Finish	0.00%		-

CONTRACTOR'S (GC) CERTIFICATE: I Certify that all items, quantities and prices of work and material shown in the application for payment are correct to the best of my knowledge and belief and have been completed in accordance with the Contract Documents.
ARCHITECT'S (A/E) / CONSTRUCTION MANAGER (CM) CERTIFICATE: In accordance with the Contract Documents, based on site observation and data comprising this application, the A/E / CM certifies to the owner to the best of the A/E / CM's knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with Contract Documents, and the contractor is entitled to payment of the AMOUNT CERTIFIED.
CERTIFICATION OF TIMELY PAYMENTS TO SUBCONTRACTORS AND SUPPLIES: I will make timely payments from the proceeds of this payment to all subcontractors and suppliers in accordance with my contractual arrangements with them. I have made payment from proceeds of prior payments to all subcontractors and suppliers in accordance with my contractual arrangements with them.

Project Manager

Vendor Signature

By:
Printed name

Program Manager

Title

Date

DC CERTIFICATE: I certify that o the best of my knowledge and belief, this requisition is a true and correct statement of work performed and materials supplied by the contractor and that the work and materials comply with the requirements of the contract. I also certify that all of the required certified payroll affidavits have been received.

Cluster Leader

Deputy Director

Chief Project Delivery Officer

2000 14th Street NW, 8th Floor, Washington DC 20009
Phone: 202-724-4400 Fax : 202-671-0647

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES

Payment Request for Work Performed

Contract #: _____
Project Name: _____
Contractor: _____

Date Submitted: _____

CO#/ Mod#	Division	Description	Contract Amount	Previous Work Value	Work This Invoice Value	Stored Material Value	Total Complete Value	Percent Complete	General Retainage Percent	General Retainage Value	Net Current Due	Balance To Complete Value
							-			-	-	-
							-			-	-	-
							-			-	-	-
							-			-	-	-
							-			-	-	-
							-			-	-	-
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							-			-	-	-
							-			-	-	-
							-			-	-	-
Total			**$0.00**	**$0.00**	**-**	**$0.00**	**$0.00**	**0.00%**		**$0.00**	**-**	**-**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES DIVISION

(Date)

Jeff Bonvechio
Deputy Director of Capital Construction Services Division
Department of General Services
1250 U Street, NW – 4th Floor
Washington, DC 20009

Reference: **(Project Name)**

Subject: Retention reduction for various subcontractors.

Dear Mr. Bonvechio:

In a letter dated **(date), (vendor name)** has requested to reduce the retainage for payment held for various subcontractors to **(numeric)** % starting with the **(month/year)** pay period. **(Vendor name)** based their request to reduce the retainage held on the monthly payment for this particular subcontractor because the work of this subcontractor is substantially completed with (**work description)** and has executed all applicable releases of claim rights to date.

This request is in accordance with Article **(numeric)**, Section **(numeric)** of the Agreement between **(Vendor name)** and the Department of General Services. We confirm that these subcontractors' work for **(work description)** is substantially complete as of **(date).** We therefore recommend the retainage be reduced to **(numeric)** % starting with the **(month/year)** billing period.

Should you have any questions or wish to discuss this matter further, please feel free to contact me directly at **(phone number).**

Sincerely,

(Full Name)
Program Manager

_____
Recommendation Accepted by Jeff Bonvechio

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

RELEASE OF LIENS AND CLAIMS

Project Name: Contract No.:

Task Order No.:

Contract Date:

Contract Amount:

Date:

Final Release of Liens and Claims:

The undersigned (Company Name), in consideration of payments received and upon receipt of the amount of payment of $ _____ hereby indemnifies, waives, releases, and holds the District of Columbia harmless for the above referenced project, including all claims, right to liens, terminations, and stop notices upon said premises or the improvements thereon under the statutes of the jurisdiction in which the project is located.

The undersigned further represents and warrants, as of this date, that he/she is duly authorized to sign and execute this Release of Liens and Claims on behalf of (Company Name); that (Company Name) has properly performed all work and furnished all materials of the specified quality in accordance with all contract documents in an acceptable workmanlike manner to the Department of General Services/Construction Division, District of Columbia and that (Company Name) has paid for all labor, including fringe benefits and workers compensation, all materials, equipment, services, taxes, insurance premiums, and bonds (if required) and that any materials supplied to or incorporated in this project have been paid.

(Company Name) is executing this Release of Liens and Claims for the express purpose of inducing the District to make disbursement and payment to (Company Name) of $_____.

This letter must be signed and notarized below by authorized individuals.

Insert Consultants /Contractors name: (Company Name)

By: _____

Print Name: _____

Title: _____

Date: _____

I, a Notary Public in and for the District of Columbia, hereby certify that, on this (Day) day of (Month), (year), (company representatives name) personally appeared before me, known to me (or satisfactorily proven) to be the person who executed the foregoing Release of Liens and Claims, as of (Company Name) who acknowledged having done so for the purposes therein contained.

IN WITNESS WHEREOF, I have set my hand and official seal.

_____
Notary Public, D.C.

My commission expires: _____

[NOTARIAL SEAL]

Department of General Services
Capital Construction Services

CERTIFIED BUSINESS ENTERPRISE(CBE) REPORTING FORM

Data for Period Ending month/ day/ year

Project Title:		**Current Contract Amount:$**	**$0.00**
Prime Contractor/Vendor:		**CBE Participation Goal: 50.0%**	**$0.00**
Reporting Period(month/year):		**Current CBE Participation:** **#DIV/0!**	**$0.00**

Division/Type of Work	Subcontractors	CBE Number	Committed Amount (Current Approved Subcontracting Plan)	Revised Contract Award (approved change orders included)	Amount Paid To Date
GRAND TOTAL				**$0.00**	**$0.00**

FILE NAMING NOMENCLATURE

Invoice Packet: Vendor Name_PO Number_INV #XXXXXX_$Amount of Invoice
Example: GC Co_PO123456_INV #IPAY002_$100000 00.pdf

Certified Payroll: Vendor Name_PO Number_INV #XXXXXX_$Amount of Invoice_CertPay
Example: GC Co_PO123456_INV #IPAY002_$100000 00_CertPay.pdf

CBE Report: CBE_PO Number_Vendor Name_INV #XXXXXX_Year Month(numerical)
Example: CBE_PO123456_GC Co_INV #IPAY002_2017 12.pdf

Step 1 - With the project that you wish to process an invoice for open in Prolog Manager, select ***Contract Invoices*** (blue box) under ***Cost Control*** (red box) in the ***Navigation Pane*** .



Figure 1

Step 2 - Use the ***PO Number*** (red box) dropdown menu to select the applicable Contract purchase order number. Number, Sequence, the contract schedule of values and any previously invoiced change orders will auto populate. Select the appropriate ***Period*** (blue box) from the drop-down list. Select the correct ***Division*** for each line and enter the ***Work This Invoice Value*** and ***Stored Material Value*** amounts in their respective fields (orange boxes).

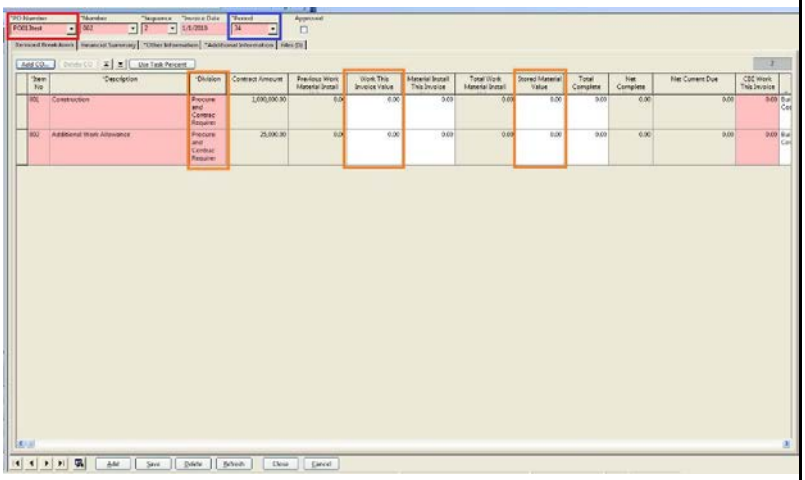


Figure 2

Step 3 - Review the ***Retainage Percentage*** (orange box) for each line. Make sure that it matches the current retainage percentage per contract or current stage of release of retainage.

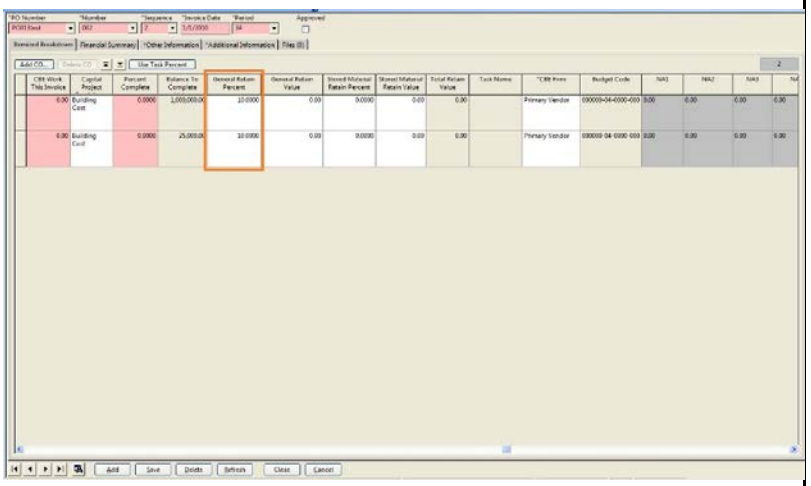


Figure 3

Step 4- Use the ***Add CO*** button (red box) to add any executed change orders that need to be included in the invoice. Select the appropriate ***CO(s)*** (blue box) from the pop-up window and click ***OK*** (orange box) when finished. Complete all of the 'orange box" items from Steps 2 and 3 for each CO line.

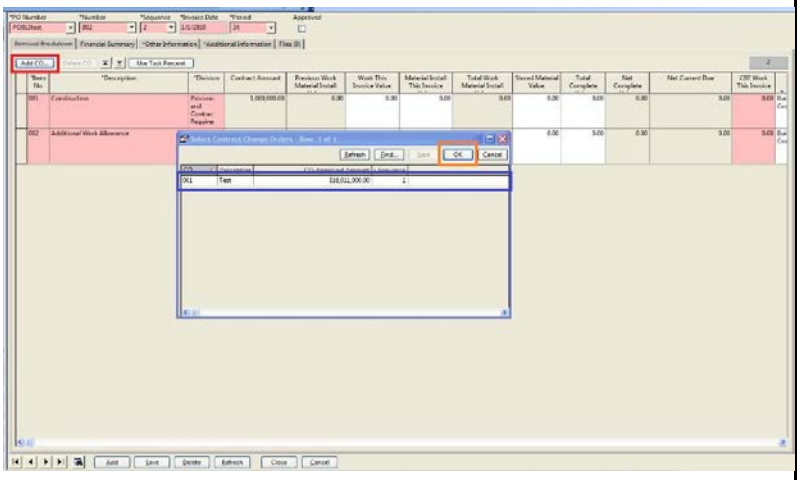


Figure 4

Step 5 - Enter the ***Received Date*** (red box), ***Vendor Invoice Number*** (blue box) (must be unique to vendor company) and select the invoice ***Status*** (orange box) from the drop-down list. Enter any notes such as reason for a rejection in the ***Remarks*** field (green box). Start all notes with the date of entry. ***NOTE*** the ***Received Date*** is the date that the vendor uploaded their invoice to Prolog. ALL INVOICES MUST BE UPLOADED TO PROLOG BY THE VENDOR - NO EXCEPTIONS

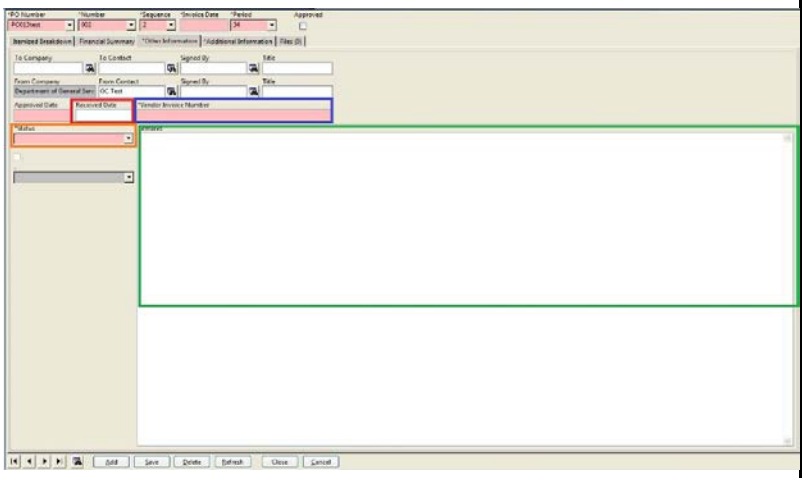


Figure 5

Step 6 - Enter the ***Billing Period Start*** and ***Billing Period End*** dates (red box) on the ***Additional Information*** tab. Enter all change order PO numbers associated with the invoice vertically in the ***PASS PO Number (If Different From Original)*** column (blue box) starting in the first white box and going downward. The top PO number field in this column (pink field) should be left blank.

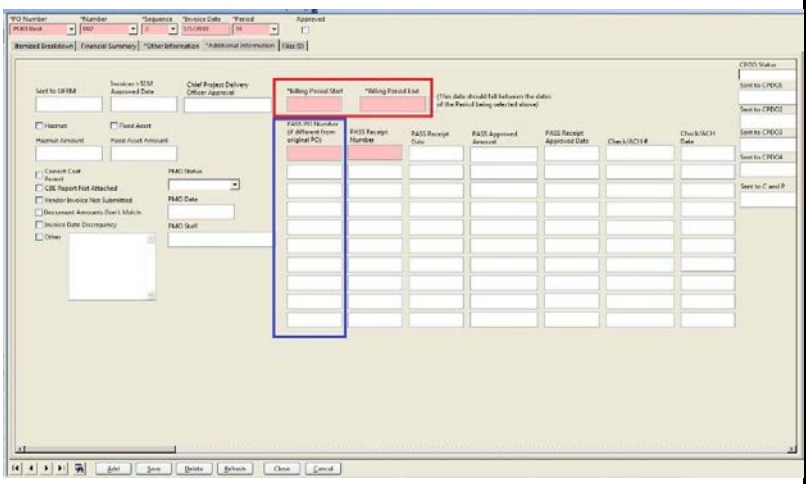


Figure 6

Step 7 - Review the information on the ***Financial Summary*** tab (red box) to see that is is the same as what is on the invoice. Discrepencies mean something is incorrect in the invoice or the data entered into prolog for the contract, change orders or invoice record(s). Correct errors if able or see PMO for additional help if required.Click the ***Save*** button (blue box)when complete.

NOTE (DGS EMPLOYEE PMs ONLY) The PM is responsible for approving the receipt for each of their invoices in PASS. If the receipt is not approved OCFO can NOT process the invoice for payment.

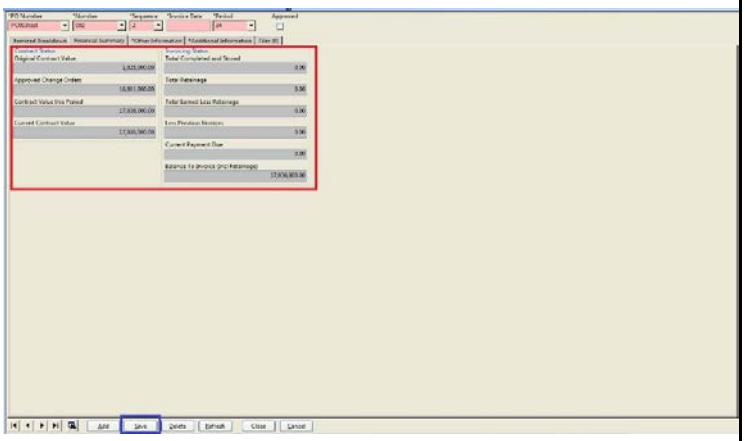
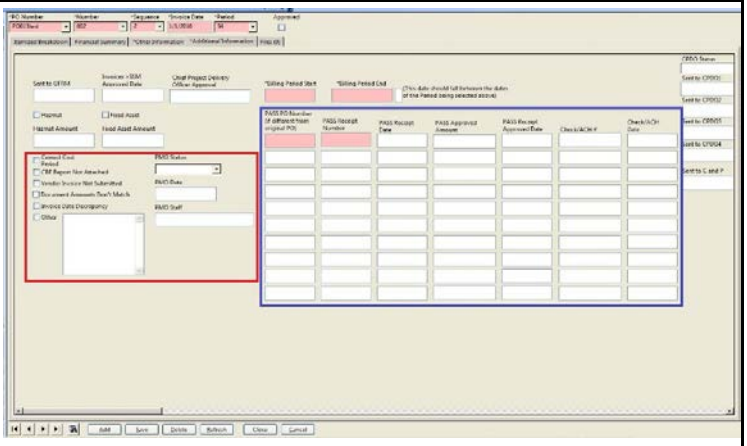


Figure 7

Review - Once the invoice has been signed by the PM and Cluster Leader, PMO will review the invoice and use the ***checkboxes and fields*** (red box) on the ***Additional Information*** tab shown at the left to track any issues with the invoice. An automatic notification will be sent from Prolog if the invoice is rejected. The notification will include the reasons for rejection and corrective work required. This information can also be reviewed at any time in Prolog by logging in and coming back to the invoice record. ***PASS information*** and ***Check/ACH date and Payment Number*** (blue box) are entered by PMO and can be used to track payment status for an invoice. Information regarding invoice processing and tracking such as ***CPDO and C&P approval dates*** and the date ***Sent to OFRM*** for payment is also available in the other fields on this tab.



Step 1 - Cost Periods are also know as invoice or billing periods and are used to assign a specific period of time to an invoice.
To establish Cost Periods within a project, select ***Cost Periods*** from the ***Admin*** module in the ***Navigation Pane*** .



Figure 1

Step 2 - Click the Add Row button to establish a Cost Period. A new Cost Period is Established every time you click the button. You can establish as many Cost Periods as desired when you set up the project or add them as you go. If necessary you can manually change the Cost Period dates in a row but it is reccommended that you keep the default "by month" period.

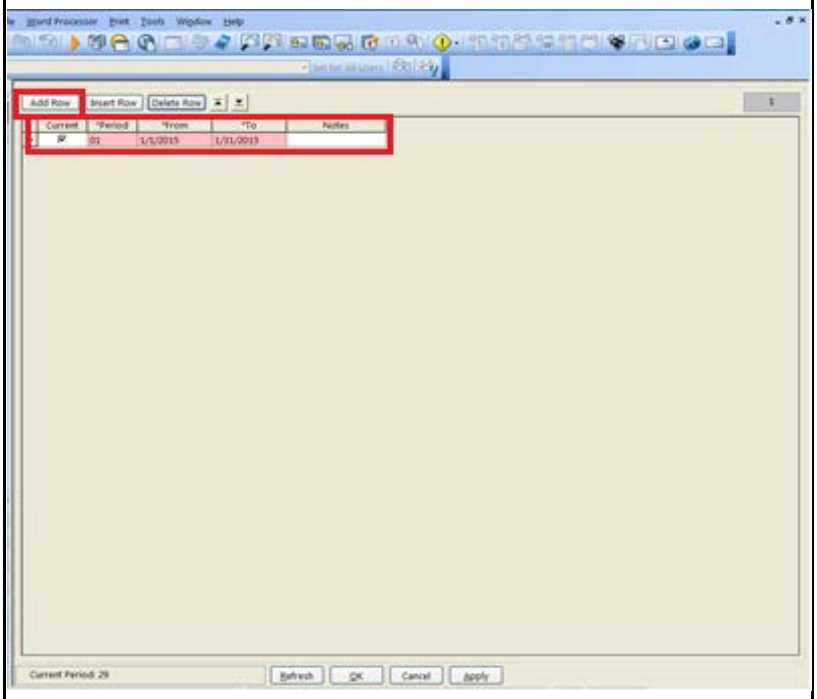


Figure 2

Step 3 - Review the ***Current Period*** in the bottom left corner of the window and, if incorrect, click on the checkbox in the ***Current*** column next to the Cost Period that corresponds with the current billing period. ***NOTE*** When selecting a new Cost Period with every invoice you will receive a pop-up notification asking if you'd like to make that the current Cost Period for the Project. You should click on the ***Yes*** button to make that Cost Period current.

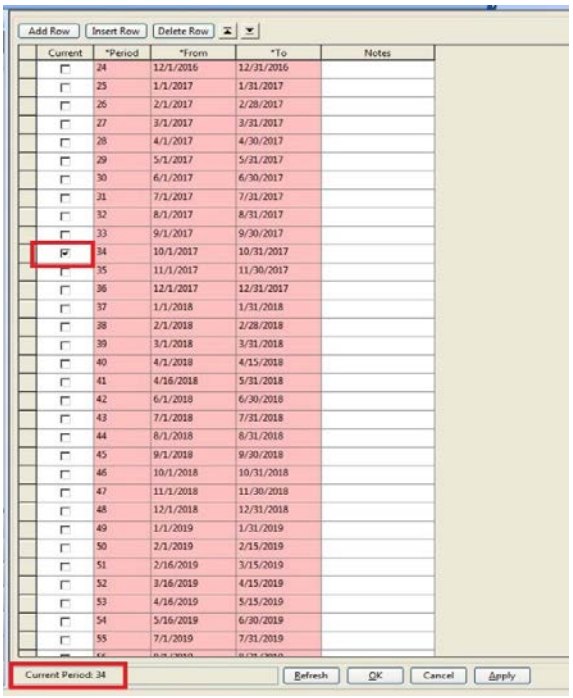


Figure 3

Step 4 - Click the ***Apply*** button and then the ***OK*** button when complete.

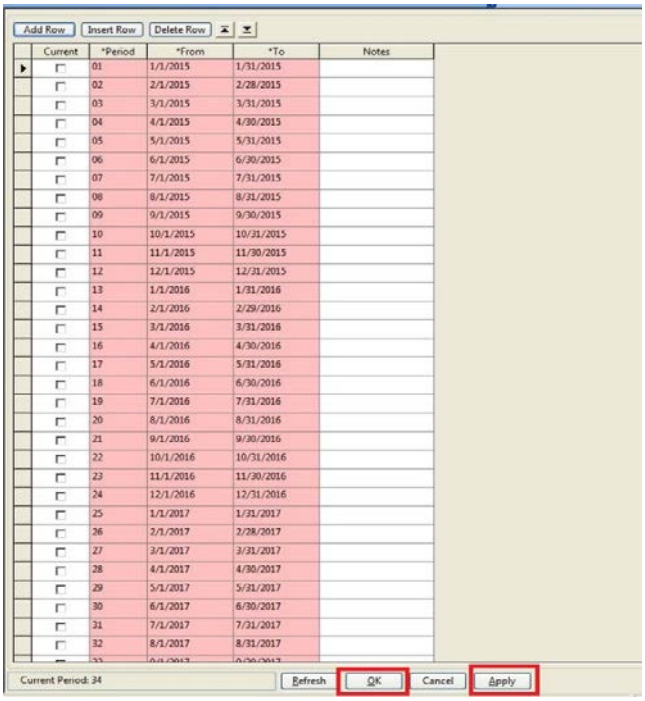


Figure 4

INVOICE PROCESSING

PROLOG

NOTIFICATIONS

From: converge@noreply.com
Sent: Thursday, December 14, 2017 2:54 PM
To: Harmon, John (DGS)
Cc: Support, Prolog (DGS); White, Cassandra (DGS)
Subject: Incorrect Invoice Cost Period

Incorrect Invoice Cost Period

Project: **1250 U Street NW DGS Training Project**

PO: **PO012test**

Contractor: **Department of General Services - Capital Construction Division**

The invoice below has the wrong 'Period' selected in Prolog's 'Contract Invoices'. It must be corrected before the invoice can be processed for payment.

Invoice#:	**003**	
Sequence#:	**3**	
Invoice Date:	**12/14/2017**	
Invoice Amount:		**$15,000.00**
Billing Start Date:	**12/14/2017**	
Billing End Date:	**12/14/2017**	
PASS Receipt#:		**789456**

Support, Prolog (DGS)

From: converge@noreply.com
Sent: Monday, December 11, 2017 4:35 PM
To: Haniska Prinston
Cc: Support, Prolog (DGS); Fluelling, Alphonso (DGS)
Subject: Contract Documentation Required

Contract Documentation Required

Project Name: **1400 41st Street, SE Fort Davis Park Playground**

PO#: **PO576154**

Vendor Name: **NVS Construction Company**

Upload and link documentation to support the items "CHECKED" below:

- ☐ Award Document
- ☐ Period of Performance
- ☐ Schedule of Values
- ☑ 12/11/17:
  SC Date is 1/3/18 as specified in Letter Contract

Once the required documentation has been uploaded and linked please remember to check the box "Contract Ready for Review" by PMO.

From: converge@noreply.com
Sent: Friday, December 01, 2017 4:20 PM
To: Debra Rakes; Harmon, John (DGS)
Subject: Contract Invoice Rejection

Contract Invoice Rejected

Project Name: **1250 U Street NW DGS Training Project**

PO#: **PO012test**

Invoice#: **001**

Contractor: **Department of General Services - Capital Construction Division**

The invoice above has been rejected by the Project Manager for the reason(s) below:

This is my remarks.

Please revise your invoice to correct the issues noted above and resubmit a revised invoice in Prolog. Please contact your DGS Project Manager with any questions.

Harmon, John (DGS)

From: converge@noreply.com
Sent: Thursday, December 14, 2017 4:35 PM
To: Debra Rakes; Harmon, John (DGS)
Subject: Contract Invoice Paid

Contract Invoice Paid

The invoice listed below has been paid:

Project Name:	**PMO Training Projects**
PO#:	**PO012test**
Invoice Date:	**12/14/2017**
Invoice#:	**007**
Vendor Invoice #:	**789123**
Vendor Name:	**Department of General Services - Capital Construction Division**
Amount:	**$6,000.00**
Check Number:	**555555**
Check Date:	**12/14/2017**

Step 1- In Prolog Manager, open the project that you wish to document a risk for and select **Risk Log** from the **Doc Control** module in the **Navigation Pane**.

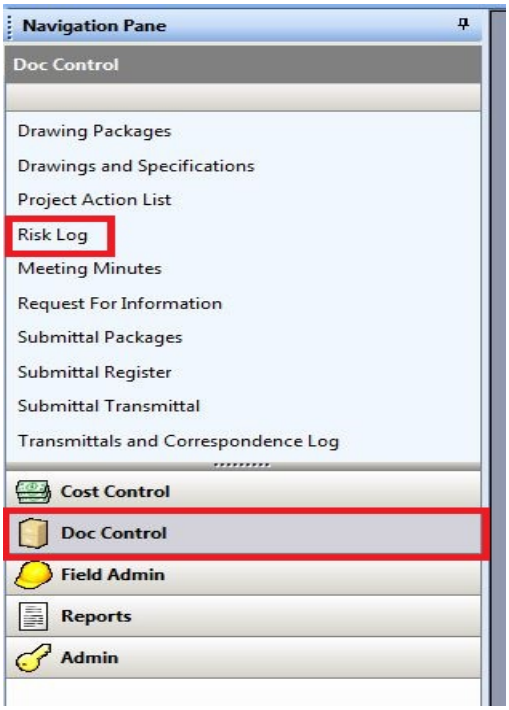


Figure 1

Step 2- Enter relevant information in all of the fields on the **General** tab. Assign a risk type in the **Type** field. If the mitigation strategy is known, select the mitigation strategy type in the **Strategy** field and describe the way that you will execute the strategy in the **Potential Mitigation Strategy** field.

NOTE The mitigation strategy can be added later if it has not been determined yet by selecting To Be Determined in the Strategy field. Do not wait until you have a mitigation strategy to document risks.

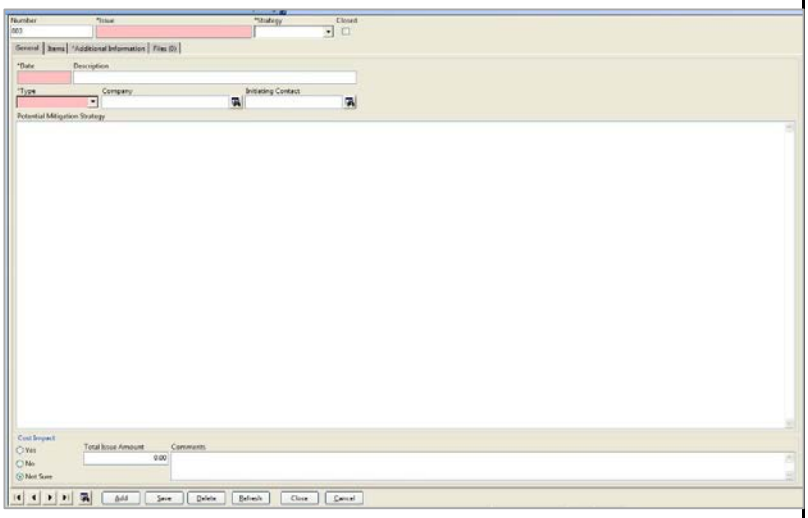


Figure 2

Step 3- Items should further define the risk and it's parts. There may be one or more items for each risk. On the Items tab, use the Add Row button to add items related to the risk. Enter the date that you add an item in the **Date** column. Reference documents can be listed in the **Reference** column for each item. Describe the item in the **Item Detail** column. Enter Yes, No or Not Sure in the **Cost** column and the related cost for that item in the **Item Amount** column for each item.

NOTE You can build a new risk log or append an existing risk log by using the **Build Risk Log** button and selecting the items that you wish to include in the log.

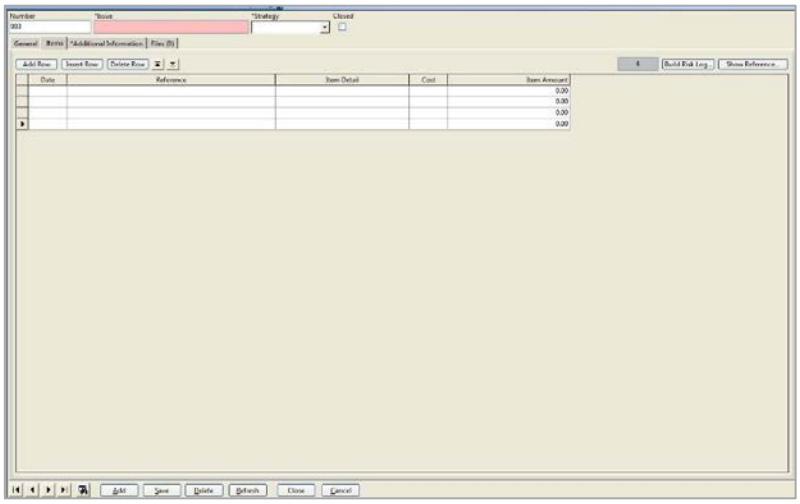


Figure 3

Step 4- On the Additional Information tab, determine and enter the **Probability** and **Severity** for the risk.

NOTE Check the **Lessons Learned** box and enter a description of the lesson learned on each risk if applicable. These can be added later if the lesson is learned after the risk has been created.

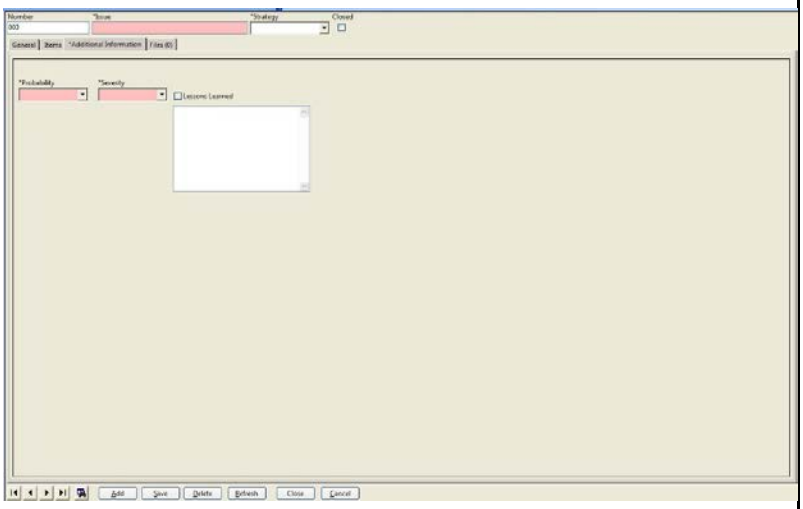
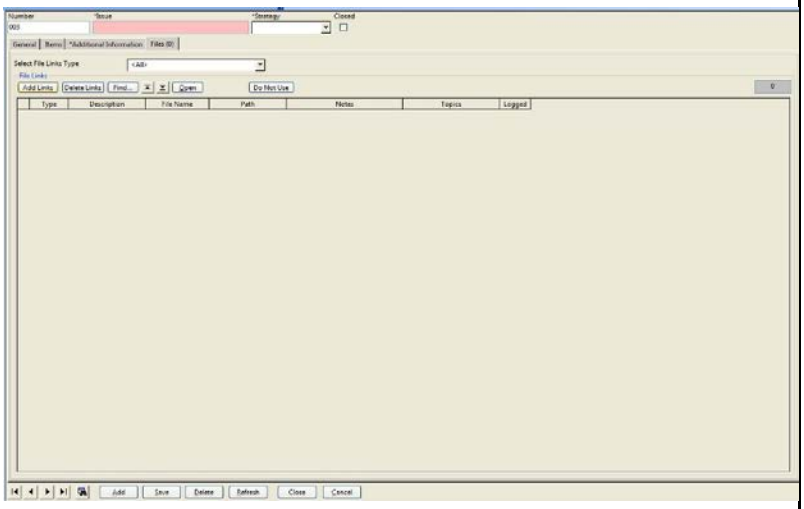


Figure 4

Step 5 - Upload and link any applicable references to the record on the **Files** tab. Click on the **Save** button when complete.	 Figure 5

Prolog Converge Vendor Training Agenda

Overview

- What is Prolog Converge?

Access

- Training Requirements
- Login
- Support
    - Prolog.Support2@dc.gov

Navigation

- Navigation Menus
- General Use

Prolog Use

- Preparing an Invoice
- Uploading an Invoice
- File Naming Conventions – Invoices and CBE Docs
- Potential Change Orders (PCOs)
- Requests for Information (RFIs)
- Submittals
- Drawings
- Meeting Minutes

Discussion and Questions

Prolog Converge – DGS Vendor Training Important Links

- Login Address for Prolog Converge - https://dres.solutionguidance.com/prologconverge/webclient/

- Where to find DGS Forms and Instructions – https://dgs.dc.gov/page/dgs-ccs-forms-and-instructions-for-vendors

- PMO Office and Prolog Support - Prolog.Support2@dc.gov

Step 1 - To access Prolog Converge, go to the following address:

https://dres.solutionquidance.com/prologconverge/webclien1/

A User Name and Password will be provided by DGS or Solutions Guidance upon completion of DGS Prolog Converge training.

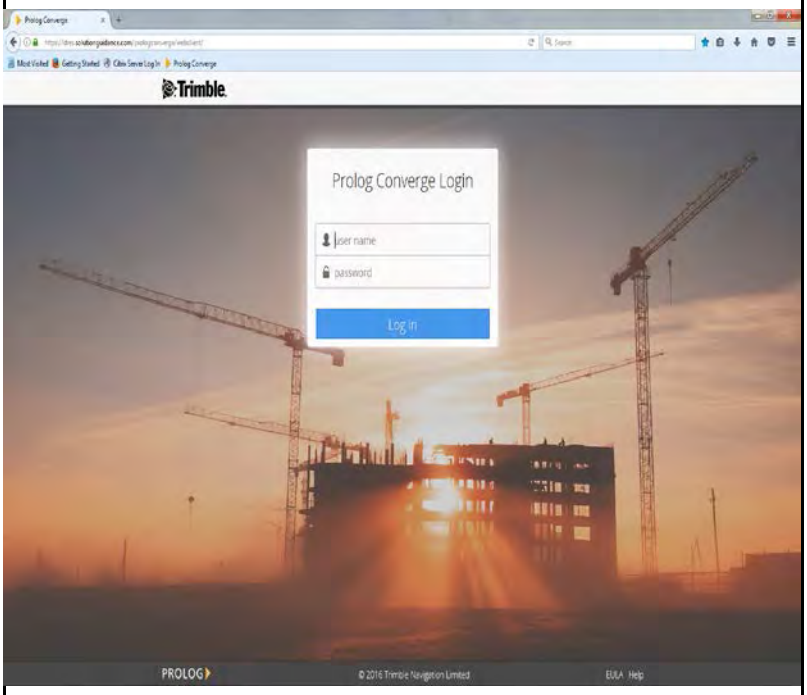


Figure 1

Step 2 - Click on the ARROW button on the left side of the project number corresponding to the project you wish to open.

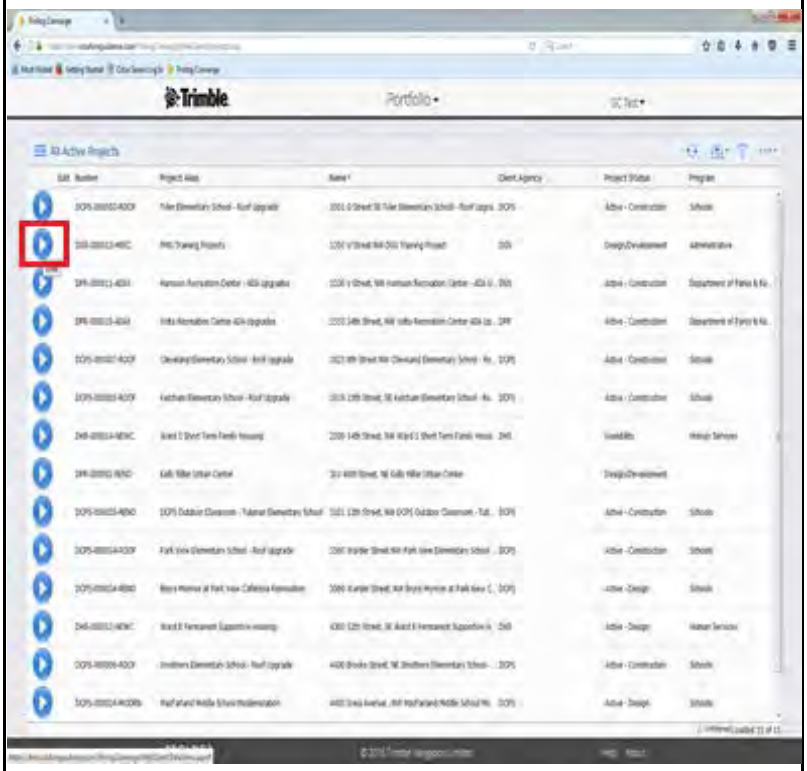


Figure 2

Department of General Services
Capital Construction Services
Vendor Invoice Processing Checklist

1.	**Vendor's Invoice Accuracy Review**	
	a. All appropriate documents are attached to include:	
	- DGS Pay Request Form (Page 1)	
	- DGS Pay Request Form (Page 2)	
	- Release of Lien for GC (Not required if invoice is for equipment and/or support services)	
	- Retainage reduction request letter signed by vendor	
	- Completed CBE form	
	- Vendor invoice on company letterhead or AIA document	
	- Certified Payroll	
	b. Make sure all documents reflect the amount billed for payment.	
	c. Make sure the billing period is within the contract period.	
	d. Make sure the original contract value is reflected on line 1 of the payment request form.	
	ALL INVOICES MUST BE UPLOADED IN PROLOG CONVERGE BY THE VENDOR	
	FILE NAMING NOMENCLATURE	
	Invoice Packet: Vendor Name_PO Number_INV #XXXXXX_$Amount of Invoice	
	Example: GC Co_PO123456_INV #IPAY002_$100000 00.pdf	
	Certified Payroll: Vendor Name_PO Number_INV #XXXXXX_$Amount of Invoice_CertPay	
	Example: GC Co_PO123456_INV #IPAY002_$100000 00_CertPay.pdf	
	CBE Report: CBE_PO Number_Vendor Name_INV #XXXXXX_Year Month(numerical)	
	Example: CBE_PO123456_GC Co_INV #IPAY002_2017 12.pdf	

Updated date: 12/20/17

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES

Date Submitted:

Contract #:		Purchase Order #:	
Project Name:		Contract Start Date:	
Contractor:		Contract Completion Date:	
Vendor Invoice #:		Billing Start:	Billing End:

1. Original Contract Amount		$0.00	
2. Net Amount of Change Orders Approved		$0.00	
3. Total Contract Amount To Date (1+2)			$0.00
4. Total Amount Completed %	0.00%		$0.00
5.Retainage:	0.00%		$0.00
6.Less Previous Payments			$0.00
TOTAL AMOUNT DUE THIS PAYMENT			**$0.00**
Balance to Finish	0.00%		-

CONTRACTOR'S (GC) CERTIFICATE: I Certify that all items, quantities and prices of work and material shown in the application for payment are correct to the best of my knowledge and belief and have been completed in accordance with the Contract Documents.
ARCHITECT'S (A/E) / CONSTRUCTION MANAGER (CM) CERTIFICATE: In accordance with the Contract Documents, based on site observation and data comprising this application, the A/E / CM certifies to the owner to the best of the A/E / CM's knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with Contract Documents, and the contractor is entitled to payment of the AMOUNT CERTIFIED.
CERTIFICATION OF TIMELY PAYMENTS TO SUBCONTRACTORS AND SUPPLIES: I will make timely payments from the proceeds of this payment to all subcontractors and suppliers in accordance with my contractual arrangements with them. I have made payment from proceeds of prior payments to all subcontractors and suppliers in accordance with my contractual arrangements with them.

Project Manager

Vendor Signature

By:
Printed name

Program Manager

Title

Date

DC CERTIFICATE: I certify that o the best of my knowledge and belief, this requisition is a true and correct statement of work performed and materials supplied by the contractor and that the work and materials comply with the requirements of the contract. I also certify that all of the required certified payroll affidavits have been received.

Cluster Leader

Deputy Director

Chief Project Delivery Officer

2000 14th Street NW, 8th Floor, Washington DC 20009
Phone: 202-724-4400 Fax : 202-671-0647

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES

Payment Request for Work Performed

Contract #: _____
Project Name: _____
Contractor: _____

Date Submitted: _____

CO#/ Mod#	Division	Description	Contract Amount	Previous Work Value	Work This Invoice Value	Stored Material Value	Total Complete Value	Percent Complete	General Retainage Percent	General Retainage Value	Net Current Due	Balance To Complete Value
							-			-	-	-
							-			-	-	-
							-			-	-	-
							-			-	-	-
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Total			**$0.00**	**$0.00**	**-**	**$0.00**	**$0.00**	**0.00%**		**$0.00**	**-**	**-**

This page represents the GC/CM/AE Company Invoice with a unique invoice number.

Make sure that the dates and all information on this invoice matches what is on the DGS payment request forms.

RELEASE OF LIENS AND CLAIMS

Project Name: Contract No.:

Task Order No.:

Contract Date:

Contract Amount:

Date:

Final Release of Liens and Claims:

The undersigned (Company Name), in consideration of payments received and upon receipt of the amount of payment of $ _____ hereby indemnifies, waives, releases, and holds the District of Columbia harmless for the above referenced project, including all claims, right to liens, terminations, and stop notices upon said premises or the improvements thereon under the statutes of the jurisdiction in which the project is located.

The undersigned further represents and warrants, as of this date, that he/she is duly authorized to sign and execute this Release of Liens and Claims on behalf of (Company Name); that (Company Name) has properly performed all work and furnished all materials of the specified quality in accordance with all contract documents in an acceptable workmanlike manner to the Department of General Services/Construction Division, District of Columbia and that (Company Name) has paid for all labor, including fringe benefits and workers compensation, all materials, equipment, services, taxes, insurance premiums, and bonds (if required) and that any materials supplied to or incorporated in this project have been paid.

(Company Name) is executing this Release of Liens and Claims for the express purpose of inducing the District to make disbursement and payment to (Company Name) of $_____.

This letter must be signed and notarized below by authorized individuals.

Insert Consultants /Contractors name: (Company Name)

By: _____

Print Name: _____

Title: _____

Date: _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

I, a Notary Public in and for the District of Columbia, hereby certify that, on this (Day) day of (Month), (year), (company representatives name) personally appeared before me, known to me (or satisfactorily proven) to be the person who executed the foregoing Release of Liens and Claims, as of (Company Name) who acknowledged having done so for the purposes therein contained.

IN WITNESS WHEREOF, I have set my hand and official seal.

_____
Notary Public, D.C.

My commission expires: _____

[NOTARIAL SEAL]

CERTIFIED BUSINESS ENTERPRISE(CBE) REPORTING FORM

Data for Period Ending month/ day/ year

Project Title:		**Current Contract Amount:** $	**$0.00**
Prime Contractor/Vendor:		**CBE Participation Goal:** 50.0%	**$0.00**
Reporting Period(month/year):		**Current CBE Participation:** #DIV/0!	**$0.00**

Division/Type of Work	Subcontractors	CBE Number	Committed Amount (Current Approved Subcontracting Plan)	Revised Contract Award (approved change orders included)	Amount Paid To Date

Step 1 - To upload files into the Prolog Converge system, log into Converge and open the project. Files should be attached with the following nomenclature: *Vendor Name_Invoice #_Invoice Amount.*

The prolog converge web link is as follows: https://dres.solutionguidance.com/PrologConverge/webclient/

For additional Forms and instructions: https://dgs.dc.gov/page/dgs-ccs-forms-and-instructions-for-vendors

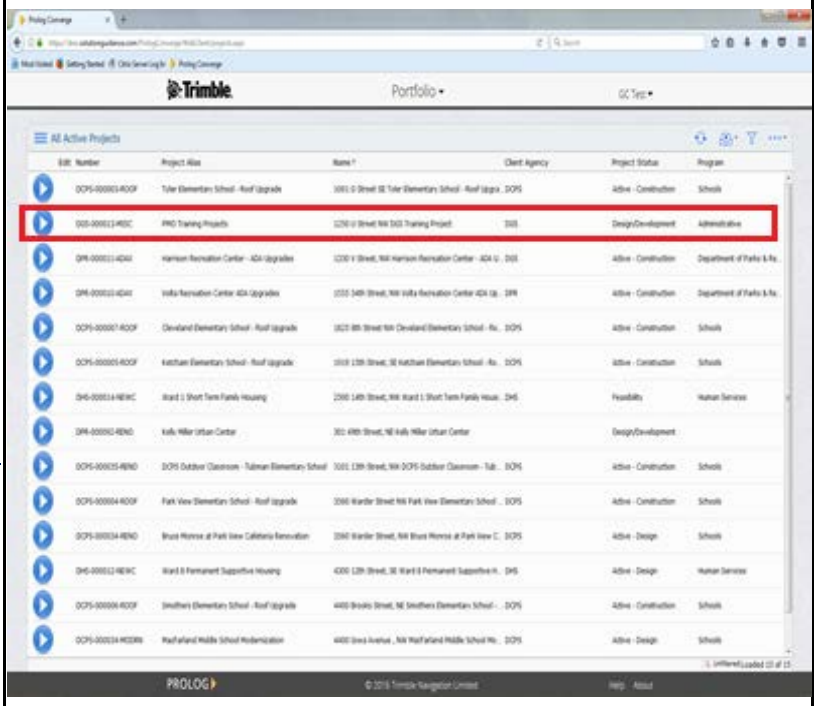


Figure 1

Step 2 - Once the project is opened, click on the "Open View Selector". This will show a list of options available.

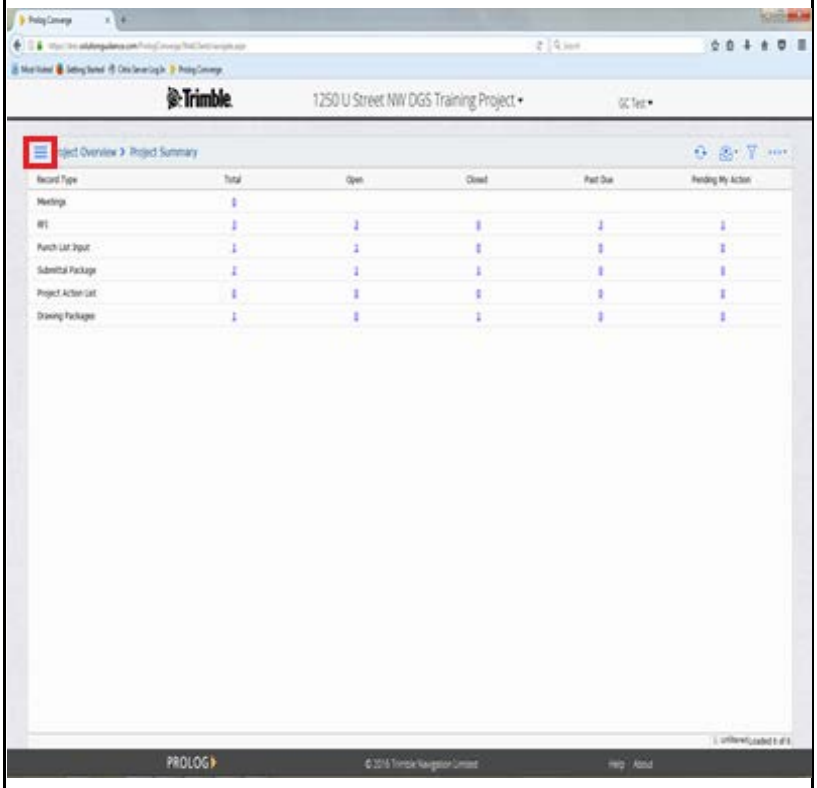
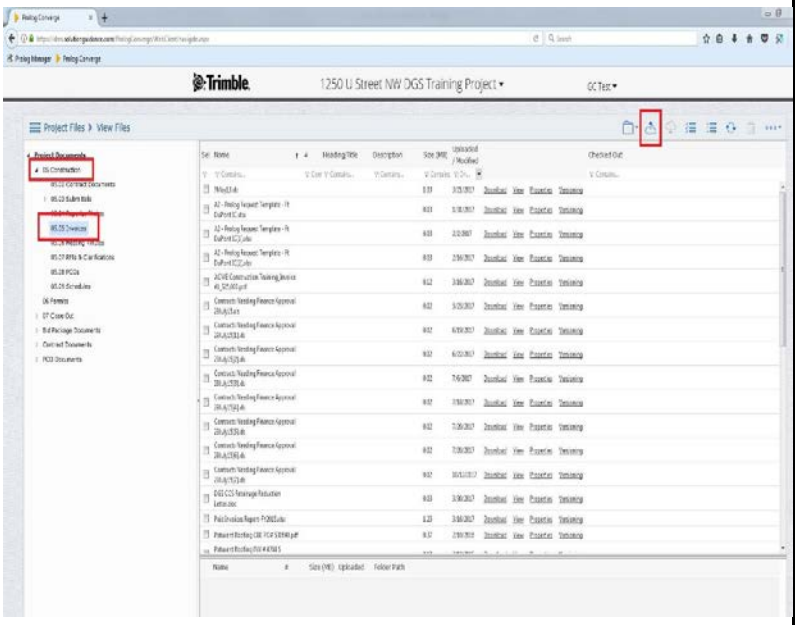
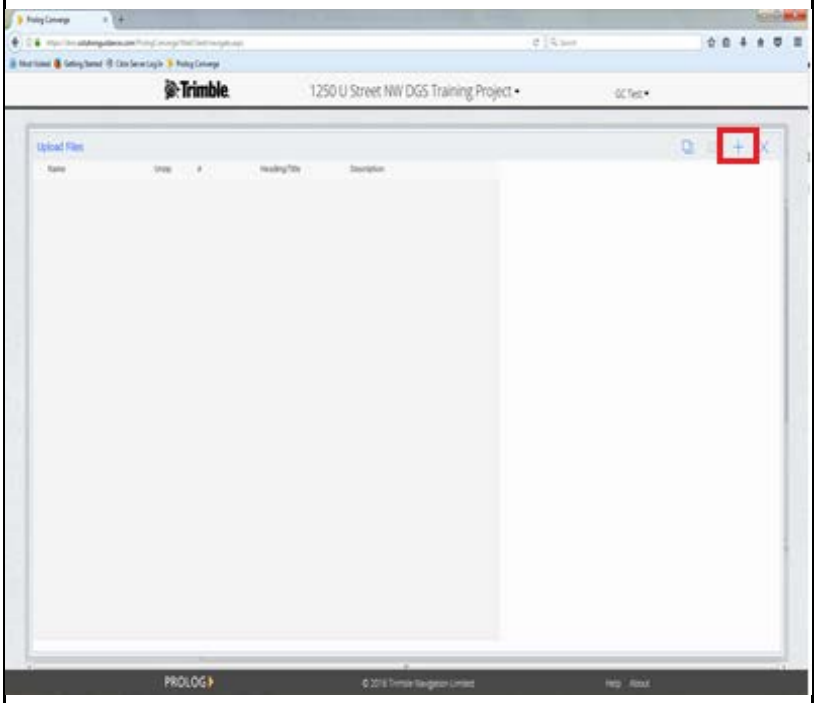
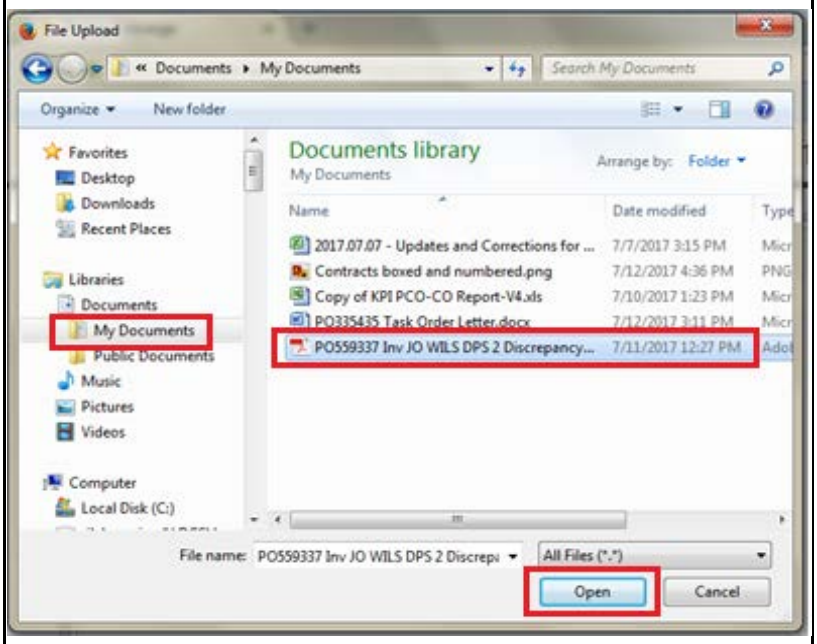
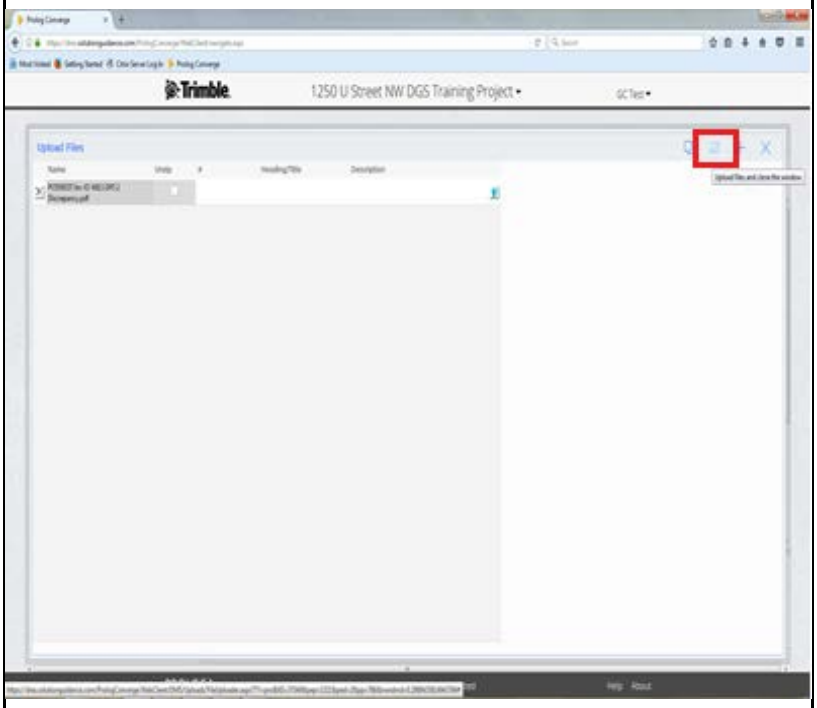
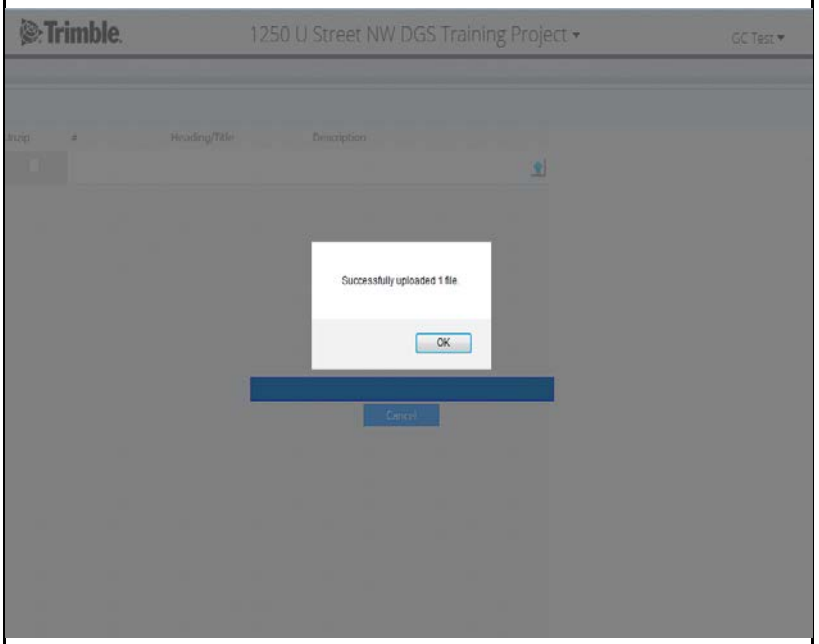


Figure 2

Step 3 - Under Project Files, click the option to View files and the Project File Management system will open…	 Figure 3
Step 4 - Under the Folder, click the subfolder pathway to where the upload file should go, then click on "Upload New".	 Figure 4

Step 5 - Click the "+" icon to open the File Upload window.	 Figure 5
Step 6 - Select the file to be attached and click open. Repeat Steps 5 and 6 for each file that you wish to upload to this project folder.	 Figure 6

Step 7 - After attaching the file(s) in the Upload Files window, click the "Checkbox" icon to upload the files.	 Figure 7
Step 8 - Prolog will notify you of successful or unsuccessful file upload. Click OK when prompted.	 Figure 8

Step 9 - After attaching the file(s) in the Upload Files window, each will show in the bottom of the list of files for that folder on the View Files page.

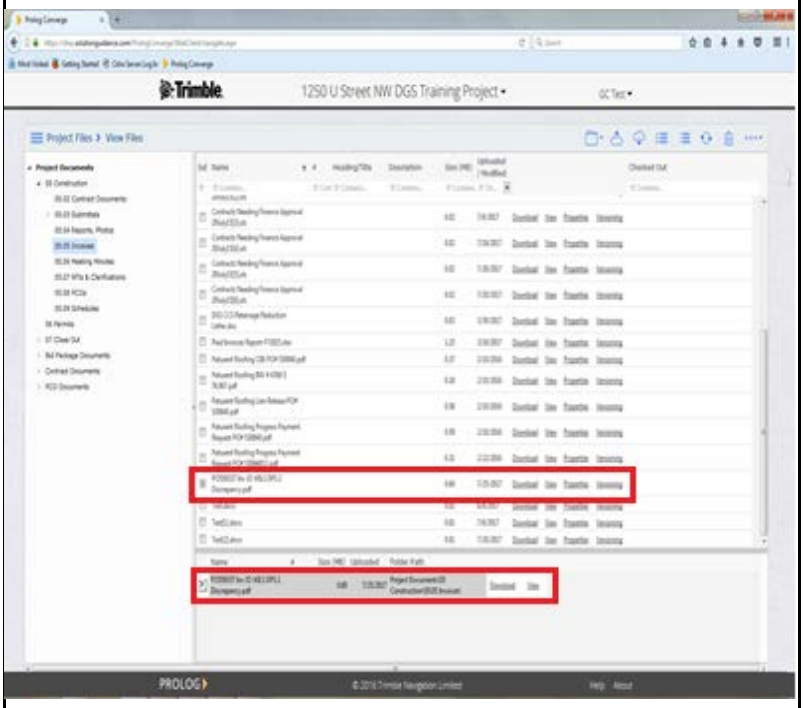


Figure 9

Potential Change Order (PCO) Tracking Process Using Prolog Systems



Change Event Occurs



GC creates a new PCO in Prolog Converge and enters basic information with **Justification Remarks** as to why the event is a change



Prolog sends an email notification that a new PCO has been created to DGS PM and DGS PMO



DGS PM reviews PCO for validity and/or applicability

Rejected



DGS PM changes PCO status field to **Rejected** and checks the **Rejected** box for the PCO record in Prolog – DGS PM enters reason for rejection in **DGS Justification** field on Additional Information tag in Prolog - PCO is now rejected and closed

Acknowledged



DGS PM changes PCO status to **Pending Documentation** in the PCO record in Prolog - DGS PM enters justification for acceptance in Justification field on Additional Information tab in Prolog - PCO process continues



GC further defines PCO scope, cost and time as needed and updates the PCO record in Prolog Converge – Supporting documentation is uploaded and linked to the PCO record – Proposed costs are entered into the **Proposed Amt (Cost)** field for the PCO record in Prolog Converge



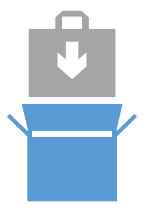
IGE Prepared by DGS/AE/CM/ 3rd Party– IGE cost is entered into the **IGE (Cost)** field for the PCO record in Prolog



DGS PM changes PCO to **Pending Negotiation** in the PCO record in Prolog and negotiations proceed between the DGS PM and the GC– Final cost, time and scope are agreed upon



DGS PM enters additional time in **Acknowledged Days** (if applicable) and approved cost into **Acknowledged/ Negotiated (Cost)** fields for the PCO record in Prolog – Final PCO proposal from GC uploaded and linked to record – DGS PM reviews **Category** and **Reason** fields for accuracy, changing them if necessary, changes Status to **Acknowledged** and checks **Acknowledged** box for PCO record in Prolog - Prolog sends notification of PCO acceptance to GC and PMO



DGS PM initiates Change Order process with C&P – C&P issues final executed CO and revised or new Purchase Order to GC



DGS PM converts PCO to Contract Change Order in Prolog – GC Final Proposal, Record of Negotiations, IGE and SOV, revised contract and PO are uploaded and linked to CCO

Step 1- Select the *Create* option under *Cost Control <Potential Change Orders* from the Prolog Converge *Select a View* menu. This option will open a window allowing you to create a new Potential Change Order (PCO). The new window will open to the *General Information* tab in the Potential Change Orders module.

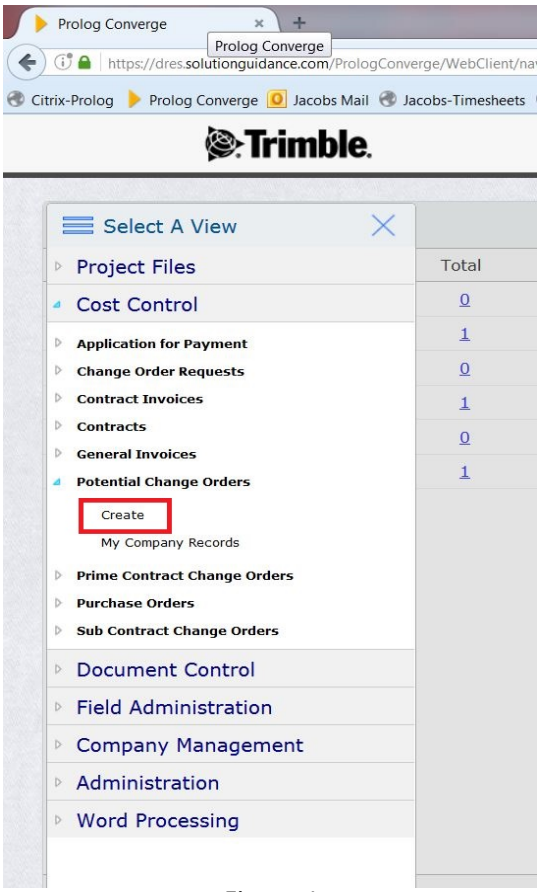


Figure 1

Step 2- In the General Information tab, enter all available information in fields 1 through 5 for the PCO that you are creating. Fields that are colored or have an asterix (*) next to their title are required and you will not be able to save the record without filling out these fields. The Number field populates automatically with the next available number. See Appendix A to this document for usage of the Category and Reason fields.

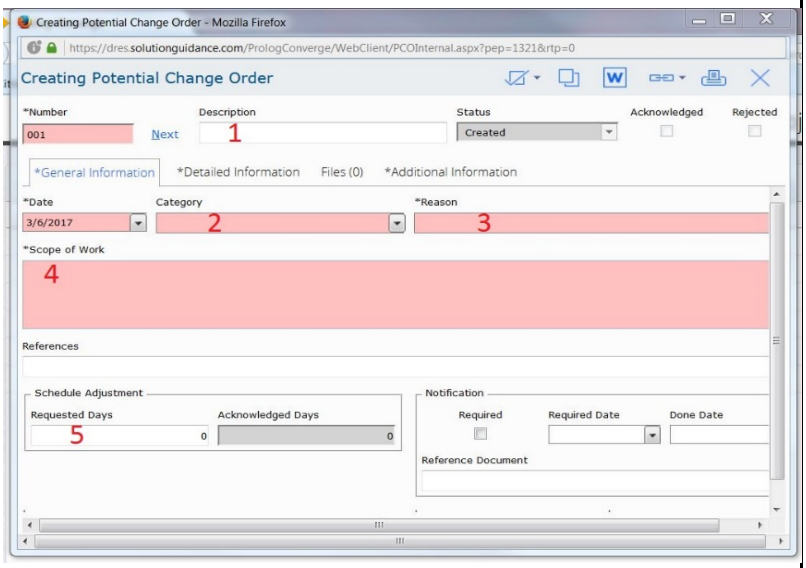


Figure 2

Step 3- On the *Detailed Information* tab, click on *New* to add a new cost line. Add a new cost line for each separate PCO cost item. An example of a separate cost items would be work in separate CSI divisions. Fill in the *Description, Proposed Amt (Cost), PO Number, Vendor,* and *Division* fields for each PCO cost item. You will need to scroll to the right using the scroll bar at the base of the window to reach all of the required fields. PCO, scope, time impacts and cost items may not be known or available upon creation of the PCO. These items can be added, or edited, as required until the PCO is negotiated and acknowledged.

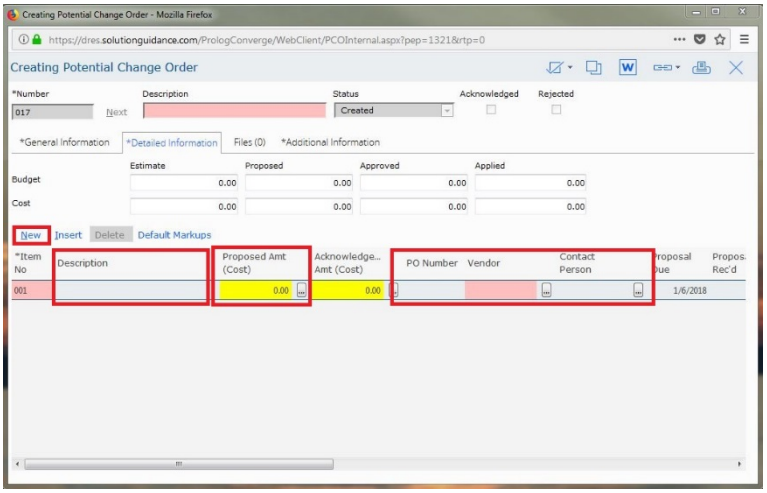


Figure 3

Step 4- Attach files such as photos, directives and proposals by attaching files to the PCO record through the *Attach* link on the Files tab. Files that have been previously uploaded into Prolog Converge can be attached to the record or you can Quick Upload a file once you click on *Attach.* Vendor files should be uploaded to the *PCOs* folder under either the *Design, Construction* or *Construction Management* folder depending on the vendor's project role.

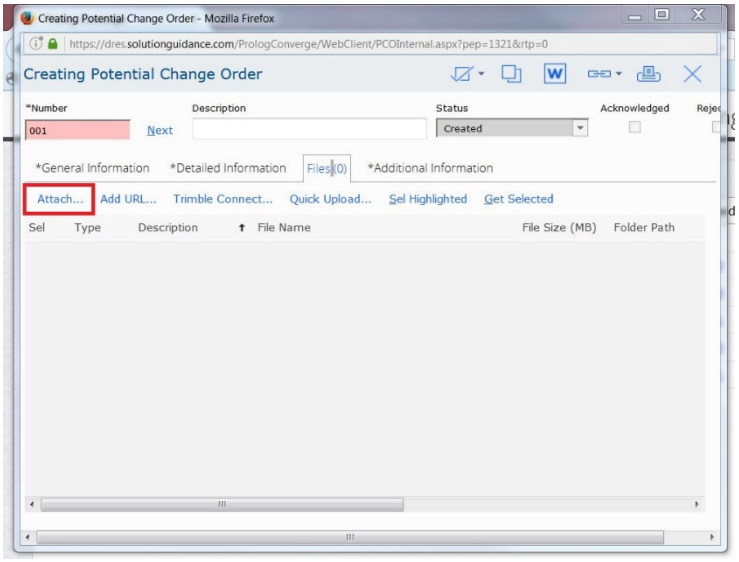
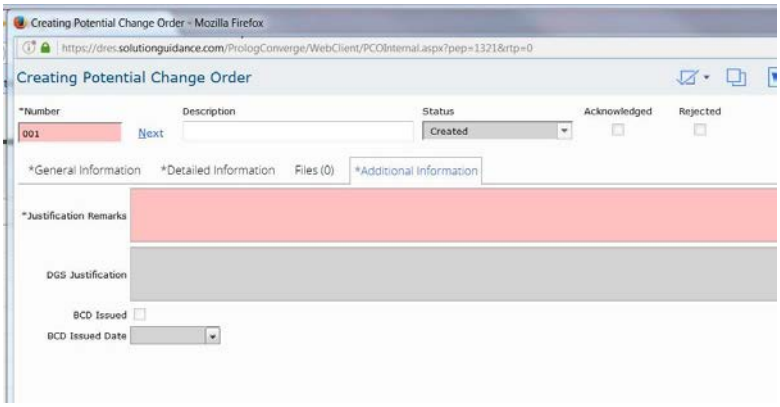
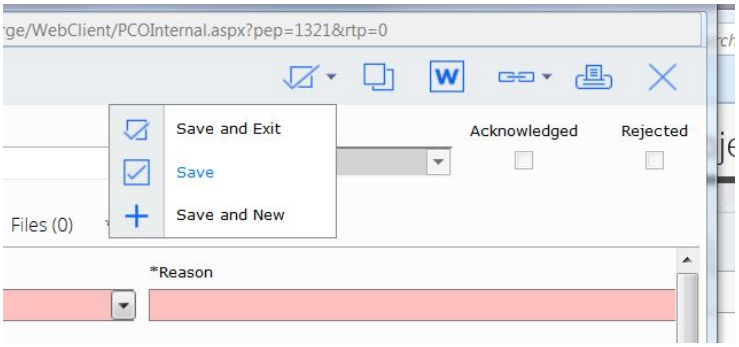


Figure 4

Step 5- On the Additional Information tab, enter the justification for why the work outlined in the PCO would require a change to the contract in the *Justification Remarks* field.	 Figure 5
Step 5- Click on the small arrow next to the *Check Box* in the top-right corner of the screen and chose one of the save options to complete and save the new PCO. An automatic notification is sent to the DGS Project Manager from Prolog Converge via email letting them know that a new PCO has been created for the project. Watch your email for notifications from Prolog Converge that will let you know when a PCO has been rejected or acknowledged by the DGS Project Manager.	 Figure 6

PCO Categories and Reasons - How to Use

Categories	Description of PCO Categories
Add Alternate	Select Add Alternate if the reason for the PCO is to award an Add Alternate for the project
Contingency	Select Contingency if the PCO is a a change that will be covered out of an existing design or construction contingency
Guaranteed Maximum Price	Select Guaranteed Maximum Price if this PCO is due to the award of a definitive contract and GMP for an exisiting letter contract
Unforeseen Conditions	Select Unforseen Conditions if the PCO is due to unforseen conditions at the project site
Client Agency Request	Select Client Agency Request if the PCO is a result of a request for additional scope from the client or using agency
Errors & Omissions	Select Errors & Omissions if the PCO is due to errors or omissions in the design
Other	Select Other if none of the other categories apply to the PCO
Legacy	DO NOT USE

Reasons	Description of PCO Reasons
Add Alternate	Select Add Alternate if the PCO Category is Add Alternate and the reason for the PCO is to award an Add Alternate for the project
Administrative Change	Select if the PCO Category is Other and the PCO is a correction of an internal error or a no cost time extension for billing purposes
Client Agency Initiated Change	Select if the PCO Category is Client Agency Request and the PCO is a result of a request for additional scope from the client or using agency
DGS Initiated Change	Select if the PCO Category is Other and the PCO is the result of a DGS request for additional scope
Errors and Omissions	Select if the PCO Category is Errors & Omissions and the PCO is due to errors or omissions in the design
Unforeseen Conditions	Select if the PCO Category is Unforseen Conditions and the PCO is due to unforseen conditions at the project site
Value Engineering	Select if the PCO Category is Other and the PCO is a result of a Value Engineering effort or suggestion
Weather Conditions	Select if the PCO Category is Other and the PCO is a result of excessive weather delay days above and beyond those normal for the District
City Leadership	Select if the PCO Category is Other and the PCO is a result of direction from the Mayor, City Council or other City Leader
Contingency	Select if PCO Category is Contingency and the cost will be covered from the Contingency
Guaranteed Maximum Price	Select Guaranteed Maximum Price if the Category is Guaranteed Maximum Price and this PCO is due to the award of a definitive contract and/or GMP for an exisiting letter contract
Other	Select if the PCO Category is Other if none of the other reasons apply to the PCO
Legacy	DO NOT USE

Step 1 - Work Instructions for the RFI Module for the GC in Prolog Converge:

Upon logging into the project a Project Summary will be presented to you on the status of all record types, including RFI's. It will show:

Total - All RFI's that have been put into the project database

Open - Number of RFI's not closed by the PM

Closed - All RFI's Closed

Past Due - All RFI's not closed by specified date

Pending My Action - All RFI's that are waiting on action by the logged in user

All numbers act as a link that will go directly to the specified section.

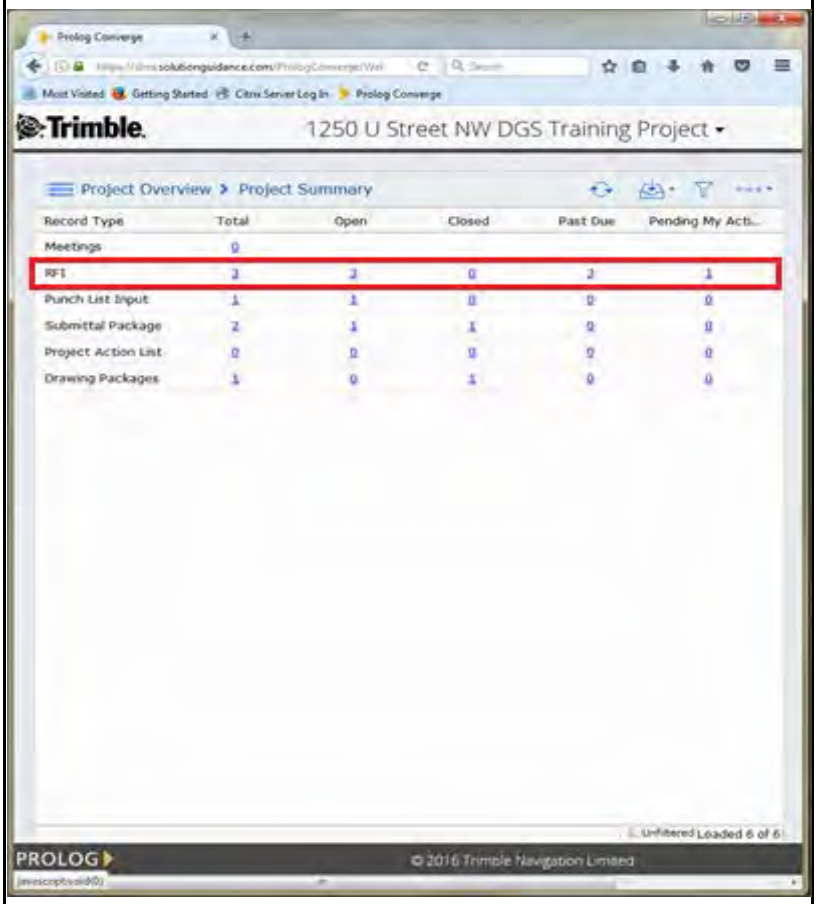


Figure 1

Step 2- Creating a New RFI Record:

To create a new RFI in Prolog on the Left Hand Side of the Screen Click on:

Select a View > Document Control > RFIs > Create

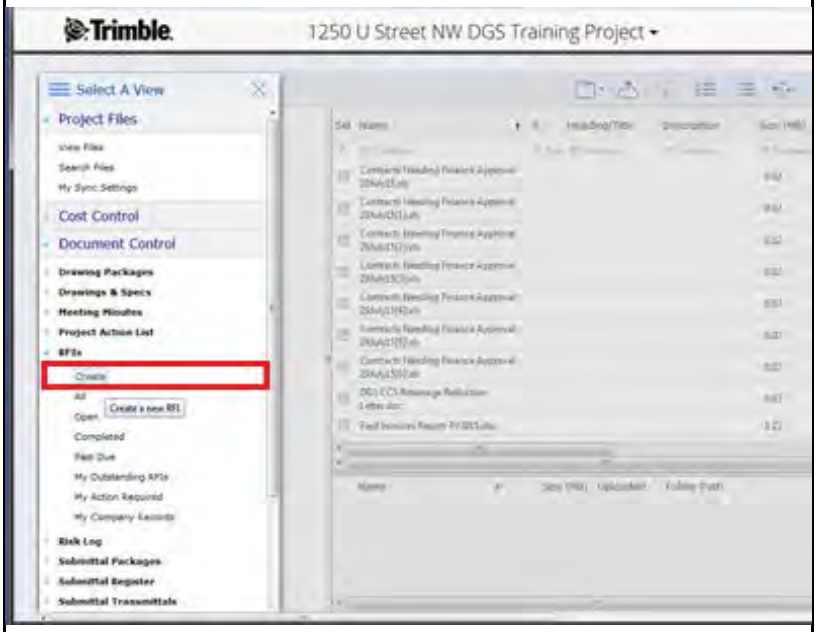


Figure 2

Step 3- Next a screen will open for **Creating Request for Information (RFI)**, that is ready to be filled in with the proper information.

All pink fields and asterisked (*) are required to save and submit the record

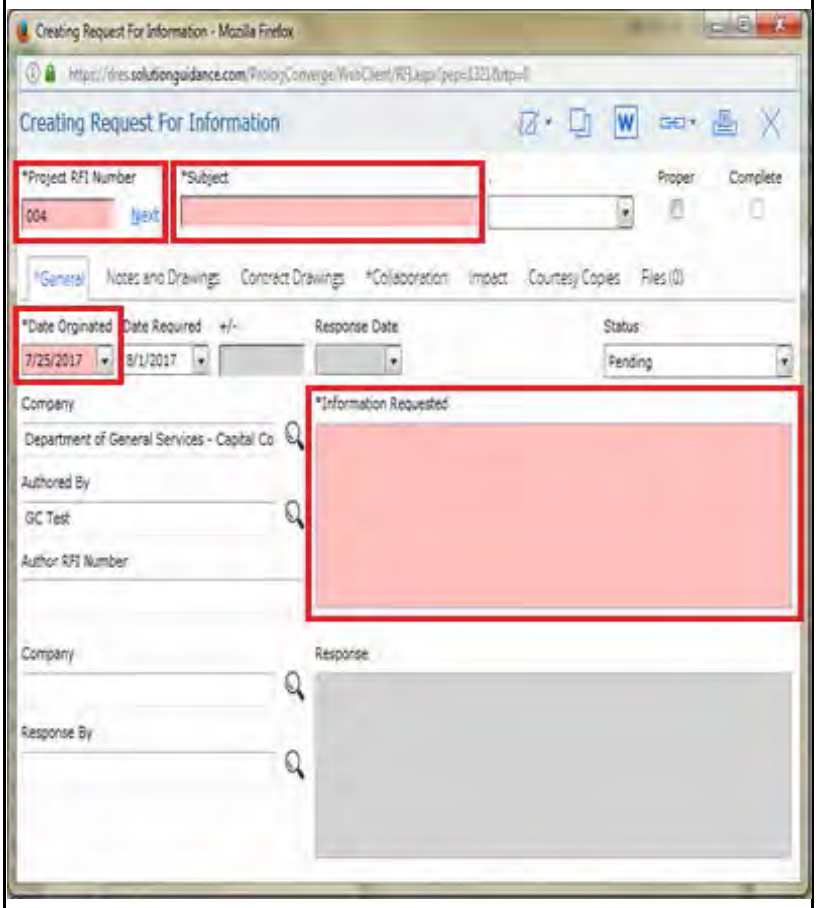


Figure 3

Step 4 - **Project RFI Number** will auto fill to the next available number. It can be changed if need be. Fill in the **Subject** with an appropriate title for the RFI.

Date Originated will auto populate to the current date this can be changed if necessary. **Date Required** will always be set at one week, but can be adjusted, unless the contract says otherwise.

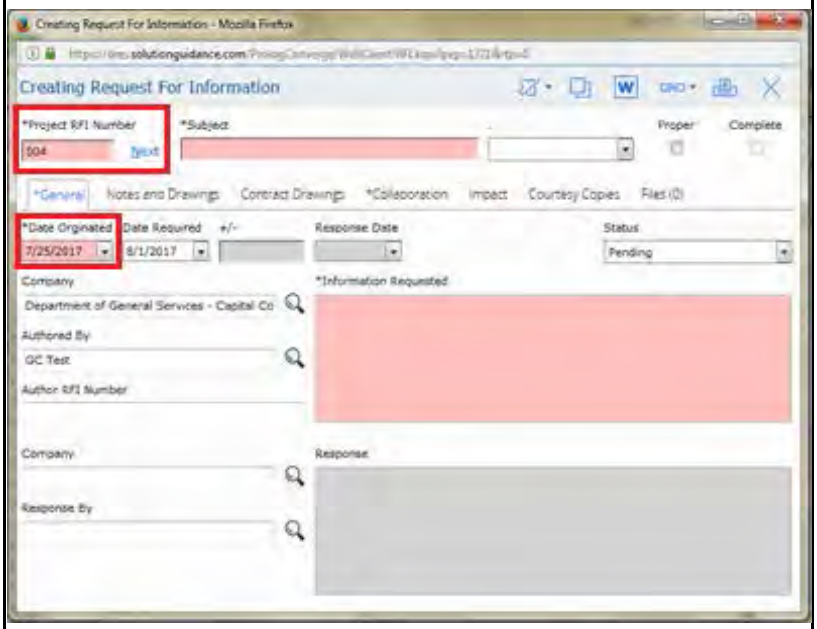


Figure 4

Step 5 - Fill in the **Information Requested** section with all the pertinent details to why the RFI is being submitted.

The **Company** and **Authored By** will auto fill to your contact information. If necessary to change see steps **8** and **9**.

Note: **"Response by**" field will be filled in once the RFI is closed by the DGS PM.

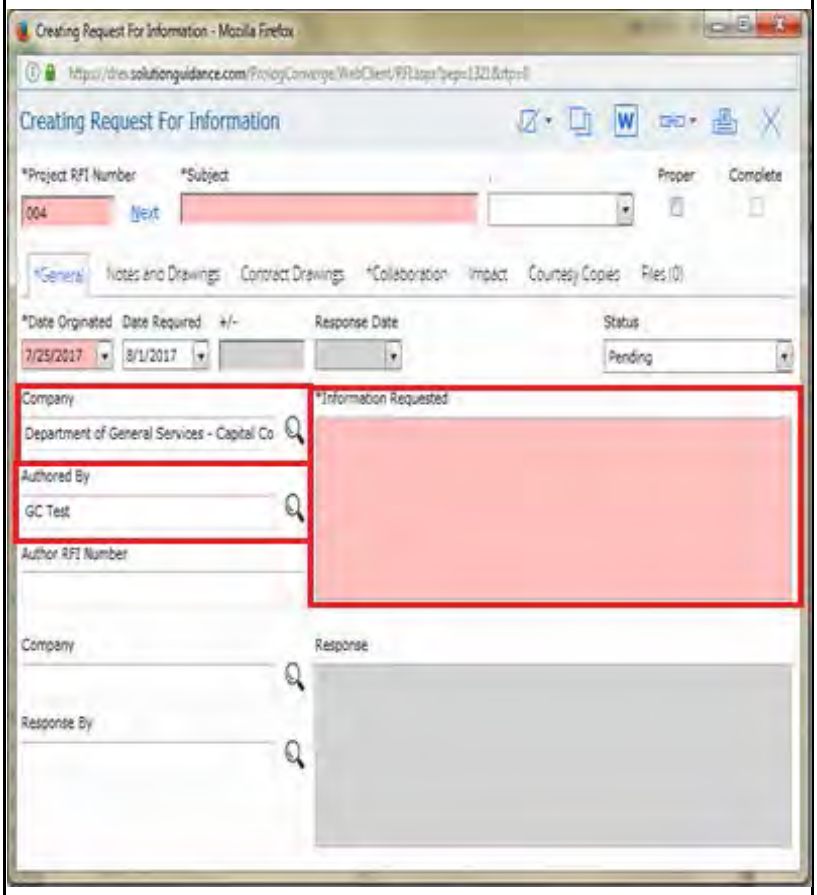


Figure 5

Step 5 - To search by company use the popup button to the right of the box this will open the **Company Search** window. Filtering by type of company, company ID, and company may be accomplished with the above three fields. Remove the check for "Limit to Project" field. Use the search icon once criteria are set. The companies will appear below. To select a company, simply double-click.

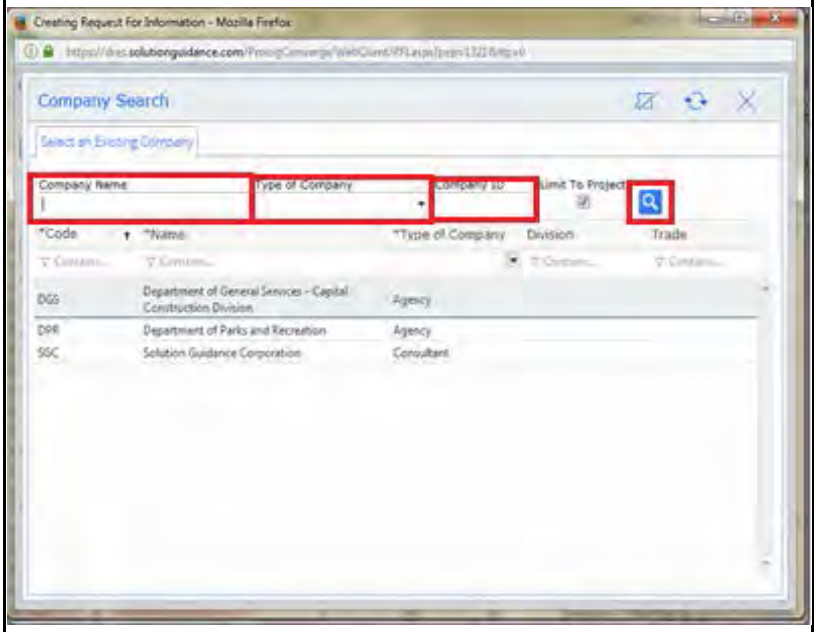


Figure 6

Step 7 - To search by author, filtering by display name may be accomplished using the field highlighted in Figure 9. Select the search icon once the display name field has been populated. Remove the check from "Limit To Project" field. The contacts will appear below. To select a contact, simply double-click (the company will auto fill in by selecting a contact).

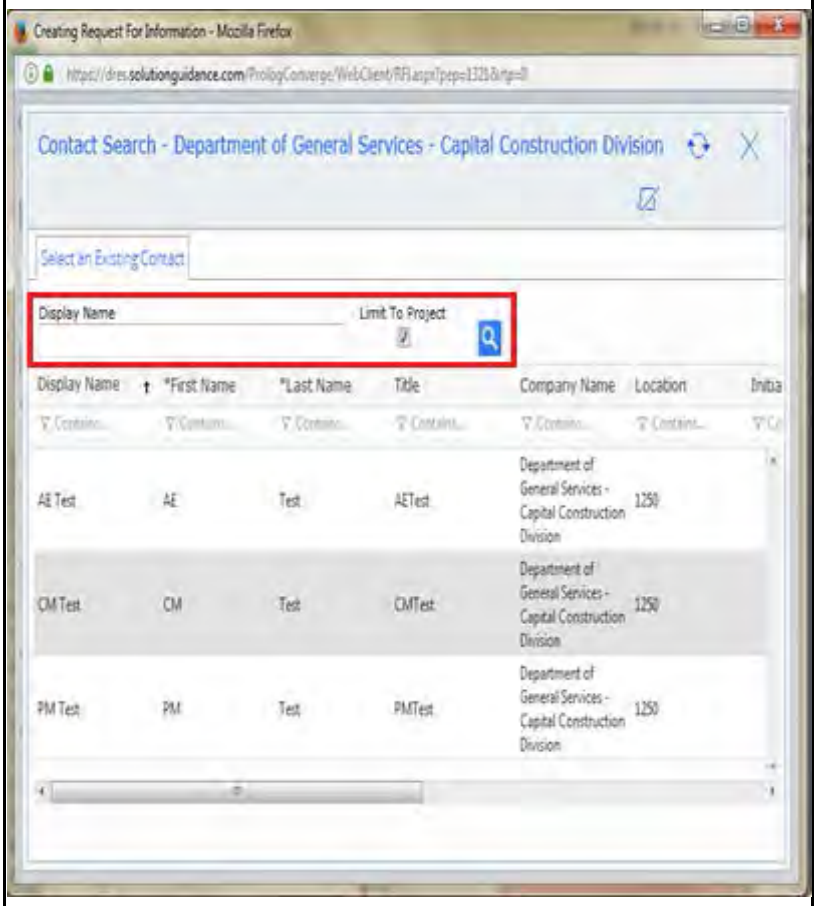


Figure 7

Step 8 - When finished with the General Tab front page proceed to **Notes and Drawings** tab. Here you can enter in the **Suggestion** box any ideas you may have to the answer of the RFI.

When done proceed to **Contract Drawings**.

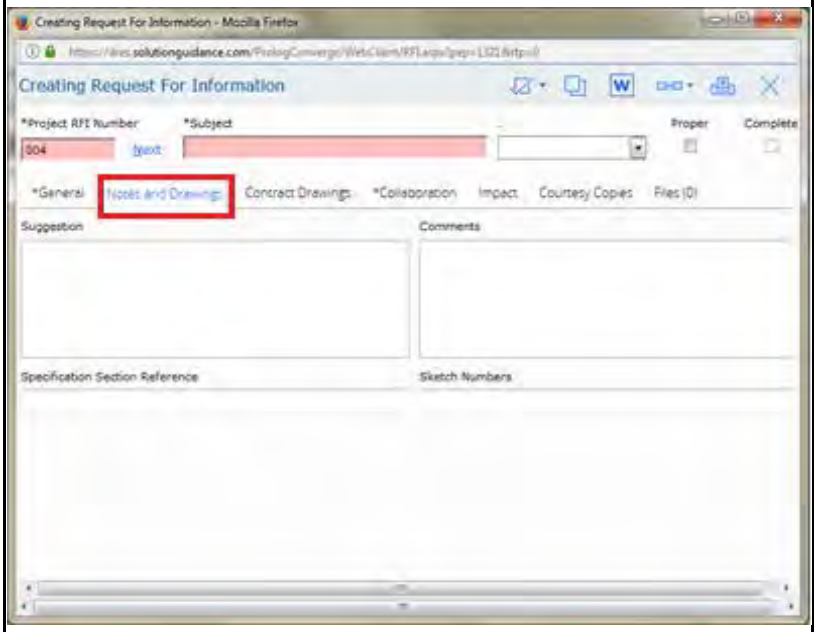


Figure 8

Step 9 - In **Contract Drawings** in the **Drawings & Specs** module, affected contract documents can be linked by click **Add**, and proceeding to Step 12.

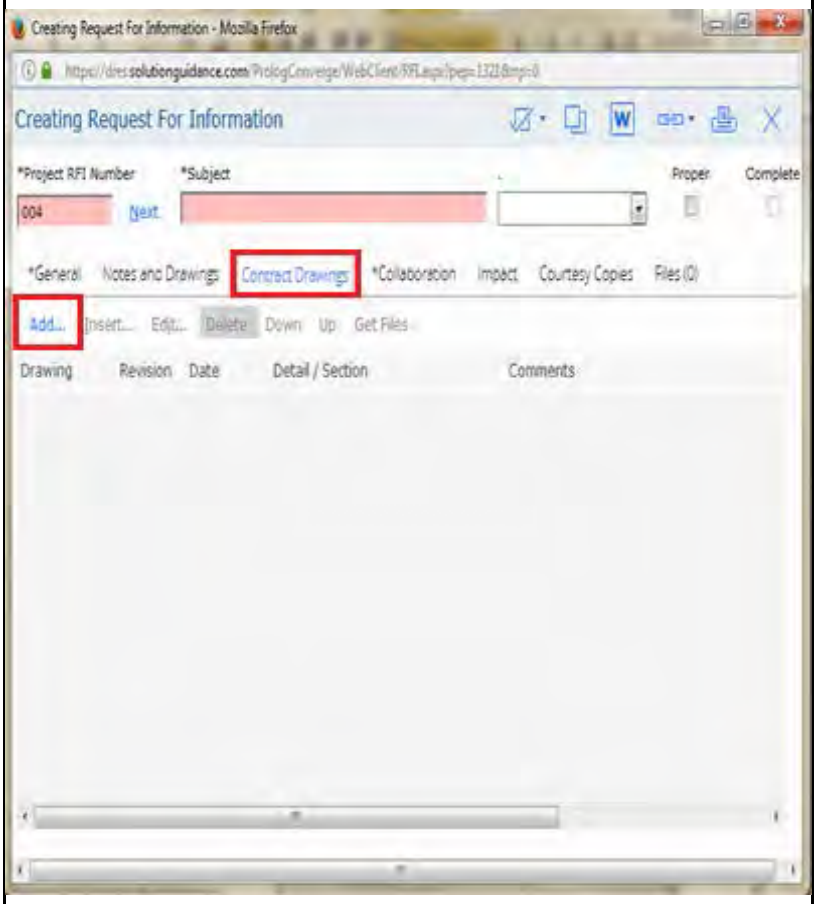


Figure 9

Step 10 - When you select **Add**, the **Drawings and Specs Search** window opens. Filter by discipline or revision date. Hit select or use the mark buttons to add multiple drawing records to the RFI.



Figure 10

Step 11 - Proceed to the collaboration tab. Actions can be assigned, RFI assignments can be tracked, and response times can be monitored from this tab.

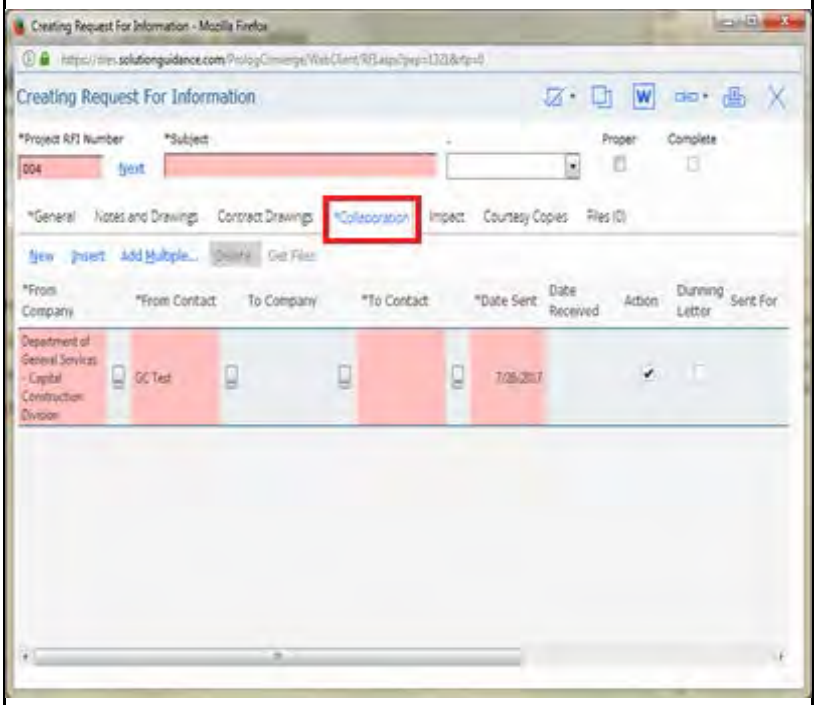


Figure 11

Step 12 - Under the collaboration tab select New to add a row for tracking the record. Select the "To Company" and the "To Contract" with the lookups buttons.

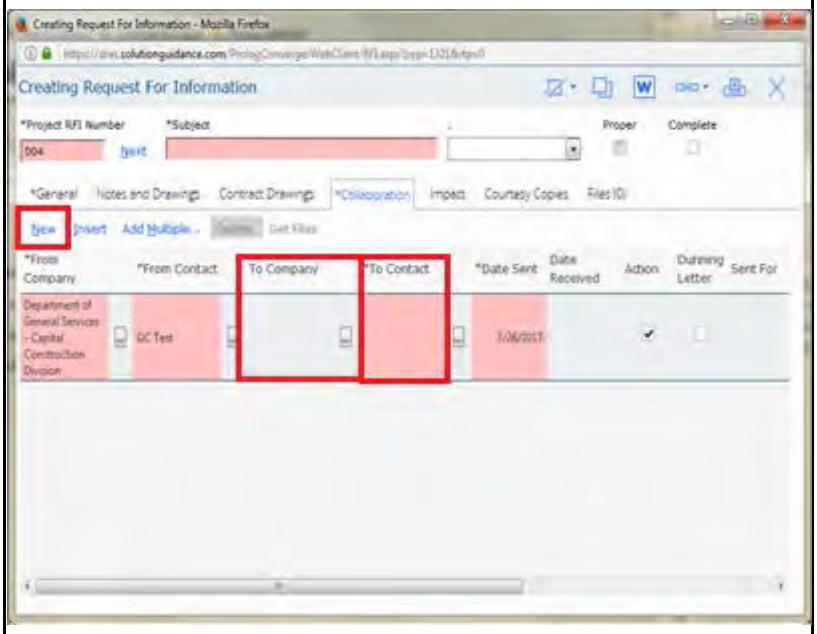


Figure 12

Step 13 - Selecting the "To Company" button opens the **Company Search** window. Filtering by company name, type of company, or by company ID, may by accomplished with the above fields. Select the search icon once the criteria are set. The companies fitting the search parameters will appear below. Double-click to select a contact. The company will auto-fill based on the selected contact.

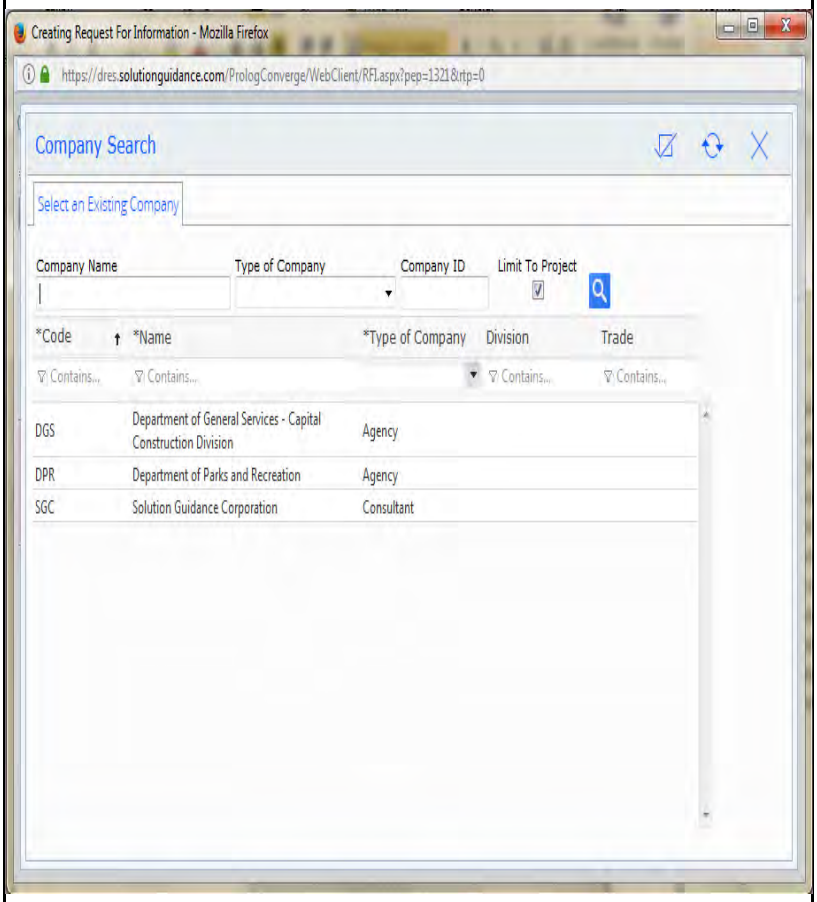


Figure 13

Step 14 - Make sure once a contact has been selected that the **Action** box is checked. This will trigger an automatic notification and show upon initially logging into the project.

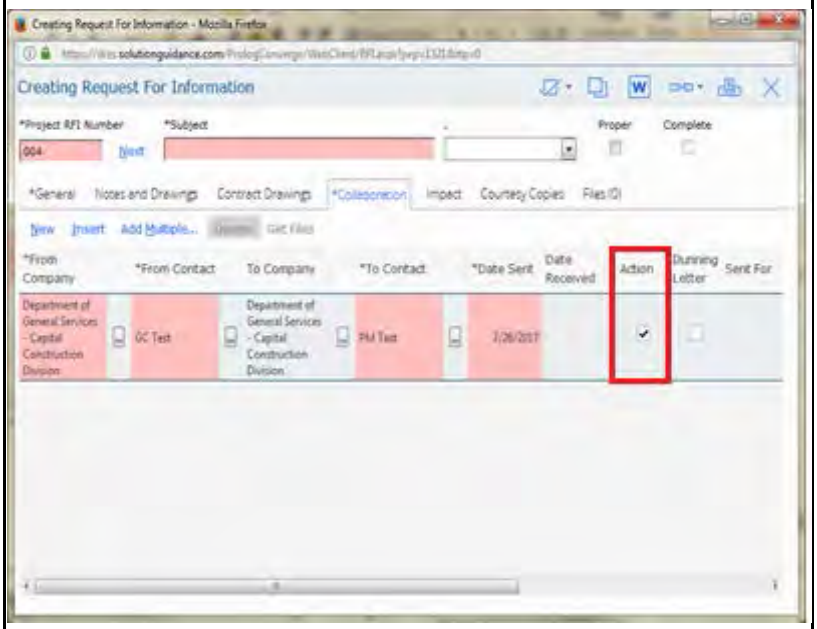


Figure 14

Step 15 - Fill in the **Sent For**, **Sent Via**, and **Comments** boxes as necessary. This can be done for as many reviewers as are required.

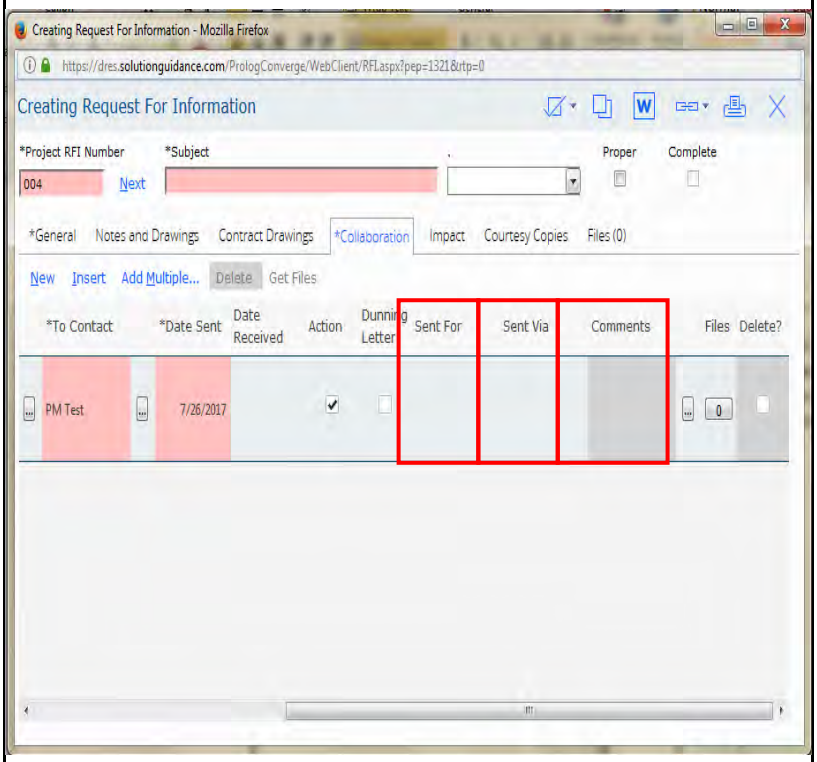


Figure 15

Step 16 - To add courtesy copies, either select "New" to add a row or "Add" to select multiple contacts from a pick list.

The procedure is the same as for collaboration.

Courtesy copies are best used for people who should be notified but are not required to act/respond.

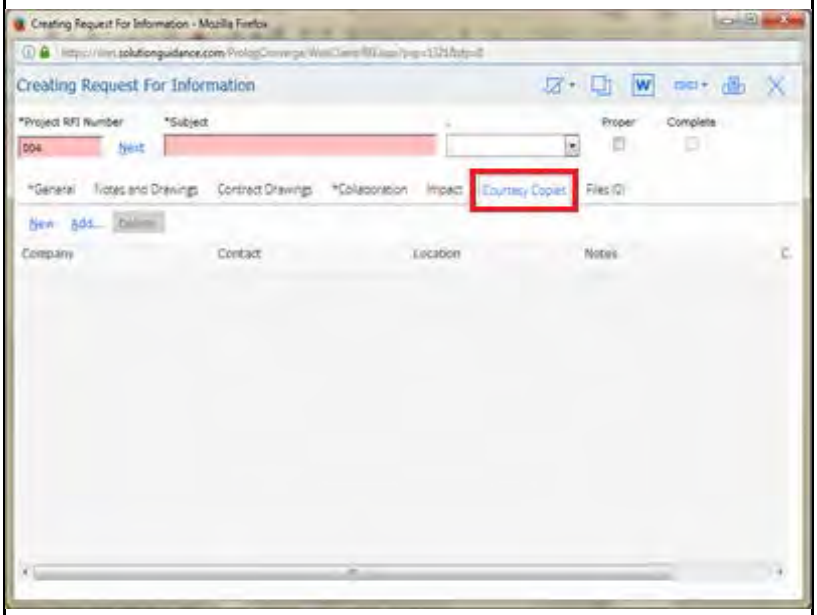


Figure 16

Step 17 - Finally proceed to the files tab to add any and all necessary documents (for example: marked up drawings or field photos) that will help in the answering of RFIs. To begin select the **Attach** field.

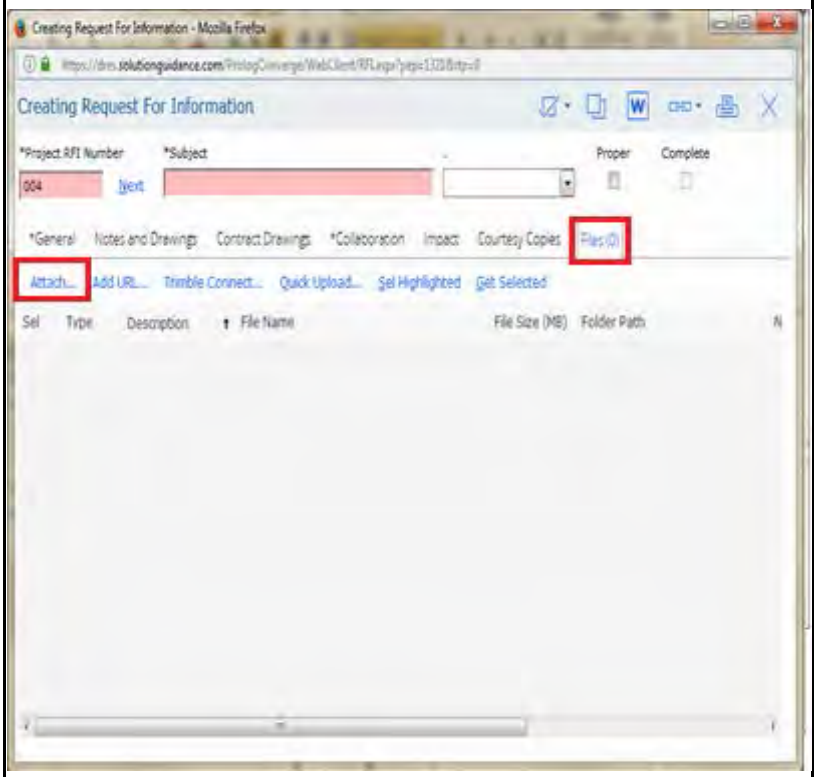


Figure 17

Step 18 - The Prolog Converge Document Management system will open in a new window.

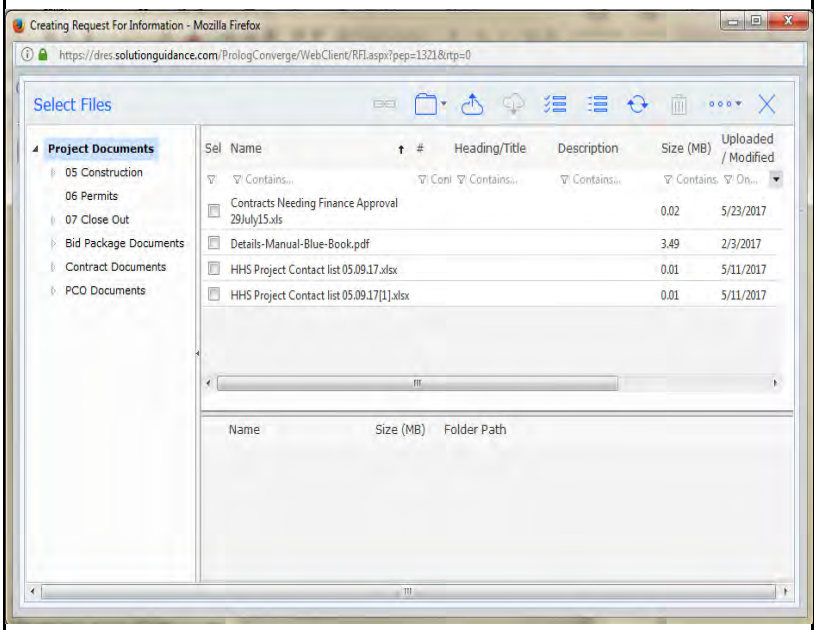


Figure 18

Step 19 - If the file to be uploaded has not been placed into the system, selecting the **Other Submittals** folder and clicking the **Upload New** icon will allow for adding said files.

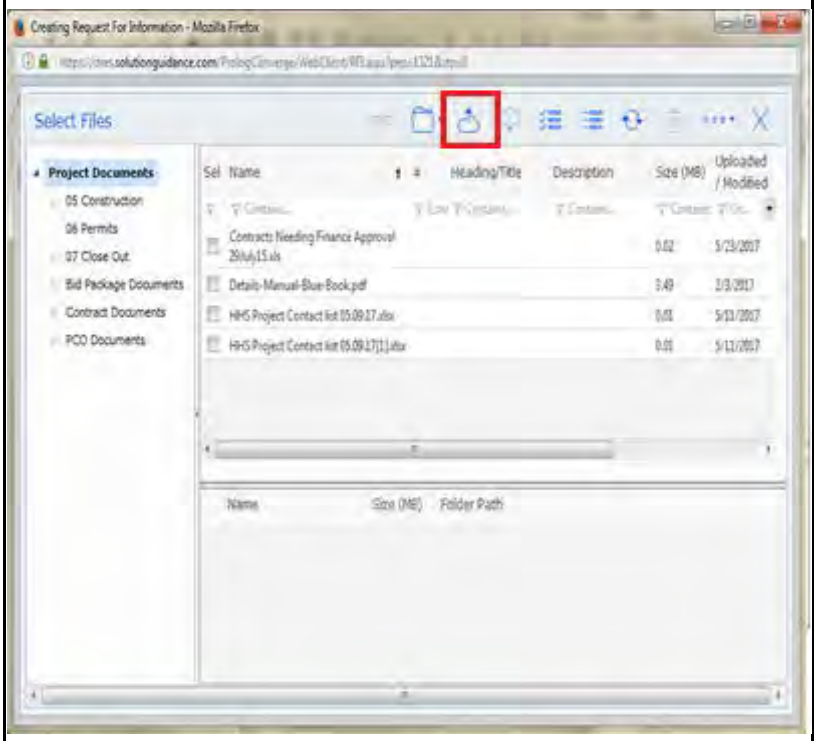


Figure 19

Step 20 - The file upload box will open. Select **Browse** then find the files to upload by selecting each and clicking **Open**.

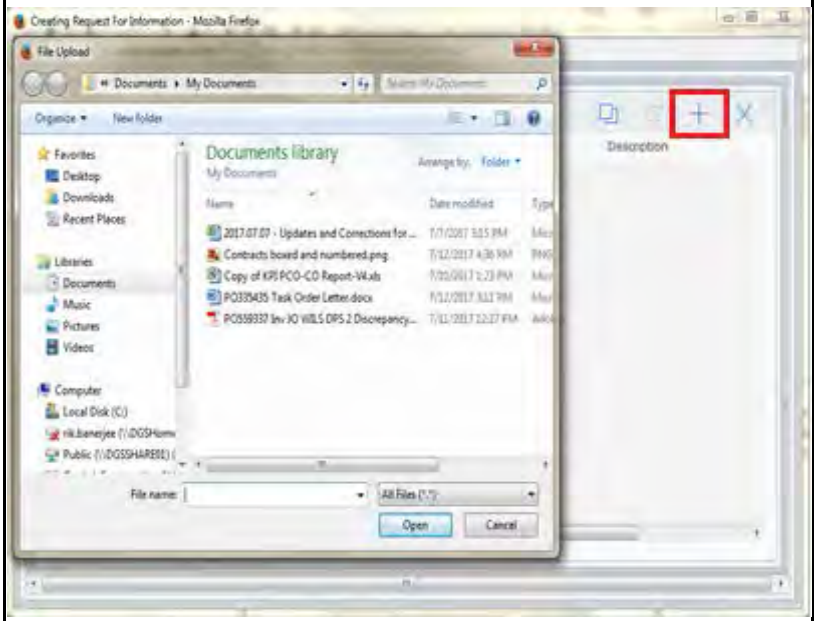
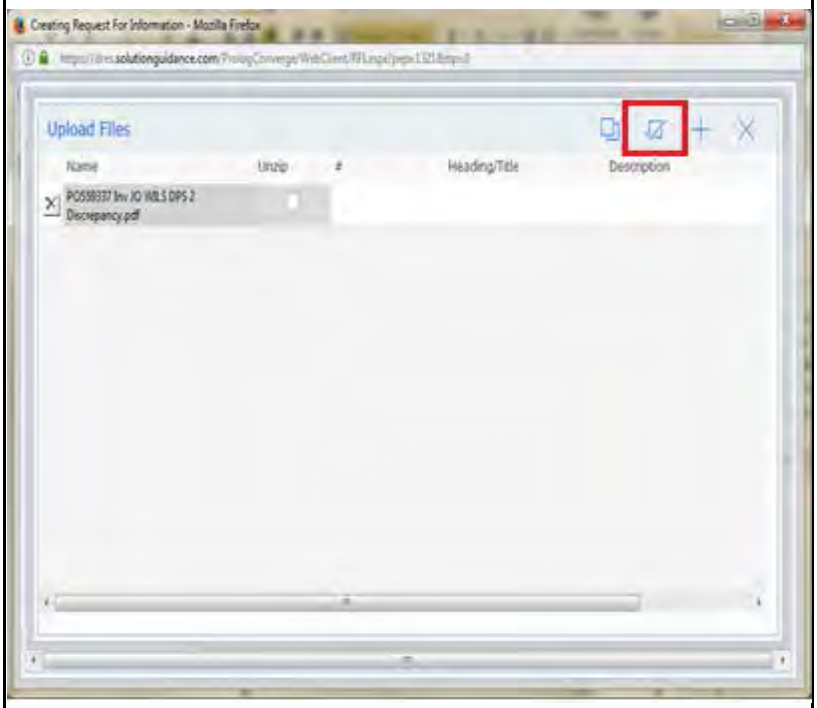


Figure 20

Step 21 - When done selecting as many files as necessary, click the **Upload** button.	 Figure 21
Step 22 - The file upload box will open. Select **Browse** then find the files to upload by selecting each and clicking **Open**.	 Figure 22

Step 23 - To save the record, go to the "Save and Exit" drop down, and select save.

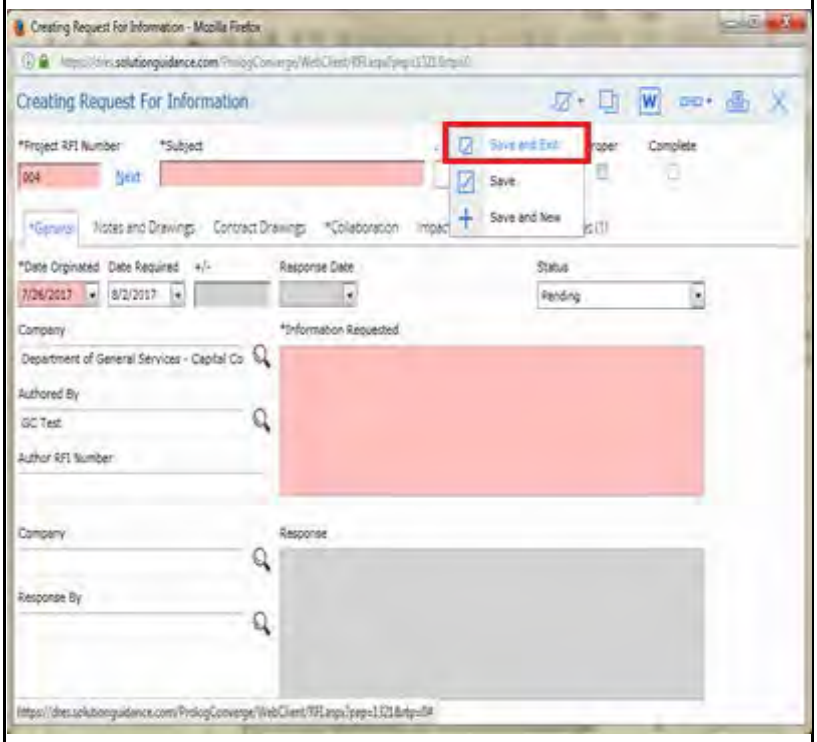


Figure 23

Step 24 - To print the record, go to the "Print" drop down and select the report that best suits what is needed. The majority of the time the default report would be at the top of the drop down list.

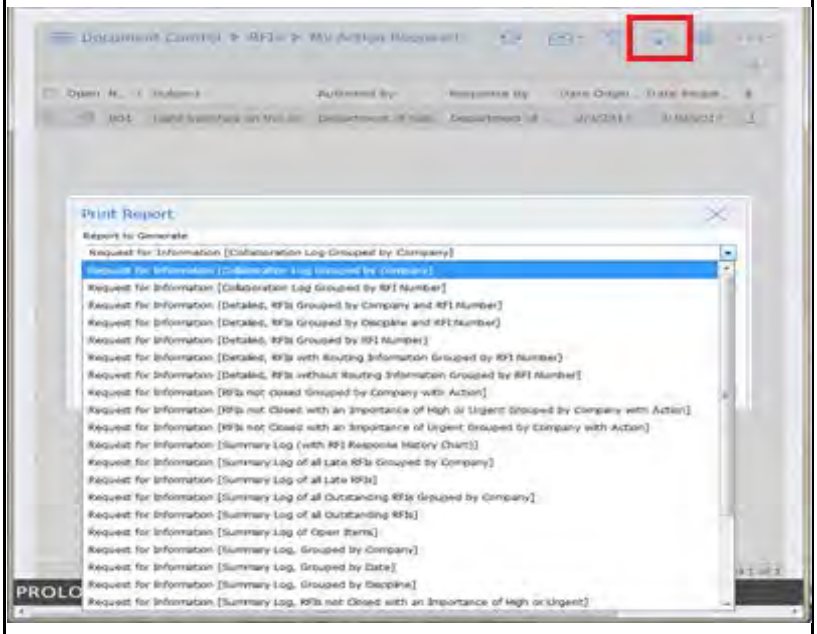


Figure 24

Step 25 - To send the record through email, go to the "Print" drop down then select the RFI report desired, then select the "Email" icon. Again, the majority of the time the report needed will be the default report at the top of the list.

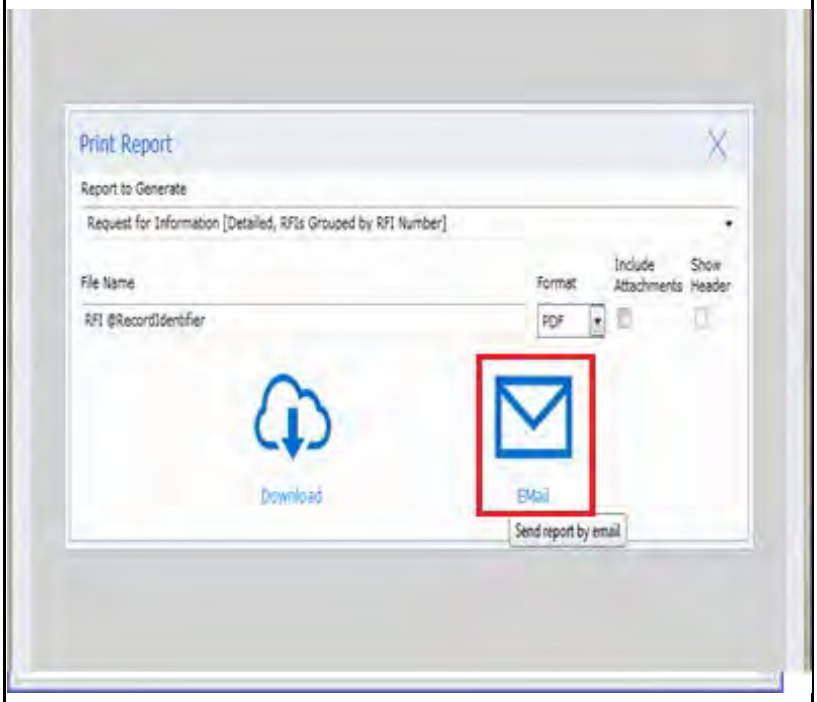


Figure 25

Step 26 - The file upload box will open. Select **Browse** then find the files to upload by selecting each and clicking **Open**.

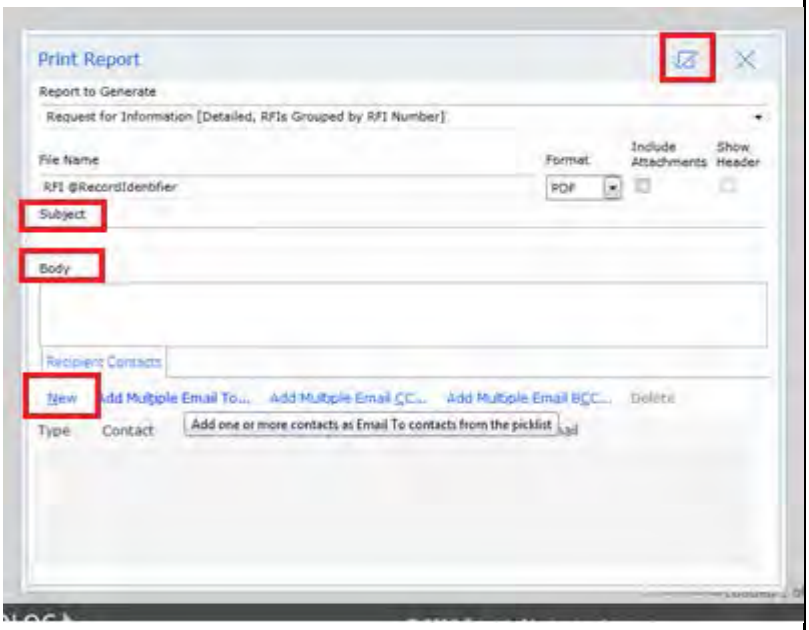


Figure 26

Step 27 - Once the record is saved, the contact with action required will receive an email with the attached link. By clicking on the link, the RFI and converge will appear.

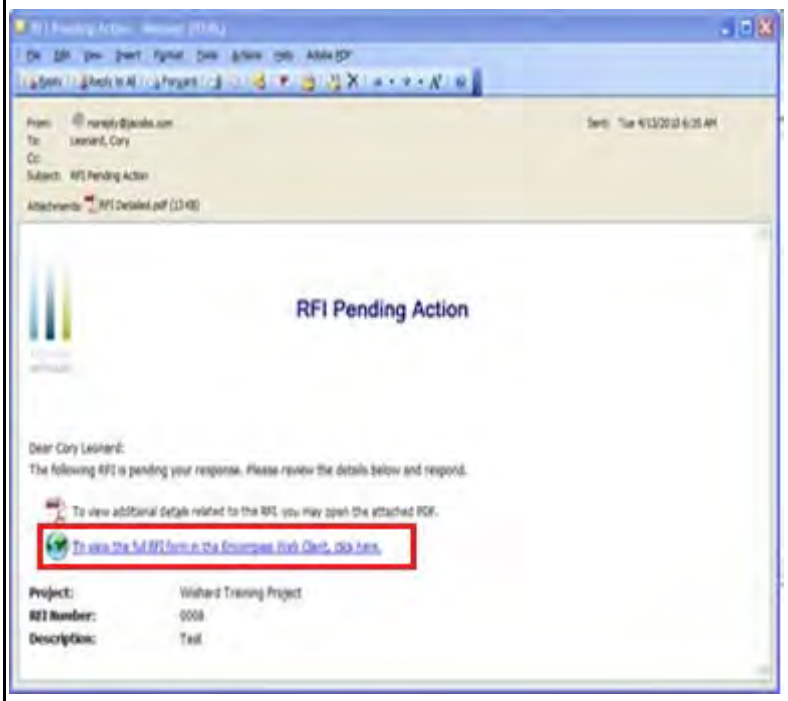


Figure 27

Step 1 - Creating Submittal Items and the Submittal Register in Prolog Converge:

In order to create this submittal item in Converge, the user must go to the Submittal Register modeule and click on:

Select A View > Submittal Register > Create

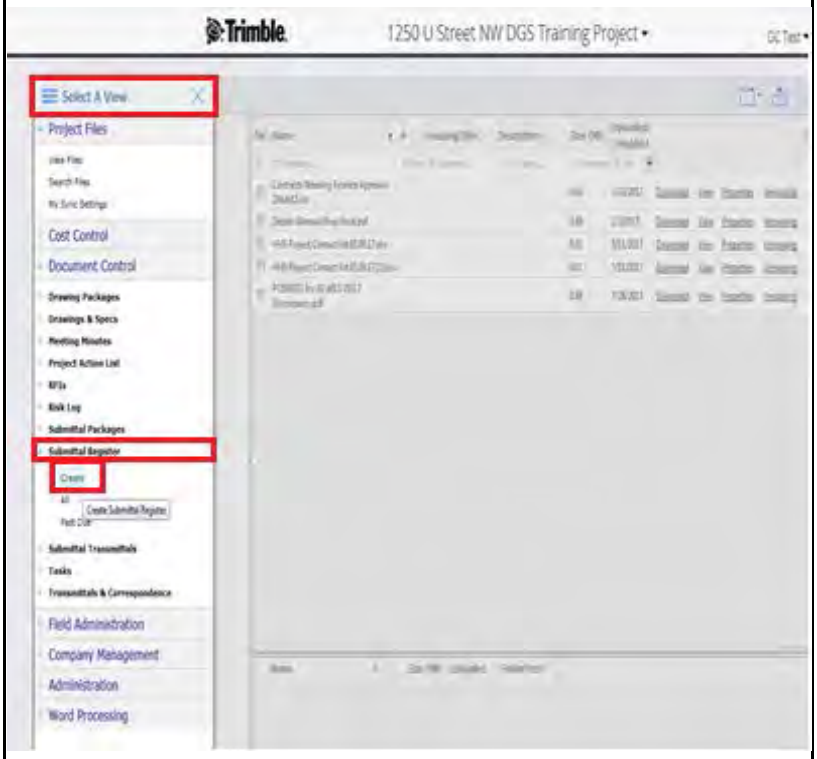


Figure 1

Step 2- A blank Submittal Register form will open up in Prolog Converge. Each submittal must have the required information (identified with an asterisk and/or a pink field) displayed clearly and visibly on the submitted documents; if not possible, a separate transmittal must be created for each individual register item.

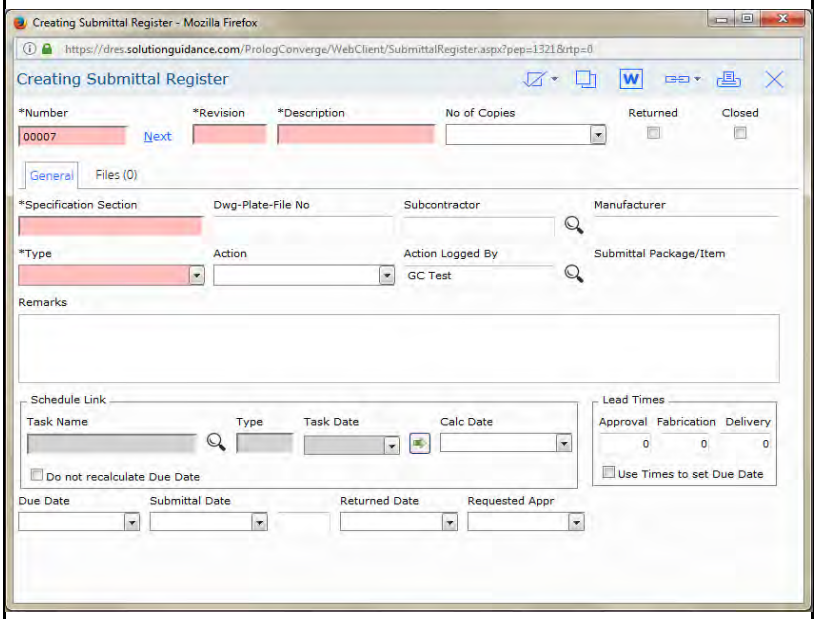


Figure 2

Step 3- Required fields are as follows:

- **Number**: This auto-generates to the lowest available number but can be changed as necessary.

- **Revision**: The revision will always be zero (0) for the original item.

- **Description**: A brief description of the submittal item as called out in the specifications.

- **Specification Section**: This is the area where the item is called out in the specifications. For Example: 08115-1.3A

- **Type**: Selection the appropriate submittal type from the drop down.

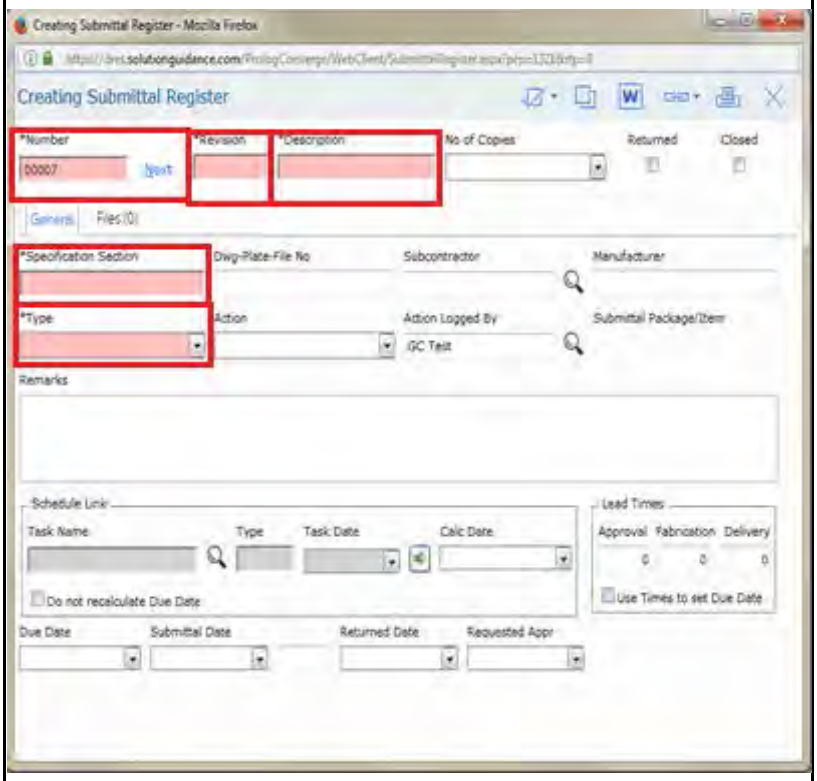


Figure 3

Step 4 - Fill in the **Due Date** for all submittals (the date the contractor plans to submit this Register). This field is not marked as mandatory, but is still important information to provide. Similarly, the **Submittal Date** is not essential but helpful to a more complete Register. This date entry accounts for when the Register is to be submitted to the A/E.

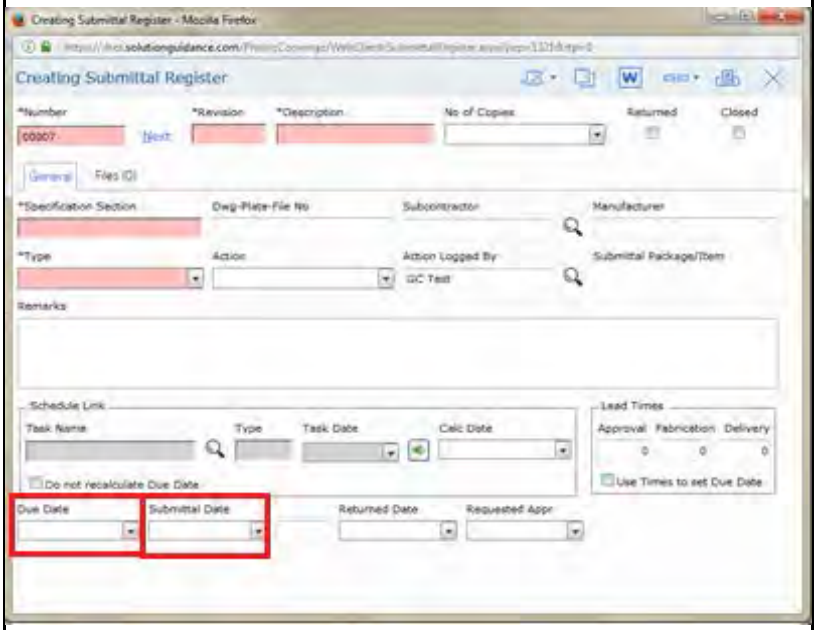


Figure 4

Step 5 - When done with the Submittal Register Item, click the applicable save option in the top right-hand corner. If adding more items click **Save and New**. If done click **Save and Exit**.

Repeat steps 1-3 as many times as necessary. To complete the Submittal Register Log.

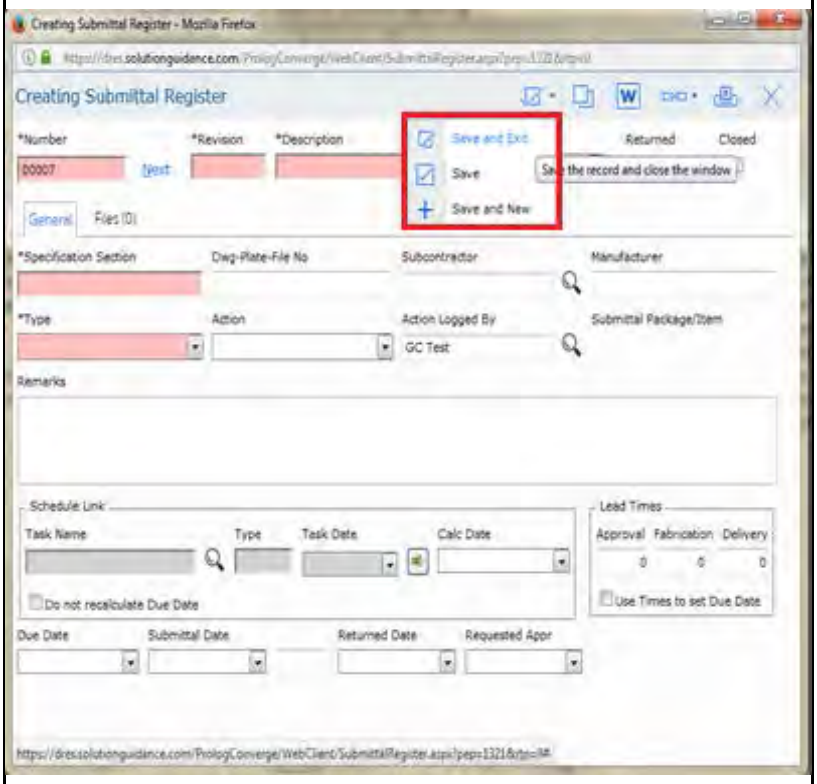
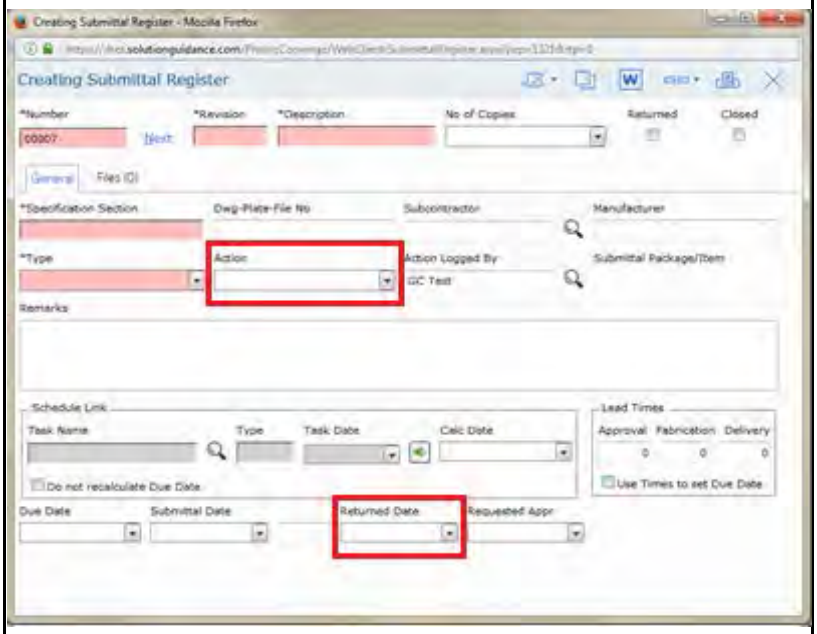


Figure 5

When the necessary information from the A/E has been provided, updates with the **Action** and **Returned Date** can be added. Again, these are not mandatory but go towards a more complete record. Then click the appropriate Save option.



Step 1 - Following completion of the Submittal Register it must be sent to DGS and AE for approval before being used in the submittal package process.

To do this head to the **Reports** section from the drop down menu at the center top of the window.



Figure 1

Step 2 - Click on:

Select A Report > System > Doc Control > Submittal Register > Submittal Register [Tracking Log]

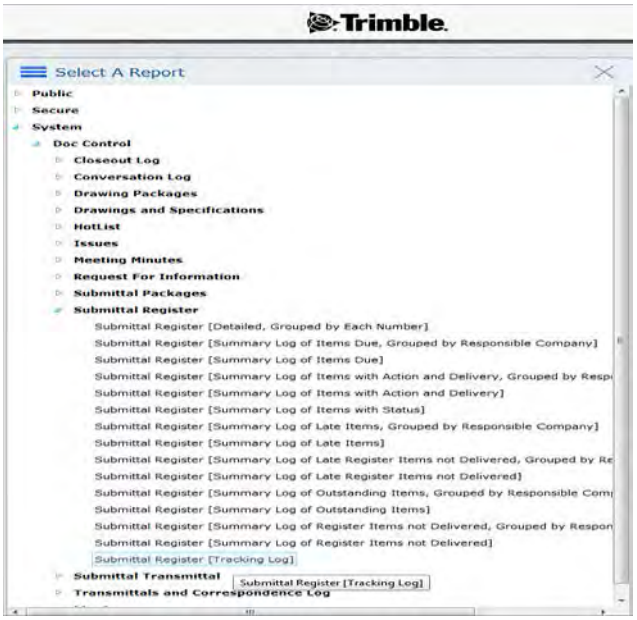


Figure 2

Step 3 - To review the report or print it out, click on the **Printer** icon in the top right of the window. Then choose the desired report format (PDF being the best option) and click **View**. This will allow you to review, save or print the PDF.

To send the report to someone for review click on **EMail** and see steps below.

NOTE: It is strongly recommended that rather than emailing directly from Prolog, that the report be downloaded as a PDF, saved to a preferred location, and then emailed using standard email. This preserves a record of the email sent.

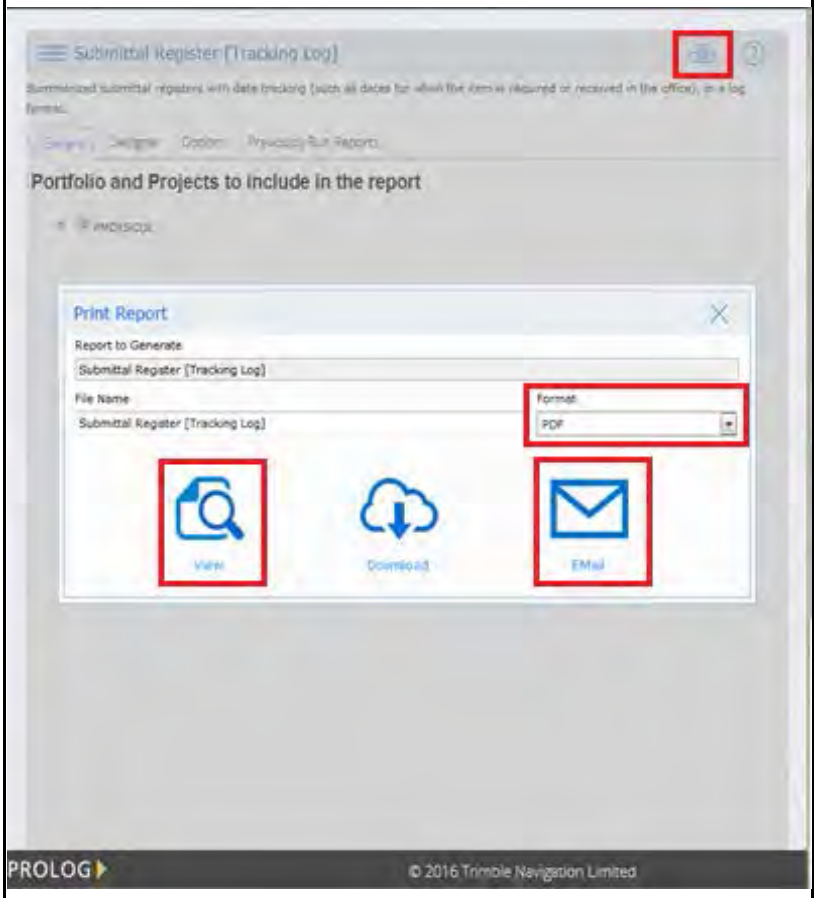


Figure 3

Step 4 - A blank email form will open for the use.

Fill in the **Subject** and **Body** as seen fit. Click on **Add Multiple Email To…** to begin adding people to the email.

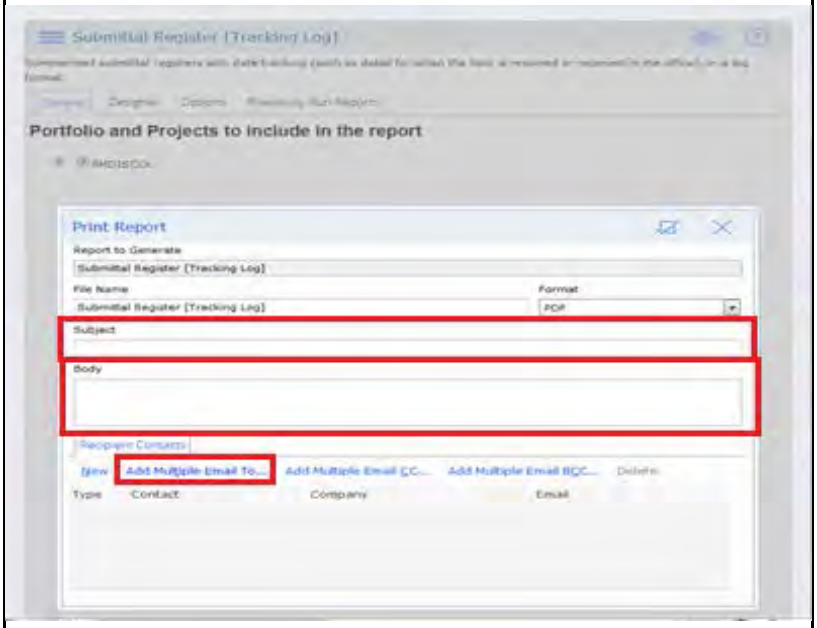


Figure 4

Step 5 - This opens up the Contact Search Box.

After finding and checking the box for the correct reviewer(s) click on the **Check Box** icon at the top of the page.

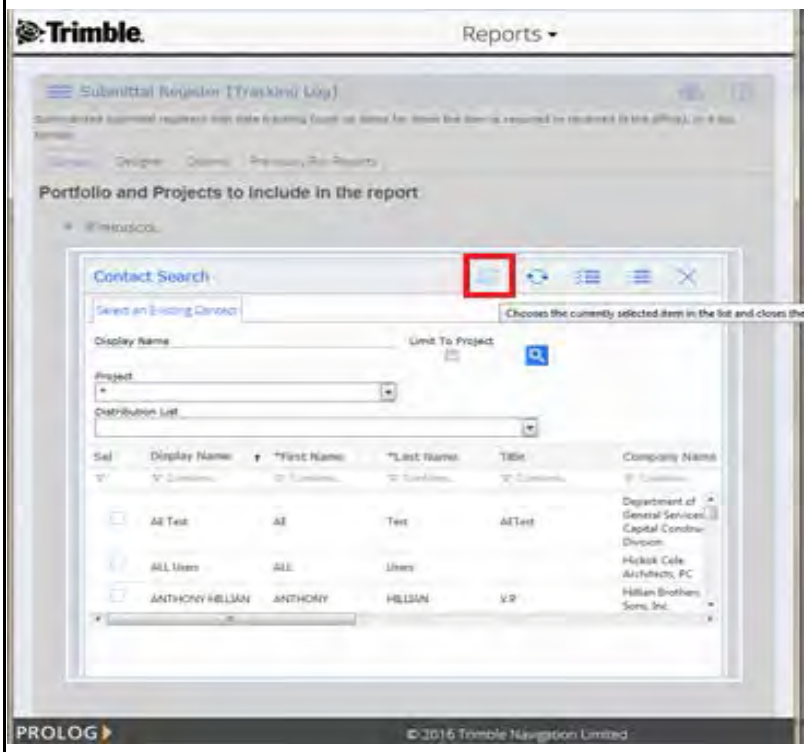


Figure 5

Step 6 - If the person is not in Prolog Converge, click on **New** and type in the person's email address in the box under Email.

Repeat Steps 4-5 as necessary.

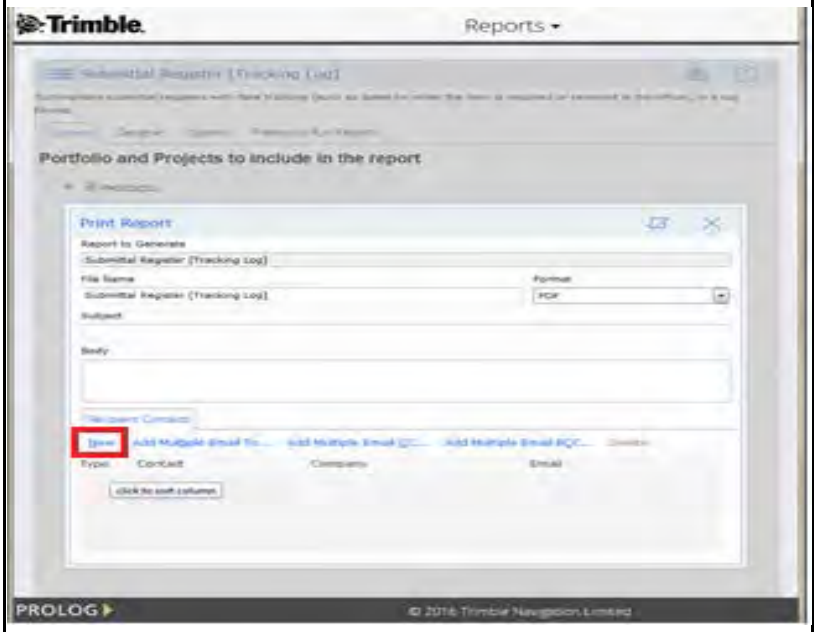


Figure 6

Step 7 - When done click on the **Check Box** icon at the top right of the window. An email with the attached report will be sent to the proper contacts for review.

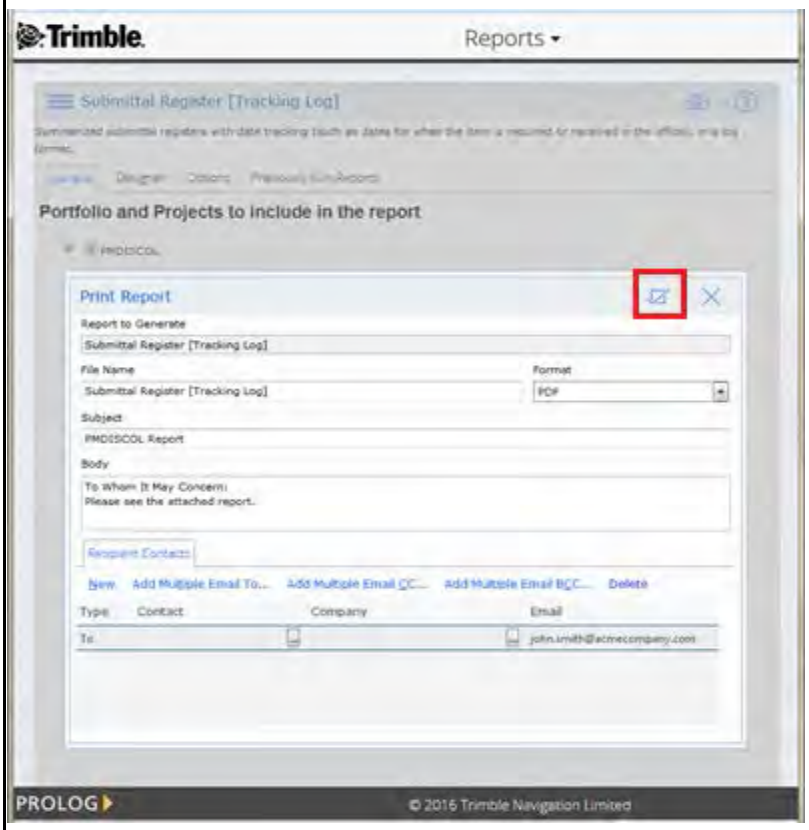


Figure 7

Step 1 - The next step is to create the submittal package and route it for review and approval. Select **Create** from under the Submittal Packages module.

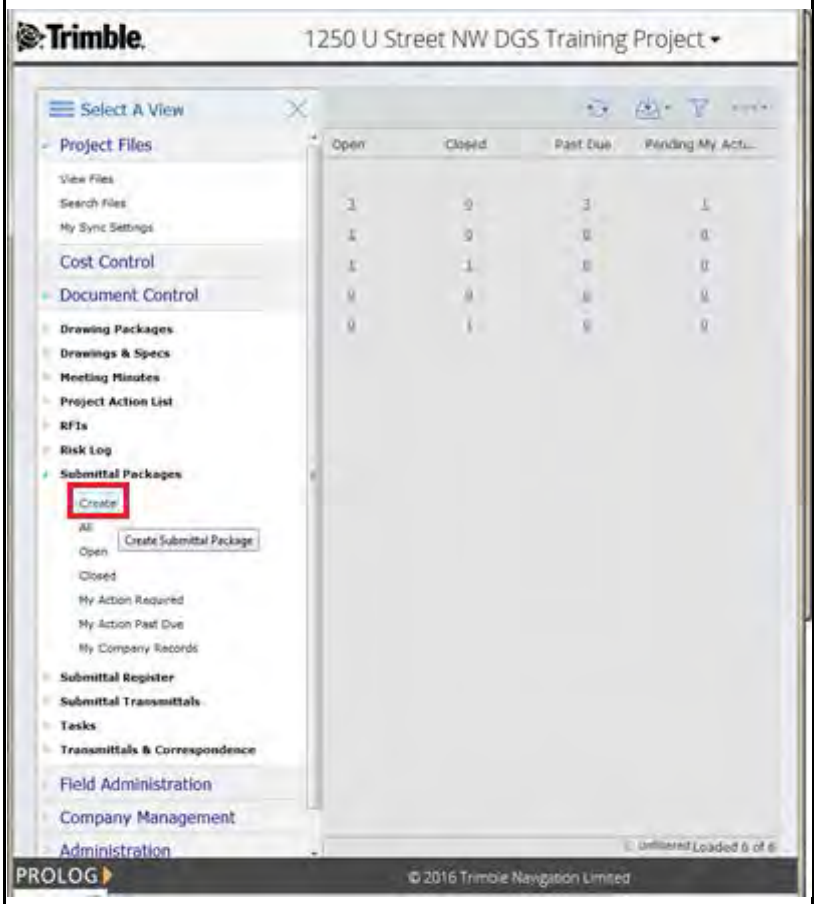


Figure 1

Step 2 - This will open a blank submittal package. All pink fields are required fields; astrisked pink fields are manditory in order to save the record.

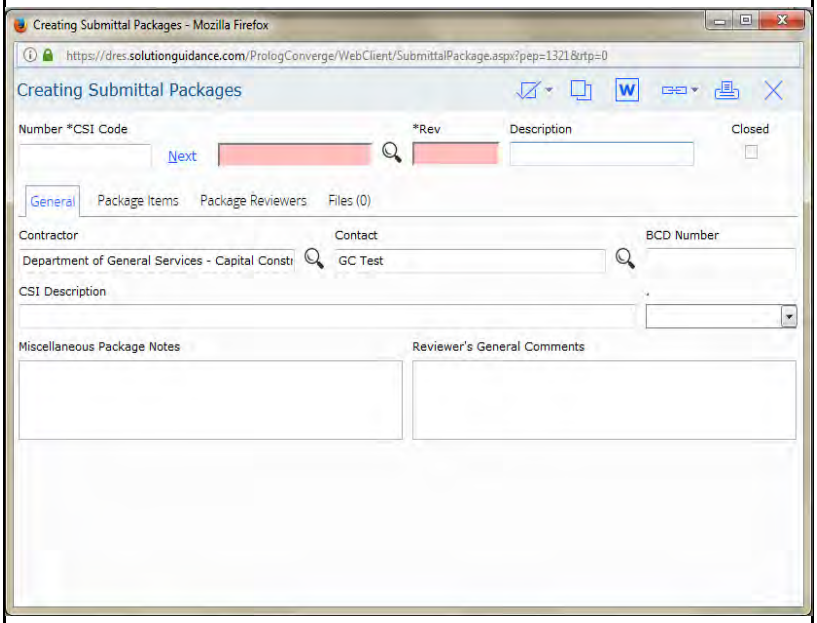


Figure 2

Step 3 - Provide a **Description** of the package. This is normally the specification section being submitted.

The Submittal package number comprises of two parts: Number*CSI Code. For example for CSI code 08 11 13, the first submittal package number would be 0001-08 11 13.

To select the CSI code click on the Search (or magnifying glass) icon to find the proper CSI Code.

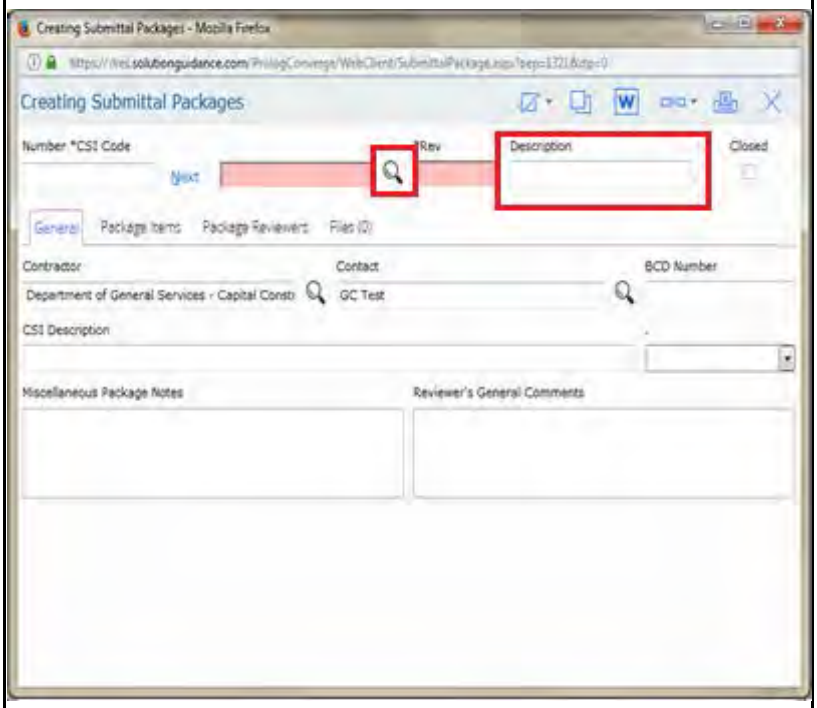


Figure 3

Step 4 - This will open the CSI Search. CSI code or description can be used as the search method. If you search with both fields blank, this will provide the complete CSI code listing.

Find the proper CSI Code. Click on the **Check Box** icon at the top right of the window to bring it into the package.

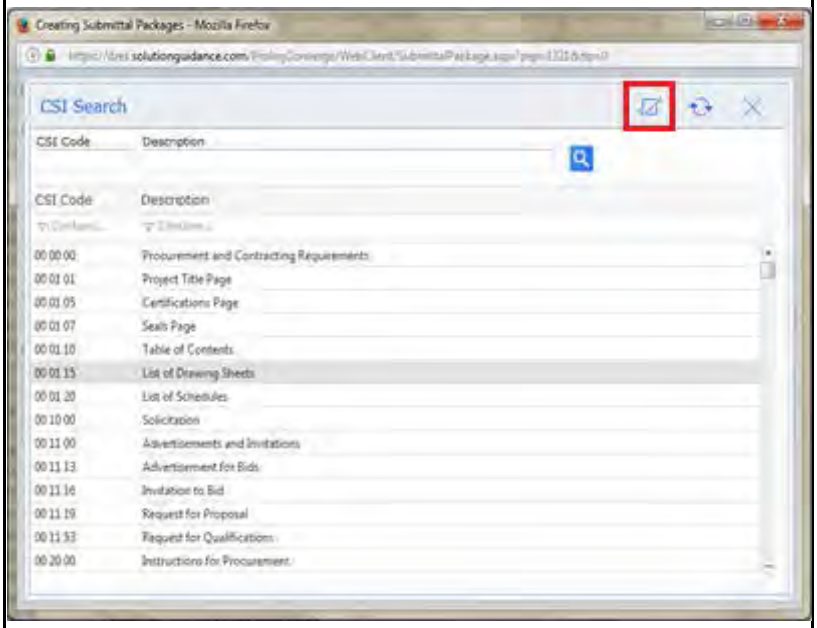


Figure 4

Step 5 - NOTE: **Number** & **CSI Description** will fill in automatically after selecting a CSI Code.

Under the Revision (***Rev**) section make sure to place ZERO (0) if this is an original package. Use the appropriate revision number for revised packages.

When done, proceed to the **Package Items** tabs.

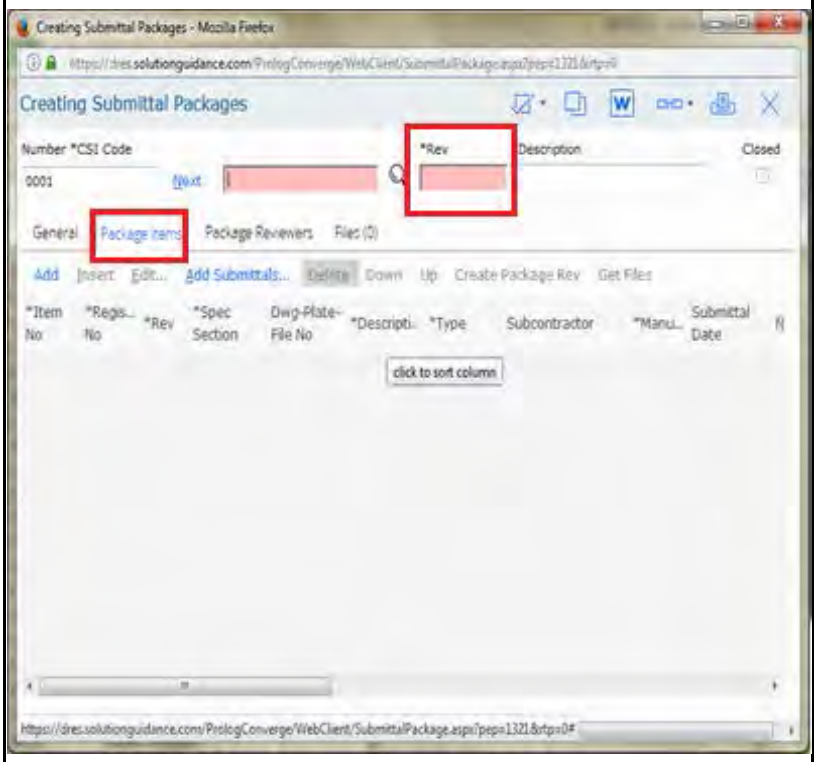


Figure 5

Step 6 - Click on **Add Submittals**. All submittal register items that have been assigned will appear in the submittal items section. All the ones selected will get attached to the package. When done, click on the **Check Box** icon.

Repeat this step until all required submittals within that package have been included.

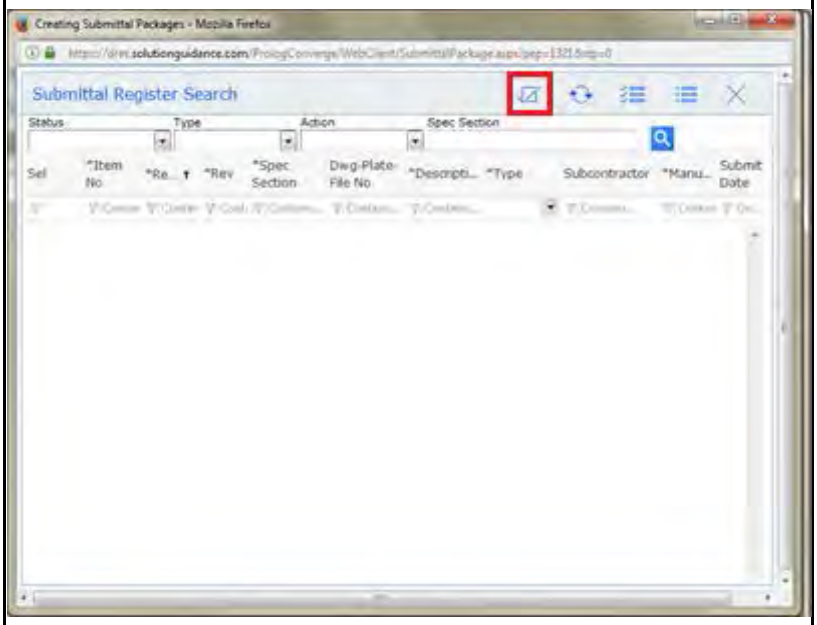


Figure 6

Step 7 - In case the package needs to include a submittal that was missed in the submittal register; click on **Add** to add the submittal item directly. Please note, adding the item here will automatically also add this to the submittal register.

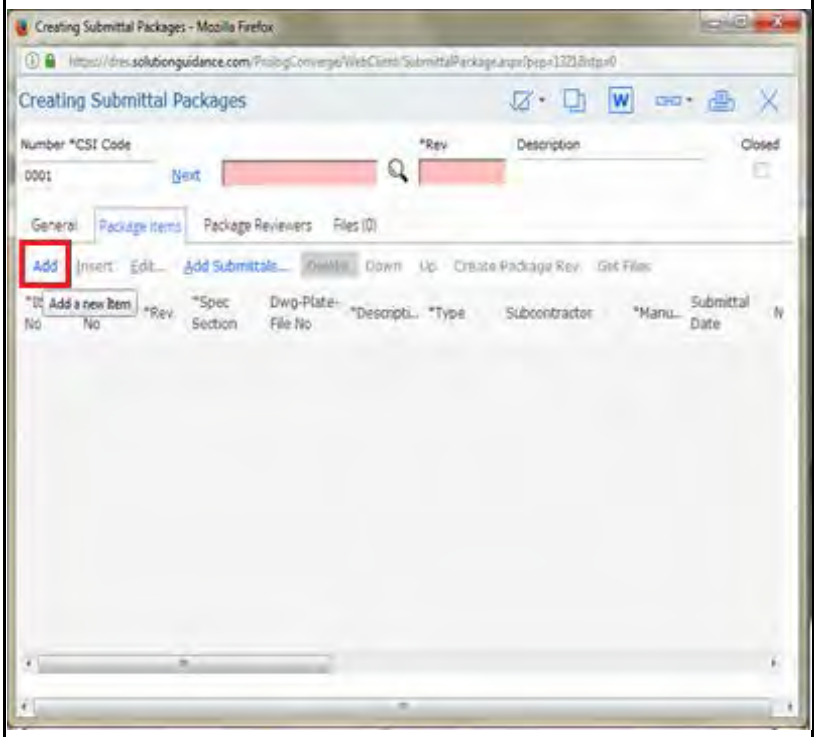


Figure 7

Step 8 - Click on the **Package Reviewers** tab. Add the DGS PM and the AE as reviewers for the package.

Click on the **Add Multiple** button to begin adding reviewers to the package.

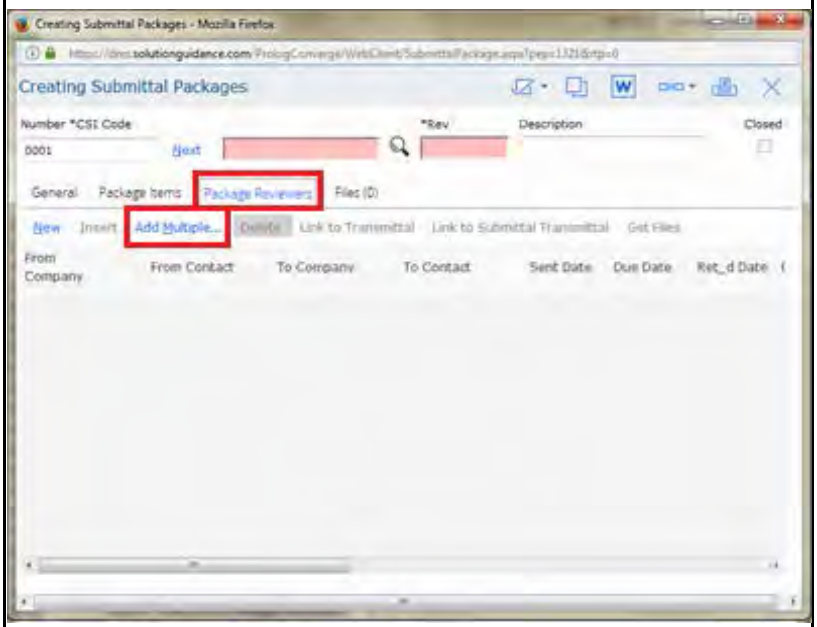


Figure 8

Step 9 - This opens up the Contact Search window. People can be found by searching first or last name.

After finding and selecting the correct reviewer(s) check the **Check Box** icon.

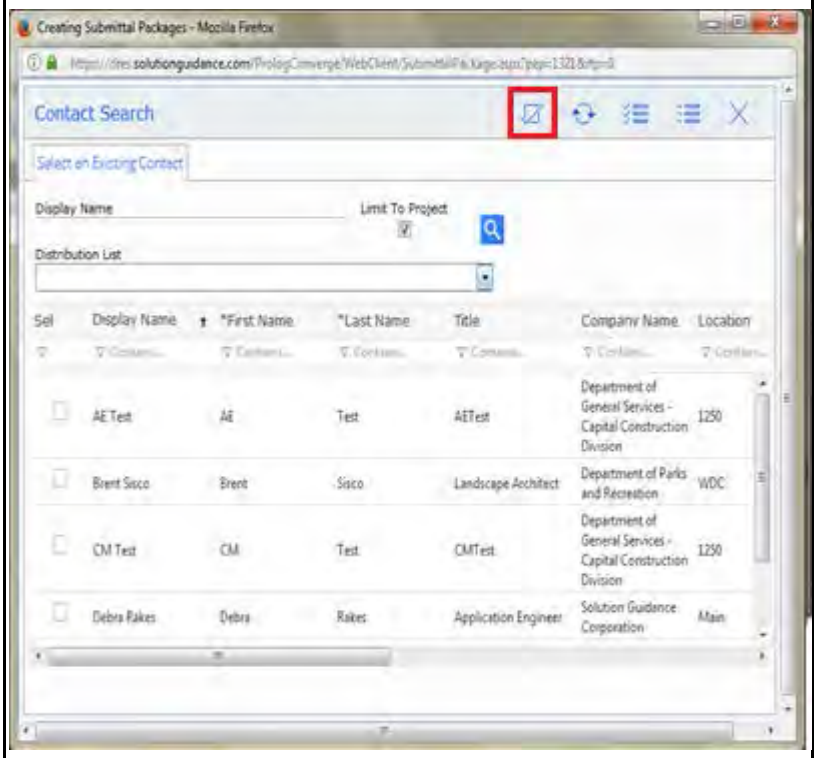


Figure 9

Step 10 - It is very important that for each reviewers added, the **Action** box is checked so they receive a notification and have the access rights to review and edit this submittal package

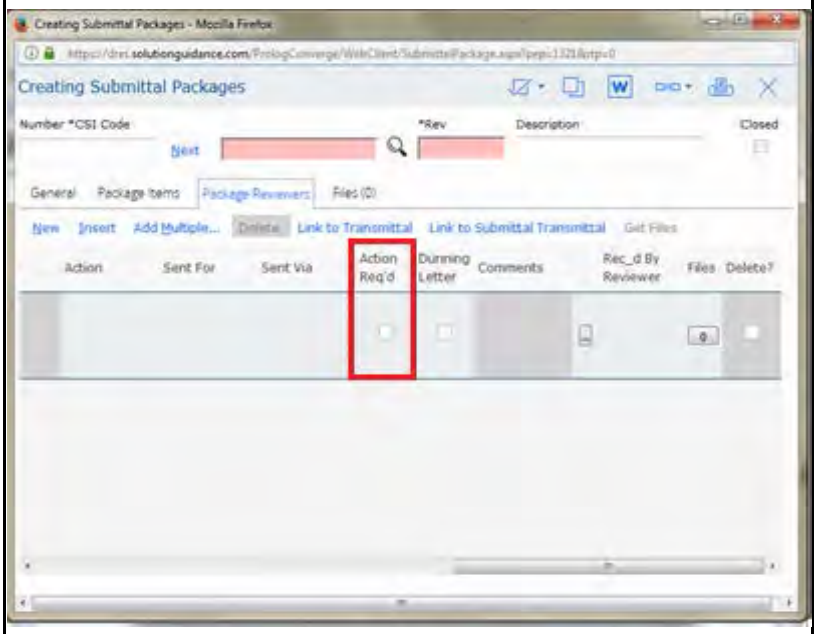


Figure 8

Step 11 - Attachments should be added to each individual respective submittal item. To do this, go back to the **Package Item** tab. For said register item, highlight the item and click the "Edit" button.

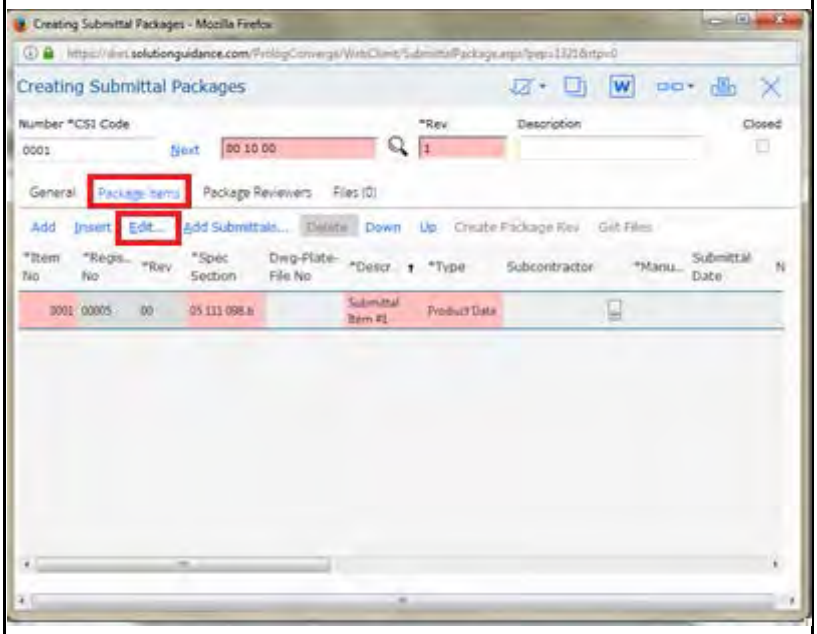


Figure 11

Step 12 - Select "Files" tab in the **Editing Submittal** Register window.

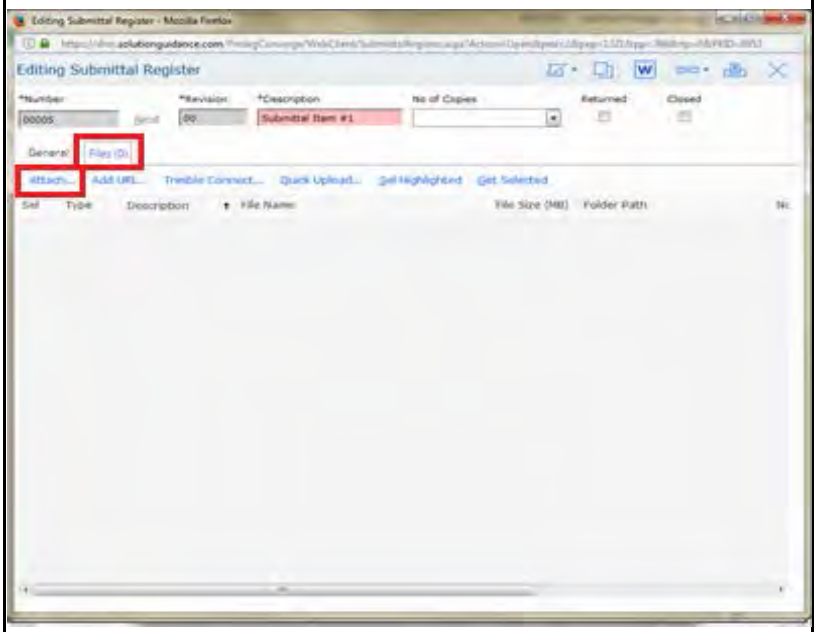


Figure 12

Step 13 - The Prolog Converge document management system will appear below. If the files have already been uploaded in Converge then navigate to them and select any documents to be Submitted.

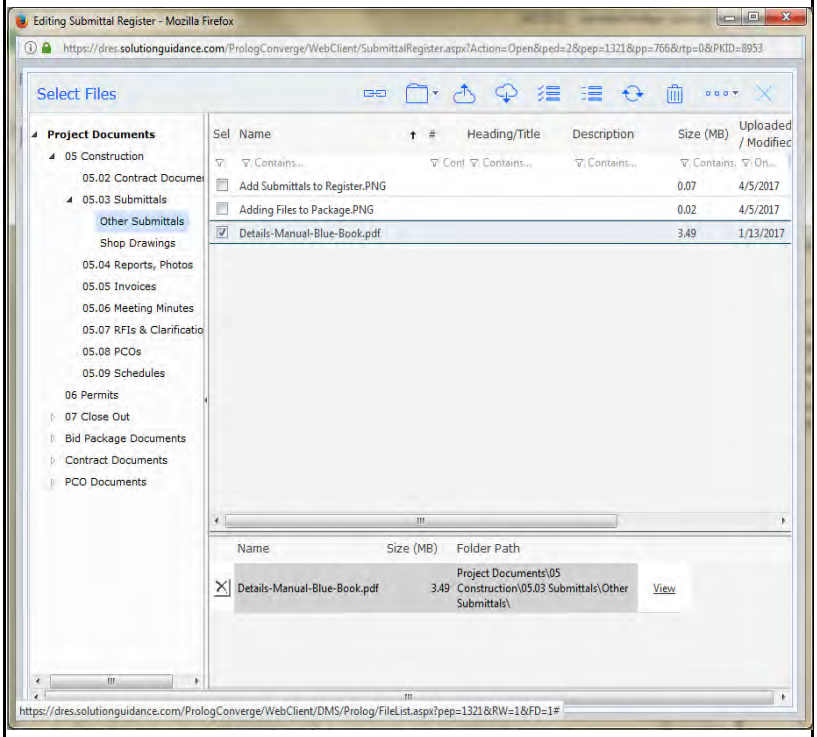


Figure 13

Step 14 - If the file to be uploaded has not yet been placed into the system, they can be added by selected **Submittals** folder. Then click on the **Upload** icon.

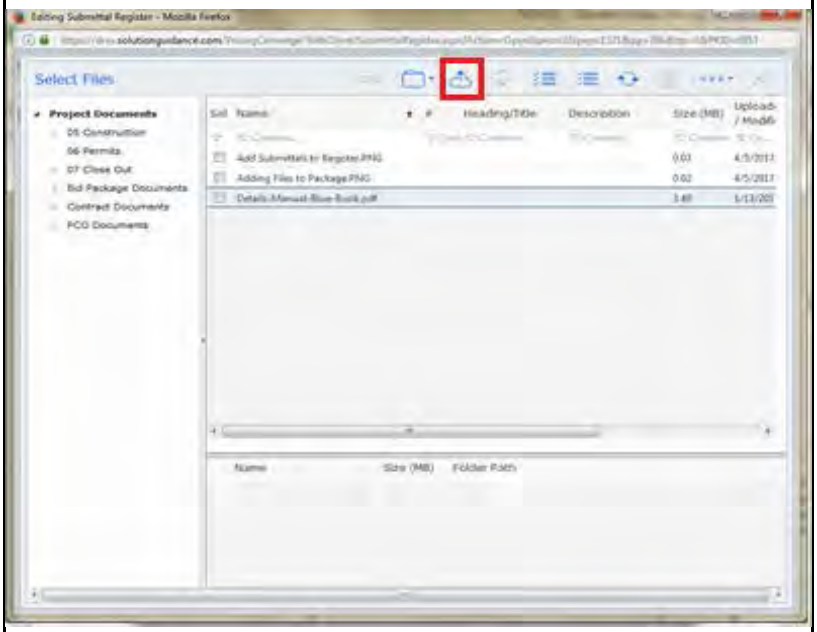


Figure 14

Step 15 - The file upload box will open. Select the "+" icon, which will produce a new window to select the file(s) to upload. Find the file(s) to be uploaded and select them by clicking **Open**.

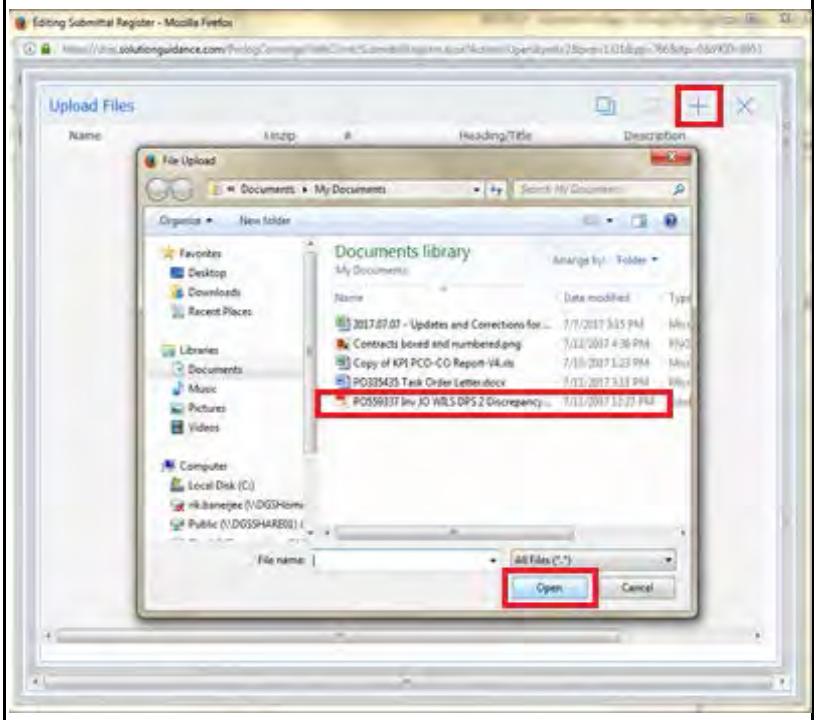


Figure 15

Step 16 -When done selecting as many files as desired, click on the **Upload** icon button. Return to Step 11 to attach documents.

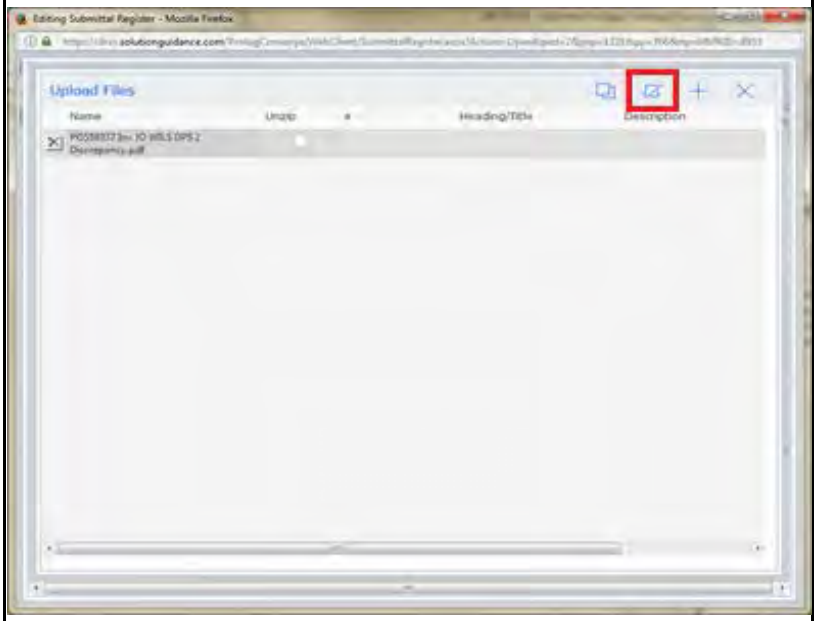


Figure 16

Step 17 - It is also important to attach those same files that were just uploaded to the entire package. To do this click on the **File** Tab. Then click on the **Attach…** button. From there repeat Step 11 to upload any necessary files. Please make sure to attach all the submittal attachments that belong to all the submittal items included in the package.

NOTE: The contractor is responsible for clearly identifying the applicable item on the submitted documents (product data, shop drawing, samples and/or warranties) by circling the items

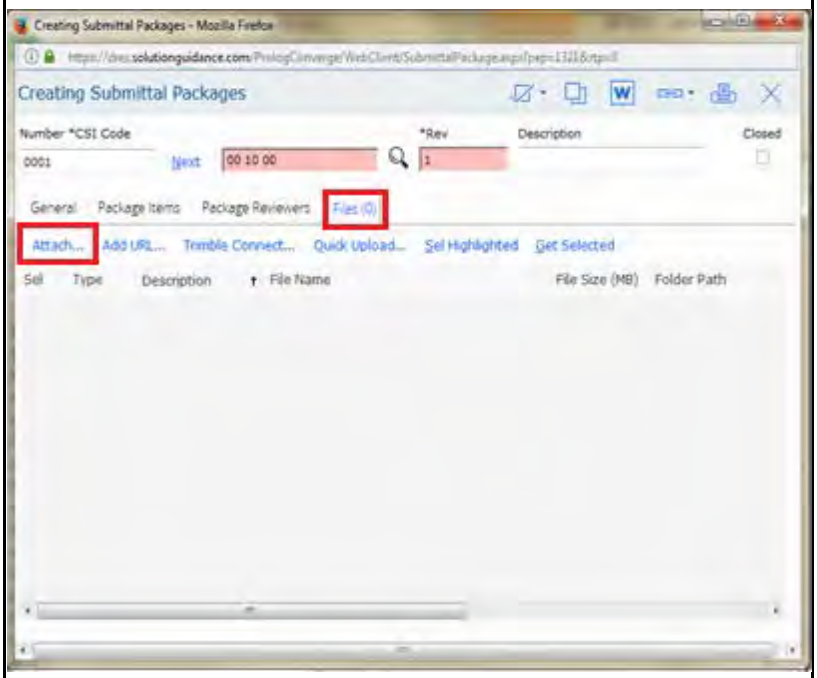


Figure 17

Step 18 -When done click "Save and Exit" or select the drop down arrow and click "Save". This will trigger the automatic notifications to be sent to the selected reviewers.

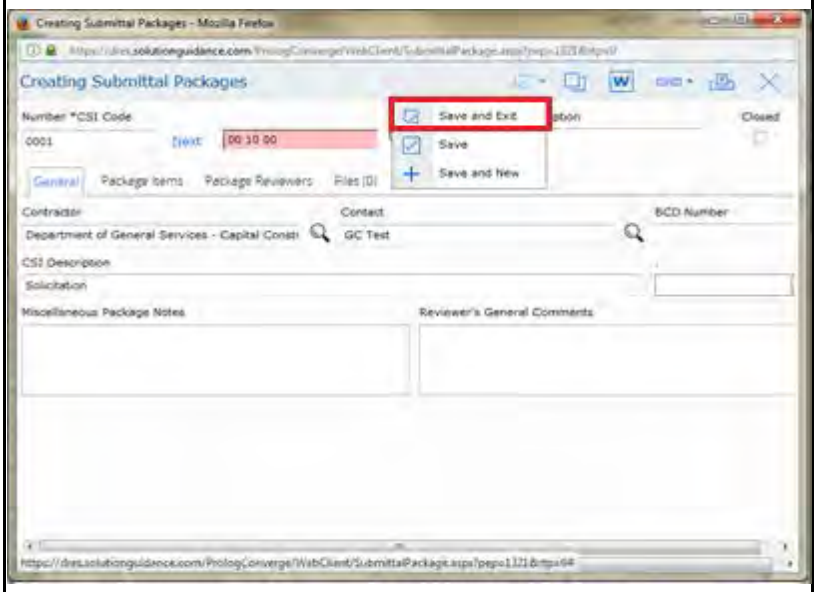


Figure 18

Step 19 - Select the Package that requires revision by either selecting **All** or **My Action Required** and then clicking **Edit**.

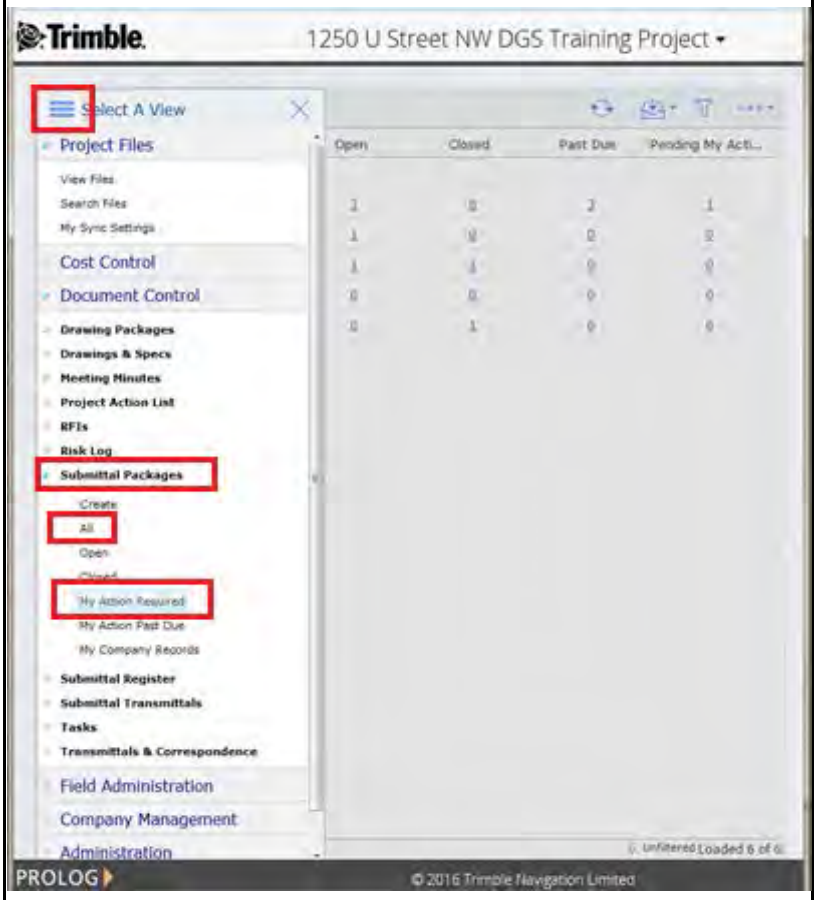


Figure 19

Step 20 - Click on the **Package Items** tab then click on the **Create Package Rev** button.

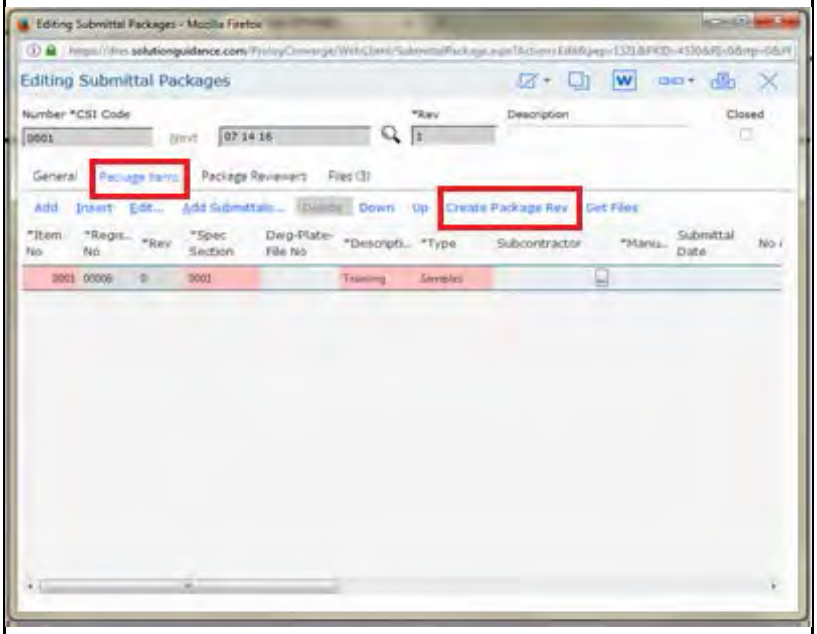


Figure 20

Step 21 - A dialog box will appear prompting the user about creating the revision. Click **OK**.

By doing this, Prolog will do three things:
- It will create a new submittal package with the same number, but using the next available revision number.
- It will create a new items with the same submittal number, but the next available revision number.
- It will close the originally submitted and rejected submittal items, since the new ones have now been opened.

Once the new revision package has been created, the contractor can repeat steps 11-19 to add reviewers, add appropriately revised attachements and submit the package.

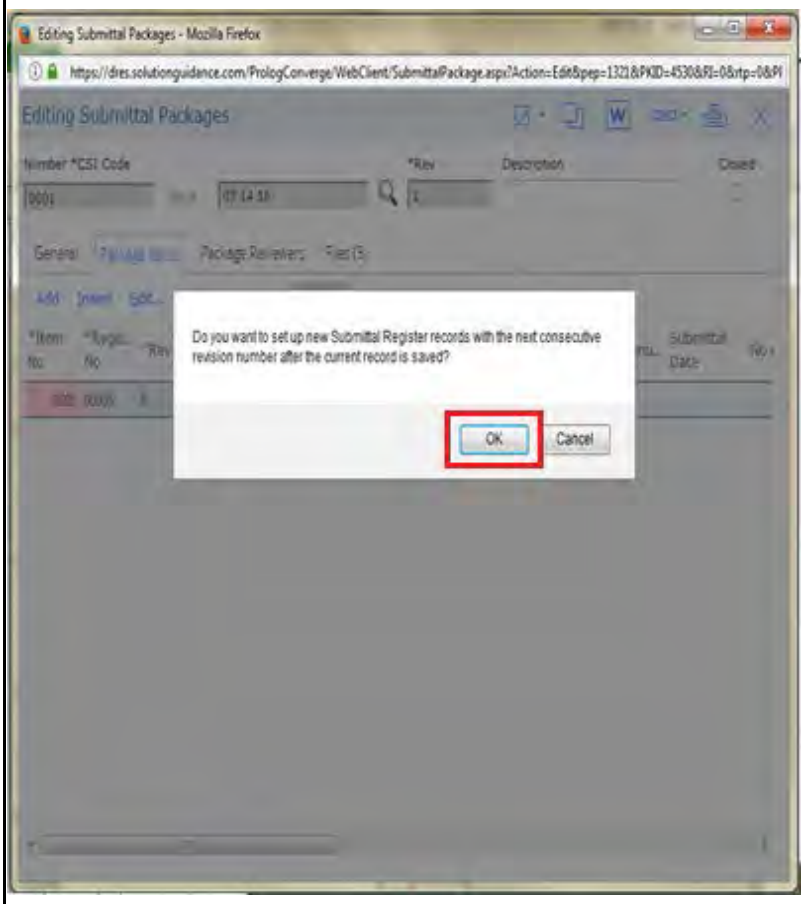


Figure 21

Step 22 - When done, click **Save and Exit**. This will trigger all automatic notifications to be sent.

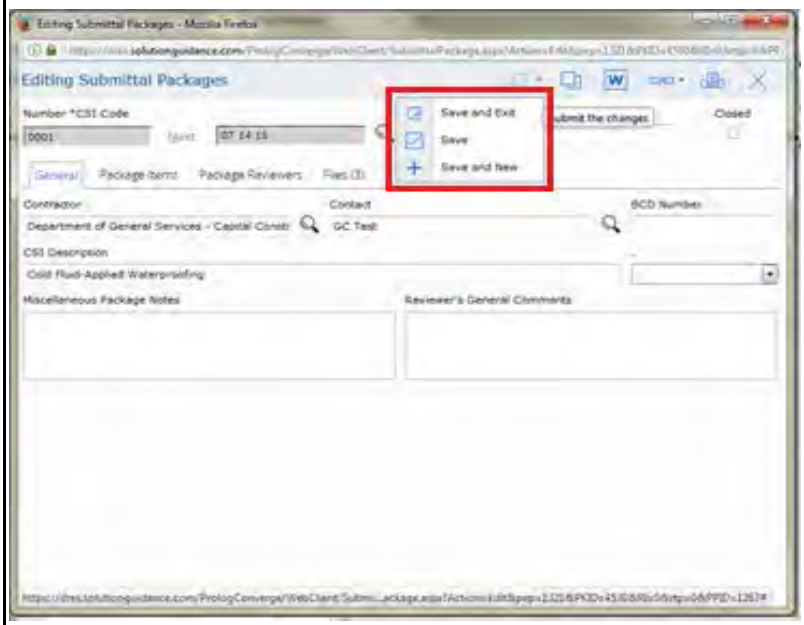


Figure 22

Step 1 - Contractor shall enter the Submittal Register and create Submittal Packages through Prolog Converge.

To access Prolog Converge, go to the following address:

https://dres.solutionguidance.com/prologconverge/webclient/

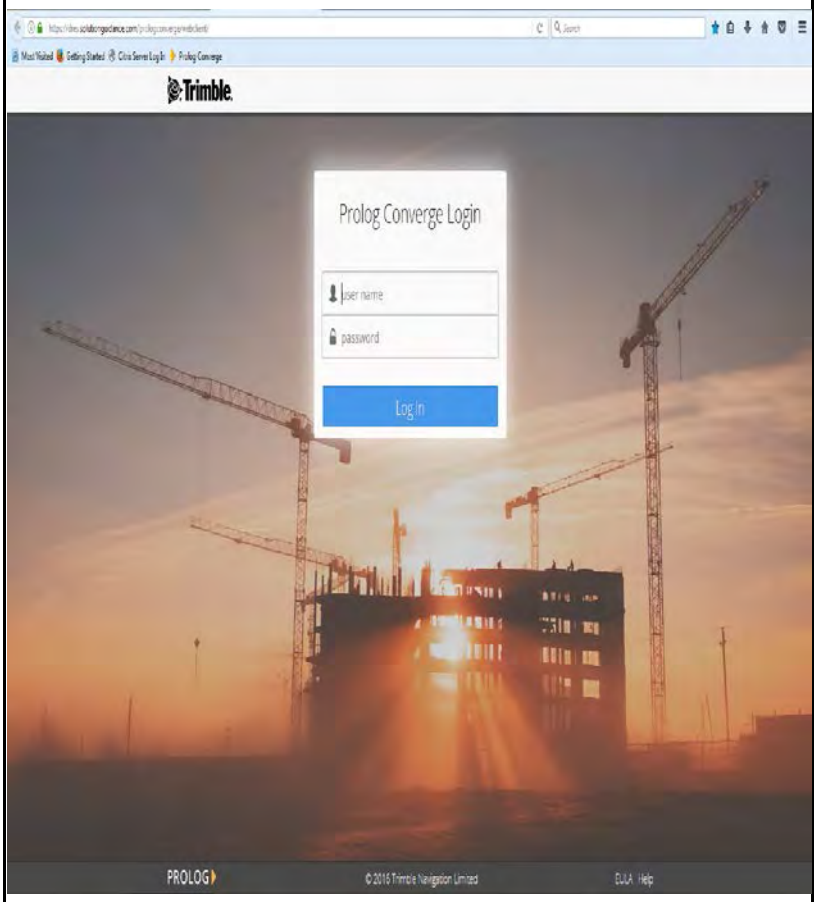


Figure 1

Step 2 - Scroll to the project and click on **Enter** to the left of the project name.

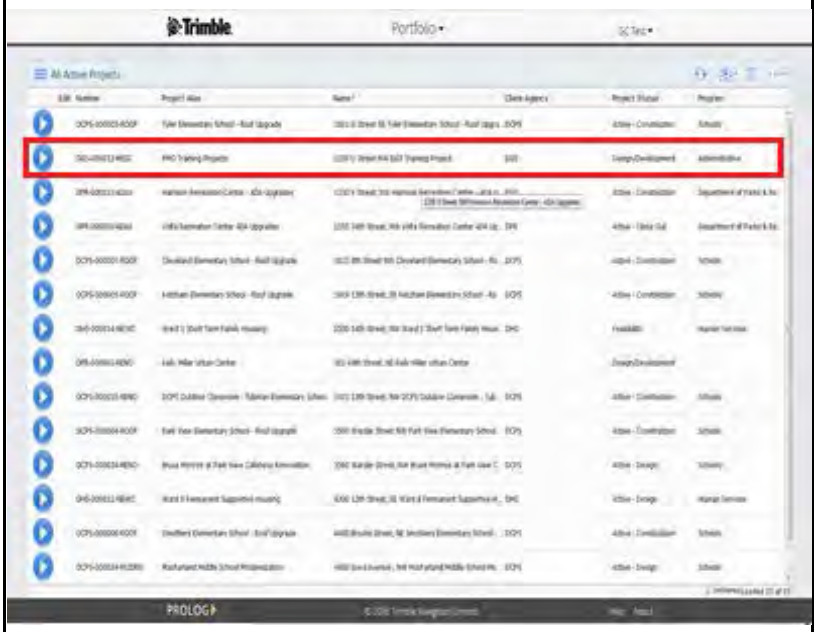


Figure 2

Step 3 - On the Navigation Pane (left side of the screen) click on the following in order:

Document Control > Drawings and Specs > Create Multiple Items

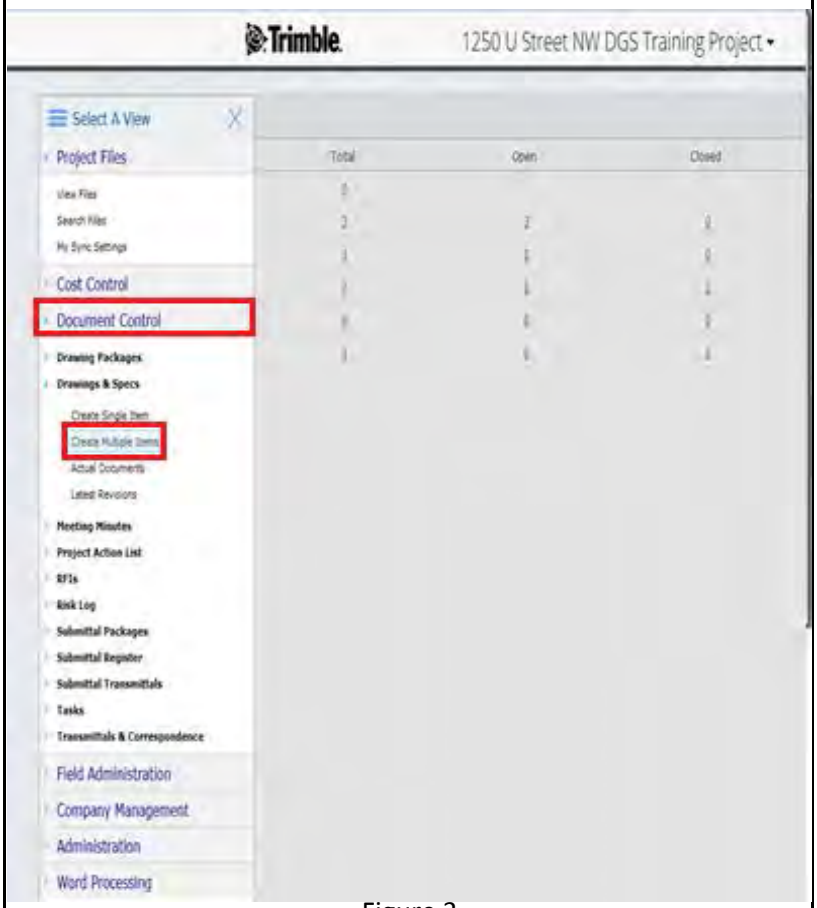


Figure 3

Step 4 - To start, click on the **New** button.

NOTE: All boxes that are pink or asterisked are required to save the record.

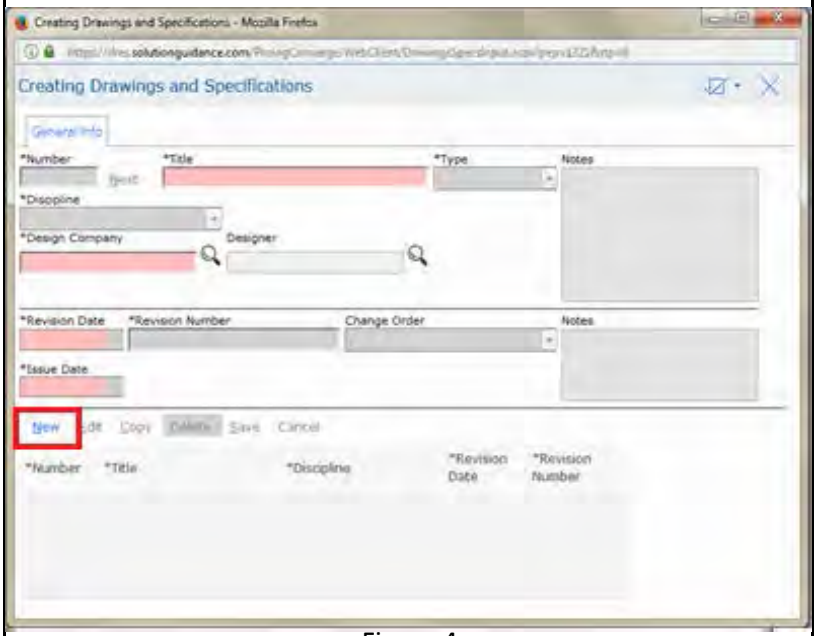


Figure 4

Step 5 - To input the proper drawing or spec section number in the **Number** box, click the **Next** button. Enter the proper **Title** in the box. Select the type of document being added to the log from the **Type** dropdown.

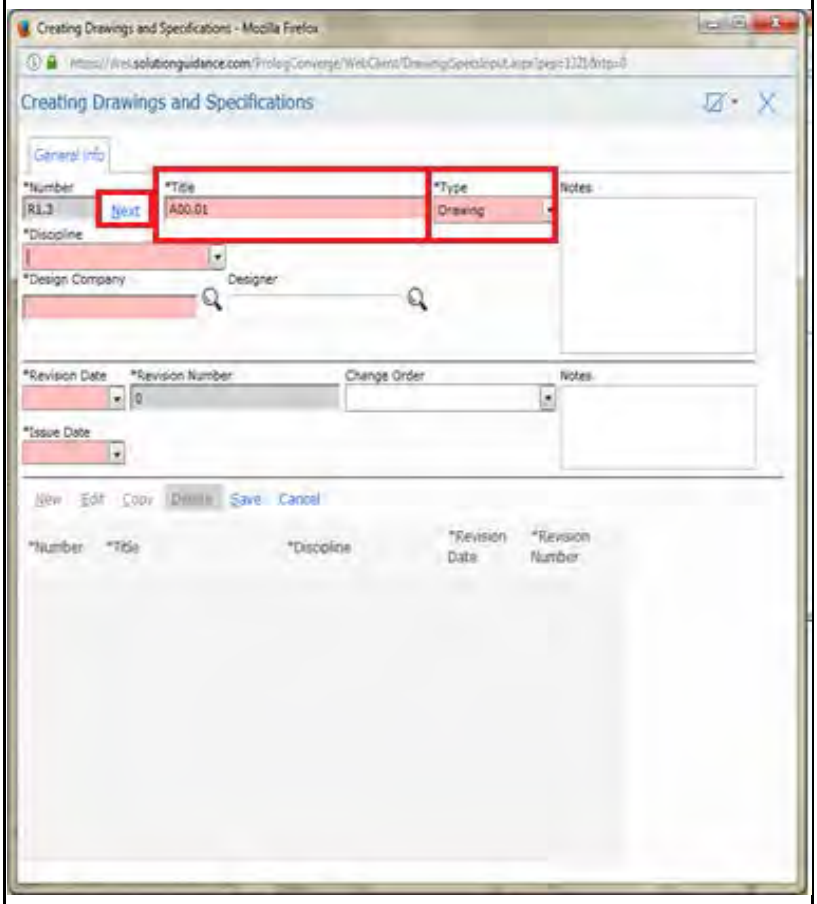


Figure 5

Step 6 - Select the appropriate **Discipline** from the provided dropdown. If there isn't one that applies, contact the DGS PM and they can assist by adding any required or additional Disciplines.

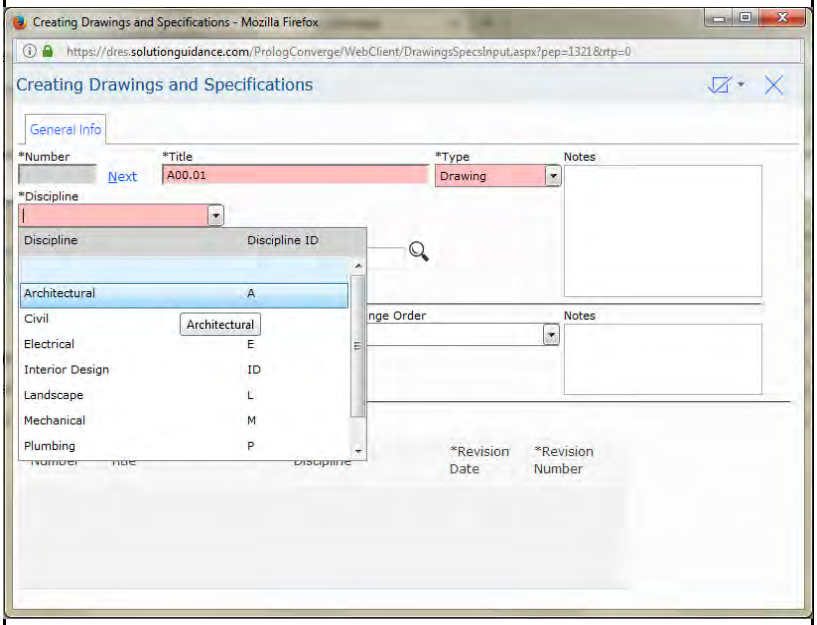


Figure 6

Step 7 - Click on the box to the right of **Design Company** to add the appropriate company. A pop up box will prompt the user to select the company. Fill in the appropriate box and select the **Search** button. Then highlight the company and click the **Select** box.

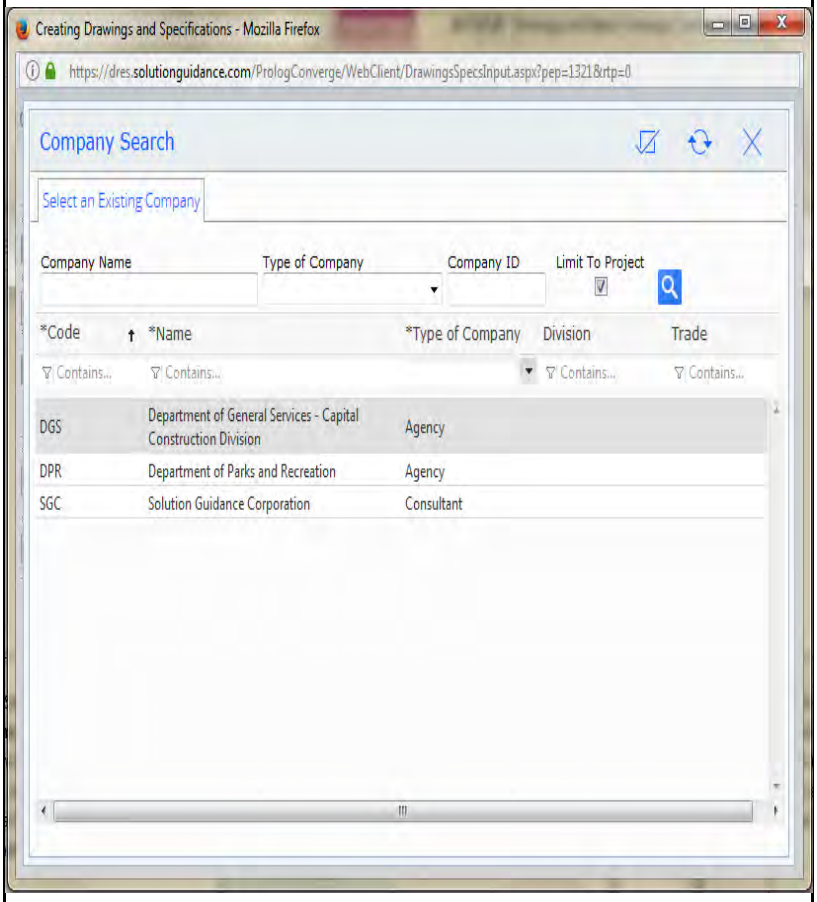


Figure 7

Step 8 - Click on the **Revision Date** box to find the date and then enter in which revision these documents are. If this is a change order drawing that aspect can be filled in as well.

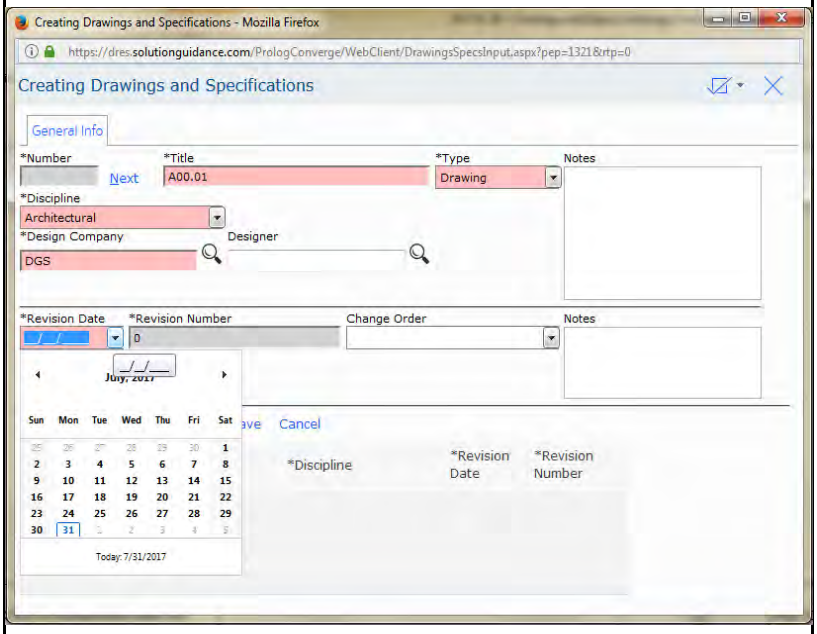


Figure 8

Step 9 - Next, fill in the **Issue Date** in the same manner. When done, click on the **Save** box.

NOTE: All that is saved in this process is the one created document and it is not officially in the system yet.

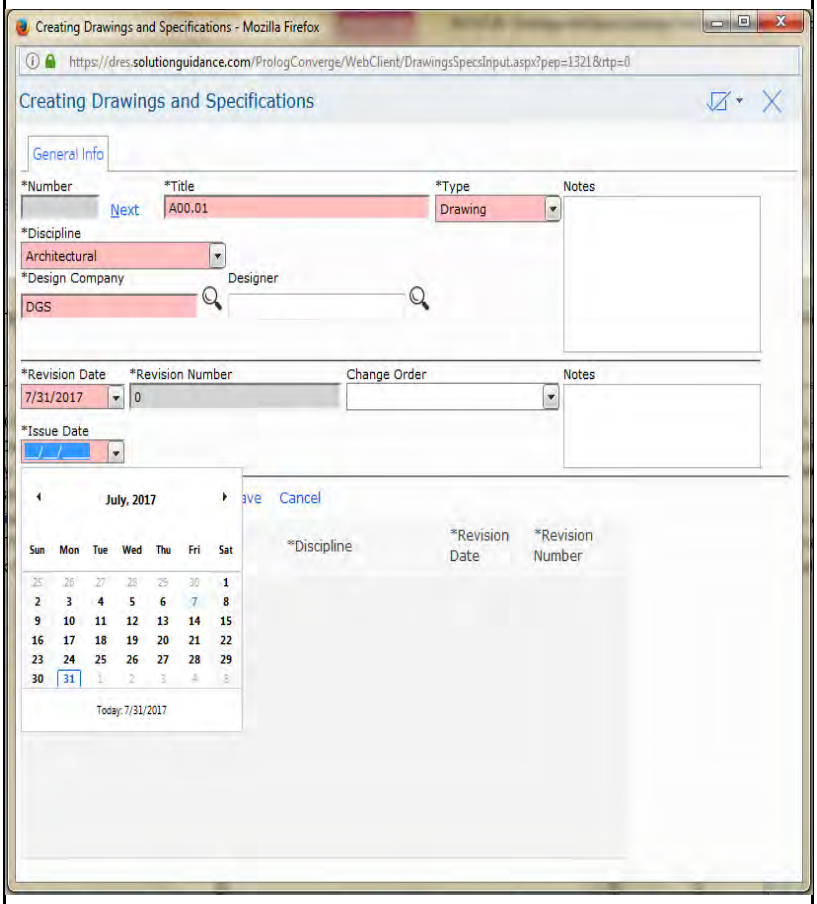


Figure 9

Step 10 - To continue adding documents:

- **New**: This opens a completely blank page. Follow Steps 5-9 as necessary.

- **Copy**: This opens a new document but with all the information from the previous entry. Change the appropriate fields as necessary and then save.

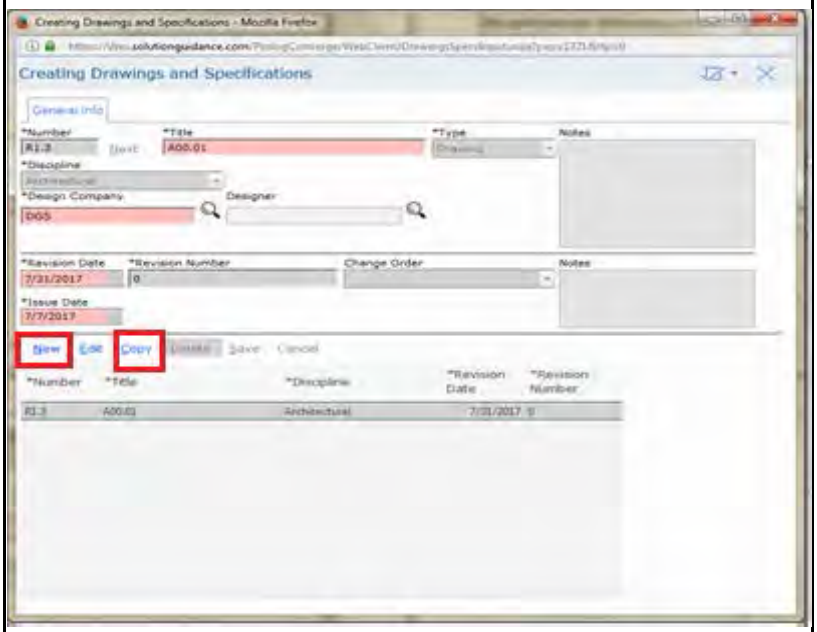


Figure 8

Step 11 - Linking a Document to an Item:

Select the item to add the document and click the highlighted icon on the right side.

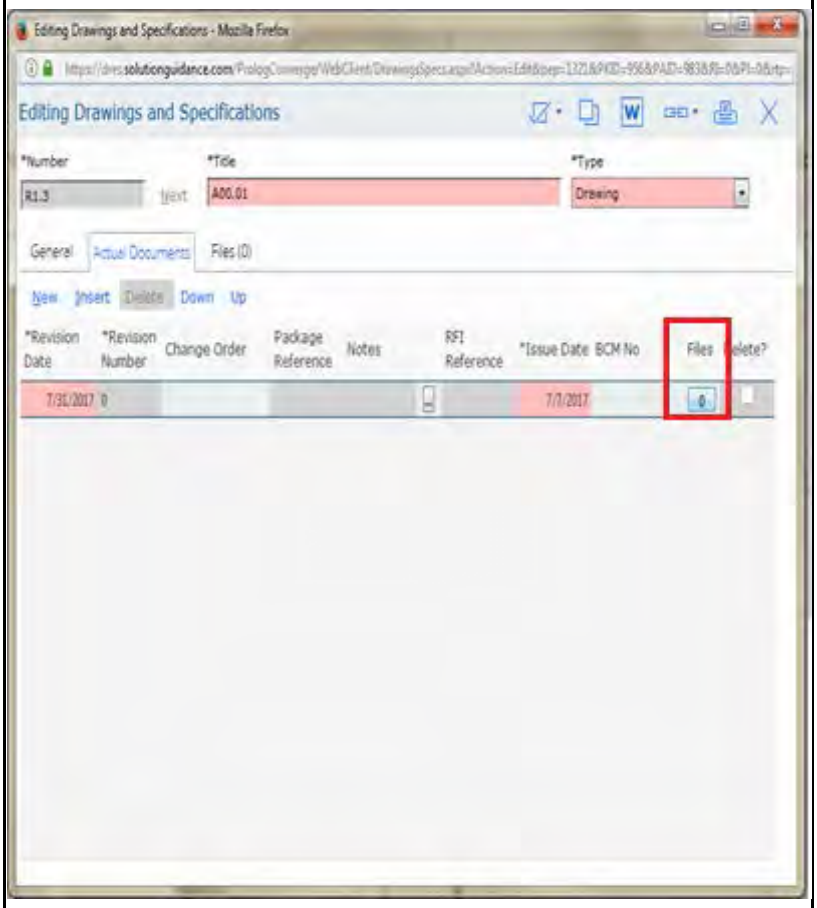


Figure 11

Step 12 - The Linked Files window will appear.

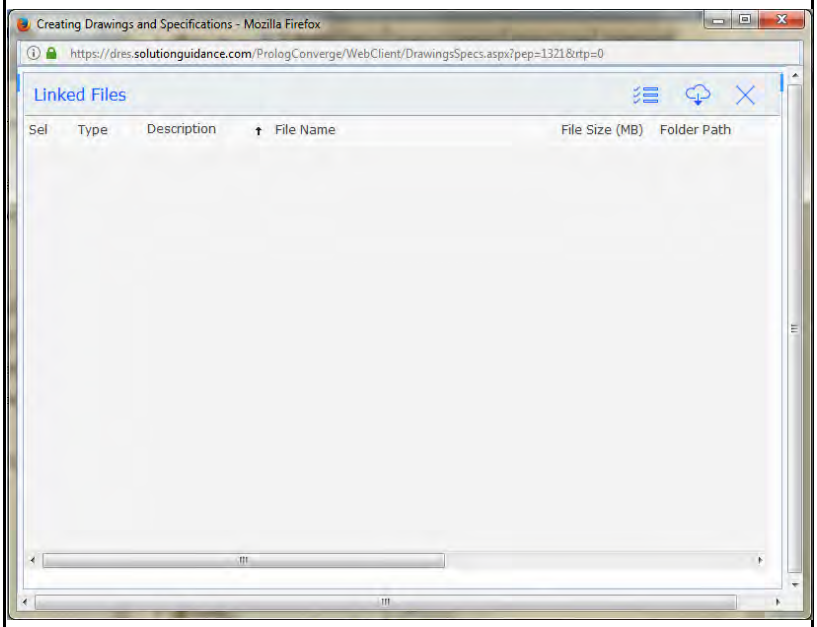
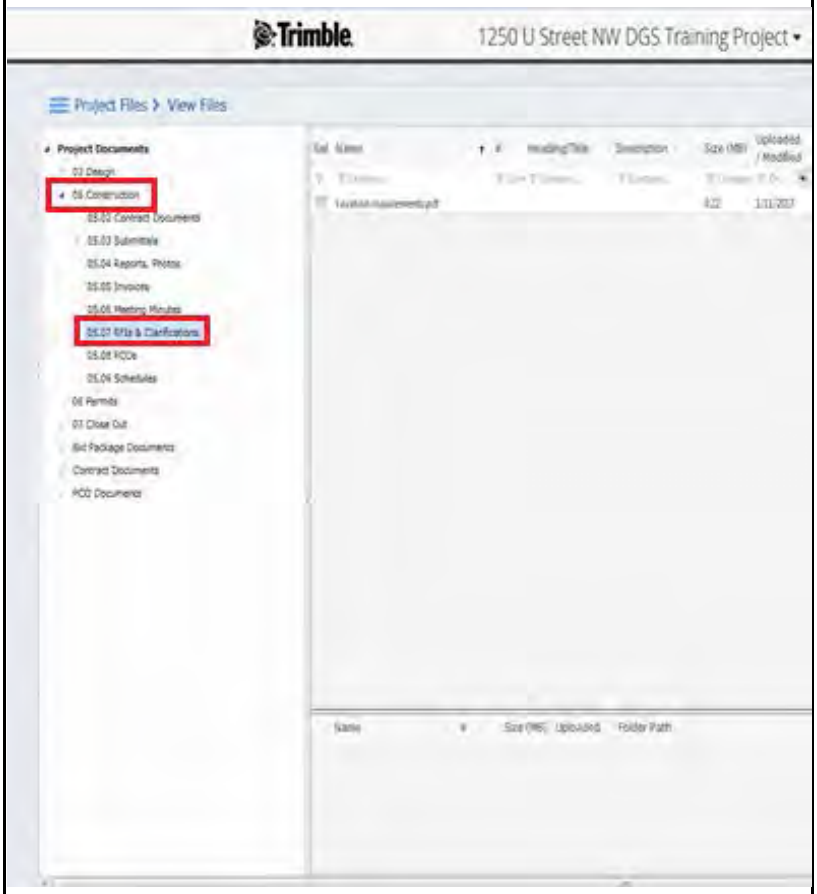
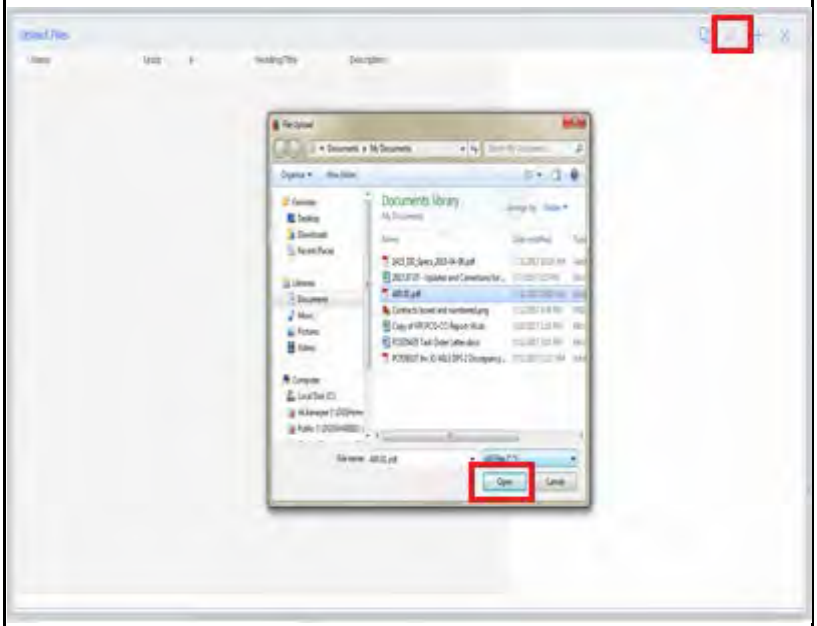
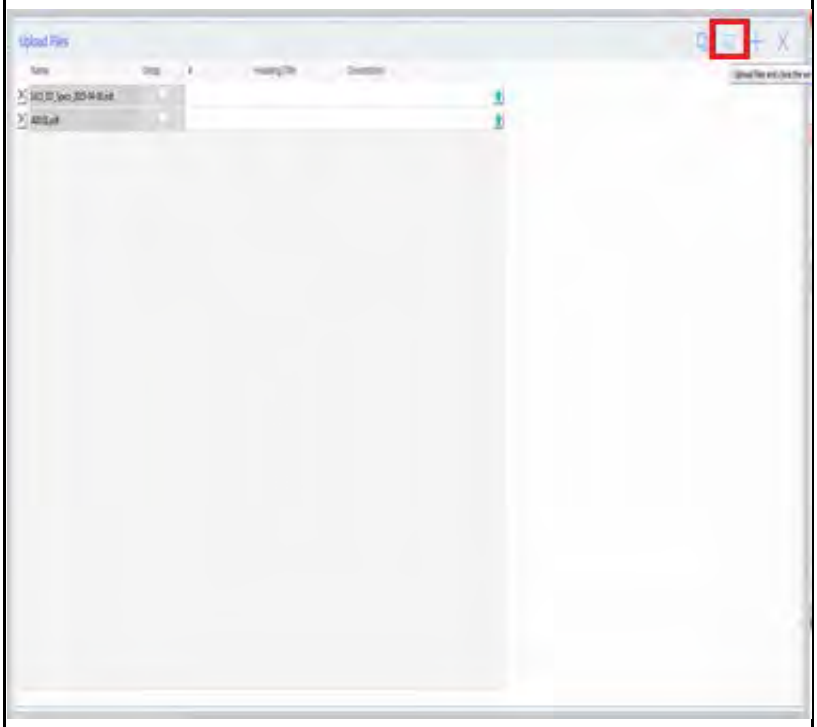


Figure 12

Step 13 - If the file to be uploaded has not yet been placed into the system, they can be added by selecting the **RFI & Clarifications** folder and then clicking **Upload New** at the top of the screen.	 Figure 13
Step 14 - The File Upload box will open. Select **Browse** then find the files wished to be uploaded by selecting them and clicking **Open**.	 Figure 14

Step 15 - When done selecting as many files as desired. Click on the **Upload** button.	 Figure 15
Step 16 - When all the appropriate documents have been added and necessary files linked, go to the top of the page and click on **Save and Exit**. Now all documents are available for viewing in the Prolog Database.	 Figure 16

Step 17 - Creating a Single Item

To create a single item select "**Create Single Item**" under the **Drawings & Specs** Module. This will open a blank form.

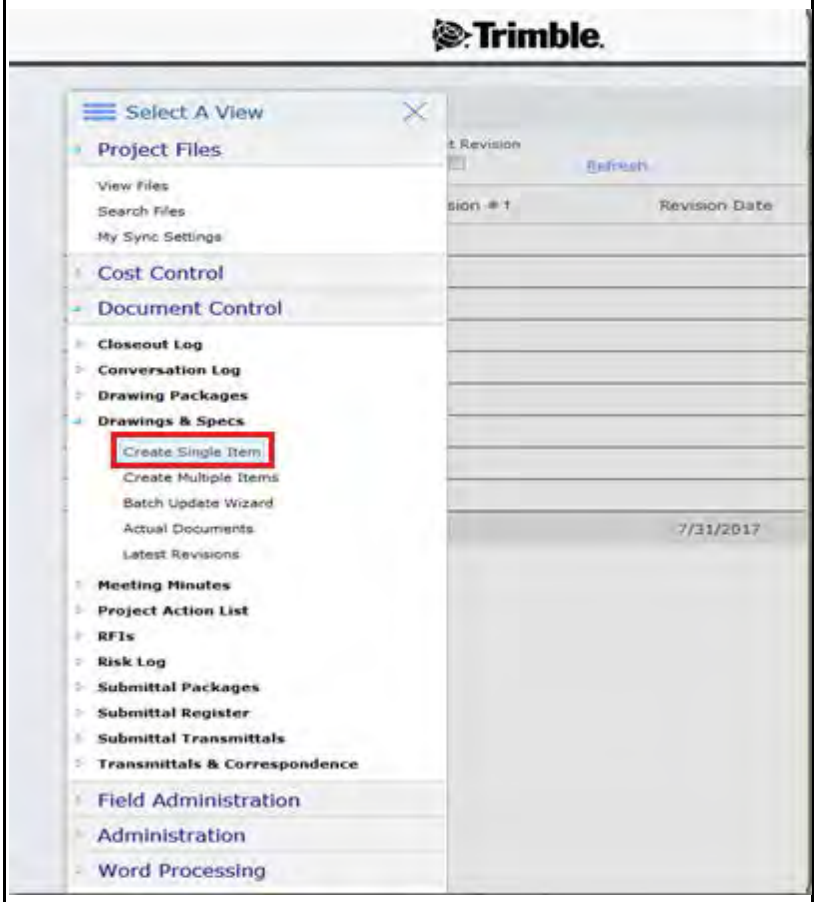


Figure 17

Step 18 - On the first page, enter the following information:

- **Number**
- **Title**
- **Type** (list)
- **Discipline** (list)

These are the same as the multiple items form. The Design Company field will auto populate; change if necessary.

When done proceed to the **Actual Documents** tab.

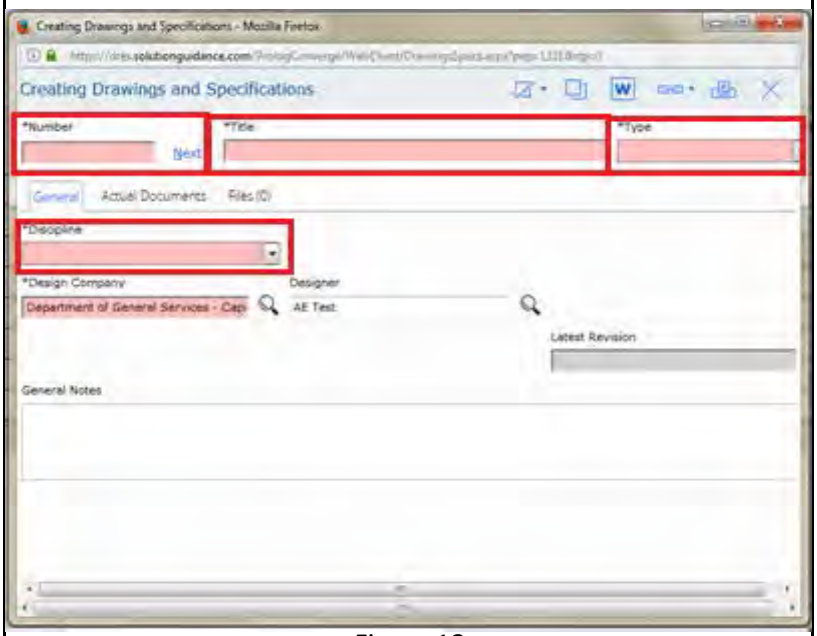


Figure 18

Step 19 - In **Actual Documents**, revision information about any drawing or spec item can be entered with the **Date**, **Number**, and **Issue Date**.

A file can be attached to the specific revision by following Steps 11-16. When done click on the **Files** tab.

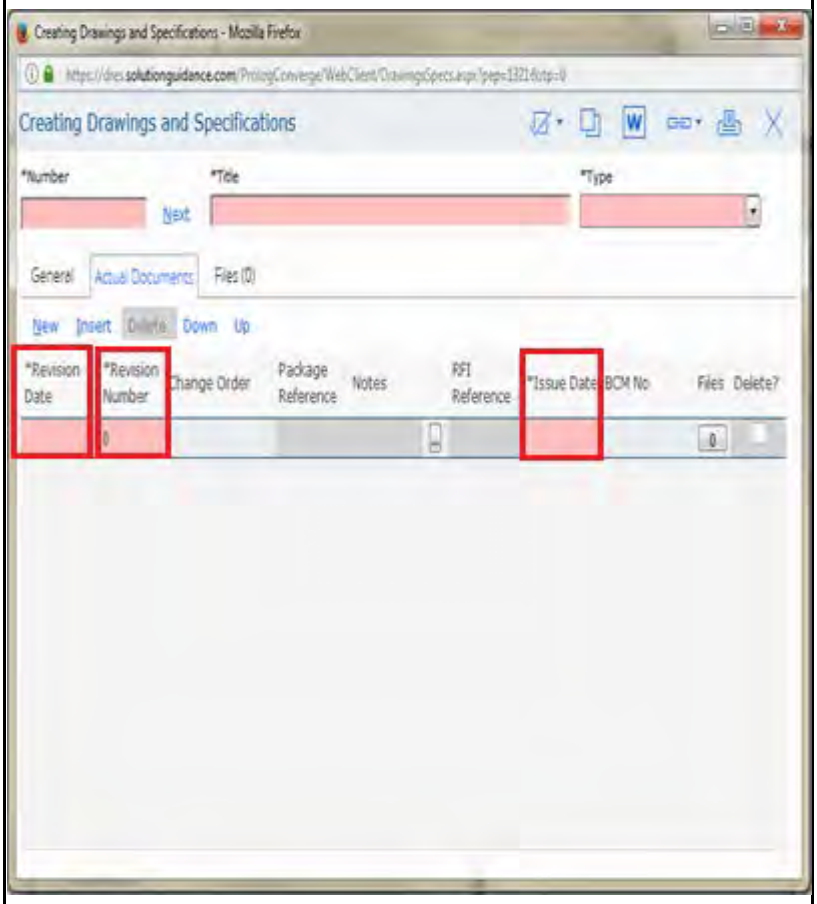


Figure 19

Step 20 - To attach a file to the entire item (rather than a specific revision), click the **Attach** button. Then follow Steps 11-16.

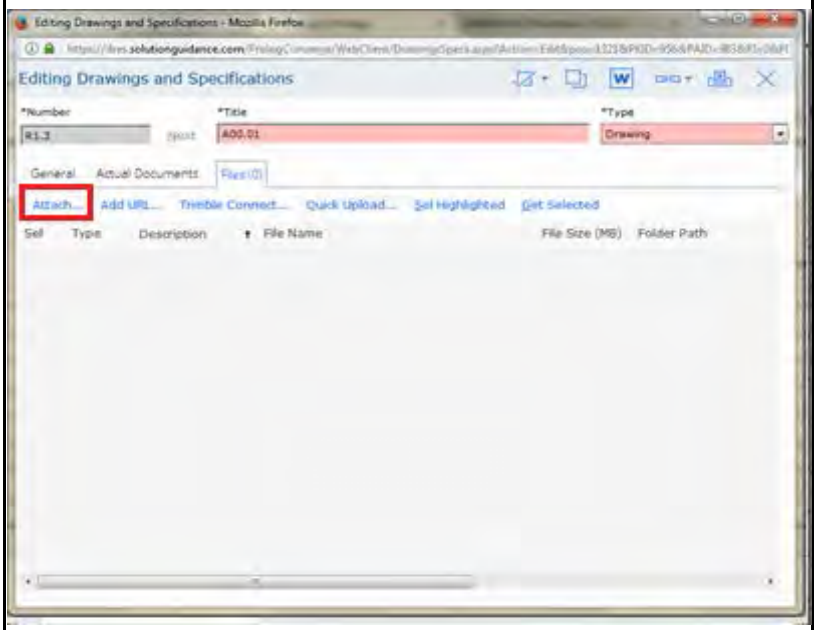


Figure 20

Step 21 - When done adding all necessary information and linking the proper documents, proceed to the top left corner and click the appropriate **Save** option.

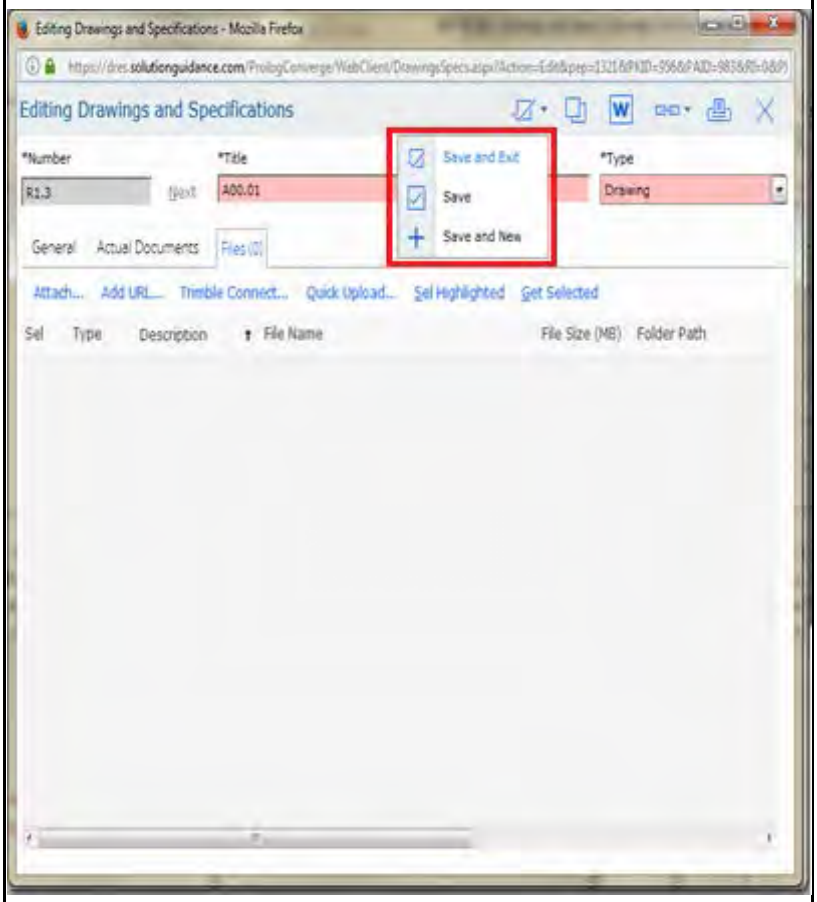


Figure 21

Step 22 - Creating a Drawing Package

Click on the **Drawing Packages** module in the navigation pane and open a new package by clicking **Create**. This will open a blank package ready to eat.

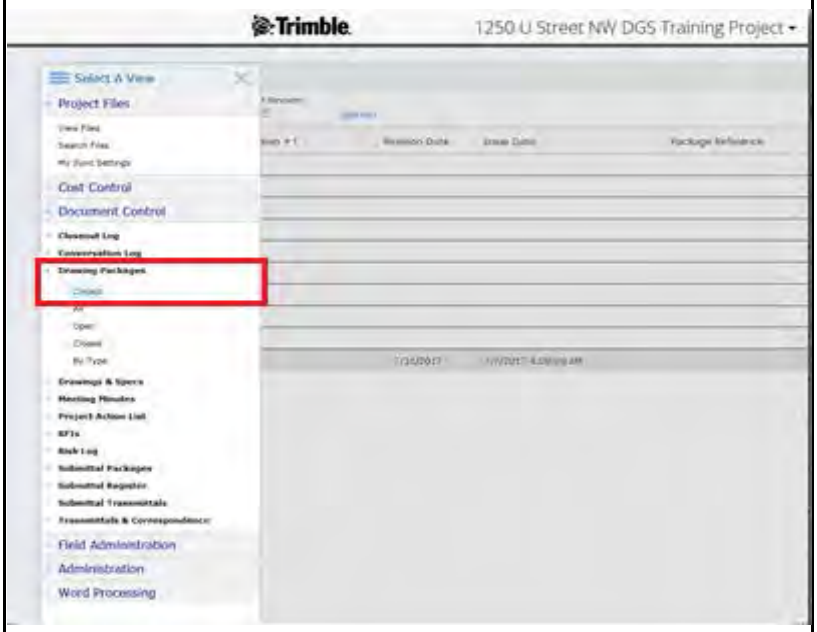


Figure 22

Step 23 - On the first page enter the **Number**, **Description**, and select the **Type** of package from the dropdown.

Add any specific or general notes for the package on this screen. When done, click on the **Drawings & Specs** tab.

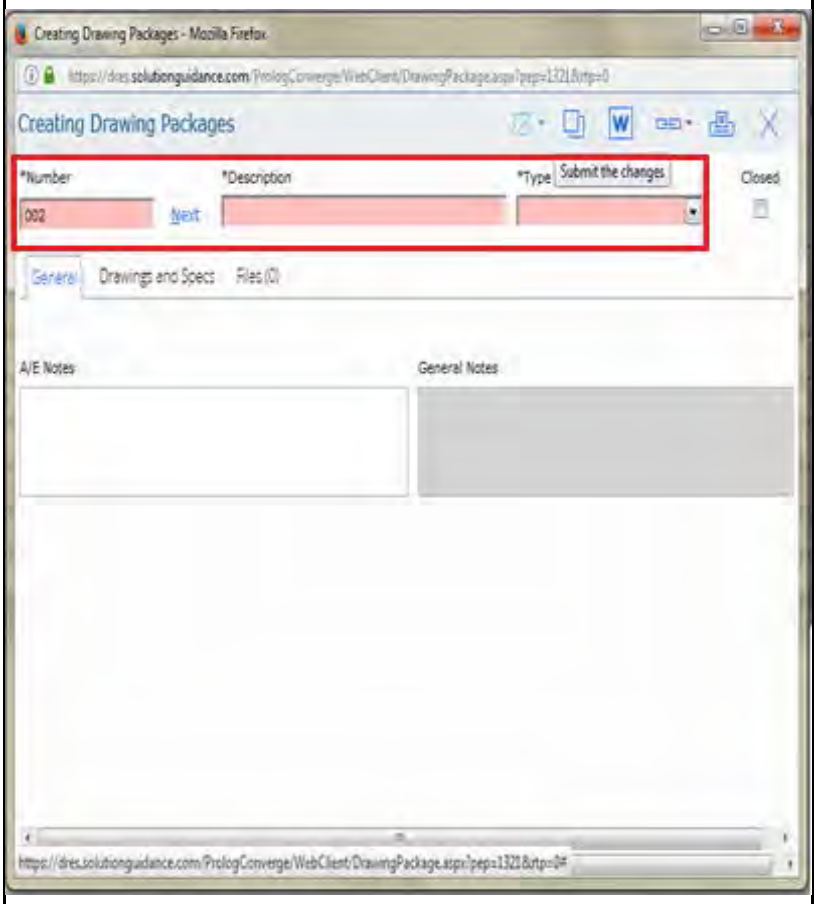


Figure 23

Step 24 - This allows the user to link drawings and spec items affected by the drawing package to the document in Prolog. To begin click **Add**.

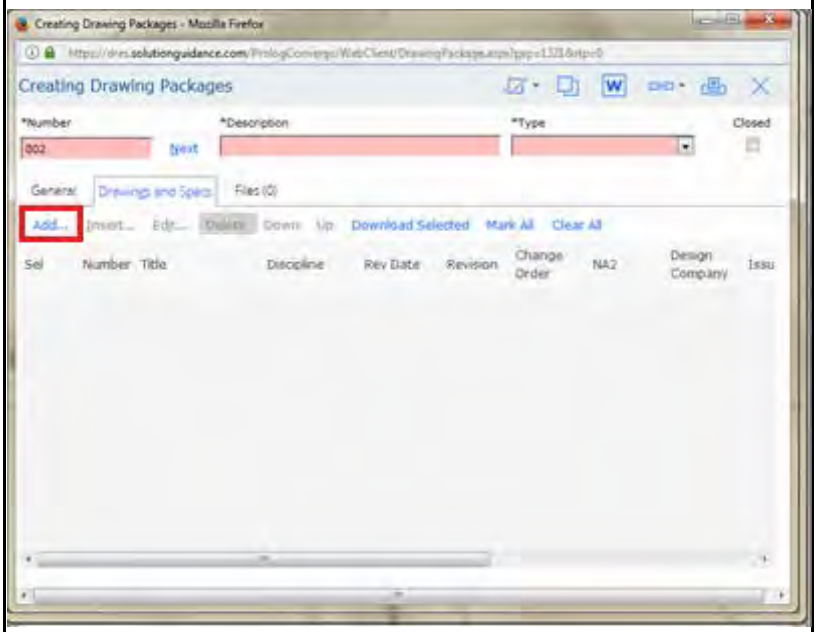


Figure 24

Step 25 - Searches can be refined by filtering by **Discipline** or **Revision Date** or simply click on **Search** to bring up all the documents in the system.

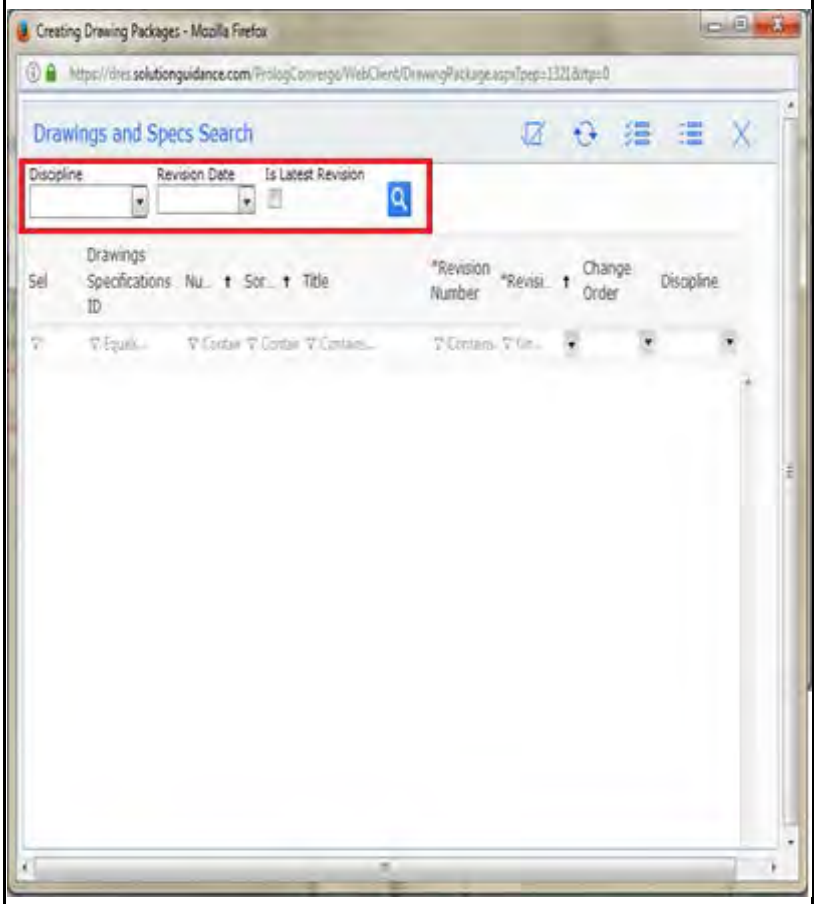


Figure 25

Step 26 - Select the effected drawings by clicking the check boxes on the left and then click the **Select** button at the top right

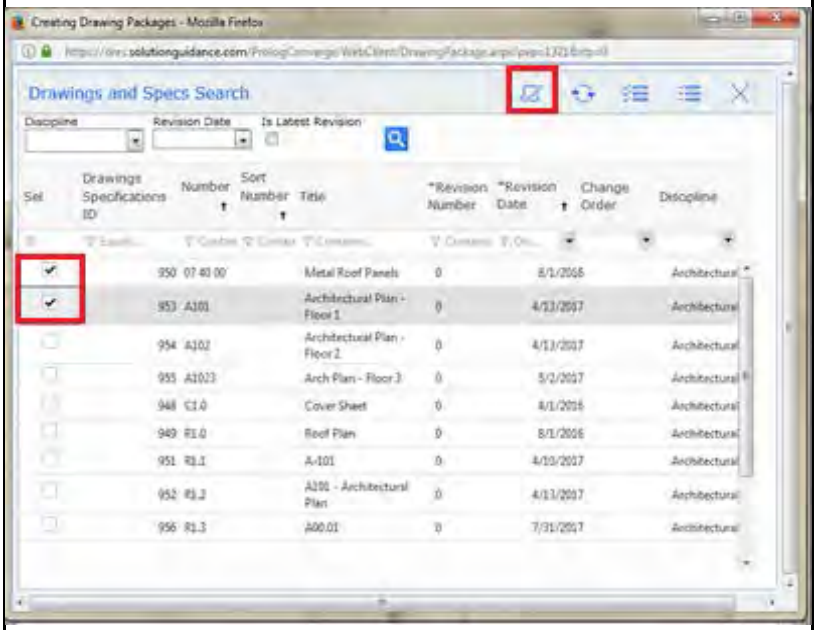


Figure 26

Step 27 - The selected documents are now displayed. To edit any of those documents, highlight it and then click on the **Edit** button. A pop up of the single item module will show up. When done click on the **Files** tab.

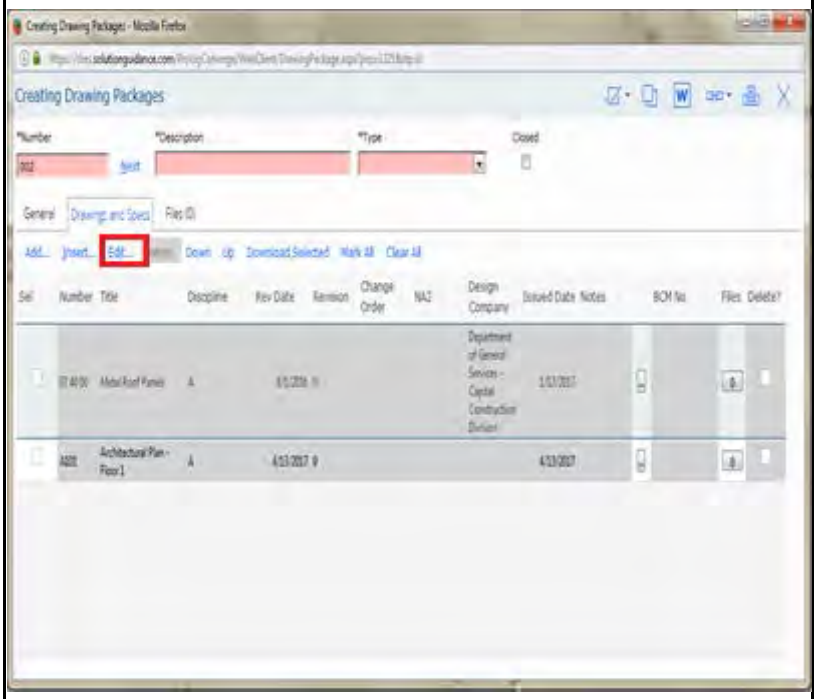


Figure 27

Step 28 - In the files tab, necessary documents can be attached to the drawing package, such as the associated drawings or spec sections.

To begin click on the **Attach…** button. Then follow Steps 12-16.

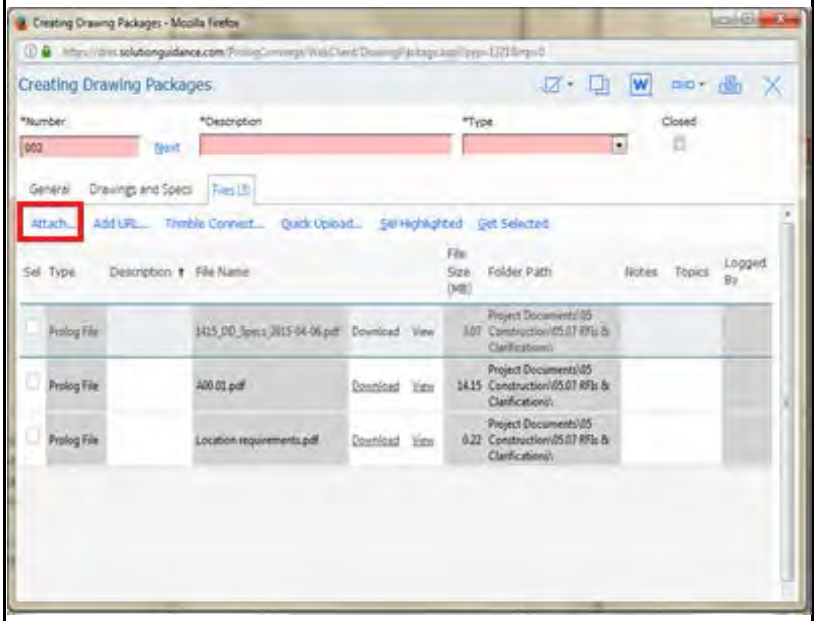
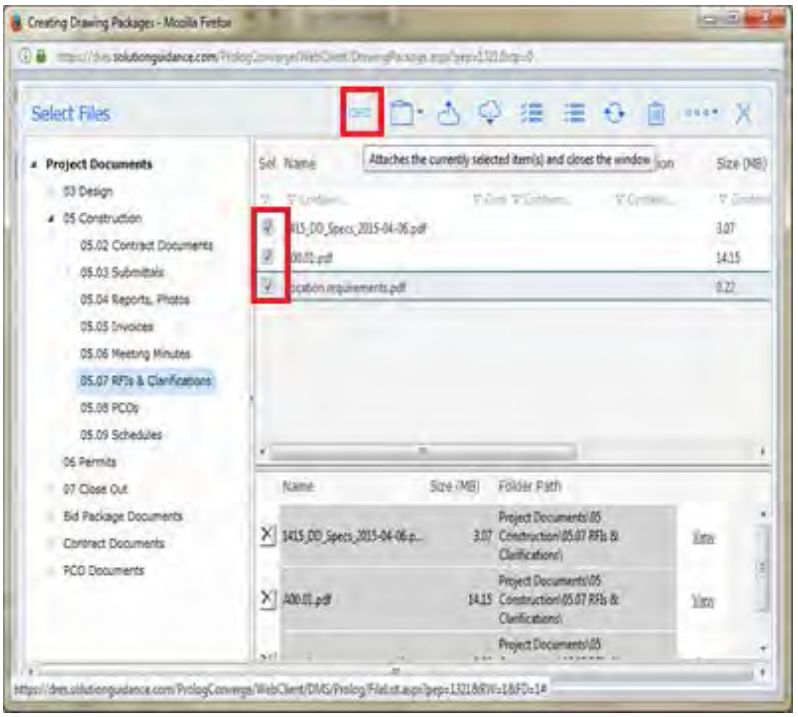
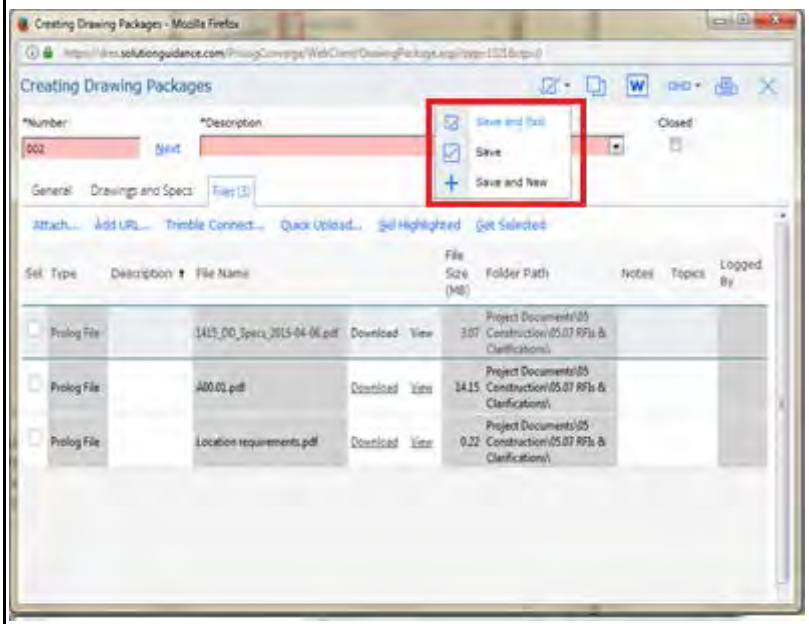
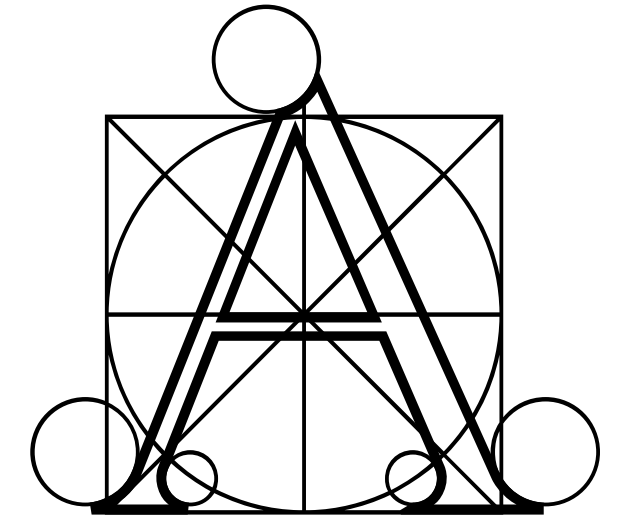


Figure 28

Step 29 - When done adding all necessary files click the **Link** button.	 Figure 29
Step 30 - When done adding all necessary information and linking the proper documents, proceed to the top left corner and click the appropriate **Save** feature.	 Figure 30



Windows Client/Server:
Overview

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ARCHIBUS, ARCHIBUS-Planner, ARCHIBUS-Planner(+), ARCHIBUS-Designer, ARCHIBUS-Lease Management, ARCHIBUS-Construction Budgeting, ARCHIBUS/FM, ARCHIBUS/FM Real Property & Lease Management, ARCHIBUS/FM Space Management, ARCHIBUS/FM Strategic Master Planning, ARCHIBUS/FM Design Management, ARCHIBUS/FM Furniture & Equipment Management, ARCHIBUS/FM Telecommunications & Cable Management, ARCHIBUS/FM Building Operations Management, ARCHIBUS/FM-FIMS, The Quality Solution for Facility Managers, The Integrated Solution for Architects by Architects, The #1 CAFM Solution, The #1 AutoCAD-Based Solution for CAFM and CIFM, Computer-Integrated Facilities Management (CIFM), ARCHIBUS/FM Navigator, ARCHIBUS/FM Overlay for AutoCAD ARX, ARCHIBUS/FM Web Central, FM Web Central, ARCHIBUS/FM Express Edition, ARCHIBUS/FM Enterprise Edition, ARCHIBUS/FM Room Reservations Activity, ARCHIBUS/FM Hoteling Activity, ARCHIBUS/FM Emergency Preparation Activity, ARCHIBUS/FM Condition Assessment Activity, ARCHIBUS/FM Environmental Sustainability Assessment Activity, ARCHIBUS/FM Work Wizard, ARCHIBUS/FM Move Management Activity, ARCHIBUS/FM Capital Budgeting Activity, ARCHIBUS/FM Project Management Activity, ARCHIBUS/FM Service Desk Activity, ARCHIBUS/FM On Demand Work Activity, FM Best Practices, FM Wisdom, FM Knowledge, FM Cyberspace, FM Cybrarian, FM Knowledge Worker, FM Information Superhighway, ARCHIBUS/FM Visual User Interfaces — ARCHIBUS, Inc.
ARCHIBUS Enterprise, ARCHIBUS Facil-o-tor, ARCHIBUS Express, ARCHIBUS Web Central, ARCHIBUS Real Estate Portfolio Management, ARCHIBUS Portfolio Management, , ARCHIBUS Lease Administration, ARCHIBUS Preventive Maintenance, ARCHIBUS Cost Administration, ARCHIBUS Cost Chargeback & invoicing, ARCHIBUS US Federal Property Registry, ARCHIBUS Portfolio Forecasting, ARCHIBUS Space Planning & Management, ARCHIBUS Space Inventory & Performance, ARCHIBUS Space Chargeback, ARCHIBUS Personnel & Occupancy ARCHIBUS Capital Project Management, ARCHIBUS Capital Budgeting, ARCHIBUS Project Management, ARCHIBUS Condition Assessment, ARCHIBUS Strategic Master Planning, ARCHIBUS Overlay with Design Management for AutoCAD and Revit, ARCHIBUS Move Management, ARCHIBUS Reservations, ARCHIBUS Hoteling, ARCHIBUS Asset Management, ARCHIBUS Furniture & Equipment Management, ARCHIBUS Telecommunications & Cable Management, ARCHIBUS Service Desk, ARCHIBUS On Demand Work, ARCHIBUS Building Operations Management, ARCHIBUS Work Wizard, ARCHIBUS Risk Management, ARCHIBUS Emergency Preparedness, ARCHIBUS Workplace Services, ARCHIBUS Environmental Sustainability Assessment, ARCHIBUS Fleet Management, ARCHIBUS Geospatial Extensions for ESRI, — ARCHIBUS, Inc.
ADI, AutoCAD, AutoCAD AEC, AutoLISP, AutoShade, ACAD, Advanced User Interface, Autodesk Device Interface, AutoCAD 386, AutoCAD Development System, AutoFlix, AUI, AutoSolid, DXF, Generic CADD, ARX, AutoCAD Runtime Extension, DWG OEM Engine, *WHIP!*, Autodesk Architectural Desktop, Volo View, Volo View Express, Actrix Technical, RealDWG, Autodesk DWF Viewer, AutoCAD OEM, Revit Architecture, Autodesk FMDesktop — Autodesk, Inc.
dBASE, dBASE III, dBASE IV — Borland International, Inc.
Lotus 1-2-3, Lotus, 1-2-3 — Lotus Development Corporation.
HP LaserJet — Hewlett-Packard Company.
Concept — Visual Access Technology, Inc.
IBM, IBM XT, IBM AT, IBM PS/2, PC-DOS, Token-Ring, WebSphere, Trivoli — International Business Machines Corporation.
Microsoft, MS-DOS, Windows, Windows for Workgroups, Windows NT, Windows 95, Access, Internet Explorer, Personal Web Server, Microsoft SQL Server, Microsoft Visio, Microsoft FrontPage, Internet Information Services — Microsoft Corporation
Macintosh — Apple Computer, Inc.
PC-NFS, J2EE, Java, JavaScript, Java2 Enterprise Edition— Sun Microsystems, Inc.
Watcom, Watcom SQL, Watcom SQL Server, Sybase, SQL Anywhere, Adaptive Server Anywhere —Sybase, Inc.
Novell, NetWare — Novell, Inc.
Banyan Vines — Banyan Systems, Inc.
LANtastic — Artisoft, Inc.
Oracle, Personal Oracle — Oracle Corporation.
Pentium — Intel Corporation.
BasicScript — Summit Software Company.
C39Tools — Azalea Software, Inc.
Crystal Reports — Seagate Software Information Management Group, Inc.
Netscape Navigator — Netscape Communications Corporation.
WebSite — O'Reilly & Associates
ColdFusion, ColdFusion MX, ColdFusion Studio, HomeSite+ — Allaire, Corp.
Tomcat — The Apache Software Foundation
WebLogic — BEA Systems, Inc.
Actuate, First Impression — Actuate Corporation
Linux — Free Software Foundation, Inc.
Unix — The Open Group
Flash — Adobe Systems Incorporated
Tidy — World Wide Web Consortium (Massachusetts Institute of Technology, European Research Consortium for Informatics and Mathematics, Keio University)
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About This Guide

This guide is designed as a training tool for **ARCHIBUS V.18.2**. The guide may or may not be compatible with earlier or later versions of ARCHIBUS.

The following represents the estimated time a user will spend reading the document and completing the included exercises.

Training Topics:	**Minutes:**
Overview	:30
Exercise 0021: Explore Real Estate Portfolio Management	:05
Exercise 0022: Explore Space Planning and Management	:05
Exercise 0023: Explore Asset Management	:05
Exercise 0024: Explore Building Operations	:05
Exercise 0025: Explore Capital Project Management	:05
Exercise 0026: Explore Strategic Master Planning	:05
Review	:10
Estimated Time to Complete	1:10

What is ARCHIBUS?

Facilities and physical infrastructure management is a critical business function. Comprising 25 to 50 percent of a company's fixed assets and operating costs, facilities are significant resources that must be efficiently managed in order for a business to succeed in a globally competitive market.

Facilities information crosses an organization's traditional department boundaries. For example:

- A CFO evaluating mergers requires accurate real estate portfolio information.
- A CEO generates business plan projections that drive a planner's space forecasts.
- A space planner allocating resources must integrate data from all departments and communicate the result to architects.
- A move planner must coordinate data from the facilities, telecommunications, and maintenance departments.

Facilities information also crosses the boundaries of traditional software applications:

- CAD drawings depict a facility's structure and areas.
- Databases store alphanumeric data about rooms, equipment, furniture, repairs, and breakdowns.
- Spreadsheets calculate areas, rent, and maintenance costs.
- Routed approvals flow through email.
- Web browsers pull casual and remote users directly into the workflow.

As such, to implement facilities management automation, you need a specialized package that understands the corporate roles and responsibilities, understands the business missions and what each role requires to achieve them, knows how to validate and flow facility information through an organization, and can integrate diverse technologies into a unified whole. ARCHIBUS is such a system.

The ARCHIBUS application activities provide directed, best-practice methods for handling the complete range of facilities and infrastructure functions. These applications run within a unique environment that fuses database, CAD, spreadsheet, Web, document management, and workflow features into a cohesive whole. The entire application suite is wholly integrated, driven from a data dictionary, and can be completely configured to reflect your own business processes and to embed ARCHIBUS within your corporate development environments.

Corporations are global, and their software must likewise be able to provide far-reaching services. Towards that end, ARCHIBUS is built on enterprise-scalable technologies: client/server database technology to serve large databases and many users; blue-chip CAD technology to reliably store and retrieve sizeable CAD drawings; workflow and Web services to interoperate with the rest of your ERP suite; and Web-ready interfaces for instantaneous global access to all aspects of a facility's data.

Notes

Components of ARCHIBUS

ARCHIBUS automates facilities management by providing applications for managing all types of facilities issues, in all types and sizes of facilities, in both the Web and Windows environments. ARCHIBUS is a modular system: application activities focusing on specific aspects of facilities management run on top of a core Windows or Web program using a client/server database system.

ARCHIBUS Web Central

Many organizations want to broadly share—both internally and externally—their organizational data by making it available through the Internet or a corporate Intranet. ARCHIBUS Web Central provides live enterprise access to organizational data and enables you to easily maintain and distribute facilities information across your entire enterprise. With Web Central, everyone in your company—from the occasional user reporting a maintenance issue, to the department manager checking chargeback amounts, to the space planner allocating space—can access and update organizational data using the familiar interface of a Web browser. These users access and edit the database without learning the operation of the ARCHIBUS Windows product.

Web Central uses the same role-based security as ARCHIBUS so that when users log on, they access only the tasks and information relevant to their specific role within the organization. For example, craftspersons see only the tasks and data for maintenance work at their site; department managers can edit only the rooms assigned to their departments and can examine space chargeback only for their departments.

ARCHIBUS Windows/Client Server

The ARCHIBUS for Windows application control program runs under Windows and provides an interface in which you can simultaneously work with databases, business graphics, and reports with embedded floor plan drawings. You connect your database records to items in CAD drawings to form asset symbols, so that data, such as a room, is represented both graphically in a floor plan drawing and alphanumerically in the database. For the graphical components of your facilities data, ARCHIBUS offers both a DWG Viewer and a DWG Editor for directly accessing drawings in DWG format, enabling you to view and edit CAD drawings from ARCHIBUS. The program's analysis tools integrate alphanumeric data, drawings, and business charts to produce all types of reports, complete with proportional fonts and labels.

ARCHIBUS Overlay for AutoCAD and Revit or ARCHIBUS DWG Editor

Rather than use the DWG Editor available from ARCHIBUS for Windows as their drawing environment, some users prefer to run the full AutoCAD program. For these users, ARCHIBUS offers the ARCHIBUS Overlay for AutoCAD. Invisibly residing on top of AutoCAD, the Overlay runs as a client to ARCHIBUS facilities database and interprets AutoCAD commands run on facilities drawings. It also provides its own tools and commands specifically designed for automating facilities management.

Application Activities

Application activities focus on a particular facet of facilities management, such as preventive maintenance, room inventory, personnel inventory, equipment inventory, move management, capital budgets, and emergency preparedness.

An activity divides its major issues into a series of goals, and providing tasks for accomplishing these goals. An activity includes tables for recording data in a database, a set of reports and graphic analyses, routines that run calculations and manipulate data, and specialized dialogs to help you work through the tasks.

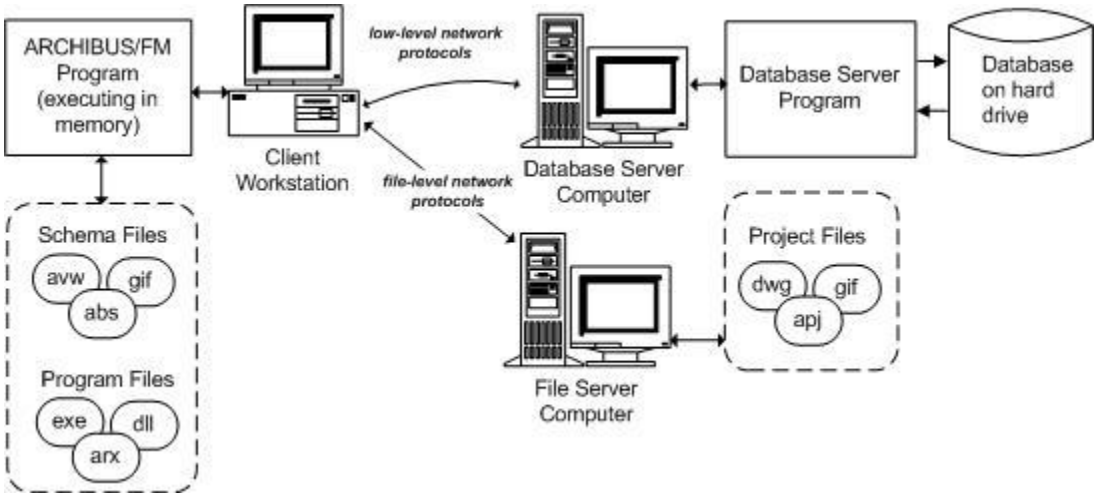
Activities can run in both the Windows and Web environments, or exclusively in one of these environments. The activities are closely connected in that they access the same database. Data you develop with one activity can be accessed and reused with another.

WAN-Style Configuration

The typical configuration, the WAN-style configuration, calls for loading the ARCHIBUS Windows program on each client workstation. This option uses some hard-disk space on the client workstation, but loads ARCHIBUS quickly.

While you can use this configuration on any network, it is termed the **WAN-style configuration** because it is most popular on wide-area networks, which often are slower than local-area networks.

In the WAN-style configuration, project files such as the drawing files are kept on a common file server so that they can be accessed by multiple people.



System Requirements for ARCHIBUS Windows

Minimum:

- Pentium III (or higher) compatible PC, 800 Mhz or faster
- 512 MB RAM or more
- 1024x768 SVGA display or better
- 150 MB free hard disk space (500 MB during installation)
- Windows 2000 Service Pack 2, Windows XP Professional, Windows 2003 Server, Windows Vista Business, or Windows Vista Business Service Pack 1
    - ARCHIBUS for Windows will run on 32-bit or 64-bit versions of the operating system.
    - ARCHIBUS for Windows requires 32-bit versions of the client database drivers.
    - The ARCHIBUS Overlay requires a 32-bit version of AutoCAD or Revit.
- Microsoft Internet Explorer 6.02 or 7.0
- Microsoft .NET Framework 2.0 (for Crystal Reports 10 support)
- Users of the ARCHIBUS Overlay for Revit need Revit Architecture 2008 or 2009.
- Users of the ARCHIBUS Overlay for AutoCAD need one of the following programs:
    - AutoCAD 2004, 2005, 2006, 2007, 2008, 2009, or 2010
    - AutoCAD Architectural Desktop 4, 5, 2006, or 2007
    - AutoCAD Architecture 2008, 2009, or 2010

Organization of ARCHIBUS

The ARCHIBUS system consists of a series of professional domains and activities that focus on specific areas of facilities management.

Domains

The domains are areas of practice organized by the building lifecycle: Real Property and Lease Management, Capital Planning, Strategic Master Planning, Space Management, and so on. Each domain consists of a series of activities.

Activities

Each activity within ARCHIBUS represents a discrete business function or automation goal with a defined outcome or business benefit. For instance, you may wish to implement the Space Chargeback activity to improve accountability for space usage. Or you may wish to implement the Horizontal Cabling activity to speed moves, adds and changes and to maintain your investment in your cable plant.

Processes or Roles

Each activity, in turn, consists of a series of processes or roles that correspond to deployment responsibilities. For instance, the Move Management activity divides tasks appropriate for Move Requestors, Move Coordinators, Data Coordinators, and Craftspersons into separate, dynamic menus. When a user logs in, they see only the tasks appropriate for their role. This approach simplifies the software, increases data security, and reduces training. Similarly, processes for CAD specialists are separated from processes for facility information managers. Web processes for remote managers are separated from data development processes. The result is that the activities remain integrated, but are still accessible from within Windows, within your CAD program, or on the Web.

Tasks

The task is the actual selection that a user makes to perform an action, such as editing a floor plan drawing, examining a report, editing a database record, and so forth. For example, a user might select the "Create Work Request" task and complete the resulting form with a description of required maintenance work.



Domains / Modules

Activities

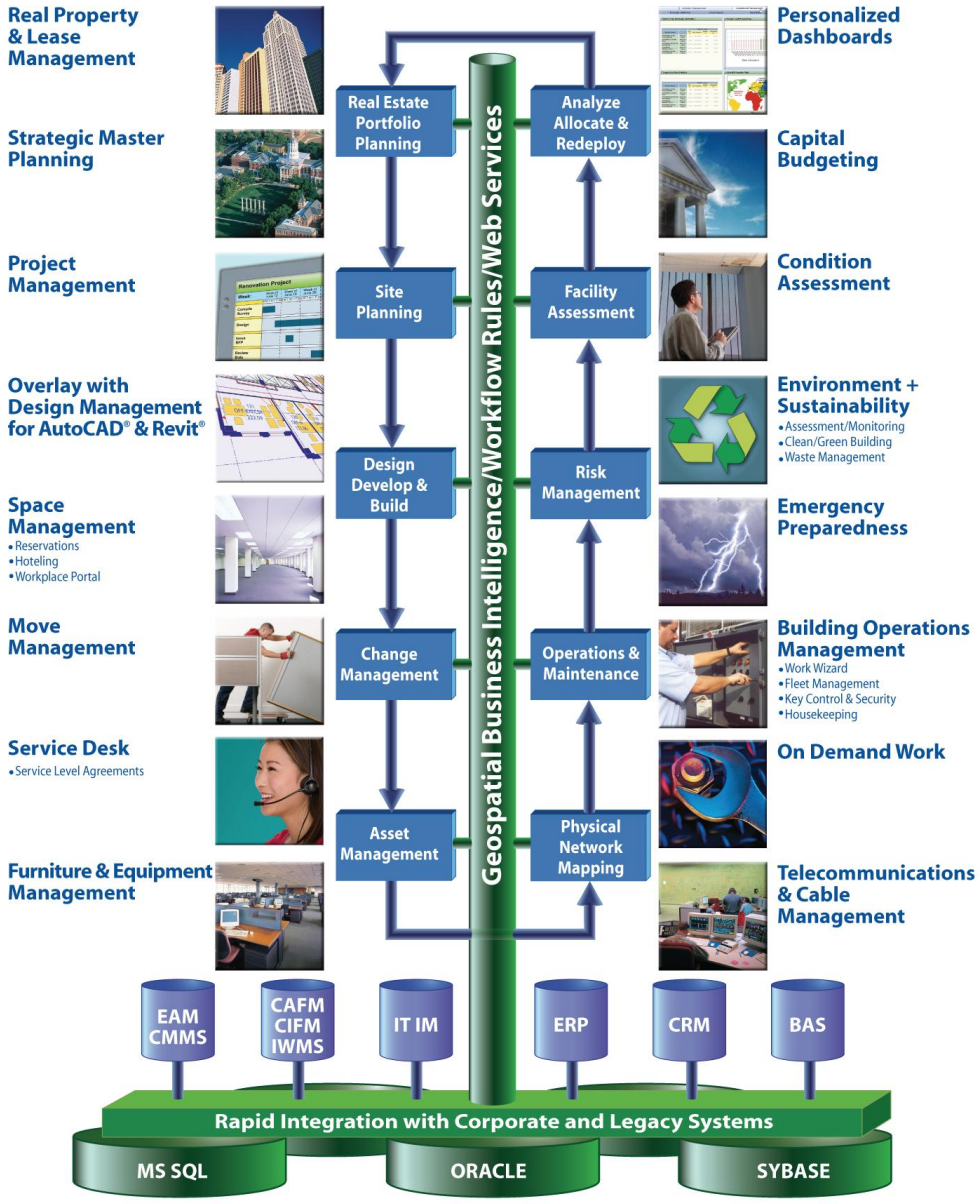
Tasks



Notes

ARCHIBUS Domains/Modules

There are a variety of ARCHIBUS domains and activities designed to help organizations track all the information related to their facilities. When looked at as a group, the domains and activities represent various stages in the development of facilities from assessments, to building projects, to maintenance, and more. It is good to have a broader knowledge of how these modules and activities are related to one another to fully take advantage of the ARCHIBUS system.



Notes

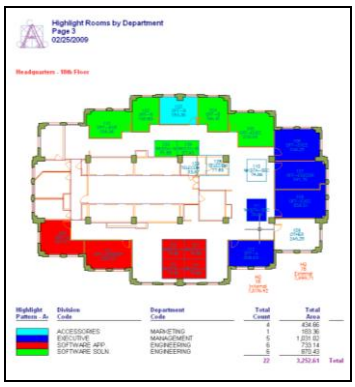
Overview: ARCHIBUS for Windows

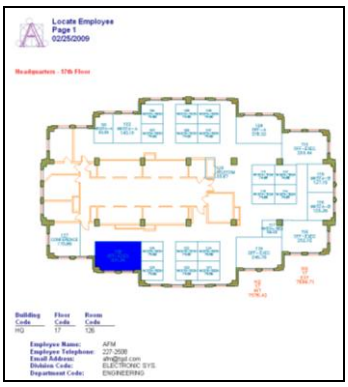
ARCHIBUS is a full-featured Windows application for facilities management. It is a complete application that performs facilities tasks; it is not simply a drawing or database tool. ARCHIBUS provides intelligent integration of all types of data: drawings, database tables, spreadsheet calculations, business charts, bar code fonts, and graphics.

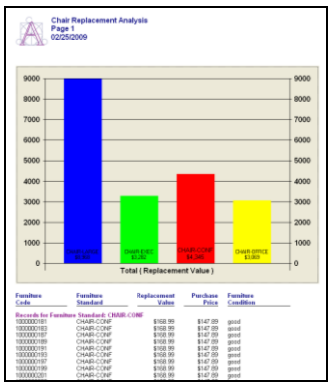
In This Document

The goal of this document is to give users the basic skills needed to navigate the ARCHIBUS Windows product and to get a full appreciation of its functionality. Here some examples of how the information can be shared:

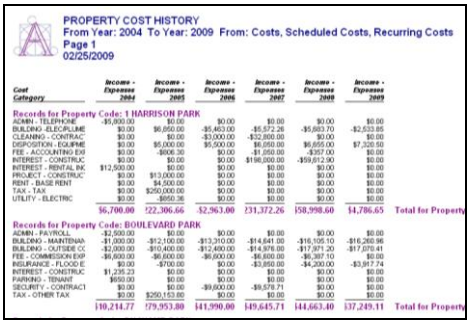
Graphical Reports

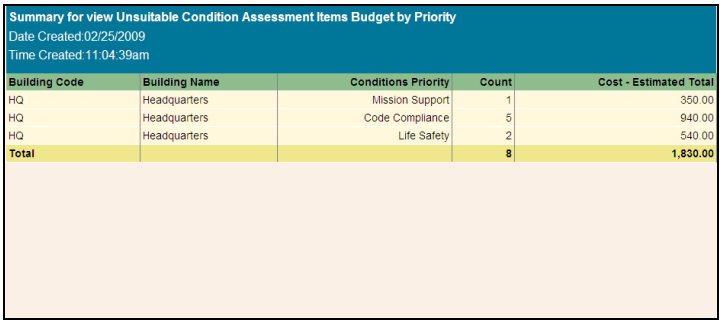






Summary Analyses





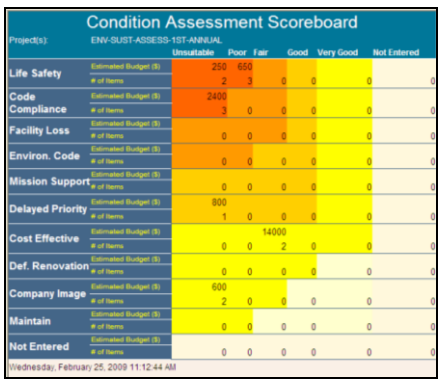
Summary for view Unsuitable Condition Assessment Items Budget by Priority

Date Created:02/25/2009

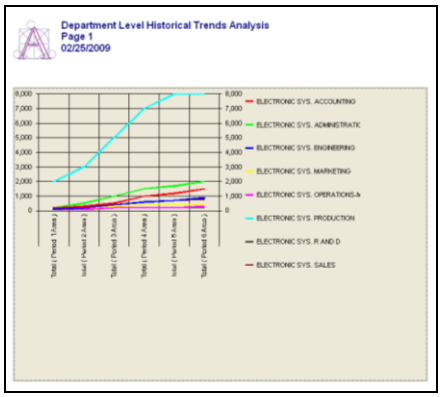
Time Created:11:04:39am

Building Code	Building Name	Conditions Priority	Count	Cost - Estimated Total
HQ	Headquarters	Mission Support	1	350.00
HQ	Headquarters	Code Compliance	5	940.00
HQ	Headquarters	Life Safety	2	540.00
Total			**8**	**1,830.00**

Comprehensive Data Views





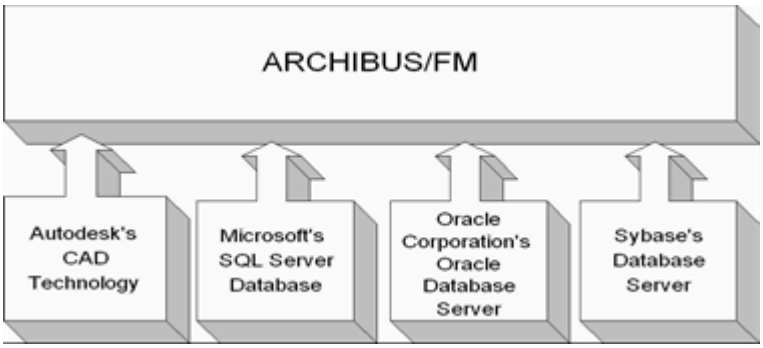


Notes

Windows Feature Summary

Embedded Blue-Chip Technology

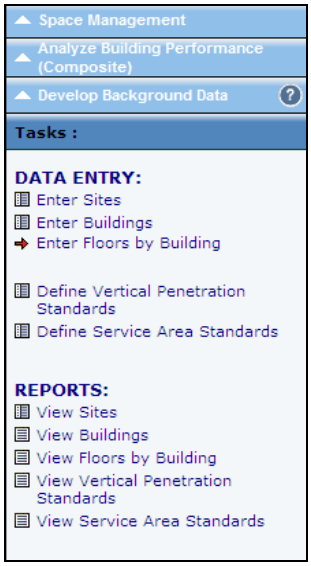
ARCHIBUS integrates the power of blue-chip, industry-standard software into one cohesive program for managing the many aspects of your facilities data. ARCHIBUS's DWG Editor and DWG Viewer are powered with Autodesk's AutoCAD technology and provide direct access to AutoCAD .DWG files. ARCHIBUS also works with products from the most widely-accepted client/server database vendors: Microsoft, Oracle, and Sybase. ARCHIBUS transparently integrates these programs into a single interface, so that users do not need to be concerned with the operation of the underlying programs.



Task-Oriented Navigators

The first step in designing effective facilities management is to simplify the business of facilities management so that facilities managers and others can develop and maintain the data they require. The ARCHIBUS Process Navigator fulfills this need by presenting methodologies and tasks in a linear manner, thereby providing structure and organization to your facilities management objectives.

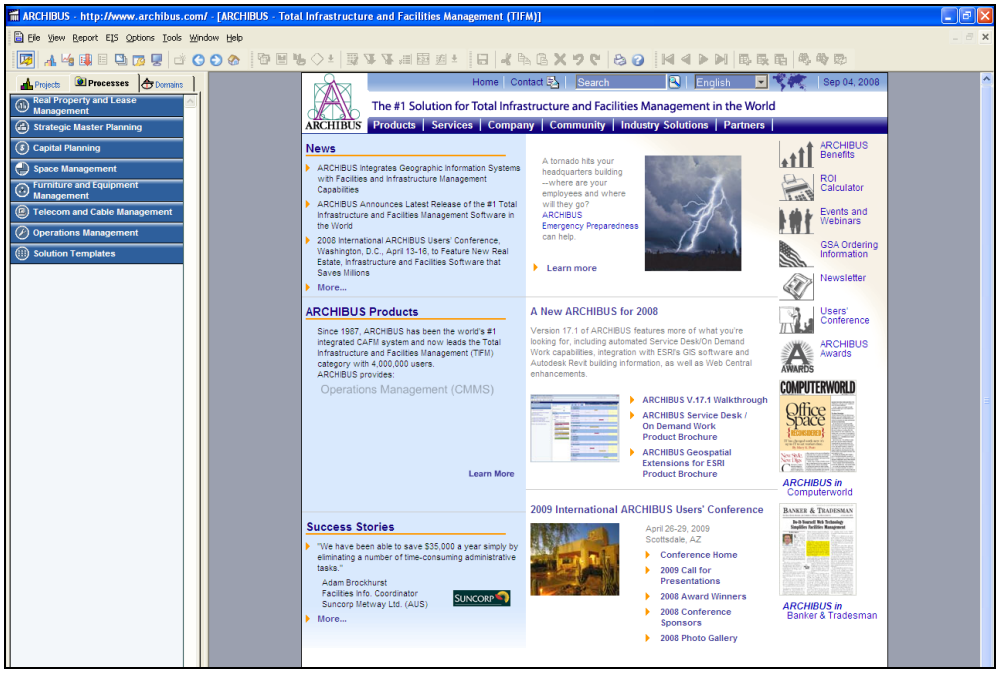
The ARCHIBUS Process Navigator shows you the reports you can produce and outlines all the steps required for generating these reports. By using the Process Navigator to work through the activities, you can focus your data development on specific reports and reduce the time required for implementing CAFM. Process Navigators may be organized by role, as per the below image, or by process.



The Process Navigator takes advantage of the program's role-based security, enabling system administrators to provide each user with just the tasks and data that they require for their job. With this streamlined interface, users are not distracted with irrelevant buttons or data and are better able to efficiently work.

Embedded Browser Window

With ARCHIBUS's embedded browser window, you can specify a page to display upon startup of ARCHIBUS. This page can be any HTML file, such as the ARCHIBUS Learning Path, the Web page of your ARCHIBUS business partner, or even a customized HTML form.



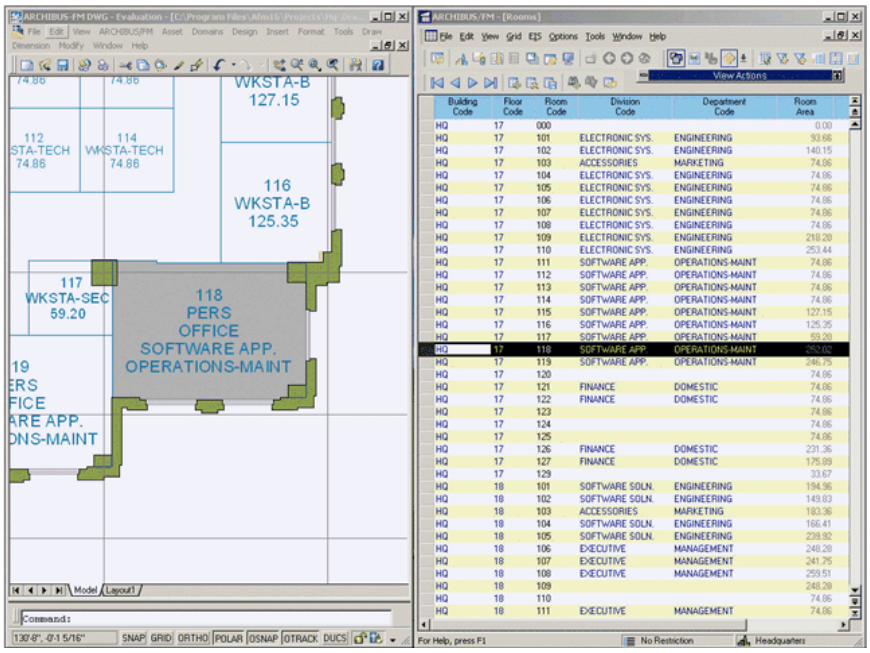
Access to a Web page from ARCHIBUS can be handy for quickly linking to other systems. For example, your site could develop a bulletin board page for distributing facilities information, such as upcoming deadlines or changes in standards, to ARCHIBUS users. Or, your site could develop a Web page with links to frequently needed information, such as Human Resources data or security badge information. With the embedded browser Window, you can automatically see this information each time you start ARCHIBUS, as well as directly access it from ARCHIBUS.

Database Performance

ARCHIBUS's use of a client/server database system eliminates network traffic bottlenecks and improves speed. ARCHIBUS also provides generalized SQL queries and updates that efficiently present your data.

Linked Drawings and Tables

In order to obtain a high level of CAD-database integration, ARCHIBUS links database tables to a series of drawings containing related items. Thus, if you request the program to display a database table, it can display the drawings containing items linked to this table as well; when you issue a report, the program automatically accesses the appropriate drawings and embeds them in the report. Once you activate linked drawings and tables, you can see the connections between records and intelligent drawing entities (known as asset symbols). For example, select an asset symbol and the program highlights the linked record; selecting a linked record highlights the corresponding asset symbol.



Round-Tripping between AutoCAD

Many analysis packages let you import AutoCAD data, but with ARCHIBUS you can store facilities data directly in your AutoCAD drawings. For example, you can bring a structural drawing developed in AutoCAD into ARCHIBUS to add facilities information. You can then load the drawing in AutoCAD where your ARCHIBUS facilities information will be available for viewing.

Positional Recognition

When you move an item in a regular CAD floor plan, the floor plan cannot understand the implications of this move. When you move an item in ARCHIBUS, the program knows which assets have associated data—such as room assignments—and automatically changes the assignment in the database.

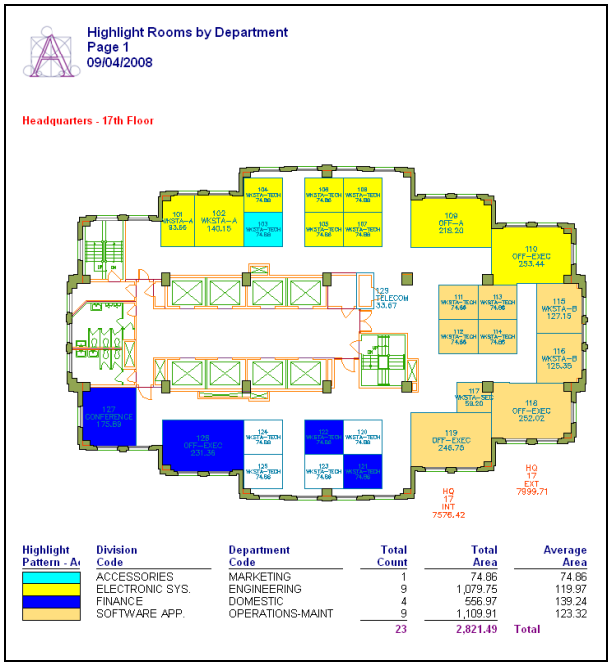
Database-Driven Drawings

ARCHIBUS can drive your drawings from inventory data, including bar code survey data. Thus, you can easily create furniture and equipment plans from a bar code survey. The process also supports starting an integrated CAD and database inventory from an existing list of furniture assets.

Integrated Text and Graphics Reporting

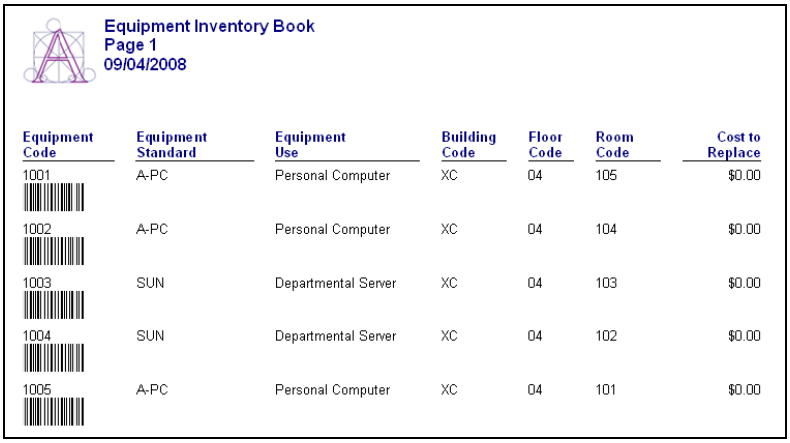
Facilities managers require powerful reports that can be distributed throughout their organizations; drawing plots or spreadsheets alone typically do not suffice. ARCHIBUS meets this need by using Report mode to integrate alphanumeric data and facilities drawings, along with other graphics, in ready-to-print professional reports, complete with your choice of proportional fonts and bar codes.

With a single query you can produce a list of all vacant technical stations and a series of drawings showing where these workstations are located. Show location plans on your work orders, new furniture arrangements on your move lists, stack diagrams on your lease vacancy reports, wiring plans on your telecommunication reports—all without manually formatting the page, manipulating frames, or inserting pictures.



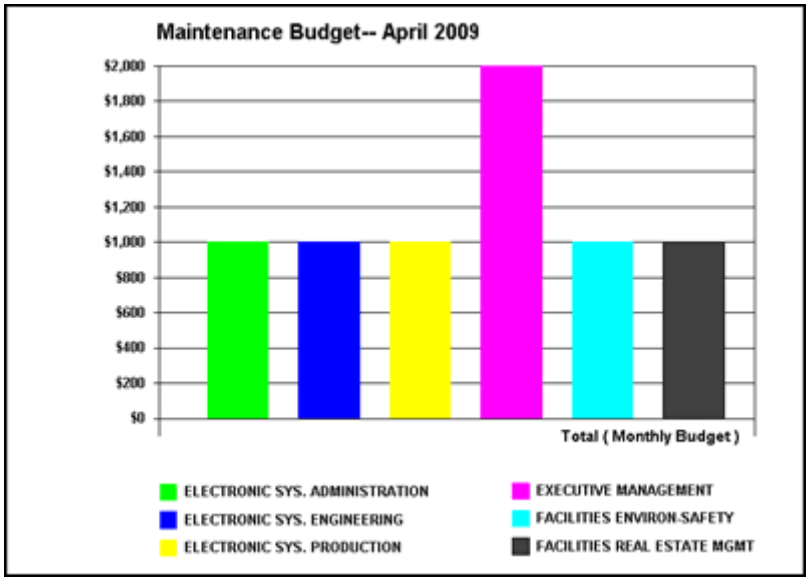
Bar Coding

Bar codes have several important uses in facilities management, including tagging furniture and equipment assets, identifying work orders, and identifying employees. ARCHIBUS includes a type of field that can accept bar code values and display in a bar code font when included in reports. ARCHIBUS ships with an industry-standard bar code font and also supports other bar code fonts your site may already be using.



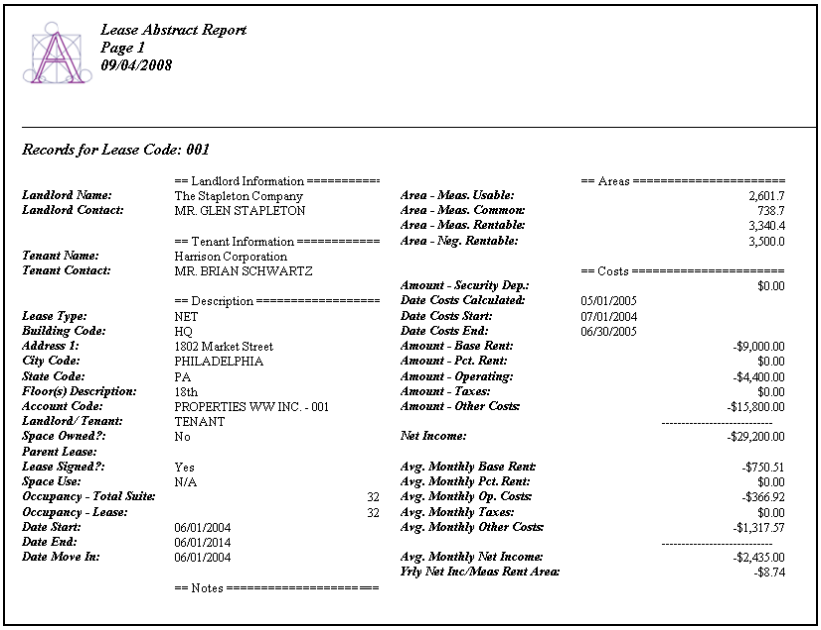
Business Charts

In one image, a business chart summarizes all of the data in a report. With ARCHIBUS's chart features, reports can include all types of business charts—including pie charts, bar charts, and Gantt charts—in 2-D or 3-D format. Space allocation reports can present not only lists of departments and space assignments, but also charts showing inefficient space usage or the proportions of space occupied by each organizational unit. If a report does not automatically generate a chart, you can instruct it to include one and then configure its format.



Pick-and-Place Reporting

In addition to its integrated, flexible report generator, ARCHIBUS provides fixed-format reporting for complex reports that require a free-form, pick-and-place report definition. These reports are labeled with the phrase "(Fixed Format)," such as the "Lease Abstract (Fixed Format)" report. Select a fixed-format report, and ARCHIBUS displays it in a preview window allowing for pagination and variable zoom. From this window, you can export the report to various formats, including ASCII text, Microsoft Excel, Microsoft Mail, and HTML. Users with a copy of Seagate's Crystal Reports™ program can create their own fixed-format reports and access these reports directly from ARCHIBUS.



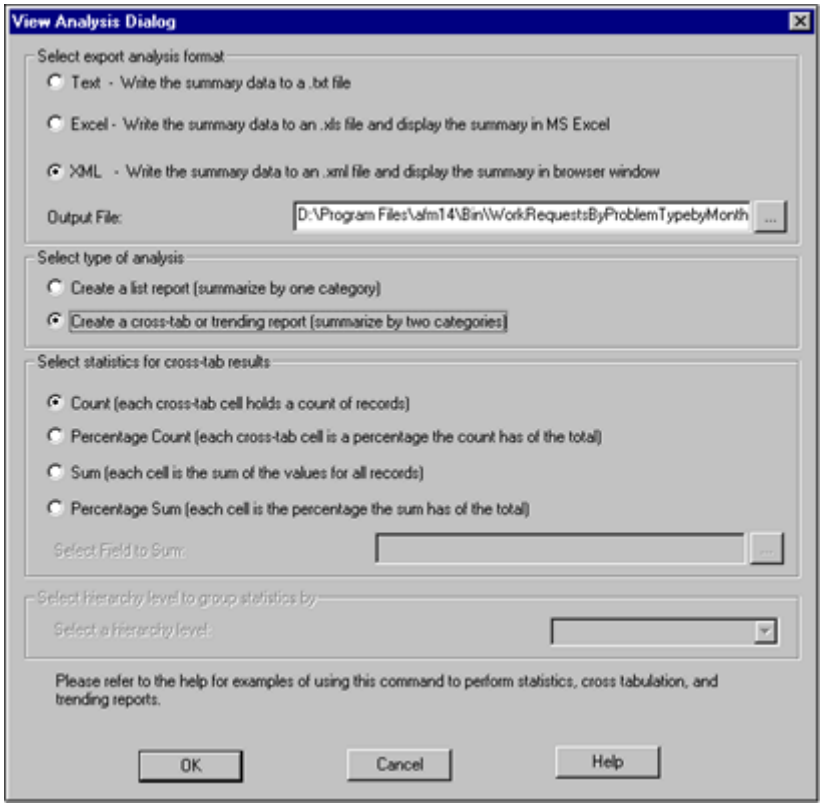
Lease Abstract Report
Page 1
09/04/2008

Records for Lease Code: 001

	== Landlord Information ==========		== Areas ==========
Landlord Name:	The Stapleton Company	***Area - Meas. Usable:***	2,601.7
Landlord Contact:	MR. GLEN STAPLETON	***Area - Meas. Common:***	738.7
		Area - Meas. Rentable:	3,340.4
	== Tenant Information ==========	***Area - Neg. Rentable:***	3,500.0
Tenant Name:	Harrison Corporation		
Tenant Contact:	MR. BRIAN SCHWARTZ		== Costs ==========
		Amount - Security Dep.:	$0.00
	== Description ==========	***Date Costs Calculated:***	05/01/2005
Lease Type:	NET	***Date Costs Start:***	07/01/2004
Building Code:	HQ	***Date Costs End:***	06/30/2005
Address 1:	1802 Market Street	***Amount - Base Rent:***	-$9,000.00
City Code:	PHILADELPHIA	***Amount - Pct. Rent:***	$0.00
State Code:	PA	***Amount - Operating:***	-$4,400.00
Floor(s) Description:	18th	***Amount - Taxes:***	$0.00
Account Code:	PROPERTIES WW INC. - 001	***Amount - Other Costs:***	-$15,800.00
Landlord/ Tenant:	TENANT		----------
Space Owned?:	No	***Net Income:***	-$29,200.00
Parent Lease:			
Lease Signed?:	Yes	***Avg. Monthly Base Rent:***	-$750.51
Space Use:	N/A	***Avg. Monthly Pct. Rent:***	$0.00
Occupancy - Total Suite:	32	***Avg. Monthly Op. Costs:***	-$366.92
Occupancy - Lease:	32	***Avg. Monthly Taxes:***	$0.00
Date Start:	06/01/2004	***Avg. Monthly Other Costs:***	-$1,317.57
Date End:	06/01/2014		----------
Date Move In:	06/01/2004	***Avg. Monthly Net Income:***	-$2,435.00
		Yrly Net Inc/Meas Rent Area:	-$8.74
	== Notes ==========		

Summaries and Cross-Tab Reports

With the program's View Analysis features, you can use cross-tab analysis to create powerful statistical reports and then export these summaries to XML or Microsoft Excel format. You can summarize data by multiple criteria simultaneously to answer such questions as: what is the total cost of work orders by problem type by month? how many leases are expiring in each of the coming months? within each division, how many employees are there for each employee standard? within each building, what percentage of room area is assigned to each room category? Output this analysis to an XML report and you are ready to share this data with any Internet Explorer user.

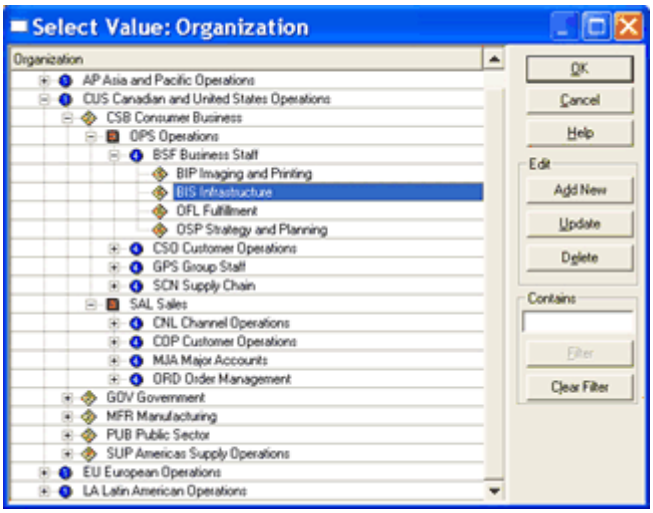


Industry-Specific Reports

Targeted features of ARCHIBUS address industry-specific issues. For example, the Space Management domain provides chargeback analyses that are based on BOMA guidelines or consider government regulations affecting the education and healthcare industries; the Real Property & Lease domain includes reports specifically designed for real estate brokers and corporate real estate managers.

Unlimited-Tier Hierarchies

With the program's Unlimited-Tier Hierarchy feature, you can create flexible data hierarchies many levels deep to model complex relationships, such as deeply nested project management tasks, buildings with nested subsystems, and matrix-based organizational hierarchies. The hierarchies are presented through a tree-control interface, so that you can visualize and manipulate data while working within one window. For example, you can establish an unlimited-tier hierarchy to model and roll up data according to a deeply nested global organizational structure.



Application Security and Command Access Levels

The ARCHIBUS program provides several options for controlling the data and program features that each user can access. These features are initiated by the program's log-on process. The log-on process establishes that only authorized users, who supply an appropriate password, are able to access the system. The log-on process also activates a user's security role —a setting that controls the data that a user can access. Each field in the database can be assigned a security group setting, so that only users of defined roles can see or edit particular fields. For example, if you do not have permission to access a sensitive field (such as salary), the field does not appear on your view.



Application-Level Virtual Private ARCHIBUS (VPA)

In addition to application-level security for determining the database fields and program features that a user can access, system administrators can implement application-level Virtual Private ARCHIBUS features, which control the particular records that a user can access. With Virtual Private ARCHIBUS, a system administrator establishes access to database records based on each user's site, building, department, and/or role within the organization. This enables all data to be stored in one central repository, but to be accessed only by users who truly need it.

For example, an employee in the Marketing department has access to Room records assigned only to the Marketing department. A CAD specialist can access only drawings and data for their site or role. With VPA, you control data access on a "need to know" basis, resulting in a simpler interface for users, smooth information flow, and few errors.

Customization from within ARCHIBUS

If the program's methods, views, or definition of database tables and fields do not quite suit your needs, you can easily change them—right from within ARCHIBUS. Editing programs and procedures is not required.

For example, you can change views and create new views by working with the program's commands and dialog boxes. From the Domain Navigator's System domain, you can modify entries on the Domain Navigator and Process Navigator, as well as edit the schema definition tables to change and create database tables and fields.



If you prefer not to edit a schema definition table, you can define a new database field by simply completing a dialog box. The Add Field dialog box prompts you for all the properties of the new field and then updates the schema definition to include this new field.

Basic Language Extension

For more advanced customization, you can use the ARCHIBUS Basic language extension, an object-oriented version of Basic with specific objects for programming facilities management tasks. ARCHIBUS Basic provides complete control over the ARCHIBUS program and the Windows environment. For example, with the language extension, you can hide complicated transactions (such as work order close-out or move list processing) under a single, robust menu pick; you can use the Microsoft Mail API to query facilities data and send the result as e-mail; you can use DDE to talk to other Windows programs. The ARCHIBUS Basic language extension is covered in the ARCHIBUS Advanced Training Course, and its documentation is included in ARCHIBUS System Management Help.

Basic Skills: Windows Client/Server

All of the functionality described in the previous pages comes standard with the ARCHIBUS Windows application. In this section, you will become familiar with how to navigate ARCHIBUS to find specific views of data or reports.

Skill 1: Opening a Project

The first step after opening ARCHIBUS is to choose the project with which to work. A project holds the files you want to access when working with a particular database. A project can include:

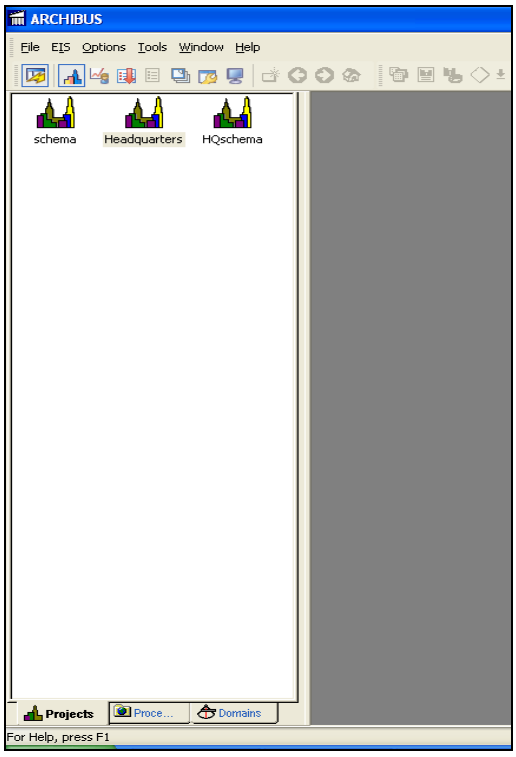
- the database holding your facilities data
- the supporting graphic files
- floor plan drawings
- block drawings that you want to access when working with this database and floor plan drawings

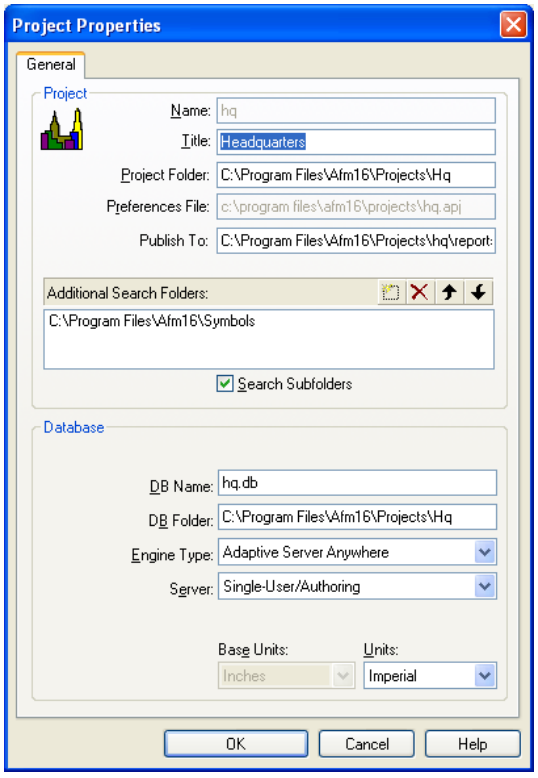
As soon as you select a project, ARCHIBUS starts the database server program and opens the project database. The right side of the ARCHIBUS status bar displays the name of the open project.



To open a project after starting the program:

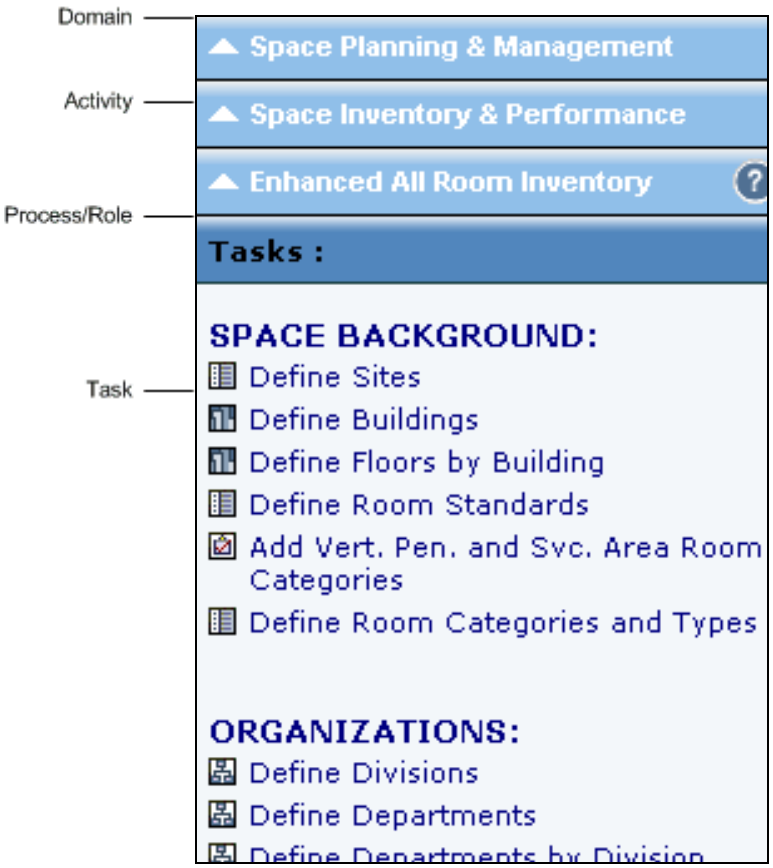
1. Run the File/Project/Open command. (Or, choose a project icon from the Projects tab of the Explorer window on the left of your application window.)
2. The system presents a list of database projects. Choose a project from this list by double-clicking on the appropriate icon.





Skill 2: Using the Process Navigator

To organize the project data, ARCHIBUS provides the Process Navigator which is organized into facilities management application areas (domains) such as space management, lease management, furniture and equipment management, building maintenance, and telecommunications management.



Role-Based

The Process Navigator provides a structure for developing and presenting data in an organized, easy-to-follow manner, based on your role within the company. Typically a business process owner or ARCHIBUS program manager will configure the Process Navigator so that it presents tasks appropriate to your role. Your Process Navigator may look different than that of your co-workers, since you may have been assigned different processes. Using the Process Navigator to access and develop data helps you focus on just the tasks required for your job or role, providing an efficient environment for data development and management.

Using the Process Navigator

To access a particular task, click on the activity, the process (or role), and then the task. If you have only one activity or process, the program will select it automatically for you. Clicking on a task loads the form or report you need; this is also known as a view into the data. To return to a previous level of the Process Navigator, click the up arrow icon next to the current process/role, activity, or domain.

Skill 3: Using the Domain Navigator

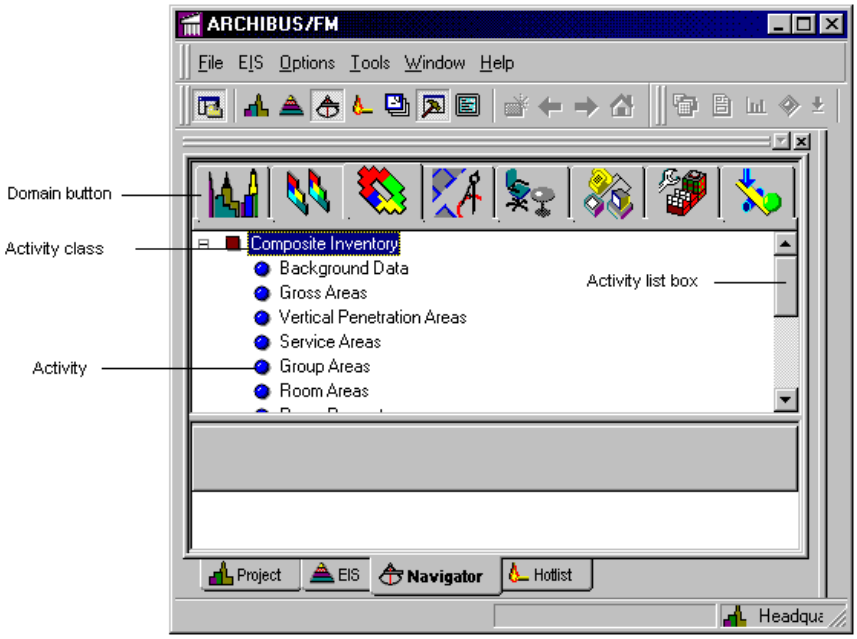
This topic describes the various components of the Domain Navigator and explores how to use the Domain Navigator's buttons and lists to show a domain's details.

Domains

Domain buttons at the top of the Domain Navigator represent the ARCHIBUS domains. Selecting a domain button activates the domain so that the Domain Navigator can present its activities and tasks. Use the right and left arrow buttons to scroll through the domain buttons if you cannot see any of them in the ARCHIBUS Explorer window. You can hide domain buttons you do not use by right-clicking on that area of the toolbar and unchecking the domain you want to hide.

Activity Classes and Activities

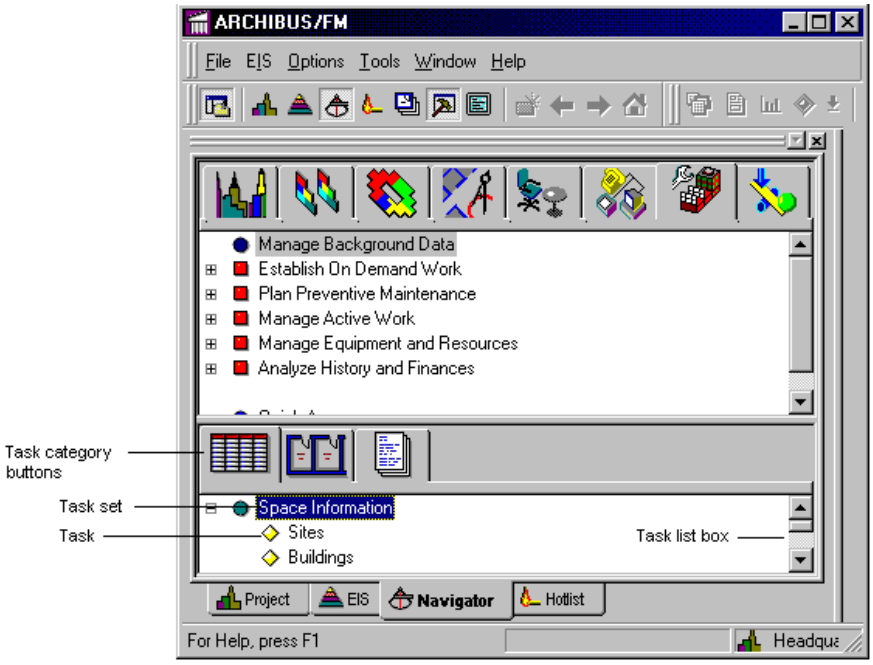
Selecting a domain button causes the Domain Navigator to list the domain's activity classes—the goals of the domain—in the activity list box (the upper list box). If a domain's activities are not organized into activity classes, selecting a domain button displays activities in the list box.



Double-click on an activity class or click the plus sign to the left of that entry, and the Domain Navigator expands the list to show the activities composing this activity class. To contract the list so that it hides the activities of an activity class, double-click on the activity class again, or click the minus sign. The Domain Navigator uses square red bullets to mark activity classes and round blue bullets to signal activities. To expand the activity list box to see all of the activities at once, drag the border above the domain buttons downward using the mouse.

Task Category Buttons

To see the details involved in working with an activity, select an activity from the activity list box. In the lower list box (the task list box), the Domain Navigator outlines a set of tasks required for working with the selected activity. Rather than list all of an activity's tasks at once, the Domain Navigator organizes the tasks according to task categories, each represented by a task category button (the Domain Navigator's lower set of buttons).



Task Sets and Tasks

Similar to the activity list box, the task list box organizes its items into two levels: tasks and task sets. For activities that require several tasks of the same category, the Domain Navigator groups related tasks into task sets, producing a task list that is shorter and more manageable. The Domain Navigator uses round green bullets to indicate task sets and diamond-shaped yellow bullets to indicate tasks.

Double-click on a task set or click the "+" sign to its left and the Domain Navigator expands the task list to show all tasks. To contract an expanded task set and hide the component tasks, double-click on the task set or click the "-" sign to its left. .

Double-click a table or drawing task, and the Domain Navigator loads the appropriate tables and accesses drawings so that you can create or examine the necessary data. Similarly, selecting a report or query task instructs the Domain Navigator to open the corresponding report or query view. To expand the task category list box to see all of its contents at once, drag the border above the domain buttons upward using the mouse.

Procedure: Exploring the Windows Client/Server

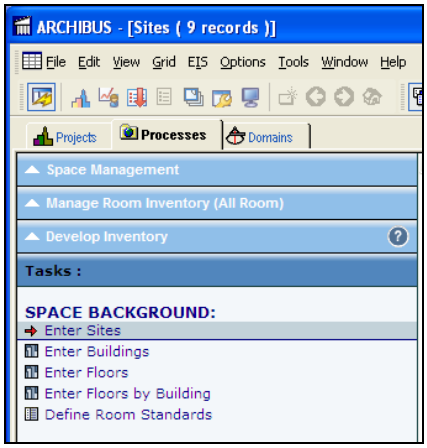
When first exploring ARCHIBUS, you will find it convenient to use the demonstration database that is shipped with the product. This demonstration software and database comes with suggested configurations, roles, and standard reports for displaying data. The following process describes how to enter the Headquarters (HQ) database to navigate to representative reports from each domain. This process will help you become familiar with generic ARCHIBUS reports, helping you to avoid duplicating the effort of generating reports which already come standard upon installation.

Step 1: Start the HQ Project

1. Open the ARCHIBUS Windows application (Enterprise).
2. Double-click on the Headquarters project to connect to the HQ database.

Step 2: Navigate to a task

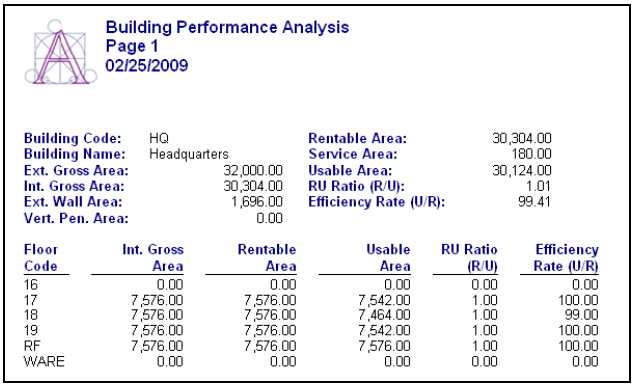
1. Use the Process Navigator to drill down to a specific domain, activity, and process



Step 3: Select the task

1. Click on a task to produce the desired report, form, or action.

Step 4: View the report



Building Performance Analysis
Page 1
02/25/2009

Building Code:	HQ	**Rentable Area:**	30,304.00
Building Name:	Headquarters	**Service Area:**	180.00
Ext. Gross Area:	32,000.00	**Usable Area:**	30,124.00
Int. Gross Area:	30,304.00	**RU Ratio (R/U):**	1.01
Ext. Wall Area:	1,696.00	**Efficiency Rate (U/R):**	99.41
Vert. Pen. Area:	0.00		

Floor Code	Int. Gross Area	Rentable Area	Usable Area	RU Ratio (R/U)	Efficiency Rate (U/R)
16	0.00	0.00	0.00	0.00	0.00
17	7,576.00	7,576.00	7,542.00	1.00	100.00
18	7,576.00	7,576.00	7,464.00	1.00	99.00
19	7,576.00	7,576.00	7,542.00	1.00	100.00
RF	7,576.00	7,576.00	7,576.00	1.00	100.00
WARE	0.00	0.00	0.00	0.00	0.00

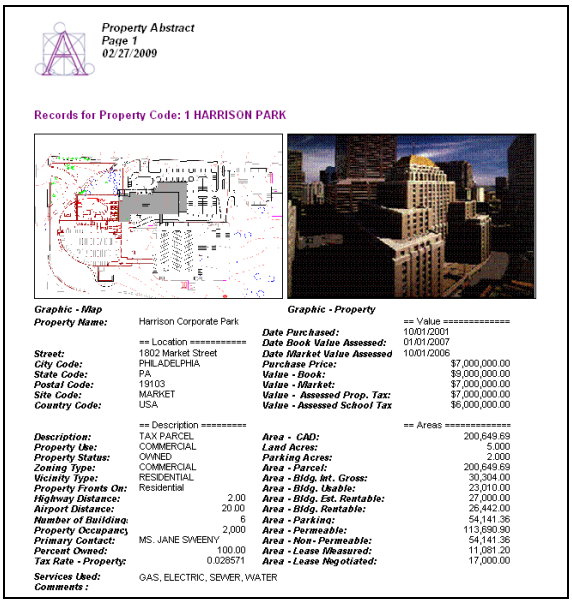
Notes

Exercise 0021: Explore Real Estate Portfolio Management

This exercises will walk you through a sampling of standard reports in the Real Estate Portfolio Management domain, a domain which helps track the use, key dates, and costs associated with owned or leased portfolio items like an organizations buildings, land, or structures.

Step 1: View "Property Abstract"

1. Using the Process Navigator, navigate to and select the following task: Real Estate Portfolio Management > Property Abstracts > Real Property Portfolio Manager > **View Property Abstracts**.



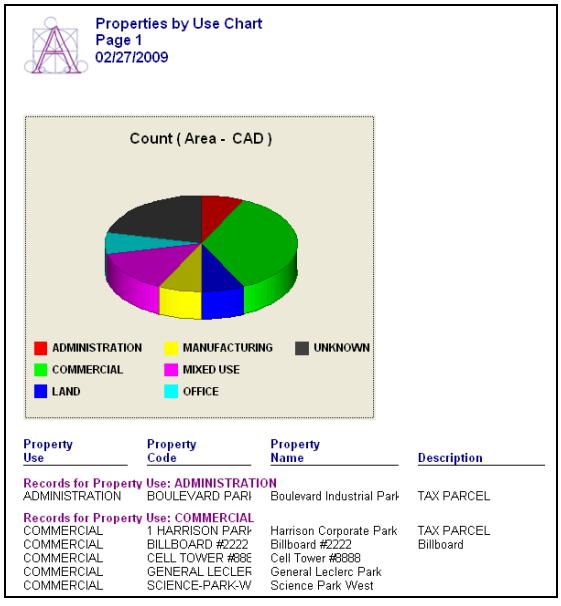
Property Abstract
Page 1
02/27/2009

Records for Property Code: 1 HARRISON PARK

Graphic - Map		*Graphic - Property*	
Property Name:	Harrison Corporate Park		== Value ==========
	== Location ==========	*Date Purchased:*	10/01/2001
		Date Book Value Assessed:	01/01/2007
Street:	1802 Market Street	*Date Market Value Assessed*	10/01/2006
City Code:	PHILADELPHIA	*Purchase Price:*	$7,000,000.00
State Code:	PA	*Value - Book:*	$9,000,000.00
Postal Code:	19103	*Value - Market:*	$7,000,000.00
Site Code:	MARKET	*Value - Assessed Prop. Tax:*	$7,000,000.00
Country Code:	USA	*Value - Assessed School Tax*	$6,000,000.00
	== Description =========		== Areas ==========
Description:	TAX PARCEL	*Area - CAD:*	200,649.69
Property Use:	COMMERCIAL	*Land Acres:*	5.000
Property Status:	OWNED	*Parking Acres:*	2.000
Zoning Type:	COMMERCIAL	*Area - Parcel:*	200,649.69
Vicinity Type:	RESIDENTIAL	*Area - Bldg. Int. Gross:*	30,304.00
Property Fronts On:	Residential	*Area - Bldg. Usable:*	23,010.00
Highway Distance:	2.00	*Area - Bldg. Est. Rentable:*	27,000.00
Airport Distance:	20.00	*Area - Bldg. Rentable:*	25,442.00
Number of Building	6	*Area - Parking:*	54,141.36
Property Occupancy	2,000	*Area - Permeable:*	113,690.90
Primary Contact:	MS. JANE SWEENY	*Area - Non-Permeable:*	54,141.36
Percent Owned:	100.00	*Area - Lease Measured:*	11,081.20
Tax Rate - Property:	0.028571	*Area - Lease Negotiated:*	17,000.00
Services Used:	GAS, ELECTRIC, SEWER, WATER		
Comments :			

Step 2: View "Properties by Use"

1. Using the Process Navigator, navigate to and select the following task: Real Estate Portfolio Management > Property Abstracts > Reports > **View Properties by Use Chart**.

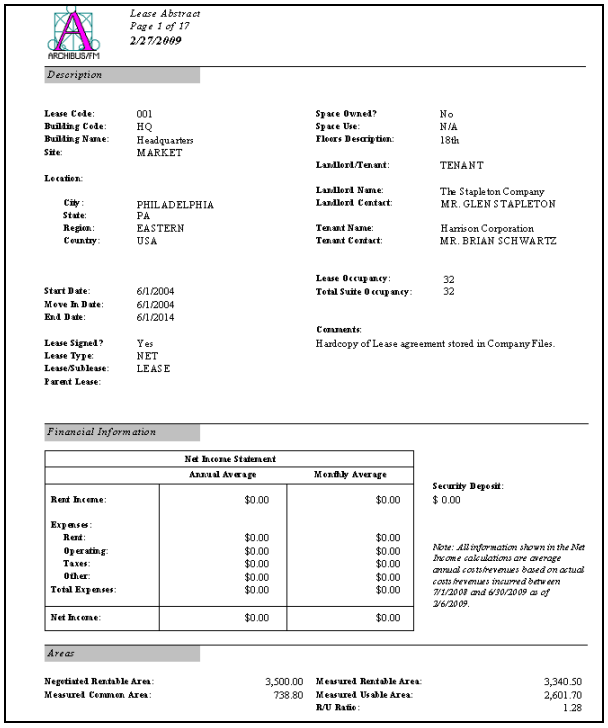


Properties by Use Chart
Page 1
02/27/2009

Property Use	Property Code	Property Name	Description
Records for Property Use: ADMINISTRATION			
ADMINISTRATION	BOULEVARD PARI	Boulevard Industrial Park	TAX PARCEL
Records for Property Use: COMMERCIAL			
COMMERCIAL	1 HARRISON PARI	Harrison Corporate Park	TAX PARCEL
COMMERCIAL	BILLBOARD #2222	Billboard #2222	Billboard
COMMERCIAL	CELL TOWER #888	Cell Tower #8888	
COMMERCIAL	GENERAL LECLER	General Leclerc Park	
COMMERCIAL	SCIENCE-PARK-W	Science Park West	

Step 3: View "Lease Abstracts"

1. Using the Process Navigator, navigate to and select the following task: Real Estate Portfolio Management > Lease Abstracts > Lease Manager > **View Lease Abstracts (Fixed).**



Lease Abstract
Page 1 of 17
2/27/2009

Description

Lease Code:	001	**Space Owned?**	No
Building Code:	HQ	**Space Use:**	N/A
Building Name:	Headquarters	**Floors Description:**	18th
Site:	MARKET	**Landlord/Tenant:**	TENANT
Location:		**Landlord Name:**	The Stapleton Company
City:	PHILADELPHIA	**Landlord Contact:**	MR. GLEN STAPLETON
State:	PA	**Tenant Name:**	Harrison Corporation
Region:	EASTERN	**Tenant Contact:**	MR. BRIAN SCHWARTZ
Country:	USA	**Lease Occupancy:**	32
Start Date:	6/1/2004	**Total Suite Occupancy:**	32
Move In Date:	6/1/2004	**Comments:**	
End Date:	6/1/2014	Hardcopy of Lease agreement stored in Company Files.	
Lease Signed?	Yes		
Lease Type:	NET		
Lease/Sublease:	LEASE		
Parent Lease:			

Financial Information

Net Income Statement	Annual Average	Monthly Average
Rent Income:	$0.00	$0.00
Expenses:		
Rent:	$0.00	$0.00
Operating:	$0.00	$0.00
Taxes:	$0.00	$0.00
Other:	$0.00	$0.00
Total Expenses:	$0.00	$0.00
Net Income:	$0.00	$0.00

Security Deposit: $ 0.00

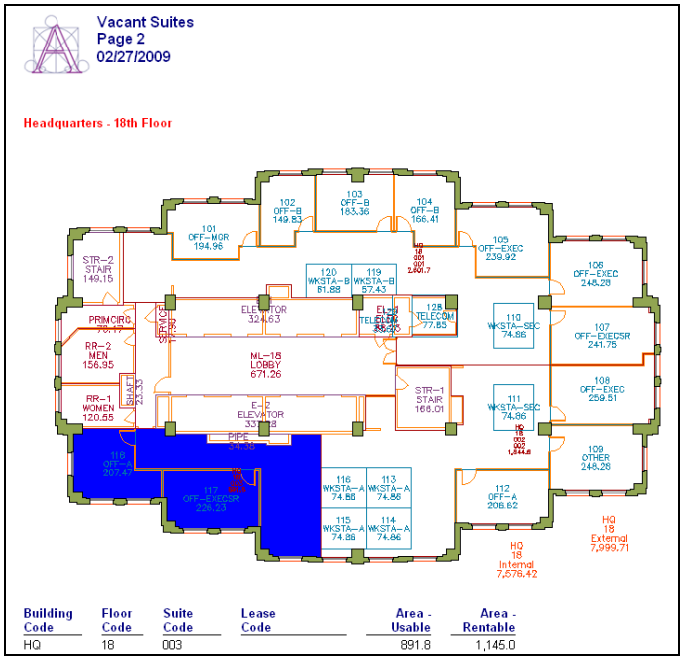
Note: All information shown in the Net Income calculations are average annual costs/revenues based on actual costs/revenues incurred between 7/1/2008 and 6/30/2009 as of 2/6/2009.

Areas

Negotiated Rentable Area:	3,500.00	**Measured Rentable Area:**	3,340.50
Measured Common Area:	738.80	**Measured Usable Area:**	2,601.70
		R/U Ratio:	1.28

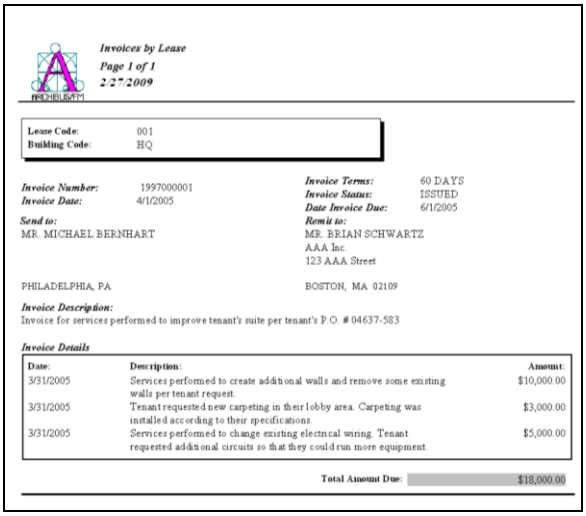
Step 4: View "Vacant Suites"

1. Using the Process Navigator, navigate to and select the following task: Real Estate Portfolio Management > Lease Abstracts > Develop Suite Inventory > **Highlight Vacant Suites.** *(Note: Go to page 2 of the report)*



Step 5: View "Invoices for Leases"

1. Using the Process Navigator, navigate to and select the following task: Real Estate Portfolio Management > Cost Chargeback and Invoicing > Report on Receivables > **View Invoices for: Leases.**



Invoices by Lease
Page 1 of 1
2/27/2009

Lease Code: 001
Building Code: HQ

Invoice Number: 1997000001
Invoice Date: 4/1/2005
Invoice Terms: 60 DAYS
Invoice Status: ISSUED
Date Invoice Due: 6/1/2005

Send to:
MR. MICHAEL BERNHART
PHILADELPHIA, PA

Remit to:
MR. BRIAN SCHWARTZ
AAA Inc.
123 AAA Street
BOSTON, MA 02109

Invoice Description:
Invoice for services performed to improve tenant's suite per tenant's P.O. # 04637-583

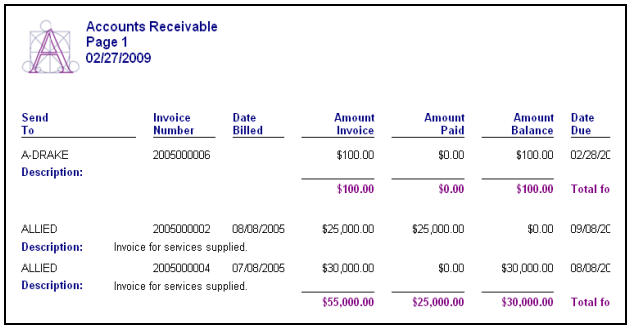
Invoice Details

Date:	Description:	Amount:
3/31/2005	Services performed to create additional walls and remove some existing walls per tenant request.	$10,000.00
3/31/2005	Tenant requested new carpeting in their lobby area. Carpeting was installed according to their specifications.	$3,000.00
3/31/2005	Services performed to change existing electrical wiring. Tenant requested additional circuits so that they could run more equipment.	$5,000.00

Total Amount Due: $18,000.00

Step 6: View "Accounts Receivables"

1. Using the Process Navigator, navigate to and select the following task: Real Estate Portfolio Management > Cost Chargeback and Invoicing > Report on Receivables > **View Accounts Receivable.**

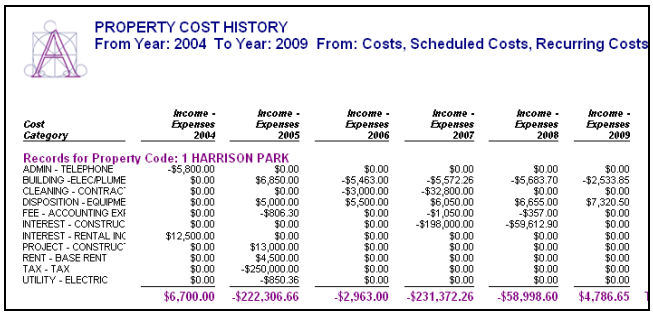


Accounts Receivable
Page 1
02/27/2009

Send To	Invoice Number	Date Billed	Amount Invoice	Amount Paid	Amount Balance	Date Due
A-DRAKE	2005000006		$100.00	$0.00	$100.00	02/28/20
Description:						
			$100.00	$0.00	$100.00	Total fo
ALLIED	2005000002	08/08/2005	$25,000.00	$25,000.00	$0.00	09/08/20
Description:	Invoice for services supplied.					
ALLIED	2005000004	07/08/2005	$30,000.00	$0.00	$30,000.00	08/08/20
Description:	Invoice for services supplied.					
			$55,000.00	$25,000.00	$30,000.00	Total fo

Step 7: View "Cost History Summary"

1. Using the Process Navigator, navigate to and select the following task: Real Estate Portfolio Management > Cost Budgeting and Planning > Financial Planning > **View Cost History Summary.**



PROPERTY COST HISTORY
From Year: 2004 To Year: 2009 From: Costs, Scheduled Costs, Recurring Costs

Cost Category	Income - Expenses 2004	Income - Expenses 2005	Income - Expenses 2006	Income - Expenses 2007	Income - Expenses 2008	Income - Expenses 2009
Records for Property Code: 1 HARRISON PARK						
ADMIN - TELEPHONE	-$5,800.00	$0.00	$0.00	$0.00	$0.00	$0.00
BUILDING -ELEC/PLUME	$0.00	$6,850.00	-$5,463.00	-$5,572.26	-$5,683.70	-$2,533.85
CLEANING - CONTRAC	$0.00	$0.00	-$3,000.00	-$32,800.00	$0.00	$0.00
DISPOSITION - EQUIPME	$0.00	$5,000.00	$5,500.00	$6,050.00	$6,655.00	$7,320.50
FEE - ACCOUNTING EXI	$0.00	-$806.30	$0.00	-$1,050.00	-$357.00	$0.00
INTEREST - CONSTRUC	$0.00	$0.00	$0.00	-$198,000.00	-$59,812.90	$0.00
INTEREST - RENTAL INC	$12,500.00	$0.00	$0.00	$0.00	$0.00	$0.00
PROJECT - CONSTRUC	$0.00	$13,000.00	$0.00	$0.00	$0.00	$0.00
RENT - BASE RENT	$0.00	$4,500.00	$0.00	$0.00	$0.00	$0.00
TAX - TAX	$0.00	-$250,000.00	$0.00	$0.00	$0.00	$0.00
UTILITY - ELECTRIC	$0.00	-$850.36	$0.00	$0.00	$0.00	$0.00
	$6,700.00	-$222,306.66	-$2,963.00	-$231,372.26	-$58,998.60	$4,786.65

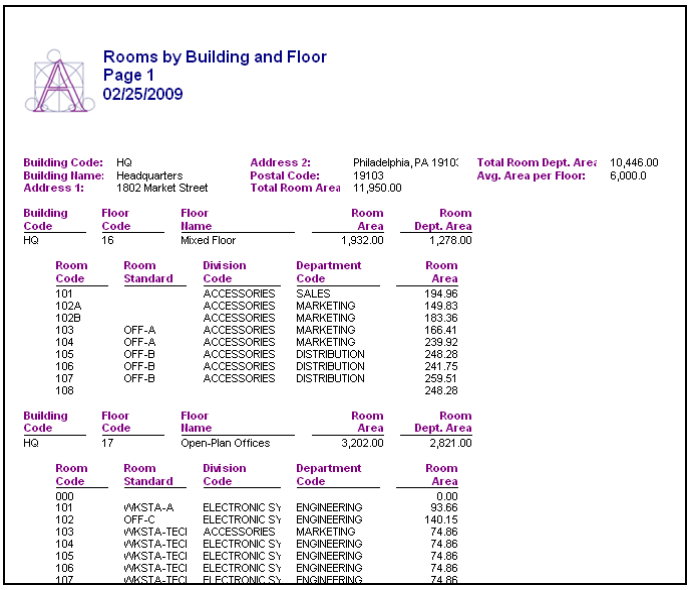
Notes

Exercise 0022: Explore Space Planning and Management

These exercises will walk you through a sampling of standard reports in the Space Planning and Management domain, a domain which helps track the efficiency and ownership/occupancy of space within a building.

Step 1: View "Rooms by Building and Floor"

1. Using the Process Navigator, navigate to and select the following task: Space Planning and Management > Space Inventory and Performance > Enhanced All Room Inventory > **View Rooms by Floor and Building**.



Rooms by Building and Floor
Page 1
02/25/2009

Building Code: HQ
Building Name: Headquarters
Address 1: 1802 Market Street
Address 2: Philadelphia, PA 1910
Postal Code: 19103
Total Room Area: 11,950.00
Total Room Dept. Area: 10,446.00
Avg. Area per Floor: 6,000.0

Building Code	Floor Code	Floor Name	Room Area	Room Dept. Area
HQ	16	Mixed Floor	1,932.00	1,278.00

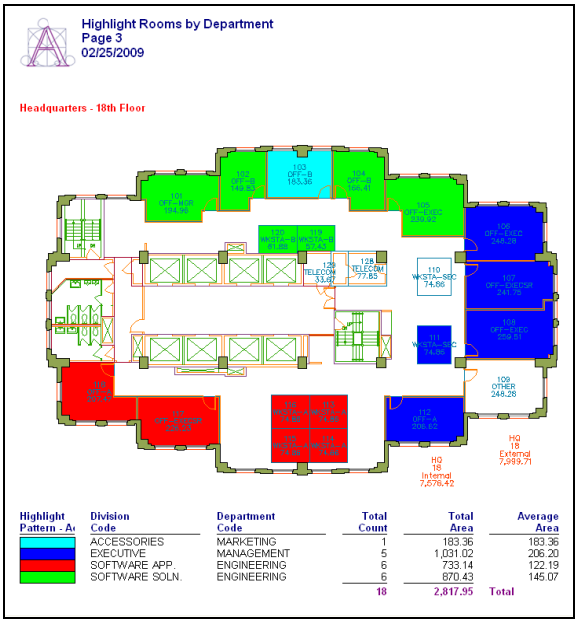
Room Code	Room Standard	Division Code	Department Code	Room Area
101		ACCESSORIES	SALES	194.96
102A		ACCESSORIES	MARKETING	149.83
102B		ACCESSORIES	MARKETING	183.36
103	OFF-A	ACCESSORIES	MARKETING	166.41
104	OFF-A	ACCESSORIES	MARKETING	239.92
105	OFF-B	ACCESSORIES	DISTRIBUTION	248.28
106	OFF-B	ACCESSORIES	DISTRIBUTION	241.75
107	OFF-B	ACCESSORIES	DISTRIBUTION	259.51
108				248.28

Building Code	Floor Code	Floor Name	Room Area	Room Dept. Area
HQ	17	Open-Plan Offices	3,202.00	2,821.00

Room Code	Room Standard	Division Code	Department Code	Room Area
000				0.00
101	WKSTA-A	ELECTRONIC SY	ENGINEERING	93.66
102	OFF-C	ELECTRONIC SY	ENGINEERING	140.15
103	WKSTA-TECI	ACCESSORIES	MARKETING	74.86
104	WKSTA-TECI	ELECTRONIC SY	ENGINEERING	74.86
105	WKSTA-TECI	ELECTRONIC SY	ENGINEERING	74.86
106	WKSTA-TECI	ELECTRONIC SY	ENGINEERING	74.86
107	WKSTA-TECI	ELECTRONIC SY	ENGINEERING	74.86

Step 2: View "Highlight Rooms by Department"

1. Using the Process Navigator, navigate to and select the following task: Space Planning and Management > Space Inventory and Performance > Enhanced All Room Inventory > **Highlight Rooms by Department**.



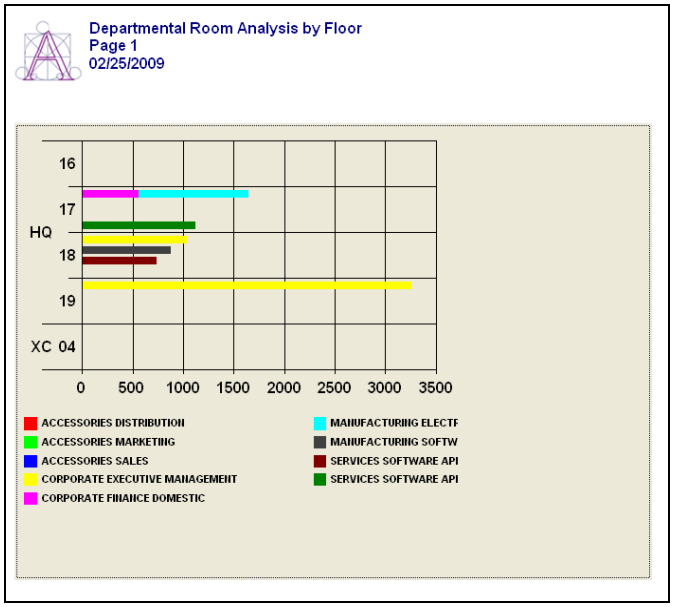
Highlight Rooms by Department
Page 3
02/25/2009

Headquarters - 18th Floor

Highlight Pattern - Ar	Division Code	Department Code	Total Count	Total Area	Average Area
	ACCESSORIES	MARKETING	1	183.36	183.36
	EXECUTIVE	MANAGEMENT	5	1,031.02	206.20
	SOFTWARE APP.	ENGINEERING	6	733.14	122.19
	SOFTWARE SOLN.	ENGINEERING	6	870.43	145.07
			18	2,817.95	Total

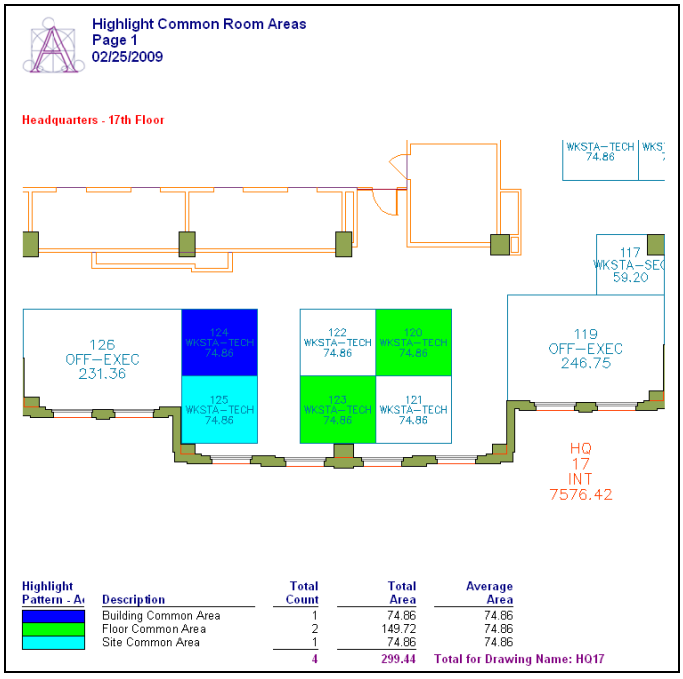
Step 3: View "Departmental Room Analysis by Floor"

1. Using the Process Navigator, navigate to and select the following task: Space Planning and Management > Space Inventory and Performance > Enhanced All Room Inventory > **Show Departmental Stack Plan**.



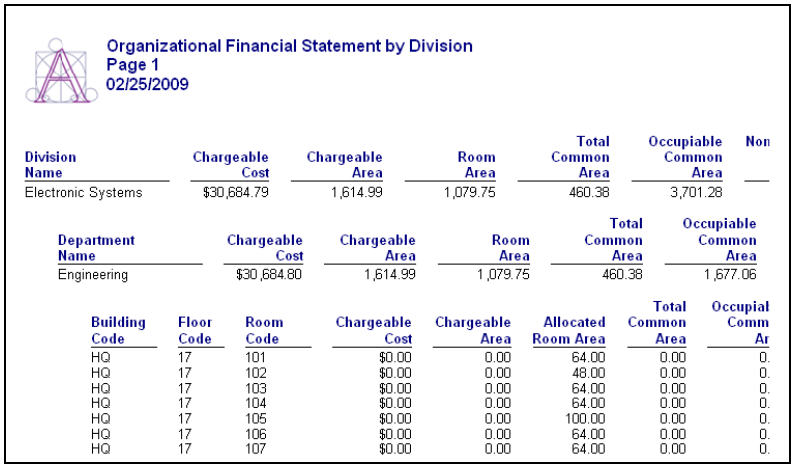
Step 4: View "Common Area Rooms"

1. Using the Process Navigator, navigate to and select the following task: Space Planning and Management > Space Chargeback > Standard Space Chargeback > **Highlight Common Area Rooms**.



Step 5: View "Financial Statement by Division"

1. Using the Process Navigator, navigate to and select the following task: Space Planning and Management > Space Chargeback > Standard Space Chargeback > **View Financial Statement by Division**.



Organizational Financial Statement by Division
Page 1
02/25/2009

Division Name	Chargeable Cost	Chargeable Area	Room Area	Total Common Area	Occupiable Common Area	Non
Electronic Systems	$30,684.79	1,614.99	1,079.75	460.38	3,701.28	

Department Name	Chargeable Cost	Chargeable Area	Room Area	Total Common Area	Occupiable Common Area
Engineering	$30,684.80	1,614.99	1,079.75	460.38	1,677.06

Building Code	Floor Code	Room Code	Chargeable Cost	Chargeable Area	Allocated Room Area	Total Common Area	Occupial Comm Ar
HQ	17	101	$0.00	0.00	64.00	0.00	0.
HQ	17	102	$0.00	0.00	48.00	0.00	0.
HQ	17	103	$0.00	0.00	64.00	0.00	0.
HQ	17	104	$0.00	0.00	64.00	0.00	0.
HQ	17	105	$0.00	0.00	100.00	0.00	0.
HQ	17	106	$0.00	0.00	64.00	0.00	0.
HQ	17	107	$0.00	0.00	64.00	0.00	0.

Step 6: View "Employees"

1. Using the Process Navigator, navigate to and select the following task: Space Planning and Management > Personnel and Occupancy > Reports> **View Employees**.



Employees
Page 1
02/25/2009

Employee Graphic

Honorific:	Mr
Employee Name:	ABBOT, PAUL
Employee Number:	54021
Employee Standard:	ADMIN
Employee Telephone:	998-6491
Email Address:	pabbott@dc
Building Code:	XC
Floor Code:	04
Room Code:	201
Division Code:	ACCESSORIES
Department Code:	MARKETING
Employee Graphic:	EM-ABBOT-PAUL.JP(

Employee Graphic

Honorific:	Ms
Employee Name:	ABERNATHY, ALISOI
Employee Number:	
Employee Standard:	EXEC-SR
Employee Telephone:	338-1011
Email Address:	abernathy_alison@tgd
Building Code:	HQ
Floor Code:	17
Room Code:	126
Division Code:	ELECTRONIC SYS.
Department Code:	ENGINEERING
Employee Graphic:	EM-ABERNATHY-ALI

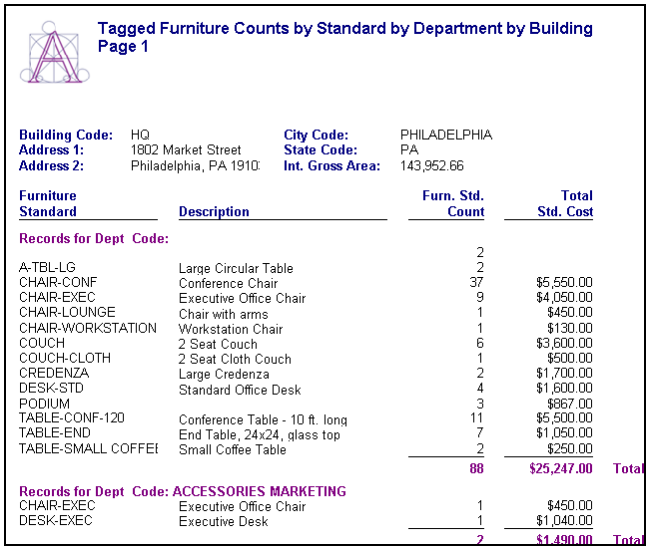
Notes

Exercise 0023: Explore Asset Management

These exercises will walk you through a sampling of standard reports in the Asset Management domain, a domain which helps track the value, movement, and ownership of furniture and equipment in a building.

Step 1: View "Tagged Furniture Inventory..."

1. Using the Process Navigator, navigate to and select the following task: Asset Management > Tagged Furniture Inventory > Manage Inventory > **View Tagged Furniture Inventory...**



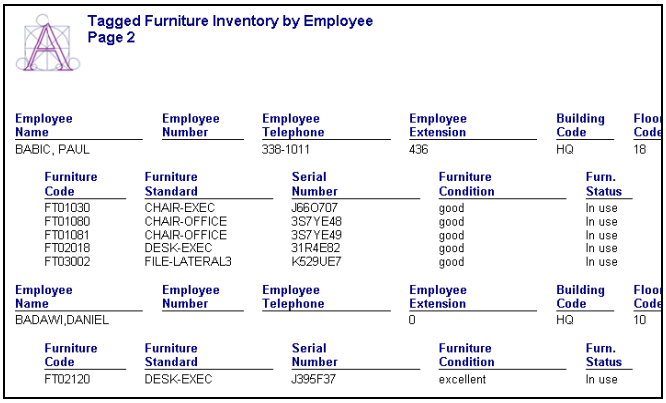
Tagged Furniture Counts by Standard by Department by Building
Page 1

Building Code:	HQ	**City Code:**	PHILADELPHIA
Address 1:	1802 Market Street	**State Code:**	PA
Address 2:	Philadelphia, PA 1910	**Int. Gross Area:**	143,952.66

Furniture Standard	Description	Furn. Std. Count	Total Std. Cost
Records for Dept Code:			
		2	
A-TBL-LG	Large Circular Table	2	
CHAIR-CONF	Conference Chair	37	$5,550.00
CHAIR-EXEC	Executive Office Chair	9	$4,050.00
CHAIR-LOUNGE	Chair with arms	1	$450.00
CHAIR-WORKSTATION	Workstation Chair	1	$130.00
COUCH	2 Seat Couch	6	$3,600.00
COUCH-CLOTH	2 Seat Cloth Couch	1	$500.00
CREDENZA	Large Credenza	2	$1,700.00
DESK-STD	Standard Office Desk	4	$1,600.00
PODIUM		3	$867.00
TABLE-CONF-120	Conference Table - 10 ft. long	11	$5,500.00
TABLE-END	End Table, 24x24, glass top	7	$1,050.00
TABLE-SMALL COFFEE	Small Coffee Table	2	$250.00
		88	$25,247.00 Total
Records for Dept Code: ACCESSORIES MARKETING			
CHAIR-EXEC	Executive Office Chair	1	$450.00
DESK-EXEC	Executive Desk	1	$1,040.00
		2	$1,490.00 Total

Step 2: View "Tagged Furniture Inventory...(by Employee)"

1. Using the Process Navigator, navigate to and select the following task: Asset Management > Tagged Furniture Inventory > Manage Inventory > **View Tagged Furniture Inventory...**



Tagged Furniture Inventory by Employee
Page 2

Employee Name	Employee Number	Employee Telephone	Employee Extension	Building Code	Floor Code
BABIC, PAUL		338-1011	436	HQ	18

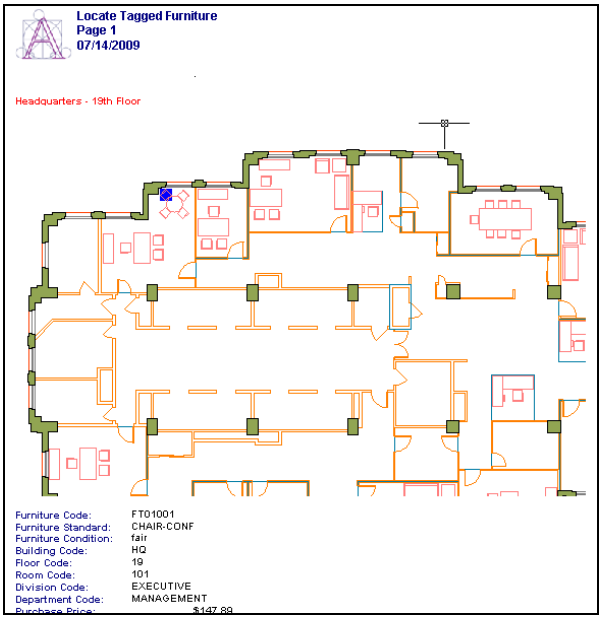
Furniture Code	Furniture Standard	Serial Number	Furniture Condition	Furn. Status
FT01030	CHAIR-EXEC	J66O707	good	In use
FT01080	CHAIR-OFFICE	3S7YE48	good	In use
FT01081	CHAIR-OFFICE	3S7YE49	good	In use
FT02018	DESK-EXEC	31R4E82	good	In use
FT03002	FILE-LATERAL3	K529UE7	good	In use

Employee Name	Employee Number	Employee Telephone	Employee Extension	Building Code	Floor Code
BADAWI,DANIEL			0	HQ	10

Furniture Code	Furniture Standard	Serial Number	Furniture Condition	Furn. Status
FT02120	DESK-EXEC	J395F37	excellent	In use

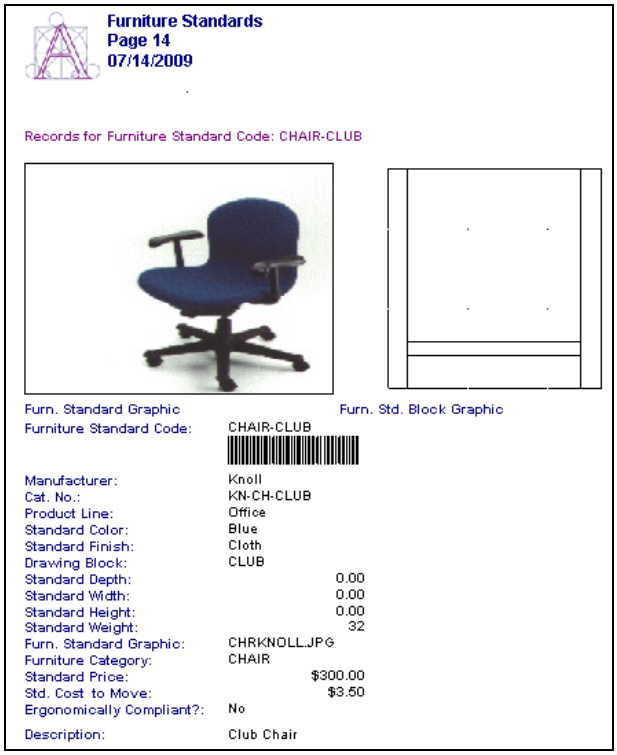
Step 3: View "Locate Tagged Furniture"

1. Using the Process Navigator, navigate to and select the following task: Asset Management > Tagged Furniture Inventory > Manage Inventory > **Locate Tagged Furniture.**



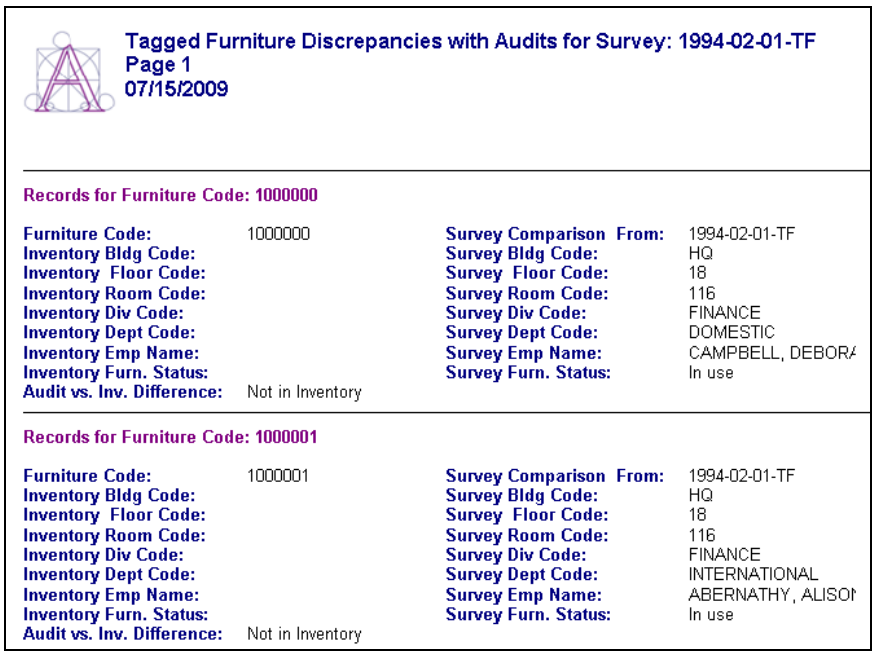
Step 4: View "Furniture Standards Book"

1. Using the Process Navigator, navigate to and select the following task: Asset Management > Tagged Furniture Inventory > Perform Survey > **View Furniture Standards Book.**



Step 5: View "Tagged Furniture Discrepancies"

1. Using the Process Navigator, navigate to and select the following task: Asset Management > Tagged Furniture Inventory > Perform Survey > **Compare Survey to Inventory.**



Tagged Furniture Discrepancies with Audits for Survey: 1994-02-01-TF
Page 1
07/15/2009

Records for Furniture Code: 1000000

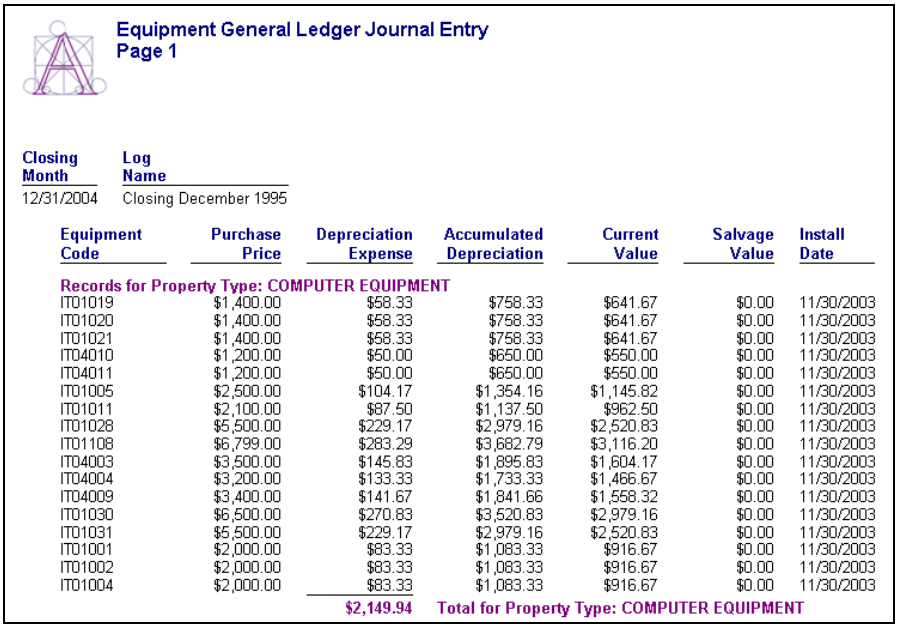
Furniture Code:	1000000	**Survey Comparison From:**	1994-02-01-TF
Inventory Bldg Code:		**Survey Bldg Code:**	HQ
Inventory Floor Code:		**Survey Floor Code:**	18
Inventory Room Code:		**Survey Room Code:**	116
Inventory Div Code:		**Survey Div Code:**	FINANCE
Inventory Dept Code:		**Survey Dept Code:**	DOMESTIC
Inventory Emp Name:		**Survey Emp Name:**	CAMPBELL, DEBORA
Inventory Furn. Status:		**Survey Furn. Status:**	In use
Audit vs. Inv. Difference:	Not in Inventory		

Records for Furniture Code: 1000001

Furniture Code:	1000001	**Survey Comparison From:**	1994-02-01-TF
Inventory Bldg Code:		**Survey Bldg Code:**	HQ
Inventory Floor Code:		**Survey Floor Code:**	18
Inventory Room Code:		**Survey Room Code:**	116
Inventory Div Code:		**Survey Div Code:**	FINANCE
Inventory Dept Code:		**Survey Dept Code:**	INTERNATIONAL
Inventory Emp Name:		**Survey Emp Name:**	ABERNATHY, ALISON
Inventory Furn. Status:		**Survey Furn. Status:**	In use
Audit vs. Inv. Difference:	Not in Inventory		

Step 6: View "Report on Equipment Costs and Depreciation"

1. Using the **Domain** Navigator, navigate to and select the following task: Furniture and Equipment > Create Management Reports > Report on Costs and Depreciation > Reports > **Equipment General Ledger Journal Entry.**



Equipment General Ledger Journal Entry
Page 1

Closing Month	Log Name
12/31/2004	Closing December 1995

Equipment Code	Purchase Price	Depreciation Expense	Accumulated Depreciation	Current Value	Salvage Value	Install Date
Records for Property Type: COMPUTER EQUIPMENT						
IT01019	$1,400.00	$58.33	$758.33	$641.67	$0.00	11/30/2003
IT01020	$1,400.00	$58.33	$758.33	$641.67	$0.00	11/30/2003
IT01021	$1,400.00	$58.33	$758.33	$641.67	$0.00	11/30/2003
IT04010	$1,200.00	$50.00	$650.00	$550.00	$0.00	11/30/2003
IT04011	$1,200.00	$50.00	$650.00	$550.00	$0.00	11/30/2003
IT01005	$2,500.00	$104.17	$1,354.16	$1,145.82	$0.00	11/30/2003
IT01011	$2,100.00	$87.50	$1,137.50	$962.50	$0.00	11/30/2003
IT01028	$5,500.00	$229.17	$2,979.16	$2,520.83	$0.00	11/30/2003
IT01108	$6,799.00	$283.29	$3,682.79	$3,116.20	$0.00	11/30/2003
IT04003	$3,500.00	$145.83	$1,895.83	$1,604.17	$0.00	11/30/2003
IT04004	$3,200.00	$133.33	$1,733.33	$1,466.67	$0.00	11/30/2003
IT04009	$3,400.00	$141.67	$1,841.66	$1,558.32	$0.00	11/30/2003
IT01030	$6,500.00	$270.83	$3,520.83	$2,979.16	$0.00	11/30/2003
IT01031	$5,500.00	$229.17	$2,979.16	$2,520.83	$0.00	11/30/2003
IT01001	$2,000.00	$83.33	$1,083.33	$916.67	$0.00	11/30/2003
IT01002	$2,000.00	$83.33	$1,083.33	$916.67	$0.00	11/30/2003
IT01004	$2,000.00	$83.33	$1,083.33	$916.67	$0.00	11/30/2003
		$2,149.94	Total for Property Type: COMPUTER EQUIPMENT			

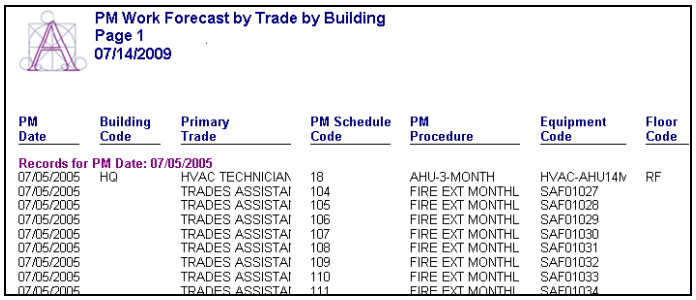
Notes

Exercise 0024: Explore Building Operations

These exercises will walk you through a sampling of standard reports in the Building Operations domain, a domain which helps track the costs and schedules of maintenance, be it preventive or reactive, performed on building areas and equipment.

Step 1: View "PM Work Forecast by Trade by Building"

1. Using the Process Navigator, navigate to and select the following task: Building Operations > Preventive Maintenance > Forecast Work and Resources > **View PM Work Forecast by Trade by Building**.

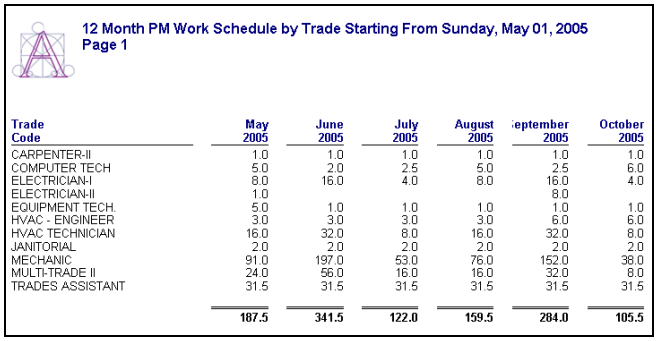


PM Work Forecast by Trade by Building
Page 1
07/14/2009

PM Date	Building Code	Primary Trade	PM Schedule Code	PM Procedure	Equipment Code	Floor Code
Records for PM Date: 07/05/2005						
07/05/2005	HQ	HVAC TECHNICIAN	18	AHU-3-MONTH	HVAC-AHU14M	RF
07/05/2005		TRADES ASSISTAI	104	FIRE EXT MONTHL	SAF01027	
07/05/2005		TRADES ASSISTAI	105	FIRE EXT MONTHL	SAF01028	
07/05/2005		TRADES ASSISTAI	106	FIRE EXT MONTHL	SAF01029	
07/05/2005		TRADES ASSISTAI	107	FIRE EXT MONTHL	SAF01030	
07/05/2005		TRADES ASSISTAI	108	FIRE EXT MONTHL	SAF01031	
07/05/2005		TRADES ASSISTAI	109	FIRE EXT MONTHL	SAF01032	
07/05/2005		TRADES ASSISTAI	110	FIRE EXT MONTHL	SAF01033	
07/05/2005		TRADES ASSISTAI	111	FIRE EXT MONTHL	SAF01034	

Step 2: View "52 Week PM Work Schedule by Trade Monthly"

1. Using the Process Navigator, navigate to and select the following task: Building Operations > Preventive Maintenance > Forecast Work and Resources > **View 52-week PM Work Schedule by Trade Monthly**.

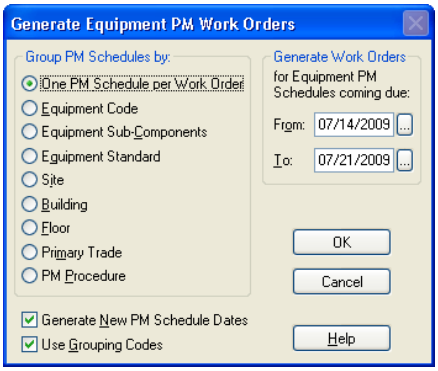


12 Month PM Work Schedule by Trade Starting From Sunday, May 01, 2005
Page 1

Trade Code	May 2005	June 2005	July 2005	August 2005	eptember 2005	October 2005
CARPENTER-II	1.0	1.0	1.0	1.0	1.0	1.0
COMPUTER TECH	5.0	2.0	2.5	5.0	2.5	6.0
ELECTRICIAN-I	8.0	16.0	4.0	8.0	16.0	4.0
ELECTRICIAN-II	1.0				8.0	
EQUIPMENT TECH	5.0	1.0	1.0	1.0	1.0	1.0
HVAC - ENGINEER	3.0	3.0	3.0	3.0	6.0	6.0
HVAC TECHNICIAN	16.0	32.0	8.0	16.0	32.0	8.0
JANITORIAL	2.0	2.0	2.0	2.0	2.0	2.0
MECHANIC	91.0	197.0	53.0	76.0	152.0	38.0
MULTI-TRADE II	24.0	56.0	16.0	16.0	32.0	8.0
TRADES ASSISTANT	31.5	31.5	31.5	31.5	31.5	31.5
	187.5	341.5	122.0	159.5	284.0	105.5

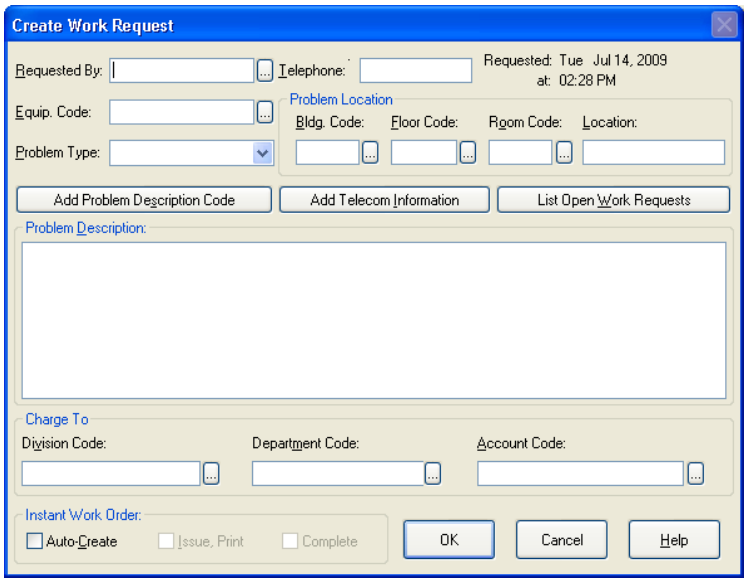
Step 3: View "Generate Equipment PM Work Orders"

1. Using the Process Navigator, navigate to and select the following task: Building Operations > Preventive Maintenance > Generate Equipment PM Work Orders > **Generate Equipment PM Work Orders**.



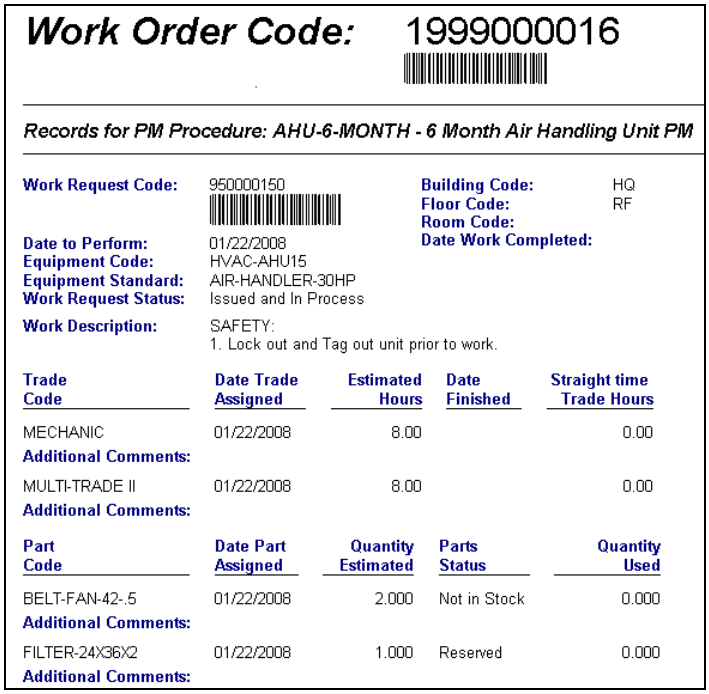
Step 4: "Create Work Request"

1. Using the Process Navigator, navigate to and select the following task: Building Operations > On Demand Work > Requestor > **Create Work Request**.



Step 5: View "Issue and Print Work Orders"

1. Using the Process Navigator, navigate to and select the following task: Building Operations > On Demand Work > Supervisor - Generate Work Orders > **Issue and Print Work Order(s).**



Work Order Code: 1999000016

Records for PM Procedure: AHU-6-MONTH - 6 Month Air Handling Unit PM

Work Request Code: 950000150
Building Code: HQ
Floor Code: RF
Room Code:
Date Work Completed:
Date to Perform: 01/22/2008
Equipment Code: HVAC-AHU15
Equipment Standard: AIR-HANDLER-30HP
Work Request Status: Issued and In Process
Work Description: SAFETY:
1. Lock out and Tag out unit prior to work.

Trade Code	Date Trade Assigned	Estimated Hours	Date Finished	Straight time Trade Hours
MECHANIC	01/22/2008	8.00		0.00
Additional Comments:				
MULTI-TRADE II	01/22/2008	8.00		0.00
Additional Comments:				

Part Code	Date Part Assigned	Quantity Estimated	Parts Status	Quantity Used
BELT-FAN-42-.5	01/22/2008	2.000	Not in Stock	0.000
Additional Comments:				
FILTER-24X36X2	01/22/2008	1.000	Reserved	0.000
Additional Comments:				

Step 6: View "Work Summary"

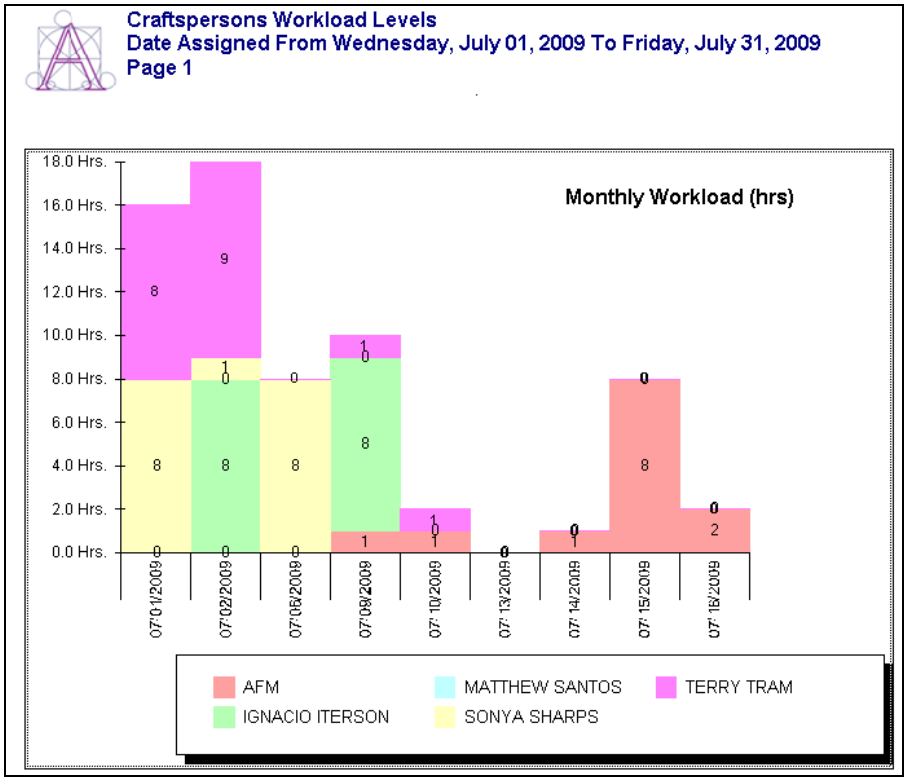
1. Using the Process Navigator, navigate to and select the following task: Building Operations > Work History and Finances > Review Work Summary and Labor Analyses > **Review Work Summary.**

Work Summary from Sat Dec 30, 1899 to Tue Jul 14, 2009
Page 1

Problem Type	Request Count	Avg. Response Time (Hrs)	Estimated bor Hours	Actual Labor Hours	Cost of Labor	Cost of Parts	Estimated Total Cost	Total Cost	
AN EMERGENCY	1	243.0	0.00	2.00	$28.00	$0.00	$0.00	$28.00	
CEILING TILE	1	865.0	0.00	0.00	$0.00	$0.00	$0.00	$0.00	
DOOR	1	675.0	0.00	1.00	$9.00	$0.00	$0.00	$9.00	
ELECTRICAL	1	194.0	0.00	8.00	$144.00	$0.00	$0.00	$144.00	
INSTALL	2	339.0	0.00	10.00	$228.00	$2.00	$0.00	$230.00	
LIGHTBULB	1	793.0	0.00	1.00	$25.00	$12.00	$0.00	$37.00	
SAFETY	1	793.0	0.00	1.00	$15.00	$0.00	$0.00	$15.00	
TEMP. ADJUSTME	1	625.0	0.00	0.00	$2.00	$0.00	$0.00	$2.00	
	9		0.00	23.00	$451.00	$14.00	$0.00	$465.00	Total
		565.9							Average
	9		0.00	23.00	$451.00	$14.00	$0.00	$465.00	Total
		565.9							Average
PREVENTIVE MAI	36	1,120.1	92.00	87.00	$1,478.00	$144.00	$2,056.00	$2,022.00	
	36		92.00	87.00	$1,478.00	$144.00	$2,056.00	$2,022.00	Total
		1,120.1							Average
	45		92.00	110.00	$1,929.00	$158.00	$2,056.00	$2,487.00	Total
		627.5							Average

Step 7: View "Craftsperson Workload Levels"

1. Using the Process Navigator, navigate to and select the following task: Building Operations > Work History and Finances > Review Work Summary and Labor Analyses > **Review Craftsperson Workload Levels.**



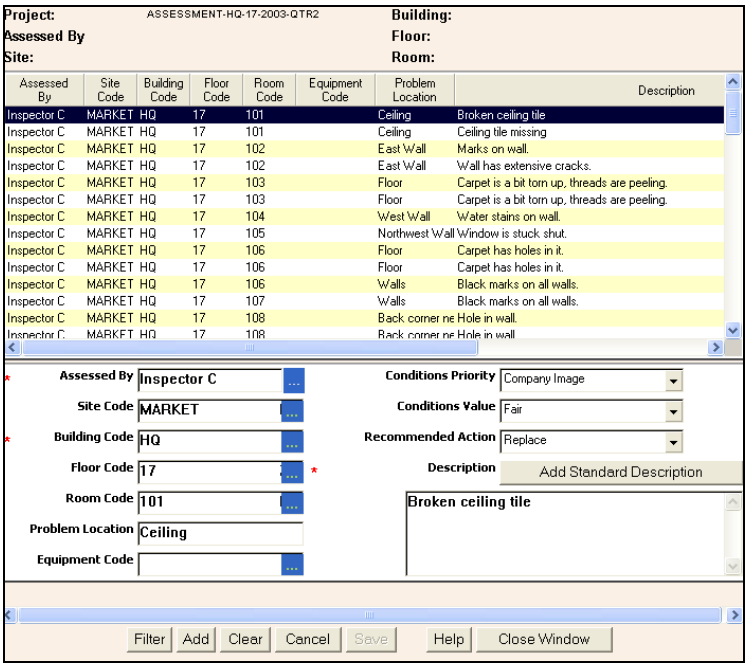
Notes

Exercise 0025: Explore Capital Project Management

These exercises will walk you through a sampling of standard reports in the Capital Project Management domain, a domain which helps track the conditions and sustainability of building areas and equipment, and helps prioritize the cost and effectiveness of repairing or replacing building components and buildings.

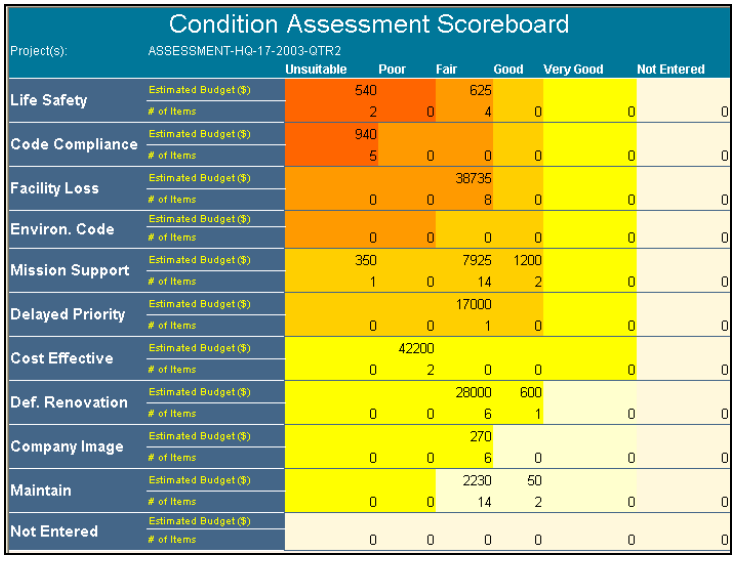
Step 1: View "Edit Condition Assessments"

1. Using the Process Navigator, navigate to and select the following task: Capital Project Management > Manage Condition Assessments > **Edit Items.**



Step 2: View "Scoreboard"

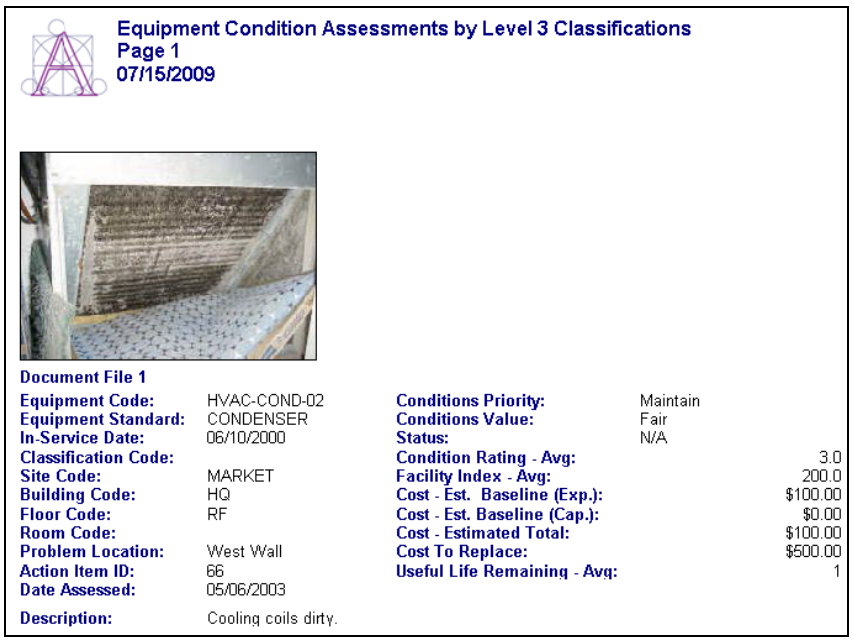
1. Using the Process Navigator, navigate to and select the following task: Capital Project Management > Manage Condition Assessments > **View Scoreboard.**



		Unsuitable	Poor	Fair	Good	Very Good	Not Entered
Life Safety	Estimated Budget ($)	540		625			
	# of Items	2	0	4	0	0	0
Code Compliance	Estimated Budget ($)	940					
	# of Items	5	0	0	0	0	0
Facility Loss	Estimated Budget ($)			38735			
	# of Items	0	0	8	0	0	0
Environ. Code	Estimated Budget ($)						
	# of Items	0	0	0	0	0	0
Mission Support	Estimated Budget ($)	350		7925	1200		
	# of Items	1	0	14	2	0	0
Delayed Priority	Estimated Budget ($)			17000			
	# of Items	0	0	1	0	0	0
Cost Effective	Estimated Budget ($)		42200				
	# of Items	0	2	0	0	0	0
Def. Renovation	Estimated Budget ($)			28000	600		
	# of Items	0	0	6	1	0	0
Company Image	Estimated Budget ($)			270			
	# of Items	0	0	6	0	0	0
Maintain	Estimated Budget ($)			2230	50		
	# of Items	0	0	14	2	0	0
Not Entered	Estimated Budget ($)						
	# of Items	0	0	0	0	0	0

Step 3: View "Condition Assessment Items by Level 3 Classifications"

1. Using the Process Navigator, navigate to and select the following task: Capital Project Management > Management Reports > **View Equipment Assessment Items by Level 3 Classifications.**



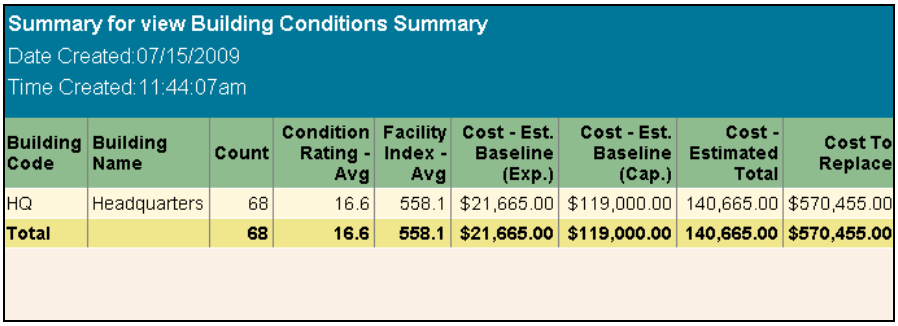
Equipment Condition Assessments by Level 3 Classifications
Page 1
07/15/2009

Document File 1

Equipment Code:	HVAC-COND-02	**Conditions Priority:**	Maintain
Equipment Standard:	CONDENSER	**Conditions Value:**	Fair
In-Service Date:	06/10/2000	**Status:**	N/A
Classification Code:		**Condition Rating - Avg:**	3.0
Site Code:	MARKET	**Facility Index - Avg:**	200.0
Building Code:	HQ	**Cost - Est. Baseline (Exp.):**	$100.00
Floor Code:	RF	**Cost - Est. Baseline (Cap.):**	$0.00
Room Code:		**Cost - Estimated Total:**	$100.00
Problem Location:	West Wall	**Cost To Replace:**	$500.00
Action Item ID:	66	**Useful Life Remaining - Avg:**	1
Date Assessed:	05/06/2003		
Description:	Cooling coils dirty.		

Step 4: View "Building Conditions Summary"

1. Using the Process Navigator, navigate to and select the following task: Capital Project Management > Management Reports > **View Building Conditions Summary.**

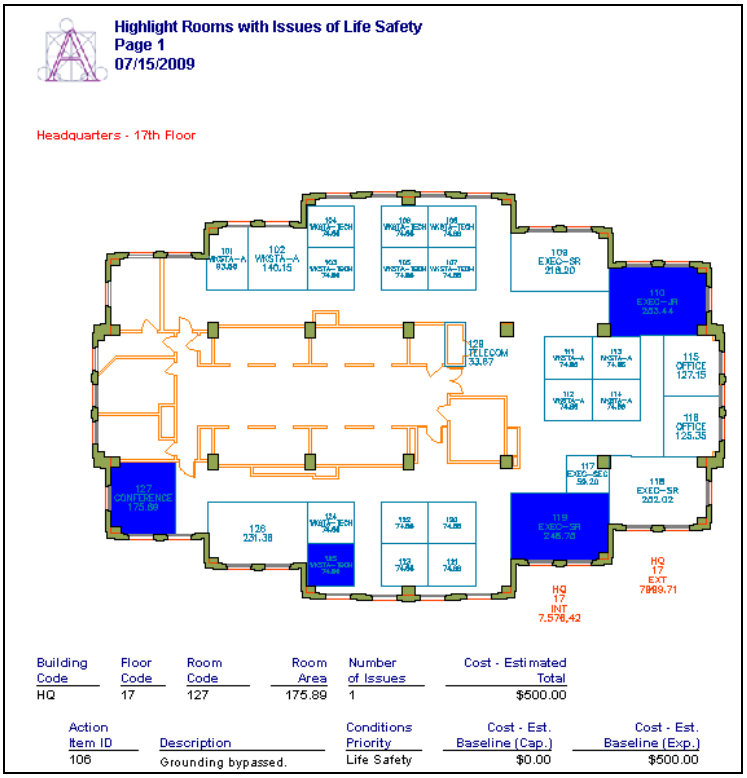


Summary for view Building Conditions Summary
Date Created:07/15/2009
Time Created:11:44:07am

Building Code	Building Name	Count	Condition Rating - Avg	Facility Index - Avg	Cost - Est. Baseline (Exp.)	Cost - Est. Baseline (Cap.)	Cost - Estimated Total	Cost To Replace
HQ	Headquarters	68	16.6	558.1	$21,665.00	$119,000.00	140,665.00	$570,455.00
Total		**68**	**16.6**	**558.1**	**$21,665.00**	**$119,000.00**	**140,665.00**	**$570,455.00**

Step 5: View "Rooms with Issues of Life Safety"

1. Using the Process Navigator, navigate to and select the following task: Capital Project Management > Operational Reports (Drawings) > **Highlight Rooms with Issues of Life Safety.**



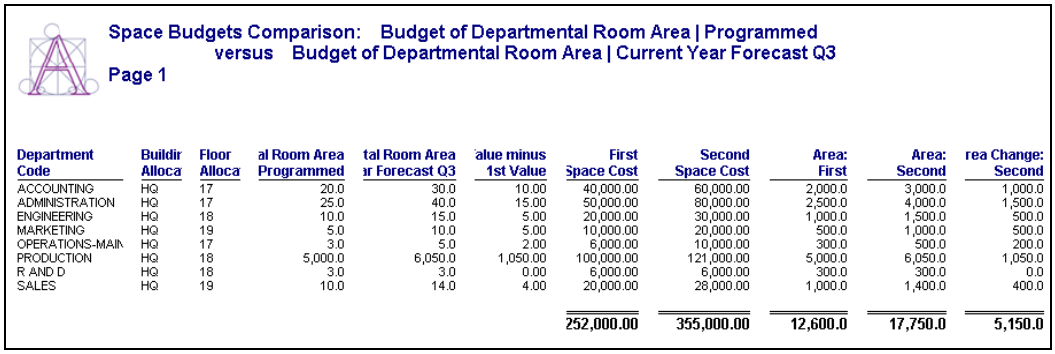
Notes

Exercise 0026: Explore Strategic Master Planning

These exercises will walk you through a sampling of standard reports in the Strategic Master Planning domain, a domain which helps plan and forecast the use of space, and capture historical space use trends.

Step 1: View "Compare Budgets or Periods"

1. Using the Process Navigator, navigate to and select the following task: Strategic Master Planning > Space Programming and Forecasting > Forecast Space Needs > **Compare Budgets or Periods.**



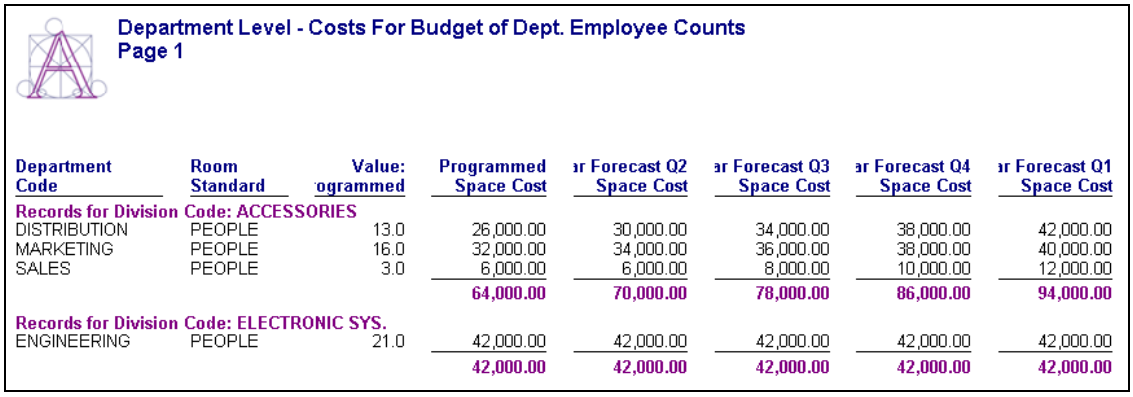
Space Budgets Comparison: Budget of Departmental Room Area | Programmed versus Budget of Departmental Room Area | Current Year Forecast Q3

Page 1

Department Code	Buildir Alloca	Floor Alloca	al Room Area Programmed	tal Room Area ar Forecast Q3	alue minus 1st Value	First Space Cost	Second Space Cost	Area: First	Area: Second	rea Change: Second
ACCOUNTING	HQ	17	20.0	30.0	10.00	40,000.00	60,000.00	2,000.0	3,000.0	1,000.0
ADMINISTRATION	HQ	17	25.0	40.0	15.00	50,000.00	80,000.00	2,500.0	4,000.0	1,500.0
ENGINEERING	HQ	18	10.0	15.0	5.00	20,000.00	30,000.00	1,000.0	1,500.0	500.0
MARKETING	HQ	19	5.0	10.0	5.00	10,000.00	20,000.00	500.0	1,000.0	500.0
OPERATIONS-MAIN	HQ	17	3.0	5.0	2.00	6,000.00	10,000.00	300.0	500.0	200.0
PRODUCTION	HQ	18	5,000.0	6,050.0	1,050.00	100,000.00	121,000.00	5,000.0	6,050.0	1,050.0
R AND D	HQ	18	3.0	3.0	0.00	6,000.00	6,000.00	300.0	300.0	0.0
SALES	HQ	19	10.0	14.0	4.00	20,000.00	28,000.00	1,000.0	1,400.0	400.0
						252,000.00	355,000.00	12,600.0	17,750.0	5,150.0

Step 2: View "Forecast Counts at the Department Level"

1. Using the Process Navigator, navigate to and select the following task: Strategic Master Planning > Space Programming and Forecasting > Forecast Space Needs > **View Forecast Counts for: ...Department Level.**



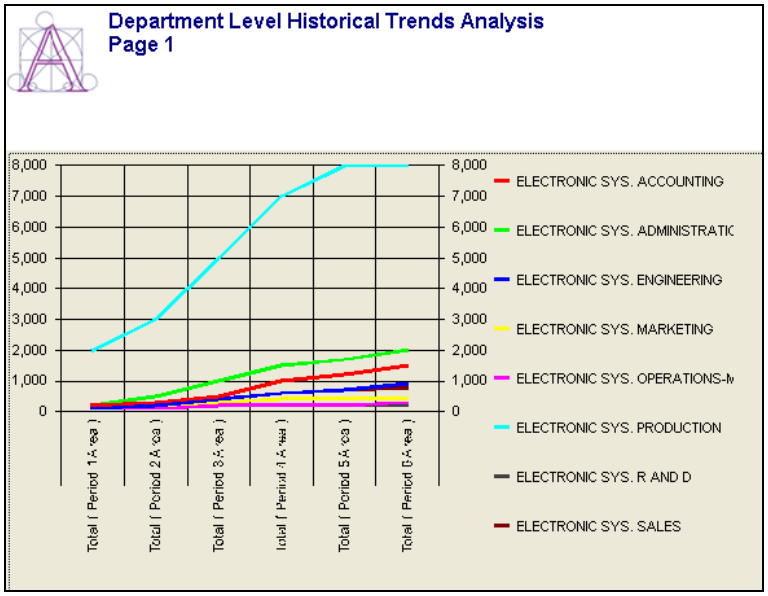
Department Level - Costs For Budget of Dept. Employee Counts

Page 1

Department Code	Room Standard	Value: ogrammed	Programmed Space Cost	ar Forecast Q2 Space Cost	ar Forecast Q3 Space Cost	ar Forecast Q4 Space Cost	ar Forecast Q1 Space Cost
Records for Division Code: ACCESSORIES							
DISTRIBUTION	PEOPLE	13.0	26,000.00	30,000.00	34,000.00	38,000.00	42,000.00
MARKETING	PEOPLE	16.0	32,000.00	34,000.00	36,000.00	38,000.00	40,000.00
SALES	PEOPLE	3.0	6,000.00	6,000.00	8,000.00	10,000.00	12,000.00
			64,000.00	70,000.00	78,000.00	86,000.00	94,000.00
Records for Division Code: ELECTRONIC SYS.							
ENGINEERING	PEOPLE	21.0	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00
			42,000.00	42,000.00	42,000.00	42,000.00	42,000.00

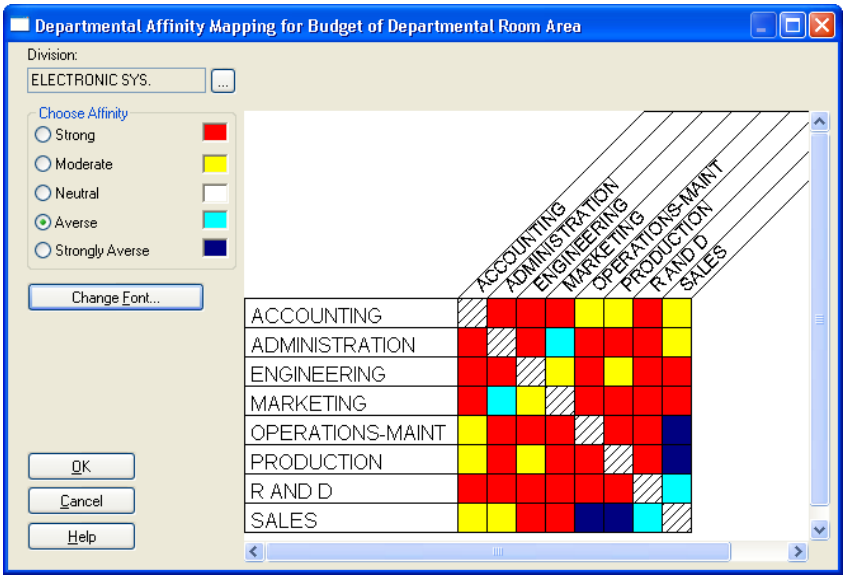
Step 3: View "Historical Trend Analysis: Department Level"

1. Using the Process Navigator, navigate to and select the following task: Strategic Master Planning > Space Usage History > Manage Space Usage History > **View Historical Tend Analysis: Department Level.**



Step 4: View "Affinity Mapping"

1. Using the **Domain** Navigator, navigate to and select the following task: Strategic Master Planning > Allocation > Actions > **Enter Affinities.**



Review Questions: Windows Client/Server Overview

1.) ARCHIBUS includes which of the following software components?

A. Web-based software
B. Windows software
C. CAD software
D. All of the above

2.) Why are ARCHIBUS domains broken down into activities?

A. To allow the Web and Windows applications to communicate with a single database
B. To group tasks appropriate to a specific business function and role
C. To allow the CAD and Windows applications to communicate with a single database
D. All of the above

3.) What can happen when a user selects a task?

A. A report appears
B. A form appears
C. A drawing appears
D. A dialog box appears
E. All of the above

4.) Which benefit is not specifically a result of the ARCHIBUS integration with CAD?

A. Drawing-embedded reports
B. Web and Windows users see updated room areas instantly when CAD plans are modified
C. A role-based navigator
D. CAD objects accurately retain organizational data and get updated when re-positioned or modified

5.) What word does ARCHIBUS use to describe the combination of a single database with its associated files?

A. Database
B. Project
C. Process
D. Activity

6.) How does ARCHIBUS organize business-oriented functionality on its Process and Domain Navigators?

A. Domains, Activities, Processes, Tasks
B. Modules, Processes, Activities, Tasks
C. Domains, Categories, Tasks
D. Modules, Categories, Processes, Tasks

7.) Of the following business-related functions, which are not official ARCHIBUS domains?

A. Space Planning and Management and Building Operations
B. Real Estate and Portfolio Management and Capital Project Management
C. Workplace Services and Move Management
D. Financial Accounting and Inventory Management

8.) Which report is not available in the ARCHIBUS Space Planning and Management domain?

A. Highlight Rooms by Department
B. Departmental Stack Plan
C. Highlight Common Area Rooms
D. Room Budget by Year

Appendix:
Windows Client/Server Overview

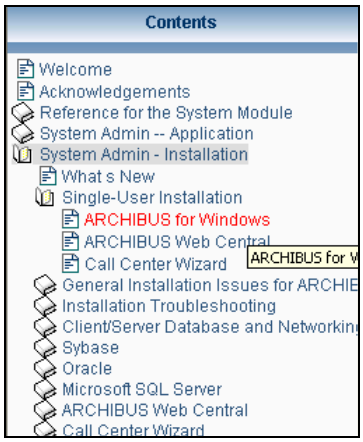
Contents:

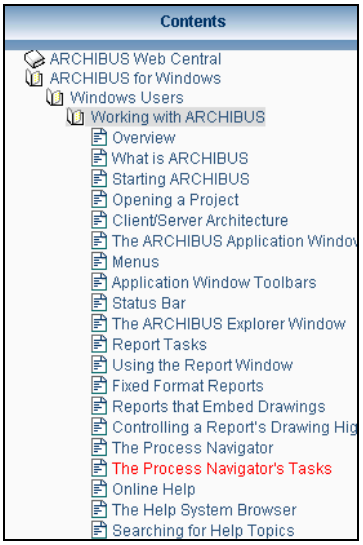
- Single-User Enterprise Installation
- Review Solutions

Further Reading:

For a better understanding of ARCHIBUS Enterprise, users should research the following topics using the ARCHIBUS Help text:

- Installation
- Domain and Process Navigator References





Single-User Installation of ARCHIBUS Desktop Client

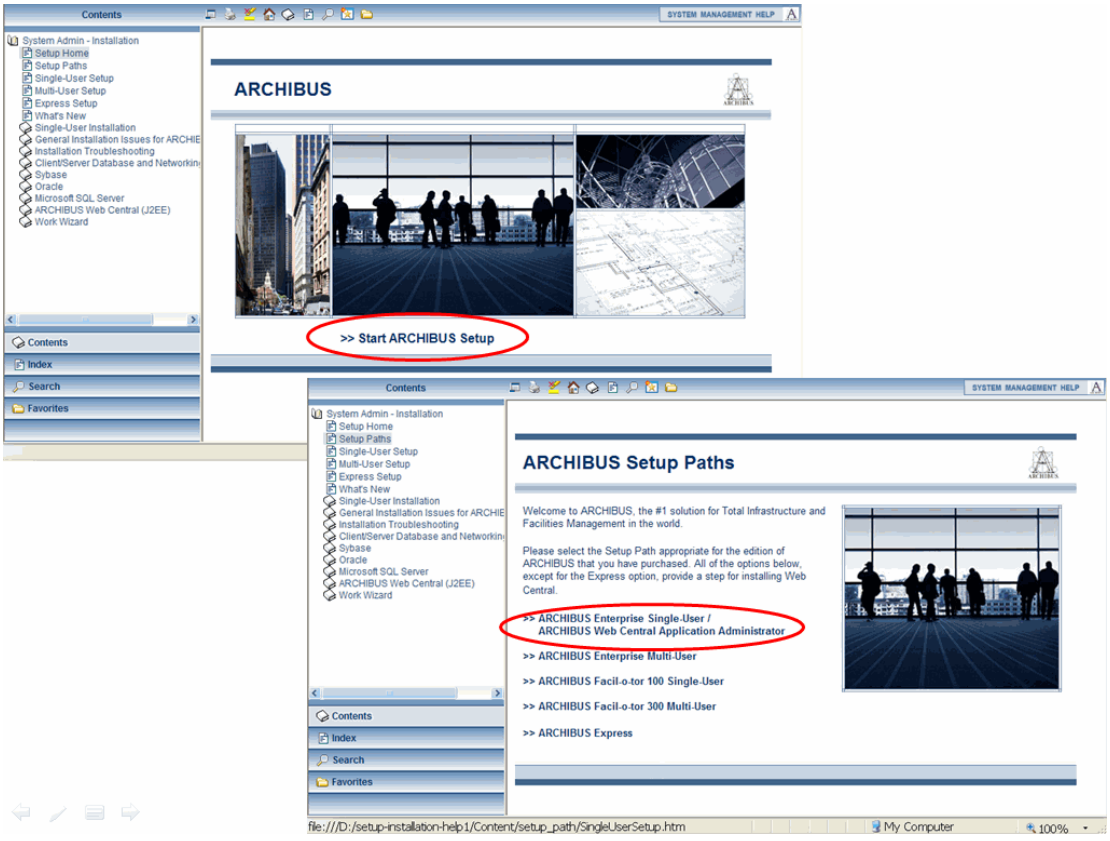
This topic covers the basic, single-user, Windows installation procedure.

Step 1 – Copy License File to Computer

1. Insert the ARCHIBUS license file CD.
2. Open the license file CD.
3. Copy the license file to your desktop.

Step 2 - Install ARCHIBUS

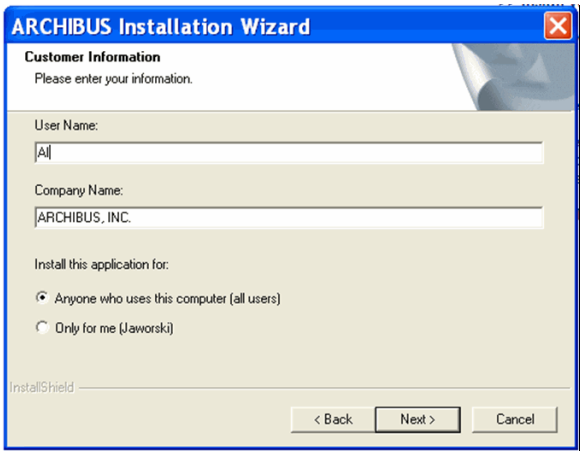
1. Shut down all other programs.
2. Place the product CD in your CD ROM drive. The Setup Path should start automatically. If it does not, use the Windows Explorer to navigate to the CD, and double-click on the AutorunPro.exe program.
3. On the Setup Home Page, click Start ARCHIBUS Setup and then ARCHIBUS Single User.



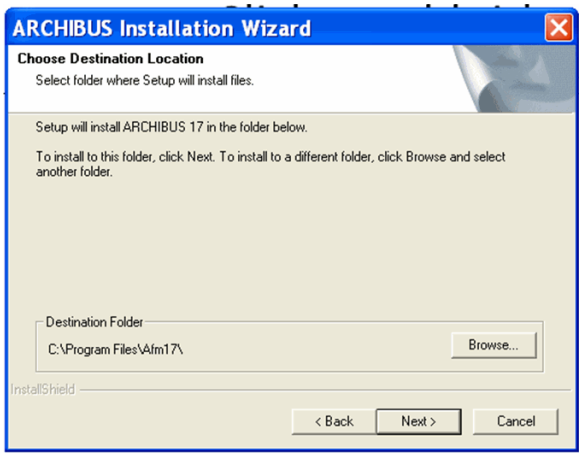
4. Click Install ARCHIBUS (Windows), which will run the Windows Setup/Setup.exe program. By default, setup will install the ARCHIBUS application and the Sybase Single User/Runtime database server.



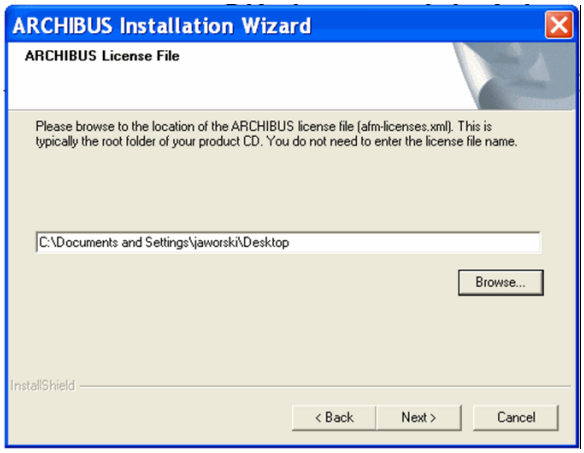
5. In the Customer Information dialog, verify your Windows user name (Setup completes this field by default). Optionally, you can install ARCHIBUS for use only by the default Windows user (the default user name entered by Setup) by selecting “Only for me” in the Customer Information dialog.



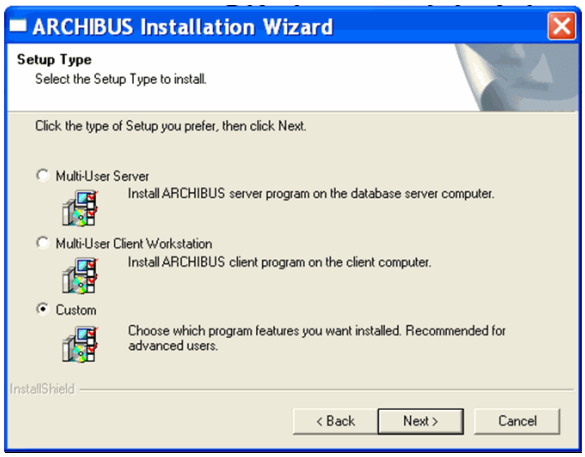
6. Choose a destination location for the ARCHIBUS program (such as, c:\program files\afmxx\).



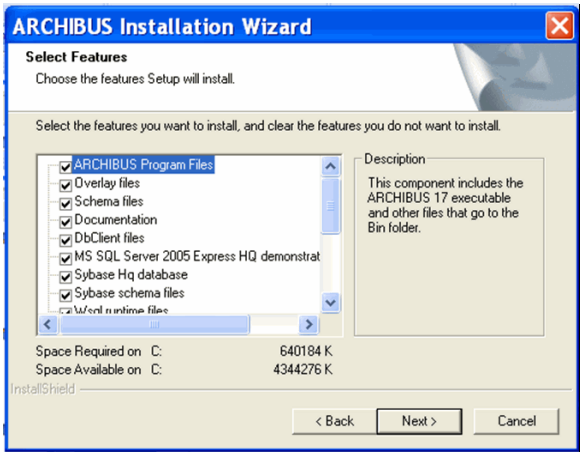
7. Browse to the location to which you have copied the license file in Step 1.



8. For Setup Type, choose Custom.



9. In the Select Features Dialog box select Next without making any changes.



10. Select Finish after installation ends.

Notes

Review Solutions: Windows Client/Server Overview

1.) ARCHIBUS includes which of the following software components?

A. Web-based software
B. Windows software
C. CAD software
D. All of the above

2.) Why are ARCHIBUS domains broken down into activities?

A. To allow the Web and Windows applications to communicate with a single database
B. To group tasks appropriate to a specific business function and role
C. To allow the CAD and Windows applications to communicate with a single database
D. All of the above

3.) What can happen when a user selects a task?

A. A report appears
B. A form appears
C. A drawing appears
D. A dialog box appears
E. All of the above

4.) Which benefit is not specifically a result of the ARCHIBUS integration with CAD?

A. Drawing-embedded reports
B. Web and Windows users see updated room areas instantly when CAD plans are modified
C. A role-based navigator
D. CAD objects accurately retain organizational data and get updated when re-positioned or modified

5.) What word does ARCHIBUS use to describe the combination of a single database with its associated files?

A. Database
B. Project
C. Process
D. Activity

6.) How does ARCHIBUS organize business-oriented functionality on its Process and Domain Navigators?

A. Domains, Activities, Processes, Tasks
B. Modules, Processes, Activities, Tasks
C. Domains, Categories, Tasks
D. Modules, Categories, Processes, Tasks

7.) Of the following business-related functions, which are not official ARCHIBUS domains?

A. Space Planning and Management and Building Operations
B. Real Estate and Portfolio Management and Capital Project Management
C. Workplace Services and Move Management
D. Financial Accounting and Inventory Management

8.) Which report is not available in the ARCHIBUS Space Planning and Management domain?

A. Highlight Rooms by Department
B. Departmental Stack Plan
C. Highlight Common Area Rooms
D. Room Budget by Year

DGS Master Schedule Primavera P6 Activity ID Template

The current set of master schedule activities depict each separate phase of development of the project life cycle that is updated with information provided by the DGS Project Manager.

ID	Activity Name
0100	Planning Start
0200	Planning
0300	Planning Complete
0400	A/E Procurement Start
0500	A/E Procurement
0600	A/E Procurement Complete
0425	D/B Procurement Start
0525	D/B Procurement
0625	D/B Procurement Complete
0700	Design Start
0800	Design
0850	Permitting
0900	Design Complete
1000	GC Procurement Start
1100	GC Procurement
1200	GC Procurement Complete
1225	CM Procurement Start
1250	CM Procurement
1275	CM Procurement Complete
1300	Preconstruction Start
1400	Preconstruction
1500	Preconstruction
1600	NTP
1700	Construction
1800	Substantial Complete
1900	Closeout
2000	Project Completion

Government of the District of Columbia
Department of General Services

APPENDIX L

SAFETY STANDARD OPERATING PROCEDURES (SOPs)

Appendix L Table of Contents:

1. Safety SOPs

PROCEDURE NO.: EHS 004
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Environmental Health & Safety Program Administration

1.0 PURPOSE

Administrative Environmental, Health and Safety (EHS) Program functions are coordinated at the Office of Facilities Management (OFM) level, with oversight and guidance from the DCPS Safety Manager.

2.0 RESPONSIBILITIES

2.1 Unit Managers

Unit Managers have the overall responsibility for ensuring that their operations and personnel meet any regulatory-required or DCPS-established EHS requirements.

- With the assistance of the DCPS Safety Manager, identify all applicable state, local and/or community EHS laws, regulations, ordinances and/or statutes applicable to their facility and operations; determine if any specific procedures are necessary to ensure compliance with requirements.
- Identify training and medical monitoring requirements for their personnel to comply with the Training Needs Assessment (TNA) as outlined in EHS 114—Safety Training Programs. This includes informing Human Resources of new hires and their appropriate type(s) of training and/or medical monitoring requirements prior to start of work.
- Ensure that all personnel maintain their qualifications to perform office and field activities by attending required EHS training courses and medical monitoring examinations.
- Perform the routine scheduling and tracking functions related to worker training and medical monitoring.

2.2 Environmental and Safety Unit

The Environmental and Safety Unit will manage record-keeping and scheduling functions of EHS-related training and medical monitoring for the section's personnel. TheUnit will be responsible for:

- Tracking each employee's current training dates and status with respect to approved training courses.
- Tracking each employee's current medical monitoring status.

- Ensuring employees are notified of the need for periodic refresher training/medical monitoring examinations at required intervals per the requirements of their completed TNA.
- Notifying Unit Managers when employees become ineligible to perform field activities because training or medical monitoring qualifications have expired.
- Upon being notified by Human Resources and the employee's supervisor, scheduling identified new hires for baseline medical examinations and initial training courses prior to the start of work.
- Maintaining hardcopy records for all training and medical monitoring events for each assigned employee.
- Upon being notified by Human Resources and the employee's supervisor, scheduling applicable exit medical examinations for employees leaving the company.

3.0 REFERENCES

EHS 114 – Safety Training Programs Procedures

District of Columbia Public Schools

PROCEDURE NO.: EHS 101
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Injury, Illness, & Near Miss Reporting Procedures

1.0 PURPOSE

All work-related injuries, illnesses, and near-miss situations, to include vehicle accidents and general liability claims, must be documented and reported to the Safety and Environmental Unit in a timely and accurate manner.

2.0 SCOPE

This procedure applies to all safety, health, and/or environmental incidents as defined below:

1. Any work-related injury or illness to a DCPS or subcontractor employee;
2. Fire, explosion, or flash;
3. Any accidents involving company-owned, rented, or leased vehicles (including personal vehicles used for company business);
4. Property damage resulting from any DCPS or subcontractor activity;
5. Unexpected release or imminent release of a hazardous material;
6. Unexpected chemical exposures to workers or the public;
7. A safety related complaint from the public regarding DCPS activities;
8. Incidents that could result in adverse public media interest concerning DCPS or a DCPS project;
9. Incidents that could result in, or any actual investigation by, OSHA, DOT, EPA, or any other State, Federal, or local safety, health, & environmental enforcement agency;
10. Near-Miss Incidents, defined as an incident having the potential to cause injury or property damage as described in the above categories – but did not. Examples of a near-miss include:
    - A worker steps off a ledge and falls three feet (1 meter) to the floor and is uninjured.
    - A crane drops a 1,000-pound (454 kg) beam during a lift – and nobody is hurt, no equipment is damaged.

3.0 PROCEDURES

The following response procedures will be followed in the event of any work-related injury, illness, incident, or near miss occurring at a DCPS work location as defined in Section 2.0 (Attachment 1 summarizes the Incident Reporting Procedures, to include incidents, injuries, auto accidents, and general liability claims). Incidents are to be reported ASAP to the toll-free hotline after the site has been secured and/or medical treatment has been provided, but no later than the end of the work shift.

1. Affected Employee: Each injured/ill employee must notify his/her supervisor immediately that an incident (to include near misses) has occurred, the circumstances involved, the nature and extent of the injuries/illness, and whether medical treatment may be required. Except for emergency aid, affected employees will discuss their medical status with the supervisor and EHS representative prior to obtaining medical treatment.
2. Workplace Supervisor: The workplace supervisor must immediately perform the following notifications:
   - In a life-threatening situation, use the emergency phone numbers and seek immediate medical care.
   - Follow the directions provided by the hotline to report an incident/near miss by the end of the current work shift.
   - Notify the EHS professional listed in the contact information (provided in your HASP, emergency response listing, etc.) if immediate assistance is required.
   - Complete the applicable paperwork (e.g., Supervisor's Report of Incident [SRI], Vehicle Incident Form, General Liability Form) and fax a draft copy to DCPS Environmental and Safety Unit at XXX-XXX-XXXX by the next work day.
   - Notify his/her manager, and secure the manager's signature on the applicable form within 48 hours. If the supervisor's manager is unavailable, obtain the signature from a designated acting manager.
   - Initiate an Incident Investigation and Review .
   - Fatalities must be reported to the appropriate DCPS Environmental and Safety Manager as soon as reasonably possible but no less than 2 hours.
3. Manager: Review the applicable paperwork and forms as prepared by the workplace supervisor. Forward to the DCPS Environmental and Safety Manager within 48 hours of receipt.

4.0 RECORD KEEPING

DCPS records safety statistics and generates reports to identify incident trends and recommend appropriate corrective actions to minimize risk. The DCPS Environmental and Safety Manager maintains these records and statistics, which are also required by regulatory agencies, insurance carriers, and for client pre-qualification.

4.1 Reports and Requirements

- The DCPS Environmental and Safety Manager has overall responsibility for recordkeeping and statistical reports to disseminate company-wide to identify accident trends and appropriate control measures to minimize risk to the company.
- It is imperative that injuries, incidents and near misses are reported to maintain accurate statistical data.

5.0 REFERENCES

EHS 004 - Safety Administrative Support
EHS 102 - Incident Investigation and Review

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Incident Investigation & Review Procedures

PROCEDURE NO.: EHS 102
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE

To establish the minimum requirements for the investigation and review of safety, health, and/or environmental incidents.

2.0 SCOPE

This procedure applies to all safety, health, and/or environmental incidents as defined below:

1. Any work-related injury or illness to a DCPS or subcontractor employee;
2. Fire, explosion, or flash;
3. Any accidents involving DCPS-owned, rented, or leased vehicles (including personal vehicles used for DCPS business);
4. Property damage resulting from any DCPS or subcontractor activity;
5. Unexpected release or imminent release of a hazardous material;
6. Unexpected chemical exposures to workers or the public;
7. A safety related complaint from the public regarding DCPS activities;
8. Incidents that could result in adverse public media interest concerning DCPS or a DCPS project;
9. Incidents that could result in, or any actual investigation by, OSHA, DOT, EPA, or any other State, Federal, or local safety, health, & environmental enforcement agency;
10. Near-Miss Incidents, defined as an incident having the potential to cause injury or property damage as described in the above categories – but did not. Examples of a near-miss include:
    - A worker steps off a ledge and falls three feet (1 meter) to the floor and is uninjured.
    - A crane drops a 1,000-pound (454 kg) beam during a lift – and nobody is hurt, no equipment is damaged.

3.0 PROCEDURE

DCPS Environment and Safety Unit will investigate and review all incidents to ensure that root causes are identified and appropriate corrective measures are implemented. The procedure to be followed for these investigations and reviews is summarized below:

1. The Responsible Lead Investigator Table will be used to identify the management representative responsible for conducting the appropriate incident investigation. For all incidents classified as Category 3 or higher, the Responsible Lead Investigator will

also be responsible for the preparation of a formal incident investigation report. The investigation and report will focus on determining both critical factors (i.e. direct causes) and root causes of the incident. For incidents in categories 1 and 2, the investigation report format will be at the discretion of the Responsible Lead Investigator.

2. An incident review meeting will be scheduled and conducted by the Responsible Lead Investigator within 10 working days of the date of occurrence of the incident. Timeliness of this review is considered paramount in ensuring that appropriate facts are gathered and safeguards established to prevent reoccurrence.
3. The review meeting will primarily focus on the root causes identified in the incident investigation report. The meeting is also designed to gain consensus of all participants with respect to any corrective actions proposed by the Responsible Lead Investigator in the investigation report.
4. The review committee will be comprised of at least the following individuals:
   (a) The direct supervisor of the Responsible Lead Investigator,
   (b) Responsible Division, District, and/or Section Manager if the Responsible Lead Investigator is their supervisor,
   (c) Responsible Supervisor or Project Manager of the injured/involved employee.

For example, if the Responsible Lead Investigator is a District Manager, the District Manager, Section Manager and direct Supervisor of the involved employee will be required participants. If the Responsible Lead Investigator is the Project Manager, the Section Manager and Field Supervisor would be required participants.

Please note that the review meetings are designed to summarize the investigation findings and come to management agreement on root causes and appropriate corrective actions.

5. Formal meeting minutes will be prepared by the Responsible Lead Investigator and distributed to all review committee members (actual and invited) within 2 business days following the review meeting. Minutes will include a review of all final determinations including:
   - Description of the incident
   - Investigation report
   - Listing of proximate and root causes
   - Action items for corrective actions including responsible individual(s) and date(s), where applicable.

6. The Responsible Lead Investigator will formally track action items resulting from the review meeting. Weekly update reports on the status of the action items will be developed and distributed by the Responsible Lead Investigator to all review committee members and participants until all items are formally closed.

5.0 REFERENCES

EHS 101 - Injury, Illness, and Near Miss Reporting

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Regulatory Agency Inspections Procedures

PROCEDURE NO.: EHS 103
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE

DCPS operations will meet or exceed all applicable federal, state, and local safety and health regulations pertaining to protocol for personnel to follow during regulatory agency inspections.

2.0 SCOPE

This procedure applies in its entirety to all DCPS projects to ensure conformity in communication and reporting procedures during visits by regulatory agencies.

3.0 DEFINITIONS

DCPS Work Site: Any location where employees perform work for DCPS, whether or not owned by DCPS, including, but not limited to, offices, buildings, project sites, equipment yards, or storage facilities.

Compliance Officer: A representative from a regulatory agency (e.g., OSHA) with authority to inspect the workplace for compliance with health and safety regulations.

Informed Consent: Permission voluntarily given by an authorized DCPS employee to allow a regulatory inspector to conduct a warrantless inspection after the inspector provides the following information:

- Inspector's identity (full name)
- The agency represented (this generally requires more official identification than a business card; most agencies provide a "flasher," such as a laminated identification card or a metal badge)
- The purpose of the visit, such as to conduct a site inspection or collect records
- What may result from this collection of evidence, such as "citations may be issued"
- The effect of the resultant action, such as "civil penalties may be issued as a result of the citations"

Person in Charge: The Unit or Project Manager, Job Superintendent, or equivalent level of supervisor, or his/her designee, who represents DCPS management at any particular work site and who is responsible for implementing this procedure.

Environmental, Health & Safety Policy Statement Procedures
Regulatory Agency Inspections Procedures

PROCEDURE NO.: EHS 103
CREATION DATE: June 2007
REVISION DATE: _____

4.0 PROCEDURE

4.1 Identifying Regulators

When a regulatory compliance officer/inspector comes to a work site to conduct an inspection, the person in charge will:

1. Greet them in a cordial, businesslike manner.
2. Ask to see their identification.
3. Examine the credentials of each person accompanying the compliance officer before permitting entry to the front office, trailer, or command post.
4. Telephone the inspector's office to verify the credentials of any person whose identification or authority to be present is in any way uncertain or unclear.
5. Record the names of all regulatory officers who enter the work site as well as the address and telephone number of the area office they represent.
6. Escort the officers to the field office or conference room without further delay upon confirming their credentials.
7. Following verification of the officer's credentials, and within an hour of the first contact by the regulatory agency, the following affected DCPS representatives will be notified to coordinate and participate in the opening conference:
    - Unit Manager
    - DCPS Environmental and Safety Manager

4.2 Pre-Inspection Procedures

Before allowing the inspection to begin, the person in charge shall determine the reason for and the extent of the inspection as follows:

1. The compliance officer shall be asked the reason for the inspection (e.g., routine inspection, specific complaint, report of injury, etc.). After providing this information, the compliance officer must ask for informed consent, or permission to proceed.
2. If a complaint has prompted the inspection, the officer shall be asked who made the complaint. The officer should state whether it was an employee, an ex-employee, or an unrelated third party, although the complainant's exact identity may be withheld if he or she has requested anonymity.
3. DCPS shall request a copy of the written complaint.

4. The compliance officer shall be asked whether he or she intends to limit the inspection to the area of the work site addressed in the complaint, or inspect the entire workplace.
5. The compliance officer shall be asked to wait while clearance to proceed is obtained from one of the DCPS representatives listed in Section 4.1, Item No. 7.

4.3 Inspection Procedures

1. The person in charge and/or their designated representative must accompany the compliance officer during the inspection and will take complete notes on the following matters:
    (a) Area(s) visited
    (b) Employees and other persons interviewed
    (c) Employees' use of personal protective equipment
    (d) Machines/equipment/process/activity inspected
    (e) Material examined
    (f) Potential safety and/or health hazards inspected
    (g) Samples taken
2. If air samples are taken, the person in charge shall note the following while conducting side-by-side, or duplicate, sampling:
    (a) The airborne contaminant sampled
    (b) The number of samples taken and when each was taken
    (c) The types of equipment used to take samples
    (d) How often sampling equipment is checked/calibrated
3. If the compliance officer takes environmental samples, duplicate samples are to be taken as evidence that may prove helpful to DCPS in the event of citation or litigation.
4. As a minimum, photographs are to be identical to or at least taken from the same angle as (or as close to it as possible) those taken by the compliance officer. Also, careful notes are to be taken in sufficient detail about the area(s) photographed.
5. No one at the work site shall voluntarily show or offer safety documents to the compliance officer.
6. The compliance officer shall be allowed to copy only those documents that agency regulations require DCPS to provide, and then only upon request.

7. The person in charge shall inform supervisors and employees that they are not required to sign any document the compliance officer may present and are entitled to retain a copy of any statement(s) they give to the officer.
8. After completion of the walkthrough survey, personnel interview, sample collection, etc., the regulatory entity may conduct a closing conference at the site or facility. Affected DCPS representatives noted in 4.1(7) will participate in this closing conference.

4.4 Citations

If citations are received at the work site, the person in charge is responsible for ensuring that the following actions are taken:

1. The document shall be immediately marked with the date received and the original, in its envelope, shall be immediately sent to the DCPS Environmental and Safety Manager.
2. A copy of the citation shall be retained at the work site.
3. A copy of the citation shall be posted in each area where a violation has been cited (after the right-hand portion of the citation that refers to the penalty has been removed).
4. The citation shall be left posted for three workdays or until the violation has been corrected, whichever is longer.
5. Fines shall not be paid and an abatement letter shall not be sent to the agency except as instructed by the DCPS Environmental and Safety Manager.

4.5 Written Response to Complaints

If a regulatory agency receives a written or oral complaint, it may serve a written request upon DCPS to investigate the alleged conditions and make any necessary corrections, usually within a specified time frame. In this event, DCPS must give regulators a timely written response that includes results of the investigation of the alleged complaint. DCPS shall forward all such written responses to the regulators.

District of Columbia Public Schools

PROCEDURE NO.: EHS 104
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures

Audits, Inspections, & Corrective Actions Procedures

1.0 PURPOSE

To establish the protocol for DCPS to perform inspections, audits, and implement appropriate corrective actions to minimize risk to employees and DCPS.

2.0 SCOPE

DCPS projects and offices will be inspected and audited by upper management, project management, site personnel and the DCPS Environmental and Safety Unit to ensure compliance and maintain a safe workforce.

3.0 PROCEDURE

3.1 Inspections

The Project Manager (PM) and supervisory personnel will ensure that protection of employees, property and the environment is their first and primary concern. The PM and supervisory personnel will provide for the correction of unsafe conditions and actions and ensure continuous observance of established safety practices. To ensure project safety and compliance, the project supervisors or managers will:

1. Conduct, at a minimum, weekly self-inspections of their operations or facilities. Depending on the scope of work and potential severity of hazard agents, the self-inspections will be conducted on a daily basis. Additional unscheduled audits or inspections may be requested at the discretion of the DCPS Environmental and Safety Unit in response to regulatory agency inspections or a significant on-site accident/injury. A self-inspection checklist will be developed prior to site activities to document compliance. The DCPS Environmental and Safety Unit can provide examples of a compliance checklist (see attached).
2. Site Supervisors will conduct daily walkthrough inspections of their work areas to assess safety and health problems, deficiencies, or adverse conditions. Corrective action will be taken when violations and/or deficiencies are observed.
3. Participate in all compliance inspections, with subcontractor supervisors being involved in all compliance inspections of their work areas.
4. The responsible individual will attempt to eliminate the hazard or violation on the spot or as soon as possible after completion of the inspection.
5. For all non-compliance items, the violation, abatement efforts, and time period will be discussed among the site safety and health representative and the responsible supervisor/manager; agreement should be reached on issues to be resolved.

6. Imminent dangers and/or serious conditions will be corrected immediately and work stopped until corrective action has been taken and accepted. These conditions, when they occur, will be promptly reported to the EHS Department.

3.2 Audits—Self Assessment

Based on the type and duration of identified projects, DCPS Environmental and Safety Unit will develop a formal audit process. If a project is designated as high risk and/or is longer than nine months in duration, a self assessment audit program will be formalized and scheduled with the Project Management Team.

3.3 Tracking

The tracking, maintenance, and supporting documentation generated during the corrective action process will be the responsibility of Project Management.

4.0 FOLLOW UP / CORRECTIVE ACTION IMPLEMENTATION & CLOSURE

The PM is responsible for implementing corrective actions for every identified item, and will utilize the listing to track the status of each item. Requirements for implementation of corrective actions are as follows:

- Whenever possible, on-the-spot correction of items will be accomplished. For these cases, information regarding the corrective action can be provided to the EHS Department when reporting the results of the audit/inspection.
- For items which cannot be corrected immediately, the PM will identify appropriate corrective actions to the DCPS Environmental and Safety Unit for concurrence.
- If implementation of the final corrective action will require more than 30 calendar days to accomplish, an “interim action” must also be implemented to prevent accident/injury from occurring until the final corrective action is implemented.
- As each corrective action is implemented, the PM will provide written notification to the DCPS Environmental and Safety Unit, but will continue to track the item as open. Close of each identified item will occur only after the DCPS Environmental and Safety Unit approves the implemented corrective action(s).

5.0 REFERENCES

EHS 131 Safety Inspection Program

District of Columbia Public Schools

PROCEDURE NO.: EHS 105
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Environment Health & Safety Procedure
Variance Procedures

1.0 PURPOSE

This procedure provides a mechanism for the establishment of alternate equivalent protection practices when the implementation of established procedures either is not feasible or would create additional hazards. Variances shall be approved for specific projects or project phases only, and shall expire at the conclusion of the work for which they were approved. Long-term operational differences between various DCPS Units will not be recognized by the issuance of a "permanent variance." The affected procedure shall instead be amended to accommodate these operational differences. Key rules of this procedure include:

- Develop alternate protection procedures that provide equivalent protection to established procedures;
- Obtain required approvals using the Request for Variance form;
- Post variances and communicate them to employees; and
- Once approved and implemented, audit all variances for final approval within one week.

2.0 PROCEDURE

2.1 Variance Request/Approval

In the event that unusual circumstances make adherence to the DCPS Environmental and Safety Procedures not feasible or unsafe, the responsible Unit or project manager may develop an alternative procedure to provide equivalent protection for employees and equipment. Documentation of the need for a variance and alternate protection procedures must use or follow the format of the Request for Variance from the EHS Procedure Form. Variances will be approved only for the duration of a specific project, or until a specified expiration date is reached.

The Unit or the Project Manager initiates the process. The Environmental and Safety Unit will initially review and approve the request prior to initiating the required sequence of additional approvals. No request for variance may be implemented until appropriate approvals are obtained. Required written approvals, in order, are as follows:

1. Unit or Project Manager
2. Environmental and Safety Manager

2.2 Variance Distribution

Copies of variances will be issued to EHS procedure manual holders affected by the variance. All variances are to be placed in the manual as an attachment to this procedure until they expire or are revoked. Each variance must be placed in and become a permanent part of the project file (e.g., Project Health & Safety Plan).

2.3 Variance Audit

A copy of each variance shall be maintained at the affected work sites. Applicable variances shall be reviewed with employees during Tailgate Safety Meetings.

The Environmental and Safety Unit or designee shall audit all locations operating under a variance, within one week of variance implementation. If equivalent protection is confirmed, a copy of the variance shall be signed, as indicated, and sent to all signatories of the variance.

If the variance is found not to provide equivalent protection, the following steps shall occur:

1. Immediately notify the DCPS Environmental and Safety Manager.
2. On a top-priority basis, develop revised alternate protection procedures.
3. Follow the standard approval and audit procedure on an expedited basis.
4. If equivalent protection cannot be established via alternate procedures, the Environmental and Safety Unit shall revoke the variance, and the Project manager shall immediately implement established DCPS procedures. The DCPS Environmental and Safety Manager shall be immediately notified of this action.

District of Columbia Public Schools

PROCEDURE NO.: EHS 106
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Drug-Free Workplace Program

1.0 PURPOSE
To outline the commitment of DCPS to a drug- and alcohol-free workplace.

2.0 SCOPE
DCPS has made a firm commitment to maintain a drug-free workplace in all its operations. We do not normally require mandatory district-wide drug and alcohol testing; however, we will require specific testing when legal requirements apply (e.g., maintaining commercial driver's license, etc.). In such cases, assignment to the project is conditional upon the employee's acceptance of this Drug and Alcohol Testing Program.

A project-specific Anti-Drug and Alcohol Misuse Prevention Plan will be prepared to further our drug-free workplace commitment on those contracts and for those clients who require such a program.

To request assistance with the development of project-specific Anti-Drug and Alcohol Misuse Prevention Plan and Testing Procedures, contact the DCPS Human Resources Department.

3.0 DISTRICT POLICY

DCPS promotes a drug-free workplace. The manufacture, distribution, dispensation, possession, or use of any controlled substance is prohibited on DCPS property or wherever DCPS employees are engaged in DCPS-related activities. Violation of this policy may result in disciplinary actions up to and including termination of employment. DCPS commits to a good faith compliance with the federal regulations that address a drug-free workplace.

1. Guidelines
    (a) Employees must, as a condition of employment, adhere to the DCPS policy for maintaining a drug-free workplace by abstaining from manufacturing, distributing, dispensing, possessing, or using any controlled substance in the workplace, or of being under the influence of any controlled substance in the workplace. The employee may be required to submit to drug and alcohol testing based on contractual agreement or client request. In this case, the forms, "Employee Summary" and "Consent Form" must be completed and signed.
    (b) "Controlled substance" means any drug, the possession, use, or distribution of which is made illegal by state or federal statute. It includes, but is not limited to, marijuana, heroin, cocaine, hashish, and LSD.

(c) "Workplace" means any DCPS property or any location where employees are engaged in DCPS business or performing tasks on behalf of DCPS.

(d) Violations of this policy may result in disciplinary action up to and including termination of employment.

2. Policy Distribution
   (a) All employees will have access to the DCPS Drug-Free Workplace Policy. The Drug-Free Workplace Policy will be discussed in all employee orientations.
3. Conviction Notification
   (a) The employee must notify DCPS within five days of any criminal drug statute conviction for a violation that occurred in the workplace. The employee must notify the appropriate Supervisor and Human Resources contact.
   (b) DCPS may notify the client with whom it has contracted within 10 days after receiving notice from an employee or otherwise receiving notice.
4. Disciplinary Action/Sanctions
   (a) Employees found in violation of this policy will be:
      - subject to disciplinary actions up to and including termination of employment; and/or
      - required to satisfactorily participate in a drug abuse assistance or rehabilitation program.
5. Drug-Free Awareness Program
   (a) DCPS promotes its policy of maintaining a drug-free workplace by:
      - making available to employees information on drug counseling and rehabilitation;
      - helping employees to understand how their personal benefits package can be applied to their rehabilitation needs (e.g., medical insurance coverage, use of accrued sick leave, leaves of absence, and the Employee Assistance Program);
      - periodically distributing and posting educational information on the dangers of drugs and substance abuse in the workplace; and
      - posting the DCPS Drug-Free Workplace Policy in designated areas throughout the workplace.

For additional information, refer to the Drug -Free Workplace Policy and Employee Assistance Program Policy section in the DCPS Employee Policy and Procedures Manual.

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Modified Duty Program

PROCEDURE NO.: EHS 107
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

The purpose of this program is to provide guidelines for employees returning to work after experiencing any injury/illness (work-related and non-work-related) that does not permit them to full-fill the requirements of their job description.

2.0 SCOPE

This program applies to all employees of DCPS who are unable to perform and/or meet the requirements of their job description due to any injury or illness.

3.0 RESPONSIBILITIES

3.1 Employees

- Employees are responsible for notifying their immediate supervisor and local human resource representative of any condition that will prevent them from being able to meet the requirements of their position (job) description and/or DCPS Human Resource Policies/Procedures.
- Employees are responsible for adhering to all policies and procedures of DCPS including but not limited to the leave of absence, sick leave, Workers' Compensation, modified duty/return to work, discipline, attendance, and job performance policies. Employees terminated for misconduct or unsatisfactory performance while on modified duty will not be eligible for reinstatement at any time.
- Any employee who is on work restriction, modified duty, leave-of-absence due to illness/injury, etc. is required to report any change in their ability to fulfill their position (job)description or change in work restriction as advised by their physician to their immediate supervisor and local human resource representative as soon as reasonably possible, but no later than close of business the day after the physician visit.
- Employees must provide a new physical status form (see Attachment 1) from their treating physician at the end of each period of restriction. (For example, an employee whose treating physician imposes a one-week lifting restriction must provide a new form at the end of the one-week period.)
- An employee returning from modified duty must do so through their immediate supervisor and local human resource representative. If the modified duty was due to a work related injury/illness, the employees immediate supervisor is to ensure all documentation is copied to the EHS Coordinator. A statement from the physician specifying that the employee is released with no restrictions is required before the employee returns to full duty (no-restrictions).

- Employees who fail to comply with this modified duty program, including adhering to their physician's instructions, may lose Workers' Compensation benefits and subject to other disciplinary action as specified under the Human Resource Policies and Procedures.
- The employee is required to communicate to the treating physician that DCPS has a modified duty program.

3.2 Supervisors

- The supervisor is to ensure the employee has a position description that defines all physical, environmental and schedule (work hours) demands that will affect the employee's ability to meet their job requirements. If the employee does not have a position description the supervisor is to work with their local human resource representative to prepare one.
- If the employee's work restrictions allows them to fulfill their position description the supervisor is to:
- Review the position description with the employee.
- Discuss the work restrictions and how the employee will fulfill their position description adhering to the work restrictions.
- Issue a modified-duty-job letter that allows the employee to accept or deny the job modifications (See attachment 2).
- If the employee is not able to meet their position description the supervisor is to:
- Determine if the employee can be re-assigned to a position within DCPS that will accommodate the work restriction. Obtain assistance from human resources as necessary to assist with this assessment.
- Communicate employee status updates to the safety manager.
- Issue a modified-duty-job letter that allows the employee to accept or deny the job modifications (See attachment 2). If the work restriction is due to a work-related injury/illness the supervisor and human resource review the modified-duty-job letter with the safety manager.
- If the employee is not able to meet their position description and are not able to be re-assigned the supervisor is to:
- Coordinate with human resources to notify employee that there are required to take a leave of absence in accordance with Human Resource Policies/Procedures.
- If the work restriction is due to a work-related injury/illness the supervisor and human resource are to ensure Leave of Absence (LOA) dates are communicated to the EHS Coordinator.
- Communicate employee status updates to the safety manager.

- For WORK RELATED INJURIES/ILLNESSES the EHS Coordinator will communicate DCPS's modified duty program to treating physician.
- When possible, medical appointments should be made outside of the employee's scheduled work shifts; compensation for time missed from work will be in accordance with DCPS's standard policy regarding sick leave.
- The supervisor will communicate absences, schedule changes, and job performance to their local human resource representative as related to the work restriction.
- The employee is to be informed by their immediate supervisor, or when unavailable their local human resource representative, of DCPS's Modified Duty Program.

4.0 PROCEDURE

- Employees who are on modified duty more than 3-months are required to have a management team review (employee's supervisor, human resource representative and as necessary, safety manager) of the employees work restriction status. This review will continue once every 3 months until the employee issued a full return-to-work by treating physician.
- No employee will be allowed to return to work from an illness and/or injury without a written return return-to-work note signed by the treating physician.
- A return-to-work note will not be signed by the supervisor's manager without a physician's release to work.
- Modified hours from one to a full eight hours will be accommodated as the situation requires.

4.1 Creation of Modified Duty Jobs

Modified duty jobs are identified in the following manner.

- Managers and supervisors identify potential jobs in their department that might be candidates for modified duty applicants.
- The selected jobs are then evaluated by the employee's supervisor and human resource representative to document the physical requirements necessary to accomplish these jobs. The supervisor will include the safety manager in the review if the modification involves jobs that are potentially safety sensitive.

4.2 Audit of Program Effectiveness

This program will be evaluated by the EHS Department on a monthly basis for effectiveness using the following criteria:

- Lost time days decreasing in a year-to-year and injury-to-injury comparison.

- Restricted work days increasing as lost time days decline.
- Costs for indemnity declining in a year-to-year comparison on a per-case average.

The results of the evaluation will be shared with the EHS Department, supervisor, and division manager, along with recommendations for changes.

District of Columbia Public Schools

PROCEDURE NO.: EHS 108
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Medical Monitoring & Surveillance/Fitness for Duty Procedures

1.0 PURPOSE

All DCPS employees whose work assignments involve potential exposure to harmful agents must participate in the medical surveillance program. In addition, you may be required to participate in the medical surveillance program if you perform a task that requires an assessment for fitness for duty (e.g. lifting, climbing, etc.). The Unit Manager and DCPS Safety and Enviromental Manager will identify activities/tasks that will require fit-for-duty assessments. The program ensures that employees are physically fit to perform their assigned duties and that exposure to chemical and physical agents has not compromised their health. The DCPS medical surveillance program is designed to monitor the effectiveness of health and safety programs.

The medical surveillance program consists of the following types of examinations: baseline (initial), periodic (annual or biennial), special exposure-specific, contractual requirement, exit/termination, and fit-for-duty. In addition to ensuring the fitness of workers for demanding assignments and tracking the effects of exposure, the medical surveillance program satisfies regulatory requirements.

2.0 DEFINITIONS

Light Duty – Light duty work is defined as a temporary alternate job assignment other than the employee's normal essential duties, in response to physical activity restrictions established by the DCPS Medical Director or a designated clinical physician.

Medical Director – The Medical Director is a physician, board-certified in occupational medicine, employed by the Medical Services Contractor. The Medical Director manages the services provided by the Medical Services Contractor and provides to DCPS guidance on medical matters.

Medical Services Contractor – The Medical Services Contractor manages all occupational medical services, including medical surveillance programs, substance abuse prevention programs, and care for workers with occupational injuries or illness.

PEL – Permissible exposure limit

Physical Activity Restriction – To prevent aggravation of an existing condition, the Medical Director recommends a physical activity restriction to limit exposure to a chemical or class of chemicals (such as benzene); a physical agent (such as noise); or an activity (such as lifting more than 40 pounds).

PPE – Personal protective equipment

Safety-Critical – A task or position is designated as safety-critical when the task or position is such that incompetence would endanger the lives of others. Examples, but not a complete list, of positions that have been designated safety-critical by federal and state regulations include:

- Drivers of commercial vehicles
- Workers on pipelines carrying fuels or toxic or corrosive substances
- Operators of cranes of more than 6,000-pound capacity.

3.0 RESPONSIBILITIES

3.1 Employees – Mandatory Participation

All employees designated to participate in the medical surveillance program are required to do so as a condition of employment. Employees whose duties fall within the categories listed in Section 4.2.1 will be included in the medical surveillance program. Each employee is individually responsible for ensuring that he/she maintains a current medical clearance as required for the performance of assigned work duties.

3.2 Managers

All managers must evaluate the duties of each employee and prospective employee reporting to him or her. If the employee's position meets the criteria for required participation in the medical surveillance program (see Section 4.2), the manager is responsible for ensuring that the employee is enrolled in the program.

Candidates for positions that require medical surveillance may not be hired until they have satisfactorily completed the baseline (pre-employment) medical examination.

3.3 DCPS Environmental and Safety Unit

The and DCPS Environmental and Safety Unitr provides the following administrative activities for the medical surveillance program relative to the employees they support:

1. The primary point of contact between the employee, employee's manager and the Medical Surveillance Contractor.
2. Provides information regarding medical surveillance documentation, forms, and scheduling of services.

3. Schedule examinations with approved clinics and/or assist employees and Medical Surveillance Contractor with the scheduling process.
4. Participate in initial training and subsequent reviews and updates that will provide guidance on exam protocols.
5. Reviews employee assignments with managers in his or her line of business to ensure that all employees who should be participating in the medical surveillance program have been enrolled.

4.0 PROCEDURE

4.1 Classes of Medical Examinations

4.1.1 Baseline/Pre-Placement/Pre-Employment

The baseline medical examination is used to identify physical capabilities and medical limitations that may have an impact on the candidate's ability to perform in the position for which he/she is being considered and to provide a baseline against which periodic or project-specific monitoring can be compared. The baseline medical examination is used to determine the suitability of an existing employee for a new assignment (pre-placement) or a candidate's suitability to be hired (pre-employment).

4.1.2 Periodic/Annual/Biennial

The periodic medical examination is used to evaluate an employee's continued fitness for duty and to assess any impact occupational exposures may have on his/her health status. The periodic examination includes an update to the medical and work history, results of any occupational exposure assessments, and a detailed medical examination tailored to the job description.

The Medical Director determines the frequency of the periodic medical examinations based on regulatory requirements, the position held by the employee, and the level of exposure to physical, chemical, and biological agents.

4.1.3 Exposure/Activity/Project-Specific

The exposure-specific examination consists of medical tests to assess the impact of occupational exposures associated with a particular activity or project. The Medical Director will require an exposure-specific examination when he/she has reason to believe occupational exposures are impacting or may be impacting the health of an employee. The Medical Director will determine the frequency of the exposure-specific medical examinations

for each employee designated to participate based on sound medical practice and regulatory requirements.

4.1.4 Exit/Termination

An exit medical examination is given when an employee leaves the medical surveillance program, either because of termination of employment with DCPS or because of reassignment to a position not designated to participate in the medical surveillance program. This optional exit examination assesses any impact occupational exposures may have had on the employee's health status (see Section 4.5.1).

4.2 Participating Employees

4.2.1 Required Participation

Participation in the medical surveillance program is required for employees who are or may be:

- Exposed to substances at or above the PEL for 30 or more days per year and/or required to participate by regulatory provisions (e.g., asbestos, lead OSHA standards).
- Fit-tested for or wearing a respirator in the field
- Exposed above PELs in accidents or emergency situations
- Working on sites/projects with specific state or federal medical surveillance requirements
- Driving a commercial vehicle (see EHS 117)
- Performing safety-critical tasks
- Employees may be required to participate in a fit-for-duty examination under the following scenarios:
    - Perform extensive physical activities (e.g. bending, lifting, climbing, pulling/pushing, etc.)
    - Experience a non-work related injury or illness
    - Return work after extended absence

Those employees required to participate will be identified by the DCPS Safety Manager.

4.2.2 Employee

When designated to participate in the medical surveillance program, the employee completes and signs the following documents:

- Medical and Work History Questionnaire
- Medical records release form for medical records from previous examinations
- Medical records release authorizing DCPS to receive the results of the examination.

4.2.3 DCPS Environmental and Safety Unit

The and DCPS Environmental and Safety Unit is responsible for providing the Medical Services Contractor with the following services:

- Facilitate the management and exchange of documentation regarding the medical surveillance program between DCPS (typically employee's manager) and the Medical Services Contractor.
- Schedule the initial exam for newly hired or re-assigned employees.
- Assist employees with scheduling examinations as necessary.
- Coordinate medical surveillance program information exchange between Human Resources and the Medical Resource Contractor as necessary.
- Provide information from previous examinations that may not be readily available.

4.3 Scheduling Pre-Employment Medical Examination

4.3.1 DCPS Environmental and Safety Unit

The and DCPS Environmental and Safety Unit coordinating medical examinations will:

- Provide the candidate or Human Resource Representative with a baseline medical and work history questionnaire to include the job offer package.
- Work with the employee to identify the clinic location that is convenient for the candidate’s medical examination.
- Contact the Medical Services Contractor to obtain the name, address, telephone number, and contact person for the contract medical clinic in that geographical location.
- Coordinate the scheduling of the examination and ensure the scheduling information is provided to the Medical Services Contractor.
- Notify the employee's manager and Human Resources Representative upon receipt of the temporary medical clearance certificate.

4.3.2 Hiring Manager

The Hiring Manager/Human Resources Representative informs the candidate that the offer of employment is contingent on the candidate being physically and medically capable of

performing the duties of the position for which he/she is being hired. The Manager/Human Resources Representative may not make the final offer or allow the candidate to begin work until the medical examination is successfully completed and the medical clearance certificate has been received.

4.3.3 Unit Manager

The Unit Manager provides such assistance as is requested by the hiring manager to ensure the job description for the position being filled adequately describes the physical, chemical, and biological stresses of the position, and the PPE used or which may be used, including respiratory protection. The Unit Manager provides all necessary assistance to ensure that required and appropriate information is provided with the request and authorization for medical examination.

The Unit Manager provides assistance to the hiring manager to interpret physical activity restrictions if such restrictions are noted on the medical clearance certificate.

4.4 Scheduling Periodic and Exposure-Specific Medical Examinations

4.4.1 Medical Services Contractor

The Medical Services Contractor provides notification to the and DCPS Environmental and Safety Unit approximately 30 days before the periodic or exposure-specific medical examination is due. The Medical Services Contractor will also notify the employee 30 days before the periodic or exposure-specific medical examination is due.

The Medical Services Contractor provides notification of delinquent medical examinations to the and DCPS Environmental and Safety Unit, which ensures the notification of examination due is forwarded to the employee.

4.4.2 Unit Manager

The Unit Manager arranges work assignments so that the employee is available to take the medical examination before the medical clearance certificate expires. In the event that an employee has not completed the medical examination before the medical clearance certificate expires, the manager removes the employee from the work assignment.

The Unit Manager ensures that all relevant exposure assessments have been appropriately annotated to show the applicability to the employee and forwarded to the Medical Services

Contractor. The EHS Manager also ensures employees on the delinquent medical examination list have been removed from designated assignments.

4.5 Scheduling Exit Medical Examinations

4.5.1 Human Resources Representative

Upon notification of termination or impending termination, the employee's manager working with the Human Resources Representative notifies the and DCPS Environmental and Safety Unit to arrange for exit medical examination. If the employee declines the opportunity to take the exit examination the and DCPS Environmental and Safety Manager Unit will send a waiver on behalf of the employee's manager. Once the employee signs the waiver the and DCPS Environmental and Safety Unit will place the original in the employee's EHS and file and copy the Medical Services Contractor.

4.5.2 Unit Manager

Upon notification of termination or reassignment, the Unit Manager contacts the Human Resources Representative.

The manager releases the terminating or reassigned employee from duties as necessary to complete the exit medical examination.

4.6 Medical Records

Medical records must be preserved and protected in accordance with 29 CFR 1910.20 (f) for the duration of employment plus 30 years. Medical records contain information that is protected by the Privacy Act. To meet the obligations of preserving the medical records and protecting the information they contain, DCPS has arranged for the Medical Services Contractor to manage the medical records.

4.6.1 Access to Records

An employee or designated representative may request to review his/her medical and exposure records. Such a request must be in writing, include the employee's Social Security number, and be signed and dated. The DCPS Environmental and Safety Unit will forward the request to the Medical Services Contractor, who will provide the employee with a copy of the medical record.

The Medical Services Contractor will supply the copy within 15 days after the request has been submitted by the employee or designated representative.

4.6.2 Quality Control and Quality Assurance

The Medical Services Contractor performs quality control checks on all medical records to ensure examining physicians appropriately record the findings of the examination and tests.

The Director has access to all medical records to perform quality assurance checks to ensure proper recording and preservation.

4.7 Reports

4.7.1 Report of Examination

The Medical Services Contractor provides the employee with a confidential report of findings of the examination and a medical clearance certificate. DCPS requires the employee to preserve the medical clearance certificate in a safe place and provide copies of it to project managers and clients.

The Medical Services Contractor provides the and DCPS Environmental and Safety Unit with a copy of the medical clearance certificate.

4.7.2 Examinations Due Report

The Medical Services Contractor produces a list by organization code of employees due to be examined 30 days before the expiration of their medical clearance certificate. This list is provided to and DCPS Environmental and Safety Unit. The DCPS Environmental and Safety Unit ensures each manager is notified of the employees in his/her charge who are due examinations so they may be scheduled appropriately.

The Medical Services Contractor notifies each employee by letter or fax to the office of record 60 to 30 days before the periodic or exposure-specific medical examination is due.

4.7.3 Delinquent Examinations Report

The Medical Services Contractor distributes a report of delinquent medical examinations to the DCPS Environmental and Safety Unit.

When an employee's name appears on the delinquent examination report for two consecutive months, the DCPS Environmental and Safety Unit must notify the Unit Manager for resolution.

4.7.4 Physical Activity Restriction Report

The DCPS Environmental and Safety Unit maintains a list of employees who have physical activity restrictions. The DCPS Environmental and Safety Unit provides each manager in his/her area of responsibility with a list of the employees with physical activity restrictions who are assigned to their project/location.

The DCPS Environmental and Safety Unit audits locations and projects periodically to ensure employees with physical activity restrictions are not exceeding their limitations. Evidence of an employee exceeding his/her physical activity restriction is brought to the attention of the employee's manager/ supervisor for resolution.

4.7.5 Annual Reports

The Medical Services Contractor provides annual reports of utilization, medical trends, and statistical analyses. These reports are prepared to improve the service, reverse unfavorable trends, and reduce the cost of the medical surveillance program.

5.0 REFERENCES

EHS 117 Commercial Vehicle Program

PROCEDURE NO.: EHS 109
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Hearing Conservation Program Procedures

1.0 PURPOSE

To establish a standard set of procedures to ensure personal noise exposure remains within acceptable limits. Additionally, to establish the requirements of an acceptable hearing conservation program in accordance with 29 CFR 1910.95.

2.0 SCOPE

This procedure applies to all locations/facilities/projects where employee noise exposure may equal or exceed 50 percent of the allowable noise dose or Permissible Exposure Limit (PEL). Table 1 provides information relative to the current PEL for noise exposure expressed as a time-weighted average.

Table 1
Permissible Exposure Level

SOUND LEVEL (dB A)	TIME (hours)
85	16
90	8
95	4
100	2
105	1
110	0.5
115	0.25

Table 2 provides information relative to the Action Level (or 50 percent allowable noise dose) expressed as a time-weighted average. The action levels outlined in the table below, and PELs described in Table 1, are calculated without regard to the protection afforded by the use of hearing protectors.

Table 2
Action Levels for Hearing Conservation Program

SOUND LEVEL (dB A)	TIME (hours)
85	8
90	4
95	2
100	1
105	0.5

110	0.25
115	0.125

3.0 RESPONSIBILITIES

3.1 Project/Facility Manager

- The implementation and oversight of this program.
- Ensuring that the facility Program Coordinator, supervisors, and employees are meeting their obligations outlined in the facility Hearing Conservation plan.
- Implementing engineering controls to reduce noise levels when such measures are considered feasible and required by regulation.

3.2 Facility Program Coordinator

- Ensuring that noise monitoring is performed in all areas of the facility where a potential noise hazard exists.
- Ensuring that a noise survey is conducted when a change in equipment, procedures or personnel may increase employee exposure to noise.
- Informing employees of noise monitoring results when full-shift noise exposure is at or above the action level.
- Designating areas and tasks where employees' exposure is at or above the action level
- Notifying employees of local hearing protection requirements
- Placing warning signs in areas where sound levels would require the use of hearing protectors.
- Purchasing, monitoring and replenishing supply of hearing protection devices for employees.
- Ensuring individuals included in the program receive training and that the training meets the criteria outlined in this program
- Investigating and implementing corrective action to all reports of non-conformance with this procedure including reports of standard threshold shifts or employees' failure to wear hearing protectors in designated areas.

3.3 Supervisors

- Maintaining an awareness of the noise levels in work areas for which s/he is responsible.

- Requesting a noise survey be conducted when a change in equipment, procedures or personnel may increase employee exposure to noise.
- Ensuring that all employees are aware of the requirements for hearing protection for any designated area or task
- Enforcing the use of hearing protection by employees in designated areas and for designated tasks.

3.3 Employees

- Complying with the requirements of the Hearing Conservation program
- Inspecting and maintains hearing protection devices
- Wearing hearing protection devices in designated areas or for designated tasks.
- Reporting any suspected change in noise levels of work area to supervisor.
- Reporting any signs or symptoms experienced that could be the result of overexposure to noise to supervisor
- Participating in audiometric testing and hearing protection training when required.

4.0 PROCEDURE

Any facility/project where an employee may be exposed to noise at or above an action level, as defined in section 2.0 of this procedure, shall develop a written hearing conservation program that meets the requirements of this general program and all applicable state-specific regulations.

4.1 Audiometric Testing

- All DCPS personnel with potential exposure greater than the action level (noise dose equivalent to an 8-hour, time-weighted average noise exposure at or above 85-dBA) will be enrolled in the DCPS medical surveillance program and undergo a baseline audiogram in accordance with current program requirements. Thereafter, annual audiograms will be compared with the baseline exam.
- All personnel enrolled in the audiometric testing portion of the DCPS medical surveillance program shall be identified on the “Listing of Personnel Included in the Hearing Conservation Program."
- When a Standard Threshold Shift (STS) is noted between the last valid baseline and the annual audiogram, the following steps will be taken:

(a) A retest will be conducted within 30 days to confirm the STS. The employee will not be exposed to workplace/hobby noise for 14 hours or will be provided with adequate hearing protection prior to testing.

(b) If the STS persists, ear protection will be upgraded to one with a greater Noise Reduction Rating (NRR). The minimum NRR will be 26 dBA.

(c) The employee will be counseled, and DCPS will obtain information regarding the employee's possible noise exposure away from the workplace or existing ear pathology.

(d) Qualified medical personnel will review the audiograms. This group will determine the need for a medical referral.

(e) The employee will be notified in writing by either the EHS Department or DCPS medical provider of the STS, within 21 days of determination, as required by OSHA.

(f) The employee's supervisor will be notified of the shift in hearing threshold.

(g) If the employee who has experienced an STS is exposed to 85 dBA for 8 hours or 80 dBA for 12 hours, mandatory use of ear protection is required.

(h) Temporary employees will receive audiograms during their exit physicals if they have worked around heavy equipment or have received an exposure to noise levels in excess of 85 dBAs.

4.2 Monitoring of Noise Levels

DCPS will periodically monitor personal and area noise levels using noise dosimetry and/or sound level meters. The monitoring will be conducted under the following schedule:

- Initially - For all areas/tasks where preliminary noise measurements indicate that noise levels exceed 85 dBA for at least part of the work shift.
- As needed - For all areas/tasks with documented noise hazards that have undergone changes (e.g., addition of equipment, increase in production, etc…) that may have increased employee noise exposure.
- Annually - For all areas/tasks where full-shift noise exposures are within 3dBA of the action level.

Following any monitoring noted above, a map of the facility denoting areas subject to the hearing conservation program shall be posted. Additionally, a list of monitoring results for all areas/facilities/rooms shall be posted.

4.3 Hearing Protectors

Selection of appropriate hearing protectors must be based on actual or anticipated exposure levels. At a minimum, hearing protectors must provide a level of protection that brings actual or anticipated exposure below the PEL established for the time period shown in the table above. Additional information relative to hearing protector use is as follows:

- Hearing protection will be mandatory for all employees exposed above a sound level for any period of time in excess of that listed in the table above.
- Hearing protection will be mandatory for all employees working in any area that has not been evaluated for noise exposure and the ambient noise level in the area is such that you must raise your voice to have a normal conversation with someone less than 5 feet from you.
- Hearing protection will be mandatory for all employees exposed to 85 dBA for 8 hours and 80 dBA for 12 hours.
- Hearing protection will be mandatory for all employees who work on or near heavy equipment unless personal dosimetry or other techniques have been used to document actual exposure.
- Hearing protectors will be made available to all employees exposed to 85 dBA for 8 hours or more.
- Hearing protection will be mandatory for all employees exposed to 85 dBA for any period of time and who have experienced an STS.
- The EHS Department will approve all hearing protection. All employees will be trained in the proper use, care, and maintenance of the protectors.

5.0 RETENTION OF RECORDS

- Noise exposure measurement records will be retained for three years at the project/facility.
- Audiometer test records will be retained for the duration of employment, plus 40 years.
- Annual employee training session documentation will be retained for the duration of employment.

6.0 TRAINING

- All employees with potential exposure above the action levels established in section 2.0 of this procedure, or who otherwise utilize any type of hearing protector, will be listed on the “Listing of Employees Included in the Hearing Conservation Program” and participate in an annual training program.

- The training program will include a discussion of the following:
    (a) The effects of noise on hearing, recognizing hazardous noise and symptoms of overexposure to hazardous noise
    (b) When and/or where hearing protectors are required to be worn
    (c) The purpose of hearing protectors
    (d) The advantages, disadvantages, and effectiveness of various types of protectors
    (e) Instructions on how to select, use, fit and care for hearing protectors
    (f) The purpose of audiometric testing, including an explanation of the test procedures
    (g) Hearing Conservation Program requirements and responsibilities
    (h) Hearing Protection Training is conducted annually for all affected employees, or more frequently for employees who do not properly use hearing protectors or otherwise fail to comply with this policy.

7.0 REFERENCES

EHS 108 – Medical Monitoring and Surveillance/Fitness for Duty
EHS 113 – Personal Protective Equipment

District of Columbia Public Schools

PROCEDURE NO.: EHS 110
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Fetal Protection General Facts

1.0 PURPOSE

DCPS is committed to operate in a manner that will protect the health and safety of our employees. This procedure defines the temporary work restrictions that may apply for pregnant workers in order to ensure the protection of the fetus. It is DCPS' policy to abide by the instructions of the expectant mother's attending physician.

2.0 RESPONSIBILITIES

The DCPS Environmental and Safety Unit will modify work restrictions based on additional medical information provided by the affected employee's obstetrician.

2.1 Pregnant Employee

The pregnant employee is responsible for:

- At the employee's discretion, notifying Human Resources as soon as possible upon learning she is pregnant;
- Providing her obstetrician with a copy of her job description to assist in obtaining recommendations for job-related restrictions;
- Periodically reviewing these job requirements with her obstetrician to determine whether additional restrictions are needed as the pregnancy progresses;
- Discussing these temporary work duty restrictions with her supervisor and Human Resources representative; and
- Observing good work practices and personal hygiene during work activities.

3.0 REFERENCES

EHS 107 – Modified Duty

Environmental, Health & Safety Policy Statement Procedures
Respiratory Protection Program

PROCEDURE NO.: EHS 112
CREATION DATE: June 2007
REVISION DATE: _____

1.0 SUMMARY

Respiratory protection is used to prevent exposure to hazardous airborne contaminants or to supply breathing air in oxygen deficient atmospheres. The Respiratory Protection Program (RPP) established in this Procedure complies with the requirements in 29 CFR 1910.134, and describes the requirements for respirator selection and issue, medical surveillance needs, respirator use, cleaning, maintenance, storage, inspection, and fit testing. Project/location/facility specific requirements for use of respiratory protection will be specified through the development of site specific respiratory protection programs developed in accordance with this general program.

2.0 SELECTION OF RESPIRATORY PROTECTION

Operational safety documentation (e.g., Health and Safety Plans [HASPs], permit-required confined-space entry procedures, Task Hazard Analyses, etc.) must be utilized to specify respiratory protection requirements.

Selection of the specific type of respiratory protective equipment, including appropriate cartridges/canisters for air-purifying respirators, must be approved by either the DCPS Environmental and Safety Unit or other safety professional approved by the DCPS Environmental and Safety Unit. Actual selection of this equipment will be performed in compliance with 29 CFR1910.134 or applicable state-plan standards.

In general, the selection of equipment will take into consideration the following variables:

1. Nature of respiratory hazard. Consideration must be given to the specific nature of the respiratory hazard, including:
    (a) Contaminant concentration. If the airborne contaminants concentrations are unknown, air purifying respirators are NOT approved. Air purifying devices are approved for use in atmospheres containing specific contaminants at levels up to specifically designated concentrations.
    (b) Physical and chemical properties of the contaminant(s). If the contaminant or mixture exists in different physical states (gas, vapor, mist, dust, fume), the respirator must provide protection for all forms. An air purifying device may require a chemical sorbent and particulate filter for adequate protection. The presence of two or more incompatible contaminants that might react in the cartridges or canisters would exclude the use of air purifying devices.
    (c) Warning properties. Air purifying respirators are approved only for contaminants that have "adequate warning properties" to warn the respirator

user when breakthrough or facepiece leakage occurs. A substance is considered to have adequate warning properties when:

(d) Its odor, taste, or irritant effects are detectable and persistent at concentrations below the safe exposure level.

- Its odor or irritation threshold is less than 3 times the safe exposure level, but no ceiling limits exist, and no serious or irreversible health effects occur within the concentration range.
- Oxygen deficient atmospheres and IDLH concentrations. Air purifying devices will not provide protection for oxygen deficient environments (less than 19.5 percent oxygen) or IDLH concentrations. Only SCBA or approved air supplied units are approved for this use.

2. Characteristics of hazardous operation or process. Consideration must be given to the specific nature of the hazardous operation or process, including:
   (a) Location of the process or operation with respect to a safe area having respirable air.
   (b) The activity of the workers in the hazardous area (for example, whether the worker is in the area continuously or intermittently during the work shift and whether the workload is light, medium, or heavy).
   (c) Contributory or intermittent operations, such as periodic maintenance to process vessels, sampling of containerized waste, addition of treatment chemicals, etc., that could alter contaminant generation rates.
   (d) Modification of the operation or process (both authorized and unauthorized changes) that could change the respirator requirements.
   (e) Relative humidity greater than 65 percent may exclude the use of air purifying respirators.

3.0 GENERAL REQUIREMENTS

3.1 Medical and Physical Requirements

Employees required to utilize respiratory protection shall be medically evaluated to ensure that they are able to wear respirators. Medical surveillance for respiratory protection shall be performed on an annual basis as part of the DCPS employee medical surveillance program. A written evaluation on each employee's ability to wear respirators, and limitations, if any shall be available at the project/facility/location as part of the site specific RPP.

3.2 Respirator Use

To provide protection from inhalation of airborne contaminants, respirators must be properly used. The following use requirements shall be adhered to at all times:

1. Respiratory protection utilized to prevent exposures to toxic chemicals must only be used when accepted engineering controls are not feasible. Administrative controls (i.e., worker rotation) are not considered an accepted control measure to reduce exposures.
2. In areas where an employee, because of a failure of a respirator, could be overcome by a toxic or oxygen deficient atmosphere, at least one additional person shall be present. Communications (voice, visual, or signal line) shall be maintained between all individuals present. Planning shall be such that one individual will be unaffected by any likely incident and he/she will have the necessary rescue equipment to assist the others in case of emergency.
3. The actual use of all respiratory protective equipment shall conform to the manufacturer's operating instructions and training provided to the employee. A copy of all operating instructions for each type of equipment shall be maintained at the facility/office/project and be able to be reviewed by any employee required to use the equipment.
4. All parts supplied with the respirator (including the air hose that connects to the respirator) are specifically approved as a unit. Removal or interchanging of different parts voids the National Institute of Occupational Health (NIOSH)/Mine Safety and Health Administration (MSHA) approval. Under no circumstances shall respirators be modified to void the approval.
5. Only the employee to whom a respirator was issued, and who has been fit tested, shall use each respirator.
6. Only employees who have been trained, fit tested, and medically qualified in accordance with the provisions of this RPP shall wear respirators.
7. Negative pressure respirators shall not be worn where conditions prevent a good seal. This includes:
    (a) Where facial hair interferes with the seal and/or operation of the respirator. Employee's face must be clean-shaven prior to donning the respirator for use or fit testing. Beards, stubble beard growth, sideburns, goatees, handlebar mustaches, and similar facial hair features are not permitted to cross the respirator-sealing surface.
    (b) Scars that may cause leakage between the face and facepiece.
    (c) Glasses with temples, since the temples will pass between the face and face piece. Spectacle kits will be provided for wearers of prescription lenses, or the use of contact lenses is acceptable inside full-face masks.

(d) Any other condition that prevents a good seal, such as donning a respirator after putting on a hood, and the hood protrudes into the sealing area. Any type of apparel that interferes with a satisfactory fit shall be altered or removed.

8. Employees shall not wear personally owned respirators when performing work.
9. Personnel shall inspect the respirator prior to each use to ensure that it is not defective.
10. Areas where respirators must be worn shall be posted indicating respirators are required so that inadvertent entry by unprotected personnel will be prevented.
11. Respirators shall be cleaned and stored after each use in accordance with this RPP. In order to accomplish this task, a respirator cleaning station will be set up in a location designated in the site specific RPP. This station may include the following items to assist in the cleaning process: respirator wipes, buckets, brushes, water, respirator cleaning soap/disinfectant, and drying area.
12. Respirators shall be stored in a plastic, re-sealable bag when not in use.
13. Respirators shall be stored in such a way as to prevent face piece distortion, and protect it from crushing and scratching.

3.4 Inspection of Respiratory Protection Equipment

A respirator must be inspected prior to each use to ensure that it is operational and without defect. The following items must be inspected during each pre-use inspection:

1. Check the overall mask shape to ensure that the respirator has not been deformed.
2. Check the straps to ensure they have maintained their elasticity, and that the clips are operational.
3. If feasible, remove the cover to the exhalation valve (typically located on the bottom outside of the respirator), pull the exhalation valve away from the seat (to ensure it is not stuck), and check for tears or improper seating (from particulate interference or change in shape of the valve). Place the exhalation valve cover back on.
4. For full-face respirators, check the lens to ensure that it is not scratched or clouded to prevent proper vision during wearing.
5. Turn the respirator over. Check the outside sealing area of the respirator to ensure there are no cracks, and that the respirator has maintained its shape.
6. APRs - Remove each cartridge, and remove the gasket (if so equipped). Check both sides of each cartridge gasket to ensure that there are no cracks or indentations that would cause a leakage point.

7. APRs - Check the underside of each cartridge to ensure that the elevated portion that seals on the gasket (or face piece if there is no gasket) is not dented, which would allow leakage.
8. APRs - Replace old/used cartridges with new the cartridges.
9. APRs - Look inside the respirator and find the inhalation valves (one per cartridge). Check to make sure they are not stuck, and that they lay properly.
10. SARs - Check all hoses for kinks and holes.
11. SARs – Examine the regulator to ensure it is operational.

If during the inspection a defect is found, the respirator MUST be placed out of service in accordance with established project/facility/location procedures. Obtain a new one. Go through the inspection procedure for the new respirator.

3.5 Respirator Cleaning and Maintenance

Respirators shall be cleaned after each use. Use a cleaner/disinfectant that is made for respirator cleaning. Under no circumstances should any alcohol-containing cleaner be used. After cleaning, store the respirator in a clean Zip-loc® bag (or equivalent), ensuring nothing is stored on top of the respirator, which could crush or damage it. When storing rubber full-face respirators, do not pull the head strap over the lens, as the antioxidant in the rubber can damage the lens.

The only on-site maintenance allowed for respirators is the changing of cartridges, and inspection of the respirator for defects, and cleaning. Only personnel specifically trained by the manufacturer can perform replacement of respirator parts.

Requirements for replacement of cartridges must be specified in the site specific RPP.

3.6 Training

Each respirator wearer shall be provided formal training prior to being required to use respiratory protective equipment. Employees who have not had formal respirator training within the previous 12 months shall be provided with refresher training prior to utilizing respiratory protective equipment.

Training will normally be provided in two distinct steps: General and Site Specific. The General Training will include:

1. The provisions of this procedure.
2. Employee responsibilities within the respirator program.
3. Respirator selection criteria.

4. Respirator issue procedures.
5. Inspection of respirators.
6. Cleaning/maintenance.
7. Discussions of the types of jobs that personnel may perform that require respirators, the hazards for which respirators would be required, and the typical types of respirators.

The Site Specific training will include:

1. Provisions of the site specific RPP
2. Specific use, care, maintenance and storage procedures
3. Opportunity to handle and use the required respiratory protective equipment in a safe environment.
4. Specific communication and emergency provisions

4.0 AIR PURIFYING RESPIRATORS

The following requirements shall apply to all use of air purifying respirators by DCPS personnel:

1. Only full-face, negative pressure air purifying respirators are acceptable for use unless specific authorization is provided by the EHS Department.
2. It is critical that air-purifying respirators have the appropriate cartridges attached for the contaminant(s) of concern; otherwise, the respirator will not protect the employee.
3. When using air-purifying respirators with chemical cartridges, if an odor is noted, or if irritation results, exit the work area and replace the cartridges.
4. When using air-purifying respirators with particulate filters, replace the filters when breathing becomes difficult.
5. Chemical cartridges shall not be used after the manufacturer's expiration date.
6. Chemical cartridges shall be discarded per the requirements of the approved site specific RPP.
7. Assigned protection factors for the various styles of air purifying respirator are:
    (a) Half-face APR - 10
    (b) Full-face APR – 50
    (c) Powered APR (hood or similar flow-through system) - 25
    (d) Powered APR (full-face mask) – 1000

4.1 Training and Fit Testing

During initial respirator training, users of APRs shall be taught the following prior to the issuance of respirators:

1. Cartridge selection criteria
2. Respirator and cartridge limitations
3. Respirator use procedures
4. Cartridge change-out frequencies and indications

Personnel shall also be fit tested at least annually to determine the manufacturer, model, and size of respirator that best fits. The fit testing shall be accomplished using one of the three accepted qualitative fit test methods (quantitative fit testing may be performed; however, accepted protection factors of respirators will be based solely on qualitative factors specified in the regulation):

1. Irritant smoke.
2. Isoamyl acetate.
3. Bitrex.

Fit testing will be conducted only by personnel trained in fit testing procedures by the EHS Department (or approved alternate) using the DCPS Fit Test Form in accordance with the DCPS Accepted Fit Test Procedures.

4.2 Donning/Doffing of APRs

Respirators will provide adequate protection only if properly donned. The following are the donning procedures for most air-purifying respirators:

1. Place the neck straps around the neck and snap together. Make sure the straps are straight.
2. Grab the head straps, and pull up and over the head. Snap together around the crown of the head (over the ears).
3. Position the respirator on the face; pull the adjustment straps to secure the respirator in the proper location. Do not over tighten.
4. Perform a positive and negative pressure check:
    (a) Positive pressure check: Place the palm of your hand lightly over the exhalation valve cover. Lightly exhale. The respirator should lightly push away from your face, with no outward leakage noted between the face and face piece.

(b) Negative pressure check: Place you hands lightly over the cartridges (or end of the hose) to cover the air holes. Inhale and hold your breath. The respirator should lightly collapse on your face, with no inward leakage noted between the face and face piece.

5.0 SUPPLIED AIR RESPIRATORY PROTECTION

The following requirements shall apply to all use of supplied air respiratory protection by DCPS personnel:

1. Assigned protection factors for the various styles of supplied air respirator systems are:
   (a) Airline system w/full-face mask (demand mode) - 50
   (b) Airline system w/full-face mask (pressure demand mode) – 1,000
   (c) SCBA system w/full-face mask (demand mode) - 50
   (d) SCBA system w/full-face mask (pressure demand mode) – 10,000
2. Airline respirators will not be used with more than 300 feet of airline hose from the respirator to the air source.
3. Airline respirators and SCBAs shall be used only with air that meets the minimum requirement for Grade D air, as specified by the Compressed Gas Association. These requirements are:
   (a) Oxygen content of 19.5-23.5%.
   (b) Hydrocarbon (condensed) content of no more than 5 milligrams per cubic meter.
   (c) Carbon monoxide (CO) content of no more than 10 ppm.
   (d) Carbon dioxide content of no more than 1,000 ppm.
   (e) No noticeable odor.
   (f) Declared free of toxic substances
4. A certificate confirming these requirements will accompany each shipment of Grade D air.

5.1 Self-Contained Breathing Apparatus (SCBAs)

SCBA are to be used whenever Level A or B protection is required, whenever the site health and safety officer requires their use, or whenever the hazards of a situation cannot be assessed prior to entry. Exceptions based upon site conditions may be granted where the site safety officer has approved an airline respirator with escape pack system.

1. Only SCBA operating in the positive pressure (pressure demand) mode will be used.

2. Persons will not be assigned tasks requiring the use of an SCBA unless it has been determined that they are physically able to perform the work while wearing the SCBA. A physician with sufficient knowledge of respiratory protection will determine what health and physical conditions are pertinent. The medical status of persons assigned to use SCBA will be reviewed annually.
3. No individual will use an SCBA until training on the use, care and limitations of the SCBA has been received. Such training will be received at least annually.
4. If SCBA are used for entry into IDLH contact the EHS Department for additional guidance.
5. SCBAs are not to be used if the tank is not fully charged or if any other condition exists which could cause failure of the unit during use.
6. When using an SCBA, users will leave the work area promptly when the low air pressure alarm signal sounds.
7. Individuals are not to make repairs or modifications to an SCBA unless specifically authorized by the manufacturer of the unit and the site safety officer.

The Site Safety Officer is responsible to ensure that site personnel using the equipment maintain each SCBA in a ready for use state at all times. This includes performing the monthly inspections and inspecting, sanitizing, and refilling or replacing the air tanks after each use.

Monthly inspections are to include checks on tightness of connections and the condition of the headbands, valves, and connecting tubes. Rubber parts are to be inspected for pliability and deterioration. The air tank must be fully charged and the hydrostatic test certification must be up-to-date (within 3 years for a composite cylinder, 5 years for a steel cylinder). Regulator and warning devices must function properly. A record of inspection dates is to be maintained on the Monthly SCBA Check Form, which will be maintained on the SCBA or in its storage container. The inspection checklists are to be kept with the SCBA for reference. Any deficiency noted during inspection requires removing the SCBA from service until the condition is corrected. The SCBA and the storage case must be clearly marked or tagged "OUT OF SERVICE."

5.2 Compressed Gas Safety

Supplied air respiratory protection systems will utilize compressed gas as a breathing air source. Gas will be stored in various size cylinders, and provided for use with a regulator/cascade system. The improper use, storage, and maintenance of compressed gas can result in injury. The following procedures will apply to all compressed gas use during project activities:

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Compressed Gas Cylinders: The following requirements will be observed when handling, casing, or storing compressed gas cylinders:

1. Compressed gas cylinders shall be equipped with connections complying with ANSI B57.1-1965, "Compressed Gas Cylinder Valve Outlet and Inlet Connections."
2. Compressed gas cylinders shall be legibly marked for the purpose of identifying the gas content with either the chemical or trade name of the gas. Such marking shall be by means of stenciling, stamping, or labeling and shall not be readily removable. The markings shall be located on the shoulder of the cylinder.
3. Cylinders of compressed gas shall be stored in areas where they are protected from external heat sources such as flame, intense radiant heat, electric arc, or high-temperature steam lines.
4. Compressed gas cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials. Assigned storage spaces shall be located where passing or falling objects will not damage cylinders.
5. Compressed gas cylinders shall be transported in a manner to prevent them from creating hazard by tipping, falling or rolling.
6. All cylinders shall be equipped with valve protection devices when the cylinders are not in use or connected for use.
7. Suitable trucks to which they are securely fastened shall convey compressed gas cylinders in portable service; and all gas cylinders in service shall be securely held in a rack or secured to rigid structures so they will not fall or be knocked over.
8. Valve protection devices shall not be used for lifting cylinders. Cylinder valves shall be closed before moving cylinders.
9. Cylinder valves shall be closed when work is finished.
10. Cylinders shall never be used as rollers or supports for moving other equipment.
11. Cylinders will be inspected and maintained properly.

Pressure Regulators: Use of pressure regulators will be in accordance with the following:

1. Regulators or automatic reducing valves shall be used only for the gas and at the pressure for which they are intended. Defective fuel gas pressure regulators shall not be used.
2. Gauges on oxygen regulators shall be marked "USE NO OIL."
3. Before connecting a regulator to a cylinder valve, the valve shall be tested by being opened slightly and closed immediately. The valve shall be opened while standing to one side of the outlet.
4. Before a regulator is removed from a cylinder, the cylinder valve shall be closed and the gas released from the regulator.

5. If cylinders are found to have leaky valves or fittings that cannot be stopped by closing the valve, the cylinder shall be taken outdoors away from ignition sources and slowly emptied.

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Environmental, Health & Safety Policy Statement Procedures
Personal Protective Equipment (PPE) Procedures

1.0 PURPOSE

Personal protective equipment (PPE) is specifically designed to protect select parts of the body from chemical, physical and biological hazards. Types of PPE include, but are not limited to, hard hats, safety glasses, safety shoes, full body harnesses, and coated coveralls. This written program, along with site-specific hazard analyses, will provide the requirements for the selection, use and maintenance of personal protective equipment to comply with the provisions of 29 CFR 1910, Subpart I.

2.0 SCOPE

A hazard assessment must be conducted for each task being performed for the purpose of identifying the potential hazards and selecting appropriate personal protective equipment based on the identified hazards. A written certification must be in place verifying that the hazard assessment has been performed. Other formats, such as formal project-specific Health and Safety Plans (HASPs) and Task Hazard Analyses (THAs), can also be used when approved by the business unit EHS Manager. All PPE Hazard Assessments must be reviewed annually (at a minimum) to ensure proper PPE has been identified, selected, and issued according to the identified hazards.

3.0 PROCEDURE

3.1 Hierarchy of Controls

Engineering controls are used to eliminate, stop, contain, or capture a hazard at the source or intercept it along its path to the worker. When feasible, these controls are preferred to administrative controls or the use of PPE. Administrative controls are measures to limit the duration of exposure to the hazard. With the exception of administrative controls to prevent heat-, cold-, or radiation- related exposures, the use of administrative controls requires the approval of the EHS Department.

3.2 General Requirements

1. DCPS will provide suitable PPE as required for the nature of the job being performed, such as, but not limited to, steel-toe (or tech-toe if approved by EHS Manager) boots, chemical protective clothing, respirators, eye and face protection, hardhats, and gloves.
2. Employees will use all required PPE as outlined in project-specific HASPs, THAs and/or PPE Hazard Assessments, or business unit (e.g. NACO) PPE policy.

3. All PPE will meet all applicable current OSHA, MSHA, ANSI and NIOSH standards for the particular equipment.

3.3 Minimum PPE Requirements

The following minimum requirements are mandatory as a condition of working at DCPS-controlled field projects, construction projects, and operating facilities, unless the activity is being conducted within a field trailer or facility control room and the project has established these locations as "office-like" areas. Minimum PPE requirements include:

1. Hardhats
2. Safety glasses (ANSI Z-87 w/sideshields)
3. Safety-toe boots or shoes
4. A sleeved work shirt is required to cover the upper torso, if required by the client or hazard
5. Full-length trousers (shorts are prohibited)
6. High-visibility vests – when working around heavy/mobile equipment, moving vehicles, or as required by the DSM/client. See Section 3.12 for additional information.

3.4 Hazard Assessment

1. A PPE hazard assessment of the workplace will be conducted to identify the need and type(s) of PPE to be utilized. This hazard assessment will be performed as part of the initial development of project and site health and safety plans.
2. The workplace hazard assessment must be in written form.

3.5 PPE Training

1. In accordance with EHS 114 - Safety Training Programs, employees will receive training on the proper use, inspection, and maintenance of PPE prior to being required to utilize any assigned equipment. The training will include:
   (a) Discussion of when and what PPE is required
   (b) How to properly don, doff, adjust, and wear PPE
   (c) Limitations of the PPE
   (d) Decontamination procedures
   (e) Proper care, maintenance, useful life, and disposal of the PPE
2. Employee training must be verified by a written certification. The certification must include the names of the employees trained, signature of instructor and participants,

and the date of training. It must also be identified as a certification of training on the use of PPE.

3. Training documentation may include completion of Tailgate Safety Briefings with specific emphasis on PPE use and selection requirements.
4. Training will be repeated whenever the workplace hazards change, specified PPE changes, or when incorrect or incomplete use of PPE is observed, or as required by the re-training frequency.

3.6 Eye and Face Protection

3.6.1 Basic Eye Protection

Eye and face protection prevents injuries due to particulates, splashing, flying objects and certain forms of ultraviolet radiation. Forms of eye protection include safety glasses, coverall goggles (both chipping and chemical splash), face shields, welding goggles and welding shields. Contact lenses do not meet the requirements of eye protection. All eye and face protection shall comply with the provisions of ANSI standard Z87.1 as follows:

1. Eye and face protection purchased prior to July 5, 1994 must comply with Z87.1, 1968;
2. Eye and face protection purchased after July 5, 1994 must comply with Z87.1, 1989.

All non-prescription safety glasses, goggles, and face shields shall be provided at no cost to the employee. Prescription safety glasses are provided at no charge (up to a predetermined amount) through the DCPS prescription safety glasses program.

The following are the general use requirements for eye and face protection:

1. Employees who wear prescription lenses shall either obtain prescription safety glasses with side shields, or goggles that completely cover the employees' prescription lenses without disturbing the spectacle adjustment.
2. Face and eye protection shall be comfortable and of the proper size to fit the employee.
3. All equipment shall be kept clean and in good repair by the employee. If the equipment cannot be cleaned (i.e. dried paint), or is damaged, it must be properly discarded and new equipment shall be obtained.
4. Equipment (except prescription glasses) can be used by different employees, as long as the equipment has been cleaned and disinfected between use by each person.
5. Safety glasses shall be worn under welding shields.

6. Prescription safety glasses shall be replaced as necessary (i.e. damaged, change in prescription, lost). The employee will discuss replacement of safety glasses with his/her supervisor.
7. Selection of eye and face protection shall be in accordance with Table 1 and 2 located at the end of this written program.
8. Selection of proper shade number or filter lenses for welding operations shall be in accordance with Table 3 located at the end of this written program.
9. Work around lasers is not anticipated.

3.6.2 Contact Lenses

Wearing contact lenses is prohibited at worksites where the possibility of particles and chemicals getting behind the contact lens exist. Contact lenses do not provide eye protection; contact lens wearers must use the same additional eye protection as non-lens wearers.

3.6.3 Chemical (Splash-Proof) Goggles

Chemical goggles will be used as follows:

1. Approved chemical mono-goggles will be provided to ensure protection from the hazards associated with handling or dispensing liquid chemicals.
2. The appropriate Material Safety Data Sheets (MSDS) will provide specific information for the use of chemical goggles. The MSDSs can be obtained in accordance with EHS 115 Hazard Communications Program.
3. Basic eye protection and chemical goggles (with the exception of prescriptions glasses) will not be worn at the same time, but a face shield may be worn in conjunction with chemical goggles and may be required for certain operations.

3.6.4 Face Shield

1. An approved full-face shield will be worn to provide protection from flying particles, splashes, or mist, where required.
2. A face shield only provides protection to the face from direct impact objects, and does not provide acceptable eye protection. Additional standard eye protection or goggles must be worn in conjunction with a face shield.

3.6.5 Burning Goggles

Approved burning goggles will be worn to provide employee protection from optical radiation. Burning goggles will be worn whenever an oxy-gas torch is used for cutting or burning.

3.6.6 Welding Hood

A welding hood with either a filtered lens of number 10 shade or darker, or an auto-darkening lens providing the same shade number or darker (see applicable shading requirements), will be used to provide protection from the optical radiation produced during electric arc welding. Approved safety glasses with side shields will be worn in conjunction with the welding hood to ensure protection from popping hot slag when the hood is raised. Welding hoods will meet ANSI standards Z87 (EC;EN 187) .

3.7 Head Protection

3. 7.1 Basic Head Protection

1. Approved hardhats will include only plastic or fiberglass hats that meet ANSI Z89.1.
2. Metal hardhats or bump caps are not considered approved head protection and will not be used on DCPS projects.
3. Hardhats must also be worn during all cutting and welding operations; no soft caps are allowed.
4. Metal and “cowboy” style hardhats are prohibited.
5. Approved hardhats will be worn by all employees exposed to hazards that could cause injury to the head (moving equipment, falling objects, protruding objects, etc.).
6. Compliance with state and/or local requirements is mandatory (e.g., chinstrap accessory, etc).

3.7.2 Issuance of Head Protection

An approved hardhat will be issued to all employees exposed to overhead hazards. The decision to charge a fee for replacement hardhats will depend on the requirements of the individual project and will be determined by the Project Manager.

3.7.3 Color Coding

Color coding of hardhats will be at the discretion of the Site Project Manager for each individual project.

3.7.4 General Maintenance Requirements

Hardhats will conform to the approved specifications of ANSI Z89.1. Therefore, it will be forbidden for employees to:

1. Drill holes in the shell of the hardhat.
2. Alter the shape of the hardhat or bill.

3. Remove the suspension straps or cut/alter them in any way.
4. Paint the hat or cover in non-approved decals.
5. Wear hardhats with the brim to the rear; or

Alter hardhat in any other manner that may compromise its integrity e.g. pasting stickers other than standard DCPS logo.

3.8 Hearing Protection

1. Employees will not be exposed to noise in excess of the Permissible Exposure Limits (PELs) established by OSHA. EHS 109 - Hearing Conservation Program provides guidance on hearing conservation.
2. The two types of recognized hearing protection available for use in effectively reducing noise exposure are earplugs and earmuffs.
3. In most instances, universal-fit earplugs (expandable foam) will be acceptable hearing protection. Cotton plugs are not acceptable.
4. When using earmuffs for hearing protection, special care will be taken to ensure that the muffs are disinfected before being issued to another employee.
5. The EHS Department will indicate whether both earplugs and earmuffs must be worn to provide adequate hearing protection.

3.9 Hand Protection

Hand protection serves two purposes:

- Control of physical hazards
- Control of skin contact with hazardous materials

3.9.1 General Purpose Gloves

Where workers are exposed to physical hazards the use of standard leather or cloth work gloves will be employed. These gloves do not need to conform to any ANSI or other standard, however selected gloves should:

- Be of sturdy construction.
- Be suitable to protect against the particular hazard(s) associated with the job (e.g., insulated gloves for hot work).
- Properly fit the worker's hands.

3.9.2 Special Purpose Gloves

Gloves intended to provide chemical protection must be rated by the manufacturer as effective against the substance(s) expected to be encountered. Specific selection will be made on a task-by-task basis and approved by the EHS Department. Special purpose gloves may at times be required when employees are performing certain tasks as indicated below:

- Working with solvents or fuels (thinners, degreasers, gasoline, safety solvents, etc.).
- Handling pesticides, herbicides, or any poison.
- Working with insulating materials.
- Assisting welders or handling hot materials.

Special purpose gloves include:

- "Hot" gloves for electrical work.
- Cut-resistant gloves.
- Chemical-resistant gloves.
- Standard rubber gloves.
- Heat-resistant gloves.

Hydrocarbon-resistant rubber gloves will be worn to protect the hands when using petroleum-based cleaning agents.

Barrier creams/moisturizing lotions can provide additional protection from minor exposure to some irritants and will be used as specified:

- Barrier creams will be evaluated to ensure the proper protection is provided for the specific task to be performed. Barrier creams are NOT a substitute for gloves.
- Moisturizing lotion/creams will be utilized to restore the natural oils to the skin removed through frequent hand washing.

3.10 Foot Protection

3.10.1 Basic Foot Protection

Safety footwear will meet the following requirements:

1. Comply with ANSI standard Z41 PT91
2. 100% leather.

3. Minimum height of 6 inches.
4. Safety-toed footwear will be worn at all job sites unless a variance is obtained from the EHS Department.
5. Sneakers, sandals, tennis shoes, high heels, and leather-soled street or dress shoes will not be considered approved industrial or construction footwear.
6. The safety footwear program, with Red Wing shoe store information and locations, is available on the EHS homepage under Forms. Please call the EHS Department with any questions, comments, or concerns.

3.10.2 Special Purpose Footwear

Special footwear may be required to provide maximum protection to the employee.

1. Whenever employees may be exposed to corrosives or irritant chemicals (e.g., pouring concrete, applying form oils), they will wear the appropriate special purpose footwear.
2. Special purpose footwear may include PVC or neoprene boots, preferably with steel shanks.

3.10.3 Foot Protectors

Employees performing tasks that potentially expose them to extreme foot injury hazards (e.g., operating a ground tamper or chipping concrete with jackhammer) will wear metal foot protectors and/or metatarsal protection.

3.11 General Clothing Requirements

1. Employees performing tasks on DCPS projects will wear appropriate clothing. Cotton is the best all-around material to wear.
2. Synthetic materials are not recommended because some melt easily and may burn rapidly when exposed to small ignition sources.
3. Clothing will be in good condition. Frayed or tattered clothing can be a hazard to the employee.
4. Pants will fit properly and not have large cuffs or belled or frayed bottoms.
5. Tank tops or sleeveless shirts (less than 4 inches below shoulder) will not be worn.
6. If dictated by the client or the hazards, long-sleeve shirts will be required.
7. Shirts will be worn tucked in at all times. Employees flame cutting or welding must have clothing suitable for that operation (i.e., prevent slag from being caught in cuffs, waist, or pocket openings).

8. Neckties, gauntlet-type gloves, and baggy, loose, or ragged clothing will not be worn when working near or with moving machinery.
9. Jewelry such as rings, watchbands, necklaces, earrings, or the like can cause or contribute to accidents. Loose, dangling jewelry will not be allowed.
10. In situations where an employee may be exposed to hazardous materials, such as corrosives, fire, toxins, irritants, heat, or sensitizers, the task will be evaluated and the employee will wear the appropriate clothing for the hazard identified.
11. All employees or contractors working on site controlled by DCPS with a potential to use respiratory protection (for normal as well as emergency escape purposes) must be shaved and shall not have facial hair (long mustache, long side burns, beard) that can affect sealing of respiratory protection equipment.

3.12 High-Visibility Vests – Communication

1. Fluorescent safety vests, or other approved high-visibility clothing made with reflecting orange, white, or yellow materials, are mandatory when working around heavy equipment. The reflecting material must be visible from all angles (360 degrees).
2. Site vehicles must be parked in a safe place, away from heavy equipment traffic.
3. All personnel who leave a site vehicle to conduct work on foot in the vicinity of heavy equipment must wear a high-visibility safety vest and other appropriate PPE (e.g., hardhat, safety glasses, safety shoes).
4. Eye contact must be established with the heavy equipment operator prior to approaching the equipment. Never approach the equipment from a blind spot or blind angle.
5. Before starting any type of activity that involves site vehicles, heavy equipment, and/or ground activities, communication must be established and maintained (radio contact when possible).
6. Ground activities (e.g., soil density testing, surveying, sampling) will take place no closer than approximately 100 feet from moving heavy equipment without an approved, job-specific hazard analysis that identifies any special precautions to be taken.
7. All personnel working, visiting or attending the site shall be made aware of locations where heavy equipment operations are being undertaken.
8. High-visibility vests are also required while working in and near traffic areas and in remote areas (e.g., working near and/or adjacent to hunting grounds).

Exception: Workers may be exempt from wearing high-visibility safety vests if a hazard assessment prepared for a specific task determines that wearing such gear may introduce additional hazards (e.g., loose clothing/polyester materials). Examples of these tasks may include, but are not limited to, work involving rotating tools/equipment and open flame or spark-producing activities such as welding, cutting, or grinding.

3.13 Safety Equipment for Respiratory Protection, Elevated Work, Confined Space Entry, Electrical Safety, Work Over Water, Etc.

Please refer to the respective EHS SOP(s) to review the PPE requirements.

4.0 STORAGE AND MAINTENANCE

4.1 Personal Items

The following PPE items will be obtained by the individual users, with costs reimbursed based on the condition and safe operating use of PPE. The employee's supervisor will approve new purchases of required PPE by the employee.

- Safety-toed boots (leather)
- Prescription Safety Glasses

Employees are expected to maintain this equipment in a clean, ready-to-use condition, and to perform periodic inspections to ensure that equipment is undamaged and fully functional. Any equipment which becomes unserviceable shall be replaced by the employee, subject to reimbursement in accordance with the DCPS PPE Allowance criteria.

4.2 Individually Issued Items

The following PPE items will be issued individually to each worker, or will be obtained by each worker at DCPS expense for their personal use:

- Hard hat
- Non-Prescription Safety Glasses
- Safety-toed boots (rubber)
- Respiratory Protection
- Ear Muffs/ear plugs
- Cold weather gear (NOTE: All items must be approved for purchase through the employee's Section Manager prior to purchase.)

Employees are expected to maintain this equipment in a clean, ready-to-use condition, and to perform periodic inspections to ensure that equipment is undamaged and fully functional. Any problems should be identified to the site safety officer immediately so that replacements can be arranged.

Except for personal issue items, all other PPE will be stored on site and issued to workers as required for use. This includes:

- Work coveralls
- Chemically-protective outer coveralls
- Leather and chemically-protective gloves
- Face shields
- Fall protection equipment
- Specialized safety equipment

All central issue equipment will be maintained in a clean, dry condition.

4.3 Inspection

Prior to use of any safety equipment (individual issue or centrally stored) personnel must inspect each piece to ensure that it is in good working order. Equipment exhibiting any signs of wear or damage will be immediately placed out of service and repaired/replaced.

5.0 REFERENCES

EHS 109 – Hearing Conservation Program
EHS 112 – Respiratory Protection Program
EHS 114 – Safety Training Programs
EHS 115 – Hazard Communication Program
EHS 120 – Fall Protection Program

TABLE 1 – EYE & FACE PROTECTION SELECTION CHART

		ASSESSMENT	PROTECTOR TYPE (see Table 2)	PROTECTOR	LIMITATIONS	NOT RECOMMENDED
IMPACT	Chipping, grinding, machining, masonry work, riveting, and sanding.	Flying fragments, objects, large chips, particles, sand, dirt, etc.	B, C, D, E, F, G, H, I, J, K, L, N	Spectacles, goggles, faceshields SEE NOTES (1) (3) (5) (6) (10) For severe exposure Add N	Protective devices do not provide unlimited protection. SEE NOTE (7)	Protectors that do not provide protection from side exposure. SEE NOTE (10) Filter or tinted lenses that restrict light transmittance, unless it is determined that a glare hazard exists. Refer to OPTICAL RADIATION.
HEAT	Furnace operation, pouring, casting, hot dipping, gas cutting, and welding.	Hot sparks	B, C, D, E, F, G, H, I, J, K, L, *N *N N	Faceshields, goggles, spectacles. *For severe exposure, add N SEE NOTE (2) (3) *Faceshields worn over goggles H, K SEE NOTE (2) (3) Screen faceshields. Reflective faceshields. SEE NOTE (2) (3)	Spectacles, cup and cover type goggles do not provide unlimited facial protection. SEE NOTE (2) SEE NOTE (3)	Protectors that do not provide protection from side exposure.
		Splash from molten metals				
		High temperature exposure				
CHEMICAL	Acid and chemicals handling, degreasing, plating	Splash	G, H, K *N	Goggle, eyecup and cover types. *For severe exposure, add N	Ventilation should be adequate but well protected from splash entry	Spectacles, welding helmets, handshields
		Irritating mists	G	Special purpose goggles	SEE NOTE (3)	
DUST	Woodworking, buffing, general dusty conditions.	Nuisance dust	G, H, K	Goggles, eyecup and cover types	Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleaning may be required.	

TABLE 1 – EYE & FACE PROTECTION SELECTION CHART (cont.)

	ASSESSMENT	PROTECTOR TYPE	PROTECTOR	LIMITATIONS	NOT RECOMMENDED
OPTICAL RADIATION	WELDING: Electric Arc	O, P, Q	**TECTORS** **FILTER** **LENS PRO-** **SHADE** **TECTORS** SEE NOTE (9) 10-14 Welding Helmets or Welding Shields	Protection from optical radiation is directly related to filter lens density. SEE NOTE (4). Select the darkest shade that allows adequate task performance.	Protectors that do not provide protection from optical radiation. SEE NOTE (4)
	WELDING: Gas CUTTING TORCH BRAZING	J, K, L, M, N, O, P, Q	SEE NOTE (9) 4-8 Welding Goggles or Welding Faceshield 3-6 3-4	SEE NOTE (3)	
	TORCH SOLDERING	B, C, D, E, F, N	1.5-3 Spectacles o Welding Faceshiel		
	GLARE	A, B	Spectacle SEE NOTE (9) (10)	Shaded or Special Purpose lenses, as suitable. SEE NOTE (8)	

NOTES
(1) Care shall be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards must be provided.
(2) Operations involving heat may also involve optical radiation. Protection from both hazards shall be provided.
(3) Faceshields shall only be worn over primary eye protection.
(4) Filter lenses shall meet the requirements for shade designations in Table 9-2.
(5) Persons whose vision requires the use of prescription (Rx) lenses shall wear either protective devices fitted with prescription (Rx) lenses or protective devices designated to be worn over regular prescription (Rx) eyewear.
(6) Wearers of contact lenses shall also be required to wear appropriate covering eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers.
(7) Caution should be exercised in the use of metal frame protection devices in electrical hazard areas.
(8) Refer to Section 6.5, Special Purpose Lenses. (ANSI A87.1-1989)
(9) Welding helmets or handshields shall be used only over primary eye protection.
(10) Non-sideshield spectacles are available for frontal protection only.

TABLE 2 - EYE AND FACE PROTECTOR SELECTION GUIDE

A. SPECTACLE, No sideshield
B. CUP GOGGLE, Direct ventilation
C. CUP GOGGLE, Indirect ventilation
D. SPECTACLE, Headband temple
E. COVER WELDING-BURNING GOGGLES, Indirect Ventilation
F. FACESHIELD
G. WELDING HELMET, Hand held
H. WELDING HELMET, Stationary window
I. WELDING HELMET, Lift front
J. COVER GOGGLE, Direct ventilation
K. SPECTACLE, Half sideshield
L. SPECTACLE, Full sideshield
M. SPECTACLE, Detachable sideshield
N. SPECTACLE, Non-removable lens
O. SPECTACLE, Lift front
P. COVER GOGGLE, No ventilation
Q. COVER GOGGLE, Indirect ventilation

TABLE 3. FILTER LENSES FOR PROTECTION AGAINST RADIANT ENERGY

OPERATIONS	ELECTRODE SIZE 1/32 INCH	ARC CURRENT	MINIMUM PROTECTIVE SHADE
Shielded metal-arc welding	Less than 3 More than 3-5 More than 5-8 More than 8	Less than 60 60-160 161-250 251-550	7 8 10 11
Gas metal arc welding and flux cored arc welding		Less than 60 60-160 161-250 251-500	7 10 10 10
Gas tungsten arc welding		Less than 50 50-150 151-500	8 8 10
Air carbon	(Light)	Less than 500	10
Air cutting	(Heavy)	500-1000	11
Plasma arc welding		Less than 20 20-100 101-400 401-800	6 8 10 11
Torch brazing			3
Torch soldering			2
Carbon arc welding			14

OPERATIONS	**PLATE THICKNESS (INCHES)**	**(MM)**	**MINIMUM* PROTECTIVE SHADE**
Gas welding:			
Light	Under 1/8	Under 3.2	4
Medium	1/8 to ½	3.2 to 12.7	5
Heavy	Over 1/2	Over 12.7	6
Oxygen cutting:			
Light	Under 1	Under 25	3
Medium	1 to 6	25 to 150	4
Heavy	Over 6	Over 151	5

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Safety Training Programs Procedures

PROCEDURE NO.: EHS 114
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE

The DCPS Environmental, Health and Safety (EHS) Training Program is designed to provide training for all personnel commensurate with the safety needs of their assigned job duties and responsibilities. Major objectives of the EHS Training Program include:

- Identify accountability, responsibility, and authority pertaining to training program requirements.
- Establish minimum training course and/or instructor criteria to ensure compliance with applicable regulatory requirements as well as the DCPS EHS Program requirements
- Provide guidelines that will facilitate employee education regarding safe work practices that will reinforce the DCPS Safety Core Values.
- Define documentation and corresponding archive requirements for the training program.
- Maintain consistency in EHS training content throughout DCPS.

2.0 SCOPE

This procedure applies to all DCPS units. The requirements included in this procedure are the minimum applicable for all DCPS activities. Individual units or operating locations may revise the attachment to this procedure (upon approval of the cognizant DCPS Environmental and Safety Manager) in order to meet operational considerations or local regulatory requirements.

3.0 RESPONSIBILITIES

The DCPS operational management organization (line management staff) is responsible for implementing the EHS Training Program in accordance with the requirements of this procedure, with assistance from the DCPS Environmental and Safety Unit.

3.1 Unit Managers

The Unit managers are responsible for developing plans and procedures to ensure effective implementation and enforcement of this procedure at the section/department level. This includes:

- Allocating resources for the effective implementation of this program within their district/business unit.
- Establishing procedures that ensure compliance is tracked and measured.
- Developing measurable training goals for section/department managers, and monitoring these goals on a regular basis, at least annually.

- Reviewing the safety training performance of individual sections to ensure compliance with this procedure.
- Ensure that accurate training needs assessments (see Section 4.0) are maintained for all section/department employees based upon their assigned job duties.
- Implement corrective actions when employees fail to meet training requirements.
- Identify supplemental employee training needs based on local/client requirements.
- Ensure that training requirements are reviewed with each employee, based upon current and anticipated job functions and past performance, on a routine basis. This will include, at a minimum, a review during the annual employee review and/or any major employee re-assignment/job change.
- Identify additional employee safety training requirements based upon prudent risk management considerations and local performance issues.

3.4 DCPS Environmental and Safety Unit

The DCPS Environmental and Safety Unit is responsible for:

- Establishing EHS Training Program requirements and communicating these requirements to line management within each district.
- Auditing for compliance with training program requirements.
- Providing technical assistance/support as requested by district and section managers.
- Performing internal safety training classes as requested by district and section managers.
- Reviewing and approving qualifications of DCPS employees providing internal safety training.
- Approving external safety training vendors and on-line (Internet) training providers.
- Approving training lesson plans and course agendas for all internal training courses.

3.5 DCPS Employees

Each DCPS employee is responsible for maintaining accurate Training Needs Assessment data (see Section 4.0, below). In addition, each employee is expected to track his or her own training expiration dates and coordinate with their Unit Manager for appropriate refresher training to prevent expiration of any required training certifications.

4.0 PERSONAL TRAINING REQUIREMENT IDENTIFICATION

Individual training requirements are dependent on the person's job description and duties. As stated in Section 3.0, it is each employee's responsibility, along with their Unit Manger to determine what training the employee is required to have to safely perform their job and comply with DCPS policies and requirements. This is accomplished using the Training Needs Assessment (TNA) tool published for the employee's Unit by the DCPS Environmental and Safety Unit.

4.1 Updating the Information

The TNA information should be reviewed by each employee, along with his or her supervisor:

- During new employee orientation
- On an annual basis after the new employee orientation
- Immediately following a major job change

At a minimum, each employee's TNA must be reviewed and verified annually. Any TNA older than 1 year is considered to be invalid.

4.2 Collecting Information for New Hires

For new hires, a preliminary version of the TNA can be completed and can be used as part of candidate qualification reviews during the hiring process. This preliminary information will then be reviewed with each new hires during the on-boarding process, at which time they must review, sign and return the worksheet to their supervisor before assuming their job duties.

Once the TNA is completed and signed by the supervisor a copy is to be placed in the employee's health and safety file and the original provided to the employee.

5.0 TRAINING COURSE FORMATS

Classroom training – Courses taught by an instructor in a classroom format. Trainers are DCPS Environmental and Safety Unit approved personnel using materials that were developed specifically to train DCPS employees. All training course curricula must be reviewed and approved by the DCPS Environmental and Safety Unit prior to execution of training.

67.0 TRAINING DATA MANAGEMENT

Records documenting employee participation safety training will be maintained in accordance with applicable regulatory requirements and DCPS EHS Program requirements. Minimum requirements are as follows:

6.1 Unit Responsibility

Each unit is responsible for maintaining documentation of course completion by each individual employee. The minimum requirements and documentation required for each employee's training file are as follows:

1. Supervisor-signed Training Needs Assessment form.
2. Certificate of completion for each class. Each certificate must indicate:
    (a) Employee name
    (b) Class Name, and applicable reference to specific regulatory standard (e.g. 29 CFR 1910.120; 40-Hour, 8-Hour Refresher; OSHA 10-Hour Construction Safety; ISO reference; etc.)
    (c) Instructor's printed name and signature
    (d) Date(s) of class
    (e) Company name and address
    (f) Contact hours for the training

Data will be maintained in the following format

Hardcopy Records – Each employee is required to maintain a personal file with hardcopies of their certification(s) from all training providers.

In addition to employee training records, each Section is required to maintain records for each training course which is provided. An individual training summary will be maintained for each class which must include:

1. The Course agenda for each class, which will indicate:
    (a) Course Name
    (b) Date(s)
    (c) Class start and stop time
    (d) Course outline (list of topics discussed)
    (e) Instructors' name(s)
    (f) Provider's name and address

2. A copy of the Student Training Sign-in Sheet. For external vendor classes equivalent documentation is required.

6.2 DCPS Environmental and Safety Unit Responsibility

The DCPS Environmental and Safety Unit will maintain the following records:

- A listing of approved external training vendor firms and courses for which they are approved.
- A listing of approved DCPS trainers and the courses each is approved to teach.

District of Columbia Public Schools

PROCEDURE NO.: EHS 115
CREATION DATE: June 2007
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Environmental, Health & Safety Policy Statement Procedures
Hazard Communication Program Procedures

1.0 PURPOSE

The purpose of this program is to ensure that the potential hazards posed by all hazardous substances in the workplace are communicated to DCPS employees and subcontractors. Additionally, this program will aid in complying with the OSHA Hazard Communication Standard.

2.0 SCOPE

The requirements defined in this program apply to all DCPS facilities, projects, employees, and subcontractors which receive, use, handle, store, transport, or distribute hazardous substances. This program does not apply to the following:

- Any hazardous waste as defined by the Solid Waste Disposal Act, as amended by RCRA, when subject to regulations issued by the USEPA
- Tobacco or tobacco products
- Wood or wood products
- Articles
- Food, drugs, cosmetics, or alcoholic beverages packaged for sale to customers
- Food, drugs, or cosmetics intended for personal use
- Any consumer product or hazardous substance as defined by the Consumer Product Safety Act and Federal Hazardous Substance Act when used in the workplace in the same manner as normal consumer use
- Any drug, as defined by the Federal Food, Drug, and Cosmetic Act, when sold in final form for patient use

The labeling requirements defined in this program do not apply to the following when regulated by Federal requirements other than 29 CFR 1910.1200 (OSHA Hazard Communication Standard).

- Pesticides as defined by the Federal Insecticide, Fungicide, and Rodenticide Act.
- Food, drugs, cosmetics, or veterinary devices as defined by the Federal Food, Drug, and Cosmetic Act.
- Alcoholic beverages as defined by the Federal Alcohol Administration Act.
- Consumer products or hazardous substances defined by the Consumer Product Safety Act and Federal Hazardous Substance Act.

3.0 DEFINITIONS

"Article" means a manufactured item: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which does not release, or otherwise result in exposure to, a hazardous substance, under normal conditions of use.

"Consumer Product" means any product intended for sale/use to the general public that is used in the same manner and frequency as a consumer. For example, motor oil purchased in quart containers used to service a DCPS vehicle will be considered a consumer product as long as it is used in the frequency (approx. once every 2-3 months) and manner (to change/add oil to a motor vehicle) as intended for consumer use. However, if the project/facility employees a mechanic that uses the motor oil on a more frequent basis (i.e. as part of her/his normal job) then the motor oil will NOT be considered a consumer product.

"Container" means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous substance. For purposes of this procedure, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

"Exposure" or "exposed" means that an employee is subjected to a hazardous substance in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

"Foreseeable emergency" means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous substance into the workplace.

"Hazardous substance" means any substance, not excluded by section 2.0 of this procedure, which is a physical hazard or a health hazard.

"Hazard warning" means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazard(s) of the substance(s) in the container(s).

"Health hazard" means a substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes substances which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizes, hepatotoxins, nephrotoxins, neurotoxins,

agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes as defined at 29 CFR 1910.1200.

"Immediate use" means that the hazardous substance will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

"Label" means any written, printed, or graphic material, displayed on or affixed to containers of hazardous substances.

"Material Safety Data Sheets (MSDS)" means any technical data sheets which contain chemical identities, physical and chemical characteristics, physical hazards, health hazards, primary routes of entry, OSHA permissible exposure limits (whether chemical is listed as a carcinogen), precautions for safe handling and use, applicable control measures, emergency and first aid procedures, date of MSDS preparation, and name, address, and telephone number of manufacturer or importer. If no relevant information is found for any given section on the MSDS, that section shall not be left blank. It should be marked to indicate that it is not applicable or that no information was found.

"Physical hazard" means a substance for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive.

"Work area" means a room or defined space in a workplace where hazardous substances are produced or used, and where employees are present.

"Workplace" means an establishment, job site, or project, at one geographical location containing one or more work areas.

4.0 PROCEDURE

4.1 Hazardous Substance Inventory

All hazardous substances found in a particular workplace shall be listed on a Hazardous Substance Inventory (HSI). The HSI will be reviewed at least annually. New hazardous substances entering a workplace (e.g., project specific materials) shall be added to the HSI upon receiving and reviewing the MSDS. The HSI includes the following information:

- Product name
- Chemical name (if different from product name)

- Manufacturer's name
- Approximate typical quantity
- Location of substance (i.e., work area)
- Description of use

A copy of the most current HSI, along with the corresponding MSDS and a copy of this program (or site specific program), will be available for review by all employees. The name of the material (product or chemical) on the HSI must be consistent with the MSDS for that material.

4.2 Material Safety Data Sheets

DCPS does not manufacture, package or distribute hazardous commodities. However, as an end user DCPS must maintain hazard documentation for each hazardous substance used on each job site. This documentation will take the form of a listing of all on-site hazardous substances, and copies of manufacturer-developed Materials Safety Data Sheets (MSDSs) for each listed item.

A MSDS shall be available for every hazardous substance used or stored on each job site (this does not include MSDSs for known or suspected environmental contaminants, the hazards of which are addressed on project-specific EHS documentation). Copies of all MSDSs will be maintained on-site in either a dedicated folder/binder, or as part of the project-specific EHS documentation. All site personnel will be briefed as to the location of the MSDSs, and will have immediate access to examine any MSDS at any time during their work shift.

MSDSs received for consumer products, articles and other materials not covered by this procedure will be maintained and made available to employees.

For on-going projects, each MSDS associated with a material no longer in use will be marked as obsolete and the date it was obsolete. At the completion of any project the accumulated MSDSs will be maintained as part of the project records. NO MSDS ASSOCIATED WITH ANY PROJECT WILL BE DESTROYED.

Employees are required to report any hazardous substance found at the project site that is not on the list of hazardous substances. The report is to be made to the project/site manager.

If no MSDS accompanies a hazardous substance, the manufacturer, distributor, or importer will be immediately notified and requested to provide one as soon as possible. The request

will be documented in a letter or telephone log. If this request is not honored, the EHS Department will be notified.

When purchasing hazardous substances, the verbal or written purchase order will request an MSDS be sent with the shipment. For each facility and/or project, the MSDS will be kept along with the HSI in a location that is readily accessible to all employees at all times during their work periods. Additionally, the MSDSs and HSI will be available to employees for review in such a way so that the assistance of a supervisor is not necessary.

4.2.1 New Information

Whenever a new or revised MSDS is received, such information shall be provided to employees on a timely basis not to exceed 30 days after receipt.

4.3 Training

4.3.1 Hazard Communication Course Content – General Training

Due to the nature of our business, the information and training provided to DCPS employees with regard to hazard communication will take two forms: general and specific. General training and information will include the following:

- The elements and requirements of the OSHA Hazard Communication standard (29 CRF 1910.1200).
- Tasks and operations where hazardous substances are present.
- The location and availability of the written Hazard Communication Program, including the list(s) of hazardous substances and MSDSs.
- The methods and observations that may be used to detect the presence or release of a hazardous substance, such as personal and area monitoring, continuous monitoring devices, visual appearance or odor of hazardous substances when being released, etc.
- The physical and health hazards of the substances in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures implemented for the project or shop to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- The project- or shop-specific details of the Hazard Communication Program, including an explanation of the labeling system and the MSDSs, and how employees can obtain and use the appropriate hazard information.

- Information regarding hazardous substances to which employees may be exposed, according to the provisions of the OSHA Hazard Communication standard.
- Information for their physician to receive regarding hazardous substances to which the employee may be exposed according to provisions of this section.
- Freedom from discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.

4.3.2 Facility-Specific Hazard Communication Training

Specific information regarding safe handling and use of hazardous materials found on the HSI will be presented during site specific training programs. This training may be for specific hazardous materials or for groups of hazardous substances, including flammable/combustible liquids, compressed gases, organic solvents, corrosives, and toxic metals. Additional specific training will be provided to the affected employees any time a new hazardous substance is introduced into the workplace (e.g., project specific substances) and/or when an employee is reassigned. All training conducted will be documented and copies of the documentation included in the permanent project files.

4.3.3 Training Records

The minimum required information required to be maintained at the jobsite or project is as follows:

- Training agenda
- Name of attendees
- Signature of attendees
- Date and duration of training
- List of any audio visual aids used
- Name & Signature of instructor
- Project or facility (specific training only)
- Copies of any tests and/or quizzes

4.4 Labels

4.4.1 General

- All hazardous substances received from outside suppliers will conform to legal requirements and display on each container, as a minimum, the following:
    (a) Identification of the hazardous substance(s);
    (b) Appropriate hazard warnings such as an HMIS and/or NFPA-type label (see 5.5.2 below).; and
    (c) Name and address of the manufacturer, importer, or other responsible party.

  Any failure to have a label on the container at the time of receipt will be cause to refuse delivery of the product.
- Stationary process containers may have signs, placards, process sheets, batch tickets, operating procedures, or other written material in lieu of fixed labels on the containers, as long as the alternative method conveys hazard information. The written materials will be readily accessible to the employees in the work area.
- Although the practice is not recommended, if an employee will use the hazardous substance in a portable container immediately, the portable container need not be labeled when the substance is transferred from the labeled container. The term "immediate use" is intended to mean that the hazardous chemical will be exclusively under the control of and used by the person performing the transfer at all times, and work will be completed within the current work shift.
- Containers of hazardous substances transferred from labeled containers and not intended for the immediate use of the employee performing the transfer must be labeled in accordance with a hazardous materials identification system or an equivalent commercial system.
- Labels on incoming containers will not be removed or defaced.
- Labels or other forms of warning will be legible, in English, and prominently displayed on the containers, or readily available throughout each work shift.
- Container size is not the determining factor in deciding if a label is required; ALL containers of hazardous chemicals must be labeled.

4.4.2 NFPA Labeling System

The National Fire Protection Association (NFPA) and the Hazardous Material Identification System (HMIS) are two examples of a four-part, color-coded label for use with hazardous substances. NFPA labels use a four-section diamond shape while the HMIS uses or a four-line label to address the following conditions:

BLUE Section	~~~	Health Hazard Rating
RED Section	~~~	Fire Hazard Rating

YELLOW Section	~~~	Reactivity Hazard Rating
WHITE Section	~~~	Other specific hazards

Each of the three "rating" sections incorporates a numerical system for identification of the degree of hazard as follows:

0 - Minimal hazard
1 - Slight hazard
2 - Moderate hazard
3 - Serious hazard
4 - Severe hazard

Each of the systems utilize "pictograms" to communicate potential hazards in the WHITE or "OTHER" hazard section.

4.4.3 Pipes / Vessel Labeling

All pipes or piping systems in a treatment system, and all process vessels containing hazardous substances, must be labeled or color coded using facility specific color coding for which all affected employees have been trained. The Project Manager (PM) is responsible for ensuring that this is accomplished at each project site.

4.4.4 User

Each user shall ensure that each container of hazardous substances in the workplace is labeled, tagged, or marked with the following information:

- Identity of the hazardous substance(s) contained therein, and
- Appropriate hazard warnings.

4.4.5 Receiving

Employees receiving shipments of hazardous substances shall not accept the shipment, but return it to the shipper, if the containers are not properly labeled with the following information:

- Identity of the hazardous substance(s);
- Appropriate hazard warnings; and
- Name and address of the manufacturer, importer, or other responsible party.

4.5 Trade Secrets

4.5.1 Non-Emergency Access to Trade Secret Information

Each Responsible Person who obtains an MSDS that claims trade secret information shall forward a copy of that MSDS to the DCPS Environmental and Safety Unit. The DCPS Environmental and Safety Unit will submit a written request to the supplier explaining that the information is needed for one or more of the following reasons, as applicable:

- To assess the hazards of the substances to which employees may be exposed;
- To guide appropriate sampling of the workplace atmosphere to determine employee exposure levels;
- To conduct pre assignment or periodic medical surveillance of exposed employees;
- To provide medical treatment to exposed employees;
- To guide the selection of appropriate personal protective equipment for exposed employees;
- To guide the development of appropriate engineering controls or other protective measures for exposed employees; and
- To conduct studies to determine the health effects of exposure.

The request includes an agreement to protect the confidentiality of the disclosed information with assurance that the trade secret information will not be used for any purpose other than evaluating health hazards.

The DCPS Environmental and Safety Unit will provide such information as necessary to coordinate an industrial hygiene evaluation of employee exposures. If this involves releasing trade secret information, the DCPS Environmental and Safety Unit will sign a nondisclosure agreement before receiving such information.

Employees working with materials protected by a trade secret have access to the MSDS, which does not have protected information.

4.5.2 Emergency Access to Trade Secret Information

Emergency access to trade secret information is provided through the DCPS Environmental and Safety Unit. Where a physician or nurse determines that a medical emergency exists and the specific chemical identity of a hazardous substance is necessary for emergency or first-aid treatment, the DCPS Environmental and Safety Unit shall request that the manufacturer, importer, or other supplier immediately disclose the specific chemical identity

of a trade secret substance, regardless of the existence of a written statement of need or a confidentiality agreement. The manufacturer, importer, or other supplier may require a written statement of need and confidentiality agreement, in accordance with the provisions of OSHA's Hazard Communication standard, as soon as circumstances permit.

4.6 Visitors

4.6.1 Escorted Visitors

Visitors to the work area who have not received a Hazard Communication briefing on the substances present in the work area must be escorted the entire time they are in the work area to ensure that they do not contact and are not harmed by the hazardous substances.

4.6.2 Unescorted Visitors

The supervisor must ensure all visitors who enter the work area unescorted receive a Hazard Communication briefing before encountering any of the hazardous substances in the work area.

4.6.3 Subcontractors

All DCPS subcontractors will be required to provide a copy of their written hazard communication program and documentation of training to the DCPS project manager. This information will be maintained in the permanent project file. In the event that a subcontractor does not have a written program and/or the employees do not have the appropriate training, the situation must be rectified prior to allowing subcontractor employees to perform work activities in a work area containing a hazardous substance.

4.6.4 Multi-Employer Worksites

In order to inform contractors of the hazardous substances that their employees may be exposed to which are under the control of DCPS, a copy of the HSI and applicable MSDSs will be made available to them. This may be accomplished by providing the contractor with direct access to the existing DCPS file or by providing them with copies of the necessary information. Additionally, the DCPS project manager will request a list of hazardous substances, with their location, and MSDSs for those items which DCPS employees may be exposed. This request will be made from the client, any DCPS subcontractors, and any other client contractors which may impact DCPS operations. The response to this request shall be covered in the project specific training and maintained along with the DCPS HSI and MSDSs.

4.7 Written Program

4.7.1 Hazard Communication in Health and Safety Plans

All Health and Safety Plans or equivalent documents written for projects will contain all the elements of the Hazard Communication Program. MSDSs for hazardous substances at the project site will also be included.

4.7.2 Location-Specific Hazard Communication Programs

Each DCPS location where hazardous substances are present shall develop a Hazard Communication Program in accordance with OSHA's Hazard Communication regulation, this procedure, and location-specific work rules. The location-specific Hazard Communication Program must address all elements outlined in Attachment 2 of this procedure and be in writing. In addition, certain state regulatory provisions require additional information to be included in a hazard communication program. These state-specific requirements must be identified by the project/office manager and included in the final program.

5.0 PROCUREMENT

No hazardous substance may be purchased for use on a DCPS-managed job site unless it:

- Is accompanied by a copy of the item's MSDS (unless already on file on the job site)
- Is packaged with proper hazardous commodity hazard warning labels affixed to each container.

All hazardous substances, even those purchased at local stores, must be accompanied with a MSDS. If a vendor cannot provide a MSDS at the time of procurement, the material should not be purchased.

6.0 REFERENCE

EHS 203 – Accident Prevention Program / Requirements for EHS Documentation

Environmental, Health & Safety Policy Statement Procedures
Driver & Vehicle Safety Procedures

PROCEDURE NO.: EHS 116
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE

This procedure establishes the minimum requirements for safe operation of a motor vehicle while conducting company business. The procedure is also designed to promote driver and vehicle safety.

2.0 SCOPE

This procedure applies to all DCPS operations. The procedure applies to the operation of all motor vehicles on company business including personally owned vehicles (POV) and vehicles that are owned, rented and/or leased by DCPS or provided to DCPS for business use by a client. Additional requirements for the operation of commercial motor vehicles are provided in EHS 117 - Commercial Vehicle Program.

2.1 Definitions

Accident: Any incident in which the vehicle comes in contact with another vehicle, person, object, or animal which results in death, personal injury, or property damage, regardless of who was injured, what was damaged, where it occurred, or to what extent or who was responsible.

Accident, At-Fault: An accident in which evidence has indicated that a particular driver's actions were the primary cause of the accident.

Accident, No-Fault: An accident in which there was not enough evidence to determine which driver was the primary cause of the accident.

Authorized Passenger: Person employed by DCPS, and/or a customer or client, traveling with an authorized driver, who is specifically engaged in a work-related activity (in situations that involve company-provided personal use vehicles, this would also include other members of the public).

Authorized Driver: Any driver that falls into one of the three classifications of Casual, DCPS-Sponsored, or Professional Driver.

Casual Driver: Operates a personal vehicle on DCPS business less than 1,000 reimbursable miles (1600 km) per year and/or rents vehicles up to 6 times a year on DCPS business and/or participates in any DCPS-sponsored activity that involves the operations of a motor vehicle.

DCPS-Provided Vehicle: Any vehicle owned, leased, or rented by the Segment, Business Unit, or Location or Site and/or its personnel for the purpose of conducting DCPS business.

DCPS-Sponsored Drivers: Operates a DCPS-sponsored vehicle (even if use is limited to personal use) and/or rents a vehicle more than six times per year on DCPS business and/or operates a personal vehicle on DCPS business more than 1,000 reimbursable miles (1,600 km) per year.

Motor Vehicle Record (MVR) Check: A process whereby each license history of each authorized driver is obtained from the Department of Motor Vehicles (DMV) or like entity in the state or country of issue.

Driver, Authorized: Any DCPS employee, authorized by the Business Unity Policy and location manager to operate a DCPS-owned, leased, or rented vehicle.

Driver, Other Authorized: Spouses or domestic partners who are authorized to drive DCPS vehicles.

Driver Monitoring: Use of a prominently displayed safe driving decal that would allow the general public to comment on driving behavior by contacting the business unit.

Driver, Professional: Requires a commercial driver's license (CDL) or other special permit/certification and/or, where the operation of a motor vehicle is a significant element of the job. This would include service, sales, and management jobs where the employee dries from one stop to the next.

Fleet Manager: Any DCPS manager who has primary responsibility for administering the motor vehicle policy relative to purchase, leasing, motor vehicle record checks as requested, and keeping relevant data.

3.0 PROCEDURE

3.1 Authorized Drivers

1. Unit Managers are responsible for authorizing individuals to operate vehicles on DCPS business. In order to be authorized, individuals must be employees and must be at least 18 (non-commercial license) or 21 (commercial license) years of age and have a current driver's license for the class of vehicle that they will be authorized to operate.
2. Only Authorized Drivers are permitted to operate motor vehicles on DCPS business. Authorized drivers will be classified by their Section Managers into two groups based

on the frequency of driving a DCPS vehicle and the degree of impact a poor driving record will have on their employment with DCPS. The designations are "Casual" (uses a motor vehicle infrequently, e.g., once per week) and "Designated" (uses a vehicle daily, e.g., to meet clients, travel to sites, etc.). The classification of Casual or Designated will influence driver history review and training requirements (see Sections 3.2 – 3.3).

3. Each Unit Manager must maintain a current list of Authorized Driver's and submit the list to Human Resources (HR) any time it is updated.
4. Authorized Drivers must review this procedure and complete a Driver's Information Form. Current Driver's Information Forms must be on file with HR prior to operating a motor vehicle.
5. Authorized Drivers shall report any conviction (work-related or not work-related) for driving under the influence of drugs and/or alcohol to their Unit Manager and HR representative immediately. Additionally, any change in the status of an Authorized Driver's license (i.e. suspension, revocation, limitation, etc.) shall be reported to the HR representative immediately. The HR representative will report any of the above to the HR Manager immediately.

3.2 Driver's History Review and Insurance Requirements

1. HR, assisted by local Office Administrators, will obtain an updated Driver's Information Form from each Authorized Driver on an annual basis. The Unit Manager will audit this process annually.
2. The motor vehicle record (MVR) of Designated Drivers will be reviewed annually and at any other time at the discretion of DCPS. Casual Drivers will have an MVR check every three years. Continued classification of an Authorized Driver depends on the employee maintaining a safe driving record as defined by the chart in item 5, below.
3. HR will submit an updated Authorized Driver list on an as-needed basis to Wheels, Inc. (or current vendor selected by DCPS) in order to have newly classified Authorized Driver MVRs pulled for review and added to the annual MVR program. Wheels, Inc. will in turn provide HR with a summary of the employees' driving records. HR will also provide an annual list of Authorized Drivers and driver's license numbers to Wheels, Inc., for review.
4. Under the Fair Credit Reporting Act, a summary of an employee's MVR will be provided confidentially to that employee for review upon request. The employee may dispute any inaccurate information on a driving record. However, it is ultimately the responsibility of each employee to ensure that the information contained in his or her vehicle driving record file is accurate.
5. During an MVR review, based on the number of points assigned to an employee by the Wheels, Inc. "Safety First Scoring System" over the last three-year period, HR

and the employee's Office/Section Manager will implement the appropriate corrective actions as outlined in the table below:

3-Year Point Total	Action	Follow-up Action
3-6	Warning letter to driver.	---
7-9	Warning letter to driver. Management/ HR discuss driving performance with employee.	MVR re-checked and evaluated in 6 months.
10-12 (With no single violation greater than 3 points)	Warning letter to driver. Management/ HR discuss driving performance with employee.	Driver completes National Safety Council Defensive Driver Training or other course approved by HR and Supervisor. MVR re-checked and evaluated in 6 months.
10-12 (with at least one violation 5 points or greater)	Warning letter to driver with loss of Authorized Driver status. Management/ HR discuss driving performance with employee.	Loss of "Authorized Driver " status until completion of National Safety Council Defensive Driver Training, or other course approved by HR and Supervisor, and District Manager, Regional Manager, District Safety Manager, and Division Human Resource Manager concur with reinstatement. MVR re-checked and evaluated in 6 months
13+	Warning letter to driver with immediate loss of Authorized Driver status. Management/ HR discuss driving performance with employee.	District Manager, Regional Manager, District Safety Manager, and Division Human Resource Manager review driver's history and determine appropriate remedial action.

Notes: The following represents example violations, with corresponding points to driver.

1 Point:	■ Using equipment on vehicle prohibited by law ■ Violation of gross weight limits	5 Points:	■ Speeding 20 mph+ ■ Reckless, careless or negligent driving ■ Driving too fast for conditions – hazardous ■ Speeding in school zone
2 Points	■ Following too closely ■ Improper lane usage ■ Seatbelt violation	10 Points	■ Accident, preventable ■ DUI ■ License suspended ■ Death by motor vehicle ■ Theft of motor vehicle ■ Leaving scene of accident
3 Points	■ 11-19 mph over posted speed limit ■ Driving wrong direction or down wrong side of street		

3.3 Training

1. New employees classified as Designated Drivers must complete a Defensive Driving Awareness course (i.e., on-line, DCPS-approved "brown bag," or other DCPS-approved course) and the DCPS Employee Safety Orientation Program prior to operating a motor vehicle on DCPS business.
2. Existing employees classified as Designated Drivers must complete a Defensive Driving Awareness course every two years. Existing employees newly classified as Designated Drivers that have not completed the above training must do so within 30 days of designation.

3. Designated Drivers whose primary job duty involves driving a motor vehicle (i.e., vehicle operation is part of the job description), or Designated Drivers that are permanently assigned a DCPS owned/leased vehicle, shall complete the National Safety Council 4-hour web-based Defensive Driving Course, or equivalent, in place of the Defensive Driving Awareness course described above, every two years.
4. Section Managers may require their Casual Drivers to participate in additional training and classes.

3.4 General Requirements

1. DCPS-owned/rented/leased vehicles are for official DCPS business use only. No personal use of any kind is permitted unless approved by the Unit Manager. Official DCPS use includes normal transportation use for employees on travel status.
2. Authorized Drivers must hold a valid state operator's license appropriate to the type(s) of vehicles they may be driving.
3. Authorized Drivers shall comply with all federal, state and local traffic laws and client regulations concerning vehicle operation.
4. Any vehicle used for DCPS business must have the appropriate registration and automobile liability insurance required by the state in which the vehicle is registered. This includes POVs if the employee is required to drive on DCPS business. Personal vehicle insurance and registration is the responsibility of the employee. Copies of fleet vehicle registration and insurance can be obtained by calling Wheels at (866) 258-8022.
5. All vehicles used on DCPS business must be equipped with seat belts. Drivers and occupants of all vehicles shall use seat belts.
6. No employee shall drive on DCPS business when: under the influence of alcohol or illegal drugs; specifically restricted by a medical provider; injuries or illnesses could prevent safe operation; or a temporary personal condition (i.e. fatigue, emotional state, etc.) could prevent safe operation.
7. DCPS employees may work/drive for up to a maximum combined total of 16 continuous hours during a work shift. This period must be followed by at least 8 hours of rest before resuming any work-related driving activity.
8. Unless specific approval is provided in a project safety plan and/or approved Task Hazard Analysis, vehicle motors shall not be left running when the vehicle is unattended.
9. Unless required (such as on a client's property), keys will not be left in an unattended vehicle.
10. No motorcycles or private aircraft shall be operated by employees on DCPS business unless specifically authorized by a Division President. The use of all-terrain vehicles

(ATVs) and/or other motorized vehicles not specifically designed for over-the-road use (excluding heavy equipment) must be approved in a project safety plan and/or Task Hazard Analysis.

11. Analytical samples or glass items shall be transported in vehicles in accordance with 49 CFR regulations.
12. No personnel will be allowed to ride in a pickup truck cargo bed unless it has been equipped to transport personnel.
13. Report missing or defective safety equipment to management and obtain replacement equipment before driving the vehicle.
14. Maintain vehicles in clean and orderly condition.
15. Ensure that the vehicle does not exceed its weight capacity.
16. Smoking is not permitted in DCPS vehicles.
17. While operating a motor vehicle on DCPS business, employees are specifically prohibited from:

    - Disabling any safety device including seat belts and air bags.
    - Carrying passengers in vehicles unless those passengers are DCPS employees, contractors, or customers with legitimate business reasons for being in the vehicle. The Authorized Driver's Section Manager must approve, in writing, any deviation from this requirement.
    - Allowing any unauthorized personnel to drive DCPS vehicles at any time.
    - Overloading and/or overcrowding vehicles.
    - Picking up hitchhikers.
    - Carrying firearms or other weapons in any DCPS vehicles.
    - Transporting placardable quantities of hazardous materials and/or hazardous wastes. Transporting small quantities of hazardous materials must be done in accordance with the, EHS 601 – Hazardous Materials Shipping.
    - Operating any vehicle that is in unsafe operating condition.
    - Using portable computers or similar devices such as a Blackberry or Personal Digital Assistant (see also Section 3.7 of this procedure, regarding cellular phones/wireless communication).
    - Being under the influence of alcohol, drugs, or other controlled substances.
    - Driving after taking any prescription or over-the-counter medication that may cause drowsiness, dizziness, or other side effects or that could affect the ability to safely and effectively operate a motor vehicle.
    - Using a DCPS vehicle for any purpose in violation of federal, state, or local laws.

- Smoking or using a cell phone while refueling.

3.5 Site Vehicles and Equipment

1. Material-handling equipment such as mobile cranes, forklifts, winch trucks, front-end loaders, tractors, etc., are not permitted to transport passengers. The requirement for these types of equipment is covered by other safety procedures and regulations (see the Environmental Practices and Facility Operations Safety Manuals).
2. Passengers shall ride with all portions of their bodies inside the truck body or frame.
3. Passengers shall be in the seated position, with the seat belts in place, before the vehicle is set in motion.
4. Riding on a vehicle's bumper or tailgate is prohibited.
5. Tailgates will be closed before the vehicle is operated unless carrying an extended load that is properly tied down and flagged.
6. Passengers are not permitted to ride in the body of a dump truck or in the bed of a pickup truck.
7. Passengers are not permitted to ride on top of the load or to hold materials to prevent shifting, etc.
8. If a vehicle is not designed to accommodate passenger transportation, it must not be used for that purpose.
9. Drivers transporting passengers will follow the posted or specified speed limit and traffic rules established for the project.
10. Truck operators will use chocks when parking on slopes or grades.

3.6 In Case of Accident

In case of an accident, regardless of who is injured, whose property is damaged, or who owns the vehicle, the Authorized Driver shall:

1. Stop.
2. Call for medical assistance in case of personal injuries.
3. Provide your name, address, driver's license number, and vehicle insurance information.
4. Obtain the following:
    (a) Name, address, telephone number, drivers license number and state of issue, and insurance information of the other parties involved,
    (b) Name and contact information for any other vehicle occupants,
    (c) Year, make, and model of any other vehicles involved,
    (d) Name and contact information for any witnesses.

(e) Promptly notify your supervisor.

(f) Notify DCPS Safety Department by utilizing the XXX-XXX-XXX telephone support number. The Safety Department will assist in reporting all accidents to our insurance carrier (when necessary), and in requesting support for collision repair from our Fleet Management vendor.

(g) Complete section 1 of the DCPS Supervisor's Report of Incident and a Vehicle Accident Report and submit to your supervisor as soon as possible in accordance with EHS 101 - Injury, Illness and Near Miss Reporting.

A laminated card outlining the pertinent reporting procedures listed above will be maintained in the glove box of all DCPS-owned/leased vehicles.

3.7 Cellular Phones/Wireless Communications

While operating a motor vehicle on DCPS business, employees are prohibited from using wireless communication devices where specifically regulated by law or regulation. Additionally, where no specific laws or regulations apply to the use of wireless communication devices while operating a vehicle, Authorized Drivers are prohibited from using these devices while driving unless legally parked or unless the device is in a hands-free mode and/or mounted so that its use does not require the driver to divert their eyes from traffic.

3.8 Safety Inspections

Authorized Drivers are responsible for verifying that any vehicle they operate on DCPS business is in a safe operating condition. In addition to any required state or local vehicle inspection/registration process and routine manufacturer inspections, the following safety items/systems should be verified to be in working order prior to operation:

- Seat belts
- Doors and door locks
- Headlights and tail-lights
- Rearview mirrors and side mirrors
- Turn signals
- Backup lights
- Horn
- Backup alarms, if applicable
- Parking break
- Speedometer (as soon as possible after operation)

- Steering
- Windows (operate correctly and are clean and free of damage that may interfere with the driver's vision)
- Windshield wipers and windshield washer fluid
- Windshield defrosters and rear window defrosters (if any)
- Defroster/Defogger
- Tire pressure and tread wear within manufacturer's specified limits

A checklist should be completed prior to operation of the vehicle to identify problems related to safe operation. If any condition prevents an item from working properly, or if the Authorized Driver deems the vehicle unsafe, the vehicle must be repaired before it is used for DCPS business. Where the condition is such that the Authorized Driver believes the vehicle may be operated safely, the vehicle may be driven to a local service facility for repairs.

4.0 ACCIDENT REVIEW BOARD

4.1 Accident Review Board and Disciplinary Action

In accordance with DCPS requirements, an investigation of vehicle accidents involving DCPS-owned/leased/rented vehicles, and POVs used on DCPS business, may be conducted to determine causal agents and circumstances. If the investigation results in the recommendation that disciplinary action be taken toward the driver, an Accident Review Board will be convened to review the facts and recommend appropriate action. The Unit Manager and Environmental and Safety Unit. Recommendations developed by the Board will be provided to the responsible Environmental and Safety Manager for final consideration. Disciplinary action may include, but is not limited to the following (see chart in Section 3.2 of this procedure):

(a) Loss of Authorized Driver status
(b) Additional driver safety training
(c) Suspension without pay
(d) Termination of employment

Under the following situations, Authorized Driver status will automatically be revoked:

(a) Accidents or legal action involving drugs and/or alcohol (i.e., DUI)
(b) Driving without a valid license
(c) Hit-and-Run driving/leaving the scene of an accident

(d) Unauthorized use of a DCPS owned/leased/rented vehicle (i.e., using a DCPS vehicle for personal use)

Under the following situations, Authorized Driver status may be revoked:

(a) Two or more accidents involving the same driver within a 12-month period
(b) Multiple speeding tickets or multiple violations of the Motor Vehicle Code
(c) Multiple complaints from a member of the public or fellow employees regarding driving performance
(d) Any accident caused by an Authorized Driver where damages exceed $5,000

Once Authorized Driver status is revoked it may only be reinstated by concurrent agreement from the Environmental and Safety Unit.

5.0 SECURITY

Vehicles must be secured in a safe place and locked whenever unattended and the keys removed (unless prohibited by site-specific policy). Never leave credit cards in an unattended vehicle. Keep sensitive materials and computers out of sight.

6.0 REFERENCES

EHS 101 - Injury, Illness, and Near Miss Reporting
EHS 102 - Incident Investigation & Review
EHS 114 - Safety Training Programs
EHS 117 – Commercial Vehicle Program

District of Columbia Public Schools

PROCEDURE NO.: EHS 117
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Commercial Vehicle Program Procedures

1.0 PURPOSE

DCPS is committed to preventing commercial motor vehicle accidents and injuries of its employees caused by the driver's lack of training, qualifications, misuse of alcohol and/or abuse of drugs, or improper maintenance of vehicles.

2.0 SCOPE

Employees must follow this program if the vehicle they are driving:

1. Has a gross combination weight rating (GCWR) of 26,001 or more pounds, inclusive of a towed unit with a gross vehicle weight rating (GVWR) of more than 10,000 pounds;
2. Has a GVWR of 26,001 or more pounds;
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size transporting hazardous materials requiring placarding.

3.0 DEFINITIONS

Accident:

1. An occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce which results in:
    - A fatality;
    - Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
    - One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicles to be transported away from the scene by a tow truck or other motor vehicle.
2. The term accident does not include:
    - An occurrence involving only getting in and out of a stationary motor vehicle; or
    - An occurrence involving only the loading or unloading of cargo.

Alcohol Concentrations (AC): The concentration of alcohol in a person's blood or breath. When expressed as a percentage it means grams of alcohol per 100 milliliters of blood or grams of alcohol per 210 liters of breath.

Commercial Motor Vehicle (CMV): Any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

1. Has a gross vehicle weight rating or gross combination weight rating of 4,536 kg (10,001 pounds) or more; or
2. Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
3. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 40 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed under 49 CFR, subtitle B, chapter I, subchapter C.

Disabling Damage: Damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

1. Inclusions: Damage to motor vehicles that could have been driven, but would have been further damaged if driven.
2. Exclusions:
   (a) Damage that can be remedied temporarily at the scene of the accident without special tools or parts.
   (b) Tire disablement without other damage even if no spare tire is available.
   (c) Headlamp or taillight damage.
   (d) Damage to turn signals, horn, or windshield wipers, which makes them inoperative.

Driveaway-Towaway Operations: Any operation in which a motor vehicle constitutes the commodity being transported and one or more set of wheels of the motor vehicle being transported are on the surface of the roadway during transportation.

Driver: Any person who operates any commercial motor vehicle.

Driving a Commercial Motor Vehicle While Under the Influence of Alcohol means committing any one or more of the following acts in a CMV: driving a CMV while the person's alcohol concentration is 0.04 percent or more; driving under the influence of alcohol, as prescribed by state law; or refusal to undergo such testing as is required by any state or jurisdiction in the enforcement of § 383.51(b)(2)(i)(A) or (B) or § 392.5(a)(2)

Emergency: Any hurricane, tornado, storm (e.g., thunderstorm, snowstorm, ice storm, blizzard, sandstorm, etc.) high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, mud slide, drought, forest fire, explosion, blackout, or other occurrence, natural or man-made, which interrupts the delivery of essential services (such as electricity, medical care, sewer, water, telecommunication, and telecommunication transmissions) or

essential supplies (such as food and fuel) or otherwise immediately threatens human life or public welfare:

Exempt Motor Carrier: A person engaged in transportation exempt from economic regulation by the Interstate Commerce Commission (ICC) under 49 U.S.C. 10526, "Exempt motor carriers" are subject to the safety regulations set forth in this subchapter.

Fatality: Any injury that results in the death of a person at the time of the motor vehicle accident or within 30 days of the accident.

Federal Highway Administrator: The chief executive of the Federal Highway Administration, an agency within the Department of Transportation.

Gross Combination Weight Rating (GCWR): The value specified by the manufacturer as the loaded weight of a combination (articulated) motor vehicle. In the absence of a value specified by the manufacturer, GCWR will be determined by adding the GVWR of the power unit and the total weight of the towed unit and any load thereon.

Gross Vehicle Weight Rating (GVWR): The value specified by the manufacturer as the loaded weight of a single motor vehicle.

Hazardous Material: A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated.

Hazardous Waste: Any material that is subject to the hazardous waste manifest requirements of the EPA specified in 40 CFR Part 262 or that would be subject to these requirements absent an interim authorization to a state under 40 CFR Part 123, Subpart F.

Medical Examiner: A person who is licensed, certified, and/or registered, in accordance with applicable state laws and regulations, to perform physical examinations. The term includes, but is not limited to, doctors of medicine, doctors of osteopathy, physician assistants, advanced practice nurses, and doctors of chiropractic.

Motor Carrier: A for-hire motor carrier or a private motor carrier. The term includes a motor carrier's agents, officers, and representatives, as well as employees responsible for hiring, supervising, training, assigning, or dispatching drivers and employees concerned with the installation, inspection, and maintenance of motor vehicle equipment and/or accessories.

Radar Detector: Any device or mechanism used to detect the emission of radio microwaves, laser beams, or any other future speed measurement technology employed by

enforcement personnel to measure the speed of commercial motor vehicles upon public roads and highways for enforcement purposes.

Trailer: includes:

1. Full Trailer: Any motor vehicle, other than a pole trailer, which is designed to be drawn by another motor vehicle and so constructed that no part of its weight, except for the towing device, rests upon the self-propelled towing motor vehicle. A semitrailer equipped with an auxiliary front axle (converter dolly) shall be considered a full trailer.
2. Pole Trailer: Any motor vehicle which is designed to be drawn by another motor vehicle and attached to the towing motor vehicle by means of a "reach" or "pole", or by being "boomed" or otherwise secured to the towing motor vehicle, for transporting long or irregularly shaped loads such as poles, pipes, or structural members, which generally are capable of sustaining themselves as beams between the supporting connections.
3. Semitrailer: Any motor vehicle, other than a pole trailer, which is designed to be drawn by another motor vehicle and is constructed so that some part of its weight rests on the self-propelled towing motor vehicle.

Truck: Any self-propelled commercial motor vehicle, except a truck tractor, designed and/or used for the transportation of property.

Truck Tractor: A self-propelled commercial motor vehicle designed and/or used primarily for drawing other vehicles.

4.0 RESPONSIBILITIES

4.1 DCPS Environmental and Safety Unit

- Updates applicable regulations from the Federal Motor Carrier (FMC)
- Coordinates the Drug Testing Program to include a Medical Review Officer and/or Occupational Physician from the DCPS medical surveillance provider;
- Receives notification of positive drug/alcohol tests and discusses with employee's supervisor.

4.2 Supervisor of Driver

- Identifies and schedules training for commercial drivers in his/her department;
- Receives training on alcohol/drug misuse

- Maintains records/logs of driving history, vehicle maintenance/inspections, and drug/alcohol testing results; and
- Ensures vehicles are properly inspected, repaired and maintained.

4.3 DCPS Commercial Driver

- Submits to drug/alcohol testing per the program set up by the Medical Review Officer;
- Completes commercial driver license requirements and qualifications per the FMC Safety Regulations Part 383 prior to driving a commercial vehicle;
- Maintains a driver's log on a daily basis per Part 395.8 of the FMC Safety regulations; and
- Maintains the commercial vehicle in good condition and follows maintenance and inspection procedures.

5.0 REFERENCES

Federal Motor Carrier Safety Regulations – United States Department of Transportation, Federal Highway Administration, Parts 382, 383, 387, 390-397, 399, and 400.

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Confined Space Entry Program

PROCEDURE NO.: EHS 118
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE

DCPS personnel will not enter any confined space until it has been evaluated, classified, and (if necessary) has had a specific entry procedure developed. Personnel performing such entries will meet training requirements specified below.

2.0 DEFINITIONS

Confined Space - is a space which:

- Is large enough and so configured that an employee can physically enter and perform assigned work; and
- Has limited or restricted means for entry or exit; and
- Is not designed for continuous human occupancy.

There are two types of confined spaces:

Permit-Required Confined Space (PRCS) – a confined space that exhibits one or more of the following properties:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

Non-Permit Required Confined Spaces (NPRCS) - Spaces that do not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm. These spaces do not require specific entry procedures.

Non-permit-required confined spaces can be designated only by a Certified Industrial Hygienist, Certified Safety Professional, DCPS Safety Manager or Professional Engineer after review of the space(s), historical monitoring data, and other factors (e.g., injuries that have occurred). Therefore, all confined spaces will be considered permit-required unless specifically designated as a non-permit space, in writing, on the approved confined space inventory listing.

Entry – The action by which a person passes through an opening into a confined space. Entry is considered to have occurred as soon as any part of the body breaks the opening of a confined space.

3.0 CLASSIFICATION OF CONFINED SPACES

3.1 Identification of Confined Spaces

All confined spaces under the control of DCPS that may be entered will be identified, evaluated and classified on a Confined Space Inventory Listing. The inventory listing shall be updated as required, at a minimum annually.

3.2 Labeling

1. All permit-required confined spaces will be labeled so that employees are adequately warned of the potential for hazardous conditions/atmospheres. Labeling is not required under the following circumstance:
    (a) The spaces are easily recognizable, numerous, and widely spaced (e.g., storm sewer manholes). Employees will be instructed that these constitute confined spaces during required training. However, these locations will be included on the inventory.
    (b) A complete inventory has been developed, all personnel have been trained in the use of the inventory, and the workers consult the inventory prior to performance of any work that may require entry into a confined space.
2. When non-permit-required confined spaces require the implementation of confined space entry procedures because of specific work operations (e.g., painting, welding), all entry points will be labeled so as to alert all employees of the existence of the hazardous conditions. These signs will be removed only when the hazard no longer exists (e.g., complete curing of the paint).

3.3 Classification of Confined Spaces

For each identified confined space, an evaluation to determine the nature and extent of all possible hazards to entrants must be conducted. Consideration will be given to the following types of hazards:

- The presence of possible airborne contaminants at concentrations exceeding established occupational exposure limits (OELs)
- The presence of any physical hazards (e.g., electrical shock, mechanical injury, etc.)
- The presence of flammable or explosive conditions
- The presence of any potential for rapid flooding or engulfment

- Configurations/positioning that may cause an entrant to become trapped
- Initial classification as either a PRCS or NPRCS

The evaluation will be documented using the Confined Space Hazard Assessment form.

Wherever the confined space is controlled by a client or third-party, the controlling entity should be contacted to provide the information necessary to complete the evaluation. However, if DCPS personnel are required to enter a confined space owned or controlled by others, the final evaluation will remain the responsibility of responsible DCPS manager.

4.0 CONFINED SPACE ENTRY DUTIES

4.1 Entry Supervisor

1. Understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2. Verify following before signing the permit and allowing entry to begin;
    (a) Appropriate entries have been made on the entry permit;
    (b) All tests specified by the permit have been conducted;
    (c) All procedures and equipment specified by the permit are in place.
    (d) Means of communication are available and have been tested.
3. Terminate the entry and cancel the permit when entry operations are complete or when a prohibited condition arises.
4. Verify rescue services, when required, are available and the means for summoning them are operable.
5. Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
6. Ensure that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.
7. Withdraw the entry permit and stop all entries if unsafe conditions are reported during any confined space entry. He/she will not permit same or any other entry until cause of unsafe conditions is thoroughly investigated and Confined Space program is reviewed to prevent reoccurrence.

4.2 Attendant

1. Understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure

2. Be aware of the possible behavioral effects of hazard exposure in the Authorized Entrants;
3. Maintain an accurate count of Authorized Entrants in the permit space and ensure the means used to identify Authorized Entrants accurately tracks who is in the permit space;
4. Remain outside the permit space during entry procedures until relieved by another Authorized Attendant;
5. Communicate with Authorized Entrants as necessary to monitor entrant status and to alert Entrants of the need to evacuate the space
6. Monitor activities inside and outside the space to determine if it is safe for Entrants to remain in the space. Orders the Authorized Entrants to evacuate the permit space under any of the following conditions:
    (a) The Attendant detects a problem.
    (b) The Attendant detects the behavioral effect of hazard exposure in an Entrant,
    (c) The Attendant detects a situation outside the space that could endanger the Entrant, and
    (d) If the Attendant cannot effectively and safely perform all of his/her assigned duties.
7. Summon rescue and other emergency services as soon as the Attendant determines that Entrants may need assistance to escape from permit space hazards;
8. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:
    (a) Warn the unauthorized persons they must stay away from the permit space;
    (b) Advise unauthorized persons they must exit immediately if they have entered the permit space; and
    (c) Inform the Authorized Entrants and the Entry Supervisor if unauthorized entrants have entered the permit space.
9. Perform non-entry rescues as specified within this program; and
10. Perform no other duties that might interfere with the Attendant's primary duty to monitor and protect the Authorized Entrants.

4.3 Authorized Entrant

1. Understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure
2. Properly use personal and facility equipment as required by the entry permit;

3. Communicate with the Attendant as necessary to enable the Attendant to monitor Entrant status and to enable the Attendant to alert Entrants of the need to evacuate the space;
4. Alert the Attendant whenever a recognized warning sign or symptom of exposure to a dangerous situation or a prohibited condition exists;
5. Exit from the permit space as quickly as possible whenever:
    (a) An order to evacuate is given by the Attendant or the Entry Supervisor; or
    (b) When the Entrant recognizes any waning sign or symptom of exposure to a dangerous situation; or
    (c) When the Entrant detects a prohibited condition; or
    (d) When an evacuation alarm is activated.

4.4 Rescue Service (if designating an outside service)

Prior to authorizing entry into any confined space, Site (Project) Manager should:

1. Evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner (within 3 minutes for life threatening situations or 15 minutes for non-life threatening injuries), considering the hazard(s) identified;
2. Evaluate a prospective rescue service's ability.
    (a) Select a rescue team or service from those evaluated that:
    (b) Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified [as defined in 4.4 (1) above];
    (c) Is equipped for and proficient in performing the needed rescue services;
    (d) Inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site; and
    (e) Provide the rescue team or service selected with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

4.5 Rescue Service (if designating internal rescue team)

Prior to authorizing entry into any confined space, Site (Project) Manager should:

1. Provide affected employees the required personal protective equipment (PPE) and train them in its use;
2. Train affected employees to perform assigned rescue duties;
3. Train affected employees in basic first-aid and cardiopulmonary resuscitation (CPR) (at least one member shall hold a current certification in first aid and CPR); and

4. Ensure that affected employees practice making permit space rescues at least once every 12 months.

4.6 Facilitating Non-Entry Rescue

1. Retrieval systems or methods shall be used whenever an authorized entrant enters a permit space (unless the retrieval equipment would increase the overall risk of entry).
2. Retrieval systems shall meet the following requirements:
   (a) Each authorized entrant shall use a chest or full body harness with a retrieval line attached at the center of the entrant's back near shoulder level or other suitable locations as appropriate.
   (b) The other end of the retrieval line shall be attached to a mechanical device (mandatory for more than 5 feet deep rescue) or fixed point outside the permit space.

5.0 PRCS-Specific Entry Procedures

To protect employees during PRCS entries, and to meet the requirements of 29 CFR 1910.146, DCPS-specific PRCS entry procedures will be developed for each PRCS to be entered. Each entry procedure will detail:

- The identity of the PRCS(s) to which the procedure applies;
- Details concerning the potential hazards associated with the entry operation/PRCS;
- Pre-entry preparation:
- Required air monitoring equipment;
- PPE;
- Required emergency response/extraction equipment;
- Required ventilation procedures (as applicable);
- Required isolation procedures (as applicable);
- Rescue agency notification requirements (as applicable);
- Required pre-entry monitoring procedures and applicable at-entry re-classification criteria
- Air monitoring procedures during entry (if re-classification has not occurred);
- PPE requirements during entry (if re-classification has not occurred);

Specific entry procedures can be documented by following the procedures in sections 5.1 through 5.4 of this procedure and by completing a Task Hazard Analysis (NAC&E) or Work

Plan (NACO) in combination with a completed Confined Space Hazard Analysis and Confined Space Permit.

5.1 PRCS Pre-Entry Procedure:

Prior to the start of the entry operation the Entry Supervisor will assign individuals on the entry team to the following jobs:

- Entrant – the person entering the PRCS
- Primary Attendant[1] - the person dedicated only to assisting the entrant, observing the entry operation and maintaining communications with the entrant throughout the entry procedure.
- Secondary Attendant for Rescue Procedures – an employee assigned either to specific support of the entry operation or working nearby who can assist with rescue operations in the event of an accident. This person can perform other duties unrelated to observing the entry.

The Entry Supervisor is responsible for ensuring that the individuals assigned to each job fully understand their duties and responsibilities prior to initiating the entry operation. The Entry Supervisor will review the complete entry procedure with all team members prior to the work. The Entry Supervisor will also verify the availability of rescue services.

Additional requirements for Pre-Entry Planning include the following:

- Select the appropriate equipment to measure the potential hazards. Select a multi-gas meter capable of measuring oxygen, combustible gas (%LEL), and other Hazardous Gases.
- Determine the acceptable values for the hazardous conditions being measured, based on the equipment in use and the field calibration method. The action levels are determined as follows:
    - Oxygen 19.5% - 23.5%
    - Lower explosion limit 10%
    - Hydrogen sulfide 5 ppm
    - Carbon monoxide 15 ppm
    - Other toxic chemicals Contact Health and Safety Department
    - Ensure all the equipment selected is calibrated, and calibration is still valid.

[1] Note: The Entry Supervisor can serve as the Primary or Secondary Attendant, but cannot perform work as the PRCS Entrant.

- Personnel trained in accordance with this procedure shall perform field verification of equipment as follows:
    - Calibrate combustible gas meters using appropriate span gas for the detectors to be used. (This span gas calibration shall be performed each time the instrument is turned on).
    - Check detector tube pumps for leakage using the manufacturer's procedures.
    - Calibrate Photo ionization detectors (PID) using isobutylene, or other material, in accordance with the manufacturer's directions.
    - Calibrate any other instrumentation to be used in accordance with manufacturer's directions.
- Set up barricades around the space being entered as required.
- Set up required rescue or retrieval systems.
- Institute required lockout/tagout procedures (i.e. electrical, steam, liquid flow-pipe blanking)
- Ensure that a second person (trained as entry attendant) is available, and assists in the set up procedures.
- Agree upon a means of communication between the entrant and the attendant. (The attendant is not authorized to perform rescue involving entry into the space, unless he/she is trained for rescue and another entry attendant replaces him/her prior to the attempt to rescue).
- Attendant must have a means to contact emergency rescue services for further assistance.
- Complete Confined Space Entry Permit:
    - Have the attendant verify the completion of the required actions;
    - Entry supervisor shall sign the Permit upon verification of completed actions;
    - Maintain the Permit at all authorized entry sites until completion of the entry;

5.2 PRCS Entry Permits

A PRCS Entry Permit is required to be completed for each individual PRCS entry operation (Exception: Multiple entries of an individual PRCS during a single work shift can be covered by a single Permit). The Permit provides the means for documenting:

- The identities and roles of all individuals involved in the entry operation.
- Equipment used for performance of the entry (monitoring instruments, extraction equipment, etc.).
- Pre-entry and operational monitoring results.

- Other relevant workplace conditions or events related to the entry operation (e.g., vault isolation procedures).

The Permit also provides the documented basis for re-classification of any PRCS as non-permit required (for purposes of the particular entry operation) based upon pre-entry monitoring procedures. Each Permit will be signed and authorized by the Entry Supervisor. At the completion of the entry operation, the Permit will be filed as part of the project records.

5.3 PRCS Entry Procedure

- Don any required PPE.
- Check the area around the seal to ensure that no flammable situations exist prior to door or cover removal. Note: Always check for oxygen levels first if the meter does not measure simultaneously. Low oxygen levels can cause LEL readings to be incorrect.
- Carefully remove any access doors or covers.
- Upon removal of the access cover/door, check the immediate atmosphere using remote testing procedures to ensure the immediate atmosphere is safe. If any of the parameters being tested are outside the action level, do not enter.
- If necessary, use exhaust ventilation to either remove the contaminant(s) or to correct the oxygen-deficient atmosphere.
- If the initial test(s) are within allowable ranges, slowly enter the space, continually testing the atmosphere in front and to the sides.
- In stratified atmospheres (i.e., vertical entries), testing will be done 4 feet in advance of the direction of travel. Travel speed will allow for adequate instrument response time.
- The entire area where work is to be performed will be tested prior to performance of any work.
- While performing the work, place the direct read instruments in a location that will not interfere with the work, allow for continual monitoring, and allow for noting any alarms that may be activated.
- Upon work completion, pick up all equipment and leave the space.

5.4 PRCS Exit Procedure

- Replace all access covers.
- Ensure all signs are visible and legible.
- Remove all lockout/tagout equipment.
- Note on the Permit any problems encountered while in the space.
- Finish the Permit and turn it in to the Entrant Supervisor.

- The Entrant Supervisor will inspect the Permit for completion and investigate any noted problems. Actions taken to correct noted problems will be discussed with all authorized entrants and attendants for future implementation.
- The completed Permit will be maintained on file as required in this section.

6.0 NON-PERMIT REQUIRED CONFINED SPACE ENTRY PROCEDURE

DEFINITION: NON – PERMIT CONFINED SPACE (NPCS) is a confined space that:

1. Does not contain any hazard capable of causing death or serious physical harm.
2. With respect to atmospheric hazards, does not have the potential to contain any hazard capable of causing death or serious physical harm.

Persons entering this type of space only need to complete a confined space entry permit and remain vigilant about conditions in the space and remember that if any condition changes or if hazards are introduced into the space (e.g. welding/cutting operations), the classification and entry procedures in the space may change.

6.1 NPCS Entry Procedure

1. Check the atmosphere with the gas detector for Oxygen, LEL and other Hazardous gases (e.g. CH4, H2S, CO) in the same order prior to entry into the space.
2. Record the measured conditions on the permit and do not allow entry if detected levels are above action levels.
3. When entrance covers are removed, guard the opening to prevent an accidental fall through the opening and to protect each employee working in the space from foreign objects entering the space.
4. Proceed with entry and work with caution.

6.2 NPCS Post Entry Procedures

The following post-entry procedures must be followed after the completion of a non-permit required confined space entry:

1. Replace all access covers.
2. Ensure all signs are visible and legible.
3. Remove all lockout/tagout equipment, if applicable
4. Note any problems encountered while in the space on the Permit.
5. Finish the permit, and turn in to the entrant supervisor.

6. The entrant supervisor shall inspect the Permit for completion, and investigate any noted problems. Actions taken to correct noted problems shall be discussed with all authorized entrants and attendants for future implementation.
7. The completed Permit shall be maintained in record for annual review.

7.0 ALTERNATE ENTRY PROCEDURES

DEFINITION: An Alternate-Procedure Confined Space (APCS) is a confined space where:

1. The only hazard posed by the space is either an actual or potential hazardous atmosphere;
2. Continuous forced air ventilation alone can be used to maintain the space for entry; and
3. Monitoring and inspection data has been obtained to support this assertion.

Alternate entry procedures allow for entry into a confined space without the need for attendant or emergency extraction equipment. In addition, a full Confined Space Permit is not required to be completed; only documentation (e.g., logbook) as to who entered, when entered, and what the atmospheric measurements were prior to entry is required.

In order to use alternate entry procedures for a given space, the confined space will initially be designated as a permit-required confined space, and full entry procedures as required above will be implemented. After collection of sufficient data, a review of the air monitoring data will be performed. If the data shows all air sampling data is within acceptable ranges and/or below the substance action levels, and it is confirmed that there is no other anticipated hazard, then the space can be designated as Alternate-Procedure Confined Space (APCS) entry.

Entry into alternate-procedure confined spaces will still require the entrant to perform initial atmospheric testing prior to entry, as well as periodic measurements while inside the space.

If the measured atmospheric contaminant levels exceed established criteria, the employee will exit the space, and will not re-enter. Subsequent entry into that or similar confined spaces will only be permitted after completing following conditions:

- Thorough review of confined space program and the process of determining APCS to establish root-cause for the contaminant.
- Documentation and reporting of the incident as serious near-miss.
- Complete elimination of the root-cause that resulted into unsafe condition.

- Subsequent entry into the confined space to be done using full permit-required entry procedures until effectiveness of the control is established.

7.1 APCS PRE-ENTRY CERTIFICATION AND ENTRY PROCEDURE (8-STEP PROCESS)

1. Eliminate any conditions making it unsafe to remove an entrance cover.
2. When entrance covers are removed, guard the opening.
3. Before an employee enters the space, test the internal atmosphere with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order (if meter does not read simultaneously).
4. All employees who enter the space shall be provided an opportunity to observe this pre-entry testing.
5. Confirm there is no hazardous atmosphere within the space whenever any employee is inside the space.
6. Setup and manage the continuous forced air ventilation system as follows:
    (a) Do not allow entry into the space until the forced air ventilation has eliminated any hazardous atmosphere;
    (b) Direct the forced air ventilation to ventilate the immediate areas where an employee is or will be present within the space.
    (c) Continue ventilating the space until all employees have exited from the space; and
    (d) Obtain the air supply for the forced air ventilation from a clean source.
7. Periodically test the atmosphere in the space to make sure the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
8. If a hazardous atmosphere is detected during entry:
    (a) Instruct each employee to exit the space immediately and withdraw all confined space entry permits.
    (b) Evaluate the space to determine how the hazardous atmosphere developed;
    (c) Review Confined Space Program to ensure its continued effectiveness and do not authorize any new entries until program is evaluated to be still effective.
    (d) Implement measures to protect employees from the hazardous atmosphere before any subsequent entries are permitted.
9. Verify engulfment hazards are controlled by making sure that all pumps and lines and/or laterals that may reasonable cause water/wastewater to flow into the space

have been disconnected, blinded, and locked out, or effectively isolated by other means to prevent the development of engulfment.

10. Verify all energy is controlled by making sure that all sources of electrical, hydraulic, pneumatic, and the potential for gravitational energy have been effectively identified and locked out or isolated.
11. Verify Communications have been established via radio, mobile phone, or other device prior to entry. The communications need to be with a central source such as Operations Manager or Supervisor.
12. Verify the space is safe for entry and the pre-entry measures listed above have been complete.

7.2 APCS Post Entry Procedures

The following post-entry procedures must be followed after the completion of an Alternate confined space entry procedure:

1. Replace all access covers.
2. Ensure all signs are visible and legible.
3. Remove all lockout/tagout equipment.
4. Note any problems encountered while in the space and record on Alternate Procedure Form.
5. The entrant supervisor shall inspect the Alternate Procedure Form for completion, and investigate any noted problems. Actions taken to correct noted problems shall be discussed with all authorized entrants and attendants for future implementation.
6. The completed Alternate Procedure Form shall be maintained for a period of one year or more.

8.0 MULTI-EMPLOYER ENTRY RESPONSIBILITIES

DCPS Requirements - When using another employer to perform work involving confined spaces, DCPS must:

1. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of CFR 1910.146;
2. Appraise the contractor of the elements, including the hazards identified and all past experiences with the space, that make the space in question a permit space;
3. Appraise the contractor of any precautions or procedures that have been implemented for the protection of employees in or near permit spaces where contractor personnel will be working;

4. Coordinate entry operations with the contractor, when both Town employees and contractor employees will be working in or near permit spaces so that employees of the Town and the contractor do not endanger each other; and
5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

9.0 CONFINED SPACE ENTRY TRAINING

Personnel participating in the entry of any confined space must first complete initial confined space entry training equivalent to their assigned duties. In addition, personnel will receive site-specific training covering confined space entry procedures associated with the work site.

9.1 Initial Training

Personnel will not be permitted to perform entry of any confined space prior to completing this training. The training will be administered or approved by the DCPS Environmental and Safety Unit, and will consist of the following elements:

- Orientation regarding the differences between a confined space and a permit-required confined space (PRCS).
- Review of applicable regulatory requirements (29 CFR 1910.146).
- Review of this procedure
- Air monitoring instrumentation calibration and monitoring methods.
- Use of respiratory protection and PPE during PRCS operations.
- Entrant duties during NPRCS and PRCS entries.
- Attendant duties during PRCS entries:

Includes all of the above plus:

- Emergency notification requirements
- Emergency response procedures
- Maintaining the list of Authorized Entrants
- Entry Supervisor duties during PRCS entries:

Includes all of the above plus:

- Accident and problem investigation techniques
- Recordkeeping requirements

Initial training is intended only to qualify personnel to perform the duties of general confined space entry. This training must be supplemented by site/procedure-specific training prior to any new entry operation.

Refresher training is required any time there is a change in the overall program or procedures or when, based on observation or incident, a substantial non-compliance with this procedure is noted.

9.2 Site/Procedure-Specific Training

Because entry procedures will be specifically developed for individual PRCSs, personnel will require training in the specific procedure(s) prior to on site implementation. Training must be conducted by an authorized supervisor, member of the Environmental and Safety Unit, or an approved alternate and must be documented.

10 RECORDKEEPING

- Inventories of confined spaces will be maintained until one year past project completion.
- Cancelled and completed Confined Space Entry Permits will be maintained for a minimum of one year.
- Any airborne measurements that represent employee exposure will be maintained in accordance with EHS 111 Employee Exposure Monitoring Program.
- All Entry Permits will be reviewed annually by a trained entrant supervisor to determine if procedures are being followed and are adequate to protect employees. If necessary, the entry procedures will be modified to ensure personnel are protected when entering locations.

11.0 REFERENCES

EHS 111 – Employee Exposure Monitoring Program
EHS 211 – Walking–Working Surfaces Protection
EHS 204 – Task Hazard Analyses

District of Columbia Public Schools

PROCEDURE NO.: EHS 119
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Lock Out & Tag Out Program

1.0 PURPOSE
To establish the minimum requirements for DCPS employees to perform equipment lock out and tag out (LO/TO) operations.

2.0 SCOPE
All DCPS facilities are regulated by this procedure when:
- Any employee (or contractor) is required to remove or bypass a guard or other safety device.
- Any employee (or contractor) is required to place any part of his body into the mechanism of a piece of equipment or path of hazardous energy.

3.0 DEFINITIONS
Affected employee: A person whose job requires him/her to operate or use a machine or piece of equipment on which servicing or maintenance is being performed under lock out or tag out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed

Authorized employee: A person who locks out or tags out a machine or piece of equipment in order to perform servicing or maintenance on that machine or equipment.

Cord and Plug connected equipment: Equipment where the only energy source is electrical power provided by a plug-in connection.

Energy Source: Any electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, or compressed gas energy source; energy stored in springs; and potential energy from suspended objects (gravity) that may injure personnel, cause property damage, and/or cause a release of hazardous substance to the environment.

Energized: Connected to an energy source or containing residual or stored energy.

Energy-isolating device: A mechanical device that physically prevents the transmission or release of energy. This includes locks, hairpins, tongs, lockable valves, clam shell devices for valves, blank flanges for piping systems, and restraining devices to prevent movement of parts.

Isolation: A physical activity using a device which prevents the transmission or release of energy. Examples of devices used to isolate equipment/systems include, but are not limited to: restraint blocks, electrical circuit breakers, disconnect switches, fuses, slip gates, slip

blinds, or double valves. Control circuit devices, motor controllers, etc., are not acceptable isolation devices.

Locking Device: A device that utilizes a lock, key, and identification number to hold an energy isolation device in the safe position for the purpose of protecting personnel.

Lock out: The use of a locking device to ensure that an energy-isolating device and the equipment it controls cannot be operated until the lock out device is removed.

Lock Out/Tag Out specific procedure: A written procedure developed specifically for each piece of machinery or equipment capable of unexpectedly releasing energy. This procedure outlines in detail how lock out/tag out will be performed.

Normal production operations: The utilization of a machine or piece of equipment to perform its intended production function.

Servicing and/or maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes where employees could be exposed to the unexpected energization or start-up of the equipment or a release of hazardous energy.

Tagout: The use of a warning device to establish that an energy-isolating device and the equipment it controls may not be operated until the tagout device is removed.

4.0 GENERAL PROCEDURE

LO/TO of energy sources must be performed only by an Authorized Employee doing the work. If more than one employee is involved, either each individual Authorized Employee must use his/her own lock (multiple lock out), or a group lock out can be performed by the employees' supervisor/foreman. The locks, tags, and equipment shall not be tampered with by any employee. Only the person originally locking and tagging the equipment is authorized to remove the locks and tags. If the employee who placed the lock out/tag out device/sign subsequently no longer works for DCPS, or cannot be located, only the authorized supervisor/foreman can remove the locks and tags in accordance with the procedure outlined below for Removal of Unattended Lock out/Tag out Devices.

4.1 Authorized Employees

Only employees that have completed training for Lock out/Tag out Authorized Employees will be permitted to initiate and supervise work being performed under Lock out/Tag out procedures. Each Authorized Employee will also be responsible for reviewing any applicable

equipment-specific Lock out/Tag out procedure prior to initiating work. Any problems identified with the equipment-specific procedure are to be immediately reported as an incident or near miss and should be brought to the attention of the Environmental and Safety Unit and all work on affected equipment halted.

4.2 Shift Change Procedures

If ongoing work requires carryover from shift to shift, or transfer of responsibility between employees, the following procedure will be implemented:

- The employee(s) who originally performed the lock out shall walk through the lock out/isolation steps with the new worker.
- At each isolation point the original worker shall remove his/her lock out/tag out device(s), to be immediately replaced by the new worker's device(s).
- Upon transfer of the lock out/tag out equipment, the new employee shall verify that the equipment is still isolated prior to continuation of work.

Under no circumstances shall the original devices remain in place, and just the keys transferred. For supervisor/foreman and/or group lock outs, the same procedure shall be used with the oncoming supervisor/foreman.

4.3 Removal of Unattended Lock out/Tag out devices

Only the person(s) who placed the lock out/tag out devices on the system can remove the devices, unless:

- The site supervisor has verified that the employee(s) is not on site (or is no longer employed at the site).
- All reasonable efforts have been made to contact the employee (active employees only) to verify that the work is complete and the devices are about to be removed.
- The site manager inspects the locked-out/tagged-out device and ensures that the equipment is capable of being safely re-energized.

If all of the above apply, the locks and tags can be removed at the direction of the site supervisor. The site supervisor shall complete a DCPS Lock and Tag Removal Form (Attachment 1) to document the event prior to removing the lock and shall keep it in record for a period of 1 year.

UNAUTHORIZED REMOVAL OF A LOCK OUT/TAG OUT DEVICE WILL RESULT IN IMMEDIATE DISMISSAL

5.0 SPECIFIC LO/TO PROCEDURES

Written procedures will be developed for the lock out and tag out of each piece of equipment that has potentially hazardous energy sources (except as noted below). Each procedure must be reviewed and approved by the Environmental and Safety Unit prior to implementation.

Equipment-specific written lock out/tag out procedures are not required, if ALL of the following conditions are met:

1. The equipment's only potential energy source is electrical, and
2. The unexpected start up of the equipment is controlled by the unplugging of the equipment from the electrical source, and
3. The plug is under the exclusive control of the person performing the work.

Additionally, equipment-specific Lock out/Tag out procedures are not required if ALL of the following apply:

1. The machine has no potential for stored or residual energy, or re-accumulation of stored energy after shutdown (i.e. contains a capacitor to store electrical energy or pressurized tank to store air/gas), and.
2. The machine has a single energy source that can be readily identified and isolated (If more than one energy source is present (e.g., gas and electric), then written procedures shall be developed) and
3. The isolation and locking out of the energy source completely de-energizes and deactivates the equipment, and
4. Servicing of the machine requires that its energy source must previously have been locked out and tagged out in accordance with this section, and
5. A single lock out device achieves a locked out condition.

5.1 Procedure Outline

All equipment-specific Lock out/Tag out procedures will be prepared to meet the following steps:

- Identify type and magnitude of energy. Discuss with all crew members prior to initiating procedures.
- Notify affected employees that the machine/equipment will be shut down and locked out for servicing. Shut down machine/equipment by normal stopping procedure.
- Identify all energy-isolating device(s) for the machine or equipment being serviced.

- Lock out each device with individual locks. Tag out only if a device is not capable of being locked out.
- Relieve or restrain stored and/or residual energy.
- Verify the isolation of equipment and its zero energy state.
- Complete the LOTO Verification Checklist (Attachment 2)
- Perform work.
- Check work area to remove non-essential items and ensure equipment components are intact.
- Check work area to ensure all personnel are removed from the area.
- Verify that the controls are in neutral (off).
- Remove lock out device(s).
- Notify affected employees that the machine/equipment is ready for use.
- Reenergize the machine or equipment

5.2 Emergency Lock Removing Procedures

This procedure will **ONLY** be used in an emergency situation defined as:

- An event that may cause injury, fire, explosion, over exposure or other hazards to the general public, the environment or personnel.
- In the event that a lock must be removed by a person other than the person who placed the LO/TO, the following lock removing procedure will be implemented by the facility manager:
- Investigate and verify that all equipment and material in relation to the work has been completed and/or put into a safe configuration.
- Ensure all personnel have been removed from the hazardous location.
- Attempt to contact the person that originally provided LO/TO to verify he or she is no longer in the hazardous location, or is aware that the LO/TO is being removed.
- Complete the Emergency LO/TO Removal Form (Attachment 4). The Emergency Lock Removal Forms will be kept at the facility for a period of one year and must be readily available.
- Whenever a LO/TO is removed for emergency purposes by anyone other then the employee who placed the LO/TO, that person and all affected personnel must be contacted prior to the start of their next shift to inform them that the equipment/system is no longer locked out/tagged out.

6.0 NON-SPECIFIC LO/TO PROCEDURES

In the absence of an equipment-specific LO/TO procedure, the following procedures, in combination with a completed Task Hazard Analysis or Work Plan, can be used as an acceptable substitute.

6.1 Process Equipment

1. Determine what energy sources are present, such as electrical, gas, pressurized systems (e.g., steam, water, and hydraulics), heated fluids or gas (e.g., steam, hot water), and gravity (e.g., presses, elevated vehicles).
2. Determine which of these sources requires isolation to perform the work.
3. Determine the locations where each energy source for that piece of equipment can be turned off/isolated **AND** be locked out. For example, if a machine has an on/off button, pushing the button to the off position is not sufficient isolation, since the button cannot be locked out. You must then either unplug the equipment or find, close, and lock out the circuit breaker or electrical switch supplying the machine.
4. Make sure anyone in the area knows you are about to turn off and lock out the equipment, and then close the isolation devices. Once closed, lock out the isolation devices so they cannot be inadvertently opened.
5. Place an appropriate tag on each lock out device, with the appropriate warning (e.g., Do Not Open, Do Not Start) with date and time of isolation and a means of identifying who has performed the lock out.
6. Once everything is locked out, verify that the isolation was successful by following manufacturers' directions or standard trade practice. Means of determining whether isolation was successful include:
7. Try to turn the equipment on.
8. Use pressure relief valves.
9. Try to ignite the pilot light.
10. Complete the LOTO Verification Checklist
11. Perform the necessary work.
12. Ensure all tools and parts are removed from the work area.
13. Remove the tags and locks used to isolate the various energy sources.
14. Open up each isolation source. For fluid or gas systems, check for leaks at the area the work was performed as necessary.
15. Inform personnel in the area that the lock out/tag out systems have been removed.

16. If additional work is required (e.g., repair of leak, fine tuning of work), the lock out/tag out procedure must be re-established. Under no circumstances shall work be performed on the equipment without prior isolation of the energy sources.

6.2 Electrical Systems

In general, DCPS personnel will provide lock out/tag out services in low voltage situations only (voltage is below 600 volts). For high voltage situations (above 600 volts), DCPS will either subcontract operations to an electrical subcontractor or obtain approval of the equipment-specific Lock out/Tag out procedure from the VP-EHS and business unit general manager. If an electrical subcontractor is utilized, they will be required to provide documentation of their high voltage certification.

6.3 General Low Voltage Procedure

1. Make sure the equipment to be worked on is turned off.
2. Locate the source of the electrical supply, and isolate the equipment. This can be accomplished by:
    (a) Turning the appropriate circuit breaker off.
    (b) Unplugging the equipment.
    (c) Disconnecting the source from the battery (e.g., pulling cables from automotive batteries).
3. Lock the isolation circuit in the closed position using an appropriate locking device and a unique lock and key system.
4. Tag the locked out circuit. The tag used shall warn against the hazard (e.g., Do Not Start), and include a means of identifying the employee who installed the tag and lock.
5. Go back to the equipment and try to turn it on to ensure that the proper source has been isolated. If the machine turns on, reverse the above steps (b-d), and start again until the proper circuit is isolated. Report the incident to site safety coordinator as a serious near miss and do not perform the task until proper isolation is performed and verified. The site (project) manager is responsible for developing the written procedure for LOTO of this equipment prior to authorizing re-work on it.
6. Complete the LOTO Verification Checklist
7. Perform the required work.
8. Upon completion of the work, inspect the area to ensure all tools and parts are removed. If tools or parts are noticed after the energy source is no longer locked out, steps (a-e) MUST be performed again prior to retrieval of the tools/parts. Under no circumstances shall the items be retrieved without the equipment being locked out.

9. Inform anyone in the area that work has been completed and equipment is being energized.
10. Remove the tag and lock.
11. Turn on the closed circuit following the appropriate procedures (or reconnect the battery cables).
12. Turn the equipment on to verify operation.

6.4 Pressurized Water or Air/Gas

1. Turn the appropriate valve upstream from the area of work to the off position (closed). Note: if steam or water can enter the pipe from the normal downstream side, either verify that the check valve is operating properly, or ensure that all necessary valves have been closed to stop all fluid or steam flow into the section to be worked. If this procedure is being used in preparation of Confined Space Entry, positive isolation (i.e. line break, blind plate, or double-block and bleed) must be established on both sides prior to authorizing confined space entry.
2. Using the appropriate device, lock the valve(s) in the closed position, using a unique lock and key.
3. Tag the locked out valve(s). The tag shall warn against the hazard (Do Not Open) and include date and time of isolation and a means of identifying the employee who installed the lock and tag.
4. Allow the system to be worked to cool down (in the case of steam or hot water).
5. Relieve the pressure in the system, and then drain any fluid from the system. If the system is not equipped with a pressure relief or drain system, make sure the pipes are cool to the touch, and slowly open and drain in accordance with standard trade practice.
6. Once the system has been bled to atmospheric pressure, the pipes or lines shall be disconnected, blinded, or closed by a valve and locked out and/or tagged accordingly. Observe line entry procedures when first opening the line.
7. Complete the LOTO Verification Checklist
8. Perform the necessary work.
9. Ensure all sections are secure and closed.
10. Remove the tag and lock.
11. Slowly open the valve, stopping when water or steam flow has started. Observe the work performed to make sure no leaks are evident. If there are no leaks, then the valve can be completely opened. If leaks are observed, then re-close the valve, and follow steps 2-5 above to reapply the LO/TO to the system.

6.5 Natural Gas Lines

1. Turn off the valve upstream from the area to be worked.
2. Using the appropriate device, lock the valve in the closed position using a unique lock and key.
3. Ensure all spark sources in the area have been isolated or removed.
4. Using non-sparking tools, remove the remaining gas in the line using standard trade practice. If in an enclosed area, make sure appropriate ventilation is present. If the flow of gas does not stop, then shut down the next upstream valve, or the gas main valve. Each additional valve closed must be locked out and tagged out.
5. Complete the LOTO Verification Checklist.
6. Perform the required work. If hot work is necessary (i.e. soldering, grinding, welding), make sure the line has been purged of gas, and that the hot work requirements of this manual are followed including explosivity check prior to authorizing work.
7. Make sure that all connections are secure. Also, have a solution of soap and water for leak testing.
8. Remove all tools and parts from the area.
9. Remove the lock(s) and tag(s) from the valve(s).
10. Slowly crack open the valve(s).
11. Test the work area for leaks using the soap solution. If leaks are detected, the system must be locked out and tagged out following steps 1-4 above before additional repairs can be made.
12. If no leaks are detected, gradually open the isolation values to their normal position.

7.0 TRAINING AND REVIEW

7.1 Annual Program Review

At least annually (or whenever any incident or serious near-miss occurs due to inadequate lock out/tag out) , an independent authorized employee who is not involved in the procedure being inspected must conduct and document a review and inspection of the Energy Control Program specific to the identified facility. The inspection should include a meeting with authorized employees and any other affected employees.

The inspection procedure must include the following elements.

- Where lock out is used, discuss the authorized employee's responsibilities under the lock out/tag out program with the inspector.

- Hold group meetings with the authorized employees who is performing the inspection and all authorized employees who implement the procedure.
- Where tag out is used, discuss the authorized employee's responsibilities under the lock out/tag out program and the limitations of the tag out system.
- Review of lock out/tag out verification checklists and other documentation to ensure procedure is being correctly followed and documented.
- If deficiencies are noted during the inspection, corrective actions and retraining of employees, as necessary, must be performed immediately.
- The inspector shall provide a copy of all inspection documentation to the applicable DCPS Manager for review and filing.

These inspections shall at least provide for a demonstration of the procedures and may be implemented through random audits and planned visual observations. These inspections are intended to ensure that the energy control procedures are being properly and consistently implemented.

7.2 Training

Authorized employees involved in, or affected by, lock out will be trained in the following areas before being allowed to work in the area:

- Recognition of hazardous energy sources;
- Types and magnitudes of energy sources located in the workplace;
- Procedures for energy isolation and control, including specific procedures developed for specific equipment and systems;
- Purpose and use of the energy-control (lock out/tag out) procedure, equipment, and devices;
- Prohibitions and penalties for attempting to restart or re-energize equipment which has been locked out/tagged out, or to work on equipment without following the lock out/tag out procedures.

Authorized Employees are limited to those departmental supervisors and managers, and those selected employees who have successfully completed all of the required training listed above

Affected employees will be trained in the purpose and use of the lock out/tag out procedure. All employees whose work operations may be in an area where lock out/tag out procedures may be utilized will be trained about the procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment that are locked out/tagged out.

These personnel are not required to be familiar with specific procedures for equipment and systems.

Retraining or refresher training for Authorized and/or Affected employees will be conducted annually or whenever one of the following exists:

- The employee has a change in job assignment;
- There has been a change in the equipment or process;
- There has been a change in the energy-control procedure;
- An inspection reveals deviations from the standard procedures or inadequacies in the employees knowledge or use of the lock out/tag out procedure;
- An incident occurs as a result of unexpected energy release.

All employee training, including annual refresher training will be documented in accordance with EHS 114 Safety Training Programs.. Employee training records will include type of training, date, and employee name. These records will be maintained for each employee for the duration of their employment.

9.0 REFERENCES

EHS 114 – Safety Training Program
EHS 118 – Confined Space Entry Program
EHS 121 – Electrical Safety Program

District of Columbia Public Schools

PROCEDURE NO.: EHS 120
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Fall Protection Program

1.0 PURPOSE

This program sets forth the minimum requirements for continuous safety of personnel through the means of fall hazard elimination, fall prevention, and fall protection whenever working above ground level or above a recognized hazard.

2.0 SCOPE

This procedure applies, in its entirety, to all DCPS projects unless a variance from its requirements is granted by the DCPS Environmental and Safety Unit. Subcontractors working at DCPS projects will follow the appropriate OSHA, state, and/or local regulatory requirements.

3.0 DEFINITIONS

Controlled Access Zone (CAZ): An area in which certain work (e.g., overhand brick laying) may take place without the use of guardrail systems, personal fall-arrest systems, or safety net systems; and access to the zone is controlled.

NOTE: Inspection activities conducted within the CAZ, directed at observation of overhand bricklaying, or other leading edge work conducted under a fall protection plan, is not included under the exemption for work in a CAZ; i.e., inspectors or engineers within a permitted CAZ must be protected from falling by a personal fall protection system.

Dangerous Equipment: Equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other types) which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

Fall Hazard Elimination: Planning of work tasks and site layout leading to alternative approaches in which a fall hazard does not exist. Examples include location changes of equipment or procedural changes which do not require exposure to elevated work areas.

Fall Prevention: Any means used to prevent a fall to a different level. Examples include use of guardrails, barriers, or physical travel restriction systems to prevent the worker from direct and unprotected exposure to a fall hazard.

Fall Protection: The use of personal fall protection equipment designed to control the free fall hazard from the elevated work area. Personal fall protection equipment shall consist of an approved full body harness and lanyard with a locking type snap hook and an energy absorber or a vertical fall arrest system which meets the requirements of 29 CFR

1926.502(d). Fall protection also necessitates proper work place and work process assessment including all anchorage considerations.

Full-Body Harness: Straps secured about the employee in a manner that will distribute the fall-arrest forces over the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall-arrest system.

Guardrail System: A barrier erected to prevent employees from falling to lower levels.

Low Pitched Roof: A roof having a slope ratio less than or equal to 4 feet vertical rise for every 12 feet horizontal (150).

Parapet: A low wall projecting from the edge of a platform, terrace, or roof.

Personal Fall Protection System: A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a full-body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

Qualified Person: One who is capable of identifying existing and predictable fall-related hazards in their surroundings or working conditions, and who has authorization to take prompt corrective measure to eliminate them.

Walking/Working Surface: Any surface, whether horizontal or vertical, on which an employee walks or works, including but not limited to floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel, but not including ladders, vehicles, or trailers, on which employees must be positioned to perform their job duties.

4.0 PROCEDURE

The requirements of this procedure shall be implemented whenever DCPS personnel are exposed to work conditions where in-use walking/working surfaces are located 4 or more feet above the immediate lower level.

4.1 Responsibilities

4.1.1 Project/Facility Managers

Each project manager/facility manager shall be responsible for ensuring the following items are completed:

- Each worksite is surveyed and all activities are reviewed to identify the hazards of personnel falling from elevations.

- Methods to address fall hazards are considered in the following order prior to beginning work and the hazards and control measures are addressed in a site specific health and safety plan:
- Eliminate the need for elevated work.
- Provide fall prevention to minimize the risk of a fall.
- Provide fall protection to manage the risk of a fall.
- Audits of the worksite are performed to ensure compliance with this program.
- Appropriate inspections are performed on fall prevention equipment and fall protection systems.
- All fall protection equipment users have the knowledge and skills to properly use the equipment and understand this program.
- A competent person designs fall protection anchorage points and systems on all new and revised construction projects.
- Contractors are notified of the fall protection requirements during any pre bid conference and in the construction specifications of any project.

4.1.2 All Personnel

Individual employees shall assure that they:

- Never perform work in area where they are exposed to fall of 4 feet or greater without implementation of fall prevention/fall protection system.
- Know and understand the proper use and limitations of the fall protection equipment so as not to exceed those limitations.
- Inspect the fall protection equipment prior to each use and tag and destroy worn, frayed, or damaged equipment. All equipment subjected to an actual fall, or similar stress, shall be tagged as "out of service" until a final investigation is completed.

4.2 General Requirements

Each worksite and all activities shall be evaluated prior to the start of the job to identify the hazards of falling from any elevation. The result of this evaluation shall be described in either a site specific health and safety plan or site-specific fall protection program. Site specific fall protection programs shall identify the areas/activities requiring fall protection, the manner in which fall protection will be accomplished, a listing of qualified individuals for fall protection and a roster of personnel authorized to utilize specific fall protection equipment. As part of this evaluation, all applicable requirements of 29 CFR 1926 Subpart M shall be addressed.

Environmental, Health & Safety Policy Statement Procedures
Fall Protection Program

PROCEDURE NO.: EHS 120
CREATION DATE: June 2007
REVISION DATE: _____

- All DCPS employees and contracted employees on walking/working surfaces 4 feet or more above the immediate lower level shall be protected from falling by a guardrail system, safety net system, or personal fall-arrest system 100% of the time.
- All elevated work, regardless of the height, shall incorporate job planning to anticipate and mitigate the consequences of a fall. Job planning should include rescue after a fall.
- First consideration shall be given to the elimination of fall hazards. If a fall hazard cannot be practically eliminated, second consideration shall be implementing effective permanent or temporary means of fall prevention.
- Before using any equipment, pipelines, or trusses for elevated work, it must be determined by the project manager if they are suitable for climbing or walking. Not all pipelines, trusses, and hanger systems are designed to support individuals doing elevated work. For example, walking on pipelines may cause flanges to leak, damage insulation, damage tracing or deform piping.
- Weather must be a safety consideration whenever outdoor elevated work is to be done. The weather hazard must be addressed prior to and during the work.
- When fall protection is required, a personal fall arrest system must be utilized that complies with 29 CFR 1926.502(d) (full body harness with a fall arrest system).

The following are specific situations/work areas that require fall protection:

1. **Aerial life devices:** Personnel operating or working from an aerial lift platform shall wear fall protection equipment with the lanyard attached to a designated anchor point. When exiting or entering an aerial lift device at elevated heights, the use of continuous fall protection is required.
2. **Elevated work stations:** Working from elevated work stations of 4 feet or greater and not protected by fall prevention shall utilize fall protection.
3. **Scaffold erection/disassembly:** Personnel engaged in scaffold erection or disassembly shall use fall protection. These options include, but are not limited to, vertical and self retracting lanyard lifeline attachments to associated structures and horizontal lifeline attachments when guardrails are not installed. Scaffolds shall be adequately secured if they are used as an anchorage point. Braces and/or couplers of scaffolds shall not be used as anchorage points.
4. **Ladders**:
    (a) **Portable:** When working from a portable ladder and the work requires the use of both hands, fall protection shall be used whenever working at 6 feet or above, as measured from the ladder base to the bottom of the employee's feet unless a Safe Operating Procedure for the job is approved by the Project Manager.

5. **Fixed:** Any fixed ladder 20 feet in height or greater must be equipped with a cage or fall arrest device. For fixed ladders less than 2 0feet in height, ladder climbing devices shall be utilized whenever available, and are the preferred method of ladder travel. Personnel are allowed to climb or descend a fixed ladder less than 20 feet in height without fall protection or a cage only where **if both hands are free for climbing.**
6. **Crane suspended platforms:** Personnel working from or riding in any crane-suspended platform shall wear fall protection with a lanyard attached to the boom or basket. Work platforms shall not be used in winds in excess of 15 miles per hour or during electrical, snow, ice, and/or sleet storms, or other adverse weather conditions which could affect the safety of personnel.
7. **Designed access ways:** Personnel using designed access ways (cab accesses, crane accesses, trucks, railcars, etc.) may climb or descend the access way using a minimum of three points of contact (hands and feet).
8. **Working on a flat roof or low-pitched roof (> 15 degrees):** Personnel working within 6 feet of any unprotected roof edge or opening (i.e. not protected by a guardrail, or a parapet of at least 39 inches in height) are required to use fall protection. When working more than 6 feet from an unprotected roof edge/opening a warning line system shall be erected that is not less than 6 feet from the edge, unless some other means of fall prevention is in use. A safety observer is not an acceptable fall prevention system.
9. **Working on a sloped roof:** Personnel working on any sloped roof, other than low pitched roofs (>15 degrees slope) shall use fall protection at all times.
10. **Trucks, railcars, and large equipment:** Personnel working on top of trucks, railcars, and large equipment shall use fall prevention or protection systems.
11. **Pole access:** Pole climbing is the least preferred method of pole access. Alternatives include bucket trucks, pole sharks, etc. All pole climbing requires a Safe Operating Procedure approved by the project manager. Lineman belts are acceptable climbing devices for first up or last down when used by qualified personnel for access only. Approved fall protection equipment shall be used once the work station has been attained and by all subsequent climbers.

Use of body belts (safety belts) as part of personal fall-arrest systems is prohibited.
The area(s) onto which objects could fall shall be barricaded. Employees shall be prohibited from entering the barricaded area. Potential falling objects located on higher levels shall be kept far enough from the edge so that they would not go over the edge if they were accidentally displaced.

Inspection and test records for fall protection equipment shall be maintained in the project records at the site for at least 12 months.

4.3 Guardrail Systems

- When guardrail systems are used, they shall meet the requirements given in 29 CFR 1926.502(b).
- The top edge of the guard rail shall be from 39 inches to 45 inches above the walking/working surface. When employees are using stilts, the minimum height of the top rail shall be increased by the height of the stilts.
- Midrails, screen, or mesh shall be installed unless there is a wall or parapet wall at least 21 inches high outside of the guardrail.
- Guardrails shall be constructed to withstand a lateral or downward vertical force of 200 pounds without failure. Midrails, screen, mesh, or equivalent shall be constructed to withstand a lateral or downward vertical force of 150 pounds without failure. Guardrails constructed in accord with Appendix B to Subpart M of 29 CFR 1926, shall be considered adequate.
- Guardrail components shall be smooth and free of projections.
- Top rails and midrails shall be at least 1/4 inch in diameter or thickness. When wire rope is used for top rails, it shall be flagged with high visibility material at not more than 6-foot intervals.

4.4 Safety Net Systems

- When safety nets are used, they shall be installed as close as possible under the walking/working surface, but never more than 30 feet below the surface. The fall area between the working level to the net shall not be unobstructed.
- The perimeter of the net shall extend beyond the edge of the walking/working surface as follows:

Vertical distance from working level to horizontal plane of net	**Minimum required horizontal distance of outer edge of net from the edge of the working surface**
Up to 5 feet	8 feet
More than 5 feet up to 10 feet	10 feet
More than 10 feet	13 feet

- Nets shall be suspended above objects below the net so that the net does not contact lower objects when subjected to the drop test described in (4) below.
- Safety nets and all supporting components shall be subjected to a drop test after the initial installation of the net and before being placed into service, after being relocated,

after major repair, and every 6 months if left in place for that period. The drop test shall be conducted using a 400-pound bag of sand, 30 ± 2 inches in diameter. The sand bag shall be dropped into the net from the highest point employees will occupy on the working level, but not less than 42 inches above the net.

- Instead of the drop test DCPS or the contractor, may certify that the safety net installation is in compliance with the requirements above. If certification is to be made, the certification shall be made in compliance with 29 CFR 1926.502(c)(4)(ii).
- Defective nets shall not be used. Safety nets and components shall be inspected at least weekly for wear, damage, and deterioration. Safety nets shall also be inspected following any fall into the net, and after any other incident that could affect the integrity of the net system. Any defective components discovered shall be replaced and removed from service.
- Materials, tools, scrap, etc., which have fallen into the net shall be removed as soon as possible, and at least before the next work shift.
- The maximum size of any opening in the net, and between net panels, shall be 6 inches. Mesh crossings shall be secured to prevent enlargement of the mesh openings.
- Each net and net section shall have a border rope for webbing. The minimum breaking strength of the border rope shall be 5,000 pounds.

4.5 Personal Fall Protection Systems

- Connectors shall be drop-forged, pressed or formed steel, or made of equivalent materials. Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
- D-rings and snaphooks shall have a minimum tensile strength of 5,000 pounds. D-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent damage.
- Snaphooks shall be the locking type, and designed and used to prevent disengagement of the keeper by the connected components.
- On platforms such as suspended scaffolds with horizontal lifelines, devices used to connect to the lifeline shall be capable of locking in both directions on the lifeline.
- Lifelines shall be protected against being cut or abraded. Horizontal lifelines shall be part of a complete system designed, installed, and used under the supervision of a qualified person.
- The system shall have a safety factor of at least two. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
- When vertical lifelines are used, each employee shall be attached to separate lifelines. For construction of elevator shafts, see 29 CFR 1926.502(d)(10)(ii).

- Lifelines and lanyards that limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied with the lifeline or lanyard in the fully extended position. Lifelines and lanyards that do not limit free fall distance to 2 feet or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied with the lifeline or lanyard in the fully extended position.
- Ropes and straps used in lanyards, lifelines, and strength components of body harnesses and belts must be made from synthetic fibers.
- Anchorages used for attachment of personal protective equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached.
- Personal fall protection systems shall limit the maximum arresting force on an employee to 1,800 pounds when using a body harness; limit free fall distance to 6 feet (4 feet in California) (where this maximum distance will not cause the employee to contact any lower level); limit deceleration distance to 3.5 feet; and be able to withstand twice the potential impact energy of an employee falling 6 feet or the maximum free fall distance permitted by the system.
- Body harnesses and components shall not be used to hoist material or equipment.
- Personal fall protection systems subject to impact loading shall be immediately tagged and removed from service, and inspected by a competent person prior to reuse.
- Equipment and procedures to ensure a prompt rescue in the event of a fall shall be in place at work sites where elevated work locations exist.
- Personal fall-arrest systems shall be visually inspected prior to each use for wear, damage, and other deterioration; defective components shall be tagged and removed from service. A checklist provided by the manufacturer should be used to document these inspections. If one is not available, Attachment 2 provides a generic checklist.
- Weekly inspections of each personal fall-arrest system will be performed and documented by each organization located at DCPS-controlled project sites. The Harness/Lanyard Weekly Inspection Checklist (attached) or equivalent, as reviewed and accepted by DCPS will be used.
- Personal fall-arrest systems shall not be attached to guardrail systems.

4.6 Positioning Device Systems

- Positioning devices shall be rigged so that an employee cannot free fall more than 2 feet.

- Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall, or 3,000 pounds, whichever is greater.
- Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration; defective components shall be removed from service.
- Body harnesses and components shall not be used to hoist material or equipment.

4.7 Warning Line Systems

- The warning line shall be erected around all sides of the roof work area.
- When mechanical equipment is being used, the warning line shall be erected not less than 6 feet from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge which is perpendicular to the direction of mechanical equipment operation.
- Points of access, material handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line.
- Warning lines shall consist of ropes, wires, or chains, and supporting stanchions. The rope, wire, or chain shall have a minimum tensile strength of at least 500 pounds.
- The rope, wire, or chain shall be flagged at no more than 6-foot intervals with high visibility materials. The line shall be attached to stanchions so that pulling on the line between stanchions will not result in slack being taken up in adjacent sections.
- The lowest point (including sag) of the rigged warning line shall not be less than 34 inches, and the highest point not more than 39 inches, above the walking/working surface.
- Employees shall not be permitted in the area between a roof edge and warning line unless the employee is performing roofing work in that area.
- Mechanical equipment used on roofs shall be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

4.8 Controlled Access Zones (CAZ)

- When used to control access to leading edge work, the CAZ shall be defined by a control line, or other means.
- Control lines shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when erecting precast concrete members. In this

case, the control line shall be not more than 60 feet from the edge, or half the length of the member being erected, whichever is less.

- The control line shall extend along the entire length of the unprotected or leading edge, and shall be approximately parallel to the edge. The control line shall be connected on each side to a guardrail system or wall.
- The control line shall be flagged at no more than 6-foot intervals with high visibility materials.
- The line shall have a minimum breaking strength of 200 pounds.

4.9 Safety Monitoring Systems

- On leading edge operations, precast concrete erection work, or residential construction work, safety monitoring systems are permitted only for roofing operations on flat/low-slope roofs, and only where it is not feasible or would create a greater hazard to use a conventional fall protection system. Except for roofing work on flat or low-slope roofs, employees protected by a safety monitoring system shall also be covered by a fall protection plan (see Section 4.11 below).
- When safety monitoring systems are used, a competent person shall be designated to monitor the safety of other employees, and the monitor shall observe the following requirements:
- The safety monitor shall be competent to recognize fall hazards.
- The safety monitor shall warn employees when the employees are unaware of fall hazards, or when employees are acting in an unsafe manner.
- The safety monitor shall be on the same walking/working surface and within sight of the employees being monitored.
- The safety monitor shall be close enough to orally communicate with the employees being monitored.
- The safety monitor shall not have other duties that interfere with the monitoring function.
- Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used on low-slope roofs.
- Employees not covered by a fall protection plan, or not performing roofing work on low-slope roofs, shall not be permitted in areas where employees are protected by a safety monitoring system.
- Employees protected by a safety monitoring system must promptly obey directions from the safety monitor.

4.10 Floor, Roof, and Other Walking/Working Surfaces

- Covers in roadways, and vehicular aisles shall be capable of supporting at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers shall be capable of supporting at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
- All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
- All covers shall be color-coded, or marked with the word "Hole" or "Cover" to provide warning of the hazard. (This does not apply to cast manhole covers or steel grates used on streets or roadways.)

4.11 Protection From Falling Objects

- Toeboards used as falling object protection shall be erected along the edge of the overhead working level for a distance sufficient to protect employees below. Toeboards shall be capable of withstanding a 50-pound force outward or downward at any point on the toeboard.
- Toeboards shall be at least 3½ inches in height, and the gap between the working surface and bottom of the toeboard shall not be greater than ¼ inch. Toeboards shall be solid, or have openings less than 1 inch in greatest dimension. Where tools, material, or equipment exceed the height of the toeboard, paneling or screening shall be added to protect employees below.
- Guardrail systems used as falling object protection shall have openings small enough to prevent passage of potential falling objects.
- Falling object protection during overhand bricklaying work shall comply with 29 CFR 1926.502(j)(6).
- Canopies when used as falling object protection shall be strong enough to prevent collapse, and to prevent penetration by any objects which may fall onto the canopy.

4.12 Fall Protection Plan

- Fall protection plans shall be used only when it is not feasible to use conventional fall protection equipment, or when its use would create a greater hazard, and only for leading edge work, precast concrete erection work, or residential construction work.
- The plan shall be prepared by a qualified person, must be site-specific, and must be kept up to date. All changes to the plan must be approved by a qualified person. A current, approved copy of the plan shall be maintained at the site.

- A competent person shall supervise implementation of the plan. The plan shall include the reasons why conventional fall protection systems are not feasible, or would increase hazards to employees.
- The plan shall identify alternative measures taken to reduce fall hazards that cannot be handled with conventional fall protection (e.g., use of scaffolds, ladders, elevating work platforms, etc.).
- The plan shall identify each area where conventional fall protection methods cannot be used.
- These areas shall be classified as controlled access zones. A safety monitoring system shall be implemented for the controlled access zones.
- The plan must identify by name or other unique identifier all employees authorized to enter the controlled access zone. All other employees shall be prohibited from entering.
- All falls and near misses shall be investigated to evaluate the effectiveness of the plan.
- Deficiencies identified in the plan shall be corrected.

4.13 Employee Training

- All employees exposed to fall hazards shall be trained to recognize fall hazards, and on ways to minimize the hazards.
- Each employee shall be trained by a competent person qualified in the following areas:
- The nature of fall hazards in the work area.
- The correct procedures for installing, inspecting, and disassembling fall protection systems.
- The use and operation of fall protection systems to be used.
    - Each employee's role in the safety monitoring system, if this system is used.
    - The limitations on the use of mechanical equipment on low-slope roofing jobs.
    - The correct procedures for the handling and storage of equipment and materials, and installation of overhead protection.
    - Each employee's role in the fall protection plan, if this option is used.
    - The OSHA fall protection standards.
- The employee training described above shall be certified in writing and include the name of the employee, the date of the training, and the signature of the employee and training instructor.
- Employees suspected of not having the understanding or skills required shall be retrained. Other circumstances that require retraining include: changes in the workplace that make earlier training obsolete; changes in the types of fall protection

systems used; and observed inadequacies in an employee's use or understanding of fall protection systems.

- Employee training certifications shall be maintained at the site.

5.0 REFERENCES

EHS 105 - Procedure Variance
EHS 113 – Personal Protective Equipment

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Electrical Safety Program

PROCEDURE NO.: EHS 121
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE

All on-site uses of electrical systems will conform to generally accepted electrical safety procedures.

2.0 SCOPE

This procedure applies to all DCPS operations working with electricity

3.0 ON-SITE USE OF ELECTRICITY

3.1 General Requirements

- DCPS personnel may set up temporary circuits up to 220 volts. Maintenance or installation of circuits over 220 volts will require qualified and trained personnel.
- Lockout devices will be used to prevent the operation/energizing of equipment or circuits during maintenance or other work. Tag out devices will be used only where it is not feasible to use a lockout device.
- Insulated tools and electrical handling equipment shall be inspected prior to use to ensure the protective properties are not damaged. Damaged equipment will be tagged and removed from service.
- Extension cords and electrical connections on hand-held and other power tools will be inspected prior to use for cuts, kinks, frayed wires, etc. If any deficiency is noted, the equipment will be tagged “DAMAGED” and removed from service. Manufacturer-installed insulated electrical cords will not be repaired or spliced.
- Extension cords are to be kept clean, free of kinks, and protected from oil, hot or sharp surfaces, and chemicals. Extension cords are not to be placed across aisles, through doors, through holes in a wall, or in areas where the cord may be damaged or create a tripping hazard. Extension cords will be appropriate for the specific task and environment.
- Ground Fault Circuit Interrupter (GFCI) devices will be in place between the equipment and power source for all temporary circuits.

3.2 Distribution System Setup

- Under no circumstances shall electrical lines be routed through doorways, hatches, windows or other openings where lines could be crimped, bent or cut.
- Circuit breakers shall be labeled as to use.
- All circuit breaker panels shall be kept covered when not in use.

- A fuse puller shall be used to remove cartridge fuses where one or more energized circuits are present.
- All live parts of electrical equipment operating at 50 volts or more shall be properly guarded against accidental contact, which includes:
    - Limit access to the equipment to qualified employees only.
    - Label using the proper accident prevention sign, stating DANGER as well as the voltage of the equipment.
    - Provide a conductor of the ampacity of not less than the rating of the circuit breaker or fuses protecting that circuit.
    - Ensure that a bare conductor or earth return is not used for any temporary circuit.
    - Ensure that all electrical wiring is protected from physical damage by covering and by not placing it in a location where it can be crimped or cut, etc.
    - Extension cords for portable electric tools shall be of a 3-wire type.
- Use of extension cords is allowed only for temporary installations not to exceed 90 days (e.g., decorations).
- Extension cords shall be provided with a plug cap, which is either molded to the cord or equipped with a cord clamp to prevent strain on the terminal screws.
- Extension cords shall not be fastened with staples, or otherwise hung in a manner that could damage the outer jacket or insulation.
- Extension cords shall be inspected prior to each use to ensure that there is no damage or defects. Defective cords shall not be used.
- Extension cords used with grounding-type equipment (e.g., three-prong plug) shall contain a grounding-type conductor (have three plugs to accept the ground plug).
- Ground fault circuit interrupters shall be used for all non-permanent wiring needed for construction purposes, or when working in wet or moist areas, or onboard ships.
- Extension cords used in highly conductive work locations (e.g., wet areas) shall be of the type approved for such locations.
- Grounding-type equipment (e.g., three-prong plugs) shall not be modified to mate to incompatible outlets (e.g., cut off grounding prong to fit two prong outlets).
- A temporary light shall not be suspended by the cord, unless the cord and light are designed for suspension.
- Temporary lights shall be equipped with bulb protectors, unless they are installed at least 7 or more feet overhead.
- Electric lines crossing work areas, personnel, or vehicular traffic areas, shall be either fastened securely overhead (at a height that provides safe clearance for work

operations), or protected by a cover capable of withstanding the imposed loads without creating a trip hazard.

- Only qualified personnel shall perform electrical wiring or connections.
- If work on electrical systems is required, ensure that specific lock-out/tag-out procedures are implemented.

4.0 WORKING ON OR NEAR ENERGIZED PARTS

Working on or near energized parts covers either potential direct physical contact or contact by means of tools or equipment.

- Only properly trained persons shall work with energized equipment or electric circuits (e.g., licensed electrician).
- Work on energized systems requires special precautionary techniques, PPE, insulating and shielding materials, insulating tools, and testing equipment.
- Personnel working in the vicinity of overhead power lines, either on the ground or elevated, shall not physically be closer than, or allow conductive tools/equipment closer than, the distances specified below:

Voltage Range	Distance
300 volts and less	Avoid Contact
More than 300 volts, but not more than 750 kilovolts (kV)	1 foot
More than 750 volts, but not more than 2 kV	1½ feet
More than 2 kV, but not more than 15 kV	2 feet
More than 15 kV, but not more than 37 kV	3 feet
More than 37 kV, but not more than 87.5 kV	3½ feet
More than 87.5 kV, but not more than 121 kV	4 feet
More than 121 kV, but not more than 140 kV	4½ feet

4.1 Grounding

- The path to ground from circuits, equipment, and enclosures must be permanent and continuous.
- Electrical installations at project sites must be protected by either an equipment grounding conductor program or GFCIs. The two options are:

- All 120-volt, single-phase, 15- and 20-amp receptacles that are not part of permanent wiring must be protected by GFCIs.
- The equipment grounding conductor program must cover extension cords, receptacles, and cord- and plug-connected equipment. The program must include the following elements:
  - A written description of the program.
  - At least one competent person to implement the program.
  - Daily visual inspections of extension cords, and cord- and plug-connected equipment for defects. Equipment found damaged or defective shall be removed from use, and not used until repaired
  - Continuity tests of the equipment grounding conductors or receptacles, extension cords, and cord- and plug-connected equipment every three months.
  - Compliance with the requirements for grounding of systems, circuits, and equipment (see 1926.404).

- If the equipment grounding conductor program option is chosen, the designated competent person at the site shall maintain inspection records.

5.0 PERSONAL PROTECTIVE EQUIPMENT/WORK PRACTICES

- Non-conductive hardhats shall be worn when there is danger of head injury from electric shock or burns due to exposure to energized parts.
- Jewelry shall not be worn when working around or with energized parts.
- Insulated tools shall be used to work with energized parts. Tools that have insulation that might be damaged (e.g., rubber handles) shall be inspected prior to each use to ensure the insulation is not damaged.
- Eye protection with side shields shall be worn when working with energized parts.
- Rubber mats, non-conductive shields, or protective barriers shall be used as needed to protect employees from electrical hazards.
- Appropriate insulating gloves shall be worn to pick up or unplug connections that are in highly conductive areas, such as in water.
- Do not plug in or unplug electric equipment with wet hands.

6.0 PORTABLE ELECTRICAL EQUIPMENT

- Double-insulated, portable, industrial-type electrical tools meeting the requirements of the National Electrical Code (NEC) are authorized for use (ground wire not required). Where this type of tool is used, the equipment must be distinctly marked.
- Portable electrical tools not provided with special insulating or grounding protection are not for use in damp, wet, or conductive locations (e.g., by persons standing on the ground or on metal floors).
- All portable electrical appliances and equipment where the non-current-carrying metal parts are exposed to contact by personnel shall be grounded by a continuous conductor of adequate capacity from the device to a grounded receptacle. The Site Safety Officer shall resolve any question of whether or not a particular appliance should be grounded.
- Manufacturer-installed guards shall not be tampered with, modified, or removed. These guards will be in place and utilized during operation of equipment.
- The dimension of the working space in the direction of access to energized parts in switchboards, control panels, fused switches, circuit breakers, panel boards, motor controllers, and similar equipment that requires examination, adjustment, servicing, or maintenance while energized, shall not be less than 36 inches deep and 30 inches wide or the width of the equipment, whichever is greater.
- Energized parts of electrical equipment operating at 50 volts or more shall be guarded against accidental contact by the use of approved cabinets or enclosures. Warning sign(s) shall be conspicuously placed on the enclosure.
- Grounding of receptacles shall be accomplished in one of two ways:
    - A built-in, green-colored ground wire may be attached to the ground pole of the receptacle.
    - The conduit system, if installed in an approved manner, may be relied upon for grounding of a receptacle serving single-phase appliances with ratings up to 230 volts. At outside construction sites, all single-phase 15- and 20-ampere receptacle outlets operating at 230 volts or less, which are not a part of the permanent wiring of the building or structure, must have GFCIs for personnel protection.
- The outlet box for portable extension cords for outdoor use shall be weatherproof and maintained in good condition.

7.0 REFERENCES

EHS 118 – Lock Out and Tag Out Program

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Quality Building Environment Program

PROCEDURE NO.: EHS 122
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE

The primary goal of the Quality Building Environment Program is to protect employees, the community, and the environment while minimizing risk to DCPS. This procedure provides guidance for development, implementation, and maintenance of environmental compliance programs that meet or exceed federal, state and/or local regulatory requirements. This procedure includes Environmental Compliance Audits/Assessments that will assist in confirming compliance and developing corrective action plans.

2.0 SCOPE

This procedure applies to DCPS-owned and/or operated facilities, office locations, and project work which has the potential to impact/affect the environment (e.g., waste storage/disposal, air/water release/discharge, contact with ground/surface water, etc.), whether it is due to DCPS activities or DCPS subcontractors. Any deviation from this procedure shall be obtained and approved in accordance with EHS 105 - EHS Procedures Variance.

DCPS will conduct Environmental Compliance assessments/audits of DCPS owned and/or operated facilities, office locations, and project sites. The assessment/audit will be conducted by the responsible Project Manager or Environmental Coordinator, with guidance from his/her Safety Professional.

3.0 OBJECTIVE

- Assess the compliance/non-compliance of DCPS operations with environmental requirements/regulations.
- Assist division and project management in the identification and understanding of specific environmental compliance issues and in developing corrective action plans.
- Provide information to DCPS senior management on the environmental compliance performance of specific operations and implementation of corrective actions to address identified non-compliance issues.

4.0 RESPONSIBILITIES

4.1 DCPS Environmental and Safety Unit

The Environmental and Safety Unit is responsible for updating and quality control of this program. The Environmental and Safety Unit will provide support for coordinating the Environmental Compliance Assessment/Audit Program. In addition the Environmental and

Safety Unit will perform environmental assessments/audits of DCPS-owned and/or operated facilities, divisions, and project sites throughout the year and track corrective action activities.

The Environmental and Safety Unit provides guidance and direction to the ECs during their Environmental Compliance Assessments/Audits of DCPS-owned and/or operated facilities, division offices, and project sites. .

4.2 Environmental Coordinator and/or Project/Site Managers

The EC and/or Project/Site Managers are responsible for conducting assessments/audits of their respective office's environmental activities and reporting the findings to the Environmental and Safety Unit. The EC and/or Project/Site Manager are also responsible for coordinating completion of any corrective actions as a result of environmental audits. The schedule for the environmental audits will be in compliance with EHS 131 – Safety Assessment Program.

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Ergonomics Facts

PROCEDURE NO.: EHS 123
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE

DCPS is committed to the identification and mitigation of musculoskeletal (ergonomic) hazards to its employees. Ergonomic safety issues associated with "field" activities (remote operations occurring away from a DCPS office/facility) are addressed in the project-specific health and safety documentation prepared for the job.

2.0 DEFINITIONS

MSD – Musculoskeletal disorder

WC – Workers' Compensation

Job-Specific MSD Hazard – Any type of condition that is known to be associated with performance of a particular job or work duty and that may result in an MSD.

3.0 RESPONSIBILITIES

3.1 All DCPS Personnel

All DCPS personnel must:

- Familiarize themselves with the potential job-specific MSD hazards associated with their assigned job (review EHS-supplied training information).
- Organize their workstation in accordance with sound ergonomic practices.
- Properly utilize any MSD hazard control equipment/devices that have been provided for use.
- Observe sound ergonomic practices in their work procedures.
- Promptly identify to their supervisor possible MSDs they experience.
- Promptly notify supervisors of ergonomic issues at their work stations.

4.0 PROCEDURE

DCPS will maintain an Ergonomic Safety Program consisting of the following elements:

4.1 Employee Medical Monitoring and Support

MSDs will be treated in a manner similar to other workplace accident/injuries (see EHS 101 – Injury, Illness and Near Miss Reporting). The following reporting and evaluation procedure will be implemented for any employee who feels he/she is experiencing a work-related MSD.

This includes anyone who is experiencing pain/discomfort during the performance of office work activities, or anyone with an MSD diagnosed by a physician or other competent medical authority.

- The employee must notify his/her supervisor immediately.
- The supervisor will contact the DCPS Environmental and Safety Unit, which will initiate an investigation to determine whether the potential MSD warrants initiation of the WC medical management system.
- The DCPS Environmental and Safety Unit will coordinate a medical evaluation of the affected employee.
- If the medical evaluation reveals a possible work-related MSD, the DCPS Environmental and Safety Unit will coordinate an ergonomics evaluation of the employee's workstation and job activities to identify any job-specific MSD hazards.
- Using the available medical data and results of the ergonomics evaluation, the DCPS Environmental and Safety Unit will provide the employee and the supervisor with a written procedure for implementation of corrective actions to mitigate all identified job-specific MSD hazards.
- For all MSDs determined to be work-related, the employee will be entered into the WC medical management system and will be permitted to obtain all necessary medical treatment in a manner consistent with WC requirements. The MSD will also be recorded on DCPS' Annual Summary of Occupational Injury and Illness (OSHA form).

4.3 Workplace Evaluations

The DCPS Environmental and Safety Unit will conduct workstation ergonomics evaluations in response to any of the following:

- Employee diagnosed with a work-related MSD – evaluate the employee's workstation to determine specific improvements.
- Multiple diagnosed MSDs in a single job category – evaluate representative workstations DCPS-wide to determine appropriate job-specific guidance.
- Request from worker/supervisor – evaluate the specific workstation(s) and provide recommended improvements.

The DCPS Environmental and Safety Unit will also perform and document quarterly and annual reviews of all reported MSDs to identify any job-specific MSD hazards (i.e., the occurrence of two or more similar MSDs within a single job-type, regardless of location, within a two-year period).

Results of all evaluations will be prepared in written form, and will be maintained by the DCPS Environmental and Safety Unit (as outlined below).

4.4 Specification of Control Equipment

If a job-specific MSD hazard is identified (two or more similar MSDs have been reported for a specific job category within the previous two years), the DCPS Environmental and Safety Unit will perform an evaluation of typical workstations related to the job category. Results of this evaluation will be used to develop a list of job-specific ergonomic practices and/or required control equipment to be implemented throughout DCPS. These practices and equipment requirements will be mandatory for implementation in all DCPS offices. Once these are established, supervisors will have a six-month time frame for full implementation, unless specific permission for an alternate implementation schedule is approved by the DCPS Environmental and Safety Unit.

4.5 Records

The DCPS Environmental and Safety Unit will maintain the following Ergonomic Safety Program records for the specified time periods:

- Individual employee workstation evaluations (3 years).
- Job-type workstation hazard evaluations and recommended set-up/controls (Indefinitely, as long as applicable).
- Employee/supervisor reports of ergonomic hazards and follow-up (3 years).
- Training records (ergonomics training booklets) (5 years).
- Employee medical treatment records related to repetitive stress injuries (5 years).
- Reviews of MSD reports to identify trends and hazardous job types (quarterly/annually).
- Ergonomic Safety Program periodic reviews (6 years).

5.0 REFERENCES

EHS 101 - Injury, Illness, and Near Miss Reporting

District of Columbia Public Schools

PROCEDURE NO.: EHS 124
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Heat Stress Prevention Program Procedures

1.0 PURPOSE

Field supervisors are responsible for protecting their workers from heat stress conditions by incorporating protective measures into the work routine. The heat stress prevention procedures below will be implemented whenever the temperature exceeds 75 degrees Fahrenheit for workers in normal work clothing, or 65 degrees Fahrenheit for workers in chemically protective clothing.

2.0 SCOPE

This procedure applies to all DCPS projects and operations where personnel work in environments that may cause heat stress.

3.0 DEFINITIONS

Acclimated: Workers who have developed physiological adaptation to hot environments characterized by increased sweating efficiency, circulation stability, and tolerance of high temperatures without stress. Acclimatization occurs after 7 to 10 consecutive days of exposure to heat and much of its benefit may be lost if exposure to hot environments is discontinued for a week.

Chemical Protective Clothing (CPC): Apparel that is constructed of relatively impermeable materials intended to act as a barrier to physical contact of the worker with potentially hazardous materials in the workplace. Such materials include: Tyvek coveralls (all types) and polyvinyl chloride (PVC) coveralls and rain suits.

Un-acclimated: Workers who have not been exposed to hot work conditions for one week or more, or who have become heat-intolerant due to illness or other reasons.

Heat Stress: A common hazard to employees working on projects involving exposure to hazardous substances, most particularly when impermeable protective clothing is used. This problem can occur at ambient temperatures below what is normally considered "hot weather." The body normally sheds excess heat primarily through radiation (capillaries in the skin dilate, transferring heat from the body core to the surface), and evaporation of sweat. Heat stress results when the body's regulating mechanisms are inadequate to dispose of internally generated and externally supplied heat.

Environmental, Health & Safety Policy Statement Procedures
Heat Stress Prevention Program Procedures

PROCEDURE NO.: EHS 124
CREATION DATE: June 2007
REVISION DATE: _____

4.0 PROCEDURES

4.1 General Requirements

Heat stress can be a significant field site hazard, especially for workers wearing chemically protective clothing (CPC). Site personnel must be instructed in the recognition of heat stress symptoms, the first-aid treatment procedures for severe heat stress, and the prevention of heat stress injuries. Workers must be encouraged to immediately report any heat stress that they may experience or observe in fellow workers. Supervisors must use such information to adjust the work-rest schedule to accommodate such problems.

Wherever possible, a designated break area should be established in an air conditioned space, or in shaded areas where air conditioning is impractical. The break area should be equipped to allow workers to loosen or remove protective clothing, and sufficient seating should be available for all personnel. During breaks, workers must be encouraged to drink plenty of water or other liquids, even if not thirsty, to replace lost fluids and to help cool off. Cool water should be available at all times in the break area, and in the work area itself unless hygiene/chemical exposure issues prevent it.

Workers who exhibit ANY signs of significant heat stress (e.g., profuse sweating, confusion and irritability, pale, clammy skin), should be relieved of all duties at once, made to rest in a cool location, and provided with large amounts of cool water. Anyone exhibiting symptoms of heat stroke (red, dry skin, or unconsciousness) must be taken immediately to the nearest medical facility, taking steps to cool the person during transportation (clothing removal, wet the skin, air conditioning, etc.). Severe heat stress (heat stroke) is a life threatening condition that must be treated by competent medical authority.

4.2 Work-Rest Schedule

The prevention of heat stress is best performed through supervisor observation of employees and routine heat stress awareness training activities. However, it is also necessary to implement a work routine that incorporates adequate rest periods to allow workers to remove protective clothing, drink fluids (vital when extreme sweating is occurring), rest and recover. The frequency and length of work breaks must be determined by the work supervisor based upon the ambient temperature, amount of sunshine, humidity, the amount of physical labor being performed, the physical condition of the workers, and protective clothing being used. See Recommended Guidelines below for more details.

Environmental, Health & Safety Policy Statement Procedures
Heat Stress Prevention Program Procedures

PROCEDURE NO.: EHS 124
CREATION DATE: June 2007
REVISION DATE: _____

Establishing the Work-Rest Schedule

DCPS permits the use of either of two techniques to initially determine an appropriate daily work-rest schedule. These methods are:

- Wet Bulb Globe Thermometer (WBGT) Method – this method is preferred, if a WBGT meter is available.
- Adjusted Temperature Method – this method should be used only if WBGT data is not available.

Either procedure will provide the work supervisor with a recommended routine, however adjustments to this routine may be required to accommodate the specific daily conditions at the work site.

4.3 Guidelines

Table 1, the Non-CPC Activities WBGT Chart, is intended for use where personnel are not utilizing CPC. Where workers are required to utilize CPC, Table 2, the CPC Activities WBGT Chart, will be used.

WBGT readings (in degrees Fahrenheit - OF) are compared directly with the values the applicable WBGT Chart for the applicable work rate (where light work corresponds to minimal physical activity besides standing/watching, very heavy work corresponds to significant, continuous physical labor) to determine the work-rest frequency.

Table 1. Non-CPC Activities

Work-Rest Frequency	^{O}F–WBGT			
	Light Work	Moderate Work	Heavy Work	Very Heavy Work
Continuous Work	85	81	78	
75% Work – 25% Rest	86	83	81	
50% Work – 50% Rest	88	85	83	81
25% Work – 75% Rest	90	87	86	85

Modified from ACGIH's 2002 Threshold Limit Values for Chemical Substances and Physical Agents, for acclimatized workers

Table 2. CPC Activities

Work-Rest Regimen	^{O}F–WBGT			
	Light Work	Moderate Work	Heavy Work	Very Heavy Work
Continuous Work	74	70	67	
75% Work – 25% Rest	75	72	70	
50% Work – 50% Rest	77	74	72	70
25% Work – 75% Rest	79	76	75	74

Modified from ACGIH's 2002 Threshold Limit Values for Chemical Substances and Physical Agents, for acclimatized workers

4.4 Adjusted Temperature Method

This method can be utilized where WBGT data is not available, and requires only that the ambient temperature (in degrees Fahrenheit - OF) be known. Adjustment factors are applied to the ambient temperature to account for departures from ideal conditions (sunny conditions, light winds, moderate humidity and a fully acclimated work force). The adjustments should be made by addition or subtraction to the ambient temperature reading, or changes in table position, as indicated in Table 3. Adjustments are independent and cumulative, all applicable adjustments should be applied. The result is the Adjusted Temperature, which can be compared with the values in Table 4 for the applicable work rate (where light work corresponds to minimal physical activity besides standing/watching, very heavy work corresponds to significant, continuous physical labor) to determine the work-rest frequency.

Table 3. Temperature Adjustment Factors

Time of Day	
Before daily temperature peak[1]	+2°F
10 am – 2 pm (peak sunshine)	+2°F

Sunshine	
No clouds	+1°F

[1] This adjustment accounts for temperature rise during the day. If the temperature has already reached its daytime peak it can be ignored.

Partly Cloudy (3/8 – 5/8 cloud cover)	-3°F
Mostly Cloudy (5/8 – 7/8 cloud cover)	-5°F
Cloudy (>7/8 cloud cover)	-7°F
Indoor or nighttime work	-7°F

Wind (ignore if indoors or wearing CPC)	
Gusts greater than 5 miles per hour at least once per minute	-1°F
Gusts greater than 10 miles per hour at least once per minute	-2°F
Sustained greater than 5 miles per hour	-3°F
Sustained greater than 10 miles per hour	-5°F

Humidity (ignore if wearing CPC)	
Relative Humidity greater than 90%	+5°F
Relative humidity greater than 80%	+2°F
Relative Humidity less than 50%	-4°F

Chemical Protective Clothing (CPC)	
Modified Level D (coveralls, no respirator)	+5°F
Level C (coveralls w/o hood, full-face respirator)	+8°F
Level C (coveralls with hood, full-face respirator)	+10°F
Level B with airline system	+9°F
Level B with SCBA	+9°F and right one column[2]
Level A	+14°F and right one column[2]
Other	Specified in the HASP

Miscellaneous	
Unacclimated work force	+5°F
Partially acclimated work force	+2°F
Working in shade	-3°F
Breaks taken in air conditioned space	-3°F

[2] Locate the proper column based on work rate, then move one column to the right (next higher work rate) before locating the corresponding adjusted temperature.

Table 4. Work-Rest Schedule Based on Adjusted Temperature

Work-Rest Schedule	Adjusted Temperature (^{o}F)			
	Light Work	**Moderate Work**	**Heavy Work**	**Very Heavy Work**
No specified requirements	< 80	< 75	< 70	< 65
15 minute break every 90 minutes of work	80 – 90	75 - 85	70 - 80	65 – 75
15 minute break every 60 minutes of work	>90 – 100	> 85 - 95	>80 - 85	>75 - 80
15 minute break every 45 minutes of work	>100 – 110	>95 - 100	>85 - 90	>80 - 85
15 minute break every 30 minutes of work	>110 - 115	>100 - 105	>90 - 95	>85 - 90
15 minute break every 15 minutes of work	>115 - 120	>105 - 110	>95 -100	>90 - 95
Stop Work	**>120**	**>110**	**>100**	**>95**

Note: Time spent performing decontamination or donning/doffing CPC should not be included in calculating work or break time lengths.

4.5 Evaluating the Work-Rest Schedule's Effectiveness

Once a work-rest schedule is established, the work supervisor must continually evaluate its effectiveness through observation of workers for signs/symptoms of heart stress. Measurement of each worker's pulse can provide additional information in determining if the schedule is adequate, and is accomplished as follows:

At the start of the workday each worker's baseline pulse rate (in beats per minute – bpm) is determined by taking a pulse count for 15 seconds and multiplying the result by four. Worker pulse rates can then be measured at the beginning and end of each break period to determine if the rest period allows adequate cooling by applying the following criteria:

- Each worker's maximum heart rate at the start of any break should be less than [180 minus workers age] bpm. If this value is exceeded for any worker, the duration of the following work period will be decreased by at least 10 minutes.
- At the end of each work period all workers' heart rates must have returned to within +10% of the baseline pulse rate. If any worker's pulse rate exceeds this value the break period will be extended for at least 5 minutes, at the end of which pulse rates will be re-measured and the end-of-break criteria again applied.

Recommended Guidelines

The guidelines discussed in this section are intended to be used only as a means for initial establishment of a work/rest regimen.

- The on-site health and safety representative, in consultation with the EHS Department, will evaluate the conditions at a specific operation and make final determinations of the work/rest regimen.
- Intake of fluid will be increased beyond that which satisfies thirst, and it is important to avoid "fluid debt," which will not be made up as long as the individual is sweating.
- Two 8-ounce glasses of water should be taken prior to beginning work, then up to 32 oz per hour during the work shift; fluid replacement at frequent intervals is most effective.
- The best fluid to drink is water; liquids like coffee or soda do not provide efficient hydration, and may increase loss of water.
- If commercial electrolyte drinks (e.g., Gatorade) are used, the drink should be diluted with water, or 8 ounces of water should be taken with each 8 ounces of electrolyte beverage.
- Additional salt is usually not needed and salt tablets should not be taken.
- Replacement fluids should be cool, but not cold.
- Breaks will be taken in a cool, shaded location, and any impermeable clothing should be removed.
- Dry clothing or towels will be available to minimize chills when taking breaks.
- Manual labor will not be performed during breaks, other than paperwork or similar light tasks.
- Other controls that may be used include:
    - Scheduling work at night or during the cooler parts of the day (6 am - 10 am, 3 pm - 7 pm)
    - Erecting a cover or partition to shade the work area

  - Use of cooling garments (this option is expensive and logistically difficult to implement).

- The health and safety representative will determine the potential for heat stress based on planned activities and weather forecasts.
- If the potential for heat stress exists:
  - All site workers will be informed of the potential for heat stress during the daily safety meeting.
  - The health and safety representative will determine if any workers are at particular risk for heat stress due to illness, etc.
  - The health and safety representative will ensure that sufficient quantities of potable water and electrolyte drinks are available in the decon area and that a shaded rest area is available at or immediately outside the decon area.
  - All workers will drink 16 ounces of water prior to beginning work and at least 16 ounces during each rest period.
- The initial work period and monitoring frequency is set according to the level of risk for heat stress.
- Within the first minute of each rest period, each worker's heart rate (pulse) will be measured, and compared to the following:
  - Initial heart rate: 110 beats/minute (28 beats/15 sec).

Each worker's heart rate will be measured again three minutes later, and compared to the following:

- Recovery heart rate: 80 beats/minute (20 beats/15 sec).
- If both heart rate criteria are met, the subsequent work period may be increased by one third, provided the temperature remains constant.
- If the initial heart rate is > 110 beats per minute, or the recovery rate is not less than 80 beats per minute, the subsequent work shift is decreased by one third.

Additional means of prevention include:

- Cooling devices such as vortex tubes or cooling vests can be worn beneath protective garments. If cooling devices are worn, only physiological monitoring will be used to determine work activity.
- Employees will open or remove chemical protective garments during rest periods.
- All employees will be informed of the importance of adequate rest and proper diet in the prevention of heat stress.

- Employees will be informed of the harmful effects of excessive alcohol consumption in the prevention of heat stress.

4.6 Training

Those personnel potentially exposed to heat stress will receive training that is documented in accordance with EHS 114 - Safety Training Programs.

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Employees will be trained on:

- Sources of heat stress, influence of protective clothing, and importance of acclimatization
- How the body handles heat
- Heat-related illnesses
- Preventative/corrective measures
- First aid procedures for heat stress

DCPS health and safety representatives will be trained on measurement methods and calculations of heat stress indices and establishing work schedules.

5.0 REFERENCES

EHS 114 Safety Training Programs

District of Columbia Public Schools

PROCEDURE NO.: EHS 125
CREATION DATE: June 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Cold Stress Prevention Program

1.0 PURPOSE

This procedure is intended to protect workers from the severest effects of cold stress (hypothermia) and cold injury, and to describe exposures to cold working conditions under which it is believed nearly all workers can be repeatedly exposed without adverse health effects. The objective is to prevent the deep body temperature from falling below 96.8°F and to prevent cold injury to body extremities.

2.0 SCOPE

Fatal exposures to cold among workers have almost always resulted from accidental exposures involving failure to escape from low environmental air temperatures or from immersion in low temperature water. The single most important aspect of life-threatening hypothermia is the fall in the deep core temperature of the body. Workers should be protected from exposure to cold so that the deep core temperature does not fall below 96.8°F; lower body temperatures will very likely result in reduced mental alertness, reduction in rational decision making, or loss of consciousness with the threat of fatal consequences.

Pain in the extremities may be the first early warning of danger from cold stress. During exposure to cold, maximum severe shivering develops when the body temperature has fallen to 95°F. This must be taken as a sign of danger to the workers and exposure to cold should be immediately terminated for any workers when severe shivering becomes evident. Useful physical or mental work is limited when severe shivering occurs.

3.0 PROCEDURE

Since prolonged exposure to cold air, or to immersion in cold water, at temperatures even well above freezing can lead to dangerous hypothermia, whole-body protection must be provided.

3.1 General Requirements

- Adequate insulating dry clothing to maintain core temperatures above 96.8°F must be provided to workers if work is performed in air temperatures below 40°F. Wind chill cooling rate and the cooling power of air are critical factors. The higher the wind speed and the lower the temperature in the work area, the greater the insulation value of the protective clothing required.
- Unless there are unusual or extenuating circumstances, cold injury to other than hands, feet, and head is not likely to occur without the development of the initial signs of hypothermia. Superficial or deep local tissue freezing will occur only at temperatures below 32°F regardless of wind speed. However, older workers or workers with

circulatory problems require special precautionary protection against cold injury. The use of extra insulating clothing and/or a reduction in the duration of the exposure period are among the special precautions which should be considered.

- For exposed skin, continuous exposure should not be permitted when the air speed and temperature results in an equivalent chill temperature of –25°F or below.
- At air temperatures of 40°F or less, it is imperative that workers who become immersed in water or whose clothing becomes wet be immediately provided a change of clothing and be treated for hypothermia.
- If the air velocity at the job site is increased by wind, draft, or artificial ventilating equipment, the cooling effect of the wind should be reduced by shielding the work area or by wearing an easily removable windbreak garment.
- If the available clothing does not give adequate protection to prevent hypothermia or frostbite, work should be modified or suspended until adequate clothing is made available or until weather conditions improve.

A recommended work/warm-up schedule is discussed in Section 5.0.

4.0 HANDS

Special protection of the hands is required to maintain manual dexterity for the prevention of accidents:

- If fine work is to be performed with bare hands for more than 10 to 20 minutes in an environment below 60°F, special provisions should be established for keeping the workers' hands warm. For this purpose, warm air jets, radiant heaters (fuel burner or electric radiator), or contact warm plates may be utilized. Metal handles of tools and control bars should be covered by thermal insulating material at temperatures below 30°F.
- If the air temperature falls below 60°F for sedentary work, 40°F for light work, or 20°F for moderate work, and fine manual dexterity is not required, then gloves should be used by the workers.
- To prevent contact frostbite, the workers should wear anti-contact gloves:
    - When cold surfaces below 20°F are within reach, a warning should be given to each worker to prevent inadvertent contact by bare skin.
    - If the air temperature is 0°F or less, the hands should be protected by mittens. Machine controls and tools for use in cold conditions should be designed so that they can be handled without removing the mittens.

- Provisions for additional total body protection are required if work is performed in an environment at or below 40°F. The workers should wear cold protective clothing appropriate for the level of cold and physical activity.

5.0 WORK WARMING REGIMEN

If work is performed continuously in the cold at an equivalent chill temperature (ECT) at or below –15°F, heated warming shelters (tents, cabins, rest rooms, etc.) should be made available nearby. The workers should be encouraged to use these shelters at regular intervals, the frequency depending on the severity of the environmental exposure. The onset of heavy shivering, minor frostbite (frostnip), the feeling of excessive fatigue, drowsiness, irritability, or euphoria are indications for immediate return to the shelter. When entering the heated shelter, the outer layer of clothing should be removed and the remainder of the clothing loosened to permit sweat evaporation or a change of dry work clothing provided. A change of dry work clothing should be provided as necessary to prevent workers from returning to work with wet clothing.

6.0 OTHER WORK PRACTICES

For work practices at or below 10°F ECT, the following should apply:

- The worker should be under constant protective observation (buddy system or supervision).
- The work rate should not be so high as to cause heavy sweating that will result in wet clothing; if heavy work must be done, rest periods should be taken in heated shelters and opportunity for changing into dry clothing should be provided.
- New employees should not be required to work fulltime in the cold during the first days of employment until they become accustomed to the working conditions and required protective clothing.
- The weight and bulkiness of clothing should be included in estimating the required work performance and weights to be lifted by the worker.
- The work should be arranged in such a way that sitting still or standing still for long periods is minimized. Unprotected metal chair seats should not be used. The worker should be protected from drafts to the greatest extent possible.
- The workers should be instructed in safety and health procedures, which should address:
  - Proper re-warming procedures and appropriate first aid treatment.
  - Proper clothing practices.
  - Proper eating and drinking habits.
  - Recognition of impending frostbite.

  - Recognition of signs and symptoms of impending hypothermia or excessive cooling of the body even when shivering does not occur.
  - Safe work practices.

- Eye protection for workers employed outdoors in a snow and/or ice-covered terrain should be supplied. Special safety goggles to protect against ultraviolet light and glare (which can produce temporary conjunctivitis and/or temporary loss of vision) and blowing ice crystals should be required when there is an expanse of snow coverage causing a potential eye exposure hazard.
- Workers handling evaporative liquid (gasoline, alcohol or cleaning fluids) at air temperatures below 40°F should take special precautions to avoid soaking of clothing or gloves with the liquids because of the added danger of cold injury due to evaporative cooling. Special note should be taken of the particularly acute effects of splashes of "cryogenic fluids" or those liquids with a boiling point that is just above ambient temperature.
- Trauma sustained in freezing or subzero conditions requires special attention because an injured worker is predisposed to cold injury. Special provisions should be made to prevent hypothermia and freezing of damaged tissue in addition to providing for first aid treatment.

7.0 COLD RELATED ILLNESS AND TREATMENT

7.1 Frostbite

If exposure occurs in temperatures that are below freezing (30 degrees F or below), frostbite or trench foot (immersion foot) may accompany or complicate the symptoms of hypothermia. Frostbite is the freezing of living tissues with a resultant breakdown of cell structure. Injury due to frostbite may range from superficial redness of the skin, slight numbness, and blisters, to the obstruction of blood flow (ischemia), blood clots (thrombosis), or skin discoloration due to insufficient oxygen in the blood (cyanosis). Frostbite may occur if the skin comes into contact with objects with a surface temperature below freezing, such as metal tool handles. Trench foot is caused by continuous exposure to cold combined with persistent dampness or immersion in water. Injuries in this case include permanent tissue damage due to oxygen deficiency, damage to capillary walls, severe pain, blistering, tissue death, and ulceration. Additionally, cold exposures may either induce or intensify vascular abnormalities. These include chilblain (a swelling or sore), Raynaud's disease, acrocyanosis (blueness of hands and feet) and thromboangiitis (inflammation of the innermost walls of blood vessels with accompanying clot formation). Workers suffering from these ailments should take particular precautions to avoid chilling.

Treatment

1. Wrap the victim in woolen cloth and keep dry until he or she can be brought inside.
2. Do not rub, chafe, or manipulate frozen parts.
3. Bring the victim indoors.
4. Place the victim in warm water (102 degrees to 105 degrees F) and make sure the water remains warm. Test the water by pouring it on the inner surface of your forearm. Never thaw affected body parts if the victim has to go back out into the cold. The affected area may be refrozen.
5. Do not use hot water bottles or a heat lamp, and do not place the victim near a hot stove.
6. Do not allow the victim to walk if his or her feet are affected.
7. Have the victim gently exercise the affected parts once they are thawed.
8. Seek medical aid for thawing of serious frostbite.

7.2 Hypothermia

Hypothermia damages both the body's internal temperature mechanisms (hypothalamus) and the peripheral mechanisms to prevent heat loss (vasoconstriction and perspiration.) These effects may last up to three years.

Treatment

1. Give artificial respiration and stop any bleeding, if necessary.
2. Bring the victim into a warm room or shelter as quickly as possible.
3. If the victim cannot be moved (spinal injury, etc.), carefully place newspapers, blankets or some other insulation between the victim and the ground.
4. Remove all wet clothing.
5. Provide an external heat source since the body cannot generate its own heat. Wrap the victim in pre-warmed blankets, place him or her in the liner of a portable hypothermia treatment unit, put the torso (not the extremities) into a tub of warm water or use body-to-body contact to re-warm the body core. These measures will slowly reopen the peripheral circulation, minimizing the possibility of after-shock or after-drop (the flowing of cooled, stagnated blood from the limbs to the heart), which may cause ventricular fibrillation, cardiac arrest, or death.
6. Do not allow the victim to sleep.
7. Give warm, sweet drinks, no alcohol or pain relievers.
8. Keep the victim still. Do not try to walk.
9. Do not rub numb skin.

10. Get medical help as soon as possible.

8.0 REFERENCES

EHS 113 – Personal Protective Equipment

Environmental, Health & Safety Policy Statement Procedures
Safety Inspection Program

PROCEDURE NO.: EHS 131
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE
This procedure applies to all DCPS personnel, projects, units and activities. Any exceptions to this procedure must be approved, in writing, by the responsible DCPS Safety and Environmental Manager.

2.0 SCOPE
This procedure applies to all DCPS operations. The implementation schedule for this procedure is outlined in the definitions section.

3.0 DEFINITIONS
Near miss: Any event that did/does not result in injury/illness to an individual or damage to property but had/has the potential to result in an injury/illness or property damage. Near misses are scenarios/situations/circumstances from which we can develop controls (policies, procedures, programs, etc.) that will prevent an incident, injury, illness, or property damage. Examples:

- Employee trips on carpet in office but is not injured.
- A worker steps off a ledge and falls three feet (1 meter) to the floor and is uninjured.
- A crane drops a 1,000-pound (454 kg) beam during a lift – and nobody is hurt, no equipment is damaged.
- A work crew is conducting a survey along the highway. A vehicle leaves the roadway (driver asleep) and the vehicle enters the survey area at 50 mph (80 kph). The vehicle misses an employee by 3-feet (1 meter), the driver recovers control of the vehicle and leaves the area.
- Employee almost backs into a car in the parking lot due to poor parking lot design.
- Employee runs a red/yellow light with no accident.
- Employee identifies an organic odor but does not experience any headache, nausea, etc.
- Employee experience pain, stiffness, tenderness or swelling in their wrist or hands.

Policy: The written general principle by which a company or organization operates. The principles are typically defined in a one-page document, Policy Statement, which defines the global goals and criteria that all entities within the organization are to practice as part of the daily business operations. DCPS' Policy Statement is set forth in the “DCPS Core Values.”

Environmental, Health & Safety Policy Statement Procedures
Safety Inspection Program

PROCEDURE NO.: EHS 131
CREATION DATE: June 2007
REVISION DATE: _____

Process: A process is a series of steps that are followed to achieve a specific goal or complete a task. A process typically requires the collection of information or data to generate an end product. Examples of processes:

- Performing the training needs assessment; there is a form used to collect information that is used to determine the level of EHS training that an employee requires. The information is entered into a database that allows the employee's success in meeting the training goals/requirements.
- Medical surveillance; employees are entered into the medical surveillance program that assess what level of evaluation is required, execution of medical evaluation, and a written assessment of the evaluation.

Program: – Written guidelines that establish the minimal operational criteria to achieve the goals, principles and overall corporate mission. A program typically consist of multiple documents organized into sections based on a specific topic or compliance criteria (e.g. training, medical surveillance, confined space/limited egress, lock-out/tag-out, etc.) regarding corporate, Federal, state, or local requirements.

Scoring Criteria: The general scoring of questions follows the format below.

0% – Score: No written program or a program that is largely deficient or is deficient in a critical aspect that is performed at the facility. No implementation or implementation with large gaps in employee knowledge. For questions not having a written program component, no credit will be given for situations that are not in place or so lacking in content or structure as to be viewed as being an inoperable system. For example, if the assessment finds a training matrix that does not have major programs listed [based on exposures at the facility], has major gaps in employee records or is incomprehensible to their own personnel, a zero score would be appropriate.

50% - Score: A written program or a criteria is met / exists that is largely compliant with the law or best practice guidance but still needs additional work on minor non critical selected areas. Implementation has started on the shop floor but is still erratic or inconsistent. Departments may vary depending on support, resources applied or other plant level issues. Key questions asked of employees indicate a lack of consistent understanding

75% - Score: A written program or criteria is met / exists that is compliant with the law and / or DCPS Best Practices. Implementation is largely complete with only occasional deficiencies noted. These deficiencies are numerous enough to be able to say that the program is not yet fully integrated into the facility management practices. However, in the main, employees know of the program and their assigned duties.

100% - Score: A written program or criteria is met / exists that is fully compliant with the law and DCPS Best Practices. Implementation is total and it is rare that an incorrect

answer is given to an auditor. For those criteria that do not involve written programs per se, full implementation is that situation where everyone knows the system being utilized and examination of the records indicates full compliance with the standards being set out. For example, a Training Matrix will show that all necessary training is noted on the matrix, that all required training is completed or gaps noted and are being managed. Supervisors will have access to it and they will be able to indicate how they use it in their daily practice in managing employees. A review of the performance appraisals will indicate that the training matrix is reviewed for training compliance.

Similarly, the preventative maintenance program will indicate that all of the mission critical items have been located, listed and the defined maintenance aspects identified using historical knowledge as well as the original equipment manuals [OEM's]. Evaluation of the program will indicate that all PM's are carried out within the time frame set by the location and that every item is tracked to resolution.

"Facility" refers to any Contract Operations facility where DCPS is involved in operating the facility. "Project", for purposes of this procedure, will include any construction, environmental remediation, or demolition project that has a planned field duration of more than 9 months.

System – A system consists of procedures that ensure the program and processes are maintained as defined in the program. Typically, a system defines specific individuals by title or name responsible for maintaining the program or process at a unique (e.g. office) location or task. The system should not rely on an individual and the overall process or program would not fail if the individual were removed from the process.

4.0 RESPONSIBILITIES

Division Manager: Shall review, on a quarterly basis, the performance of each district/country with respect to this procedure. For any district/country with an overall rating less than 75%, the division manager shall review and approve an action plan to identify and correct deficiencies.

Unit Manager: Shall develop, with the assistance of the safety department, an appropriate assessment tool for use within the district/country. Also, shall review, on a quarterly basis, the performance of each project under their control with respect to this procedure. For any section/facility with an overall rating less than 80%, the district/country manager shall review and approve an action plan to identify and correct deficiencies.

Section/Facility/Project Manager: Each section manager shall ensure that an appropriate assessment is completed in accordance with this procedure, and that the Section's reported score for each quarter is certified as accurate to the District Manager/District Safety

Manager. For any overall assessment score of less than 80%, the section manager shall develop and implement an action plan to achieve an overall score of 85% within the next 12-month period. For any overall assessment score of less than 70%, the section manager shall develop a prioritized list of corrective actions that, when implemented, will achieve an overall assessment score of at least 80% within the next 6-month period.

Safety Department: Shall provide implementation support to each business unit with respect to this procedure. The Safety Department will also be responsible for conducting calibration and verification assessments as outlined in this procedure. The safety department will also be responsible for aggregating all quarterly assessment scores and for reporting to DCPS.

5.0 PROCEDURE

5.1 General

The overall assessment program outlined by this procedure is comprised of 3 levels of assessment. The first level is self-assessment. During this level the section/facility/project personnel complete the appropriate assessment tool (desktop or project) and report their findings to the District Safety Manager (DSM). The second level of assessment is a Calibration assessment. During this level, the DSM, or designee, completes the assessment tool (with support from the section staff). The third level of assessment is Verification. During this level of assessment an individual from outside of the direct management chain completes the assessment tool with support from section staff. Each of these levels, and triggers for their implementation, are described below.

For each section, the overall reported assessment score will be comprised of a combination of a Section-level program assessment and, where appropriate, project-level assessment(s). In general, project-level assessments must be conducted, and their score(s) combined with the Section-level assessment, for any construction, environmental remediation, or decontamination/demolition project that has a planned field duration of more than 9 months. Where the section is managing one of the project types described above (or other perceived high risk field work), but it does not meet the defined criteria, the section manager or lead assessor can elect to include the project into the formal assessment.

5.1.1 Self-Assessment

Each section/facility/project is required to provide Section Manager-certified audit results during each financial quarter. Except in any quarter where a Calibration or Verification Assessment is performed, the scores will be self-reported based on a review and update of the assessment tool to reflect current processes, procedures, and performance.

5.1.2 Calibration Assessment

Calibration assessments are required to be conducted when any section/facility/project reports a self-assessment score of 85% or greater for the first time, and whenever deemed necessary by the DSM in response to changes/updates in the assessment tool or when changes in a Section's operations or safety performance indicate that re-evaluation is needed. An initial Calibration Assessment should, where possible, be conducted during the financial quarter following the first self-reported score over 85%. Where this schedule cannot be accommodated, every effort should be made to perform a calibration assessment within 6 months. DSM-directed Calibration Assessments will be conducted as needed.

5.1.3 Verification Assessment

Verification Assessments are required following completion of any Calibration assessment in which a score of 85% or greater is reported, and at least every 2 years following successful completion of an initial Verification Assessment. Each Verification Assessment should, where possible, be conducted during the financial quarter following the achievement of the required Calibration assessment score. Where this schedule cannot be accommodated, every effort should be made to perform a verification assessment within 6 months. Verification Assessments are not required for each individual project-level assessment included in the overall assessment scoring, however the Verification lead auditor must assess the Section's overall field operations sufficiently to assure accurate scoring of applicable project management and operational performance activities.

5.1.4 Verification Assessment Follow-up

For every individual audit tool item (question) which is not fully compliant (i.e., scored less than 100%) during the Verification, an action plan must be established to correct the item. The plan will identify the approach to achieving full compliance, designate an individual responsible for the action plan, allocate resources, and establish a planned completion date. Collectively, these action plan items will continue to be monitored, and an update on their status (and scoring) will be performed each quarter by the owning Section.

For every individual audit tool item (question) which is identified as fully compliant during the Verification (i.e., scored as 100%), no action plan or quarterly re-verification is required. However, these items must all be re-verified each quarter to assure that full compliance is still occurring.

5.2 Scoring

The actual assessment criteria are outlined in the applicable DCPS Assessment Tools. The total number of points available during an assessment will largely depend on the number and type of hazards present in the target workplace. For example, a section involved in only

design engineering will have fewer categories of risk to control than a section involved in design engineering and environmental remediation resulting in fewer number of control programs necessary. Regardless of the applicable criteria, each element of an assessment shall be scored as follows:

- 100% of value – Meets or exceeds the DCPS criteria.
- 75% of value – Needs minor improvement from a technical, training, quality or implementation standpoint.
- 50% of value – Needs major improvement from technical, training, quality or implementation standpoint but program/activity has been partially implemented
- No credit – Site has not addressed issues, no points awarded.

IMPORTANT NOTES ON SCORING:

- Any assessment element that does not apply to the section/facility/project will be marked as NA – "not applicable" with the total possible points being adjusted accordingly.
- Point values of individual elements are weighted based on importance to the program.
- Any significant non-compliance with local Safety, Health or Environmental laws can lead to failure of the audit, irrespective of the overall audit score.
- Final scoring and subsequent classification can be downgraded if any high-risk job tasks or conditions remain uncontrolled.

5.3 Reporting

All required assessment scores are to be reported to the responsible district safety manager no later than the final day of the financial quarter. When appropriate assessments are completed online through the DCPS website, separate reporting is not required. Each district safety manager shall prepare a summary report and provide it to corporate safety no later than the final day of the fiscal quarter.

6.0 DOCUMENTS

6.1 DCPS Assessment Tools

Approved tools will be maintained on the DCPS safety intranet site. Completed assessments shall be printed and retained at the section/facility/project for 2 years.

6.2 General List of Documents Required to Prepare for an Assessment

This list of documents is provided as a guide to help a section/facility/project manager prepare for any type of assessment.

- Description of where and how health and safety responsibilities are documented. Roles and responsibilities could be included in specific risk control program documents and/or by job description. One sample document addressing employee responsibilities and one for supervisory/management personnel are also required. Samples will be assessed for clarity, and measurability.
- Describe what the Health and Safety goals are and provide a copy of the Health and Safety plan(s).
- Description of how goal setting is done at the site. Two sample job performance appraisal documents are needed for management and supervisory employees (a total of six). Three years of OSHA300 total case incident rates comparing each to goals established. Samples will be assessed for how specific, measurable, attainable, realistic, and trackable they appear. Particular attention will be paid to how the Health and Safety component affects the final performance rating. Description of EHS staff with job descriptions or outlines.
- Organizational chart or description of reporting relationships. Educational and professional background of those assigned to EHS duties.
- Copy of results from last comprehensive trend analysis.
- Description of how all safety related action items are tracked to closure. Copy of latest list of outstanding items. Copy of list of items completed over the past six (6) months.
- A list of completed Risk Assessments, five sample THA's, and a description of how they are completed and put to use in the Health and Safety program.
- Five sample risk assessments and a description of how they are completed and put to use in the Health and Safety program. Provide description as to how medium and high-risk tasks are identified.
- All completed workplace inspection forms from the most recent month. A description of the employees or employee teams that perform each workplace inspection (including job classifications and what hazard recognition training they have received).
- Describe the number and type of safety committees currently in place. Provide the number and job classifications of the members. Example: "Department Committees: 8-10 hourly employees plus supervisor". Provide samples of meeting minutes from previous three (3) months' meetings for each different type of safety committee.
- Describe Health and Safety related communications that occur on a routine basis. Do not submit examples.

- List of required supervisory/management activities. List of safety activities available to employees. Provide percentage of workforce actively involved in the Health and Safety program (include supervisory and management personnel).
- Description of how safety orientation training is completed. Provide safety orientation checklists from most recent three (3) new hires or existing employees being transferred to a new department.
- Description of how supervisors and managers are trained and how they are kept up-to-date on changes in the Health and Safety program.
- Description of how various training programs are carried out, method of training, and who provides the training. Provide all training outlines.
- Latest training database summary.
- Copy of written emergency response plan. Specific response procedures for various categories of emergencies should be included.
- Provide description, or written program, outlining how contractors are selected and controlled while on site.
- A copy of all self-audits performed within the past twelve (12) months. Self-assessment of compliance with local Health and Safety laws must be included. **NOTE:** Any compliance deficiencies noted must be corrected for the site's application to be approved.

7.0 REFERENCES

EHS 104 – Audits, Inspections and Corrective Actions Procedures

Environmental, Health & Safety Policy Statement Procedures
Competent Persons

PROCEDURE NO.: EHS 132
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

This procedure outlines the process and minimum requirements necessary for classifying DCPS employees as a "competent person" (CP) in one or more key EHS areas:

1. Confined Space Entry
2. Excavation
3. Heavy Equipment
4. Fall Protection
5. Lock out/Tag out
6. Scaffolding
7. Radiation
8. Respiratory Protection
9. Crane
10. Rigging

This procedure supports the DCPS procedure for EHS Training Programs (EHS 114), which is designed to provide minimum criteria assisting in the identification of required training commensurate with an employee's job description and/responsibilities.

2.0 DEFINITIONS

Competent Person (CP) - One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

HASP – Health and Safety Plan

3.0 SCOPE

This procedure applies to all DCPSOFM Units. The requirements included in this procedure are the minimum guidelines for CP certification for all DCPS activities. Individual school districts or operating locations may request a variance to this procedure (upon approval of VP, EHS) in order to meet operational considerations or local regulatory requirements. In addition, client-mandated requirements may apply on a project-specific basis and will be addressed in supplemental documents (e.g. HASPs, training guides).

4.0 RESPONSIBILITIES

4.1 Operational Managers (General)

The DCPS operational management organization (line or project management) is responsible for obtaining, managing and/or replacing CPs as applicable to operations in accordance with the requirements of this procedure. Prior to the self-performance of critical, high-risk tasks (e.g., initial crane operations, energized electrical equipment repair, etc.), Operations (i.e., Project Manager (PM)) must obtain approval from the EHS Department (VP, DSM or designee) to perform the operation. The PM must identify a CP who meets the requirements identified in this procedure, to serve onsite as the supervising authority during all critical operations (see additional guidance in Section 5).

Operations (i.e., PM) must ensure that the activities listed in Section 1.0 not being self-performed meet the requirements of EHS 207, Contractor and Subcontractor EHS Requirements, including but not limited to:

- The procurement process must include a statement of work (SOW) reviewed and approved by the DSM.
- The SOW must include a clause requiring the vendor to state, in writing, who their designated CP is and provide supporting documentation to demonstrate their competency.

4.2 Division/Country Managers

Each division/country manager is responsible for developing adequate plans to facilitate implementation of this program within the districts. This includes ensuring that adequate resources (budget, staff, training, equipment, etc.) are available to the districts to implement all required safety training and obtain the experience necessary.

4.3 District Managers

District managers are responsible for developing plans and procedures to ensure effective implementation and enforcement of this procedure at the business unit (BU)/section level. This includes:

- Allocating resources for the effective implementation of this program within their district.
- Establishing procedures that ensure compliance is tracked and measured (in accordance with applicable Training Needs Assessments or TNAs).
- Reviewing the safety training performance of individual sections to ensure compliance with this procedure.

4.4 Business Unit/Section/Department Managers

BU/section/department managers (BU/SM/DM) are responsible for ensuring that all assigned personnel, including personnel utilized from other offices to support their operations, comply with the requirements of this program. BU/SM/DM will also:

- Develop and maintain a process to track employee training compliance and anniversary dates. This would include oversight of eTracking data entry for section personnel (see EHS 114).
- Ensure that annual TNAs are maintained as it applies to specific CP training.
- Implement corrective actions when employees fail to meet training requirements.
- Identify supplemental employee training needs based on local/client requirements.
- Ensure CP training requirements are reviewed with each employee, based upon current and anticipated job functions and past performance, on a routine basis. This will include, at a minimum, a review during the annual employee review and/or any major employee re-assignment/job change.
- Identify additional employees requiring CP training based on this procedure.

4.5 Environmental, Health and Safety Department

The District Safety Manager (DSM) or designee will assess the competency of all designated persons based on specific requirements outlined in this procedure. The DSM will determine competency and authorize the individual to serve as a CP in a specific area (e.g., scaffolding, excavation, etc.), which will be annotated in eTracking per EHS 114.

The Safety Department (i.e., DSM) is responsible for:

- Establishing CP training/experience requirements and communicating these requirements to line management within each district.
- Managing the overall implementation of this procedure.
- Self-assessment to maintain compliance in the area of CP program per this procedure, including eTracking system management.
- Providing technical assistance/support as requested by district and section managers.
- Performing internal safety training classes as requested by district and section managers.
- Establishing minimum CP requirements for various job classifications (see Section 1) based on individual job descriptions, applicable regulatory requirements, operational considerations, and management directives.
- Review and approve CP qualifications of DCPS employees. Authorize employees to serve as a CP, working with the EHSA to annotate the designation in eTracking.

4.6 DCPS Employees

Each DCPS employee, with guidance from their supervisor, is responsible for completing a TNA, regarding CP requirements, using the guidelines contained in the applicable sections of the form. Employees are also required to obtain approval from their supervisor prior to enrolling in any DCPS sponsored safety program. In addition, each employee is expected to track his or her own training anniversary dates and arrange for appropriate refresher training at least 30-days prior to expiration of certification.

5.0 COMPETENT PERSON REQUIREMENTS

DCPS CP requirements are dependent on the job description and function. As stated in Section 4.0, it is each supervisor's responsibility, along with the employee, to determine if CP qualifications are required to comply with DCPS policies and requirements. As stated in EHS 114, the TNA provides a work sheet to assist with this process.

5.1 Confined Space Entry

5.1.1 Operations/ Project Manager

Prior to entering any Confined space, the PM must identify a CP who meets the requirements identified in Section 5.1.3 to serve onsite during all confined space entry.

5.1.2 Confined Space Competent Person

The approved confined space CP is responsible for ensuring that all requirements for classification, confined space entry supervision and the entry itself meets the applicable federal, state and/or local standards (e.g., 29 CFR 1910.146) and EHS 118, Confined Space Entry Program. The CP will be authorized by the PM to take prompt corrective measures to eliminate those hazards. The CP will identify and/or provide:

- Classification and inventory of all applicable permit required confined space(s) in accordance with EHS 118.
- Details concerning the potential hazards associated with the entry operation of non-permit and permit-required confined spaces.
- Pre-entry preparation.
- Required air monitoring equipment.
- Required PPE for confined space entry tasks.
- Required emergency response/extraction equipment and emergency action planning.
- Required ventilation procedures (as applicable).
- Required isolation procedures (as applicable).

- Required pre-entry monitoring procedures and applicable at-entry re-classification criteria.
- Air monitoring procedures during entry (if re-classification has not occurred).

5.1.3 Minimum Requirements for Confined Space Competent Person

The designated CP must meet the following qualifications:

- Has completed OSHA Confined Space Training Course.
- Has completed a review of the applicable DCPS EHS Standard Operating Procedure (EHS) with a safety professional.
- Has completed OSHA confined space supervisor training.
- Has demonstrated sufficient experience to DSM and can identify existing and predictable hazards in a confined space.

5.2 Excavation

5.2.1 Operations/Project Manager

Prior to the self-performance of any excavation operation reaching a minimum depth of four (4) feet below ground surface or as designated in the project HASP, the PM must identify a CP who meets the requirements identified in Section 5.2.3, to serve onsite during all excavation operations.

5.2.2 Excavation Competent Person

The approved excavation CP is responsible for ensuring that all excavations conform to the applicable federal, state and/or local requirements (i.e., 29 CFR 1926 Subpart P) and EHS 402, Excavation and Trenching. The CP will identify existing and predictable hazards associated with the excavation will be authorized by the PM to take prompt corrective measures to eliminate those hazards. The CP will:

- Perform a daily inspection of the excavation using the Excavation Daily Inspection Checklist (or equivalent).
- Evaluate and verify the soil classification of the excavation.
- Evaluate and verify that the selected protective system is adequate for the planned operations.
- Oversee and evaluate the construction of the selected protective system.
- Ensure that operational safety practices conform to those identified in the applicable regulations and the applicable DCPS EHS SOP.

- Be onsite during all operations where personnel are working in or around an excavation that is four (4) or more feet in depth or as required by the project HASP.

5.2.3 Minimum Requirements for Excavation Competent Person

The designated CP must meet the following qualifications:

- Has completed a DCPS-approved Excavation Competent Person training course.
- Has completed a review of the applicable DCPS EHS SOP with a safety professional.
- Has demonstrated and sufficient experience to identify existing and predictable hazards in the excavation surroundings.

5.3 Heavy Equipment

5.3.1 Operations/Project Manager

Prior to the self-performance of any HE operation (e.g., scrapers, loaders, crawler or wheel tractors, excavators, backhoes, bulldozers, off-highway haul trucks, graders, agricultural and industrial tractors and similar equipment [not including cranes]), the HE operator must obtain initial approval from the applicable site-specific Operations/Project Manager (PM) to operate on the site. Operations must identify a CP that meets the requirements identified in Section 5.3.3, to serve onsite during all HE operations.

5.3.2 Responsibilities of the Heavy Equipment Competent Person

The approved HE CP is responsible for ensuring that all heavy equipment operations are performed safely in accordance with EHS 513, Heavy Equipment, district-specific procedures, federal, state and local requirements (e.g., 29 CFR 1926.602, EM 385-1-1 [as applicable], etc.), the manufacturer's and rental agency (when applicable) requirements/recommendations. The HE CP will identify existing and predictable hazards involved in HE operations and will be authorized by the PM to take prompt corrective measures to eliminate those hazards. The HE CP will:

- Initially verify equipment coming on site is in safe operating condition and meets the manufacturer's recommendations to ensure safe operation (see checklist in EHS 513).
- Correct any deficiencies identified during the inspection prior to the machinery's continued use.
- Verify that a thorough inspection of the machinery was completed by a HE CP prior to the machinery's use.
- Verify that a record of the dates and results of annual inspections for each machine and piece of equipment are available for review with the HE.

- Demonstrate the knowledge and ability to read and interpret the limitations (including total weight for intended work surface), load distribution and general Safety requirements applicable to the HE being operated (see EHS 513).
- Be onsite during the performance of all operations involving HE, ensuring all assigned personnel are qualified to operate per this policy. Pre-qualification must be documented (see Attachment 1).
- Review and approve all Task Hazard Analyses (THAs) associated with site-specific operations and communicate to applicable field personnel.

5.3.3 Minimum Requirements for a Heavy Equipment Competent Person

The designated CP must meet the following qualifications:

- Must have documented experience supervising the use of heavy equipment.
- Have a working knowledge and application of the industry standard hand signals for HE material/load handling.
- Has completed a review of the applicable DCPS SOPs (e.g., EHS 513, etc.) with a safety professional, **OR**
- Demonstrates sufficient experience to identify existing and predictable hazards in the excavation surroundings.
- Use Heavy Equipment Operator Qualification Program as specified by the DSM.

5.4 Fall Protection

5.4.1 Operations/Project Manager

Prior to self-performance of any work at or above four (4) feet or as designated by the project HASP, the PM must identify a CP who meets the requirements of applicable regulations and as identified in Section 5.4.3, to serve onsite when Subcontract personnel are working at heights.

5.4.2 Fall Protection Competent Person

The approved Fall Protection CP is responsible for ensuring that all fall protection systems/measures conform to the applicable federal, state and/or local standards (i.e., 29 CFR 1926.500 Subpart M) and EHS 120, Fall Protection Program. The CP will identify existing and predictable hazards associated with the Fall Protection will be authorized by the PM to take prompt corrective measures to eliminate those hazards. The CP will:

- Ensure all applicable employees that are working above four (4) feet are trained in fall hazards and the equipment of Fall Protection.

- Perform inspections of Safety nets, Guard Rails and Fall Arrest Equipment per the applicable federal, state and/or local regulations (e.g., 29 CFR 1926 Subpart M).
- Will verify the development of a project Fall Protection Plan (as required by the HASP).
- Identify potential fall hazards and implement the appropriate fall arrest systems to protect workers.

5.4.3 Minimum Requirements for Fall Protection Competent Person

The designated CP must meet the following qualifications:

- Must have documented experience supervising work requiring fall protection to at least the maximum level of protection required per the project HASP.
- Have working knowledge and application of fall restraining systems and equipment.
- Has completed a review of the applicable DCPS EHS SOP with a safety professional, **or**
- Demonstrates sufficient experience to identify and control existing and predictable fall hazards.
- Completed Fall Hazard and Fall Protection Equipment training.
- Review and understand Fall Protection Plans (as warranted).
- Review and Interpret fall protection standards (e.g., 29 CFR 1926 Subpart M, etc.).

5.5 Lock out/Tag out

Lock out/Tag out (LO/TO) is the process used to prevent injuries by controlling energy sources such as electrical power, hydraulic fluid under pressure, compressed air, steam, energy stored in springs, potential energy from suspended parts, or any other source that may cause unexpected movement when it is necessary to perform work on the system. LO/TO also applies to similar functions performed on systems containing hazardous materials.

The DSM and/or designated LO/TO CP will assess the competency of all potential LO/TO CPs based on whether they meet the specific requirements in Section 5.5.3. If an employee is determined to be competent, the DSM will authorize the individual to serve as a LO/TO CP and annotated in eTracking.

5.5.1 Operations/Project Manager

Prior to performing LO/TO functions or as designated by the project HASP, the PM must identify a CP who meets the requirements identified in Section 5.5.3 to serve onsite when LO/TO is required.

5.5.2 Lockout/Tagout Competent Person

The approved LO/TO CP is responsible for ensuring that all LO/TOs conform to the applicable federal, state and/or local requirements (i.e., 29 CFR 1910.147), EHS 119, Lockout/Tagout Program, EHS 121, Electrical Safety Program, and/or equivalent standards (e.g., U.S. Army Corps of Engineers EM 385-1-1, etc.). The LO/TO CP will identify existing and predictable hazards associated with energy sources and will be authorized by the PM to take prompt corrective measures to eliminate the identified hazards prior to performing work on or around the subject system. The LO/TO CP will:

- Inspect all company LO/TO(s) before the start of their work shift and be sure the required tags, locks, group locking systems, or other LO/TO protection is in place at the designated LO/TO points in accordance with EHS 119. Subcontractors LO/TO CP must perform the same.
- Capable of identifying existing and potential energy-release hazards in their surroundings or working conditions.
- Must know and develop procedures for the application and removal of locking or tagging equipment in accordance with EHS 119.
- Must know the specifics (i.e., design, process, energy sources, etc.) associated with the equipment being locked or tagged.

5.5.3 Minimum Requirements for Lockout/Tagout Competent Person

The designated CP must meet the following qualifications:

- Must have documented experience supervising work requiring LO/TO protection equivalent to the work being performed per the project HASP.
- Have working knowledge of LO/TO systems and equipment.
- Experience in the application and removal of LO/TO systems, including the development of “equipment-specific procedures” per EHS 119.
- Must have a LO/TO-specific training course approved by the DSM.

5.6 Scaffolding

The DSM will assess the competency of all designated Scaffolding CPs based on whether they meet the specific requirements in Section 5.6.3 If determined to be competent, the DSM will authorize the individual to serve as a Scaffolding CP and the training will be annotated in eTracking.

5.6.1 Operations/Project Manager

Prior to any erecting, working on, dismantling or inspection of scaffolding, the PM must identify a CP who meets the requirements identified in Section 5.6.3, to serve onsite when Subcontract have scaffolding on site.

5.6.2 Scaffolding Competent Person

The approved CP is responsible for ensuring that all scaffolding conform to applicable federal, state and/or local requirements (e.g., 29 CFR 1926 Subpart L) and EHS 502, Scaffolding, and EHS 120, Fall Protection Program. The CP will identify existing and predictable hazards associated with the will be authorized by the PM to take prompt corrective measures to eliminate those hazards. The CP will:

- Must be on site to supervise all scaffold erection activities.
- Inspect all Scaffolding before the start of the workday and apply tag to entrance of scaffolding.
- Capable of identifying existing and predictable fall-related hazard in their surroundings or working conditions.
- Must know correct procedures for erecting, disassembling, moving, operating, repairing, Inspecting, and maintaining the type of scaffold(s) in use.
- Must be knowledgeable about the structural integrity and be able to evaluate the effects of occurrences (e.g., dropped load, truck backing into a support leg, etc.)
- Must know the design criteria, maximum intended load-carrying capacity and intended use of the scaffold.

5.6.3 Minimum Requirements for Scaffolding Competent Person

The designated CP must meet the following qualifications:

- Must have documented experience of erecting, working on, dismantling and inspecting scaffolding.
- Have working knowledge and application of scaffolding systems and equipment being used.
- Must have 32 hours of training through the Scaffold Institute of America or equivalent training approved by the DSM.
- Has completed a review of the applicable DCPS EHS SOP with a safety professional.

5.7 Respiratory Protection

5.7.1 Operations/Project Manager

Prior to donning respiratory protection (RP) or upgrading to a higher level of RP (e.g., Level C, B or A) and as designated in the project HASP, the PM or facility/plant manager (if operations are performed in a company facility) must identify a RP CP, which meets the requirements identified in Section 5.8.3.

5.7.2 Respiratory Protection Competent Person

A designated RP CP is responsible for ensuring that all respiratory protection related activities conform to the requirements of EHS 112, Respiratory Protection, and other applicable federal, state and/or local standards (i.e., 29 CFR 1910.134). The CP will identify existing and predictable issues/concerns associated with the RP equipment selection (e.g., respirators, filters), filter replacement schedules, fit testing, use, decontamination, and repair. The RP CP must be authorized by the PM to take prompt corrective measures to minimize risk. The CP will:

- Ensure all DCPS employees that are scheduled to wear/use respiratory protection are trained, fit tested and medically monitored to use the intended equipment per EHS 112. Training and experience will be documented in site/facility files.
- Perform inspections of respirators and associated equipment per EHS 112 (e.g., APRs, SCBAs, compressed gases, etc.).
- Be able to identify and communicate upgrade/downgrade criteria for the RP selected. This information is located EHS 112 and/or site-specific HASP/THAs.
- Understand the different types/classifications of RP equipment available to personnel, limitations of each and optimum selection based on site-/facility-specific conditions.

5.7.3 Minimum Requirements to be a Respiratory Protection Competent Person

The designated CP must meet the following qualifications:

- Must have documented experience supervising the selection, fit testing, use, decontamination, filter replacement scheduling, inspection and repair of RP equipment being used at the facility/site.
- Has completed a review and can communicate the requirements of DCPS EHS 112, Respiratory Protection Program, including fit testing equipment/procedures and minimum documentation procedures.
- Demonstrates sufficient experience to identify/control existing and predictable respiratory system hazards.

- A working knowledge of applicable respiratory protection regulations (i.e., 29 CFR 1910.134 or equivalent).

5.8 Cranes

5.8.1 Operations/Project Manager

Prior to the self-performance of any crane operation, the Project Manager (PM) must obtain approval to perform the operation from the Vice President, Safety, Health, & Environmental. The PM must identify a CP that meets the requirements identified in Section 5.9.3, to serve onsite during all crane operations.

5.8.2 Responsibilities of the Crane Competent Person

The approved crane CP is responsible for ensuring that all crane operations are performed safely in accordance with applicable federal, state and/or local regulations (i.e., 29 CFR 1926 Subpart N) and the manufacturer's recommendations. The CP will identify existing and predictable hazards involved in crane operations and will be authorized by the PM to take prompt corrective measures to eliminate those hazards. The CP will:

- Inspect all crane machinery and equipment before and during use to ensure its safe operation using the Crane Pre-operational Inspection Checklist (or equivalent).
- Correct any deficiencies identified during the inspection prior to the machinery's continued use.
- Verify that a thorough annual inspection of the hoisting machinery was completed by a government or private agency recognized by OSHA prior to the machinery's use.
- Verify that a record of the dates and results of these annual inspections for each hoisting machine and piece of equipment are available for review with the crane.
- Demonstrate the knowledge and ability to read and interpret a crane's load chart.
- Be onsite during the performance of all operations involving a crane.
- Review and approve all critical lift plans.

5.8.3 Minimum Requirements for Crane Competent Person

The designated CP must meet the following qualifications:

- Has completed a four (4) day Crane Inspector course through The Crane Institute of America (or equivalent training through a DSM-approved training vendor) and passed a written examination, and
- Has obtained a valid crane operator certification from the National Commission for the Certification of Crane Operators (NCCCO) or equivalent.

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- Has documented experience working in a capacity of operation, maintenance, repair, inspection, safety or supervision with telescoping and/or lattice boom cranes
- Have a working knowledge and application of the industry standard crane hand signals
- Has completed a review of the applicable DCPS EHS SOP with a safety professional.

Environmental, Health & Safety Policy Statement Procedures
General Safety Rules Procedures

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1.0 PURPOSE

This procedure will provide general guidelines that are to implement when executing work in the field. Additionally, it provides references to other applicable procedures that are to be implemented.

2.0 SCOPE

This procedure applies in its entirety to all DCPS projects and operations and personnel working on these projects and operations.

General Guidelines

- Each project site will have the appropriate labor posters (contact you human resource and EHS representative or professionals for specifics). Ensure local and state posting are included. At a minimum ensure OSHA's Occupational Safety Health and Act Poster (OSHA 3165) is prominently posted.
- Legible and understandable precautionary labels will be prominently affixed to all containers of chemical raw materials, intermediates, products, by-products, mixtures, scrap, waste, debris, and contaminated clothing, per DOT, EPA, OSHA, or other applicable regulations.
- At least one person qualified in the administration of first aid and cardiopulmonary resuscitation (CPR) will be present at all times at each DCPS work site unless exempted by the DCPS Safety and Environmental Manager. Recognized agencies providing training and qualification in First Aid/CPR are the American Red Cross and the American Heart Association.
- At a minimum, a Type III first aid kit will be provided at each project site. Each kit will be stored in a durable water resistant storage case equipped with handles, and have a means for mounting in place, and meet the specific performance requirements as specified in Section 5.4.4of ANSI Z308.1-1998. Each first aid kit will at a minimum include the following contents:

Basic Fill Contents for Type I, II and III Kits

Item and Minimum Size or Volume	Minimum Quantity
Absorbent Compress, 32 sq. in. (No side smaller than 4")	1
Adhesive Bandages, 1" x 3"	16
Adhesive Tape, 5 yd.	1
Antiseptic, .5g application	10
Burn Treatment, .5g application	6
Medical Exam Gloves	2 pr.
Sterile Pads, 3" x 3"	4
Triangular bandage, 40" x 40" x 56"	1

- As appropriate, equipment on site will be bonded and grounded, spark proof, and explosion resistant. Ground fault interrupters will be utilized for all electrical equipment.
- Hazards from protruding objects, careless movements, or placement of materials on paths or foot traffic areas present a problem with regard to slips, trips, falls, and puncture wounds. Personnel will use a reasonable amount of effort to keep slip, trip and fall hazards to a minimum.

3.0 EMPLOYEE PERFORMANCE RULES

- Each employee, as a condition of employment, is required to comply with the health and safety procedures and the site safety plan governing in each area the employee is required to work.
- No one will initiate work on a project involving hazardous materials until appropriate training as required by regulation, contract and/or EHS procedures have been implemented.
- All employees are directed to immediately bring to the attention of their supervisor any unsafe condition, practice or circumstance.
- The following practices are expressly forbidden during operations on work sites:
    - Smoking, eating, or drinking while on site except in designated areas;
    - Ignition of flammable or reactive materials;
    - Entry on site without proper safety equipment;
    - Conduct of operations on site without backup personnel.
- Employees must report every incident/accident to their supervisor immediately, whether or not anyone is injured. Directions regarding first aid, medical treatment, etc. will be provided by the supervisor.
- Employees may not alter or attempt to repair or service safety equipment unless specifically authorized and qualified.

- An employee must not attempt to move (push, tilt etc.) or lift heavy or bulky objects beyond his capacity. No employee will move or lift more than 49 pounds without aid.
- Possession or use of alcohol, intoxicants or drugs on company premises or job sites is prohibited. Employees may not report for work or perform duties while under the influence of alcohol, intoxicants or drugs. Use of prescription drugs are to be reported to the Site Supervisor and shall not impair the ability of the worker to work safely.
- Walking under or working under a suspended load is not permitted.
- Personnel on site will use the "buddy" system (pairs), working alone on any job site is forbidden unless emergency procedures and communication with the DCPS Safety and Environmental Unit are established prior to initiating site operations. Communication or visual contact will be maintained between crew members at all times.

3.1 General Safe Work Practices

- Anyone known to be under the influence of alcohol, intoxicants, or drugs will not be allowed on the job while in that condition. Additionally, this event will be reported to the individual's supervisor and district human resource representative. The employee is not to return to work until they directed to do so by their supervisor and human resource representative.
- Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees are prohibited.
- Work will be pre-planned planned and supervised to prevent injuries while handling materials and working with equipment.
- No one will knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- Employees will not enter confined spaces unless in full compliance with the provisions of EHS 118 – Confined Space Entry Program.
- No equipment will be operated unless all appropriate guards and safety devices are in place and properly adjusted.
- Crowding, pushing, or shoving when boarding or leaving any vehicle is prohibited.
- A lock or tag installed in accordance with EHS 119 - Lock Out & Tag Out Program will not be violated.
- To the extent practical, mechanical or powered equipment will be used to handle, lift, or move heavy objects. Manual handling of heavy objects will be kept to a minimum. When muscle power is used to handle heavy objects, the lifts will be planned and assistance obtained to minimize the risk of injury.

- Footwear worn onsite must comply with ANSI Z41 PT91 (must be stamped in or on footwear). Footwear is to be 100% leather, steel toe, with a minimum ankle cuff of 6 inches.
- Materials, tools, or other objects will not be thrown from buildings or structures until proper precautions (such as materials chutes) are taken to protect others from the falling objects.
- Employees will wash (soap and water) thoroughly before eating, drinking, smoking, or leaving the jobsite. When hazardous materials or hazardous waste are involved, employees will go through appropriate decontamination.
- Workers will observe all safety precautions when using ladders in accordance with EHS 501 – Ladders.
- Gasoline will not be used for cleaning purposes.
- All sources of ignition will be eliminated from the work area when using flammable solvents.
- No burning, welding, or other hot processes or source of ignition will be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or supervisor.
- Any damage to scaffolds, falsework, or other supporting structures will be immediately reported to the foreman or supervisor and repaired before use.
- Wear appropriate gloves when handling materials. Leather work gloves are usually sufficient when handling wood. Special gloves are available for handling broken glass and other especially sharp objects. If the materials are contaminated, wear gloves to protect against the contamination under the work gloves. The chemical-protective gloves must be protected against puncture just as your skin must be protected.

3.2 Use of Tools and Equipment

- All tools and equipment will be maintained in good condition
- Damaged tools or equipment will be removed from service and tagged "DEFECTIVE."
- Pipe or Stillson wrenches will not be used as substitutes for other wrenches.
- Files will be equipped with handles and not used to punch or pry.
- Screwdrivers will not be used as a chisel.
- Wheelbarrows will not be pushed with the handles in an upright position.
- Portable electric tools will not be lifted or lowered by means of the power cord. Ropes will be used.
- Electric cords will not be exposed to damage from vehicles.

- In locations where the use of a portable power tool is difficult, the tool will be supported by means of a rope or similar support of adequate strength.

3.3 Machinery and Vehicles

- Only authorized persons will operate machinery or equipment.
- Loose or frayed clothing, long hair, dangling ties, finger rings, etc., will not be worn around moving machinery or other sources of entanglement.
- Machinery will not be serviced, repaired, or adjusted while in operation, nor will oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work. Machinery will be locked out and tagged out in accordance with EHS 119 – Lock Out & Tag Out Program.
- Persons will not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if the jacks or hoist should fail.
- Air hoses will not be disconnected until the pressure has been bled off the line.
- All excavations will be visually inspected before backfilling to ensure that it is safe to backfill.
- Excavating equipment will not be operated near tops of cuts, banks, and cliffs if workers are at risk below.
- Tractors, bulldozers, scrapers, and carryalls will not operate where there is the possibility of overturning in dangerous areas such as edges of deep fills, cut banks, and steep slopes.
- When loading excavated soil/debris, the wheels or treads of loading equipment should be turned in the direction that will facilitate escape in case of dangerous slides or movement of material.

4.0 EMERGENCY PLANNING

- A sufficient number of fire extinguishers, with a minimum rating of 2A:10B:C, will be strategically located throughout the areas where active work is progressing so that travel distance to an extinguisher from any location is less than 75 linear feet. In high hazard areas, this distance may be reduced to ensure a timely response.
- Where work operations involve the on-site handling or use of corrosive materials (strong acids/bases, etc.) or materials which can cause significant eye irritation/damage, a fixed or portable eye wash unit will be located within 10 seconds of the work area. The eyewash unit will meet the latest requirements of American National Standards Institute (ANSI) Standard Z358.1, and be capable of supplying hands-free irrigation of both eyes for at least 15 minutes at a flow rate of at least 0.4-gallon per minute. At the discretion

of the EHS Department (Safety Manager), and emergency drench shower, meeting the requirements of ANSI Z358.1, will also be provided.

5.0 ADMINISTRATIVE REQUIREMENTS

5.1 OSHA POSTER

Each office and project site has the appropriate OSHA poster (state or federal) posted prominently.

5.2 Medical and Training Certificates

Project Managers will review records of each employee to be assigned work on projects involving hazardous substances and ensure that all requirements pertaining to health and safety (such as medical clearance certificates and training certificates) are in compliance.

6.0 BIOLOGICAL

6.1 Dangerous Animals

Snakes and venomous arthropods (e.g., insects, spiders, ticks, scorpions, centipedes, millipedes, and others) create a hazard when their habitats are disturbed. The best defense is to understand where these creatures may be found and either avoid them or kill them before they can cause harm. Should a bite or sting occur, immediately notify your supervisor. First aid should be applied immediately and medical treatment sought as indicated below. Also, personnel allergic to stinging insects are to notify their supervisor and ensure an on-site treatment kit is in place prior to starting work.

6.2 Ticks

Ticks are external parasites of reptiles, birds, and mammals. The bites of some soft-bodied ticks may cause mild paralysis in humans. Ticks transmit many diseases, including Rocky Mountain spotted fever and Lyme disease. Ticks attach themselves to the host only with their mouthparts, and feed on blood. In removing a tick, take care not to leave mouthparts behind. Ticks are best removed by pulling them off with steady, gentle pressure. The pull must be light enough to keep the tick intact. It may take more than 10 minutes of pulling to remove the tick. After the tick is removed, wash the area thoroughly with soap and water, gently scrubbing the area of the tick bite.

6.3 Ants, Bees, Wasps, Hornets, and Yellow Jackets

Ants, bees, wasps, hornets, and yellow jackets occasionally cause death due to acute allergic reaction. In some cases, the stinging apparatus and venom sac remain at the site of

the sting and must be removed. Some relief from the pain can be obtained by applying ice. Soothing lotions, such as calamine, may reduce itching.

If the victim has a history of allergic reactions to insect bites or is subject to attacks of hay fever or asthma, or if he is not promptly relieved of symptoms, call a physician or take the victim immediately to the nearest location where medical treatment is available. In a highly sensitive person, transport for medical treatment immediately, do not wait for symptoms to appear, a delay can be fatal.

6.4 Dangerous Plants

The most common adverse reactions to plants from occupational exposures are skin irritation/inflammation. The best prevention is avoiding contact with the plants and being aware of dangerous plants native to the area. However, if the skin does contact the plant, the dermatitis may be avoided by prompt removal of the allergen. About 10 minutes are required for the cutaneous penetration of the allergen. Washing with running water is recommended, but avoid the use of soap. Soap removes protective skin oils and may cause or hasten penetration of the allergen. Avoid non-polar solvents, such as alcohol, which may spread the allergen over a wider area. Early application of topical steroids minimizes the severity of the dermatitis. If the face or genitalia are involved, seek professional medical help immediately, within 6 hours of the exposure. Other objects, such as tools or clothing, may carry the allergen. Avoid touching the face or genitalia with unwashed hands. Protective clothing that prevents skin contact should be used when there is unavoidable contact or when working in areas where there is a high likelihood of contact.

7.0 REFERENCES

EHS 203 – Accident Prevention Program – Requirements for EHS Documentation

Environmental, Health & Safety Policy Statement Procedures
Safety Meetings

PROCEDURE NO.: EHS 202
CREATION DATE: June 2007
REVISION DATE: _____

1.0 PURPOSE/SCOPE

This procedure will provide general guidelines that are to implement when executing work in the field. Additionally, it provides references to other applicable procedures that are to be implemented.

2.0 PROJECT INITIATION/KICK-OFF

Where specified in the project-specific EHS documentation (see EHS 203 - Accident Prevention Program Requirements for EHS Documentation), a kick-off safety meeting will be conducted prior to the start of field operations, and will involve representatives of all organizations working on the job site. Topics for this meeting will include:

- Communication of all on site EHS responsibilities and authority.
- Communication of organizational EHS performance expectations.
- Identification of significant project EHS issues/hazards and solutions.
- Coordination of organizational EHS conflicts and interactions.

Refer to EHS 204 – Task Hazard Analysis for additional information regarding implementation of Task Hazard Analysis (THA) and associated training requirements.

Note: For low-risk projects (e.g., Facility Auditing, Industrial Hygiene Surveys), the completion of a Pre-Task Planning Form (Attachment I) will be adequate to address health and safety concerns in most cases.

3.0 ON-SITE MEETINGS

Safety meetings will be conducted at all job sites for the following operational milestones:

1. **Project Start-up:** On the first day of field operations for a new project or a new phase of work.
2. **Periodic:** On a regular, recurring frequency of not less than once per week (daily meetings are required for HAZWOPER activities).
3. **Significant Personnel Turn-over:** The start of any workday where a new organization begins work on site or more than 25 percent of the day's work force is new to the site.
4. **Accident Recovery:** The start of the work day following any accident which results in more than $1000 dollars in property damage or where an injury to one or more personnel requires medical treatment (discuss the accident, its causes and preventive measures).

The meetings will be documented on the Tailgate Safety Briefing Form Sign-In Log.

4.0 SUPPLEMENTAL SAFETY TRAINING

The Project Manager (PM), Site Supervisor (SS) or Site Safety Officer (SSO) will implement worker training on general safety topics as part of routine on-site training activities. Where such training is conducted it will be documented on the Safety Training Log.

5.0 SITE ORIENTATIONS

1. All project employees will receive a safety orientation and training prior to the start of any project and/or task.
2. The PM, SS or SSO will perform the orientation and training. The level of training and method for providing orientation and training will consist of the mandatory items listed in EHS 114 – Safety Training Programs, and a site specific orientation that will be based on the project specifics, location of the project, and client requirements. The EHS Department can provide examples of previous orientation material for reference.
3. The depth/level of training will be commensurate with the job function(s) to be performed. Site visitors will receive general orientation and task-specific training.
4. At a minimum, initial employee orientation and training will consist of the items listed below:
    (a) Identification of hazards associated with the individual's job function and responsibilities.
    (b) Specific safety procedural instruction needed to perform his or her required job function or task.
    (c) Content of the HASP and THAs.
    (d) Other ongoing safety training for specific job functions will be conducted on an "as-needed" basis.
    (e) NOTE: In addition to the Project Safety Orientation all DCPS employees will receive the DCPS safety orientation.

6.0 SAFETY MEETINGS

Safety meetings will occur on a daily basis prior to the start of field activities. Safety meetings will be conducted by the PM or SS and supplemented by the supervisors of various crafts (labor, equipment operation, foreman, safety).

1. The purpose of these meetings is to allow the project employees an opportunity to maintain a high degree of safety awareness through timely safety education. This training will be used to discuss specific safety topics and obtain employee feedback.

2. The PM will monitor safety meetings to ensure that subject matter is properly presented.
3. Topics to be discussed will include safety hazards noted during the week and explanation of job safety procedures unique to the project.
4. Other items open for discussion may include, but are not limited to:
    (a) Use of employee personal protective equipment
    (b) Project safety rules
    (c) Employee accidents and incident reviews
    (d) Review of applicable SOPs to job specific activities
5. Safety Briefings will be developed by the PM. Meetings will be conducted by the PM, with support from the DCPS Safety and Environmental Unit.
6. Records of attendance at all employee safety orientation and training provided as part of this procedure will be documented on the Tailgate Safety Briefing Form.

7.0 REFERENCES

EHS 114 – Safety Training Programs
EHS 203 – Accident Prevention Program – Requirements for EHS Documentation
EHS 204 – Task Hazard Analysis

District of Columbia Public Schools

PROCEDURE NO.: EHS 203
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Accident Prevention Program - Requirements for EHS Documentation Procedures

1.0 PURPOSE

Project management personnel are responsible for ensuring that appropriate health and safety documentation exists for each job involving DCPS performance or management of field activities. Technical review and approval of the documentation are the responsibility of the DCPS Safety and Environmental Unit.

2.0 SCOPE

This procedure applies to all DCPS work operations that occur in a location other than a DCPS office and involve non-administrative activities.

An EHS management plan must be prepared for any environmental practice project involving field activities that may subject DCPS personnel to chemical or physical hazards. Requirements applicable to DCPS office-location (requirements apply to field offices) activities are addressed in EHS 302 – Office Safety, and EHS 205 – Emergency Action Planning and Prevention.

3.0 PROCEDURES

Any DCPS project involving the performance of field activities that subject DCPS personnel to potential chemical or physical hazards must be accomplished in accordance with appropriate EHS management plan documentation. This management plan may be referred to by a variety of names:

- Health and Safety Plan (HASP)
- Injury and Illness Prevention Plan (IIPP)
- Standard Operating Procedures (SOPs)
- Accident Prevention Plan (APP)
- Emergency Action Plan (EAP)
- Safe Work Procedure (SWP)

Regardless of name, the general intent of the management plan is to define operational safety procedures to be implemented during the work activities to provide maximum protection to personnel, property and the community, and to meet regulatory compliance requirements during the performance of the field activities.

Environmental, Health & Safety Policy Statement Procedures
Accident Prevention Program - Requirements for EHS Documentation Procedures

PROCEDURE NO.: EHS 203
CREATION DATE: July 2007
REVISION DATE: _____

Specific EHS management plan needs will vary for each project. In some cases it may be acceptable to utilize general (non-site-/project-specific) EHS procedural documentation prepared for the type of work activities being performed, while in others project-specific documentation is required to be developed as part of the project planning operations. The specific operational needs of individual projects will be determined as part of the initial coordination between the Project Manager (PM) and the DCPS Safety and Environmental Unit. The PM is the person responsible for the management of the project, regardless of official title.

Where it is determined that project-specific EHS documentation must be developed, it must comply with the requirements outlined in the following section. Additional category-specific requirements (e.g., HAZWOPER, asbestos/lead, radiological, etc.) may also apply as specified in the EHS 300 series, Operation-Specific Requirements.

4.0 RESPONSIBILITIES

4.1 DCPS Safety and Environmental Unit

DCPS Safety and Environmental Unit responsibilities include the following:

- Working with project management personnel to identify any necessary project-specific EHS documentation required for all new and ongoing projects.
- Assisting in the preparation of necessary EHS documentation either directly (authoring the documents) or indirectly (e.g., providing boilerplate documentation or suggestions for document requirements/organization).
- Reviewing and approving all EHS documentation prepared by DCPS prior to its implementation for field activities.
- Providing periodic review and re-approval of existing EHS documentation for ongoing projects of more than six months in duration and/or if field activities change, resulting in new/unique hazards.
- Providing a review and acceptance of any subcontractor-submitted EHS documentation in compliance with regulatory requirements, subcontract provisions, or in support of subcontractor work activities to be performed in locations under DCPS' overall control. Review and acceptance will be to determine compliance with contract provisions, rather than to determine acceptability of the contractor’s safety program in preventing accidents or complying with OSHA regulations.

4.2 Project Managers

PM responsibilities include the following:

- Ensuring that EHS documentation prepared for a project addresses the full range of project activities, and that all requirements and procedures are implemented and enforced during the field activities.
- Contacting the appropriate EHS Manager to discuss EHS documentation needs/requirements at the start of each new project involving EHS. At that time, an EHS Professional will be assigned to the project to serve as the primary point-of-contact for all further EHS-related activities.
- Contacting the DCPS Safety and Environmental Unit when changes occur to the work operations or work location/conditions, when work activities are modified/changed, or when additional tasks are added to the work scope. The DCPS Safety and Environmental Unit will review the changes and determine whether modifications are required to the existing EHS documentation.
- Ensuring that all EHS documentation (draft or final) has been reviewed and approved by the DCPS Safety and Environmental Unit prior to its use by DCPS personnel, or prior to release to outside agencies or organizations.
- Requesting DCPS Safety and Environmental Unit re-approval of existing EHS documentation at required intervals (specified by the assigned HASP, but not to exceed one year). This requirement applies to projects that exceed six months in duration and/or if field activities change, resulting in new/unique hazards.
- Requesting DCPS Safety and Environmental Unit review of any subcontractor-submitted EHS documentation in compliance with regulatory requirements, subcontract provisions, or in support of subcontractor work activities to be performed in locations under DCPS' overall control.
- Ensuring that projects are adequately budgeted for development, review, and approval of any EHS documentation.

5.0 REQUIREMENTS

The following requirements apply to all DCPS EHS documentation.

- At the start of any project involving field operations (e.g., construction activities, site investigation/cleanup) the PM shall contact the DCPS Safety and Environmental Unit to discuss the project and the nature of the work activities. Together they will determine what project-specific documentation should be prepared, identify any unique or special

requirements, and chose the appropriate staff to develop the written documentation (i.e., project personnel or a member of the EHS Department). Ensuring that proper EHS documentation is prepared is the responsibility of the PM.

- EHS documentation prepared by others may not be used for any project without the specific authorization of a member of the DCPS Safety and Environmental Unit. This applies not only to projects where DCPS controls the entire project and job site, but also in situations where DCPS is limited to providing specific on-site services in a subcontracted role.
- All EHS documentation will be prepared using the formats and templates supplied by the DCPS Safety and Environmental Unit, unless otherwise required to meet specific contractual obligations. Any documentation already in use for active projects at the time of this publication may remain in effect through those projects' duration; however, if supplemental documentation is required, the DCPS Safety and Environmental Unit must be contacted to discuss the specific project circumstances.
- EHS documentation must be reviewed and approved by a member of the DCPS Safety and Environmental Unit before it is implemented in the field, or submitted for client/regulatory review. This includes draft versions of documents, as well as EHS-related submittals and direction provided to subcontractors for use in developing their own procedures.
- All changes to approved EHS documentation require concurrence from a designated member of the DCPS Safety and Environmental Unit. This includes those made in response to changing field conditions or operational requirements and those made in response to regulator/client comments. Any written responses made to regulator/client comments also must be reviewed and approved by a designated member of DCPS Safety and Environmental Unit.
- The EHS documentation for any project lasting six months or longer will be reviewed at periodic intervals determined by the DCPS Safety and Environmental Unit, but at least annually. This ensures that the documentation continues to reflect the current project scope and knowledge of site conditions, and that any revised regulatory requirements are properly addressed.
- Preparation of the EHS documentation can be performed by the DCPS Safety and Environmental Unit or a member of the project team. However, all EHS documentation (including draft versions of documents) will be approved by the DCPS Safety and Environmental Unit prior to release for outside agency review (e.g., clients, regulatory agencies, etc.). A EHS Department member must sign the final version of each project's EHS documentation prior to its field implementation.

- The PM must ensure that a master copy of the EHS documentation is maintained on site for reference by personnel, together with copies of any required EHS-related records or operational documentation. The master copy must be current in all respects, and will include any changes or modifications made as work progresses.
- PM's will ensure that ALL HASPs have been reviewed with project personnel prior to implementation of field-work. Sign-off and concurrence is mandatory.

6.0 INTERNATIONAL OPERATIONS

Employees working in DCPS offices located outside of the United States must comply with that country's applicable environmental health and safety procedures, rules, and programs. For cases where the host-country regulatory guidance conflicts with the requirements of this procedure, the DCPS Safety and Environmental Unit will assist with the development of an alternate country-specific program. In the absence of contrary host-country requirements, however, this procedure will still be enforced.

7.0 REFERENCES

EHS 205 - Emergency Action Planning and Prevention

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Task Hazard Analyses

PROCEDURE NO.: EHS 204
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

This procedure establishes the minimum requirements and process for personnel and organizations assigned to DCPS-controlled project sites to perform a Task Hazard Analysis (THA) for each identified task that may present a significant risk to worker health and safety.

2.0 SCOPE

This procedure applies in its entirety to all DCPS projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 DEFINITIONS

THA: Evaluation of the component parts of any method or procedure for the following purposes:

1. To determine the hazards connected therewith and the requirements or qualifications of those who are to perform the work.
2. To identify hazard control methods that may feasibly be applied.
3. To implement solutions to eliminate, nullify, or reduce to a minimum the consequences of such hazards.
4. Evaluate established means and methods and controls to ensure effectiveness – make modifications as needed.

4.0 PROCEDURE

4.1 General Requirements

4.1.1 THA

THAs will be prepared by the supervision directly responsible for the work and reviewed by the Project Manager (PM) prior to commencing work activities. The DCPS subcontractors will prepare their own THA's and submit to the DCPS PM for review and accept prior to starting their activity. These reviews do not relieve the subcontractor of their safety responsibilities.

4.1.2 Signatures

All affected personnel are responsible for signing the THA Sign-off Form indicating that they understand and will comply with the provisions of the THA. The THA Log will be maintained in a conspicuous location at the workplace by supervision (HASP, wall posting, etc.).

4.2 THA Applicability

THAs are required when the DCPS PM, through pre-job planning, determine that the process, equipment, or procedure indicates potential for injury and/or property damage involving one or more of the following hazards:

- Potential for collapse (e.g., trenching, tunneling, demolition, etc.)
- Potential for the release of stored energy (e.g., electrical, mechanical, explosive, etc.)
- Potential exposure to uncontrolled hazardous materials or wastes
- Potential injury from burns, both chemical and thermal
- Potential exposure to oxygen-deficient environments
- Potential of entanglement in, on, or between objects
- Activities that require a separate written control plan (e.g., confined space entry, hot work, etc.) may satisfy the requirement for a THA through correct application of those alternate control plans and respective procedures.

4.3 Completion of THA

- The THA Form will:
    - Identify the THA author
    - List the key activities in the sequence in which they occur.
    - Determine the hazard(s) and/or hazardous materials involved for each step.
    - Be specific in designation of required protective devices, equipment, or clothing.
    - Apply specific effective safety measures to eliminate or control the hazard(s).
- All THAs will be developed in sufficient detail to preclude confusion and misunderstanding.
- Consideration will be given to movement, work area, specific hazards, safety rules, and recognition of abnormal or unexpected problems.
- Each THA final draft will be submitted to the Project Manager for review and acceptance/signature.

4.4 Posting and Filing THA

A completed copy of the THA will be available for review by the employees at the work location prior to the start of work. A copy of the THA will be retained as part of the project files. Copies will be forwarded to the project DCPS Safety and Environmental Unit for review.

4.5 THA Training

In accordance with EHS 203 – Accident Prevention Program – Requirements for EHS Documentation, the PM will ensure that all personnel and subcontractors responsible for the performance of THAs have been trained in the proper procedures to accomplish them.

5.0 REFERENCES

EHS 203 – Accident Prevention Program

District of Columbia Public Schools

PROCEDURE NO.: EHS 205
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Environmental Action Planning & Prevention Procedures

1.0 PURPOSE

This procedure provides minimum guidelines for the development of Emergency Action Plan (EAP) and Fire Protection Plan (FPP). This assigns responsibilities, accountability, and procedures to be followed by all employees in the event of fire or other emergencies.

2.0 SCOPE

This procedure applies to all DCPS offices. The EAP describes the potential emergencies at offices and details what procedures will be followed to minimize risk. The FPP identifies potential fire sources and the plans to control them. For development of EAP/FPP at project sites, please refer to your respective Health and Safety Plan (HASP). Emergencies are defined as uncontrolled circumstances that can result in damage to personnel or property.

3.0 RESPONSIBILITIES

3.1 Unit Manager

- Responsible for the implementation and enforcement of the EAP/FPP
- Coordinates the development of the EAP/FPP for their Unit with review by the DCPS Safety and Environmental Unit.
- Identifies specific municipality or other local regulations/requirements for the EAP/FPP and ensures those requirements are incorporated into the EAP/FPP.
- Establishes the working relationships with regulatory and local agencies that may respond to an emergency.

3.2 DCPS Safety and Environmental Unit

- Responsible for directing all actions in emergency situations, until relieved by outside emergency response units (i.e., Fire Department).
- Responsible for ensuring all DCPS employees on site are trained in the provisions of this plan, and the required actions.
- Designates specific communication procedures to ensure that all personnel are alerted to potential emergency conditions, and what actions are required.
- Identifies a common muster point outside of the facility where DCPS personnel will gather in the event of an emergency or implementation of the EAP.
- Continually reviews the EAP/FPP to ensure that identified hazards and actions are adequate for the office and/or facility.

- Designates personnel to perform specific duties during emergencies, such as taking muster, and directing emergency responders to the site(s).
- Responsible for ensuring other contractors at the office are notified as to the potential emergencies associated with DCPS work, and that the contractors provide information as to potential emergencies associated with their work processes. Also, ensures that the contractor's hazards and emergency warning systems are communicated to DCPS employees.
- Ensures that all hazard signs (e.g., exit signs) and floor plans are posted as required.
- Ensures that emergency exit doors are not blocked, are labeled, and are not locked at any time.
- Establishes criteria and scheduling of emergency drills for DCPS employees.
- Critiques the drill results, and works with the supervisors to correct any observed deficiencies.
- Ensures that new employees are trained on the provisions of the EAP/FPP prior to entering the work site.
- Ensures that visitors are either trained on the provisions of the EAP/FPP, or are continually escorted by a trained employee.

3.3 DCPS Employees:

- Ensure compliance with all provisions of this EAP/FPP.
- Alert the Emergency Coordinator/Supervisor to any observed conditions that can create an emergency situation.
- Notify the Emergency Coordinator/Supervisor of any change in work conditions that may impact the identified hazards in this plan.
- Do not block emergency exits or accesses.
- Participate in drills that are conducted to ensure the adequacy of the plan.

4.0 PROCEDURE

4.1 EAP

Emergencies are uncontrolled circumstances that can result in damage to personnel or property. Emergencies can be a result of the work process (e.g., hazardous material spills), or environmental conditions, such as severe weather. In addition, the emergency response procedures change with each location (e.g., different hospitals).

In developing an EAP, the potential emergencies must be identified. Potential emergencies, common to all offices, include:

- Severe weather (hurricanes, tornadoes, earthquakes, flooding)
- Medical emergencies
- Fire/explosion
- Hazardous material spills/releases
- Structural collapse
- Bomb threats
- Civil disturbance/criminal action

The EAP describes specific responsibilities and actions to either mitigate the emergency, or to ensure the protection of site personnel. In multi-employer office sites, each employer is responsible for the development and enforcement of their own EAP in accordance with health and safety regulations. However, DCPS shall ensure that a description of the potential emergencies in our office environment, and specific alarm systems, is provided to other on-site employers, and that other employers provide similar information. Employers should exchange copies of the respective plans.

Finally, the EAP provides a description of training required and any drills. The training includes new employee and visitor orientation procedures.

Each Unit manager is responsible to ensure completion of an EAP for each section/office site. If all potential emergencies are identified, one plan can be developed for each building.

Any time the EAP is implemented, the DCPS Safety and Environmental Unit will develop a detailed report of the entire incident. Specifically, careful documentation during and after an emergency will be needed for insurance issues, legal issues, accident investigations and analysis to prevent re-occurrence. Good record keeping and a critique of an incident after the fact can provide an excellent method of preventing another incident. All records will be maintained in project or applicable office operation files.

4.2 FPP

The FPP uses emergency action provisions identified in the EAP, and therefore must be kept with this plan. Likewise, additional training must be conducted in conjunction with the EAP. An office-specific FPP shall be completed by the responsible supervisor(s). If all potential fire sources are identified, one plan can be developed for each building.

Potential fire sources include facility-related items, work processes (e.g., warehouse), and equipment used to perform the work. The following provide examples for each general source:

- **Facility-Related Items:** Heaters, hot water systems, boilers, electrical systems and appliances.
- **Work Processes:** Welding, grinding, sanding, hazardous material storage and chemical use.
- **Equipment:** Mechanized vehicles and equipment, gasoline/diesel-operated generators, and electrical transformers and systems.

The FPP shall note what fire sources are present, where they are located, what procedures are to be used to prevent the start of a fire, who is responsible for the prevention procedures, and, what procedures shall be used for emergency evacuation and response if a fire starts.

In the event of a fire, DCPS employees shall notify the local Fire Department and will not attempt to extinguish the fire unless the appropriate fire-extinguishing systems are present, and the employees using the equipment have been specifically trained in their use. If fire-extinguishing systems are to be maintained on site, then these systems shall be inspected monthly to ensure they are ready for operation. These inspections shall be recorded on tags attached to each system.

For DCPS-owned equipment that presents a potential fire source, specific preventive maintenance procedures shall be developed (e.g., manufacturer's recommendations) and strictly enforced to minimize the chance of fire. In addition, combustible materials shall be kept away from spark sources. This includes keeping paper away from transformers and motors, and keeping sparks away from flammable materials. Also, make sure that systems are not overloaded, such as trying to draw too much power from an electrical system.

5.0 FIELD / PROJECT LOCATIONS

PMs will coordinate with the respective Safety Professionals to develop a site-specific EAP/FPP to be included in the HASP. Elements of the EAP/FPP as noted above will apply (designating EC's, drilling, etc.).

In the event of any emergency incident, the following general requirements apply:

- Work activities will cease and all personnel will be evacuated from the work location. The evacuation will proceed in a direction opposite the critically affected area, with all personnel assembling in a pre-designated location outside of the site proper.

- A headcount will be taken of the assembled employees and any injured individuals shall be administered first aid.
- If not present at the work location, the DCPS Safety and Environmental Unit will be contacted immediately.
- In the event of a chemical spill, send someone to meet the responders outside the area to direct them to the scene and provide information about the conditions that may exist, including appropriate Material Safety Data Sheets (MSDSs) for hazardous material. The Fire Department may have spill containment dikes, absorbents, neutralizing chemicals and other means of mitigating spills or leaks.
- Without endangering personnel, make a quick assessment of the situation. Call the emergency services agency (Fire Department, etc.) immediately and, if there are injuries, ask for medical assistance. Next, contact an Emergency Coordinator. When calling in the emergency, give your location, describe the nature of the emergency, and provide your name.

Any alterations mandated by changing conditions shall be determined by the Emergency Coordinator and communicated to workers during the tailgate safety briefing.

6.0 PROGRAM REVIEW

The EAP / FPP Program will be reviewed on an annual basis or when changes occur that affect the EAP (e.g., office location change, personnel change, new work practice or process, etc.).

7.0 REFERENCES

EHS – 203 – Accident Prevention Program - Requirements for EHS Documentation
EHS – 302 – Office Safety
EHS – 508 – Fire Extinguishers
EHS – 606 – Flammable and Combustible Materials

OSHA SPECIFIC

29 CFR 1910.38 – Employee Emergency Plans and Fire Prevention Plans
29 CFR 1910.35-.37 – Means of Egress
29 CFR 1910.151 – Medical and First Aid
29 CFR 1910.155 – Fire Protection
29 CFR 1910.157 – Fire Extinguishers
29 CFR 1910.165 – Employee Alarm System

District of Columbia Public Schools

PROCEDURE NO.: EHS 206
CREATION DATE: July 2007
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Environmental, Health & Safety Policy Statement Procedures
Stop Work

1.0 PURPOSE
To establish the minimum requirements for the personnel to DCPS to stop work if they believe there is an imminent EHS risks as described below that will affect them or their co-workers.

2.0 SCOPE
This procedure applies all DCPS office, projects and operations and affiliated personnel..

3.0 DEFINITIONS
Discrepancy/Deficiency: An omission or commission, a condition, or a situation that is in conflict with the procedures, standards, and the requirements of safety and health standards.

Imminent Danger: An impending or threatening situation, which, if left uncorrected, is likely to result in serious injury/property damage.

Potentially Dangerous: Minor violations that present a low potential for serious injury/property damage.

Stop Work Order: A directive to cease work issued for failure to follow procedures, imminent danger situations/conditions, accumulation of safety violations, etc.

4.0 PROCEDURE

4.1 Authority
DCPS' stop-work authority applies all work locations, employees and subcontractors. All DCPS personnel are authorized to stop work if there is an identified unsafe condition. If the responsible organization fails to provide resolution or if at any time their acts, or failure to act, cause substantial harm or imminent danger to health and safety of project employees or the public or the environment, DCPS may issue an order stopping work in whole or in part. Any stop work order issued by DCPS under this clause will be without prejudice to any other legal or contractual rights of DCPS. In the event that DCPS issues a stop work order, an order issued by DCPS authorizing the resumption of work must be in place prior to restarting work. The responsible organization will not be entitled to an extension of time or additional fee or damages by reason of, or in connection with, any work stoppage ordered in accordance with this clause.

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In most cases, a stop-work order affects only those areas immediately involved in the hazardous situation. DCPS may issue a stop-work order for a portion of the work area(s) or an entire work area when, in its opinion, the work area or work practices are not managed or maintained according to EHS submittals reviewed and accepted by DCPS. The stop work order will remain in effect until the responsible organization resolves the problem(s) and brings the work area(s) to satisfactory conformance with established EHS requirements. Work will not resume until appropriate corrective actions have been completed, ensuring that the condition has been corrected.

4.2 Severity of Hazards

4.2.1 Imminent Danger Situations

Any employee (not only members of the DCPS Safety and Environmental Unit) may stop activities imminently dangerous to workers or the public. "Stopping work" includes stabilizing an imminent danger situation to the extent that it can be left unattended for a prolonged period of time until the issue is resolved. The person requesting the work stoppage will notify the organization responsible for the work. The responsible organization will notify DCPS immediately of any “stop work” action(s). Personnel performing the work who disagree with the work stoppage will not refuse to stop work, but are advised to contact their management. Failure to comply with any Stop Work Order, in whole or in part, will result in immediate dismissal from the project.

4.2.2 Potentially Dangerous Situations

Informal stop work interventions to correct minor conditions (e.g., to remind workers to put on their hard hats, safety glasses, etc.) do not require formal notification.

4.3 Documentation

Where formal stop work actions are warranted, the DCPS Safety and Environmental Manager or their authorized representative will result in issue a formal stop-work order in the following situations:

- Imminent danger exists involving the public or employees' safety and health, the environment, facilities, or property.
- Continuing work or equipment usage will result in significant repair, rework, or removal.
- A project, or any segment of the project, is executed improperly or is out of compliance.

Documentation of stop work actions will be provided to the affected organization. Additional requirements associated with Corrective Action Request Form will also be met.

4.4 Resuming Work

Work associated with the affected area or operation will not resume unless all corrective actions identified in the applicable stop work order or corrective action request (CAR) have been completed and closed.

In accordance with EHS 202 – Safety Meetings, all personnel affected by the stop work order and its associated CARs will be instructed on the corrective actions and preventative measures taken.

5.0 RECORDS

The completed stop work order and any CARs generated as a result of it will be maintained at the project site. Supporting documentation will be transmitted to and retained by the PM.

6.0 REFERENCES

EHS 104– Inspections, Audits, and Corrective Actions
EHS 202 – Safety Meetings

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Environmental, Health & Safety Policy Statement Procedures
Contractor & Subcontractor EHS Requirements

1.0 PURPOSE

This procedure has been developed to assist the DCPS Project Manager (PM) and the Procurement Department with the evaluation of potential subcontractors' EHS performance and commitment. Prior to entering into a contractual arrangement with an organization, it is DCPS' intent to ensure the organization meets the Safety, Health and Environmental standards established by DCPS. Only safe and qualified subcontractors will be contracted for work on DCPS projects.

2.0 RESPONSIBILITIES

2.1 Procurement Department

The Procurement Department is responsible for:

- Maintaining the database where all subcontractor EHS performance data is maintained
- Entering subcontractor's EHS performance data into the database
- Communicating changes in the operation or function of the database to the EHS Department

2.2 Safety, Health, & Environmental Department

The EHS Department is responsible for:

- Updating the Subcontractor Safety Criteria Questionnaire, Subcontractor Safety Criteria Questionnaire Scoring Key, and communicating those changes to DCPS
- Evaluating the Subcontractor Safety Criteria Questionnaire, as required
- Supporting operations in the completion of client/potential-client safety questionnaires

2.3 Project Managers

Project Managers are responsible for that all subcontractor organizations scoped to perform field-activities either for or in support of DCPS operations have been properly qualified for EHS. This includes:

- Ensuring that the requirements identified in Section 3.0 are completed for all organizations subcontracted to perform field-based activities for DCPS
- Providing a copy of the completed Subcontractor Safety Criteria Questionnaire to the Procurement Department for upload into their database

- Verifying a contract company's minimum level of insurance coverage as stipulated by DCPS' Legal and Procurement Departments (Workers' Compensation, Auto Insurance, General Liability, etc.).

3.0 SUBCONTRACTOR SELECTION REQUIREMENTS

For all subcontractor organizations used to provide non-administrative activities at DCPS work sites, the selection process will include consideration of the candidate firms' EHS management and performance indicators. This will be accomplished using a subcontractor instruction and evaluation process that includes the following requirements:

- All Purchase Requisition forms (or similar purchasing documents) related to the procurement of subcontractors for performance of field-based activities must be approved by the EHS Department before execution. Any associated solicitation documents provided to bidders (e.g., scope of work, specification, Master Service Agreement, teaming agreement, etc.) will include an EHS Department-approved section stating the EHS information and performance requirements applicable to the subcontractor's work, including:
  - Subcontract specifications must state that the subcontractor is solely responsible for all non-operational costs associated with EHS compliance (e.g., employee medical monitoring procedures, personal protective equipment, etc.), and
  - that any cost or schedule impacts resulting from a subcontractors' non-compliance with applicable Safety and Health regulations or EHS operational procedures are the responsibility of that subcontractor.
- Except where waived by the EHS Department, subcontractor bids/submittals must include a completed Subcontractor Safety Criteria Questionnaire form. Each questionnaire will be evaluated by the PM or Procurement Department Subcontract's Administrator, and the EHS Department as necessary, during the subcontractor selection process to identify any organizations whose past EHS performance may disqualify them from selection.
- Selected subcontractor firms are required to provide copies of any EHS documentation (e.g., operational safety procedures, employee training/medical monitoring certifications) to the Project Manager prior to the start of their on-site operations.
- The evaluation of a subcontractor's EHS performance will be measured against the Subcontractor Safety Criteria Questionnaire Scoring Key. The criteria used to evaluate a contractor is based on federal OSHA, United States Bureau of Labor Statistics (BLS), and United States insurance data. Offshore locations should replace benchmark data with comparable meaningful data used in that country.

- Although the questionnaire is to be used as a guideline to determine whether a bidder's safety and health record is acceptable, there are no simple pass/fail criteria. The guidance outlines the standards DCPS' EHS Department has established to reflect performance acceptability. Marginal performance (e.g., Score is determined to be Weak (2)) will require evaluation for final approval of a subcontractor by the EHS Department.

4.0 SUBCONTRACTOR SH&E REQUIREMENTS

Subcontractor organizations are responsible for safely performing their assigned work activities in accordance with all applicable federal and state occupational safety and health regulations. Subcontractors will also be provided with DCPS' project-specific EHS documentation for the specification of minimum acceptable on-site EHS performance. If at any time the subcontractor obtains the services of a subcontractor, consultant, or second tier subcontractor for any portion of the work to be performed, a copy of the Statement of Work and the approved project-specific EHS documentation shall be provided as part of the package submitted to each respective subcontractor, consultant, or second tier subcontractor. The subcontractor shall submit in writing, prior to the start of work, the names of any second-tier subcontractors that may be used in the project for approval by DCPS. Subcontractors are responsible for ensuring that their employees are provided the appropriate equipment, training, and medical surveillance to perform the work safely.

Prior to starting fieldwork, each subcontractor organization shall provide DCPS with at least one of the following for review and acceptance:

- Site-specific EHS documentation addressing specific performance requirements for the subcontractor's on-site work activities; or
- A written statement of adoption of the provisions in DCPS' project EHS documentation as the subcontractor's own procedures while working on the job site. This documentation must be in letter format (company letterhead), and must include the following information:
  - Site location.
  - Anticipated scope of work activities to be performed by the subcontractor.
  - Name of the subcontractor's Site Safety Officer, with contact phone numbers.
  - Name of the subcontractor's Health and Safety Manager (HSM), with contact phone numbers.
  - Statement adopting the DCPS project EHS documentation as the subcontractor's own requirements for the project.

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- Statement requiring that only qualified and trained personnel (to the level of assigned responsibilities) will perform assigned work activities on the site.
- Designation of required personal protective equipment (PPE) anticipated for the subcontractor's assigned work activities.
- Copies of supplemental or additional subcontractor-specific provisions, policies, procedures and/or protocols that will be implemented by the subcontractor during site activities.

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PROCEDURE NO.: EHS 208
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Environmental, Health & Safety Policy Statement Procedures
General Housekeeping, Hygiene, & Sanitation

1.0 PURPOSE

This procedure outlines the personal hygiene, work site sanitation, and work site housekeeping requirements for DCPS' operations and projects.

2.0 SCOPE

This procedure applies in its entirety to all DCPS projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 PROCEDURE

3.1 Personal Hygiene

3.1.1 Smoking, Eating and Drinking

Eating and drinking will be permitted only in designated areas at DCPS project sites. Smoking will be permitted only in areas designated by Field Supervision and situated in locations that are not in the immediate vicinity of activities associated with work site activities. Additionally, Field Supervision will designate each smoking area giving primary consideration to those personnel who do not smoke.

Personnel actively involved in the performance of certain activities will not be permitted to smoke, eat, drink, or use smokeless tobacco, except during breaks (e.g., HAZWOPER Controlled work areas).

Site personnel will first wash hands and face after completing work activities and prior to eating or drinking.

3.1.2 Water Supply

Water supplies will be available for use on site and will comply with the following requirements:

Potable Water

An adequate supply of drinking water will be available for site personnel consumption. Potable water can be provided in the form of approved well or city water, bottled, or drinking fountains. Where drinking fountains are not available, individual use cups will be provided as well as adequate disposal containers. Potable water containers will be properly identified in order to distinguish them from non-potable water sources.

Non-Potable Water

Non-potable water may be used for hand washing and cleaning activities. Non-potable water will not be used for drinking purposes. All containers/supplies of non-potable water used will be properly identified/labeled as such.

3.1.3 Toilet Facilities

Toilet facilities will be available for site personnel and visitors. Should subcontractor personnel be located on-site for extended periods, it may become necessary to obtain temporary toilet facilities. Exceptions to this requirement will apply to mobile crews where work activities and locations permit transportation to nearby toilet facilities.

A minimum of one toilet will be provided for every 20 site personnel, with separate toilets maintained for each sex, except where there are less than five total personnel on site. For mobile crews where work activities and locations permit transportation to nearby toilet facilities (e.g., gas station, or rest stop), on site facilities are not required.

3.1.4 Washing Facilities

Hand and Face

Site personnel will wash hands and face after completing work activities and prior to breaks, lunch, or completion of workday.

Personal Cleaning Supplies

Cleaning supplies at DCPS project sites will consist of soap, water, and disposable paper towels or items of equal use/application (e.g., anti-bacterial gels, wipes, etc.).

3.1.5 Clothing and Personal Protective Equipment

All personal protective equipment will be kept clean at all times and maintained in accordance with the manufacturer's requirements.

3.2 Sanitation

3.2.1 General Work Areas

At all times work areas will be kept free of dirt and debris that may impact the safety of site personnel and visitors. All trash receptacles will be routinely emptied.

3.2.2 Break Areas and Lunchrooms

Site personnel will observe the following requirements when using break areas and lunchrooms at DCPS project sites:

- All food and drink items will be properly stored when not in use.
- Food items will not be stored in personal lockers for extended periods in order to prevent the potential for vermin infestation.
- All waste food containers will be discarded in trash receptacles.
- All tables, chairs, counters, sinks, and similar surfaces will be kept clean and free of dirt, waste food, and food containers at all times.
- Refrigerators used to store food items will be emptied of all unclaimed food items weekly.
- Routine cleaning of refrigerators will also be performed on a regular basis.

3.3 Housekeeping

- All work areas shall be kept clean to the extent that the nature of the work allows.
- Every work area shall be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage shall be maintained and platforms, mats, or other dry standing places shall be provided, where practicable, or appropriate waterproof footgear shall be provided.
- Hazards from protruding objects or placement of materials on paths or foot traffic areas present a problem with regard to slips, trips, falls, and puncture wounds. Personnel will use a reasonable amount of effort to keep slip, trip and fall hazards to a minimum.
- Excess debris and trash will be collected and stored in an appropriate container (e.g., plastic trash bags, garbage can, roll-off bin) prior to disposal.
- At no time will debris or trash be intermingled with waste PPE or contaminated materials.

3.4 Additional Requirements

The PM will ensure that weekly evaluations of work area cleanliness and sanitation are performed and documented. Based on project-specific activities associated with the asset removal process, additional safety precautions may be required.

4.0 REFERENCES

EHS 201 –General Safety Rules

Environmental, Health & Safety Policy Statement Procedures
Disciplinary Actions/Accountability

PROCEDURE NO.: EHS 209
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1.0 PURPOSE
This procedure is established to provide a mechanism for the discipline of employees who violate EHS requirements.

2.0 SCOPE
Project Management for DCPS has established a uniform policy for disciplining and dismissing personnel who violate EHS procedures.

3.0 PROCEDURE
Employees who violate safety and health requirements and guides will be disciplined in a progressive manner consistent with the categories outlined below.

3.1 Training
The Project Manager (PM) will ensure that all assigned personnel and subcontractors working at their work site are trained on the requirements of this procedure and in accordance with EHS 203 – Accident Prevention Program – Requirements for EHS Documentation.

3.2 Progressive Discipline

3.2.1 First Violation
An oral warning will be given for the first violation of an EHS requirement depending on the severity of the violation. The supervisor will inform the employee of the violation and of the correct safe practice or procedure. The supervisor will review with the employee all applicable safety and health workplace requirements and guides. The employee must sign a statement indicating understanding of those requirements and guides. The supervisor should inform the employee that future violations will result in higher levels of discipline and may lead to dismissal.

3.2.2 Second Violation
The employee may be given a written warning for the second documented safety and health requirement violation. This warning will specifically identify the violation. The warning will also refer the employee to applicable safety and health requirements and guides for review, and also show the date the employee previously read and signed the statement of understanding of safety and health requirements and guides. The employee, the employee's supervisor, the department head, Human Resources and the employee's personnel file will receive copies of the warning.

3.2.3 Third Violation

The employee may be given a final warning for the third documented violation of safety and health requirements or guides. This warning will specifically identify the violation. It will also state that any further violation of safety and health requirements and guides will result in dismissal. All persons who received a copy of the previously written warning will receive a copy of the final warning.

3.2.4 Any Subsequent Violation

The employee may be dismissed for a subsequent violation. If dismissed, the employee will receive a letter specifically identifying the violation of the safety and health requirement or guide, as well as any rights of appeal through the grievance process.

3.3 Immediate Termination

On occasion, an employee will commit a violation of a safety and health requirement or guide that is so careless and reckless, or that so endangers life or property, that it can be considered imminently dangerous. When this occurs, an employee may be dismissed immediately, without benefit of any warnings. An employee dismissed in this fashion will receive a letter specifically identifying the violation and setting out his/her right of appeal within the grievance procedure.

4.0 REFERENCES

EHS 203 – Accident Prevention Program – Requirements for EHS Documentation.

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Environmental, Health & Safety Policy Statement Procedures
Walking-Working Surfaces Protection

PROCEDURE NO.: EHS 210
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1.0 PURPOSE

Employees are required to maintain a workplace free of hazards (e.g., hazards associated with tripping, falling, or overhead objects as a result of uneven walking surfaces, holes, or debris). This procedure addresses requirements for flooring, work platforms, and stairway safety.

2.0 SCOPE

This procedure applies in its entirety to all DCPS environmental and construction-related projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 PROCEDURES

3.1 Standard Specifications

If guardrail or protective covers are required for tripping and falling hazards these devices will be installed in accordance with the specifications below.

3.1.1 Standard Protective Railings

- A standard railing will consist of top rail, intermediate rail, toe-board, and posts, and will have a vertical height of approximately 42 inches to 45 inches from upper surface of top rail to floor, platform runway, or ramp level. The top rail will be smooth-surfaced throughout the length of the railing. The intermediate rail will be halfway between the top rail and the floor, platform, runway, or ramp. The ends of the rail will not overhang the terminal posts except where such overhang does not constitute a projection hazard. Minimum requirements for standard railing under various types of construction are specified in the following paragraphs:
- For wood railings, the posts will be of at least 2-inch by 4-inch stock spaced not to exceed 8 feet; the top rail will be of at least 2-inch by 4-inch stock; the intermediate rail will be of at least 1-inch by 6-inch stock.
- For pipe railings, posts and top intermediate railings will be at least 1-1/2 inches nominal diameter with posts spaced not more than 8 feet on centers.
- For structural steel railings, posts and intermediate railings will be at least 1-1/2 inches nominal diameter with posts spaced not more than 8 feet on centers.
- The anchoring of posts and framing of members for railings of all types will be of such construction that the completed structure will be capable of withstanding a load of at

least 200 pounds applied in any direction at any point on the top rail, with a minimum of deflection.

- Railings receiving heavy stresses from employees trucking or handling materials will be provided with additional strength by the use of heavier stock, closer spacing of posts, bracing, or by other means.
- Other types, sizes, and arrangements of railing construction are acceptable, provided they meet the following conditions:
    - A smooth-surfaced top rail at a height above floor, platform, runway, or ramp level of 42 inches to 45 inches.
    - Strength to withstand at least the minimum requirements of 200 pounds top rail pressure with a minimum of deflection.
    - Protection between top rail and floor, platform, runway, ramp, or stair treads, equivalent at least to that afforded by a standard intermediate rail.
    - Half-inch wire rope will be considered as meeting project requirements when installed to protect against the hazards of open-sided floors with the following additional requirements: (Note: wire rope railing will not be used as part of a fall arrest system unless so designed).
    - Cable must be maintained with a minimum deflection (3 inches or less) through the use of turnbuckles or other equally effective device.
    - Cable will be supported on 8-foot centers where maintenance of the minimum deflection requirements is not possible. Cable must still have 3 inches or less deflection.
    - On 5-foot centers, highly visible flagging such as surveyor's tape will be used to increase visibility of the cable.
    - The cable will be ½-inch nominally but can be reduced to the minimum of 3/8-inch diameter when necessary. Half-inch cable should be the standard due to the larger diameter affording a larger gripping surface to the hand.
    - Three clamps will be used at all connections. Proper installation of these clamps is required. ("Never saddle a dead horse.")

3.1.2 Stairways and Railings

A stair railing will be of construction similar to a standard railing, but the vertical height will be not more than 34 inches or less than 30 inches from upper surface of top rail to surface of tread in line with face of riser at forward edge of tread.

- Stairways shall be equipped with a stair railing or handrail as follows:
    - A stairway not more than 44 inches wide and enclosed on both sides, shall have a handrail on the right descending side.

  - A stairway not more than 44 inches wide and open on one side, shall have a stair railing on the open side.
  - A stairway not more than 44 inches wide, which has two open sides, shall have a stair railing on each side.
  - A stairway that is more than 44 inches wide but less than 88 inches shall have 1 handrail on each enclosed side and 1 stair rail on each open side.
  - A stairway that is 88 inches or more in width shall have 1 handrail on each enclosed side, 1 stair rail on each open side, and 1 intermediate stair rail located in the middle of the stairway.
- Unprotected sides of stairway landings shall be provided with guardrail systems.
- Temporary stairways shall have a minimum width of 22 inches.
- A stairway shall have a minimum vertical clearance of 7 feet, unless the overhead object is padded and caution signs or paint is used to visibly demarcate the hazard.
- A standard handrail will be of construction similar to a standard railing except that it is mounted on a wall or partition, and does not include an intermediate rail. It will have a smooth surface along the top and both sides of the handrail. The handrail will have an adequate handhold for anyone grasping it to avoid falling.
- Ends of the handrail will be constructed so as not to constitute a projection hazard.
- The height of handrails will not be more than 34 inches or less than 30 inches from upper surface of handrail to surface of tread, in line with face of riser or to surface of ramp.
- All handrails and railings will be provided with a clearance of approximately 3 inches between the handrail or railing and any other object.

3.1.3 Standard Toeboards

- A standard toeboard will be 4 inches minimum in vertical height from its top edge to the level of the floor, platform, runway, or ramp. It will be securely fastened in place and have not more than 1/4-inch clearance above floor level. It may be made of any substantial material, either solid or with openings not over 1 inch in greatest dimension.
- Where material is piled to such height that a standard toeboard does not provide protection, paneling or screening from the edge of the standard toeboard to the intermediate rail or to the top rail will be provided.

3.1.4 Floor Opening Covers

Floor opening covers will be of any material that meets the following strength requirements:

- Conduits, trenches, and manhole covers and their supports, when located in roadways and vehicular aisles, will be designed to carry a truck rear-axle load of at least two times the maximum intended load.
- The floor opening cover will be capable of supporting the maximum intended load and so installed as to prevent accidental displacement.
- All floor opening covers will be properly marked and secured.
- Floor or deck holes shall be guarded using a secure cover to prevent accidental passage of materials or tools.
- When a cover has been removed, the opening shall be protected by barricades installed a minimum of 6 feet from the opening.

3.1.5 Skylight Openings

Skylight openings that create a falling hazard will be either guarded with a standard railing or covered (as described below).

3.1.6 Wall Opening Protection

- Barriers will be of such construction and mounting that, when in place at the opening, the barrier is capable of withstanding a load of at least 200 pounds applied in any direction (except upward), with a minimum of deflection at any point on the top rail or corresponding member.
- Screens will be of such construction and mounting that they are capable of withstanding a load of at least 200 pounds applied horizontally at any point on the near side of the screen. They may be of solid construction, of grill work with openings not more than 8 inches long, or of slat work with openings not more than 4 inches wide with length unrestricted.

3.2 Flooring Requirements

3.2.1 Permanent Flooring

The permanent floors will be installed as the erection of structural members progresses, and there will be not more than eight stories between the erection floor and the uppermost permanent floor, except where the structural integrity is maintained as a result of the design.

3.2.2 Temporary Flooring

- The derrick or erection floor will be solidly planked or decked over its entire surface except for access openings. Planking or decking of equivalent strength will be of proper thickness to carry the working load. Planking will be not less than 2 inches thick, full-size and undressed, and will be laid tight and secured to prevent movement.

- On buildings or structures not adaptable to temporary floors, and where scaffolds are not used, safety nets will be installed and maintained whenever the potential fall distance exceeds two stories or 25 feet. The nets will be hung with sufficient clearance to prevent contacts with surface of structures below.
- Floor periphery - safety railing. A safety railing of ½-inch wire rope or equal will be installed approximately 42 inches high around the periphery of all temporary planked or temporary metal-decked floors of tier buildings and other multi-floored structures during structural steel assembly. On each floor, immediately after structural steel assembly, an intermediate railing must be installed, with toeboards where needed.
- Where skeleton steel erection is being done, a tightly planked and substantial floor must be maintained within two stories or 30 feet, whichever is less, below and directly under that portion of each tier of beams on which any work is being performed, except when gathering and stacking temporary floor planks on a lower floor, in preparation for transferring such planks for use on an upper floor. Where such a floor is not practicable, subsection 2 of this section applies.
- When gathering and stacking temporary floor planks, the planks must be removed successively, working toward the last panel of the temporary floor so that the work is always done from the planked floor.
- When gathering and stacking temporary floor planks from the last panel, the employees assigned to such work will be protected by a full body harness with safety lines attached to a substantial anchorage.

3.3 Flooring - Other Construction

- In the erection of a building having double wood floor construction, the rough flooring will be completed as the building progresses, including the tier below the one on which floor joists are being installed.
- For single wood floor or other flooring systems, the floor immediately below the story where the floor joists are being installed will be kept planked or decked over.

3.4 Guarding of Floor Openings and Floor Holes

- Floor openings will be guarded by standard railings with standard toeboards or cover, as specified in this section. In general, a railing will be provided on all exposed sides, except at entrances to stairways.
- Ladderway floor openings or platforms will be guarded by standard railings with standard toeboards on all exposed sides, except at entrance to opening, with the passage through the railing either provided with a swinging gate or so offset that a person cannot walk directly into the opening.
- Hatchways and chute floor openings will be guarded by one of the following:

  - Hinged covers of standard strength and construction and a standard railing with only one exposed side. When the opening is not in use, the cover will be closed or the exposed side will be guarded at both top and intermediate positions by removable standard railings.
  - A removable standard railing with toeboard or not more than two sides of the opening and fixed standard railings with toeboards on all other exposed sides. The removable railing will be kept in place when the opening is not in use and should preferably be hinged or otherwise mounted so as to be conveniently replaceable.
- Wherever there is danger of falling through a skylight opening, it will be guarded by a fixed standard railing on all exposed sides or a cover capable of sustaining a load of at least 200 lbs applied in any direction, with a minimum of deflection.
- Pits and trap-door floor openings will be guarded by floor opening covers of standard strength and construction. While the cover is not in place, the pit or trap openings will be protected on all exposed sides by removable standard railings.
- Manhole floor openings will be guarded by standard covers which need not be hinged in place. While the cover is not in place, the manhole opening will be protected by standard railings.
- Temporary floor openings will have standard railings or covers installed.
- Floor holes, into which persons can accidentally walk, will be guarded by either a standard railing with standard toeboard on all exposed sides, or a floor hole cover of standard strength and construction that is secured against accidental displacement. While the cover is not in place, the floor hole will be protected by a standard railing.
- Where doors or gates open directly on a stairway, a platform will be provided, and the swing of the door will not reduce the effective width of the platform to less than 20 inches.
- Floor openings that are 4 feet or more above adjacent floor or ground level shall be guarded either by:
  - A secure cover.
  - A guardrail and toeboards installed on all exposed sides.
  - Perimeter cable installed on all exposed sides. (Note: if the perimeter cable is not 18 inches or more away from the opening, then a mid-height cable shall also be installed.)
- Openings in decks through which personnel or materials may fall shall be guarded as follows:
  - Openings greater than or equal to 18 square feet must be protected using standard railing and toeboards. The railing shall be constructed so rail supports do not exceed 10 feet off center spacing, and rails (both top and

midrail) shall be constructed of 2" by 4" lumber, or taut wire rope. Toeboards shall be a minimum of 4 inches in height.

- Openings less than 18 square feet shall be protected as above, with the exception of tank tops or inner bottoms. Tank tops or inner bottoms shall be protected using a rail system, constructed of iron or steel, where the rail is between 30 to 31 inches in height, with a top rail only. These guards shall be constructed such that they do not require removal for entry.

- A wall opening or floor opening being used to lower equipment (a chute used for equipment/debris) shall have a barricade or barrier, or a worker assigned to prevent personnel from entering the area where the equipment is descending.

3.4.1 Guarding of Wall Openings

Wall openings, from which there is a drop of more than 4 feet, and whose bottom is less than 3 feet above the working surface, will be guarded as follows:

- When the height and placement of the opening in relation to the working surface is such that either a standard rail or intermediate rail will effectively reduce the danger of falling, one or both will be provided.
- The bottom of a wall opening, which is less than 4 inches above the working surface, regardless of width, will be protected by a standard toeboard or an enclosing screen solid construction.
- An extension platform outside a wall opening onto which materials can be hoisted will have side rails or equivalent guards of standard specifications. One side of an extension platform may have removable railings in order to facilitate handling materials.

3.4.2 Guarding of Open-sided Floors, Platforms and Runways

- Every open-sided floor or platform 4 feet or more above adjacent floor or ground level will be guarded by a standard railing or the equivalent on all open sides, except where there is an entrance to a ramp, stairway, or fixed ladder. The railing will be provided with a standard toeboard to facilitate the passage of persons beneath the open sides or wherever there is moving machinery, or equipment producing hazardous falling materials.
- Runways will be guarded by standard railings or the equivalent on all sides 4 feet or more above floor or ground level. Wherever tools, machine parts, or materials are likely to be used on runways, toeboards will also be provided on all exposed sides.
- Where any person entering runways is exposed to machinery, electrical equipment, or other danger from a falling hazard, additional guarding will be provided. Employees are asked to notify their supervisor of the need for the additional guards.

- Regardless of height, open-sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment (e.g., pickling or galvanizing tanks, degreasing units, and similar hazards) will be guarded with standard railings and toeboards.

3.5 Barrier Identification Tape

Barrier identification tape is strictly prohibited from being used for any form of personnel fall protection. Barricade tape around an excavation can be used for short term (24 hours); after this period physical barriers are required.

- Yellow barricade tape will be used for "caution/warning."
- Red barricade tape will be used for "danger-- do not enter."

Once the barricaded area is free of the hazard(s), the tape will be removed and properly discarded.

3.6 Other (Environmental)

- A means of access (e.g., ladder, stairway, ramp) shall be provided for all personnel points of access where a break of elevation of 16 inches or more exists.
- Means of access shall be kept clear to allow free passage for employees.
- When the top of an open tank or vat that contains a hazardous substance is less than 36 inches above the floor or platform, then a barrier (e.g., guard rails) shall be erected to at least 36 inches in height.
- Workers will be aware of uneven ground surfaces and site terrain, and every effort should be made to ensure excavated areas are leveled to reduce slip / trip / fall hazards.
- Debris should be managed in such a way to reduce tripping hazards.
- Good housekeeping practices should be observed at all times. Trash, debris and construction materials should be kept in a neat and orderly fashion at all times.
- Hazards that cannot be abated should be identified (large rocks, sumps, pits, voids, etc.) and demarcated to alert personnel to the specific tripping hazard.

4.0 Fall Protection

- All areas that are 4 feet or more above an adjacent floor or ground level shall be protected with a guardrail or perimeter cable, unless it is not feasible. In such circumstances the use of fall protection is mandatory.
- Refer to EHS 120 – Fall Protection for additional guidance

5.0 REFERENCES

EHS 120 – Fall Protection
EHS 402 – Excavation and Trenching

PROCEDURE NO.: EHS 301
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Hazardous Waste Operations (HAZWOPER)

1.0 PURPOSE

DCPS operations will meet or exceed all applicable federal, state, and local safety and health regulations pertaining to hazardous waste operations and emergency response (HAZWOPER). All HAZWOPER work performed or managed by DCPS will be performed in accordance with the following requirements, which are intended to ensure compliance with 29 CFR 1910.120 (and equivalent state regulations).

2.0 PERSONNEL QUALIFICATIONS

All personnel working at HAZWOPER sites must meet the training and medical monitoring requirements specified in 29 CFR 1910.120 (e) and (f). Also, additional training may be required based on site activities (e.g., confined space, lead in construction, OSHA 10-hour construction). These additional training requirements will be outlined in the project- or site-specific health and safety plan.

2.1 DCPS Personnel

DCPS HAZWOPER-qualified employees will participate in the following training and medical monitoring procedures.

2.1.1 Medical Monitoring

Specific HAZWOPER medical examination protocols have been developed by the DCPS District Medical Provider (DMP) to meet the requirements of 29 CFR 1910.120 (f). To be medically qualified to perform HAZWOPER work personnel receive the following medical examinations:

- **Initial (Baseline) Examination -** The initial examination is a part of pre-employment requirements, and must be completed (with results received) prior to the employee's start of work date.
- **Annual Examination -** HAZWOPER-qualified employees will complete a medical examination once each year[1].

[1] Medical qualification expires on the anniversary date of the last examination completed, and there will be no "grace period" exemptions beyond this date without the express approval of a Safety Manager (SM). At the recommendation of the EHS Department, the DMP may approve an alternate examination frequency, at periods of up to two years, in cases where the worker's exposures to environmental contaminants are infrequent and typically well below any occupational exposure limits (e.g., senior management personnel).

- **Termination Examination -** At the conclusion of employment at DCPS, or when re-assigned to non-HAZWOPER duties, personnel will be provided with the opportunity to receive a termination medical examination.
- **Special Examinations -** The Safety and Environmental Unit and the DMP will jointly determine the need for special examinations due to:
    - Unusual exposure conditions.
    - In response to possible overexposures.

The DMP will determine the medical protocol elements for each of these examinations based on exposure information provided by the Safety and Environmental Unit. The DMP will evaluate the results of each employee's examination, and will provide a medical clearance clearly stating medical compliance with the HAZWOPER regulatory standard (29 CFR 1910.120 (f)), and approval of the employee to perform unrestricted HAZWOPER activities. For Initial and Annual examinations the DMP will also evaluate the employee for the use of air purifying and supplied air respiratory protection, and the written evaluation from these examinations will indicate the physician's approval/limitations on the employee's use of respiratory protection.

2.1.2 Training

All personnel assigned to work at a hazardous waste site must participate in training meeting the requirements of 29 CFR 1910.120 (e).

1. **Initial 40-Hour Training -** Before being assigned to a HAZWOPER site all DCPS personnel must complete 40 hours of training meeting the requirements of 29 CFR 1910.120 (e)(3)(i). At the conclusion of training personnel will receive a written certification of course completion, signed by the instructor, which indicates the course of instruction (40-hour HAZWOPER) and training dates. A copy of this certification must be provided to the employee's Environmental Health and Safety Administrator (EHSA). The employee is responsible for maintaining their own copy of this certificate, and bringing it when working on any HAZWOPER site.

   Available Training Sources:

    - On-site training provided by the DCPS Safety and Environmental Unit
    - Outsourced training providers approved by the DCPS Safety and Environmental Unit

2. **Refresher 8-Hour Training -** To remain qualified to perform on-site work activities each DCPS employee will complete 8-hours of HAZWOPER refresher training

meeting the requirements of 29 CFR 1910.120 (e)(8) at yearly intervals[2] following completion of Initial 40-hour training. At the conclusion of training personnel will receive a written certification of course completion, signed by the instructor, which indicates the course of instruction (8-hour HAZWOPER Refresher) and the training date. A copy of this certification must be provided to the employee's EHSA. The employee is responsible for maintaining their own copy of this certificate, and bringing it when working on any HAZWOPER site.

Available Training Sources:

- Internet-based training approved by the DCPS Safety and Environmental Unit
- On-site training provided by the DCPS Safety and Environmental Unit
- Outsourced training providers approved by the DCPS Safety and Environmental Unit
- DCPS Take-home Refresher Training course (with SM approval only)

3. **Supervisor 8-Hour Training -** Any DCPS employee acting in a management capacity for HAZWOPER activities (e.g., project management personnel, field managers, site safety officers, etc.) must complete an additional 8 hours of HAZWOPER Supervisor training meeting the requirements of 29 CFR 1910.120 (e)(4). This training is required only once, no supervisor refresher training is specified (however supervisors must still maintain their overall HAZWOPER-qualification through annual completion of Refresher training). At the conclusion of training personnel will receive a written certification of course completion, signed by the instructor, which indicates the course of instruction (HAZWOPER Supervisor) and the training date. A copy of this certification must be provided to the employee's EHSA. The employee is responsible for maintaining their own copy of this certificate, and bringing it when working on any HAZWOPER site.

   Available Training Sources:

   - On-site training provided by the DCPS Safety and Environmental Unit
   - Outsourced training providers approved by the DCPS Safety and Environmental Unit

4. **24-Hour HAZWOPER Training -** Some site support contractors and site visitors may qualify to substitute 24-hour HAZWOPER training in place of 40-hour training, as

[2] Training expires on the anniversary date of the last class completed. The worker's HAZWOPER-qualification expires at this time, and there will be no "grace period" exemptions beyond this date without the express approval of an SM.

specified in 29 CFR 1910.120 (e)(3)(ii). Personnel potentially qualifying for this alternative training include:

- Site support personnel who will not work in any Exclusion Zone areas.
- Subcontractors and site visitors who's duties will not entail significant exposure to site contaminants[3].

An SM must approve the substitution of 24-hour training for Initial 40-hour training. Persons qualifying for 24-hour training must provide written certification of course completion prior to beginning work on site. Persons completing 24-hour training must complete 8 hours of annual refresher training at the required interval to maintain eligibility for on-site work, and must provide proof of this training (as necessary to demonstrate re-training) prior to beginning work on site.

2.2 Subcontractor Personnel

Any subcontractor organization whose employees will support DCPS operations at a HAZWOPER site will:

- Provide the DCPS Project Manager with a copy of their written HAZWOPER medical monitoring and training program requirements. The elements of the program must be similar to those for DCPS' own program, as detailed above.
- Provide the Project Manager with written certification of a physician's approved medical clearance for each employee who will work on the site. Certification can be demonstrated by:
  - A copy of the physician's signed medical clearance for each employee (preferred), or
  - A letter identifying the medical status and clearance expiration date of every employee, signed by the company's safety director or an officer of the company.
- A copy of the each employee's training certifications, which must include:
  - The Initial 40-hour training certificate (24-hour training may be substituted with DCPS Safety and Environmental Unit approval).
  - The most current Refresher training certificate (must be current within the previous 1-year period).

[3] Defined as not working in any areas where airborne contaminant concentrations exceed one-half of any applicable occupational exposure limit, and no contact or exposure to materials with site contaminant concentrations exceeding natural background levels.

- A copy of the Supervisor training certificate for each person serving in a management capacity (e.g., foreman personnel).

3.0 PROJECT EHS DOCUMENTATION – HEALTH AND SAFETY PLANS

The project EHS documentation prepared for HAZWOPER activities is referred to as a Health and Safety Plan (HASP), and must meet the requirements presented in 29 CFR 1910.120 (b)(4). The required plan elements include:

1. A description of the work location, the site history, and a summary of any information available concerning site hazards (including both physical hazards and contamination conditions).
2. A summary of the work activities to be performed under the DCPS scope of activities.
3. A safety and health risk or hazard analysis for each on-site task, which will be performed. Identified risks must include both chemical and physical hazards to which personnel may be exposed during the conduct of the work task.
4. Protective measures for each work task to prevent or mitigate the potential hazards identified in the hazard analyses.
5. Personal protective equipment (PPE) requirements for each work task.
6. Frequency and types of air monitoring, personal monitoring, and environmental sampling techniques and instrumentation to be used.
7. Site control measures.
8. Decontamination procedures.
9. An emergency response plan addressing actions to be taken in the event of each type of credible incident which might result during the performance of planned work activities, including minor and major injuries, and chemical release and fire. Response plans must address the means for coordinating the evacuation of all on-site personnel in the event of a catastrophic incident.

Responsibility for development of each HASP will be coordinated between the Project Manager and the DCPS Safety and Environmental Unit as part of project initiation. Regardless of where the HASP is developed, it will be reviewed and approved by the DCPS Safety and Environmental Unit prior to submission to any agency outside of DCPS.

4.0 HAZWOPER PROTECTIVE EQUIPMENT ENSEMBLES

Defined HAZWOPER PPE ensembles are specified for general use on all HAZWOPER operations. The project HASP may specify modifications to these requirements to meet specific on-site conditions.

4.1 Level D Ensemble

The Level D ensemble provides a minimal level of skin protection (primarily against physical rather than chemical hazards) and no respiratory protection. Level D PPE is the minimum work uniform which will be used on HAZWOPER sites. Its use is appropriate when there is no significant potential for encountering chemical materials while working in controlled work areas.

Level D Equipment List

- Hard hat
- Eye protection
- Safety-toe work boots
- Shirts with sleeves and long pants (shorts are unacceptable for use)
- Hearing protection (as required).

4.2 Modified Level D Ensemble

The Modified Level D ensemble provides moderate skin protection against chemical contact, but no respiratory protection. Its use is appropriate where there is a moderate to low potential for skin contact with chemical materials, but no significant inhalation hazard is anticipated. The Modified Level D ensemble will consist of the Level D ensemble, supplemented by the addition of one or more of the following items:

- Chemical-resistant disposable outer coveralls
- Chemical-resistant outer gloves (taped to outer coveralls)[4]
- Chemical-resistant inner gloves[4]
- Chemical-resistant safety-toe boots (taped to outer coveralls)

[4] Selection of specific glove types/materials will be provided in the project HASP based on consideration of the contaminants and the physical conditions of the work.

4.3 Level C Ensemble

The Level C ensemble provides moderate skin protection against chemical contact and moderate respiratory protection. Its use is appropriate where there is the potential for skin contact with chemical materials, together with a limited and well defined potential for exposure via inhalation.

Level C Equipment List

- Full-face air-purifying respirator equipped with HASP-designated cartridges[5]
- Chemical-resistant disposable outer coveralls
- Chemical-resistant outer gloves (taped to outer coveralls)[4]
- Chemical-resistant inner gloves[4]
- Hard hat
- Safety-toe boots (taped to coveralls) the use of boot covers (e.g., booties) or chemical-resistant boots may be specified
- Hearing protection (as required).

4.4 Level B Ensemble

The Level B ensemble provides both the highest level of inhalation exposure protection, and considerable skin contact protection. Its use is appropriate where there are significant chemical hazards involving both skin and inhalation exposure (up to and including Immediately Dangerous to Life or Health [IDLH] conditions), or where adverse atmospheric conditions cannot be mitigated by use of air purifying respirators (e.g., oxygen deficient atmospheres or chemicals with poor warning properties).

Level B Equipment List

- Supplied air respirator (either SCBA or air line system w/Grade D or better breathing air)
- Chemical-resistant disposable outer coveralls
- Chemical-resistant outer glove (taped to outer coveralls)[4]
- Chemical-resistant inner gloves[4]
- Hard hat

[5] Selection of specific cartridges will be made by the EHS Department based on contaminants present. A cartridge change-out frequency will also be specified in the HASP based on the manufacturer's cartridge performance data.

- Chemical resistant safety-toe boots (taped to coveralls)
- Hearing protection (as required).

4.5 Level A Ensemble

The Level A ensemble provides the highest level of both respiratory and skin protection, up to and including protection against skin contact with vapor-phase contaminants. The use of Level A PPE requires approval by the SM.

Specific Level A ensemble components will be determined on a case-by-case basis by the DCPS Safety and Environmental Unit .

5.0 EXPOSURE MONITORING

Air monitoring at HAZWOPER sites will be conducted to monitor and control employee exposures to chemical contaminants, and to regulate controlled work area boundaries for the protection of non-HAZWOPER workers and the general public.

5.1 Direct Reading Air Monitoring Requirements

Airborne contaminants present potential hazards to HAZWOPER personnel working within controlled work areas, and to non-HAZWOPER workers and the general public present outside the controlled areas. On site monitoring will be utilized to asses the magnitude of these hazards, and provide indications of any necessary control procedures to mitigate unacceptable hazards.

Specific air monitoring requirements will be established in individual HASPs subject to the following requirements:

- Direct reading instrumentation will be used when available. Instruments include:
    - Flame Ionization Detectors (FIDs – e.g., OVA) – select organic vapors
    - Photoionization detectors (PID – e.g., miniRAE or Micro-TIP) – select organic vapors
    - Explosimeters – explosivity (as a percent of the Lower Explosive Limit [LEL])
    - Oxygen monitors – oxygen concentration (in percent)
    - Single gas meters (mono-tox) – selected contaminants (in parts per million)
        - Hydrogen sulfide
        - Carbon monoxide
        - Oxides of Nitrogen

- Cyanide
- Colorimeteric Detector Tubes (e.g., Draegar) – selected contaminants (in parts per million)
- Aerosol monitors (e.g., mini-RAM) – airborne particulate concentration (in milligrams per cubic meter)
- Portable gas chromatographs (e.g., OVA) – selected organic vapors

Selected instruments will be capable of discriminating contaminant concentrations to concentrations of at least one-half of the HASP-specified exposure limit. All direct reading instrumentation will be calibrated daily as directed by the manufacturer.

5.1.1 Work Area Monitoring

- Work area monitoring will include breathing zone readings for the maximally exposed worker(s).
- Results will be used to determine adequacy of PPE (especially respiratory protection). Specific criteria for upgrade/downgrade will be established in the HASP.

5.1.2 Perimeter Air Monitoring

- Perimeter air samples will be collected when the potential exists for airborne contaminants to migrate off-site.
- Perimeter monitoring will be conducted at locations downwind from the project activities at a minimum (also upwind if the potential exists for offsite contamination to migrate onto the site).
- Results will be used to determine if the existing controlled work area boundaries are adequate, and/or if work operations present unwarranted hazards to off-site personnel.

5.2 Personal Exposure Monitoring

Personal exposure monitoring will be conducted to determine individual exposures, as specified in the HASP or directed by the DCPS Safety and Environmental Unit.

- Sample results will be recorded in a log book or on the sample log form.
- Records will indicate individual name, SSN (last 4 digits is acceptable), and job/operation at the time of sample collection.
- Samples sent out for independent laboratory analysis will follow chain of custody requirements.
- Exposure results will be posted on site and explained in a safety briefing.

- Employees will receive a written statement of results within 5 days of receipt from the laboratory.

Results of all personal exposure monitoring will be provided to the DCPS Safety and Environmental Unit for inclusion in the employee medical records.

6.0 REFERENCES

EHS 108 – Medical Monitoring and Surveillance
EHS 111– Employee Exposure Monitoring Program
EHS 112 – Respiratory Protection Program
EHS 113 – Personal Protective Equipment (PPE)
EHS 114 – Safety Training Programs
EHS 203 – Accident Prevention Program - Requirements for EHS Documentation

Environmental, Health & Safety Policy Statement Procedures
Office Safety Procedures

PROCEDURE NO.: EHS 302
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

To establish and promote EHS compliance and awareness of safety and ergonomic issues in the office environment.

2.0 PROCEDURE

2.1 Office Safety

Office environments are normally safe places to work. However, if housekeeping and maintenance are substandard and safety precautions are not considered, the probability of accidents and injuries increases dramatically.

Many of the injuries in offices are associated with slips, trips, falls, and lifting. Sources of injury include improper location of equipment, electrical cords, and furniture. Some precautions for office safety are as follows:

- Be careful with swivel chairs. Do not lean back in them without first testing your weight gradually.
- Have a firm footing when climbing. Use a safe stepladder.
- Do not stand in front of closed doors; they may open suddenly.
- Do not push or crowd at elevators, entrances, or on stairways.
- Read mail and other material at your desk – not while walking.
- Watch for telephone cords, office machine electrical cords, wastebaskets, and other hazards that may cause tripping.
- Use handles when closing files, desk drawers, safe, and doors.
- Keep file and desk drawers closed when not in use. Open only one file or desk drawer at a time.
- Check office furniture regularly for sharp edges or splinters and loose casters or bolts.
- Keep sharp objects in a safe place; handle them carefully.
- Be sure typewriters, personal computers, phones and printers are solidly placed.
- Do not adjust or clean power-driven office machines while they are energized.
- Do not attempt to make repairs on equipment; call a qualified technician.
- Obey “No Smoking” signs.
- Use properly grounded circuits for all electrical equipment.

- Get help when lifting heavy objects weighing more than 49 pounds. Always use proper lifting techniques.
- Never use office furniture as steps to reach high objects.
- Store flammables in proper storage cabinets, not in the office.
- Inspect fire extinguishers and ensure that designated employees are trained in their use.
- Have emergency phone numbers posted near meeting areas/conference rooms.
- Conduct fire/evacuation drills annually.
- Post evacuation and meeting locations in large buildings.
- Never overload electrical outlets or run cords in walkways.
- Avoid placing cabinets or bookshelves where they can be easily toppled or cause injury.

2.2 Ergonomics

DCPS is committed to the identification and mitigation of musculo-skeletal (ergonomic) hazards to its employees. The requirements of the Ergonomic Safety Program apply only to work activities that occur in DCPS owned/managed fixed facilities. Ergonomic safety issues associated with "field" activities (remote operation occurring away from and DCPS office/facility) are addressed in the project-specific health and safety documentation prepared for the job.

The office manager will refer to DCPS' Ergonomics Procedure when dealing with ergonomic-related issues. In addition, the EHS Department has provided employees with information on proper ergonomic factors to incorporate during use of computers. The information can be found at the EHS homepage under "Ergonomics" and EHS 123 – Ergonomics Program.

3.0 REFERENCES

EHS 123 – Ergonomics Facts
EHS 205 – Emergency Action Planning and Prevention

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Demolition Operations

PROCEDURE NO.: EHS 305
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE
To establish the minimum requirements for the personnel assigned to construction-related projects to perform or oversee demolition activities.

2.0 SCOPE
This procedure applies in its entirety to all DCPS projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 PROCEDURE
When demolition activities are part of DCPS' or its contractor's/subcontractor's scope of work, a project-specific demolition plan will be prepared prior to the start of this activity. These plans will address/include at a minimum the following:

- Scope of work
- Personal protective equipment
- Written pre-demolition surveys
- Fall protection procedures (100% over 6 feet)
- Crane safety, crane pre-lift, and critical lift activities
- Lead-in-demolition activities
- Identification of hazardous materials brought to the site and how they will be controlled, handled, disposed of
- Hot work activities (if applicable)
- Lock Out/ Tag Out (LOTO) activities
- Heavy equipment, specific attachments, and certificates as applicable
- Confined space entry (if applicable)
- Submit documentation of required training (OSHA 10-hour Construction Safety, 40-hour HAZWOPER, 8-hour HAZWOPER Supervisor, Lead, etc.)(as applicable)
- Provide copies of Material Safety Data Sheets (MSDSs) prior to bringing any hazardous substances on site.
- Verify location of all subsurface and overhead utilities.
- Delineate (barricades, signs, attendants, etc.) project limits around work area and lay down areas. NOTE: Storm water drains must be protected from run-off. Dust control screens may be required.
- Specialized procedures or equipment

- Control of dust and materials.
- Site conditions.
- Pedestrian protection
- Permits
- Excavation, trenching, shoring, and bracing procedures
- Scaffolding
- Personnel lifting equipment
- Equipment maintenance procedures
- Rock-crushing procedures
- Stormwater pollution prevention program
- On-site and, if necessary, off-site traffic control
- Task hazard analyses (THAs)

The Demolition Plan will be reviewed and accepted by the Project Manager (PM) and the DCPS Safety and Environmental Unit before starting any demolition-related activities, regardless of complexity.

5.0 REFERENCES

EHS 113 — Personal Protective Equipment
EHS 114 — Safety Training Programs
EHS 115 — Hazard Communication Program
EHS 118 — Confined Space Entry Program
EHS 119 — Lock Out & Tag Out Program
EHS 120 — Fall Protection Program
EHS 122 — Environmental Compliance Program
EHS 402 — Excavation and Trenching
EHS 411 — Welding, Cutting, and Other Hot Work
EHS 502 — Scaffolding
EHS 513 — Heavy Equipment
EHS 514 — Manlifts
EHS 515 — Cranes, Lifting Devices, and Rigging Requirements
EHS 516 — Equipment Safety Cards
EHS 517 — Traffic Safety
EHS 609 — Asbestos
EHS 610 — Lead

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Structural Steel Operations General Facts

PROCEDURE NO.: EHS 306
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

To establish the minimum requirements for the personnel assigned to DCPS projects to implement protective measures for structural steel operations.

2.0 SCOPE

This procedure applies in its entirety to all DCPS projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 PROCEDURE

3.1 Task Hazard Analysis

Where applicable, a Task Hazard Analysis (THA) will be performed in accordance with EHS 204 – Task Hazard Analysis prior to commencing work activities.

3.2 General Requirements

1. DCPS requires 100% Fall Protection anytime an employee is over 6 feet from the ground, equipment and/or lower levels (See EHS 120 – Fall Protection Program).
2. Contractors or subcontractors performing work at DCPS-controlled project sites will develop a project-specific Fall Protection Plan. This plan will be submitted to the PM for review. Acceptance is required prior to any employee exposure to a fall condition. In accordance with EHS 203 – Accident Prevention Program – Requirements for EHS Documentation, a person who is identified as a Competent Person in fall protection will train all workers. The company or the individual providing the training will certify this training.
3. When setting structural steel, each piece will be secured with not less than two bolts at each connection and drawn up wrench-tight before the load is released.
4. Material will not be hoisted to a structure unless it is ready to be put into place and secured. "Christmas Treeing" of steel and other materials will comply with regulations for multi-lifts.
5. When loads are being hoisted, personnel are not to be exposed to the swing of the lift or the load itself. No one will be permitted to ride the load under any circumstances.
6. Tag lines will be used to control all loads (See EHS 515 – Cranes, Lifting Devices and Rigging Requirements). The "hook" will be substantial enough to resist bending.
7. For the protection of other crafts on the project, signs will be posted in the erection area to read: "Danger People Working Overhead."

3.3 Permanent Flooring

Permanent floors will be installed as soon as practical following the erection of structural members.

4.0 REFERENCES

EHS 120 – Fall Protection Program
EHS 203 – Accident Prevention Program – Requirements for EHS Documentation
EHS 204 – Task Hazard Analysis
EHS 515 – Cranes, Lifting Devices and Rigging Requirements

District of Columbia Public Schools

PROCEDURE NO.: EHS 310
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Overhead Electrical Lines

1.0 PURPOSE

This procedure provides the safe work requirements to be observed where overhead power lines are present on a job site.

2.0 INTRODUCTION

Operation of heavy equipment and cranes in areas with overhead power lines represents a significant hazard to all personnel on the job site. Accidental contact with an energized line or arcing between a high power line and grounded equipment can cause electrocution of equipment operators or nearby ground personnel, and damage to power transmission and operating equipment. While maintaining a safe distance from all energized lines is the preferred means for control of this hazard, site conditions may not always accommodate this. If work will (or may) occur within 50 feet of any energized line, the procedures outlined below will be observed.

3.0 HAZARD IDENTIFICATION

Overhead power lines will be identified on each job site before the work commences. For each identified line, the Project Manager must determine whether it is energized (and the operating voltage for energized lines), and whether work operations will require that activities with heavy equipment (excavators, loaders, cranes, etc.) will occur within 50 feet of the line. Unless verified, it will be assumed that all lines are energized.

4.0 HAZARD PREVENTION

Safe working distance is the minimum distance which must be maintained between any energized electrical line and any part of the operating equipment to maintain adequate safety margins, and is based on the line voltage of the power line. The following safe working distance criteria will be applied for all DCPS operations:

Line Voltage (Kilovolts)	Minimum Safe Working Distance
0 – 50	10 feet
>50 – 200	15 feet
>200 – 350	20 feet
>350 – 500	25 feet
>500 – 750	35 feet
>750 – 1000	45 feet

Environmental, Health & Safety Policy Statement Procedures
Overhead Electrical Lines

PROCEDURE NO.: EHS 310
CREATION DATE: July 2007
REVISION DATE: _____

Source: American National Standards Institute, Publication B30.5

4.1 Acceptable Safety Procedures

Where any work task will not allow the minimum safe working distance to be maintained at all times, an alternate means of protection must be identified and approved by the Safety and Environmental Unit. In order of preference, acceptable procedures are:

1. De-energize the power line(s).
2. Install insulated sleeves on power lines.
3. Assign line spotters to assist the equipment operator.

4.1.1 De-Energize Power Lines

Elimination of electrical power provides the most acceptable means of ensuring safety of personnel. While temporary site power lines are under the control of the site manager (and can be de-energized locally), electrical distribution and transmission lines can be de-energized only by the owner of the line (generally the local electrical utility). Therefore, de-energizing of a line requires advance coordination with the line owner – generally at least one week advance notice should be provided.

4.1.2 Install Insulating Sleeves

Insulating sleeves can be placed over power lines to provide a contact and arcing barrier if work must occur closer to the power lines than the accepted safe work distance. Although not as desirable as line de-energizing, the use of these sleeves can provide an acceptable alternative where electrical lines are required to remain in service.

As with de-energizing of distribution and transmission lines, placement of insulating sleeves can be performed only by the line owner. This requires advance coordination with the line owner – generally at least one week advance notice should be provided. To install the sleeves, representatives of the line owner will require access to the job site.

4.1.3 Assign Line Spotters

A line spotter is a person located at ground level who is assigned to observe equipment operations, with the specific duty of assisting the equipment operator to ensure that no part of the equipment gets too close to an energized, unprotected electrical line.

Persons assigned to act as line spotters must meet the following requirements:

1. While acting as a line spotter, no other duties may be performed (e.g., the line spotter cannot also act as the load spotter during a lifting operations).

2. The spotter will have a radio or other direct means of communicating with the equipment operator at all times.
3. The spotter will be positioned at a right angle to the equipment operator's line of sight to maximize the sight angles between the personnel.

Under no circumstances will any portion of a piece of equipment pass closer than 10 feet to any energized, un-insulated electrical line.

4.2 Additional Safety Measures

The following additional safety measures can be implemented as needed when working around energized power lines:

1. Provide equipment with proximity warning devices – these provide an audible alarm if any part of the equipment gets too close to a line.
2. Install ground safety stops – these prevent vehicles from accidentally entering hazardous areas.
3. Equip cranes with a boom-cage guard – this prevents the boom from becoming energized if an electrical line is contacted.
4. Utilize insulated links and polypropylene tag lines - these prevent transmission of electricity to loads or tag line handlers if an electrical line is contacted.

NOTE: These additional safeguards are intended as supplemental protection. Use of these measures is not permissible as a substitute for maintaining the safe working distance or implementation of the procedures in Section 4.1.

5.0 ACCIDENT RESPONSE

If an electrical power line is hit or an electrical arc occurs:

1. All ground personnel must evacuate **IMMEDIATELY** to a distance of at least 50 feet. **DO NOT** attempt to rescue any injured person until the line can be de-energized.
2. The operator should remain in the cab until the line can be de-energized, and carefully try to extricate the equipment from the power line. This may not be possible where melting of insulator material or metal has occurred.
3. Contact the line owner to report the line contact and request that the line be de-energized immediately.
4. Once the line has been confirmed to be de-energized, the operator can safely evacuate the cab and rescue can commence for any injured personnel.
5. Contact the Safety and Environmental Unit to report the incident and implement any instructions provided.

If the operator must evacuate while the line is still energized (due to fire or other life-threatening condition) he/she should jump clear of the equipment (making SURE to avoid touching the equipment and the ground simultaneously), and land upright and with feet together. Once on the ground, proceed in a direct line away from the equipment, using a short, shuffling gait (feet touching, sliding each foot no more than 1 foot forward at a time) to minimize shock hazard from electrical energy being transmitted through the ground.

6.0 REFERENCES

EHS 515 - Cranes, Lifting Devices and Rigging Requirements

District of Columbia Public Schools

PROCEDURE NO.: EHS 401
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Clearing & Grubbing Environmental (Tree Removal) Practices

1.0 PURPOSE

Establish safe-operating requirements for employees engaged in the use of tools and equipment typically associated with clearing and grubbing activities (especially chainsaws and wood chippers).

2.0 SCOPE

This procedure applies to all clearing and grubbing activities performed by DCPS personnel.

3.0 PROCEDURES

3.1 Training

Operators must be carefully instructed in the use of equipment before use and should be provided with a copy of this procedure, DCPS issued Equipment Safety Card, and relevant manufacturer information on operation and maintenance. During the training period, inexperienced employees should be under constant supervision from an experienced operator. Refer to EHS 516 – Equipment Safety Cards for further guidance. Also, any powered equipment must be inspected prior to use.

Chain saws can be purchased in a variety of horsepower levels and sizes. Some points to consider before purchasing include size of job, balance of the saw, hand guards, kickback feature, vibration reduction systems, and convenience and ease of refueling.

The operator must be completely familiar with the controls and proper use of the equipment.

3.2 PPE

- Minimum PPE required includes hardhat, steel-toe safety boots, safety glasses, hearing protection, leather gloves and debris shield (loose fitting clothes or PPE is not recommended when operating chainsaws or wood chippers).
- Chainsaw operations require the use of chainsaw chaps (leather leggings are not suitable)
- Employees working aloft in trees will use a safety belt, safety strap, tree-trimming saddle belt, or rope saddle belt. Personnel working aloft in aerial platforms will adhere to the fall protection requirements specified in EHS 120 - Fall Protection Program.
- A high visibility reflectorized safety vest will be worn when working around vehicular traffic.

3.3 Fire Prevention

- Fuel should be stored in approved metal safety cans only, labeled as to contents.
- The container should have a metal spout and funnel provided, to allow for electrical bonding during fuel transfer.
- Equipment will be turned off while being refueled.
- Smoking is prohibited during refueling.
- After completing fueling, carefully wipe off any gasoline spilled before starting the engine.
- Keep an A:B:C fire extinguisher available at all times in the work area.
- Keep the equipment clean of gasoline, oil, and sawdust.

4.0 EQUIPMENT-SPECIFIC HAZARDS

4.1 Wood Chipping Hazards

Wood chipping equipment should be used with extreme caution in order to prevent personal injury, as the chipping mechanism is open to receive tree branches and other wooden material. The cutting blades begin to rotate when the engine starts and slows down gradually after the engine is shut off.

In addition, the following safe work practices should be observed:

- Care should be taken to avoid foreign objects such as metal, glass or rocks that could damage equipment and become projectiles
- Personnel will not wear loose clothing, gauntlet gloves, or hand/wrist jewelry when operating a chipper.
- No part of an employee's body will be placed on the chipper table, nor the discharge chute raised while the rotor is turning.
- A chipper will be fed from the side of the centerline, and the employee will immediately turn away when the brush is taken into the rotor chamber.
- Bystanders should be kept at least 25 feet away when in operation.
- Never try to clear blockages by hand and always engage the chipping mechanism gradually using the safety handle.
- Brush chippers will be provided with a locking device on the ignition system that prevents startup when the key is removed.
- Access panels must be closed and secured before chippers are used.

- The infeed hopper or table will be of a design to prevent an employee from reaching the rotor blades or knives during normal operation.
- Trailer-type chippers will be chocked.
- The feed openings will be protected with flap-type guards to prevent kickback of chips.

4.2 Chainsaw Hazards

Chain saws should be used with caution in order to prevent personal injury, as the cutting mechanism is unguarded. Kickback is the single biggest cause of chain saw injuries. A kickback is the sudden and potentially violent rearward and or upward movement of the chain saw. It is often caused by the chain striking the wood or other object on the top quadrant on the tip of the chain guide bar. It can also be caused by binding or pinching in the cut.

There are three types of anti-kickback devices: a safety nose guard, a safety chain, or a chain break.

- Before starting a cut, an employee will check for:
    - Other employees.
    - Dead limbs.
    - Angle of tree.
    - Wind condition.
    - Location of other trees.
    - Other hazards.
    - Plan retreat path.
- An employee will not cut a tree during a storm, high wind, or when covered with snow or ice, unless it is an emergency and the supervisor concurs with the necessity.
- If others are present, a verbal warning will be provided before dropping a limb.
- DCPS employees will not climb trees to cut, limb, etc. They will use an aerial lift or man basket to cut limbs higher than can be reached from the grounds surface.
- A cut limb will not be left aloft overnight unless it is secured to the tree.
- When possible, the employee will cut a limb from the opposite side and above.
- Branches under tension will have the tension released before being cut.
- When topping, a crane will be used to lower branches and limbs if the tree cannot withstand the strain.

- When lowering a limb or branch, the employee in the tree will, whenever possible, place himself/herself above the limb being lowered.
- Assistants will be told precisely what to do. Other employees will be cleared to a minimum of (1X) the tree height away.
- An undercut will be large enough (about one-third the diameter) to safely guide the tree and reduce the chance of splitting.
- A back cut will leave sufficient hinge wood (the distance between the notch and back cut) to guide the tree's fall in the desired direction and to hold the tree to its stump for most of its fall. The back cut will be about 2 inches above the undercut, and as level as possible.
- Before starting a back cut, the area will be cleared of people and equipment.
- The saw will be shut off before the person starts retreating.
- Where the tree may slide or role, the person will cut from the uphill side.
- An audible warning will be given just before the tree starts to fall (e.g., "Timber!").
- If the tree may fall the wrong way, wedges, block and tackle, or rope will be used to control the fall.
- When cutting a felled tree into pieces (bucking):
    - The employee will work from the uphill side.
    - The log or limb will be blocked from rolling.
    - The trunk and limbs of large trees will be wedged to prevent binding the saw guide or chain.
- Brush or limbs will not be placed in such a way as to create a hazard.
- A power saw will be turned off when being raised or lowered, or when not in use.

4.3 Brush Clearing

- Machetes – use in light brush (less than 1-inch diameter trunks):
    - Keep machete in a scabbard when it is not in use.
    - Sharpen machete to ensure a clean bite; the blade should not be sharpened for the first 6 inches from the handle nor the last 2 inches from the point.
    - Install a saber-type hand guard on the machete. This will help prevent the tool from accidentally being thrown during a swing.
    - Do not hit the ground with your machete; the flexible blade could recoil from the impact, resulting in an injury.

  - Clear the wing area prior to advancing through a brushy area. An interrupted swing could deflect the tool into the user.
- Ax, Brush Ax, or Hatchet – use in heavier brush (more than 1-inch diameter trunks):
  - Keep axes sharp; a dull ax tends to glance off of wood, while a sharp ax will bite into the wood.
  - Use hatchets for small jobs such as splitting wood. Lightly tap the log to start the hatchet, then lift the log and force the hatchet through by striking the log on a solid block of wood.
  - Do not use the hatchet to drive nails. The head of the hatchet is not tempered to withstand the force of driving, and a metal splinter may pop off.

5.0 References

EHS 120 – Fall Protection Program
EHS 404 – Manual Lifting
EHS 514 – Manlifts
EHS 516 – Equipment Safety Cards
EHS 606 – Flammable & Combustible Materials

District of Columbia Public Schools

PROCEDURE NO.: EHS 402
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Excavation & Trenching

1.0 PURPOSE

DCPS will evaluate all excavation operations to provide for proper protective systems and ensure employee protection from excavation collapse. In addition, DCPS will comply with the guidelines found in 29 CFR Subpart P, 1926.650 through 1926.652, as well as any state or local regulations.

2.0 GENERAL REQUIREMENTS

The following factors are to be evaluated by a competent person and discussed before commencing excavation operations:

Soil Structure: Excavations in wet soil, sandy soil, or areas that have been backfilled are relatively unstable and must be supported or sloped if employees are to enter the excavation.

Weather Conditions: Changing weather conditions greatly affect the safety of working in and around excavations. Excess water from rain or snow loosens the soil, increasing the chance of the soil caving in. Excavation should be diked, pumped, or covered, to prevent an excessive amount of water from accumulating.

Superimposed Loads: Superimposed loads in the vicinity of excavation walls increase the probability of a cave-in. Heavy equipment and materials should be kept back as far as possible. Heavy equipment should be placed on wooden mats or planking to spread the weight more evenly. Considerations must also be taken when buildings, curbs, trees, utility poles, and other structures are around the excavation. Excavated soil must be stored away from the edge of the excavation.

3.0 SPECIFIC REQUIREMENTS

The following safe operating guidelines will apply to excavations exceeding 4 feet in depth.

- Prior to opening an excavation, all efforts shall be made to locate all underground utilities. The utilities shall be marked.
- Trees, boulders, and other surface encumbrances that create a hazard will be removed or made safe before excavation is begun.
- Excavated materials will be stored and retained at least 3 feet from the edge of the excavation. Walkways and sidewalks shall be kept clear of excavated materials.
- Special precautions will be taken in sloping or shoring the sides of excavations adjacent to a previously backfilled excavation.

- Except in hard rock, excavations below the level of the base of the footing of any foundation or retaining wall will not be permitted unless the wall is underpinned and all other precautions have been taken to ensure the stability of the adjacent walls.
- Diversion ditches, dikes or other suitable means will be used to prevent water from entering an excavation and for drainage of the excavation.
- When mobile equipment is used or allowed adjacent to excavations, stop logs or barricades will be installed. The grade will always be away from the excavation.
- Dust conditions during excavation will be kept to a minimum. Wetting agents shall be used upon the direction of the SSO.
- Employees subjected to vehicle traffic in excavating operations shall don reflective clothing.
- Excavations shall be inspected by a competent person prior to employees entering the space (see Section 6.0).
- When employees are required to work in an excavation 4 feet or deeper, one or more ladders shall be provided for access/egress. Within the trench, the maximum horizontal travel distance to a ladder shall be no more than 25 feet. The ladder shall extend a minimum of 3 feet above the excavation and be secured. This ladder shall not be removed until all employees have exited the excavation. All ladders will meet the requirements of 29 CFR 1926.1053.
- Excavations deeper than 5 feet which are entered by employees shall be sloped, shored, or supported by some other protective system prior to entering the space.
- Guardrail or fences shall be placed at all excavations which are close to sidewalks, drives, or other thoroughfares. Adequate protection shall also exist at remote excavations where workers are not present.
- Employees working around an excavation deeper than 4 feet will be protected from the fall hazard by an appropriate fall protection measure (e.g., warning line, barricade, fencing, etc.).

4.0 PROTECTIVE SYSTEMS

OSHA requires that all excavations more than 5 feet deep which will be entered by employees shall be shored, sheeted, braced, or supported.

- The preferred method is to slope the sides of the excavation to the angle of repose, or the angle of control at which the soil will remain at rest. The angle of repose varies with different kinds of soil; this angle must be determined on each individual excavation, using the following guidelines:

Maximum Allowable Slopes

Soil or Rock Type	Horizontal to Vertical Ratio (Slope)
Stable Rock	Vertical (90 degrees)
Type A	¾:1 (53 degrees)
Type B	1:1 (45 degrees)
Type C	1½:1 (34 degrees)

Note: No soil classification is required if a 1½:1 slope (34-degree slope) is used. If a 1½:1 slope is not used, a soil classification must be made by a competent person. The excavation must then comply with the above minimum slope requirements.

- The second method of support is shoring, sheeting, tightly placed timber shores, bracing, trench jacks, piles, or other materials installed in a manner strong enough to resist the pressures surrounding the excavations.
- The third method is to use a trench box, which is a prefabricated movable trench shield made of steel plates, welded to a steel frame.

5.0 HAZARDOUS ATMOSPHERES

When DCPS performs excavation operations in areas where a hazardous atmosphere could reasonably exist (e.g., landfill, hazardous storage areas, underground/aboveground storage tanks, etc.) personnel will, at a minimum, apply these guidelines:

- Perform atmospheric testing in the anticipated breathing zone of the work area to determine oxygen content, combustible gas, and toxic gases and vapors, if applicable.
- Employees will not perform work in areas with less than 19.5% oxygen without the appropriate respiratory protection or adequate ventilation.
- Employees will not perform work in an area with more than a 10% lower explosive level (LEL).
- Toxic gases will be evaluated on a per-site basis using direct-reading equipment.

6.0 COMPETENT PERSON

A Safety Manager-approved individual will serve as the site's "competent person" for excavation operations. The designated competent person must meet the qualifications identified in Section 5.2.3 of EHS 132.

The responsibilities of the designated competent person are identified in Section 5.2.2 of EHS 132.

When required, the responsible project manager must designate an approved individual to serve as the competent person and must also authorize the individual to take prompt, corrective actions regarding excavation safety.

8.0 REFERENCES

EHS 111 – Employee Exposure Monitoring Program
EHS 132 – Competent Persons

PROCEDURE NO.: EHS 403
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Drilling Environmental Practices

1.0 PURPOSE

All drilling operations must conform to the procedures outlined below. Drilling operations include, but are not limited to, rotary, hollow-stem, and direct-push drilling.

2.0 GENERAL SAFETY GUIDELINES

- Use common sense, while maintaining a “safety-first” attitude at all times.
- Know the location of underground and overhead utilities.
- Use required personal protective equipment (PPE); do not wear loose-fitting clothing or jewelry. Keep hair tied back and tucked into hardhat.
- Do not touch or go near moving parts.
- Be aware of the location of "Emergency Shut Off" switches.
- Be aware of potential contaminants. Always wear required PPE and follow appropriate decontamination procedures.
- In the event of an accident, allow properly equipped and protected personnel to respond. Immediately leave the area.
- Do not smoke or use spark-producing equipment around drilling operations.
- No food will be consumed or stored in the work area.
- Do not work around a drill rig during a thunderstorm or rain.
- Maintain orderly housekeeping on and around the drill rig. Store tools, materials, and supplies to allow safe handling by drill crewmembers. Proper storage on racks or sills will prevent spreading, rolling, or sliding. Avoid storage or transportation of tools, materials, or supplies within or on the drill rig derrick.
- Maintain working surfaces free of obstructions or potentially hazardous substances.
- Store gasoline only in containers specifically designed or approved for such use.
- Fire fighting equipment should not be tampered with and should not be removed for other than the intended fire fighting purposes or for servicing.
- The departing driller should inform the oncoming driller of any special hazards or ongoing work that may affect the safety of the crew.
- Rigging material equipment for material handling should be checked prior to use on each shift and as often as necessary to ensure it is safe. Defective rigging should be removed from service.
- Work areas and walkways should not be obstructed. The area around the derrick ladder should be kept clear to provide unimpeded access to the ladder. The rotary

table of the rig floor shall be kept free of obstructions and free of undue accumulation of oil, water, ice, or circulating fluids.

- Passengers shall only be allowed in vehicles designed for passenger use. Do not ride on the outside of drill rigs, trailers, or other equipment.

3.0 PRE-OPERATIONAL PROCEDURES

The following procedures shall be take place prior to performing drilling operations.

3.1 Utility Clearance

DCPS and/or its subcontractors will determine the location of all underground/overhead utilities before drilling operations take place. Project management shall contact the One-Call Center for the state in which drilling is to be performed to obtain written clearance. For drilling operations outside of the United States, contact the local utility companies for clearance. For areas that are not covered by One-Call Centers or local utility companies (i.e., client specific utilities), clearance must be obtained from the client. In addition to obtaining utility clearances, the appropriate party will make a utility survey of each drilling point. The utility survey shall include both magnetometer and ground-penetrating radar survey. Documentation that nearby utilities have been marked on the ground and that the drill site has been cleared shall be kept in the project trailer/support vehicle and communicated to the drilling subcontractor. All utilities shall be identified on a job hazard analysis and communicated to all drilling and drill support personnel.

3.2 Drill Rig Inspection

Prior to the start of site work each day, the drilling subcontractor will inspect all drilling equipment. The inspection will be documented in the field records, and the records will be maintained at the site. If the drill rig owner or operator does not have a company-specific inspection form, use or reference the attached “Drill Rig Safety Inspection Checklist” form. The drilling equipment inspection must be repeated on a daily basis. Defective equipment shall be repaired prior to use.

3.3 Maintenance

The following are minimum specifications for performing maintenance on drilling equipment:

- Safety glasses shall be worn, at a minimum, when performing maintenance on a drill rig or on the drilling tools.
- Follow all manufacturers’ recommendations for maintenance on drilling equipment.
- The drill rig engine shall be shut down before making repairs or adjustments to a drill rig or lubricating fittings (except repairs or adjustments that can only be made with the engine running). The operator shall remove keys and tag out the ignition. All systems

(i.e., drill rotor, engine, pressurized lines, etc.) shall be at a "zero energy state" before performing maintenance.

- The leveling jacks shall be lowered, the wheels chocked, and the hand/parking brakes set before working under a drill rig.

4.0 OPERATING PROCEDURES

The following procedures shall be recognized during the operation of drilling equipment.

4.1 Moving Drilling Equipment

- Lower drilling mast before moving rig.
- Secure all loads to rig prior to off-road mobilization.
- Inspect the route of travel prior to moving the drill rig off-road. Be aware of holes, rocks, trees, erosion, and uneven surfaces.
- Remove all passengers from the cab before moving drill rig onto rough or sloped terrain.
- Engage multiple drive power trains (when available) on rig vehicle when mobilizing off-road.
- Travel directly up or down grade on slopes when feasible. Avoid off-camber traverse approaches to drill sites.
- Approach changes in grade squarely to avoid shifting loads or unexpected unweighting.
- Use a spotter (person at grade) to provide guidance when vertical and lateral clearance is questionable.
- Use parking brake and chock wheels when grades are steep.

4.2 Raising The Derrick (Mast)

- Locate visually, overhead utilities prior to raising the mast.
- Treat overhead electrical lines as if they were energized and maintain at least a 40-foot clearance.
- DCPS will contact appropriate utilities agency to manipulate and deactivate overhead service in areas that interfere with drilling operations. Do not attempt to handle utilities.
- Stabilize and level each work site prior to drill rig setup. Do not drill on slopes near powerlines, including drainage ditches, trenches, excavations, and other holes. Drill rig could tip over, resulting in contact with power lines.
- The derrick must not be raised until the rig has been blocked, leveled (leveling jacks down), and chocked.

- Secure and lock mast according to manufacturer's recommendations prior to drilling.
- If required to perform work on the mast at heights above six feet, a full body safety harness and lanyard shall be worn accordingly.
- Note wind speed and direction to prevent overhead utility lines from contacting rig derrick. Allow at least a 40-foot clearance between rig mast and utility lines, unless authorized by the Safety and Environmental Unit to operate at a shorter clearance distance.

4.3 Drilling

- If DCPS personnel perform drilling (i.e., direct push, Geoprobe®), follow the manufacturer's operational or field manual's safety guidelines/specifications.
- Only authorized and trained drill rig operators shall operate a drill rig. Drill rigs shall be setup and operated according to manufacturer's specifications.
- Set up and delineate appropriate work zones. This may include an exclusion zone, contamination-reduction zone, and a support zone. When feasible, work zones shall be cleared of obstructions and leveled to provide a safe working area.
- Establish a communication system between driller, helpers, and other field support personnel for responsibilities during drilling operations.
- All personnel shall be instructed to "stand clear" prior to and during startup. Personnel shall stay as far away as possible from operating equipment, especially if rig is located on unstable terrain (drilling operations shall not proceed on unstable ground).
- Begin auger borings slowly with the drive engine operating at low speed.
- Keep hands and feet clear of rotating augers and direct push equipment.
- Prevent placing hands or feet under auger sections during hoisting over hard surfaces.
- Avoid the removal of spoil cuttings with hands or feet.
- Assure drill rig is in neutral and the augers are not rotating before cleaning augers.
- Wear hearing protection as required.

4.4 Subcontractor Guidelines

Subcontractors shall discuss company-specific standard operating procedures (SOPs) for health and safety with DCPS field supervisors prior to the start of drilling operations. Subcontractor SOPs may include procedures for hoisting operations, cat line operations, pipe handling, derrick operations, making and breaking joints, etc.

5.0 REFERENCES

EHS 112 – Respiratory Protection Program

PROCEDURE NO.: EHS 403
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Drilling Environmental Practices

EHS 113 – Personal Protective Equipment
EHS 301 – Hazardous Waste Operations (HAZWOPER)
EHS 310 – Overhead Electrical Lines

Environmental, Health & Safety Policy Statement Procedures
Manual Lifting

PROCEDURE NO.: EHS 404
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

DCPS personnel will observe the procedures below when performing manual handling in excess of 10 pounds. No person shall lift more than 49 pounds without the use of mechanical aid or assistance from other personnel.

2.0 INTRODUCTION

Manual materials handling (MMH) means moving or handling things by lifting, lowering, pushing, pulling, carrying, holding, or restraining. Improper MMH can result in cuts, pinches, crushing, and serious back, abdomen, arm, and leg muscle and joint injury. Even "light" objects, lifted improperly, can contribute to injury, causing cuts and muscle injuries.

The level of hazard associated with MMH work depends on what is being handled, what the task is, and what the conditions are at the workplace. Specific considerations include:

- Is the load too heavy for the task that you are doing?
- Is the load located too high or low for a safe lift?
- Is the load too big or may have a shape that makes it difficult to handle?
- Is the load wet, slippery, or have sharp edges that make it difficult to grasp?
- Is the load unstable or can shift its center of gravity because contains items that can move or flow (e.g., a partially filled drum or concrete in a wheelbarrow)?
- Is the load too big to let you see where you are putting your feet?

The task can make MMH hazardous if a worker:

- Uses poor lifting techniques (lifting too fast, too often or too long; lifting with back bent or while twisting or reaching too far; lifting while sitting or kneeling, etc.),
- Has to move material over long distances,
- Will not take appropriate rest breaks; insufficient recovery time, and
- Performs a combination of different handling tasks together (e.g. lifting, carrying and lowering).

The site conditions can also contribute to hazards of MMH if:

- Walking surfaces are uneven, sloping, wet, icy, slippery, unsteady, etc.
- There are differences in floor levels or walking surfaces.
- There is poor housekeeping that causes slip, trip and fall hazards.
- There is inadequate lighting.

- Work is performed at a fast pace.
- Movement is restricted because of clothing or personal protective equipment, or because the space is small or posture is constrained.

3.0 GENERAL REQUIREMENTS

Mechanical equipment or assistance such as dollies, carts, come-alongs, or rollers are to be used whenever possible. Mechanical assistance must be of proper size, have wheels sized for the terrain, and be designed to prevent pinching or undue stress on wrists. Objects to be moved must be secured to prevent falling and properly balanced to prevent tipping.

The following guidance will be observed:

- Before performing the lift:
    - Check to see if mechanical aids such as hoists, lift trucks dollies or wheelbarrows are available.
    - Be sure that you can lift the load without over-exertion, and get help with heavy or awkward loads. All loads in excess of 49 pounds require use of mechanical aids or assistance from other personnel.
    - Be sure that the load is "free" to move.
    - Check that the planned location of the load is free of obstacles and debris.
    - Be sure that the path to the planned location of the load is clear. Grease, oil, water, litter and debris can cause slips and falls.
    - Particular handling and lifting techniques are needed for different kinds of loads or materials being handled (for example, compact loads, small bags, large sacks, drums, barrels, cylinders, sheet materials like metal or glass). See Section 2.0 for additional guidance.
    - Do not lift if you are not sure that you can handle the load safely.
- General tips for lifting:
    - Prepare for the lift by warming up the muscles.
    - Stand close to the load and face the way you intend to move.
    - Use a wide stance to gain balance.
    - Be sure you have a good grip on the load.
    - Keep arms straight.
    - Tighten abdominal muscles.
    - Tuck chin into the chest.
    - Initiate the lift with body weight.

- Lift the load as close to the body as possible.
- Lift smoothly without jerking.
- Avoid twisting and side bending while lifting.

- Engineering Controls:
  - Material handling tasks should be designed to minimize the weight, range of motion, and frequency of the activity.
  - Alter the task to eliminate the hazardous motion and/or change the position of the object in relation to the employee's body -- such as adjusting the height of a pallet or shelf.
  - Work methods and stations should be designed to minimize the distance between the person and the object being handled.
  - High-strength push-pull requirements are undesirable, but pushing is better than pulling. Material handling equipment should be easy to move, with handles that can be easily grasped in an upright posture.
  - Workbench or workstation configurations can force people to bend over. Corrections should emphasize adjustments necessary for the employee to remain in a relaxed upright stance or fully supported, seated posture. Bending the upper body and spine to reach into a bin or container is highly undesirable. The bins should be elevated, tilted or equipped with collapsible sides to improve access.
  - Repetitive or sustained twisting, stretching, or leaning to one side are undesirable. Corrections could include repositioning bins and moving employees closer to parts and conveyors.
  - Store heavy objects at waist level.
- Whenever possible, utilize hand holds or other lifting attachments on objects being handled:
  - Use the "hook grip" on loads with cut-out handholds.
  - Curl your fingers around the edge.
  - Do not hold the load with fingertips.
  - Use containers with handles located more than halfway up the side of the container.
  - Use the "ledge grip" to handle regularly shaped objects without handles.
  - Use vacuum lifters to handle sheet materials or plates.
  - Hold the object with hands placed diagonally.
  - Wear gloves where practical.

- When significant, sustained lifting work is required it is desirable to rotate employees to spread the work load among several people and avoid fatigue. Rotation is not simply performing a different job, but must be a job that utilizes a completely different muscle group from the ones that have been over-exerted.

4.0 SPECIFIC HANDLING TECHNIQUES

The following guidance will be used when performing MMH for various types of materials.

4.1 Square or Rectangular Objects

To lift square or rectangular objects:

- Place one foot slightly in front of the other.
- Squat as close to the object as possible.
- Grasp one of the top corners away from the body and the opposite bottom corner closest to the body.
- Tilt the object slightly away from the body, tilt forward at the hips, keep the back straight, and tuck in the chin.
- Test to be sure the object is loose from floor and shall lift without snagging.
- Straighten the legs, keeping the backbone straight, pull the object into the body, and stand up slowly and evenly without jerking or twisting.
- If turning or change of direction is required, turn with feet without twisting the torso and step in the direction to travel.
- To set an object down, reverse the sequence, being sure not to trap the bottom hand between the object and the surface on which the object is set.

4.2 Cylindrical Objects

When lifting/moving round or cylindrical objects, the objects should be rolled wherever possible. Rolling must be controlled by chute, tagline, or other means of limiting acceleration. Workers must not be positioned downhill from rolled objects. Use of the legs for pushing and tagline control of rolled objects must be stressed.

Cylindrical objects, such as drums that must remain upright, are to be handled manually by slightly tilting the object, using the legs for control, and balancing the object on the bottom edge. The handler then walks besides the object, with the object tilted toward the body, positioning the hands on the top edge away from the body and moving so they do not cross, thus, maintaining the balance and a steady controlled forward motion. Motion must be controlled so that stopping walking and moving the hands shall stop forward motion.

Use carts or tracks to transport cylinders. Make sure that two people transport a cylinder if carts cannot be used, use lifting straps to improve grip.

Technique for one person lifting a cylinder onto a platform:

- Roll the cylinder to within 3 feet of the platform.
- Position the forward foot around the cylinder, the back foot about 1 foot behind the cylinder.
- Bend knees slightly.
- Place one hand on the valve protective cap, the other hand underneath the cylinder about 1 foot from the ground.
- Tilt the cylinder onto the thigh of the back leg.
- Balance the cylinder on the thigh by pressing down with the back hand while lifting the cylinder with the forward hand.
- Extend both knees to initiate and forward movement of the cylinder and continue by pushing up and forward with the arms until the cylinder is located on the platform.
- Climb on the platform.
- Straddle the cylinder at the valve end.
- Grasp the valve protective cap of the cylinder with both hands between the thighs.
- Lean forward and straighten the knees to set the cylinder upright.

4.3 Bags and Sacks

The best way to handle a bag depends on its size, weight and how far it is to be carried. When lifting, remember to:

- Straddle the end of the bag.
- Bend the hips and knees.
- Keep the back straight.
- Grasp the bag with both hands under the closer end. Keep elbows inside the thighs.
- Lean forward, straightening the knees to set the bag upright.
- Readjust the straddle position moving feet closer to the bag.
- Readjust the grasp, with one hand clasping the bag against the body and the other under it.
- Stand up by thrusting off with the back leg and continuing in an upward and forward direction.
- Thrust the bag up with the knee while straightening the body.

- Put the bag on the shoulder opposite the knee used to thrust the bag up.
- Stabilize the bag on the shoulder.
- Move off without bending sideways.

Avoid unloading a bag from the shoulder directly to floor level. Use an intermediate platform or get help from a coworker.

1. Stand close to the platform.
2. Place one foot in front of the platform.
3. Bend hips and knees.
4. Keep the back straight.
5. Ease the bag off the shoulder and put it upright on the platform.
6. Pull the bag slightly over the edge of the platform.
7. Stand close to the platform with the bag touching the chest.
8. Clasp the bag against the body with one hand, the other hand holding bottom of the bag.
9. Step back.
10. Bend hips and knees, keeping back straight.
11. Ease the bag on the floor.

Bulkier sacks are easier to carry on your back. Lift the sack onto your back from a platform:

1. Move the sack to the edge of the platform.
2. Put your back against the sack.
3. Grasp with both hands on the upper corners of the sack.
4. Ease the sack onto the back, bending hips and knees before taking the weight.
5. Keep the back straight.
6. Stand up and straighten the hips and knees.
7. Stabilize the sack.
8. Move away without bending sideways.

Two-person handling of a sack:

1. Position one person on either side of the sack.
2. Squat with one foot balancing behind the sack.
3. Keep back straight.

4. Grasp with the outer and on the upper corner, the other holding the bottom of the sack.
5. On one person's command:
    (a) Stand up and straighten the hips and knees.
    (b) Move towards the stack.
    (c) Put the sack on the stack.

4.4 Sheet Materials

When lifting sheet materials:

1. Stand close to the pile of sheets in a walking stance.
2. Grasp sheet firmly at the mid-point of its long side with the closer hand.
3. Pull sheet up and toward the body.
4. Change grip using your other hand and put your fingers on top of the sheet.
5. Pull sheet up to the vertical position and to the side until one half is off the pile.
6. Grasp the lower edge of the sheet with the free hand and support the hand by placing it on your knee.
7. Stand up without bending and twisting body.

To carry sheets:

1. Use drywall carts to carry sheet materials.
2. Get help from another person where carts are not available.
3. Apply carrying handles for manual carrying.
4. Always use gloves and carrying handle for glass and other materials with sharp edges.

Team Handling - Team handling occurs when more than one person is involved during the lift.

Use team lifting and carrying where other solutions are inappropriate.

1. Remember that the combined strength of the team is less than the sum of individual strength.
2. Select team members of similar height and strength.
3. Assign a leader to the team.
4. Determine a set of commands to be used such as "lift", "walk", "stop", "down". Make sure that everyone knows what to do when they hear the command.

5. Follow the commands given by the team leader.
6. Practice team lifting and carrying together before attempting the task.

5.0 MATERIALS STORAGE

When storing materials on site:

- Store materials at a convenient height.
- Leave the lowest shelf unused if necessary.
- Use vertically mobile shelves to avoid bending and overhead reaching.
- Use bin racks for storing small items.
- Store heavy and frequently used materials at waist height.
- Do not store materials at floor level.
- Use hand trucks with elevating devices in storage and loading areas.
- Use trucks with a tilting device to avoid bending.
- Use elevating platforms to avoid overhead reaching.

6.0 REFERENCES

EHS 211 – Walking - Working Surfaces Protection
EHS 405 – Handling Drums and Large Containers

PROCEDURE NO.: EHS 405
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Handling Drums & Large Containers

1.0 PURPOSE

This procedure provides guidance to employees and managers to minimize injuries, exposures, environmental contamination, and work disruptions resulting from accidents or injuries that could be caused by improper handling of drums and other containers.

2.0 GENERAL REQUIREMENTS

These requirements apply to drums of 10-gallon capacity and larger, and to other portable atmospheric containers of 10-gallon capacity or larger. The requirements of this procedure are not applicable to the handling of containers used to store pressurized gases or to hazardous waste drum handling.

2.1 Definitions

The following definitions apply to these procedures and are slightly modified for specific operations.

Drums - Hollow, cylindrical containers (capacity between 10 and 55 gallons) used for the storage or containerization of bulk quantities of work materials or wastes.

Other Large Containers - Containers other than drums that are used to hold bulk quantities of work materials or wastes. These include tanks and roll-off bins, and are generally much larger than drums.

Tanks - Hollow containers of capacity greater than 55 gallons used for the storage or containerization of bulk liquids.

Roll-off Bins - Rectangular-shaped containers capable of being transported using a specially designed vehicle on which the roll-off bin can be mounted/dismounted. Roll-off bins can be placed at a site, used to containerize bulk materials, and re-mounted on the vehicle for off-site transportation. Some roll-off bins are equipped with wheels, and can be moved manually.

3.0 PROCEDURES

3.1 General

All storage and handling of drums and other containers will conform to the following handling requirements.

- No drum or container will be filled beyond its rated capacity (expressed as either weight or volume). For liquid-containing drums/containers, a void space must be left to allow for liquid expansion in extreme heat.
- Storage locations for drums/containers shall be segregated so that differing types of materials are not stored together or co-mingled. Chemical products and waste materials shall not be stored together. Incompatible materials (e.g., fuels and oxidizers) shall not be stored together.
- Any drum/container storage structure must have the capability to fully contain a spill consisting of the contents of the largest container permitted for use in the structure plus the volume of water expected to be generated by a 25-year storm. The storage area shall be fenced and locked, and access will be limited to designated personnel.
- In accordance with the requirements of 29 CFR 1910.1200 (Hazard Communication), all drums and other containers will be labeled as to their contents. Hazardous properties such as flammability, etc., shall also be clearly indicated. For containers of hazardous wastes, the date on which waste was first accumulated in the drum/container shall be noted.

3.2 Drums

In addition to the above requirements, handling of all drums will be accomplished in accordance with the following:

- Only drums meeting U.S. Department of Transportation (DOT) specifications shall be used. Drums shall be inspected for rust, corrosion, warping, and other damage. Damaged drums shall not be used.
- Drums containing any materials will be covered with a tight-fitting lid when not in use.
- At the conclusion of each working shift, all drums will be placed in the designated storage area appropriate to their contents. Each such area will be properly marked and secured.
- Drums containing hazardous or flammable materials will be electrically grounded to prevent the buildup of static charge. As required, containers will be bonded to ensure that no potential charge difference exists between containers that might come into contact and cause sparking.
- Manual lifting, carrying, or moving of drums will not be permitted. A drum-handling cart or similar apparatus will be used for moving drums from collection points to the designated storage area.

3.3 Other Containers

- Each container shall be inspected for rust, corrosion, warping, and other damage prior to use. Damaged containers shall not be used.
- Containers larger than 55 gallons and/or 800 pounds will not be moved using any type of manual method, including non-powered mechanical devices. All handling will be accomplished using powered mechanical equipment designed specifically for that purpose.
  As applicable, any container holding material shall be covered with a tight-fitting lid when not in use.
- Containers of hazardous or flammable materials will be electrically grounded to prevent the buildup of static charge. As required, containers will be bonded to ensure that no potential charge difference exists between containers that might come into contact and cause sparking.

4.0 DRUM HANDLING PROCEDURE

Use mechanical aids whenever possible. Do not attempt to raise a full drum alone.

Moving an upright drum:

1. Stand close to the drum with feet apart. One foot at the front and the other behind.
2. Keep knees slightly flexed.
3. Put your hands firmly against upper rim of the drum.
4. Keep arms straight with the elbows "locked".
5. Rock the drum gently to get the feel of its contents before you move it.
6. Push the top of the drum away by extending the back leg and shifting your body weight onto your front leg.
7. Stop tilting the drum at the balance point. Use back leg as a counter balance.

Raising a drum laid on its side:

1. Make sure that the drum is empty before raising it.
2. Stand at the end of the drum.
3. Place one foot forward at the side of the drum, the other behind.
4. Bend your hips and knees.
5. Keep the back straight.
6. Grasp the rim about 15 centimeters from the ground with the elbows inside thighs.

7. Stand up by thrusting off with the back leg and continuing in an upward and forward direction.
8. Bring the back leg forward as if you are walking. Keep close to the drum.
9. Stop at the balance point to change hand grip.
10. Set the drum on its base by moving back leg forward. Use the body weight as a counter balance.

5.0 REFERENCES

EHS 404 – Manual Lifting

Environmental, Health & Safety Policy Statement Procedures
Tank Removal & Demolition

PROCEDURE NO.: EHS 410
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

The removal or demolition of aboveground or underground storage tanks will be performed in accordance with the following requirements.

2.0 GENERAL REQUIREMENTS

The removal or demolition of underground and aboveground storage tanks will only be performed after tanks have been properly "safed" and monitored to ensure that they pose no hazard during removal, cutting, or other operations which may be required.

- The original contents of any tank being moved or demolished must be completely removed, and the tank's interior cleaned in accordance with established tank-cleaning procedures.
- The tanks interior atmosphere must be rendered inert through purging or introduction of an inert gas, and the atmospheric conditions verified through monitoring before removal/demolition is initiated.
- For tanks that will be demolished on site consideration must be given to ensuring that explosive conditions are not present, and that the presence of lead-containing coatings is properly assessed.
- For tanks which will be removed intact and transported for off-site disposal, measures must be taken to ensure that atmospheric conditions inside the tank will remain inert throughout the transportation process.

3.0 UNDERGROUND STORAGE TANKS

The following requirements pertain to removal or demolition of underground storage tanks (USTs).

3.1 UST Excavation

Uncovering of USTs will require the use of an excavator or backhoe. All excavation activities will be conducted in accordance with the requirements of confined space entry procedures. Entry of the excavation by site personnel will not be permitted unless the excavation has been properly shored or sloped, and has been inspection and approved for entry by a designated competent person.

3.2 Accessing the UST Interior

If any manway, fill hole or other penetration is accessible, it should be used to provide access to the tank interior for inerting and monitoring purposes (see below). If no tank penetrations are accessible, access can be created through cutting of the tank wall.

However, until the atmosphere inside the tank has been inerted and verified to be non-flammable (see below), any tank wall cutting must be performed using "cold cutting: methods and non-sparking tools. The use of a cutting torch or other "hot work" method is **PROHIBITED**.

3.3 Inerting the UST

Following completion of tank cleaning, the atmospheric conditions inside the tank will be rendered inert through one of the following methods:

- Introduction of carbon dioxide (as dry ice) into the UST – 10 pounds of dry ice for each 1000 gallons of tank capacity.
- Introduction of gaseous nitrogen from a compressed gas cylinder.
- After the inerting gas has been introduced and allowed to fully disperse, the atmospheric conditions inside the tank will be verified using direct reading instrumentation. To qualify as inert, the following conditions must be demonstrated:
- Explosivity - The explosivity level inside the tank must be less than 10 percent of the lower explosive limit of any flammable gas present, or
- Oxygen - The oxygen concentration inside the tank must be less than 5%.
- If at least one of these conditions is not met, additional inerting gas must be introduced into the tank and the conditions re-tested. Work will not proceed until the atmosphere inside the tank is verified to be acceptable.

Note: Once inerting is complete the atmospheric conditions inside the tank will be extremely hazardous. Any entry of the tank by workers MUST be treated as a permit-required confined space entry operation (see EHS 118 – Confined Space Entry Program), and will require the use of supplied air respiratory protection.

3.4 UST Extraction

Removal of the UST from the excavation involves the use of an excavator/backhoe or crane to lift the tank up and place it on grade or onto a transport vehicle.

- Whenever possible chains or cables will be secured to lifting points on the UST to enable removal. Where no lifting points are available, or where the lifting points will not accommodate the tanks center of gravity, slings will be employed to cradle the UST during lifting.
- Lifting operations will be performed in accordance with the procedures outlined for cranes and lifting devices.

4.0 ABOVEGROUND STORAGE TANKS

The following requirements pertain to removal or demolition of above ground storage tanks (ASTs).

4.1 Accessing the AST Interior

If any access or fill hole is accessible, this tank penetration should be used to provide access to the tank interior for inerting and monitoring purposes (see below). If no tank penetrations are accessible, access can be created through cutting of the tank wall. Until the atmosphere inside the tank has been inerted and verified to be non-flammable (see below), any tank wall cutting must be performed using "cold cutting methods" which are performed using non-sparking tools. The use of a cutting torch or other "hot work" method is PROHIBITED.

4.2 Inerting the AST

Following completion of tank cleaning, the atmospheric conditions inside the tank will be rendered inert through one of the following methods:

- Introduction of carbon dioxide (as dry ice) into the AST – 10 pounds of dry ice for each 1000 gallons of tank capacity.
- Introduction of gaseous nitrogen from a compressed gas cylinder.

After the inerting gas has been introduced and allowed to fully disperse, the atmospheric conditions inside the tank will be verified using direct reading instrumentation. To qualify as inert, the following conditions must be demonstrated:

- Explosivity - The explosivity level inside the tank must be less than 10 percent of the lower explosive limit of any flammable gas present, or
- Oxygen - The oxygen concentration inside the tank must be less than 5%.

If at least one of these conditions is not met, additional inerting gas must be introduced into the tank and the conditions re-tested. Work will not proceed until the atmosphere inside the tank is verified to be acceptable.

Note: Once inerting is complete the atmospheric conditions inside the tank will be extremely hazardous. Any entry of the tank by workers MUST be treated as a permit-required confined space entry operation, and will require the use of supplied air respiratory protection.

4.3 All Tanks

The following requirements pertain to work with both USTs and ASTs.

4.4 On-Site Demolition

If tanks will be demolished on site the following requirements will be observed:

- "Cold cutting" methods are preferred, however "hot work" methods are allowable provided that monitoring is performed to demonstrate that the tank remains in an inert condition at the time of cutting.
- If "hot work" will be performed and the tank is coated then there is the potential for worker lead exposures, which must be addressed as follows:
    - The presence of lead in the coating must be quantified through bulk sampling or x-ray diffraction (XRF), or
    - The coating must be removed from 3 inches to either side of the cutting line using mechanical or chemical means (no "hot work" removal), or
    - It must be assumed that lead is present and is an occupational exposure hazard; the regulatory requirements for worker training, medical monitoring, and personal protection must be implemented.

4.5 Off-Site Transport and Demolition

If tanks are demolished off-site, then the following requirements must be observed:

- Measures must be taken to ensure that the tank interior remains inert during transportation (e.g., additional dry ice can be added).
- The contractor receiving the tank must be informed about all knowledge concerning previous tank contents, the presence of lead-containing coatings, etc.
- Tanks must be properly secured on the transport vehicle to meet Department of Transportation and local highway safety requirements.

5.0 REFERENCES

EHS 118 – Confined Space Entry Program
EHS 402 – Excavation and Trenching
EHS 411 – Welding, Torch Cutting and Other Hot Work
EHS 412 – Line Entry
EHS 515 – Cranes, Lifting Devices and Rigging Requirements
EHS 610 – Lead

District of Columbia Public Schools

PROCEDURE NO.: EHS 411
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Welding, Cutting, & Other Hot Work

1.0 PURPOSE
To establish the minimum requirements to perform activities associated with welding, cutting, and hot work.

2.0 SCOPE
This procedure applies in its entirety to all DCPS construction-related projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 DEFINITIONS
Hot Work: A work activity that by the nature of the operation (e.g., grinding, burning thermo cutting/welding, etc.) creates an open source of ignition.

Hot Work Control Areas: Fire-hazardous areas such as cable-spreading rooms, cable trays, conveyor galleries, rubber-lined piping equipment and structures, potentially explosive atmospheres, and similar hazardous hot work areas identified by project safety personnel.

Hot Work Permit: Document issued prior to the start of hot work, which is used to verify the presence of appropriate fire prevention and protection measures.

4.0 PROCEDURE

4.1 General Requirements
1. Equipment will be used only for operations for which it is approved, and as recommended by the manufacturer.
2. Workers assigned to operate or maintain oxygen/fuel-gas supply equipment and resistance welding equipment will be thoroughly instructed in the safe use of such equipment by a qualified person.
3. Engineering controls will be implemented to control hot work hazards to the extent feasible.
4. Before any cutting or welding is performed, the area will be inspected by the supervisor responsible for authorizing hot work. When appropriate, a written Hot Work Permit (Attached) will also be completed to designate specific approvals needed and precautions to be taken.

4.2 Gas Welding and Cutting Safety

1. Fuel-gas hoses and oxygen hoses will be easily distinguishable from each other. The contrast will be made by different colors or by surface characteristics readily distinguishable by touch. Oxygen and fuel-gas hoses will not be interchangeable. A single hose having more than one gas passage will not be used.
2. When parallel sections of oxygen and fuel-gas hose are taped together, not more than 4 inches out of 12 inches will be covered by tape.
3. All hoses in use will be inspected at the beginning of each work shift. Defective hose will be removed from service.
4. Hoses, cables, and other equipment will be kept clear of walkways, ladders, and stairs.
5. Clogged torch tip openings will be cleaned with approved cleaning wires, drills, or other devices designed for this purpose.
6. Torches to be used will be inspected at the beginning of each work shift for leaking shutoff valves, damaged hose couplings, and clogged tip connection. Defective torches will not be used.
7. Torches will be ignited by friction lighters or other approved devices only. Matches, flame lighters, or hot work will not be used to ignite a torch.
8. Oxygen and fuel-gas pressure regulators, including related gauges, will be in proper working order and equipped with “Flashback” arrestors attached to the gauges. NOTE: Flashback arresters are in addition to “Backflow” devices.
9. All oxygen cylinders and fittings will be kept away from oil or grease. Cylinders, cylinder caps and valves, couplings, regulators, hose, and apparatus will be kept free from oil or greasy substances and will not be handled with oily hands or gloves. Oxygen will not be directed at oily surfaces or greasy clothes, or used within a fuel oil or other storage tank or vessel.
10. Torches and hoses will be completely depressurized (bled) of pressurized gas, prior to storage, or at the end of each shift.
11. Torches and hoses will not be stored in enclosed areas (e.g., gang boxes, lockers) while connected to cylinders and gauges will be removed at the end of shift.
12. Oxygen connections will include a means to prevent backflow.
13. Fuel gas cylinders will be provided flashback protection.

4.3 Arc Welding and Cutting Safety

1. Electrode holders which are designed for arc welding/cutting and are capable of safely handling the maximum rate current required will be used.

2. Any current-carrying parts passing through the holder which the arc welder or cutter grips in his/her hand, or the outer surfaces of the jaws of the holder, will be fully insulated against the maximum voltage encountered to ground.
3. All arc welding/cutting cables will be completely insulated and flexible, capable of handling the maximum current requirements of the work.
4. Only cables free from repair or splices for a minimum distance of 10 feet from the electrode holder will be used. Cables with standard insulated connectors or splices with insulating quality that is equal to that of the cable are permitted.
5. If it is necessary to splice lengths of cable, insulated connectors equivalent to that of the cable will be used. If connections are made by cable lugs, they will be securely fastened together and provide a good electrical contact. Exposed metal parts of the lugs will be completely insulated.
6. If electrode holders are left unattended, the electrodes will be removed and the holder placed so that they cannot make electrical contact with employees or conducting objects.
7. To avoid the possibility of electric shock, electrode holders will not be dipped in water.
8. When the arc welder or cutter leaves work, stops work for any length of time, or when the arc welding cutting machine is to be moved, the power supply to the equipment will be turned off.
9. Any faulty or defective equipment will be reported to the supervisor and tagged out of service until repaired.
10. All arc welding/cutting operations will be shielded by noncombustible or flameproof screens to protect employees and other persons working in the vicinity from the direct ray of the arc.

4.4 Storage and Handling of Compressed Gas Cylinders

1. Compressed gas cylinders will be legibly marked with either the chemical or trade name of the gas. Such markings will be stenciled, stamped, or labeled and will not be easily removable.
2. The marking will be located on the shoulder of the cylinder.
3. Compressed gas cylinders will be equipped with approved connections.
4. Acetylene cylinders will be stored and used valve end up.
5. Cylinders will not be stored near highly combustible/flammable materials, especially oil or grease.
6. Cylinders will be stored in an upright and secure position with caps installed and separated from fuel-gas cylinders or combustible materials (especially oil or grease),

by a minimum distance of 20 feet, or by a noncombustible barrier at least 5 feet high and having a fire resistance rating of at least one half hour.

7. Cylinders will be not dropped, struck by objects, or permitted to strike each other violently.
8. Cylinder valves will be closed and gauges removed before moving cylinders.
9. Cylinder valves will be closed and gauges removed at the end of the shift or when work is finished.
10. Valves of empty cylinders will be closed.
11. Cylinders will be kept far enough away from the actual welding/cutting operation so that sparks, hot slag, or flames will not reach them.
12. Cylinder valves will always be opened slowly.
13. An acetylene cylinder valve will not be opened more than one and one-half turns of the valve stem and preferably no more than three-fourths of a turn.
14. Where a special wrench is required to operate a cylinder valve, it will be left in position on the stem of the valve while the cylinder is in use. In the case of manifolded or coupled cylinders, at least one such wrench will be available for immediate use.
15. Regulators will be removed, valve caps in place, and valves closed when cylinders are transported by vehicles. All vehicles used to transport cylinders will have a proper support rack installed.
16. A suitable cylinder truck, chain, or other steadying device will be used to prevent cylinders from being knocked over while in use or storage.
17. Cylinders will not be placed where they may become part of an electric circuit. Tapping of an electrode against a cylinder to strike an arc will be prohibited.

4.5 Personal Protective Equipment

4.5.1 Selection and Use

Selection and use of personal protective equipment will comply with EHS 113 – Personal Protective Equipment.

4.5.2 Eye and Face Protection

Eye and face protection will comply with the following:

- Welding helmets and hand shields will be used during all arc welding/cutting operations, excluding submerged arc welding. Cutting/welding goggles will also be worn during arc welding/cutting operations. The goggles or glasses may be either clear or colored

glass, depending on the type of exposure in welding operations. Helpers or attendants will wear proper eye protection.

- Safety goggles or other approved eye/face protection are for use during gas welding operations on light work, torch brazing, or inspection.
- All operators and attendants on resistance welding or brazing equipment will use face shields or goggles, depending on the particular job.

4.5.3 Protective Clothing

Hot work will require the following protective clothing:

- Except when engaged in light work, all welders will wear flameproof gauntlet gloves.
- Flameproof aprons made of leather, or other suitable material, may also be desirable for protection against radiated heat and sparks.
- Woolen clothing will be worn in preference to cotton because it is not so readily ignited. Nylon clothing is not permitted for welding/cutting operations. All outer clothing, such as jumpers or overalls, will be reasonably free from oil or grease.

4.5.4 Respiratory Protective Equipment

Respiratory protective equipment will comply with the following:

- Respiratory protective devices will be required when one or more of the following conditions exist:
    - Feasible engineering controls are insufficient to mitigate the hazards.
    - Room size (with special regard to ceiling height) is limited, or welding/cutting work is extensive and ventilation is limited.
    - Several welders are working in the area at the same time.
    - Potentially unsafe atmospheric conditions exist.
    - Too much heat is generated.
    - Hazardous fumes, gases, or dusts of toxic metals, particularly lead, cadmium, chrome, beryllium, and zinc are present in the base metal or in coatings.
- Respiratory protective equipment will be selected, used, and maintained in accordance with EHS 112 – Respiratory Protection.

4.6 Mechanical Ventilation

- Mechanical ventilation will consist of either general dilution systems or local exhaust systems. Local exhaust systems are preferred.

- General mechanical ventilation will be of sufficient capacity and so arranged as to produce the number of air changes necessary to maintain welding fume and smoke within safe limits.
- General ventilation may not be used as the only means of control when toxic metals are involved in the operation.
- Local exhaust ventilation will consist of freely movable hoods intended to be placed by the welder or burner as close as practicable to the work. This system will be of sufficient capacity and so arranged as to remove fumes and smoke at the source and keep the concentration of them in the breathing zone within safe limits.
- Contaminated air exhausted from a working space will be discharged into the open air or otherwise clear of the source of intake air. Environmental regulations may require filtering or other cleaning of exhausted air.
- All makeup air will be clean and suitable for breathing.
- Oxygen will not be used for ventilation purposes, comfort cooling, blowing dust from clothing, or for cleaning the work area.
- The Site Safety Representative will be consulted prior to proceeding with this work. The project Site Safety Representative will provide appropriate methods and controls in the case of specific requirements (including welding rods and fluxes, paints and coatings) for materials containing zinc, lead, mercury, beryllium, cadmium, and stainless steel to be cut, heated, and/or welded.

4.7 Fire Protection

- When possible, objects to be welded, cut, or heated will be moved to a designated safe location. If this is not possible, all movable fire hazards in the workspace will be taken away to a safe place.
- If the object to be welded, cut, or heated cannot be moved and all fire hazards cannot be removed (e.g., equipment, walls, floors, etc.), positive means will be taken to confine the heat, sparks, and slag to protect the immovable fire hazards as well as opposite sides.
- No welding, cutting, or heating will be done where the application of flammable paint, the presence of other flammable compounds, or heavy dust concentrations create a possible hazard.
- Wherever there are openings or cracks in the flooring that cannot be closed, precautions will be taken so that no sparks will drop through the floor. The same precautions will be taken in the presence of cracks or holes in walls, open doorways, and open or broken windows.

- Approved fire extinguishing equipment will be present in the immediate work area. A minimum of a 10 pound ABC fire extinguisher is required.

4.8 Fire Watch

- When required, a fire watch will be maintained for at least 30 minutes after completion of welding/cutting operations so that possible smoldering fire can be detected and extinguished.
- Firewatchers will have fire-extinguishing equipment readily available and be trained in its use.
- They will be familiar with facilities and procedures in the event of a fire. They will watch for fires in all exposed areas and attempt to extinguish them only when obviously within the capacity of the equipment available. The Fire Department will be immediately notified of all fires.

4.9 Welding/Cutting on Containers

- No welding, cutting, or other hot work will be performed on empty drums, barrels, tanks, or other containers until they have been thoroughly cleaned. (This is to ensure that there are no flammable materials present or any substances such as greases, tars, acids, or other materials which, when subjected to heat, might produce a hazard.) Any connection to the drum or vessel will be disconnected or blanked off.
- All hollow spaces, vacancies, or containers will be ventilated to remove gases before preheating, cutting, or welding. Purging with inert gas is recommended.
- In addition to the requirements presented in EHS 118 - Confined Space Entry Program, welding/cutting in confined spaces such as a tank, boiler, pressure vessel, or small compartment will require the following precautionary measures:
    - Local exhaust ventilation will be provided, unless workers wear supplied-air respirators.
    - Gas cylinders and/or welding machines will be placed outside the confined space.

4.10 Manifolding of Cylinders

- Cylinder manifolds will be installed under the supervision of an experienced person(s) and must comply with proper practices in construction and use.
- All manifolds and parts will be appropriate for the gases for which they are approved.
- When acetylene cylinders are manifolded, approved flashback arresters will be installed between each cylinder and the coupler block. One flash arrestor installed between the

coupler block and regulator is acceptable only for outdoor use or if the number of cylinders coupled does not exceed three.

- Each cylinder lead will be provided with a backflow check valve.

5.0 REFERENCES

EHS 112 - Respiratory Protection
EHS 113 - Personal Protective Equipment
EHS 118 - Confined Space Entry Program

District of Columbia Public Schools

PROCEDURE NO.: EHS 412
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Line Entry Environmental Practices

1.0 PURPOSE
This procedure provides the safe work requirements to perform line-breaking operations.

2.0 PRE-ENTRY PROCEDURE
As part of work planning activities, the need to open or enter any lines, pipes or similar sealed systems will be identified. Each line should be regarded as potentially full and pressurized with a hazardous product until it is proven otherwise.

1. Determine the line contents to assess the product's hazardous properties.
2. If able/necessary, sample line contents.
3. Trace line to each end. For example, identify the pipe run between tanks or reactors.
4. Check for color coding. Many plants designate line contents by their own color-coding system. Do not assume one plant's code is the same as another or consistent within each plant.
5. Any electrical lines near the work area must be de-energized prior to beginning operations. All electrical circuits are to be locked out.
6. Establish the level of protection (personal protective equipment) needed for the job, as well as any decontamination, secondary containment or spill response procedures.

3.0 LINE BREAKING
1. Isolate the line by closing, locking/ tagging all valves entering the line.
2. Lock/tag all electrical systems for pumps and automatic valves contained in the pipe run to be entered.
3. Remove all free product by pumping or draining. Inert or purge if applicable.
4. Blank or disconnect line -- Install some physical barrier to prevent additional product from entering the system.
5. Insert a blank or blind in a line to block it completely.
6. Make use of double block and bleed (two closed valves within close proximity of each other with an open drain line between), if available.

3.1 Prepare for Line Breaking
1. Establish exclusion zone. Zone should be sufficiently large to prevent unprepared people from contacting line material from liquid splash or vapor/gas emission.
2. Stage appropriate spill-control media at site.
3. Establish fire watch if necessary.

4. Review level of personal protective equipment (e.g., respirator, clothing, gloves, and eye protection).
5. Conduct air monitoring, including perimeter monitoring, for possible releases and explosive atmosphere survey or work area.

3.2 Breaking the Line

1. Enter line at a flange, if possible.
2. Use nonsparking tools, such as brass, to loosen flange bolts if dealing with a flammable material.
3. Slowly loosen top flange bolts first. This will relieve pressure if any. If the line still contains fluid, the material will be noted as dripping or welling around the flange. If these conditions are noted, retighten and recheck purge procedures.
4. Because of possible leaks, no one will stand adjacent to or under a flange when opening.
5. The project supervisor is responsible for evaluating all safety hazards and ensuring that the line entry permit is properly completed.
6. Line breaking permits (see Attachment) will be maintained in the project file.

4.0 REFERENCES

EHS 118 – Confined Space Entry Program
EHS 119 – Lock-out/Tag-out Program

Environmental, Health & Safety Policy Statement Procedures
Cylinder Disposition & Decommissioning

PROCEDURE NO.: EHS 413
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

Cylinder disposition & decommissioning (D&D) activities will be performed by qualified personnel using the methods and equipment specified in this procedure.

2.0 SCOPE

This procedure applies to all operations involving the disposal or decommissioning of compressed gas cylinders, regardless of cylinder contents or planned operational activities.

3.0 PROCEDURE

3.1 Process Description

As part of the D&D of compressed gas cylinders:

- All cylinders must be inventoried, staged, and inspected.
- Prior to the commencement of cylinder D&D activities, local emergency response agencies (i.e., Fire Department, Medical, and Emergency Response, if separate) must be contacted and D&D activities coordinated with the local agencies.
- Air monitoring is mandatory during cylinder D&D operations.
- An EHS Manager must be contacted during the planning stages of a cylinder D&D effort in order to determine whether a site-specific cylinder D&D plan is required.
- A copy of the 2004 Emergency Response Guidebook and applicable Compressed Gas Association, Inc. (CGA) guidelines must be on site during D&D activities.

3.2 Cylinder Inventory

Inventory entails recording visual qualities of each cylinder (e.g., color) and any characteristics pertinent to the contents' classification.

3.2.1 Color Coding Scheme

The color coding of compressed gas cylinders is governed by the CGA, which has assigned specific colors to categories or classes of chemicals/substances. While recently manufactured cylinders reflect the color coding guidance established by the CGA, older cylinders may not reflect this nomenclature. It is also possible for cylinders to have been repainted a different color from their original. Cylinder contents should never be determined by the color of the cylinder alone. The following table provides general guidance on the standard color coding scheme and potential contents associated with those colors.

Standard Color (Color of Cylinder)	Class of Material
Yellow	*Flammable Materials*. All materials known ordinarily as flammables or combustibles.
Brown	*Toxic and Poisonous Materials*. All materials extremely hazardous to life or health under normal conditions, such as toxics or poisons.
Blue	*Anesthetics and Harmful Materials*. All materials productive of anesthetic vapors and all liquid chemicals and compounds hazardous to life and property but not normally productive of dangerous quantities of fumes or vapors.
Green	*Oxidizing Materials*. All materials, which readily furnish oxygen for combustion and fire producers that react explosively or with the evolution of heat in contact with many other materials.
Gray	*Physically Dangerous Materials*. All materials, not dangerous in themselves, which are asphyxiating in confined areas or which are generally handled in a dangerous physical state of pressure or temperature.
Red	*Fire Protection Materials*. All materials provided in piping systems or in compressed gas cylinders exclusively for use in fire protection.

Note: Old cylinders that predate the CGA standard color scheme may not adhere to the color schemes shown above; therefore, additional characteristics such as color bands or identifying decals should also be evaluated. Also, the CGA *Handbook of Compressed Gases*, 4^{thy} Ed. should be consulted for further information.

3.3 Cylinder Staging

Staging involves the organization, and sometimes consolidation, of cylinders that have similar contents or characteristics. The staging of cylinders should occur in a remote location at the site in order to minimize the potential injury or property damage from an accidental release or emergency decompression. Safe distances should be based on the evacuation distances provided in the Department of Transportation's 2004 Emergency Response Guidebook. When multiple cylinders containing different substances are present, the distance should be based on the greatest evacuation distance required by the substances present.

Cylinders should be stored upright and secured with a chain (or equivalent) to prevent the cylinder from falling. Empty cylinders and cylinders that still contain a substance should be segregated and staged. Overall, cylinders should be transported and staged/secured in accordance with the procedures in EHS 612, Compressed Gases. Also, the handling or moving of cylinders, which weigh more than 49 pounds, must involve two person lifting techniques or a mechanical lifting device.

3.4 Cylinder Inspection

Inspection entails the evaluation of the integrity of the cylinder as well as the serviceability of any attached manifold and valve fittings. Remote cylinder inspection and opening/purging is recommended for worker and public safety.

3.4.1 Personal Protective Equipment (PPE)

The inspection of cylinders containing unknown substances will be performed in a Level B ensemble as a minimum (See EHS 301, HAZWOPER), while cylinders containing known substances, and in good condition, will be inspected in an appropriate ensemble designated within the HASP. Where the use of a Level A or B ensemble is anticipated, the EHS Department must be contacted during the pre-task planning to determine the appropriate Level A ensemble components, and personnel involved in the activity. The use of Level A must be approved by the EHS Director.

3.4.2 Air Monitoring Requirements

Air monitoring requirements are dependent upon the specific substances contained within the cylinders and will be specified within the individual HASP prepared prior to commencement of field activities. Air monitoring parameters may include, but are not limited to:

- Explosivity (i.e., lower explosive limit or LEL)
- Chemical-specific substance (e.g., chlorine, ammonia, arsine, etc.)

Action levels will be identified in the site-specific HASP.

3.4.3 Inspection Procedures

All cylinder inspection procedures will adhere to the procedures identified in CGA P-22, The Responsible Management & Disposition of Compressed Gases & Their Containers, 1st Ed., 1995. For valve or fitting identification, the information contained in CGA V-1, Compressed Gas Association Standard for Compressed Gas Cylinder Valve Outlet and Inlet Connections, 11th Ed., November 2005.

At a minimum, the inspection process should include the following procedures:

- Observe the cylinder from a safe distance to identify any visual markings or other information.
- Inspect the cylinder size, shape, and general condition (if visible, include the valve system/stem in the inspection process).

- If the cylinder or valve system appears to be in poor condition or has lost structural integrity, do not approach the cylinder. Observations indicating a cylinder is in poor condition may include:
    - Leaking
    - Hissing sound
    - Odor in vicinity of the cylinder
    - Rusty components
    - Bulging side wall or end
    - Corroded valve system
- If the cylinder is determined to be in poor condition, cordon the area off and limit access to necessary personnel only.
    - Don applicable PPE and approach the cylinder with the appropriate direct reading air monitoring instrument (do not approach from the ends of the cylinder), then determine the airborne contaminant concentrations in the immediate area.
    - Document cylinder information (visible markings, labels, placards, etc.).

3.5 Disposition of Cylinders

Disposition refers to the recycling, treatment, or disposal of a compressed gas cylinder and/or its contents. Recovery and recycling of materials are preferred over any other method of disposition. Cylinder disposition activities must be approved by an EHS Professional. An effort should be made to recover and recycle the contents of a cylinder; however, if recovering or recycling the contents is not possible, then other options include:

- Venting to the Atmosphere
- Flaring
- Neutralization
- Detonation

Under no circumstances should poisonous, toxic, or ozone-depleting substances be vented to the atmosphere. Only cylinders containing flammable gases should be detonated, as the flammable contents will be consumed in the subsequent explosion. If the cylinder valve has been determined to be inoperable, then the available options for disposition are limited to having an outside vendor perform the remote opening and sampling of the cylinder, or detonation of the cylinder where the cylinder contents are consumed in the subsequent explosion (flammable gases only).

3.5.1 Venting to the Atmosphere

Cylinders that contain non-flammable, non-toxic materials can be vented to the atmosphere. All venting activities will be performed in accordance with the following procedures:

- Atmospheric venting will be accomplished at a remote location.
- Atmospheric venting activities will be completed in a Level B Ensemble.
- Venting activities will be dependent upon a wind direction that does not carry the outgas plume in the direction of an adjacent public structure.
- The cylinder will be properly grounded to ensure a static charge is not generated, potentially resulting in ignition of a flammable gas.
- All tools used on the cylinder will be non-sparking.
- Low-pressure discharging will not exceed 15 pounds per square inch gauge (psig).
- Once discharging has started, all workers will retreat to the exclusion zone (100 feet) around the remote location until the discharging process is complete.

3.5.2 Flaring

Flaring activities involve the combustion of the cylinder contents through the discharge of a low-intensity flame. Flaring activities will be performed in accordance with the following procedures:

- Flaring will be accomplished at a remote location.
- Flaring activities will be completed in a Level B Ensemble (in addition, the flaring team members will don Nomex fire-retardant forearm-length gloves).
- Flaring activities will be dependent upon a wind direction that does not carry the combustion plume in the direction of any offsite structure or activity, or into uncontrolled (public access) areas.
- The cylinder will be properly grounded to ensure a static charge is not generated, potentially resulting in ignition of a flammable gas.
- All tools used on the cylinder will be non-sparking.
- Low-pressure discharging will not exceed 15 pounds per square inch gauge (psig).
- A hot work permit must be completed prior to the start of flaring activities (See EHS 411, Welding, Cutting, and Other Hot Work).
- No other cylinders will be within 35 feet of the cylinder being flared.
- Flaring activities will use a low-pressure discharge and maintain a small, low-intensity flame.

- A firewatch will be established, with a worker stationed outside the exclusion zone with a fire extinguisher (20A:100B:C) during flaring activities (i.e., fire watch). During the work the worker assigned to the firewatch will have no other duties.
- The flare will be positioned so that it is not pointing toward any flammable materials, personnel, or equipment in the immediate area.

3.5.3 Neutralization

Neutralization refers to the on-site neutralization of the cylinder contents through a controlled chemical reaction process. Specialized equipment may be necessary based on the chemical involved, as well as reaction byproducts, catalysts, or physical conditions (i.e., temperature, acidic, basic, etc.). Neutralization activities will be performed in accordance with the following procedures:

- Neutralization is the required disposition method for cylinders containing acid gases, as well as many alkaline gases.
- The neutralization process must be approved by a professional engineer (e.g., chemical) or based on a published chemical-specific neutralization methodology.
- Water (or other liquid) levels in the reaction vessels will be maintained at least 12 inches below the top of the vessel.
- Based on the specific chemical reaction, the temperature of the reaction vessel and its contents will be monitored continuously and controlled accordingly.
- Pressure levels will be maintained within acceptable limits to prevent the reaction from accelerating, unwanted by-product formation, or the break-through of the chemical intended to be neutralized.
- Personnel will don the PPE identified within the HASP.

3.5.4 Detonation

Detonation refers to the use of explosives to open and subsequently consume the contents of the cylinder by the heat generated during the explosion. Detonation activities will be performed in accordance with the following procedures:

- A detonation plan must be submitted to and approved by the EHS Department prior to the commencement of cylinder detonation activities.
- The detonation of compressed gas cylinders will be completed under the guidance of an experienced ordnance and explosives (OE) professional who is licensed in the use of explosives (see EHS 303, OE and UXO Operations).
- A sufficient amount of explosives will be used to consume the entire contents of the cylinder (flammable gases only).

- A blast pit will be excavated where all detonations will take place.
- The OE professional will determine the blast hazard zone/potential debris impact zone, and this area will be evacuated prior to the detonation.
- The OE professional will sound a warning signal (e.g., horn or equivalent) three times to indicate that a detonation is imminent and ensure all personnel have evacuated the blast hazard zone prior to detonation.
- Personnel will be on standby outside the blast hazard zone with fire extinguishers (minimum rating of 20A:100B:C).

3.6 Decommissioning

Decommissioning refers to the removal of a compressed gas cylinder from service by rendering it permanently unusable. Prior to decommissioning, cylinder contents will be verified, removed from the cylinder, and the cylinder purged with an inert gas (e.g., nitrogen, carbon dioxide, etc.). All identifying marks or decals will be removed from the cylinder. The EHS Manager must be contacted prior to the decommissioning of compressed gas cylinders that contain or contained ethylene oxide, arsine, diborane, hydrogen selenide, cyanogen chloride, amines, hydrogen sulfide, acetylene, or methyl mercaptan, as additional safety precautions may be necessary due to highly reactive residues left behind by these substances. The recommended methods of decommissioning include:

- Burning/torch-cutting an elongated hole into the side of the cylinder (See EHS 411, Welding, Cutting and Other Hot Work).
- Torch-cutting the cylinder in half (See EHS 411, Welding, Cutting and Other Hot Work).
- Crushing the cylinder.

4.0 REFERENCES

EHS 301 – HAZWOPER
EHS 303 – OE and UXO Operations
EHS 612 – Compressed Gases
EHS 404 – Manual Lifting
EHS 411 – Welding, Cutting and Other Hot Work

PROCEDURE NO.: EHS 414
CREATION DATE: July 2007
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Environmental, Health & Safety Policy Statement Procedures
Pile Driving Construction Services Program

1.0 PURPOSE
To establish the minimum requirements for DCPS to perform Pile Driving operations.

2.0 SCOPE
This procedure applies in its entirety to all DCPS related operations and projects unless the EHS Department grants a variance from its requirements.

3.0 PROCEDURE

3.1 Unloading Procedures

3.1.1 Hand Unloading
These procedures will be followed when unloading piles from a truck or trailer when the load is to be rolled off one side by hand. This method will not be used unless the following requirements are met:

1. Trucks and trailers will be equipped with appropriate chocks arranged so that they can be released from the side opposite that from which the load is to be dumped.
2. At least 2 binder chains encircle the load of piles. Binders will be arranged so that their release is accomplished from the side opposite that from which the load is to be dumped.
3. Piles will be prevented from coming off on the wrong side of the vehicle by tilting the vehicle body so that the unloading side is approximately 10 inches below the opposite side or by securely bracing the load on one side with at least 2 timber shores, 4 inches by 6 inches in cross section, or material of equivalent strength.
4. Chocks and binders are to be released from a safe position after the requirements item 3 has been met.
5. If skids are used, they will be in place before the binders or chocks are released.
6. When the use of peaveys to remove the last piles from the truck or trailer are required, the workers will work from the ends of the load and will stand clear of the area exposed to rolling piles.

3.1.2 Power Unloading From Trucks and Trailers

If power is to be used, the following method of rolling the load off one side will be followed in unloading piles from a truck or trailer, unless an equally safe power method is used in which no individuals are exposed to the hazard of rolling or falling piles:

1. Before the load is released, a bridle from the source of power will be passed over the load from the unloading side, then passed under the load and the 2 ends will be secured at separate points to the unloading side of the vehicle or to dead men.
2. After it is pulled taut, the chocks and binders may be released from a safe position, additional power being applied as necessary to complete unloading.
3. All requirements and limitations for unloading by hand will be followed, with the exceptions of items 3 and 4.

3.1.3 Hand Unloading From Flat Cars

The following method will be used in unloading piles from a flat car when the load is to be rolled off one side by hand:

1. Skids will be set on the unloading side of the car and secured to the car or to the bolsters under the piles. The upper end of the skids will be below the lower layer of piles.
2. At least 2 shores not smaller than 4-inch by 6-inch timbers will be braced against the side opposite the unloading side of the load, with the upper end of the shores secured to car stakes or wedged against a pile in the second or third layer from the top.
3. Shores will be set near each bolster.
4. Car stakes on the unloading side will be notched approximately 1/4 of their thickness just above stake pockets.
5. Binder wires or straps will be cut on unloading side, with the exception of the top and bottom wires or straps which will be cut from the opposite side after the other cutting is complete.
6. When the use peaveys is required to remove the last piles from the flatcar, the workers will work from the ends of the load and will stand clear of the area exposed to rolling piles.

3.1.4 Power Unloading From Flat Cars

The following method of rolling the load off one side will be followed in unloading piles from a flat car, unless an equally safe power method is used in which no individuals are exposed to the hazard of rolling or falling piles:

1. Skids will be set on the unloading side and secured to the car or to the bolster under the load.
2. A bridle from the source of power will be passed over the load from the unloading side, passed under the load and the ends secured to the unloading side of the car and a strain taken on the line.
3. Car stakes on the unloading side will be notched approximately 1/4 of their thickness just above the stake pockets.
4. Binder wires or straps will be cut on the unloading side with the exception of the top and bottom wires or straps which will be cut from the opposite side after the other cutting is complete.
5. Additional tension may thus be applied to the bridle from the power source so as to remove the load.

3.2 Pile Driving

1. If workers will work under the hammer, the hammer will be secured in the leads by means of an adequate chock, toggle, or other device to safely support the hammer.
2. Steam hose leading to a steam or jet pipe will be securely attached to the hammer with an adequate length of at least 1/4-inch diameter chain or equivalent rated capacity wire rope to prevent whipping in the event the joint of the hammer is broken.
3. Air hammer hoses will be provided with the same protection as required for steam lines.
4. Safety chains, or equivalent means, will be provided for each hose connection to prevent the line from thrashing around in case the coupling becomes disconnected.
5. 5. Fixed leads will be provided with ladder, and adequate rings, or similar attachment points, so that the loft worker may engage the personal fall arrest system to the leads. The use of fall protection will comply with EHS 120, Fall Protection Program.
   6. The worker will not ride the hammer.
6. Where work is to be performed, walkways at least 20 inches in width will be provided across piles or other open work with the exception of those piles on which the driver is standing.
7. Where a drop hammer is used for driving piling other than sheet piling, a driving head or bonnet will be provided to bell the head of the pile and hold it true in the leads.
8. Ring buoys will be provided and located where readily available at intervals not exceeding 200 feet on all structures over water under the course of construction.

9. Where workers are concentrated in groups, there will be additional ring buoys consisting of not less than 1 additional buoy for each 25 workers in that area. Portable standards or equivalent means to hold the ring buoys in plain view will be provided. Life saving boats will be provided.
10. All floating rigs, with the exception of small work rafts or pontoons, will be equipped with at least 2 ring buoys.
11. 12. In every crew there will be a designated signaler, and the engine operator or winch operator will receive signals from no other except, however, when a worker is aloft, the hammer will not be moved except on the signal of the worker aloft.
12. All deck engines, not operated by an operator on the throttle sides, will be equipped with a cross extension of the throttle that is within the reach of the spool tender.
13. Every hoisting drum used on a pile driver that uses a dog and ratchet arrangement to hold it in position will be equipped with an adequate dog.
14. The dog will be readily visible from the engine operator's station or will be provided with a directly connected and positive telltale device, which will be visible.
15. No arrangement of counterweights or springs on the dog will be permitted which will allow the dog to be automatically disengaged either by relieving the load or rotating the drum.
16. Stop blocks will be provided for the leads to prevent the hammer from being raised against the head block.
17. When the leads must be inclined in the driving of batter piles, provisions will be made to stabilize the leads.
18. Steam line controls will consist of two shutoff valves, one of which will be a quick-acting lever type within easy reach of the hammer operator.
19. Guys, outriggers, thrust outs or counter-balances will be provided as necessary to maintain stability of the pile driver rigs.
20. All employees will be kept clear when piling is being hoisted into the leads.
21. When steel tube piles are being "blown out," employees will be kept well beyond the range of falling materials.
22. When driving jacked piles, all access pits will be provided with ladders and bulk headed curbs to prevent material from falling into the pit.

3.2.1 Platforms

1. Wherever it is necessary for workers to work aloft on pile drivers in normal operation, working platforms will be used.

2. Platforms will be large enough so that the personnel can easily avoid contact with the hammer. It will be surrounded on all sides, except between the hammer leads, with a railing or guard line 42 inches to 45 inches in height. Guardrails will be constructed to withstand a lateral or downward vertical force of 200 pounds without failure. Mid-rails, screen, mesh, or equivalent shall be constructed to withstand a lateral or downward vertical force of 150 pounds without failure. Guardrails constructed in accord with Appendix B to Subpart M of 29 CFR 1926, shall be considered adequate (See EHS 120 - Fall Protection Program).
3. Toe-boards will be used to prevent tools, material, and equipment from falling off elevated platforms. There will be a toe board at least 3 1/2 inches high on all sides of the platform.

3.2.2 Fall Protection

1. All DCPS employees and contractor employees on walking/working surfaces 4 feet or more above the immediate lower level shall be protected from falling by a guardrail system, safety net system, or personal fall-arrest system 100% of the time.
2. Fall prevention or positioning devices will be used in accordance with EHS 120 - Fall Protection Program.

4.0 REFERENCES

EHS 120 - Fall Protection Program

District of Columbia Public Schools

PROCEDURE NO.: EHS 416
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Environmental, Health & Safety Policy Statement Procedures
Concrete & Masonry Work Construction Services Program

1.0 PURPOSE
To establish the minimum requirements for the personnel assigned to construction-related projects to implement safety procedures for concrete and masonry work.

2.0 SCOPE
This procedure applies in its entirety to all DCPS construction-related projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 PROCEDURE

3.1 Task Hazard Analysis
Where applicable, a Task Hazard Analysis (THA) will be performed in accordance with EHS 204 – Task Hazard Analysis before starting Concrete and Masonry-related work activities.

3.2 Concrete Mixing
- The concrete mixing machinery and equipment, including conveyors, chutes, hoppers, gear and chain drives, and all moving equipment will be guarded to prevent entry into the danger zone.
- Machinery guarding will be checked daily for compliance (See EHS 503 - Machine Guarding).
- All batch mixing areas should be well lighted. Noise level monitoring of these areas is required to determine levels of hearing protection necessary to protect personnel and signs must be posted.
- The ad-mix storage area will be well ventilated and all containers sealed to prevent excessive dust. All compressed air and pressurized hoses will be joined with positive fail-safe joint connectors. Personnel working in the ad-mix area will be required to wear appropriate dust masks and hearing and eye protection in addition to the required standard personal protective equipment.
- Batch plant workers will be thoroughly oriented to the chemicals and materials in use. Potential hazards and special handling, as well as any unique fire or explosion hazards, will be on file on a Material Safety Data Sheet (MSDS) (see EHS 115 – Hazard Communication Program.) Personal protective equipment must be provided as required in MSDS instructions.

- All maintenance and mechanical inspection operations will be performed under a positive "lockout / tag-out" program (See EHS 119 – Lock Out and Tag Out Program).

3.3 Bulk Transportation

- The transport of bulk materials and mixed concrete in and out of the project and/or batch plant area presents what may be the most hazardous part of the operation.
- All bulk material transports and concrete trucks should require an employee to act as a traffic controller or spotter while operating in the batch plant perimeter or restricted location(s).
- One-way traffic patterns, with proper road signs and stop signs, may be established to avoid backing, U-turns, and reversing direction.
- Pressurized loading or unloading systems will be inspected at each use and all hose connections should have a fail-safe closing mechanism.
- It is recommended that during large concrete pours, an additional worker be assigned as a traffic coordinator/spotter.

3.4 Concrete Cylinders

Concrete cylinder storage areas will be maintained separate from batch plant operations. Concrete cylinders will be stored on pallets stacked no higher than 5 feet. Concrete testing equipment, including press equipment used to break cylinders, will be properly guarded.

3.5 Reinforcing Steel

The following are minimum requirements for the safe handling, installation, and use of reinforcing steel:

- All personnel working with reinforcing steel must wear required personal protective equipment at all times when they are within the work area (See EHS 113 - Personal Protective Equipment).
- Employees will use a Fall Arrest System or Positioning Device System prior to placing and tying reinforcing steel in walls, piers, columns, etc. (See EHS 120 - Fall Protection Program).
- Employees will not work above vertically protruding reinforcing steel unless it has been protected to eliminate impalement. This can be accomplished by bending the steel over or covering the protruding ends of the steel.
- Reinforcing mats may not be used as a walkway for general access unless provided with 2-inch-by-12-inch planking to afford safe footing for personnel after rebar mat is complete and access is necessary.

- Good housekeeping will be maintained at all times to reduce tripping and falling hazards.
- Bundles of reinforcing steel moved by any type of crane must be securely tied together to prevent slipping. Steel bundles over 20 feet in length are to be handled by properly spaced two-part slings.
- Reinforcing steel for walls, piers, columns, and similar vertical structures must be guyed and supported to prevent collapse.
- Wire mesh rolls must be secured to prevent uncoiling.
- Reinforcing steel must not be used for scaffolding hooks or stirrups, nor will it be used as a load-bearing member of any lifting device.
- Guiding of reinforcing mats and columns when required.
- Steel bundles will not be rigged to the bundle tie wire when moving. A proper sling must be used that is capable of supporting the full bundle.
- Employees exposed to reinforcing steel and other projections (e.g., conduit, grounding rods, etc.), that extend from grade or walking/working surfaces to a height of less than 45 inches must be protected with approved means of protection.

  ***Note:** Protrusion must be protected at all times when fall exposure exists.

3.6 Concrete Placement

3.6.1 Mixers

- All gears, chains, and rollers of mixers must be properly guarded to eliminate ingoing nip points.
- When concrete mixers are equipped with 1-yard or larger loading skips, they will be equipped with a mechanical device to clear the skip of material.
- Protective guardrail installed on each side of the skip of these mixers will prevent anyone from walking under the skip while it is being lowered.
- Transit trucks will be equipped with a loud warning device, that is automatically activated immediately when the truck is backing.
- A spotter will be assigned to warn personnel working on the subgrade when a truck is backing into the area and to signal the truck driver when all workers are clear. The spotter should be on the driver's side and to the rear of the vehicle.
- Waste material will not be allowed to accumulate around mixers and pumps.

- Switches must be locked in open position, tagged, fuses removed, throttles closed, and operating power of mixers locked in the off position when cleaning the inside of the drum.
- When trucks are discharging on a slope, the wheels must be blocked and the brakes set to prevent movement.
- If trucks are unloading into concrete buggies, these should be routed to provide a smooth flow of traffic.

3.6.2 Runways

- Runways will be strongly built, evenly supported, and have a smooth-running surface of sufficient width to prevent buggies running off.
- Runways will be of a flat enough slope so that workers will not slip, or cleats will be fastened to sloping runways when the incline exceeds a 1-foot rise in a 5-foot run.
- All runways must be kept free of ice, snow, grease, mud and other slipping hazards.

3.6.3 Concrete Buggies

- Buggies are to be kept clean and material must not be allowed to collect on the inside.
- Stop cleats must be used at all places where buggies are dumping materials.
- Handles of buggies will not extend beyond the wheels on either side of the buggy.
- The use of knuckle guards on buggy handles is recommended.

3.6.4 Crane Buckets

- Concrete buckets positioned by cranes are to be suspended from deep-throated hooks, equipped with a swivel and safety latch. A signalman will be posted in clear view of the receiving area and the crane operator. Where this is not possible, a reliable communication system will be used.
- Concrete buckets equipped with hydraulic or pneumatically operated gates will have positive safety latches or similar safety devices installed to prevent premature or accidental dumping.
- Buckets will be designed to prevent aggregate and loose material from accumulating on the tops and sides of the bucket.
- Riding on concrete buckets for any purpose is prohibited, and concrete workers must be kept out from under buckets suspended by cranes. All buckets will be equipped with safety-tag lines to control direction.

3.6.5 Conveyors

Conveyors will be designed, installed, operated and maintained in accordance with the provisions of the ANSI code for conveyors, cable ways and related equipment, and applicable parts of state or federal regulations.

3.6.6 Pump Systems

- Operators must be aware and maintain adequate distance from overhead hi-voltage lines.
- Pump systems using discharge pipes should be provided with pipe supports designed for 100-percent overload. Where personnel are required to work from the pipe supports, the supports and scaffolding will have a minimum safety factor of 4.
- Compressed air hose in such systems will be provided with positive fail-safe joint connectors to prevent separation of sections when pressurized.
- Two safety tag lines will be used to control the end of the pump chute and trunk.
- Any flexible discharge line must have cable checks at the joints to prevent sections falling on placement crew.
- Concrete pumping units will have their wheels off the ground when equipped with hydraulic outriggers.

3.6.7 Walkways and Scaffolding

In accordance with EHS 120 - Fall Protection Program, walkways and scaffolding, equipped with guardrail, will be provided along the access and point of placement in walls, piers, columns, etc., located over 4 feet above the floor or ground level.

3.6.8 Concrete Tools

Powered and rotating type concrete troweling machines that are hand guided will be equipped with a control switch that will automatically shut off the power whenever the operator removes his hands from the equipment handles.

Conductors, frequency changes, and other energized parts on concrete vibrators will be installed and grounded in accordance with applicable provisions of the National Electrical Code.

Handles on bull floats will be constructed of non-conductive material, or insulated with a non-conductive sheath with electrical and mechanical characteristics providing the equivalent protection of a handle constructed of non-conductive material.

3.6.9 Shotcrete

- In applying shotcrete containing chemicals and hazardous accelerators or hardening mixtures, the nozzleman and helpers will wear gloves, sandblasting hoods supplied with filtered air free of toxic or objectionable material, and other personal protective equipment as required by the manufacturer.
- Mixing machines require guarding or the moving parts, including those within the material hopper.
- Personal Protective Equipment (See EHS 113 - PPE) will be provided as required in Portland Cement MSDS (Refer to EHS 115 - Hazard Communication Program) and also for any toxic additions to the mix.

3.6.10 Patching, Finishing and Curing

- Scaffolding, boatswains' chairs, harness, and lines will be provided for finishing and curing crews working on walls, piers, columns, and other vertical or hazardous sloping surfaces. An independent tie-off (free of the structure) will be provided for fall protection securing devices (See EHS 120 - Fall Protection Program).
- Finishers will be required to wear safety glasses or face shields when chipping, wire brushing, or using power-impact or rotary tools in patching concrete (See EHS 113 - PPE).

3.7 Concrete Forms

- All structural members and their connections will be carefully planned so that a sound determination for the loads may be accurately made and allowable stresses calculated.
- Formwork must be adequately designed, erected, supported, braced and maintained so that it will safely support all vertical and lateral loads that may be applied until such loads can be supported by the concrete structure.
- Good housekeeping must be maintained at all times, and stripped lumber and materials intended for reuse must be cleaned of nails and wire and removed from the immediate work area.
- Adequate fire protection must be provided in areas where wood forms and other combustible materials are being used in connection with welding, cutting, burning, or other sources of ignition.
- Form supports and wedges must be checked during concrete placement to prevent distortion or failure.
- Imposition of any construction loads on the partially completed structure will not be permitted unless such loading has been considered in the design and approved.

- Drawings or plans showing the jack layout, formwork, shoring, working, decks, and scaffolding must be available at the job-site for ready reference.
- Forms intended for use where there is a free fall of 4 feet or greater will be equipped with adequate scaffolding guardrail, or employees working on the forms will be protected from fall exposures at all times (100%) during forming and stripping operations (See EHS 120 - Fall Protection Program).

3.7.1 Placing and Removal of Forms

- Only personnel actually engaged in forming and stripping operations will be allowed in the immediate work area; appropriate warning signs and barriers will be used.
- Employees will be equipped with and use hard hats, eye protection, gloves, and full body harness with lanyards (EHS 113 - Personal Protective Equipment). Employees will be instructed that when cutting tie wires under tension, care must be taken to prevent backlash which might hit the body, particularly the face, eyes, or throat.
- When forms are moved or raised by crane, cable way, A-frame, or similar mechanical device, forms will be securely attached to wire slings.
- Use of No. 9 tie wire, fiber rope, and similar makeshift lashing to support forms is prohibited.
- Tag lines will be used in moving panels or large sections of forms by crane or hoist (See EHS 515 – Cranes, Lifting Devices and Rigging Requirements).
- Panels and built-up form sections will be equipped with metal hoisting brackets for attachment of slings.
- Vertical forms being raised or removed in sections will not be released until adequately braced or secured. Likewise, overhead forms will not be released until adequately braced or secured.

3.7.2 Vertical Slip Forms

- The steel rods or pipe on which the jacks climb or by which the forms are lifted will be especially designed for that purpose. Such rods must be adequately braced where not encased in concrete.
- Jacks and vertical supports will be positioned in such a manner that the vertical loads are distributed equally and do not exceed the capacity of the jacks.
- Jacks or other lifting devices should be provided with mechanical dogs or other automatic holding devices to protect against failure of the power supply or the lifting mechanism.

- Lifting will proceed steadily and uniformly and will not exceed the predetermined safety rate of lift. A jacking system, which provides precise, simultaneous movement of the entire form in small, pre-selected increments is recommended for large structures.
- Lateral and diagonal bracing of the forms will be provided to prevent excessive distortion of the structure during the lift operation. While the lift is in operation, the form structure will be maintained in line and plumb.
- All vertical lift forms will be provided with scaffolding or work platforms completely encircling the area of placement.
- Workmen placing reinforcing steel ahead of the placement will wear safety belts/harnesses tied off to lanyards or otherwise securely fastened when working above the scaffold level.

3.7.3 Shoring

- Form work, as previously discussed, will be designed, fabricated, erected, supported, braced, and maintained to be capable of supporting all loads that may be applied to the form work. Shoring, bracing and supports will be in conformance with EHS 402 – Excavation and Trenching. A false work plan or shoring layout will be available on the job site.
- Shoring equipment will be included in all drawings, plans, and revisions for jack layout, decks, and scaffolds.
- All shoring equipment (including spares used in re-shoring operations) must be inspected prior to erection to ensure the equipment is in good shape and meets the specification in the form work drawing.
- Damaged equipment will be removed from the project for repair or destruction.
- Erected shoring will be inspected before, during, and after the pour.
- Damaged or weakened shoring will be reinforced or replaced.
- Completion of a Trenching and Excavation Inspection Checklist in accordance with EHS 402 - Excavation and Trenching.

3.7.4 Single Post Shores

- Single post shores must be designed by a qualified structural engineer, vertically aligned, spliced to prevent misalignment and braced in two mutually perpendicular directions at the splice.
- Each tier will be similarly braced. Adjustment of the single post shores will not be made after the pour begins.

- For stability, single post shores will be horizontally braced in both the longitudinal and transverse directions, and diagonal bracing will be installed. Such bracing will be installed as the shores are being erected.
- Devices which attach to the external lateral stability bracing will be securely fastened to the single post shores.
- All baseplate or shore heads of single post shores will be in firm contact with the footing sill and the form material.
- When form work is at an angle, or sloping, or when the surface shored form is sloping, the shoring will be designed by a qualified engineer for such loading.
- Adjustments of single post shores to raise form work will not be made after placement of concrete.

3.7.5 Re-Shoring

- Re-shoring will be erected when the original shores are removed if the slab is required to support loads which exceed its capacity.
- Re-shoring will be thoroughly checked to determine that it is properly placed and that it has the load capacity to support the areas being re-shored. Completion of a Trenching and Excavation Inspection Checklist in accordance with EHS 402 - Excavation and Trenching, is required.
- When motorized carts are used, the design load will be increased 25 pounds per square foot in all cases.
- The sills for shoring will be sound, rigid and capable of carrying the maximum intended load without settlement or displacement.
- Reasonable precautions should be taken so that weather conditions do not change the load-carrying conditions of the soil below the minimum design.
- When excessive earth disturbance has occurred, an engineer or other qualified person will supervise the compaction and reworking of the disturbed area and determine that it is capable of carrying the loads which are to be imposed upon it.

3.7.6 Tubular Welded Frame Shoring

- All metal frame shoring equipment will be inspected before erection.
- Metal frame shoring equipment and accessories will not be used if they are heavily rusted, bent, dented, rewelded, or have other defects.
- All locking devices on frames and braces will be in good working order, coupling pins will align the frame or panel legs, pivoted in place, and all components will be in a condition similar to that of original manufacture.

- Devices which attach to the external lateral stability bracing will be securely fastened to the legs of the shoring frames.
- When form work is installed at an angle, or sloping, or when the surface shored form is sloping, the shoring will be designed by a qualified engineer for such loading.

3.7.7 Tube and Coupler Shoring

- All tube and coupler components will be inspected before being used. Defective equipment will not be used.
- Tubes of shoring structures will not be used if they are heavily rusted, bent, dented, or have other defects.
- Couplers (clamps) will not be used if they are deformed, broken, or have defective or missing threads on bolts, or other defects.
- All baseplate, shore heads, extension devices, or adjustment screws will be in firm contact with the footing sill and the form materials, and will be hung against the posts.
- Eccentric loads on shore heads and similar members will be prohibited unless the shore heads have been designed for such loading.
- Special precautions will be taken when form work is at angles, or sloping, or when the surface shored form is sloping.

3.8 Masonry Construction

3.8.1 General

- During erection, a limited access zone with appropriate barricades will be established. This zone will be equal to the height of the wall plus 4 feet and will remain until the wall is adequately braced or shored.
- Masonry walls will not be built higher than 8 feet, unless adequately braced or until provision is made for the prompt installation of permanent bracing at the floor or roof level immediately above the story under construction.

3.8.2 Saws

- Compliance with EHS 503 - Machine Guarding is required when using masonry saws and associated equipment.
- Masonry saws will be guarded by semicircular enclosures over the blade and by a slotted horizontal hinged bar mounted underneath the enclosure to retain fragments of the blade in case it should shatter while in use.

- A safety latch will be installed on notched saws to prevent the motor and cutting head assembly from lifting out of the notches.
- Blade speed will be maintained in accordance with the manufacturers' specifications.
- Stationary masonry saws will be equipped with adequate dust collection and removal systems.
- In accordance with EHS 505 – Powered Hand Tools, the motor frames of all stationary saws will be grounded through conduit, water pipe, or a driven ground. Portable saws will be grounded through three-pole cords attached to grounded electrical systems wherever they are indicated to be part of the tool electrical connection.
- In accordance with EHS 113 - Personal Protective Equipment saw operators will wear approved safety goggles or safety glasses, face shields, hearing protection and leather clothes.
- Use of respiratory protection will comply with EHS 112 - Respiratory Protection Program, and only approved dust respirators will be worn by personnel if exposed to dust concentrations exceeding threshold limit values (TLV).
- Masonry saws will be inspected at regular intervals and maintained in safe operating condition.

3.8.3 Masons' Scaffolds

- Masons' scaffolds will be designed, constructed, and maintained in accordance EHS 502 - Scaffolding and with the American National Standard Safety Requirement for Scaffolding, under the direct supervision of a Competent Person.
- They will be maintained in safe condition, and tools, materials, and debris will not be allowed to accumulate in quantities that to create a hazard.

3.8.4 Material Handling, Storage and Use

- All material bags, containers, or bundles, and other material stored in tiers must be stacked, blocked, interlocked, and limited in height so that they will be stable and safe against sliding or collapse.
- Maximum safe load limits of floors within buildings and structures, in pounds per square foot, must be conspicuously posted in all storage areas, except for floors or slabs on grade. Maximum safe loads will not be exceeded.
- Aisles and passageways will be kept clear to provide for the free and safe movement of material-handling equipment and employees. Such areas must be kept in good repair.

- Material stored inside buildings under construction must not be placed within 6 feet of any hoist way or floor openings, nor within 10 feet of an exterior wall which does not extend above the top of the materials stored.
- Employees required to work on stored material in silos, hoppers, tanks, and similar storage areas must be equipped with lifelines and safety belts.
- Overloading floors or roof with building materials will be prevented by preplanning safe loading arrangements and design load restrictions.

3.8.5 Cement Handling

- Bags of cement and mortar will be stacked in an orderly manner to maintain stable piles, stepping back the layers and cross-keying the bags at least every 10 bags high.
- Bags must be removed uniformly from the top of the piles to avoid tipping of the stacks. Broken pallets and empty bags must be disposed of promptly to eliminate fire and tripping hazards.

3.8.6 Brick Storage

- Brick will not be piled on uneven or soft ground, but should be stacked on planks, except where the surface is asphalt or concrete.
- Brick will not be stacked on scaffolds for storage. This practice does not prohibit normal supplies on bricklayers' scaffolds during actual bricklaying operations.
- Brick stacks must not be more than 7 feet in height. When a loose brick stack reaches a height of 4 feet, it must be tapered back 2 inches for every foot of height above the 4-foot level.

3.8.7 Partition Blocks

Blocks will always be stacked in tiers on solid, level surfaces. Stacked piles are to be limited to a height of 6 feet whenever possible. If blocks are stacked higher than 6 feet, the pile must be stepped back one-half block per tier above the 6-foot level, to prevent the pile from toppling.

3.8.8 Sand, Gravel and Crushed Stone

If these materials are to be stored against walls or partitions, extreme care will be taken to ensure that the stability of such structures is not endangered due to the weight of the stored materials.

3.9 Pre-Cast Concrete

Pre-cast concrete units, structures, and tilt-up wall panels must be adequately supported to prevent overturning and to prevent collapse until permanent connections are completed.

3.9.1 Lifting Devices

- Tools and strand devices will be kept clean and in good repair.
- Lifting inserts that are embedded or attached to concrete members, other than tilt up, will be capable of supporting at least four times the maximum intended load applied to them.
- Lifting devices for other pre-cast members must be capable of supporting five times the load.
- Only those employees essential to the operation will be allowed in the immediate vicinity of pre-cast lifting or tilt-up.
- Vacuum lifting devices must be applied only to smooth clean surfaces.
- An automatic cutoff must be provided to prevent loss of suction in the event of failure of the compressor power source, tank, lines or other attachments.
- Panels must be securely and adequately braced in final positions, and bracing will remain in place until sufficient support is provided by portions of the final structure. Standing vertical panels will be braced to withstand 10 lbs./sq. ft. wind load during construction, and are to be protected against possible impact by moving vehicles or equipment.
- As required by state or local regulations, a civil engineer registered in the state where the work is being performed will prepare an erection plan and procedure.
- Field modifications must be approved by the responsible engineer, added to the plan, and the procedure kept at the job site.
- Concrete erection stresses, lift point attachments, and locations in tilted up concrete panels will be designed by a currently Registered Engineer.
- Plans will be available at the site.

3.9.2 Jacking Equipment

- Jacking equipment will not be loaded beyond its safe working capacity, and the threaded rods and other members that transmit loads to the jacks will have a minimum safety factor of 2.5.
- Jacking equipment used in lift slab operation will meet the following requirements:

- Jacks will be so designed and installed so that they will not continue to lift when overloaded.
- Jacks will be installed with a safety device which will enable them to continue to support the load in any position should the jack malfunction and lose its lifting ability.
- The maximum number of plainly controlled jacks on one slab will be limited to 14, and in no event should the number be too great to permit the operator to maintain the slab level within specified tolerances.

3.9.3 Uniform Lifting

- Jacking operations will be synchronized in such a manner as to ensure even, uniform lifting of the slab.
- If leveling is automatically controlled, a device will be installed which will stop the operation when the ½-inch tolerance is exceeded or when there is a malfunction in the jacking system.
- If level is maintained by plan controls, such controls will be located in a central location and attended by a trained operator while lifting is in progress.
- No one will be permitted under the slab during jacking operations.

4.0 REFERENCES

EHS 112 – Respiratory Protection Program
EHS 113 – Personal Protective Equipment
EHS 115 – Hazard Communication Program
EHS 119 – Lock Out and Tag Out Program
EHS 120 – Fall Protection Program
EHS 204 – Task Hazard Analysis
EHS 402 – Excavation and Trenching
EHS 502 – Scaffolding
EHS 503 – Machine Guarding
EHS 505 – Powered Hand Tools
EHS 515 – Cranes, Lifting Devices, and Rigging Requirements

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Automotive Service Facts

PROCEDURE NO.: EHS 417
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

Establish safe-operating requirements for employees engaged in service of automobiles.

2.0 SCOPE

This procedure applies to all automobile servicing operations as defined below unless otherwise stated. Employees shall reference EHS 116 – Driver and Vehicle Safety for information about the DCPS fleet management program and Wheels, Inc.

3.0 PROCEDURE

3.1 Maintenance Facility Equipment Requirements

- All electrical machinery will be grounded.
- Non-portable machinery will be secured to the floor, platform, bench, or table to prevent displacement or tipping.
- Machinery or equipment will be equipped with a disconnect switch that can be locked out, unless the only source of power is through the plug.
- Areas where spray painting with flammable paints is allowed will be equipped with Class 1, Division 1 electrical, and will be properly ventilated as per below.
- Any moving machinery components located less than 7 feet from the floor, elevated platform or ground will be guarded. The guard will not have openings greater than 1 inch, and the distance from the moving component to the guard will meet the following requirement:

Smallest dimension in the guard (in inches)	Minimum distance from guard
Greater than 0 up to ¼ inch inclusive	½ inch
Greater than ¼ up to $^3/_8$ inclusive	1 ½ inch
Greater than $^3/_8$ up to ½ inclusive	2 ½ inch
Greater than ½ up to ¾ inclusive	4 inch
Greater than ¾ up to 1 inclusive	6 times the smallest dimension

3.2 Housekeeping

- Cloths soiled with grease, oil, paints or other flammable/combustible material will be placed in labeled metal containers equipped with a lid.
- Rubbish will be placed in appropriate containers.

- Floors will be maintained free of water, grease, oil, and other accumulations that would create a slip, trip, or fall hazard.
- Tools will be kept in their designated places when not in use.

3.3 Ventilation and Air Receivers

- Ventilation will be provided to maintain airborne concentrations of contaminants below their respective PELs, as necessary.
- Where vehicles are run indoors, the facility will be equipped with a ventilation system for the engine exhaust, to consist of a metal ducting which can be fitted over the exhaust pipe, which must provide at least 200 CFM of airflow and be vented to an outside location at least 10 feet from any air intakes.
- A fan will not be used if flammable vapors can be induced into an area where spark sources are present.
- Air receivers will be equipped with an operable relief valve set at not more than the working load limit of the receiver.

3.4 Flammables, Painting, and Coating

- Gasoline stored inside a building (not in a vehicle gas tank) will be stored in an approved metal safety can with an automatic closing cap and flame arrestor.
- When pouring flammable materials from one container into another, the two containers will be bonded, and at least one container grounded.
- Flammable solvents will not be used to clean tools or parts.
- Application by spraying of more than 9 square feet of paint or coatings will be made within a booth or room constructed of noncombustible materials, which is ventilated in accordance with this good paint booth design principals. Only approved Class 1, Division 1 electrical equipment will be in the spray booth/room. The area will be posted as “No Smoking.”
- Use an approved pumping device when removing gasoline from the tank of a vehicle.

3.5 General Operating Requirements

- Belts will be adjusted, replaced, or tensioned only when the engine is turned off and without turning the engine over.
- A check valve will be placed between the air conditioner charger and the refrigerant system of the vehicle, unless the charging container is equipped with a pressure-relief valve.
- A hoist, chain fall, or winch will not be used to lift more than its rated capacity.

- A hoist, chain fall, or winch will have a permanent tag affixed indicating its rated capacity and the name of the manufacturer.
- Wire rope or cable will be inspected monthly and replaced if:
    - In any length of 8 diameters, the total number of visible broken wires exceeds 10 percent of the total number of wires.
    - The wire cable has been kinked, crushed, or sustained other damage which distorts the wire rope structure.
    - The wire rope shows heat or corrosive damage.
    - • A vehicle being serviced, adjusted, or repaired with the motor running will have one of the following:
    - The two front wheels chocked from front and rear.
    - The parking brakes set.
    - Use of another restraining device.
- Rim wheel servicing will be performed only by trained personnel in accordance with federal or state regulations.
- An employee will not place any part of his or her body under a vehicle supported only by a jack, overhead hoist, or chain fall. A safety stand with a yield point of 1-½ times its rated capacity will be used to support the vehicle.
- Where corrosive materials are used, an emergency eyewash will be located within 25 feet of the use location, and an emergency drench shower within 50 feet.
- Automotive lifts will be manufactured, installed, and used in accordance with federal and state regulations.
- PPE will be used as required by the work process and the provisions of EHS 112, Respiratory Protection.

3.6 Off-site Operations

- Tow trucks (wreckers) with a cable and boom will have a designed safety factor of 5. A permanently affixed tag will be placed on the boom showing rated capacity and manufacturer name.
- When towing a boom-supported vehicle, safety chains will be connected between the wrecker and the towed vehicle.
- A jack will not be used to lift more than its rated capacity.
- Radiator caps will not be removed until pressure has been relieved.

4.0 REFERENCES

EHS 112 – Respiratory Protection
EHS 113 – Personal Protective Equipment
EHS 116 – Driver and Vehicle Safety

Environmental, Health & Safety Policy Statement Procedures
Spray Finishing & Dip Tanks Facts

PROCEDURE NO.: EHS 418
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE
Establish safe-operating requirements for employees engaged in the use of spray finishing and dip tanks

2.0 SCOPE
This procedure applies to all spray finishing and dip tanks as defined below unless otherwise stated:

3.0 PROCEDURE

3.1 General Requirements
- Smoking is not allowed within 20 feet of spraying areas, flammable and combustible liquid storage and mix rooms, dip tanks, powder coating areas or storage rooms, or where any organic peroxides are mixed, stored, or applied.
- Employees will wear all required PPE, as designated in the site/activity-specific safety plan.
- Defective or unsafe machines will not be used.
- Approved metal cans will be used to dispose of waste materials from combustible or flammable operations or cleanup.
- Spray finishing areas (including inside spray booths) and dip tanks (exceeding 150 gallons or 10 square feet of liquid surface area) using flammable or combustible materials will be protected with automatic sprinkler systems.
- Sprinkler heads will be maintained free of coating material deposits (spray areas). This can be accomplished by the use of polyethylene or cellophane bags having a thickness of less than .003 inches, or thin paper bags.
- Portable fire extinguishers will be placed near all areas using or storing flammable or combustible materials.
- Flammable and combustible materials will be stored in accordance with the provisions of EHS 606, Flammables and Combustibles.
- Spray finishing and the use of dip tanks will be in accordance with 29 CFR 1910.107 and 108.

3.2 Spray Finishing
- Spraying will be conducted only in designated areas.

- All spray areas will be cleaned up before leaving the area for any extended time (e.g., lunch, end of shift).
- All residues (including booth filters) will be placed in approved metal cans.
- Solvents for cleaning purposes must have a flash point above 100 degrees Fahrenheit. The only exception is for cleaning spray nozzles and auxiliary equipment; solvents used to clean must not have a flash point lower than the solvents used in the spray operations.
- All hoses and couplings will be inspected prior to each use to ensure the connections and hoses are not damaged. Damaged or deteriorated hoses will not be used.
- Shutoff valves will be available at the hose connections to stop the flow of liquid. The valve will be in the off position when not in use.
- Spray booth:
    - Will not be used for different types of materials that may spontaneously ignite or react, without first cleaning the booth and exhaust ducts of all previous deposits of the first material.
    - Spray paint booth ventilation will be designed so that a minimum 100 feet per minute (fpm) average air velocity is maintained across any cross-section of the booth perpendicular to the air flow direction, with no point on the face having a velocity less than 60 fpm.
    - For booths equipped with dry filters, airflow measurement devices (e.g., manometers) will be installed to alert operators when the airflow is below 100 feet per minute at the face, so that the operations can be stopped, and the filters changed.
    - All electrical systems for use in spray booths will be compatible with the type of material to be used (e.g., use UL-approved systems when flammable materials are being used or sprayed).

3.3 Dip Tanks

- Dip tanks of over 150 gallons in capacity or 10 square feet in liquid surface area will be equipped with trapped overflow pipes (minimum of 3 inches in diameter) that prevent passage of vapors and that lead to a safe location (e.g., tank) outside buildings. The overflow pipes are not required under the following conditions:
    - The liquid present has a flash point above 200 degrees Fahrenheit.
    - The tank is equipped with an automatic closing cover.
    - A fixed fire-extinguishing system using other than water is installed.
- Any overflow (top or bottom) will be directed to an enclosed vented salvage tank designed to hold all tank discharges and anticipated water from fire-fighting systems.

PROCEDURE NO.: EHS 418
CREATION DATE: July 2007
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Spray Finishing & Dip Tanks Facts

- The overflow pipe will not be less than 6 inches from the top of the tank.
- Tanks having greater than 500 gallons will be equipped with automatic bottom drains to quickly drain the tank in the event of fire. If gravity will not drain the tank, automatic pumps are required.
- The bottom drain pipes will be designed as follows:

Tank Size	Drain Size
500 to 750 gallons	3 inches in diameter
751 to 1000 gallons	4 inches in diameter
1001 to 2500 gallons	5 inches in diameter
2501 to 4000 gallons	6 inches in diameter
Over 4000 gallons	8 inches in diameter

- Dip tanks exceeding 150 gallons of liquid capacity or having a liquid surface area of greater than 10 square feet will be protected with an automatic sprinkler system as follows:
    - Automatic water spray system.
    - Automatic foam system.
    - Automatic carbon dioxide system.
    - Automatic dry chemical foam system.
- In lieu of an automatic sprinkler system, dip tanks can be equipped with an automatically closing cover. This cover will:
    - Be arranged to close both automatically and manually.
    - Be constructed of noncombustible material.
    - Be kept closed when the tank is not in use.
- Dip tanks will be ventilated as required to maintain the atmosphere within 5 feet of the tank surface below 25 percent of the chemical's LEL.
- If dip tanks are heated, or have hot parts immersed, then a thermometer will be installed, and the liquid temperature maintained greater than 50 degrees below the flash point of the liquid. For example, if the flash point is 190 degrees, then the temperature will be maintained below 140 degrees.
- Quarterly inspections will be made of all dip tanks, to include:
    - Covers.
    - Overflow pipe inlets and discharges (clogging).
    - Bottom drain and valves (corrosion, leaking).

  - Electrical wiring and equipment and grounding connections (tears, cracks, holes).
  - Ventilating facilities (airflow, LEL readings below 25%).
- Defects found during the quarterly inspections will be corrected promptly.
- Walking surfaces around tanks will be maintained free and clear of obstructions and materials that can create slippery conditions.
- Walking surfaces and guardrails for tanks will be in accordance with the EHS 210, Walking & Working Surfaces Protection.

3.4 Training

- Employees will not be assigned to work in spray finishing, or using dip tanks, until they have received training that includes:
  - The provisions of this section.
  - Use of the equipment.

4.0 REFERENCES

EHS 113 – Personal Protective Equipment
EHS 210 – Walking & Working Surfaces Protection
EHS 606 - Flammables and Combustibles

District of Columbia Public Schools

PROCEDURE NO.: EHS 419
CREATION DATE: July 2007
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Environmental, Health & Safety Policy Statement Procedures
Cleanup of Bird Excrement/Amplified Fungal Growth Construction Services Program

1.0 PURPOSE

To establish the minimum requirements for the personnel assigned to construction-related projects to implement when cleaning up bird excrement and similar amplified fungal growth materials at either a building facility or a project site operation.

2.0 SCOPE

This procedure applies in its entirety to all DCPS related projects and operations involving bird excrement unless a variance from its requirements is granted by the Safety and Environmental Unit.

3.0 PROCEDURE

3.1 Planning Requirements

- Prior to the start of the bird excrement removal process, a Task Hazard Analysis (THA), in accordance with EHS 204, Task Hazard Analysis, shall be conducted to determine if other hazards that might not be readily apparent need to be considered during the removal process. This analysis shall identify all physical, biological, radiological, mechanical, electrical, and other hazard potentials. Questions to be considered include:
    - Does high electrical voltage exist in the immediate area?
    - Will equipment in the area pose a point of operation or power transmission hazard?
    - Does a fall hazard exist because of the excrement's location?
    - Is adequate lighting available for the removal activities?
- In accordance with EHS 113 - Personal Protective Equipment, and EHS 204 – Task Hazard Analysis, appropriate PPE shall be identified and worn by all employees conducting this removal operation. Unless otherwise specified by the Site Safety Professional, PPE shall include the following:
    - Air-purifying respirator with P100 filters (See EHS 112 - Respiratory Protection Program for requirements).
    - Full-body disposable coveralls.
    - Rubber boots and gloves.

- All other PPE as appropriate for the work area and identified in the THA.

- All employees involved in the cleaning process shall be made aware of the safety and health hazards and PPE requirements contained in the THA in accordance with EHS 203 – Accident Prevention Program – Requirements for EHS Documentation prior to the start of cleanup activities.
- Other safety and health procedural considerations may be necessary in conjunction with this procedure. These may include confined space entry considerations, lockout/tagout considerations, electrical safety, and/or other specifics included in the final THA document.

3.2 Removal Operations

- Unless other considerations pose a greater health or safety risk, the removal of bird excrement shall be performed as follows:
  - All facility and project areas with bird excrement shall first be wetted with a non-pressurized water hose.
  - Dry excrement removal shall be avoided to prevent airborne dispersal of bacteria/fungi.
  - Soap and water, broom-type brushes, and metal scrapers can be used to facilitate the removal process.
  - A suitable disinfectant (e.g., chlorine bleach) shall be applied to the freshly cleaned areas to minimize bacteria/fungal colonies.
  - After this initial cleaning, a pressure wash can be conducted, if necessary.

3.3 Additional Requirements

In addition to the requirements above, the Project Manager (PM), with the field safety and health staff, shall review client-specific requirements to ensure that all mandated requirements are included in the final hazard analysis process.

All federal, state, and local environmental considerations shall be included in the final hazard analysis. This analysis shall include all predetermined mitigation requirements in force at the time of the excrement removal process.

4.0 REFERENCES

EHS 204 -Task Hazard Analysis
EHS 203 - Accident Prevention Program – Requirements for EHS Documentation

PROCEDURE NO.: EHS 419
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures

Cleanup of Bird Excrement/Amplified Fungal Growth Construction Services Program

EHS 113 - Personal Protective Equipment
EHS 112 - Respiratory Protection

Environmental, Health & Safety Policy Statement Procedures
Ladders Construction Services Program

PROCEDURE NO.: EHS 501
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE
To establish the minimum requirements for DCPS to use, handle, and store ladders.

2.0 SCOPE
This procedure applies in its entirety to all DCPS related projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 PROCEDURE

3.1 Stairways
- All parts of stairways, including the treads and landings, will be free of hazardous projections, such as protruding nails, etc.
- Slippery conditions on stairways will be eliminated.
- Handrails will be 30 to 34 inches above stairway treads and free from protruding nails and splinters.
- The uprights will be not less than 2 inches by 4 inches, spaced not more than 8 feet apart, and properly anchored.
- The rail cross section will be not less than 2 inches by 4 inches or equivalent.
- Railings and toeboards will be installed around stairwells.
- Sufficient illumination on all stairways, providing at least five (5) foot candles of light on the steps, will be maintained.
- All lamps providing stairway illumination will be substantially guarded either mechanically or by location.
- Stairways and landings will be kept clear of debris, loose material, and equipment not in use.
- Stairways, until permanently enclosed, will be guarded on all open sides with stair railings. Open sides of stairway landings, porches, balconies, and similar locations will be guarded with standard railings.
- Before permitting foot traffic, stairways on which treads and/or landings are to be filled in later with concrete or other material will be fitted with secured wooden pieces to cover the entire tread and/or landing area, and supported to prevent undue deflection.
- Temporary treads and/or landings will be replaced when worn below the level of the metal nosing.

- On all structures of two or more floors (20 feet or more) in height, stairways, ladders or ramps must be provided for employees during the construction periods. Stairways must meet the following requirements:
    - Rise height and tread width must be uniform throughout any flight of stairs including any foundation structures used as one or more treads of the stairs.
    - Temporary stairs must have a landing not less than 30 inches in the direction of travel at every 12 feet of vertical rise.
    - Metal landings must be secured in place before filling.
    - Debris and other loose materials will not be allowed on, under, or at approaches and landings to stairways.
    - Slippery conditions on stairways will be eliminated as soon as possible after they occur.
    - Spiral stairways will not be permitted except for special limited usage and secondary access situations where it is not practical to provide a conventional stairway.

3.2 Ladders

3.2.1 General Requirements

The following are minimum requirements for the use and care of ladders by DCPS personnel. Compliance with ANSI A14.1, ANSI A14.3, and applicable state regulations is also required.

- Inspected before use and if defective, removed from use.
- Ladders will be maintained in good condition at all times. Those that are defective in any way will be removed from service and tagged with an “unsafe equipment” tag until made safe for use or destroyed.
- Ladders purchased for use on DCPS sites will be appropriate for industrial applications (Class 1-A). Light-duty household ladders are not acceptable.
- Ladder safety climbing devices may be used in lieu of cage protection on fixed ladders of unbroken length of 20 feet in height.
- Landing platforms are not required in these cases except at regular step-off points. All ladder safety devices will be compatible with the ladders with which they are used.
- Fixed ladders will be installed wherever regular access by ladder is necessary.
- Metal ladders will not be used where potential electrical hazards exist.
- Ladders having metal parts (other than hardware) will not be used where potential electrical hazards exist unless they bear a manufacturer's label that indicates:

  - The ladder complies with ANSI 14.5.
  - It is approved for electrical use.
- Job-made ladders will be constructed in accordance with OSHA 1926.1053.
- All personnel involved in the use of ladders on the project will be instructed in the requirements of this procedure in accordance with EHS 203 - Accident Prevention Program- Requirements for EHS Documentation.

3.2.2 Use of Ladders

- Ladders will be inspected by the user before each use.
- Straight ladders will be tied, blocked, and equipped with safety shoes, or otherwise secured to prevent displacement.
- Straight ladders will be used at an angle of approximately 75 degrees from the horizontal. (This position may be readily established by placing the base of the ladder 1/4 of its working length from the vertical plane of the top support.)
- When working from a ladder, it will be secured at both top and bottom. Three-point contact should be maintained or fall protection used if reaching outside of ladder rails.
- No type of work requiring the use of both hands will be performed on a ladder over 6 feet from the ground or floor unless a safety harness is worn and the safety lanyard is secured to a substantial overhead anchorage point. Note: For General Industry, the height limit is reduced to 4 feet.
- No objects that restrict the use of both hands for climbing will be carried in the climber's hands; use tool lines.
- A ladder will not be placed in front of a door opening toward the ladder unless the door is blocked open, locked, or guarded.
- Ladders must be used only on firm, stable bases. Ladders will not be placed on boxes, barrels, or other unstable bases to form longer sections.
- Ladders will not be spliced together to form longer sections.
- Ladders used to gain access from one level to another will be long enough for the top to extend 3 feet above the landing or suitable grab rails, for safe moving to or from the point of access.
- The platform and top step of ordinary types of stepladders will not be used as steps.
- Stepladders will not be used as straight ladders, and will be used with legs fully extended.
- At no time will a worker stand or sit on the top two rungs of any ladder.

3.2.3 Care of Ladders

- Ladders will be handled with care and not be subjected to unnecessary abuse or misuse.
- Immediate inspection and appropriate maintenance is required of any ladder exposed to fire, subjected to damaging chemicals, involved in a fall or collision, or which has become coated with oil or grease.
- When not in use, ladders will be stored where they are protected from potential damage caused by collision, temperature, moisture, etc.
- Users will return ladders to the proper storage location when the job is completed.
- Ladders will not be painted.

4.0 REFERENCES

EHS 203 - Accident Prevention Program- Requirements for EHS Documentation.

Environmental, Health & Safety Policy Statement Procedures
Scaffolding Construction Services Program

PROCEDURE NO.: EHS 502
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE
To establish the minimum requirements for DCPS work involving the use of scaffolds.

2.0 SCOPE
This procedure applies in its entirety to all DCPS projects and operations unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit.

3.0 DEFINITIONS
Aerial Lift: A vehicle-mounted device used to elevate personnel to job sites above the ground. This includes extendible boom platforms, aerial ladders, articulating boom platforms, vertical towers, and combinations of these devices. It is not necessary that the device be able to rotate around a vertical axis to be classified as an aerial lift.

Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Exposed Power Lines: Electrical power lines that are accessible to employees and are not shielded from contact. Such lines do not include extension cords or power tool cords.

Fabricated Frame Scaffold (tubular welded frame scaffold): A scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers, and intermediate members.

Failure: Load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate yield strength is exceeded.

Large Area Scaffold: A pole scaffold, tube and coupler scaffold, system scaffold, or fabricated frame scaffold erected over substantially the entire work area.

Maximum Intended Load: The total load of all persons, equipment, tools, materials, transmitted loads, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

Scaffold: Any temporary elevated platform (supported or suspended) and it's supporting structure (including points of anchorage), used for supporting employees or materials or both.

System Scaffold: A scaffold consisting of posts with fixed connection points that accept runners, bearers, and diagonals that can be interconnected at predetermined levels.

Tube and Coupler Scaffold: A supported or suspended scaffold consisting of a platform(s) supported by tubing, erected with coupling devices connecting uprights, braces, barriers, and runners.

Walkway: A portion of a scaffold platform used only for access and not as a work level.

4.0 PROCEDURE

4.1 General Requirements

- Each scaffold and scaffold component shall be capable of supporting without failure, its own weight and at least four times the maximum intended load applied or transmitted to it.
- Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.
- Each platform on all working levels of scaffolds must be fully planked or decked. Openings between planks, and between planks and uprights, must not exceed 1 inch unless necessary to fit around obstacles. In such cases, the platform must be decked as fully as possible. Platforms used solely as walkways, or used solely by employees erecting or dismantling scaffolds, may be less than fully decked.
- Except where not possible due to limited space, scaffold platforms and walkways must be at least 18 inches wide. This requirement does not apply to ladder jack scaffolds, top plate bracket scaffolds, roof bracket scaffolds, and pump jack scaffolds, which must be at least 12 inches wide.
- Care shall be taken to secure cantilevered portions of platforms against tipping. The platform shall be designed and installed to support employees and materials without tipping, or access to the cantilevered end shall be blocked.
- Supported scaffolds with a height-to-base-width ratio (including outriggers) of more than 4:1 shall be restrained from tipping by guying, bracing, or equivalent means.
- Supported scaffold poles, legs, posts, frames, and uprights shall bear on base plates and mudsills or other adequate firm foundation.
- Supported scaffold poles, legs, posts, frames, and uprights shall be plumb and braced to prevent swaying and displacement. Scaffolds that are required to be secured to the structure due to height and/or stability requirements shall be adequately secured at the prescribed vertical and horizontal points.

- All scaffolding shall be tagged and must be inspected and approved by the "competent person" daily.

FLAG COLOR	INDICATES:	ADDITIONAL INSTRUCTIONS
RED	Danger-DO NOT USE	Will be used for an incomplete scaffold. Must indicate name of person inspecting and brief description of condition and/or special instructions.
GREEN	SAFE TO USE	At the time of erection, the scaffold was safe (always re-inspect before use).
YELLOW	SPECIAL INSTRUCTIONS	Read before use and comply.

- All tags shall show the date they were placed and the date of inspections, and they must be weather-resistant.

2.2 Scaffold Erection

Prior to any scaffold erection operations, all state and local requirements shall be reviewed. This review shall be completed to ensure that if a scaffold erector is required to be "certified" and/or the scaffold designed and stamped by a Structural Engineer, these pre-requisites are met prior to the actual initiation of work activity. A competent person shall supervise and direct the erection, moving, dismantling and alteration of scaffolds. Experienced and trained personnel must perform such work.

- Prior to each work shift, and after any occurrence that could affect a scaffold's integrity, a competent person shall inspect the scaffold and scaffold components for visible defects.
- Any part of a scaffold that is damaged or weakened shall be immediately repaired or replaced, braced, or removed from service.
- Platforms shall be maintained free of debris.
- Employees may not work on scaffolds covered with snow, ice, or other slippery material except as necessary to remove such materials.
- Employees may not work on scaffolds during storms or high winds unless a competent person has determined that it is safe to do so, and those employees are protected by personal fall-arrest systems or wind screens. NOTE: Windscreens impose additional loads on scaffolds which must be considered.
- Tag lines or other means shall be used to control swinging loads being hoisted onto scaffolds, or near enough to scaffolds where contact could occur.
- Boxes, barrels, and other makeshift devices shall not be used on scaffold platforms to increase the working level height of employees.

- Ladders must not be used on scaffolds except for large area scaffolds when all of the following are met:
- The scaffold is secured against any lateral thrust created by the ladder
- The platform is secured to the scaffold
- All ladder legs are on the same platform or are isolated from unequal platform deflection
- The ladder legs are secured to prevent movement.
- The following clearances must be maintained between scaffolds and electric power lines:

ELECTRICAL LINE CLEARANCE REQUIREMENTS

Insulated Line Voltage	Minimal Distance
Less than 300	3 feet
300 to 50,000	10 feet
More than 50,000	10 feet plus 0.4 inch per each 1Kv over 50Kv
Less than 50,000	10 feet
More than 50,000	10 feet plus 0.4 inch per each 1Kv over 50 Kv

NOTE: Power lines do not include extension cords and electric hand tool power cords.

2.3 Fall Protection

- During erection and dismantling activities the competent person must evaluate the exposures and, when feasible, fall protection will be used.
- Employees working on scaffolds more than 10 feet above a lower level shall be protected from falling to that lower level.
- Each employee on a boatswains' chair, catenary scaffold, float scaffold, needle beam scaffold or ladder jack scaffold must use a personal fall-arrest system.
- Each employee on a single-point or two-point adjustable suspension scaffold must be protected by both a personal fall-arrest system and a guardrail system. The fall-arrest system shall be independently anchored to ensure that the worker(s) would be protected should a total scaffold failure occur.
- Each employee on a crawling board (chicken ladder) must be protected by a personal fall-protection system, a guardrail system, or a ¾-inch-diameter grab line securely fastened beside each crawling board.
- Each employee on a self-contained adjustable scaffold must be protected by a guardrail system when the platform is supported by the frame structure, and by both a personal fall-arrest system and a guardrail system when the platform is supported by ropes.
- Each employee on a walkway within a scaffold must be protected by a guardrail system installed within 9.5 inches of the walkway, along at least one side of the walkway.

- Each employee performing overhand bricklaying operations from a supported scaffold shall be protected by a personal fall-arrest system, or guardrail system on the open sides and ends (except the side facing the work).
- For scaffold types not addressed above, each employee must be protected from falls by use of personal fall arrest systems or guardrail systems.
- The feasibility of providing fall protection systems for employees erecting and dismantling supported scaffolds must be determined by a competent person. Where fall protection systems are feasible and do not create a greater hazard, such systems must be used.
- Personal fall-arrest systems used on scaffolds must be attached by lanyard to a vertical lifeline, horizontal lifeline or scaffold structural member. Fall-arrest systems must also comply with 29 CFR 1926.502(d).

2.4 Guardrails

- Guardrail systems must be installed along all open sides and ends of platforms. Guardrails must be installed before the scaffold is released for use by employees other than erection/dismantling crews.
- The top edge height of toprails must be between 36 and 45 inches above the platform surface. Midrails, where used, shall be installed approximately midway between the toprail and the scaffold platform. Where screens or mesh are used, it shall extend from the toprail to the platform along the entire opening between uprights.
- Toprails on single-point adjustable suspension scaffolds or two-point adjustable suspension scaffolds shall resist, without failure, a force of 100 pounds in a downward or horizontal direction applied at any point. Midrails and other guardrail system components on these scaffolds shall resist, without failure, a force of 75 pounds in a downward or horizontal direction applied at any point.
- Toprails on other scaffold types shall withstand without failure, a force of 200 pounds in a downward or horizontal direction applied at any point. Midrails and other guardrail system components on these scaffolds shall resist, without failure, a force of 150 pounds in a downward or horizontal direction applied at any point.
- Guardrails shall be treated to prevent injury to employees from punctures and lacerations, and to prevent snagging of clothing.
- Crossbracing may be used in place of a toprail when the crossing point is between 38 and 48 inches above the work platform, or as a midrail when the crossing point is between 20 and 30 inches above the work platform. The crossbrace end points at each upright shall be no more than 48 inches apart.

2.5 Protection From Falling Objects

- In addition to wearing hardhats, each employee on a scaffold shall be provided with protection from falling hand tools, debris, and other small objects by the use of toeboards, screens, nets, catch platforms or canopies.
- When the falling objects are large, they shall be placed away from the edge of the surface from which they could fall, and shall be secured to prevent falling.
- Where objects can fall from scaffolds onto employees below, the area below the scaffold shall be barricaded and access prohibited, or toeboards shall be erected along the edge of all platforms more than 10 feet above the lower surface.
- If objects are piled over the top of the toeboard, the space between the toeboard and toprail shall be paneled or screened.
- Toeboards when used shall be at least 3.5 inches high, and shall withstand without failure a force of 50 pounds applied in a downward or horizontal direction at any point. Spacing between the toeboard and working surface must not exceed ¼-inch.

2.6 Stilts

When stilts are used, the following requirements must be observed:

- Stilts may only be used on large area scaffolds.
- When stilts are used on large area scaffolds with guardrail systems, the guardrail system shall be increased in height by an amount equal to the height of the stilts being used.
- Surfaces on which stilts are used shall be flat and free of pits, holes and obstructions, such as debris, as well as other tripping and falling hazards.
- Stilts must be properly maintained. Any alteration of the equipment must be approved by the manufacturer.

2.7 Aerial Lifts

- Lift controls on extensible and articulating boom platforms shall be clearly identified as to function and tested each day to verify safe working condition. An overall visual inspection shall be completed to ensure cracked welds and/or structural damage does not exist. Defective equipment shall be reported to the supervisor and not used until repairs are completed.
- Aerial lifts shall be operated only by authorized persons.
- Employees must use harnesses and lanyards attached to the boom or basket when working from an aerial lift. Employees working from aerial lifts shall not tie off belts or harnesses to adjacent poles, structures, or equipment.

- Employees working in baskets shall always stand on the floor of the basket and may not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- The manufacturer's boom and basket load limits must not be exceeded.
- Brakes on aerial lifts shall be set when in use. When outriggers are used they must be placed on pads or on solid surfaces. When using aerial lifts on inclined surfaces, wheel chocks shall be used if they can be safely installed.
- Aerial lift trucks shall not be moved with employees in an elevated basket unless the equipment is specifically designed for this operation.
- Aerial lifts primarily designed as personnel carriers shall have both platform (upper) and lower controls. Upper controls shall be within easy reach of the operator. Lower controls shall override the upper controls. All controls shall be plainly marked to identify their function.
- Lower level controls shall not be operated without permission from the employee(s) in the lift except in case of emergency.
- Before moving an aerial lift for travel, the boom must be properly cradled and the outriggers stowed.
- Aerial ladders on ladder trucks and tower trucks shall be secured in the lower traveling position by the locking device on top of the truck cab, and the manually operated device at the base of the ladder before the truck is moved for highway travel.

2.8 Training Requirements

- Each employee who performs work on a scaffold must be trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used, and to understand the procedures to control those hazards. The training shall include the following areas:
    - the nature of any electrical hazards, fall hazards, and falling object hazards in the area;
    - the correct procedures to control electrical hazards;
    - the correct procedures to erect, maintain, and dismantle fall-protection systems and falling object protection systems being used;
    - the proper use of the scaffold;
    - the proper handling of materials on scaffolds;
    - the maximum intended load and the load-carrying capacities of the scaffold being used.
- Each employee involved in erecting, disassembling, moving, operating, repairing, maintaining or inspecting a scaffold must be trained by a person qualified in the subject

matter to recognize the hazards associated with the type of scaffold being used, and to understand the procedures to control those hazards.

- The training shall include the following areas:
  - the nature of scaffold hazards
  - the correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold(s) in use;
  - the design criteria, maximum intended load-carrying capacity and intended use of the scaffold;
- Employees must be retrained in the following circumstances:
  - where changes at the worksite present hazards not previously covered by training; or
  - where inadequacies in the employee's performance have been recognized.

5.0 REFERENCES

None

PROCEDURE NO.: EHS 503
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Machine Guarding

1.0 PURPOSE

Machine guarding practices will meet the following requirements. This pertains to all equipment located 7 feet or less from the floor.

2.0 GENERAL REQUIREMENTS

Typically, moving parts (e.g., rotating parts) require machine guards to prevent employee injury. Guards will be firmly fixed or secured, with no more than ½-inch-diameter openings. If work equipment does not have the proper machine guards installed, it shall be removed from service, and locked out/tagged out until the proper guard is installed. Guards will conform to the following requirements:

- Under no circumstances shall employees remove manufacturer-installed guards (except during maintenance procedures), or use in a manner not consistent with the manufacturer's directions.
- When guarding is provided by two hand-control devices, the devices shall be constructed to prevent tie-down of either of the two, or to prevent bridging (i.e., using something else such as a pipe to hold down both control devices simultaneously with one hand).
- Employees shall not place any part of their body under any vehicle or equipment that is solely supported by a jack, overhead hoist, chain fall or other temporary supporting means. Safety stands, blocks or other support system capable of holding the total imposed weight shall be used.
- Under no circumstances shall deadman switches be bypassed (e.g., taped down as in the case of abrasive blast guns).

Auto-Starting Equipment: Some process equipment starts automatically in response to control system inputs of system sensors. Since inadvertent startup can present special worker hazards, all auto-starting equipment will be identified, and a label affixed to each reading:

CAUTION
EQUIPMENT MAY START WITHOUT WARNING
DE-ENERGIZE BEFORE SERVICING

PROCEDURE NO.: EHS 504
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Woodworking & Metalworking Machines Environmental Practices

1.0 PURPOSE

All non-portable (fixed) woodworking and metalworking machines shall be used in accordance with the following requirements.

2.0 WOODWORKING MACHINES

2.1 General Requirements

- Always wear safety glasses or goggles (and also a faceshield if the impact hazard is high).
- Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.
- Use gloves to protect hands from splinters when handling wood but do not wear them near rotating blades and other machinery parts where the gloves can catch.
- Make sure all machine guards are in position, are in good working condition, and guard the machine adequately before operating any equipment or machine. Check and adjust all other safety devices.
- Make sure the equipment is properly grounded before use.
- Check that keys and adjusting wrenches are removed from the machine before turning on the power.
- Inspect stock for nails or other materials before cutting, planning, routing or carrying out similar activities.
- Make sure that all machines have start and stop buttons within easy and convenient reach of an operator. Start buttons should be protected so that accidental contact will not start the machine. A collar around the button 1/8 to 1/4 inch above the button is recommended.
- Ensure that all cutting tools and blades are clean, sharp, and in good working order so that they will cut freely and will not be forced.
- Turn the power off and unplug the power cord (or lock out the power source) before inspecting, changing, cleaning, adjusting or repairing a blade or a machine. Also turn the power off when discussing the work.
- Keep hands out of the line of the cutting blade. Push sticks or push blocks should be used when operating standard woodworking machinery, including table saws, band saws, radial arm saws, jointer/planers and shapers. These sticks protect the hand while allowing good control of the stock as it is pushed through the cutting head or blade.

Push blocks for jointer/planers should be constructed for two-handed positioning. Push blocks should:

- Be rigid
- Enable the operator to protect both hands
- Allow the operator to exert a firm and steady pressure on the work piece.

- Clamp down and secure all work pieces when drilling or milling.
- Use good lighting so that the work piece, cutting blades, and machine controls can be seen clearly. Position or shade lighting sources so they do not shine in the operator's eyes or cause any glare and reflections.
- Ensure that the floor space around the equipment is sufficient to enable you to machine the size of work piece being processed safely without bumping into other workers or equipment.
- Woodworking machines should be fitted with efficient and well-maintained local exhaust ventilation systems to remove sawdust or chips that are produced.
- Electric power cords should be above head level or in the floor in such a way that they are not tripping hazards.
- Keep work area free of clutter, clean, well swept, and well lit. Spills should be cleaned up immediately. Floor areas should be level and non-slip. Good housekeeping practices and workplace design will reduce the number of injuries and accidents from slips, trips, and falls.
- Do not wear loose clothing, work gloves, neckties, rings, bracelets or other jewelry that can become entangled with moving parts.
- Avoid awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool or blade.
- Do not remove sawdust or cuttings from the cutting head by hand. Use a stick or brush, and only when the machine has stopped moving.
- Do not use compressed air to remove sawdust, turnings, etc. from machines or clothing.
- Do not leave machines running unattended (unless they are designed and intended to be operated while unattended). Do not leave a machine until the power off is turned off and the machine comes to a complete stop.
- Do not try to free a stalled blade before turning the power off.
- Do not distract or startle an operator while he or she is using woodworking equipment.
- Do not operate electric tools near flammable liquids or in gaseous or explosive atmospheres. Sparks may ignite fumes.
- Do not use electric tools in damp or wet locations.

- Horseplay should be prohibited. It can lead to injuries.

2.2 Band Saws

- Wear safety glasses.
- Make sure all guards are in place and properly adjusted. Ensure all band wheels are enclosed.
- Adjust blade guard height to about 1/8 inch above the top of the material being cut.
- Ensure the blade is tracking correctly and runs freely in and against the upper and lower guide rollers.
- Ensure the blade is under proper tension. A band saw equipped with automatic tension control is desirable.
- Use band saw blades that are sharp, properly set and otherwise suitable for the job (e.g., the right tooth pitch; tooth form; blade width).
- Hold stock firmly and flat on the table to prevent the stock from turning and drawing your fingers against the blade. Keep hands braced against the table.
- Use a push stick when you remove cut pieces from between the fence and saw blade or when your hands are close to the blade. Keep your hands on either side of the blade - not in line with the cutting line and the blade.
- Make release (relief) cuts before tight curves when doing intricate scroll-type work.
- Keep the floor around a band saw clean and free of obstructions or clutter.
- Keep the machine properly oiled and serviced.
- Ensure adequate lighting at the machine table to see the work.
- Do not use excessive force when pushing the wood past the blade.
- Do not back the stock away from the blade while the saw is in motion if the work piece binds or pinches on the blade.
- Do not stop a band saw by thrusting stock against the cutting edge or the side of a blade immediately after the power has been shut off.
- Do not remove sawdust or cuttings from the table by hand or with compressed air. Use a stick or brush.
- Do not leave a saw running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.

2.3 Jointers and Planers

- Wear safety glasses.

- Allow only experienced and trained personnel to operate jointers and planers.
- Use only sharp, balanced and joined knives.
- Replace old square cutting heads with round heads as they are much safer.
- Ensure start and stop buttons are within easy and convenient reach of the operator.
- Make sure the swing guard pushes beside the stock as it passes over the cutting heads and returns against the fence after the stock is removed.
- Remove from the table all wrenches and tools used in the setup.
- Provide a minimum clearance of at least 3 feet more than the length of the longest stock being worked.
- Construct hold-down push blocks to do beveling and surface operations.
- Use hold-down (double-handed) push blocks. These keep hands well away from the cutting head.
- Maintain an adequate amount of downward and forward force with push blocks as the knife blades on a revolving cutting head can take the stock from an operator's hands.
- Do not leave the machine running unattended. Shut off the power and make sure that the cutting head has stopped revolving.
- Do not make cuts deeper than 1/16 inch in one pass.
- Do not join (edge) stock of pieces less than 12 inches long, ¾ inch wide and less than ¼ inch thick.
- Do not surface stock less than 12 inches long, ¾ inch wide or more than 6 inches wide or less than 5/8 inch thick.
- Do not pass hands over the cutters.
- Do not remove dust or particles of wood from a table by hand or with compressed air. Use a stick or brush.

2.4 Mitre Saws

- Wear safety glasses.
- Attach the saw firmly on a workbench or other rigid frame and operate saw at waist height. The saw can also be taken to remote locations by mounting it on a piece of plywood ½ inch or thicker. This must be clamped to a waist-high work surface on the job site with large "C" clamps.
- Keep one hand on the trigger switch and handle and use the other hand to hold the stock against the fence.
- Keep hands out of the path of the blade.

- Keep guards in place and in working order.
- Remove adjusting keys and wrenches.
- Use a crosscut or combination blade.
- Ensure that the blade rotates in the correct direction.
- Ensure that the blade and arbor collars are secure and clean. Recessed sides of collars should be against the blade.
- Keep blade tight, clean, sharp and properly set so that it cuts freely and easily.
- Allow motor to reach full speed before cutting.
- Follow instructions for lubricating and changing accessories.
- Keep the work area clean. Cluttered areas and benches invite accidents.
- Keep the work area well lit.
- Reduce the risk of unintentional startup. Make sure saw switch is in OFF position before plugging in.
- Unplug tools before servicing and when not in use.
- Check for damage. Repair or replace damaged parts.
- Keep motor air slots clean and free of chips.
- Do not operate the saw on the ground.
- Do not cut pieces smaller than 8 inches in length.
- Do not cut "freehand." The stock should lie solidly on the table against the fence.
- Do not reach around or behind the saw blade.
- Do not take your hand away from the trigger switch and handle until the blade is fully covered by the lower blade guard.
- Do not overreach. Keep proper footing and balance at all times.
- Do not force the saw. The saw cuts better and more safely at the rate for which it was designed.
- Do not leave the saw until it has stopped completely. Turn the power off and unplug the saw.

2.5 Radial Arm Saws

- Wear safety glasses.
- Feed stock against the direction of the blade (the blade should move downward when viewed by the operator).

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- Only use saw blades rated at or above the speed of the saw arbour (an arbour is the attachment from motor to blade).
- Use only the accessories designed for that specific saw and application.
- Ensure the guard consists of two parts:
- Upper hood type that covers arbour
- Lower guard that rides on the stock, adjusting automatically to the thickness being cut.
- Stand on the handle side when cross cutting. Pull the cutting head with the hand nearest the handle and maneuver the stock with the other hand.
- Make sure the hand holding the stock is never in line with the blade.
- Return the cutting head completely to the back of the saw table after each cut. The saw should be designed so that the blade will not move forward under its own weight or if the machine is vibrating.
- When ripping, make sure that the overall length of the saw table (both infeed and outfeed) is twice the length of the longest pieces of lumber.
- When ripping, make sure that the stock is fed against the direction of the blade (from the side where the saw blade rotates upward toward the operator). The blade should extend slightly into the table. The motor head must be locked at the correct height and angle.
- Clamp stock to the table on one side of the saw blade, when making mitre, bevel or compound mitre cuts. Clamping prevents the wood from sliding along the fence during the cut.
- Turn off the saw when making any adjustments or changes in the setup.
- Make measurements by placing the wood to be cut against the stop gauge. When measuring with a tape measure or ruler is necessary, turn off the saw until the measuring is complete.
- Do not use radial arm saws for ripping unless the spreader (riving knife) and anti-kickback devices are provided and properly adjusted.
- Do not take your hand away from the operating handle unless the cutting head is behind the fence.
- Do not remove the stock from a saw table until the blade has been returned to its "resting" position at the back of the saw table. Use a stick or brush to remove scrap from the saw table.
- Do not cut "freehand." Use the back guide or fence, or other device to keep the work piece from moving.
- Do not use cracked or dull blades.

- Do not leave a running saw unattended - leave only after the saw has been turned off and it has come to a complete stop.

2.6 Sanders

- Wear safety glasses.
- Keep hands away from the abrasive surface.
- Hold small or thin pieces of stock in a jig or holding device to prevent injuries to the fingers or hands.
- Inspect abrasive belts before using them. Replace belts worn, frayed, or excessively worn in spots.
- Sand on the downward side of a disc sander so that the wood is driven onto the table by the machine's rotation.
- Enclose all drums, disk or belt sanding machines with an exhaust dust hood that covers all portions of the machine but the portion designed for the work feed.
- Adjust work rests on all manually fed sanders to provide minimum clearance between the belt and the rest. The work rest should be secured properly.
- Install abrasive belts that are the same width as the pulley drum.
- Adjust abrasive belt tension to keep the belt running the same speed as pulley-drum when the wood is in contact with the belt.
- Guard feed rollers to allow boards to pass, but keep operators' fingers and arms out.
- Install guards to prevent contacts at:
    - In-running nip points
    - Power transmission
    - Feed roll parts
    - The unused portion of the abrasion belt on the operator's side of the machine.
- Do not sand small or thin hand-held work pieces.
- Do not wear loose clothing or jewelry while using revolving power tools. Tie back long hair or wear appropriate hair protection. These measures will prevent hair, clothing, or jewelry (like dangling neck chains) from being caught and pulled by sander belts and pulleys that are in motion.
- Do not operate sanders without the exhaust system operating.
- Do not operate sanders unless adequately guarded.
- Do not operate sanders unless the work rest is properly adjusted.

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2.7 Shapers

- Wear safety glasses.
- Use the cutter (and spindle speed/RPM) suited for the job. Use sharp cutters only and keep them clean.
- Remove all wrenches and tools used in the set up from the table.
- Check moving parts of the shaper periodically, such as belts and pulleys, for signs of wear; also check the spindle for burrs or for excessive runout.
- Make sure all guards are in proper position.
- Before operating, check that the spindle is square with the shaper table; that the spindle top and knives are correctly adjusted and securely fastened; and that the spindle is free before turning on the power.
- Use jig fixtures, holders, and hold-down push blocks. Fasten the work securely in a jig. When a table guide pin is used, make sure it is adjusted and will not slip.
- Cut with the grain rather than against it.
- Remove all other blades when one blade is removed from the shaper spindle. This will prevent the other blades from being hurled from the spindle if the machine is started.
- Turn off power, lock out a machine when doing set-ups or any other operation on or about the spindle.
- Shape only one piece of stock at a time.
- Use extra care in machining stock that contains cross grains or knots. These may pull the operator's hands into the knives or may cause kickbacks.
- Shape stock only if longer than 10 inches.
- Support long pieces of wood with extension tables or roller supports.
- Do not leave a shaper machine running. Make sure that the power is shut off and that the cutter head has stopped revolving before leaving the area.
- Do not rest your hands near the edge of the stock being cut.
- Do not tamper with the guards or make them inoperative in any way.
- Do not back up the stock (check to see that the direction of rotation is as expected). Always feed against rotation of the cutter.
- Do not make deep cuts or feed the stock too rapidly.
- Do not distract or startle an operator during a shaping operation.
- Do not remove saw dust or cuttings around knives by hand or with compressed air. Use a stick or brush.

- Do not clear the table while the cutter is rotating.
- Do not accumulate stock or finished work on the table.
- Do not stand in line with the stock being fed.

2.8 Table Saws

- Wear safety glasses.
- Pay particular attention to the manufacturer's instructions on reducing the risk of kickback (when the wood can be violently thrown back toward the operator).
- Choose proper blades for the type of work being done.
- Keep blades clean, sharp, and properly set so that they will cut freely without having to force the work piece against the blade.
- Use the guards provided with the saw or ones designed for use with the saw that you are using. Keep them in place and in good working condition.
- Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted. The blade height should be set so it does not extend more than about 1/8 inch above the height of the piece being cut.
- Ensure that the fence is locked in position after the desired width has been set.
- Hold the work piece firmly down on the table and against the fence when pushing the wood through.
- Ensure that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces. If an assistant is at the back (outfeed) end of the saw, an extension table should be in place so the back edge is about 4 feet from the saw blade. The assistant should wait for the work piece to reach the edge of the extension table and should not reach toward the saw blade.
- Feed stock into the blade against the direction of its rotation.
- Move the rip fence out of the way when cross cutting. Never use it as a cut-off gauge.
- Use a push stick when ripping narrow or short stock (e.g., when the fence is set less than about 6 inches from the blade; when the piece is less than 12 inches long or when the last 12-inch section of a longer piece is being cut). Refer to ripping applications in the manufacturer's instruction manual. See “Woodworking Machines - Push Sticks” for more information on push stick design.
- Keep hands out of the line of a saw blade.
- Use guard with a spreader (riving knife) and anti-kickback fingers for all ripping or cross cutting operations.

- Keep the body and face to one side of the saw blade out of the line of a possible kickback.
- Provide adequate support to the rear and sides of a saw table for wide or long stock.
- Be careful when waxing, cleaning, or servicing the table. Shut off and unplug (or lock out) a saw before doing any work on the saw.
- Keep area clean and clutter-free. Operate machines in a non-congested, well-lit area.
- Use the proper sawdust exhaust systems as required by operation.
- Do not reach around and over moving blades.
- Do not feed the work piece faster than the saw can accept.
- Do not leave a saw running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.

2.9 Wood Turning Lathes

- Wear safety glasses and face shield to protect yourself from flying chips.
- Work in well-lighted area.
- Before the lathe is turned on, ensure that all clamps and fittings are secure and that the work piece is free to turn.
- Use stock free of defects.
- Hold tools firmly with both hands and against the tool rest.
- Hold the stock securely on the faceplate or between the centers.
- Use only furnished or approved tools.
- Use sharp, well-maintained chisels and gouges.
- Select a speed that is appropriate for the job. Operate the lathe at a low speed and use a moderate cut depth to prevent splinters from flying out during roughing operations. The actual speed of the lathe depends on type of wood, diameter of stock, nature of work being done, and type of tool used.
- Adjust tool rests so that they are parallel and as close as possible to the stock. They should also be set high enough so that tools will cut into the wood slightly above the center of the work being turned.
- Remove the tool rest when sanding or polishing.
- Hold the sandpaper in your fingers and press lightly against a small area at the top of the rotating shaft when hard sanding. This method will keep the sandpaper from catching and pulling your hand around the stock.

- To make a faceplate turning, the one hand steadies the tip of the chisel, which holds the edge against the tool rest while the other hand guides the tool. Keep the tip of the chisel held higher than the handle.
- Do not wear gloves, loose clothing, rings or jewelry around the neck that can hang outside one's clothing. Clothing should be comfortable but not so loose that it can catch on the machine or get entangled with any rotating parts or the wood being turned; shirts should be tucked in and long hair tied back.
- Do not leave a running lathe unattended - leave only after the lathe has been turned off and it has come to a complete stop.
- Do not use makeshift tools.
- Do not use stock containing checks, splits, cracks, or knots.

3.0 METALWORKING MACHINES

3.1 General Requirements

- Always wear safety glasses or goggles (also a faceshield if the impact hazard is high.
- Check and adjust all safety devices before each job.
- Ensure that the guards are in position and in good working condition before operating.
- Ensure that all stationary equipment is anchored securely to the floor.
- Ensure all machines have a start/stop button within easy reach of the operator.
- Each machine should have only one operator at one time. However, everyone should know how to stop the machine in an emergency.
- Ensure that keys and adjusting wrenches have been removed from the machine before turning on the power. Provide a convenient tool rack.
- Ensure that all cutting tools and blades are clean and sharp. They should be able to cut freely without being forced.
- Stop the machine before measuring, cleaning or making any adjustments.
- Use a vacuum, brush or rake to remove cuttings. Do not handle cuttings by hand because they are very sharp.
- Keep hands away from the cutting head and all moving parts.
- Avoid awkward operations and hand positions. A sudden slip could cause the hand to move into the cutting tool or blade.
- Return all portable tooling to their proper storage place after use.
- Clean all tools after use.

- Keep work area clean, well swept, and well lit. Floors should be level and have a non-slip surface.
- Ensure there is enough room around the machine to do the job safely.
- Understand that the health and fire hazards can vary from material to material. Make sure all appropriate precautions are taken.
- Do not distract an operator. Horseplay can lead to injuries and should be strictly prohibited.
- Do not wear loose clothing, gloves, neckties, rings, bracelets or other jewelry that can become entangled in moving parts. Confine long hair.
- Do not remove cuttings by hand. Wait until the machine has stopped running to clear cuttings with a vacuum, brush or rake.
- Do not leave machines running unattended. Turn power off.
- Do not free a stalled cutter without turning the power off first.
- Do not clean hands with cutting fluids.
- Do not use rags near moving parts of machines.
- Do not use compressed air to blow debris from machines or to clean dirt from clothes.
- Do not operate electric tools near flammable liquids or in gaseous or explosive atmospheres. Sparks may ignite fumes.
- Do not use electric tools in damp or wet locations.

3.2 Drill Presses

- Wear safety glasses.
- Ensure that the drill press has a start/stop button within easy reach of the operator.
- Use a vacuum, brush or rake to remove cuttings.
- Remove burrs and chips from a drilled hole. When making deep holes, clean out the hole frequently.
- Use a clamp or drill vise to prevent work from spinning.
- Lubricate drill bit when drilling metal.
- Reduce the drilling pressure when the drill begins to break through the work piece. This action prevents drill from pulling into the work and breaking.
- Keep drill bits clean and sharp. Dull drills are a common cause of breakage.
- Keep floor around the drill press free of oil and grease.
- Keep the working surface clean of scraps, tools and materials.

- Keep guards in place and in good working order.
- Refer to portable hand drills for additional information.
- Do not wear any loose clothing or ties. Roll sleeves above the elbow to prevent them from being caught in revolving parts. Confine long hair.
- Do not wear gloves, rings, watches, or bracelets while working with a drill press.
- Do not set speeds, adjust, or measure work until machine is completely stopped.
- Do not leave chuck key in drill chuck. Make adjustments and remove key immediately.
- Do not hold work by hand when drilling holes larger than 1/2 inch in diameter.
- Do not place hands under the stock being drilled.
- Do not stop rotation of chuck and spindle with your hand.
- Do not remove a broken drill with a center punch and hammer.
- Do not leave the drill press running unattended.

3.3 Planers

- Wear safety glasses.
- Ensure that planer has a start/stop button within easy reach of the operator.
- Use a vacuum, brush or rake to remove cuttings only after the machine has stopped moving.
- Ensure that all guards are in place and in good working condition.
- Ensure that stop pegs are in place on planer table.
- Secure safety dogs at proper locations.
- Ensure that there is ample clearance between work and planer frame.
- Secure tool holder, tool and crossrail in their proper places.
- Ensure that the feed rod and its attachment are in good working order.
- Ensure that power is on when using a magnetic clutch.
- Use proper cutting tools.
- Keep machine properly oiled.
- Keep floor around planers free of oil and grease.
- Keep working surface clean of scraps, tools and material.
- Use lifting equipment to move work to or from planers.
- Do not wear gloves, rings, watches or loose clothing. Tie back long hair.

- Do not make adjustments or measurements while planer is in motion.
- Do not leave planer unattended while it is running.

3.4 Surface Grinders

- Wear safety glasses and face shield to protect yourself from flying chips.
- Ensure that the grinder has a start/stop button within easy reach of the operator.
- Check the grinding wheel before mounting it. Make sure it is properly maintained and in good working order.
- Follow the manufacturer's instructions for mounting grinding wheels.
- Keep face of the wheel evenly dressed.
- Ensure that the wheel guard covers at least one half of the grinding wheel.
- File off any burrs on the surface of work that is placed on the magnetic chuck.
- Clean the magnetic chuck with a cloth and then wipe with the palm of your hand.
- Place a piece of paper slightly larger than work piece in the center of chuck.
- Position work on the paper and turn on the power to the magnetic chuck.
- Check that the magnetic chuck has been turned on by trying to remove work from the chuck.
- Check that the wheel clears the work before starting the grinder.
- Run a new grinding wheel for about one minute before engaging the wheel into the work.
- Stand to one side of the wheel before starting the grinder.
- Turn off coolant before stopping the wheel to avoid creating an out-of-balance condition.
- Keep the working surface clear of scraps, tools and materials.
- Keep the floor around the grinder clean and free of oil and grease.
- Do not run a grinding wheel faster than the speed recommended on the wheel.
- Do not clean the magnetic chuck or mount or remove work until the wheel has completely stopped.
- Do not grind material for which wheel is not designed.
- Do not grind without proper ventilation.
- Do not start the machine until the wheel guard is in place.
- Do not stand directly in front of a grinding wheel when starting a grinder.
- Do not apply work too quickly to a cold wheel or disk.

- Do not jam work into the wheel.
- Do not reach above or around a moving wheel.

4.0 ABRASIVE WHEELS

4.1 Handling and Storage

- Abrasive wheels shall be stored in a manner to prevent damage.
- Abrasive wheels shall be issued on a first-in, first-out method (older ones issued first).

4.2 Inspection

- Abrasive wheels shall be inspected for damage at the time of unpacking. Damaged wheels **WILL NOT** be used.
- Vitrified or silicate wheels over 4 inches in diameter shall be given a ring test prior to use as follows:
    - Obtain a non-metallic tool (e.g., the head of a screwdriver) for tapping.
    - Wheels must be dry and free of dust.
    - Tap wheels about 45 degrees each side of the vertical centerline and about 1 to 2 inches in from the edge. Rotate 45 degrees and tap again.
    - An undamaged wheel will give a clear metallic tone. If cracked there will be a dead sound, not a clear ring.

4.3 Guarding

- All abrasive wheels shall be guarded, except as follows:
    - Wheels used for enclosed grinding while in use.
    - Mounted wheels not more than 2 inches in diameter.
    - Plug and cones that are not more than 3 inches in diameter or 5 inches in length.
    - A straight wheel not more than 3 inches in diameter and ¼ inch thick, and for which safety glasses and a faceshield are used when working.
- Guards will not be removed from the equipment, unless being repaired, or required to replace the wheel.
- Under no circumstances will equipment from which guards have been removed be used.

- Guards on portable grinders shall be placed so the guard is between the worker and the wheel during use.
- Screens or other devices shall be used to protect other personnel from flying particulates when necessary.
- The guard on bench or floor abrasive wheels (i.e., tongue guard) shall be adjusted not to exceed ¼ inch as the wheel gets smaller from use.
- Purchase specifications for new grinders shall require the installation of the appropriate guards prior to delivery.
- Flanges shall be inspected before use of the equipment. If any flange is worn or damaged, the equipment shall not be used until the flange has been repaired or replaced.
- Abrasive wheels shall be mounted only on equipment in accordance with the manufacturers' directions.
- Only one abrasive wheel shall be mounted at a time, unless the equipment is specifically manufactured to allow for more than one wheel.

4.4 Operating Provisions

- Speed adjustments of grinders with vari-speed controls shall be performed only by an employee trained in accordance with this section.
- A cracked, misshapen or broken wheel shall not be used.
- If a wheel breaks, an investigation shall be performed by the supervisor to determine the cause of the wheel breakage, and to implement procedures to prevent recurrence.
- After a new wheel is mounted, the equipment shall be run with the guard in place for at least one minute before applying to work. Do not stand in front or to the side during the test.
- Side grinding shall be performed only using wheels specifically manufactured for that purpose.
- Any defective equipment shall be reported to the supervisor/foreman.
- Grinders shall be maintained in a condition that does not create a hazard to employees.

5.0 REFERENCES

EHS 109 – Hearing Conservation Program
EHS 113 – Personal Protective Equipment (PPE)
EHS 119 – Lock out and Tag Out Program
EHS 503 – Machine Guarding

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Powered Hand Tools Environmental Practices

1.0 PURPOSE

All power-operated hand tools and equipment shall be used, handled and stored in accordance with the following requirements.

2.0 GENERAL REQUIREMENTS

2.1 Selection and Use

- Select tools that can be used without bending the wrist. Hand tools should allow the operator to grasp, hold, and use the tool with the wrist held straight.
- Select the tool with the workplace layout and job design in mind. Sometimes a tool is correct for one operation and incorrect for another.
- Use the right tool for the job. Ensure it is the right size and has sufficient power to do the job safely. When there is a choice, select a tool of a low weight.
- Select low-vibrating tools, or choose tools with vibration-absorbing handles, like those covered with cork, rubber, plastic or plastic bonded to steel, to reduce hand-arm vibration.
- Choose hand tools that have the center of gravity within or close to the handle.
- Select tools with rounded and smooth handles that you can grip easily.
- If they are available, choose hand tools with double handles to permit easier holding and better manipulation of the tool.
- Select tools with a trigger strip, rather than a trigger button. This strip will allow you to exert more force over a greater area of the hand that, in turn, will reduce muscle fatigue.
- Ensure that the trigger works easily to reduce the effort needed to operate it.
- Ensure that your tool is well maintained and in good repair.
- Frequently used tools that weigh more than 1 pound should be counter-balanced.
- Hold the tool close to the body. Do not overreach.
- Keep good balance and proper footing at all times. This will help operators to control the tool better, especially in response to unexpected situations.
- Rest your hands by putting the tool down when you are not using it.
- Reduce power to the lowest setting that can complete the job safely. This action reduces tool vibration at the source.
- Ensure that cutting tools, drill bits, etc., are kept sharp, clean, and well maintained.

- Do not wear gloves, loose clothing or jewelry while using revolving power tools. Tie back long hair or wear appropriate hair protection to prevent hair from getting caught in moving parts of equipment (see Equipment Safety Card or manufacturer's operating manual for recommended PPE and/or safety issues/concerns).
- Do not use a tool unless you have been trained to use it safely and know its limitations and hazards.

2.2 Storage and Handling

- All tools shall be stored in a manner to prevent damage and injury. Store tools in a dry, secure location when they are not being used.
- Tools shall be properly put away after use.
- Sharp or pointed tools shall be handled only if the sharp/pointed edge is covered, carried in a tool box or other device designed for that purpose, or the sharp/pointed edge is pointed downward, away from the body.

3.0 ELECTRIC TOOLS

All electrical tools and equipment must be operated in accordance with the requirements of EHS 121 – Electrical Safety Program.

3.1 Inspection

- Inspect tools for any damage prior to each use.
- Ensure that the power tool has the correct guard, shield or other attachment that the manufacturer recommends.
- Ensure that the tools are properly grounded using a three-prong plug, are double-insulated (and are labeled as such), or are powered by a low-voltage isolation transformer: this will protect users from an electrical shock.
- Check electric tools to ensure that a tool with a 3-prong plug has an approved 3-wire cord and is grounded. The three-prong plug should be plugged in a properly grounded 3-pole outlet. If an adapter must be used to accommodate a two-hole receptacle, the adapter wire must be attached to a known, functioning ground. Never remove the third, grounding prong from a plug.
- Check the handle and body casing of the tool for cracks or other damage.
- If the tool has auxiliary or double handles, check to see that they installed securely.
- Inspect cords for defects: check the power cord for cracking, fraying, and other signs of wear or faults in the cord insulation.

- Check for damaged switches and ones with faulty trigger locks.
- Inspect the plug for cracks and for missing, loose or faulty prongs.
- If a tool is defective, remove it from service, and tag it clearly "Out of service for repair". Replace damaged equipment immediately - do not use defective tools "temporarily". **DO NOT ATTEMPT FIELD REPAIRS**.

3.2 Battery Powered Tools

- Use only the kind of battery that the tool manufacturer specifies for the battery-powered tool that you are using.
- Recharge a battery-powered tool only with a charger that is specifically intended for the battery in that tool.
- Remove the battery from the tool or ensure that the tool is switched off or locked off before changing accessories, making adjustments, or storing the tool.
- Store a battery pack safely so that no metal parts, nails, screws, wrenches and so on can come in contact with the battery terminals; this could result in shorting the battery and possibly cause sparks, fires or burns.

3.3 Using Electric Tools

- Switch off the tools before connecting them to a power supply.
- If a power cord feels more than comfortably warm or if a tool is sparking excessively, have it checked by an electrician or other qualified person.
- Disconnect the power supply before making adjustments or changing accessories.
- Remove any wrenches and adjusting tools before turning on a tool.
- Inspect the cord for fraying or damage before each use. Tag defective tools clearly with an "Out of service" tag and replace immediately with a tool in good running order.
- During use, keep power cords clear of tools and the path that the tool will take.
- Use clamps, a vice or other devices to hold and support the piece being worked on, when practical to do so. This will allow you to use both hands for better control of the tool and will help prevent injuries if a tool jams or binds in a work piece.
- Use only approved extension cords that have the proper wire size for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating.
- For outdoor work, use outdoor extension cords marked "W-A" or "W".

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- Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.
- Eliminate octopus connections: if more than one receptacle plug is needed, use a power bar or power distribution strip that has an integral power cord and a built-in overcurrent protection.
- Pull the plug, not the cord when unplugging a tool. Pulling the cord causes wear and may adversely affect the wiring to the plug - an electrical shock to the operator may result.
- Keep power cords away from heat, water, oil, sharp edges and moving parts. They can damage the insulation and cause a shock.
- Avoid accidental starting by ensuring the tool is turned off before you plug it in. Also do not walk around with a plugged-in tool with your finger touching the switch.
- Do not bypass the ON/OFF switch and operate the tools by connecting and disconnecting the power cord.
- Do not disconnect the power supply of the tool by pulling or jerking the cord from the outlet.
- Do not leave a running tool unattended. Do not leave it until it has been turned off, has stopped running completely, and has been unplugged.
- Do not use electric tools in wet conditions or damp locations unless tool is connected to a ground fault circuit interrupter (GFCI).
- Do not expose electric power tools to rain or wet conditions; wet tools increase the likelihood for getting an electric shock.
- Avoid body contact with grounded surfaces like refrigerators, pipes and radiators when using electric powered tools; this will reduce the likelihood of shock if the operator's body is grounded.
- Do not plug several power cords into one outlet by using single-to-multiple outlet adapters or converters ("cube taps").
- Do not use light duty power cords.
- Do not connect or splice extension cords together to make a longer connection: the resulting extension cord may not be able to provide sufficient current or power safely.
- Do not carry electrical tools by the power cord.
- Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.
- Never break off the third prong on a plug: replace broken 3-prong plugs and make sure the third prong is properly grounded.

- Never use extension cords as permanent wiring: use extension cords only as a temporary power supply to an area that does not have a power outlet.
- Do not walk on or allow vehicles or other moving equipment to pass over unprotected power cords. Cords should be put in conduits or protected by placing planks on each side of them.
- Do not brush away sawdust, shavings or turnings while the tool is running. Never use compressed air for cleaning surfaces or removing sawdust, metal turnings, etc.
- Do not operate tools in an area containing explosive vapors or gases.
- Do not clean tools with flammable or toxic solvents.
- Do not surprise or touch anyone who is operating a tool. Startling a tool operator could end up causing an accident or injury.

3.3.1 Belt Sanders

- Wear safety glasses.
- Make sure the sander is switched "OFF" before connecting the power supply.
- Disconnect power supply before changing a sanding belt, making adjustments, or emptying dust collector.
- Inspect sanding belts before using them. Replace those belts that are worn or frayed.
- Install sanding belts that are the same widths as the pulley drum.
- Adjust sanding belt tension to keep the belt running true and at the same speed as pulley drum.
- Secure the sanding belt in the direction shown on the belt and the machine.
- Keep hands away from a sanding belt.
- Use two hands to operate sanders - one on a trigger switch and the other on a front handle knob.
- Keep all cords clear of sanding area during use.
- Clean dust from a motor and vents at regular intervals.
- Do not use a sander without an exhaust system or a dust collector present that is in good working order. Empty the collector when 1/4 full. The dust created when sanding can be a fire and explosion hazard. Proper ventilation is essential.
- Do not exert excessive pressure on a moving sander. The weight of the sander supplies adequate pressure for the job.
- Do not work on unsecured stock unless it is heavy enough to stay in place. Clamp the stock into place or use a "stop block" to prevent movement.

- Do not overreach. Always keep proper footing and balance.
- Do not cover the air vents of the sander.

3.3.2 Drills

- Wear safety glasses.
- Keep drill air vents clear to maintain adequate ventilation.
- Keep drill bits sharp always.
- Keep all cords clear of the cutting area during use. Inspect for frays or damage before each use.
- Disconnect power supply before changing or adjusting bit or attachments.
- Tighten the chuck securely. Remove chuck key before starting drill.
- Secure workpiece being drilled to prevent movement.
- Slow the rate of feed just before breaking through the surface.
- Drill a small "pilot" hole before drilling large holes.
- For small pieces, clamp stock so work will not twist or spin. Do not drill with one hand while holding the material with the other.
- Do not use a bent drill bit.
- Do not exceed the manufacturer's recommended maximum drilling capacities.
- Do not use a hole saw cutter without the pilot drill.
- Do not use high speed steel (HSS) bits without cooling or using lubrication.
- Do not attempt to free a jammed bit by starting and stopping the drill. Unplug the drill and then remove the bit from the workpiece.
- Do not reach under or around stock being drilled.
- Do not overreach. Always keep proper footing and balance.
- Do not raise or lower the drill by its power cord.

3.3.3 Planers

- Wear safety glasses.
- Disconnect the planer from the power supply before making any adjustments to the cutter head or blades.
- Use blades of the same weight and set at the same height.
- Ensure that the blade-locking screws are tight.

- Remove adjusting keys and wrenches before turning on power.
- Support the material (stock) in a comfortable position that will allow the job to be done safely and accurately.
- Check stock thoroughly for staples, nails, screws, or other foreign objects before using a planer.
- Start a cut with the infeed table (front shoe) resting firmly on the stock and with the cutter head slightly behind the edge of the stock.
- Use two hands to operate a planer - one hand on the trigger switch and the other on a front handle.
- Do not put your finger or any object in a deflector to clean out chips while a planer is running.
- Disconnect the power supply when stopping to dump out chips.
- Do not set a planer down until blades have stopped turning.
- Keep all cords clear of cutting area.

3.3.4 Routers

- Wear safety glasses.
- Disconnect the power supply before making any adjustments or changing bits.
- Ensure that the bit is securely mounted in the chuck and the base is tight.
- Put the base of the router on the work, template or guide. Make sure that the bit can rotate freely before switching on the motor.
- Secure stock. Never rely on yourself or a second person to support or hold the material. Sudden torque or kickback from the router can cause damage and injury..
- Before using a router, check stock thoroughly for staples, nails, screws or other foreign objects.
- Keep all cords clear of cutting area.
- Hold both hands on router handles always, until a motor has stopped. Do not set the router down until the exposed router bit has stopped turning.
- Do not overreach. Keep proper footing and balance.
- When inside routing, start the motor with the bit above the stock. When the router reaches full power, lower the bit to two times the required depth.
- When routing outside edges, guide the router counter clockwise around the work.

- When routing bevels, moldings and other edge work, make sure the router bit is in contact with the stock to the left of a starting point and is pointed in the correct cutting direction.
- Feed the router bit into the material at a firm, controlled speed.
- With softwood, you can sometimes move the router as fast as it can go. With hardwood, knotty and twisted wood, or with larger bits, cutting may be very slow.
- The sound of the motor can indicate safe cutting speeds. When the router is fed into the material too slowly, the motor makes a high-pitched whine. When the router is pushed too hard, the motor makes a low growling noise.
- When the type of wood or size of the bit requires going slow, make two or more passes to prevent the router from burning out or kicking back.
- To decide the depth of cut and how many passes to make, test the router on scrap lumber similar to the work.

3.3.5 Circular Saws

- Wear safety glasses and hearing protection.
- Check the retracting lower blade guard to make certain it works freely.
- Ensure that the blade that you have selected is sharp enough to do the job. Sharp blades work better and are safer.
- Check the saw for proper blade rotation.
- Set the depth of the blade, while the saw is unplugged, and lock it at a depth so that the lowest tooth does not extend more than about 1/8 inch beneath the wood.
- Keep all cords clear of cutting area.
- Circular saws are designed for right-hand operation; left-handed operation will demand more care to operate safely.
- Check the retracting lower blade guard frequently to make certain it works freely. It should enclose the teeth as completely as possible, and cover the unused portion of the blade when cutting.
- Check that the retracting lower blade guard has returned to its starting position before laying down the saw.
- Keep upper and retracting lower blade guard clean and free of sawdust.
- Disconnect power supply before adjusting or changing the blade.
- Allow the saw to reach full power before starting to cut.

- Use two hands to operate saws - one on a trigger switch and the other on a front knob handle.
- Keep the motor free from accumulation of dust and chips.
- Select the correct blade for stock being cut and allow it to cut steadily. Do not force it.
- Secure work being cut to avoid movement.
- Do not hold or force the retracting lower guard in the open position.
- Do not place your hand under the shoe or guard of the saw.
- Do not over-tighten the blade-locking nut.
- Do not twist the saw to change, cut or check alignment.
- Do not use a saw that vibrates or appears unsafe in any way.
- Do not force the saw during cutting.
- Do not cut materials without first checking for obstructions or other objects such as nails and screws.
- Do not carry the saw with a finger on the trigger switch.
- Do not overreach. Keep proper footing and balance.
- Do not rip stock without using a wedge or guide clamped or nailed to the stock.

3.3.6 Other Saws

- Wear safety glasses.
- Disconnect power supply before changing or adjusting blades.
- Use lubricants when cutting metals.
- Keep all cords clear of cutting area.
- Position the saw beside the material before cutting and avoid entering the cut with a moving blade.
- Make sure guards, if present, are installed and are working properly.
- Remember sabre saws cut on the upstroke.
- Secure and support stock as close as possible to the cutting line to avoid vibration.
- Keep the base or shoe of the saw in firm contact with the stock being cut.
- Select the correct blade for the material being cut and allow it to cut steadily. Do not force it. Clean and sharp blades operate best.
- Set the blade to go no further than 1/8 to 1/4 inch deeper than the material being cut.
- Do not start cutting until the saw reaches its full power.

- Do not force a saw along or around a curve. Allow the machine to turn with ease.
- Do not insert a blade into or withdraw a blade from a cut or lead hole while the blade is moving.
- Do not put down a saw until the motor has stopped.
- Do not reach under or around the stock being cut.
- Maintain control of the saw always. Avoid cutting above shoulder height.
- External Cuts:
    - Make sure that the blade is not in contact with the material or the saw will stall when the motor starts.
    - Hold the saw firmly down against the material and switch the saw on.
    - Feed the blade slowly into the stock, maintaining an even forward pressure.
- Internal Cuts:
    - Drill a lead hole slightly larger than the saw blade. With the saw switched off, insert the blade in the hole until the shoe rests firmly on the stock.
    - Do not let the blade touch the stock until the saw has been switched on.

4.0 PNEUMATIC TOOLS

4.1 General Requirements

- Wear safety glasses.
- Ensure that the compressed air supplied to the tool is clean and dry. Dust, moisture, and corrosive fumes can damage a tool. An in-line regulator filter and lubricator increases tool life.
- Keep tools clean and lubricated, and maintain them according to the manufacturers' instructions.
- Use only the attachments that the manufacturer recommends for the tools you are using.
- Be careful to prevent hands, feet, or body from injury in case the machine slips or the tool breaks.
- Reduce physical fatigue by supporting heavy tools with a counter-balance wherever possible.
- Use the proper hose and fittings of the correct diameter.
- Use hoses specifically designed to resist abrasion, cutting, crushing and failure from continuous flexing.

- Choose air-supply hoses that have a minimum working pressure rating of 150 psig or 150% of the maximum pressure produced in the system, whichever is higher.
- Check hoses regularly for cuts, bulges and abrasions. Tag and replace, if defective.
- Blow out the air line before connecting a tool. Hold hose firmly and blow away from yourself and others.
- Make sure that hose connections fit properly and are equipped with a mechanical means of securing the connection (e.g., chain, wire, or positive locking device).
- Install quick disconnects of a pressure-release type rather than a disengagement type. Attach the male end of the connector to the tool, NOT the hose.
- Do not operate the tool at a pressure above the manufacturer's rating.
- Turn off the air pressure to the hose when not in use or when changing power tools.
- Do not carry a pneumatic tool by its hose.
- Avoid creating trip hazards caused by hoses laid across walkways or curled underfoot.
- Do not use compressed air to blow debris or to clean dirt from clothes.

4.2 Pneumatic Nailing and Stapling Tools

- Permit only experienced and trained persons to operate pneumatic nailing and stapling tools.
- Wear safety glasses or face a shield and, where necessary, use hearing protection.
- Inspect a tool before connecting it to air supply:
- Check tool safety mechanisms if applicable.
- Tighten securely all screws and cylinder caps.
- Check correct air supply and pressure before connecting a tool.
- Check that the tool is correctly and securely connected to the air supply hose and that it is in good working order, with the safety mechanism operative, before using.
- Always handle a tool as if it loaded with fasteners (nails, staples, etc.).
- Equip tools with a work-contacting element that limits the contact area to one that is as small as practical.
- Make sure that the mechanical linkage between the work-contacting element and trigger is enclosed.
- Disconnect a tool from the air supply when the tool is unattended and during cleaning or adjustment. Before clearing a blockage, be sure that depressing the trigger exhausts all air from the tool.

- Use only fasteners recommended by the manufacturer.
- Permit only properly trained people to carry out tool maintenance.
- Do not operate at a pressure above the manufacturers' rating.
- Do not depress the trigger unless the nosepiece of tool is directed onto a safe work surface.
- Do not carry a tool with the trigger depressed.
- Do not load a tool with fasteners while the trigger is depressed.
- Do not overreach. Keep proper footing and balance.
- Do not use compressed air to blow debris or to clean dirt from clothes.

5.0 REFERENCES

Equipment Safety Cards

Environmental, Health & Safety Policy Statement Procedures
Manual Hand Tools

PROCEDURE NO.: EHS 506
CREATION DATE: July 2007
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1.0 PURPOSE
All manually operated hand tools and equipment shall be used, handled, and stored in accordance with the following requirements.

2.0 GENERAL REQUIREMENTS
- Use each tool only for the job it was designed to do.
- Discard damaged or abused tools promptly.
- Buy several versions or sizes of the same tool.
- Inspect for distortion, cracks, chips, wear or mushrooming.
- Keep all tools clean and in working order.
- Be sure handles are fixed firmly to a tool's working end.
- Be sure tools and work mate properly to avoid slippage.
- Handles are made for the tool; never use extensions.
- Confine impact forces to striking and struck tools.
- Hold work in a clamp or vise, not in your hand.
- Start off slowly when engaging the tool and the work.
- Shut current off before using a tool near electricity.
- Make sure the handle sits securely in your hand.
- Keep moving parts lightly lubed; avoid lube leakage.
- Wear approved safety goggles when using hand tools.
- Keep hands away from sharp edges.
- Pull, don't push, a wrench handle for more leverage.
- Position your body securely while working with the tool.
- Keep jaw teeth, cutters and blades sharp for better results.
- Keep tool's moving parts properly cleaned and tightened
- Use steady pressure on jaws and cutters; don't rock the tool.
- Support long, overhanging work in a vise at the far end.
- Use pads in the jaws to protect soft or crushable work.
- Use a tool close to the vise or clamp.
- Hold work in a clamp or vise with sufficient pressure.
- Keep clamped assemblies away from vibration and bumping.

- Discard a tool instead of repairing it by welding or brazing.
- Keep tools from excessive heat.
- For continuous work, use comfort grips or gloves.
- Follow instructions on the tool and/or package.

3.0 TOOL-SPECIFIC REQUIREMENTS

3.1 Cutting Tools

- Wear safety glasses and protective gloves when using cutters.
- Choose the proper cutter for the job. Cutters are designed for a specific type, hardness, and size of material.
- Cut materials straight across - keep the material being cut at right angles to the cutting edges of jaws.
- Prevent injury from flying metal by wrapping a burlap bag, cloth or rag around the cutting jaws. Metal can fly when cut. The harder the metal, the farther it will fly.
- Warn those in the area to take precautionary measures to avoid possible injury from flying metal pieces.
- Keep cutting tools in good repair.
- Adjust and lubricate cutter and moving parts daily if heavily used.
- Sharpen jaws according to manufacturers' instructions.
- Do not use a cutting tool until you are trained in its proper and safe use.
- Do not use cushion grip handles for jobs requiring electrically-insulated handles. Cushion grips are for comfort primarily and do not protect against electric shock.
- Do not use cutters which are cracked, broken or loose.
- Do not exceed the recommended capacity of a tool.
- Do not cut diagonally.
- Do not rock cutters from side to side when cutting wire.
- Do not pry or twist with tool when cutting.
- Do not hammer on cutting tools or extend the handle length to achieve greater cutting power.
- Do not expose cutters to excessive heat.

3.2 Hammers

- Hammers are designed according to the intended purpose. Select a hammer that is comfortable for you and that is the proper size and weight for the job. Misuse can cause the striking face to chip, possibly causing a serious injury.
- Choose a hammer with a striking face diameter approximately ½ inch larger than the face of the tool being struck (e.g., chisels, punches, wedges, etc.).
- Ensure that the head of the hammer is firmly attached to the handle.
- Replace loose, cracked or splintered handles.
- Discard any hammer with mushroomed or chipped face or with cracks in the claw or eye sections.
- Strike a hammer blow squarely with the striking face parallel to the surface being struck. Always avoid glancing blows and over and under strikes. (Hammers with bevelled faces are less likely to chip or spall).
- Look behind and above you before swinging the hammer.
- Watch the object you are hitting.
- Hold the hammer with your wrist straight and your hand firmly wrapped around the handle.
- Do not use a hammer with a loose or damaged handle.
- Do not use handles that are rough, cracked, broken, splintered, sharp-edged or loosely attached to the head.
- Do not use any hammer head with dents, cracks, chips, mushrooming, or excessive wear.
- Do not use a hammer for any purpose for which it was not designed or intended.
- Do not use one hammer to strike another hammer, other hard metal objects, stones or concrete.
- Do not redress, grind, weld or reheat-treat a hammer head.
- Do not strike with the side or cheek of the hammer.

3.3 Saws

- Saws are made in various shapes and sizes and for many uses. Use the correct saw for the job.
- Wear safety glasses.
- Select a saw of proper shape and size for stock being used.
- Choose a saw handle that keeps your wrist in a natural position in the horizontal plane.

- Choose a saw with a handle opening of at least 5 inches long and 2.5 inches wide and slanted at a 15° angle.
- Check the stock being cut for nails, knots, and other objects that may damage or buckle the saw.
- Start the cut by placing your hand beside the cut mark with your thumb upright and pressing against blade. Start the cut carefully and slowly to prevent blade from jumping. Pull upward until blade bites. Start with a partial cut, then set the saw at the proper angle.
- Apply pressure on downstroke only.
- Hold stock being cut firmly in place.
- Use a helper, a supporting bench or vise to support long stock if required.
- Keep teeth and blades properly set.
- Protect teeth of saw when not in use.
- Keep saw blades clean.
- Hacksaws:
    - Select correct blade for material being cut.
    - Secure blade with the teeth pointing forward.
    - Keep blade rigid, and frame properly aligned.
    - Cut using strong, steady strokes, directed away from yourself.
    - Use entire length of blade in each cutting stroke.
    - Use light machine oil on the blade to keep it from overheating and breaking.
    - Cut harder materials more slowly than soft materials.
    - Clamp thin, flat pieces requiring edge cutting.

3.4 Pipe Tools (Wrenches, Cutters, Reamers, and Threaders)

- Pipe tools are made in various shapes and sizes and for many uses. Always use the correct tool for the job.
- Select a pipe wrench with sufficient capacity and leverage to do the job.
- Use a pipe wrench to turn or hold a pipe. Never use a pipe wrench to bend, raise or lift a pipe.
- Adjust the pipe wrench grip to maintain a gap between the back of the hook jaw and the pipe. This concentrates the pressure at the jaw teeth, producing the maximum gripping force. It also aids the ratcheting action.
- Inspect pipe wrenches periodically for worn or unsafe parts and replace them (e.g., check for worn threads on the adjustment ring and movable jaw).

- Keep pipe wrench teeth clean and sharp.
- Face a pipe wrench forward. Turn wrench so pressure is against heel jaw.
- Pull, rather than push on the pipe wrench handle. Maintain a proper stance with feet firmly placed to hold your balance.
- Do not use a pipe wrench as a hammer, or strike a pipe wrench with a hammer.
- Do not use pipe wrenches on nuts and bolts.
- Do not use a pipe extender for extra leverage. Get a larger pipe wrench.
- Replace pipe cutter wheels which are nicked or otherwise damaged.
- Use a 3- or 4-wheeled cutter, if there is not enough space to swing the single wheel pipe cutter completely around the pipe.
- Choose a cutting wheel suitable for cutting the type of pipe material required:
    - Thin wheel for cutting ordinary steel pipe.
    - Stout wheel for cutting cast iron.
    - Other wheels for cutting stainless steel, plastic and other materials.
- Select the proper hole diameter and correct tap size to tap a hole. The hole should be sized so that the thread cut by the tap will be about 75% as deep as the thread on the tap.
- Use a proper tap wrench (with a "T" handle) for turning a tap.
- Use lubricant or machine cutting fluid with metals other than cast iron.
- Do not permit chips to clog flutes (groves in the tap that allow metal chips to escape from the hole). The chips may prevent the tap from turning - this may result in the tap breaking if you continue to apply pressure.
- Do not use a conventional adjustable wrench for turning a tap - it will cause uneven pressure on the tap that may cause it to break.
- Do not attempt to thread hardened steel. This can chip or damage the die.
- Do not thread any rod or other cylindrical object that is larger in diameter than the major diameter of the die thread.
- Do not use a spiral reamer on a rotating pipe. The reamer may snag and cause serious injury.

3.5 Pliers and Wire Cutters

- Pliers are made in various shapes and sizes and for many uses. Use the correct pliers or wire cutters for the job.
- Choose pliers or wire cutters that have a grip span of 2½ - 3½ inches to prevent your palm or fingers from being pinched when the tools are closed.

- Use adjustable pliers that allow you to grip the workpiece firmly while maintaining a comfortable handgrip (i.e., hand grasp is not too wide).
- Use tools only if they are in good condition.
- Make sure that the cutting edges are sharp. Dull and worn-down cutting edges require many times more force for cutting.
- Make sure that the toothed jaws are clean and sharp. Greasy or worn-down jaws can result in compromised safety. Such tools also require increased force to hold the workpiece which, in turn, increases the risk of muscular fatigue and repetitive strain injuries.
- Oil pliers and wire cutters regularly. A drop of oil on the hinge will make the tools easier to use.
- Pull on the pliers; do not push away from you when applying pressure. If the tool slips unexpectedly, you may lose your balance or injure your hand.
- Cut at right angles. Never rock the cutting tool from side to side or bend wire back and forth against the cutting edges.
- Do not cut hardened wire unless the pliers or wire cutters are specifically manufactured for this purpose.
- Do not expose pliers or wire cutters to excessive heat.
- Do not bend stiff wire with light pliers. Needle-nose pliers can be damaged by using the tips to bend large wire. Use a sturdier tool.
- Do not use pliers as a hammer.
- Do not hammer on pliers or wire cutters to cut wires or bolts.
- Do not extend the length of handles to gain greater leverage. Use a larger pair of pliers for gripping or a bolt cutter for cutting.
- Do not use cushion grip handles for jobs requiring tools with electrically insulated handles. Cushion grips are for comfort primarily and do not protect against electric shock.
- Do not use pliers on nuts and bolts; use a wrench.

3.6 Screwdrivers

- Screwdrivers are made in various shapes and sizes and for many uses. Use the correct screwdriver for the job.
- Choose contoured handles that fit the shank tightly, with a flange to keep the hand from slipping off the tool.
- Use a slot screwdriver with a blade tip width that is the same as the width of the slotted screw head.

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- For cross-head screws, use the correct size and type of screwdriver: a Phillips screwdriver may slip out of a screw head designed for use with the slightly flatter-tipped Pozi-driv screwdriver.
- Use a vise or clamp to hold the stock if the piece is small or moves easily.
- Keep the screwdriver handle clean. A greasy handle could cause an injury or damage from unexpected slippage.
- If work must be carried out on "live" electrical equipment, use screwdrivers that have insulated handles designed for electrical work and a non-conducting shaft. Remember, most plastic handles are designed for grip and comfort.
- Use non-magnetic tools when working near strong magnets (e.g., in some laboratories).
- Use a screw-holding screwdriver (with screw-holding clips or magnetic blades) to get screws started in awkward, hard-to-reach areas. Square-tipped screwdrivers (e.g., Robertson) that hold screws with recessed square holes are also useful in such situations.
- Use an offset screwdriver in close quarters where a conventional screwdriver cannot be used.
- Use a screwdriver that incorporates the following features when continuous work is needed:
    - A pistol grip to provide for a straighter wrist and better leverage.
    - A "Yankee drill" mechanism (spiral ratchet screwdriver or push screwdriver) which rotates the blade when the tool is pushed forward.
    - A ratchet device to drive hard-to-move screws efficiently, or use a powered screwdriver.
- File a rounded tip square making sure the edges are straight. A dull or rounded tip can slip out of the slot and cause hand injury or damage to materials.
- Store screwdrivers in a rack or partitioned pouch so that the proper screwdriver can be selected quickly.
- Do not lean or push on a screwdriver with any more force than necessary to keep contact with the screw. A screw properly piloted and fitted will draw itself into the right position when turned. Keep the shank directly over the screw being driven.
- Do not hold the stock in one hand while using the screwdriver with the other. If the screwdriver slips out of the slot you may cut your hand.
- Do not hammer screws that cannot be turned.
- Do not grind the tip to fit another size screw head.

- Do not try to use screwdrivers on screw heads for which they are not designed (e.g., straight blade screwdrivers on Phillips, clutch head, Torx or multi-flutted spline screw heads).
- Do not use defective screwdrivers (e.g., ones with rounded or damaged edges or tips; split or broken handles; or bent shafts).
- Do not use a screwdriver for prying, punching, chiseling, scoring, scraping or stirring paint.
- Do not use pliers on the handle of a screwdriver for extra turning power. A wrench should be used only on the square screwdriver shank designed for that purpose.
- Do not expose a screwdriver blade to excessive heat. Heat can affect the temper of the metal and weaken the tool.
- Do not use a screwdriver to check if an electrical circuit is live. Use a suitable meter or other circuit testing device.
- Do not carry screwdrivers in your pockets.

3.7 Snips

- Wear safety glasses and protective gloves when working with snips. Small pieces of metal may go flying in the air and cut edges of metal are sharp.
- Snips are made in various shapes and sizes for various tasks. The handle can be like those on scissors with finger and thumb holes or like plier handles. Models are available for cutting in straight lines and in curves to the left or right.
- Universal snips can cut in both straight and wide curves.
- Straight snips and duckbill snips (flat blade, "perpendicular" to the handle, with pointed tips) are generally designed to cut in straight lines; some duckbill snips are designed for cutting curved lines.
- Hawk's bill snips (with crescent-shaped jaws) are used for cutting tight circles.
- Aviation snips have compound leverage that reduces the effort required for cutting.
- Offset snips have jaws that are set at an angle from the handle.
- Select the right size and type of snips for the job; check the manufacturer's specifications about the intended use of the snips (e.g., type of cut - straight, wide curve, tight curve, right or left, and maximum thickness and kind of metal or other material that can be cut).
- Use only snips that are sharp and in good condition.
- Use snips for cutting soft metal only. Hard or hardened metal should be cut with tools designed for that purpose.
- Use ordinary hand pressure for cutting. If extra force is needed, use a larger tool.

- Cut so that the waste is on the right if you are right-handed or on the left if you are left-handed.
- Avoid springing the blades. This results from trying to cut metal that is too thick or heavy for the snips you are using.
- Keep the nut and the pivot bolt properly adjusted at all times.
- Oil the pivot bolt on the snips occasionally.
- Do not try to cut sharp curves with straight cut snips.
- Do not cut sheet metal thicker than the manufacturer's recommended upper limit (e.g., cuts up to 16-gauge cold, rolled steel or 18-gauge stainless steel). Do not extend the length of handles to gain greater leverage.
- Do not hammer or use your foot to exert extra pressure on the cutting edges.
- Do not use cushion grip handles for tasks requiring insulated handles. They are for comfort primarily and not for protection against electric shocks.
- Do not attempt to sharpen snips in a sharpening device designed for scissors, garden tools, or cutlery.

3.8 Wood Chisels

- Wear safety glasses.
- Wood chisels are made in various shapes and sizes and for many uses. Use the correct chisel for the job.
- Use the right size of chisel for the job.
- Choose smooth, rectangular handles that have no sharp edges and are attached firmly to the chisel.
- Ensure that the cutting edge is sharp. Dull chisels can be difficult to control and require more effort to do the job.
- Check stock thoroughly for knots, staples, nails, screws, or other foreign objects before chiseling.
- Clamp stock so it cannot move.
- Adjust your stance so that you do not lose your balance if the tool slips.
- Chip or cut away from yourself.
- Keep your hands and body behind the cutting edge.
- Use a wooden or plastic mallet with a large striking face on all chisels. Only heavy-duty or framing chisels are made of a solid or molded handle that can be struck with a steel hammer.
- Make finishing or paring cuts with hand pressure alone.

- Place chisels safely within the plastic protective caps to cover cutting edges when not in use.
- Replace any chisel that is bent or shows dents, cracks, chips, or excessive wear.
- Store chisels in a "storage roll," a cloth or plastic bag with slots for each chisel, and keep them in a drawer or tray.
- Replace broken or splintered handles.
- Sharpen cutting edges as often as necessary.
- Do not use a wood chisel as a pry or a wedge.
- Do not use a wood chisel on metal.
- Do not use an all-steel chisel with a mushroomed face or a chipped edge. Redress with a file or whetstone.
- Do not use a grinder to redress heat-treated tools. Use a whetstone.
- Do not use a dull chisel.

3.9 Wrenches

- Use the correct wrench for the job - pipe wrenches for pipes and plumbing fittings, and general-use wrenches for nuts and bolts.
- Discard any damaged wrenches (e.g., open-ended wrenches with spread jaws or box wrenches with broken or damaged points).
- Select the correct jaw size to avoid slippage.
- Position your body in a way that will prevent you from losing balance and hurting yourself if the wrench slips or something (e.g., a bolt) suddenly breaks.
- Use a box or socket wrench with a straight handle, rather than an off-set handle, when possible.
- Ensure that the jaw of an open-ended wrench is in full contact (fully seated, "flat," not tilted) with the nut or bolt before applying pressure.
- Face an adjustable wrench "forward," adjust tightly, and turn the wrench so pressure is against the permanent or fixed jaw.
- Ensure that the teeth of a pipe wrench are sharp and free of oil and debris and that the pipe or fitting is clean to prevent unexpected slippage and possible injuries.
- Apply a small amount of pressure to a ratchet wrench initially to ensure that the ratchet wheel (or gear) is engaged with the pawl (a catch fitting in the gear) for the direction you are applying pressure.
- Support the head of the ratchet wrench when socket extensions are used.
- Pull on a wrench using a slow, steady pull; do not use fast, jerky movements.

- Stand aside when work is done with wrenches overhead.
- Make sure adjustable wrenches do not "slide" open during use.
- Keep tools well maintained (cleaned and oiled).
- Clean and place tools and wrenches in a tool box, rack or tool belt after use.
- Do not push on a wrench - losing your balance is more likely if the wrench slips.
- Do not use a wrench that is bent or damaged.
- Do not use worn adjustable wrenches. Inspect the knurl, jaw and pin for wear.
- Do not pull on an adjustable wrench that is loosely adjusted.
- Do not use pipe wrenches on nuts or bolts.
- Do not use pipe wrenches for lifting or bending pipes.
- Do not use a wrench on moving machinery.
- Do not use the wrong tools for the job. For example, never use pliers instead of a wrench or a wrench as a hammer.
- Do not use a makeshift wrench.
- Do not insert a shim in a wrench for better fit.
- Do not strike a wrench (except a "strike face" wrench) with a hammer or similar object to gain more force.
- Do not increase the leverage by adding sleeved additions (e.g., a pipe) to increase tool handle length.
- Do not expose a wrench to excessive heat (like from a blow torch) that could affect the temper of the metal and ruin the tool.

Files/Rasps

- Personnel will not use a file as a pry bar, hammer, screwdriver, or chisel.
- When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
- Personnel will not hammer on a file.

3.10 Chisels

- Personnel will not use a chisel that has a dull cutting edge.
- Personnel will not use chisels that have "mushroomed" striking heads.
- Hold a chisel by using a tool holder if possible.
- Clamp small workpieces in the vise and chip towards the stationary jaw when working with a chisel.

3.11 Vises

- When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.
- Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.
- Personnel will not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
- Personnel will not slip a pipe over the handle of a vise to gain extra leverage.

3.12 Clamps

- Personnel will not use the C-clamp for hoisting materials.
- Personnel will not use the C-clamp as a permanent fastening device.

3.13 Jacks

- Personnel will not exceed the jack's rated lifting capacity as noted on the label of the jack.
- Clear all tools, equipment and any other obstructions from under the vehicle before lowering the jack.

3.14 Tool Boxes/Chests/Cabinets

- Use the handle when opening and closing a drawer or door of a tool box, chest, or cabinet.
- Tape over or file off sharp edges on toolboxes, chests or cabinets.
- Personnel will not stand on toolboxes, chests or cabinets to gain extra height.
- Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
- Push large chests, cabinets and toolboxes rather that pulling them.
- Personnel will not open more than one drawer of a toolbox at a time.
- Close and lock all drawers and doors before moving the tool chest to a new location.
- Personnel will not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

4.0 REFERENCES

None

Environmental, Health & Safety Policy Statement Procedures
Fire Extinguishers

PROCEDURE NO.: EHS 508
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

To establish the minimum requirements necessary for the selection, placement, use, and inspection of fire extinguishing and detection equipment.

2.0 SCOPE

This procedure applies to all DCPS locations and operations.

3.0 PROCEDURE

3.1 Portable Fire Extinguishers

- Portable extinguishers will be selected based on the following classifications:

Classification	**Type of Fire**
Class A	Combustible materials
Class B	Flammable liquid, gas or grease
Class C	Electrical equipment
Class D	Combustible metal

- The portable extinguishers in use will not contain an active agent or propellant with vapor toxicity equal to or greater than the following:
    - Carbon tetrachloride
    - Chlorobromomethane
    - Azeotropic chlormethane
    - Dibromodifluoromethane
    - 1,2-dibromo-2-chloro-1, 1,2-trifluorothane
    - 1,2-dibromo-2,2-difluorothane
    - Methyl bromide
    - Ethylene dibromide
    - Hydrogen bromide
    - Methylene bromide
    - Bromodifluoromethane

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Fire Extinguishers

PROCEDURE NO.: EHS 508
CREATION DATE: July 2007
REVISION DATE: _____

Any extinguishers that contain any of the above ingredients, or whose ingredients have a vapor toxicity equal to or greater than the above chemicals, will be removed from service.

- The number of Class A extinguishers will be based on the following:

	Light (low) Hazard Occupancy	**Ordinary (moderate) Hazard Occupancy**	**Extra (high) Hazard Occupancy**
Minimum rated single extinguisher	2-A	2-A	2-A
Maximum floor area per unit of A	3,000 sq. ft.	1500 sq. ft.	1000 sq. ft.
Maximum floor area for extinguisher	11,250 sq. ft.	11,250 sq. ft.	11,250 sq. ft.
Maximum travel distance to extinguisher	75 ft.	75 ft.	75 ft.

The availability of Class A extinguishers can be satisfied with the use of extinguishers with multiple ratings (e.g., Class A, B, C). In addition, where automatic sprinkler systems are present, the maximum floor area for each extinguisher does not apply; however, the 75-foot travel distance does.

- Class B extinguishers will be provided according to the severity of the hazard as listed below:

Fire extinguishers labeled prior to June 1, 1969	
TYPE OF HAZARD	BASIC MINIMUM EXTINGUISHER RATING
Light	4B
Ordinary	8B
Extra	12B
Fire extinguishers labeled after June 1, 1969	
TYPE OF HAZARD	BASIC MINIMUM EXTINGUISHER RATING
Light	5B, 10B
Ordinary	10B, 20B
Extra	20B, 40B

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Fire Extinguishers

PROCEDURE NO.: EHS 508
CREATION DATE: July 2007
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An open tank in a building having flammable liquids in depth exceeding ¼ inch will be provided with sufficient extinguishers to provide 1 numerical unit of Class B or each square foot of tank surface area, the minimum extinguisher being a 5B (using labels after June 1, 1969). So, for example, a tank with a surface area of 50 square feet would require two Class 20B (or one 40B) and one Class 10B extinguisher. For tanks exceeding 100 square feet in surface area, a fixed extinguisher will be provided, in addition to sufficient portable extinguishers for the numerical unit of Class to equal 100 (e.g., two Class 40B and one Class 20 B).

All Class B extinguishers will be located on the same floor as the hazard, with a travel distance of no more than 50 feet. For widely separated hazards (e.g., boiler rooms, paint storage areas, kitchens), a separate extinguisher for each class of hazard will be provided if the travel distance is more than 25 feet.

- Class C extinguishers (one 15-pound carbon dioxide or equivalent) will be provided within 25 feet of a high hazard area containing an electrical distribution source such as a generator, transformer, or main switchgear. Also, the extinguisher size and locations will be determined based on the expected type of fire (combustible-Class A, or flammable-Class B) as noted above.
- A Class D extinguisher for the specific type of combustible metal will be kept within 25 feet of the area where the metal is machined or processed.
- Fire extinguishers will be located and installed as follows:
    - Located where it is readily seen. If an obstruction is unavoidable, then a sign indicating the location of the extinguisher, and/or color symbol (e.g., red markings) will be used.
    - If extinguishers of different classes (e.g., one Class A and one Class B) are stored together, then they will be marked using stencils or signs indicating clearly for which type of fire each will be used.
    - If an extinguisher contains an electrically conductive agent (e.g., water), it will be clearly labeled with a sign that states “Not for Electrical Fires” with letters visible from at least 3 feet away.
    - Extinguishers will not be left on the floor, but will be hung on a wall, column or other appropriate support, or be of the wheeled or cart type. Extinguishers of not more than 40 pounds will be hung so that the top is not more than 5 feet above the floor. Extinguishers greater than 40 pounds will be hung so that the top is not more than 3-½ feet from the floor. The bottom of the extinguisher will not be less than 4 inches from the floor.
    - Extinguishers will be suitable for use at temperatures of 40 degrees to 120 degrees Fahrenheit. Therefore, the locations mounted will allow for maintenance of the extinguishers within the temperature range.

- Extinguishers will be tested and recharged by qualified contractors as required by the applicable federal and/or state OSHA General Industry Safety Standards.

3.2 Fixed Fire Equipment

- The design of fixed fire protection equipment will be reevaluated whenever the occupancy changes (e.g., increases) or the fire hazards increase.
- Fixed fire protection systems will be installed in all areas inside buildings where flammable liquids are mixed, dispensed or applied, or used for washing or quenching, except:
  - A dip tank holding less than 150 gallons, having a surface area less than 4 square feet, or both.
  - As dispensed from approved safety containers of 5 gallons or less.
- Sprinkler heads will not be painted or coated.
- An automatic sprinkler will be replaced every 50 years, or earlier if it shows evidence of corrosion, leakage, or damage.
- Sprinklers will be installed or removed only using a sprinkler wrench designed specifically for that purpose.
- Pipe hangers will be replaced/repaired when broken or loose.
- New sprinkler installation will be designed and installed as required by applicable safety standards.
- Fire detection systems will be located away from or by other means protected from mechanical or physical damage.

3.3 Inspection of Fire Equipment

- Inspection, Maintenance, and Testing of Portable Extinguishers.
  - Extinguishers will be inspected monthly to ensure they are still in the proper location, have not been used or tampered with, are still properly charged, and that they have no obvious external damage. The initials of the inspector, and the date of inspection, will be noted on the tag attached to the extinguisher.
  - Any extinguisher showing damage will be replaced.
  - A thorough inspection will be performed annually by personnel specifically trained in the inspection (e.g., extinguisher supplier).
- Inspection, Maintenance, and Testing of Fixed Systems.
  - Fixed fire protection equipment will be inspected and maintained by personnel specifically trained in the specific procedures to perform these tasks.

- Records of the testing and inspection of fixed systems will be maintained for at least 3 years.
- Sprinkler systems will be tested as follows:
  - Annually – perform a main drain flow test
  - Every 2 year -- open the inspector's test valve to ensure the system operates properly.

- Any hose and standpipes will be inspected annually by appropriately trained personnel.
- Test fire detection systems (e.g., smoke alarms) on an annual basis, and record the results of the test. This testing will be performed by personnel specifically trained to do the testing.

4.0 REFERENCES

EHS 201 – General Safety Rules

District of Columbia Public Schools

PROCEDURE NO.: EHS 510
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
High Pressure Washers Environmental Practices

1.0 PURPOSE

All uses of high pressure washing equipment (steam cleaners, spray guns, etc.) by DCPS personnel or by subcontractors on DCPS-controlled project sites will meet the requirements below.

2.0 OPERATIONAL REQUIREMENTS

- High pressure washers shall be used to clean or decontaminate equipment, surfaces or structures only. High pressure washers **WILL NOT** be used to clean or decontaminate workers or personal protective equipment while it is being worn.
- All users must be trained in emergency shutdown procedures and general equipment maintenance and operation.
- Only trained, authorized personnel will operate the high-pressure washer.
- The lance must always be pointed at the work area.
- The operator must maintain good footing.
- An assistant will be provided to aid in moving the hose to different areas and backing up the operator. The assistant must remain behind the operator and should stand near the pressure generator to shut off the equipment.
- Non-operators must remain a minimum of 25 feet from the operator.
- The operating pressure should never exceed that which is necessary to complete the job.
- No unauthorized attachment may be made to the unit (e.g., the trigger should never be tied down.)
- Operators should be changed at frequent intervals to avoid fatigue (at least hourly).
- High pressure washing equipment should be cleaned often to avoid dirt buildup, especially around the trigger and guard area.

3.0 PERSONAL PROTECTIVE EQUIPMENT

The following personal protective equipment will be worn by operators and assistants while performing pressure washing work:

- Safety shoes or boots;
- Metal foot and shin guards;
- Hearing protection;

- Eye protection (safety glasses/goggles and face shield);
- Hard hat with face shield;
- PVC rain suit or PVC acid suit;
- Heavy gloves.

In addition, chemical protective equipment will be used as required based on site conditions.

4.0 REFERENCES

Equipment Safety Cards – Pressure Washers

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Forklifts

PROCEDURE NO.: EHS 512
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

All use of forklift vehicles must conform to the procedures below.

2.0 OPERATOR AND EQUIPMENT REQUIREMENTS

2.1 Operators

Any person who operates a forklift on a DCPS-controlled site must meet the following qualifications. Current copies of each operator's driver's license, training documentations, and Industrial Lift Truck Card will be maintained by the DCPS Safety and Environmental Unit.

2.1.1 Initial Qualification

Prior to being permitted to operate a forklift, the operators of forklifts must provide a copy of a valid state driver's license and a valid Industrial Lift Truck Card issued by an authorized source. Personnel who do not posses the Industrial Lift Truck Card must complete initial operator training, which addresses the following elements:

- The method for properly performing a daily pre-operational forklift inspection.
- Rules for operating powered industrial trucks, and an explanation of why these rules exist.
- An emphasis on loading and unloading, center of gravity, stability, and mechanical limitations.
- A combination of oral, written, and operational performance tests which adequately demonstrate the operator's ability to safely use a forklift.

Training providers must be approved by the DCPS Safety and Environmental Unit. Upon completion of this training the operator will be awarded an Industrial Lift Truck Card.

On-Site Training – Before initial operation of a forklift on any job site, the site safety officer (SSO) or designated alternate must instruct each new operator in the nature of hazards associated with the work site, any special requirements or hazards of the operator's particular work area, and the local guidelines for performing work safely.

2.1.2 Periodic Refresher Training

- Refresher training will be provided for each forklift operator every 3 years, or when there is reason to believe that there has been an unsafe operation. Examples of unsafe operation include, but are not limited to:
- When an accident or a near-miss occurs,

- When an evaluation indicates that the operator is not capable of performing the assigned work.

Training must be approved by the DCPS Safety and Environmental Unit.

2.2 Forklifts

All forklifts operated by DCPS will conform to the following requirements:

- Those manufactured after June 1998 - Part III, ASME B56.1-1993, Safety Standard for Low Lift and High Lift Trucks
- Those manufactured before June 1998 – Part II, ANSI B56.1-1975, American National Standard for Powered Industrial Trucks.
- Approved forklifts must bear a label or some other identifying mark indicating conformance with the applicable standard.

Under both standards, manufacturers are required by federal regulation to equip forklifts with certain mandatory features, such as lights and an "operator-controlled" warning device (e.g., a horn), to warn others when the truck is approaching locations where vision is obstructed. Other mandatory features include:

- Overhead protection to guard the operator from falling objects.
- A manufacturer's capacity plate, including the truck's maximum rated capacity stenciled on the mast and on both sides of truck's body.
- Seat belts are required in all forklifts, except those designed only for operation while standing.

These features must be present and operable on any forklift used by DCPS personnel.

3.0 Operations Procedures

Forklift operators will observe the following requirements in their use of forklifts.

3.1 Pre-Operational Inspection

Prior to the first use of any forklift on any work shift, the operator will conduct a pre-operational inspection to ensure the following parts, equipment, and accessories (as applicable) work and are free of apparent damage:

- General condition and cleanliness.
- Fire extinguisher - present and charged.

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Forklifts

PROCEDURE NO.: EHS 512
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- Engine oil level, fuel level, radiator water level (liquid propane gas [LPG], gas and diesel forklifts).
- Battery - fully charged; check cables for exposed wires; battery plug connections not loose, worn or dirty; vent caps not clogged; electrolyte levels in cells; holddowns or brackets keep battery securely in place.
- Bolts, nuts, guards, chains, or hydraulic hose reels not damaged, missing, or loose.
- Wheels and tires - check for wear, damage, and air pressure, if pneumatic tires.
- Forks - forks not bent; no cracks present; positioning latches in good working condition; carriage teeth not broken, chipped, or worn.
- Chain anchor pins - not worn, loose, or bent.
- Fluid leaks - no damp spots or drips.
- Hoses - held securely; not loose, crimped, worn, or rubbing.
- Warning devices – horn is working and loud enough to be heard in working environment; other warning devices operational.
- Lights - headlights and warning lights operational.
- Foot brake - pedal holds, unit stops smoothly.
- Parking brake - holds against slight acceleration.
- Deadman seat brake - holds when operator rises from seat.
- Clutch and gearshift - shifts smoothly with no jumping or jerking.
- Dash control panel - all lights and gauges are operational.
- Steering - moves smoothly.
- Lift mechanism - operates smoothly (check by raising forks to maximum height then lowering forks completely).
- Tilt mechanism - moves smoothly, holds (check by tilting mast all the way forward and backward.)
- Cylinders and hoses - not leaking after above checks.
- Listen for any unusual sounds or noises.

The inspection will be documented using the Forklift Pre-Operation Inspection Checklist. Each Checklist is valid for a one-week period, and will be maintained with the forklift. At the end of each week all Checklist forms will be collected and submitted to the SSO or designated alternate for review and filing. If any malfunctions or defects are found during the inspection, the forklift will be parked (with the keys removed), placed out of service, and the SSO will be notified to arrange servicing and repair.

3.2 Operating Rules

The requirements below apply to all forklift use.

3.2.1 Driving a Forklift

- Operate forklifts only in designated areas with adequate ventilation.
- Do not exceed the floor load rating.
- Secure (i.e., tie down) unstable loads before starting the vehicle.
- Decrease speed at all corners, sound horn, and watch the swing of both the rear of the lift truck and the load.
- Keep arms and legs inside the forklift structure, except when signaling for turns or stops.
- Do not jump from or out of a moving forklift.
- Make sure that there is adequate clearance before passing under or between structures.
- Maintain indoor speed under 5 mph (8 km/hr) and outdoor speed under 15 mph (24 km/hr).
- Yield to pedestrians.
- Do not carry passengers, except where factory-installed seats are provided.
- Tilt the mast back before traveling.
- Stay at least three vehicle lengths back when following another forklift.
- Maintain forks about 4 to 6 in. (10 to 15 cm) above the driving surface when traveling.
- Do not attach slings, cables, or chains to the forks to lift objects from underneath them.
- When forward vision is obscured, drive in reverse.
- Do not leave a forklift parked with an elevated load.
- Do not park a forklift without turning off the power, placing all the controls in the neutral position, and setting the parking brake. A forklift is considered unattended if the operator is out of sight of the truck or more than 25 ft (8 m) away.
- Observe all traffic signals.
- Do not use a forklift to tow or push other forklifts, other vehicles, or other equipment.
- Use pneumatic-wheel forklifts when traveling on irregular terrain and on surface streets. Use hard-wheel forklifts indoors only.
- Maintain at least a 10 ft (3 m) separation from overhead power lines at all times.
- When crossing rails or other irregular areas, slow down and approach diagonally.

- Move to the right side of the lane when traveling on roads to allow passing vehicles adequate clearance. Pull over and stop when necessary.
- Mount a "Slow Moving Vehicle" sign (triangle) to the rear of forklifts approved for road use when traveling off site.

3.2.2 Handling Loads

- Keep the mast of the forklift in an upright position before inserting the forks into a pallet.
- Level the fork before inserting it into the pallet.
- Insert the fork all the way under the load.
- Adjust the fork as wide as possible to fit the load and to provide a more even distribution of weight.
- Space the fork evenly from the center stringer of the pallet to balance the load.
- Do not protrude the fork past the back of a pallet when stacking in tight areas.
- Place tines as wide as possible for the load and lock them in place to prevent sideways movement.
- Never add a counterweight to balance an overload - know the weight of the load.
- Do not exceed the forklift's rated capacity.
- Do not lift material or equipment you are unfamiliar with.
- Ensure that the load is secured before moving. If it is not, pile the load again or strap the load to skid.
- Ensure that loads on pallets are stable, neat, cross-tied if possible, and evenly distributed.
- Remove damaged pallets from service.
- Do not raise or lower the fork unless the lift truck is stopped and the brake is applied.
- Lift loads straight up or tilt back slightly.
- Do not lift a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator.

3.2.3 Parking

The requirements below apply when parking forklifts:

- Park on level surfaces.
- Lower the forks to the ground.
- Tilt the mast forward.
- Set the parking brake.

- Place the controls in the neutral position.
- Turn off the engine.
- Chock the wheels if the truck must be parked on a slope.

3.2.4 Loading Docks

When operating a forklift on a loading dock, the driver will:

- Ensure at least one trailer wheel is chocked before driving onto or into a truck trailer.
- Drive the forklift slowly on wet and slippery docks.
- Slow down and sound your horn when proceeding through doorways.
- Stay clear of edges of docks, rail cars or ramps. Have edges clearly marked.
- Do not operate forklifts inside vehicles for long periods without ventilation.
- Make sure that the dock plate is properly secured and can support the load before driving over it. (Load weight should be clearly marked.) Drive carefully and slowly over the plate. Do not spin wheels.

3.2.5 Ramps

When operating a forklift on ramps, the driver will:

- Point the forks up the ramp when carrying a load, regardless of the travel direction.
- Drive unloaded forklifts with the forks pointing downhill for added stability.
- Obtain help to guide you when going up a ramp with a load and your vision is blocked.
- Never turn a forklift sideways on a ramp.

3.2.6 Refueling

Refuel gasoline, diesel, and propane fuel-powered forklifts outdoors only. Close the valve for the propane bottle while the engine is running to consume all gas in the line. The engine shall be turned off whenever refilling fuel tanks, and shall not be restarted until the fuel cap is replaced.

Recharge electric forklift batteries only in designated, posted, and well-ventilated areas. Do not conduct spark-producing operations while batteries are being charged. Operator personnel will not perform Battery maintenance.

Employees are not permitted to smoke during refueling/recharging.

3.3 Indoor Operations

The following requirements apply where forklifts are operated indoors:

- Use adequate ventilation for forklifts powered by internal-combustion engines.
- Only use forklifts with the appropriate classification in areas with explosives or flammable gases.
- Sound the horn when approaching intersections, pedestrians, doors, or corners. Slow down and sound the horn anywhere vision is blocked or impaired.
- Electric forklifts are preferred for indoor operations and required when working in confined spaces.

3.4 Pedestrian Areas

Pedestrians working nearby should be sure to keep a safe distance from forklifts. This means staying clear of the forklift's turning radius and making sure the operator knows where all pedestrians are.

The operator will:

- Yield the right-of-way to pedestrians.
- Prevent anyone from walking or standing under elevated forks.
- Sound the horn as a warning when approaching personnel.

4.0 MAINTENANCE ACTIVITIES

4.1 Semi-Annual Inspection

Every 6 months a manufacturer-certified Mechanic will inspect each forklift . A qualified inspector will also inspect all new, altered, modified, or extensively repaired forklifts prior to initial use.

- Qualified Inspectors will inspect and load-test all assigned forklifts annually to 100% of their rated capacity.
- Following a suspected overloading incident, the forklift involved will have a nondestructive test (NDT) performed on it. This test will be performed on the forks, carriage, mast, and at other stress points.
- Inspectors will furnish written reports showing test procedures and confirming the adequacy of repairs or alterations. These reports will be maintained in the project files.

- Inspectors will load-test the tines of forklifts used for explosives annually to 100% of their rated capacity. Every three years, following the load-test, the trucks will undergo an NDT to detect if there are any conditions that may weaken the tines.

Records of the annual inspections will be maintained by each project/site, and will indicate:

- The date the inspection was performed.
- The name of the service provider.
- Any items identified for corrective action.
- Dates corrective actions were completed and the forklift returned to service.

4.2 Maintenance Safety

- Permit only qualified persons to service and maintain forklift equipment.
- Disconnect all batteries before doing any maintenance work.
- Before servicing LPG forklifts:
    - Shut off the tank fuel valve.
    - Run the engine until it stops.
    - Disconnect the tank from the hose.
- Block the forklift securely when removing wheels.
- Support the forklift hood in upright position or remove to do work.
- Keep the work area clean and well lit.
- Clean spilled oil or hydraulic fluid immediately.
- Remove all tools and parts before starting the engine.
- Handle batteries with care. Avoid contact with battery terminals with hoisting chains, tools, and metal objects. Cover the battery top with insulating material.
- Attach a chain hoist to the counterweight before removing it from a forklift.
- Check the bolts holding the counterweight to the body and replace any worn or missing bolts.
- Do not leave parts, creepers, cans, tools, or other obstacles around.
- Do not start a forklift if it is on a lift hoist or wheel stands.
- Do not work on forklift attachments unless you are familiar with their operation.
- Do not work beneath elevated forklift trucks or forks unless they are securely supported by approved blocks.
- Do not run LPG, gas, or diesel forklifts in unventilated areas.

District of Columbia Public Schools

PROCEDURE NO.: EHS 513
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Heavy Equipment

1.0 PURPOSE
The following procedures outline safe working requirements during heavy earth-working equipment operations.

2.0 DEFINITIONS
Heavy equipment – for this procedure, all excavating equipment and any heavy earthmoving machinery include scrapers, loaders, crawler or wheel tractors, excavators, backhoes, bulldozers, off-highway trucks, graders, agricultural and industrial tractors, and similar equipment.

Operator – any person who operates heavy equipment.

Ground personnel/workers – personnel required to perform work on foot (note: operators are considered ground personnel when outside of the equipment cab).

3.0 GENERAL REQUIREMENTS
Field operations that involve heavy equipment represent a significant hazard to ground workers as well as heavy equipment operators. Heavy equipment may cause serious injury or death as a result of rollover, contact with ground personnel, and pinch points. All personnel working at or visiting a site where heavy equipment operations occur shall read and abide by the requirements of this procedure.

3.1 Communications
Communication between project managers, heavy equipment operators, and other site personnel is a key method of preventing serious injury or death during heavy equipment operations. The following outline the communication requirements during heavy equipment operations:

- Project managers shall ensure that all operators are notified/informed of when, where, and how many ground personnel will be working on site.
- Project managers shall inform all ground personnel before changes are made in the locations of designated areas.
- If required to work near heavy equipment, ground personnel shall use industry standard hand signals to communicate with operators.
- Always maintain eye contact with operators to the greatest extent possible (always face equipment). Never approach equipment from a blind spot or angle.

- All heavy equipment shall be equipped with reverse warning devices (i.e., backup alarms) that can be significantly heard over equipment and other background noise. Reverse signaling lights shall be in working order.
- When feasible, two-way radios shall be used to verify the location of nearby ground personnel.
- When an operator cannot adequately survey the working or traveling zone, a guide shall use a standard set of hand signals to provide directions. Flags or other high visibility devices may be used to highlight these signals.

3.2 Clearance

Ground clearance around heavy equipment may significantly reduce hazards posed during heavy equipment operations. The following outline the clearance requirements during heavy equipment operations:

- Ground personnel shall always yield to heavy equipment.
- Ground personnel shall maintain approximately 100 feet of clearance from all active heavy equipment, unless an approved, job-specific hazard analysis that identifies any special precautions is completed and communicated to the appropriate operators and ground personnel.
- Site supervisors/managers shall designate areas of heavy equipment operation and ensure that all ground personnel are aware of designated areas. Designated areas shall include boundaries and travel routes for heavy equipment. Travel routes shall be set up to reduce crossing of heavy equipment paths and to keep heavy equipment away from ground personnel.
- When feasible, site supervisors/managers shall set up physical barriers (e.g., caution tape, orange cones, concrete jersey barriers) around designated areas and ensure that unauthorized ground personnel do not enter such areas.
- Operators shall stop work whenever unauthorized personnel or equipment enter the designated area and only resume when the area has been cleared.
- Operators shall only move equipment when aware of the location of all workers and when the travel path is clear.
- Ground personnel shall never stand between two pieces of heavy equipment or other objects (i.e., steel support beams, trees, buildings, etc.).
- Ground personnel shall never stand directly below heavy equipment located on higher ground.
- If working near heavy equipment, ground personnel shall stay out of the travel and swing areas (excavators, all-terrain forklifts, hoists, etc.) of all heavy equipment.

- Ground personnel shall never work near heavy equipment during times of inadequate lighting.
- Personnel shall keep all extremities, hair, tools, and loose clothing away from pinch points and other moving parts on heavy equipment.

3.3 Personal Protective Equipment

At a minimum, all ground personnel and operators outside of heavy equipment shall wear the following:

- High visibility, reflective safety vest that is visible from all angles and made of fluorescent material and orange, white, or yellow reflective material (ensure that vest is not faded or covered with outer garments, dirt, etc.)
- ANSI-approved hard hat
- ANSI-approved safety glasses with sideshields
- ANSI-approved steel toe safety boots
- Hearing protection as needed
- Appropriate work uniform (i.e., full length jeans/trousers and a sleeved shirt; no tank, crew tops or other loose clothing permitted).

3.4 Utilities

When contacted by heavy equipment, aboveground and underground utilities may cause severe injuries or death as a result of electrocution, explosion, etc. The following outline the requirements while performing heavy equipment operations that may lead to contact with aboveground or underground utilities:

- Always be aware of surrounding utilities.
- Ensure all equipment (i.e., dump trailers, loaders, excavators, etc.) is lowered prior to moving underneath of aboveground utilities.
- Ensure utilities are cleared and identified prior to beginning any earthmoving operation. Contact the local utility service providers for clearance prior to performing work.
- Follow the applicable requirements outlined in EHS 402 – Excavation and Trenching, EHS 515 – Cranes, Lifting Devices, and Rigging Requirements, and EHS 310 – Overhead Electrical Lines.

4.0 HEAVY EQUIPMENT REQUIREMENTS

4.1 Training

- Only designated, qualified personnel shall operate heavy equipment.
- Operators shall have all appropriate local, state, or federal licenses or training to operate a designated piece of heavy equipment.
- Operators shall be evaluated through documented experience (resume) and a practical evaluation of skills (field tests). Operators shall be knowledgeable and competent in the operation of a designated piece of heavy equipment.

4.2 Inspections and Maintenance

- All heavy equipment shall be inspected and if necessary, repaired prior to use. Operators shall not operate heavy equipment that has not been cleared for use. All machinery and mechanized equipment will be certified to be in safe operating condition (certification form attached) by a competent individual seven days prior to on-site operation, and is valid for one year.
- All heavy equipment shall be inspected at a minimum to the manufacturer's recommendations prior to each work shift. All defects shall be reported to the site supervisor/manager immediately. Inspection records shall be maintained at the site. If a manufacturer's or company-specific inspection checklist is not provided, use the Heavy Equipment Pre-Operation Inspection Checklist (attached).
- Defective heavy equipment shall be immediately taken out of service until repaired.
- All heavy equipment shall be maintained and operated in accordance with the manufacturer's specifications and recommendations (i.e., speed restrictions, load limits, inspections, etc.).
- Never service heavy equipment in an unsafe or hazardous situation (e.g., do not crawl under the raised dump body during an inspection/service of a dump truck).
- All windows and windshields shall be kept free from obstructions and dirt. Windows shall not be cracked or visibly broken. All cab glass shall be safety glass or equivalent that introduces no visible distortion.
- Operators shall keep the cab, deck, rails, steps, and rungs free of grease, oil, mud, ice, and other debris.
- All heavy equipment shall be equipped with overhead protection to guard the operator from falling objects.
- All heavy equipment shall be equipped with a rollover protective structure meeting all OSHA requirements.

- All heavy equipment shall be equipped with seats belts that meet the requirements of the Society of Automotive Engineers Guidelines. Seat belts must be worn while operating heavy equipment.
- All heavy equipment shall be equipped with a tagged, fully charged fire extinguisher.
- All scissor points on front end loaders and other heavy equipment shall be guarded appropriately.

4.3 Operation

- All heavy equipment shall be operated in a safe manner that will not endanger persons or property.
- All heavy equipment shall be operated at safe speeds.
- Always move heavy equipment up and down the face of a slope. Never move equipment across the face of a slope.
- Slow down and stay as far away as possible while operating near steep slopes, shoulders, ditches, cuts, or excavations.
- When feasible, operators shall travel with the “load trailing”, if the load obstructs the forward view of the operator.
- Slow down and sound horn when approaching a blind curve or intersection. Flagmen equipped with 2-way radio communications may be required to adequately control traffic.
- Operators shall remain in cab while heavy equipment is being loaded.
- Always keep heavy equipment in gear while in operation. Do not place in neutral.
- All heavy equipment shall be shut down prior to and during fueling. Do not smoke or use electrical devices while fueling. Fuel shall not be carried in or on heavy equipment, except in permanent fuel tanks or approved safety cans.
- Turn off heavy equipment, place gear in neutral, and set parking brake prior to leaving vehicle unattended. Also, place all buckets and blades on the ground and place hydraulic gear in neutral. Heavy equipment parked on slopes shall have the wheels chocked.
- Never jump on to or off of a piece of heavy equipment.
- Never exit heavy equipment while it is in motion.
- Passengers shall only ride in heavy equipment designed for occupancy of passengers.
- Never ride on the outside of a piece of heavy equipment (e.g., tailgates, buckets, steps, etc.).
- Site vehicles must be parked in a safe place away from heavy equipment.

- Operators shall never push/pull "stuck" or "broken-down" equipment unless a spotter determines that the area is cleared of all personnel around and underneath the equipment.
- Operators shall wear seatbelts at all times while operating heavy equipment.
- If designated for work in contaminated areas/zones, equipment shall be kept in the exclusion zone until work or the shift has been completed. Equipment will be decontaminated within designated decontamination areas.
- Equipment left unattended at night adjacent to traveled roadways shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of that equipment, and shall not be closer than 6 feet (or the regulatory requirement for the work location) to the active roadway.
- Pneumatic-tired earthmoving haulage equipment, with a maximum speed exceeding 15 miles per hour, shall be equipped with fenders on all wheels.
- Lift trucks shall have the rated capacity clearly posted on the vehicle, and the ratings are not exceeded.
- Steering or spinner knobs shall not be attached to steering wheels.
- High lift rider industrial trucks shall be equipped with overhead guards.
- When ascending or descending grades in excess of 5%, loaded trucks shall be driven with the load upgrade.
- All belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating or moving parts of equipment shall be guarded when exposed to contact by persons or when they otherwise create a hazard.
- All hot surfaces of equipment, including exhaust pipes or other lines, shall be guarded or insulated to prevent injury and fire.
- All equipment having a charging skip shall be provided with guards on both sides and open end of the skip area to prevent persons from walking under the skip while it is elevated.
- Platforms, footwalks, steps, handholds, guardrails, and toeboards shall be designed, constructed, and installed on machinery and equipment to provide safe footing and access ways.
- Substantial overhead protection shall be provided for the operators of fork lifts and similar equipment.

4.4 Fueling and Batteries

- Only the type and quality of fuel recommended by the engine manufacturer shall be used.

- A well-ventilated area shall be used for refueling.
- Fuel tanks shall not be filled while the engine is running. All electrical switches shall be turned off.
- No one shall spill fuel on hot surfaces. Any spillage should be cleaned before starting an engine.
- Spilled fuel shall be cleaned with cotton rags or cloths; do not use wool or metallic cloth.
- Open Flame , lighted smoking materials, or sparking equipment shall remain well away from the fueling area.
- Heaters in carrier cabs shall be turned off when refueling the carrier or the drill rig.
- Portable fuel containers shall not be filled completely to allow expansion of the fuel during temperature changes.
- The fuel nozzle shall be kept in contact with the tank being filled to prevent static sparks from igniting the fuel.
- Portable fuel containers shall not travel in the vehicle or carrier cab with personnel.
- Fuel containers and transfer hoses shall be kept in contact with a metal surface during travel to prevent buildup of a static charge.
- Batteries shall be serviced in a ventilated area while wearing appropriate PPE.
- When a battery is removed from a vehicle or service unit, the battery shall be disconnected ground post first.
- When installing a battery, the battery shall be connected ground post last.
- When charging a battery, cell caps shall be loosened prior to charging to permit gas to escape.
- When charging a battery, the power source shall be turned off to the battery before either connecting or disconnecting charger loads to the battery posts.
- Spilled battery acid shall be immediately flushed off the skin with a continuous supply of water.
- Should battery acid get into the eyes, the eyes shall be flushed immediately with copious amounts of water and medical attention sought immediately.
- To avoid battery explosions, the cells shall be filled with electrolytes. A flashlight (not an open flame) shall be used to check water electrolyte levels. Avoid creating sparks around battery by shorting across a battery terminal. Lighted smoking materials and flames shall be kept at least 25 feet away from battery-charging stations.

5.0 REFERENCES

EHS 402 – Excavation and Trenching

PROCEDURE NO.: EHS 513
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Heavy Equipment

EHS 515 – Cranes, Lifting Devices, and Rigging Requirement
EHS 310 – Overhead Electrical Lines
EHS 421 – Traffic Safety

District of Columbia Public Schools

PROCEDURE NO.: EHS 514
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Manlifts

1.0 PURPOSE
All use of manlifts shall conform to the requirements below.

2.0 GENERAL REQUIREMENTS
- All aerial lifts used by DCPS must be certified by the manufacturer to meet requirements of the American National Standards Institute (ANSI) standard applicable to the device:
- For truck-mounted boom or scissor lifts – ANSI Standard 92.2.
- For manually propelled boom or scissor lifts – ANSI Standard 92.3.
- For self-propelled boom lifts – ANSI Standard 92.5.
- For self-propelled scissor lifts – ANSI Standard 92.6.
- Lift controls on extensible and articulating boom platforms shall be clearly identified as to function.
- Aerial lifts primarily designed as personnel carriers shall have both work platform (primary) and lift mount (secondary) controls. Primary controls shall be within easy reach of the operator. Secondary controls shall be capable of overriding the upper controls. All controls shall be plainly marked to identify their function.

3.0 INSPECTION AND MAINTENANCE
All aerial lifts operated by DCPS personnel will be inspected in accordance with the following requirements:

3.1 Pre-Operational Inspection
The operator of any aerial lift will perform a pre-operation inspection of the equipment prior to its first use during a work shift. During the inspection the operator will ensure that the equipment is free of visible defects or hazards, and that all operational controls are fully functional. Items to be performed during this inspection include:

- Check all welds between cylinders and booms for cracks or wear.
- Inspect all pivot pins for security of their locking devices.
- Check all exposed cables, sheaves and leveling devices for wear and secure attachment.
- Inspect hydraulic system for frayed hoses and leaks.
- Check lubrication and fluid levels.
- Inspect boom and basket for cracks or abrasions.

- Check for the load capacity posting.
- Operate boom from ground controls through one complete cycle. Check for unusual noises and uncontrolled movements.

If any problems are noted the aerial lift will be placed out of service and the DCPS Environmental and Safety Unit will be notified to arrange servicing and repair.

3.2 Periodic Maintenance Inspection

At least annually, each aerial lift will be inspected by a manufacturer-certified mechanic to ensure that it is properly functioning and maintained. Records of the annual inspections will be maintained by the DCPS Environmental and Safety Unit, and will indicate:

- The date the inspection was performed.
- The name of the service provider.
- Any items identified for corrective action.
- Dates corrective actions were completed and the aerial lift returned to service.

4.0 Operations Procedures

4.1 General Requirements

The following requirements pertain to ANY use of aerial lift equipment.

- Any person working in an aerial lift MUST wear a full-body harnesses and lanyard. The lanyard MUST be attached to an approved attachment point when the lift is in operation or maintained in an elevated position. Employees working from aerial lifts shall not tie off belts or harnesses to adjacent poles, structures, or equipment.
- The load in any boom/basket must not exceed the manufacturer's specified limits for the equipment.
- Employees working in baskets shall always stand on the floor of the basket, and may not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position. The use of ladders, planks, or other objects positioned in the aerial lift to gain greater height is **PROHIBITED**.
- Aerial lifts will be positioned on ground, which is stable, and provides a secure base for the equipment and anticipated load. Outriggers must be used and placed on pads or on solid surfaces.
- Brakes on aerial lifts shall be set when in use. When using aerial lifts on inclined surfaces, wheel chocks shall be used if they can be safely installed.

Environmental, Health & Safety Policy Statement Procedures
Manlifts

PROCEDURE NO.: EHS 514
CREATION DATE: July 2007
REVISION DATE: _____

- Lift mount (secondary) level controls **SHALL NOT** be operated without permission from the operator in the aerial lift, unless the operator is incapacitated.
- Aerial lifts shall not be moved along the ground with employees in an elevated basket unless the equipment is specifically designed for this operation. Before moving an aerial lift for travel, the boom must be properly cradled and the outriggers stowed. Aerial ladders on ladder trucks and tower trucks shall be secured in the lower traveling position by the locking device on top of the truck cab, and the manually operated device at the base of the ladder before the truck is moved for highway travel.
- Do not work above other workers. Clear the area below using cones or other visible indicators; in moving traffic situations utilize signs placed at least 50 feet away from the work zone in either direction to warn drivers.
- Secure all tools or other items to prevent drops. Do not throw tools to or from an elevated work platform.
- Workers shall not exit from an elevated work platform onto any other elevated surface.
- Work on aerial lifts will be stopped and the platforms lowered and secured if:
    - Wind speeds exceed 25 miles per hour.
    - Lightning is occurring within 3 miles of the work area.
- If electric welding operations will occur, ensure that the aerial lift has been prepared by disconnecting the positive and negative terminals of the battery before initiating the weld. Do **NOT** use any part of the aerial lift as a ground for electric welding operations.
- Aerial lifts **WILL NOT** be operated over live electrical wiring. The following minimum separation distance will be maintained between any portion of an aerial lift and any energized electrical component, unless operated by a certified electrical worker for the express purpose of performing electrical work:

Nominal Voltage (Kilovolts)	Minimum Safe Working Distance
0 - 50	10 feet
over 50 - 75	11 feet
over 75 – 125	13 feet
over 125 – 175	15 feet
over 175 - 250	17 feet
over 250 - 370	21 feet
over 370 – 550	27 feet

over 550 – 1000	42 feet

4.2 Boom Lifts

In addition to the general requirements in Section 1.0, the following requirements apply specifically to operation of boom lifts.

- Do not enter or leave a bucket by walking on the boom.
- Boom lifts **SHALL NOT** be used as a crane or for lifting/handling loads.
- Operate all controls slowly to ensure smooth platform movement.
- Elevated baskets **SHALL NOT** be attached to or suspended from any other object.

4.3 Scissor Lifts

In addition to the general requirements in Section 1.0, the following requirements apply specifically to operation of scissor lifts.

- Scissor lifts and other platform-type man lifts shall be used only with proper railings and toe boards installed.
- When moving a self-propelled scissor lift, the operator must first position themselves on board the work platform.
- "Towering" (movement of the lift with the platform elevated) is **PROHIBITED**.

5.0 REFERENCES

EHS 210 – Walking-Working Surfaces Protection

District of Columbia Public Schools

PROCEDURE NO.: EHS 515
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Cranes, Lifting Devices, & Rigging Requirements

1.0 PURPOSE

To establish the minimum requirements for the evaluation and proficiency of crane operators, riggers, and inspectors who perform work at DCPS related project sites.

2.0 GENERAL REQUIREMENTS

This procedure applies in its entirety to all of DCPS unless a variance from its requirements is granted by the DCPS Safety and Environmental Unit. DCPS personnel will not operate cranes without approval from the DCPS Safety and Environmental Unit.

This procedure does not apply to critical lifts. Critical lifts are hoisting operations in which a critical item or load is hoisted or moved, or in which a non-critical item is hoisted or moved in an area where critical items could be affected.

Critical lifts are any activity involving a part, component, assembly, or piece of equipment ("item") whose dropping, upset, or collision could cause or result in the following:

- Damage that would result in serious economic consequences.
- Damage that would result in unacceptable delay to schedule or other significant deleterious programmatic impact (such as loss of vital data).
- Undetectable damage that would jeopardize future operations or safety of a facility.
- Significant release of hazardous material to the environment or create an undesirable condition.
- Personnel injury or significant adverse health impact, either onsite or offsite.

3.0 PROCEDURE

Prior to mobilization, PMs will ensure that cranes and crane operators are certified/qualified, a proper Task Hazard Analysis has been performed (See EHS 204 – Task Hazard Analyses) and that a Crane Pre-Operational Inspection Checklist is completed prior to each use/shift.

3.1 Prerequisites and Physical Qualifications

Operators, riggers, and inspectors shall meet the minimum requirements established by this procedure as it relates to their work.

Site-specific training provided as part of this procedure shall be in accordance with procedure EHS 203 - Accident Prevention Program – Requirements for EHS Documentation.

3.2 Training Programs

3.2.1 Basic Operator Training

Topics to be included in the basic operator training programs shall include as a minimum the requirements listed below.

- Frequent (beginning of shift, daily, or before use) equipment inspection
- Equipment construction and operating characteristics
- Operator conduct and responsibilities
- Safety features of the equipment
- Safe work practices
- Use of hand signals
- Methods used in the determination of load weights (read load charts)
- Use of load-indicating devices
- Rigging techniques
- Types of rigging tackle and tackle inspections
- Critical lift classifications and requirements
- Wire rope inspection and rejection criteria
- Requirements for lifting of personnel
- Other topics identified by the training or operating organizations

3.2.2 Mobile Crane Operator Training

In addition to the topics listed above, training programs for mobile crane operators shall include as a minimum the requirements listed below.

- Understanding and using load rating charts
- Boom angle considerations
- Operations near transmitter towers, or power lines
- Refueling precautions
- Crane footing, stability, and use of outriggers (i.e., proper setup)
- Positioning and securing cranes for wind storms
- Lifting on ground that is not level
- Traveling with a load

- Factors and limitations within various working areas around the crane
- Emergency procedures
- Release and lockout procedures

3.2.3 Basic Training for Special Equipment Operators

Operators of special equipment must first complete training requirements for the most applicable equipment category, such as overhead, gantry, and polar cranes; hoist; or mobile cranes. The operator of special equipment must then complete any additional classroom instruction required, and must complete an on-the-job (OJT) training program for the special equipment.

3.2.4 Rigger Training Programs

It is recommended that training for riggers be divided into two categories:

- Training for personnel who do rigging as a major part of their job assignment
- Training for personnel who do simple rigging jobs as an incidental part of their job assignment.

Topics in both categories shall include the same basics but the depth of detail shall match the job assignment. Topics shall include the requirements listed below.

- Equipment operating characteristics, capabilities, and limitations
- Use and inspection of slings, wire rope, chain, and synthetic fiber
- Effect of sling angles on resultant sling loads
- Restriction on use of come-alongs
- Determination of load weights, load-weight calculations, and individual sling loads
- Use of load-indicating devices
- Safe work practices
- Hand signals and communications between the signal person and operator
- Use and inspection of all major rigging accessories or assemblies
- Critical lift classifications and requirements
- Use of spreader bars and other below-the-hook lifting devices

3.2.5 Inspection Training

Inspector training shall be established to train personnel in the inspection categories listed below.

- Overhead, gantry, and polar cranes
- Monorail, jib, and other hoists
- Mobile cranes
- Wire rope
- Rigging and rigging hardware
- Special equipment

3.2.6 Inspector Training Subcategories

To meet the needs of the discipline, the training may divide these categories into subcategories. For example, an inspector may be trained to inspect only mechanical portions of monorail hoists.

3.2.7 Scope of Inspector Training

Inspector training shall include basic inspection techniques, and the application of manufacturer-supplied information, OSHA, ASME, NQA-1, and acceptance/rejection criteria.

3.3 Testing and Examination

3.3.1 Testing Phases

Testing for operator, rigger, and inspector classifications shall include, as a minimum, a written examination comprised of questions covering training topics, and a practical examination to demonstrate knowledge of equipment operating characteristics and practical application. A qualified instructor shall grade the practical examination.

3.3.2 Examination Score Standards

Scope standards shall be set for each examination by the training organization. The minimum passing score shall depend on the subject, testing technique, and test difficulty.

3.3.3 Examination Failure

If a candidate fails an examination, he/she may, with his/her manager's approval, take another examination. Failure to pass on the second attempt shall require the candidate's manager to determine if the employee should receive additional training. If the manager approves additional training a training plan will be developed with assistance from the training organization.

3.4 Qualification, Requalification, or Disqualification

3.4.1 Training Certificate

After the training, testing, and OJT (if required) is successfully completed, a certificate shall be issued to the operator, rigger or inspector. The operator's certificate shall list the equipment the operator is qualified to operate.

3.4.2 Qualification Period

Operator, rigger, and inspector qualifications are for a period of 3 years.

3.4.3 Recertification

The recertification shall include one of the following:

- Successful completion of a challenge examination
- Completion of established training and examination

3.4.4 Disqualifying

If for any reason the employee's manager determines that the employee should be disqualified, the manager shall write a letter of disqualification. This written statement of disqualification shall state the reason for disqualification and when, or if, the employee will be eligible to re-qualify.

4.0 CRITICAL LIFT PROCEDURE

4.1 Critical Lift Plan

Prior to commencing any critical lift activity, the PM will ensure that a Crane Pre-Operational Inspection Checklist and that a Critical Lift Checklist is prepared for all Critical Lifts. A Task Hazard Analysis (THA) in accordance with EHS 204 - Task Hazard Analysis will be prepared.

4.2 Critical Lift Plan Approval

The Critical Lift procedure will be reviewed and approved by the Crane Operator, the Rigging Site Superintendent, and the EHS Department.

Revisions to the procedure will be reviewed and approved in the same manner as the original procedure.

4.3 Pre-Lift Meeting

Before the Critical Lift is performed, a safety meeting with participating personnel will be held. During this meeting, the relevant portions of the applicable Task Hazard Analysis (THA) will be covered, the Critical Lift procedure will be reviewed, and questions/concerns resolved. The safety meeting will be documented on a Tailgate Safety Briefing Form as required by EHS 202 - Safety Meetings.

4.4 Critical Lift Documentation

Once completed, the EHS Department will maintain copies of the Critical Lift Plan. Documentation of a critical lift will include the following:

1. The Critical Lift Checklist, recording job completion with approval signatures.
2. Documentation of the safety meeting including, at a minimum, the meeting date and list of attendees.
3. Any additional documentation deemed appropriate by the DCPS Safety and Environmental Unit or other responsible personnel (e.g., lessons learned).

5.0 CRANE-SUSPENDED PERSONNEL PROCEDURE

5.1 Pre-LIFT Requirements

1. Prior to commencing crane-suspended personnel activities, completion, submittal, and approval of the Crane Pre-Operational Inspection Checklist will be performed.
2. Inspection and testing of the crane to be used for the lift will be documented on the Crane Pre-Operation Inspection Checklist.
3. The Critical Lift Checklist will be completed in accordance with the requirements of Section 4.0 of this procedure.
4. The PM will be responsible for identifying any specific requirements that may apply to their particular location/state prior to performing crane-suspended personnel activities.
5. The use of a crane to hoist employees onto a personnel platform is prohibited, except when conventional means of reaching the work location presents a greater hazard or is not possible because of structural design or work site conditions.
6. The PM will make a case-by-case evaluation to determine if an alternate method can be used. A justification for the use of crane-suspended personnel platforms will be written into the Task Hazard Analysis (THA); see EHS 204.

7. Personnel performing lifts in accordance with this procedure will be trained in accordance with EHS 202, Safety Meetings.
8. The crane will be inspected prior to use and must meet all requirements for personnel hoisting. If the crane was out of service, the current annual certification will be available or a competent person will perform a complete inspection, whichever is applicable, prior to placement in service. The crane operator will conduct a daily inspection prior to the start of each work shift.
9. Cranes with telescoping booms will be equipped with a device to indicate clearly and at all times to the operator the boom's extended length.
10. An accurate determination of the load radius to be used during the lift will be made prior to hoisting personnel.
11. A positive acting device will be used which prevents contact between the load block or overhaul ball and the boom tip (anti-two-blocking device). This device will deactivate the hoisting action before damage occurs.
12. The use of cranes with live boom capacity or lack of controlled lowering function is prohibited.
13. A pre-lift meeting attended by the crane operator, signal person, personnel to be lifted, and the supervisory personnel responsible for the task to be performed will be held to review work procedures, including the THA (EHS 204 – Task Hazard Analysis). This meeting will be held prior to the trial lift at each new work location and will be repeated for any employees newly assigned to the operation.
14. The operator and signal person will conduct a full-cycle trial lift with an unoccupied personnel platform loaded to the anticipated lift weight. The operator will determine that all systems, controls, and safety devices are functioning properly. The trial lift will be repeated prior to hoisting employees whenever the crane is moved.
15. A visual inspection of the crane, rigging, and the personnel platform will be conducted by a competent person immediately after the trial lift to determine whether the trial lift has exposed any defective component or structure. Any defects found will be corrected before hoisting personnel.
16. All newly constructed, modified, or repaired personnel platforms will be load-tested to 125% of rated capacity.
17. Tag lines will be used unless their use creates an unsafe condition.
18. All lifts will be made in accordance with the manufacturer's lifting recommendations and regulatory requirements.
19. The number of employees to be hoisted will be kept to a minimum, and in no case will it exceed four persons.

20. Employees working on the platform will be considered as weighing at least 250 pounds each.
21. The platform will not be used during high winds, electrical storms, snow, or other adverse weather conditions.
22. Communication devices will be used at all times.

5.2 Work Platform Requirements

1. A qualified engineer will design the personnel platform and suspension system. The suspension system will be designed to minimize tipping of the platform due to the movement of employees occupying it.
2. The platform will be capable of supporting its own weight and five times the maximum intended load.
3. Personnel hoists used in bridge tower construction will be approved by a registered professional engineer and erected under the supervision of a qualified engineer competent in this field.
4. The following information regarding the personnel platform will be conspicuously posted.
    (a) Weight of the empty platform
    (b) Maximum number of personnel
    (c) Rated load capacity
    (d) Equipment identification number
5. The platform will have standard railings as specified by OSHA. The sides of the platform will be enclosed from floor to midrail with either solid construction or expanded metal having openings no greater than ½-inch.
6. If access gates are installed, they will swing inward and will be equipped with a restraining device to prevent accidental opening.
7. The platform will have overhead protection when employees are potentially exposed to falling objects.
8. The platform will be easily identifiable by high visibility color.
9. If welding repairs are required, a certified welder familiar with the weld grades, type, and material specified in the platform design will perform all welding of the personnel platform and its components. Visual weld examinations will be performed.

5.3 RIGGING REQUIREMENTS

5.3.1 Wire Rope

1. A minimum of 3 hoisting ropes will be used for traction hoists and 2 for drum-type hoists.
2. The minimum diameter of hoisting and counterweight wire ropes will be 1/2-inch.
3. When a hoist tower is not enclosed, the hoist platform or car will be totally enclosed (caged) on all sides for the full height between the floor and the overhead protective covering with 3/4-inch mesh of No. 14 U.S. gauge wire or equivalent.
4. The hoist platform enclosure will include the required gates for loading and unloading.
5. These hoists will be inspected and maintained on a weekly basis. Whenever the hoisting equipment is exposed to winds exceeding 35 miles per hour it will be inspected and put in operable condition before reuse.
6. Wire rope will be taken out of service when any of the following conditions exist:
    (a) In running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand in one lay;
    (b) Wear of one-third the original diameter of outside individual wires. Kinking, crushing, bird caging, or any other damage resulting in distortion of the rope structure;
    (c) Evidence of any heat damage from any cause;
    (d) Reductions from nominal diameter of more than three-sixty-fourths inch for diameters to and including three-fourths inch, one-sixteenth inch for diameters seven-eights inch to 1 1/8 inches inclusive, three-thirty-seconds inch for diameters 1 1/4 to 1 1/2 inches inclusive;
    (e) In standing ropes, more than two broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.

5.3.2 Wire Rope Safety Factors

The minimum factors of safety for suspension wire ropes are:

Minimum Rope Speed (fpm)	Safety Factor
50	7.60
75	7.75
100	7.95
125	8.10

150	8.25
175	8.40
200	8.60
225	8.75
250	8.90
300	9.20
350	9.50
400	9.75
450	10.00
500	10.25
550	10.45
600	10.70

5.4 Operating Requirements

1. The lift must be performed under controlled conditions and under the direction of an appointed signal person.
2. Communication between crane operator, signal person, and person(s) being lifted will be maintained through standard hand signals or voice communication equipment. If radio equipment is used, it will be equipped with a discrete channel.
3. The crane operator will remain at the controls at all times when personnel are on the platform.
4. Lifting or lowering will not exceed 100 feet per minute (30.48 m). Downward motions will always be with power or controlled lowering (no free fall).
5. Cranes will not travel with personnel on the platform.
6. The employee(s) being lifted, moved, or positioned will remain in continuous sight or in contact with the operator or signal person.
7. Outriggers will be fully extended/locked. A firm footing uniformly level within 1% will be provided.
8. The total weight of the lifted load (including personnel) will not exceed 50% of the rated capacity for the radius and configuration of the crane.
9. The crane hook will be moused or provided with a safety latch.

5.5 Box-Type Platforms

1. Lifting bridles on box-type work platforms will consist of four legs of equal length. One end will be securely attached to each corner of the platform and the other end

securely attached to a common ring, shackle, or other equivalent device to accommodate the crane hook or a strap to the crane hook.

2. The work platform will be provided with an inside grab rail.
3. The occupants will wear a harness. The lanyard will be secured to a structural member capable of supporting a fall impact for employees using the anchorage.
4. A substantial safety line will pass through the eyes of each leg of the bridle, and be securely fastened with a minimum amount of slack to the lift line above the overhaul ball, or to the crane hook itself if a load block is in use.
5. Platforms will be constructed with a minimum five-to-one safety factor. Five hundred pounds will be allowed for the first person with light tools, with an additional 250 pounds for each person added.

4.0 REFERENCES

EHS 202 - Safety Meetings.
EHS 203 - Accident Prevention Program – Requirements for EHS Documentation.
EHS 204 – Task Hazard Analyses

District of Columbia Public Schools

PROCEDURE NO.: EHS 516
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Equipment Safety Cards

1.0 PURPOSE
Provide an overview of equipment safety card requirements and usage.

2.0 SCOPE
This procedure applies to all DCPS operations using mechanized equipment. Cards have been developed for a select group of routinely used pieces of equipment.

3.0 IMPLEMENTATION
Equipment safety cards have been produced by the DCPS Safety and Environmental Unit for review prior to operating portable mechanized equipment (e.g. chainsaws, bandsaws, power washers, etc.). Equipment safety cards are to be used as a point of reference prior to using the specified piece of equipment as a pre task plan. The cards should be used in conjunction with the manufacturers operating instructions. Personnel should be adequately trained in the tools use prior to operation, using the cards as a reminder or Task Hazard Analysis (THA) for additional safe operation. The cards are not a substitute for training.

It is the Project Manager's responsibility to ensure equipment cards are reviewed by personnel prior to using equipment. If a card does not exist for a particular piece of equipment, contact a member of the DCPS Safety and Environmental Unit to aid in the development of a specific card for non-routine equipment.

4.0 LOCATION
The equipment safety cards will be located on site.

5.0 REFERENCES
EHS 401 – Clearing and Grubbing
EHS 505 – Powered Hand Tools

Environmental, Health & Safety Policy Statement Procedures
Traffic Safety

PROCEDURE NO.: EHS 517
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE
This procedure will outline the guidelines to protect DCPS employees working on or near roadways.

2.0 SCOPE
The following requirements can be implemented for simple work operations occurring on or near roadways. More complex tasks will require the development of a specific traffic control plan, approved by the DCPS Safety and Environmental Unit.

3.0 PROCEDURE
Whenever possible, place a work vehicle between your worksite and oncoming traffic. Not only is it a large, visible warning sign, but also if an oncoming car should fail to yield or deviate, the parked vehicle rather than your body would absorb the first impact of a crash. Turn the vehicle wheels so that if it was struck, it would swing away from the worksite. In addition, proper PPE is to be worn during traffic operations, to include hardhat and high-visibility vests.

When in traffic, place the work vehicle facing oncoming traffic and set the parking brake. If subsurface work is contemplated (e.g., manhole entry) park downwind whenever possible to prevent exhaust from entering the work zone. Turn off the engine when possible. Always leave some room between the rear of the vehicle and the work zone. Even though the vehicle would protect you in a crash, it might be knocked several feet backwards. Turn the headlights on (night or day).

Use of Signs and Cones to Direct Traffic. Traffic signs and cones are used to direct traffic away from and around you. Cones and signs are effective only if they give oncoming drivers enough time to react and make it clear how traffic should react.

Signs and Traffic Control Devices. Signs are required in addition to cones in almost all traffic control situations. The only time a sign wouldn't be absolutely necessary is in rural areas with very little traffic. The most commonly required signs are listed below.

"Road Work Ahead" or "Men Working" are the basic warning signs. They are orange, a minimum of 48"x48" square, and equipped with a self-supporting base. In general, advanced signs should be placed well ahead of the cone taper to warn traffic of the upcoming controls. If required by law, they can be placed on the roadside in advance of the cone taper.

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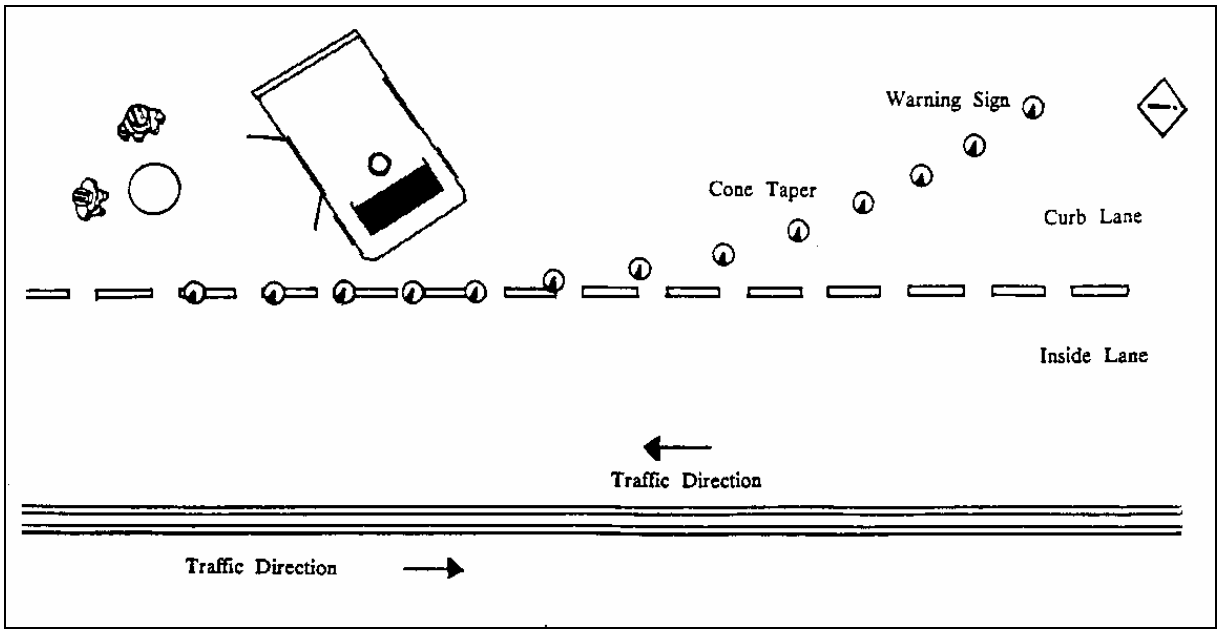
Directional Arrow Signs should be placed ahead of the cone taper to clearly indicate which direction traffic should flow.

Warning Flags are often put in cones at the leading edge of a taper to make the taper more prominent. They have no legal status and are not recommended. Use a “Road Work Ahead” sign instead.

Note: Always remember that signs and cones cannot protect you; they can only guide traffic. Do not assume that it is safe to work behind the van or to walk beside the van inside a line of cones. Parking the van in a slight angle (as shown in the next example) allows safer access to the side doors and completely blocks the entire lane.

Cone Positioning. The most common coning situation is setting a taper of cones that creates a visual barrier for oncoming motorists and gradually closes a lane.
The position of the taper depends on the road width, position and size of the work area, and also on the characteristics of the traffic.



The basic curb lane setup. Note the warning sign, cone taper, and van placement.

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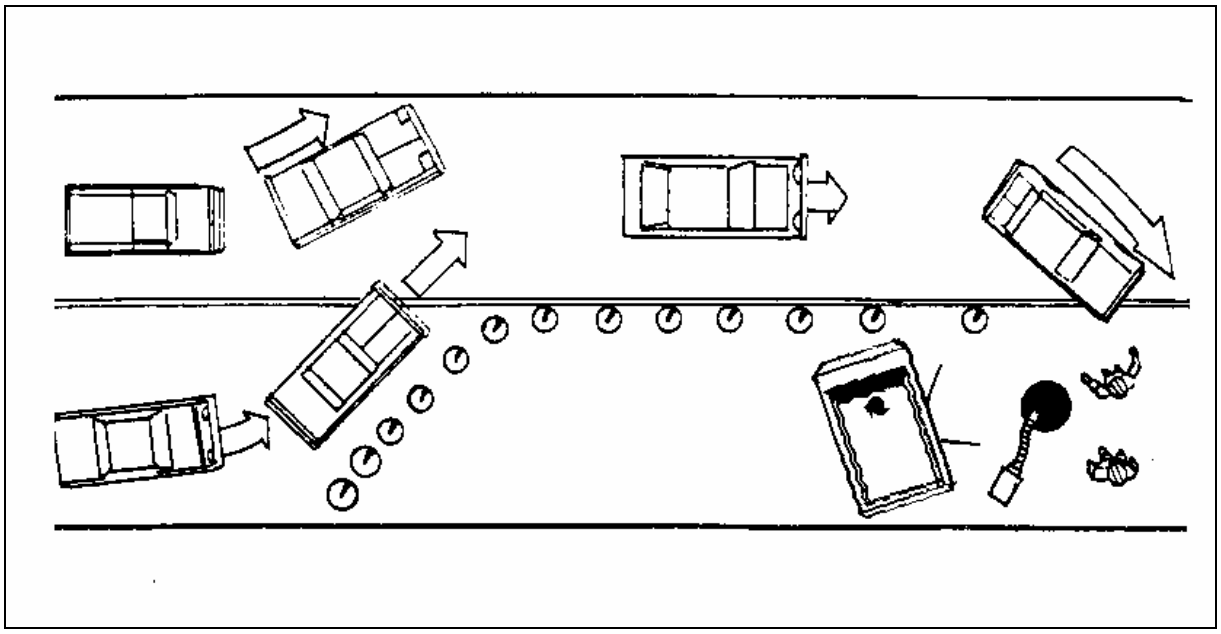
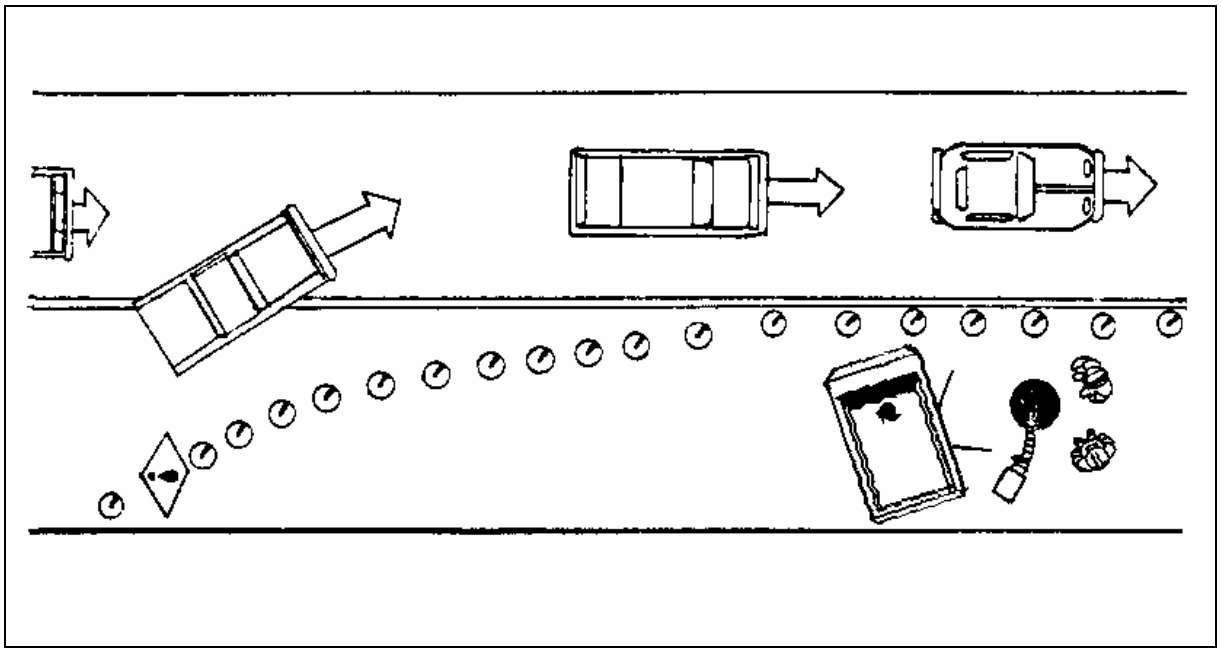


Wrong! The cone taper is too short. Traffic must change lanes abruptly, causing disruption.



Right! Cones are tapered gradually, allowing cars to change lanes and merge easier. Note that cones are extended past the worksite.

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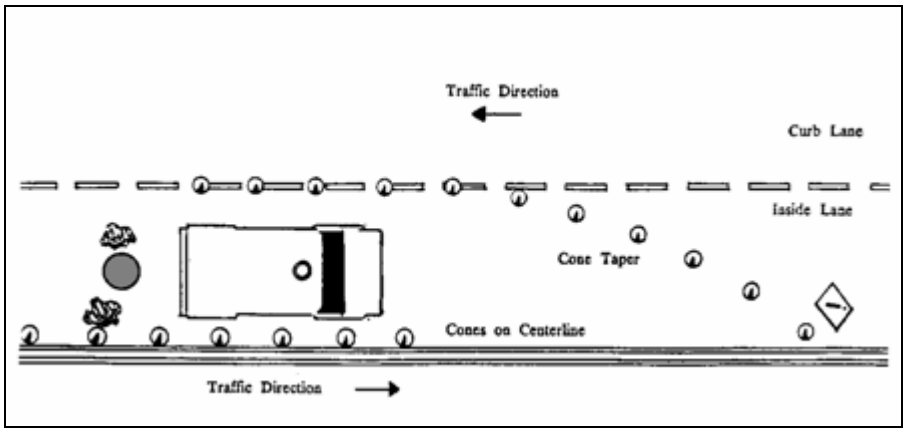
It is critical not only that vehicles avoid the workers and equipment in the road, but that they have a safe, clearly understood place to go once you have diverted them.

Never divert vehicles into oncoming lanes. Such diversions often are unsafe without flaggers to control the flow of the opposing vehicles. Often there is room for a van to straddle the centerline, taking up only part of the lane in each direction and leaving room for traffic to pass by on each side. Two cone tapers, one for each direction of traffic, must be set. Only work off the back of the van with this setup.

When diverting traffic out of part of a lane, divert vehicles toward the center of the road if there is room between the cone taper and the centerline of the road. This is less risky than diverting them close to parked cars.



Coming off the inside lane. The line of cones on the centerline alerts traffic coming from the opposite direction.

- Always try to provide drivers with the best line of sight to see the hazards and solutions. At low traffic speeds, drivers can often sort out their own right of way solutions, but only if they can see the other key vehicles.
- Cone off a whole lane where there is more than one in each direction. Cars may try to squeeze by two abreast if it is not clear that one lane is completely occupied and the open lane is single width.

Cone Taper Length. The length of the cone taper depends on the type of traffic and the approach speed of the traffic. On state and major highways with speeds above 35 mph, the dimensions are often regulated by law. It is possible, however, to decide on the size and position of the cone taper based on a few practical guidelines.

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Traffic Speed		Distance of Initial Sign		Cone Spacing	
mph	kmh	feet	meters	Feet	meters
15	24	50 – 90	15.2 – 27.4	3 – 15	.914 – 4.57
25	40	90 – 150	27.4 – 45.7	3 – 25	.914 – 7.62
30	48	135 – 200	41.1 – 60.9	3 – 30	.914 – 9.14
35	56	150 – 240	45.7 – 73.2	3 – 35	.914 – 10.7
40	64	190 – 300	57.9 – 91.4	3 – 40	.914 – 12.2
45	72	240 – 360	73.2 – 109.7	3 – 45	.914 – 13.7

These distances are based on dry, rough surfaces. Distances should be greater for wet or slick surfaces. Verify these with your local and state regulations.

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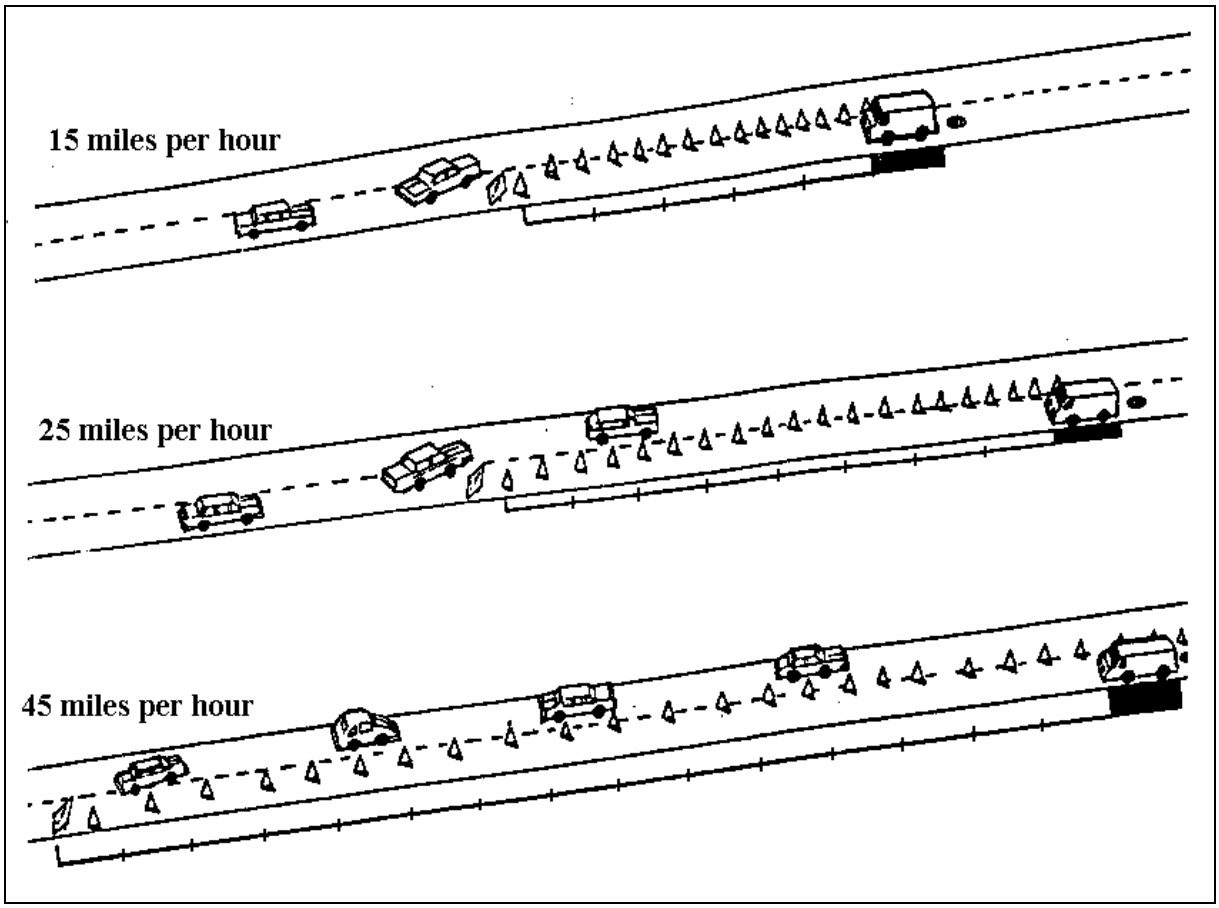

Traffic speed and cone taper length. The faster the oncoming traffic speed, the longer the cone taper must be. Although local regulations vary, above is an illustration of the general rule at 15 mph, 25 mph, and 45 mph. Note how the spacing between the cones increases as oncoming traffic speed increases.

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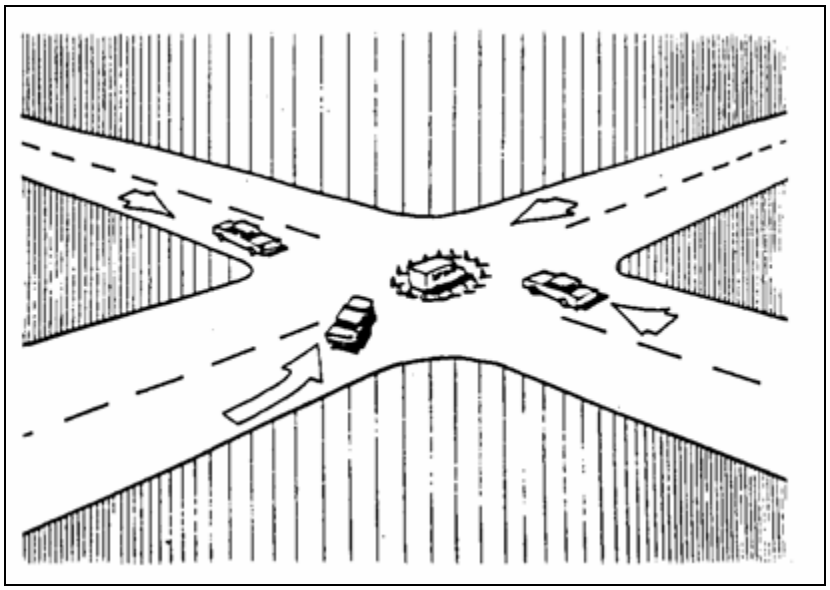
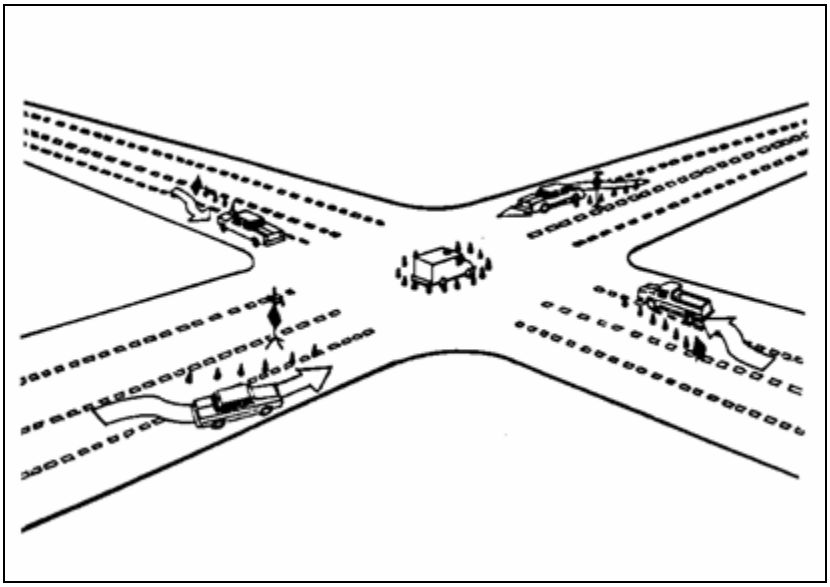


"Fort Apache" - the wrong approach. The single ring of cones gives oncoming traffic little warning, and no clue of how to react.



A better approach. Oncoming traffic is warned and controlled by cones and signs outside of the intersection.

There are additional guidelines that apply to setting a cone taper.

- Carry the taper of cones past the van the manhole work area and behind the van. Otherwise, vehicles may turn back into the lane once past the van and injure someone.
- Intersections, side streets, and side entrances (and the amount of traffic to and from them) affect the length and shape of cone tapers.
    - At major intersections, sometimes it is necessary to put a lead taper of cones even further away, beyond an intersection. Drivers approaching an intersection typically focus on that intersection and tend not to notice traffic control just beyond it. They also typically speed up to make a light. By placing your first taper of cones on the far side of an intersection, you focus their attention on the traffic control and adjust them to your presence with sufficient warning.
    - Side street or building entrances that bring traffic through the normal protected zone of a cone taper may require a second taper to prevent that traffic from turning directly into the protected lane.
- In lightly traveled residential streets and crowded urban side streets where traffic speeds are low, it may be most practical to shorten the cone taper. Typically this would occur where it is best to minimize the risk to vehicles which are diverted around you and exposed to oncoming cars.
- The maximum spacing between channeling cones in a taper should be approximately equal in feet to the speed limit in mph. For example, the cones on a road with a 55-mph speed limit, should be spaced about 55 feet apart. Cones placed on a tangent to keep traffic out of a closed lane should be spaced in accordance with the extent and type of activity, the speed limit of the road, and the vertical and horizontal alignment of the road so that it is obvious that the road is closed to traffic.

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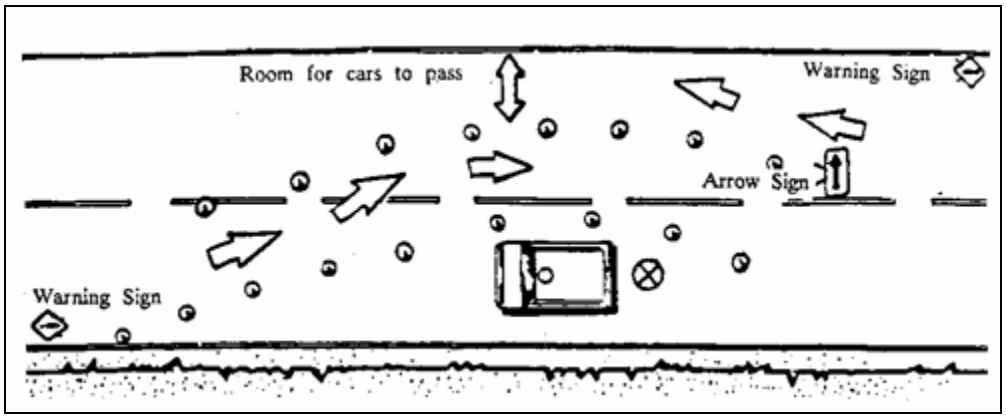
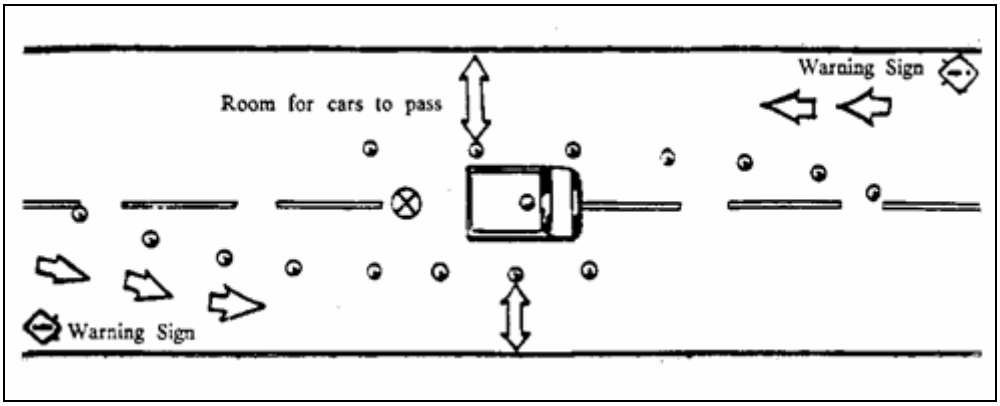


Diverting traffic into oncoming lane. Traffic may be diverted into oncoming lanes without flagger control only if traffic is light, there is room for cars to pass in both directions, and proper control moving cars into artificial passing lanes exists. Note the warning signs in both directions, the use of the arrow sign, and the creation of two lanes using cones.



Working on the road centerline. Traffic must be controlled and diverted in both directions if the worksite is on the road centerline. Traffic must be moved to the outside of the road. Leaveroom for cars to pass between the cones and the curbs of both lanes.

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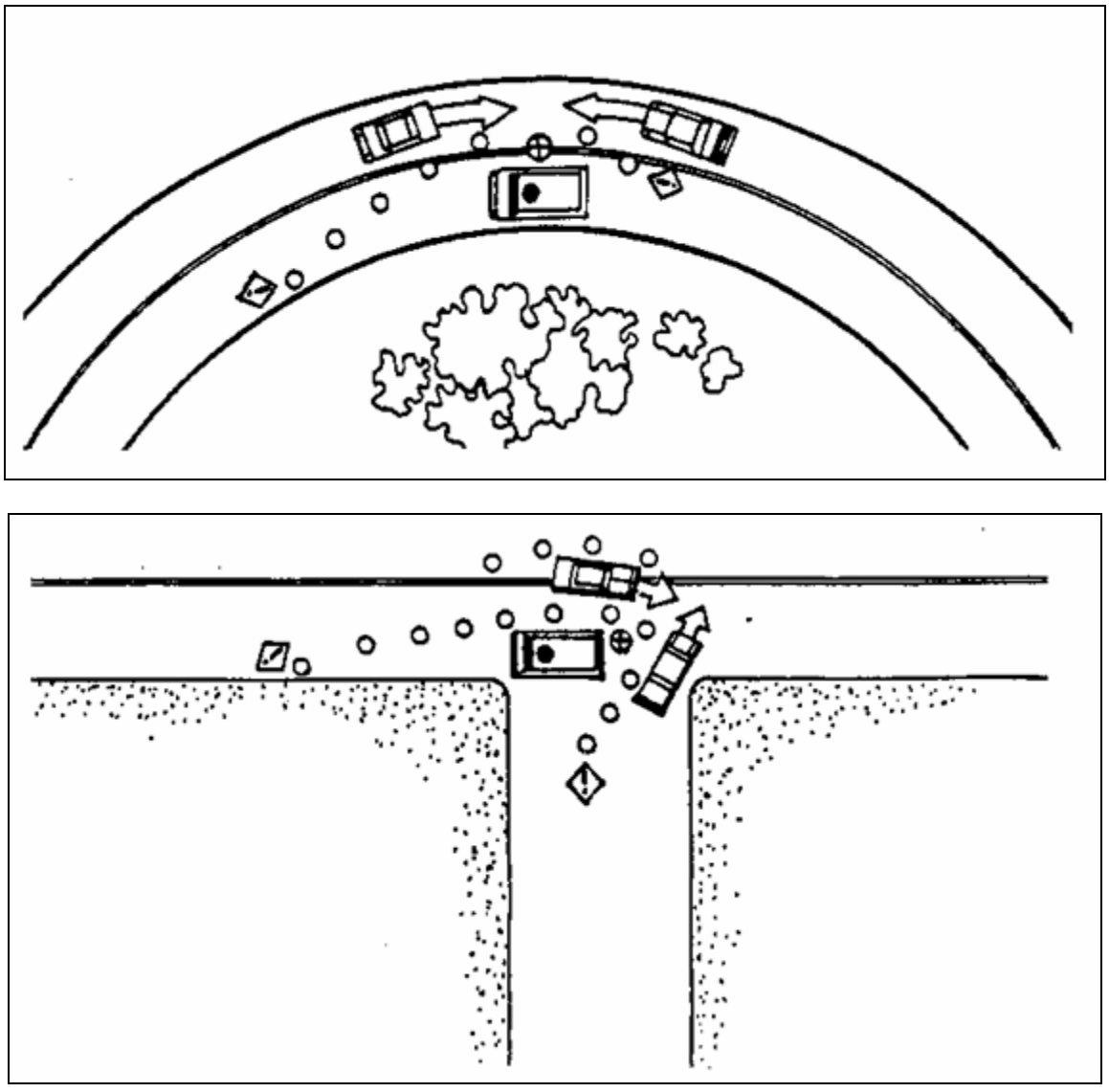

Poor lines of sight.

These illustrations show how poor planning can increase risks. On both the curve and the side street, placement of the van blocks the drivers' lines of sight. They cannot see oncoming cars until it is too late.

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Traffic Safety

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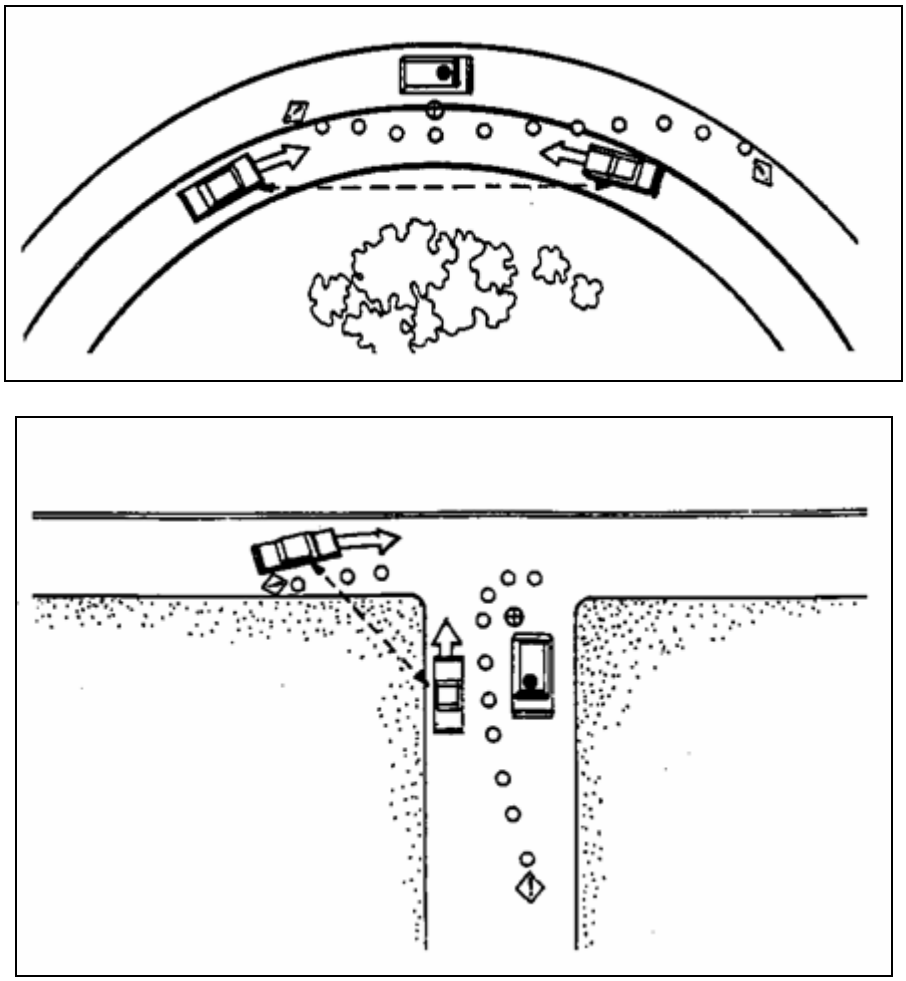

Better lines of sight. In these illustrations, repositioning the van and cones allows cars to see each other (black dotted lines). Note that only very light traffic should be allowed to sort itself out.

Note: In the figure above, there is a potential for a head-on collision. The traffic on the curve requires flagger control.

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PROCEDURE NO.: EHS 517
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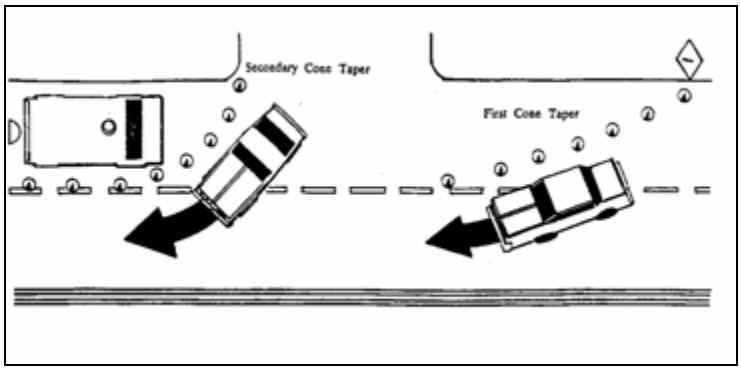
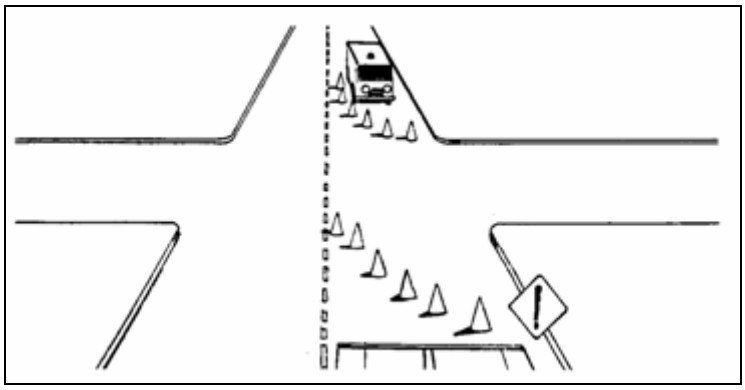


Side entrances. When a cone taper blocks a side street or side entrance, make sure cars are still able move in and out of these areas. Do not just shorten the cone taper. Set two tapers: the first to move traffic out of the lane, the second to warn and control drivers using the side entrance.



Warning before an intersection. When drivers go through an intersection they tend to focus on the intersection itself, not beyond it. Placing a warning sign across the intersection near oncoming drivers alerts them and lets them take corrective action before it is too late.

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PROCEDURE NO.: EHS 517
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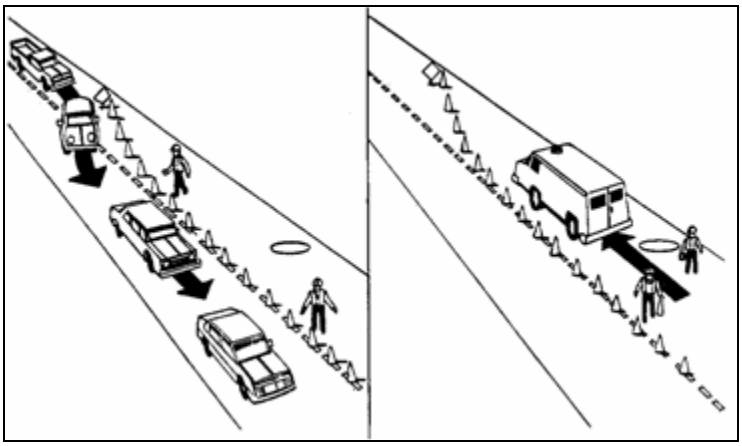

Test traffic controls. Sometimes it is very dangerous to stop a van in traffic and then set out traffic controls. In these situations, park the van by the side of the road, then place the traffic controls. Observe how traffic follows the controls. When it looks safe to do so, drive the van into the space created by the pre-placed traffic controls.

District of Columbia Public Schools

PROCEDURE NO.: EHS 601
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Environmental, Health & Safety Policy Statement Procedures
Hazardous Materials Shipping Facts

1.0 PURPOSE

Office and field operations that ship hazardous materials (HazMat) must follow these guidelines. Hazardous materials may include, but are not limited to, compressed gases, nuclear density meters, laboratory reagents, field samples, hazardous wastes, and materials used for bench scale and pilot plant operations. While most environmental samples (both water and soil) do not meet the definition of hazardous material, extreme care must be taken to properly classify materials.

2.0 SCOPE

This procedure prescribes the minimum requirements for shipping samples and for shipping dangerous goods. It is designed to provide a framework for compliance with the requirements of the U.S. Department of Transportation (DOT) regulations published under 49 CFR and the International Air Transportation Association (IATA) regulations for shipping hazardous materials/dangerous goods by land or air. Employees are required to have training prior to performing activities that involve the shipment of dangerous goods (see Section 4.2).

3.0 RESPONSIBILITIES

3.1 Safety & Environmental Unit

- Issue, revise, and maintain this procedure for distribution to affected DCPS personnel.
- Coordinate training information/resources for Unit Managers.
- Ensure that Project and Section Managers that have personnel involved in the process of preparing hazardous materials for shipment have appropriately trained individuals, including both office and field personnel. Will assign a shipping specialist to manage the DCPS's hazardous materials program.

3.3 Unit Managers

- Become familiar with the DOT training requirements for shipment, labeling, and packaging of hazardous materials/wastes.
- Ensure compliance and implementation of this procedure for all operations under their control. Also ensure that affected personnel have the required formal training in DOT requirements in accordance with this procedure for both field/project sites and office locations.

3.4 Employees

- Will not handle or ship samples/dangerous goods without appropriate training as specified in this procedure.
- Will immediately notify supervisors of concerns or questions about the condition/contents of samples or dangerous goods to be shipped.

4.0 PROCEDURES

4.1 Shipping

Select the best way to ship the hazardous material based on the quantity, hazard(s), and mode of transportation (e.g., air, land, water). Since more restrictive requirements apply to air shipments, ground shipment (e.g., use of a lab courier service) is encouraged for shipping dangerous goods and/or hazardous materials.

Specific packaging and shipping instructions apply to all dangerous goods shipments. These instructions vary by chemical/product and are different for passenger aircraft and cargo aircraft. For dangerous goods to be shipped by air, follow the IATA regulations, the carrier's instructions, and the guidelines below for naming, packaging, labeling, marking, and quantity restrictions. Each carrier has specific requirements in addition to the IATA regulations. Carrier-specific requirements can be obtained from the Internet or by calling the carrier's customer service line.

- Determine the proper shipping name, hazard class, labeling requirements, and packing group.
- Determine and comply with the proper packaging instructions.
- Choose the proper package based on the packaging instruction and the type and quantity of material being shipped.
- Ensure package contents are compatible.
- Package, mark, and label according to applicable regulations and instructions.
- Prepare shipping papers and complete the bill of lading or shipper's declaration for dangerous goods, according to applicable regulations and according to the carrier's specific requirements.
- Include on the shipping documents the shipper's certification, emergency response information, and telephone number.
- Include with the shipment a copy of the applicable emergency response information with shipping papers for responders to use in emergency situations. This information includes, but is not limited to, appropriate sheets from the DOT Emergency Response Guidebook and/or Material Safety Data Sheets (MSDS).

- DCPS personnel participating in shipping dangerous goods and/or hazardous wastes are required to provide a 24-hour emergency response telephone number that must be answered by a person either with information on the hazards of the shipment or with immediate access to such a person. DCPS has contracted with Chem-tel, Inc., to provide technical guidance. Their contact phone number is (800) 255-3924. Once personnel have generated a shipping document (e.g., manifest, airbill, bill of lading), a copy (including the shipment date) must be faxed to Chem-tel at (813) 248-0582. Chem-tel personnel will then enter the information directly into their database.
- Determine the placard or placards required for the materials being offered for transportation, provide placards, and affix as required.
- Notify the carrier of the proper shipping name, hazard class, and total quantity of each hazardous material being offered for transportation, and make a final check for compliance with regulations and instructions before tendering the shipment to the carrier. All dangerous goods airbills must be typed.

4.2 Training

Employees involved in shipping dangerous goods (e.g., packaging, preparing paperwork, loading and/or unloading, and transporting hazardous materials) are required to have training prior to shipping activities. Training requirements are based on the type of materials shipped (e.g., calibration/compressed gases, laboratory reagents, field samples, hazardous wastes) and employee responsibility. Training curriculum will include function-specific, general awareness, safety, and security awareness based on the two levels defined below.

4.2.1 Level 1

This level of training is required for personnel involved in preparation of paperwork, packaging, and labeling of hazardous materials under the direction* of a Level 2 DCPS Shipping Specialist. In addition to internal DCPS training via “brown bags,” PowerPoint presentations, etc., on-line hazardous materials awareness course (which can be completed within 2-3 hours) are available through:

- http://www.eduwhere.com/courses.cfm – DOT HazMat Shipping for Environmental Professionals

*“Under the direction” is defined as following the exact written directions of an DCPS Shipping Specialist for a one-time shipment or following the exact directions of an existing DCPS Hazardous Material Shipping Guidance Document contained in the “DCPS Guidance Manual for Shipping Hazardous Materials and Environmental Samples.”

4.2.2 Level 2

The DCPS Shipping Specialist, who is responsible for oversight of the Hazardous Materials Program for their respective District or Section, must complete a comprehensive 2-day

hazardous materials/dangerous goods shipping training course to comply with applicable regulations on transporting hazardous materials. Both on-line and conference/workshops are available through:

- Lion Technology Inc. – HMT P30: Hazardous Materials Transportation Certification (49 CFR)
- JJ Keller – Hazardous Materials Information Center – "HazMat Basic Workshop"

4.2.3 Driver Training

Drivers involved with the transportation of hazardous materials must be trained in accordance with EHS 117 - Commercial Vehicle Program.

4.2.4 Documentation

Documentation of training will be maintained in employees' office locations. Documentation must include the following: course outline, sign-up/log-in sheet with employee name, date(s) of training, and certificate of completion from the training institute.

5.0 REFERENCES

DCPS Guidance Manual for Shipping Hazardous Materials and Environmental Samples

49 CFR 171-181, HM 181 with amendments

DOT Emergency Response Guidebook (DOT P 5800.7 or later edition)

EHS 117 - Commercial Vehicle Program

International Air Transport Association (IATA), Dangerous Goods Regulations

International Civil Aviation Organization (ICAO), Technical Instructions for the Safe Transport of Dangerous Goods by Air, Document 9284-AN/905 as amended

International Maritime Dangerous Goods Code

United Nations, Recommendations on the Transport of Dangerous Goods, Seventh Revised Edition

DOT Office of Hazardous Materials Safety

District of Columbia Public Schools

PROCEDURE NO.: EHS 602
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Process Safety Management Facts

1.0 PURPOSE

To establish the minimum requirements necessary for implementing Process Safety Management at DCPS facilities.

2.0 SCOPE

This procedure applies to all facilities requiring Process Safety Management as outlined in the procedures below.

3.0 PROCEDURES

3.1 Definitions

Highly Hazardous Chemical – A specific chemical as defined by OSHA 29 CFR 1910.119. Process – An activity involving the use of a highly hazardous chemical, which includes storage, distribution, use, handling, manufacturing, or any combination of these.

Process Hazard Analysis (PHA) – The process for identifying all potential hazards associated with a specific process, and developing/implementing procedures to minimize these hazards. Several methods of performing this have been identified, including the "What If" and Hazardous Operations ("HAZOP") methods. The method used in performing the PHA must be identified.

Process Safety Information (PSI) – Information that describes the individual process. This information includes the description of the process (start to end), specific equipment associated with the process (include gasket types, etc.), standard and emergency operating procedures, chemicals used and for what purpose in the procedure, information on the chemicals used, and other data needed to identify all potential hazards. This information must be collected and documented prior to performing the PHA.

Threshold Quantity (TQ) – The amount of a highly hazardous chemical that must be involved in a process to trigger the requirements of this section.

3.2 General Requirements

1. A Process Safety Management (PSM) Program will be implemented under the following circumstances:
    (a) A single process uses/stores a highly hazardous chemical at or above the threshold quantity. The following highly hazardous chemicals (with their TQs) are routinely found at DCPS-operated facilities:

Highly hazardous chemical	Threshold Quantity (in pounds)
Chlorine	1,500
Sulfur dioxide (liquid)	1,000

(b) A flammable liquid or gas is on site for a process in quantities at or above 10,000 pounds (except if stored in atmospheric tanks below the boiling point without use of refrigeration or chilling). This does not include heating fuels unless the fuel is used in a process that includes a chemical regulated by this section.

(c) If you have chemicals other than those mentioned above, contact the appropriate EHS Manager.

2. The written PSM Program will include/address the following:
   (a) The Process Safety Information (PSI) gathered/developed
   (b) The Process Hazard Analysis (PHA)
   (c) Standard Operating Procedures (SOPs)
   (d) Training/Documentation
   (e) Contractor Safety
   (f) Pre-Startup Safety Review
   (g) Mechanical Integrity
   (h) Hot Work Program
   (i) Management of Change Program
   (j) Incident Reporting and Investigation
   (k) Emergency Planning and Response
   (l) Compliance Auditing Process
3. The written PSM Program will be developed prior to operation of any process involving highly hazardous materials or flammable liquids/gases as noted above.
4. The development of the PSM Program will be a team effort, to include input from the site supervisor, qualified operator(s) of the equipment/process, maintenance, and health and safety as a minimum.

3.3 Specific Requirements

The Process Safety Information (PSI) Gathered/Developed

Prior to development of the PHA, specific written data/information must be gathered concerning the process and the chemicals of concern. This information includes process design, equipment use information (e.g., start, stop, emergency on/off), information regarding storage and distribution of the chemical(s) of concern (COCs), and health and physical effects of the chemicals in use.

The Process Hazard Analysis (PHA)

The PHA is the process for identifying potential failures of the system that could result in occupational or environmental exposure to the regulated chemical, and what preventive measures will be implemented to prevent or minimize these failures. The PHA must use an approved method such as the following:

- What-If
- HAZOPS
- What If/HAZOPS
- Other method allowed by OSHA regulations.

Standard Operating Procedures (SOPs)

Written SOPs for equipment operation, preventive maintenance, chemical transfer/storage, etc., must be developed.

Training/Documentation

Specific training is required to comply with this section. The target audiences include supervisors, operators, on-site employees, maintenance personnel, engineers, and contractors/visitors. The PSM Plan will address the required training for each category of employee/contractor/visitor and describe how this training must be provided. All training will be documented and maintained at the site.

Contractor Safety

In addition to describing how the PSM Program will inform subcontractors of the issues associated with the process to be worked on/near, it will also describe how the facility will gather information on each contractor to determine the contractor's commitment to safety. This entails collecting specific information from contractors prior to allowing them to perform work associated with the identified process. At a minimum, this will include review and fulfillment of the requirements of EHS 207 - Contractor and Subcontractor Requirements.

Environmental, Health & Safety Policy Statement Procedures
Process Safety Management Facts

PROCEDURE NO.: EHS 602
CREATION DATE: July 2007
REVISION DATE: _____

Pre-Startup Safety Review

A written procedure for reviewing every PSM-regulated process prior to starting it up for the first time will be developed and implemented. This is required for both newly built processes as well as processes that have been in operation but have been contractually awarded to DCPS for operation.

Mechanical Integrity

A written Preventive Maintenance Program will be developed and implemented. The performance of preventive maintenance in accordance with the written plan will be documented.

Hot Work Program

The DCPS Hot Work Program will be implemented. The PSM will reference the EHS 411 – Welding, Cutting and Other Hot Work, but site-specific information will also be included.

Management of Change Program

Once a process has been installed and successfully put in operation, only specific replacement parts/equipment in place can be used. For example, a specific part number valve will be used for repair, or a specific gasket (e.g., Viton) must be used. If another part must be used (e.g., the original part is no longer available, the proposed part may work better), a specific review and written authorization procedure must be developed. As a minimum, the following job categories will review and approve all Management of Change forms: operator, supervisor, engineer, and health and safety representative.

Incident Reporting and Investigation

All accidents concerning DCPS personnel will be reported in accordance with EHS 101, Injury, Illness, and Near-Miss Reporting. All incidents involving contractors working on the PSM process will be investigated by the contractor and a report stating the findings and procedures implemented to prevent future occurrence will be provided to the DCPS supervisor.

Emergency Planning and Response

A site-specific Emergency Response Plan will be developed for each site. At a minimum, the plan will address the Emergency Action and Fire Protection Plans as required in EHS 205 - Emergency Action Planning and Prevention. In addition, this plan will address various chemical release scenarios, notification of emergency responders for any required evacuation, and other necessary emergency responses or actions.

Compliance Auditing Process

Each site with a PSM will be audited every three years as a minimum. This audit will be documented, and findings will be tracked for corrective action status.

5.0 REFERENCES

EHS 205 - Emergency Action Planning and Prevention
EHS 207 - Contractor and Subcontractor Requirements.
EHS 411 – Welding, Cutting and Other Hot Work

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Protection from Solvents

PROCEDURE NO.: EHS 605
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

The guidelines presented below provide for worker protection from the adverse effects associated with the use of solvent-containing products and the handling of solvent-contaminated materials.

2.0 GENERAL SOLVENT PROPERTIES

- All solvents remove protective oils from the skin on contact, increasing the possibility of dermatitis and infection. Some solvents may be absorbed through the skin and produce systemic effects.
- Repeated skin contact can cause a person to become sensitized to a given solvent.
- All solvents have varying adverse effects if ingested. Hydrocarbon liquids produce respiratory complications if allowed to enter the lungs.
- Airborne vapor concentrations for a given solvent are highly difficult to predict in any task because they depend on the method of dispensing, agitation, temperature, air movement, and confinement. In any case, the concentration will be directly proportional to the area of the surface wetted under a given set of conditions.
- Some solvent vapors may be detected by odor before the occupational exposure limit (OEL) is reached. However, smell is not a reliable method for protection against overexposure since some solvents paralyze the sense of smell while other solvents present no noticeable odor until the OEL has been exceeded.

3.0 GENERAL SAFETY PROCEDURES

- The amount of solvent stored in work areas must be limited to the amount necessary for daily operation.
- Solvent containers for bench use shall be of the smallest size practical and shall provide a method of dispensing without pouring (e.g., by wetting cloth, squeeze bottle, or plunger-type safety container).
- All wiping cloths used for solvents shall be placed in a closed container immediately after use.
- Disposition of all solvent wastes must be by an environmentally approved method.
- Spills shall be cleaned up immediately. Clear the area of other persons as necessary.
- No solvent shall be used in a way that permits skin contact with the liquid. In most instances this means that gloves must be worn.
- Solvent-contaminated clothing must be removed at once.

- Any use of a solvent in a poorly ventilated room or enclosed space requires the use of respiratory protection.
- When using solvents inside a pit or confined area, regardless of quantity, personnel must wear supplied air respiratory protection and treat the activity as a permit-required confined space entry until air monitoring can be used to verify that no hazardous atmosphere exists.
- Containers of solvents shall be labeled with an appropriate warning label.
- The following precautions must be observed when opening full drums of solvents or chemicals:
    - When opening full drums, all personnel in the immediate area must wear chemical goggles or a face shield.
    - When removing the bung, the barrel must be in an upright position and a proper bung wrench used. The bung will first be loosened one turn, internal drum pressure allowed to reach atmospheric pressure, and then removed. Never place head or face above a bung when opening.

4.0 REFERENCES

EHS 118 - Confined Space Entry Program

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Flammable & Combustible Materials

PROCEDURE NO.: EHS 606
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE
The requirements below provide general requirements for the safe storage, use and handling of flammable and combustible liquids.

2.0 DEFINITIONS
Class I Flammable - Those having a "flash point" below 100ºF.

Class II Combustible Liquids - Those having a "flash point" at or above 100ºF, but below 140ºF.

Class III Combustible Liquids - Those having a "flash point" above 140ºF, but below 200ºF.

3.0 GENERAL INFORMATION
It is fundamentally important to handle and store flammable liquids in closed or approved safety containers and avoid exposing the liquid surface to air. Placards required for flammable or combustible liquids are as follows:

- "Flash point" of 20ºF or below: "DANGER! EXTREMELY FLAMMABLE."
- "Flash point" from 20ºF to 100ºF: "WARNING! FLAMMABLE."
- "Flash point" from 100ºF to 200ºF: "CAUTION! COMBUSTIBLE."

4.0 HANDLING AND DISPENSING
- Storage containers in storage racks are to be stored a minimum of 50 feet from the nearest structure. All containers are to be electrically grounded. Drip trays are to be provided under container spigots.
- When transferring a flammable/combustible liquid an electrical bond (metal-to-metal) is to be established between the two transfer containers prior to transfer. Storage containers are to be equipped with an approved safety faucet and flexible metal hose. A pressure-vacuum relief vent is required for containers of flammable liquids. Metal-to-metal contact may also be established by using a grounding strap.
- Spill containment is required for all solvent dispensing areas. The secondary containment dike will be designed for 110 percent of the maximum stored solvent volume, with the capacity for 24-hour holding time.
- The maximum amount of flammable solvent (used for cleaning purposes) at any workstation is limited to one quart. Variance from this requirement requires the prior approval of the DCPS Safety and Environmental Unit.

- Maximum use must be made of fireproof metal cabinets to store flammable liquids inside any structure.
- Rags, kimwipes, etc., that are contaminated with flammable liquids are to be placed in a safety container equipped with a fusible link lid.
- All containers of flammable liquids must be properly identified as to contents.
- All manually handled flammable liquids shall be handled in approved safety containers. The exception is pint-sized squirt bottles.
- Where flammable solvents must be used in wash containers, such as for paint sprayer cleaning, the container must be provided with a self-closing or fusible lid.
- Flammable liquid in portable containers in excess of the amount required for one day of use must be stored in approved flammable liquid storage cabinets.
- Flammable storage cabinets will be kept closed, and will be latched each time after use.
- "NO SMOKING" signs are to be posted in areas where flammable liquids are stored, dispensed, or used.
- An adequate supply of fire extinguishers will be located to support each area where flammable or combustible liquids are handled or stored.
- Additional information and requirements for handling and storage of specific flammable liquids are detailed in Material Safety Data Sheets, which must be obtained and maintained on site for each solvent material in use.

4.0 REFERENCES

EHS 508 – Fire Extinguishers

Environmental, Health & Safety Policy Statement Procedures
Chemical & Biological Procedures

PROCEDURE NO.: EHS 607
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

Bio-hazardous material potentially exposes workers to physiologically active substances and has a high potential to contain pathological organisms and allergens. This procedure identifies some of the hazards inherent in such materials and provides guidance to protect health and safety on projects involving them.

2.0 SCOPE

Concern for the accidental transmission of infectious agents to persons handling infectious materials in the workplace extends beyond "other potentially infectious materials" as defined in EHS 608 – Blood-borne Pathogens. The bloodborne pathogens procedure is directed toward transmission of disease between humans. This procedure applies to pathogens, parasites, spores, and allergens of animal origin.

3.0 DEFINITIONS

Allergen: A substance that causes an allergic state or reaction.

Anthrax: Bacillus anthracis is a rod-shaped, gram-positive, sporulating organism, the spores constituting the usual infective form. Anthrax is a zoonotic disease with cattle, sheep, and horses being the chief domesticated animal hosts, but other animals may be infected. The disease may be contracted by handling of contaminated hair, wool, hides, flesh, blood, and excreta of infected animals and from manufactured products such as bone meal, as well as by purposeful dissemination of spores. Transmission is made through scratches or abrasions of the skin, wounds, inhalation of spores, eating insufficiently cooked infected meat, or by flies. All human populations are susceptible. Recovery from an attack of the disease may be followed by immunity. The spores are very stable and may remain viable for many years in soil and water. They will resist sunlight for varying periods.

Ectoparasite: A parasite that lives on the outer surfaces of an animal (e.g., mite, flea, tick).

Endoparasite: A parasite that inhabits the internal organs of an animal (e.g., hookworm, tapeworm, liver fluke, endoamoeba).

Etiological Agent: A disease-causing agent or pathogen (e.g., virus, bacteria).

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, respiratory, or parenteral contact with an infectious waste or potentially infectious materials that may result from the performance of an employee's duties.

Pathogen: Any microorganism or virus that can cause disease.

PPE: Personal protective equipment.

Work Practice Controls: Methods that reduce the likelihood of exposure by altering the manner in which a task is performed.

4.0 RESPONSIBILITIES

4.1 Safety and Environmental Unit

The DCPS Safety and Environmental Unit is responsible for identifying work activities that involve bio-hazardous materials and for coordinating a project-specific exposure control plan.

4.2 Employees

Employees are responsible for complying with the exposure control plan and informing their immediate supervisor of potential exposure situations not addressed in the project-specific exposure control plan.

4.3 Health and Safety

The EHS Department will develop and approve exposure control plans and employees' enrollment in medical surveillance programs during work activities involving potential exposure to anthrax spores and/or other bio-hazardous materials (e.g., ticks, Lyme disease).

5.0 PROCEDURE

5.1 Hazards

The bio-hazardous substances left behind by animal or spore activity may harbor disease-causing organisms or parasites, induce allergic reactions, or release noxious volatile compounds, and in severe cases can be fatal.

5.1.1 Anthrax

Scope of Work – DCPS potentially will be involved with the following activities in the case of purposeful dissemination of spores:

- Confirmation (sampling) of the accuracy of the Bio-Detection System (BDS) for the United States Postal Service (USPS).
- Decontamination of equipment and personnel after positive confirmation for anthrax spores.

Training – In addition to the OSHA 40-hour HAZWOPER training:

- DCPS team leaders will receive BDS sample collection and decontamination training at the USPS William Bolger training facility in Potomac, Maryland. Each team leader will subsequently provide training to all team members.
- Prior to initiation of decontamination activities after positive confirmation of anthrax spores, all site personnel will receive training on the construction/function of "hot," "warm," and cold chambers, personal protective equipment (PPE) requirements, hazard communication training for chemical(s) used in the process (e.g., ethylene oxide, hypochlorite) and medical surveillance provisions.

Medical Surveillance – During collection of samples to verify the accuracy of the BDS, if DCPS personnel are wearing respiratory protection and PPE, antibiotic prophylactic treatment is not required. If future activities will increase to include actual remediation in response to positive identification of anthrax samples, DCPS personnel will be enrolled in a medical surveillance program consistent with the guidance offered by the Centers for Disease Control (CDC).

Health and Safety Plan – A detailed, site-specific health and safety plan (HASP) following the guidelines summarized in EHS 203 – Accident Prevention Program – Requirements for documentation will be developed prior to site activities, reviewed, and approved by the DCPS Safety and Environmental Unit.

5.1.2 Bird Droppings

Bird dropping material (avian fecal material) is rich in nitrogen compounds and is often used as plant fertilizer. However, along with the nitrogen compounds, the birds also shed ectoparasites and disease organisms. Mites and disease-causing microorganisms are often present in accumulations of bird droppings. Accumulations of droppings may also provide a medium for fungal growth. Some of these fungi are pathogenic, such as Aspergillis sp., Histoplasma capsulatum, and Coccidioides immitis. Guidelines for the cleanup of bird droppings are included in EHS 419 – Cleanup of Bird Excrement and Amplified Fungal Growth

5.1.3 Rodent Droppings

Accumulations of rodent droppings are rarely sufficient to cause hazardous concentrations of volatile compounds. Pathogens and ectoparasites are the chief concerns when dealing with rodents. Typhus, scrub typhus, and bubonic plague are among the diseases that can be passed by rodents and their fleas.

5.1.4 Animal Habitats

Mites, fleas, and ticks can be passed to the unprotected worker working near an established animal habitat. Dander from the animals may cause allergic reactions. Many diseases can be passed from animals to humans by ectoparasite vectors such as fleas and ticks, or by contact with infected urine or feces.

5.1.5 Insect Infestations

The fecal material and discarded exoskeletons of insects are capable of causing allergic reactions in many people. Silverfish and firebrats are prolific even under dry conditions. Very little food and water can sustain large populations of cockroaches. The greater the population of insects, the more likely the allergic response. Insects are also potential carriers of human disease organisms, including arbovirus (arthropod-borne virus), bacteria, rickettsia, spirochetes, etc.

5.2 Protective Measures

Protective measures are important to prevent disease when dealing with bio-hazardous substances. When the intended work involves potential contact with bio-hazardous materials, an exposure control plan shall be written summarizing how the following measures will be used to prevent occupational illnesses.

5.2.1 Exposure Avoidance

When possible, avoid situations of close contact with bio-hazardous materials. Unless required by the project scope, do not disturb rodent burrows, wild animal nesting places, or insect and spider habitats.

5.2.2 Personal Protective Equipment

When the scope of work requires the removal or disturbance of bio-hazardous materials, or disturbance of rodent burrows, wild animal nesting places, or insect and spider habitats, workers must be protected. Chemical-protective clothing, boots, and gloves are effective for bio-hazardous materials. Procedures that disturb infectious materials may cause infectious agents to become airborne. In these cases, respiratory protection must also be provided.

5.2.3 Personal Hygiene

Personal hygiene is very important to prevent disease from occupational exposure to bio-hazardous materials. When working with biohazards, carefully wash hands and face when leaving the work zone and before eating, drinking, chewing gum, smoking, or applying cosmetics.

6.0 REFERENCES

EHS 112 – Respiratory Protection Program
EHS 113 – Personal Protective Equipment
EHS 203 – Accident Prevention Program – Documentation Requirements
EHS 419 – Cleanup of Bird Excrement and Amplified Fungal Growth
EHS 608 – Blood-borne Pathogens

District of Columbia Public Schools

PROCEDURE NO.: EHS 608
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Blood-Borne Pathogens Procedures

1.0 PURPOSE

Concern for the accidental transmission of infectious agents to persons handling infectious materials in the workplace led OSHA to adopt regulations to protect health care workers. These regulations now apply to all DCPS personnel who may encounter blood-borne pathogens.

2.0 SCOPE

This procedure covers only personnel with potential exposure to blood-borne pathogens during administration of basic first aid ("Good Samaritans"). For projects that involve extensive contact/handling/removal of likely infectious agents, the site-specific health and safety plan (HASP) will establish training, medical surveillance, and personal protective equipment requirements per 29 CFR 1910.1030.

3.0 DEFINITIONS

Blood-Borne Pathogens – pathogenic microorganisms that are present in human blood and other body fluids and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Good Samaritan – Person who provides first aid and assistance to others at a site or facility.

Occupational Exposure – Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

4.0 RESPONSIBILITIES

4.1 Safety and Environmental Unit

Evaluate with project managers the potential for DCPS site personnel to become occupationally exposed to blood or other potentially infectious materials.

Coordinate necessary medical surveillance (e.g., hepatitis B vaccination) protocol with the district's occupational physician and the affected employee.

4.3 Project Managers

Ensure awareness training requirements for first aid personnel are complied with at their projects.

4.4 All DCPS Employees

Employees who provide first aid/CPR services as an additional duty and who are not otherwise at risk of contacting potentially infectious materials will meet the requirements under Section 5.1 First Aid/CPR-Trained Personnel.

5.0 PROCEDURE

5.1 First Aid/CPR-Trained Personnel

Employees who provide first aid/CPR services as an additional duty and who are not otherwise at risk to contact potentially infectious materials need only meet the requirements outlined in the following subsections.

5.1.1 First Aid Training Course Content

Training on prevention of blood-borne infections must be provided to first aid/CPR providers as in 5.2.

5.1.2 Notification Requirements

First aid and CPR providers must notify the Project Manager and the DCPS Safety and Environmental Unit immediately (that is, before the end of the work shift) if involved in an exposure incident.

5.1.3 Immunization Sequence

The immunization sequence as stated in 5.3 is not required before an exposure incident, but gamma globulin and hepatitis B vaccination (HBV) must be offered within 24 hours after an exposure incident.

5.1.4 Recording

Documentation, treatment, and reporting of an exposure incident shall be accomplished as in 5.3.

5.1.5 Self-Applied First Aid

To reduce the potential for exposure incidents, employees with minor injuries should be encouraged to apply first aid procedures to themselves when it can be done without compromising the quality of treatment.

5.1.6 Use of Universal Precautions

First aid and CPR providers should use all applicable universal precautions, engineering controls, approved work practices, and personal protective equipment when providing first aid and CPR.

5.2 Training

All employees assigned to first aid/CPR service with occupational exposure to potentially infectious materials shall receive specialized training prior to commencement of work and at least annually thereafter, covering the following elements:

- A copy of 29 CFR 1910.1030 and an explanation of its contents;
- A general explanation of the epidemiology and symptoms of blood-borne diseases;
- An explanation of the modes of transmission of blood-borne pathogens;
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- An explanation of the use and limitations of practices that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- Information about the types, proper use, location, removal, handling, decontamination and/or disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on the HBV, including information on its efficacy, safety, and the benefits of being vaccinated;
- Information on the appropriate actions to take and persons to contact in an emergency;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available, as well as information on the medical counseling that is provided for exposed individuals; and
- An explanation of required signs and labels.

5.2.1 Training Records

Training records shall include the following information and be maintained for five years:

- The date of the training sessions;
- The contents or a summary of the training sessions;
- The names of persons conducting the training; and
- The names of all persons attending the training sessions.

5.3 Medical Requirements

- All employees with potential occupational exposure to bloodborne pathogens will receive medical evaluations supplemental to any company-designated or required medical examination.
- All employees with occupational exposure shall be offered the opportunity to receive the HBV vaccination and tetanus vaccination prior to workplace exposure at no cost to the employee.
- Hepatitis B vaccination/Recombivax or accelerated Recombivax vaccines shall be used. If the employee has received the HBV previously and/or antibody testing reveals that the employee is immune, a new vaccination is not required.
- Employees may be subjected to occupational exposure after receiving the first shot in the HBV series. Antibody testing shall be performed 30 days after completing the HBV series. Employees unable to develop immunity shall be precluded from further occupational exposure.
- Should a booster dose be recommended by a physician, it shall be provided according to standard recommendations for medical practice.
- Tetanus Vaccination - “Current status” for tetanus vaccination is within 10 years. Documentation of current status shall be maintained for all employees subject to this procedure.
- Post-Exposure Evaluation and Follow-up - All exposure incidents shall be reported as an injury. The company’s occupational physician shall be advised immediately via the Corporate EHS. Following a report of an exposure incident, the employer shall make available to each employee a confidential medical evaluation and follow-up including at least the following elements: Documentation of the route(s) of exposure, HBV and HIV antibody status of the source patient(s) (if known), and how the exposure occurred. The medical confidentiality rights of the source patient shall be preserved at all times.
- If the source patient can be determined and permission is obtained, collection of and testing of the source patient's blood to determine the presence of HIV or HBV infection shall be conducted under the direction of the attending physician.
- With the exposed employee's consent, blood may be collected from the exposed employee as soon as possible after the exposure incident for the determination of HIV and/or HBV status. Actual core antibody and surface antigen testing of the blood or serum sample may be done at that time or at a later date if the employee so requests. If the test is deferred, arrangements shall be made through the attending physician to properly archive the specimen.
- Follow-up of the exposed employee will include antibody and antigen testing, counseling, illness reporting, and safe and effective post-exposure prophylaxis,

according to standard recommendations for medical practice as defined by the company's occupational physician.

- Any employee who declines the HBV immunization shall sign a statement such as the attached waiver form acknowledging receipt of information and the offer of immunization at no cost.
- The employer shall provide the following information to the evaluating physician:
    - A copy of 29 CFR 1910.1030 and its appendices, and
    - A description of the affected employee's duties as they relate to the employee's occupational exposure.
- For each evaluation, a copy of the evaluating physician's written opinion will be provided to the employee within 15 working days of the completion of the evaluation. The written opinion shall be limited to the following information:
    - The physician's recommended limitations upon the employee's ability to receive hepatitis B vaccination.
    - A statement that the employee has been informed of the results of the medical evaluation and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
    - Specific findings or diagnoses related to the employee's ability to receive HBV vaccination. Any other findings and diagnoses shall remain confidential.

6.0 REFERENCE

EHS 114 - Safety Training Programs

District of Columbia Public Schools

PROCEDURE NO.: EHS 609
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Asbestos

1.0 PURPOSE

The requirements below apply for all DCPS activities where asbestos-containing materials (ACM) may be encountered as an ancillary part of environmental practice activities. These procedures meet the requirements of 29 CFR 1910.1001 and 29 CFR 1926.1101.

2.0 APPLICABLE DEFINITIONS

Asbestos – means any member of a group of fibrous mineral types found naturally occurring in many parts of the world. Most common in the United States is chrysotile, a white-colored mineral widely used in fire-retardant product and thermal insulation. Other asbestos forms include amosite (a brownish mineral), cricidolite (a bluish mineral), tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated and/or altered.

Asbestos Containing Material (ACM) – means bulk materials containing, or presumed to contain, asbestos in excess of 1.0% by mass.

Class I Asbestos Work – removal of thermal system insulation (TSI) and surfacing ACM and PACM.

Class II Asbestos Work – removal of ACM which is not TSI or surfacing material; this includes floor tile, roofing products, construction mastics, etc.

HAZWOPER – means any on-site contamination investigation or clean-up activities subject to the operational requirements of 29 CFR 1910.120.

Acceptable Exposure Limit (AEL) – Means the maximum exposure concentration to which a DCPS employee can be subjected, normalized to an 8 (eight) hour time weighted average (TWA) and with consideration of the mitigation provided by any respiratory protection which may be used. For normal work shifts (8-hours or less) the DCPS asbestos AEL is 0.1 fibers per cubic centimeter of air (0.1 f/cc).

3.0 RESPONSIBILITIES

3.1 Safety and Environmental Unit

- Provide technical assistance in the identification of ACM and the evaluation of asbestos exposure hazards as requested by management personnel.

- Review and approve all asbestos exposure hazard assessments prior to the start of work activities.
- Review and approve all asbestos abatement plans and exposure monitoring activities to ensure compliance with federal, state and local regulations.

3.2 Project Managers

- Assure that the presence of ACM at DCPS work sites is identified (where reasonably possible) prior to commencing field activities, that prior to initiating any task involving disturbance of or contact with ACM (or immediately upon identification of previously unknown ACM) a task asbestos exposure hazard assessment is developed and approved by the EHS Department, and that the applicable requirements of Section 3.0 are observed for each task where the asbestos exposure assessment indicates that the airborne asbestos fiber concentrations can exceed the AEL.
- Assure that employees developing work procedures and/or conducting work activities involving ACM possess any required state specific registrations or certifications.
- Assure that employee's assigned to perform any work activities involving ACM have been trained in the job-specific hazards of asbestos exposure, have received proper medical surveillance, and are trained and properly fit tested in the use of any designated respiratory protection devices.

3.3 All DCPS Employees

- Do not disturb or handle any ACM or suspected ACM without appropriate personal protective equipment (PPE), training in the job-specific hazards of asbestos exposure, medical monitoring, and respirator fit test.
- Immediately notify the Project Manager of the presence or suspected presence of previously unidentified ACM in the workplace, and cease all work activities involving disturbance or contact with the materials until further direction is received.

4.0 OPERATIONAL REQUIREMENTS

The following operation-specific requirements pertain to activities where the presence of ACM is identified, suspected or is recognized as a significant operational occurrence.

4.1 HAZWOPER Activities

Asbestos may be present at HAZWOPER sites as a soil contaminant or building material. If such contamination is noted the following requirements must be observed:

- The site-specific health and safety plan (HASP) must provide a specific analysis of the asbestos exposure hazard for each task involving the disturbance or handling of ACM.

- If any potential is identified for worker inhalation exposures to exceed the AEL then specific asbestos exposure control and monitoring procedures must be developed for the work activity and included in the HASP.
- If workers may be exposed in excess of the AEL, they must complete baseline medical monitoring and asbestos training as detailed below.

4.2 Class I or Class II Asbestos Work Activities

The past widespread use of ACM in buildings is widely recognized as the source of a significant exposure hazard for personnel performing building demolition/renovation activities. Accordingly, the following requirements will be observed:

- Prior to commencement of possible Class I or Class II activities a thorough inspection and sampling program will be completed throughout the demolition area to identify the presence of ACM.
- Where feasible, ACM will be removed prior to commencement of general work activities.
- The hazards of the removal work will be addressed in an Asbestos Abatement Plan, which will provide exposure controls and monitoring procedures to prevent worker exposures in excess of the AEL. The Asbestos Abatement Plan must be approved by the DCPS Safety and Environmental Unit prior to implementation.
- A demolition or renovation notification must be filed with and approved by the EPA and any local construction regulatory agencies prior to commencing demolition activities.
- Workers will meet the training and medical monitoring requirements detailed below.

5.0 MEDICAL MONITORING AND TRAINING REQUIREMENTS

The following requirements pertain to all workers performing Class I of Class II asbestos work, or tasks where the associated asbestos exposure assessment indicates the potential to exceed the AEL.

5.1 Medical Monitoring Requirements

Personnel will complete an asbestos-protocol medical monitoring procedure meeting the requirements of EHS 108 – Medical Monitoring and Surveillance. Workers must have a medical clearance from the DCPS District Medical Provider to perform work involving potential asbestos exposures. Medical exams shall be conducted:

- Prior to assignment to an area requiring negative pressure respirators.
- Prior to assignment to an area where the action level may be exceeded.

- On an annual basis for personnel performing on-going asbestos work, or more frequently if the examining physician deems it advisable for medical reasons.
- Within 30 days before or after the date of termination of employment for any employee who has been exposed at or above the AL.

The medical exam shall include:

- A medical and work history;
- A complete physical exam with emphasis on the respiratory system, cardiovascular system and respiratory tract;
- Completion of the standardized medical history questionnaire found in Appendix D of 29 CFR 1910.1001.
- Pulmonary function test;
- Chest X-ray for the initial exam, and periodically thereafter as deemed necessary by the physician or according to the following chart:

Years Since Employee First Exposed	**Age of Employee**		
	15 - 35	**35 - 45**	**45 plus**
0 - 10	every 5 years	every 5 years	every 5 years
10 plus	every 5 years	every 2 years	every year

5.2 Training

Training will be provided prior to or at the time of initial assignment, and at least annually thereafter. Training will be provided at no cost to the employee.

For Class I activities workers must be accredited as asbestos abatement workers under the EPA Model Accreditation Plan.

For Class II activities which involve asbestos-containing roofing materials, flooring materials, siding materials, ceiling tiles, or transite panels workers must be trained in the topics outlined by OSHA, including hands-on, for a minimum of 8 hours. For Other Class II activities workers must be trained in the OSHA-required topics, including hands-on training, and cover the OSHA work practices and engineering control requirements detailed for Class II work.

HAZWOPER work activities involving asbestos must be performed by HAZWOPER-qualified personnel who receive an additional 2-hours of asbestos awareness training which addresses:

- Hazards of asbestos.
- Asbestos exposure limits and other regulatory requirements.
- Asbestos exposure prevention measures.

This training will be provided by the EHS Department on an as-needed basis.

5.3 Respiratory Protection

Where respiratory protection is specified for use in controlling worker exposures to asbestos, each employee must:

- Be medically qualified for use of the specified respiratory protection.
- Complete respirator training and fit testing.
- Be assigned an appropriate respirator for use during field operations.

Full-face air purifying respirators equipped with P100 particulate matter cartridges are appropriate for most work activities involving asbestos. The use if supplied air respiratory protection requires the prior approval of the EHS Department.

6.0 REFERENCES

EHS 108 – Medical Monitoring and Surveillance

District of Columbia Public Schools

Environmental, Health & Safety Policy Statement Procedures
Lead

PROCEDURE NO.: EHS 610
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE

The requirements below apply for all activities where lead and lead-containing materials may be encountered as an ancillary part of environmental practice activities. These procedures meet the requirements of 29 CFR 1910.1025 and 29 CFR 1926.62.

2.0 APPLICABLE DEFINITIONS

Action Level (AL) – Means an airborne lead concentration of 30 micrograms per cubic meter of air (30 g/m3), calculated as an 8 (eight) hour time weighted average (TWA), irrespective of mitigation provided by any respiratory protection which might be used.

Demolition – Means the wrecking or taking out of any load-supporting structural members and any related razing, removing, or stripping of lead products.

HAZWOPER – means any on-site contamination investigation or clean-up activities subject to the operational requirements of 29 CFR 1910.120.

Lead Containing Material – means:

- Structural or decorative components containing lead in excess of 1% by weight.
- Paint or other surface coatings that contain lead equal to or in excess of 1.0 milligram per centimeter squared (1.0 mg/cm2) or 0.5% by weight.
- Bulk materials containing lead in excess of 0.1%, or for soils any lead-in-soil concentration in excess of 1000 mg/kg.

Allowable Exposure Limit (AEL) – Means the maximum exposure concentration to which a DCPS employee can be subjected, normalized to an 8 (eight) hour time weighted average (TWA) and with consideration of the mitigation provided by any respiratory protection which may be used. For normal work shifts (8-hours or less) the DCPS lead AEL is 50 micrograms per cubic meter of air (50 g/m3).

Renovation – Means the modifying of any building component that does not impact structural supports.

3.0 RESPONSIBILITIES

3.1 Safety and Environmental Unit

- Provide technical assistance in the identification of lead containing materials and the evaluation of lead exposure hazards as requested by management personnel.

- Review and approve all lead exposure hazard assessments prior to the start of work activities.
- Review and approve all lead exposure mitigation plans and exposure monitoring activities to ensure compliance with federal, state and local regulations.

3.2 Project Managers

- Assure that the presence of lead-containing materials at DCPS work sites is identified (where reasonably possible) prior to commencing field activities, that prior to initiating any task involving disturbance of or contact with lead-containing materials (or immediately upon identification of previously unknown lead-containing materials) a lead exposure task hazard assessment is developed and approved by the DCPS Safety and Environmental Unit, and that the applicable requirements of Section 3.0 are observed for each task where the lead exposure assessment indicates that the airborne lead concentrations can exceed the Action Level or other significant lead exposure hazards are present.
- Assure that employees developing work procedures and/or conducting work activities involving lead containing materials possess any required state specific registrations or certifications.
- Assure that employee's assigned to perform any work activities involving lead containing materials have been trained in the job-specific hazards of lead exposure, have received proper medical surveillance, and are trained and properly fit tested in the use of any designated respiratory protection devices.

3.3 All DCPS Employees

- Do not disturb or handle any lead containing materials without appropriate personal protective equipment (PPE), training in the job-specific hazards of lead exposure, medical monitoring, and respirator fit test.
- Immediately notify the Project Manager of the presence or suspected presence of previously unidentified lead containing materials in the workplace, and cease all work activities involving disturbance or contact with the materials until further direction is received.

4.0 OPERATIONAL REQUIREMENTS

The following operation-specific requirements pertain to activities where the presence of lead-containing materials is identified, suspected or is recognized as a significant operational occurrence.

4.1 HAZWOPER Activities

Lead may be present at HAZWOPER sites as a soil or groundwater contaminant, or as a building material. If such contamination is noted the following requirements must be observed:

- The site-specific health and safety plan (HASP) must provide a specific analysis of the lead exposure hazard for each task involving the disturbance or handling of lead-contaminated materials.
- If any potential is identified for worker lead exposures to exceed the AL then specific lead exposure control and monitoring procedures must be developed for the work activity and included in the HASP.
- If workers may be exposed in excess of the AL, they must complete baseline medical monitoring and lead awareness training.

4.2 Demolition or Renovation Activities

The past wide-spread use of lead-containing materials in buildings is widely recognized as the source of a significant exposure hazard for personnel performing demolition and renovation activities. Accordingly, the following requirements will be observed:

- Prior to commencement of demolition or activities a thorough inspection and sampling program will be completed throughout the demolition area to identify the presence of lead containing materials.
- Where feasible, lead-containing materials will be removed prior to commencement of general work activities.
- The hazards of any remaining lead will be analyzed and an exposure control and monitoring plan developed to prevent worker lead exposures in excess of the AEL (required) and the AL (where feasible). The exposure control plan must be approved by the EHS Department prior to implementation.
- A demolition or renovation notification must be filed with and approved by the EPA and any local construction regulatory agencies prior to commencing demolition activities.
- If workers may be exposed in excess of the AL, they must complete baseline medical monitoring and lead awareness training.

4.3 Other Activities

If the presence of lead-containing material is identified or suspected at any work location, and there is the potential for this material to become disturbed during planned work activities, then the following requirements must be observed:

- A lead exposure hazard assessment will be completed for each task in which lead-containing material may be disturbed.
- If any exposure assessment indicates the potential for worker exposures to exceed the AL then appropriate exposure mitigation procedures must be identified to keep exposures to less than the AEL (required) and the AL (where feasible). Mitigation procedures must be reviewed and approved by the EHS Manager prior to implementation.
- If workers may be exposed in excess of the AL, they must complete baseline medical monitoring and lead awareness training.
- The EHS Department will determine if any exposure monitoring procedures must be implemented during work activities.

5.0 WORKER EXPOSURE CONTROL PROGRAM

The following requirements pertain to all workers performing tasks where the associated lead exposure assessment indicates the potential for lead exposures to exceed the AL.

5.1 Medical Monitoring Requirements

Prior to commencing work where lead exposure may exceed the AL, each employee will have completed a biological monitoring procedure for consisting for blood lead and ZPP (Zinc Protoporphyrin) concentrations. Workers must have a medical clearance from the DCPS District Medical Provider to perform work involving potential lead exposures.

5.2 Training

Each worker must have completed training consisting of the following elements:

- Hazards of lead
- Lead exposure limits and other regulatory requirements
- Job-specific lead hazards and exposure prevention measures

5.3 Respiratory Protection

Where respiratory protection is specified for use in controlling worker exposures to lead each employee must:

- Be medically qualified for use of the specified respiratory protection.
- Complete respirator training and fit testing.
- Be assigned an appropriate respirator for use during field operations.

6.0 REFERENCES

EHS 108 – Medical Monitoring and Surveillance

Environmental, Health & Safety Policy Statement Procedures
Compressed Gases

PROCEDURE NO.: EHS 612
CREATION DATE: July 2007
REVISION DATE: _____

1.0 PURPOSE
The following requirements pertain to all uses of compressed gases.

2.0 General USE OF COMPRESSED AIR OR GASES
- Compressed air or other compressed gases in operating pressures exceeding 10 pounds per square inch gauge (psig) are not to be used to blow dirt, chips, or dust from clothing while it is being worn. Compressed air used for other types of cleaning (other than clothing/personnel) is to be limited to 30 psig.
- The use of blown compressed air is to be controlled, and proper personal protective equipment or safeguards utilized, to protect against the possibility of eye injury to the operator or other persons.
- Compressed air or gases are not to be used to empty containers of liquids in cases where the operating pressure can exceed the safe working pressure of the container.
- Compressed gases are not to be used to elevate or otherwise transfer any hazardous substance from one container to another unless the containers are designed to withstand the operating gas pressure with a safety factor of at least four.

3.0 COMPRESSED GASES (CYLINDERS)
- Cylinders are not to be used unless they bear Department of Transportation (DOT) markings showing that they have been tested as required by DOT regulations.
- Cylinders must never be dropped, struck, or permitted to strike each other violently. Cylinders may be moved by tilting and rolling them on their bottom edges.
- Valve protection caps must always be kept on cylinders when they are being moved or stored, and until ready for use.
- Cylinder valves are to be kept closed except when gas is being used or when connected to a permanent manifold. Valves of empty cylinders must be closed.
- Cylinders must never be used as rollers or supports, or for any purpose other than carrying gas.
- Cylinders of compressed gas shall be stored in areas where they are protected from external heat sources such as flame impingement, intense radiant heat, electric arc, or high-temperature steam lines.
- Cylinders are to be stored in an assigned area, with full and empty cylinders stored separately. Stored fuel gases and oxygen cylinders are to be separated by at least 20 feet, or by a fire wall at least 5 feet high that has a fire-resistance rating of at least ½ hour.

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Compressed Gases

PROCEDURE NO.: EHS 612
CREATION DATE: July 2007
REVISION DATE: _____

- Oxygen, nitrogen, helium, or freon cylinders may be stored or transported either in an upright or horizontal position. Acetylene cylinders must always be kept in an upright position. All horizontally placed cylinders are to be secured by chocks or ties to prevent rolling.
- Cylinders are to be secured to a fixed object by chain or equivalent fastening device whenever they are placed in an upright position. The protective cap is not to be removed or the cylinder valve opened until the cylinder is secured.
- Repair of leaks must never be attempted on a pressurized system. System pressure should be reduced to atmospheric pressure as rapidly as possible, and the supervisor notified immediately.
- Compressed gas cylinders must be legibly marked for the purpose of identifying the gas content with either the chemical or the trade name of the gas. Such marking is to be by means of stenciling, stamping or labeling, and must not be readily removable. Whenever practical, the marking is to be located on the shoulder of the cylinder. Positive identification of the gas in any cylinder is required before connecting cylinders for use.
- Compressed gas cylinders in portable service are to be conveyed by suitable trucks, to which they are securely fastened. All gas cylinders in service must be securely held in substantial racks or secured to other rigid structures so that they will not fall or be knocked over.
- Gas cylinders moved by hoist must be handled in suitable cradles or skip boxes. Any slings used for this purpose must be specifically designed for that cylinder handling.
- Cylinders must not be placed where they might form part of an electrical circuit.
- Transfer of acetylene from one cylinder to another, or mixing of gases in a cylinder, is prohibited.
- Oxygen cylinders are never to be stored near:
    - highly combustible materials, especially oil and grease;
    - reserve stocks of acetylene or other fuel gas cylinders; or
    - any other substance likely to cause or accelerate fire.
- Compressed oxygen is never to be used:
    - as breathing air;
    - to purge pipelines, tanks, or any confined area;
    - to supply a head-pressure tank;
    - in pneumatic tools;
    - in oil preheating burners;
    - to start internal combustion engines;

- for ventilation;
- for cleaning clothing; or
- in any other way as a substitute for compressed air.

- Use of a cylinder's contents for purposes other than those intended by the supplier is prohibited.

4.0 REFERENCES

EHS 411 – Welding, Cutting and Other Hotwork

District of Columbia Public Schools

PROCEDURE NO.: EHS 701
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Perimeter Control & School Occupant Safety

1.0 INTRODUCTION

OSHA regulations do not address the protection of the public on job sites. However, the activities of most construction projects can present serious and significant exposures to pedestrians and vehicles. Besides protecting employees, DCPS recognizes the importance of providing a job site that is free of recognizable hazards, which are likely to cause exposures and hazards to school occupants, i.e. students, faculty, staff, and visitors. Project perimeter guarding is an effective way of controlling these hazards.

2.0 GUIDELINES FOR PROJECT PERIMETER GUARDING

It is important that all construction-related attractive nuisances be isolated and separated from educational activities. It is imperative that all construction sites, regardless or construction activities be physically isolated and barricaded to prevent access by students, faculty and staff, and the community. It is also important that serious consideration is given to all construction component parts as attractive nuisances and the applicable protection and isolation is provided.

The most important part of the construction isolation process will be the perimeter protection or fence. It is imperative that the perimeter fencing be inspected daily (including weekends and holidays) for defects, for damage, and for areas of the fence which could be compromised and permit persons to gain access. Repairs must be immediate.

The following guidelines apply to project perimeter guarding:

- All construction projects shall be isolated by a chain-link fence, a minimum of 6 feet high.
- Access to the project site will be through gates, which should be locked at all times when construction activities are not in progress.
- All access to the construction project from the school side should require a key to enter and should automatically lock when shut.
- The perimeter protection (fence, etc.) should be inspected daily (early a.m.) for damage and for places where children and others could gain access to the construction site or to the school. Any damage or openings, which could cause the perimeter protection to be compromised, should be reported to the superintendent or project manager immediately. Repairs should take place immediately.
- There should be stringent key control to each of the gates and doors to the project. Only limited authorized personnel (i.e., project manager, superintendents, Principal,

school coordinators) should be provided with keys to the gates of the project. Keys should be assigned to these individuals with key codes.

- All existing doors of an existing facility, which open into the construction area, must be made inoperable except for emergency evacuation procedures only.

3.0 ADDITIONAL GUIDELINES FOR SCHOOL OCCUPANT SAFETY

In accordance with the needs of DCPS during construction activities, some additional guidelines are provided herein to help reduce site hazards. These are as follows:

- All traffic signs or devices used for protection of the school environment shall conform to American National Standards Institute, D6.1, Manual of Uniform Traffic Control Devices for Streets and Highways, and appropriate local and institutional rules and regulations.
- Barricades, cones, and/ or similar protective devices shall be used whenever employees or the school occupants are exposed to traffic or similar hazards.
- When traffic patterns are closed or altered due to work activity, instructional or warning signs shall be used.
- When used, flagmen and signalmen shall be properly trained in the proper procedures for safely moving and processing vehicle and pedestrian traffic around construction activities.
- Employees working adjacent to traffic should wear a reflectorized vest (except when working inside barricaded areas).
- Whenever and wherever possible or necessary, low voltage (12 volt) protected lights shall be used to mark fences and barricades and other such encroachments onto public streets or sidewalks. These lights shall be kept operational.
- When provided, covered sidewalks should be equipped with permanent lights to provide sufficient illumination for safe use by the public day or night. All bulbs will be cage-protected and kept operational.
- Public walkways and roadways shall be kept clean and free of construction related hazards and/ or materials at all times.
- Public walkways will have abrasive non-slip surfaces.
- When steel plates, wood planking or similar covers are used on public ways to cover excavations, they will be substantially secured to prevent movement from traffic.
- When such covers are located where there is pedestrian traffic or exposures, they shall be tapered on all sides with cutback, cold mix or similar material to eliminate tripping hazards. Covers will be non-slip in nature or have a non-slip surface.

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- Whenever sidewalks or other normal pathways for pedestrians are blocked off due to construction activities, protected pedestrian pathways shall be provided around the blocked zone to protect a pedestrian from traffic or other hazards.
- When work is to be performed over or very near to roadways, walkways or other areas used by the public, adequate protection should be taken to prevent material from falling on persons or vehicles. Employees will be instructed as to the methods to be used for discarding rubbish and debris.
- When trash chutes and dumpsters are to be used for rubbish and debris disposal (from upper floors), such chutes and dumpsters should be located away from roadways, walkways or other areas used by the public.
- Construction materials, which might be blown or swept off roofs or floors, shall be properly secured and shall not be staged or stored near roof or floor perimeters.

Environmental, Health & Safety Policy Statement Procedures
Playground Safety

PROCEDURE NO.: EHS 702
CREATION DATE: July 2007
REVISION DATE: _____

1.0 GENERAL INFORMATION

Whether a district is looking to build a new playground or improve existing areas, there are a number of issues to keep in mind in order to preserve a playground's essential mission – offering exercise, social interaction, and fun – while minimizing the risk of injury to children. Unfortunately, many injuries occur during the use of play equipment by the students at schools, underscoring the need for proper hazard recognition and injury prevention.

The first step in controlling risk is to understand the importance of complying with current safety standards, established by the Consumer Product Safety Commission (CPSC) and the American Society for Testing and Materials (ASTM). These standards have historically effected dramatic changes in playground equipment design and layout and for good reason. Several states have adopted legislation requiring compliance with current safety guidelines and have attached fines for violations. The reference standards frequently used in this regard are:

- "Handbook for Public Playground Safety" published by the U.S. Consumer Products Safety Commission. (Most current issue is 1997.) This document is used primarily by school officials, installers, and those maintaining play equipment.
- "The Standard Consumer Safety Performance Specification for Playground Equipment for Public Use," ASTM F1487-93. This document is intended for use by manufacturers, architects, and designers.

2.0 HAZARD RECOGNITION

Most serious injuries on playground equipment are the result of falls to the surface or equipment below. Other injuries typically involve protruding hardware, finger entrapment, sharp edges, and thermal burns. Serious and sometimes fatal injuries have resulted from head and neck entrapment in guardrails, between ladder rungs, and in other spaces that allowed a feet-first entry but were not large enough to permit a child's head to pass through.

Parts of children's clothing, such as scarves and hood strings, can become entangled in protruding hardware and narrow gaps between equipment components, especially at the top of slides. Other dangers include unraveling rope sections tied to equipment, in which a child's head can become caught; equipment tipover; impact of moving equipment; deterioration of wooden components; and swing chain failures.

3.0 INJURY / ILLNESS PREVENTION GUIDELINES

- Because children are developmentally different, equipment for school-age children does not work well for pre-school children (ages 2 to 5). Similarly, preschool equipment is

too small for school children (ages 5 to 12). The areas for these two age groups should be separated, and each should feature equipment specifically designed for the designated age group.

- No matter what their age, children should always be supervised when playing on equipment.
- In selecting new play equipment, the following requirements should be considered:
  - Certification by the Independent Play Equipment Manufacturers Association
  - Well-known, insured manufacturers that have been in business under the same name for several years
  - Documented warranty information (plan for replacement of equipment every 10 – 15 years).
- Use of fixed play equipment during wet weather should not be allowed.
- Climatic conditions should be considered when choosing play equipment. For example, placement of slides into the sun can cause severe burns to children as they slide down. Materials, such as steel, will get hotter than others like plastic.
- Choices should be provided in entry and exit points from the playground equipment to prevent long queues. Large platform areas should be provided to allow children who decide not to try the activity to wait until they can exit from another point.
- The area under and around equipment demands soft cushioning and plenty of unobstructed space. Space requirements vary with equipment type, but a fall zone should generally extend at least 6 feet in all directions from the edge of stationary equipment.
- The fall zone at the exit of a slide that is 4 feet high, or less, should extend at least 6 feet. For slides higher than 4 feet, take the entrance height and add 4 feet to determine the distance, that surfacing should extend from the end of the slide. For swings, a fall zone should be created that is two times the height of the pivot or swing hanger in front of and behind the seats.
- Swings are the moving equipment most likely to cause injuries. To reduce the risk, the right kinds of swings should be selected. Animal swings are problematic and should be removed. For conventional swings, it is recommended to remove metal and wooden seats and replace them with soft seats. Swings should be on a separate framework rather than attached to other equipment. It's safest to hang only two swings in each bay in the framework.
- Hard surfaces, including asphalt, concrete, grass, packed dirt and rocks, are unacceptable for playgrounds. A fall onto one of those surfaces could be life threatening. Acceptable alternatives include hardwood, fiber/mulch, pea gravel and sand. Other options are rubber tiles, mats and poured surfaces.

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Playground Safety

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- Playground surfaces should be maintained at a depth proportionate to the height of the equipment. Twelve inches is a good guideline for equipment up to 8 feet tall. It is recommended to ask the manufacturer for testing results that indicate appropriate depths for the height of your playground equipment.
- Every platform should be equipped with guardrails or other protective barriers. Choice of protection depends on the age level of the "players." Preschoolers need rails and barriers at least 29 inches high; rails and barriers for elementary-aged children should be at least 38 inches high. The higher the platform, the more important it is to select a barrier rather than rails.
- Playground equipment should never have gaps or openings between 3 1/2 and 9 inches wide. That space could trap a child's head. Even if a child enters a space feet first, the head should be able to clear any opening. Special attention should be paid to openings between platforms, spaces on climbers where the distance between rungs might be less than 9 inches, and openings at the tops of slides. Any hazardous openings should be filled in or eliminated.
- Places where strings can be caught; such as, the area between a platform and a slide, nuts and bolts that protrude, and V-shaped openings should be eliminated. However, the first line of defense may be to dress children in clothes that do not have strings. Both of these adjustments can avoid potential strangulation.
- Cuts, pokes and scrapes can be significantly reduced if protruding nuts and bolts are eliminated. These items also may catch children's clothing, potentially causing strangulation or other serious injury. Bolt length should be reduced to extend no more than two threads beyond the face of the nut. Any open S-hooks should be closed metal-to-metal. Climbing ropes should be anchored on both ends.
- Each piece of play equipment should be reviewed and all non-compliance issues documented. The hazards should be ranked and a plan of action and schedule should be established for addressing safety issues. The following hazard classification is recommended:
    - Class A: a condition likely to cause fatality, permanent disability, or loss of a body part.
    - Class B: a condition likely to cause serious injury or illness, resulting in temporary disability.
    - Class C: a condition likely to cause minor (non-disabling) injury or does not meet CPSC or American Society for Testing and Materials (ASTM) recommendations for playground safety.
- All Class A hazards should be removed immediately, such as a slide with the potential for entanglement or entrapment at the top. However, making any modifications to play equipment should be avoided, if not sanctioned by the manufacturer.

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- A maintenance program that includes regularly documented inspections shall be developed. Frequent inspections (daily to weekly) should be performed to identify areas of loose-fill surfacing that have become displaced and need to be raked or replaced. All equipment should be stable in the ground. All parts should be securely fastened and no footings should be exposed. There should be no worn-out parts or missing parts such as rungs or railings. Materials such as metal, plastic and wood need care to see that they are smooth and have not deteriorated. Surfaces need to be maintained to proper depths and be free from sharp objects. These hazards should be alleviated immediately.
- Additional inspections should be conducted monthly or seasonally to evaluate the structural integrity of equipment. Each piece of equipment shall be recorded and documented with a site layout diagram and photographs. A checklist shall be developed to provide the inspector with items of concern for each piece of equipment.

Environmental, Health & Safety Policy Statement Procedures
Swimming Pool Safety

PROCEDURE NO.: EHS 703
CREATION DATE: July 2007
REVISION DATE: _____

1.0 GENERAL INFORMATION

Many schools have swimming pools, which might pose serious hazards to students and other users. It is important to recognize these hazards and take the necessary precautions for their prevention.

2.0 Hazard Recognition

Evisceration / Disembowelment: The typical scenario leading to disembowelment involves a young child, (2 to 6 years old), who sits on the uncovered drain of a wading pool. The incidents occur primarily in public wading pools where a floor drain cover is broken or missing, although there is an indication that one case may have involved an open top skimmer. Young children have access to the bottom drain in wading pools because of the shallow water. Generally, drains are equipped with anti- vortex covers whose domed shape prevents sealing of the pipe opening by the body. However, if the cover or grate is unfastened, broken or missing, the potential for an incident exists. When the child's buttocks cover the drain opening, the resulting suction force can eviscerate the child through the ruptured rectum. A small change in pressure is sufficient to cause such injury extremely quickly.

Body Entrapment: These incidents primarily involve older children (8 to 16 years of age), with an average age of about 10 years. Some of the cases involve the child's playing with the open drain, including inserting a hand or foot into the pipe, and then becoming trapped by the resulting suction. There are potentially many different circumstances of design and maintenance that can produce the conditions for the hazard. Body entrapment cases can occur in either pools or spas. The scenarios suggest that any open drain, or any flat grating that the body can cover completely, coupled with a plumbing layout that allows a buildup of suction if the drain is blocked, presents this hazard. Depending upon the layout, the result may be a single bottom drain becoming the sole inlet to the pump, and this condition becomes dangerous if there is an inadequate or missing drain cover.

Hair Entrapment/Entanglement: Typically, these incidents involve females with long, fine hair, who are underwater with their head near a suction inlet. The water flow into the inlet sweeps the hair into and around the outlet cover, and the hair becomes entangled in and around holes and protrusions in the cover. Entrapment occurs because of the tangling, and not necessarily because of strong suction forces. These cases also frequently most often occur in spas, including hot tubs.

3.0 INJURY / ILLNESS PREVENTION

3.1 General Requirements

- Any school with a swimming pool shall have a swimming pool policy and clear guidelines or rules.
- Signs stating pool guidelines should be displayed in a prominent position in the pool complex for all users to see.
- Pool fencing should meet all legal requirements
- There shall be a pool gate, which is kept securely, and closed at all times, and locked when not in use.
- All equipment should be put away when not in use.
- Children under 8 years should not be permitted in the swimming pool premises, unless supervised by a person at least 14 years old. No person should ever swim alone.
- Persons with sore or inflamed eyes, colds, nasal or ear discharge, boils, or other acute or obvious skin or body infections, or cuts shall be excluded from the pool.
- One advanced life saving certificated adult person and one observer shall be present when any group is in the water.
- Emergency procedures must be clear and displayed at a suitable location.
- Emergency contacts must be clearly identified and contact details made available to pool users.
- Staff using the facility shall be properly trained in the use of all safety equipment and in emergency procedures.
- Pool deck, locker, and shower areas shall be maintained daily to provide for sanitary conditions, a safe walking surface, and general cleanliness. Poor maintenance of the pool may lead to low levels of disinfectant (chlorine) and clogged filters that may place swimmers at risk for diarrheal diseases and skin, ear, and upper respiratory infections.
- Pool water quality must be maintained in accordance with the National Spa and Pool Institute (NSPI) Standards.

3.2 Chemical Safety:

The chemicals needed for clean, sanitized water are potentially harmful when stored or used improperly. The following rules shall be followed for use, storage and handling of swimming pool chemicals:

- All chemicals shall be stored in a locked room away from the pool and changing rooms.

- Before using the chemicals, carefully read the MSDS, and follow manufacturers' instructions.
- The staff shall be trained on the use of chemicals and MSDS.
- MSDSs and emergency information including phone numbers shall be posted nearby. All staff should know where to find this information.
- Chemical reagents for test kits shall be replaced each year.
- Keep the original lids on all chemical containers and make sure the lids are closed lightly when not in use.
- Do not stack different chemicals on top of one another.
- Store chemicals in a cool, dry, well-ventilated area preferably off the floor.
- Do not store pool chemicals where other flammable items may mix with them.
- Always add chemicals to water - never add water to chemicals.
- Never add chemicals to the pool water while swimmers are using the pool.
- Test the water regularly regarding with a reliable test kit.
- Never reuse old chemical containers.
- Always use a clean bucket and scoop that is designated only for that chemical.
- Handle all chemicals (both liquid and dry) carefully.
- Never mix chemicals together. Explosions or fire can occur.
- Do not inhale dust or fumes of chemicals.
- Do not smoke when using chemicals.
- Wash your hands thoroughly after using chemicals.
- Do not allow chemicals to contact your eyes, nose or mouth. (In case of contact or if a chemical product is swallowed, follow the manufacturer's label or advice. Call your doctor or your local poison control center immediately).
- Use only water-filled fire extinguishers on fires involving chlorine chemicals. Never use the dry type of extinguishers.

For more information on storing and handling of chemicals, refer to Section 6.7 Hazard Communication and Section 6.42. Sanitation, Custodial Services, Services, and Hazardous Material / Waste Handling.

3.3 Electrical Safety

- Wall outlets in poolroom and wet floor areas shall be equipped with ground fault circuit interrupters. Otherwise, they shall be covered and inoperable.

- Plug-in electrical appliances, (e.g., record players, timers, spotlights) shall be properly grounded.
- Non-school owned appliances, (e.g., hair dryers, curling irons) shall be prohibited in locker room areas unless receptacles are protected by ground fault circuit interrupters.

3.4 Lighting:

- Pool lighting and water clarity shall provide adequate visibility at the bottom of the pool (six inch disk visible on the pool bottom in the deepest water from 30 feet away).
- All lighting shall be operable and maintained in good condition in pool, office, storage rooms, hallways, locker/shower rooms, and mechanical equipment areas.
- Exit lights shall be continuously functioning. A backup emergency lighting system shall also be provided.

3.5 Safety Equipment:

- Two ring buoys shall be mounted in the pool and ready for immediate use from either side or the deep end of the pool.
- One rescue or reaching pole shall be positioned on each side of the pool near the deep end of the pool.
- One elevated lifeguard chair shall be located on the pool deck to provide a clear, unobstructed view of the pool bottom at its deepest point.
- A standard Red Cross, fully stocked, 24 unit first aid kit shall be mounted on the wall in a conspicuous place.
- One stretcher, one backboard and two blankets shall be available for easy access within the pool facility.
- All safety devices shall be conspicuously mounted or properly stored, to facilitate easy and quick access in emergencies.

3.6 Operation and Maintenance Guidelines:

If the pool, spa, or hot tub has a single drain, with or without a skimmer, taking one or more of the following actions shall be considered:

- Rework the drain system to include a minimum of two drains per pump. This option should be strongly considered for wading pools.
- If applicable, lock the valves for the drain and skimmer in the open position to prevent the drain from becoming a sole source of suction.
- Install a secondary back-up system (e.g., an intervening switch), which shuts down the pump when a blockage is detected.

- If the drain cover is not an anti-vortex cover and/or does not display the appropriate markings for maximum flow rate and labeling that indicate it has been tested to the ASME/ ANSI voluntary standard, the pump shall be shut down and the cover shall be replaced.
- A comprehensive maintenance program shall be developed for each facility. The Pool Entrapment Hazard Checklist is designed to help implement this program. The maintenance program should address the following:
    - If the drain cover or grate is cracked or broken, immediately shut down the pump(s) and replace the grate or cover.
    - The covers should be anchored in accordance with the manufacturer's specifications and supplied parts (e.g., non-corrosive fasteners).
    - The practice of color-coding and labeling plumbing and equipment should be incorporated into all facilities. The most important aspect of a labeling/coding program is to provide the location, identification, and marking of the On/Off switch for the circulation pump(s).

4.0 SELF INSPECTION

Please see the School Self Inspection Form for more information.

Environmental, Health & Safety Policy Statement Procedures
Office & Classroom Safety

PROCEDURE NO.: EHS 704
CREATION DATE: July 2007
REVISION DATE: _____

1.0 INTRODUCTION:

Office and classroom activities are normally not considered highly hazardous; however, attention to the safety precautious given in the following sections can make these places much safer environments.

2.0 INJURY / ILLNESS PREVENTION

2.1 Office Machines and Equipment

- Office machines shall not be placed in unstable locations where they may fall.
- Office equipment shall be positioned close to outlets to eliminate tripping over telephone and/or electrical cords.
- Electrical machines or connections shall not be touched with wet hands or while standing on damp floors.
- Office machines shall be turned off and unplugged before adjusting, lubricating, or cleaning.
- Office machines, phones, or wiring should not be tampered with. Appropriate repair shop shall be called if repairs are required.
- Lids on copy machines shall be kept closed.
- Carbon tetrachloride shall never be used for typewriter cleaning.
- It is recommended to use staple remover, not fingers, for removing staples.
- It shall be verified that the guards of paper cutting devices are in place and working prior to use. Paper cutting devices shall not be used unless finger guards are in place.
- The slicing arm on paper cutting devices shall be locked down when not in use.

2.2 Desks, Tables, Swivel Chairs, Etc:

- Only shatterproof glass tops with beveled edges shall be used for desks and tables.
- Pencil sharpeners shall not be mounted so that they protrude beyond the edges of desks or tables.
- Desks and tables shall be checked for splinters, dangerous cracks, and loose veneer. Contact with these areas should be avoided until repaired or replaced.
- Desk and filing cabinet drawers shall be closed slowly to prevent finger injuries.
- No horseplay shall be conducted in swivel chairs.
- The seats on swivel chairs shall not be raised to the point that your feet do not touch the floor.

2.3 File Cabinets:

- Materials, boxes, other files, etc. shall never be placed on top of cabinets above five feet. Not only can they fall, but also they put undue strain on persons reaching to lift items.
- File drawers shall not be left open. Handles shall always be used to close them.
- File cabinets shall not be stacked on top of one another.
- Heavy materials shall be put in the bottom drawers, lighter materials in the top drawers.
- File cabinets shall be checked periodically for safety hazards; burrs shall be removed and sharp edges shall be covered or eliminated.

2.4 Waste Containers:

- Objects with sharp points or fragmented edges shall not be placed in waste cans.
- Waste cans shall be checked for sharp objects before placing hands or feet inside.
- Cardboard boxes shall not be used as waste receptacles.
- Oily rags, broken glass or sharp objects shall not be put in wastebaskets. They shall be placed in designated containers labeled "OILY RAGS," "BIOHAZARD," "BROKEN GLASS," etc., for special handling by the custodian.

2.5 Fans

- Fans with bent blades, excessive vibration, and frayed cords or without guards shall not be used.
- Floor type fans shall not be placed in walkways, aisles, and doorways where they will present tripping hazards.
- Fingers and loose objects should be kept off fans

See Module 6.20 - Ergonomics on Ergonomics of School Furnishings for further information on proper handling of office and classroom furniture and proper use of computer workstations.

3.0 SELF INSPECTION

Please see the School Self Inspection Form for more information.

Environmental, Health & Safety Policy Statement Procedures
Safety in Special Classrooms

PROCEDURE NO.: EHS 705
CREATION DATE: July 2007
REVISION DATE: _____

1.0 INTRODUCTION

Hands on experiences in science laboratories and other special classrooms for art, home economics, industrial arts, vocational technology, etc. gives students an opportunity to explore the meaning of the scientific and practical endeavors and brings to life much of the material that would otherwise simply be words or pictures. Affording this educational activity for students necessitates the use of various chemicals and tools. These conditions could result in a potentially unsafe working environment for both teachers and students. This module is intended to cover injury and illness prevention guidelines for the mentioned special classrooms.

2.0 CONTROL OF SCIENCE CHEMICALS

2.1 Chemical Storage

The storage of large quantities of chemicals can be a hazardous practice. It not only takes up valuable storage area but also can create additional hazards in case of fire or breakage. The rate of consumption is a good indicator as to the maximum quantity that should be stored. The storage of an excessive amount, such as several years supply, even to obtain a price advantage, in the long run may be false economy.

An effective and current inventory program is essential to laboratory safety. A well developed cataloging procedure will not only provide a list of the available chemicals, but will also aid in the identification of those which are outdated, time sensitive, or carcinogenic. Chemical storage areas shall be inventoried at least once a year and the inventory kept current as shipments are received and material is used. Inventory information shall include:

- Chemical and common name
- Supplier
- Date received
- Amount received
- Concentration
- Uses
- Handling precautions

2.2 Storage Procedures:

- Large containers shall be placed as close to the floor as possible.

- Metal shelving or shelving with metal parts shall be checked periodically for damage from corrosive vapors.
- Each shelf shall have the smaller containers near the front and large containers toward the back of the shelf to minimize the possibility of spills or breakage.
- Shelves shall have a one half-inch lip to prevent material from sliding off the shelf.
- Incompatible chemicals shall be stored to minimize the risk of contact through spills or breakage. (The alphabetical storage of chemicals is not suitable).
- Where possible, concentrated acids shall be stored in specially constructed, all wood cabinet.

2.3 Chemical Packaging:

Stored chemicals shall be contained in properly labeled, undamaged containers. Chemical storage areas typically contain reagents, which produce corrosive vapors. These vapors attack metal containers, lids, shelving, and labels. Chemical containers shall be checked periodically to see that all packaging and labels are in suitable condition. When damaged labels or packaging are found, label information shall be replaced and materials shall be repackaged where possible and practical.

2.4 Chemical Storage Rooms

Chemicals shall not be stored in classrooms, under ventilation hoods, or on counters or floors. Chemical storage area shall be:

- Under lock and key with no unauthorized traffic;
- Well-vented to the outside to prevent the build-up of corrosive, toxic or potentially dangerous vapors;
- Kept at a moderate temperature throughout the year (Excessive temperature can contribute to the breakdown and contamination of some chemicals);
- Well-illuminated to minimize the possibility of misreading chemical labels;
- Free from cluttered floor space; and
- Free of chemical residue in sinks, tubes and vials.

2.5 Chemical Labeling:

The labels on chemical containers shall be as informative as possible. The minimum information on a label shall include:

- Chemical name
- Supplier's name

- Date of purchase of mix
- Concentration
- Associated hazards pertinent to the chemical

2.6 Chemical Purge and Disposal

Storage areas shall be purged periodically, but not less than once each year, to keep the area from becoming cluttered, reduce the danger of spills and breakage, and reduce the chance of contact with unsafe and unstable compounds. The following generic outline will serve as an aid in the identification of those chemicals that shall be removed:

- Old chemicals that have lost their effectiveness
- Improperly labeled chemicals
- Chemicals in damaged packaging.
- Materials which are never used or for which no use is known
- Large quantities of potentially hazardous chemicals
- Chemicals whose educational benefit is outweighed by their danger to human safety and health or on the prohibited chemical list
- The disposal of chemicals can be a dangerous and difficult task if attempted in a haphazard or unapproved manner. While many chemicals can be removed and eliminated without great difficulty, others should be handled by trained professionals. Schools may use the services of public agencies such as the local fire department, police department, or health department where it is deemed an emergency. (Note: State and local regulations should always be followed.) Methods of disposal for educational program chemicals shall be determined by the appropriate Program Supervisor or other Competent staff.

3.0 GUIDELINES FOR SAFE PRACTICES

- The following equipment must be available in special rooms:
  - First aid kits
  - Sanitizing system for safety glasses
  - Emergency gas shut off in science room.
  - Gloves
- Adequate ventilation shall be provided to minimize exposure to dust, chemical odors, and harmful fumes.
- All hazardous art materials shall be identified.

- For science rooms, written procedures shall be established for cleanup of solvent spills. Training shall also be provided.
- Smoke detectors shall be installed as appropriate.
- An observation (vision) panel is highly recommended.
- Eyewash fountains shall be provided in areas where chemicals are mixed or used. Eye wash fountains shall supply at least 15 minutes of water flow. A written plan and proper training for use of eye wash stations shall be required.
- Sediment traps in sinks shall be kept clear.
- Eating, drinking, or chewing gum shall be prohibited in a science laboratory or storage area. Food or beverages shall not be stored in the laboratory environment.
- It shall be ensured that the following equipment are working properly:
  - Gas valves and pilots,
  - Faucets drains, and disposals,
  - Drains and vents for washers and dryers,
  - Master shut-off controls for gas and electricity.
- Approved storage cabinets shall be provided in laboratory area. It shall be ensured that the locks function properly.
- Electrical equipment shall be inspected frequently and the necessary corrective action shall be taken immediately.
- Personal protective equipment shall be available to prevent injury from molten metal, flying debris, sparks, or chips during grinding, welding, cutting or other processes.
- Equipment such as saws, grinders, cylinders shall be properly secured, and students should be trained on their safe use. See Module 30 – Hand and Power Tools Safety.
- Every machine shall have a lockout master switch to keep it inoperative during repairs or adjustment.
- Loose clothing, long hair, and dangling jewelry shall be restrained.
- There shall be a written lockout/tagout program with proper training provided for industrial arts and vocational agriculture.
- Storage rooms for flammable and combustible liquids shall have explosion-proof lights.

4.0 SELF INSPECTION

Please see the School Self Inspection Form for more information.

Environmental, Health & Safety Policy Statement Procedures
Food Service & Kitchen Safety

PROCEDURE NO.: EHS 706
CREATION DATE: July 2007
REVISION DATE: _____

1.0 GENERAL REQUIREMENTS

- Slip resistant shoes shall be used in food service and kitchen areas.
- Baggy or loose clothing shall not be worn where it could be caught in moving equipment.
- Hair restraints such as net, clips, or hats approved by the supervisor shall be used.
- Glassware, china, silverware, and plastic equipment shall be inspected daily. Chipped or cracked items shall be disposed.
- Traffic pattern in all areas shall not minimize crossing of aisles where food is being carried.
- Fire extinguishers shall be of proper type and size. They shall be mounted and their locations shall be marked. They shall be serviced annually and checked monthly. Employers shall be instructed on use.
- When food containing sulfating agents is served, parents shall be notified.
- The staff person preparing full meals shall have a valid food handler permit.
- Food shall be cooked to correct temperatures.

2.0 STORAGE REQUIREMENTS

- Raw food shall not be stored with ready-to-eat food.
- Food shall not be stored at improper (hot or cold) temperatures.
- Food requiring refrigeration shall be stored at a temperature no warmer than forty-five degrees Fahrenheit.
- Frozen food shall be stored at a maximum temperature of zero degrees Fahrenheit.
- Cooked food to be stored shall be rapidly cooled and refrigerated after preparation.
- Food shall be kept in original containers or in clean, labeled containers and stored off the floor.
- Packaged, canned, and bottled food with a past expiration date shall be discarded.
- Food in dented cans or torn packages shall be discarded.
- When receiving food, it shall be ensured that there must be no evidence of spoilage, abuse, foreign objects, or contamination.
- Heavy items shall be stored on shelves between shoulder and knuckle level and lighter items; less used items shall be stored on high shelves.
- Shelves shall be strong enough for the weight stored on them.
- Ladders shall be used to reach items above chest level.

- Soaps, detergents, disinfectants, etc. shall be properly marked if not in their original containers.
- The storing of cleaning chemicals, pesticides, insecticides, or other hazardous material in food storage areas is strictly prohibited.
- Compressed gas bottles shall be secured in place and kept away from heat source.

3.0 SANITATION AND HOUSEKEEPING

- The staff person preparing and serving meals shall wash hands before handling food.
- Hand washing facilities should be located in or adjacent to food preparation areas.
- Food shall be stored in a sanitary manner, especially milk, shellfish, meat, poultry, eggs, and other protein food sources.
- Raw food shall be washed thoroughly with clean running water.
- The food service provider shall sanitize reusable utensils in a dishwasher or through use of a three-compartment dishwashing procedure.
- The food service provider shall use only single-use or clean cloths, used solely for wiping food service, preparation, and eating surfaces.
- Floors shall be kept clear and in good condition to prevent injuries from tripping hazards.
- Floors shall be kept in good condition around refrigerators or freezers. Ice shall be kept off the floor. Any leaks that create ice on floor shall be eliminated. If ice forms, it shall be covered until it is removed.
- Rubber mats shall be used in areas that are often wet such as dishwashing areas.
- Broken glass shall be removed from service immediately. They shall be put in separately marked containers.
- There shall be a wire guard over light bulbs that might be hit accidentally.
- Garbage cans shall be kept clean and always covered.
- Garbage cans shall be in good condition without sharp edges, holes and lids.
- Dollies or other equipment shall be used to handle garbage cans.
- While handling food, the following sanitation techniques shall be followed:
  - Thoroughly wash vegetables in clean cold water.
  - Use proper hand-washing techniques.
  - Use proper dishwashing and sanitizing techniques.
  - Cover and protect open cuts and scratches.
  - Handle cooked foods only with clean gloves or utensils.

- Use clean and sanitized equipment and utensils.

4.0 KITCHEN EQUIPMENT

- The food service provider shall provide equipment for the proper storage, preparation, and service of food to meet program needs.
- All electrical equipment shall be properly grounded. Cords and plugs shall be in good condition. Electrical switches on machines shall be located where they can be reached easily in case of emergency.
- The food grinder and slicers shall be properly guarded. They must be unplugged while cleaning. A brush shall be used to clean them.
- Deep fryers shall have working temperature controls and gauges.
- Filters on vent hoods shall be cleaned on schedule.
- Hot pods shall be readily available for use near hot containers.
- Steamer interlocks that prevent opening while steam valve is on shall work properly.
- There shall not be loose wires on mixer whips or agitators.
- Steam tables shall be cleaned daily and properly maintained. It shall be ensured that the safety valve equipment shall be on steam tables.
- Refrigerators and freezers shall be equipped with thermometers and be regularly cleaned and defrosted.

5.0 SELF INSPECTION

Please see the School Self Inspection Form for more information.

PROCEDURE NO.: EHS 707
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Sanitation, Custodial Services, & Hazardous Material/Waste Handling

1.0 SANITATION REQUIREMENTS

- There should be an adequate number of bathrooms in the school given the number of children that attend.
- Restrooms and washrooms shall be kept in clean and sanitary condition.
- Restrooms shall have no broken toilets or urinals.
- Sink faucets should be in a working condition.
- There shall be no stalls lacking doors and overflowing toilets.
- The absence of toilet paper shall not be tolerated.
- All restrooms shall be supplied with soap and either paper towels or hand dryers.
- Covered receptacles for sanitary napkins shall be provided in the women's restrooms.
- There shall be separate restrooms for the employees for the new schools.
- Covered receptacles for waste food shall be kept in clean and sanitary condition.
- Persons shall be prohibited from eating in areas where toxic materials are present.
- Pest control shall be exercised.

2.0 SAFETY OF CUSTODIAL SERVICES

Custodial services may include tasks related to the maintenance of the school buildings; or routine operational responsibilities entailing daily, weekly and periodic operations.

- In the fulfillment of their maintenance responsibilities, custodians may:
  - Replace broken door and window glass.
  - Make minor repairs to locks, hinges, door closers, etc.
  - Repair and adjust faulty window shades.
  - Keep stair handrails tightly in place.
  - Make minor repairs to students' and teachers' lockers.
  - Replace faulty lamps, fuses, etc.
  - Keep all fire-fighting equipment securely in place.
  - Maintain towel racks, soap dispensers, and tissue racks.
  - Maintain students' and teachers' furniture.
  - Render minor repairs to heating and plumbing equipment
  - Make minor repairs to playground equipment
  - Repair or replace pencil sharpeners as needed.

- Lubricate heating and ventilating fixtures.
- Paint rusting and corroding metal surfaces with inhibitors in small areas. (Report large-scale rusting or corrosion to the Principal.)
- Correct minor leak problems and report major leaks to the Principal.

Proper training shall be provided to custodial staff in the safe execution of these duties.

- Operational responsibilities of custodians may include the following:
  - Display the flag as weather permits.
  - Clean and dust all classroom areas.
  - Clean and dust all administrative areas.
  - Clean and dust all stairway and corridor areas.
  - Clean and service all restroom areas.
  - Clean chalkboards and erasers.
  - Service all entrances, walks, and drives as weather permits.
  - Clean and service physical education and auditorium areas.
  - Inspect and service playground equipment.
  - Dispose of trash, waste, and ashes.
  - Clean and care for custodial rooms, supplies, etc.
  - Clean and service heating plant area.
  - Clean drinking fountains.
  - Clean or dust doors and door glass.
  - Spot clean soiled floor and wall area.
  - Clean restroom walls, doors, and partitions.
  - Polish floor areas as assigned or scheduled.
  - Clean inside glass as assigned or scheduled.
  - Clean furniture as assigned or scheduled.
  - Clean, finish, and polish floor areas.
  - Clean window glass inside and outside.
  - Clean or dust window shades.
  - Clean ceiling, walls, bulletin boards, and trim.
  - Clean lighting and heating fixtures.
  - Care for yard and ground area.
  - Inspect and clean storage areas.

Custodial staff should also be trained on safe procedures for performing these tasks.

Many products used by custodial personnel are either flammable or corrosive. Flammable products often represent an inhalation exposure hazard and all corrosive products represent a skin and eye exposure hazard. The inappropriate mixing of various cleaning products may produce serious and sometimes fatal consequences. Custodial Supervisors shall ensure all custodians are trained in the proper use of cleaning agents including the following:

- The mixing of ammonia and bleach to produce a "super cleaning" solution is strictly prohibited.
- Stored ammonia and bleach will be separated so spills cannot interact.
- All products will be properly labeled except individual small containers may be labeled with just the product and user's name when others will not have access to the container.
- When custodians are assigned to clean chemical storage areas, proper training of related hazards shall be provided.

Custodial staff shall be trained on Hazard Communication Standard and in the proper use of PPE as required by MSDSs. Refer to Module 6.7 - Hazard Communication for details. Additional training shall include:

- Signs, tags, labels (Module 6.2)
- Worksite Housekeeping (Module 6.17)
- Food Service and Kitchen Safety (Module 6.41)
- Fire Safety (Module 6.26)
- Electrical Safety (Module 6.28)
- Tool Safety (Module 6.30)
- Playground Safety (Module 6.37)
- Pool Safety (Module 6.38)
- Indoor Air Quality Issues (Module 6.11)
- Pesticide Control (Module 6.43)
- Office and Classroom Safety (Module 6.39 and Module 6.40)
- Manual Lifting and Back Injuries (Module 6.18)
- Motor Vehicles (Module 6.33)

Environmental, Health & Safety Policy Statement Procedures
Sanitation, Custodial Services, & Hazardous Material/Waste Handling

PROCEDURE NO.: EHS 707
CREATION DATE: July 2007
REVISION DATE: _____

3.0 HAZARDOUS MATERIAL AND WASTE HANDLING:

3.1 Hazardous Materials and Wastes

Essentially any material/chemical that poses a threat to human health, living organisms, or the general environment is considered a hazardous material. When a hazardous material is no longer of value or is not usable by the owning institution, it is declared a "waste". This action automatically creates a hazardous waste. Under federal law, hazardous waste is fully regulated from the time of creation, to the time it is properly discarded (cradle to grave).

The following safety guidelines shall be followed during the disposal of hazardous wastes:

- Materials classified as flammable liquids, toxic, corrosive materials, carcinogens, and poisons are substances that must be disposed of as hazardous waste when:
  - Chemicals are aged and/or useless.
  - Contents or mixture is unknown.
  - Container is damaged or deteriorated.
  - Excessive quantities of highly hazardous materials cannot be used.
- The hazardous waste containers shall be checked to ensure contents cannot be released while in storage or awaiting pick-up. Where containers are damaged, contents and damaged container shall be placed in a larger and secure container.
- The contents on container label and the date the material became waste shall be identified. Containers must be marked as "Hazardous."
- The mixing of hazardous waste by District personnel is strictly forbidden. Mixing waste materials is not only unsafe, but it also greatly increases the disposal cost and in most cases, it is illegal.
- Hazardous waste shall be stored in a secure location until the notification of the pickup date.
- The information poster shall be posted with required information.
- Hazardous waste areas shall be inspected at least once each week. Containers shall be checked for legible labels and damage/rust, which might result in a release.

All hazardous waste materials are packaged and removed from the site by contracted professional hazardous waste transporters, supervised by the DCPS Safety Office. Many products used in schools, although not listed as a hazardous material/waste, contain small amounts of hazardous material or material which may be recycled. Materials of this type are regulated to some degree in the disposal process. Ordinary household products are the largest unregulated source of hazardous materials. Many consumer products contain

hazardous substances, but they may be at a reduced strength. While multitudes of Federal, State and Local Regulations dictate the collection, transportation, and disposal of industrial hazardous material, there are few regulations to control proper disposal of consumer products, which can be hazardous and sometimes fatal when not used and disposed of properly.

- It is the responsibility of all employees to ensure that waste and residue remaining from school projects is properly discarded. Proper disposal of industrial cleaning and processing chemicals may be obtained from the Material Safety Data Sheet or labels. Most consumer products will contain disposal instruction on the product label. Containers shall be disposed of per instructions on labels.
- Products which state "Keep Out of Reach of Children" shall be stored in such a manner to ensure compliance with the warning label.
- Empty containers for products which are potentially hazardous shall not be used as containers for any other products. Aerosol spray cans marked as "extremely flammable" are also extremely dangerous. Excessive heat or sparks may cause these containers to explode. Store only in approved flammable storage cabinets or rooms. Use and dispose of containers as soon as possible.

3.2 Non-Hazardous Materials and Wastes

When wastes are not classified as hazardous, the following guidelines apply:

- Dispose of waste as regular solid waste.
- For odor control, if practical or feasible to do so, treat waste with a 1:10 dilution of household bleach.
- Soak up any liquid present with absorbent or newspaper.
- Place waste in heavy gauge opaque plastic bag before taking it to dumpster.

Not all laboratory wastes are hazardous and so should not be entered into the BCOD hazardous waste program. The following guidelines for determining which non-hazardous laboratory wastes are suitable for disposal through normal waste channels were developed after careful review of Texas Water Commission regulations.

- No wastes, which are defined as hazardous waste by EPA may be placed in the dumpsters.
- Liquid waste (i.e. bottles of unused or partially used solutions) may not be disposed of to the dumpsters, as liquid wastes are not permitted at the municipal landfill.
- Empty containers of waste commercial products or chemicals are acceptable if no freestanding liquids remain in the containers and all disposal requirements noted on the

label are complied with. Pesticide containers or those which contained acutely hazardous materials must be triple rinsed and the rinse water collected for disposal as hazardous waste. Empty containers must be perforated on both ends and/or crushed, and the container label defaced or otherwise marked to indicate the container no longer contains hazardous materials.

- Certain solid, non-hazardous laboratory wastes are suitable for disposal to the landfill. However, such chemicals should not be placed in laboratory trash containers as custodial personnel do not handle any chemical wastes. Non-hazardous solids should be placed directly into the dumpsters.
- The following types of solid laboratory wastes which are generally considered non-hazardous or of low toxicity and so may be put directly in the dumpsters. As noted above, solutions of such wastes should not be put in the dumpster.
    - Organic Chemicals: Sugars and starches; Naturally occurring a-amino acids and salts; Citric acid and its Na, K, Mg, Ca, NH4 salts; Lactic acid and its Na, K, Mg, Ca, NH4 salts
    - Inorganic Chemicals: Sulfates: Na, K, Mg, Ca, Sr, NH4; Phosphates: Na, K, Mg, Ca, Sr, NH4; Carbonates: Na, K, Mg, Ca, Sr, NH4; Oxides: B, Mg, Ca, Sr, Al, Si, Ti, Mn, Fe, Co, Cu, Zn; Chlorides: Na, K, Mg; Fluorides: Ca; Borates: Na, K, Mg, Ca
    - Laboratory materials not contaminated with hazardous chemicals: Chromatographic absorbents; Filter paper, filter aids, and glassware; Rubber and plastic protective clothing.

3.3 Hazardous Material Handling by Maintenance, Service and Repair Personnel

Maintenance and repair personnel use many flammables, toxins, poisons, and corrosive products in their daily activities. Knowledge of the use and storage of these products shall be provided through the Hazard Communication Program (See Module 6.7 – Hazard Communication).

- Personnel must also be aware of the hazards associated with chemicals used and stored at District sites where they perform maintenance. Plumbers may need to work near water-reactive chemicals and electricians in rooms filled with flammable and corrosive materials.
- When entering an unfamiliar work area employees must take the following precautions:
    - Check the area for chemicals, which are known to be dangerous.

- Check with site personnel when unknown, unmarked or damaged containers are present. The MSDS must be provided upon request.
- Make sure ventilation systems are operating where installed.
- When hazards are discovered, make sure they are removed or otherwise made safe before proceeding with the job.
- Employees shall make sure that asbestos is not present before performing a task which would disturb known asbestos. Personnel must adhere to the prohibited tasks outlined in the site Asbestos Maintenance Program. (Refer to Module 6.8 – Asbestos Hazard Prevention). When in doubt review the Asbestos Maintenance Program procedures to determine where asbestos is located in the work area.
- Whenever a District Maintenance or Custodial employee plans to use a hazardous material that has not been previously used at the school/site, the crew leader or worker must review the MSDS with the Principal. This review shall emphasize any health/safety hazards and any special precautions that must be taken to protect students and employees.

- Supervisors shall ensure that hazardous materials transported to and from job sites in District vehicles or privately owned vehicles are in conformance with the Federal, State and Local Regulations.

4.0 SELF INSPECTION

Please see the School Self Inspection Form for more information.

Environmental, Health & Safety Policy Statement Procedures
Grounds Safety & Pesticide Control

PROCEDURE NO.: EHS 708
CREATION DATE: July 2007
REVISION DATE: _____

1.0 GROUNDSKEEPER MOWING SAFETY

- The area to be mowed shall be inspected for hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, toys, etc. **ALL** hazards shall be removed where possible.
- Personal Protective Equipment (PPE), e.g., eye/face protection, gloves, hearing protection, etc., shall be used by groundskeeper provided by the Supervisor.
- The mower shall be inspected, e.g., blade, belts and wheels, prior to use. Any loose screws or nuts shall be checked and it shall be ensured that the guard is in place. Before using the machine, any needed adjustments or repairs shall be made according to manufacturer's specifications.
- Only the operator is permitted to ride a riding mower.
- The mower man performing the operation shall follow the following rules:
  - Always look ahead of the mower's path while staying aware of your surroundings.
  - Check for oncoming cars when mowing near streets.
  - Do not put your hands or feet under the mower deck.
  - Turn off the mower and disconnect the spark plug wire before servicing or
  - adjusting.
  - Always cut across slopes with an upright mower.
  - When using a riding mower, mow up and down the slope.
  - Keep mower in gear when going down a slope.
  - Turn off the mower when dumping the grass catcher.
  - Do not try to unclog the grass chute while mower is running.
  - Disengage the drive before starting a riding mower.
  - Disengage the drive before shutting off the mower.
  - Do not direct the discharge toward bystanders.
  - Do not work outdoors in electrical storms.

2.0 TREE MAINTENANCE AND REMOVAL

- Each location where tree maintenance or removal is done shall be under the direction of a qualified tree worker.
- Employees working in the proximity of electrical equipment or conductors shall consider all such equipment or conductors energized with potentially fatal voltage, never to be touched. An inspection shall be made by a qualified tree worker to determine whether an electrical hazard exists before performing any work. Only a qualified line-clearance

tree trimmer shall be assigned to the work if it is found that an electrical hazard exists. See also Module 6.28 - Electrical Safety for further information.

- Equipment shall be inspected, maintained, repaired, and used in accordance with the manufacturer's instructions. Employees shall be instructed in the safe and proper use of all equipment provided to them.
- Climbing ropes shall not be used to lower limbs or other parts of trees or to raise or lower equipment.
- A handle shall be used for raising and lowering tools.
- Tools used for cabling, bark tracing, cavity work, etc., shall be carried in a bag or belt designed to hold tools and not put in the pockets or stuck in the top of a boot.
- When placing an employee in a tree with an aerial platform device, prior to leaving the basket for entry onto the tree, and before removing the safety line attached to the basket, the employee shall be safely secured to the tree. The procedure shall be reversed when entering the basket from the tree.
- A tree worker shall be tied in with an approved type of climbing rope and safety saddle when working above the ground. This does not necessarily apply to a worker ascending into a tree. Work may be performed while standing on a self-supporting ladder but only when the worker is tied in as required. See also Module 6.23. – Fall Protection, Ladders, Stairways, and Roofing Safety.
- During climbing operations, tree limbs should be inspected before weight is applied to them.
- Prior to felling operations, the employee shall consider:
    - the tree and the surrounding area for anything that may cause trouble when the
    - tree falls;
    - the shape of the tree, the lean of the tree, and decayed or weak spots;
    - wind force and direction;
    - the location of other people; and
    - electrical hazards.
- Prior to felling operations, the work area shall be cleared to permit safe working conditions and an escape route shall be planned.
- Each worker shall be instructed as to exactly what he/she is to do. All workers not directly involved in the operation shall be kept clear of the work area.
- Just before the tree or limb is ready to fall, an audible warning shall be given to all those in the area. All persons shall be safely out of range when the tree falls.
- If there is danger that the trees being felled may fall in the wrong direction or damage property, wedges, block and tackle, rope, or wire cable (except when an electrical

hazard exists) shall be used. All limbs shall be removed from trees to a height and width sufficient to allow the tree to fall clear of any wires and other objects in the vicinity.

- Special precautions shall be taken when roping rotten or split trees due to the potential for falling in an unexpected direction even though the cut is made on the proper side.
- Persons shall be kept back from the butt of a tree that is starting to fall.
- Proper training must be provide on the safe use of brush chipper. The chipper shall be operated in accordance with the manufacturer's recommendations.
- Trailer brush chippers detached from trucks shall be chocked or otherwise secured.
- All workers feeding brush into chippers shall wear eye protectors. Loose clothing, gauntlet-type gloves, rings, and watches shall not be worn by workers feeding the chipper.

3.0 PESTICIDE CONTROL

Pesticides pose serious threats to human health and the environment. Their chemical ingredients have been identified as toxic by the U.S. Environmental Protection Agency. Many are linked to higher rates of cancer, birth defects, reproductive disorders, and neurological, kidney, and liver damage.

The indiscriminate use of pesticides is widely recognized as contributing to unstable populations of birds, fish, and other wildlife, contaminated food and water, the respiratory ailments and direct poisonings of children, the vulnerability of the elderly and others with compromised immune systems, and to high levels of ambient pollution in disadvantaged communities. Children are especially vulnerable and disproportionately exposed to pesticides. Therefore, to protect the school occupants and the employees from pesticide hazards, DCPS should adopt an Integrated Pest Management (IPM) program for its facilities.

This program shall include the following guidelines:

- Schools shall provide written notification to parents, guardians and school employees two business days prior to the application of pesticides inside school buildings or school grounds.
- When it is determined that a pesticide must be used to meet important management goals, the least hazardous material and method of application will be chosen. The application of such pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticides Act (7 USC 136 et seq.), School District policies and procedures, EPA regulations in 40 CFR, OSHA regulations, and local regulations.

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- Routinely scheduled (e.g. seasonal, monthly, or weekly) pesticide applications shall be avoided. Pesticide applications that have the potential to become airborne shall not be made while school or school activities are in progress.
- Only personnel properly trained and licensed shall apply pesticide, except consumer strength premix. Product label instructions and Material Safety Data Sheet (MSDS) precautions shall be followed when applying weed killers, fertilizers, pesticides or herbicides.
- Personal Protective Equipment (PPE), e.g., goggles, gloves, respirator, rubber boots, etc., shall be worn, by the pesticide workers, provided by the supervisor.
- Equipment for leaks and loose nuts shall be inspected.
- Any open cuts or scratches with impervious bandages or gloves shall be protected before handling or applying pesticides.
- Pesticides and fertilizers shall never be transferred into an unmarked or unlabeled container. Containers shall be kept tightly closed.
- Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and applicable regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.
- Pesticides shall be stored on impervious surfaces, e.g., metal shelves, plastic shelves, etc.
- Pesticides shall not be stored near sources of heat.
- Pesticides shall not be transported in the cab of a vehicle.
- Smoking or carrying smoking materials shall be prohibited while handling or spraying pesticides and fertilizers.
- At the end of the workday, the pesticide workers shall shower immediately after completing the application of pesticides and fertilizers.
- Hands and arms shall be washed thoroughly before eating, smoking or drinking.
- Fertilizers shall not be mixed with gasoline or cleaning agents.
- Any clothing that is saturated or impregnated with pesticides shall be removed and placed in a metal container labeled "**PESTICIDE CLOTHING**". This clothing shall not be taken home.
- Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and School Board. Additionally, records of all pest control actions are to be maintained including information on the number of pests or other indicators of pest activity that can verify the need for action. Records shall be made available upon request to school staff and the public.

- Staff, students, pest managers and the public will be educated, as needed, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

4.0 SELF INSPECTION

Please see the School Self Inspection Forms for more information.

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Fire Safety & Fire Prevention

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1.0 GENERAL INFORMATION

Although technical knowledge about flame, heat, and smoke continues to grow, construction sites are still not immune to fire and its terrible consequences. This module focuses on fire prevention and control, and fire protection on worksites and in schools. Resource information and support are available from the National Fire Protection Association (NFPA), the National Safety Council (NSC), Fire Code Agencies, local Fire Authorities, and OSHA.

1.1 Hazard Recognition

All of the advisory and regulatory authorities approach fire safety in much the same manner. They all agree that electrical short circuits or malfunctions usually start fires in the workplace. Other leading causes of workplace fires are friction heat, welding and cutting of metals, improperly stored flammable / combustible materials, open flames, and cigarette smoking.

1.2 Definitions

Class A Fire: A fire involving ordinary combustible materials such as wood, paper, clothing, and some rubber and plastic materials.

Class B Fire: A fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.

Class C Fire: A fire involving energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing media.

Class D Fire: A fire involving combustible metals such as magnesium, zirconium, sodium and potassium.

2.0 INJURY / ILLNESS PREVENTION

For a fire to start, three conditions are necessary: temperature (heat), fuel, and oxygen. The objective of fire prevention and fire fighting is to separate any one of the fire ingredients from the other two.

2.1 Fire Prevention Guidelines

- A comprehensive site-specific fire prevention plan should be established. This plan should be in writing and must list fire hazards, fire controls, specific control jobs and personnel responsible, employee training, and emergency actions to be taken.

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- An annual survey of the suitability and effectiveness of fire prevention and protection measures and facilities at each project or installation shall be made by a qualified person.
- All employees must be trained on the following subjects:
  - Fire hazards of the materials and processes to which they are exposed.
  - Fire emergency response and evacuation procedures
  - General principles of fire extinguishers
  - Hazards involved in fire-fighting
  - How to use the fire extinguishers.
- There should be a fire evacuation plan for the workplace. See Module 6.6 - Emergency Management.
- When outside help is engaged upon for fire protection services, a written agreement shall be established through a memorandum of record stating the terms and details of the arrangement which shall be provided to the designated authority.
- Emergency fire department phone numbers shall be conspicuously posted at all times.
- Access shall be maintained at all times to existing or newly activated fire hydrants and/or fire department connections.
- All areas of the project site shall be kept free of accumulations of wood scraps, paper and other combustible materials.
- Combustible refuse from construction operations shall not be burned or dumped on the construction site. Such refuse shall be removed at frequent intervals as needed.
- The storage of large quantities of construction debris will be in heavy metal dumpster-like containers on the project site.
- Electrical work, installations and wire capacities both temporary and permanent shall be in accordance with the National Electric Code. See Module 6.28 - Electrical Safety for more information.
- Flammable and combustible liquids shall be stored in approved containers or in approved portable tanks.
- Smoking shall be prohibited in the vicinity of operations, which constitute fire hazards, such as fuel dispensing locations and rubbish dumps. “NO SMOKING” or “OPEN FLAME” signs shall be conspicuously posted in these areas.
- Welding and burning operations shall be authorized and controlled by the project supervision. Combustibles in close proximity of burning or welding operations shall be protected or removed. See also Module 6.25 - Welding and Cutting.
- Fires and open flame devices shall not be left unattended.
- Temporary structures must not impact ability to exit an area.

- Only temporary heating devices approved by the designated authority shall be used.

2.2 Fire Extinguishers

- DCPS, and contractors when applicable, shall provide portable fire extinguishers that are mounted, located, and identified so they are readily accessible without subjecting the employee to possible injury.
- A portable fire extinguisher maintenance plan shall be established. Fire extinguisher maintenance service must take place at least once a year, and a written record must be kept to show the maintenance or recharge date.
- Fire extinguishers shall be inspected monthly and tagged properly.
- Fire extinguishers shall be in a fully charged and operable condition and shall be suitably placed, distinctly marked, and ready accessible.
- The appropriate type of fire extinguisher must be used according to the class of fire, area to be covered, and travel distance. See Figure 6.26.1.
- Fire hoses and standpipes should be provided where directed or required.

Figure 6.26.1 Distribution of Fire Extinguishers

	Occupancy					
	Low Hazard		Medium Hazard		High Hazard	
	Class A	Class B	Class A	Class B	Class A	Class B
Minimum rating for single extinguisher	2-A	5-B or 10-B(1)	2-A	10-B or 20-B	4-A	40-B or 80-B(2)
Maximum coverage (floor area) per unit of A-rating	3,000 sq ft	n/a	1,500 sq ft	n/a	1,000 sq ft	n/a
Maximum floor area for extinguisher	11,250 sq ft	n/a	11,250 sq ft	n/a	11,250 sq ft	n/a
Maximum travel distance to extinguisher	75 ft	30 ft for 5-B 50 ft for 10-B	75 ft	30 ft for 10-B 50 ft for 20-B	75 ft	30 ft for 40-B 50 ft for 80-B

(1) up to three foam extinguishers of at least 2-1/2 gal capacity may be used to fulfill low hazard requirements
(2) up to three aqueous film foaming foam (AFFF) extinguisher of at least 2-1/2 gal capacity may be used to fulfill high hazard requirements

Derived from NFPA 10

In multiple-story facilities at least one extinguisher shall be adjacent to stairways. On construction and demolition projects, a ½ in diameter garden hose, not to exceed 100 ft in length and equipped with a nozzle, may be substituted for a 2-A rated fire extinguisher provided it is capable of discharging a minimum of 5 gal per minute with minimum hose

stream range of 30 ft horizontally. The garden hose lines shall be mounted on conventional racks or reels. The number and location of hose racks or reels shall be such that at least one hose stream can be applied to all points in the area.

2.3 Fixed Fire Suppression Systems

- Fixed fire suppression systems shall be designed, installed, acceptance-tested, maintained and inspected in accordance with requirements of NFPA.
- Automatic sprinkler systems shall be protected from damage. Warning or caution signs shall be posted at the areas protected by fixed extinguisher systems, which use agents in concentrations known to be hazardous to employee safety and health.
- Fire Detection and Employee Fire Alarm Systems:
- Fire detection and employee fire alarm systems shall be designed and installed in accordance with requirements of NFPA.
- Fire detection systems and components shall be restored to normal operating conditions as soon as possible after each test/alarm.
- Fire detection systems shall be maintained in operable condition except during maintenance or repairs.
- Fire detection systems and devices shall be protected from weather, corrosion, and mechanical and physical damage.

3.0 FIRE PROTECTION AND PREVENTION FOR SCHOOLS

Fire protection is extremely important to protect the taxpayer investment in the educational process and the children's future. It is imperative that the strictest adherence to fire prevention rules be mandated by the schools. Relevant information and guidelines are presented below:

3.1 Fire Drills

Fire drills are an essential component of the overall fire safety program in any school building and must be reinforced through practice. The National Fire Protection Association's (NFPA) 101 Life Safety Code requires that fire exit drills be conducted every month during the school year. If a school is located in an area where weather prohibits monthly fire drills, NFPA 101 requires that they be re-scheduled as necessary.

- Fire drills should be unexpected, and fair to all classes. They should be conducted at varying hours of the day, and should not be limited to class time only. It is appropriate and important that students and staff practice evacuation during any possible event that could occur in the facility. These special times could include assemblies, change of classes, or even recess. Students should know and practice what to do, while the staff

should practice how to establish control and provide direction. Part of the drill should include the search of ancillary rooms such as restrooms to ensure that all students are accounted for.

- Fire drills may interrupt classes. This has led to occasions where teachers have delayed or even prohibited the evacuation of students, due to tests or the assumption that the sounding alarm is just a drill. This lack of response is extremely dangerous. Fire drills are a highly valuable preparation tool for any emergency situation that requires building evacuation. Teachers must demonstrate to students that sounding fire alarms should be taken seriously at all times and should instruct them to exit the building immediately. Not responding to fire alarms also exposes the school facility and the individual to possible legal action.

3.2 Student Artwork

Displaying student artwork in corridors is an important motivational practice and one that is entrenched in school life. However, loosely hanging combustible materials such as paper can pose a very serious hazard to the safe evacuation of a building. These materials could be involved in fire ignition and/or could facilitate the quick spread of a fire over walls.

- NFPA 101 limits child-prepared artwork and teaching materials to 20 percent of the total wall area, and requires that it be directly attached to the wall surfaces.
- Further consideration should also be given to the location of the artwork in relation to doors; positioning the artwork, as far away from doors as possible is the most effective way to prevent doors from being blocked should the material ignite.

3.3 Arson Prevention

- Security measures of the buildings (i.e., preventing unauthorized people from entering or loitering near the building) should be included in the school's overall arson prevention plan. Keeping doors locked after hours and regularly inspecting mechanical or electronic locking devices for proper operation are also important. However, these locking devices must not prevent exit from the building.
- Areas around the building susceptible to the accumulation of waste or clutter should be well lighted and should receive close, regular attention. Minimizing the accumulation of waste paper, boxes, dirty rags, or other waste inside the building should also be a fire prevention goal. While these items may naturally accumulate during the school day, it's important to have collection containers located throughout the building and have them emptied at regular intervals. Furthermore, storage rooms containing combustible items such as paper, cloth, or cleaning solvents, should also be kept clean.

3.4 Occupant Load

Whether it is a cafeteria, gymnasium, auditorium, or any combination thereof, every school has an assembly area that accommodates large numbers of people (more than 50). Should there be a need to evacuate, overcrowding in such areas can cause severe delays in exiting and may lead to chaos, injury, or even death. In order to avoid such scenarios, the following issues must be addressed.

- First, the total number of people permitted in an assembly - referred to as the "occupant load" - must be determined. The occupant load is based on the function of the room and will vary based on the use of tables, chairs, bleachers, or an open floor. (It is quite possible for one room to have multiple occupant loads depending on how seating is arranged.)
- After the occupant load is calculated, NFPA 101 requires sufficient exit capacity to handle the number of people that will be in the space.
- Once these calculations have been completed and the occupant load has been established, it is normally required that such information be posted prominently. It is then the responsibility of all staff members to ensure that the established occupant loads are not exceeded.

3.5 Access, Egress, Exits, and Other Areas

- One of the fundamental requirements of NFPA 101 is to provide appropriate marking of an exit path. Exit signs, which can be illuminated by either internal or external lighting, must be placed over exit doors and at any point where the direction to an exit is not immediately apparent. Most importantly, exit signs must be visible. Staff should take note of all exit paths in the building, making sure the exits are appropriately marked and signs are visible in normal and emergency lighting conditions.
- All exit paths should be unobstructed from each classroom to the exterior of the building. This includes removal of desks or storage in corridors, stairs, and in front of emergency rescue windows in the classes; it also includes making sure exit doors are clear and unlocked. Although exit obstructions are a very common problem in school buildings, they are easiest to correct.
- The need for building security and the requirements for unobstructed exiting usually intersect at a door, whether it is an exterior door or a door to a secured area within the building. Recognizing the need for this balance, NFPA 101 permits certain types of locking arrangements that prohibit entry while permitting exit from the building. Chains on doors and the use of security grills are prohibited by the Code. Staff should be aware of any arrangement that prevents the use of a door in the direction of the exit path from the building.

- The entrance and exit areas should be well maintained, including the areas of the building that do not fall into the exit or exit discharge categories. The exit itself is a portion of the means of egress that is separated from all other spaces of the building and provides a protected way of travel to the exit discharge. The exit is the only area strictly prohibited from any other use, including storage. The exit discharge is the portion of the means of egress that leads from the exit to the public way. Normally, this means the exterior of the building, but it can be interior depending on the floor plan. This element cannot be overlooked and must maintain the egress a safe distance from the building. This includes sidewalks, stairs and ramps. Along with clearing obstructions, including snow, lighting should also be maintained.
- Storage areas, boiler rooms, janitorial closets, maintenance shops, and laundries present greater hazards than the rest of the school. In most cases, NFPA 101 requires that these areas be separated by construction with a fire resistance rating. Doors to these areas must have a fire protection rating and are required to be self-closing and remain in the closed position. Keeping these areas neat and making sure that the doors are closed are easy ways to improve safety significantly.

3.6 Electrical Equipment and Appliances

- To prevent overheating, it is essential to leave enough space around electrical equipment and appliances, including photocopiers, printers, and computers, as well as coffee makers and other equipment used by employees. This space allows air to circulate properly and prevents direct contact between hot surfaces and combustibles. Replacing cracked, frayed, or damaged wires is another way to avoid electrical fires. Running power cords through doors, under rugs, or in any location where they could be pinched or wear through should be avoided. Also, extension cords and multiple outlet devices should not be overused.
- The coffee maker or other appliances should be checked at the end of each day to be sure they are turned off and unplugged. Heating and lighting equipment should be inspected regularly.

3.7 Maintaining Fire Protection (Alarm and Sprinkler) Systems

The Life Safety Code relies on features such as automatic sprinkler systems and fire alarm and detection systems. NFPA statistics show that sprinklers are highly effective in fire safety. Thus, they also have the benefit of paying for themselves over the life cycle of the building through reduced insurance costs.

- Once they are installed, fire alarm systems and sprinkler systems need to be maintained on a regular schedule. Critical components of the system include the fire alarm pull stations, sprinkler system valves and fire department connections. They should be kept accessible in storage areas and on the exterior of the building.

- The automatic sprinkler industry is constantly advancing its technology to make systems more reliable and more affordable. Either the National Fire Sprinkler Association at 914/878-4200 or the American Fire Sprinkler Association at 214/349-5965 should be contacted for the latest in technological developments.
- It is recommended to have smoke detectors along with the sprinklers in the following areas because smoke detectors are a quicker response to a fire than sprinklers.
  - Kitchen
  - Library
  - Storage rooms and custodial closets
  - Woods, metals, auto, graphic arts and other shop areas
  - Home economics rooms
  - Science rooms and labs
  - Computer rooms – including CAD rooms
  - Copier rooms
  - Art rooms

3.8 Fire Extinguishers

- 10 to 20 pound ABC fire extinguishers shall be posted every 3,000 square feet and, in multi-story buildings, there shall be a fire extinguisher located adjacent to each stairway.
- No person shall walk more than 75 feet in any direction to reach a fire extinguisher.
- In areas where flammables are stored, no person shall travel more than 50 feet in any direction to reach a fire extinguisher.
- All fire extinguishers shall be mounted above the floor for easy access and shall be conspicuously marked.
- All fire extinguishers shall be tagged with a date on the tag, which should not exceed 12 months in age. The pin, which releases the triggering mechanism, should be sealed. It is important that the seals not be broken. If a seal is broken on a fire extinguisher, notify the project manager, superintendent, or safety manager.

3.9 Doors

- Because doors are the most commonly used opening in a fire or smoke barrier, they are also the most likely to become damaged or altered (i.e. propped open for ventilation or to move furniture, equipment, etc.). Fire doors are required to be self-closing or automatic closing with self-latches, and should not be propped open with wedges.

3.10 Renovation Projects

- Creating an additional wing or updating existing buildings can have a big impact on fire safety. It affects the means of egress, storage of materials, fire protection systems, evacuation plans and opening of the fire and smoke barriers. As a result, every effort made by an administration and faculty to develop and implement a successful fire safety program could be compromised. During a renovation project, the requirements of NFPA's Life Safety Code remain in effect for school building occupants. Refer to the NFPA Web Site: http://www.nfpa.org/ for further information.

4.0 APPLICABLE OSHA STANDARDS

OSHA standards applicable to this section are as follows:

- 29 CFR Part 1926 (Construction) Subpart F – Fire Protection and Prevention
  - 1926.150 - Fire protection
  - 1926.151 - Fire prevention
  - 1926.152 - Flammable and combustible liquids
  - 1926.153 - Liquefied petroleum gas (LP-Gas)
  - 1926.154 - Temporary heating devices
  - 1926.155 - Definitions applicable to this subpart
  - 1926.156 - Fixed extinguishing systems, general
  - 1926.157 - Fixed extinguishing systems, gaseous agent
  - 1926.158 - Fire detection systems
  - 1926.159 - Employer alarm systems
- 29 CFR Part 1910 (General Industry) Subpart L Fire Protection
  - 1910.155 - Scope, application and definitions applicable to this subpart
  - 1910.156 - Fire brigades
  - 1910.157 - Portable fire extinguishers
  - 1910.158 - Standpipe and hose systems
  - 1910.159 - Automatic sprinkler systems
  - 1910.160 - Fixed extinguishing systems, general.
  - 1910.161 - Fixed extinguishing systems, dry chemical
  - 1910.162 - Fixed extinguishing systems, gaseous agent
  - 1910.163 - Fixed extinguishing systems, water spray and foam
  - 1910.164 - Fire detection systems
  - 1910.165 - Employee alarm systems

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- 1910 Subpart L App A - Fire Protection
- 1910 Subpart L App B - National Consensus Standards
- 1910 Subpart L App C - Fire Protection references for further information
- 1910 Subpart L App D - Availability of publications incorporated by reference in
- section 1910.156 fire brigades
- 1910 Subpart L App E - Test methods for protective clothing

Environmental, Health & Safety Policy Statement Procedures
First Aid & Medical Training Requirements

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1.0 GENERAL INFORMATION

Having first aid and medical treatment capabilities on construction work sites and schools is essential for providing emergency medical support in the event of a minor or major injury. The more prompt the medical service, the fewer the complications, and greater the likelihood of the employee/student returning to work/school quickly.

2.0 INJURY / ILLNESS PREVENTION

2.1 General Requirements

- Prior to start of work/school, arrangements shall be made for medical facilities and personnel to provide prompt attention to the injured and for consultation on occupational safety and health matters.
- Communication and transportation to effectively care for injured employees/students shall be provided.
- The telephone numbers of physicians, hospitals, or ambulances shall be conspicuously posted (at a minimum, these numbers shall be posted at the on-site/office telephones).
- When a medical facility or physician is not accessible within five minutes of an injury to a group of two or more individuals for the treatment of injuries, at least two employees on each shift shall be qualified to administer first aid and CPR.
- Individuals who are required to work alone in remote areas shall be trained in first aid.
- When any part of the body may be exposed to toxic or corrosive materials, drenching and/or flushing facilities shall be provided in the work area for immediate emergency use.
- When persons are exposed to epoxy resins, solvents, hydrocarbons, cement, lime, or other dermatitis-producing substances, ointment recommended by the manufacturer for the specific exposure shall be available and used.
- Employees designated as responsible for rendering first aid and medical assistance shall be:
    - Instructed in the sources, hazards, and avoidance of blood-borne pathogens; and
    - Provided, personal protective equipment (gloves, masks, eye protectors, and/or resuscitation equipment) when appropriate for rendering first aid or other medical assistance to prevent contact with blood or other potentially infectious materials.

2.2 First Aid Kits

- First aid supplies shall be maintained in clinics where provided. Principals shall ensure first aid kits are provided at appropriate locations at worksites and schools. The following locations are recommended for schools:
  - Main office when clinics are not provided.
  - Chemical labs and science/storage areas
  - Coaches' offices
  - Teachers' workrooms or lounges
  - Technology education laboratories and vocational training facilities
  - All maintenance shops
  - Maintenance dispatch vehicles
  - Food Service Manager
- DSPC Safety and Environmental Unit shall coordinate the physician's approval for all medical supplies used in the employee first aid kits. To request additional items the Principals must submit a request containing the item named and description, the type of injuries for which the item will be used, and injury experience to the DCPS Safety and Environmental Unit.
- Unless otherwise specified, where first aid kits are required they shall be 16-unit first aid kits (kits containing sixteen unit-type first aid packages).
- The contents of first aid kits shall be checked prior to their utilization and at least weekly when work is in progress to insure that expended items are replaced.
- Supervisors/Principals shall maintain an inventory list of authorized items and ensure that only authorized items are ordered and placed in the kits. Medications other than those authorized for each kit shall not be dispensed.

2.3 First Aid Stations and Medical Facility Requirements for Construction Projects

- All projects, activities, installations, or contracts on which less than 100 persons are employed at the site of the work, and where neither a first aid station nor infirmary is available, shall be provided 16-unit first aid kits or kits approved by a licensed physician in the ratio of one for every 25 persons (or less).
- All projects, activities, installations, or contracts on which more than 99 and less than 300 persons are employed at the site of the work shall establish and equip, as directed by a licensed physician, a first aid station.

- Where tunnels are being excavated, a first aid station and transportation facilities shall be provided so that treatment is available within five minutes of the occurrence of an injury.
- All projects, activities, installations, or contracts on which 300 or more persons are employed at the site of the work shall establish and equip, as directed by a licensed physician, an infirmary.
- All projects, activities, installations, or contracts on which 1,000 persons or more are employed shall have the full-time services of a licensed physician.
- A first aid attendant shall be on duty in first aid stations at all hours when work is in progress (except when on emergency calls).
- A properly equipped emergency vehicle shall be provided during work hours at sites requiring an infirmary. The emergency vehicle shall not be used for any other purposes.

2.4 First Aid and CPR Training

- First aid attendants shall hold certification in first aid and cardiopulmonary resuscitation (CPR) training from the American Red Cross, from an agency whose training is deemed equivalent by the American Red Cross, or from a licensed physician. The certificate shall not be older than three years from date of issue, unless the currency period is specified by the issuing agency.
- First aid attendants shall be under the direction of a licensed physician.
- First aid/CPR training shall include the following subjects:
  - Initial action
  - Urgent care
  - Basic first aid
  - Life threatening injury
  - Choking obstruction
  - Electrical Shock (See Module 6.28 - Electrical Safety)
  - Fractures / Sprains
  - Wounds.
- In schools, Principals shall designate certain persons having first aid and Cardiopulmonary Resuscitation (CPR) training as "first responders". These individuals would be the first to respond to accidents and injuries. Nurses, security personnel, and athletic coaches may already have training and be eligible for first responder designation. Persons designated, as first responders shall have their names posted on the Safety Bulletin Board and the clinic or office area.

- Principal of each school shall determine the number of personnel to receive certified first aid training and CPR based on the following criteria:
  - Sports and various technical/vocational courses, as well as their scheduled time.
  - Employees working after normal work hours, such as evening custodial crews.
  - A qualified person must be available anytime student activities are in session.

2.5 Recordkeeping

All Supervisors / Principals shall develop and use a “First Aid Log” to record all incidents of first aid to employees / students. The “first aid log” shall be kept current and maintained at the job site trailer/school office for possible review by OSHA or DCPS personnel.

3.0 APPLICABLE OSHA STANDARDS

The OSHA standards applicable to first aid are as follows:

- CFR 1926 Subpart D Occupational Health and Environmental Controls (Construction)
  - 1926.50 Medical Services and First Aid
  - 1926.50 App. A Medical Services and First Aid
- CFR 1910 Subpart K – Medical and First Aid (General Industry)
  - 1910.151 - Medical services and first aid

Environmental, Health & Safety Policy Statement Procedures
Job Safety Analysis

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1.0 GENERAL INFORMATION

It is important to examine work procedures before they are implemented in order to establish a safe working environment. That is, hazards and dangerous work methods must be anticipated. Only then can positive steps be taken to enhance the safety environment. That is where job safety analysis (JSA) comes in.

Job safety analysis is defined as evaluating the component parts of any method or procedure for the following purposes:

- To determine the hazards connected therewith and the requirements or qualifications of those who are to perform the work.
- To identify hazards associated with each step or task.
- To implement solutions to eliminate, nullify, or reduce to a minimum the consequences of such hazards.

It is appropriate to conduct a job safety analysis on every construction project undertaken, regardless of the project size. It is ideal to conduct job hazard analyses on projects that have not started. It is also possible, often advisable, to conduct a subsequent job safety analysis on a project that is well under way. Projects warranting such attention are those in which the work to be performed is of an unusual or untried nature. Projects that have reported an unacceptable number of injuries or illnesses should also be targeted for job safety analysis.

2.0 HAZARD ASSESSMENT

Job safety analyses are required when supervision, through pre-job planning, determines that the process, equipment, or procedure indicates potential for injury and/or property damage.

2.1 General Condition Hazards

A good starting point for conducting a job safety analysis for general conditions is with information from past projects. Accident records for the immediate past years should be reviewed to determine if any patterns of injuries or illnesses exist for projects of a given type, size, location, or other characteristic. Other valuable resources include safety violation reports and notes from past safety meetings.

A list of general condition hazards should be developed to consider when conducting virtually every job safety analysis. The list can grow as additional typical hazards are encountered. The following sample questions can provide guidance in starting a job safety analysis:

- Do existing site utilities, especially power lines, pose a hazard to workers?

- Can access to the job site with cranes and other equipment be safely accomplished?
- Is neighborhood traffic a concern?
- Can dust be maintained at acceptable levels?
- Will construction noise hinder communication?
- Will construction noise pose a threat to hearing loss?
- Is fire protection equipment readily available?
- Is lighting adequate?
- Is ventilation adequate?
- Are workers trained properly (in equipment use, fire protection, hazard communication, etc.)?
- Are all employees wearing the appropriate personal protective equipment?
- Does the job-site topography pose any safety concerns?
- Are any known chemicals of obvious concern?
- Are job roads safely marked?
- Are major pieces of equipment (e.g., cranes) of particular concern?
- Can trenches and excavations be safely dug and safeguarded?
- Will materials in the storage area be accessed safely?
- Will wind or rain create any unique safety concerns?
- Will temperature extremes (hot or cold) compromise safety?
- Will any explosives be used on site?
- Have all power tools and hand tools been examined for required repairs?
- Is all heavy equipment in proper running order (including brakes, rollover protection, back-up signals, horns, etc.)?
- Are all emergency exits clearly marked?
- Are there any confined spaces on site?
- Have tests been made for oxygen deficiency and toxic fumes?
- Is there a potential of entanglement in, on, or between objects?

2.2 Specific Operations

After the general conditions issues have been addressed, job safety analysis shall be focused on specific operations to be conducted on site. Some of the job-specific issues may have been addressed, to a limited degree, in the assessment of the general conditions. This assessment shall be a more focused and more detailed analysis of the work operations.

Whereas the general conditions assessment is a review of the overall job site, this assessment shall be an examination of the various components of the project.

It is appropriate to examine each operation to identify the operations that pose the greatest threat to worker safety and health. For each operation, a unique set of questions must be asked. The following general questions may help bring to mind issues more specific to the operation:

- How might the worker or workers performing the operation be endangered (by falling, by being struck from above, by being struck by a moving component, by being caught in or between components, by electrical shock, etc.)?
- Is there a safer way of performing the operation?
- Must the operation be performed at all?
- Are safeguards available that can ensure worker safety?
- Are workers trained adequately to perform the operation safely?
- Does proximity to other operations pose a hazard?
- Are there any special hazards due to heavy equipment?
- Are there any special environmental hazards (dust, chemicals, welding fumes, noise, etc.)?

The process should be repeated for each of the major operations identified for the project.

3.0 DOCUMENTATION

- All JSA forms shall be reviewed and approved by supervision directly responsible for the work and by the DCPS Safety Office prior to commencing any work activities.
- The forms to be used for JSA shall include:
  - List of the key activities in the sequence in which they occur:
  - Determination of the hazard(s) for each step;
  - Specific effective safety measures (corrective measures) to eliminate or control the hazard(s);
  - Specific designations of protective devices or equipment.
- All JSA forms shall be developed in sufficient detail to avoid confusion and misunderstanding.
- Consideration shall be given to movement, work area, specific hazards, safety rules, and recognition of abnormal or unexpected problems.

Environmental, Health & Safety Policy Statement Procedures

Job Safety Analysis

PROCEDURE NO.: EHS 720
CREATION DATE: July 2007
REVISION DATE: _____

- Suggestions for corrective measures may be offered by a number of persons. The workers on the job site may prove particularly resourceful in coming up with excellent suggestions.
- Hazards may be eliminated by changing the operation, using different equipment, changing the number of workers required for a task, changing the task itself, or other means. Hazards may be typically reduced by such means as the use of personal protective equipment, increased training of workers, or a slowing of the work pace.
- All employees are responsible for signing a log sheet indicating that they understand the hazards of the project as indicated on the JSA form and will comply with the provisions of the task.
- Log sheets and JSA forms shall be placed in a conspicuous location at the workplace by the supervision.

District of Columbia Public Schools

PROCEDURE NO.: EHS 728
CREATION DATE: July 2007
REVISION DATE: _____

Environmental, Health & Safety Policy Statement Procedures
Drinking Water Testing Protocol

The responsibility for testing and remedying lead in the schools drinking water will be the Office of Facilities Management.

1.0 WHY DO WE NEED TO SAMPLE OUR SCHOOLS WATER SYSTEM?

High levels of lead and copper are rarely found in water supplied by The District of Columbia's Water and Sewage Authority (WASA). The Environmental Protection Agency (EPA) regulates the water delivered to our buildings to be less than < .005 mg/L – (5 parts per billion) for lead or 1.3mg/L - 1300 ppb for copper. The main sources of lead and copper in our drinking water usually are from plumbing materials made from copper, lead services lines connecting the buildings to the public water and lead solder. Lead solder was commonly used before 1990 to join lengths of copper pipes together. Lead also comes from faucets, taps and bubblers containing brass or bronze internal parts, which usually contains lead impurities.

Under the 1996 Amendments to the Safe Drinking Water Act (SDWA), "lead free" brass can contain as much as 8 percent lead by weight, which is enough to contribute significant amounts of lead to our water. If the water supplied by DCWASA is highly or even moderately corrosive some of the lead and/ or copper in the plumbing materials may be released into the drinking water.

2.0 HEALTH RISKS OF LEAD AND COPPER

Children are especially susceptible to lead and copper exposure because their bodies absorb these at higher rates then the average adult. Children younger than six are most at risk due to their rapid rate of growth. Exposure to high levels of lead can cause damage to the brain, red blood cells, and kidneys. Exposure to even low levels of lead can cause IQ, hearing impairment, reduced attention span, and poor classroom performance. Exposure to high levels of copper can cause stomach and intestinal distress, liver damage.

Because children spend so much time in our schools, it is important for us to provide safe drinking water.

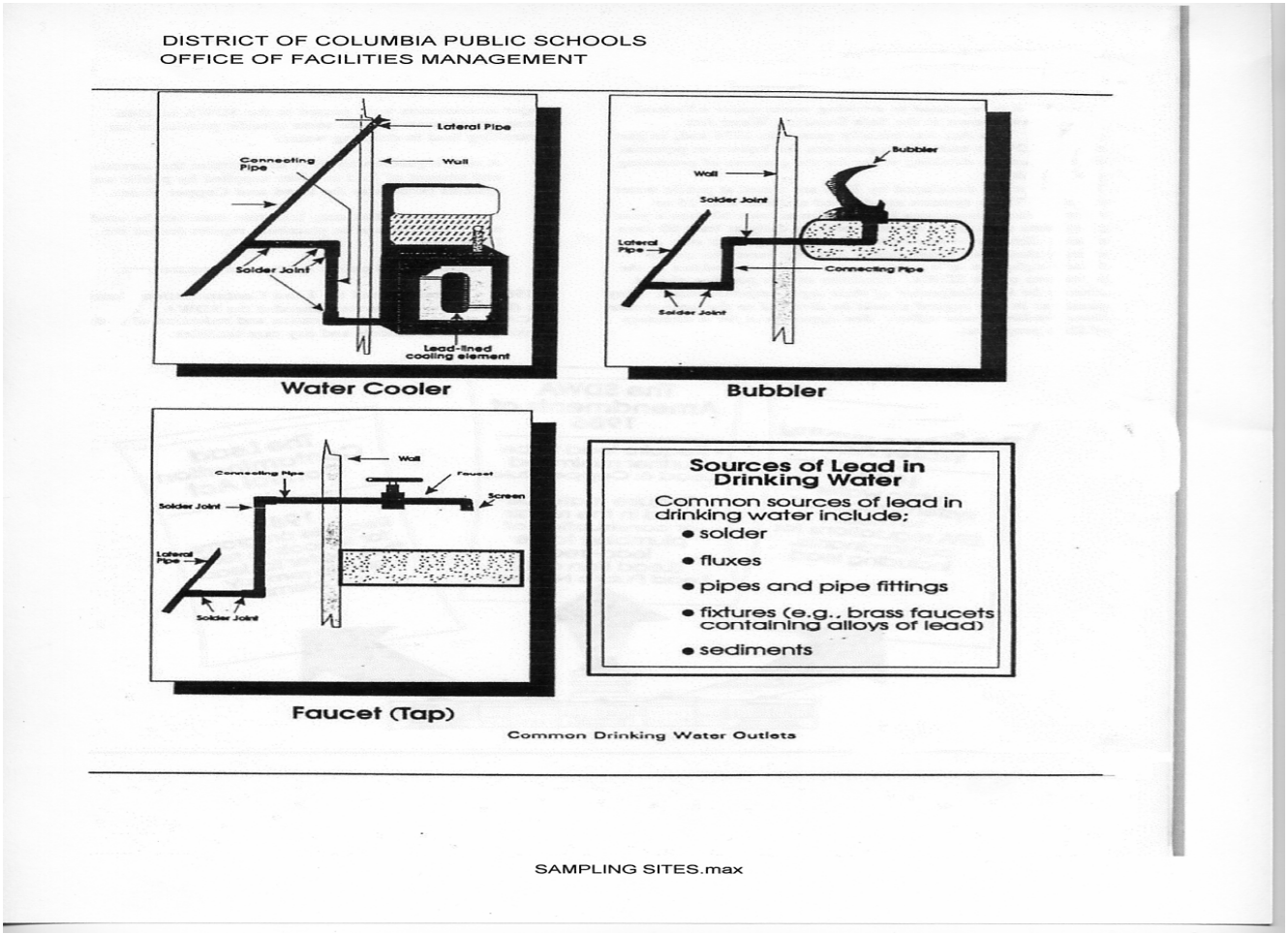
In adults high levels of lead has been linked to increased blood pressure. With pregnant woman and their fetuses they are especially vulnerable because lead exposure can significantly harm the fetuses, causing lower birth weight and slowing down normal mental and physical development.

Remember that lead from drinking water is only one of the sources of lead exposure that contributes to the total amount of lead in our bodies. It is the accumulation of lead from all sources through time that determines whether toxic effects may occur.

3.0 SAMPLING PROCEDURES TO DETERMINE THE LOCATION AND SOURCE OF LEAD IN OUR DRINKING WATER.

The methods outlined in this procedure are similar to the sampling procurers used by DCWASA. This procedure has been field tested and found to provide results that are reliable. Despite the fact that lead levels of samples taken at various times from the same sample site may vary, the results are usually similar. A high sample remains high subsequently a low sample remains low.

- Plumbing profiles will be used to establish drinking water testing sites.
- Drinking water Sites will be marked on the schools floor plans.
- Sampling will be performed by certified water samplers only.
- Sampling will only be performed Tuesday through Friday
- The water system will be flushed the night before testing.
- Water samples will be taken after the water has been standing motionless for a minimum of 8 hours.
- The water system can not be used until the water testing is complete
- Start at the tap closest to the main water connector where it enters the building (boiler room)
- Always sample downstream from your previous sample site.
- There will be two samples taken from each site.
- First draw sample (250 ml sample)
- Flush tap for 30 to 60 seconds than take second sample (250 ml sample).
- Record sample numbers and location on sample bottle and sample location sheet.
- Deliver samples to a certified laboratory along with your sample location sheet (change of custody).



4.0 INTERIM CONTROL MEASURES

When lead and copper is found in drinking water it is typically due to leaching from internal plumbing materials. If the water is too corrosive it can cause lead or copper to leach out of the plumbing and enter the drinking water.

The potential for leaching increases the longer the water is in contact with the plumbing components. Our water system tends to have extended periods of no water use, overnight, holidays, weekends and summer vacation that increase the likelihood of elevated lead levels.

Do not use water that has been in contact with the plumbing for more than six hours, such as overnight, weekends and holidays.

5.0 FLUSHING THE WATER SYSTEM

1. Locate the faucet furthest away from the service line on each wing and each floor of the school building.
2. Open the faucet wide and let the water run for eight to ten minutes.
3. Open the valves on all drinking water taps, and fountains and let the water run 30 to 60 seconds.
4. Open all kitchen faucets and any other faucets where water will be used for drinking or cooking and let the water run 30 to 60 seconds.
5. Flushing can not be used where the second draw sample was over 15 ppb.
6. Never drink, cook, or prepare beverages from the hot water faucet, lead is likely to be highest in hot water.

5.1 Filters

Water coolers will have filters installed / replaced because it is impractical to flush water coolers because they require a 15 minute flushing period.

5.2 Shutting off Units Above 15ppb Levels Reported

All fountains, coolers, and taps will be turned off and bottled water supplied to the building until repairs can be made.

5.3 Testing After Remediation

After all remedial efforts to reduce lead / copper levels scheduled testing will be performed.

SAMPLING NUMBERING SYSTEM

SCHOOL#	DATE	SEQUENCE#	TYPE	FIRST / SECOND DRAWS	
000	000000	000	C	A	B
EXAMPLE					
458	081606	001	C	A	B

458081606001CA

TYPE COOLER (C) FOUNTAIN (F) TAP (T)

Government of the District of Columbia
Department of General Services

APPENDIX M

DGS STANDARD CONTRACT PROVISIONS

Appendix M Table of Contents:

1. DGS Standard Contract Provisions

District of Columbia Department of General Services
Standard Contract Provisions

GENERAL PROVISIONS
(Construction Contract)

ARTICLE 1. DEFINITIONS

A. "Government" as used herein means the District of Columbia Department of General Services, (DGS) that is a party to a contract.

B. "Executive" as used herein means the elected head of the Government as set forth in [Public Law 93-198 dated December 24, 1973, Title 4, Part B, Section 422(1)] (Or relevant local law).

C. "Contracting Officer" as used herein means the Government official authorized to execute and administrate the Contract on behalf of the Government. Within DGS, the Director is the Contracting Officer. The Director may make delegations of procurement authority to additional contracting officers within DGS.

D. "Contract Documents" or "Contract" as used herein means Addenda, Contract Form, Standard Contract Provisions, Instructions to Bidders, General Provisions, Labor Provisions, Performance and Payment Bonds, Specifications, Special Provisions, Contract Drawings, approved written Change Orders and Agreements required to acceptably complete the Contract, including authorized extensions thereof.

ARTICLE 2. SPECIFICATIONS AND DRAWINGS—The Contractor shall keep on the work site a copy of Contract drawings and specifications and shall at all times give the Contracting Officer access thereto. Anything mentioned in the specifications and not shown on the Contract drawings, or shown on the Contract drawings and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both.

There shall be no change orders or equitable adjustments for work related to items appearing in either the Contract drawing or specifications.

All Contract requirements are equally binding. Each Contract requirement, whether or not omitted elsewhere in the Contract, is binding as though occurring in any or all parts of the Contract. In case of discrepancy:

1. The Contracting Officer shall be promptly notified in writing of any error, discrepancy or omission, apparent or otherwise.

2. Applicable Federal, State, and Municipal Code requirements have priority over: the Contract form, General Provisions, Change Orders, Addenda, Contract drawings, Special Provisions and Specifications.

3. The Contract form, Standard Contract Provisions, General Provisions and Labor Provisions have priority over: Change Orders, Addenda, Contract drawings, Special Provisions and Specifications.

4. Change Orders have priority over: Addenda, Contract drawings and Specifications.

5. Addenda have priority over: Contract drawings, Special Provisions and Specifications. A later dated Addendum has priority over earlier dated Addenda.

6. Special Provisions have priority over: Contract drawings and other specifications.

7. Shown and indicated dimensions have priority over scaled dimensions.

8. Original scale drawings and details have priority over any other different scale drawings and details.

9. Large scale drawings and details have priority over small scale drawings and details.

10. Any adjustment by the Contractor without a prior determination by the Contracting Officer shall be at his own risk and expense. The Contracting Officer will furnish from time to time such detail drawings and other information as he may consider necessary, unless otherwise provided.

ARTICLE 3. CHANGES

A. **DESIGNATED CHANGE ORDERS**—The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make any change in the work within the general scope of the Contract, including but not limited to changes

1. In the Contract drawings and specifications;

2. In the method or manner of performance of the work;

3. In the Government furnished facilities, equipment, materials or services; or

4. Directing acceleration in the performance of the work.

Nothing provided in this Article shall excuse the Contractor from proceeding with the prosecution of the work so changed.

B. **OTHER CHANGE ORDERS**—Any other written order or an oral order (which term as used in this Section (B) shall include direction, instruction, interpretation, or determination) from the Contracting Officer which causes any such change, shall be treated as a Change Order under this Article, provided that the Contractor gives the Contracting Officer written notice stating the date, circumstances and sources of the order and that the Contractor regards the order as a Change Order.

C. **GENERAL REQUIREMENTS**—Except as herein provided, no order, statement or conduct of the Contracting Officer shall be treated as a change under this Article or entitle the Contractor to an equitable adjustment hereunder. If any change under this Article causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the work under this Contract whether or not changed by any order, an equitable adjustment shall be made and the Contract modified in writing accordingly; provided, however, that except for claims based on defective specifications, no claim for any change under (B) above shall be allowed for any cost incurred more than 20 days before the Contractor gives written notice as therein required unless this 20 days is extended by the Contracting Officer and provided further, that in case of defective drawings and specifications, the equitable adjustment shall include any increased cost reasonably incurred by the Contractor in attempting to comply with such defective drawings and specifications.

If the Contractor intends to assert a claim for an equitable adjustment under this Article, he must, within 30 days after receipt of a written Change Order under (A) above or the furnishing of a written notice under (B) above, submit to the Contracting Officer a written statement setting forth the general nature and monetary extent of such claim, unless this period is extended by the Contracting Officer. The statement of claim hereunder may be included in the notice under (B) above.

With respect to the notification requirements hereunder, time is of the essence. A failure to provide timely notice constitutes waiver of the claim. No claim by the Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under the Contract.

D. CHANGE ORDER BREAKDOWN—Contract prices shall be used for Change Order work where work is of similar nature; no other costs, overhead or profit will be allowed.

Where Contract prices are not appropriate and the nature of the change is known in advance of construction, the parties shall attempt to agree on a fully justifiable price adjustment and/or adjustment of completion time.

When Contract prices are not appropriate, or the parties fail to agree on equitable adjustment, or in processing claims, equitable adjustment for Change Order work shall be per this Article and Article 4 and shall be based upon the breakdown shown in following subsections 1. through 7. The Contractor shall assemble a complete cost breakdown that lists and substantiates each item of work and each item of cost.

1. **Labor**—Payment will be made for direct labor cost plus indirect labor cost such as insurance, taxes, fringe benefits and welfare provided such costs are considered reasonable. Indirect costs shall be itemized and verified by receipted invoices. If verification is not possible, up to 18 percent of direct labor costs may be allowed. In addition, up to 20 percent of direct plus indirect labor costs may be allowed for overhead and profit.

2. **Bond**—Payment for additional bond cost will be made per bond rate schedule submitted to the Office of Contracting and Procurement with the executed Contract.

3. **Materials**—Payment for cost of required materials will be F.O.B. destination (the job site) with an allowance for overhead and profit.

4. **Rented Equipment**—Payment for required equipment rented from an outside company that is neither an affiliate of, nor a subsidiary of, the Contractor will be based on receipted invoices which shall not exceed rates given in the current edition of the Rental Rate Blue Book for Construction Equipment published by Data Quest. If actual rental rates exceed manual rates, written justification shall be furnished to the Contracting Officer for consideration. No additional allowance will be made for overhead and profit. The Contractor shall submit written certification to the Contracting Officer that any required rented equipment is neither owned by nor rented from the Contractor or an affiliate of or subsidiary of the Contractor.

5. **Contractor's Equipment**— Payment for required equipment owned by the Contractor or an affiliate of the Contractor will be based solely on an hourly rate derived by dividing the current appropriate monthly rate by 176 hours. No payment will be made under any circumstances for repair costs, freight and transportation charges, fuel, lubricants, insurance, any other costs and expenses, or overhead and profit. Payment for such equipment made idle by delays attributable to the Government will be based on one-half the derived hourly rate under this subsection.

6. **Miscellaneous**—No additional allowance will be made for general superintendence, use of small tools and other costs for which no specific allowance is herein provided.

7. **Subcontract Work**—Payment for additional necessary subcontract work will be based on applicable procedures in 1. through 6., to which total additional subcontract work up to an additional 10 percent may be allowed for the Contractor's overhead and profit.

ARTICLE 4. EQUITABLE ADJUSTMENT OF CONTRACT TERMS

The Contractor is entitled to an equitable adjustment of the contract terms whenever the following situations develop:

A. DIFFERING SITE CONDITIONS:

1. During the progress of the work, if subsurface or latent physical conditions are encountered at the site differing materially from those indicated in the contract or if unknown physical conditions of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in the work provided for in the contract, are encountered at the site, the Contractor, upon discovering such conditions, shall promptly notify the Contracting Officer in writing of the specific differing conditions before they are disturbed and before the affected work is performed.

2. Upon written notification, the Contracting Officer will investigate the conditions, and if he/she determines that the conditions materially differ and cause an increase or decrease in the cost or time required for the performance of any work under the contract, an adjustment, excluding loss of anticipated profits, will be made and the contract modified in writing accordingly. The Contracting Officer will notify the Contractor of his/her determination whether or not an adjustment of the contract is warranted.

3. No contract adjustment which results in a benefit to the Contractor will be allowed unless the Contractor has provided the required written notice; a failure to notify the Contracting Officer of the changed conditions prior to work being disturbed by said conditions shall constitute a permanent waiver of all right to compensation related to the changed conditions by the Contractor.

4. No contract adjustment will be allowed under this clause for any effects caused on unchanged work.

B. SUSPENSION OF WORK ORDERED BY THE CONTRACTING OFFICER:

1. If the performance of all or any portion of the work is suspended or delayed by the Contracting Officer in writing for an unreasonable period of time (not originally anticipated, customary, or inherent to the construction industry) and the Contractor believes that additional compensation and/or contract time is due as a result of such suspension or delay, the Contractor shall submit to the Contracting Officer in writing a request for equitable adjustment within seven (7) calendar days of receipt of the notice to resume work. The request shall set forth the reasons and support for such adjustment.

2. Upon receipt, the Contracting Officer will evaluate the Contractor's request. If the Contracting Officer agrees that the cost and/or time required for the performance of the contract has increased as a result of such suspension and the suspension was caused by conditions beyond the control or and not the fault of the contractor, its suppliers, or subcontractors at any approved tier, and not caused by weather, the Contracting Officer will make an adjustment (excluding profit) and modify the contract in writing accordingly. The Contracting Officer will notify the Contract of his/her determination whether or not an adjustment of the contract is warranted.

3. No contract adjustment will be allowed unless the Contractor has submitted the request for adjustment within the time prescribed; a failure to submit a request for adjustment in the time

prescribed shall constitute waiver of all right to compensation related to the suspension of work by the Contractor.

4. No contract adjustment will be allowed under this clause to the extent that performance would have been suspended or delayed by any other cause, or for which an adjustment is provided for or excluded under any other term of condition of this contract.

C. SIGNIFICANT CHANGES IN THE CHARACTER OF WORK*:*

1. The Contracting Officer reserves the right to make, in writing, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the project. Such changes in quantities and alterations shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered.

2. If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Contracting Officer may determine to be fair and reasonable.

3. If the alterations or changes in quantities significantly change the character of the work to be performed under the contract, the altered work will be paid for as provided elsewhere in the contract.

4. The term "significant change" shall be construed to apply only to the following circumstances:

a. When the character of the work as altered differs materially in kind or nature from that involved or included in the original proposed construction; or

b. When an item of work is increased in excess of 125 percent or decreased below 75 percent of the original contract quantity. Any allowance for an increase in quantity shall apply only to that portion in excess of 125 percent of original contract item quantity, or in the case of a decrease below 75 percent, to the actual amount of work performed.

ARTICLE 5. TERMINATION

TERMINATION GENERALLY-Termination, whether for default or convenience, is not a Government claim. The Contracting Officer may terminate a contract for default, in whole or in part, if the termination is in the best interests of the Government, and the Contractor does any of the following:

(a) Fails to deliver the goods or complete the work or services within the time specified in the contract or any modification;
(b) Fails to make sufficient progress on contract performance so as to endanger performance of the contract within the time specified or in the manner specified in the contract;
(c) Fails or refuses to go forward with the work in accordance with the direction of the Contracting Officer;
(d) Expresses through word or conduct an intention not to complete the work in accordance with the directions of the Contracting Officer;
(e) Fails to perform any of the other provisions of the contract;
(f) Materially deviates from the representations and capabilities set forth in the Contractor's response to the solicitation.

A termination for default is a final decision of a Contracting Officer. In order to contest a termination for default, the Contractor must submit a certified request to convert the termination for default to a termination for convenience with all documents supporting such conversion and comply with all contract

provisions and laws relating to terminations for convenience, including the submission of a certified termination for convenience settlement proposal. The submission of the certified request for conversion to a termination for convenience and certified termination settlement proposal to the Contracting Officer must occur prior to 90 days from the date of the Contracting Officer's final decision.

DELAYS—If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with such diligence as will insure its completion within the time specified in the Contract, or any extension thereof, or fails to complete said work within specified time, the Government may, by written notice to the Contractor, terminate his right to proceed with the work or such part of the work involving the delay. In such event the Government may take over the work and prosecute the same to completion, by contract or otherwise, and may take possession of and utilize in completing the work such materials, appliances, and plant as may have been paid for by the Government or may be on the site of the work and necessary therefore. Whether or not the Contractor's right to proceed with the work is terminated, he and his sureties shall be liable for any liability to the Government resulting from his refusal or failure to complete the work within the specified time.

If fixed and agreed liquidated damages are provided in the Contract and if the Government does not so terminate the Contractor's right to proceed, the resulting damage will consist of such liquidated damages until the work is completed and accepted.

The Contractor's right to proceed shall not be so terminated nor the Contractor charged with resulting damage if:

1. The delay in the completion the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the Government in either its sovereign or contractual capacity, acts of another contractor in the performance of a contract with the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, climatic conditions beyond the normal which could be anticipated, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of both the Contractor and such subcontractors or suppliers (the term subcontractors or suppliers shall mean subcontractors or suppliers at any tier); and

2. The Contractor, within 72 hours from the beginning of any such delay, (unless the Contracting Officer grants a further period of time before the date of final payment under the Contract) notifies the Contracting Officer in writing of the causes of delay.

The Contracting Officer shall ascertain the facts and the extent of the delay and extend the time far completing the work when, in his judgment, the findings of fact justify such an extension, and his findings of fact shall be final and conclusive on the parties, subject only to appeal as provided in Article 7 herein.

If, after notice of termination of the Contractor's right to proceed under the provisions of this Article, it is determined for any reason that the Contractor was not in default under the provisions of this Article, or that the delay was excusable under the provisions of this Article, the rights and obligations of the parties shall be in accordance with Article 6 herein. Failure to agree to any such adjustment shall be a dispute concerning a question of fact within the meaning of Article 7 herein.

The rights and remedies of the Government provided in this Article are in addition to any other rights and remedies provided by law or under the Contract.

The Government may, by written notice, terminate the Contract or a portion thereof as a result of an Executive Order of the President of the United States with respect to the prosecution of war or in the interest of national defense. When the Contract is so terminated, no claim for loss of anticipated profits will be permitted.

ARTICLE 6. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT

A. The performance of work under the Contract may be terminated by the Government in accordance with this Article in whole, or in part, whenever the Contracting Officer shall determine that such termination is in the best interest of the Government. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

B. After receipt of a Notice of Termination, and except as otherwise directed by the Contracting Officer, the Contractor shall:

1. Stop work under the Contract on the date and to the extent specified in the Notice of Termination.

2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract as is not terminated.

3. Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination.

4. Assign to the Government, in the manner, at the times, and to the extent directed by the Contracting Officer, all of the right, title and interest of the Contractor under the orders and subcontracts so terminated, in which case the Government shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.

5. Settle all outstanding liabilities and all claims arising out of such termination of orders or subcontracts, with the approval or ratification of the Contracting Officer to the extent he may require, which approval or ratification shall be final for all purposes of this Article.

6. Transfer title to the Government and deliver in the manner, at the times, and to the extent, if any, directed by the Contracting Officer

:

a. The fabricated or unfabricated parts, work in progress, completed work, supplies, and other material procured as a part of, or acquired in connection with, the performance of the work terminated by the Notice of Termination, and

b. The completed, or partially completed plans, drawings information and other property which, if the Contract bad been completed, would have been required to be furnished to the Government.

7. Use his best efforts to sell, in the manner, at the terms, to the extent, and at the price or prices directed or authorized by the Contracting Officer, any property of the types referred to in 6 above provided, however, that the Contractor:

a. Shall not be required to extend credit to any purchaser, and

b. May acquire any property under the conditions prescribed and at a price or prices approved by the Contracting Officer, and

c. Provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the Government to the Contractor under the Contract or shall otherwise be credited to the price or cost of the work covered by the Contract or paid in such other manner as the Contracting Officer may direct.

8. Complete performance of such part of the work as shall not have been terminated by the Notice of Termination.

9. Take such action as may be necessary, or as the Contracting Officer may direct, for the protection and preservation of the property related to the Contract which is in the possession of the Contractor and in which the Government has or may acquire an interest.

10. The Contractor shall proceed immediately with the performance of the above obligations notwithstanding any delay in determining or adjusting the cost, or any item of reimbursable cost, under this Article.

11. "Plant clearance period" means, for each particular property classification (such as raw materials, purchased parts and work in progress) at any one plant or location, a period beginning with the effective date of the termination for convenience and ending 90 days after receipt by the Contracting Officer of acceptable inventory schedules covering all items of that particular property classification in the termination inventory at that plant or location, or ending on such later date as may be agreed to by the Contracting Officer and the Contractor. Final phase of a plant clearance period means that part of a plant clearance period which occurs alter the receipt of acceptable inventory schedules covering all items of the particular property classification at the plant or location.

At any time after expiration of the plant clearance period, as defined above, the Contractor may submit to the Contracting Officer a list, certified as to quantity and quality, of any or all items of termination inventory not previously disposed of, exclusive of items the disposition of which has been directed or authorized by the Contracting Officer, and may request the Government to remove such items or enter into a storage agreement covering them. Not later than 15 days thereafter, the Government will accept title to such items and remove them or enter into a storage agreement covering the same; provided, that the list submitted shall be subject to verification by the Contracting Officer upon removal of the items or, if the items are stored, within 45 days from the date of submission of the list, and any necessary adjustments to correct the list as submitted, shall be made prior to final settlement.

C. After receipt of a Notice of Termination, the Contractor shall submit to the Contracting Officer his termination claim, in the form with the certification prescribed by the Contracting Officer. Such claim shall be submitted promptly but in no event later than one year from the effective date of termination, unless one or more extensions in writing are granted by the Contracting Officer upon request of the Contractor made in writing within such one year period or authorized extension thereof. In the event the Contractor was terminated for default and it asserts that it is entitled to a termination for convenience, its certified request for the conversion of the default termination to one for convenience and its certified termination settlement proposal must be submitted to the Contracting Officer prior to the expiration of 90 days from the date of the default termination. With respect to a termination for convenience, if the Contracting Officer determines that the facts justify such action, he may receive and act upon any such termination claim at any time after such one year period or extension thereof. Nothing herein shall be construed to extend the time for the submission of a claim hereunder for a defaulted Contractor beyond 90 days from the date of the default termination. Upon failure of the Contractor to submit his termination claim within the time allowed, the Contracting Officer may, subject to any review required by the Government's procedures in effect as of the date of execution of the Contract, determine, on the basis of information available to him, the amount, if any, due to the Contractor by reason of the termination and shall thereupon pay to the Contractor the amount so determined.

D. Subject to the provisions of C above, and subject to any review required by the Government's procedures in effect as of the date of execution of the Contract, the Contractor and Contracting

Officer may agree upon the whole or any part of the amount or amounts to be paid to the Contractor by reason of the total or partial termination of work pursuant to this Article, which amount or amounts may include a reasonable allowance for profit on work done; provided, that such agreed amount or amounts, exclusive of settlement costs, shall not exceed the total Contract price as reduced by the amount of payments otherwise made and as further reduced by the Contract price of work not terminated. The Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount. Nothing in E below prescribing the amount to be paid to the Contractor in the event of failure of the Contractor and the Contracting Officer to agree upon the whole amount to be paid to the Contractor by reason of the termination of work pursuant to this Article, shall be deemed to limit, restrict or otherwise determine or effect the amount or amounts which may be agreed upon to be paid to the Contractor pursuant to this paragraph.

E. In the event of the failure of the Contractor and the Contracting Officer to agree as provided in D above upon the whole amount to be paid to the Contractor by reason of the termination of work pursuant to this Article, the Contracting Officer shall, subject to any review required by the Government's procedures in effect as of the date of execution of the Contract, determine, on the basis of information available to him, the amount, if any, due the Contractor by reason of the termination and shall pay to the Contractor the amounts determined by the Contracting Officer, as follows, but without duplication of any amounts agreed upon in accordance with D above:

1. With respect to all Contract work performed prior to the effective date of the Notice of Termination, the total (without duplication of any items) of:

a. The cost of such work;

b. The cost of settling and paying claims arising out of the termination of work under subcontracts or orders as provided in B 5. above, exclusive of the amounts paid or payable on account of supplies or materials delivered or services furnished by the subcontractor prior to the effective date of the Notice of Termination of work under the Contract, which amounts shall be included in the cost on account of which payment is made under E1.a. above; and

c. A sum, as profit on E.1.a. above, determined by the Contracting Officer to be fair and reasonable; provided however, that if it appears that the Contractor would have sustained a loss on the entire Contract had it been completed, no profit shall be included or allowed under this subparagraph and an appropriate adjustment shall be made reducing the amount of the settlement to reflect the indicated rate of loss; and provided further that profit shall be allowed only on preparations made and work done by the Contractor for the terminated portion of the Contract but may not be allowed on the Contractor's settlement expenses. Anticipatory profits and consequential damages will not be allowed. Any reasonable method may be used to arrive at a fair profit, separately or as part of the whole settlement.

2. The reasonable cost of the preservation and protection of property incurred pursuant to B.9; and any other reasonable cost incidental to termination of work under the Contract including expense incidental to the determination of the amount due to the Contractor as the result of the termination of work under the Contract.

F. The total sum to be paid to me Contractor under E.1. above shall not exceed the total Contract price as reduced by the amount of payments otherwise made and as further

reduced by the Contract price of work not terminated. Except for normal spoilage, and except to the extent that the Government shall have otherwise expressly assumed the risk of loss, there shall be excluded from the amounts payable to the Contractor under E.1. above, the fair value, as determined by the Contracting Officer, of property which is destroyed, lost, stolen or damaged so as to become undeliverable to the Government, or to a buyer pursuant to B.7 above.

G. The Contractor shall have the right of appeal, under Article 7 herein, from any determination made by the Contracting Officer under C. or E. above, except that, if the Contractor has failed to submit his claim within the time provided in C above and has failed to request extension of such time, he shall have no such right of appeal. In any case where the Contracting Officer has made a determination of the amount due under C. or E. above, the Government shall pay to the Contractor the following:

1. If there is no right of appeal hereunder or if no timely appeal has been taken, the amount so determined by the Contracting Officer, or

2. If an appeal had been taken, the amount finally determined on such appeal.

H. In arriving at the amount due the Contractor under this Article there shall be deducted:

1. all unliquidated advance or other payments on account theretofore made to the Contractor, applicable to the terminated portion of the Contract;

2. any claim which the Government may have against the Contractor in connection with the Contract; and

3. the agreed price for, or the proceeds of sale of, any materials, supplies or other things kept by the Contractor or sold, pursuant to the provisions of this Article and not otherwise recovered by or credited to the Government.

I. If the termination hereunder be partial, prior to the settlement of the terminated portion of the Contract, the Contractor may file with the Contracting Officer a request in writing for an equitable adjustment of the price or prices specified in the Contract relating to the continued portion of the Contract (the portion not terminated by the Notice of Termination), and such equitable adjustment as may be agreed upon shall be made at such price or prices; however, nothing contained herein shall limit the right of the Government and the Contractor to agree upon the amount or amounts to be paid to the Contractor for the completion of the continued portion of the Contract when said Contract does not contain an established Contract price for such continued portion.

J. The Government may from time to time, under such terms and conditions as it may prescribe, make partial payments against costs incurred by the Contractor in connection with the terminated portion of the Contract whenever in the opinion of the Contracting Officer the aggregate of such payments shall be within the amount to which the Contractor will be entitled hereunder. If the total of such payments is in excess of the amount finally agreed or determined to be due under this Article, such excess Shall be payable by the Contractor to the Government upon demand, together with interest computed at the rate of 6 percent per annum for the period from the date such excess is received by the Contractor to the date on which such excess is repaid to the Government; provided however, that no interest shall be charged with respect to any such excess payment attributable to a reduction in the Contractor's claim by reason of retention or other disposition of termination inventory until ten days after the date of such retention or disposition, or such later date as determined by the Contracting Officer by reason of the circumstances.

K. Unless otherwise provided in the Contract or by applicable statute, the Contractor, from the effective date of termination and for a period of three years after final settlement under the Contract, shall preserve and make available to the Government at all reasonable times at the office of the Contractor, but without direct charge to the Government, all his books, records, documents and other evidence bearing on the costs and expenses of the Contractor under the Contract and relating to the work terminated hereunder, or, to the extent approved by the Contracting Officer, photographs and other authentic reproductions thereof.

ARTICLE 7. DISPUTES

A. All disputes arising under or relating to this contract shall be resolved as provided herein.
B. Claims by a Contractor against the Government.
(1) Claim, as used in Section B of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

(a) All claims by a Contractor against the Government arising under or relating to a contract shall be in writing and shall be submitted to the Contracting Officer for a decision.
(b) Within 120 days after receipt of a claim, the Contracting Officer shall issue a decision, whenever possible taking into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
(c) Any failure by the Contracting Officer to issue a decision on a contract claim within the required time period shall be deemed to be a denial of the claim and shall authorize the commencement of an appeal on the claim as otherwise provided.
(d) (1) If a Contractor is unable to support any part of his or her claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the Government for an amount equal to the unsupported part of the claim in addition to all costs to the Government attributable to the cost of reviewing that part of the Contractor's claim.
(2) Liability under this section shall be determined within 6 years of the commission of the misrepresentation of fact or fraud.
(e) All cost data, pricing data, and task data of claims hereunder must be certified as accurate, complete, required, and necessary to the best of the Contractor's knowledge and belief. Further, all task or work data in the claim must be described therein to the smallest unit of work or task. The Contracting Officer may require any additional certifications, descriptions or explanations of the claim.
(f) The parties agree that time is of the essence and all claims hereunder must be presented to the Contracting Officer for a final decision within thirty (30) days of the occurrence of the circumstances giving rise to such claim or within thirty (30) days of when the Contractor knew or should have known of the circumstances giving rise to such claim, otherwise compensation for that claim is waived.
(g) The parties agree that there shall be no claims for unabsorbed home office overhead.

(2) The Contractor's claim shall contain at least the following:
(a) A description of the claim and the amount in dispute;
(b) Any data or other information in support of the claim;
(c) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
(d) The Contractor's request for relief or other action by the Contracting Officer.
(e) The certification of the accuracy, completeness, requirement, and necessity of all aspects of the claim.

(3) The decision of the Contracting Officer shall be final and not subject to review unless an administrative appeal or action for judicial review is timely commenced by the Contractor.
(4) Pending final decision of an appeal, action, or final settlement, a Contractor shall proceed diligently with performance of the contract in accordance with the decision of the Contracting Officer.
C. Claims by the Government against a Contractor

(a) Claim as used in Section C of this clause, means a written demand or written assertion by the Government, including the Contracting Officer, seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. Nothing herein shall be construed to require the Government to notify the Contractor prior to the issuance of the Contracting Officer's final decision.
(b) (1) All claims by the Government against a Contractor arising under or relating to a contract shall be decided by the Contracting Officer, who shall issue a decision in writing and furnish a copy of the decision to the Contractor.
(2) The decision shall be supported by reasons and shall inform the Contractor of his or her rights. Specific findings of fact shall not be required.
(3) This clause shall not authorize the Contracting Officer to settle, compromise, pay, or otherwise adjust any claim involving fraud.
(4) The decision of the Contracting Officer shall be final and not subject to review unless an administrative appeal or action for judicial review is timely commenced by the Contractor.
(5) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the Contracting Officer.

ARTICLE 8. PAYMENTS TO CONTRACTOR—The Government will pay the contract price or prices as hereinafter provided in accordance with Government regulations.

The Government will make progress payments monthly as the work proceeds, or at more frequent intervals as determined by the Contracting Officer, on estimates approved by the Contracting Officer. The Contractor shall furnish a breakdown of the total Contract price showing the amount included therein for each principal category of the work, in such detail as requested, to provide a basis for determining progress payments. In the preparation of estimates the Contracting Officer, at his discretion, may authorize material delivered on the site and preparatory work done to be taken into consideration. Material delivered to the Contractor at locations other than the site may also be taken into consideration:

1. If such consideration is specifically authorized by the Contract;

2. If the Contractor furnishes satisfactory evidence that he has acquired title to such material, that it meets Contract requirements and that it will be utilized on the work covered by the Contract; and

3. If the Contractor furnishes to the Contracting Officer an itemized list.

The Contracting Officer at his/her discretion shall cause to be with held retention in an amount sufficient to protect the interest of the Government. The amount shall not exceed ten percent (10%) of the partial payment. However, if the Contracting Officer, at any time after 50 percent of the work has been completed, finds that satisfactory progress is being made, he may authorize any of the remaining progress payments to be made in full or may retain from such remaining partial payments less than 10 percent thereof. Also, whenever work is substantially complete, the Contracting Officer, if he considers the amount retained to be in excess of the amount adequate for the protection of the Government, at his discretion, may release to the Contractor all or a portion of such excess amount. Furthermore, on completion and acceptance of each separate building, public work, or other division of the Contract, on which the price is stated separately in the Contract, payment may be made therefore without retention of a percentage, less authorized deductions.

All material and work covered by progress payments made shall thereupon become the sole property of the Government, but this provision shall not be construed as relieving the Contractor from the sole responsibility for all material and work upon which payments have been made or the restoration of any damaged work, or as waiving the right of the Government to require the fulfillment of all of the terms of the Contract.

Upon completion and acceptance of all work, the amount due the Contractor under the Contract shall be paid upon presentation at a properly executed voucher and after the Contractor shall have furnished the Government with a release, if required, of all claims against the Government arising by virtue of the Contract, other than claims in stated amounts as may be specifically excepted by the Contractor from the operation of the release.

ARTICLE 9. TRANSFER OR ASSIGNMENT—Unless otherwise provided by law, neither the Contract nor any interest therein may be transferred or assigned by the Contractor to any other party without the written consent of the Contracting Officer nor without the written acceptance by the surety on the performance and payment bond securing the Contract of the assignee as the Contractor and the principal on such bond; and any attempted transfer or assignment not authorized by this Article shall constitute a breach of the Contract and the Government may for such cause terminate the right of the Contractor to proceed in the same manner as provided in Article 5 herein, and the Contractor and his sureties shall be liable to the Government for any excess cost occasioned the Government thereby.

ARTICLE 10. MATERIAL AND WORKMANSHIP

A. GENERAL—Unless otherwise specifically provided in the Contract, all equipment, material and articles incorporated in the work covered by the Contract shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the Contract, reference to any equipment, material, article or patented process, by trade name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition., and the Contractor may use any equipment, material, article or process which, in the judgment of the Contracting Officer, is equivalent to that named unless otherwise specified. The Contractor shall furnish to the Contracting Officer for his approval the name of the manufacturer, the model number, and other identifying data and information respecting the performance, capacity, nature and rating of the mechanical and other equipment which the Contractor contemplates incorporating in the work. Machinery and equipment shall be in proper condition. When required by the Contract or when called for by the Contracting Officer, the Contractor shall furnish to the Contracting Officer for approval full information concerning the material or articles which he contemplates incorporating in the work. When so directed, samples shall be submitted for approval at the Contractor's expense, with all shipping charges prepaid. Machinery, equipment, material, and articles installed or used without required approval shall be at the risk of subsequent rejection and subject to satisfactory replacement at Contractor's expense.

B. SURPLUS MATERIALS USE—Whenever specified in the Contract or authorized by the Contracting Officer that materials become the property of the Contractor, which by reference or otherwise shall include disposal of materials, it is understood that the Contractor accepts such materials "as is" with no further expense or liability to the Government. If such material specified in the Contract will have a potential or real interest of value, the Contractor shall make allowance in the Contract to show such value.

C. GOVERNMENT MATERIAL—No materials furnished by the Government shall be applied to any other use, public or private, than that for which they are issued to the Contractor. The full amount of the cost to the Government of all materials furnished by the Government to the Contractor and for which no charge is made, which are not accounted for by the Contractor to the satisfaction of the Contracting Officer, will be charged against the Contractor and his sureties and may be deducted from any monies due the Contractor, and this charge shall be in addition to and not in lieu of any other liabilities of the Contractor whether civil or criminal. Materials furnished by the Government for which a charge is made at a rate mentioned in the specifications will be delivered to the Contractor upon proper requisitions therefore and will be charged to his account.

D. Plant —The Contractor shall at all times employ sufficient tools and equipment for prosecuting the various classes of work to full completion in the manner and time required. The Contractor shall at all times perform work in sufficient light and shall provide proper illumination, including

lighting required for night work as directed, as a Contract requirement. All equipment, tools, formwork and staging used on the project shall be of sufficient size and in proper mechanical and safe condition to meet work requirements, to produce satisfactory work quality and to prevent injury to persons, the project or adjacent property. When methods and equipment are not prescribed in the Contract, the Contractor is free to use tools, methods and equipment that he satisfactorily demonstrates will accomplish the work in conformity with Contract requirements.

If the Contractor desires to use a method or type of tool or equipment other than specified in the Contract, he shall request approval to do so; the request shall be in writing and shall include a full description of proposed methods, tools and equipment and reason for the change or substitution. Approval of substitutions and changed methods will be on condition that the Contractor will be fully responsible for producing work meeting Contract requirements. If after trial use of the substituted methods, tools and equipment, the Contracting Officer determines that work produced does not meet Contract requirements, the Contractor shall complete remaining work with specified methods, tools and equipment.

E. CAPABILITY OF WORKERS- All work under the Contract shall be performed in a skillful and workmanlike manner. The Contracting Officer may require the Contractor to remove from the work any such employees as the Contracting Officer deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed by the Contracting Officer to be contrary to the public interest. Such request will be in writing:

F. CONFORMITY OF WORK AND MATERIALS—All work performed and materials and products furnished shall be in conformity, within indicated tolerances, with lines, grades, cross sections, details, dimensions, material and construction requirements shown or intended by the drawings arid specifications.

When materials, products or work cannot be corrected, written notice of rejection will be issued. Rejected materials, products and work shall be eliminated from the project and acceptably replaced at Contractor's expense. The Contracting Officer's failure to reject any portion of the project shall not constitute implied acceptance nor in any way release the Contractor from Contract requirements.

G. UNAUTHORIZED WORK AND MATERIALS—Work performed or materials ordered or furnished for the project deviating from requirements and specifications without written authority, will be considered unauthorized and at Contractor's expense. The Government is not obligated to pay for unauthorized work. Unauthorized work and materials may be ordered removed and replaced at Contractor's expense.

ARTICLE 11. INSPECTION AND ACCEPTANCE—Except as otherwise provided in the Contract, inspection and test by the Government of material and workmanship required by the Contract shall be made at reasonable times and at the site of the work, unless the Contracting Officer determines that such inspection or test of material which is to be incorporated in the work shall be made at the place of production, manufacture or shipment of such material. To the extent specified by the Contracting Officer at the time of determining to make off-site inspection or test, such inspection or test shall be conclusive as to whether the material involved conforms to Contract requirements. Such off-site inspection or test shall not relieve the Contractor of responsibility for damage to or loss of the material prior to acceptance, nor in any way affect the continuing rights of the Government after acceptance of the completed work under the terms of the last paragraph of this Article, except as herein above provided.

The Contractor shall, without charge, replace any material and correct any workmanship found by the Government not to conform to Contract requirements and specifications, unless in the public interest the Government consents to accept such material or workmanship with an appropriate adjustment in Contract price. The Contractor shall promptly segregate and remove rejected material from the premises at Contractor's expense.

If the Contractor does not promptly replace rejected material or correct rejected workmanship, the Government:

1. May, by contract or otherwise, replace such material and correct such workmanship and charge the cost thereof to the Contractor, or

2. May terminate the Contractor's right to proceed in accordance with Article 5 herein.

The Contractor shall furnish promptly, without additional cost to the Government, all facilities, labor and material reasonably needed for performing such safe and convenient inspection and test as may be required by the Contracting Officer. All inspections and tests by the Government shall be performed in such manner as not unnecessarily to delay the work. Special, full size, and performance tests shall be performed as described in the Contract. The Contractor shall be charged with any additional cost of inspection when material and workmanship are not ready for inspection at the time specified by the Contractor.

Should it be considered necessary or advisable by the Contracting Officer at any time before acceptance of the work, either in part or in its entirety, to make an examination of work completed, by removing or tearing out same, the Contractor shall, on request, promptly furnish all necessary facilities, labor and material to do same. If such work is found to be defective or nonconforming in any material respect, due to the fault of the Contractor or his subcontractors, he shall defray all the expenses of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the Contract, an equitable adjustment shall be made in the Contract price to compensate the Contractor for the additional services involved in such examination and reconstruction and, if completion of the work has been delayed thereby, he shall, in addition, be granted an equitable extension of time.

Unless otherwise provided in the Contract, acceptance by the Government will be made as promptly as practicable after completion and inspection of all work required by the Contract. Acceptance shall be final and conclusive except as regards to latent defects, fraud, or such gross mistakes as may amount to fraud, or as regards the Government's rights under any warranty or guaranty.

ARTICLE 12. SUPERINTENDENCE BY CONTRACTOR—The Contractor shall give his personal superintendence to the performance of the work or have a competent foreman or superintendent, satisfactory to the Contracting Officer, on the work site at all times during progress, with authority to act for him.

ARTICLE 13. PERMITS AND RESPONSIBILITIES—The Contractor shall, without expense to the Government, be responsible for obtaining any necessary licenses, certificates and permits, and for complying with any applicable Federal, State, and Municipal laws, codes and regulations, in connection with the prosecution of the work. He shall be similarly responsible for all damages to persons or property that occurs as a result of his fault or negligence. He shall take proper safety, health and environmental precautions to protect the work, the workers, the public, and the property of others. He shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire construction work, except for any completed unit of construction thereof which theretofore may have been accepted.

ARTICLE 14. INDEMNIFICATION—

A. The Contractor shall indemnify and save harmless the Government and all of its officers, agents and servants against any and all claims or liability arising from or based on, or as a consequence or result of, any act, omission or default of the Contractor, his employees, or his subcontractors, in the performance of, or in connection with, any work required, contemplated or performed under the Contract.

B. Disputes between the Contractor and any subcontractors, material suppliers, or any other third parties over payments allegedly owed by the Contractor to a third party shall be resolved exclusively between the Contractor and the third party; the Contractor shall permit no pass-through suits to be brought against the Government by a third party in the Contractor's name. However, nothing herein shall be construed to prevent the Contractor from paying a subcontractor's claim and seeking a timely equitable adjustment hereunder.

ARTICLE 15. PROTECTION AGAINST TRESPASS—Except as otherwise expressly provided in the Contract, the Contractor is authorized to refuse admission either to the premises or to the working space covered by the Contract to any person whose admission is not specifically authorized in writing by the Contracting Officer.

ARTICLE 16. CONDITIONS AFFECTING THE WORK

A. GENERAL—The Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work and the cost thereof. Any failure by the Contractor to do so will not relieve him from responsibility for successfully performing the work as specified without additional expense to the Government. The Government assumes no responsibility for any understanding or representation concerning conditions made by any of its officers or agents prior to the execution of the Contract, unless such understanding or representation by the Government is expressly stated in the Contract.

B. WORK AND STORAGE SPACE—Available work and storage space designated by the Government shall be developed as required by the Contract or restored at completion of the project by the Contractor to a condition equivalent to that existing prior to construction. No payment will be made for furnishing or restoration of any work and storage space. If no area is designated or the area designated is not sufficient for the Contractor's operations, he shall obtain necessary space elsewhere at no expense or liability to the Government.

C. WORK ON SUNDAYS, LEGAL HOLIDAYS AND AT NIGHT—No work shall be done at any time on Sundays or legal holidays or on any other day before 7 a.m. or after 7 p.m., except with the written permission of the Contracting Officer and pursuant to the requirements of the Police Requirements of the Government.

D. EXISTING FEATURES—Subsurface and topographic information including borings data, utilities data and other physical data contained in the Contract or otherwise available, are not intended as representations or warranties but are furnished as available information. The Government assumes no expense or liability for the accuracy of, or interpretations made from, existing features. The Contractor shall be responsible for reasonable consideration of existing features above and below ground which may affect the project.

E. UTILITIES AND VAULTS—The Contractor shall take necessary measures to prevent interruption of service or damage to existing utilities within or adjacent to the project. It shall be the Contractor's responsibility to determine exact locations of all utilities in the field.

For any underground utility or vault encountered, the Contractor shall immediately notify the Contracting Officer and take necessary measures to protect the utility or vault and maintain the service until relocation by owner is accomplished. No additional payment will be made for the encountering of these obstructions.

In case of damage to utilities by the Contractor, either above or below ground, the Contractor shall restore such utilities to a condition equivalent to that which existed prior to the damage by repairing, rebuilding or otherwise restoring as may be directed, at the Contractor's sole expense.

Damaged utilities shall be repaired by the Contractor or, when directed by the Contracting Officer, the utility owner will make needed repairs at the Contractor's expense.

No compensation, other than authorized time extensions, will be allowed the Contractor for protective measures, work interruptions, changes in construction sequence, changes in methods of handling excavation and drainage or changes in types of equipment used, made necessary by existing utilities, imprecise utility or vault information or by others performing work within or adjacent to the project.

F. SITE MAINTENANCE—The Contractor shall maintain the project site in a neat and presentable manner throughout the course of all operations, and shall be responsible for such maintenance until final acceptance by the Government. Trash containers shall be furnished, maintained and emptied by the Contractor to the satisfaction of the Contracting Officer. Excavated earthwork, stripped forms and all other materials and debris not scheduled for reuse in the project shall be promptly removed from the site.

The Contracting Officer may order the Contractor to clean up the project site at any stage of work at no added expense to the Government If the Contractor fails to comply with this order, the Contracting Officer may require the work to be done by others and the costs will be charged to the Contractor.

Upon completion of all work and prior to final inspection, the Contractor shall clean up and remove from the project area and adjacent areas all excess materials, equipment, temporary structures, and refuse, and restore said areas to an acceptable condition.

G. PRIVATE WORK—Except as specifically authorized by the Contracting Officer, the Contractor shall not perform any private work abutting Government projects with any labor, materials, tools, equipment, supplies or supervision scheduled for the Contract until all work under the Contract has been completed. Contract materials used for any unauthorized purpose shall be subtracted from Contract amount.

H. GOVERNMENT NOISE CONTROL ACT OF 1977—The contractor shall be in strict compliance with [D.C. Law 2-53, Government of Columbia Noise Control Act of 1977 and all provisions thereof. Effective March 16, 1978. 24 D.C.Register 5293.] (Or relevant local law)

ARTICLE 17. OTHER CONTRACTS—The Government may undertake or award other contracts for additional work and the Contractor shall fully cooperate with such other contractors and Government employees and carefully coordinate his own work with such additional work as may be directed by the Contracting Officer. It is the duty of the Contractor to coordinate its activities with all third parties, including, but not limited to utilities, who may affect the Contract work hereunder. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by Government employees. The Government assumes no liability, other than authorized time extensions, for Contract delays and damages resulting from delays and lack of progress by others. The Contractor shall make no claim against the Government for delay or damages resulting from the actions of third parties, including, but limited to utilities.

ARTICLE 18. PATENT INDEMNITY—Except as otherwise provided, the Contractor agrees to indemnify the Government and its officers, agents, and employees against liability, including costs and expenses, for infringement upon any Letters Patent of the United States (except Letters Patent issued upon an application which is now or may hereafter be, for reasons of national security, ordered by the Federal Government to be kept classified or otherwise withheld from issue) arising out of the performance of the Contract or out of the use or disposal, by or for the account of the Government, of supplies furnished or construction work performed hereunder.

ARTICLE 19. ADDITIONAL BOND SECURITY—If any surety upon any bond furnished in connection with the Contract becomes unacceptable to the Government, or if any such surety fails to furnish reports

as to his financial condition from time to time as requested by the Government, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the Government and of persons supplying labor or materials in the prosecution of the work contemplated by the Contract. Provided that upon the failure of the Contractor to furnish such additional security within ten (10) days after written notice so to do, all payments under the Contract will be withheld until such additional security is furnished.

ARTICLE 20. COVENANT AGAINST CONTINGENT FEES—The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the Government shall have the right to terminate the Contract without liability or in its discretion to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 21. APPOINTMENT OF ATTORNEY—The Contractor does hereby irrevocably designate and appoint the Clerk of the Superior Court of the Government and his successors in office as the true and lawful attorney of the Contractor for the purpose of receiving service of all notices and processes issued by any court in the Government, as well as service of all pleadings and other papers, in relation to any action or legal proceeding arising out of or pertaining to the Contract or the work required or performed hereunder.

The Contractor expressly agrees that the validity of any service upon the said Clerk as herein authorized shall not be affected either by the fact that the Contractor was personally within the District of Columbis and otherwise subject to personal service at the time of such service upon the said Clerk or by the fact that the Contractor failed to receive a copy of such process, notice, pleading or other paper so served upon the said Clerk, provided that said Clerk shall have deposited in the United States mail, certified and postage prepaid, a copy of such process, notice, pleading or other papers addressed to the Contractor at the address stated in the Contract.

ARTICLE 22. GOVERNMENT EMPLOYEES NOT TO BENEFIT — Unless a determination is made as provided herein, no officer or employee of the Government will be admitted to any share or part of this contract or to any benefit that may arise therefrom, and any contract made by the Contracting Officer or any Government employee authorized to execute contracts in which they or an employee of the Government will be personally interested shall be void, and no payment shall be made thereon by the Government or any officer thereof, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. A Government employee shall not be a party to a contract with the Government and will not knowingly cause or allow a business concern or other organization owned or substantially owned or controlled by the employee to be a party to such a contract, unless a written determination has been made by the head of the procuring agency that there is a compelling reason for contracting with the employee, such as when the Government's needs cannot reasonably otherwise be met. [DC Procurement Practices Act of l985, D.C. Law 6-85, D.C. Official Code, section 2-310.01, and Chapter 18 of the DC Personnel Regulations] (Or relevant local law). The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

ARTICLE 23. WAIVER—No Governmental waiver of any breach of any provision of the Contract shall operate as a waiver of such provision or of the Contract or as a waiver of subsequent or other breaches of the same or any other provision of the Contract; nor shall any action or non-action by the Contracting Officer or by the Government be construed as a waiver of any provision of the Contract or of any breach thereof unless the same has been expressly declared or recognized as a waiver by the Contracting Officer or the Government in writing.

ARTICLE 24. BUY AMERICAN

A. AGREEMENT—In accordance with the Buy American Act (41 USC l0a-l0d), and Executive Order 10582. December 17, 1954 (3 CFR, 1954-58 Comp., p. 230), as amended by Executive Order 11051, September 27,1962 (3 CFR, l059—63 Comp., p. 635), the Contractor agrees that only domestic construction material will be used by the Contractor, subcontractors, material men and suppliers in the performance of the Contract, except for non-domestic material listed in the Contract.

B. DOMESTIC CONSTRUCTION MATERIAL—"Construction material" means any article, material or supply brought to the construction site for incorporation in the building or work. An unmanufactured construction material is a "domestic construction material" if it has been mined or produced in the United States. A manufactured construction material is a "domestic construction material" if it has been manufactured in the United States and if the cost of its components which have been mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. "Component" means any article, material, or supply directly incorporated in a construction material. -

C. DOMESTIC COMPONENT—A component shall be considered to have been "mined, produced, or manufactured in the United States" regardless of its source, in fact, if the article, material or supply in which it is incorporated was manufactured in the United States and the component is of a class or kind determined by the Government to be not mined, produced or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

D. FOREIGN MATERIAL – When steel materials are used in a project a minimal use of foreign steel is permitted. The cost of such materials cannot exceed on-tenth of one percent of the total project cost, or $2,500,000, whichever is greater.

ARTICLE 25. TAXES

A. FEDERAL EXCISE—Materials, supplies and equipment are not subject to the Federal Manufacturer's Excise Tax, if they are furnished or used in connection with the Contract provided that title to such materials, supplies and equipment passes to the Government under the Contract. The Contractor shall in such cases furnish his subcontractors and suppliers with a purchaser's certificate in the form prescribed by the U.S. Internal Revenue Service.

B. SALES AND USE TAXES—Materials which are physically incorporated as a permanent part of real property are not subject to Government Sales and Use Tax. The Contractor shall, when purchasing such materials, furnish his suppliers with a Contractor's Exempt Purchase Certificate in the form prescribed in the Sales and Use Tax Regulations of the Government. Where the Contractor, subcontractor or material man has already paid the Sales and Use Tax on material, as prescribed above, the Sales and Use Tax Regulations of the Government permit the Contractor, subcontractor or material man to deduct the sales or use tax on the purchase price of the same on his next monthly return as an adjustment. However, the Contractor, subcontractor or material man must satisfy the Chief Financial Officer for the Government that no sum in reimbursement of such tax was included in the Contract or else that the Government has received a credit under the Contract in an amount equal to such tax.

Government Sales and Use Tax shall be paid on any material and supplies, including equipment rentals, which do not become a physical part of the finished project. [See Government of Columbia Sales and Use Tax Administration Ruling No. 6] (Or relevant local law).

The Contractor, subcontractor, or material supplier shall provide proof of compliance with the provisions of [D.C. Law 9-260] (Or relevant local law), as amended, codified in [D.C. Code46-103] (Or relevant local law), Employer Contributions, prior to award.

The Contractor, subcontractor, or material supplier shall provide proof of compliance with the applicable tax filing and licensing requirements set forth in [D.C. Code, Title 47, Taxation and Fiscal Affairs] (Or relevant local law), prior to contract award.

ARTICLE 26. SUSPENSION OF WORK—The Contracting Officer may order the Contractor in writing to suspend, delay or interrupt all or any part of the work for such period of time as he may determine to be appropriate for the convenience of the Government.

If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed or interrupted by an act of the Contracting Officer in the administration of the Contract, or by his failure to act within the time specified in the Contract (or if no time is specified, within a reasonable time), an adjustment will be made for an increase in the cost of performance of the Contract (excluding profit) necessarily caused by such unreasonable suspension, delay or interruption and the Contract modified in writing accordingly. However, no adjustment will be made under this Article for any suspension, delay or interruption to the extent:

1. That performance would have been so suspended, delayed or interrupted by any other cause, including the fault or negligence of the contractor, or

2. For which an equitable adjustment is provided or excluded under any other provision of the Contract.

No claim under this Article shall be allowed:

1. For any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall no apply as to a claim resulting from a suspension order), and

2. Unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of such suspension, delay, or interruption, but not later than the date of final payment under the Contract.

ARTICLE 27. SAFETY PROGRAM

A. GENERAL—In order to provide safety controls for the protection of the life and health of Government and Contract employees and the general public; prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of the Contract, the Contractor shall comply with all applicable Federal and local laws governing safety, health and sanitation including the Safety Standards, Rules and Regulations issued by the American National Standards, U. S. Department of Labor, U. S. Department of Health and Human Services, [D.C. Minimum Wage and Industrial Safety Board] (Or relevant local law) and the latest edition of “Manual of Uniform Traffic Control Devices” issued by the Federal Highway Administration.

The Contractor shall also take or cause to be taken such additional safety measures as the Contracting Officer may determine to be reasonably necessary.

The Contractor shall designate one person to be responsible for carrying out the Contractor’s obligation under this Article.

The Contractor shall maintain an accurate record of all accidents resulting in death, injury, occupational disease, and/or damage to property, materials, supplies, and equipment incident to work performed under the Contract. Copies of these reports shall be furnished to the Contracting Officer within two working days after occurrence.

The Contracting Officer will notify the Contractor of any noncompliance with the foregoing provisions and the action to be taken. The Contractor shall, after receipt of such notice, immediately take corrective action. Such notice, when delivered to the Contractor or his representative at the site of the work, shall be deemed sufficient for the purpose. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

This Article is applicable to all subcontractors used under the Contract and compliance with these provisions by the subcontractors will be the responsibility of the Contractor.

(In Contracts involving work of short duration or of non-hazardous character, the following Section B. will be deleted by Special Provision)

B. CONTRACTOR'S PROGRAM SUBMISSION—Prior to commencement of the work, the Contractor shall:

1. Submit in writing to the Contracting Officer for his approval his program for complying with this Article for accident prevention.

2. Meet with the Contracting Officer's Safety Representative after submission of the above program to develop a mutual understanding relative to the administration of the overall safety program.

ARTICLE 28. RETENTION OF RECORDS—Unless otherwise provided in the Contract, or by applicable statute, the Contractor, from the effective date of Contract completion and for a period of three years after final settlement under the Contract, shall preserve and make available to the Government at all reasonable times at the office of the Contractor but without direct charge to the Government, all his books, records, documents, and other evidence bearing on the costs and expenses of the Contractor under the Contract.

ARTICLE 29. RECOVERY OF DEBTS OWED THE GOVERNMENT---The Contractor hereby agrees that the Government may use all or any portion of any payment, consideration or refund due the Contractor under the Contract to satisfy, in whole or part, any debt due the Government.

ARTICLE 30. ADMINISTRATIVE LIQUIDATED DAMAGES---In addition to any other liquidated damages provided for in the Contract, the Contractor hereby agrees that the Government may assess administrative liquidated damages for the Contractor's failure to submit when due any deliverable required by the Contract. Unless otherwise prescribed by the Contracting Officer, the rate of the administrative liquidated damages shall be $250 per day until the required deliverable is received and accepted by the Government. The Government's remedies for failure to comply with the Contract terms and conditions are cumulative and not exclusive. Nothing herein shall be construed to limit the Government's ability to terminate the Contractor for the failure to submit Contract deliverables when due.

ARTICLE 31. FORCE MAJEURE---If the Contractor, because of Force Majeure, is rendered wholly or partly unable to perform its obligations when due under this Contract, the Contractor may be excused from whatever performance is affected by the Force Majeure to the extent so affected. In order to be excused from its performance obligations under this Contract by reason of Force Majeure, within 72 hours of the occurrence or event, the Contractor must provide the Contracting Officer written notice of its

inability to perform as well as a description of the force majeure and its effect on Contract performance. The Contracting Officer will have the right to cause the inspection of the work site to determine the validity of the Contractor's assertion of its inability to perform. If the Contracting Officer agrees that the Contractor is wholly or partly unable to perform its obligations under the Contract a decision will be issued indicating the extent to which the Contractor is excused from its performance obligations. In no event will the Contractor be entitled to money damages from the Government due to force majeure.

Government of the District of Columbia
Department of General Services

APPENDIX N

Department of Parks and Recreation (DPR) Standard Operating Procedures (SOPs)

Appendix N Table of Contents:

1. DPR SOPs

DPR PROCEDURES

1 Initiation of Projects

1.1 All projects are initiated by The Department of Parks and Recreation
1.2 Once a project concerns, (Program Requirements), has been made known Contracts and Procurement are made aware. 1.3 A Project Management is assigned by the DPR Cluster Leader based on his understanding of the project specifies
1.4 The Project Management firm does a quick evaluation of the concern and the team: PM, C&P, DPR and the Cluster Leader decide on how move forward
1.5 Scope of Work is prepared along with an Independent Government Estimate by PM.
1.5 A funding source is assigned by DPR
1.6 A Request for a PO is sent simultaneously to both OCFO for review of funding guidelines and C&P for a Request for a Proposal
1.7 Meeting the Communication Department
1.8 A Pre-Bid meeting is scheduled
1.9 Solicitations are received and a Evaluation Committee is selected to recommend an A/E firm
1.10 Qualifications are scored and a Consciences Meeting is held
1.11 Recommendation are given to C&P and then sent to the Contracting Officer for review and final selection
1.12 Award of contract letter is sent for signature to A/E contractor
1.13 Contract is validated only after the Contracting Officer has signed the contract

2 Planning

2.1 New Contractor has an Orientation Meeting
2.2 Sign up for Prolog Training
2.3 Project to be logged into Prolog
2.4 Project Planning – weather it be a physical site visit; review of existing drawings, an understanding of the what client agency, DPR wants is of the utmost importance
2.5 Review of SOP for the project along with the DPR Program Requirements
2.6 Review with C&P for scheduling adjustments
2.7 Reviews with FMD
2.8 Review existing conditions
2.9 Scheduling of Community Meetings with the Communications Department
2.10 Development of a Design Concept
2.11 Reviews with FMD

3 Design

3.1 Pre-Design (Cost Estimate)
3.2 Review for conformance to DPR Program Requirements, Community Needs and Code Requirements
3.3 Reviews with FMD
3.4 Community Meeting
3.5 Schematic Design (35%)
3.6 Community Meeting
3.7 Design Development (65%)
3.8 C&P Plans for RFP
3.8 File for Permit
3.9 Cost Estimate
3.10 Construction Documents (100%)

4 Bidding

4.1 Bid Package Reviewed, IGE, Schedule
4.2 Pre-Bid Conference
4.3 Evaluation of Proposals for Construction
4.4 Consensus Meeting Construction
4.5 Reviewed by Contracting Officer
4.6 Contact sent to Contractor for review and signature
4.7 Contract is not valid until the Contracting Officer has signed the contract
4.8 Contract signed and issued
4.9 Kick of meeting with team

5 Construction

5.1 Pre-construction meeting
5.2 Roles and responsibly of each team member is discuss with Contracts and Procurement
5.3 Prolog requirements
5.4 Contractor Payment Request Forms
5.5 Review of Schedule – Mobilization, etc
5.6 Review of Safety Plan
5.7 Scheduling of Progress Meeting
5.8 FMD Review
5.9 Permitting
5.10 Submittals

5.11 Site Survey
5.12 Utilities
5.13 Daily Reports
5.14 Construction Meetings
5.15 RFI
5.16 Safety Plan Monitoring
5.17 Progress Photos
5.18 Testing
5.19 Monthly Payment Review at site
5.20 Review by FMD
5.21 Substantial Completion
5.22 Walk Site with DPR
5.23 FFE
5.23 Punchlist
5.24 Commissioning Reports – 12 month cycle

6.0 Close Out

6.1 Close Out Checklist
6.2 Final Inspections
6.3 LEED Construction follow-up
6.4 Drawings / As Builts
6.5 Waivers of Liens
6.6 Walk with FMD
6.7 Final Acceptance
6.8 Lessons Learned
6.9 Archiving
6.10 Warranty Follow-up/ Walkthrough
6.11 LEED Commissioning

Department of General Services
Question #57: Leased Properties
Report Date: As of December 2019

File Id	Address	District Agency	City	State	Subtype	Status	Size		Commence	Expiration	Base Rent	Other Expenses	Payment Total	Rent Per SF	Non Rent Per SF	Total Exp Per SF
0007-B	4049 South Capitol Street, SW	Human Services, Department of General Services	Washington	DC	Office	Active	28,710	SF	08/10/2015	12/11/2026	$46,366.67	$53,805.42	$100,172.09	$19.38	$22.49	$41.87
0103-A	64 New York Avenue, NE	Human Services, Department of General Services, Department of Behavioral Health	Washington	DC	Office	Active	154,360	SF	09/01/2012	01/10/2027	$388,610.07	$303,378.81	$691,988.88	$30.21	$23.58	$53.80
0103-B	64 New York Avenue, NE	Department of Health, Department of Human Services, Department of Behavioral Health, Department of General Services, Metropolitan Police Department	Washington	DC	Office	Active	171,537	SF	08/01/2015	01/10/2027	$316,076.72	$414,378.59	$730,455.31	$22.11	$28.99	$51.10
0105	955 L'Enfant Plaza, SW, 2nd, 3rd, 5th & G-1	Department of Human Services, Department of General Services, Health Benefit Exchange Authority	Washington	DC	Office	Active	63,917	SF	08/19/2014	02/28/2027	$96,076.09	$149,802.57	$245,878.66	$18.04	$28.12	$46.16
0106	450 H Street, NW	Youth Rehabilitation Services	Washington	DC	Office	Active	31,340	SF	07/01/2014	06/30/2025	$76,682.16	$55,878.76	$132,560.92	$29.36	$21.40	$50.76
0111	1205 & 1207 Brentwood Road, NE	Department of Motor Vehicles	Washington	DC	Office	Active	2,805	SF	02/15/2002	05/31/2021	$9,186.97	$3,600.00	$12,786.97	$39.30	$15.40	$54.70
0125191	1400 Eye Street, NW, Partial 4th and 7th Floors	Office of Police Complaints	Washington	DC	Office	Active	14,167	SF	06/04/2019	01/31/2030	$26,397.84	$28,602.47	$55,000.31	$22.36	$24.23	$46.59
0201	1250 U Street, NW	Department of General Services, Department of Parks and Recreation	Washington	DC	Office	Active	34,400	SF	08/01/2010	07/31/2020	$72,211.33	$47,862.11	$120,073.44	$25.19	$16.70	$41.89
0301	920 Rhode Island Avenue, NE	Department of Human Services	Washington	DC	Office	Active	21,109	SF	01/01/2014	01/31/2025	$61,140.21	$24,175.23	$85,315.44	$34.76	$13.74	$48.50
0325151	119, 121, 123, 125 Wayne Place SE, 165 Mississippi Ave SE & 3831 2nd St SE	Child and Family Services, Department of Behavioral Health	Washington	DC	Housing	Active	31,465	SF	03/25/2015	03/31/2020	$58,526.46		$58,526.46	$22.32	$0.00	$22.32
0401151	1207 Taylor Street, NW	Department of Human Services, Department of General Services, Department of the Environment,	Washington	DC	Office	Active	26,568	SF	06/15/2015	06/14/2020	$74,977.05	$17,869.70	$92,846.75	$33.86	$8.07	$41.94
0419171	9893 Brewers Court, 1st & 2nd Floors	Department of Public Library	Laurel	MD	Warehouse	Active	16,274	SF	04/19/2017	10/19/2020	$17,026.62		$17,026.62	$12.55	$0.00	$12.55
0502161	3350 9th Street, NE	Child and Family Services	Washington	DC	Office	Active	15,131	SF	05/02/2016	02/29/2032	$41,067.27	$26,237.88	$67,305.15	$32.57	$20.81	$53.38
0601	2901 14th Street, NW	Office of the State Superintendent of Education	Washington	DC	Office	Active	6,399	SF	10/01/2012	01/31/2021	$23,196.86	$400.00	$23,596.86	$43.50	$0.75	$44.25
0605	3130-3180 V Street, NE	Fire & Emergency Medical Services	Washington	DC	Warehouse	Active	31,000	SF	08/01/2006	07/31/2026	$31,870.29	$8,052.48	$39,922.77	$12.34	$3.12	$15.45
0606161	955 L'Enfant Plaza, SW, Promenade Level	Department of Motor Vehicles	Washington	DC	Office	Active	31,764	SF	06/06/2016	06/30/2027	$44,443.13	$73,656.20	$118,099.33	$16.79	$27.83	$44.62
0606162	470/490 L'Enfant Plaza, SW, Level 3B, Space 248	Department of Motor Vehicles	Washington	DC	Office	Active	8,369	SF	01/13/2017	06/30/2027	$10,991.29		$10,991.29	$15.76	$0.00	$15.76
0610	1107 11th Street, NW	Department of Human Services	Washington	DC	Housing	Active	16,600	SF	11/01/2011	10/31/2019	$73,792.43		$73,792.43	$53.34	$0.00	$53.34
0613141	1325 G Street, NW, 8th Floor	Public Service Commission	Washington	DC	Office	Active	30,872	SF	07/29/2014	12/21/2025	$65,342.48	$69,188.03	$134,530.51	$25.40	$26.89	$52.29
0624161	250 E Street, SW, 4th Floor, P-3 Level	Department of Public Works	Washington	DC	Office	Active	18,990	SF	06/24/2016	06/30/2025	$40,891.50	$51,640.62	$92,532.12	$25.84	$32.63	$58.47
0627181	1710 17th St, NE	Depatment of Transportation	Washington	DC	Parking	Active	32,501	SF	07/01/2018	12/31/2030	$50,092.18	$34,545.21	$84,637.39	$18.50	$12.75	$31.25
0627182	4409 Minnesota Ave, NE	Fire & Emergency Medical Services	Washington	DC	Office	Active	26,470	SF	06/27/2018	01/31/2036	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0627183	1275 First Street, NE, Part of 7th Floor, Entire 8th Floor	Department of Parks and Recreation and Office of Police Complaints	Washington	DC	Office	Active	36,385	SF	06/27/2018	08/31/2030	$33,448.44	$61,696.45	$95,144.89	$11.03	$20.35	$31.38
0627191	601 D Street, NW, 2nd, 7th, 8th, 9th & 10th floors	Office of the Attorney General	Washington	DC	Office	Pending	199,736	SF	06/27/2019	06/30/2035			$0.00	$0.00	$0.00	$0.00
0701	2210 Adams Place, NE, 1st Floor	Department of Human Services	Washington	DC	Housing	Active	30,138	SF	12/01/2011	04/30/2023	$29,613.79	$73,639.80	$103,253.59	$11.79	$29.32	$41.11
0705 - East	1100 Fourth Street, SW	Employee Labor Relations Board, Office of Employee Appeals, Consumer and Regulatory Affairs, Fire &	Washington	DC	Office	Active	269,676	SF	03/16/2010	03/31/2025	$856,733.43	$473,847.50	$1,330,580.93	$38.12	$21.09	$59.21
0705 - West	1101 Fourth Street, SW	Office of the Chief Financial Officer	Washington	DC	Office	Active	275,122	SF	03/16/2010	03/31/2025	$878,032.75	$491,203.09	$1,369,235.84	$38.30	$21.42	$59.72
0706151	1015 Half Street, SE, 6th Floor	Office of Planning, Deputy Mayor for Economic Development	Washington	DC	Office	Active	9,430	SF	07/06/2015	06/30/2026	$16,368.91	$22,839.24	$39,208.15	$20.83	$29.06	$49.89
0707161	1990 K Street, NW, 5th Floor	DC Public Libriary	Washington	DC	Office	Active	24,145	SF	07/07/2016	09/30/2020	$58,133.49	$40,040.84	$98,174.33	$28.89	$19.90	$48.79
0708191	3216 Pennsylvania Ave, SE, 2nd Floor	OSSE Strong Start	Washington	DC	Office	Pending	4,782	SF	07/08/2019	03/31/2030			$0.00	$0.00	$0.00	$0.00
0716141	808-810 5th Street NW	Department of Human Services	Washington	DC	Housing	Active	32,246	SF	07/16/2014	01/31/2036	$116,778.22		$116,778.22	$43.46	$0.00	$43.46
0716181	2501 Martin Luther King Jr. Ave, SE, Ground, 1st, 2nd & 3rd Floor.	DC Public Schools	Washington	DC	Office	Active	63,000	SF	07/16/2018	07/15/2020	$131,750.00		$131,750.00	$25.10	$0.00	$25.10
0717171	1015 Half Street, SE, Partial 7th Floor, Full 8th Floor and Full 9th Floor	Department of General Services, Department of Human Resources, Office of Campaign Finance, Board of Elections	Washington	DC	Office	Active	118,720	SF	07/17/2017	05/31/2029	$210,134.40	$272,739.29	$482,873.69	$21.24	$27.57	$48.81

Department of General Services
Question #57: Leased Properties
Report Date: As of December 2019

File Id	Address	District Agency	City	State	Subtype	Status	Size		Commence	Expiration	Base Rent	Other Expenses	Payment Total	Rent Per SF	Non Rent Per SF	Total Exp Per SF
0718141	1225 I Street, NW	DC Health Benefit Exchange Authority	Washington	DC	Office	Active	24,810	SF	10/10/2014	10/09/2024	$40,015.51	$63,110.09	$103,125.60	$19.35	$30.52	$49.88
0801	1800 Martin Luther King Jr. Avenue, SE	Department of Housing and Community Development, Department of General Services	Washington	DC	Office	Active	55,737	SF	04/25/2008	04/24/2018	$121,337.31	$102,401.72	$223,739.03	$26.12	$22.05	$48.17
0803	2701 Pennsylvania Avenue, SE	Metropolitan Police Department	Washington	DC	Office	Active	35,709	SF	02/01/2008	01/31/2020	$20,287.50		$20,287.50	$6.82	$0.00	$6.82
0804171	2100 Martin Luther King Jr. Avenue, SE	Departmetn of Human Services, Department of General Services	Washington	DC	Office	Active	66,800	SF	02/25/2019	06/29/2035	$193,942.67	$6,812.84	$200,755.51	$34.84	$1.22	$36.06
0806	2235 Shannon Place, SE	DC Lottery & Charitable Games, District of Columbia Council, Executive Office of the Mayor	Washington	DC	Office	Active	82,511	SF	12/12/2014	12/11/2029	$373,992.98	$6,958.40	$380,951.38	$54.39	$1.01	$55.40
0809	655 15th Street, NW, 4th and 5th Floors	Chief Technology Officer	Washington	DC	Office	Active	53,658	SF	06/04/2014	04/30/2025	$209,438.33	$22,395.69	$231,834.02	$46.84	$5.01	$51.85
0809181	1355-1357 Valley Place, SE	Department of Human Services	Washington	DC	Housing	Active	15,180	SF	08/09/2018	07/31/2029			$0.00	$0.00	$0.00	$0.00
0810	2101 Martin Luther King Jr. Avenue, SE	Youth Rehabilitation Services	Washington	DC	Office	Active	10,595	SF	06/02/2014	12/31/2025	$40,386.38	$13,134.49	$53,520.87	$45.74	$14.88	$60.62
0812	1523-1571 Alabama Avenue, SE	DC Public Library	Washington	DC	Office	Active	4,925	SF	05/14/2009	05/13/2021	$16,547.50	$3,195.89	$19,743.39	$40.32	$7.79	$48.11
0812161	1990 K Street, NW, Lower Level	DC Public Library	Washington	DC	Office	Active	6,000	SF	08/12/2016	09/30/2020	$14,446.09	$10,464.91	$24,911.00	$28.89	$20.93	$49.82
0812162	4340 Connecticut Ave, NW, Retail Space 1	DC Public Library	Washington	DC	Office	Active	3,100	SF	08/12/2016	12/31/2019			$0.00	$0.00	$0.00	$0.00
0822161	955 L'Enfant Plaza, SW, Part of 2nd Floor	Office of Employee Appeals	Washington	DC	Office	Active	11,014	SF	08/22/2016	12/31/2027	$16,296.65	$26,797.86	$43,094.51	$17.76	$29.20	$46.95
0901	12100 Sunrise Valley Drive	Chief Technology Officer	Reston	VA	Office	Active	7,738	SF	08/17/2009	08/31/2029	$157,500.00		$157,500.00	$244.25	$0.00	$244.25
0903	4056 Minnesota Ave., NE		Washington	DC	Parking	Active		SF	12/01/2009	11/30/2049		$8,248.96	$8,248.96			
0904	1200 First Street, NE	DC Public Schools, Department of the Environment	Washington	DC	Office	Active	199,822	SF	03/01/2010	02/28/2030	$480,839.50	$387,502.67	$868,342.17	$28.88	$23.27	$52.15
0908141	4525 Benning Road, SE	Department of Motor Vehicles	Washington	DC	Office	Active	12,020	SF	09/08/2014	02/28/2031	$42,705.16		$42,705.16	$42.63	$0.00	$42.63
0923191	3335 V Street, NE, 1st Floor		Washington	DC	Warehouse	Active	25,541	SF	09/23/2019	09/30/2029	$25,541.00	$7,066.35	$32,607.35	$12.00	$3.32	$15.32
1002	899 North Capitol Street, NE	Department of Health	Washington	DC	Office	Active	150,718	SF	03/01/2011	02/28/2021	$613,264.95	$153,201.27	$766,466.22	$48.83	$12.20	$61.03
1003	55 M Street, SE	Department of Transportation	Washington	DC	Office	Active	150,000	SF	09/27/2010	03/31/2021	$404,509.76	$318,887.47	$723,397.23	$32.36	$25.51	$57.87
1101	2850 New York Ave., NE	Metropolitan Police Department, Department of Public Works	Washington	DC	Warehouse	Active	102,868	SF	03/25/2011	03/25/2026	$74,579.03	$0.00	$74,579.03	$8.70	$0.00	$8.70
1102	717 14th Street, NW, 900, 930 & 950	Office of the Auditor	Washington	DC	Office	Active	10,792	SF	08/01/2011	07/31/2021	$31,595.83	$13,797.39	$45,393.22	$35.13	$15.34	$50.47
1103	717 14th Street, NW, Floors, 2, 4 & 5	Office of the Inspector General	Washington	DC	Office	Active	34,171	SF	08/28/2011	08/27/2021	$118,190.10	$43,691.78	$161,881.88	$41.51	$15.34	$56.85
1104	225 Virginia Avenue, SE	Child and Family Services, Department of General Serices, DC Commission on the Arts and Humanities, Department of Film, TV & Entertainment, Office of the Chief Technology Officer	Washington	DC	Office	Active	345,120	SF	05/14/2010	05/31/2032	$772,800.82	$6,990.00	$779,790.82	$26.87	$0.24	$27.11
1105	1345 New York Ave, N.E.	Office of Special Education, Department of General Services	Washington	DC	Land	Active	136,290	SF	03/15/2013	12/31/2020		$68,467.70	$68,467.70	$0.00	$6.03	$6.03
1106	2300 Washington Place, NE, Store #112N	Department of Motor Vehicles	Washington	DC	Office	Active	8,000	SF	04/02/2013	04/30/2023	$26,666.66		$26,666.66	$40.00	$0.00	$40.00
1107	2020 Kendall Street, NE	Office of Special Education	Washington	DC	Land	Active	35,606	SF	03/15/2013	12/31/2020		$17,719.94	$17,719.94	$0.00	$5.97	$5.97
1107161	2424 Evarts St, NE	Department of Parks and Recreation	Washington	DC	Warehouse	Active	48,620	SF	11/07/2016	04/30/2028	$78,075.62	$39,806.39	$117,882.01	$19.27	$9.82	$29.09
1108	5171 South Dakota Avenue, NE	Department of Employment Services	Washington	DC	Office	Active	12,435	SF				$19,274.25	$19,274.25	$0.00	$18.60	$18.60
1109	1437 Irving Street, NW, Unit 3	Department of General Services	Washington	DC	Land	Active	64,641	SF	03/26/2008	12/31/2020		$29,253.50	$29,253.50	$0.00	$5.43	$5.43
1109151	250 E Street, SW, 1st, 5th & 6th Floors	Department on Disability Services	Washington	DC	Office	Active	101,982	SF	11/09/2015	03/31/2028	$190,635.22	$224,265.47	$414,900.69	$22.43	$26.39	$48.82
1112	3270 M Street, NW, Suite C 200	Department of Motor Vehicles	Washington	DC	Office	Active	12,753	SF	01/24/2014	03/31/2029	$43,120.65	$10,391.36	$53,512.01	$40.57	$9.78	$50.35
1113	2900 V Street, NE	Department of General Services, Office of the Chief Technology Officer	Washington	DC	Warehouse	Active	45,642	SF	04/01/2014	03/31/2024	$33,824.02	$8,125.37	$41,949.39	$8.89	$2.14	$11.03
1114	2400 East Capitol Street, NE	Department of General Services	Washington	DC	Office	Active	17,989	SF	10/01/2016	12/31/2020	$36,127.91		$36,127.91	$24.10	$0.00	$24.10
1121171	1724 South Capitol Street, SE	Metropolitan Police Department	Washington	DC	Office	Active	3,699	SF	10/01/2017	01/31/2022	$5,483.39	$27,538.59	$33,021.98	$17.79	$89.34	$107.13
1129161	3535 V Street, NE	DC Public School, Board of Elections and Ethics	Washington	DC	Warehouse	Active	68,203	SF	11/29/2016	11/30/2026	$73,906.20	$22,315.13	$96,221.33	$13.00	$3.93	$16.93
1130181	425 M Street, SW	DC Public Library	Washington	DC	Office	Active	2,900	SF	03/01/2019	03/01/2020	$2,254.17		$2,254.17	$9.33	$0.00	$9.33
1210181	250 M Street, SE	Department of Transportation	Washington	DC	Office	Active	175,779	SF	12/10/2018	02/29/2036	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Department of General Services
Question #57: Leased Properties
Report Date: As of December 2019

File Id	Address	District Agency	City	State	Subtype	Status	Size		Commence	Expiration	Base Rent	Other Expenses	Payment Total	Rent Per SF	Non Rent Per SF	Total Exp Per SF
1219161	2130 Queens Chapel Road, NE	Department of Corrections	Washington	DC	Office	Active	33,113	SF	03/23/2018	03/31/2033	$59,796.49	$39,265.05	$99,061.54	$21.67	$14.23	$35.90
1227171	2215 and 2219 Adams Place, NE	Fire & Emergency Medical Services	Washington	DC	Warehouse	Active	47,688	SF	04/10/2019	04/30/2029	$78,883.90	$24,286.29	$103,170.19	$19.85	$6.11	$25.96
1229161	1050 First St, NE, Floors 2-6,8 Portion of Floors 1 & 7	Department of Insurance, Securities and Banking, Office of the State Superintendent	Washington	DC	Office	Active	164,110	SF	09/29/2017	02/28/2029	$294,260.17	$391,673.39	$685,933.56	$21.52	$28.64	$50.16
8517B	645 H Street, NE	Department of Human Services	Washington	DC	Office	Active	74,924	SF	02/04/2015	02/28/2029	$182,877.00	$129,709.58	$312,586.58	$29.29	$20.77	$50.06
8710	3919 Benning Road, NE	Office of the Chief Tehcnology Officer	Washington	DC	Office	Active	34,400	SF	05/01/2012	11/30/2020	$75,398.89	$38,261.39	$113,660.28	$26.30	$13.35	$39.65
8738	2100 Martin Luther King Jr. Avenue, SE	Departmetn of Human Services, Department of General Services	Washington	DC	Office	Active	66,800	SF	01/01/2010	02/24/2019			$0.00	$0.00	$0.00	$0.00
9018	1133 15th Street, NW, 5th Floor	Office of the People's Counsel	Washington	DC	Office	Active	19,194	SF	10/01/2011	11/30/2022	$58,457.32	$18,438.23	$76,895.55	$36.55	$11.53	$48.07
9805B	899 North Capitol Street, NE (f/k/a 825 North Capitol Street, NE), G-1 Level, 5th & 6th Floors	Department of Health, Office of the Chief Financial Officer	Washington	DC	Office	Active	55,142	SF	12/01/2015	02/28/2021	$218,104.91	$41,443.90	$259,548.81	$47.46	$9.02	$56.48
9806	3841-3845 Alabama Avenue, SE	Department of Human Services	Washington	DC	Office	Active	25,876	SF	02/01/2013	01/31/2023	$33,997.34	$25,028.70	$59,026.04	$15.77	$11.61	$27.37

Report Total **79**

Total for Month of December = **$14,385,048.28**

Department of General Services

Lease Code	Tenant Name	Property Address	Space Use	Area - Neg. Rentable ft²	Ward	Commencement Date	Termination Date	Rent Receipt December 2019
1213 U ST LLC4284.0805	1213 U St LLC	1212 V STREET NW	PARKING	0.00	1	4/24/2017	4/23/2022	$2,000.00
1320 MISSISSIPP4042.0014	1320 Mississippi Avenue LLC	1324 MISSISSIPPI AVENUE SE	SPECIAL USE	32,264.00	8	9/1/2010	8/31/2051	$0.00
1700 K STREET A3774.0062	1700 K Street Associates, LLC	1700 K STREET NW	AIR RIGHTS	0.00	2	5/1/2003	4/30/2023	$0.00
17M ASSOCIATE3029.0804	17M Associates	1675 M STREET NW	MUSEUM	71,959.00	2	12/14/1982	12/14/2062	$48,765.00
1T-MOBILE NORTH3835.0802	T-Mobile Northeast LLC	4200 KANSAS AVENUE NW	ANTENNA	0.00	4	12/31/2004	12/31/2024	$0.00
2T-MOBILE NORTH3835.0802	T-Mobile Northeast LLC	2500 BENNING ROAD NE	ANTENNA	0.00		12/31/2004	12/31/2019	$0.00
3T-MOBILE NORTH3835.0800	T-Mobile Northeast LLC	1820 MONROE STREET NE	ANTENNA	0.00		12/31/2004	12/31/2019	$0.00
320 FLORIDA OWN4277.0806	320 Florida Owner, LLC	300 NEW YORK AVENUE NE	SPECIAL USE	0.00	5	2/6/2017	2/5/2027	$0.00
4T-MOBILE NORTH3835.0198	T-Mobile Northeast LLC	2701 NAYLOR ROAD SE	ANTENNA	0.00	8	12/31/2004	12/31/2024	$0.00
5601 EAST CAP4217.0820	5601 East Capitol, LLC	5601 EAST CAPITOL STREET SE	SCHOOL	0.00	7	6/19/2015	6/30/2035	$0.00
801 NEWJERSEY0920.0834	New Jersey and H Limited Partnership	810 NEW JERSEY AVENUE NW	OFFICE	161,670.00	6	12/31/1990	12/31/2089	$57,096.37
ACCESS ONE AT0313.0038	Access One Solutions, Inc.	225 VIRGINIA AVENUE SE	ATM	0.00	6	3/13/2019	3/12/2029	$0.00
ACCESS ONE ATM0313.0014	Access One Solutions, Inc.	4058 MINNESOTA AVENUE NE	ATM	0.00	7	3/13/2019	3/12/2029	$604.80
ACCESS ONE ATM0313.0020	Access One Solutions, Inc.	441 4TH STREET NW	ATM	0.00	2	3/13/2019	3/12/2029	$512.64
ACCESS ONE ATM0313.0800	Access One Solutions, Inc.	635 NORTH CAROLINA AVENUE SE	ATM	0.00	6	3/13/2019	3/12/2029	$0.00
ACCESS ONE ATM0313.0872	Access One Solutions, Inc.	1100 4TH STREET SW	ATM	0.00	6	3/13/2019	3/12/2029	$0.00
ACCESS ONE ATM2 0872.0800	Access One Solutions, Inc.	635 NORTH CAROLINA AVENUE SE	ATM	0.00	6	3/13/2019	3/12/2029	$0.00
ACCESS ONE ATM3 0872.0800	Access One Solutions, Inc.	635 NORTH CAROLINA AVENUE SE	ATM	0.00	6	3/13/2019	3/12/2029	$0.00
ACHIEVEMENT PRE3968.0004	Achievement Preparatory Academy, Inc.	900 WAHLER PLACE SE	OFFICE	12,677.00	8	8/25/2008	9/1/2028	$0.00
ACHIEVEMENT PRE4222.0004	Achievement Preparatory Academy, Inc.	900 WAHLER PLACE SE	SCHOOL	104,800.00	8	8/4/2015	8/16/2046	$0.00
ADVISORY NEIGHB4045.0844	Advisory Neighborhood Commission 1 B	2000 14TH STREET NW	OFFICE	500.00	1	10/1/2010	2/29/2020	$0.00
ADVISORY NEIGHB4081.0014	Advisory Neighborhood Commission 7D	4058 MINNESOTA AVENUE NE	OFFICE	225.00	7	10/1/2011	2/29/2020	$0.00
APC REALTY AN4036.0055	APC Realty and Equipment Company, LLC	6001 GEORGIA AVENUE NW	ANTENNA	0.00	4	7/1/2010	6/30/2025	$5,871.47
APC REALTY AN4261.0074	APC Realty and Equipment Company, LLC	1650 30TH STREET SE	ANTENNA	0.00	7	9/1/2016	8/31/2026	$5,463.64
APC REALTY AN4261.0800	APC Realty and Equipment Company, LLC	1700 EAST CAPITOL STREET NE	ANTENNA	0.00	6	9/1/2016	8/31/2026	$5,463.64
APC REALTY AND 3839.0219	APC Realty and Equipment Company, LLC	1601 16TH STREET SE	ANTENNA	0.00	8	12/1/2004	11/30/2024	$0.00
APC REALTY AND 4261.0802	APC Realty and Equipment Company, LLC	4650 BENNING ROAD SE	ANTENNA	0.00	7	9/1/1996	8/31/2026	$5,463.64
APC REALTY AND 3835 0806	APC Realty and Equipment Company, LLC	3200 6TH STREET SE	ANTENNA	0.00	7	12/31/2004	12/30/2009	$0.00
APCREALTY2620DOUG3101.0950	APC REALITY AND EQUIMENT COMPANY	2620 DOUGLAS ROAD SE	ANTENNA	0.00	8	9/1/2016	8/31/2026	$5,463.64
APCREALTY4501KAN1909.0067	Tower Entity 3 LLC	4501 KANSAS AVENUE NW	ANTENNA	0.00	4	12/31/2004	12/30/2024	$13,569.37
ARCHITECT OF TH4112.0055	Architect of the Capitol	6001 GEORGIA AVENUE NW	ANTENNA	0.00	4	8/1/2012	7/31/2022	$24,597.48
ASSOCIATES FOR 4034.0827	Associates For Renewal in Education, Inc.	45 P STREET NW	SCHOOL	18,549.00	5	6/15/2010	6/14/2030	$5,412.16
BALTIMORE GAS A4132., MD	Baltimore Gas and Electric Company	8400 RIVER ROAD	INDUSTRIAL	0.00	N/A	2/22/2013	2/21/2038	$0.00
BET ACQUISITI3139.0123	BET Acquisition Corp	1900 W STREET NE	OFFICE	0.00	5	12/10/1985	12/31/2024	$0.00
BET ACQUISITION3623.0123	BET Acquisition Corp.	1900 W STREET NE	OFFICE	75,286.00	5	3/17/1999	12/31/2024	$18,383.22
BLACK ENTERTA3222.0123	Black Entertainment Television LLC	1900 W STREET NE	OFFICE	92,551.70	5	3/18/1988	2/29/2020	$0.00
BRITISH SCHOOL 4296.1010	British School of Washington, L.L.C.	3265 S STREET NW	RECREATION	0.00	2	8/14/2017	6/29/2029	$8,240.00
BUILDING BRIDGE3709.1114	Building Bridges Across the River, Inc.	1901 MISSISSIPPI AVENUE SE	RECREATION	714,514.70	8	7/18/2001	7/18/2100	$0.00
BUTLERWYATT0912.0898	Save the Bill Butler and Julius Wyatt #2 Clubhouse Fund, Inc.	120 M STREET NW	SCHOOLS	0.00	6	2/12/2014	2/29/2020	$0.00
CANALES DELICAT3931.0800	Canales Delicatessen, Inc.	635 NORTH CAROLINA AVENUE SE	RETAIL	665.00	6	8/22/2007	2/29/2020	$1,043.13
CANALES QUALITY3931.0800	Canales Quality Meats	635 NORTH CAROLINA AVENUE SE	RETAIL	367.00	6	8/22/2007	2/29/2020	$0.00
CANALES, INC.0800	Canales, Inc.	635 NORTH CAROLINA AVENUE SE	RETAIL	309.00	6	8/22/2007	2/29/2020	$700.02
CAPITAL CITY PU4083.0812	Capital City Public Charter School, Inc.	100 PEABODY STREET NW	SCHOOL	297,283.00	4	10/17/2011	8/31/2037	$0.00
CARLOS ROSARIO 3722.0812	Carlos Rosario International Charter School	1100 HARVARD STREET NW	SCHOOL	68,000.00	1	11/29/2001	7/30/2021	$0.00
CELLCO1700Q.0329.0801	Cellco Partnership	1700 Q STREET SE	ANTENNA	0.00		4/1/2018	8/31/2019	$0.00
CELLCO27MLK.0614.0830	Cellco Partnership	2700 MARTIN LUTHER KING JUNIOR AVENUE SE	ANTENNA	0.00		6/14/2018	6/13/2019	$0.00
CELLCO PARTNERS4550.0045	Cellco Partnership d/b/a Verizon Wireless	3999 8TH STREET SE	ANTENNA	0.00	8	8/1/2014	7/31/2024	$4,868.95
CELLCO290117TH.0308.0800	CELLCO PARTNERSHIP (D/B/A VERIZO	1700 RHODE ISLAND AVENUE NE	ANTENNA	0.00	5	1/1/2017	12/31/2021	$0.00
CELLCO PARTNERS4185.0802	CELLCO PARTNERSHIP (D/B/A VERIZO	4650 BENNING ROAD SE	ANTENNA	0.00	5	8/1/2014	8/31/2019	$0.00
CELLCO PARTNE4185.0055	CELLCO PARTNERSHIP (D/B/A VERIZO	6001 GEORGIA AVENUE NW	ANTENNA	0.00		8/1/2014	8/31/2019	$0.00
CESAR CHAVEZ PU3936.0112	Cesar Chavez Public Charter Schools for Public Policy	770 KENYON STREET NW	SCHOOL	35,050.00	1	10/10/2007	9/30/2038	$12,217.33
CHANEY ENTERPRI4080.0026	Chaney Enterprises Limited Partnership	4901 SHEPHERD PARKWAY SW	INDUSTRIAL	130,680.00	8	9/23/2011	11/25/2032	$1,000.00
CHARLESSYKES0917.0831	CHARLES SYKES, JR.	300 INDIANA AVENUE NW	RETAIL	100.00	2	8/18/2011	2/29/2020	$203.69
CHARTER SCHOO4266.0075	Charter School Incubator Initiative	3301 WHEELER ROAD SE	SCHOOL	0.00	8	10/20/2016	10/31/2036	$0.00
CHARTER SCHOOL 4078.0960	Charter School Incubator Initiative	2501 MARTIN LUTHER KING JUNIOR AVENUE SE	SCHOOL	90,190.00	8	9/1/2011	7/15/2021	$0.00
CHARTER SCHOOL 4217.0037	Charter School Incubator Initiative	500 19TH STREET NE	SCHOOL	64,800.00	6	6/17/2015	6/30/2035	$0.00
CHILDRENSHOSP4348.0826	Children's Hospital	2155 CHAMPLAIN STREET NW	CLINIC	1,745.00	1	1/17/2019	1/16/2024	$195.10
CITYDANCE ENSEM4299.0800	Citydance Ensemble, Inc.	2001 10TH STREET NW	SCHOOL	4,732.00	1	9/13/2017	2/29/2020	$4,936.57
CLEAN AND SOBER4027.0820	Clean and Sober Streets, Inc.,	119 D STREET NW	MEDICAL	0.00	6	4/6/2010	2/29/2020	$0.00
CLEARCHANNEL0201.0228	Office of the State Superintendent of Education	1601 W STREET NE	SPECIAL USE	0.00	5	2/1/2017	4/30/2029	$626.98
COMMON GOOD CIT4089.0826	Common Good City Farm	2025 3ND STREET NW	PARK	11,300.00	1	12/15/2011	11/9/2022	$0.00
COMMUNITY CAPIT3710.0812	Community Capital Corporation	1100 HARVARD STREET NW	SCHOOL	84,287.00	1	8/1/2001	7/31/2021	$5,833.33
COURT SERVICEENCY3716.0007	Court Services and Offender Supervision Agency	1901 INDEPENDENCE AVE SE	OFFICE	60,000.00	7	10/1/2001	9/30/2022	$183,779.11
COURT SERVICES 4300.0831	Court Services and Offender Supervision Agency	300 INDIANA AVENUE NW	OFFICE	100.00	2	10/1/2017	3/30/2020	$6,626.60
CSOSAA091.0831	The District of Columbia Pretrial Services Agency	300 INDIANA AVENUE NW	OFFICE	10,102.00	2	3/1/2011	2/29/2020	$0.00
D.C. PREPARATOR4167.0829	D.C. Preparatory Academy	100 41ST STREET NE	SCHOOL	70,900.00	7	1/31/2014	1/30/2039	$0.00
DC STADIUM LL4218.0027	DC Stadium LLC	1711 1ST STREET SW	RECREATION	0.00	6	7/2/2015	12/31/2047	$0.00
DENTAL DREAMS, 4140.0817	Dental Dreams, PLLC	6428 GEORGIA AVENUE NW	CLINIC	7,000.00	4	5/8/2013	9/30/2023	$8,750.00
DISTRICT OF C4024.0823	District of Columbia Children's Advocacy Center	429 O STREET NW	OFFICE	10,873.00	6	3/6/2010	3/5/2020	$0.00
DISTRICT OF C4203.0800	District of Columbia Water and Sewer Authority (DC Water)	RHODE ISLAND AVENUE AND R STREET NW	INDUSTRIAL	0.00	6	1/26/2015	12/31/2022	$0.00
DISTRICT OF COL3215.0804	District of Columbia	0201 21ST STREET NE	SPECIAL EVENTS	505,380.00	7	1/14/1988	1/13/2038	$0.00
DISTRICT OF COL4237.0239	District of Columbia Water and Sewer Authority	1241 W STREET NE	INDUSTRIAL	0.00	5	1/1/2016	3/15/2025	$0.00
DISTRICT YACHT 3988.0802	District Yacht Club	WATER STREET SE	SPECIAL EVENTS	44,898.00	6	3/16/2009	2/28/2024	$1,858.91
DISTRICTOF0921.0826	LeDroit Recreation Center	2025 3ND STREET NW	COMMERCIAL	0.00	1	9/21/2011	2/29/2020	$0.00
EAGLE ACADEMY P4083.0803	Eagle Academy Public Charter School	3400 WHEELER ROAD SE	SCHOOL	210,748.00	8	10/17/2011	10/16/2036	$0.00
EAST RIVER BAGE4126.0014	East River Bagel, Inc.	4058 MINNESOTA AVENUE NE	RETAIL	2,064.00	7	12/19/2012	12/31/2022	3864.37
EASTERN BOAT0316.0802	Eastern Power Boat Club	WATER STREET SE	COMMERCIAL	0.00	6	3/16/2019	2/28/2024	$1,672.25
EASTMKT MEAT33931.0800	Union Meat LLC	635 NORTH CAROLINA AVENUE SE	RETAIL	0.00	6	8/22/2007	2/29/2020	$0.00
EDWARD C. MAZIQ4229.0844	Edward C. Mazique Parent Child Center, Inc.	2000 14TH STREET NW	RETAIL	2,100.00	1	10/13/2015	2/29/2020	$0.00
ELH KANSAS AVEN4029.0067	ELH Kansas Avenue, Inc.	4501 KANSAS AVENUE NW	SCHOOL	53,800.00	4	4/30/2010	6/30/2036	$0.00
FC PARK KIOSKS,4287.0816	FC Park Kiosks, LLC	355 WATER STREET, SE	RETAIL	0.00	6	5/15/2017	5/14/2027	$0.00
FC YARDS MARINA4272.0802	FC Yards Marina, LLC	1492 4TH STREET SE	UNKNOWN	0.00	6	12/22/2016	12/31/2066	$0.00
FEDERAL BUREA3716.0055	Federal Bureau of Investigation	6001 GEORGIA AVENUE NW	ANTENNA	0.00	4	10/1/2001	9/30/2021	$0.00

FIREHOOK BAKERY4005.0020	Firehook Bakery Judiciary Square, LLC	441 4TH STREET NW	RETAIL	1,326.00	2	9/1/2009	3/31/2022	$10,181.05
FRIENDSHIP PU0525.0813	Friendship Public Charter School, Inc.	4095 MINNESOTA AVENUE NE	SCHOOLS	0.00	7	5/25/2000	5/25/2040	$5,250.00
FRIENDSHIP PU3695.0846	Friendship Public Charter School	1351 NICHOLSON STREET NW	SCHOOL	10,000.00	4	3/1/2001	2/28/2041	$2,291.00
GEORGETOWN PARK0129.0800	Jamestown Premier Georgetown Park Corp.	3276 M Street NW	PARKING	2,925.00	2	7/1/1979	12/31/2044	$11,929.52
GEORGETOWN UNIV4258.0859	Georgetown University	1698 35TH STREET NW	RECREATION	0.00	2	8/1/2016	7/31/2021	$0.00
GEORGETOWNPARK091.0800	Jamestown Premier Georgetown Park Corp.	3276 M Street NW	RETAIL	960.00	2	8/1/1978	7/31/2077	$0.00
GEORGETOWNPARK091.0868	Jamestown Premier Georgetown Park Corp.	3244 M STREET NW	RETAIL	0.00	2	8/1/1978	2/29/2020	$0.00
GRANTPARK0915.0823	GAHC3 Washington DC SNF, LLC	NANNIE HELEN BURROUGHS AVE NE	COMMERCIAL	61,956.00	7	9/15/1980	9/15/2079	$0.00
IONA SENIOR SER3359.0017	Iona Senior Services	4125 ALBEMARLE STREET NW	RESIDENTIAL	24,640.00	3	12/24/1991	12/23/2041	$0.00
IT'S MY THEATRE4247.0808	It's My Theatre, L.L.C	V STREET NW	SPECIAL EVENTS	0.00	1	4/13/2016	4/30/2026	$10,612.08
JACKSON ART CEN0921.0840	Jackson Art Center	3050 R STREET NW	COMMERCIAL	18,375.00	2	7/1/2018	6/30/2038	$14,657.33
JENNIFER GLASGO3931.0800	Jennifer Glasgow d/b/a Fine Deli/Bakery Sweet Shoppe	635 NORTH CAROLINA AVENUE SE	RETAIL	755.00	6	8/22/2007	2/29/2020	$1,738.00
JEWISH HISTORIC2553.0053	Jewish Historical Society of Greater Washington, Inc	609 3RD STREET SE	OFFICE	4,575.60	6	12/1/1969	11/30/2068	$0.00
JOSEPH RAYMOND 3931.0800	Joseph Raymond Bowers d/b/a Bowers Fancy Dairy Products	635 NORTH CAROLINA AVENUE SE	RETAIL	337.00	6	8/22/2007	2/29/2020	$0.00
KIPP DC PUBLIC 4076.0823	KIPP DC Public Charter School	429 O STREET NW	FIELD	10,873.00	6	8/8/2011	8/8/2021	$0.00
KIPP DC3987.0950	KIPP DC	2620 DOUGLAS ROAD SE	SCHOOL	137,700.00	8	3/6/2009	3/31/2044	$0.00
KIPP DC4144.0807	KIPP DC	1375 MOUNT OLIVET ROAD NE	SCHOOL	0.00	5	6/24/2013	12/31/2044	$0.00
KIPP DC4176.0950	KIPP DC	2620 DOUGLAS ROAD SE	SCHOOL	0.00	8	5/2/2014	11/30/2045	$22,950.00
KIPPDCPKG0501.0802	KIPP DC	4650 BENNING ROAD SE	PARKING	0.00	7	7/1/2009	11/17/2021	$3,000.00
KUKIDSDEANWOO4559.0026	KU Kids Deanwood LLC	1350 49TH STREET NE	SCHOOLS	3,000.00	7	10/15/2019	10/31/2024	$2,000.00
LATIN RUDOLPH Q4132.0002	Latin Rudolph Qalicb, LLC	5200 2ND STREET NW	SCHOOL	230,262.00	4	2/19/2013	8/31/2039	$0.00
MAMIE D. LEE, L4233.0136	Mamie D. Lee, LLC	100 GALLATIN STREET NE	SCHOOL	0.00	5	11/25/2015	5/31/2047	$0.00
MARKET LUNCH TO3931.0800	Market Lunch Tom GNULLs Inc.	635 NORTH CAROLINA AVENUE SE	RETAIL	938.00	6	8/22/2007	2/29/2020	$3,190.91
MARKET POULTRY44302.0800	Market Poultry	635 NORTH CAROLINA AVENUE SE	RETAIL	418.00	6	10/19/2017	10/18/2027	$1,780.00
MARY MCLEOD B4188.0806	Mary Mcleod Bethune Day Academy Public Charter School	1404 JACKSON STREET NE	SCHOOL	56,028.00	5	9/1/2014	8/31/2039	$25,479.45
MAYA ANGELOU 4147.0804	Maya Angelou Public Charter School, Inc.	5600 EAST CAPITOL STREET NE	SCHOOL	112,442.00	7	7/15/2013	9/30/2040	$0.00
MERIDIAN - HARR4082.0205	Meridian - Harrison Qalicb Inc.	2120 13TH STREET NW	SCHOOL	31,720.00	5	10/11/2011	11/30/2037	$0.00
METRO DC COMMUN4136.0844	Metro DC Community Center, Inc.	2000 14TH STREET NW	OFFICE	2,468.00	1	4/5/2013	4/30/2028	$0.00
MICHAEL SUSSMAN4290.0853	Michael Sussman d/b/a Georgetown Flea Market	1819 35TH STREET NW	RETAIL	0.00	2	6/14/2017	6/13/2020	$0.00
MOBILENELLC0129.0006	T-MOBILE NORTHEAST LLC	300 McMillan Drive, NW.	ANTENNA	0.00	1	1/29/2019	1/28/2024	$0.00
MUNDO VERDE BIL4165.0873	Mundo Verde Bilingual Public Charter School	44 P STREET NW	SCHOOL	42,600.00	5	1/14/2014	7/31/2043	$0.00
NATIONAL CABLE 3569.0055	National Cable Satellite Corporation	6001 GEORGIA AVENUE NW	ANTENNA	0.00	4	9/26/1997	2/29/2020	$10,242.00
NATYOUTH BASE.0307.0801	Washington Nationals Youth Baseball Academy, Inc.	3675 ELY PLACE SE	RECREATION	0.00	7	3/7/2012	2/29/2020	$0.00
NEW CINGULAR WI3703.0840	New Cingular Wireless PCS, LLC	3050 R STREET NW	ANTENNA	0.00	2	5/23/2001	5/31/2021	$0.00
NEW CINGULAR WI4190.0802	New Cingular Wireless PCS, LLC	4200 KANSAS AVENUE NW	ANTENNA	0.00	4	9/18/2014	9/17/2024	$0.00
NEW CINGULAR WI4191.0020	New Cingular Wireless PCS, LLC	441 4TH STREET NW	ANTENNA	0.00	2	9/30/2014	9/29/2024	$2,558.75
NEW CINGULAR WI4279.0007	New Cingular Wireless PCS, LLC	1901 INDEPENDENCE AVE SE	ANTENNA	0.00	7	2/24/2017	2/23/2022	$5,834.95
NEW CINGULAR WI4436.0036	New Cingular Wireless PCS, LLC	3720 MARTIN LUTHER KING JR. AVENUE, SE	ANTENNA	0.00	8	5/23/2001	5/31/2021	$2,433.40
NEW CINGULAR WI4555.0802	New Cingular Wireless PCS, LLC	4200 KANSAS AVENUE NW	ANTENNA	0.00	4	9/18/2014	9/17/2024	$0.00
NEW CINGULAR WI5046.0820	New Cingular Wireless PCS, LLC	2901 20TH STREET NE	ANTENNA	0.00	5	5/1/2003	4/30/2023	$0.00
NEXTEL 5200 2ND2907.0002	Nextel Communications of the Mid-Atlantic, Inc.	5200 2ND STREET NW	ANTENNA	0.00	4	1/29/2005	1/29/2025	$0.00
NEXTEL 5600ECAP2903.0804	T-MOBILE NORTHEAST LLC	5600 EAST CAPITOL STREET NE	ANTENNA	0.00	7	10/12/2005	10/12/2020	$0.00
NEXTTEL1800MONROE1703.0800	Nextel Communications of the Mid-Atlantic, Inc.	1820 MONROE STREET NE	ANTENNA	0.00	5	9/17/2005	9/16/2020	$0.00
OLD CONGRESS HE1202.0001	Old Congress Heights School Redevelopment Company, LLC	3100 MARTIN LUTHER KING JUNIOR AVENUE SE	SCHOOLS	0.00	8	12/2/2008	2/29/2020	$0.00
OLD CONGRESS HE3969.0001	Old Congress Heights School Redevelopment Company, LLC	3100 MARTIN LUTHER KING JUNIOR AVENUE SE	SCHOOL	52,528.00	8	9/4/2008	5/31/2046	$0.00
PACIFIC PARKING1101.0808	Pacific Parking, Inc.	100th Southwest Freeway and 2nd Street, S.W.	PARKING	200,376.00	6	11/1/2001	9/30/2020	$29,877.31
PAUL PUBLIC CHA4145.0814	Paul Public Charter School, Inc.	5901 9TH STREET NW	SCHOOL	128,400.00	4	6/30/2013	7/31/2038	$5,261.36
PERRY STREET PR4031.0073	Perry Street Preparatory Public Charter School	1800 PERRY STREET NE	SCHOOL	222,565.00	5	5/13/2010	5/31/2035	$0.00
PIAK PRODUCE3933931.0800	Piak Produce	635 NORTH CAROLINA AVENUE SE	RETAIL	335.00	6	8/22/2007	2/29/2020	$1,660.37
ROUBIN & JANEIR4044.0802	Roubin & Janeiro, Inc.	ANACOSTIA FWY SW	INDUSTRIAL	131,015.00	8	9/27/2010	9/26/2030	$0.00
SCD CAPITOL PLA4259.0823	SCD Capitol Plaza, LLC	44 M STREET NE	SPECIAL USE	0.00	6	8/17/2016	8/16/2026	$0.00
SEABURY RESOURC4163.0050	Seabury Resources for Aging	2601 18TH STREET NE	CLINIC	0.00	5	12/31/2013	2/29/2020	$0.00
SEAFARERS0323.0803	Seafarers Yacht Club	WATER STREET SE WASHINGTON, DC	SPECIAL USE	25,670.00	6	3/23/2009	2/28/2024	$962.63
SEED PUB CHARTER0204.0802	The Seed Public Charter School of Washington D.C.	4300 C STREET SE	SCHOOLS	48,128.00	7	2/4/2000	2/3/2030	$0.00
SHAED SCHOOL, L4178.0816	Shaed School, LLC	301 DOUGLAS STREET NE	SCHOOL	0.00	5	5/21/2014	5/31/2034	$0.00
SHOTOKARATE0001.1010	The Washington DC Shotokan Karate Club	3265 S STREET NW	SPORT/RECREATION	0.00	2	6/1/2009	5/31/2020	$975.00
SOUTHERN MARYLA3931.0800	Southern Maryland Seafood Co., Inc	635 NORTH CAROLINA AVENUE SE	RETAIL	864.00	6	8/22/2007	2/29/2020	$2,448.48
SQUARE 35 RES3194.0803	Square 35 Residential Joint Venture	2425 N STREET NW	RESIDENTIAL	98,188.00	2	6/17/1987	6/16/2027	$0.00
ST. COLETTA OF 3783.0800	St. Coletta of Greater Washington	1901 INDEPENDENCE AVE SE	SCHOOL	227,276.00	7	7/30/2003	7/29/2102	$0.00
STDA CORPORATIO4090.0020	STDA Corporation- Canyons Burger, Baja Fresh, Pizzeria UNO	441 4TH STREET NW	RETAIL	6,000.00	2	12/31/2011	12/31/2021	$5,000.00
STODDARD BAPT4038.4685	Stoddard Baptist Global Care, Inc.	2601 18TH STREET NE	MEDICAL	57,564.00	5	7/21/2010	8/31/2040	$0.00
T-MOBILE NORT3835.0013	T-Mobile Northeast, LLC	2435 ALABAMA AVENUE SE	ANTENNA	0.00	8	12/31/2004	12/31/2024	$0.00
T-MOBILE NORTHE	T-Mobile Northeast LLC	1351 ALABAMA AVENUE SE	ANTENNA	0.00	8	12/6/2004	12/31/2024	$0.00
T-MOBILE NORTHE3853.0806	T-Mobile Northeast LLC	7800 14TH STREET NW	ANTENNA	0.00	4	6/29/2005	6/28/2020	$0.00
T-MOBILE NORTHE3853.0021	T-Mobile Northeast LLC	3375 MINNESOTA AVENUE SE	ANTENNA	0.00	4	12/31/2004	2/29/2020	$0.00
T-MOBILE NORTHE3759 0055	T-Mobile Northeast LLC	6001 GEORGIA AVENUE NW	ANTENNA	0.00		12/1/2002	11/30/2007	$0.00
T-MOBILE NORTHE3862.0037	T-Mobile Northeast LLC	501 RIGGS ROAD NE	ANTENNA	0.00	4	10/1/2005	9/30/2020	$0.00
T-MOBILENORTHE4513.0800	T-Mobile Northeast LLC	1700 EAST CAPITOL STREET NE	ANTENNA	0.00	6	8/2/2018	8/1/2023	$0.00
T-MOBILENORTHE4017.0804	T-Mobile Northeast LLC	5600 EAST CAPITOL STREET NE	ANTENNA	0.00		12/31/2004	12/31/2009	$0.00
T-MOBILENORTHE4513.0802	T-Mobile Northeast LLC	4650 BENNING ROAD SE	ANTENNA	0.00	7	8/2/2018	8/1/2023	$0.00
T-MOBILENORTHE4513.0950	T-Mobile Northeast LLC	2620 DOUGLAS ROAD SE	ANTENNA	0.00	8	8/2/2018	8/1/2023	$0.00
T-MOBILENORTHE4559.0036	T-MOBILE NORTHEAST LLC	3720 MARTIN LUTHER KING JR. AVENUE, SE	ANTENNA	0.00	8	10/30/2004	10/29/2024	$1,825.05
T-MOBILENORTHE4696.0074	T-MOBILE NORTHEAST LLC	1650 30TH STREET SE	ANTENNA	0.00	7	8/2/2018	8/1/2023	$0.00
T-MOBILENORTHE4703.0001	T-MOBILE NORTHEAST LLC	2720 MARTIN LUTHER KING JR. AVENUE SE	ANTENNA	0.00	8	10/10/2018	10/9/2028	$0.00
THE CAPITOL HIL3807.0800	The Capitol Hill Arts Workshop, Inc.	545 7TH STREET SE	SCHOOL	8,976.00	6	4/1/2004	3/31/2020	$0.00
THE CENTRAL UNI4077.0063	The Central Union Mission	65 MASSACHUSETTS AVENUE NW	SPECIAL USE	12,764.00	6	8/24/2011	8/31/2051	$0.00
THE COMMUNITY F4058.0820	The Community for Creative Non-Violence	119 D STREET NW	OFFICE	107,667.00	6	2/9/2011	2/12/2020	$0.00
THE D.C. CENT4027.0820	The D.C. Central Kitchen, Inc.	119 D STREET NW	MEDICAL	0.00	6	4/4/2010	2/29/2020	$0.00
THE EARTH CON4038.0801	The Earth Conservation Corps	1402 1ST STREET SE	OFFICE	0.00	6	7/30/2010	2/29/2020	$0.00
THE FRIENDS OF 4164.0802	The Friends of Fort Dupont Ice Arena, Inc.	3600 F STREET SE	RECREATION	0.00	7	1/1/2014	12/31/2023	$0.00
THE HISTORICAL 3631.0800	The Historical Society of Washington, D.C.		MUSEUM	0.00		6/1/1999	5/31/2098	$0.00
THE LAB SCHOOL 3591.0980	The Lab School of Washington	1550 FOXHALL ROAD NW	SCHOOL	50,160.00	3	5/1/1998	12/31/2023	$19,818.38
THE OLD NAVAL H4053.0005	The Old Naval Hospital Foundation	921 PENNSYLVANIA AVENUE SE	SPECIAL USE	30,711.00	6	12/20/2010	12/31/2075	$0.00
THE PUBLIC ACCE3669.0803	The Public Access Corporation of the District Of Columbia.	901 NEWTON STREET NE	OFFICE	14,995.00	5	6/15/2000	6/14/2020	$7,873.73
THE RECREATION 3899.0114	The Recreation Wish List Committee of Washington, D.C	601 MISSISSIPPI AVENUE SE	OFFICE	236.40	8	10/5/2006	10/4/2026	$0.00

THE SECRETARY4297.0088	The Secretary of the Army	8400 RIVER ROAD	INDUSTRIAL	0.00	N/A	8/25/2017	8/24/2042	$0.00
THE UNITED ST3964.-185	The United States of America	8400 RIVER ROAD	SCHOOL	132,771.00	N/A	7/15/2008	7/15/2020	$0.00
THESTUDIOACTING0801.0800	The Studio Acting Conservatory, Inc.	2001 10TH STREET NW	SCHOOL	3,580.00	1	8/1/2019	8/31/2020	$3,607.56
THOMAS CALOMIRI3931.0800	Thomas Calomiris & SonNULLs, Inc.	635 NORTH CAROLINA AVENUE SE	RETAIL	643.00	6	8/22/2007	2/29/2020	$1,498.13
TMOBILE17THST0320.0802	Omnipoint Communications Cap Operations, LLC	261 17TH STREET SE	ANTENNA	200.00	6	11/29/2005	11/28/2020	$0.00
TODDLERS HILL0101.0800	Toddlers on the Hill LLC	1000 5TH STREET SE	SCHOOLS	3,790.00	6	1/1/2019	7/31/2020	$1,850.00
TOTAL RENAL C4264.4685	Total Renal Care, Inc.	2601 18TH STREET NE	MEDICAL	6,567.00	5	9/29/2016	1/31/2027	$14,091.69
TOWERCO ACQUISI3842.0800	TowerCo Acquisition LLC	1820 MONROE STREET NE	ANTENNA	0.00	5	3/17/2005	3/17/2025	$0.00
TWO RIVERS PUBL4198.0801	Two Rivers Public Charter School, Inc.	820 26TH STREET NE	SCHOOL	237,734.00	5	12/12/2014	7/31/2040	$0.00
UNITED STATES P4107.0844	United States Postal Service	2000 14TH STREET NW	RETAIL	2,570.00	1	6/15/2012	6/14/2022	$11,779.17
UNITED STATES4039.0055	United States Department of Justice	6001 GEORGIA AVENUE NW	ANTENNA	0.00	4	8/1/2010	9/30/2020	$0.00
UNITY HEALTH CA0406.0811	Unity Health Care, Inc.	500 L STREET SE	SPECIAL USE	0.00	6	1/28/2018	2/29/2020	$0.00
UPO1900MASS1008.0007	United Planning Organization (UPO)	1901 E STREET SE	OFFICE	10,000.00		10/8/2010	10/7/2011	$9,162.13
UPO2195CHAMP1107.0826	United Planning Organization (UPO)	2155 CHAMPLAIN STREET NW	OFFICE	2,463.00	1	11/7/2018	11/6/2023	$264.77
UPOKETCHEMES0904.0818	United Planning Organization (UPO)	1919 15TH STREET SE	SCHOOL	3,946.00	8	4/9/2019	4/8/2024	$428.99
USA DCVILLAGE1104.0802	The United States of America	ANACOSTIA FWY SW	SCHOOLS	0.00	8	10/22/2002	10/31/2020	$0.00
USTREETPKG00629.0833	U Street Parking Inc.	912 U STREET, NW	PARKING	0.00		8/27/2016	8/14/2019	$0.00
USTREETPKG0316.0048	U Street Parking Inc.	490 2ND STREET SW	PARKING	5,264.50	6	3/16/2018	3/15/2023	$1,158.78
VERIZON WASHING4264.0803	Verizon Washington DC, Inc.	1ST STREET SE	ANTENNA	592.50	6	9/27/2016	9/26/2021	$0.00
VMT LONG TERM C4052.0087	901 First Street NW LLC	901 1ST STREET NW	MEDICAL	49,441.00	6	12/14/2010	1/31/2031	$81,365.24
WASHINGTON METR3926.0055	Washington Metropolitan Area Transit Authority	6001 GEORGIA AVENUE NW	ANTENNA	0.00	4	7/1/2007	6/30/2022	$16,802.11
WASHINGTON METR4287.0802	Washington Metropolitan Area Transit Authority	31ST STREET NE	PARKING	83,200.00	5	5/17/2017	5/31/2020	$9,310.00
WASHINGTON METR4305.0053	Washington Metropolitan Area Transit Authority	915 SPRING ROAD NW	INDUSTRIAL	0.00	4	11/17/2017	11/16/2027	$0.00
WASHINGTON TE4002.0053	Washington Tennis & Education Foundation	609 3RD STREET SE	SCHOOL	0.00	6	7/31/2009	7/31/2049	$0.00
WASHINGTON TENN4002.0807	Washington Tennis & Education Foundation	100 STODDERT PLACE SE	SCHOOL	0.00	7	7/31/2009	7/31/2049	$0.00
WASHINGTON YACH3975.0801	Washington Yacht Club	15TH STREET SE	SPECIAL USE	35,010.00	6	11/7/2008	2/28/2024	$0.00
ZACCHAEUS SOUP 4032., MD	Zacchaeus Soup Kitchen, Inc. d/b/a Wings Over America	8400 RIVER ROAD	RETAIL	0.00	N/A	5/24/2010	5/31/2020	$0.00
			TOTAL SF	**5,808,958.40**			***TOTAL DECEMBER 2019 RENT RECEIPTS***	**$804,368.36**

Consultant shall be entitled to assume, without independent verification, that the information provided by Client is accurate and complete. Consultant shall not be liable for any errors that based on or that result from (i) incomplete, inaccurate or out-of-date information delivered to Consultant; (ii) unsigned and draft lease documentation; and (iii) conflicting countersigned leases

Department of General Services
Question #62: Leased Properties more than 50% Vacant

Building Name	Building Address	Total Building SF	Prorated SF ft²	Prorated SF %	District Controlled	Total Occupancy	Total Energy	Total Security	Total Rent	Grand Total
Building 107	1101 SYCAMORE DRIVE SE	41,753	41,753	100.00%	Yes	$82,670.94	$670.04	$0.00	$0.00	$83,340.98
Building 108	1101 SYCAMORE DRIVE SE	35,123	35,123	100.00%	Yes	$69,543.54	$0.00	$0.00	$0.00	$69,543.54
Building 111	1101 SYCAMORE DRIVE SE	41,207	41,207	100.00%	Yes	$81,589.86	$661.28	$0.00	$0.00	$82,251.14
Building 112	1101 SYCAMORE DRIVE SE	41,207	41,207	100.00%	Yes	$81,589.86	$661.28	$0.00	$0.00	$82,251.14
Building 110	1101 SYCAMORE DRIVE SE	35,164	35,164	100.00%	Yes	$69,624.72	$564.30	$0.00	$0.00	$70,189.02
Building 106	1101 SYCAMORE DRIVE SE	41,331	41,331	100.00%	Yes	$81,835.38	$663.27	$0.00	$0.00	$82,498.65
Malcolm X Elementary School	1351 ALABAMA AVENUE SE	94,018	77,916	82.87%	Yes	$0.00	$237,115.99	$260,251.69	$0.00	$497,367.68
OSSE Office	1605 W STREET NE	3,500	3,500	100.00%	Yes	$6,930.00	$0.00	$0.00	$0.00	$6,930.00
Building 2	1605 W STREET NE	1,600	1,600	100.00%	Yes	$3,168.00	$0.00	$0.00	$0.00	$3,168.00
Building 3	1605 W STREET NE	1,579	1,579	100.00%	Yes	$3,126.42	$0.00	$0.00	$0.00	$3,126.42
Former Alexander Crummell School	1900 GALLAUDET STREET NE	19,000	19,000	100.00%	Unverified	$41,292.21	$271,255.87	$0.00	$0.00	$312,548.09
Former BET Studio	1900 W PLACE NE	91,000	91,000	100.00%	Yes	$180,180.00	$17,150.96	$0.00	$0.00	$197,330.96
Building 15 - Chest Clinic	1901 E STREET SE	8,898	8,898	100.00%	Yes	$17,618.04	$18,255.14	$54,488.02	$0.00	$90,361.20
Building 12 - Families Shelter	1901 E STREET SE	23,899	23,899	100.00%	Yes	$47,320.02	$44,526.90	$0.00	$0.00	$91,846.92
Building 11 - Laboratory	1901 E STREET SE	26,835	26,835	100.00%	Yes	$53,133.30	$55,054.69	$0.00	$0.00	$108,187.99
Building 5 - Kitchen	1901 E STREET SE	35,481	35,481	100.00%	Yes	$70,252.38	$66,105.64	$0.00	$0.00	$136,358.02
Building 25 - Mental Health	1901 E STREET SE	132,000	132,000	100.00%	Yes	$261,360.00	$270,811.21	$0.00	$0.00	$532,171.21
Building 16 - AA Hall	1901 E STREET SE	93,005	93,005	100.00%	Yes	$184,149.90	$173,280.22	$0.00	$0.00	$357,430.12
Building 29 - ACCC	1901 E STREET SE	125,044	125,044	100.00%	Yes	$247,587.12	$256,540.28	$0.00	$0.00	$504,127.40
DC General Core 1-4	1901 E STREET SE	457,236	456,246	99.78%	Yes	$903,367.08	$936,034.32	$0.00	$0.00	$1,839,401.40
DC General Core 1-4	1901 E STREET SE	457,236	990	0.22%	Yes	$1,960.20	$2,031.08	$0.00	$0.00	$3,991.28
African American Civil War Museum / Grimke School	1923 VERMONT AVENUE NW	54,638	3,000	5.49%	Yes	$7,811.83	$4,545.01	$0.00	$0.00	$12,356.83
African American Civil War Museum / Grimke School	1923 VERMONT AVENUE NW	54,638	51,638	94.51%	Yes	$134,462.34	$69,328.01	$0.00	$0.00	$203,790.35
199 Chesapeake St SW	199 CHESAPEAKE STREET SW	2,000	2,000	100.00%	Yes	$3,960.00	$28,930.19	$0.00	$0.00	$32,890.19
Springarn Senior High School	2500 BENNING ROAD NE	225,000	225,000	100.00%	Yes	$0.00	$0.00	$0.00	$0.00	$0.00
Wards 7 and 8 Housing Building 1	2629 MARTIN LUTHER KING JUNIOR AVENUE SE	714	714	100.00%	Yes	$1,413.72	$0.00	$0.00	$0.00	$1,413.72
Wards 7 and 8 Housing Building 2	2629 MARTIN LUTHER KING JUNIOR AVENUE SE	714	714	100.00%	Yes	$1,413.72	$58.30	$0.00	$0.00	$1,472.02
Building 120	2700 MARTIN LUTHER KING JUNIOR AVENUE SE	250,000	250,000	100.00%	Yes	$495,000.00	$4,011.93	$0.00	$0.00	$499,011.93
Building 116	2700 MARTIN LUTHER KING JUNIOR AVENUE SE	41,317	41,317	100.00%	Yes	$81,807.66	$663.04	$0.00	$0.00	$82,470.70
300 McMillan Drive NW	310 MCMILLAN DRIVE NW	27,224	27,224	100.00%	Yes	$53,903.52	$223,622.28	$0.00	$0.00	$277,525.80
Embassy Building 10	3149 16TH STREET NW	13,600	13,600	100.00%	Yes	$30,419.19	$11,716.10	$0.00	$0.00	$42,135.29
Marshall Building	3201 FORT LINCOLN DRIVE NE	103,800	103,800	100.00%	Yes	$252,231.83	$191,324.61	$0.00	$0.00	$443,556.44
Robeson School	3700 10TH STREET NW	12,378	12,378	100.00%	Yes	$0.00	$0.00	$0.00	$0.00	$0.00
3720 Martin Luther King Jr. Avenue SE	3720 MARTIN LUTHER KING JUNIOR AVENUE SE	34,500	-	0.00%	Yes	$0.00	$0.00	$0.00	$0.00	$0.00
3720 Martin Luther King Jr. Avenue SE	3720 MARTIN LUTHER KING JUNIOR AVENUE SE	34,500	34,500	100.00%	Yes	$80,979.67	$86,371.24	$0.00	$0.00	$167,350.91
Vacant building	4025 CHESAPEAKE STREET NW	2,400	2,400	100.00%	No	$4,752.00	$5,439.68	$0.00	$0.00	$10,191.68
Former BET Office Building	4125 ALBEMARLE STREET NW	127,876	127,876	100.00%	Yes	$253,194.48	$24,101.06	$0.00	$0.00	$277,295.54
Langston School	45 P STREET NW	18,300	18,300	100.00%	Unverified	$44,468.62	$0.00	$0.00	$0.00	$44,468.62
Fletcher-Johnson Middle School	4650 BENNING ROAD SE	310,975	310,975	100.00%	Yes	$0.00	$151,186.11	$0.00	$0.00	$151,186.11
Recorder of Deeds Building	515 D STREET NW	44,842	44,842	100.00%	Yes	$100,298.32	$12,000.11	$0.00	$0.00	$112,298.43
Former Engine Company 22	5760 GEORGIA AVENUE NW	8,293	8,293	100.00%	Yes	$16,420.14	$69,349.69	$0.00	$0.00	$85,769.83

Department of General Services
Question #62: Leased Properties more than 50% Vacant

Building Name	Building Address	Total Building SF	Prorated SF ft²	Prorated SF %	District Controlled	Total Occupancy	Total Energy	Total Security	Total Rent	Grand Total
Old Miner Elementary School Building	601 15TH STREET NE	19,470	19,470	100.00%	Yes	$0.00	$32,465.88	$0.00	$0.00	$32,465.88
Ferebee Hope Elementary School	700 YUMA STREET SE	193,800	193,800	100.00%	Yes	$0.00	$347,558.81	$142,743.14	$0.00	$490,301.95
Building 1 - Helen Curley Building	8400 RIVER ROAD	160,588	160,588	100.00%	Yes	$349,001.76	$294,477.01	$1,730,987.36	$0.00	$2,374,466.13
Building 10 - Dogwood Cottage	8400 RIVER ROAD	19,918	19,918	100.00%	Yes	$43,287.28	$36,524.48	$0.00	$0.00	$79,811.76
Building 11 - Chapel	8400 RIVER ROAD	3,944	3,944	100.00%	Yes	$8,571.39	$7,232.28	$0.00	$0.00	$15,803.67
Building 12 - Elm Cottage	8400 RIVER ROAD	22,124	22,124	100.00%	Yes	$48,081.52	$40,569.71	$0.00	$0.00	$88,651.23
Building 13- Poplar Cottage	8400 RIVER ROAD	19,380	19,380	100.00%	Yes	$42,118.05	$35,537.93	$0.00	$0.00	$77,655.98
Building 14 - Spruce Cottage	8400 RIVER ROAD	11,847	11,847	100.00%	Yes	$25,746.78	$21,724.34	$0.00	$0.00	$47,471.12
Building 15 - A Cottage	8400 RIVER ROAD	21,034	21,034	100.00%	Yes	$45,712.65	$38,570.94	$0.00	$0.00	$84,283.59
Building 16 - Food Services	8400 RIVER ROAD	23,672	23,672	100.00%	Yes	$51,445.75	$43,408.35	$0.00	$0.00	$94,854.10
Building 17 - Pine Cottage	8400 RIVER ROAD	26,478	26,478	100.00%	Yes	$57,543.96	$48,553.83	$0.00	$0.00	$106,097.78
Building 18 - Holly Cottage	8400 RIVER ROAD	22,696	22,696	100.00%	Yes	$49,324.63	$41,618.61	$0.00	$0.00	$90,943.25
Building 19 - Hemlock Cottage	8400 RIVER ROAD	30,474	30,474	100.00%	Yes	$66,228.36	$55,881.46	$0.00	$0.00	$122,109.82
Building 2 - Jones Hall	8400 RIVER ROAD	14,622	14,622	100.00%	Yes	$31,777.62	$26,812.98	$0.00	$0.00	$58,590.60
Building 20 - Garage	8400 RIVER ROAD	13,230	13,230	100.00%	Yes	$28,752.42	$24,260.41	$0.00	$0.00	$53,012.83
Building 21 - Laundry	8400 RIVER ROAD	12,192	12,192	100.00%	Yes	$26,496.56	$22,356.99	$0.00	$0.00	$48,853.55
Building 22 - Power Plant	8400 RIVER ROAD	17,712	17,712	100.00%	Yes	$38,493.03	$32,479.24	$0.00	$0.00	$70,972.28
Building 29	8400 RIVER ROAD	15,942	15,942	100.00%	Yes	$34,646.34	$29,233.52	$0.00	$0.00	$63,879.86
Building 30	8400 RIVER ROAD	18,849	18,849	100.00%	Yes	$40,964.05	$34,564.21	$0.00	$0.00	$75,528.25
Building 31	8400 RIVER ROAD	1,651	1,651	100.00%	Yes	$3,588.08	$3,027.51	$0.00	$0.00	$6,615.58
Building 32	8400 RIVER ROAD	3,220	3,220	100.00%	Yes	$6,997.94	$5,904.65	$0.00	$0.00	$12,902.59
Building 33	8400 RIVER ROAD	1,988	1,988	100.00%	Yes	$4,320.47	$3,645.48	$0.00	$0.00	$7,965.95
Building 34	8400 RIVER ROAD	2,248	2,248	100.00%	Yes	$4,885.52	$4,122.25	$0.00	$0.00	$9,007.77
Building 35	8400 RIVER ROAD	1,930	1,930	100.00%	Yes	$4,194.42	$3,539.12	$0.00	$0.00	$7,733.54
Building 3- Martha Elliot Infirmary	8400 RIVER ROAD	33,952	33,952	100.00%	Yes	$73,787.01	$62,259.22	$0.00	$0.00	$136,046.23
Trailers	8400 RIVER ROAD	8,000	8,000	100.00%	Yes	$17,386.19	$14,669.94	$0.00	$0.00	$32,056.13
Building 4 - Magnolia Cottage	8400 RIVER ROAD	13,023	13,023	100.00%	Yes	$28,302.55	$23,880.83	$0.00	$0.00	$52,183.38
Building 5 - Administration Building	8400 RIVER ROAD	34,044	34,044	100.00%	Yes	$73,986.95	$62,427.92	$0.00	$0.00	$136,414.87
Building 6 - Oak Cottage	8400 RIVER ROAD	12,621	12,621	100.00%	Yes	$27,428.89	$23,143.66	$0.00	$0.00	$50,572.56
Building 7 - Maple Cottagae	8400 RIVER ROAD	12,021	12,021	100.00%	Yes	$26,124.93	$22,043.42	$0.00	$0.00	$48,168.35
Building 8 - Morris Cottage	8400 RIVER ROAD	27,896	27,896	100.00%	Yes	$60,625.66	$51,154.07	$0.00	$0.00	$111,779.73
Building 9 - Hawthorne Cottage	8400 RIVER ROAD	23,064	23,064	100.00%	Yes	$50,124.40	$37,946.51	$0.00	$0.00	$88,070.91
Shaw Middle School	920 R STREET NW	187,700	187,700	100.00%	Yes	$371,646.00	$97,098.85	$0.00	$0.00	$468,744.85
Department of Public Works Trailer 2	ANACOSTIA FREEWAY SW	2,000	2,000	100.00%	Yes	$4,859.96	$0.00	$0.00	$0.00	$4,859.96
Building 82	MARTIN LUTHER KING JUNIOR AVENUE SE	18,000	18,000	100.00%	Yes	$35,640.00	$0.00	$0.00	$0.00	$35,640.00
Building 83	MARTIN LUTHER KING JUNIOR AVENUE SE	30,000	30,000	100.00%	Yes	$59,400.00	$0.00	$0.00	$0.00	$59,400.00
Building 92	MARTIN LUTHER KING JUNIOR AVENUE SE	83,592	83,592	100.00%	Yes	$165,512.16	$1,341.46	$0.00	$0.00	$166,853.62
Building 95	MARTIN LUTHER KING JUNIOR AVENUE SE	17,105	17,105	100.00%	Yes	$33,867.90	$0.00	$0.00	$0.00	$33,867.90
Building 88: Blackburn	MARTIN LUTHER KING JUNIOR AVENUE SE	22,520	22,520	100.00%	Yes	$44,589.60	$0.00	$0.00	$0.00	$44,589.60
Building 91: Glenside	MARTIN LUTHER KING JUNIOR AVENUE SE	107,580	107,580	100.00%	Yes	$213,008.40	$0.00	$0.00	$0.00	$213,008.40
Building 85	MARTIN LUTHER KING JUNIOR AVENUE SE	2,200	2,200	100.00%	Yes	$4,356.00	$35.30	$0.00	$0.00	$4,391.30
Building 86	MARTIN LUTHER KING JUNIOR AVENUE SE	2,000	2,000	100.00%	Yes	$3,960.00	$32.10	$0.00	$0.00	$3,992.10
Building 93	MARTIN LUTHER KING JUNIOR AVENUE SE	119,846	119,846	100.00%	Yes	$237,295.08	$1,923.25	$0.00	$0.00	$239,218.33
Building 115	MARTIN LUTHER KING JUNIOR AVENUE SE	41,317	41,317	100.00%	Yes	$81,807.66	$663.04	$0.00	$0.00	$82,470.70
Building 100	MARTIN LUTHER KING JUNIOR AVENUE SE	67,542	67,542	100.00%	Yes	$133,733.16	$0.00	$0.00	$0.00	$133,733.16
Building 94	MARTIN LUTHER KING JUNIOR AVENUE SE	13,543	13,543	100.00%	Yes	$26,815.14	$0.00	$0.00	$0.00	$26,815.14
Building 89	MARTIN LUTHER KING JUNIOR AVENUE SE	31,650	31,650	100.00%	Yes	$62,667.00	$0.00	$0.00	$0.00	$62,667.00
Building 81	MARTIN LUTHER KING JUNIOR AVENUE SE	12,585	12,585	100.00%	Yes	$24,918.30	$0.00	$0.00	$0.00	$24,918.30
					Grand Total	**$6,924,857.51**	**$4,866,719.39**	**$2,188,470.21**	**$0.00**	**$13,980,047.10**

Department of General Services
Question #66: Solar Sites

Site	Installed PV Capacity (kW)	PV O&M	Address
Ferebee-Hope Elementary School	557	PPA Third-party	3999 8TH ST SE Washington, DC 20032
Ron Brown Middle School	533	PPA Third-party	4800 Meade St NE Washington, DC 20019
Ballou Senior High School	518.3	PPA Third-party	3401 4th St SE, Washington, DC 20032
Municipal Warehouse	505.12	PPA Third-party	2000 Adams Place NE, Washington, DC 20018
St. Elizabeths Hospital	495	PPA Third-party	1100 Alabama Ave SE, Washington, DC 20032
Dunbar High School	462	PPA Third-party	101 N St NW, Washington, DC 20001
Burrville Elementary School	427.7	PPA Third-party	801 Division Ave NE, Washington, DC 20019
Police Training Academy	351	PPA Third-party	4665 Blue Plains Dr SW, Washington, DC 20032
Browne Education Campus	318.56	PPA Third-party	850 26th ST NE Washington, DC 20002
Deanwood Recreation Center	276.16	PPA Third-party	1350 49th St NE, Washington, DC 20019
Hart Middle School	268	PPA Third-party	601 Mississippi Ave SE Washington, DC 20032
Garrison Elementary School	264	PPA Third-party	1200 S St NW, Washington, DC 20009
Kelly Miller Middle School	258	PPA Third-party	301 49th St NE, Washington, DC 20019
Miner Elementary School	254.32	PPA Third-party	601 15th St NE, Washington, DC 20002
Sharpe Health School	247.28	PPA Third-party	4300 13th St NW Washington, DC 20011
Patterson Elementary School	245.6	PPA Third-party	4399 S Capitol Terrace SW Washington, DC 20032
Southeast Tennis and Learning Center	241.2	PPA Third-party	701 Mississippi Ave SE, Washington, DC 20032
C.W. Harris Elementary School	227	PPA Third-party	301 53rd St SE, Washington, DC 20019
Sousa Middle School	221.8	PPA Third-party	3650 Ely Pl SE, Washington, DC 20019
Raymond Education Campus	219	PPA Third-party	915 Spring Rd NW, Washington, DC 20010
Evidence Control Branch	217.4	PPA Third-party	17 DC Village Ln SW, Washington, DC 20032
H.D. Woodson High School	213.8	PPA Third-party	540 55th St. NE Washington, DC 20019
Columbia Heights Education Campus	204	PPA Third-party	3101 16th St NW Washington, DC 20008
Calvin Coolidge Senior High School	204	PPA Third-party	6315 5th St NW, Washington, DC 20011
Roosevelt High School	195.36	PPA Third-party	4301 13th St NW, Washington, DC 20011
Savoy Elementary School	189.2	PPA Third-party	2400 Shannon Pl SE, Washington, DC 20020
Turner Elementary/Rec Ctr	176	PPA Third-party	3264 Stanton Rd. SE Washington, DC 20020
King Elementary School	173.4	PPA Third-party	3200 6th St. SE
Stoddert Elementary School	171.6	PPA Third-party	4001 Calvert St NW, Washington, DC 20007
Wilson Aquatic Center (PPA)	168	PPA Third-party	4551 Fort Dr NW, Washington, DC 20016
Thomas Elementary School	161	PPA Third-party	650 Anacostia Ave NE Washington, DC 20019
Woodrow Wilson High School	159.6	PPA Third-party	3950 Chesapeake Street, NW Washington, DC 20016
Randle Highlands	152	PPA Third-party	1650 30th St SE, Washington, DC 20020
Nalle Elementary School	144.32	PPA Third-party	219 50th St SE, Washington, DC 20019
Anacostia High School	141.68	PPA Third-party	1601 16th St SE, Washington, DC 20020
Payne Elementary School	120.4	PPA Third-party	305 15th St. SE, Washington, DC, 20003
Kramer Middle School	118.8	PPA Third-party	Washington, DC 20032
Takoma Education Campus	115.5	PPA Third-party	7010 Piney Branch Rd NW Washington, DC 20012
Brookland Middle School	113.5	PPA Third-party	1150 Michigan Ave NE, Washington, DC 20017
Eastern High School	108.54	PPA Third-party	1700 East Capitol St NE, Washington, DC 20002
Hillcrest Recreation Center	106.4	PPA Third-party	3100 Denver St SE Washington, DC 20020
LaSalle-Backus Education Campus	105.3	PPA Third-party	501 Riggs Rd NE, Washington, DC 20011
Brightwood Education Campus	105	PPA Third-party	1300 Nicholson St NW, Washington, DC 20011
Tyler Elementary School	103.49	PPA Third-party	1001 G St SE Washington, DC 20003
Stoddert Recreation Center	100	PPA Third-party	4001 Calvert Street NW, Washington, DC
H Street Car Barn	99	DGS	2588 Benning Rd NE, Washington, DC 20002
5th District Police Station	96.6	PPA Third-party	1805 Bladensburg Rd NE, Washington, DC 20002
Wheatley Education Campus	95.9	PPA Third-party	1299 Neal ST NE Washington, DC 20002
Riggs Lasalle Recreation Center	94.5	PPA Third-party	501 Riggs Road NE Washington, DC 20011
Moten Elementary School	89.1	PPA Third-party	1565 Morris Rd SE, Washington, DC 20020
Walker-Jones Education Campus	84	PPA Third-party	1125 New Jersey Ave. NW Washington, DC 20001
Alice Deal Middle School (PPA)	74.2	PPA Third-party	3815 Fort Dr, NW Washington, DC 20016
Trinidad Recreation Center	70.2	PPA Third-party	1310 Childress St NE, Washington, DC, 20002
Langley STEM DCPS	66	PPA Third-party	101 T Street NE, Washington, DC 20002
H.D. Cooke Elementary School	63	PPA Third-party	2525 17th St NW, Washington, DC 20009
Luke C. Moore High School	56.6	PPA Third-party	1001 Monroe St NE, Washington, DC 20017
Alice Deal Middle School (Owned)	56.4	DGS	3815 Fort Dr, NW Washington, DC 20016
Janney Elementary School	53.2	PPA Third-party	4130 Albemarle St NW Washington, DC 20016
Wilson Aquatic (Owned)	36.7	DGS	4551 Fort Dr NW, Washington, DC 20016
John A. Wilson Building	20	DGS	1350 Pennsylvania Ave NW, Washington, DC 20004

Department of General Services
Question #66: Solar Sites

Site	Installed PV Capacity (kW)	PV O&M	Address
Boone Elementary School	150	PPA Third-party	2200 Minnesota Ave. SE, Washington, DC, 20020
Police Training Academy Carport	719	PPA Third-party	4665 Blue Plains Dr SW, Washington, DC 20032
H.D Woodson High School Carport	456	PPA Third-party	540 55th St. NE Washington, DC 20019

Department of General Services

Question #72: All work orders completed or outstanding in FY 19 and FY 20, to date, for Metropolitan Police Department facilities

Report Date: January 30, 2020

Location	Number of Outstanding Work Orders	FY 20 – Number of Completed Work Orders	FY 19 – Number of Completed Work Orders
1st District	22	27	120
1st District Sub	4	3	36
3rd District Headquarters	4	7	35
4th District Police Headquarters	48	18	126
5th District	24	17	63
6th District HQ/Youth Investigation DIV	39	38	170
Blue Plain DR SW	10		3
Bomb Squad	3		9
Boys & Girls Club	3		
Consolidated Forensic LAB	3		1
DC Village Lane SW #3 B	2	1	6
DC Village Lane SW BLDG #1 (1-A)	8	2	15
Evidence Control Facility	8	5	24
FEMS Harbor	17	4	36
Fleet Service	34	1	24
Fourth District Substation	15	7	42
Fueling Site	3	2	4
ID Impoundment Lot	13	6	30
K-9	6	1	7
Lease # 0107 / Mobile Crime	4		
Lease # 0702 / Heliport	2		
Lease # 0803 / 6TH District Sub	8	5	30
MPD SLB	3		2
Police Training Academy	78	23	195
PSSSD	21	10	68
Seventh District	23	17	105
SOD/NSID (Lease # 0508)	34	23	90
Special Operations Division	2		
Third District HQ	16	7	58
Traffic Safety and Special Enforcement Branch	24	7	32
Total	481	231	1,331

Department of General Services

Question #72: All work orders completed or outstanding in FY 19 and FY 20, to date, for Metropolitan Police Department facilities

Report Date: January 30, 2020

Building Name	Work Order No	Date Requested	Assignment Description
1ST DISTRICT (BOWEN)	**439256**	3/10/2016	leak on the back wall of room#308. Leak is only active when raining
	513091	8/1/2017	Roof is in need of repair leaking during rain
	551660	5/8/2018	Parking lot light pole is leaning and urgent assistance is needed. Thanks
	556391	6/11/2018	Roof possibly leaking at 1D
	603352	5/20/2019	Monitor down due to blown circuit from installation of temp AC units.
	605900	6/5/2019	Officers cannot get in and out of the fence door, id cards are not unlocking the fence door
	605905	6/5/2019	outside cellblock sally port exit door is damaged
	606236	6/9/2019	security camera not working by the safe in property office
	606237	6/9/2019	panic alarm is not signaling the station when it is pushed in the cellblock. Only the CIC gets the alert
	618808	9/2/2019	Gate is open and wont close
	624685	10/15/2019	FIRE LIFE SAFETY INSPECTIONS
	624935	10/16/2019	1st floor behind the glass. Sgt Beslow office need her office door lock changed
	624947	10/16/2019	fire life inspection
	625085	10/17/2019	FIRE LIFE SAFETY INSPECTIONS
	631907	12/12/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Relamp boiler rm there are a couple light figures out
	633115	12/29/2019	Lock and Door Issue: ? Lock/Latch ? Metal Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: Gym door needs new lock, and door handle. Its a lock with a combination code panel. I was unable to upload the correct picture
	633811	1/6/2020	Lock and Door Issue: ? Lock/Latch & Door ? Metal Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: Door handle/lock is broken
	634162	1/8/2020	Lock and Door Issue: ? Lock/Latch ? Standard Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: Janitorial rooms do not have secure handles or locks.
	634164	1/8/2020	Window Issue: ? Below 8 feet /1 story ? Window Frame ? Repair/Replace/Install ? null Assignment

			Description: Screen is broken inside the Sgt. Beslow's Office.
	635751	1/21/2020	Lock and Door Issue: ? Lock/Latch ? Standard Door ? Repair/Replace/Install Door Lock ? null Assignment Description: Door needs to have a secure lock on it.
	635864	1/22/2020	Heating Issue: ? Temperature ? Too Cold Assignment Description: Several members are advising that the heat in the Sergeant?s offices is blowing out cold air.
	635873	1/22/2020	Toilet Issue: ? Urinal ? Clog / Unclog Assignment Description: The urinals in our men?s bathroom are clogged. Can you please have someone respond out to fix them?

1ST DISTRICT SUB	**615311**	8/13/2019	In the sergeant's office at 1D sub station (the one of the left side after coming up the stairs to the top floor and turning right), the overhead lights are not working.
	624909	10/16/2019	500 E Street, SE
	626106	10/23/2019	fire life service
	633813	1/6/2020	Lock and Door Issue: ? Door ? Standard Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: The door between lobby and secure area of station not latching properly when closed, allowing public access to secure area of sub-station.

3RD DISTRICT HEADQUARTERS	**624885**	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625793	10/22/2019	FIRE LIFE SAFETY INSPECTIONS
	626239	10/24/2019	fire life service
	635360	1/16/2020	Fence and Gate Issue: ? Gate ? Repair Gate Assignment Description: The Third District exit gate when attempting to open is pushing down towards the ground with a lot of pressure causing the entire gate to buckle and the motor mechanism to shake almost as if it was to pop off the top of the gate. Moments later the gate will go up. While the gate was coming down a member put his foot under the gate and the gate hesitated and then proceeded to come

			down anyway. This gate is unstable at this time and need to be put on the high priority list. Per Commander Emerman we need a contractor to come out today to fix this gate. Thank you,

4TH DISTRICT POLICE HEADQUARTERS	**495973**	4/6/2017	There is a very bad leaking problem in the gym to the far left corner near the punching bag
	499567	5/5/2017	Water leaking from ceiling and coming through electrical outlets in the Sergeant 's office located in the basement. Please respond asp.
	509907	7/10/2017	leak from roof, inside room
	511954	7/24/2017	we have multiple leaks in the telephone closet that expanded to the gym an both locker rooms
	512629	7/28/2017	This is a roof leak, water coming from roof running down column in women and men locker room
	513395	8/3/2017	Please paint the cellblocks to include the entrance doors, the bars to the cells and the benches inside of the cell blocks
	518619	8/29/2017	4D Radio site Roof Gutter needs cleaning , to prevent water leak Please see photo, gutter with debris
	525151	10/18/2017	contract service the metal wall for the wall hung toilet is rotten out, wall have to be replace to receive toilet, Cell Block Cell #5 toilet is leaking on the floor
	551282	5/4/2018	Paint common areas of the building to include stairs and rails
	553984	5/22/2018	Water reported leaking into the windows in the Detective's Office
	555552	6/4/2018	water is leaking from the patio on upper level outside that extends over the affected over - requires the removal of the pavers along with possible waterproofing to seal slab.
	561375	7/17/2018	Install fire extinguishers for Report Writing Room, Captain?s Office and Sergeant?s Office. (Violation cited by DCFD)
	561681	7/19/2018	Replace missing wheel from standpipe in stairwell#2. (Issue cited by DCFD and must be abated asp)
	577466	10/26/2018	Female Cell # 10 toilet leaking through the into the Sergeant's Locker Room and creating a strong odor. POC: Ofc. E. Green

	577471	10/26/2018	Several Lights are out on the entire veranda area of the building. POC: Ofc. E. Green
	577477	10/26/2018	The security panel is not operable in the station to allow outside agencies in the rear parking lot area from Georgia Ave. POC: Ofc. E. Green
	578804	11/6/2018	The window blinds in the Vice office are broken and not closing properly to block the view into the Vice office when conducting sensitive operational plans or to block sunlight from shining through the windows. POC: Lt. Sean Connors
	581446	11/29/2018	5/9/19 - FIRST TEAM REVIEW: This is part of an initiative by Contract Services to address Generator Maintenance and Inspection issues. PREVIOUS COMMENT: OUC/911 Radio site Generator located inside the back gate near the tower
	584498	12/28/2018	The Front Door as you enter the Station in the lobby area is not closing properly and making a loud clicking noise. The magnet is also not catching to secure the door . POC: Ofc. Parham and Ofc. Scott
	585937	1/10/2019	Staff/members are requesting changing tables for baby's be added in the public restrooms. POC: Shinada Phillps (202) 724-4132
	588253	1/28/2019	The PA system in the Community Room is currently not working with no power or sound. POC: Civ. Derek Staten and Ofc. E. Green
	590754	2/13/2019	Entire cell block area needs painting.
	590757	2/13/2019	The floor cracks need sealing and automatic leveling floor cement poured on the floor.
	590760	2/13/2019	Camera pointed at toilet
	590761	2/13/2019	Camera pointed towards toilet
	590762	2/13/2019	Camera pointed at toilet
	590763	2/13/2019	No toilet and no lights.
	590764	2/13/2019	Camera pointed at toilet
	590765	2/13/2019	Camera is blurry.
	592113	2/27/2019	The front door of the station is slamming and not catching the magnet like it should. POC: Ofc. E. Green, Ofc. Parham, & Sgt. Starr
	595686	3/25/2019	Roof Leaking affecting a multitude of areas on the top floor
	595688	3/25/2019	Portable fire extinguishers were not subjected to an annual maintenance check

	596383	3/29/2019	Violation # 14 Condition: Electrical panel boxes were not marked to identify their purposes. Location: Next to room 106 - A Severity: Mild Standard: 29 CFR 1910.303 (e) Recommendation: Electrical panel boxes should be marked to identify their purposes.
	596385	3/29/2019	Violation #18 Condition: Defective fire alarm system. Location: Basement fire alarm panel Severity: Moderate Standard: 29 CFR 1910.165 (b), Employees alarm system. Recommendation: Have fire alarm system checked and repaired by a qualified person or fire protection company.
	604469	5/28/2019	The camera in cell #2 of the cell block area is off angle and only allowing a corner of the cell to be visible. POC: Ofc Parham. Ofc. Words, Sgt. Starr, Sgt. Culver, Ofc. E. Green
	604575	5/28/2019	Front motorized entry door is malfunctioning. The door keeps slamming, and will not lock through the magnet. This is the handicapped side of the entry.. Currently unsecure, constitutes a breach
	607455	6/17/2019	Rear glass repair need contractor to install new glass. FMT DO NOT INSTALL GLASS
	613342	7/31/2019	Air Quality Test requested for Sergeant's Office , Room B-01
	619672	9/6/2019	The camera that displays the station area is currently non-functional and needs repairs.
	624119	10/9/2019	Lower Level Back Door is off it's hinges. The card reader on the pole is separating. Pole needs welding or stabilization
	625222	10/17/2019	Replace lights in cell#10 and #17
	628999	11/14/2019	Exterior parking lot gate is currently stuck in the open position causing a security breach. Requesting immediate assistance
	629927	11/21/2019	Cell #4, & #5 have leaks on the men's side of the cell block area
	632837	12/23/2019	Leak Issue: ? Pipe / Line / Drain Assignment Description: Domestic water line above Boilers 1,2 feeding hot water heater is leaking
	632868	12/23/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Multiple lights out - safety issue

	635079	1/15/2020	Drain Issue: ? Floor ? Clogged Assignment Description: A drain in the main cell block area is clogged.
	635085	1/15/2020	Leak Issue: ? Pipe / Line / Drain Assignment Description: The shower head in the female locker room is leaking
	635468	1/17/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Several burnt out light tubes in the Commander's & Sargent's Office on the 3rd floor

5TH DISTRICT	**482653**	1/5/2017	Roof leak into men's locker rm
	490913	3/1/2017	Facilities is requested to respond to 1805 Bladensburg Road, NE for leaking pipe in the basement in the Official's men's locker room. Sgt. Herring requesting. There is a sagging ceiling tile that water is leaking from.
	512618	7/28/2017	Possible foundation leak. Water is penetrating through an exterior wall into the lower level roll call room
	526243	10/25/2017	Please replace (4) window blinds in Lt office, units are worn and broken.
	544439	3/16/2018	DC Water is stating they found defective valves around the water meter. These valves must be repaired immediately so DC Water can obtain an actual reading. Per Shirin Bukhari
	548264	4/18/2018	Flag pole rope needs repairing/replacing
	595696	3/25/2019	5D Anunciator panel - Fire alarm system/panel is "in trouble"
	596387	3/29/2019	Condition: Portable fire extinguisher was not subjected to an annual maintenance check. Location: Throughout building Severity: Mild Standard: 29 CFR 1910.157 (e) (3), Portable Fire Suppression Equipment. Recommendation: Fire extinguishers should be inspected annually for reliability. The employer shall assure that portable fire extinguishers are subjected to an annual maintenance check.
	596501	4/1/2019	VIOLATION 17 Loose Hand railing at the walkway deck in the rear of 5D. Risk: Contusion, fractures and other injuries form falls

			Recommendation: Repair or replace defective hand railing. The mounting shall be capable of withstanding a load of at least 200 lbs
	620878	9/16/2019	Please address a busted pipe which is flooding area along wall at T street.
	625481	10/21/2019	A contractor is needed to complete expansion of ladies locker room
	625484	10/21/2019	Please address asphalt/ concrete hump at ent gate. Gate is unusable at current time.
	626963	10/30/2019	Please the gun lockers replaced with new or all locks replaced with combo locks.
	630450	11/26/2019	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: There a several tubes that aren't working in the roll call room and in the hallway outside of room #115. Additionally, we created a work order for the room next to #115, there's a sign on the door, there are no working tubes in that office. The personnel are working by candlelight.
	630844	12/3/2019	Masonry Issue: ? Ground/Pavement ? Brick Assignment Description: Please replace broken patio paver.
	631661	12/11/2019	Electronic Security Issue: ? Maintenance Assignment Description: Please re support key card control.
	633961	1/7/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace 2 blown lights
	633962	1/7/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown light
	634085	1/8/2020	Drain Issue: ? Sink ? Clogged Assignment Description: The sink in the utility closet utilized by the cleaning crew is clogged, not draining properly.
	634093	1/8/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: All of the lights are out in this office. The key to access the room is kept in the admin offices. If the room is unoccupied, then someone will need to get the key to open the door.

	636055	1/23/2020	Sidewalk Issue: ? Concrete Pavement ? Broken Damaged Assignment Description: One of the pavers near the entry door in the rear of the station is broken. This is the top portico near the sally port entry.
	636076	1/23/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Numerous fluorescent bulbs are out in the roll call room; approximately half of the room is dark.
	636769	1/29/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: There is a light out in one of the cells. The 2nd cell on the right. PLease send someone to replace the fluorescent tubes. Thank you
	636892	1/29/2020	Water Fountain Issue: ? Permanent Water Fountain ? Clogged Assignment Description: The water fountain on the top floor, next to room 248 will not drain properly.

6TH DISTRICT HQ/YOUTH INVESTIGATION DIV	**542731**	3/6/2018	Cat I,per #2EMPTY-280 #1EMPTY-240 Cat I,per Machine Room ABC type fire extinguisher must be provided in the machine room with a current service tag 1, 2 Cat I,per General Smoke detectors must be tested annually 1,2 Cat I,per General Heat Detectors and shunt trips must be tested annually 1,2 Cat I,per Notes Annual standby emergency generator test due; 10 days to schedule with elevator company; 30 days to perform test 1,2 Cat I,per Pits Remove water from WCL pit #3 Cat I,per THERE IS 2 STAIR LIFTS AND A WHEEL CHAIR LIFT IN ADDITION TO THE TWO HYDROS ********** Per Machine Room ABC type fire extinguisher must be provided in the machine room with a current service tag Per General Smoke detectors must be tested annually Per General Heat Detectors and shunt trips must be tested annually Per Lobby Emergency generator must be tested annually Per Pits Remove water from elevator pit Periodic Machine Room ABC type fire extinguisher must be provided in the machine room with a current

			service tag NOT CORRECTED 1/17/2018 Periodic REPORT PROCESSED BY CLIFFTON TAMORRIA Periodic General Smoke detectors must be tested annually NOT CORRCETED 1/17/2018 Periodic General Heat Detectors and shunt trips must be tested annually NOT CORRECTED 1/17/2018 Periodic Lobby Emergency generator must be tested annually NOT CORRCETED 1/17/2018 Periodic Pits Remove water from elevator pit NOT CORRCETED 1/17/2018 Periodic INSPECTION DONE BT JAMES TILSON
	561915	7/23/2018	Please reinstall ceiling tile in men?s locker room.
	561927	7/23/2018	Replace existing fire extinguishers in Bld.
	595461	3/23/2019	Can you send a plumber? We are now having the same issue with the sink running in the men?s bathroom (Room 1055).
	595554	3/25/2019	Violation #2 Condition: Portable fire extinguishers were not subjected to an annual maintenance check. Location: All extinguishers within 6D. Potential Effects: Fire and smoke-related injuries from unreliable fire extinguishers. Standard: 29 CFR 1910.157 (e) (3), Portable Fire Suppression Equipment. Recommendation: Fire extinguishers should be inspected annually for reliability. MPD should collaborate with DGS to schedule extinguisher inspections and should assure that portable fire extinguishers are subjected to an annual maintenance check going forward.
	596363	3/29/2019	Violation #10 Condition: Exterior door has a defective door handle/lock and is un-securable. Location: Exterior door that accesses VMO (bicycle access) Potential Effects: Unauthorized entry, stolen equipment, security hazard and threat. Standard: 2006 International Building Code, Section 1008.1.8.1, Hardware. Recommendation: replace current handle/lock with card reader access lock for officer use.
	599289	4/22/2019	Gate is off track and not opening properly, pls make adjustments.
	600073	4/26/2019	Please address a leaking skylight next to station armory.
	600417	4/30/2019	Please have the vendor address the entrance gate to the 6th District main parking lot. Gate will not respond to card access request.

Department of General Services
Question #72: All work orders completed or outstanding in FY 19 and FY 20, to date, for Metropolitan Police Department facilities
Report Date: January 30, 2020

	609423	7/2/2019	Please address the rear exit gate leading into the ally. Gate is open and will not close.
	610854	7/15/2019	Rear exit gate leading to alley. Stuck in open position
	612900	7/29/2019	Please provide assistance with installing parking lot signs. Mike Goss is POC for project.
	615461	8/13/2019	Please paint cell block area
	618131	8/28/2019	Perform 4 annual elevator inspections.
	624013	10/9/2019	Entrance gate to parking lot is not working properly. Gate will not close entirely or will open occasionally
	625363	10/18/2019	FIRE LIFE SAFETY INSPECTIONS
	625496	10/21/2019	Please paint a no parking grid outside of van port.
	626251	10/24/2019	fire life service
	627753	11/5/2019	The main gate at the youth side is not working.
	631141	12/5/2019	Faucet Issue: ? Sink ? Repair / Replace Assignment Description: Please address broken faucet in ladies room (ramp from lobby)
	631518	12/10/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights in men?s restroom.
	631519	12/10/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights in men?s restroom.
	632110	12/16/2019	Heating Issue: ? Temperature ? Too Cold Assignment Description: Please provide for an increase in temp for area, area is cool.
	632850	12/23/2019	Lighting Issue: ? Exterior Lights ? Above one (1) story ? Park/Playground/Pool ? null Assignment Description: Please address parking lot lights in parking lot, lights are out.
	633362	1/1/2020	Lock and Door Issue: ? Lock/Latch & Door ? Metal Door ? New Key(s) Replace Key(s) ? null Assignment Description: Please address broken key on evidence locker.
	633568	1/3/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please address blown light in ladies restroom.

	634235	1/9/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Exhaust fan is make a loud noise, may require belt replacement.
	634360	1/9/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Please replace blown lights
	634361	1/9/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Please replace blown lights
	634366	1/9/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights
	634489	1/10/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown light in viewing room in Det office
	635736	1/21/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights in control room 1117
	635737	1/21/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights in control room 1117
	635738	1/21/2020	Environmental Issue: ? Air Quality ? Air Assessment/Testing Assignment Description: Occupants complain of dust coming from vents in Det area
	635847	1/22/2020	Lock and Door Issue: ? Lock/Latch ? Standard Door ? New Key(s) Replace Key(s) ? null Assignment Description: Please rekey lock property storage room.
	635849	1/22/2020	Lock and Door Issue: ? Lock/Latch ? Standard Door ? New Key(s) Replace Key(s) ? null Assignment Description: Please rekey lock, as key has broken off in lock.
	636060	1/23/2020	HVAC Filters: Please check the HVAC Filters in the Det. Room to see if it needs to be replaced. thank you. Assignment Description: Occupants complain of dust coming from vents in Det area
	636413	1/27/2020	Toilet Issue: ? Toilet ? Flush / Flushing Assignment Description: Unit next to handicap stall will not flush properly.

	636499	1/27/2020	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: toilet clogged

BLUE PLAIN DR SW	**505017**	6/1/2017	Tenants are requesting that security booth windows be tinted black.in house
	516064	8/17/2017	Need drop ceiling installed 15ft by 27ft = 405sqft Need drop ceiling, light, smoke detectors and alert system need CS
	521554	9/21/2017	Window near back door, in the employee building needs to be repaired. The window has a cracked glass and needs to be replaced. The window is outline in blue tap. Building fiscal address is 4 dc village ln sw washington dc . Please contact Calvin Anderson for further information and to schedule a appointment.
	522092	9/26/2017	Parking lot lines in the employee parking lot need to be repainted. For further information please contact Calvin Anderson at 202-446-4023 ; Building fiscal address is 4 dc village ln sw washington dc
	551475	5/7/2018	Soiled Carpet from sewage back up 08/24/2017 Request that Carpet be removed as soon as possible. Requestor has been told there is no money in budget; however, there have been temporary attempts to clean soiled carpet.
	583075	12/12/2018	Tenant complaining of a Fire Hydrant leak in front of 6 DC Village lane SW. I have add picture. POC is Melvin
	606804	6/12/2019	Violation #1 Condition: Portable fire extinguishers were not subjected to an annual maintenance check. Location: All extinguishers. Potential Effects: Fire and smoke-related injuries from unreliable fire extinguishers. Standard: 29 CFR 1910.157 (e) (3), Portable Fire Suppression Equipment. Recommendation: Fire extinguishers should be inspected annually for reliability. MPD should collaborate with DGS to schedule extinguisher inspections and should assure that portable fire extinguishers are subjected to an annual maintenance check going forward.
	606805	6/12/2019	Violation #3 Condition: Missing blank cover in electrical panel boxes. And labels Location: Panels

			next to A116 & B116 Potential Effects: Electric shock, burns and electrocution. Standard: 29 CFR 1910.303 (e) Recommendation: Replace missing electrical covers. Electrical equipment shall be free from recognized hazards that are likely to cause death or serious harm to employees.
	606961	6/13/2019	window is broken, FMT do not do glass windows, need CS to replace a 5 x 6-6" double panel glass.
	626243	10/24/2019	fire life inspection

BOMB SQUAD	**624877**	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625786	10/22/2019	FIRE LIFE SAFETY INSPECTIONS
	626241	10/24/2019	fire life inspection

BOY'S & GIRLS CLUB	**624958**	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625818	10/22/2019	FIRE LIFE SAFETY INSPECTIONS
	626125	10/23/2019	fire life service

CONSOLIDATED FORENSIC LAB	**624708**	10/15/2019	FIRE LIFE SAFETY INSPECTIONS
	625104	10/17/2019	FIRE LIFE SAFETY INSPECTIONS
	625124	10/17/2019	fire life inspection

DC VILLAGE LANE SW #3 B	**624843**	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625361	10/18/2019	FIRE LIFE SAFETY INSPECTIONS

DC VILLAGE LANE SW BLDG #1 (1-A)	**545820**	3/29/2018	dc village lane Please repack the soil where the weight of a truck left tire ruts, and/or bring in more material to pack into the drive and small embankment. Asphalt was previously at the location. Pics attached.

	618541	8/29/2019	Please have a tech to investigate why the fire alarm is in Trouble. POC is Melvin.
	626253	10/24/2019	fire life service
	631151	12/5/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: PLEASE HAVE TECH TO REPLACE ALL BLOWN LIGHTS. POC IS MELVIN
	631152	12/5/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: PLEASE REPLACE ALL BLOWN LIGHTS IN SUITE A 112
	631153	12/5/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: PLEASE REPLACE ALL BLOWN LIGHTS IN ROOM A 104. POC IS MELVIN
	631155	12/5/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: PLEASE REPLACE ALL BLOWN LIGHTS IN SUITE A 134. POC IS MELVN
	631157	12/5/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: PLEASE HAVE TECH TO REPLACE ALL BLOWN LIGHTS IN SUITE 130

EVIDENCE CONTROL FACILITY	**573978**	10/3/2018	This is a roof leak, that needs to be repair before drywall go back up. Please forward to contract services for roof repair.1st floor hallway by women and men restroom
	591510	2/21/2019	ceiling in the common work area lighting fixture is dripping Water.
	602030	5/9/2019	the mag lock at the gate is inoperable as well (gate will not close all the way to engage the magnet unless the gate manually pulled to connect to it) Thanks again for your continued support of ECB.

	615528	8/14/2019	When arrived at 0530 hours the Kohler Power Systems Generator had turn on ECB didn?t have a power outage last night. At 0800 hours I went outside to check the generator it?s was still on please send someone out to look at the systems.
	616485	8/20/2019	Tenant is complaining the generator was running all last week and it just stop work. May be out of fuel or a issue with it. Please have a tech come and investigate and make repair if there is a problem. POC Mr. Sutton - 25538779
	624874	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625780	10/22/2019	FIRE LIFE SAFETY INSPECTIONS
	626244	10/24/2019	fire life inspection

FEMS HARBOR	**495842**	4/6/2017	(MPD side)The roof is leaking in the mechanical shop. Urgent assistance is needed. Thanks
	507500	6/19/2017	Every time we have a moderate rain storm, water floods our entry way. Please see attached photos. I know this has been addressed before. Some contractors just come down here, take photos and leave. Can you make this a priority please. Thank you
	516051	8/17/2017	Violation #7 Location: Walkway to boat slip area Potential Effects: Contusion and fractures from falls Standard: 2006 International Building Code, Section 1099. OSHA 29 CFR 1910 subpart D-Walking-working surfaces. Recommendation: Put non slip material on walkway to ensure employee safety especially when wet
	516056	8/17/2017	Violation # 11 Condition: Leaking roof Location: Roof over boat slips Potential Effects: Unsanitary and unhealthy conditions. Standard: 29 CFR 1910.22, General requirements Recommendation: Repair leaks
	525917	10/23/2017	the parking lot needs to be re-lined . I can barely see the spaces for vehicle parking. Thanks
	535343	1/10/2018	Dispatch personnel to replace the missing and damaged ceiling tiles throughout the FEMS Harbor facility
	542812	3/6/2018	Please have additional outlets added. POC Chief Mack 2024254920

	609294	7/1/2019	We initially thought the ice machine was leaking but the contractor determined the water leak was from the center sink drain somewhere near the P trap. Please have a plumber address ASAP.
	610315	7/9/2019	FUEL POLISH
	615295	8/12/2019	Dispatch MRD to the FEMS Harbor to make the necessary repairs to the roll up door that?s binding when opening and closing. The door is now open and is creating a security breach
	624838	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625871	10/22/2019	FIRE LIFE SAFETY INSPECTIONS
	626104	10/23/2019	fire life service
	627238	10/31/2019	This needs to be replaced by contract services please forward Front door near OIC bunkroom ? is breaking in the top corner at the weld and slams shut.
	632235	12/17/2019	Power Issue: ? Partial Outage ? The emergency lights are working Assignment Description: Dispatch an electrician to replace the blown fuses to the panel pedestal
	632828	12/23/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: The quarters of the Fire Boat has several lights that are out and need to be replaced. The following light bulbs will be needed: H858 top of landing between first and second floor, locker room restroom F40T officers restroom
	635411	1/17/2020	Heating Issue: ? Temperature ? Too Cold Assignment Description: Shop area has no heat. Thermostat/unit willnot reset

FLEET SERVICE	**482592**	1/5/2017	Roof is leaking it the garage area between bay 2 and 2 and over the tire machine.
	509526	7/6/2017	Roof is leaking into the sidecar storage area, please address asap, thanks.

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	517692	8/24/2017	Please have contractor address roof leak in building.
	517705	8/24/2017	Please have parking lot restriping completed at fleet MPD
	539128	2/7/2018	Roof is leaking into shop in the bay 2 area.
	546729	4/5/2018	Please have contractor address roof leak in Bay Area. (See floor mgr)
	570525	9/10/2018	Please address roof leak in bay area
	570527	9/10/2018	Please address off leak
	595331	3/22/2019	Standing roof leak around bay 12 POC: Mr. Gross 202.769.6297
	603532	5/20/2019	Please fill hole in back parking area
	621953	9/24/2019	Please replace several blown lights in Bay Area. Service needs to be scheduled.
	623743	10/7/2019	Annunciator panel is sounding
	624829	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625881	10/22/2019	FIRE LIFE SAFETY INSPECTIONS
	625984	10/23/2019	fire life service
	631617	12/10/2019	Overhead Door / Mechanical Fence Issue: ? Overhead Door ? Repair/Replace Assignment Description: Please have contractor complete maintenance on door. Door is making popping noise when in use.
	633899	1/7/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Please replace 3 blown lights in main lobby hallway
	633900	1/7/2020	Toilet Issue: ? Toilet ? Leak Assignment Description: Repair leaking toilet in ladies rm main lobby.
	633901	1/7/2020	Lock and Door Issue: ? Lock/Latch ? Metal Door ? Locksmith ? null Assignment Description: Please replace lock on main entrance door
	633907	1/7/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Please replace blown lights (3)
	633910	1/7/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights
	633913	1/7/2020	Heating Issue: ? Thermostat ? Too Hot Assignment Description: Replace thermostat
	633914	1/7/2020	Outlet Issue: ? Repair Outlet ? The conduit is not exposed Assignment Description: Please replace outlet on wall

	633926	1/7/2020	Heating Issue: ? Thermostat ? Too Hot Assignment Description: Please replace thermostat in men?s restroom
	633930	1/7/2020	Switch Issue: ? Light Sensor Problem ? The conduit is not exposed Assignment Description: Please replace outside light timer
	633931	1/7/2020	Switch Issue: ? Light Sensor Problem ? The conduit is not exposed Assignment Description: Please replace outside light timer
	633935	1/7/2020	Window Issue: ? Below 8 feet /1 story ? Window Glass ? Broken ? null Assignment Description: Please replace (2) broken windows (Interior)
	633938	1/7/2020	Ceiling Issue: ? Damaged Tiles Assignment Description: Please replace 6 damaged tiles in office area (admin)
	633941	1/7/2020	Leak Issue: ? Sink Assignment Description: Please address non draining sink in main bay area
	633944	1/7/2020	Overhead Door / Mechanical Fence Issue: ? Overhead Door ? Repair/Replace Assignment Description: Please provide service on 5 doors that will not stay in the up position when opened.
	633946	1/7/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Please address heating tube above car bay. Tube does not heat completely across.
	633949	1/7/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace several blown lights in cafe.
	634375	1/9/2020	Leak Issue: ? Toilet Assignment Description: Please address leaking toilet in Men?s room in hallway near cafe
	634377	1/9/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Over head heat in bay 1,2 & 3 is not working

FOURTH DISTRICT SUBSTATION	**508323**	6/23/2017	Ladies locker room has a leaking ceiling.
	528534	11/14/2017	this is not a plumbing issue, possible a foundation issue water leak from porch/ steps area into corner office underneath

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	536591	1/22/2018	Install a metal door between the public area and entrance to offices.
	555003	5/30/2018	3rd floor (Top Floor) Ladies' Locker Room water leak under floor tiles
	584580	12/31/2018	All Fire Extinguishers are expired throughout the entire Fourth District Substation. POC: M. Harmon
	598632	4/15/2019	Replace light bulb inside of shower in the Men's Locker Room
	608061	6/21/2019	4-D Sub. Basement flooded due to Broken Outside Pipe(s) -- EMERGENCY REQUEST -- Backflow preventer is clogged, has to be cleared for water flow - Emergency No water to building
	610242	7/9/2019	DEDICATED CIRCUIT FOR BLOCK HEATER
	624629	10/15/2019	fire life inspection
	624632	10/15/2019	FIRE LIFE SAFETY INSPECTIONS
	624729	10/15/2019	FIRE LIFE SAFETY INSPECTIONS
	627628	11/5/2019	Carpenters have made repair to frame needs to be painted
	633359	12/31/2019	Lighting Issue: ? Exterior Lights ? Above one (1) story ? Outside/Building/Street/Parking Lot ? null Assignment Description: The lights out are in the side and rear of 4D Substation parking lot area
	633361	12/31/2019	Leak Issue: ? Ceiling Assignment Description: There is a leak in near the stairwell of the hallways area.
	635812	1/22/2020	Window Issue: ? Below 8 feet /1 story ? Window Frame ? Repair/Replace/Install ? null Assignment Description: The window in the Sergeant's office on the floor is off track and will not close properly.

FUELING SITE	**630267**	11/25/2019	? Maintenance Assignment Description: Wirers are hanging from a power pole not sure if the wirers are live or not
	630816	12/3/2019	Environmental Issue: ? Mold ? Mold Assessment Assignment Description: Vents need to be cleaned. Black spots are present on ceiling vent covers. Please check for presence of mold. Onsite POC - Earl Simpson.
	636697	1/28/2020	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description: Guard booth has holes in the structure. Install plate over smaller hole. Patch and paint area - larger hole. See attached pictures.

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ID IMPOUNDMENT LOT	**506350**	6/9/2017	the tenant has requested a overhang to built over the two doors to provide cover for the customer during inclement weather.
	604721	5/29/2019	Tenant is requesting weeding along fence line due to security beech that could happen do to weeds along fence area. 7th District impound cars. POC is Mr. Thompson.
	610827	7/12/2019	I was inform by MPD impound lot tenant, There is a breech (hole) in the metal fence area at impound lot. MPD is concernd about people being able to get into fenced area
	624720	10/15/2019	Please have tech to replace the antenna that is missing. POC Melvin
	624863	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	626245	10/24/2019	fire life inspection
	629884	11/21/2019	20 light bulbs are out on the lot.
	631744	12/11/2019	Lighting Issue: ? Exterior Lights ? Above one (1) story ? Outside/Building/Street/Parking Lot ? null Assignment Description: Light are out in parking lot. Too dark. Onsite POC- Cynthia Jones 202-645-7359
	635629	1/21/2020	Lighting Issue: ? Exterior Lights ? Above one (1) story ? Outside/Building/Street/Parking Lot ? null Assignment Description: Please have a tech to rehang wire from hanging on side of facility. POC is Melvin.
	635984	1/22/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please have tech to replace all blown lights in the kitchen area. POC is Melvin
	635989	1/22/2020	Flooring Issue: ? Tile ? Broken/Cracked/Damaged Assignment Description: Please check floor for soft spot in the floor area in the sitting area. POC is Melvin
	636278	1/24/2020	Faucet Issue: ? Shower ? Repair / Replace Assignment Description: Please have tech to replace the shower head not working.
	636279	1/24/2020	Faucet Issue: ? Shower ? Repair / Replace Assignment Description: Please have tech to replace the shower head not working.

K-9	**571835**	9/18/2018	Please have a tech investigate fire alarm is in Trouble. Tenant are complaining. POC is K9 Officer Stephen Giannini - 2-727-0071

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	579564	11/13/2018	Per email, Fire Alarm beeping saying phone line error,,, work order needed.
	618536	8/29/2019	Please have tech to investigate why fire alarm isn't working. POC is Melvin
	624855	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	626246	10/24/2019	fire life inspection
	634083	1/8/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please have tech to replace all blown lights in Lt. office at K-9. POC is Melvin.

LEASE # 0107 / MOBILE CRIME	**624833**	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625883	10/22/2019	FIRE LIFE SAFETY INSPECTIONS
	625987	10/23/2019	fire life service
	625991	10/23/2019	fire life inspection

LEASE # 0702 / HELIPORT	**624915**	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	626108	10/23/2019	fire life service

LEASE # 0803 / 6TH DISTRICT SUB	**596300**	3/29/2019	Water fountain filter needs to be replaced
	624956	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	627070	10/30/2019	Plumbers are needed for broken sump pump at 6th District. Shaft is broken preventing pump from removing water.
	629879	11/21/2019	This is a aluminum door and need to go to CS for a replace, Carpentry shop do not do aluminum doors, you need a glass contractor. Front door is not securing properly, maga lock will only sometime lock leaving door open periodically.
	630329	11/26/2019	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Please address clogged toliet
	633599	1/3/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights
	634006	1/7/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights in restroom.

	634007	1/7/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights in restroom.

MPD SLB	**624709**	10/15/2019	FIRE LIFE SAFETY INSPECTIONS
	625126	10/17/2019	fire life inspection
	625860	10/22/2019	FIRE LIFE SAFETY INSPECTIONS

POLICE TRAINING ACADEMY	**506997**	6/15/2017	Entire ceiling needs to be installed scope is to large for our manpower request contract support.
	536838	1/23/2018	Please have tech reattach ladder around pool area. Very lose. POC is Melvin
	536843	1/23/2018	please install signage for pool area. POC is Melvin
	545210	3/22/2018	Pool is leaking water. The pool is losing about 2inches every other day.
	548231	4/18/2018	Please have tech check leaking roof 2nd floor roof. POC is Tiffany Wiggins - 2-645-6633.
	549982	4/27/2018	There is a storm drain leaking from the roof around the 3" Pipe were the weight room is located. POC Frankie - 2-5386604
	556441	6/11/2018	PLEASE HAVE TECH TO INSTALL ALL MISSING LOCKS FOR ELECTICAL PANEL BOXES THROUGHT OUT FACILITY. PER RISK MANAGEMENT INSPECTION. POC IS MELVIN.
	560266	7/10/2018	The base plate for the control arm at the driveway to the Center, has once again, became dislodged from the ground, preventing the lowering of the control arm. Please have a to repair or replace the control arm. POC is Sgt.chambers - 2-645-6669
	560482	7/11/2018	Tenant is requesting that the carpet be change to VCT tile due to the age of the carpet. POC is Sgt. Meagher - 2- 645-6633
	560805	7/12/2018	Tenant is requesting to have the carpet pulled up in room 101 and replace with VCT tile. due to carpet is old and warring. POC is Commander Ennis - 2-645-6611
	562199	7/24/2018	There is a roof leak on the 2nd floor corridor area near janitor Closet. POC Melvin.

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	563595	8/2/2018	Please have a tech address another roof leak that was found in the main entrance to the Lobby. POC is Melvin
	571983	9/19/2018	Tenant is complaining they are in need for fire extinguisher to be updated ASAP. POC is Melvin.
	572274	9/20/2018	Commander is requesting to have lines painted in no parking area. POC is Meagher - 2-645-6622.
	574766	10/9/2018	Pool water temp is 103 degrees. Per Sgt Hitt, 202-645-6669, there is alot of humidity in the pool area and the surrounding gymnasium. Also they have lost several ceiling tiles due to the high humidity. Sgt. Hitt: 202-645-6669 or 202-645-0251
	576269	10/18/2018	blown lights in stairwells each front and rear stairwell. POC is Melvin
	578948	11/7/2018	Please have a tech investigate cracks in the foundation of the building located at top of were the windows are. I have added pictures. POC is Melvin
	579907	11/15/2018	Structure;Tenant complaining there is water coming into class room #2. we found electrical box is were the water is coming in at but a tech is needed to locate were its coming from. this box has high voltage lines in it and may be dangerous. POC is Melvin
	579954	11/15/2018	Tenant are complaining that the some parking lot light are out. commander Ennis is asking for better lighting throughout the parking lot. POC is Melvin
	581577	11/29/2018	There is a Sewer drain backup in the parking lot area by K9
	587907	1/24/2019	Please have the ceiling leak on the inside of trailer 4669B. POC is Sgt. Norman
	589667	2/5/2019	Petition doors are broken in several places contract services are needed
	593669	3/11/2019	5/28/19 - FIRST TEAM REVIEW: Per Ruth Jenkins, the initial emergency has been abated and this will be forwarded to the Area 4 - Team 4. The Capital Public Safety Cluster has recommended the longer term fix for hydraulic operators and removal of existing operators to be paid from Capital. ? The entry gate to the facility has been inoperative for a while- see below e-mail string (there are many items within the building needing heightened security. The gate which secures the facility is not operating and the location not being a 24 hour operation needs the gate operational as part of our overall security plan- please advise how soon we can get this issue resolved!
	597191	4/4/2019	Please have tech replace blown out lights in storage area. POC is Melvin.

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	597645	4/8/2019	Tenant inform me the garage roll up door were damage by a Sgt. Backing into it. Also I found another one damage. See photos. POC is Melvin
	597724	4/8/2019	Please have tech to investigate way the main entrance and the Exit gate isn't working. POC is Melvin
	599446	4/23/2019	Please have tech to repair the door check in lobby area police Training Academy. POC is Melvin.
	602772	5/15/2019	Please have a tech investigate why the fire alarm is reading trouble. Please abate if possible. POC is Melvin
	604294	5/24/2019	Fire Alarm is sounding throughout the building
	606415	6/10/2019	There is a roof leak overtop of the janitors closet 2nd floor. Please have a tech investigate and make repairs. POC is Melvin.
	608176	6/24/2019	please have tech to replace all blown lights and replace blasted if needed. Garage area POC is Melvin.
	610446	7/10/2019	Please have tech replace battery due to lock not working. POC is Melvin
	614585	8/6/2019	There is a card reader that isn?t working at the range area main entrance door. Please have a tech to investigate and make repairs. POC is Sgt. Riley. 2-645-9898.
	614636	8/7/2019	We have an emergency with one of the roll up doors at Tactical Village. The main door will not open at all even if you try manually the chain just spins. Currently they are unable to get cruisers out. Need assistance ASAP please.
	618161	8/28/2019	Please have a tech to change out battery in combo lock in the engineers office. POC is Melvin
	618345	8/29/2019	Perform annual elevator inspection.
	620591	9/12/2019	A tech was here this morning fixing the rim and the back board shattered. Please have a tech replace the shattered back board in gym area. POC is Melvin.
	620870	9/16/2019	Per thre painters the main entrance door needs replacing due to door rusting out at the bottom. POC is Melvin.
	624842	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625347	10/18/2019	FIRE LIFE SAFETY INSPECTIONS
	625546	10/21/2019	Please have tech check roof for leaks near drain area. POC is Melvin
	626248	10/24/2019	fire life inspection
	626254	10/24/2019	fire life service
	629968	11/21/2019	Please have a tech to paint yellow strips were Dumpster are so know one can block dumpster area. POC is Melvin.

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	630042	11/22/2019	Please have tech to investigate a room leak at mechanical room 1 Training Academy. POC is Melvin.
	630625	12/2/2019	Lock and Door Issue: ? Lock/Latch ? Metal Door ? Locksmith ? null Assignment Description: Need batteries in both doors.
	630848	12/3/2019	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description: Please have tech to paint all wall in cafetiere lobby area. POC is Melvin
	631272	12/6/2019	Lock and Door Issue: ? Lock/Latch & Door ? Metal Door ? Locksmith ? null Assignment Description: Please have a tech come and replace battery to combo lock in main boiler room. POC is Melvin.
	631656	12/11/2019	Cooling Issue: ? Thermostat ? Window Unit Assignment Description: . The fan on the left, when facing the wall with the exhaust fans, has stopped working. The electrical breaker in the electrical panel will reset but trips shortly after reset.
	632273	12/17/2019	Faucet Issue: ? Sink ? Repair / Replace Assignment Description: please have a tech rehang sink on wall in ladies locker room near sink area. POC is Melvin
	632511	12/19/2019	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Reassemble boiler, test fire and calibrate burner on boiler #1.
	632870	12/23/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: please have tech to replace all blown lights in Main entrance way to Woodland Elementary School- (2) sets of lights out requiring (4) bulbs. Main classroom inside of Woodland Elementary School- (4) sets of lights out requires (8) bulbs POC is Sgt. Chambers - 2727-8727
	633213	12/30/2019	Lock and Door Issue: ? Lock/Latch & Door ? Metal Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: Place a tech to investigate and make repair to side door door will not lock. POC is Melvin
	633214	12/30/2019	Lock and Door Issue: ? Lock/Latch & Door ? Metal Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: Place a tech to investigate and make repair to side door door will not lock. POC is Melvin
	633739	1/6/2020	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description: Please

			have tech to repair the ceiling , due to leak coming from ladies restroom gym area. POC is Melvin
	633747	1/6/2020	Faucet Issue: ? Sink ? Repair / Replace Assignment Description: Please have tech to replace faucet in Ladies restroom lobby area main entrance. water won't stop running. POC is Melvin
	634106	1/8/2020	Drain Issue: ? Shower ? Clogged Assignment Description: THERE IS A FLOOR DRAIN IN THE LADIES LOCKER ROOM SHOWER AREA STALL #3 NEAR GYM AREA LEAKING DOWN TO THE MEN'S LOCKER ROOM RANGE AREA . I DO BE-LEAVE THE TWO DRAINS ARE CONNECTED THERE WAS A LEAK IN SHOWER STALL 2 ALSO. PLEASE HAVE A TECH INVESTIGATE AND MAKE REPAIR. POC IS MELVIN.
	634223	1/9/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Aaon Unit at the tactical Village is not maintaining set point unit is not heating. POC Mr Mattock 703 576 7711
	634247	1/9/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Tenant complaining there is no heat at the Tactical Village. Please have tech to investigate and make repair. POC is Frankie -
	635897	1/22/2020	Lock and Door Issue: ? Lock/Latch & Door ? Metal Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: Please have a tech investigate why the outer door is not opening To the WASDA. POC is senior office Seyler - 2026459868
	635901	1/22/2020	Ceiling Issue: ? Missing Tiles Assignment Description: Please have a tech to replace all damage and missing ceiling tiles in the area. POC is Melvin
	635902	1/22/2020	Ceiling Issue: ? Missing Tiles Assignment Description: Please have a tech to replace all damage and missing ceiling tiles in the area. POC is Melvin
	635946	1/22/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please have tech to replace blown light in men?s locker room
	635948	1/22/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please have tech to replace blown light in men?s locker room
	635950	1/22/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please have tech to replace blown light in men?s locker room

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	635981	1/22/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please have tech to replace blown lights in kitchen area. POC is Melvin
	635987	1/22/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please have tech to replace all blown lights in locker room area. POC is Melvin
	636459	1/27/2020	Toilet Issue: ? Toilet ? Flush / Flushing Assignment Description: Please have tech to repair or replace flush value ladies restroom not flushing. POC is Melvin
	636745	1/29/2020	Lock and Door Issue: ? Door ? Standard Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: Please have a tech to reinstall the door closer to the door near the men's restroom gym area. POC is Melvin.
	636753	1/29/2020	Lock and Door Issue: ? Door ? Metal Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: Please have tech to reinstall the door closer to the door near the stairwell area. POC is Melvin.
	636875	1/29/2020	Faucet Issue: ? Shower ? Repair / Replace Assignment Description: Please have a tech to replace the broken shower head ladies restroom near gym. POC is Melvin
	636876	1/29/2020	Faucet Issue: ? Shower ? Repair / Replace Assignment Description: Please have a tech to replace the broken shower head ladies restroom near gym. POC is Melvin
	636877	1/29/2020	Lock and Door Issue: ? Lock/Latch ? Standard Door ? Repair/Replace/Install Door Lock ? null Assignment Description: Please have tech to install partition locks on stalls ladies restroom range area.POC is Melvin
	636879	1/29/2020	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description: Please have tech to repair ceiling and paint. Ladies restroom range area. POC is Melvin
	636953	1/30/2020	Flooring Issue: ? Carpet ? Loose/Missing Assignment Description: Please have tech to put a carpet track on the carpet area at the main entrance door in the library we?re people are trapping.
	636954	1/30/2020	Flooring Issue: ? Carpet ? Loose/Missing Assignment Description: Please have tech to put a carpet track on the carpet area at the main entrance door in the library we?re people are trapping.
	636962	1/30/2020	26456633.: ? Window Issue ? Above 8 feet/1 Story ? Window Glass ? Broken ? null Assignment Description:

			The back board was shattered doing a basketball game last night . Please have a tech to investigate and make replace shattered back board in gym area. POC is Totaro, Carolyn R. (MPD) <Carolyn.Totaro@dc.gov

PSSSD	**542737**	3/6/2018	Cat I Cars Phone in elevator must function properly.NO PHONE LINE Cat I Machine Room Post code data plate on controller Cat I Machine Room Ventilation required in the machine room REPAIR VENT FAN IN ELEVATOR CONTROL ROOM Cat I Provide up to date DCRA accident reporting signage in elevator cab Cat I 5 tTURNS ON DRUM Cat I General Smoke detectors must be tested annually Cat I General Heat Detectors and shunt trips must be tested annually Cat I Machine Room Lighting in the machine room must be at least 19 ftc min. at floor level Cat I Machine Room Post location of supply side overcurrent protection devices on disconnects Cat I Machine Room Post code data plate on controller Cat I REVISED REPORT INCORRECT INFORMATION ON PAST REPORT FOR THIS ADDRESS. SMOKE AND HEAT TEST General Smoke detectors must be tested annually NOT CORRECTD 8/16/2017 SMOKE AND HEAT TEST General Heat Detectors and shunt trips must be tested annually NOT CORRECTED 8/16/2017 SMOKE AND HEAT TEST Machine Room Lighting in the machine room must be at least 19 ftc min. at floor level NOT CORRECTED 8/16/2017 SMOKE AND HEAT TEST Machine Room Post location of supply side overcurrent protection devices on disconnects NOT CORRECTED 8/16/2017 SMOKE AND HEAT TEST Machine Room Post code data plate on controller NOT CORRECTED 8/16/2017 SMOKE AND HEAT TEST SMOKE AND HEAT TEST FAIL TEST COULD NOT BE COMPLETED DUE TO A SPRINKLER FLOODING ELEVATOR EQUIPMENT. Per General Smoke detectors must be tested annually STILL IN VIOLATION

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			1/23/2018 Per General Heat Detectors and shunt trips must be tested annually STILL IN VIOLATION 1/23/2018 Per Machine Room Lighting in the machine room must be at least 19 ftc min. at floor level STILL IN VIOLATION 1/23/2018 Per Machine Room Post location of supply side overcurrent protection devices on disconnects STILL IN VIOLATION 1/23/2018 Per Machine Room Post code data plate on controller STILL IN VIOLATION 1/23/2018
	559831	7/5/2018	Replace broken glass on double sided window pane on the front of the building.
	572901	9/25/2018	Fire Extinguisher located beside the Reception Desk for the Boys and Girls Club need to be mounted; Extinguisher in the kitchen for the club and Extinguisher in the Mechanical Room next to the Club?s Staff need to be mounted.
	576069	10/17/2018	Entrance Door to the Bldg is not secured (Whenever closed) Location of Door: 8th St. side of the Bldg. Door also equip with a "Card Reader"
	576140	10/17/2018	tenant wants to adjust magnetic lock strike to cycle faster to prevent illegal entry
	588087	1/25/2019	Replace lights in open space outside of #205
	596169	3/28/2019	Replace Block Heater
	610927	7/15/2019	7/23/19 - Water is still in the elevator shaft. You can hear it when you enter the elevator. Damage may occur. This is a Boys and Girls Club active camp site. Water is inside elevator
	616551	8/20/2019	8/20/19 - Engineers assessed and advised they can look right through the hole in the ceiling and wood. Water is pouring through the hole. Receptacles are underneath the area. HVAC Technician needed ASAP to access issues (Water leaking from the ceiling in the men's restroom on the 3rd floor)
	618133	8/28/2019	Perform annual elevator inspection.
	624973	10/16/2019	FIRE LIFE SAFETY INSPECTIONS
	625523	10/21/2019	Check Fire Alarm System ASAP. System reported in Alarm.
	625787	10/22/2019	fire life service
	631452	12/9/2019	Leak Issue: ? Ceiling Assignment Description: Active Ceiling leak in Admin Office
	631690	12/11/2019	Lock and Door Issue: ? Lock/Latch & Door ? Metal Door ? Locksmith ? null Assignment Description: Tenants are unable to gain entrance to room. No one has a key
	634549	1/10/2020	Fire Extinguisher Issue: ? Expired(Tags) Assignment Description: Fire Extinguisher tags have expired. Please service

	634566	1/10/2020	Ceiling Issue: ? Falling (loose) tiles Assignment Description: Secure and re-install ceiling tiles in the gym ASAP. The gym is utilized by youth with the Boys & Girls club during the week.
	634568	1/10/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Entrance/Exit ? null Assignment Description: Replace lights on stairs between 2nd and 3rd floors on the 8th Street side of building.
	634569	1/10/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Hallway ? null Assignment Description: Replace lights(2) in basement corridor outside elevator machine room and Locker Rooms
	634571	1/10/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Hallway ? null Assignment Description: Replace missing electrical fixture cover in basement hallway directly across from computer lab
	636510	1/27/2020	Ceiling Issue: ? Damaged Tiles Assignment Description: Ceiling is severely damaged as result of roof leak

SEVENTH DISTRICT	**490754**	3/1/2017	Per OIG Report: Please ensure the following are corrected for compliance for the building : OIG #85 There are large visible cracks in the foundation Thank you.
	513860	8/7/2017	Roof/lobby leak
	524342	10/11/2017	Replace faded signage on top in front of building .
	542733	3/6/2018	Cat I DCRA Signage 311 Cat I Machine Room ABC type fire extinguisher must be provided in the machine room with a current service tag Cat I Machine Room Post location of supply side overcurrent protection devices on disconnects Cat I General Smoke detectors must be tested annually Cat I Machine Room Machine rooms must be kept clean and free of stored materials Cat I DCRA Accident report signage 311 Cat I Machine Room ABC type fire extinguisher must be provided in the machine room with a current service tag Cat I Machine Room Post location of supply side overcurrent protection devices on disconnects Cat I General Smoke detectors must be tested annually Cat I Machine Room Machine rooms must be kept clean and free of stored materials Per/Violation Check DCRA Accident report signage 311-Still in violation 1/24/2018 Per/Violation Check Machine Room ABC type fire extinguisher must be provided in the machine room with a current service tag-Still in violation 1/24/2018 Per/Violation Check Machine Room Post location of supply side overcurrent protection devices on disconnects-

			Still in violation 1/24/2018 Per/Violation Check General Smoke detectors must be tested annually-Still in violation 1/24/2018 Per/Violation Check Machine Room Machine rooms must be kept clean and free of stored materials-Still in violation 1/24/2018 Per/Violation Check Notes Violations have not been complied with. Permit still on hold.
	559705	7/4/2018	this location has 2 men's locker rooms. In the smaller locker room there is a leak coming from the ceiling and a good amount of water on the floor where the ceiling tiles have fallen. assistance is needed ASAP please.
	578325	11/2/2018	Ceiling title has fallen from the ceiling. Debris is all over the floor and the ceiling tile needs to be replaced.
	588788	1/30/2019	Electronic door lock needs repaired locksmith changed battery door will not secure
	593884	3/13/2019	the Fire Alarm panel has sounding for several weeks now indicating a low battery. I believe that a ticket is in the system. Can we have this issue addressed asap? The panel is located in the front of the station by the front doors.
	595185	3/21/2019	Water Leak Violation #1 Condition: Water leak. Location: Ceiling inside Detective?s office and administration office. Potential Effects: Unsanitary and unhealthy conditions. Standard: 29 CFR 1910.141 (a) General Environmental Controls Recommendation: Repair Leak
	595193	3/21/2019	Violation #3 Condition: Portable fire extinguishers were not subjected to an annual maintenance check. Location: All extinguishers. Potential Effects: Fire and smoke-related injuries from unreliable fire extinguishers. Standard: 29 CFR 1910.157 (e) (3), Portable Fire Suppression Equipment. Recommendation: Fire extinguishers should be inspected annually for reliability. MPD should collaborate with DGS to schedule extinguisher inspections and should assure that portable fire extinguishers are subjected to an annual maintenance check going forward.
	599648	4/24/2019	Repair or replace digital board
	605478	6/3/2019	Perform periodic inspection
	615449	8/13/2019	Regarding our brief conversation in the HQ hallway on Thursday, below is the email chain that started back on June 16, 2019 requesting a camera in 7D?s rifle room. Our rifle room contains all our rifles, ticket printers, 40MMs, Segway FOBs and LIDARs. It appears it used to have a camera as there is a hole in the ceiling tile consistent with where a camera would have been.

	622984	10/1/2019	The rear security door to the gas pumps and parking lot is not unlocking from the outside and needs repair. It is currently propped open with an officer posted at the door.
	625382	10/19/2019	MOLD is all in an officer?s locker. Urgent cleaning up is needed. Thanks
	625791	10/22/2019	FIRE LIFE SAFETY INSPECTIONS
	626240	10/24/2019	fire life inspection
	629744	11/20/2019	Please see below from Danny. The heat in the VMO office and shed is broken, and it is ice cold in there. Can we get someone to come out ASAP and to fix the heat for the VMO?
	630280	11/25/2019	Repair rubber caulking approximately 1" on exterior metal panel.
	633117	12/30/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Per Officer Flanigan, there are 3 lights in the lobby area/admin office area (behind the glass) that will not come on. Officers are complaining that it is dark in the area. They have been out for a week
	634711	1/13/2020	Faucet Issue: ? Sink ? Repair / Replace Assignment Description: Sink is inoperable
	635759	1/21/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Boiler has flame failure
	636734	1/29/2020	Elevator Escalator Issue: ? Elevator ? Start/Stop Problem Assignment Description: Elevator is inoperable

SOD/NSID (LEASE # 0508)	**520400**	9/12/2017	Please replace/restore damaged drywall ceiling in bay area.
	535148	1/10/2018	Garage Bay had a Large hole in the Ceiling in 1 Garage Bay Area - A Dry Wall was replaced, Please schedule to finish and paint
	538181	2/1/2018	Please have team return to Bay Area to compete drywall finishing at ceiling, a lift will be required.
	541583	2/27/2018	Hose station, Armstrong model 303 has completely failed, nozzle, hose, and plumbing fixture.

	547760	4/12/2018	Mag lock is not working properly, the building is unsecured.
	554044	5/22/2018	leakage inside of a sprinkler drain door located in Captain George Caldwell?s office located in (room 1122). POC onsite Ms. Woodland
	561581	7/19/2018	Complete closing area in closets, bugs enter space.
	577679	10/29/2018	Checked both doors and all hardware to the doors are working properly. The doors are opening and closing properly. The door has a delay when using the card reader.
	583960	12/19/2018	The side gate magnetic lock at the end of the front entrance of 2850 N Y Av, NE is not working. There seems to be no power thus the magnets do not work.
	595676	3/25/2019	Violation #3 Condition: Portable fire extinguishers were not subjected to an annual maintenance check. Location: All extinguishers. Potential Effects: Fire and smoke-related injuries from unreliable fire extinguishers. Standard: 29 CFR 1910.157 (e) (3), Portable Fire Suppression Equipment. Recommendation: Fire extinguishers should be inspected annually for reliability. MPD should collaborate with DGS to schedule extinguisher inspections and should assure that portable fire extinguishers are subjected to an annual maintenance check going forward.
	596397	3/30/2019	Damage to ceiling at garage/bay door. Area was hit by tall truck and requires drywall repaired.
	598293	4/11/2019	Alarm is sounding in garage area as a result of the carbon dioxide monitoring system. Pls have the vendor respond to address
	599334	4/23/2019	Please address a report of no power to the mag lock at NSID. Gate is insecure and present a security concern.
	618141	8/28/2019	Perform annual elevator inspection.
	618567	8/29/2019	Witness annual elevator inspection.
	621365	9/19/2019	The front door at NSID is broken and will not open or respond to electronic controls. This is a major security concern to the organization.
	625930	10/23/2019	Exit gate #2 is in the open position. Will not close automatically.
	629803	11/20/2019	Please address broken entrance gate. Gate #3 is partially open and stuck open.
	631123	12/5/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: please replace the two lightbulbs in the CIU Office that are out? (Located in Room 1151 inside the NSID Building)
	632844	12/23/2019	Lighting Issue: ? Interior Lights ? Above 8 feet ? Hallway ? null Assignment Description: Please REPLACE blown lights in the hallway (3)

	632845	12/23/2019	Switch Issue: ? Light Sensor Problem ? The conduit is not exposed Assignment Description: Please damaged light switch
	632847	12/23/2019	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please address blown lights
	632848	12/23/2019	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please address blown lights in report writing room. (2)
	633561	1/3/2020	Lock and Door Issue: ? Lock/Latch ? Metal Door ? Locksmith ? null Assignment Description: Push bar to exit Bld is stuck in place and will secure door.
	633566	1/3/2020	Lock and Door Issue: ? Door ? Metal Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: Please address door to area which will not secure.
	635288	1/16/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: please address heaters in the garage/Bay Area. None of the heaters are working
	635292	1/16/2020	Lighting Issue: ? Exterior Lights ? Above one (1) story ? Outside/Building/Street/Parking Lot ? null Assignment Description: Please address entire parking area, all pole lights are not working.
	635293	1/16/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown light in office, currently no lights
	635305	1/16/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please address blown light in office
	635307	1/16/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Hallway ? null Assignment Description: Please address blown light in hallway
	635877	1/22/2020	Lighting Issue: ? Exterior Lights ? Below one (1) story ? Outside/Building/Street/Parking Lot ? null Assignment Description: Please relplace blown lights in SOD roll call room.
	636452	1/27/2020	Lock and Door Issue: ? Door ? Automatic Door ? Repair/Replace/Install Door Lock ? null Assignment Description: Please address concern with the front not locking.
	636950	1/30/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights

	636951	1/30/2020	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown lights

SPECIAL OPERATIONS DIVISION	**624717**	10/15/2019	FIRE LIFE SAFETY INSPECTIONS
	625885	10/22/2019	FIRE LIFE SAFETY INSPECTIONS

THIRD DISTRICT HQ	**587411**	1/22/2019	Replace water damaged Snow/Ice Melting Controller.
	590481	2/11/2019	Object was put into the toilet (female side)
	597230	4/4/2019	Unable to enter the rear door located on the top tier of the garage . The ID card will not open the door from the outside. Also, The door knob on the rear door leading to the roof doesn't work. You turn the knob but the door latch mechanism doesn't engage.
	597540	4/5/2019	Exit Gate is stuck in the up position again. Assistance is needed.
	601943	5/8/2019	Violation #1 Condition: Portable fire extinguishers were not subjected to an annual maintenance check. Location: All extinguishers. Potential Effects: Fire and smoke-related injuries from unreliable fire extinguishers. Standard: 29 CFR 1910.157 (e) (3), Portable Fire Suppression Equipment. Recommendation: Fire extinguishers should be inspected annually for reliability. MPD should collaborate with DGS to schedule extinguisher inspections and should assure that portable fire extinguishers are subjected to an annual maintenance check going forward
	601945	5/8/2019	Violation #2 Condition: Fire alarm system showing trouble on panel (Annunciation panel) - Alarm actively sounding. Location: Fire alarm system main panel. Potential Effects: Lack of alarm in event of actual fire. Standard: 29 CFR 1910.165 (d), Maintenance and testing. International Fire Code 901.6, Inspection, testing and maintenance. Recommendation: The fire alarm system trouble needs to be assessed and repaired by a qualified person or a fire protection company.
	601948	5/8/2019	Violation #4 Condition: Electrical panel boxes were not labeled to identify their purposes. Location: Main boiler room, mechanical room 157, room 009 Potential Effects: Electric shock, burns and electrocution. Standard: 29 CFR

			1910.303 (e) Recommendation: Electrical panel boxes should be labeled to identify their purposes.
	602648	5/14/2019	Violation #12 Condition: Leaking ceiling Location: Admin room 232, stairwell 002, room 007 & the maintenance shed. Potential Effects: Unsanitary and unhealthy conditions. Standard: 29 CFR 1910.141 (a) General Environmental Controls Recommendation: Repair leaky roof and replace water logged and or missing ceiling tiles.
	602656	5/14/2019	Violation #19 Condition: Stress cracks in interior/exterior walls. Location: Sally port Potential Effects: Contusion and fractures from collapsing walls. Standard: 2006 International Building Code, Section 802. OSHA 29 CFR 1910 subpart D- Walking-working surfaces. Recommendation: Have the stress cracks in the interior/exterior walls repaired.
	605511	6/3/2019	The magnetic lock mechanism is not working. You can walk in the front door of the Third District without having to be buzzed in.
	605625	6/4/2019	The garage entry monitor screen inside the station is not clear. When you press the button at the entrance to the garage you can't see their ID cards.
	609284	7/1/2019	The Van-port door doesn't work. The Van-port garage door is stuck in the up position.
	625690	10/22/2019	Right side door of the double doors at the Third District Main Entrance, while closing hit the left side door causing the door not to close and lock every time.
	626358	10/24/2019	Watch Commander Safe lock is not working and in the lock position
	626489	10/25/2019	Key pad on the door need to be recoded
	629572	11/19/2019	Exterior door next to the Snyder room in the front side of the building , Keypad to door not working

TRAFFIC SAFETY AND SPECIAL ENFORCEMENT BRANCH	**490745**	3/1/2017	Request from Commander Schaefer to paint boiler room in gloss white/bright white color to allow for better vision in the room
	495889	4/6/2017	(Roof) water leaking from the ceiling (Hallways) See Sgt. Shafer for more Info.
	534360	1/5/2018	please replace cracked plexiglass in basement area alcohol office..
	541481	2/26/2018	Please address peeling paint and repairs with new paint

	542605	3/6/2018	Please reinstall displaced down spouts- occurred during wind storm.
	549245	4/24/2018	Please replace carpet in Sgt office
	558787	6/27/2018	Please address peeling paint in the basement area of next to cell block
	561597	7/19/2018	may we have contract service to have a pump truck clean 20 feet of trough drain full of debris location L street side by garage door 402
	561598	7/19/2018	May we have contract service have a pump truck to clean catch basin full of debris back parking lot by the dumster area
	570535	9/10/2018	Please address roof leak and damaged plaster ceiling.
	596368	3/29/2019	Violation # 3 Condition: Portable fire extinguisher was not subjected to an annual maintenance check. Location: Throughout facility Severity: Standard: 29 CFR 1910.157 (e) (3), Portable Fire Suppression Equipment. Recommendation: Fire extinguishers should be inspected annually for reliability. The employer shall assure that portable fire extinguishers are subjected to an annual maintenance check.
	596371	3/29/2019	Violation # 4 Condition: Electrical panel boxes were not marked to identify their purposes. Location: hallway Severity: Mild Standard: 29 CFR 1910.303 (e) Recommendation: Electrical panel boxes should be marked to identify their purposes.
	596372	3/29/2019	Violation # 5 Condition: Appears the sump pump is not able to keep up with the flooding into the mechanical room Location: basement mechanical room Severity: serious Standard: 29 CFR 1910.302, Design Safety Standards. CFR 1910.303, General Requirements. 29 CFR 1910.22 (a) Housekeeping. Recommendation: Electrical equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.
	612751	7/26/2019	Please provide a 36 in window blind for 2nd fl admin office
	625449	10/21/2019	Please address leaking roof, ceiling tiles are falling to the floor.
	631757	12/12/2019	Toilet Issue: ? Toilet ? Continuously Running Water Assignment Description: Toilet is stuck on flush and will not turn off
	633443	1/2/2020	Faucet Issue: ? Sink ? Broken Assignment Description: Please address broken faucet on bagged sink.
	633444	1/2/2020	Ceiling Issue: ? Acoustical Assignment Description: Please replace damaged ceiling tile.2927696297

	633445	1/2/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Please change unit filters
	634893	1/14/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Report of no heat in Bld.
	636031	1/23/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please address blown lights in Det interview rm.
	636032	1/23/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please address blown lights on 3rd fl motor carrier office
	636033	1/23/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Please replace blown lights in hallway.
	636552	1/28/2020	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Please address reported no heat in entire building

- **231 – FY 20 – Completed Work Orders**

Building Name	**Work Order No**	**Date Completed**	**Assignment Description**
1ST DISTRICT (BOWEN)	**623573**	11/4/2019 18:52	need new ceiling lights. The bulbs need to be replaced.
	623577	10/17/2019 22:01	The urinal is inoperable not flushing and overflowing
	623808	10/17/2019 21:59	top part of one of the toilets is broken.
	623809	11/21/2019 21:30	Room 320 appears to have black mold on the AC Unit.
	623811	10/28/2019 15:34	The door to Room 313 has a broken door lock.
	624023	11/21/2019 16:03	Need to replace mouse traps. Another sighting of a mouse.
	624128	10/10/2019 19:21	Door leading to stairway by the recruiting division rm 101door closer is off. Urgent repairs are needed
	624129	11/4/2019 12:10	Megan?s light bulbs are out over her desk (photos attached). Can you send someone by to replace them
	624401	11/5/2019 19:38	Push Button Lockset Needs to be abated by MPD Locksmith

	624922	10/21/2019 17:08	The directors toilet is continuously flushing. Urgent assistance is needed. Thanks
	624951	10/16/2019 21:12	First floor men?s restroom by the processing room all the sinks are backing up
	625234	10/17/2019 21:54	unstop two urinals
	625625	12/31/2019 8:44	Sink in the men?s bathroom is leaking. The faucet is turned off but it keeps running
	625835	12/31/2019 9:02	
	626508	1/10/2020 8:09	Boiler # 1 needs assistance with wiring, Boiler # 2 has flame failure
	626627	12/24/2019 8:42	An exterior door at the First District is broken. It is the door that leads to the gym/locker rooms. The outside door handle has fallen off and the inner door handle is broken as well.
	628516	11/21/2019 15:36	Rodent's are running around the main station first level
	630294	11/25/2019 21:16	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Light fixture is falling. Urgent assistance is needed.
	630296	12/11/2019 12:59	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: No heat in this area assistance is needed
	630297	11/25/2019 21:23	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: 16 bulbs are currently burned out and its becoming a bit difficult to see clearly.
	630309	11/27/2019 14:31	Faucet Issue: ? Sink ? Repair / Replace Assignment Description: replace faucet
	630310	11/27/2019 14:30	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: replace 3 flush valves
	630312	11/27/2019 14:31	Toilet Issue: ? Toilet ? Flush / Flushing Assignment Description: repair toilet - new flush valve
	630313	11/27/2019 14:32	Toilet Issue: ? Toilet ? Flush / Flushing Assignment Description: repair/replace flush valve
	630314	11/27/2019 14:33	Toilet Issue: ? Urinal ? Clog / Unclog Assignment Description: Unclog urinal
	633760	1/14/2020 3:11	Toilet Issue: ? Toilet ? Broken / Missing Seat Assignment Description: Urinal is broken, and top of one toilet has broken off
	634410	1/14/2020 8:11	Toilet Issue: ? Toilet ? Continuously Running Water Assignment Description: Toilet is continuously running. Urgent assistance is needed

Department of General Services
Question #72: All work orders completed or outstanding in FY 19 and FY 20, to date, for Metropolitan Police Department facilities
Report Date: January 30, 2020

1ST DISTRICT SUB	**623725**	10/15/2019 11:47	secure broken glass window until it can be replaced
	632214	12/17/2019 9:55	Lock and Door Issue: ? Lock/Latch & Door ? Standard Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: problems. The interior door at 1D1 after you come in the front door is not securing the majority of the time. All you need to do is push or pull to get in. We have a paper note on the door to close it to properly secure it. this needs to be a priority to fix.
	633752	1/6/2020 16:00	Structural Issue: ? Cabinet Assignment Description: 1st floor men's locker room staff locker is jammed, staff member is unable to retrieve items. Assistance is needed. 150 POC: Harrison Michael (410) 598-4290

3RD DISTRICT HEADQUARTERS	**623892**	11/5/2019 12:37	Landscaping is needed in the rear of the building
	626148	1/8/2020 15:21	Boiler Room Lights are inoperable
	627467	12/21/2019 9:52	Heat had been turned on but it?s a burning smell or gas smell throughout the building. Urgent assistance is needed
	627942	12/21/2019 10:01	Boiler has flame failure
	628210	12/21/2019 10:07	No heat in building. Assistance is needed. Thanks
	630655	1/8/2020 9:03	Drain Issue: ? Sink ? Clogged Assignment Description: Sink are clogged and urinals are overflowing
	632635	1/23/2020 13:18	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: No heat in office

4TH DISTRICT POLICE HEADQUARTERS	**623313**	10/23/2019 11:01	The door lock is broken in the Captain's Office (Rm 206) which does not allow a key to open it.

Department of General Services
Question #72: All work orders completed or outstanding in FY 19 and FY 20, to date, for Metropolitan Police Department facilities
Report Date: January 30, 2020

	624356	12/21/2019 9:39	HVAC Technicians needed ASAP; The Entire bldg. is extremely hot; Commander's office reading 89 degrees Please adjust room temperatures.
	624818	10/18/2019 20:28	Power surge, affected building. Part of building returned power. Part of building has not returned power
	625328	1/15/2020 10:48	flying bugs/gnats through entire building at 4D
	625373	12/17/2019 15:47	Pipe in stairwell, (stair 3, #216 is consistently leaking.
	627417	12/21/2019 9:49	Boiler# 2 down on flame failure
	627418	12/21/2019 9:51	Boiler #1 has a loose breaching, boiler currently offline due to inoperable breaching.
	629163	12/3/2019 15:11	Exterminators needed ASAP Infestation of rats & roaches (Interior/Exterior of Bldg)
	629484	1/10/2020 9:40	Contactors burnt out in AHU1
	631683	12/11/2019 23:00	Drain Issue: ? Floor ? Clogged Assignment Description: The rear parking lot area drain that is near the trash dumpsters is clogged and not allowing the water to drain out when it rains. due to the rain that has accumulated there is standing water that is going into the trailer which effecting the Tower equipment inside the trailer.
	631745	12/11/2019 22:54	Drain Issue: ? Floor ? Clogged Assignment Description: The rear parking lot area drain that is near the trash dumpsters is clogged and not allowing the water to drain out when it rains. due to the rain that has accumulated there is standing water that is going into the trailer which effecting the Tower equipment inside the trailer.
	631755	12/12/2019 12:58	Plumbers is requesting contract services support as they were not able to locate the drain. It is reported of having about 8 to 10 inches of water that is trying to enter the trailers that have electronics for the tower. Original description below Drain Issue: ? Floor ? Clogged Assignment Description: The rear parking lot area drain that is near the trash dumpsters is clogged and not allowing the water to drain out when it rains. due to the rain that has accumulated there is standing water that is going into the trailer which effecting the Tower equipment inside the trailer.
	631759	1/26/2020 10:24	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Contactors on AHU1 has burnt. Unit is inoperable

	631760	12/28/2019 9:42	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Contactors on AHU1 has burnt. Unit is inoperable
	632567	12/28/2019 9:47	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Protec technician observed wires burning on AHU#2 Unit #2 in interest of safety tech shot down air handling AHU2-Unit2
	634018	1/23/2020 15:34	Lock and Door Issue: ? Door ? Standard Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: The Detective's office door will not close or open completely due to the hanging door closer mechanism.
	634221	1/26/2020 10:33	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Actuator first heating supply and return will not operate correctly
	635671	1/22/2020 7:21	Heating Issue: ? Temperature ? Too Cold Assignment Description: Tenants reported that there is no heat in the building

5TH DISTRICT	**625611**	11/3/2019 14:27	The toilet in the men's restroom, across the hall from 230, will not stop running. The water has been turned off because it's coming out with such force that's going over the bowl and onto the floor.
	625613	10/30/2019 20:03	The light bulb inside of the bathroom of office 234 has burned out and needs to be replaced please
	626395	10/25/2019 6:03	Gender neutral restroom. When sink is turned on, water fills the bowl, and overflows onto the floor. Water is standing in sink per the staff
	626494	12/23/2019 8:29	Water damage to carpet inside the office space. The persons who occupy the room fear that the carpeting will get moldy if the water isn't removed. Perhaps dehumidifiers or a wet vac could do the trick. Thank you
	627092	12/6/2019 13:47	Toilet and sink not operating correctly.
	627093	12/12/2019 21:17	Toilet not operating.
	627227	12/21/2019 9:48	Please adjust heat, area is too hot.
	627499	12/21/2019 9:56	Repair Gas smell from unit in boiler room
	627563	12/21/2019 9:58	replace missing bolts on burners #1 and #2 and calibrate boilers #1 and #2
	628122	12/13/2019 0:33	All of the fluorescent tubes are burnt out inside of this office. The room doesn't have a number above

			the door, but it's next to Room 115 and has a note on the door. Thank you
	628207	12/16/2019 9:21	The toilet in the middle cell is clogged.
	630781	12/4/2019 15:27	Ceiling Issue: ? Replace Tiles Assignment Description: Please replace all damaged/water stained ceiling tiles in community rm. This is for a special event and needs to be completed by 12/5.
	631160	12/18/2019 21:10	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: The lights are out in the Men's room in the hallway between the report writing room and the property office. Lights are out in the entire hallway as well. Additionally, the lights are still out in the office next to Room #115. Thank you
	633957	1/13/2020 2:29	Faucet Issue: ? Sink ? Repair / Replace Assignment Description: Please repair broken faucet
	633959	1/13/2020 2:28	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Please address broken toilet in men?s locker room
	633960	1/17/2020 5:51	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Please address broken toilet in men?s locker room
	634182	1/13/2020 3:21	Structural Issue: ? Partition Assignment Description: Please reattach a panel that has become loose.

6TH DISTRICT HQ/YOUTH INVESTIGATION DIV	**623062**	10/6/2019 8:12	Please address a backup in the cell block
	623565	10/9/2019 3:27	Please repair broken urinal in men?s restrooms.
	623733	10/7/2019 19:43	Please address a backup in the ladies cell block (Adult side)
	623935	10/9/2019 3:31	The faucet in the women?s bathroom (Room 2068) will not shut off. It is one of those sensor faucets.
	624541	10/18/2019 14:34	YOUTH DIVISION: The Main Entrance door not securing properly (Security Issues)
	625269	11/25/2019 7:49	The faucet in the men?s bathroom (Room 2065) will not shut off. It is one of those sensor faucets. Thanks?
	625503	1/22/2020 21:02	Please address a report of a broken water heater glue pipe that is broken and leaking exhaust.
	625934	12/10/2019 7:40	Please replace the ceiling light above the elevator door.

	625936	10/30/2019 11:40	Please install signage (7) in parking lot. Existing metal polls. Signs are with the VMO, they will indicate placement.
	627432	11/25/2019 7:53	Good morning, Sgt. Suku of Youth Division reports the bathroom faucet in the men's restroom on the 2nd floor is running and they are unable to shut it off. The watch commanders phone number is 202-437-8062.
	627754	1/14/2020 8:54	Please replace under desk lamp, lamp is blown.
	627799	12/10/2019 7:39	Please replace light bulbs in elevator #2. - regular light bulbs
	627932	11/6/2019 21:49	The urinal in the men's bathroom (room 2065) will not shut off. It is close to overflowing. Can you send a plumber? Also, the can turn off the faucet in the other men's bathroom (room 2057). Which has been running for a few days.
	628008	1/9/2020 14:48	Please replace blown lights in 1st floor men?s room.
	628012	11/22/2019 14:52	Please replace blown light in lobby hallway.
	628792	11/15/2019 9:41	MDF room/computer room is too hot/ A/C is not working.
	628813	12/22/2019 8:34	Area is very cold, occupants request that the heat is turned up for more heat.
	628835	11/21/2019 13:29	Please address blown lights
	629285	11/21/2019 22:00	Please address clogged toilet; per the Youth Division Sergeant, "Can you send a plumber to repair the toilet in Bathroom 1128? Apparently it is not flushing." Elevating to HIGH due to non-flushing
	629487	1/9/2020 14:54	Please replace blown lights in 2nd floor cafe.
	629492	1/10/2020 13:48	Please replace blown lights outside of cell block. Rm 1091
	629924	11/21/2019 22:03	Sink faucet in gym restroom is not working. Water will come on (electric unit)
	629926	11/21/2019 21:59	Toilet will not flush
	630328	11/27/2019 9:34	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Toilet is stopped up in the men?s cell block. Requires snaking.
	631015	12/10/2019 23:45	Leak Issue: ? Toilet Assignment Description: Please address leak in ladies room behind toilet.
	631139	12/10/2019 4:01	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Please address (2) broken toilets in ladies locker room
	631378	1/5/2020 12:37	Interior Painting & Wall Issue: ? Painitng ? Painting Maintenance Assignment Description: Please

			provide a wainscoat of MPD Blue on the perimeter of the wall
	631381	1/15/2020 14:16	Interior Painting & Wall Issue: ? Painitng ? Painting Maintenance Assignment Description: Please provide a blue stripe along the wall in the roll call room.
	631382	1/23/2020 0:47	Interior Painting & Wall Issue: ? Painitng ? Painting Maintenance Assignment Description: Please provide a blue stripe along the wall in the roll call room.
	631386	1/4/2020 18:25	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description: Please provide painting patch work in certain areas.
	631387	1/15/2020 14:19	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description: Please provide painting patch work in certain areas.
	631651	1/8/2020 23:30	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Please address clogged toilet in 1st floor restroom.
	632184	1/8/2020 23:27	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Please address a clogged toilet in the men?s cell block.
	632344	12/19/2019 13:51	Toilet Issue: ? Toilet ? Overflow Assignment Description: Toilet is clogged and overflowing. Custodial team also confirms they have cleaned a large amount of water and the water keeps overflowing
	634187	1/24/2020 3:52	Leak Issue: ? Toilet Assignment Description: Please address leaking toilet in 1st floor ladies room
	635418	1/24/2020 3:51	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Please address clogged toilet in ladies cell block.
	635565	1/26/2020 19:36	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Please address clogged toiket in men?s Cellblock.
	636577	1/29/2020 8:08	Power Issue: ? Partial Outage ? The emergency lights are working Assignment Description: Please address power outage in cellblock.

DC VILLAGE LANE SW #3 B	**628565**	12/26/2019 19:44	Tenant inform me that the door isn?t locking. Can u please have a tech investigate and make repair if possible. POC is Alioto.

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DC VILLAGE LANE SW BLDG #1 (1-A)	**623005**	1/15/2020 10:51	submitting a request to you to have the EEO ID offices at 6 D.C. Village Lane, SW treated for either rats, mice, or lizards. POC is Ms. Wall 7275978
	629281	12/10/2019 13:19	Please have a tech replace blown light bulb in the main entrance of building 1A and the main entrance, POC is Melvin.

EVIDENCE CONTROL FACILITY	**623748**	11/14/2019 8:08	An abandoned trailer with unknown contents has been found in the wooded area behind the MPD Evidence Control Facility. There appear to be 55 gallon drums and other containers of unknown substances around the exterior of the trailer
	626412	11/12/2019 9:07	Emergency Good Morning: · The Urinal in the men?s bathroom is overflowing onto the floor area and creating a flooded/wet surface in which someone can slip and fall. · Based on a potential vicarious liability on the District of Columbia Government (someone slipping and falling), service is needed immediately. Thank you!!
	627283	12/6/2019 8:48	Of importance, the shower bathroom which is used as a second male bathroom sink and toilet was shut down as well by the inspecting Plummer which has limited the males to one bathroom.
	629834	11/21/2019 14:30	The building security is being compromised, due a large tree obstructing the lens of the security camera. This camera is adjacent to the van port Entry doors, on the southeast side of the building which records the secured MPD vehicles, lot, staff vehicles please see the attachment above.
	629886	1/24/2020 5:56	The server room close was extremely hot, HVAC system not cooling off equipment. FileOnG Systems stop working, Hampering the operartion here at the evidence control.

FEMS HARBOR	**627040**	10/31/2019 15:59	Front door near OIC bunkroom ? is breaking in the top corner at the weld and slams shut.
	627943	1/13/2020 6:51	The kitchen sink is significantly backing up at the Fireboat. Attached is a picture of both basins retaining water. Can a plumber be sent out to address the issue? Thanks

	629873	12/2/2019 14:50	No power coming from pedestal e (boat charger) Pedestal E for boat 807 is OOS. No power, breaker in boat house on.
	635025	1/15/2020 15:34	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: No lights in locker room l. Urgent assistance is needed

FLEET SERVICE	**627553**	11/5/2019 12:56	Please provide pest control services.

FOURTH DISTRICT SUBSTATION	**623096**	10/2/2019 22:06	Lights are inoperable in boiler room. Possible bad breaker.
	626024	1/7/2020 9:41	The door lock in the Captain's Office needs to be due to personnel changes.
	626936	11/4/2019 13:02	The door frame to the Captain's office is cracked
	633360	1/22/2020 10:10	Structural Issue: ? Wall Assignment Description: Hole in the Lt's office behind the door
	634450	1/13/2020 7:08	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: There is no heat in the building. Heat was turned off by gas company due to gas odor reported o DCFD
	634790	1/15/2020 9:24	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: HVAC Technicians are needed ASAP - the entire bldg is extremely "COLD" (No Heat in the entire bldg.)
	635201	1/16/2020 8:04	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Station staff is reporting smelling gas. Station has been instructed to call the FEMS

FUELING SITE	**625770**	(blank)	Faucet assemblies need to be replaced. POC: Anthony Harvey (202) 409-9567 ? (Cell); anthony.harvey@dc.gov
	625775	10/30/2019 3:35	All soap dispensers need replacing. In addition, they need to be placed away from the electrical outlets. Soap is seeping into the outlets. POC: Anthony Harvey (202) 409-9567 ? (Cell); anthony.harvey@dc.gov

ID IMPOUNDMENT LOT	**624367**	(blank)	please replace all blown light in office and open area. POC is Mr. Thompson.

	624713	11/20/2019 14:14	Please have tech to replace damage gate holder. POC is Melvin
	624716	11/20/2019 14:10	Please have tech to replace reflector that was damage. POC is Melvin
	625244	10/21/2019 8:13	Tenant complaining that half of the lights are out in the facility. They checked the breaker and nothing was trapped. Please have a tech investigate why half of the lights are out. POC is Mr THOMPSON
	625362	(blank)	Tenant complaining of wires hanging off facility. Please have a tech investigate and make repair. POC is Mr. Sutton
	632033	1/6/2020 12:31	Toilet Issue: ? Toilet ? Continuously Running Water Assignment Description: toilet inside guard booth continuously running water. Additionally, the push mechanism used on the sink for water is sticking as well water continues to run. Onsite POC- Cynthia Jones 645-7359

K-9	**629002**	12/3/2019 11:53	About a week ago, seen a mouse run across the floor. This week, we have heard mice running through the drop ceiling and have caught 2 mice yesterday from traps. Have seen mouse droppings throughout the office. Would like more traps throughout facility, facility treated, exterior treated, bait/poisen applied. Locations include Main room, Sergeant office, dog food room, kennel area, exterior areas (if possible), and Lt. Office, and Vet office. Thanks!
LEASE # 0803 / 6TH DISTRICT SUB	**623331**	10/4/2019 9:49	Temps are increasing inside the computer area indicating that the AC is not functional. This could cause the computer equipment to shut down. Immediate assistance is needed
	628400	11/20/2019 8:00	Occupants complain of no heat in office space.
	628754	11/20/2019 8:13	Front door is not securing properly, maga lock will only sometime lock leaving door open periodically.
	629430	11/18/2019 17:14	Report of busted pipe on 2nd floor leaking down in copier unit.
	631499	12/13/2019 0:52	Ceiling Issue: ? Missing Tiles Assignment Description: Please replace missing ceiling tiles (6)

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POLICE TRAINING ACADEMY	**623020**	1/14/2020 11:33	Please have a tech investigate a 3'' drain leak in men's locker room range area. Someone did a temp gasket and 3" Ban. POC is Frankie
	623295	12/2/2019 10:27	tenants complaining spotted mice in some office area on the first floor. POC is Mrs. White - 2026456669
	623987	10/21/2019 19:59	Move light tower to entrance of property
	624440	12/2/2019 9:35	Repair inoperable boiler #2. Will will not light off.
	624890	12/2/2019 14:48	Tenant is asking for pest control throughout first floor. POC is Mrs.White 26456669
	625507	1/7/2020 19:00	Please have tech to replace all blown lights stairwell near room 001. POC is Melvin.
	626079	12/23/2019 14:26	PLEASE HAVE TECH REPLACE WATER DAMAGE CEILING TILE. MEN'S LOCKER ROOM NEAR ENGINEER OFFICE. POC IS MELVIN.
	626088	1/8/2020 12:13	PLEASE HAVE TECH TO REPLACE ALL BLOWN LIGHTS IN CLASSROOM AREA AT TACTICAL VILLAGE. POC IS SGT MEAGHER - 2645-6622
	626102	1/6/2020 7:10	PLEASE HAVE TECH TO REPAIR STEPS AND LANDING IN THE REAR OF LUNCH. POC IS MELVIN
	626743	1/6/2020 9:18	PLEASE HAVE TECH TO REPLACE TOILET SEAT IN MEN'S RESTROOM RANGE AREA. POC IS MELVIN
	626747	1/6/2020 9:17	PLEASE HAVE TECH MAKE REPAIRS TO TOILET COMING AWAY FOR FLOOR. POC IS MELVIN
	626755	10/31/2019 6:38	Please have tech to investigate why the room is to hot tenant are complaining. POC is Melvin
	627504	1/8/2020 8:18	Tenant inform me that there is a leak in the ladies and men?s locker room basement. POC is Meagher 2026456622
	627825	12/3/2019 10:03	tenant complaining that mice are all over 1st and 2nd floor. please have a tech to take care of the issue. POC is Sgt Meager - 27258500
	628592	1/23/2020 21:39	Sgt. Riley, the lever lock on the door going from the range office stairs to the hallway needs to be checked and fixed. It has become increasingly loose and if not addressed, it will become a security issue. POC is Sgt. Riley 2026459898
	628733	11/14/2019 23:02	Received a complaint that the lights were flashing on and off after the power outage was restored
	629398	11/25/2019 13:19	Tenant complaining about mice in admin office. Please have tech to address this issue. POC is Mrs. White. 26466669

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	630710	1/15/2020 7:55	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Repair inoperable boiler# 3. Possible induced fan fan failure, located 20 feet in the ceiling.
	632097	12/17/2019 12:56	Toilet Issue: ? Toilet ? Continuously Running Water Assignment Description: Please note the emergency repair request for the men?s toilet (middle stall) at the Center repaired. The toilet is constantly running water, which is causing the water to overflow onto the flow.
	632710	12/26/2019 15:28	Leak Issue: ? Ceiling Assignment Description: there is a leak in the range admin office. A tech is needed to investigate were the water is coming from and make repair if possible. POC is Melvin
	633216	1/13/2020 14:04	Pest Control Issue: ? Police/Fire Station ? Rats/Mice Assignment Description: Please have a tech to investigate were the mice are coming in at and Exstermanate the area. POC is Meagher 26456622
	633570	1/13/2020 8:39	Lock and Door Issue: ? Lock/Latch & Door ? Metal Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: Please have a tech to investigate and make repair to the rear door leading to the side parking lot area. the door check is off and the door needs adjusting. POC is Sgt. Hitt - 26456669.
	635542	1/23/2020 12:39	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Filter change throughout the building

PSSSD	**623756**	10/7/2019 15:13	(2nd floor) Room 235 private restroom commode not flushing and now leaking
	624934	11/19/2019 11:08	Power outage for whole facility. Generator didn?t come on and we can?t get the door open to check fuel levels
	628587	12/23/2019 22:44	Please close and secure all window(s) in the Gym areas (Open windows are causing the areas to be extremely cold)
	628712	1/21/2020 8:08	Room 231 Pipe Leaking excessive amounts of water
	629160	11/25/2019 13:26	Exterminator needed ASAP Infestation of Rats & Roaches for Interior and exterior of the building
	630340	12/11/2019 18:55	Ceiling Issue: ? Falling (loose) tiles Assignment Description: ceiling/ ceiling tiles in the Safe Shores Admin Office located on the first floor in Bundy be checked ASAP.
	631457	1/10/2020 9:25	The shelf that supports the files is broken and needs to be fixed. this is urgent as the shelves are locating in the hearing room

	631470	1/16/2020 11:21	Lighting Issue: ? Interior Lights ? Above 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Replace lights in the Admin Office for the Boys and Girls Club located in the basement
	632095	12/18/2019 19:26	Leak Issue: ? Ceiling Assignment Description: Trace multiple leaks in Admin Suite located on the third floor: Active leaks exist
	632956	12/31/2019 9:25	Heating Issue: ? Temperature ? Too Cold Assignment Description: No heat reported in the Asst. Chief?s Office. Please check temps throughout building.

SEVENTH DISTRICT	**623812**	(blank)	The Safety Committee received a complaint for the bathrooms at the Seventh District. It's reported that only two urinals in the entire district are working. All the other urinals in the district does not work. It is unknown at this time why these urinals are not working. Kindly send help to that location as soon as possible.
	624122	10/9/2019 22:12	No lights in the LT. Office
	624508	1/14/2020 10:21	First cell men?s side clogged toilet
	625924	10/30/2019 10:55	S: Facilities Request Facilities is requested by Sgt. Sharp to respond to 2455 Alabama Avenue, SE (7D Station) for a jammed window that will not open. Callback # is 202-834-2752. CIC Sender's Name: Carrington ** OFFICIAL USE ONLY ** Sent to MPD Facility Management On Call/CIC // END OF MESSAGE
	626671	10/29/2019 18:19	Restroom door has been locked and no one can enter
	626699	11/13/2019 4:02	Facilities is requested to respond to 7D Station (2455 Alabama Avenue, SE) in reference to stoppage in the women's restroom.. Ofc. Evans is advising the toilet was stopped up with a large wad of tissue. It overflowed. Clog is still present
	628324	11/18/2019 22:13	7D Ofc Evans is requesting facilities in reference to the lights not functioning in the female cell. Per the station officer this morning, the lights are intermittently going out and coming back on in the female cell block. As of 11/11 - the lights are out
	628353	11/12/2019 14:40	Ofc Evans is requesting Facilities to respond to the 7D station at 2455 Alabama Ave, SE in reference to a clogged toilet in the men's public restroom. This is the only men's restroom in the lobby for the public to use

	628517	11/13/2019 4:00	All of the urinals and seated toilets are not functioning in the men?s locker room at 7D.
	629237	11/17/2019 12:51	Processing/holding area. Both toilets in the unisex restrooms are backed up, per Officer Evans
	629452	11/19/2019 22:26	Repair various lights in cellblock
	629453	11/19/2019 22:08	Repair conduit that has been pulled off of the wall.
	630772	1/27/2020 14:34	Drain Issue: ? Sink ? Overflow Assignment Description: Sink is overflowing;
	632942	1/8/2020 14:50	Elevator Escalator Issue: ? Elevator ? Repair/Replace/Install Assignment Description: Elevator is not working. The doors are not opening, the car is not responding to the call button. Sgt. Edwards reported
	633108	1/2/2020 19:09	Drain Issue: ? Sink ? Clogged Assignment Description: Clogged and overflowing sink in men's public restroom. Confirmed by both custodial staff and station admin staff
	634213	1/10/2020 14:49	Drain Issue: repair block and tile wall main lobby men restroom, or install a trap door. Assignment Description: Clogged and overflowing sink in men's public restroom. Confirmed by both custodial staff and station admin staff
	636389	1/27/2020 14:37	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Facilities is requested to respond to the 7th District Station at 2455 Alabama Ave, SE for an inoperable toilet in the 1st floor Men's restroom. This is the only public restroom. Callback is 202-698-1500

SOD/NSID (LEASE # 0508)	**623579**	10/11/2019 21:13	Please make repairs to main entrance door. Door will not secure
	625847	10/24/2019 22:32	Please address flooding in office area, water is reportedly coming from floor. 10/23 - Per our custodial contractor, I sent Liz over to 2850 Building to see if we could determine where the leak was coming from and coming underneath the Lieutenant?s carpet in ERT. We found the problem. The photos are of an old DPW telephone room that is inside the structure of our building. Sewage is leaking through several rooms and into the Lieutenant?s office who has gray carpet. Sgt Boyd let us into these rooms a few minutes ago but he is leaving for today but leaving rooms unlocked. The leak will continue

			under the problem is corrected. Right now the area is smelling like raw sewage.
	625939	1/8/2020 9:05	The toilet at the main entrance at NISD in not flushing.
	627190	1/6/2020 13:46	Occupant is complaining of no circulation n the offices. Would like the RTU check for operation.
	627937	1/8/2020 9:07	Please address clogged urinalysis in men?s bathroom across from rm 1350.
	628753	12/22/2019 8:52	Please address a report of cold air in admin office.
	629801	1/5/2020 12:03	Please address broken toilet in men?s room 1315
	629869	11/25/2019 7:45	Please address broken toilet in unisex restroom near cafe area
	629872	11/25/2019 7:42	Please address a non flushing urinal in men?s room
	631120	12/5/2019 22:07	Toilet Issue: ? Toilet ? Overflow Assignment Description: Toilets in both unisex restrooms are clogged and running over. Please address, thanks.
	631182	1/8/2020 9:10	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: repair non working toilet
	631185	12/5/2019 21:54	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: assist plumbers with clearing clog
	631502	12/16/2019 7:47	Toilet Issue: ? Toilet ? Overflow Assignment Description: Please address overflow toilet in unisex restroom, near cafe.
	631503	12/16/2019 7:45	Toilet Issue: ? Toilet ? Overflow Assignment Description: Please address overflow toilet in unisex restroom, near cafe.
	632257	12/26/2019 7:04	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Please replace blown light
	632849	12/26/2019 7:02	Power Issue: ? Partial Outage ? The emergency lights are not working Assignment Description: Blown circuit affecting 3 suites. Member plugged in heater/peripheral and blew the circuit. The breaker is unable to be reset
	632851	1/8/2020 9:09	Toilet Issue: ? Urinal ? Flush / Flushing Assignment Description: Please address broken urinal in men?s rm cafe
	633134	1/6/2020 16:49	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Reports of no heat in entire floor.
	633172	1/2/2020 9:43	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: RHVAV no communication to BAS on 1st and 2nd floor of B side
	633196	1/24/2020 7:45	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: BAS communication is lost to RHVAV

			located in ATEU 2802 office area 2nd floor - Communication lost to VAV?s locates on 1st floor side B.
	633363	1/27/2020 7:37	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Please address a leaking A/C unit in room 1121
	633809	1/24/2020 8:43	Heating Issue: ? Temperature ? Too Cold Assignment Description: Area does not have heat, please address
	634431	1/16/2020 12:53	Interior Painting & Wall Issue: ? Painitng ? Painting Maintenance Assignment Description: Please install drywall to support installation of MPD body camera equipment in room 1506

THIRD DISTRICT HQ	**624794**	11/6/2019 10:46	Third District left side main entrance door will not lock when the door close
	624801	1/14/2020 10:24	Toilet inside the ladies restroom (156) will not flush all the way
	625041	10/21/2019 14:40	Outlet inside the Third District Lactation Room # 250 is not working
	625077	1/14/2020 10:27	Toilet is continuously running
	627588	11/13/2019 22:26	Water leaking from the ceiling
	627595	11/5/2019 9:58	Door closure came off the door
	634599	1/12/2020 13:50	Pipe Issue: ? Water ? Leak Assignment Description: Last sink nearest the urinals is leaking from the faucet and is spraying water from beneath where the hot water comes into the sink. It also appears to be corroded. Custodial team will bag the sink.
TRAFFIC SAFETY AND SPECIAL ENFORCEMENT BRANCH	**626149**	12/21/2019 9:41	Igniter wire for Boiler is bad, preventing boiler startup
	628175	11/11/2019 9:35	The entire Bldg. No Heat (HVAC Engineer(s) or Contractor(s) needed ASAP) Unit is failing to fire up or come on. Area is very cold.
	629283	12/3/2019 10:31	Please address a no heat call in the det office
	632528	1/27/2020 8:09	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Please address report of no heat on 2nd floor.
	633440	1/6/2020 12:48	Toilet Issue: ? Toilet ? Broken / Missing Seat Assignment Description: Please replace broken toilet seat

	633673	1/8/2020 8:18	Heating Issue: ? Temperature ? Too Cold Assignment Description: Sgt. Schaefer is requesting facilities for the heat not working inside 501 New York Ave NW. He can be reached at 202-359-6260 or 202-698-5565. THERE IS NO HEAT AT 501 NEW YORK AVE NW (TRAFFIC ENFORCEMENT BRANCH). THE BOILER IS OFF-LINE.
	633860	1/29/2020 14:02	Hot Water Issue: ? Pressure Assignment Description: Please address leaking hot water heater in 3rd floor restroom (ladies)

- **1331 – FY 19 – Completed Work Orders**

Building Name	Work Order No	Date Completed	Assignment Description
1ST DISTRICT (BOWEN)	**575243**	10/16/2018 16:22	Can we have a second emergency request placed for the elevator. We are working a medical emergency and the Fire Dept cannot use the elevator
	575703	10/26/2018 15:06	1st floor room 100- over 4 bulbs are out (Cynthia Dumas? cubicle)
	575704	10/26/2018 15:00	2nd floor room 200- about 24 bulbs are out (office wide)
	575706	10/26/2018 14:57	3rd floor room 300- about 4 bulbs are out
	575707	12/5/2018 8:51	the 3rd, 2nd and 1st floors are in need of an exterminator treatment. There have been flying insects and roaches found.
	577213	11/21/2018 10:54	Elevator is inoperable. Assistance is needed
	577575	11/18/2018 20:12	Boiler # 2 won?t ignite
	577833	11/2/2018 7:18	The flex line on the hallway unit by the Commanders office is leaking. Urgent assistance is needed
	578108	12/1/2018 13:07	A FEW MONTHS BACK WHEN THE CITY WAS EXPECTING FLOODS WITH THE HURRICANE WATCH, SEVERAL BAGS OF SAND WAS DROPPED OFF IN FRONT OF THE ENTRANCE TO THE FIRST DISTIRCT. THEY WERE NEVER COLLECTED AND NOW THE SAND BAGS HAVE BURSTED OPEN AND SAND IS COVERING THE ENTRANCE TO THE BUILDING CREATING A SAFETY ISSUE.

	578163	11/3/2018 15:10	toilets in the women?s rest room open to the public On 1st floor lobby area
	578249	11/1/2018 22:31	Our waiting rooms for homicide victims families are down to one light bulb. Is there any chance we can get the bulbs replaced?
	578357	11/5/2018 8:55	Urgent urgent urgent!! There is about 3 inches of water on the floor from a leaking toilet. Urgent assistance is needed
	578851	2/11/2019 12:31	Back drop in the cell block live scan area has come down off the wall and needs to be reattached
	579273	2/25/2019 15:25	Request to repair braided feeder line to the the ceiling hung fan coil unit; unit was leaking in the overnight. The leak was isolated.
	579274	11/13/2018 15:20	Elevator is down, not working. Engineer responding to the overnight leak walked up to the third floor. Staff informed him the elevator was not working
	579375	11/13/2018 15:12	Urgent assistance is needed. Toilet is clogged in the cell block area. Thanks
	579402	11/9/2018 20:05	Urgent assistance is needed. Toilet is clogged in the cell block area. Thanks
	579594	11/13/2018 21:28	Toilet is leaking on the floor. Urgent assistance is needed. Thanks
	579615	11/27/2018 7:32	Boiler #2 will not restart, Boiler is off on Flame failure and will not reset. Request contractor repair support.
	579665	11/14/2018 10:10	No Heat!! Urgent assistance is needed. Thanks
	580348	11/19/2018 14:35	Several lights are out in the weight room. Please replace. Thanks
	580350	9/9/2019 15:51	Water fountains are covered with plastic bags and are inoperable. Assistance is needed. Thanks
	580352	11/29/2018 5:20	Urinal and Toilets in the men?s room by room 142 are inoperable. Urgent assistance is needed due to bad smell. Thanks
	580357	3/12/2019 12:27	Station doors where the admin sit need a cost of paint
	581361	12/9/2018 9:29	1. Toilet seat is completely missing. Toilet is inoperable 2. Sink is covered and inoperable
	582721	3/19/2019 13:20	The heat is not working in the CO?s inner and outer office. Assistance needed. Thanks
	583847	1/7/2019 11:20	Elevator is down
	584771	1/3/2019 23:15	Toilet is clogged is in the men?s restroom. Assistance is needed

	585575	1/28/2019 10:52	Water fountain located in outside of the report writing room. Fountain drain is clogged; water is not draining out of the basin. Per the caller, he uses the fountain several times/day.
	585602	3/2/2019 10:52	Commanders office room 301 blower motor for converter isn?t working possible bad fan motor. Requesting additional contractors support.
	585914	1/10/2019 14:18	No hot water. Urgent assistance is needed
	585929	1/10/2019 14:27	Officer dropped his ID down the elevator shaft possibly into pit
	586502	1/25/2019 19:21	1st District Officer Snead is requesting a call in reference to the sink in the men's bathroom 1st floor near the station leaking water and making loud noises. (202) 698-3375/3378 .
	586514	1/23/2019 8:19	Requesting Salt and sanding for the parking lot
	587135	1/23/2019 10:31	Elevator is down. Assistance needed. Thanks
	587296	1/23/2019 10:59	The heat in the CO (inner and outer) is not working. The thermostat is set on heat-80 but its reading 62 degrees in the office. Please make this a priority.
	587356	3/19/2019 13:20	1 D Commanders office fan blower motor not working and 3rd floor corridor and offices is cold. Please provide additional contractor support to investigate and repair.
	587575	1/23/2019 15:05	A pipe has ruptured and water is filling up the outside stairs. Urgent assistance is needed
	588621	3/2/2019 10:30	Backflow Repairs
	589330	3/9/2019 17:24	Boiler # 2 has a high vibration. Boiler in need of calibration
	589355	2/7/2019 11:21	Elevator is not working again. Assistance is needed. Thanks
	589662	2/6/2019 15:11	Can you please have the lights replaced inside of the First District Property Office located on the first floor. Currently the tenants area is dark. Urgent assistance is needed
	589664	2/5/2019 15:49	Several lights are out in the men?s and women?s locker room. Low visibility cause a safety hazard.
	589867	2/6/2019 13:45	1 D is reporting an issue with the lock on the transfer cell-male side. There is a bolt that is out of alignment that catches on the door. This happens when both keys are inserted into the lock.
	589905	2/7/2019 21:58	No lights in the investigation room. Tenants need urgent assistance

	590247	3/5/2019 16:04	Power outage generator didn?t turn on
	590248	2/11/2019 8:35	No power!!!
	590881	2/22/2019 10:29	Can you please have someone respond over to reattach the Branch Commander?s parking space signage?
	591098	3/2/2019 15:23	Boiler rm outside exterior door drain clogged
	591511	2/25/2019 0:16	Sgt Finkelman has water leaking in his office.
	592330	3/27/2019 11:31	have small grey speckled bugs that randomly drop down onto my desk. Adria Williams Staff Assistant, Homicide Branch Metropolitan Police Department Criminal Investigations Division 101 M St, SW Washington, DC 20024 202-645-9600 (main) 202-299-3445 (office) adria.williams@dc.gov We are here to help.
	593405	6/16/2019 8:19	Perform PM on RTUs-Clean condenser coil, replace filters, & belts.
	594136	3/19/2019 0:53	Requesting Shrub and bush trimming urgently. This will prevent anyone being able to hide behind a tall shrub in the night time. Also, tall shrubbery blocks security lighting effectiveness. The Council and the community has complained about the lack landscape maintenance at 1D. Beautification is needed urgently!
	594267	4/14/2019 11:50	Change change filters in the HVAC in the units; according to ORM, the filters have not been changed in 2 years
	594268	3/21/2019 8:14	2 breakers are tied together with electrical tape and wire; Alarm system is registering "OverAmperage"; system appears to be fused together
	594845	3/29/2019 8:25	Tenant has requested a key to be cut
	597339	4/4/2019 21:46	Facilities is requested to respond to 101 M St SW (1D Station Cell Block) in ref to a running toilet. POC is Officer Horton 202-299-3388
	597632	4/10/2019 2:27	Ceiling tile has fallen down assistance is needed. Thanks
	598173	4/16/2019 23:16	1D Sgt Fitzger is requesting facilities to respond to the station for a water leak from the ceiling in front of the women's bathroom. Fitzger 732-558-3561
	598175	4/11/2019 6:21	All toilets are clogged in women restroom on the 1st floor
	598345	5/10/2019 8:48	Men?s room 3rd floor is clogged as well and leaking onto the floor.

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	598346	12/17/2019 15:43	Women?s locker room restroom ? first faucet is running and cannot be turned off (pipes begin to make a horrible noise)
	598347	4/16/2019 13:58	Women?s restroom next to report writing room ? every toilet blew back into the room and there is debris and sewage on the floor.
	598542	6/13/2019 5:46	In front of the Property room, leak is coming through the ceiling. Coming at a steady clip. Officere David is the POC
	598637	4/17/2019 5:17	The urinal in the 3rd floor men?s bathroom is still clogged from the below request. Someone has used it, causing it to overflow and spread urine across the floor of the bathroom. Urgent!!!
	599292	6/12/2019 17:34	Main aircool chiller inoperative senor alarms won?t clear
	600368	5/16/2019 5:46	Toilet is clogged in cellblock urgent assistance is needed
	601689	6/27/2019 2:33	Floor tile is broken inside the elevator
	601888	5/31/2019 1:35	Lights out in elevator
	602196	6/4/2019 22:42	Lights are out on the elevator
	602200	5/16/2019 7:45	FMT: Lights are out: 1. In elevator 2. Hallway by room 142 3. Hallway by Homicide All located on the first floor .
	602340	5/11/2019 0:08	Men's side - first cell, toilet is constantly running, and wll not stop
	603338	5/20/2019 13:15	Power blown; no phone, fax or computers and lights. Per Watch Commander, techs were installing temp AC Units, and blew fuse, they were unable to access panel to restore. Ops POC is Mr. Pickett, 202-373-2728
	603341	7/30/2019 12:20	DGS recently brought portable AC units into the First District Sergeants Offices each of these units were plugged into common house hold surge protectors which is hazardous and may cause a fire. Each AC unit is 115 Volts and the surge protectors are not rated for the AC unit. The AC unit will need to be plugged directly into the wall and unfortunately there are no wall plugs near by. Electrical cords of the appropriate voltage and amppage will need to be secured and used with these units. The two units that were placed in the sergeants office were plugged into the common surge protectors and subsequently unplugged due to the heat being generated by the surge protector and plug itself.

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	604382	5/28/2019 14:49	Sweltering Heat, unworkable conditions when doing desk work. The AC has been malfunctioning for weeks with no end in sight. The little portable units do not cool off the Sergeants Office and it makes the work conditions unbearable. The little AC units provided do not properly circulate air and are not plugged into safe outlets with the proper voltage. This is a hazardous condition.
	604933	6/10/2019 10:00	By the cafeteria, toilet overflowing water coming into the outer hall
	605114	6/20/2019 13:00	Members have expressed concerns that the CST office is not fully secure. Over time there have been multiple officers that have come and go and still have access to the office. Is there a way we can reset the door code to make it secure? There are confidential documents, CST only supplies and vehicle keys that are of importance.
	605125	5/30/2019 22:44	Urgent access is needed by the commander. Please assist. Thanks
	605153	5/31/2019 18:46	Urgent access is needed by the commander. Return to cut keys for access
	605465	9/23/2019 16:51	Perform periodic inspection
	605555	6/18/2019 19:37	Install temporary chiller to assist in cooling the building.
	605592	6/4/2019 22:44	Urgent! Safety issue. Several lights are out in the cellblock. This is making it very difficult to see the prisoners on camera. Urgent assistance is needed. Thanks
	605594	6/10/2019 10:03	toilet backing up in cell #2
	605807	7/5/2019 14:40	A mouse was spotted on the 3rd floor near 321. Please treat
	605959	6/10/2019 14:47	No lights in Cellblock storage closet. Urgent assistance is needed. Please see Officer Holmes
	606234	6/16/2019 7:36	ceiling leaking
	606416	6/25/2019 12:35	Rear parking lot
	606941	9/30/2019 10:39	the door for the 2nd floor men?s bathroom at the First District is about to come off the hinges.
	607407	6/18/2019 13:36	Please install temporary chiller to cool the building
	607707	6/19/2019 22:37	No light in the restroom behind the glass in the admin office

	609449	11/16/2019 12:00	trimming back the bones from our signs on the parking lot? People keep parking in assigned spots but the signs are hidden.
	609457	7/17/2019 3:49	We have several ceiling lights out inside the Family Liaison Office. Can someone come out and replace them? Thanks.
	609502	(blank)	Sergeant Crystal Beslow, 202-698-0555, requests Facilities repair a major leak between the 1D Property Room and Homicide Office creating a hazardous condition.
	610343	7/10/2019 14:40	At 1D in the ladies restroom on the 1st floor near the property office all of the toilets are backing up and one has over flowed onto the floor. Please send assistance ASAP!
	610348	7/23/2019 21:21	At 1D in the ladies restroom on the 1st floor near the property office all of the toilets are backing up and one has over flowed onto the floor. Please send assistance ASAP!
	611241	7/28/2019 12:40	There is a serious leak in room 150. Urgent assistance is needed. Thanks
	611712	7/20/2019 15:48	Water is coming out of floor drain in our janitorial closet and not the sink.
	613359	9/23/2019 8:16	In room 317 and 318A of the 1D building at 101M St SW, there is no AC. The thermostat is in room 318A and the ceiling unit is in Room 317. Room 317 is our vital records storage room so when the repair people come they will need to have an admin staff member let them in the room. We will be happy to accommodate whatever time-frame they need.
	613936	9/30/2019 10:26	Too hot no AC
	616339	8/19/2019 23:13	Facilities is requested to report to the 1D Cell Block for clogged plumbing. Cell #2 Male side is clogged. Contact Officer Bass, E. at 202-299-3388.
	616742	10/17/2019 21:56	Holds the description of the assignmentTHE WATER FOUNTAIN IN THE LOBBY AREA AS YOU KNOW IS NOT WORKING?ITS COVERED WITH PLASTIC?..WELL THE SMELL COMING FROM THAT AREA IS VERY OFFENSIVE TO THE POINT THAT PEOPLE IS COMPLAINING ABOUT IT?.. I?M HOPING THAT SOMETHING CAN BE DONE ABOUT IT?.THANKS
	616920	9/4/2019 7:10	The ceiling is leaking water in the 1D men?s locker room directly above lockers 101 and 102.
	617934	8/28/2019 21:51	I am sending this message to let you know that all 6 bulbs in room 318A are burnt out.

	617987	9/12/2019 12:34	Ac unit is leaking on the desk. Urgent assistance is needed. Thanks
	618129	9/24/2019 9:57	Perform annual elevator inspection.
	618321	9/7/2019 9:45	Restroom toilets are not operational. Urgent assistance is needed When the plumber responds out, can they fix the runny sink in the men?s room?
	618354	9/12/2019 16:34	Faucet is continuously running. Unable to shutoff. Urgent assistance. Needed
	618562	9/23/2019 16:11	Witness annual elevator inspection.
	618800	9/3/2019 7:21	Leak from the ceiling in the men's lockerroom. May be coming through a fixture
	618805	12/17/2019 15:44	It is raining in the locker room
	618807	10/11/2019 10:57	The door handle is broken off
	618809	9/9/2019 21:56	The rear door will not close all the way making the building insecure
	618810	9/9/2019 22:00	Lobby door will not close after being open
	619038	9/4/2019 8:22	BPO/HVAC - Please refer to Plumbing notes. Requesting BPO/HVAC to change air filters. Lack of air filter change is causing AHU to leak into the LOCKER ROOM The ceiling is leaking water in the 1D men?s locker room directly above lockers 101 and 102.
	620716	11/18/2019 15:13	Was unable to lower flag on 9-11 due to flag being stuck in the tree. Assistance for the tree to be cut back and the flag be free
	621385	9/27/2019 16:24	3 mice were spotted in recruiting division. Urgent assistance is needed
	621609	10/6/2019 10:19	Toilet seat is broken off. New toilet seat is needed
	621639	(blank)	Partial power outage affecting the building
	621640	11/2/2019 14:21	Yesterday 1D experiences a partial power outage. AC is not working
	622246	9/27/2019 10:42	Today inside of the First District Detectives Office there are a lot of Mosquitos biting us in the office particularly in the sergeants office and in the outer office. We really need some assistance ASAP.

1ST DISTRICT SUB	**573956**	10/11/2018 14:44	Walls has water damage and needs repairs

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	573957	10/11/2018 8:20	Walls have water damage. Urgent assistance is needed
	574679	10/13/2018 10:54	Active leak in women's room on 1st floor
	577591	9/23/2019 13:37	No Heat. Window unit blows only cold air despite being set at maximum heat.
	577610	11/20/2018 2:22	Please unlock and re-key the left office on the top floor. Please provide the keys to Capt. Knutsen
	577979	10/30/2018 19:09	Lobby door to station will not secure. Safety issue. urgent assistance is needed. Thanks
	578859	12/5/2018 9:33	Mice are all over the building. Urgent assistance is needed. Thanks
	579421	12/10/2018 13:04	Light fixture in back right side of room is dark. unsure if bulb or fixture issue.
	580000	12/10/2018 11:05	No Heat. Its freezing in here.
	580349	11/19/2018 18:32	The entry and exit door into the station is not closing. The closer needs to be adjusted. Assistance is needed as this is a breech in security. Thanks
	580830	1/15/2019 6:17	Repair/Replace circulating pump that is inoperable; motor has a burning smell
	580831	12/3/2018 0:18	Please provide plumber to repair/replace circulating pump for HW heater
	580832	12/12/2018 10:37	Please provide technician trouble shoot newly installed FCU installed but controls never worked, unit remains out of service
	581009	12/6/2018 10:08	Substation Lieutenant?s Office is not working. It seems the unit has no power. Please assist with service. Thanks.
	581787	12/3/2018 0:36	clogged water fountains
	582657	12/16/2018 9:27	Sink drains are backing up, and water in one, causes the drain in other to backflow
	583220	12/13/2018 18:10	Sink is clogged. Standing water urgent assistance is needed. Thanks
	586515	1/22/2019 8:56	Requesting salting and shovelling of front stair , sidewalk and side area where cars park
	587639	1/25/2019 21:34	Please be advised there is a leak in the men?s upstairs bathroom at one of the stalls
	588296	3/2/2019 11:05	Right side urinal is not flushing.
	589374	2/7/2019 8:07	1st floor Women's restroom water leaking from the Ceiling & Ceiling tiles are damaged Plumber(s)/Maintenance Mech. Needed ASAP.

	591077	3/18/2019 20:37	The third men?s locker room shower area, peeling paint in the window seal that appears to be rust or mold of some sort
	598300	4/23/2019 14:17	Urgent Urgent Urgent!!! Major leak in the boiler room. Almost a foot of water on the floor. Urgent assistance is needed. Please see attached video
	598376	7/28/2019 18:20	Urgent Urgent Urgent!!! Major leak in the boiler room. Almost a foot of water on the floor. Urgent assistance is needed. Please see attached video
	598477	4/30/2019 10:39	The building still reeks of mold and the rats and mice are continually running around, while leaving their droppings on tables, desk and the floor.
	598478	6/5/2019 6:33	I wanted to reach out to you about the issues we have been experiencing with regards to the rodent and mold issues at the First District substation. I understand that DGS has been out here for the issues but the problems have not had a positive outcome. The building still reeks of mold
	601507	8/1/2019 14:09	I was hoping to submit a request to have an air conditioning unit serviced at the First District Substation located at 500 E St SE. The unit in the second floor office on the southeast corner of building is not working properly. Unfortunately the office does not have a room number, but it was formerly the First District Inspector's Office. The air conditioner has the label "WHTR/AC19" attached to it.
	601683	5/9/2019 15:56	Lights are out and need to replaced
	602205	6/13/2019 12:25	Hi Jeeter. There is a stop up and leak in the right side women?s locker room sink at 1D1. Can you send someone ASAP? There is a smell
	609836	7/15/2019 9:34	Officer Palmer 1D requesting facilities for a faucet spewing water (unable to turn off) in the 1st Floor Men's bathroom. The water spews from the bottom of the sink at the substation 500 E Street SE 2) 698-0068
	609913	7/8/2019 12:32	experiencing drainage issues
	609955	7/9/2019 18:19	Drain is flooding
	610338	7/28/2019 14:22	pipes are are leaking down to 1st floor
	616525	8/21/2019 22:01	1D sub-station is requesting facilities to assist with the wall and desk power outlets in the sergeant's office going out and the power switch to the same office not working. Contact Sgt. Alma at 202-698-0068 or 202-698-0050

	616528	9/16/2019 13:44	No Power to overhead lights, wall outlets, and wall mounted AC units. Problem was initially contained to East Side Sergeant's Office (Second floor) but is now effecting the west side sergeant's office, the first floor men's room, and possible other areas of the building.
	618621	12/21/2019 9:20	The ladies locker room air conditioner is leaking water all over the floor at the SUB-STATION?

3RD DISTRICT HEADQUARTERS	**577550**	11/18/2018 20:18	Connect both boiler rooms through piping to provide heat to the building
	578250	11/1/2018 20:33	Both door handles are broken off. Personnel is unable to access. Urgent assistance is needed
	578424	11/5/2018 10:34	There is a leak in the station area coming from the ceiling. The leak is heavy because the tenants keeps changing the bucket every 30 mins. Urgent assistance is needed. Thanks
	580786	11/26/2018 6:50	Two door stoppers need to be installed so tenant do not have to use bricks
	580787	1/15/2019 6:18	Pope is corroded and leaking bad. Urgent assistance is needed. Thanks
	580899	1/15/2019 6:17	Heat line is leak and badly corroded
	581908	12/3/2018 18:12	Toilets are backing up in the cellblock and flooding
	586575	1/22/2019 8:55	good morning The upper level garage is very slippery. Assistance needed Thanks
	586920	1/22/2019 7:07	No hot water in the cellblock
	587234	1/23/2019 10:18	No Heat
	591343	2/19/2019 14:15	No hot water
	591364	2/19/2019 20:10	the Female locker room in the basement, there is a toilet not working. On the first-floor female bathroom across from the property office, the hot water knob on the sink that is closest to the bathroom stall is not working.
	593131	3/23/2019 13:32	Low to no water psi
	593133	3/6/2019 21:27	Low to no water psi. Please see sgt gibson
	593222	3/17/2019 15:58	There is no hot water in the women?s shower and sinks in the women?s locker room. Urgent

			assistance is needed. Tenants has complained to the union. Resolution is needed
	593430	4/24/2019 10:59	Chiller- Scale clean, punch tubes, grease pumps, clean strainers; Cooling tower
	593504	3/23/2019 13:29	The Men?s bathroom sink on the second floor is constantly running. The female bathroom sick on the second floor is stopped up. Can you please assist.
	593623	3/17/2019 15:53	New hot water tank is needed
	593692	3/12/2019 8:53	One sink has low water psi The other sink has a plastic bag over it and the sink appears to be clogged
	594196	3/14/2019 19:52	Sewage backup
	596826	6/18/2019 8:06	FYI - Lt. Hill, good afternoon, see site visit date below, this is for the 4 leaks in basement. Men?s Locker room (2), women?s locker room (1), and RWR closet (1). Is it possible to have wet ceiling tiles removed in these 4 areas by Friday?s site visit? Urgent assistance is needed.
	600429	6/13/2019 5:47	Leak coming from the ceiling. Assistance is needed. Thanks
	602203	7/26/2019 6:35	Third District Station Rear door on the (Westside)doesn?t close securely without being pulled
	605314	6/12/2019 17:09	The Third District has reported There are several air-condition units in the Third District that are not working, please see below. Work orders have been put in however the units are still down. Can we please have your DGS come out and fixed the below units? Please give us an update regarding this Captain?s Office # 221 CST Office Room # 217 Lieutenant?s office # 228 Detective?s Office # 240 Men?s Lockerroom
	606664	12/5/2019 11:31	Generator is in alarm. Urgent assistance is needed
	607637	8/12/2019 10:17	Generator is in alarm showing over crank. Assistance is needed
	607655	9/30/2019 11:01	Repair or replace defective burner ring housing on boiler#3. Assistance is needed. Note: Boiler will fail DCRA inspection. Building will be without heat.
	608310	6/25/2019 6:40	Sgt. Green is requesting for a member of Facilities to respond to 3D. The Women's locker room is flooding. Sgt. Green can be reached on 301-609-1368. PER SGT GREEN, IT IS RAINING IN THE LOCKERROOM

	609145	7/1/2019 17:45	The door knob on hallway door leading to the Sgt's Office is broken. Members are unable to exit the door.
	611365	7/22/2019 13:41	No cooling on the second floor. Urgent assistance is needed. Thanks
	612124	8/1/2019 14:24	Subject: RE: Portable AC Units 2 preferably 3 thanks for following up! Capt?s Office Lt?s Office CST Office
	615522	11/6/2019 12:15	The A/C Unit - 47 in CST Office room 217 is leaking water. The water is leaking down into the Station area
	622190	9/25/2019 21:09	All toilet are clogged and when flushed water is backup in the shower drain
	622660	9/30/2019 14:35	The door is working intermittently.
	622929	10/23/2019 23:12	Carpenters examined the door found the problem is lock related back set doe not retract

4TH DISTRICT POLICE HEADQUARTERS	**575314**	10/20/2018 9:58	Ceiling leak radio frame room leak is coming from the ceiling leak needs to be repaired. POC: Stephen Matthews (202) 340-2531
	576267	10/18/2018 21:45	Plumber(s) Needed ASAP Restrooms thru-out the cell-block clogged
	576708	10/22/2018 20:26	Electrician Needed ASAP for the 4th District Men's Locker room constant power outage
	577447	2/25/2019 0:15	The toilets in stalls of the men's bathroom are leaking badly from the flush valve area. POC: Ofc. E. Green

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	577504	10/26/2018 15:58	Plumber Needed ASAP for 4th "D" Men's restroom in the Lobby Area Water in Urinal(s) continuously running (This site is/will be used for Voting)
	577505	10/29/2018 14:17	Electrician Needed ASAP to replace several burnt out light tubes/bulbs in the "Men's Restroom" Lobby Area (This Site is/will be used for Voting)
	577507	10/30/2018 2:11	Across from Room #122 Please replace heavily Damaged/Soiled ceiling tiles (This site is/will be used for Voting)
	577509	10/29/2018 14:15	Electrician Needed to replace burnt out light tubes/bulbs in front of the exterior of the bldg. (This site is/will be used for Voting)
	577548	10/29/2018 14:12	Insulate/Cover hardware on bottom of sink in the Men?s Restroom located in the lobby. (This site will be used for voting)
	577749	10/30/2018 2:12	replace ceiling tiles
	577994	10/31/2018 1:51	replace by soda machine
	577995	10/31/2018 1:49	replace tile behind counter
	578226	11/16/2019 11:12	OUC RADIO SITE ----REQUIRED HVAC - SEMI ANNUAL PM
	578404	11/13/2018 10:48	The building is too hot
	578777	12/19/2018 14:50	Several lights are out in the rear work area of the Vehicle Maintenance Office shed making it very hard to see. POC: Carlos Amaya & Reginald Wiley
	578787	11/21/2018 11:07	Due to personnel changes the VMO Shed door locks needs to be changed as soon as possible. POC: E. Green, C. Amaya, & R. Wiley
	579168	11/13/2018 3:26	Replace heavily stained ceiling tile directly outside of Commander?s Office. (high ceiling)
	579189	11/13/2018 23:42	Replace heavily stained ceiling tiles in Ladies Restroom directly across from Commander's Office.
	579427	1/8/2019 14:28	Circulating pump for boilers 1 and 2 inoperable preventing site from heating
	579719	11/14/2018 12:50	Plumber(s) needed ASAP - Basement Ladies' locker-room (restroom) water leaking (Please check, repair/replace flush valve)
	580423	11/20/2018 22:51	Restore power to electrical outlet, (Panel#DNCRT 9) for Detective Monahan's area.
	580865	1/22/2019 12:51	The door knob has broken off from the inside of the Vice Office and needs to be replaced. POC: Lt. Sean Connors and E. Green
	580877	12/16/2018 15:25	The middle urinal in the men's bathroom over flows when flushed and the water drains very slowly. POC: Lt. Connors and E. Green

	582013	12/20/2018 3:23	The female bathroom in the main lobby area needs a toilet seat cover replaced which is broken in the right stall. POC: Ofc. Erica Melton, Ofc. Parham, Ofc. Elvin Green
	582325	12/7/2018 7:49	Remove leaves and prune shrubs around curb
	582506	2/26/2019 10:36	Please replace knob for the CST Office located on the top floor asp. (POC- Officer Green)
	582891	1/7/2019 12:03	Mold Remediation is needed throughout building
	583219	12/14/2018 10:33	The fenced area for the Impoud Lot has been vandalized and are needs to be secured asap (POC- Officer Green)
	584410	12/29/2018 16:40	Drainage pipe located in the back left corner of resource office B01-B near the windows. is heavily corroded/cracked. See attached picture.
	584460	3/20/2019 0:31	The outlets in the front cubicle area are not working when items are plugged in the sockets. POC: Ofc. Proctor
	584524	4/23/2019 13:22	Room 203 Lt. Zabavsky has 2 holes in the floor that needs to covered and closed that recently had electrical poles coming through the floor. POC: Ofc. E. Green
	586735	1/22/2019 11:29	Snow removal is needed. It is hard to get gain access into the building, please assist
	587405	1/23/2019 7:34	Multiple toilets are leaking from the flush valves in the Men's Locker Room
	587886	1/24/2019 22:15	Clear Drains on Front of the building asap. (Standing Water)
	588213	2/15/2019 9:19	The AC unit in the IT Network closet is currently not working which is making the room very warm. POC: Officer E Green
	588332	1/30/2019 4:15	Replace lights on wall throughout Stair #3
	588351	1/31/2019 6:19	Please install cover for return vent in Lt. Posey's office; POC is Val Walker (202-345-3886)
	588547	2/2/2019 15:14	Please install a showerhead in Men's Locker/Shower Room located in the basement. (POC - Officer Green)
	588753	12/27/2019 15:44	Replace water stained ceiling tile on top of stairs across from Commander's Office. A high ladder is required. Please expedite due to scheduled OSHA Inspection,
	588756	3/11/2019 0:24	Replace heavily soiled ceiling tile in the Processing Area of the Cellblocks
	588758	3/5/2019 3:12	Replace water stained ceiling tile in the 2nd floor corridor near Stair 3, #212

	588763	2/5/2019 2:34	Replace water stained ceiling tiles in the main lobby asap.in preparation of OSHA Inspection
	588764	1/30/2019 22:45	Repair/ Replace electrical light fixture cover. Numerous attempts have been made to secure cover, however it does not stay secured. Safety hazard exist.
	588768	1/31/2019 18:55	Secure lock on Radio Room Closet; It is loose. The radio room is located inside of the Roll Call. (POC-Officer Greeen)
	589247	2/15/2019 14:55	Room 203-D (Time & Attendance Office) Extremely Cold (No Heat) HVAC Tech. or Contractor Needed ASAP
	589416	3/1/2019 9:13	HVAC Tech. needed ASAP for the IT Server Room Inside The Vice #208 is extremely hot
	589462	2/5/2019 14:13	Fuse box - ORM inspection. The attached picture shows a bolt in the fuse box. Per Ms. Emminizer, she states if the "bolt" is till in the box, she will notify the Fire Department. Per Ms. Emminizer, this appears to be dangerous.
	589525	2/5/2019 2:32	replace stain ceiling tile over computer
	589526	2/5/2019 2:30	replace stain ceiling tile
	589728	2/6/2019 3:59	Several electrical outlets have no piwer
	590755	3/20/2019 0:38	Exposed wires need wire housing to cover them.
	590758	3/15/2019 12:40	No Security Camera Picture.
	590759	6/4/2019 12:36	Camera is Blocked
	590930	2/13/2019 21:17	Female Cell # 10 toilet leaking through the into the Sergeant's Locker Room and creating a strong odor. POC: Ofc. E. Green
	591218	2/15/2019 21:38	Manually shut parking lot gate
	591244	2/25/2019 0:29	Urinial in the 2nd floor men's bathroom that is flooding into the hallway. Per Lt. Connor, the flooding has stopped. The urinal filled up after flushing and kept running for several minutes causing the water to overflow the urinal bowl and the bathroom. Custodial team has placed a bag on the urinal to stop anyone from using it.
	591256	2/19/2019 9:03	change tile by janitor closet
	591717	3/4/2019 17:36	The water fountain on the second floor by the men's bathroom is clogged which is not allowing the water to drain out. POC: Ofc. E. Green and Sgt. Miller
	591724	2/26/2019 21:24	The first stall in the women's locker room is leaking from the flush valve and underneath the rear seal of

			the toilet area which is leaking throughout the restroom. POC Ofc. E. Green
	591766	3/20/2019 0:47	Several Light cover fixtures are either hanging or missing in the Sergeant's office. POC Sgt. Starr and Ofc. E. Green
	592329	2/28/2019 15:22	Women's Locker room: The first stall in the women's locker room is leaking from the flush valve and underneath the rear seal of the toilet area which is leaking throughout the restroom. POC Ofc. E. Green
	593417	5/14/2019 13:16	Chiller- Scale clean, punch tubes, grease pumps, clean strainers; Cooling tower, Cooling tower
	593754	3/12/2019 20:58	Plumber(s) Needed ASAP - Cell #5 commode overflowing (Excessive amounts of Water overflowing unto the floor)
	593907	3/26/2019 12:16	Tenants have reported burning odor in the Detectives office located on the 2nd floor next to Toll Call
	594914	10/3/2019 9:07	The push button to lock the door from the inside has popped out and will not stay in to lock or unlock the door. POC: Ms. Tremaine Harper and Ofc. E. Green
	595487	3/25/2019 9:35	Per Building Management Specialist, the building admin is reporting a severe burning smell throughout the building.
	595604	5/11/2019 1:30	There is an extreme burning rubber smell coming through the vents on the second floor in the Admin Office, Roll Call Room, Detective's Office, CST Office, and Commander's Office,. POC: Ofc. Proctor and Ofc. Green
	595617	4/6/2019 7:08	The middle stall in the ladies locker room has a stoppage issue, which makes the toilet have to be flushed several times to drain out any previous usage. POC: Sgt. Smith and Sgt. Starr
	595621	3/29/2019 5:25	The ceiling in the crime scene office is leaking which is causing stains to the ceiling tiles. POC: MPO Hart and MPO Morris
	595687	3/26/2019 13:24	Poor lighting from missing bulbs
	595689	3/26/2019 13:47	Ceiling light covers on the fixtures is not properly secured to the fixture in rooms 213, 205, 209
	595690	7/26/2019 9:50	HVAC filters need repalceing; the HVAC system needs to be thoroughly vacuumed and cleaned to prevent the spread of germs and bacteria. Clean systems restore capacity and lessen running time, creating savings on heating and cooling bills

	595691	3/27/2019 16:07	Air Conditioning Unit in the server room is not working
	595692	9/9/2019 13:59	Leaking Toilet Pipe; per ORM, repair leaking toilet pipes
	595694	3/29/2019 15:49	Missing blank electrical panel cover and proper labeling in electrical panel box
	596088	8/16/2019 16:00	Replace Belt on Generator
	596258	6/18/2019 16:41	MOSCAD ALERT SHOWS - high humidity inside the room.
	596384	6/14/2019 8:30	Violation # 15 - ELECTRICAL PANEL BOX IS MISSING A BLANK Condition: The electrical panel box is missing a blank. Location: electrical panel inside station clerks office Severity: Mild Standard: 29 CFR 1910.303 (b), (1) Examination, insulation, and use of equipment. Recommendation: Replace missing electrical covers. Electrical equipment shall be free from recognized hazards that are likely to cause death or serious harm to employees.
	596386	1/14/2020 11:33	Violation # 2 Condition: Failing window seals resulting in leaking windows Location: Basically, the entire second floor of the building Severity: Moderate Standard: 29 CFR 1910.22 General Requirements, 29 CFR 1910.141 (a) (3), Housekeeping. Recommendation: Replace the windows and or the window seals as soon as possible in order to eliminate breeding grounds for mold and mildew
	597097	12/20/2019 11:21	We currently have a large sink forming in the middle of our impound lot that needs to be filled ASAP. POC: Sgt. Starr, Ofc. Parham, Ofc. E. Green, Ofc. B. Cover, Ofc. Doug Mull, & Michael Bazemore
	597101	10/16/2019 10:41	The Fourth District impound lot has several trees and bushes growing within the area which causes problems when storing/removing vehicles on/off the lot. POC: Sgt. Starr, Ofc. Parham, Ofc. Green, Ofc. Mull, Ofc. Cover, & Michael Bazemore
	597428	5/13/2019 15:39	The Fourth District Property Closet needs a kick down door holder to prevent members from getting locked in the closet. POC: Sgt. Starr, Ofc. Parham, Ofc. B. Words, Ofc. Melton, &
	597499	6/6/2019 15:45	Several lights are out the boiler room area of the Fourth District. POC: Ofc. Green, Ofc. Parham, Ofc. Holmes., Ofc. Proctor
	597628	4/9/2019 1:20	Per Lt. Jessup, he is requesting to have the heat turned off at 4D

	597806	7/26/2019 9:48	Assistance is needed for swicthover to Cooling. (Cooling Tower, Chiller, Etc.)
	598340	5/28/2019 8:27	The door gets stuck and will not open at times. POC: Sgt. Starr, Ofc. Parham, Ofc. Green
	598466	(blank)	Swinging entry gate is sticking closed, not allowing access into the parking lot. This is impeding operations Electrical mechanical operator gate
	599021	7/26/2019 9:43	1 inch fill line for cooling tower needs repair
	599195	6/3/2019 13:26	Water is pouring out of pipe when toilet in the Commander?s office is flushed. The toilet seat is broken also
	599198	5/19/2019 15:31	Please replace missing toilet seat in the Captain's private bathroom
	600278	5/19/2019 15:29	The Captain's toilet (Rm.205) is leaking from the rear pipe area in their bathroom POC: Captain Christian, Officer Green
	600508	6/13/2019 5:49	Toilet in Cell block#5 overflowed into four other blocks.
	600673	5/7/2019 22:15	Rear glass window broken - repair needed.
	601380	5/9/2019 20:48	A key has broken in the door lock of Rm 203-A Lt's office so the door can not be secured. POC: Lt. Francis Martello, & Ofc. Elvin Green
	601939	9/18/2019 8:30	Continual leak, coming from AC Unit. carpet has becomed saturated.
	603577	1/14/2020 8:49	DHW line has a pinhole and is leaking above the boilers. Line is located between Boiler # 1 and 2.
	603780	8/8/2019 16:43	The Commander's office (Room 206) and the Commander's secretary area is not receiving proper cooling throughout which is making the areas warm to hot. POC: Ofc. Elvin Green and Civ Tremaine Harper
	603856	10/16/2019 10:45	The rear lot of the Fourth District has overgrown grass, bushes, and weeds that needs to be cut. POC: Ofc. E Green, Ofc. Parham, Sgt. Starr, & Ofc. Proctor
	604355	7/30/2019 12:28	Building hot leak coming from the ceiling in the lobby
	604358	9/18/2019 8:35	AHU # 1 has a faulty disconnect. AHU # 1 is down due to issue.
	604394	6/3/2019 15:52	The latch is not engaging properly it stays in a lock position and will not release to open the door POC: Sgt. Starr, Ofc. Parham, Ofc. Green
	605099	8/1/2019 14:32	Cooling tower supply line has burst and water is flowing from coupling

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	605803	6/6/2019 8:01	Radio tower us tower services reported tangled electrical wires on the climbing tower. Wires need to be untangled. POC: Melaku Tefera (202) 494-5503
	606000	6/6/2019 15:34	4th District H/Q (Lobby Area) Men's and women's restroom - several burnt out light tubes; public restrooms
	606504	6/25/2019 12:10	Extermination needed ASAP for Mice Infestation through-out the Bldg. (See Officer Green for more Information)
	606633	6/14/2019 11:41	The Fourth District Property Closet needs a kick down door holder to prevent members from getting locked in the closet. need contract services to have a contractor installed a new double panel glass.
	606833	6/25/2019 11:52	Below are pictures of bird droppings I found all over the U.S. Attorney?s Community Prosecution Office located in the 4th District Police Station. I was here on Friday and it was not like this. If you recall, we had this same issue last year when we walked in to find several dead and decaying birds in the office. I thought the issue had been resolved. However, the birds are still able to get into the Office and leave droppings that can carry diseases. I am requesting your assistance with this matter as soon as possible because of the unhealthy environment that bird droppings can produce.
	606983	6/20/2019 15:18	Lt. Cady is requesting facilities to respond to the 4th District for mice in the admin office.
	607945	7/8/2019 12:54	Birds are inside if the break room
	608331	7/8/2019 13:08	Extermination needed ASAP Infestation of RATS in the Detective Office on the 2nd Floor (See Officer Green for additional information
	608659	9/18/2019 12:22	AC is not working in cellblock
	608730	8/22/2019 15:20	Make repairs to AC unit the serves the cell block. Unit is in alarm (float switch). AHU will not rest. POC # 202-545-3050 Justine Holmes
	609468	7/18/2019 15:02	The detective's office door is not closing completely and stays ajar unless pushed with some force.
	609514	7/8/2019 14:51	Replace lights in Admin Office located on the second floor
	611278	9/18/2019 12:32	AHU # 1(Roof Penthouse) disconnect is inoperable. Disconnect has signs of burnout.
	614234	9/6/2019 18:56	Replace damaged glass on door to the lower level parking lot
	614235	1/5/2020 16:01	Repair damaged wall in Men's Locker Room

	616869	11/20/2019 23:56	Mold growing in lockers and on uniforms
	617442	9/4/2019 23:37	The 3rd urinal in the men's bathroom on the 2nd floor is over flowing when flushed and consistently runs. The middle toilet is also not flushing or working.
	618487	12/16/2019 11:29	Check Trouble Signal for FAS.
	619862	10/2/2019 11:23	The closet door in the Captain's Office Rm. 205 has a key stuck in the lock.
	620366	11/6/2019 11:57	The AC unit is leaking . The carpet has even removed and leak continues to cause damage.
	621055	9/17/2019 14:54	Several Lights are out in the main hallway POC: Ofc. E. Green
	621486	9/27/2019 16:40	Room 208 & Room 209 Mice infestation Exterminator needed ASAP
	621497	11/6/2019 11:53	Extremely Cold within the Commander's office (Electric Heater needed ASAP)
	622896	10/8/2019 7:45	Plumber needed ASAP to repair/replace leaking pipe on the Top floor of the South Side Stairwell

5TH DISTRICT	**575917**	10/16/2018 22:27	for lighting issues in the male holding cell block bathroom; currently the light is out in the male processing area bathroom; conditions are very dark for arrestees being processed into the block
	577735	12/6/2018 4:44	The cold water faucet knob/handle needs to be replaced please. The cold water can not be turned on at this time.
	578051	11/4/2018 14:57	Leaking around the toilet in the Cellblock (1st)
	579275	11/10/2018 16:10	Carbon monoxide levels are high, FEMS on scene, from boilers; Facilities is requested to respond to the 5th District in reference to carbon monoxide leak coming from the boiler room. DCFEMS Fire is on the scene and will advise when it's safe to re-enter the building.
	580481	12/5/2018 19:15	The VMOs report that they are unable to lock the door on their shed/building. Please have someone assess whether the lock needs to be replaced or can be repaired. Thank you This is a standard lock set on a metal door.
	581390	11/29/2018 12:55	First cell on the right immediately in the block; male side. Light is completely out in the cell, making it unusable. This can potentially disrupt operation.
	581436	12/6/2018 10:23	Reports of no heat in office
	582128	12/5/2018 15:27	Door frame has detached itself from main support.
	582932	12/19/2018 14:32	Reports of mice in admin area.
	584753	2/6/2019 14:30	Please address defective outlet in rm 241

	584758	1/5/2019 17:30	Please address toilet which leaks from the valve when flushed.
	584849	1/3/2019 17:26	Facilities is requested to respond to the 5D station (1805 Bladensburg Rd, NE) for (3) urinals with plumbing issues. The urinals are not overflowing, but are not working. The unit has placed bags over them s that no one uses them in the lower level men's restroom. Lt Brescia is requesting. Callback is 202-327-4392
	588159	9/23/2019 20:54	key broken off in door knob handle
	591801	3/13/2019 21:03	Please address blown lights in hallway
	591923	2/25/2019 23:02	Pad lock stuck closed
	593358	3/11/2019 23:05	Please address blown lights in Sgt?s office (3) lights out
	593364	3/13/2019 20:59	Please address blown lights in basement hallway
	593416	5/15/2019 9:20	Chiller- Scale clean, punch tubes, grease pumps, clean strainers; Cooling tower
	596388	9/20/2019 8:23	Condition: The HVAC duct system appears to be contaminated from an accumulation of residues, i.e. dirt, and dust. Location: HVAC room in basement Severity: moderate Standard: American Society Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standard 62.1-2007. . 29 CFR 1910.22, Housekeeping Recommendation: The HVAC system needs to be maintenanced and cleaned to prevent the spread of germs and bacteria. Although there are no dates on this et of filters, they are very dirty, and need to be changed, as evidenced by the amount of dust around the vents in the building. Clean systems restore capacity and lessen running time, creating savings on heating and cooling bills.
	596389	4/11/2019 3:20	Toilet is out of order
	596390	4/2/2019 8:01	Door has a defective closing latch
	596391	4/8/2019 7:52	Exposed wiring. Stairwell EXIT Sign across form Room 202
	596392	4/10/2019 12:02	Electrical Panel within Room 241. Switches in electrical panels are tied together with metal wire in the "ON" position.
	596393	4/24/2019 7:10	CONCRETE! Walkway deck in rear of 5D. Repair concrete. Slips, trips and falls constitute the majority of general industry accidents.
	597354	6/10/2019 7:49	5D Watch Commander is requesting facilities to respond to 5D in reference to a running urinal in the men's locker room. Call back 202-327-4392
	597572	4/8/2019 13:47	Watch Commander is requesting facilities to respond to the women's bathroom for a continuous running faucet. Contact #202-327-4392. This is the hot water side

	598822	4/23/2019 22:43	Please address blown lights (3)
	599649	9/12/2019 16:29	Please address complaint of Bld too hot, please reduce temp
	600155	4/29/2019 9:02	Public Restroom - Main Station Lobby. Ofc. Michad from the 5th District is requesting someone from facilities to call him in reference to the Lobby mens restroom toilet overflowing with feces and toilet tissue. Call back 202-698-0150.
	601209	5/6/2019 12:21	Toilet is clogged. It is very packed up per the Watch Commander
	604794	6/4/2019 7:23	Please address a broken toilet in cell block area. Unit will not clear waste.
	605143	5/30/2019 20:53	multiple urinals and toilets are not flushing three blocks are down
	606074	6/6/2019 21:59	Clogged toilet
	607125	7/1/2019 15:31	Please see attached picture. Exterior near storage container has a large bald faced hornets nest. Use extreme caution. They are aggressive!
	608328	8/12/2019 11:15	Generator down. 5D Lt. White reports 5D has no power and the back up generator is not working. Mr. Goss from Facilities was notified.
	608334	6/25/2019 13:04	PEPCO REPORTS AREA POWER OUTAGE. 5D Lt. White reports 5D has no power and the back up generator is not working. Mr. Goss from Facilities was notified.
	608542	8/10/2019 11:33	AC is not working in the building
	609269	7/1/2019 14:58	Front Counter Office - Lt. Wright is requesting a member of Facilities to respond to 5D Station (1805 Bladensburg Road, NE) in reference to a light bulb flickering on and off. Callback: 202-327-4392.
	609325	7/8/2019 1:57	Please address blown/flickering light outside of cmdr office.
	609327	7/22/2019 13:52	Please address blown lights in admin office.
	609624	7/12/2019 16:39	Please address 3 blown lights at the 5th district station desk off of lobby.
	611315	7/17/2019 22:32	Lock out - regular lock
	614586	8/13/2019 20:36	The 5D Rear glass door is not securing
	614595	8/11/2019 23:53	2 toilets are leaking with sewage spilling out of the bottom of the toilets.
	615184	8/13/2019 8:09	Main drain is backing up and causing shutdown of all toilets. Please address.
	615268	8/14/2019 10:13	8/12/19 - Per FMT, 6 toilets are clogged. The line in backed up, and they are unable to clear it. Main drain is backing up and causing shutdown of all toilets. Please address. Plumbers have attempted to clear the six

			clogged toilets unsucessfully, requesting Contract Services to assist.
	615319	9/26/2019 10:34	Fan Motor going bad, making very disturbing noise. URGENT.
	615321	9/13/2019 3:15	Please re-mount toilet
	616834	9/15/2019 9:53	A/C unit not working.
	618476	10/10/2019 13:07	Light bulbs need to be replaced on 6 units.
	619876	10/3/2019 15:20	Members report that the outlets in both rooms are not working.
	619908	9/16/2019 5:51	Faucet leaking does not shut off.
	620020	9/17/2019 0:21	Please reattach water fountain to wall.
	620845	10/24/2019 10:22	Please replace blown light in the Hindicapped rr/cellblock.
	620880	9/30/2019 0:16	Please running faucet in custodial room.
	620961	9/16/2019 21:50	Water is continually running form a faucet that cannot be closed. Per station officer, the water is running on the floor
	621407	10/3/2019 15:19	Several fluorescent bulbs need to be replaced in the office please
	621427	11/8/2019 13:07	The ballast needs to be repaired in the stairwell outside of office #231 please. Several fluorescent tubes may be out as well. Thank you
	621802	10/20/2019 10:49	Clearing of all overgrowth, weeds, debris and grass in the parking lots and along the adjacent road. Include mulching all tree rings and landscape bed. Include clearing any sidewalks, entranceways, fences, paved areas and other areas as directed by DGS staff
	621958	9/30/2019 0:20	Please address broken toilet in locker room
	621960	9/30/2019 0:27	Please address broken urinal in men?s locker room
	622795	11/6/2019 8:06	Light bulbs out in Handicap Cell.
	622803	10/31/2019 8:36	Please address a falling light fixture in main cell block. Issue presents a major safety concern and cell block will need to be shutdown until repaired.

BLUE PLAIN DR SW	**576516**	10/23/2018 15:28	Men's locker room bench is broken and needs to be removed/replaced. POC: Melvin Brown (202) 725-8500
	606820	6/13/2019 15:18	Violation # 5 Condition: Broken windows Location: Side of building Severity: Mild Standard: 2006 International Building Code, Section 3405. Recommendation: Replace broken windows.
	622306	10/2/2019 9:52	toilet water is running. Please contact 202.727.5978 Brenda Wall to schedule a time.

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BOMB SQUAD	**587562**	1/23/2019 17:01	There is a busted hose bib pipe on trailer B Bomb Squad 4669 Blue Plains
	588701	6/19/2019 8:11	Please replace all blown lights in Trailer B. POC is Melvin
	590367	2/12/2019 14:14	We have a bad water leak in Trailer C. Water is coming from the frame of the back door where the carpet was recently replaced with tile. The water was leaking so bad half the floor in that locker area was a puddle when we came in this morning. Also there is water under the lockers. Can we please get someone out here to fix this and the other leaks so we do not have to deal with the mold problem again?
	592312	3/8/2019 14:37	Tenant is requesting Pest control at Bomb Squad trailer B. POC is Mary Norman - 202-698-8581 (Office)
	592818	3/9/2019 6:42	Please check unirals in trailer A tenant is complaining there is a leak around the flash value. POC is Williams
	593698	3/14/2019 23:47	Please check uniral in trailer A leaking around the flush valve.
	612558	9/26/2019 10:38	Request removing weeds and cut trees back. Transport bus is parked on the lot. Teh overgrowth is obscuring the site line, and damaging the command bus at the Bomb Squad
	615163	1/7/2020 19:05	Tenant complaining that the trailer lights were out and its very dark when they come in at 4 Am in the morning. can you please have a tech com
	615166	8/20/2019 15:09	Tenant are complaining the some boards on the walkway are very lose and are tripping staff members. please have a tech investigate and make repair. POC is Melvin
CONSOLIDATED FORENSIC LAB	**604129**	6/19/2019 18:13	Requesting mold testing due to prior leak 5/13
DC VILLAGE LANE SW #3 B	**590636**	2/15/2019 5:14	Tenant is asking for the main entrance door to be adjusted due to when you close it not shutting. POC is Melvin
	591061	3/9/2019 6:46	the toilet and the urinal in the main mens bathroom in building 3B is not working. May be stopped up. POC is Melvin
	591136	2/15/2019 8:57	Repair toilet will not flush and urinals is leaking in 3 B.
	595735	3/27/2019 13:47	Tenant have a pressing issue with the main door not shutting or locking as it closes. Request is to assess the door. IF THE DOOR IS NOT THE ISSUE< PLEASE ADVISE FOR LOCKSMITH. I know your members have been out in the past to try to fix this but the problem is getting worse. POC is Sergeant Anthony Alioto - : 202.727.9357

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	606129	8/9/2019 15:54	Lock-smith Needed ASAP to address Bldg #3B Main Entrance door handle (Cipher Lock) broken (Security Issues - See Rich Khoury #727-8892 for additional information)
	606279	6/14/2019 19:05	On Friday afternoon a police recruit pulled to hard on the front door knob/combo lock and almost pulled it off the door. It will be fully none functioning soon. Is there any way to put in a rush order to get this fixed.
DC VILLAGE LANE SW BLDG #1 (1-A)	**575246**	11/16/2018 12:51	Tenant complaining the toilet seat is broken room 122. POC is Ms. Jackson - 27270072
	575247	10/15/2018 6:48	tenant is complaining the door is sticking and sometime cant get inn. POC is Ms. Jackson 2-7270072
	580271	6/19/2019 8:07	Please have tech to replace all blown lights and bad blasts in storage room. POC is Melvin
	591794	2/27/2019 7:52	this is a second request to have the ceiling tile installed in room 113. Please have a tech to install ceiling tile in room 113. tenant complaining it is to cold in there area. POC is Ms. Jackson - 2-727-0072.
	591989	2/27/2019 11:39	Please have tech to remove door kick downs in room 119 & 123. POC is Ms. Jackson.
	594822	3/20/2019 10:25	tenant is complaining that the key is stuck in the file room door. POC is Mr. lee
	600030	4/30/2019 15:08	Lock cylinder is spinning and unable to allow access to the file room
	605909	6/6/2019 10:49	Sewage back up in unisex bathrooms
	616624	8/23/2019 11:13	There is a yellow jackets nest in the left corner over the door on the ?EPU? side of 1A. the middle entrance. POC Melvin
	621970	12/6/2019 7:43	Please replace all blown lights in corridor area. POC is Ms. Wall.
	621973	12/5/2019 15:21	PLEASE REPLACE ALL BLOWN LIGHTS IN WOMEN RESTROOM. POC IS MS WALL.
	621977	1/10/2020 14:23	PLEASE REPLACE ALL BLOWN LIGHTS IN ROOM A-114. POC IS MS. HALL
	621979	12/5/2019 15:37	PLEASE REPLACE ALL BLOWN LIGHTS IN ROOM A-103. POC IS MS HALL
	621983	12/6/2019 7:37	PLEASE REPLACE ALL BLOWN LIGHTS IN ROOM A-115
	621985	12/6/2019 7:32	PLEASE REPLACE ALL BLOWN LIGHTS IN MEN'S RESTROOM LIGHTS FLASHING. POC IS MS. HALL
EVIDENCE CONTROL FACILITY	**580740**	11/26/2018 11:55	Please repair ceiling. There is a huge hole in the ceiling. Urgent assistance is needed. Thanks
	580896	11/26/2018 12:00	Replace stained damaged ceiling tiles in common room area.

	580904	12/13/2018 21:23	Tape, finish and paint drywall repair outside of men?s and women?s bathroom.
	583217	12/19/2018 7:41	No Heat in the building
	586081	1/11/2019 12:34	NO HEAT!
	586145	2/20/2019 6:09	Contractor is needed to restore Aaon unit back into service
	588622	3/1/2019 9:22	Backflow Repairs
	588765	2/5/2019 7:16	Front door cylinder keeps turn. A screw is missing causing the cylinder to fall out. Safety issue building closes at 430pm
	589354	2/4/2019 9:57	Front entrance door is broken again. Please assist thanks
	589481	2/4/2019 14:55	Description listed front door, but repair was to be to the bathroom stall door turn handle. Advised Ruth that this was a carpentry item. This is a related WO for techs time keeping.
	589783	(blank)	Magnetic device not activating to secure send to contract service
	590250	2/13/2019 11:03	The ladies restroom has a toilet that is flushing continuously.
	591428	2/25/2019 7:40	Power outage
	591429	2/26/2019 13:41	FULL POWER OUTAGE. GENERATOR DID NOT ENGAGE; STAFF UNABLE TO ACCESS BUILDING
	591508	2/25/2019 8:09	The warehouse has no heat
	600888	5/3/2019 7:39	The building is experiencing leaks thought the light fixture in the hallway. Water is continuously running down, behind wall forming wet spots, On carpet in the hallway. This wall is adjacent to the drug vault, could not see wetness inside drug vault. Air condition on roof may be cause and effect. Need some personnel from your unit to check leakage.
	601664	5/15/2019 10:02	Viewed during an ORM inspection, please investigate and advise if this is a monitor for Underground Storage Tank (UST)
	602100	5/24/2019 15:43	Broken handle-- The staff is unable to exit the door. This is a fire inspection safety evacuation exit.
	603179	5/28/2019 13:17	Building is warm
	606386	6/11/2019 13:16	ECB is still in need of emergency repair of the stand-alone A/C system in the Warehouse Freezer/Refrigerator Room.
	606761	6/12/2019 13:55	The water at the ECB has nearly shut off (trickle) The same has occurred at the impound lot. We are unable to flush the toilets. Please investigate this matter and

			provide your findings to us so we can make decisions for our operations.
	609381	7/2/2019 15:50	The Evidence Control main office space is in desperate need of replacement lighting. Can you have some to come and replace the bulbs, on assessment there are approximately 11 station in the ceiling, (not lilt) with maybe (2) florescent bulbs inside of each. Appreciate your assistance in this matter.
	618951	9/16/2019 15:14	The side glass door (locking mechanism) leading to the patio from the break-room of ECB is malfunctioning again. You cannot exit from inside. This is a designated emergency egress in our plan. Please send a locksmith to the facility to address the issue.
	619138	10/15/2019 10:48	The ECB female visitors restroom and intake area bulbs are out. Please have someone respond to replace them. 12 bulbs total.

FEMS HARBOR	**573839**	10/22/2018 10:26	men?s, lobby bathroom sink is badly clogged this time closing the bathroom down. I believe this is the third repair that we have had. MPD Side
	576874	10/30/2018 14:57	The closet door in our kitchen has come apart and all hinges have become disengaged.
	577124	10/24/2018 12:19	Troubleshoot wiring at dockside not working. Make corrections and restore electrical power to boats.
	579377	12/10/2018 11:09	Heater has fallen off the wall. Assistance is needed. Thanks
	579425	11/15/2018 13:53	Heater needs to be remounted to wall (drywall)
	582053	12/5/2018 14:03	The heat at the Fireboat is currently blowing cold air. We have checked the breakers with no luck. It is currently 65 degrees and dropping at this time. Would it be possible to have someone check it out, it?s supposed to be in the mid 20?s tonight.
	585096	2/11/2019 12:37	Entire shower needs to be replaced ASAP. FMT has responded and determined that a new shower is needed please find attached video. This issue is causing mold issues and the tenant has concerns.
	586887	1/29/2019 18:17	Shower pan has been compromised and tenants are complaining mold is present. Please see Sgt. Tiemann
	589322	2/3/2019 7:25	We currently have a busted pipe on the roof area of FEMS Harbor please assist

	592078	3/2/2019 13:21	One of the bolts that secures the toilet to the floor in the hall bathroom at the Fire Boat broke off. Inspection of the bolt shows that it is rusted through.
	593004	3/6/2019 9:39	The toilet in the shop in Dan?s office is running and won?t shut off.
	593425	6/16/2019 10:22	Perform PM on RTUs-Clean condenser coil, replace filters, & belts.
	594412	4/10/2019 15:09	We noticed at least 4 water leaks from our system when activated this morning to clean the boats. Please alert the plumber to help us get this damage repaired ASAP. POC: Mr. Antonio Jeter
	595793	6/4/2019 14:10	The Kitchen door is broken again. Can facilities look into replacing the entire door? Facilities has attempted to fix the door on numerous occasions and it continues to break. pOC Sgt Tieman
	596621	5/8/2019 13:04	Our Kitchen door at harbor (room 111) slams shut every time it is opened. The fluid from the door mechanism is leaking all over the back of the door. Can you send someone down to replace the door mechanism please. Thanks Sergeant Adam Snapko Homeland Security Bureau Special Operations Division Harbor Patrol Unit 550 Water Street SW Washington DC 20024 202-727-4582
	596622	4/16/2019 14:05	A female citizen clogged the front restroom toilet at harbor. Can you please have someone come down and unclog. Thanks
	596727	4/16/2019 14:01	The hallway toilet IS separated from the base and poses a safety concern please assist.
	596728	6/7/2019 11:03	The pipe that burst on the roof also hasn?t been repaired since reporting. We shut the water off to the roof and DGS said they would return but never did.
	596736	4/15/2019 8:32	the side door that we have had several issues with over the last 2 years has run its course, per the DGS technicians it can no longer be repaired and now needs to be replaced. Please assist. Ms. Bonner 202497.6050
	597746	4/11/2019 7:54	We have some exposed wires that need to be addressed please assist. POC: Yolanda Bonner 202.497.6050
	598177	(blank)	May we have water line be insulated and install heat tape to keep from freezeing boat deck. POC: Mr. Antonio Jeter
	598304	5/7/2019 2:02	The entire space on the FEMS Side front to back ceiling tiles need replacing POC: Yolanda Bonner 202.497.6050
	598565	4/21/2019 7:28	The Fire Boat's hose bib located on the pier near the Water Rescue Support Units parking location is broken.

			The bib continues to run water even in the closed position. Our engineers have successfully stopped the flow of water however the bib is in need of replacement. POC: Yolanda Bonner 202.497.6050
	598599	(blank)	this is a storefront door that been welder several times, ;the door can not be repair anymore. the door need to be replace. POC: Yolanda Bonner 202.497.6050
	599571	4/24/2019 10:41	our toilet in our women?s locker room as of this evening is still inoperable. This is small location with one toilet on the ladies restroom.
	599724	5/6/2019 19:04	Mold has returned in the Men's Shower Locker Room at Harbor.
	601534	6/4/2019 8:32	We have multiple lights out throughout the facility
	602195	6/19/2019 8:10	The main trolly wheel on the T dock gangway has failed. This dock serves two MPD Police vessel and one FEMS vessel. Please send the welder ASAP we thank you.
	602197	5/21/2019 10:10	Mold has returned. Please assist. Thanks
	605399	6/4/2019 10:28	We need an exterminator at the fire boat for the bug bites in the bunk room. Pest Control has been dispatched.
	606068	6/11/2019 18:18	The air conditioning at the Fireboat is OOS. The lines are frozen and the unit is leaking over the florescent light in the hallway.
	609246	6/30/2019 11:53	The air conditioning at the Fireboat that was recently serviced is OOS. This is the unit that controls the officers room and tower, it appears that the compressor is not operational. Can someone be sent to check it. It?s a cool 80 degrees there now.
	609257	8/10/2019 11:36	The ac condenser unit needsto be recharged. The unit is used to cool the Officer Bunk room and Tower. POC # 202-439-8191 Charles Crist
	611765	11/6/2019 12:48	A/C is not working
	614828	9/13/2019 16:04	Filter Change for the Building
	620043	10/15/2019 16:40	door knob has falling off the bathroom door. - standard stainless steel door knob

FLEET SERVICE	**580463**	11/19/2018 14:51	This light fell this morning(see attached), blessing the heater caught it and it didn't shatter and fall all the way down on the technicians working below. If we could please get someone out as soon as you are able, we

			would so greatly appreciate it. Lightbulb is currently resting on the heater duct
	580495	3/16/2019 14:55	This light fell this morning(see attached), blessing the heater caught it and it didn't shatter and fall all the way down on the technicians working below.
	581244	9/24/2019 10:56	Experienced a temp power outage, generator did not come on after a 15min interruption. Pleas check unit to determine if service by contractor is warranted.
	581966	12/7/2018 9:21	Please install a door sweep at the security booth to prevent rodents from entering the area.
	584310	2/22/2019 15:45	the heat is out in the shop. Supervisor Kim Lazo is POC 202-576-5842 or 202-270-6789.
	586529	1/23/2019 8:20	Request for salt treatment
	587177	1/23/2019 9:55	The main backup emergency generator is out of service, the alarm is sounding, unit has a Fault light see picture ? Unit will not Start Need unit back in service ASAP, as this is the main emergency power for the fleet shop. Please dispatch a vendor to repair.
	587394	1/23/2019 13:27	Please address aleart light on main generator at MPD Fleet
	590279	2/22/2019 14:10	Report of flooding due to busted pipe
	590285	3/12/2019 14:10	4" back flow valve need to be rebuilt, the site do not have water in the building.
	590598	3/1/2019 9:56	Please replace defective thermostat
	590898	3/1/2019 9:22	Perform PM on RTU (3) / SPLIT
	596260	4/2/2019 15:06	Security booth slide door handle is damaged/broken. Handle needs to be repaired/replaced. POC: Zeke Cokley (202) 710-7341
	596752	4/2/2019 22:27	Repair needed for security booth window- currently be held together by tape and cardboard -
	596881	6/11/2019 14:38	Main entrance security booth wall need to be repainted. POC: Zeke Cokley (202) 710-7341
	603529	9/20/2019 8:34	Please address A/C in Bay Area, unit came on, but since seemed to stop.
	608354	1/14/2020 16:12	Please address overgrowth along the fence line. Staff is being affected by swarms if bee?s
	611398	10/6/2019 8:19	Please address a busted pipe which is causing water to continuously leak on to the floor from the shop sink.
	619838	1/21/2020 9:02	The sink in the shop is broken, please address.
	620745	9/13/2019 21:42	Please address a clogged toilet in men?s RR. Putting in an emergency request, we have a backup in the Men?s bathroom here at Fleet ? when you flush one toilet it comes up in the other toilets in the bathroom. Need

			someone to respond as soon as possible for it?s the beginning of the second shift so they will be here until 1100pm tonight.
	620819	9/16/2019 12:57	Clogged toilet in shop men's room.
	621861	10/20/2019 10:52	Clearing of all overgrowth, weeds, debris and grass in the parking lots and along the adjacent road. Include mulching all tree rings and landscape bed. Include clearing any sidewalks, entranceways, fences, paved areas and other areas as directed by DGS staff
	621955	(blank)	Please replace blown lights in ceiling hung canisters
	622582	9/30/2019 15:12	Please address a partial power outage in admin area.
FOURTH DISTRICT SUBSTATION	**575872**	11/14/2018 7:27	Assistance with building switchover to Heating
	576551	12/21/2018 2:43	Light Out
	576743	10/22/2018 17:15	Electrician Needed ASAP for the 4th District Sub-Station Men's Locker Room Power Outage
	577959	12/13/2018 18:40	Replace light in Front Area of Station
	577962	12/12/2018 14:33	Replace light in Camera Room
	577964	10/31/2018 1:53	Please replace ceiling tiles in the Report Writing Room
	579250	2/21/2019 20:07	The side entrance door is inoperable again, the swipe is working but the door continues to stick, and Officers can not gain entry. Locksmith has come out twice for this issue.
	579253	12/13/2018 18:38	Second Request....Now there are two (2) lights out in the front station.
	579254	3/18/2019 20:43	The tile has cracked up, and the subfloor is showing. There is also a smell of mildew.
	579255	4/24/2019 22:01	Camera #7 has been inoperable for over 6 months. I made the initial request for repair with IT over 6 months ago.
	580241	12/12/2018 23:30	Replace lights in the Men's Restroom located in the basement
	580244	12/12/2018 23:27	Replace light bulb in Exercise Room/ Area located in the basement
	581605	12/21/2018 2:42	Third Request. The light bulbs are blown out in every office in the building, some offices had 2 or 3 light bulbs that are blown out.

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	582253	12/11/2018 4:00	Replace lights in the rear of break room and in the hallway leading into room.
	582255	12/13/2018 17:26	Replace 2 lights in the main station, (front)
	582256	12/11/2018 4:02	Replace light in Report Writing Room
	582294	12/6/2018 8:48	Smoke coming form light fixture in camera room. Officer Freeman POC
	582947	12/12/2018 3:27	replace bubs that are out
	583063	12/20/2018 19:44	Pipe is leaking in boiler room. Water is coming from the boiler room into the corridor.
	586736	1/17/2019 10:24	Front door is stuck. Patrons cannot get in the front ; employees cannot get out. The door is stuck. Thid id a wooden door.
	587158	5/11/2019 16:25	Heating valve will not open on fan coil unit. Technical support needed
	591732	4/23/2019 13:26	Fix missing and broken tiles in the report writing room and station area. POC Ofc. M. Harmon and Ofc. C. Dunkins-Lane
	593418	5/14/2019 10:56	Chiller - Clean condenser coil, grease pumps & check operations.
	595462	4/6/2019 7:57	Toilet leaking from the bottom in the men's restroom. Toilet is bagged over
	595847	3/28/2019 6:51	Toilet in LADIES restroom on the first floor continues to flush; PER OFFICER LASEAM
	597220	4/24/2019 22:09	The side entrance door is sticking. The card reader has power but lock is not released.
	598630	4/21/2019 7:19	Replace two shower heads in Men's Locker Room POC: Brenda Sansbury 202. 345.3886
	598634	6/12/2019 13:31	Replace light in Break Room
	598946	5/28/2019 14:56	No AC
	599187	5/6/2019 14:45	The wood flooring under desk is damaged and needs to be reinforced ASAP; this provides a tripping hazard to officers in the station
	599757	6/6/2019 16:34	Flooring needs repair at the front entrance inside of the station. Causes tripping hazard. This is in the front door entryway
	600286	5/22/2019 14:42	Repair hole in the floor and replace tiles in the station area of the building.
	603479	5/28/2019 14:55	The station has no air conditioning. Station reports high temperatures

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	605041	11/15/2019 22:16	Repair damaged ceiling in men?s restroom located on the second floor
	606062	6/16/2019 7:33	Leak coming from ceiling area to the left of the Memorial wall
	606232	6/10/2019 4:36	4 D substation 750 Park Road NW reports an overflow in the restroom of the men's locker room. Officer Garrett 202-576-8222
	608049	6/21/2019 14:36	4-D Sub. Basement flooded due to Broken Outside Pipe(s) -- EMERGENCY REQUEST --
	611160	8/6/2019 8:53	Please exterminate the building for roaches
	615707	1/5/2020 12:19	Check to ensure that ceiling is safe. Large fragments from the ceiling fell inside of stall on 8-14-19.
	617592	10/7/2019 8:27	There are several overgrown weeds and bushes around the side and rear of 4D Substation
	620580	12/20/2019 7:18	Remove overgrowth from perimeter of the building to include sides and rear
	622173	11/20/2019 13:03	Treat first floor for gnats POC Officer Green or Officer Parham
FUELING SITE	**604548**	6/12/2019 18:12	Damaged Ceiling Tile due to water leak
	607913	(blank)	Loose sub-flooring in hallways
	614412	8/16/2019 13:50	Rear storage bins are full of insects that need removal. While working, employees are being stung
	615897	11/22/2019 10:53	Majority of lights are out. Onsite POC - Earl Simpson (202) 528-6036
ID IMPOUNDMENT LOT	**574718**	10/9/2018 14:45	Power Outage in the guard booth
	581790	12/4/2018 7:59	Tenant reported that the security booth has a lost power. The Heat is off the front gate won?t close . Please have a tech to investigate and make repair if possible. POC is James Thomson.
	586046	1/21/2019 9:15	There is a power outage in the parking lot. High winds may be the cause.
	586465	(blank)	tenants complaining there are lights out in the parking lot area he said between 7 and 10 lights that are out. Please have a tech replace all blown light bulbs . POC is Mr. Thompson
	586928	1/19/2019 14:37	Tenant inform me there is a power issue in the parking lot area they are hearing arming under the trailer, when trying to reset the lights it tripping the panel box and the main gate to the impound has stop working. Please have a tech to investigate the problem ASAP. POC is Charles Thompson- 24257162
	588358	1/29/2019 4:47	reset breaker to both

	589325	2/2/2019 20:26	Restore power to guards booth
	591427	2/23/2019 13:56	Tenant has inform me that there is a complete power outage at impound lot and DPW. Please have a tech to investigate and make repair. POC is Mr THOMPSON.
	597973	7/30/2019 20:20	Please have a tech to replace a blown bulb in the men's restroom. POC is Melvin.
	597974	7/30/2019 20:25	Please have tech to replace blown bulb in office area. POC is Melvin
	604734	6/10/2019 11:19	tenant are requesting pest control for warps and bees in cars and facility..
	606764	6/12/2019 14:01	WASA is not onsite/ or doing any projects The water at the ECB has nearly shut off (trickle) The same has occurred at the impound lot. We are unable to flush the toilets. Please investigate this matter and provide your findings to us so we can make decisions for our operations.
	607891	7/9/2019 12:28	? Good day All, The lot has dangerous animals such as large Fox the size of large dogs (fox litters inside vehicles which make the fox extra dangerous); possums and raccoons with suspected rabies. A date for next week?s walk-thru is attentive but safety is paramount for all parties involved which protects the Department from Civil Liability.
	607921	8/29/2019 11:26	andicapped stall in ladies bathroom the toilet is leaking water from pipe when flushing toilet. floor is flooding. we put an out of order sign on it. Mens room handicapped stall leaking as well and seat is loose on same toilet. handicpped stall in ladies room is also leaking.
	609159	7/31/2019 10:40	Light bulbs out and missing. Light fixture covers missing and need replacement. See attached photos. Onsite POC - Cynthia Jones 497-8054
	609162	9/6/2019 8:58	Need replacement light bulbs. on site POC Cynthia Jones 497-8054
	609165	9/6/2019 9:02	Need replacement light fixture cover. On site POC Cynthia Jones 497-8054
	609168	7/31/2019 10:35	Need replacement light bulbs. on site POC Cynthia Jones 497-8054
	609176	(blank)	Need replacement light bulbs and replacement light fixture cover. On site POC Cynthia Jones 497-8054
	609181	11/5/2019 10:12	Need replacement light bulbs. on site POC Cynthia Jones 497-8054
	609188	7/31/2019 10:32	Need replacement light bulbs. and replacement light fixture cover. On site POC Cynthia Jones 497-8054

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	609432	8/16/2019 21:04	Tenant complaining the door lock on the security trailer is broken MPD impound lot. POC is Mr. Thompson - 645-5612.
	609926	7/9/2019 20:45	Please have tech to unclog all drains in parking lot area full of water. POC is Mr. Thompson - 645-5612
	610838	8/2/2019 11:36	Please install light towers at the impound lot. There was a break-in that has caused a breech in the fencing. The breech is located in the darkest area. The light towers are to illuminate the area until the installed lighting can be repaired. POC: MELVIN BROWN
	610839	7/31/2019 7:24	7/14/19 - Requesting the ELECTRICAL team to perform a lighting assessment at the impound lot. Tenant is stating that 17+ lights are blown out causing darkness and providing an atmosphere for break-in. POC is Melvin Brown tenants complaining there are lights out in the parking lot area he said between 7 and 10 lights that are out. Please have a tech replace all blown light bulbs . POC is Mr. Thompson
	610907	7/15/2019 15:47	tenants complaining there are lights out in the parking lot area he said between 7 and 10 lights that are out. Please have a tech replace all blown light bulbs . POC is Mr. Thompson
	611053	8/19/2019 14:03	Tenant is complaining that the first treatment didn't work for spraying for bee's and warps. Please have a tech address spraying at the impound lot for bee's and warps. POC is Melvin
	611392	7/18/2019 13:51	The electrical box (circuit breaker), that controls the lights on the lot (located on the MPD side of the lot (directly inside the gate) keeps tripping circuit out. POC is Melvin Brown
	611912	7/22/2019 22:27	5001 Shepherd Pkwy SW guards booth is experiencing a power outage. Can you please push through work order #611912.
	621483	9/20/2019 12:22	Lights are out that surround the lot
K-9	**588221**	1/29/2019 10:45	Tenant has inform me that the heating unit in the dog washing unit has stop working. Please send a tech to investigate and make repairs ASAP. POC is officer Williams.
	588699	(blank)	Please replace all blown bulb in kennel area to exit lights.
	592626	3/13/2019 5:37	Tenant complaining water is squirting out of flush value. Please have a tech to investigate and make repair. POC is office Williams - 2-727-0032.

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	593657	3/12/2019 11:15	Please have a tech instill a paper tile holder in the ladies restroom. POC is officer Williams.
	597794	4/10/2019 10:43	Toilet leaking from the flushing handle and running all over the floor
	611754	1/8/2020 15:42	There is an in wall HVAC unit plugged into a 240V outlet. The unit does not work and the GFI is tripped on the plug. Upon inspection there is charring on the plug and wall outlet, and appears to have shorted out. The GFI will not reset and immediately trips upon trying.
	617292	9/17/2019 6:44	There is a leaking wall HVAC unit. When you walk in, it is the second unit on the left right below the window. Additionally, in the tub room. The unit is leaking and currently unplugged. We would like to see if we can get that unit working properly too.
LEASE # 0803 / 6TH DISTRICT SUB	**577887**	12/5/2018 9:31	Reports of mice on all floors.
	578740	11/17/2018 13:13	Outside back parking lot drain requires snaking. Water is leaking into Bld in electric room
	580324	11/19/2018 4:05	Please blown light bulbs in men?s locker room
	580326	2/24/2019 13:43	Please address old water fountain filter
	580327	12/2/2018 7:46	Please address stopped up sink on 1st floor
	580330	11/19/2018 10:35	All of the light fixtures are out and not working. The locker room is completely dark.
	580372	2/12/2019 0:07	Please install safety non-slip strips in stairs.
	580799	11/26/2018 7:22	AHU in boiler not running ,possible control issue,boiler is on line
	581449	12/3/2018 15:01	Please remove carpet and install carpet.
	581853	3/29/2019 13:10	Plesas switch out or refresh glue boards at the 2701 Pennsylvania Ave site. It can be completed on schedule (routine). Office 200 is an example. Staff would like to have additional glue traps on site.
	588946	3/1/2019 9:54	Please address heating concern. Building is to cold.
	588948	2/9/2019 14:44	Please replace toilet seat in 1st floor ladies restroom
	592411	3/4/2019 13:16	Please make appropriate adjustments to main entrance door to insure proper closing and locking.
	595232	9/20/2019 8:19	Please address report of very high heat. Staff is unable to work with the temps to high.
	596829	9/20/2019 8:25	Please provide technical support to perform repair or replacement of Bell & Gossett circulating pump #2 POC: Mr. Pickett 202.545.3033

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	597126	4/5/2019 17:53	The side entrance door will not secure and requires adjustment POC: Michael Goss 202.769.6297
	598080	(blank)	Please have general preventive maintenance completed on Bld generator. Outside panels have been removed. POC: Michael Goss 202.769.6297
	598716	4/21/2019 7:07	2nd fl men?s rm has a leak coming from the stall toilet. POC: Michael Goss 202.769.6297
	599106	4/19/2019 21:16	Officer Simic (6D) Sub station is requesting facilities for a bathroom that is flooding. Toilet is overflowing into the hall way. This is a single unit bathroom. Callback # (202) 698-2088
	604055	(blank)	Magnetic lock will not lock
	604733	9/20/2019 8:43	Newly installed a/c unit is not providing cooling to the second floor of building
	606841	6/17/2019 5:36	Basement area, ladies locker room, electrical closet. Per Officer Allen, there is a leak coming onto the electrical panels.
	607919	6/28/2019 13:19	Please make appropriate adjustments to the front door of the bald. Door will not secure.
	608452	(blank)	Lighting out in station office and roll call room
	610949	7/30/2019 8:10	Please address the outside drain which is clogged with dirt.
	612807	(blank)	DOORS CAN NOT BE SECURE, DUE TO THE PROBLEM IS DUE TO THE ELE. LOCKS. NEED A CONTRACTOR
	614556	8/21/2019 7:25	Please address the side door at 27th Street. Door is not securing, should be adjusted or realigned
	615148	9/8/2019 8:59	Two toilets are not working in the ladies restrooms.
	619557	11/12/2019 11:36	Replace in line pump #2
	620057	9/14/2019 12:01	Please address clogged toilet in 1st floor ladies room
MPD SLB	**592351**	3/2/2019 10:44	Please cover sign - request from MPD, as the unit stationed in this location has moved. *ASSESSMENT IS NEEDED*
	592700	3/7/2019 6:26	remove/ cover sign
POLICE TRAINING ACADEMY	**573790**	10/29/2018 6:25	Repair inoperable boiler #1. Boiler will not start.
	573809	11/16/2018 12:25	Request for Mildew/Mold/Fungus Inspection ? There is a mode spot growing larger and larger on the studio carpet and the pipes above. (See attached pictures) POC is Sgt. Meagher - 2-645-6633
	573815	12/5/2018 15:55	Please have a tech to replace all blown bulbs in main entrance walkway. POC is Sgt. Meagher-2-645-6622

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	574042	11/27/2018 15:11	Please have tech to replace all blown lights in room 102A. POC is Melvin
	574046	10/15/2018 7:36	Please have tech to replace all water damage ceiling tile. POC is Melvin
	574050	11/27/2018 15:09	Please have tech to replace all blown lights in room 201. POC is Melvin
	574052	11/27/2018 15:06	please have tech to replace all blown lights in room 201A. POC is Melvin.
	574149	10/25/2018 12:27	Tenant inform me there is a leaking trap in sink area in the lunch room. Can you please have a tech investigate and make repair if possible. POC is Melvin
	574211	12/5/2018 7:51	Remove possible asbestos from around four 2 1/2 inch nipples from boiler jacket on boiler #2. Four 2 1/2 inch nipples needs to be replaced on boiler #2 per DCRA.
	575248	10/20/2018 12:48	Tenants are complaining the A/C isn't working throughout the facility. Please have a tech come and investigate and make repair if possible. POC is Sgt. Meagher - 26456622
	575257	(blank)	there is a roof leak main entrance of the facility. Please have tech to investigate and make repair ASAP. POC is Melvin
	575258	12/3/2018 7:48	Please have tech replace sink faucet that only one side works in boiler room. POC is Melvin.
	575288	10/20/2018 12:51	Repair chiller located on the roof. Chiller continues to go in fault low suction pressure. Building is hot!
	575963	11/6/2018 5:19	Calibration is needed on burner for boiler#1
	576013	10/25/2018 12:08	Tenant complaining the ice machine is leaking. Please have tech to investigate issue and make repair if possible. POC is Melvin.
	576346	10/29/2018 6:26	Assistants is needed for seasonal change over
	576358	1/11/2019 8:06	Please repair hand rail. Leading to parking lot area main entrance. POC is Melvin.
	576493	1/29/2019 8:07	Please remove wet ceiling tile in room 109C. POC is Melvin
	576961	12/9/2018 9:17	Pump is making a loud noise. please have a tech investigate and make repair. POC is Frankie
	577192	10/25/2018 12:15	toilet not working men's restroom near media Production
	577193	10/25/2018 12:22	Please have tech to repair urinal in men's restroom near media production.
	577606	10/30/2018 13:32	Remove and replace four 2 inch mud legs on boiler #2. Replace blow down lines and pipe to the drain on boilers 1 .

	577618	10/30/2018 7:47	tenant inform me there is water coming from floor or wall area in the Admin. office in the range area. Please have a tech investigate and make repairs. POC is Melvin
	577734	11/8/2018 10:03	tenant inform me there is water coming from floor or wall area in the Admin. office in the range area. Please have a tech investigate and make repairs. POC is Melvin Sewage pipe is broken under a set of stairs, will require portion of wall to be removed and floor to be excavated to make repairs
	577847	11/14/2018 12:58	There is a sewer line that has a crack in it. FMT responded and open a wall in class room 2 and found sewage water behind the wall. The Plumber inform me that a hazmat team Is needed to clean the area up before they repair the crack line.
	577938	5/31/2019 7:41	Please have tech to replace all water damage ceiling tile. room 5 men's locker room. POC is Melvin
	577942	5/24/2019 13:13	Please have tech to change all stained ceiling tile in the stimulation room. POC is Melvin
	577945	5/24/2019 13:19	Please have tech to change all stained tiles corridor area. POC is Melvin.
	578136	12/9/2018 9:21	Please have tech to make repairs to a flushing toilet. POC is Melvin
	578264	1/29/2019 23:32	Please have tech to repair toilet in ladies restroom near gym
	578446	12/4/2018 15:49	Repair boiler #1 relief valve continues to pop.
	578448	11/14/2018 14:43	Repair electrical conduit on heating hot water pump #1 possible short in wiring. Water is entering electrical conduit when water is on the floor. Pump is offline due to blown fuses.
	578717	11/6/2018 10:41	Trim tree branches by the steps
	578952	12/3/2018 13:00	Please have a tech investigate a long crack in the rear of parking sidewalk. a picture is added. POC is Melvin
	578985	11/13/2018 8:38	Tenant is requesting to have 2 of the main entrance door replaced. rusting at the bottom real bad. I have added picture POC is Melvin
	579034	12/14/2018 14:24	Tenant is requesting to have a whole in her wall were a pipe comes out of filled, she is hearing noises. POC is Melvin
	579045	7/25/2019 10:09	Tenant requesting replacement blown light bulbs in room 207. POC is Melvin
	579122	12/9/2018 9:23	Please have tech to unclog all drains in the boiler room. POC is Melvin.

	579479	11/26/2018 7:29	Boiler #4 will not fire off. Area is without heating
	579522	(blank)	Water intrusion near room 102 under stairway. No cracks in the foundation May be a foundation problem outside the building.
	579709	11/14/2018 12:36	Tenant complaining there is water coming into class room #2. we found electrical box is were the water is coming in at but a tech is needed to locate were its coming from. this box has high voltage lines in it and may be dangerous. POC is Melvin.
	580115	1/7/2019 9:42	mold found in the outside boiler room with garage roll up doors near police parking lot on the side of building.
	580821	2/24/2019 15:40	The gate does not open all the way and gets stuck at times.
	580897	12/12/2018 10:28	we are having additional problems with the exhaust fans in the pool area and condensation, is again, beginning to build. The fan on the right (facing the fans) had to be turned off because of it sounds like it was coming apart in the shroud. The fan on the left , when working, turns very slow and then over heats and shuts off.
	581178	11/28/2018 14:07	Tenant complaining about door in gym the entrance to gym.
	581825	1/29/2019 23:54	Please have a tech to repair the urinal inside of the Men's restroom, is once again not working Tactical Village. Specifically, sometimes the water flow out needed, and then other times, the water runs, which causes the urinal to overflow, spilling water onto the restroom floor.
	581828	2/4/2019 15:32	The motion light switch inside of the office needs to be replaced to the traditional light switch. The motion switch will not always work. POC is Sgt. Chambers
	581881	2/1/2019 15:19	Tenant is complaining the lock on the door isn't locking room 122. POC is Ms. Jackson - 2-727-0072
	582068	2/1/2019 15:22	Tenant is requesting that the door /combo lock be repaired the combo lock is coming away for the door. Please have a tech make repair or replace. POC is Sgt. Hitt.
	582573	12/11/2018 10:47	the Bench in the men's locker room legs are damage. Please have a tech address ASAP. POC is Melvin
	582615	12/18/2018 11:54	Please rehang sink on wall ladies restroom near gym. POC is Melvin
	582893	12/14/2018 14:15	men?s showers in the basement locker room (Range level) When you stand in the opening, the showers on the left need servicing, specifically, one needs a new

			shower head. Both on that side are producing cool water, NO hot. The showers on the Right have good water temperature, but both need New shower heads. (water pressure is very low.)
	582933	12/19/2018 14:34	Tenants complaining seeing roaches in lockers near media production men?s and ladies gym locker rooms also. POC is Melvin.
	583515	12/17/2018 10:31	bench need to be repair
	583524	3/11/2019 8:27	Please have tech to replace blown lights in corridor area near media production. POC is Melvin
	583527	2/4/2019 15:30	Please have tech to replace blown lights in stairwell. POC is Melvin.
	583771	12/21/2018 11:14	Please have a tech to unclog toilet in ladies restroom 2nd Floor
	584163	12/21/2018 13:46	TEMPORARY LIGHT added UNTIL E ELECTRICAL POLE ISSUE IS FIXED
	584392	1/16/2019 12:42	Repair RTU 1, and 2 on the roof of the Annex building continuously going into alarm daily. Units will not reset at this time.
	585836	1/10/2019 10:07	Comprehensive cleaning of gun range
	586160	3/16/2019 15:08	Pool area men's locker room shower handle is broken and needs to be repaired/replaced. POC is Ms. White
	586359	3/19/2019 12:09	Reassemble Fire and water side of boiler reinstall and calibrate burner for boiler # 2
	586564	6/7/2019 8:37	Please replace all blown lights in suite 100 and supply closet see Ms. White for access. 2026456669.
	586605	1/24/2019 13:36	The door check came off laying by door. POC is Melvin
	586642	2/21/2019 7:29	Please have tech replace blown lights in the lunch room. POC is Meagher 26456633
	586643	1/29/2019 23:47	Please have a tech to unclog toilet men?s restroom lobby area. POC is Melvin
	586834	2/4/2019 15:28	Please have tech to cove electrical wires on the corner were the commander park POC is Melvin
	587628	5/24/2019 7:48	Please change the water damage ceiling tile in 106B. POC is Melvin
	587898	10/24/2019 12:37	Please have tech to repair entrance door main entrance door check came off. POC is Melvin
	587901	2/15/2019 7:28	The door handle came off gym area near rear parking lot. See Melvin for part.
	587903	1/28/2019 15:05	Please have a tech to make repair to the sliding door in class room 205. Doors will not close. POC is Melvin

	587909	1/29/2019 23:41	There is a Flushing toilet in the restroom. Please see Sgt. Norman.
	588010	2/4/2019 15:25	Please have tech to replace all blown in supply area . POC is Mrs. White in Admin - 26456669.
	588278	2/1/2019 15:24	Please have a tech investigate way the combo lock knob is not turning. POC is Sgt. Hitt
	588433	3/13/2019 10:57	Combo lock - door knob will not turn
	588790	1/30/2019 23:01	refuel towers
	588831	2/4/2019 15:13	Repair AHU#2 in the Gun Range (office side). Fan VFD is in alarm and will not reset.
	589116	2/10/2019 23:06	Replace leaking domestic water tank#1. Tank has been isolated.
	589341	2/4/2019 14:37	No heat in the range area. Please have tech to investigate and make repair. POC is Mrs. Bullock
	589370	2/4/2019 14:37	tenants complaining there is no heat thought out facility. POC is Mrs. White
	589793	3/9/2019 7:02	The ladies locker room smells like raw sewage coming from the toilets. The locker room is clean but something is causing the raw sewage smell. Can a plumber come out to take a look? The ladies are complaining of having to plug their noses to use the restroom.
	589893	2/6/2019 22:00	Wire in new hot water heater
	591206	3/1/2019 9:45	Perform PM on the chiller, AHU, and RTU's for cooling readiness
	591472	6/7/2019 8:29	Please have a tech to replace all blown lights bulbs. Men's locker room near engineer office. POC is Melvin.
	591834	3/9/2019 7:08	Tenant complaining the sink is clogged up. 1st floor men's. POC is Melvin
	592374	3/1/2019 11:24	Received a complaint that the main entrance door is sticking when trying to open. Please have a tech investigate and make repair. POC is Mrs. White - 2-645-6669.
	592733	5/1/2019 22:32	Tenant complaining her ceiling is falling 106B. Please have a tech investigate and make repair. POC is Ms. Kennedy.
	592890	3/6/2019 6:57	Repair inoperable Aaon unit located at the tactical unit. Building is without heat.
	593411	6/16/2019 10:48	Perform PM on RTUs-Clean condenser coil, replace filters, & belts.
	593671	6/7/2019 8:23	Please have a tech investigate why the main gate isn?t working. POC is Melvin

	594679	3/19/2019 6:49	There is a hot water pipe leaking that serve as heat for the men's restroom lobby area. Please have a tech respond ASAP water is leaking on the floor. POC Melvin - 27258500
	594856	6/7/2019 8:12	Please have a tech replace all blown lights in room 108.
	594988	7/1/2019 7:44	Tenant is requesting that the slide bolt need repairing not staying locked. The rear door near rear parking lot see Sgt. Hitt.
	595065	3/29/2019 7:52	the range staff is asking for 20 fluorescent bulbs and 20 flood lights on the range area, Please a tech come and replace all blown bulbs. POC is Sgt. Riley.
	595071	3/21/2019 11:53	Tenant is complaining that water is coming from the flush value on to the floor. Please have a tech investigate and make repair. POC is Melvin.
	595218	4/18/2019 15:11	Please have tech to repair missing floor tile near stairwell door. POC is Melvin
	595270	3/21/2019 20:05	Tenant is complaining water is coming out of one of the electrical boxes. Please have a tech investigate and make repair. POC is Sgt Chambers
	595341	6/4/2019 11:35	Please have a tech investigate water is coming through a conduit pipe in the Telephone room - Boiler room. POC is Melvin.
	595346	(blank)	Please have a tech to investigate a roof leak in the range area, elevator area. POC is Melvin.
	595366	3/27/2019 11:49	Please have tech to replace missing floor tile, rear stairwell 2nd floor. POC Melvin
	595380	5/2/2019 7:21	Please have tech to install missing ceiling tile corridor area near janitorial closet. POC is Melvin.
	595385	5/6/2019 11:48	Please have a tech to replace missing ceiling tile room 210. POC is Melvin
	595417	6/7/2019 8:04	Please have tech to replace blown lights in weight training area. POC is Melvin
	595800	(blank)	while doing and inspection of the Gym Area I notice to row of lights not working checked all switches. Can you have a tech to investigate and make repair. POC is melvin
	595823	3/28/2019 11:55	The generator has been running all morning. please have tech check it ASAP. POC is Melvin.
	596863	5/17/2019 10:26	Tenant inform me that his key broke off in his door. please have a tech make a new key for the old file room. POC is Sgt. Meagher - 2-645-6622.
	596870	4/4/2019 13:11	Tenant is complaining she has Ants all over her desk. Please have a tech to service the suite 107. POC is Kashara E. Vivieca -202-645-6669- Office

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	596872	5/1/2019 11:27	Please have a tech to replace water damage ceiling tile Main Entrance of Police Academy - POC is Melvin - 27258500
	597048	1/13/2020 13:37	Please have tech to repair ceiling in boiler room due to water leak. POC is Melvin.
	597184	1/9/2020 11:13	Please have tech to cover outlet box in old Trash room Boiler room area. POC is Melvin
	597245	4/5/2019 11:24	Please remove old filters; stack current inventory neatly; trash needs to be cleared - evidenced by ORM
	597865	6/3/2019 7:41	Repair RTU 1, and 2 for cooling. Compressors will not engage
	597975	5/15/2019 14:24	Please have tech to replace all blown lights in library area. POC is Melvin
	597976	5/15/2019 14:24	Please have tech to replace missing light cover in library area. POC is Melvin
	598059	5/15/2019 14:23	Please have a tech investigate why the center lights in the gym are out it's a 2 row of lights. POC is Sgt. Hitt. - 2-645-6669
	598222	5/15/2019 14:22	Please rehang light fixture around pool area. POC is Melvin
	598831	6/28/2019 14:27	Please replace all blown lights. POC is Sgt Chambers
	598832	6/18/2019 12:41	Please have a tech replace all blown lights in corridor area. POC is Sgt. Chambers
	599433	9/23/2019 6:27	The A/C in the computer room isn't working. Please have a tech investigate and make repair. POC is Melvin
	600114	4/27/2019 14:29	Window has been displaced by the high winds. Requesting assistance to secure the window in the frame
	600305	5/10/2019 13:50	Gun Range area. the back door to the ammo/weapon storage area is jammed and will not open from outside. My concern is if someone rides the elevator from the lower level to the storage area and then exit the building from the upper level we will have no way of getting back in since the elevator will be left on the top floor; the knob is not turning and releasing the lock
	600540	8/8/2019 7:07	Leaking ceiling unit
	601582	5/24/2019 7:55	Tenant inform me that the toilet paper holder came off partition men's restroom 2nd floor. the 3rd Stoll.
	601595	6/4/2019 10:06	Tenant inform me that there is a problem with the urinal in the men's restroom 2nd floor. POC is Melvin.
	601606	6/28/2019 7:37	Please repair panic bar and door not closing Gym area. POC is Melvin.
	601627	(blank)	Please repair rust spot at the bottom of the door

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	601828	6/7/2019 7:57	Please have tech replace all blown lights in lobby area. POC is Melvin
	602391	10/18/2019 15:48	door does not secure
	602553	6/4/2019 10:24	Tenant is complaining there is water coming out of the piping in the Administrative office at the Tactical Village. Please have tech to investigate and make repair. POC is Melvin
	603010	6/7/2019 7:52	Please have tech to replace all blown lights in the men's restroom. POC is Melvin.
	603017	9/17/2019 9:11	Please have tech to replace all blown lights in hallway at Tactical Village. POC is Melvin
	603405	1/14/2020 17:08	Please have a tech to repair or replace the panic bar to the entrance and the door lock is not locking. POC is Sgt. Hitt.
	604164	5/24/2019 13:01	Please replace all water damage ceiling tile 2nd floor. POC is Melvin.
	604384	5/28/2019 23:42	Janitorial Closet located in the firing range area. A sink is running and cannot be turned off, there is a lot of water that is starting to overlfow
	605014	1/8/2020 12:38	Please have a tech investigate and make repair to a leak in the men's locker room range area. the water is coming from the ceiling and the ladies shower gym area. POC is Melvin.
	605030	6/4/2019 10:11	Please have a tech investigate that the Flush value is bad in the ladies restroom/ locker room range level. POC is Mrs. Bullock. 26459898
	606372	6/11/2019 11:33	Please have a tech to repair rear door check not closing door. POC is Melvin.
	606536	7/12/2019 9:19	Please have a tech to cut shrubbery throughout parking lot and Main entrance really looks bad. POC is Melvin.
	606727	6/18/2019 11:16	The alignment is off on this door this is a Carpenter?s work order/ammo storage room
	606734	(blank)	The lip on the front gate is wide and it makes it hard for the door to come down needs to go to contact services. This is not a lock issue.
	606959	1/14/2020 11:38	Please have a tech come ASAP there is a leak behind the sink area in the janitor closet range area. there is a lot of water on the floor and coming out into the hallway area. POC is Melvin
	607192	7/8/2019 13:21	Please have tech to investigate why the door is not locking door is hard to close. POC is Mrs. White - 645-6669
	607595	7/17/2019 11:04	There is a gas leak in the main entrance mech. Room. the Washington Gas came and found these issue with

			the boiler 4 Compressor fitting leaking, the Appliance Regulator leaking at the Adjustment spring, Leak on the venting refer to contacted. all leaks are sprayed in yellow. POC is Melvin
	607737	8/27/2019 13:06	Your attention is directed to the listed photos at the Tactical Training Center, as a result of the heavy, continuous rain on Tuesday, June 18, 2019. We have once again, cleaned up as much as the water as we can, and have also placed the floor fan in the office, to dry the soaked carpet. Most noted is the photo of the water, which as once again, flood from one of the conduit pipes on the floor, from inside of the main office. This has continued to be a problem the needs to be remedied
	609474	8/27/2019 13:09	Please have a tech to replace leaking cold water line. POC is Melvin.
	609475	8/26/2019 11:35	Please have tech to check toilet in men's restroom 1st floor. not flushing. POC is Melvin .
	609491	12/19/2019 7:38	Please have tech to replace all spotty ceiling tile in corridor area 1st floor. POC is Melvin
	609599	12/31/2019 19:48	Please have a tech cover the whole in floor area. Safety hazard. POC is Melvin
	610211	9/6/2019 15:59	Please have a tech to make repairs to the hand rails leading from the parking lot area. Very loose. POC is Melvin
	610590	8/8/2019 7:06	contractor is asking DGS to service the strainer to the system that needs cleaning out Frankie is aware of what needs done. POC is Frankie -
	610762	8/27/2019 13:15	Please have a tech replace damage toilet. her weapon dropped in toilet and cracked it. POC is Sgt. Meagher - 2-645 -6633.
	610869	8/8/2019 6:54	Tenant is complaining that the gym is warm and system need checking Frankie inform me that there are two condenser unit that are low on Freon. POC is Melvin
	610883	7/24/2019 9:56	Please have a tech to remove old sign and rehang new sign due to miss spelled words. see Melvin for sign. POC is Meagher - 645-6633
	612559	7/26/2019 8:58	Rail came off wall stairwell area 1st floor; safety hazard
	612899	8/26/2019 12:07	Please have a tech to investigate toilet not flushing men?s restroom 1st floor. POc
	613092	9/19/2019 2:31	Please have tech to investigate why sparks are coming from outlet. tenant plug in computer and sparks came from wall. POC is Sgt. Meagher. 645-6633
	614098	8/23/2019 13:39	Repair condenser units 1, and 3 that serves the gym. Compressors will not engage.

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	614651	1/3/2020 10:41	Exterior Lights are out
	614652	1/9/2020 11:30	Next to k-9 building. Exterior lighting is out
	614653	1/3/2020 12:03	Located next to k-9 building. Exterior lighting is out
	615224	(blank)	Tenant asking for blown lights to be replace in the range admin office. POC is Mrs. Bullock - 645-9898
	615618	(blank)	Tenant are complaining that the parking lot has sink whole in some areas of the parking lot. Please have a tech to investigate and make repairs.
	615629	9/17/2019 10:35	Please have tech to paint main entrance doors are rusting at bottom.
	615658	8/16/2019 13:28	the main entrance door panic bar fall off and door needs replacing. DGS came several times to fix it but the door is still having problem. POC is Sgt. Hitt. 26456669
	616046	9/13/2019 8:50	Tenant inform me that the Fan coil unit is leaking in room 109. POC is Carolyn - 645-6633
	617677	8/29/2019 12:03	please have a tech investigate the toilet in the ladies restroom 1st floor. not flushing the way it should. POC is Mrs. White - 26456669.
	618171	1/6/2020 8:33	please have tech to investigate a cold water line leak in men's restroom 1st floor. POC is Melvin
	619685	10/31/2019 6:46	Clean and prepare HRT boiler #1 for DCRA inspection.
	620030	9/25/2019 14:06	Please have tech to replace all blown light in the Admin area range. POC is Mrs. Block.
	620035	12/23/2019 8:54	Please replace blown lights room 201A. POC is Melvin.
	620038	9/19/2019 2:29	Please have tech to replace blown lights in room 201. POC is Melvin
	620515	9/24/2019 9:18	Please have tech replace all blown light bulbs in the rear stairwell area 2nd floor.
	620519	9/19/2019 2:28	Please replace all blown lights in room 207A. POC is Melvin
	620521	9/19/2019 2:27	Please replace all blown lights in room 207. POC is Melvin
	620526	9/19/2019 2:26	Please replace all blown lights in room 208. POC is Melvin
	620527	9/19/2019 2:25	PLEASE HAVE TECH TO REPLACE ALL BLOWN LIGHTS IN ROOM 205. POC IS MELVIN
	620530	9/19/2019 2:23	PLEASE HAVE TECH TO REPLACE ALL BLOWN LIGHTS IN ROOM 204. POC IS MELVIN
	620532	12/17/2019 12:48	PLEASE HAVE TECH TO CHANGE OUT WET CEILING TILE IN ROOM 204

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	620533	9/19/2019 2:24	PLEASE HAVE TECH TO REPLACE ALL BLOWN LIGHTS IN ROOM 203. POC IS MELVIN.
	620534	9/19/2019 2:22	PLEASE HAVE TECH TO REPLACE SWITCH COVER IN GYM EQUITMENT ROOM. POC IS MELVIN.
	620537	9/18/2019 7:32	PLEASE HAVE TECH TO REPLACE ALL BLOWN LIGHTS 2ND FLOOR CORRIDOR. POC IS MELVIN.
	620557	12/19/2019 7:46	PLEASE REPLACE CEILING WATER DAMAGE CEILING TILE IN SUITE 001A Mr. HARDY OFFICE. POC IS MELVIN
	620688	9/25/2019 14:02	PLEASE HAVE TECH TO REPLACE ALL BLOWN BULBS REAR STAIRWELL NEAR GYM EQUITMENT. POC IS MELVIN FOR LOCATION.
	620690	12/23/2019 8:46	PLEASE HAVE TECH TO REPLACE ALL BLOWN LIGHTS IN MECH. ROOM NEAR GYM. POC IS MELVIN FOR LOCATION.
	620693	12/17/2019 12:23	PLEASE HAVE TECH TO REPLACE ALL WET AND DAMAGE CEILINIG TILE 2ND FLOOR CORRIDORS. POC IS MELVIN
	621027	9/18/2019 14:38	Please have a tech to replace the floor tiles that have come up. POC is Melvin
	621031	9/18/2019 14:33	Please have tech to replace floor tile that has come up. POC is Melvin
	621048	12/6/2019 22:19	Please have tech to remove small tree that coming out of vault. POC is melvin
	621241	12/17/2019 11:58	Please replace all water damage ceiling tile and water spots in room 207A. POC is MELVIN
	621255	1/13/2020 6:53	PLEASE HAVE TECH MAKE REPAIR TO THE URINALS IN THE MEN'S RESTROOM NEAR MEDIA PRODUCTION. POC IS MELVIN
	621660	9/25/2019 14:04	Classroom area requiring lights. Mass Protest lock -up is anticipated for today. Requesting HIGH priority service
	622067	12/19/2019 7:40	PLEASE CHANGE WATER DAMAGE CEILING TILE IN ROOM 002. TENANT COMPLAINING IT MOLD. POC IS MELVIN.
	622071	9/26/2019 13:49	PLEASE HAVE TECH TO REPLACE WATER DAMAGE CEILING TILE IN ROOM 001 MR. HARDY OFFICE. POC IS MELVIN
	622439	12/23/2019 14:23	PLEASE HAVE TECH TO REPLACE ALL MISSING CEILING TILE IN THE ENGINEERS OFFICE. POC IS MELVIN
	622634	11/18/2019 10:49	Repair or replace inoperable heating circulating pump located in the boiler room
PSSSD	**575325**	10/13/2018 11:48	Room 317 Ms. Ross Office area electrician needed to repair/replace light fixture in the ceiling that's making loud buzzing noises

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	576063	10/17/2018 18:21	Repair/Replace Suite 230 Door Closure for the Entrance Door leading to "Special Liaison Unit" (At the front of the Bldg.) Door equip with "Card Reader"
	576120	10/17/2018 22:48	Electrician Needed ASAP. Basement Level (Teen Room) Power Outage (For Additional Info Please contact MS. Young)
	576268	10/31/2018 9:30	Replace heavily soiled ceiling tiles in the Men's Restroom located on the 3rd floor
	576297	10/19/2018 14:23	mold is covering the wall behind the cabinets and inside of the wall
	577395	11/6/2018 14:04	Please treat the Space assigned to the Boys and Girls Club for mice /rats as soon as possible.
	577401	11/2/2018 19:58	Repair damages to flooring inside of foyer on 8th Street side of building utilized for handicapped persons. This facility and entrance will be used for voting.
	577514	10/30/2018 10:58	Carpenter Needed ASAP to cover holes in Gym Floor (This site is/will be used for Voting)
	577682	11/26/2018 7:37	Temperature in the gym are extremely hot. This space will used for voting and issues needs to be resolved asp.
	577742	10/31/2018 22:42	remove the mold contaminated cabinets
	577871	8/9/2019 15:06	Repair or replace controls for the EMS POC: Ebony Myrick 2025453050
	578121	11/5/2018 11:33	Running water is inside of the elevator shaft. This location will be used for voting. (Previous WO#558869; Completed) and 572939 Approved
	578695	11/6/2018 15:13	Missing and/or displaced ceiling tiles
	578844	11/6/2018 21:47	Exterior door will not secure. Door is able to be pulled open. Can we temporairly secure
	579532	3/13/2019 10:23	Replace rubber coupling on domestic water circulating pump
	580151	11/16/2018 10:46	PLUMBER(s) Needed ASAP Basement Receptionist Area - (Boys & Girls Club) Over-head Pipes are leaking
	581549	11/29/2018 15:38	repair light not working
	581972	12/4/2018 22:34	Electrician(s) needed ASAP to Room 317 burnt out light tubes/bulbs and defective ballast (Lights tubes/bulbs keep flickering/blinking)
	583029	12/13/2018 3:23	Tenants are unable to shut water off from shower. (See Admin Staff for access)
	585278	9/10/2019 7:13	Additional Contractor assistance needed Boiler temperature needs adjusted tenants complaining too cold throughout building

	585884	3/1/2019 9:46	Perform PM on various HVAC equipment
	585959	(blank)	The District is going to be charged an unnecessary fee of $700 because this location continues to be on bypass. DC Water has closed the bypass during each visit but someone has continued to place the service back on bypass. Repairs are needed before a new meter can be installed. It appears that a new meter rack is needed to have the meter installed.
	586166	5/10/2019 8:28	Fence Repair is needed near the Dumpsters
	587178	5/8/2019 18:07	No Heat in the entire Bldg. Temps. within the office areas are ranging from 20-40 degrees (Employees are leaving)
	587254	1/22/2019 14:54	2nd Floor (Special Liaison Unit) the entrance door not closing "Security Issues" (Please check Door Closure)
	587331	9/18/2019 15:33	Install appropriate lighting for the 3rd floor crawl space. Currently it is completely dark making it hard for HVAC engineers/contractors to work
	587888	1/24/2019 18:03	Water is entering the space assigned to the Boys & Girls from the exterior.
	588085	2/15/2019 17:22	Replace lights in the Men's Locker Room located in the basement. (See Admin Staff for Access
	588086	11/7/2019 13:09	Replace lights throughout East Stairwell (high ladder required)
	588090	11/7/2019 13:29	Replace lights in the Men's Restroom located on the 3rd floor
	588091	11/7/2019 13:22	Replace lights in Admin Office located on the 3rd floor (Sgt. Labofish)
	589205	2/5/2019 18:47	Boiler 1 and 2 are going offline on high temperature limit safety and must be manually reset, which engineer has done several times in the course of 1 hour. requesting additional contractor support, needed for investigation and or repairs
	589957	5/11/2019 16:57	Tenants have reported that the building is without heat
	590148	3/1/2019 9:56	Please check fountains as the water is very cloudy.
	590283	2/11/2019 11:01	Please be advised the door leading from SLB to the 8th Street stairwell is broken and should not be used until it is repaired
	592030	2/27/2019 17:19	Un-Clog drain in sink in the bathroom, #318
	592647	3/4/2019 10:59	Repair Backflow
	593585	9/20/2019 18:22	Basement lighting located beyond the reception area downstairs; Boys and Girls Club

	593634	3/11/2019 17:58	We had a hearing in our hearing room (212) on Thursday and Friday and a number of people complained that it was too dark in the room. I checked on it and at least three of the lights are out. I assume they just need bulbs. Last week?s hearing was continued to this Tuesday, so if possible can you get someone out on Monday to check those lights and replace the bulbs if that?s all that is needed. I?ve attached a picture of the particular type of light. Similar lights are also out in Room 207 and 218, in addition to several of the other types of lights in the DRD lobby area (2nd Floor, west).
	593639	3/11/2019 12:55	Please replace blown light bulbs in the administrative office area
	593641	3/11/2019 12:51	Please replace blown light bulbs in the captain's office area
	594394	3/26/2019 20:33	Repair damaged ceiling caused by previous leak in the Special Liaison Branch, #235
	594529	(blank)	Entrance Door Egress bars Loose (Falling off) or repair/replace front door lock(s)
	595845	3/28/2019 10:56	The metal stall in the restroom utilized for Boys in the Boys & Girls Club located in basement has become unattached from the wall
	598922	7/9/2019 21:21	Secure electrical light fixture cover over exit asap. 5/9/2019 - light fixture is hanging lower than the original entry of the work order. Safety hazard is more evident
	601637	9/9/2019 9:59	No A/C throughout the building. It seemed to come on last Tuesday and stopped working the next day.
	603954	5/30/2019 23:42	A recent inspection found that at least 3 of the windows in Room 138 which is most South East Corner room on the Boys and Girls Club floor, are not secure and do not properly lock. I noticed that most of the windows on that floor have been secured with a screw gun to prevent them from opening instead of using the latch system that is already in the windows. These few windows no longer have those screws in them and when I tried to secure them with the latch some of them just popped open again. All of the windows that are unsecured sit in the window wells on 8th Street and Shepherd St. We need to have someone come out and secure these window since anyone could jump into the window well and have free access into the building. Also, since most of the windows are screwed shut instead of having a workable latch they cannot be

			opened unless you have a screw gun. Should the windows on that level have way to be opened in case of emergency for egress from the building?
	605479	9/24/2019 17:10	Perform periodic inspection
	607067	9/26/2019 10:40	removal of excess weeds at PSN is still in. It is on the hit list and we need to get this in. Thank you very much.
	610183	9/15/2019 11:07	HVAC Tech. Needed ASAP No A/C in Room 221 & the Gym.
	610397	7/15/2019 20:26	Unclog sinks , (3)in the Men's Restroom, #226; active site with children present. This condition still remains
	611232	(blank)	3rd floor ladies' restroom commode leaking from behind
	611234	11/1/2019 15:23	3rd floor Ladies. restroom sink faucet have a slow drip
	613503	9/6/2019 16:06	Toilet is not flushing, (first stall) in girl's restroom utilized for Boys & Girls Club in the basement
	616211	9/18/2019 11:01	3rd floor men's restroom watering leaking from the ceiling (Please replace Fallen ceiling tiles)
	616212	9/15/2019 11:10	HVAC Technician needed ASAP to access issues (Water leaking from the ceiling in the men's restroom on the 3rd floor)
	618565	10/28/2019 15:18	Witness annual elevator inspection.
	618760	10/7/2019 15:29	(blank)
	619193	9/5/2019 7:31	May I please ask that you assist me by entering a work order for a ceiling leak at the entrance of Asst. Chief Green's office at 801 Shepherd. I do believe it is from the roof. Please see the attached video. The leak situation we have outside of PC Greene's Office is from the overflow of the AC Unit directly above it. Now that the handler is currently moving air, we have the constant drip from the overflow.
	619265	9/24/2019 6:34	BPO fixed the AC/ the ceiling is in need of being repaired concrete can be seen in the pictures beginning to give way. Water is flowing through the area as we speak, need remedy for safety abatement immediately.
	619624	10/4/2019 11:28	Ceiling has collapse please assess for asbestos thank you.
	619976	9/17/2019 14:39	Please replace burned out light in the supply closet located next to the Art Room for the Boys and Girls Club located in the basement
	620160	11/4/2019 10:44	Replace lights in Learning Center located in the Boys and Girls Club

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	620162	1/16/2020 11:27	Replace light in the Game Room for the Boys and Girls Club located in the basement
	620165	1/10/2020 11:11	Replace light in the Computer Lab of the Boys and Girls Club located in the basement
	620168	1/16/2020 11:58	Replace lights in Room 232
	621112	9/18/2019 10:59	Replace water stained and missing ceiling tiles in the Reception Area of the Admin Office asap
	621170	9/19/2019 6:30	3rd floor Executive office and conference room replace water stain ceiling tiles
SEVENTH DISTRICT	**573905**	10/2/2018 18:15	The closer needs to be adjusted along with checking the strike plate. A civilian was able to get in the restricted area. Urgent assistance is needed
	574255	10/17/2018 11:17	Mold growth on the way
	574736	4/26/2019 9:19	Elevator is inoperable intermittently and not stop flush to the floor. Urgent assistance is needed. Thanks
	575874	10/30/2018 8:54	Assistance with building switchover to Heating
	575909	10/16/2018 20:23	Men?s restroom toilet is continuously running causing flooding. Urgent assistance is needed
	576151	10/22/2018 10:49	for a door leading from the lobby into the stairwell with malfunctioning hinges that leaves it unsecured. Lt. Hamlin is requesting callback (202)-437-8788. Per Officer Flanigan, the metal door leading from the lobby upstairs to the Lt's office does not close all the way with out pulling or pushing the door closed. This leaves the Officials/station area open and vulnerable from the lobby.
	576878	10/28/2018 23:39	The uniral in the lobby men's bathroom is not flushing properly
	577783	11/3/2018 15:14	Facilities is requested to respond to the 7D Station for a cell block toilet that is overflowing. Prisoner placed something in the toilet and flushed it. The bowl filled to the top and overflowed.
	578177	11/3/2018 11:54	Good morning Sir, we have some severe plumbing issues first the uniral on the first floor is leaking in the menbbathroom in the hallway corridor. Second there are two unirals in the men locker room to inoperable
	578181	11/28/2018 15:44	There are lights blown in the Sgt's Office and Gym as well as the It's office
	578383	11/9/2018 15:00	Elevator is inoperable
	578409	12/4/2018 15:49	Split system is inoperable. Condense unit compressor not engaging.

	579672	11/14/2018 14:42	Door knob has fallen off creating a safety concern. Urgent assistance is needed
	580133	12/3/2018 11:28	Several Leaks that caused ceiling tiles to come down, in admin area, Lt.'s office. Ceiling tiles came down due to water infiltration. There are leaks in areas that have not previously experienced leaks
	580261	11/16/2018 22:01	Emergency - Front Stairwell Door Knob is broken & needs to be re-installed or replace
	580317	11/19/2018 16:39	Active leak in 3rd floor admin & Lt. Offices report by MPD. Please confirm
	580351	11/28/2018 8:04	Women?s restroom: sink is inoperable and is covered with a plastic bag. Assistance is needed. Thanks
	580358	12/6/2018 15:24	A coat of paint is needed. Please see attached picture. Thanks
	580635	11/26/2018 14:54	Ceiling tiles fell because they were saturated with water.
	580826	(blank)	Leak in ceiling above the lieutenants desk; ceiling tile is 3/4 of the way saturated. Leak has started again.
	581952	12/4/2018 10:47	Door closer needs to be adjusted. Do is not securing and people are able to access the building. Urgent assistance is needed. Thanks
	581991	12/4/2018 11:08	Unload dock area, reattach handrail to wall
	582043	2/22/2019 12:54	Need to have the magnetic lock and call open button serviced. Door closer is okay.
	582048	2/7/2019 7:37	Need locksmith to install new lever handle door knob. ASAP Front door
	582983	12/15/2018 10:45	Janitor sink on ground floor and second floor are backed up. Standing water. Urgent assistance is needed. Thanks
	583461	12/19/2018 8:52	Sink in cell block is on full force and is flooding onto the floor. Unable to turn off
	583534	1/24/2019 8:37	4 out 5 urinals are inoperable. Urgent assistance is needed. Thanks
	583667	1/4/2019 11:19	The ceiling tile is about to collapse. Safety issue. Urgent assistance is needed. Thanks
	584293	12/24/2018 13:05	Facilities is requested to respond to 2455 Alabama Ave SE (7D Station) for issues with front stairway door (Lt. Branch) is requesting callback (202-437-8878).
	585365	1/8/2019 12:10	There is mold growth in the commander closet in his office
	585409	5/11/2019 17:11	Please provide technical support to repair or replace heating pump #2, pump making loud noise
	585896	3/1/2019 9:48	Perform PM on various HVAC equipment

	586598	1/22/2019 8:54	The parking is very slippery and needs salt. Urgent assistance is needed. Thanks
	586682	1/16/2019 22:42	Power outage. Assistance needed
	587546	2/13/2019 12:22	No heat in the admin sgt.?s office unit is blowing cold air. Urgent assistance is needed. Thanks
	587897	1/24/2019 20:04	Please fix urinal in men?s restroom
	588470	1/31/2019 23:29	Urinals are clogged. Urgent assistance is needed
	588569	1/30/2019 15:15	Lights are out in the public restroom in the Lobby. Per Officer Rodney, presents safety issue because it is VERY dark in the restroom
	588770	1/30/2019 19:34	the rear door lock to the CST office is still inoperable. Batteries needed
	589303	2/8/2019 14:27	Please repair crack in the wall
	590546	3/8/2019 20:06	Please perform an IAQ and there is a concern that there may be mold growing from water damage throughout the building and particularly in the CID Unit.
	591079	2/14/2019 22:13	No power in the property office
	591418	3/28/2019 14:39	Replace window heat pump unit. No heat in space.
	592806	3/5/2019 10:04	Fire alarm panel is sounding and will not silence
	595183	3/22/2019 1:45	Recommendation: Repair leak and replace water logged and/or missing ceiling tiles.
	595187	3/26/2019 11:46	Violation #2 Condition: Poor lighting from missing bulbs. Location: Sprinkler Room Potential Effects: Injuries related with poor visibility. Standard: 2006 International building Code, Lighting, 1205.3, Artificial light. Recommendation: Improve lighting by replacing missing bulbs and install lamp covers.
	595204	3/26/2019 12:15	Violation #4 Condition: Ceiling light cover on the light fixture is not properly secured to the fixture. Location: Interview room in Detective?s office, 2nd floor custodian closet. Potential Effects: Injuries from falling light cover or bulb breakage. Standard: 29 CFR 1910.301, (a), Design safety standards for electrical systems. 29 CFR 1910.303 (b) (1), Examination, installation, and use of equipment. Recommendation: Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees. Collaborate with DGS to secure light cover if cover is in working condition or replace light cover if it is broken.

	595223	3/22/2019 10:44	Violation #4 Condition: Ceiling light cover on the light fixture is not properly secured to the fixture. Location: Interview room in Detective?s office, 2nd floor custodian closet. Potential Effects: Injuries from falling light cover or bulb breakage. Standard: 29 CFR 1910.301, (a), Design safety standards for electrical systems. 29 CFR 1910.303 (b) (1), Examination, installation, and use of equipment. Recommendation: Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees. Collaborate with DGS to secure light cover if cover is in working condition or replace light cover if it is broken.
	595225	9/20/2019 12:41	Violation #5 Condition: Dirty and contaminated HVAC filters. The HVAC duct system appears to be contaminated from an accumulation of residues, i.e. dirt, dust, bacteria, fungi, and apparatus exhaust. Location: Throughout 7D Potential Effects: Unhealthy conditions. Respiratory problems may develop in the future. Standard: American Society Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standard 62.1-2007. 29 CFR 1910.22, Housekeeping Recommendation: HVAC filters need replacing. The HVAC system needs to be thoroughly vacuumed and cleaned to prevent the spread of germs and bacteria. Clean systems restore capacity and lessen running time, creating savings on heating and cooling bills.
	595227	3/22/2019 10:40	Violation #10 Condition: Broken outlet with exposed wires. Location: Crime Suppression office, Lieutenant?s office. Potential Effects: Possible shock and electrocution. Standard: 29 CFR 1910.303, General Requirements, 2003 International Building Code, Section 1205 Recommendation: Repair the outlet, or dead end the wire. Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.
	595228	3/25/2019 15:50	Violation #10 Condition: Broken outlet with exposed wires. Location: Lieutenant?s office. Potential Effects: Possible shock and electrocution. Standard: 29 CFR 1910.303, General Requirements, 2003 International Building Code, Section 1205 Recommendation: Repair the outlet, or dead end the wire. Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.

	595233	6/26/2019 12:42	Violation #7 Condition: Missing blank cover in electrical panel box. Location: 2nd floor electrical panel. Potential Effects: Electric Shock, burns and electrocution. Standard: 29 CFR 1910.303 (e) Recommendation: Replace missing electrical covers. Electrical equipment shall be free from recognized hazards that are likely to cause death or serious harm to employees. Electrical panel boxes should be marked to identify their purposes.
	595236	3/25/2019 15:30	Violation #8 Condition: Inoperable emergency exit lighting Location: Multiple throughout the building. Potential Effects: Prevent adequate illumination for safe exit in the event of an emergency. Standard: International Fire Code 2006, Section 1006 ? Means of Egress Illumination (1006.1- 1006.4) and Occupational Safety & Health Administration 29 CFR 1910.37 (b). ?Lighting and marking must be adequate and appropriate?. All means of egress must be illuminated by artificial lighting during the entire time a building is occupied, so that the paths of exit travel are always visible and available for evacuation of the occupants during emergencies. Recommendation: Repair/replace emergency lighting.
	595292	3/25/2019 4:16	Adjust door closure
	595293	3/25/2019 4:20	Adjust door closure
	595294	3/25/2019 4:21	replace ceiling tiles in 2nd FL hallway
	595876	3/28/2019 20:29	The Community Outreach office door lock needs to be changed. Highly sensitive material in this office now and officers need to limit access. Urgent assistance is needed. Thanks POC is Officer Cole or Sgt Thompson
	596376	3/29/2019 20:54	Violation #9 Condition: Accumulation of boxes and other materials. Location: Sprinkler room Potential Effects: Trips, falls and fire hazard. Standard: 29 CFR 1910.176 (c), Housekeeping. Recommendation: Establish a daily clean-up policy to eliminated poor housekeeping. All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.
	596377	3/29/2019 21:04	Violation #11 Condition: Broken mirror. Location: Floor in building gym. Potential Effects: Trips, falls and lacerations. Standard: 29 CFR 1910.176 (c), Housekeeping. Recommendation: Establish a daily clean-up policy to eliminated poor housekeeping. All places of employment, passageways, storerooms, and

			service rooms shall be kept clean and orderly and in a safe condition.
	596959	4/3/2019 22:59	Sewage backup. Urgent assistance need
	599158	4/22/2019 11:41	The sink in the Captain?s private bathroom is stopped up. There is standing water inside; we were unable to plunge clear. POC: Antonio Jeter 202.446.4132
	599161	4/22/2019 15:21	4 lights are out. Urgent assistance is needed. POC: Antonio Jeter 202.446.4132
	602010	6/4/2019 13:12	There are two jail cells that's inoperable. One the key hole is coming out . Assistance is needed.
	603883	5/30/2019 3:10	The first two sinks in the men locker room clogged up when running water
	603885	5/29/2019 5:50	Toilet seat is broken. Assistance is needed. Thanks
	603887	9/20/2019 8:39	Good morning Sir The AC UNIT in the Crime Scene office is out. Both units do not have a switch
	604395	6/3/2019 7:55	water fountain has been inoperable for awhile. Assistance is needed. Thanks
	604397	6/2/2019 12:51	Urinal not working 1st floor bathroom
	604398	6/3/2019 7:58	Toilet in women?s restroom is not flushing properly
	604656	5/30/2019 9:35	Good morning could you please make arrangements to have the wall A/C unit in the VMO office checked out. The in line circuit breaker keeps kicking out.
	604763	6/10/2019 11:25	Ants are everywhere
	605013	10/30/2019 0:35	Turn on outside hose / faucet
	605362	6/2/2019 15:42	Toilet leaking, water coming into the main hallway of cellblock
	605443	10/30/2019 0:38	2nd floor Commander Wright's private restroom not flushing properly (See D. Cole for more information)
	607074	6/14/2019 21:36	1st floor stairway door will not secure and the public is able to access. Urgent assistance is needed. Thanks
	607077	6/14/2019 21:45	1st floor stairway door will not secure and the public is able to access. Urgent assistance is needed. Thanks
	607079	6/16/2019 7:28	Ofc Rodney is requesting Facilities respond to 7D Station for a clogged toilet in a female cell. Callback# is (202) 698-1500
	607126	9/20/2019 12:44	No air flow in the detectives área
	607544	6/24/2019 10:35	Plumbers needed ASAP - Ladies restroom on the 2nd floor clogged & leaking water from flush handle (Excessive amounts of water on the floor)
	607706	6/21/2019 9:59	Good morning the female cell bathroom there's water leaking from the rear of the toilet unit..

	608345	9/20/2019 11:03	No ac in the VMO shop. Unit is inoperable. Urgent assistance is needed. Thanks
	609608	7/27/2019 17:35	The drain is clogged urgent assistance is needed. Smell odor
	609622	7/27/2019 17:38	the women are complaining about the toilet seat being broken and badly strained
	609635	9/20/2019 11:08	Received several complaints that the commanders office is not comfortable. Commander has requested a spot cooler be placed in his office. Thanks
	609781	7/11/2019 10:03	There is a leak in the ceiling in the sgt?s office. Urgent assistance is needed. Thanks
	609869	7/9/2019 10:01	In the women locker room both toilets do not flush. Urgent assistance is needed. Thanks
	610675	8/14/2019 8:55	Plumbers/Pipe-fitters needed ASAP Basement Level (Sergeants' Office) Excessive amounts of water leaking from the Pipes in the ceiling & All the ceiling tiles are falling upon the employees' desks
	611250	11/6/2019 12:52	7D?Community Room Water Leaking from Ceiling Near Light Fixture. Please check ac unit above
	611251	11/25/2019 13:58	Mold is growing on officers clothes
	611414	11/6/2019 12:49	No ac. Urgent assistance is needed. Thanks
	612127	11/6/2019 12:45	There is no cooling in the detectives office. Room is 95 degrees. Urgent assistance is needed.
	612556	7/25/2019 21:47	The door handle on the inside has broken off. Officers are getting trapped inside
	612571	7/30/2019 12:08	Locksmith needed ASAP - Repair/Replace Entrance door handle that's broken (Fire Hazard) See Officer Daryl Forte for additional Information.
	612877	11/6/2019 12:21	7/29/19 - PIPES NEED TO BE WRAPPED. THERE IS EXCESSIVE CONDENSATION Plumbers/Pipe-fitters needed ASAP Basement Level (Sergeants' Office) Excessive amounts of water leaking from the Pipes in the ceiling & All the ceiling tiles are falling upon the employees' desks
	614735	11/13/2019 4:03	7D Lt Bader is requesting facilities, in reference to bathroom toilets in the station continuously running. #202-437-8878.
	615533	11/6/2019 12:13	No cooling
	616054	11/6/2019 12:11	Good morning Sir Just following up Good morning Sir The HVAC UNIT is leaking in the Rotunda near the Commanders Office

	616095	10/9/2019 15:05	A few years ago during the earthquake the Rear parking lot wall sustained some damage and the brick wall began to separate. The separation has gotten larger and it looks like it could come down. Inspection necessary.
	617079	9/7/2019 13:56	Urgent assistance is needed. Water fountain fell off of the wall.
	618813	9/3/2019 13:41	Major leak in the men?s locker room falling ceiling tiles. Possibly water inside the lockers
	619538	9/24/2019 21:53	Pipe leaking into lockerroom. Pipe is leaking urine and feces onto officer's clothing inside of their lockers
	620627	9/21/2019 15:23	Urgent ceiling is about to fall. Urgent assistance. Thanks
	620965	9/21/2019 15:21	prisoner placed an object in the toilet and stopped it up. The object is still in the toilet. Staff is concerned that this will create a flooding situation. Officer Evans at 7D cell block is requesting assistance for a stoped up toilet. #(202)698-1500
	621562	10/8/2019 8:07	Landscaping is needed all around 7D. Urgent assistance is needed
	622772	11/5/2019 7:45	Hello. It?s Adam Shaatal. Shop Steward DC Police Union. Please be advised that we have no A/C in the Seventh District Detectives Office. All we have is hot air pumping out the vents. It?s pretty bad in here and this week is gonna be in the 90?s. Can you kindly send someone out this morning ASAP? Please and thank you.
SOD/NSID (LEASE # 0508)	**574467**	10/6/2018 10:06	Please reset breaker, several areas are without power
	574474	10/5/2018 11:21	The Door to the Electrical Room has debris and the Electricians can't not gain access
	574565	10/6/2018 10:04	Please address and relocate power source within office to reduce tripping breaker.
	575991	11/26/2018 7:39	Please increase office temp, too cold.
	576298	10/29/2018 11:34	The door will not shut and secure, door closure may need to be adjusted
	576942	3/29/2019 17:56	Please replace 2 blown lights
	576944	5/23/2019 11:23	Please replace 3 blown lights in locker room
	576949	11/28/2018 18:51	Please address toilet which will not flush in 2nd floor in the ATEU.
	576953	1/21/2019 21:19	Please address non-working outlets

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	576955	11/26/2019 9:35	Please replace 2 blown lights
	576957	12/10/2018 11:19	Please address reports of stagnat air in room
	576959	1/10/2019 22:54	Please replace blown lights in roll call room
	577398	11/26/2018 9:57	grass cutting
	578068	10/31/2018 13:46	Please make adjustments to storage room gate, door will not secure.
	580175	11/29/2018 11:04	Office area is very hot, unit will not come in or shut off.
	580574	1/10/2019 22:49	Please address blown lights in office area
	581439	1/10/2019 22:42	Lights are out within this area.
	582127	12/18/2018 10:18	Reports of ants and flying ants
	583185	1/30/2019 19:51	It is very hot in the office space, Upper Management has demanded that this is addressed as an emergency.
	583961	12/21/2018 14:20	The outside condensing unit area is not draining appropriately. Please review and clear drain.
	585964	1/10/2019 22:38	Please address a partial power outage I. The ERT team room. All outlets do not have power.
	586444	1/15/2019 15:02	Unclogged drain in the Car Wash Area
	586936	1/22/2019 15:31	6 toilets has bags and urinals not working
	587473	1/23/2019 8:01	Pipe is busted at back of building water is flowing
	587478	5/23/2019 11:21	Please address blown lights in hallway
	587480	3/26/2019 12:35	Please address blown light above copier
	587715	(blank)	Please address the fire alarm system at station desk. Unit is currently in aleart.
	587801	4/1/2019 16:05	Please address broken door lock. Room can not be locked.
	588019	5/23/2019 11:19	Please address blown lights
	588037	9/23/2019 15:13	Please replace fire alarm panel battery, alarm is sounding
	588787	2/1/2019 15:36	Please address a defective ballast in the men?s room

	589628	3/4/2019 11:06	Please address stopped up drain pipe in restrooms (Men?s & Women?s) 1st floor (ATEU) section of building
	590878	5/11/2019 15:58	Area/room is very cold and browning cod air from vent.
	591130	3/7/2019 11:29	Please make needed adjustment to door to allow proper closing and securing.
	591385	2/19/2019 22:12	Please address a back up in the main hallway at NSID
	591386	2/19/2019 22:21	unclog toilet
	592249	3/19/2019 18:09	SOD Admin Area is located in the middle of the main building, the extreme temperatures in the Administrative Suite (All Rooms located in the SOD Administrative Section) continue to be in the 80?s on a daily basis
	592906	3/14/2019 18:56	Please upgrade Bay Area outlets from 10 amps to 20 amps. These outlets service the block heaters for the large trucks. They will trip once they are plugged into.
	593335	3/8/2019 12:07	door will not latch
	593916	3/20/2019 13:19	Please hang a white board and key box in room 1214
	594242	3/14/2019 16:19	Door not latching
	594266	3/19/2019 18:05	Change filters in (4) 50 ton and (6) 20 ton units. Dates written on filters state the change has not taken place for 2 years
	594317	3/29/2019 17:59	Please replace bad ballast in ladies restroom near bay/garage door
	594318	3/25/2019 6:31	Please address 3 of 4 toliet s that are of service; they are bagged and potentially may be clogged.
	594319	3/24/2019 15:02	Please address toilet in men?s room across for bay/garage door entrance
	594322	3/29/2019 18:04	Please address (4) blown lights in hallway near and around rm 1810
	594378	3/19/2019 18:07	Occupants are reporting that the area is too hot, please adjust temp lower.
	594923	(blank)	2 lights are out; please replace
	594958	3/27/2019 10:40	Please install key box on office wall. See POC Mr. Settles
	595678	5/23/2019 11:18	Violation #2 Condition: Poor lighting from missing bulbs. Location: Above printer near 1530 & in car wash area. Potential Effects: Injuries related with poor visibility. Standard: 2006 International building Code,

			Lighting, 1205.3, Artificial light. Recommendation: Improve lighting by replacing missing bulbs
	595679	5/23/2019 11:16	Violation #2 Condition: Poor lighting from missing bulbs. Location: Above printer near 1530 & in car wash area. Potential Effects: Injuries related with poor visibility. Standard: 2006 International building Code, Lighting, 1205.3, Artificial light. Recommendation: Improve lighting by replacing missing bulbs
	595680	7/29/2019 19:11	Violation #1 Condition: Water leak. Location: Room 1404. Potential Effects: Unsanitary and unhealthy conditions. Standard: 29 CFR 1910.141 (a) General Environmental Controls Recommendation: Repair leak and replace water logged and/or missing ceiling tiles
	595682	9/6/2019 12:53	Violation #9 Condition: Carbon Monoxide System is not functioning. Location: Vehicle garage. Potential Effects: Carbon monoxide poisoning, headaches, dizziness & drowsiness. Standard: 29 CFR 1917.24 (g), Carbon Monoxide. Recommendation: Repair carbon monoxide system. Exposure limits. The carbon monoxide content of the atmosphere in a room, building, vehicle, railcar, or any enclosed space shall be maintained at not more than 50 parts per million (ppm) (0.005%) as an eight hour average area level and employees shall be removed from the enclosed space if the carbon monoxide concentration exceeds a ceiling of 100 ppm (0.01%).
	596374	(blank)	Violation #7 Condition: Clogged toilets Location: Across 1104 Potential Effects: Unsanitary condition, bacterial growth. Slip and falls from overflow. Standard: 29 CFR 1910.141 (1) (2), Sanitation. Recommendation: Unclog/ repair issue within toilet piping. .
	596394	3/30/2019 10:34	By the main entrance. The interview room #1102 has a leak coming through the light fixture. Per BMS, there is no HVAC directly above, and the custodial team can hear water "flowing" in the floor. Please send assistance
	596541	5/8/2019 17:40	TOO HOT
	596696	4/15/2019 15:35	Please install key box and white board in designated areas as directed by POC (Sgt Boyd). Work will need to be completed during regular business hours. 202439 1386
	597491	5/24/2019 15:21	Please make adjustments to area door that will not secure properly (Rm 1822)
	597539	6/4/2019 13:00	Gate continues to malfunction; staying open and creating a breach in security

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	598910	4/22/2019 7:19	Locked out of Property Room
	599332	4/24/2019 6:58	Please address a down tree in back of building. Tree is obstructing drain system which may cause flooding during rain.
	601111	9/6/2019 13:16	New supplemental A/C unit will not turn on. Please address
	604273	6/10/2019 11:49	Please remove the snakes, reported at 2850 New York Avenue N.E, P.O.C - Ruth Jenkins
	604480	12/20/2019 7:16	Over growth. Please cut back. Also please blow/remove leaves along back(east) of building. We (pest control would like to treat the rear spaces).
	604701	6/10/2019 11:17	Please remove nest and or nesting material at back wall -2850 New York Ave
	605583	6/10/2019 22:31	Please address blown lights in men?s room next to cafe area.
	607863	11/7/2019 13:21	Lights in Kennel go out minutes after the are turned on.
	608397	6/25/2019 19:12	Roof top unit is leaking from overflow into building
	608411	12/22/2019 8:54	RTU is leaking into building from condensate line. (N side of bld)
	609556	11/7/2019 13:01	Please address (2) blown lights
	609566	11/7/2019 12:33	Please address broken outside lights
	609847	7/8/2019 14:32	Capt Glover reports partial power in the building. One office has power (computers working) and the rest of the building has none. No power to the garage doors, they had to hand crank the doors open. Generator has not engaged. The card readers have been affected and are nto working.
	610508	7/12/2019 5:51	Building is experiencing partial power outage. The card readers are not working, there is no lighting in the parking Lot, there is no power in the Commander's office, but, there is power in other parts of the building.
	610526	7/11/2019 15:55	Electrical closet, key broken off in handle
	610926	12/5/2019 22:27	Please address 3rd toilet in ladies room outside of cafe area. Low pressure in flush.
	610932	1/3/2020 17:01	Please replace garbage disposal in sink located in cafe area.
	611212	8/12/2019 14:47	Please address the HVAC in Dog Kennel at EOD area 2850 New York Ave. Unit is not cooling.

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	611213	9/10/2019 9:35	The water is constantly dripping from the AC on the roof. The floor is getting wet on the 2nd floor and the garage at the 1st floor.
	611268	8/13/2019 8:57	Please address a large condenser leak on the 2nd floor leaking down to first floor next to gym
	611318	7/18/2019 4:29	exterior plug, blown circuit. This is for charging explosive detection robots
	611779	11/6/2019 12:23	Please address RTU that services gym, unit is not working.
	613496	9/6/2019 14:14	Please repair broken toilet in men?s room.
	615369	10/10/2019 14:24	MPD is requesting that an air quality test is completed to address potential harmful airborne allergens.
	615758	10/21/2019 10:41	Unit that services the north side of building seems not to be working. Please investigate.
	615836	9/19/2019 8:43	The A/C unit that supplies the GYM is currently out of service.
	616224	9/18/2019 10:14	HVAC Technician Needed ASAP - No A/C (Please see Sgt Kemp for more information)
	619840	1/5/2020 11:45	The toilet is broken in restroom #2 next to the NSID station desk.
	619842	10/9/2019 8:00	Please address drip pan leak in wall unit in admin Sgt Office.
	621862	10/20/2019 10:56	Clearing of all overgrowth, weeds, debris and grass in the parking lots and along the adjacent road. Include mulching all tree rings and landscape bed. Include clearing any sidewalks, entranceways, fences, paved areas and other areas as directed by DGS staff
	622238	9/27/2019 10:00	Voltage drops down on gate operator motor. Gate repairman noted this when he installed the new operator, there was a drop of voltage from 120 to 57 on the outbound gate
THIRD DISTRICT HQ	**573581**	10/11/2018 14:11	The Third District Air Condition Unit air is not cold enough to cool down the building.
	573911	1/25/2019 8:39	Blue painted letters on wall.
	573926	10/4/2018 21:56	Request copies of keys
	576737	10/29/2018 10:27	Entry door beside the female locker room, Cipher lock and handle on the outside of the door is coming off when you pull the handle of the door
	576823	12/10/2018 11:19	No Heat in the building
	577294	11/2/2018 5:46	Please make repairs to boiler # 3. Engineer was unable to test fire boiler. Possible bad igniter.

	579934	11/16/2018 10:32	Men?s restroom- there is no water and the sink is clogged Women?s restroom- no water and the sinks are clogged Restroom in the report writing room- no water and sinks are clogged
	581324	11/28/2018 13:29	No Heat
	582981	12/12/2018 12:09	The light over the lives can is out. Officers are unable to check prisoners in because it is to dark for the picture. Urgent assistance is needed. Thanks
	583472	12/17/2018 12:44	Facilities is requested to respond to 3D for a toilet that will not stop running (2nd floor men's room) Lt. Anu is requesting. Callback (202)-276-7462.
	586583	1/22/2019 8:55	salt treatment for upper level of the garage
	589074	3/23/2019 13:27	Toilet is not flushing
	591701	3/3/2019 11:41	Ladies bathroom sink is clogged.
	591702	3/5/2019 15:13	The commanders bathroom sink drains very slowly. POC is Sgt. Gibson
	593262	4/10/2019 7:47	Make repairs to domestic hot water heater relief valve. Relief valve is leaking.
	593431	6/16/2019 10:10	Perform PM on RTUs-Clean condenser coil, replace filters, & belts.
	593697	3/23/2019 13:31	Continuously running Faucet
	595260	3/21/2019 21:58	Raw sewage is on the floor in the boiler room. Possible line back up. Plumbers needed! POC ENGINEER CHARLES JACKSON 202-330-9647
	595438	4/6/2019 7:59	The middle sink has continuous water flow. Unable to turn off. The sink also need a new knob. Room 155 (men's bathroom). The urinal and toilet in the first stall don't flush properly. POC: Mr. Davis 202673.6935
	597063	5/23/2019 2:19	Light bulb above female handicap cell needs to be replaced.
	597074	10/28/2019 17:12	light bulb needs to be replaced.
	597075	1/15/2020 13:19	cellblock needs to be repainted
	597542	6/13/2019 5:44	2nd floor room 250 leaking from under the sink Leak close to the P trap. Leak needs to be repaired
	597543	6/10/2019 7:54	Left sink- Faucet needs repair Left Sink Leaking
	598323	5/23/2019 2:32	The exterior lights on the basement level; east side of the bldg.; directly in front of the stairs leading to the gas pumps parking lot; over top of the exterior door lights are OUT.

	601899	5/10/2019 20:20	Make repairs to chiller. Display is reading : Chill water flow interlock. Building without cooling. POC # 202-330-9547 Charles Jackson
	601947	6/27/2019 14:46	Violation #3 Condition: Missing blank cover in electrical panel box. Location: Rooms 157 & 237. Potential Effects: Electric shock, burns and electrocution. Standard: 29 CFR 1910.303 (e) Recommendation: Replace missing electrical covers. Electrical equipment shall be free from recognized hazards that are likely to cause death or serious harm to employees.
	601949	6/12/2019 15:26	Violation #5 Condition: The electrical panel box is missing screws to secure panel cover. Location: Mechanical room 009 Potential Effects: Electrical shock ? burns ? electrocution- fire Standard: 29 CFR 1910.303 (b), (1) Examination, insulation, and use of equipment. Recommendation: Replace missing electrical covers. Electrical equipment shall be free from recognized hazards that are likely to cause death or serious harm to employees.
	601950	6/10/2019 14:11	Violation #6 Condition: Exposed wiring. Location: Hole in ceiling inside room 140, HVAC Unit in Main Boiler room & in the sally port gate control box. Potential Effects: Electrical shock, burns and electrocution. Standard: 29 CFR 1910.303, General Requirements, 2003 International Building Code, Section 1205 Recommendation: Repair and cover exposed wiring. Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.
	602130	6/18/2019 19:15	The garage rear exit roll gate is stuck in the open/up position.
	602146	6/13/2019 5:49	The toilets in the Men's locker room Stall #2 and Stall #6 don't flush properly.
	602148	(blank)	The Third District rear Van port door doesn't work and is stuck in the open position. It appears to be off-track.
	602638	6/18/2019 7:47	Violation #7 Condition: Missing ceiling tiles. Location: Rooms 140, 132, 021, 007 Potential Effects: Loss of climate control and respiratory problems. Standard: 2006 International Building Code, Section 802, ANSI/ASHRAE Standard 62.1-2007. Recommendation: Replace missing ceiling tiles
	602639	6/18/2019 7:44	Violation #8 Condition: Stained ceiling tile. Location: Rooms 132, 006, 007 & 228 Potential Effects: Unsanitary and unhealthy conditions. Standard: 2006 International Building Code, Section 803.9 Acoustical

			ceiling system. NFPA 101.3.3.27.2, Barriers. Recommendation: Replace stained ceiling tiles.
	602642	6/12/2019 15:24	Violation #10 Condition: Missing exit sign Location: Main boiler room, 009, outside stairwell 002 on 2nd floor. Potential Effects: Fire and smoke-related injuries from delayed egress. Standard: 29 CFR 1910.37 (b) (1), Maintenance for exit routes. Recommendation: Each exit route must be adequately lighted so that an employee with normal vision can see along the exit route.
	602645	6/7/2019 18:40	Violation #11 Condition: Poor lighting from missing bulbs. Location: Hallway outside room 006 & telephone closet 021 Potential Effects: Injuries related with poor visibility. Standard: 2006 International building Code, Lighting, 1205.3, Artificial light. Recommendation: Improve lighting by replacing missing bulbs and install lamp covers.
	602646	6/18/2019 7:59	Violation #11 Condition: Poor lighting from missing bulbs. Location: Hallway outside room 006 & telephone closet 021 Potential Effects: Injuries related with poor visibility. Standard: 2006 International building Code, Lighting, 1205.3, Artificial light. Recommendation: Improve lighting by replacing missing bulbs and install lamp covers.
	603382	6/11/2019 19:33	Various Units are not blowing cool Air. Room 221 (Capt Office) AC unit 41 & 42 Room 134 (Ofc break room) AC unit 4 Station and Lobby AC Units 25 & 18
	603854	6/11/2019 19:35	I wanted to put in a repair request for the AC unit at the 3rd District Lieutenant?s Office. The AC (set on the coldest setting) has been working but is very weak. Today, the outside temperature reached a high of 75 degrees and it was warm in the office. I believe someone advised that one or two of the blower fans was out last year and that?s why the AC wasn?t blowing much air. It?s cool right near the vent, however it doesn?t do much to cool the office. Please have someone check it out, thank you!
	605801	6/12/2019 17:27	The central A/C unit is not working in the entire Third District.
	606667	9/17/2019 5:29	Urinals in Men's bathrooms 252, 152 and 155 don't flush properly.
	606704	10/7/2019 10:52	The bushes in front of the Third District need to be trimmed. The bushes are obstructing the view as transporting Officers are leaving the Van-port.

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	607052	6/21/2019 12:23	The door knob entering room 234 doesn't open the door.
	607522	7/31/2019 15:18	The single turn bolt lock on the front door is extremely loose.
	607528	7/31/2019 1:35	The majority of the light bulbs in room 140 are out and need replacement.
	608664	8/29/2019 17:00	The outside door knob on the rear door leading to the women's locker room is loose.
	608669	10/28/2019 20:37	The ceiling fixture in room 007 needs to be replaced.
	609190	7/1/2019 17:40	The hinge/closer arm on the hallway door leading to the secured section of the Third District is broken.
	609866	7/8/2019 20:52	Due to extreme down pour of rain the drains in the lowers garage are sprouting up water, causing flooding and drainage issues.
	610372	(blank)	Ceiling leak in the holding area, just outside the cell block door.
	611557	10/28/2019 20:32	The ceiling light fixture in room 007 is rusty and needs to be replaced.
	611559	10/28/2019 16:36	The ceiling light fixture lens needs to be replaced. Currently the lens are coated with mildew.
	613004	8/11/2019 23:40	Leak coming from the upper level appears to be coming from AC Unit
	616512	9/17/2019 23:46	The door handle is extremely loose and will quickly become detached.
	618331	9/5/2019 12:11	The sink in the Commander's bathroom is clogged.
	621054	11/4/2019 22:12	The urinals in the men's bathroom run continuously.
	621871	11/20/2019 12:11	Mice in the building and seen in room 232, 130, and the station in the last 24hours
	621881	10/28/2019 15:51	Water located inside (2) light fixtures
TRAFFIC SAFETY AND SPECIAL ENFORCEMENT BRANCH	**577641**	11/18/2018 20:21	Reports of no heat in the building.
	578471	11/5/2018 22:07	Flood (Excessive amounts of water) in the basement (Ms. Flowers notify Ms. Jenkins of the Flood
	579276	11/10/2018 16:00	Per Sgt. Schaffer, THERE IS NO HEAT IN THE BUILDING. WHERE ARE THE PARTS FOR THE BOILER???
	579418	11/10/2018 15:38	Install site glass on condensate tank
	579419	11/10/2018 15:38	Repair Steam leak

	579426	11/13/2018 13:44	Repair/replace boiler continuously going off in Flame failure. BPO R. Judd 202-4374784
	580128	11/19/2018 10:59	Reports of black smoke coming from behind HVAC unit.
	584496	12/31/2018 5:58	Water intrusion in the basement
	586158	1/17/2019 22:52	SEE ATTACHED PHOTO. EIGHT (8) LIGHTS NEED REPLACED IN SGT. THORNE?S OFFICE. CURRENTLY ONLY (1) IS WORKING.
	586747	5/11/2019 17:06	Per Sgt Schaffer (202)-359-6260 THE PHOTOS SHOWS THE PRESSURE SWITCH ON THE BOILER, THE (RED RESET BUTTON) NEEDS TO BE PUSHED IN ABOUT EVERY 5 HRS OR SO BEFORE THE BOILER STARTS BACK UP. NOT SURE WHY IT KEEPS TRIPING OFF. NEED SOMEONE TO TAKE A LOOK AT IT OR REPLACE IT.
	587139	2/25/2019 7:54	Boiler condensate return float and pump System isn?t operating correctly! Pump will not start and stop when needed. Causing boiler to shut down and must be manually reset to start boiler. Additional contractor services are needed To resolve this issue.
	589051	2/7/2019 13:03	Co-Ed Bathroom - toilet will not flush;. FLUSH HANDLE NEEDS REPLACED POC - Carolyn Battle 202-774-0626
	590769	2/15/2019 14:20	URINAL - ITS STOPPED UP, AND WATER WILL NOT DRAIN.
	592133	3/4/2019 9:44	mold in hallway and basement stairwell
	593408	5/14/2019 14:51	Split system- Clean condenser coil, replace filters, & belts.Check operations
	593461	6/13/2019 15:45	Perform PM on RTUs-Clean condenser coil, replace filters, & belts.
	595936	4/12/2019 9:42	Violation # Condition: Chemicals and hazardous materials stored in containers that are not original to the product stored improperly , and containers are not tested or no signage. Location: Severity:. Standard: 29 CFR 1910.107, 29 CFR 1910.1200, International Building Code (IBC) Section 307, 414.5.5, International Fire Code (IFC) Section 2704.2 and Section 2703.6. Recommendation: Hazardous materials should be stored a cool, well-ventilated area. Hazardous materials should not be stored with non-compatibles chemicals. Have approved haz mat containers and containers stored on a EPA approved secondary spill skid containment platform. Have compatibility charts in areas were chemicals are being stored as a reference guide for chemical compatibility and proper storage. Have staff trained on Hazard Communication, Material

			Safety Data Sheets (MSDS), and Personal Protective Equipment (PPE). Hazardous Substances ? 29 CFR 1910.1200
	596373	4/3/2019 11:16	Violation # 6 Condition: Baseboard loose along base of floor. Location: hallway Severity: mild Standard: 2006 International Building Code, Section 802, 29 CFR 1910.23 (a). Recommendation: Have baseboard repaired and using the right adhesive.
	598817	6/11/2019 11:49	Please address 2 blown lights POC: Michael Goss (202) 769-6297
	603353	9/20/2019 12:42	Per SGT SCHAEFER, ONE THERMOSTAT NEEDS REPLACEMENT. . THE OTHER NEEDS TWO (AAA) BATTERIES. THE A/C UNITS ARE NOT WORKING.
	603375	6/11/2019 11:48	Please address blown light bulbs in 2 nd floor hallway
	603377	6/11/2019 11:48	Please address blown lights in admin office
	603677	6/11/2019 11:47	Please address 2 blown lights
	603681	(blank)	Please address drywall and hole in wall
	603683	(blank)	Please address damaged ceiling tile
	603685	6/11/2019 11:44	Please address blown lights in Jeff ice 2nd floor det office.
	603688	6/10/2019 14:16	Please address blown light in 2nd floor hallway
	606460	9/20/2019 12:43	Please address leak from A/C unit in copy room. Is leaking into floor.
	612893	11/6/2019 12:43	1st fl A/C unit is not cooling, please address. Current temp is 82
	617719	8/27/2019 15:27	The mag locks, and critical monitor systems are affected by the power down. This is partial in the building. Lt. Wilkins 202-439-1502 requests facilities in reference to a power outage at 501 New York Ave, NW
	618225	9/25/2019 14:05	THE SECOND FLOOR A/C IS NOT WORKING AGAIN?? SEE ATTACHED PHOTO ITS 77 AT 0400HRS.
	620623	9/13/2019 13:21	Sump pumps are inoperable preventing DCRA Inspection

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Question #73: All work orders completed and outstanding in FY 19 and FY 20, to date, for the John A. Wilson Building, the Franklin D. Reeves Municipal Center, and One Judiciary Square.

Report Date: January 30, 2020

Location	Outstanding Work Orders	FY 20 Completed Work Orders	FY 19 Completed Work Orders
Franklin D Reeves	**58**	**139**	**556**
John A. Wilson Building	**14**	**1**	**96**
One Judiciary Square			**6**
Total	**72**	**140**	**658**

Details of Outstanding Work Orders

Building Name	Work Order No	Date Requested	Assignment Description
FRANKLIN D. REEVES CENTER	**562915**	7/30/2018	From: Hawkins, Daphne (DGS) Sent: Thursday, March 01, 2018 12:46 PM To: Jimason, Jerome L. (DGS) <jerome.jimason@dc.gov> Cc: Hawkins, Daphne (DGS) <daphne.hawkins2@dc.gov>; Dowell, Paul (DGS) <paul.dowell@dc.gov> Subject: Repaving of Parking Space at Reeves Center: Hi Mr. Jimason, I hope you are doing well? I would like to know how my parking space at the Reeves Center can be repaved? My assigned parking space has a lot of loose cement and exposed rebar causing rocks to populate in my tires. I noticed that the spaces directly in front of mine were repaved several months ago and I would greatly appreciate having my assigned space #133 repaved as well. Your time and consideration of this request is greatly appreciated. Thank you, Daphne M. Hawkins
	585833	1/10/2019	Door Latch is not releasing properly after card reader unlocks door.
	590977	2/14/2019	Heating elements in cooling tower pans (2) need replacement. This heating element are needed to prevent freezing.
	590983	2/14/2019	Air compressor is leaking and dryer needs repair.
	590984	2/14/2019	The two Boilers should have outside sensor to monitor the air temperatures. This will regular the boiler temp base on outside air temperature.
	598856	4/18/2019	The interior door from the ABRA Reception area and the office entry is sticking. Oncee you swipe your badge the light turns green but the door does click

Building Name	Work Order No	Date Requested	Assignment Description
			for the entry. Please send someone to assess the door issue. Thank You
	600019	4/26/2019	The release button at the desk is not working, and the sensor is not picking up anyone as they come to the door.
	607693	6/19/2019	Leak in Penthouse the radio room causing puddles to form inside the room assistance needed. POC: Melaku Tefera (202) 494-5503
	607830	6/20/2019	The card reader on the door to room 543, 544 and 545 turns green but the door will not open. I tried to use the key but it will not turn the lock. Engineer had to use another means to open the door. Request submitted by Alysia Taylor 202-673-3320.
	611349	7/17/2019	Install ID card reader on the IT closet in the rear of the SCC (6th Floor)
	612090	7/22/2019	Pipe is cracked and needs to be replaced.
	613009	7/29/2019	Patio door will not security
	613471	8/1/2019	July Maintenance , Per James Woods
	613934	8/3/2019	As a result of employee health concerns an IAQ was performed and the recommendation is to remediate suspect microbial growth (less than approximately 10 SF) above the stained ceiling area in the rear open cubicle area next to Office 1-ED
	618454	8/29/2019	small leak in the pipe beneath sink in wooden cabinet
	618943	9/3/2019	Revolving door will not turn completely around with getting jammed.
	619205	9/4/2019	Both suite entry doors for DGS needs replacement to secure space properly, adjustments have been made previously.
	620026	9/10/2019	A piece has come off the entry way for the employees. Only one door opens when an employee scans their key card to get in the building. There is currently a cone in front of the entrance.
	621320	9/18/2019	The phone that is used to control the entry door in our suite is broken. We've purchased a new phone, but we need someone to take down the old and replace with the new.
	621526	9/20/2019	Buffing of the floors
	621796	9/23/2019	Need door closure installed. Card reader was recently installed on door and it sometimes does not close all the way. Veritas (card reader installer) said a door closure is needed.
	622149	9/25/2019	Cracked pipe in the ceiling is leaking
	622152	9/25/2019	Shaft and/or bearings need repair/replacing

Building Name	Work Order No	Date Requested	Assignment Description
	624871	10/16/2019	The door to room 515 will not close properly. The thumb lock does not align with the hole in the door jamb. Please see the attached pictures. This door has been fixed twice for the same problem. Request submitted by Alysia Taylor 202-673-3320.
	625563	10/21/2019	Cut keys for WO#625095 but lock needs to be replaced.
	626267	10/24/2019	Recent key made for one of the offices does not work. There are multiple key ID numbers on the door hinge. Instead of CJ17, can we get a duplicate made of AE46.
	629104	11/15/2019	Need spare keys for 3 offices. POC - Herman James
	629897	11/21/2019	Compressor #1 is leaking oil and needs the fly wheel replaced. The compressor needs to be rebuilt or replaced.
	629898	11/21/2019	Compressor #2 - fly wheel is leaking oil and needs to be tightened.
	630015	11/22/2019	The bathroom has been out of service since November 25th not able to be utilized all bathroom stalls and sinks needs to be serviced.
	630017	11/22/2019	P-trap pipe is cracked
	630749	12/3/2019	Hot Water Issue: ? Temperature Assignment Description: Room Near Main Elevator. No hot water
	630837	12/3/2019	Faucet Issue: ? Sink ? Repair / Replace Assignment Description: There is no Hot water coming out of any faucets This is the one near the directors office
	632222	12/17/2019	Hot Water Issue: ? Temperature Assignment Description: There is no hot water in the front ladies restroom, break room , back bathrooms, and back break room
	633010	12/27/2019	Interior Painting & Wall Issue: ? Patching ? Caulking Assignment Description: Grey ceiling/wall paneling above window fell off. Needs to be assessed/reapplied.
	633560	1/3/2020	Lock and Door Issue: ? Lock/Latch ? Standard Door ? Locksmith ? null Assignment Description: please rekey office door
	633632	1/3/2020	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Toilet Clogged
	633634	1/3/2020	Drain Issue: ? Sink ? Clogged Assignment Description: Someone has used the sink to empty water from the fish tank which contains rocks for the second time.
	633763	1/6/2020	Hot Water Issue: ? Temperature Assignment Description: No hot water for over a ONE MONTH

Building Name	Work Order No	Date Requested	Assignment Description
	633969	1/7/2020	Cooling Issue: ? AC Unit ? Too Hot Assignment Description: A/c units are not cooling. All units are all reading 90 degrees and higher
	633989	1/7/2020	Hot Water Issue: ? On / Off Assignment Description: Women's bathroom by Director's office has not had warm/hot water running (faucet) for months. From my understanding, all bathrooms on that side of the building does not have warm/hot water.
	634288	1/9/2020	Power Issue: ? Partial Outage ? The emergency lights are working Assignment Description: Roll up door won't go up electronically. It must be rolled up manually.
	634356	1/9/2020	Pipe Issue: ? Water ? Clogged Assignment Description: Sink is backing up.
	634376	1/9/2020	Interior Painting & Wall Issue: ? Painitng ? Painting Maintenance Assignment Description: Paint dry erasable walls in DPW's Chief Information Officer (CIO) Office.
	634393	1/9/2020	Outlet Issue: ? Repair Outlet ? The conduit is not exposed Assignment Description: The Department has two new copiers being delivered on Monday, January 20, 2020. They are replacements for the copier in room 516 and the copier in the PIO area near room 540. Today, the copier company did a site visit and informed our IT Division that the new copiers use more volts so another outlet will need to be installed. They asked that the current outlets remain and the two required outlets be installed. Please see the diagram below with specifications. Please let us know the procedure to get the new additional outlets installed by January 20, 2020. Request submitted by Alysia Taylor 202-673-3320.
	634833	1/14/2020	Pipe Issue: ? Water ? Leak Assignment Description: Sewer pipe is leaking down into storage room on B2
	635363	1/16/2020	Lock and Door Issue: ? Lock/Latch ? Automatic Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: The lock on the door is making a clicking sound when you go out the door from the inside. The card reader works but the door will not open when you try to enter. I have a video but the program will not allow the video to be attached. Request submitted by Alysia Taylor 202-673-3320.
	635456	1/17/2020	Fire Sprinkler Issue: ? Missing Assignment Description: All sprinkler heads that are missing the escutcheons and cover plates should be replaced

Building Name	Work Order No	Date Requested	Assignment Description
			throughout 1st floor corridor 100B leading to loading dock and all adjacent offices and closet i.e., Mail Room and Security Office according to Zurich Insurance through EOM-Office of Risk Management. The majority of these heads were missing the escutcheon plates between the sprinkler head and ceiling tiles. This is a part of the listed sprinkler assembly, per the guidance in NFPA, Chapter 6.2.7. It was indicated that the escutcheons were removed during renovations on this level that required the ceiling tiles to be lifted. Apparently the escutcheon for this head is no longer available and all heads would have to be completely replaced on the level. ORM LEVEL - 3
	635473	1/17/2020	Leak Issue: ? Ceiling Assignment Description: Ceiling leaking
	635493	1/17/2020	Cooling Issue: ? AC Unit ? Too Hot Assignment Description: Date closet AC not working - 84-87 degrees
	635558	1/21/2020	Janitorial Issue: ? Clean Assignment Description: It was reported a few minutes ago by a FEMS Chief that there is garbage in the kitchen causing a foul order to permeate the offices in that area. Request submitted by Alysia Taylor 202-673-3320.
	635740	1/21/2020	Elevator Escalator Issue: ? Elevator ? Start/Stop Problem Assignment Description: Elevator stuck
	635888	1/22/2020	Heating Issue: ? Temperature ? Too Cold Assignment Description: Lieutenant Wright states "Could you have the building maintenance turn the heat up inside OIA." Request submitted by Alysia Taylor 202-673-3320.
	635933	1/22/2020	Outlet Issue: ? Repair Outlet ? The conduit is not exposed Assignment Description:
	636415	1/27/2020	Leak Issue: ? Pipe / Line / Drain Assignment Description: Sewer drain lines in the ceiling are leaking
	636737	1/29/2020	Ceiling Issue: ? Falling (loose) tiles Assignment Description: Tile coming down
	636816	1/29/2020	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: There are multiple overhead lights out in the hallway. Request submitted by Alysia Taylor 202-673-3320.
	636853	1/29/2020	Janitorial Issue: ? Clean Assignment Description: I would like to have 3 big dumpsters delivered

Building Name	Work Order No	Date Requested	Assignment Description
JOHN A. WILSON BUILDING	**620791**	9/14/2019	Door is currently misaligned causing the lock mechanism to malfunction
	621895	9/24/2019	Please paint conference room in Deputy Mayor of Education suites
	622598	9/27/2019	Paint one wall in the Deputy Mayors office
	624131	10/9/2019	Reports that staff have seen cockroaches crawling on the carpets as well as walls through out the space. OCTO Telecom and OCTO Helps staff share this space. Please deploy pest control to address this matter.
	625686	10/22/2019	Install 1 outlet in Lamont Akins office
	628239	11/8/2019	This is High priority, on the C-level and C17 and the back office of the EOM Wilson Building are experiencing roaches and mice running through the office on a constant basis, employees have experienced many citings of the Rodents running from the back office into office C17, this is very disruptive to employees, can you please have exterminator spray, set traps and check environment, to plug any wholes where the rodents are getting in.
	629107	11/15/2019	Please install outlet in conference room in suite 332
	629565	11/19/2019	One of my blinds is broken and needs to be replaced. I have been asking for this since 2018. Recently things got worse- please see photo
	631206	12/6/2019	Lock and Door Issue: ? Kick Down Stand Assignment Description: The door kick down needs to be fixed or replaced
	631773	12/12/2019	Lock and Door Issue: ? Door ? Standard Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: The kickdown door stop needs to be repaired of replaced. The rubber shoe is missing.
	634653	1/13/2020	Odor Issue: ? Sewage Odor Assignment Description: Odor in restroom
	634734	1/13/2020	Lock and Door Issue: ? Door ? Standard Door ? New Key(s) Replace Key(s) ? null Assignment Description: They need a key replacement to their office door - Jennifer Castor
	634738	1/13/2020	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description: Need paint touch ups and small holes filled behind one or two doors
	634740	1/13/2020	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description:

			Sorry, i forgot to add C level C19 to the list of paint touch ups

FY 19 Completed Work Orders – Total Number = 140

Building Name	Work Order No	Date Completed	Assignment Description
FRANKLIN D. REEVES CENTER	**603054**	10/22/2019 10:36	Need key for employee for Office 634.
	606058	10/31/2019 11:19	Locksmith services. Copy a 164 key.
	606621	10/22/2019 10:42	Need spare set of keys for all offices within the suite. This is in lieu of re-keying all the doors so that a master key can be created.
	606750	10/22/2019 10:45	Need key for room currently occupied by Jonathan Kuhl (rm 643 near rear elevators)
	607992	10/22/2019 11:35	Needs keys made
	608104	10/22/2019 11:34	Change locks on door and add to the building master
	612710	11/21/2019 12:44	Requesting Air testing due to prior flood
	613475	12/11/2019 16:40	July Maintenance - POC; James Wood - 202-4199307
	613480	12/11/2019 16:40	August Maintenance - per James Wood - 2024199307
	613482	12/11/2019 16:39	August Maintenance - POC - James wood 202419307
	613486	12/11/2019 16:46	September maintenance - PO James Wood 419-9307
	613490	12/11/2019 16:46	September Maintenance -POC James Wood 2024199307
	615497	10/22/2019 11:14	Good Morning, We need a copy of a key made for the Assistant General Counsels office. Can you please assist us. Thank You.
	616668	11/20/2019 23:39	Please abate mold.
	620759	10/21/2019 18:05	Excutive office - unlock file cabinet Kim Curry 2026711309
	621286	10/3/2019 9:37	Employee spilled cream on carpet. Please send someone to clean the spot on the carpet. Request submitted by Alysia Taylor 202-673-3320.
	621364	10/3/2019 9:41	Ms. Smith reports "Please put in a cleaning request regarding the entry hallway. There is a strong musty odor." Request submitted by Alysia Taylor 202-673-3320.
	621534	10/3/2019 9:44	The front ceiling light in Mr. Coombs' office is not working. Request submitted by Alysia Taylor 202-673-3320.

Building Name	Work Order No	Date Completed	Assignment Description
	621775	10/21/2019 11:18	Work drawers were left locked by previous employee, and I'm unable to use this for storage. Please unlock or rekey. Thank you.
	621930	10/3/2019 9:47	Ms. Taylor has a paper towel holder that came off the wall in the FEMS 5th floor kitchen. Is is possible to have it reinstalled in another location? If the answer is yes please see Ms. Taylor for the new location. Request submitted by Alysia Taylor 202-673-3320.
	622158	10/3/2019 10:44	Toilet is leaking from the bottom.
	622307	10/22/2019 11:17	need key created for Jon Berman's office.
	622497	10/2/2019 10:59	Please provide 2 operator keys for New GC
	622521	10/3/2019 10:23	7th Fl., 2 Bank Men's Room A faucet in each restroom needs to be replaced.
	623070	10/22/2019 12:24	Broken Door Lock
	623137	11/5/2019 10:47	Ms. McDaniel just notified me that the "sink in the FEMS kitchen is leaking from the garbage disposal hose ". I am out of the office so I don't have a picture. Request submitted by Alysia Taylor 202-673-3320
	623212	11/5/2019 12:18	The fan blade has broken off in the unit on the roof and 8/24 fuses are currently working.
	623271	11/5/2019 10:50	I spoke with Mr. Hampton earlier regarding a leak in the ceiling in room 510. The engineer came and said that he turned off the unit above in the DPW conference room. He said that they were holding a meeting in the conference room and that he would wait until the meeting was over to work on the unit. Meanwhile Mr. Jefferson who's office is in room 510 is upset because the water is still dripping, the water is still on his window sill, there is a bubble on the wall near the leak and he wants someone to get the water up. He wants repairs done to his wall also. Request submitted by Alysia Taylor 202-673-3320.
	623336	11/5/2019 11:15	A cup of coffee was spilled outside the double glass doors leading to the 5th floor FEMS kitchen. Request submitted by Alysia Taylor 202-673-3320.
	623408	11/5/2019 11:17	Buttons are not responding, and elevators are no engaging
	623525	11/5/2019 11:27	Extermination Services on the 6th Floor near the kitchen area.

Building Name	Work Order No	Date Completed	Assignment Description
	623623	10/9/2019 13:12	Overhead ceiling lights are not working. Request submitted by Alysia Taylor 202-673-3320.
	623655	11/5/2019 10:22	Ms. Taylor found water on the floor by the sink. I did not get the water up because I wanted whoever to be able to see where it is coming from. Request submitted by Alysia Taylor 202-673-3320.
	623668	11/5/2019 10:25	The ceiling lighting has been making a ringing noise when "on" for quite some time. It seems to be getting worse.
	623681	11/5/2019 10:34	1st sink faucet constantlyruns
	623972	11/5/2019 12:13	Battalion Fire Chief Thomas states " am requesting for someone to clean and remove the large stains from the carpet for Rm 541." Request submitted by Alysia Taylor 202-673-3320.
	623989	10/22/2019 12:13	Need keys made to office door DDOT TCO area POC Danielle
	624034	10/9/2019 12:39	Power out to electrical outlet. See Debra Boyd for location.
	624094	10/9/2019 12:35	Repair doors to COO, General Council, & Chief Administrators Office
	624175	11/5/2019 12:15	I found the face plate in disarray on the first floor rear door going down to the garage. Request submitted by Alysia Taylor 2920673-3320.
	624241	11/5/2019 10:53	FEMS employee Mr. Johnson states "I believe that the new paper towel dispenser in the 5th floor men?s room does not meet the ADA requirements ? the soap dispenser may not in compliance either." Please advise. Request submitted by Alysia Taylor 202-673-3320.
	624444	10/15/2019 10:37	No water in the kitchen
	624593	11/5/2019 10:39	Faucet wont' turn off. Water is constantly running.
	624919	11/5/2019 11:01	There is a cracked pipe in the ceiling and it leaks badly when it rains.
	625095	10/22/2019 8:00	Needs Keys Cut for office 538 outer and inner door
	625097	10/21/2019 11:31	Faucet handle in the wrong position.
	625102	10/21/2019 11:34	Replace 4 lights
	625109	10/21/2019 11:39	Toilet constantly running
	625275	11/5/2019 11:04	Mr. Bill Wright informed me that the 5th floor rear Men's Room near the two bank elevators is

Building Name	Work Order No	Date Completed	Assignment Description
			flooded. Request submitted by Alysia Taylor 202-673-3320.
	625324	10/21/2019 11:24	Employee states the 5th floor ladies restroom on the 2 bank elevator side the toilet is constantly running.
	625352	10/21/2019 11:20	Mr. Bill Wright reports that the trash can in the FEMS 5th floor kitchen is full and smells bad. He asked if someone could come and dispose of the trash. Request submitted by Alysia Taylor 202-673-3320.
	625456	11/5/2019 10:41	Offices are overheating again for Brashears and Peru
	625501	11/5/2019 11:18	Mr. Coombs reports that the 5th floor rear men's room is flooded again. Request submitted by Alysia Taylor 202-673-3320.
	625520	11/5/2019 11:05	Urinal is clogged
	625524	10/21/2019 12:02	Lights Out
	625529	10/21/2019 12:15	1st Sink - hot water handle was out of place
	625568	10/21/2019 14:26	Door Latch is broken. Need Immediate Repair
	625940	11/5/2019 11:10	Keeps getting stuck
	626268	11/5/2019 12:21	Per our Safety Officer - can the deadbolt be removed from the door for safety reasons.
	626512	10/28/2019 11:28	The water in sink 1 near the coffee pots was draining slow so I turned on the garbage disposal while running water. The disposal worked fine but dirty water bubbled up in sink 2. I cleaned both sinks and ran water in each. Request submitted by Alysia Taylor 202-673-3377.
	626559	10/28/2019 10:50	Four cubicles lost power outside room 524. Request submitted by Alysia Taylor 202-673-3320,
	626590	10/28/2019 11:38	change motor and clean units
	626839	11/5/2019 11:13	Ladies room near main elevator bank. Toilet overflowing in handicap stall.
	626846	11/5/2019 11:20	Ms. Hill reports there is a funny smell in their office and they would like someone to come and check it out. Request submitted by Alysia Taylor 202-673-3320.
	627045	11/5/2019 11:21	Employee reports that the thermostat alarm is going off in the 4th floor conference rooms. Request submitted by Alysia Taylor 202-673-3320

Building Name	Work Order No	Date Completed	Assignment Description
	627118	11/5/2019 11:23	Chief Donnelly's overhead light is not working, Request submitted by Alysia Taylor 202-673-3320.
	627186	11/5/2019 11:24	Light out
	627244	11/5/2019 12:23	Ms. Evans reports that an HVAC unit in the HR Suite is making a hissing sound and dripping water. Request submitted by Alysia Taylor 202-673-3320.
	627538	11/18/2019 14:28	Hi, we had to use our fire extinguisher this Saturday to put out a fire in our laser cutter. I am requesting that our current fire extinguisher gets recharged or replaced. We would also like an additional, second, fire extinguisher. I apologize for not putting this through DGS help desk, but I have not been able to login to their service desk.
	627573	11/19/2019 9:51	switch to open door is not working in Mrs Peterson office
	627616	11/5/2019 15:25	Please change the lock and produce 2 keys
	627704	11/18/2019 14:24	Replace 2 light bulbs that are out.
	627926	11/7/2019 8:57	terrible mosquito issue in our office and need treatment.
	628043	11/7/2019 15:07	light bulb out
	628185	11/18/2019 14:30	Unit by window in Annie Johnson's office blowing cold air although dial turned to warm.
	628715	11/19/2019 9:57	leak in two separate sections
	628773	11/18/2019 14:32	Some HVAC units are not turned on and one was blowing cold air. The employees in the suite are cold. Request submitted by Alysia Taylor 202-673-3320.
	628775	11/19/2019 11:22	The HR Suite 407-410 is cold. The HVAC units are not blowing hot air. Request submitted by Alysia Taylor 202-673-3320.
	628807	11/18/2019 14:34	Toilet clogged
	628811	11/14/2019 11:16	Back-to-back toilets were clogged
	629108	11/15/2019 13:19	Sinks are stopped up, and going to overflow
	629175	11/18/2019 14:20	light bulb out in ladies room over toilet.
	629198	11/18/2019 14:26	Employee spilled waste toner contents on carpet. Please send someone to vacuum the area of room 407. Request submitted by Alysia Taylor 202-673-3320.
	629392	11/18/2019 15:32	Department of corrections 7th floor cubical K light is out, light bulb/ballast needs to be replaced. POC: Tesha Samuels (202) 645-7979
	629599	12/6/2019 15:43	Handicap toilet clogged up

Building Name	Work Order No	Date Completed	Assignment Description
	629643	12/9/2019 11:13	The HVAC system at the Passport Acceptance Office, which is next to the Fab Test Lab seems to not be heating well. We experimented with setting the thermostat in the same way the Fab Test Lab is set, but the Passport Acceptance Office is still cold. The Passport Acceptance Office has controlled entry, please coordinate with me to schedule entry by contacting me number or email at victor.benitez@dc.gov. Thank you.
	629708	12/6/2019 15:45	H/C stall clogged
	629772	12/6/2019 15:40	Toilet clogged
	629845	12/6/2019 15:42	Light out in multiple places
	630018	12/6/2019 15:36	Sink is clogged
	630019	12/6/2019 15:39	Sink is clogged
	630086	11/25/2019 9:59	There are approximately 7 lights out that need to be replaced
	630146	11/25/2019 10:01	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Ms. Bonsack in room 409 said that the lights are working but they are not bright in her office. Request submitted by Alysia Taylor 202-673-3320.
	630195	11/25/2019 9:57	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Lights Out
	630344	12/9/2019 11:15	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Unit is reading "High Temperature."
	630696	12/9/2019 11:18	Heating Issue: ? Temperature ? Too Cold Assignment Description: HVAC units in rooms 502, 504 and 505 are blowing cold air. Request submitted by Alysia Taylor 202-673-3320.
	630748	12/9/2019 11:19	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: cover for light bulb needs to be replaced
	630813	12/9/2019 11:21	Power Issue: ? Complete Outage ? The emergency lights are working Assignment Description: Power outage in Attorney's Office
	631220	12/6/2019 10:50	Janitorial Issue: ? Clean Assignment Description: Cleaning of the room
	631392	1/3/2020 11:20	Odor Issue: ? Dead Animal Odor Assignment Description: There is a foul smell inside the

Building Name	Work Order No	Date Completed	Assignment Description
			Passport Acceptance Office and Hallway. It may be coming from the ceiling.
	631505	1/3/2020 11:36	Drain Issue: ? Sink ? Clogged Assignment Description: Sink is backed up and there is a strong urine odor.
	631509	1/3/2020 11:38	Toilet Issue: ? Urinal ? Clog / Unclog Assignment Description: Urinal clogged
	631533	12/10/2019 10:58	Lighting Issue: ? Interior Lights ? Above 8 feet ? Hallway ? null Assignment Description: Lights out
	631537	12/10/2019 11:14	Lighting Issue: ? Interior Lights ? Above 8 feet ? Hallway ? null Assignment Description: Lights out
	631540	1/3/2020 11:41	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Toilets clogged. 2nd Floor 2 Bank Toilets backing up into other restrooms on the floor
	631650	1/3/2020 11:45	Pipe Issue: ? Water ? Odor Assignment Description: Cracked waste line
	631764	12/12/2019 8:28	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Replace 4 lights and 3 ceiling tiles.
	631766	12/12/2019 8:38	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Replace 4 lights and 1 ceiling tiles
	631774	12/12/2019 9:15	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Replace 2 light bulbs
	631842	1/3/2020 11:18	Flooring Issue: ? Carpet ? Need Vacuum Assignment Description: Floor needs vacuuming
	631905	12/13/2019 12:04	Toilet Issue: ? Toilet ? Leak Assignment Description: HC Toilet leaking
	631999	12/23/2019 10:52	Bugs similar to that shown in attached picture have been spotted at various locations on the floor. Please provide next scheduled pest control visit date and/or request additional visit.
	632129	12/23/2019 10:58	Toilet Issue: ? Urinal ? Broken / Missing Seat Assignment Description: Dr. Holman reports that the urinal in the rear 5th floor men's room has a sign on it stating that it is out of order. It has been out of order for a while so he wants to know when it will be repaired so it can be used. Request submitted by Alysia Taylor 202-673-3320.
	632135	12/23/2019 10:55	Cooling Issue: ? AC Unit ? Central Air Assignment Description: Men's bathroom near the director's

Building Name	Work Order No	Date Completed	Assignment Description
			office: Air handler is unnecessarily operating 24/7
	633289	1/3/2020 10:56	Toilet Issue: ? Toilet ? Overflow Assignment Description: Please clean-up the flooding that has happened, Identify the cause and make any necessary repairs.
	633417	1/3/2020 10:52	Lock and Door Issue: ? Lock/Latch ? Standard Door ? Repair/Replace/Install Door Lock ? null Assignment Description: It was reported that the lock latch on the unisex bathroom on the first level is not working. The door closes but someone can push the door open from the outside. Request submitted by Alysia Taylor 202-673-3320.
	633455	1/22/2020 9:49	Lock and Door Issue: ? Door ? Standard Door ? New Key(s) Replace Key(s) ? null Assignment Description: Need several keys made
	633814	1/6/2020 14:56	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Damaged belt
	633817	1/6/2020 15:01	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: 2 lights out
	633819	1/6/2020 15:31	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Lights out
	633827	1/6/2020 15:36	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Replace 4 bulbs and 2 balsts
	633866	1/7/2020 8:59	Lighting Issue: ? Interior Lights ? Below 8 feet ? Hallway ? null Assignment Description: Light out
	633942	1/7/2020 13:30	Lock and Door Issue: ? Door ? Standard Door ? Locksmith ? null Assignment Description: requesting to have spare key made for office
	633950	1/7/2020 12:12	Lock and Door Issue: ? Lock/Latch ? Standard Door ? Locksmith ? null Assignment Description: requesting to have spare key made for office door please see Kim Curry
	634090	1/9/2020 11:35	Pipe Issue: ? Water ? Leak Assignment Description: Sewer line is backed up and leaking
	634192	1/9/2020 10:44	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Ms. Taylor, Ms. Littles in Suite 409 states " Would have someone to come down to our office, it is really cold inside our

Building Name	Work Order No	Date Completed	Assignment Description
			suite." Request submitted by Alysia Taylor 202-673-3320.
	634296	1/9/2020 11:50	Lock and Door Issue: ? Door ? Automatic Door ? Locksmith ? null Assignment Description: Door closure won't close the door.
	634418	1/10/2020 8:43	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: The HVAC units in rooms 503 and 504 are blowing cool air. Request submitted by Alysia Taylor 202-673-3320.
	634798	1/14/2020 11:24	Lock and Door Issue: ? Door ? Standard Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: Door handle broken
	634800	1/14/2020 11:18	Heating Issue: ? Temperature ? Too Cold Assignment Description: Too cold
	634802	1/14/2020 10:27	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Lights out
	634823	1/14/2020 10:25	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Toilet clogged
	635074	1/17/2020 14:33	Interior Painting & Wall Issue: ? Patching & Painting ? Caulking Assignment Description: Crack on wall
	635158	1/16/2020 14:44	Cooling Issue: ? AC Unit ? Too Hot Assignment Description: a/c unit inside IT closet is not cooling error code: dirty filter.
	635195	1/23/2020 8:51	Pest Control Issue: ? School ? Rats/Mice Assignment Description: Rodent
	635474	1/17/2020 14:29	Interior Painting & Wall Issue: ? Patching ? Painting Maintenance Assignment Description: White board came off the wall.
	635475	1/17/2020 14:31	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: Clogged toilet
	635718	1/21/2020 14:17	Toilet Issue: ? Urinal ? Clog / Unclog Assignment Description: 1st urinal clogged
	635724	1/23/2020 13:51	Water Fountain Issue: ? Permanent Water Fountain ? Leaking Assignment Description: 6th Fl., 2 Bank Water Fountain

JOHN A. WILSON BUILDING	**623764**	10/21/2019 11:33	Paint One wall green

FY19 Completed Work Orders – Total Number = 658

Building Name	Work Order No	Date Completed	Assignment Description
FRANKLIN D. REEVES CENTER	**559574**	12/11/2018 15:10	8th Floor LG refrigerator/freezer has broken ice maker. Please have repairs effected.
	562470	10/16/2018 8:28	My parking spot (88) reek of urine and would like to be cleaned.
	572291	10/10/2018 11:47	Please adjust door leading into the DOES suite on the long hallway
	572412	10/16/2018 8:31	The lock on the door to Suite 335 was removed over 2 years ago and never replaced. People continue to enter the space creating a safety issue. Requesting key pad or scan card lock for that first door.
	572650	2/11/2019 11:45	Employee reports the FEMS 4th floor rear door near the two bank elevator "The door is still sticking quite a bit, it?s taking the average person 3-4 attempts to get it open. Even I have had a few times where it took me 2 attempts to get it open, and I know the exact right technique. I think it needs more work. Every few minutes I?m hearing loud pulls at the door and the walls shake." Request submitted by Alysia Taylor 202-673-3320.
	572908	10/10/2018 11:46	Freddie Hart reported mold near his workstation. This area is near the window that has had a leaking issue. Please investigate presence of mold and provide update on plans to stop leak and fix damage to wall.
	573291	1/10/2019 14:51	Purchase new phones for the elevators
	573344	10/10/2018 11:43	Employees report that all of the overhead lights in the cubicle area of rooms 534 to 539 are out. Request submitted by Alysia Taylor 202-673-3320.
	573438	12/11/2018 15:16	ABRA has purchased a New Copy machine and we need an updated electrical outlet to accommodate the new machine.
	573473	1/17/2019 10:23	DC Center doors adjusted David's office and the back door to our meeting room.
	573507	12/11/2018 15:12	Door not closing properly
	573613	12/11/2018 15:20	Urinal won't stop flushing
	573844	12/11/2018 15:23	It has been requested that the carpet in the room be cleaned and the locker room floor be mopped.
	573913	12/11/2018 15:24	Partial outage in two offices

Building Name	Work Order No	Date Completed	Assignment Description
	573980	12/11/2018 14:03	FEMS Employee reports that a clock fell off the wall and there is glass on the carpet. Request submitted by Alysia Taylor 202=673-3320.
	574032	12/11/2018 15:34	outlet
	574087	12/11/2018 13:58	Inspects are flying in the office. Fear insects will bite employees.
	574143	12/11/2018 15:26	5th floor DGS kitchen refrigerator filter needs to be replaced. POC: Tammy Robertson
	574218	10/9/2018 10:34	IN the back corner of the WOM office near the window there is a significant amount of water on the floor. It is possibly coming from the uninvent and or the ceiling.
	574542	12/11/2018 15:38	Loud distracting noise emanating from the room.
	574568	12/11/2018 15:36	Employee reports that the garbage disposal in the 5th floor Fire Department kitchen is spewing garbage and water on the floor. Request submitted by Alysia Taylor 202-673-3320.
	574570	10/9/2018 13:02	Employee reports there is a very large roach on the rodent sticky pad next to the copier in room 516. Please replace it. Request submitted by Alysia Taylor 202-673-3320.
	574693	10/9/2018 9:32	Employee reports the ceiling is leaking in the employee gym on the first floor in suite 100. Request submitted by Alysia Taylor 202-673-3320.
	574805	10/16/2018 8:29	power out
	574997	12/11/2018 15:40	Broken outlet in cubicle. Keeps going out. TEST
	575034	1/25/2019 14:19	need 3 keys made
	575607	12/11/2018 15:45	Light out over the trash cans
	575631	12/11/2018 15:47	Employee in room 521 states "The heating system is not working in my office. I tried turning it on. It is very cold in my office." Request submitted by Alysia Taylor 202-673-3320.
	575634	12/11/2018 15:50	Employee reports there is an overhead light out in the cubicle area of room 407. Request submitted by Alysia Taylor 202-673-3320.
	575653	8/21/2019 12:45	install new guards booth
	576089	12/11/2018 15:55	Strong paint odor emanating in the Attorney's Suite. Additionally, a strange noise is being reported from the thermostat. Please investigate ASAP. Thanks.

Building Name	Work Order No	Date Completed	Assignment Description
	576577	12/11/2018 15:58	The toilet in the 6th floor Men's Room near the 2-bank elevator's is running. No flooding has taken place but the toilet continues to run.
	576985	12/11/2018 16:00	Burning smell in the Resource Center around the computer area.
	576993	10/26/2018 10:27	The ceiling tiles in the Snow Command Center have been stained as it seems like there is a leak. Also there is a damp smell in the room. Can you have someone check this out to ensure that the conditions are conducive to us occupying that space prior to the Dry Run?
	577062	10/26/2018 10:41	DGS IT needs light, new install in our suite.
	577111	10/24/2018 10:38	FEMS employee, Ms. Ozell Cooper, on fourth floor in last cubicle near atrium window reports a large dead cockroach near her desk. Please send someone to remove it. Request submitted by Alysia Taylor 202-673-3320.
	577151	10/25/2018 7:33	Employee reports "Looks like our trash guy hasn?t dumped the copy room trash at all this week, and it?s starting to smell. Can we have a crew come up to take this stuff away?" Room 516 Request submitted by Alysia Taylor 202-673-3320.
	577159	10/25/2018 9:42	Please move the wall mounted key box for Portfolio Division from the office of Colin Petry to the office of the Portfolio Director Ikeogu Imo
	577315	12/11/2018 16:02	Employee reports that the temperature in the HR suite which includes room 407, 409, 410 and cubicles is cold. Please send someone to check all the HVAC units. Request submitted by Alysia Taylor 202-673-3320.
	577325	1/17/2019 9:30	Patch holes in wall and paint space where Portfolio Division key box was removed
	577412	1/25/2019 14:27	request for duplicate key
	577470	10/26/2018 9:23	2 light bulbs are out
	577473	10/26/2018 9:27	Toilet Clogged Door Stop Needed
	577475	10/26/2018 9:33	Ceiling tiles need to be replaced
	577478	10/26/2018 9:42	Need ceiling tiles and grid replaced.
	577480	10/26/2018 9:47	Lightbulbs need to be replaced
	577483	10/26/2018 9:58	6 light bulbs need to be replaced
	577484	10/26/2018 10:05	Re-install hanging light fixture.
	577485	12/11/2018 16:08	Employee reports that the HVAC units in room 412 are not working properly. Request submitted by Alysia Taylor 202-673-3320.
	577512	1/25/2019 14:16	Need keys cut access to there front door

Building Name	Work Order No	Date Completed	Assignment Description
	577827	12/11/2018 16:11	Mice droppings
	577858	10/31/2018 7:35	Ladies restroom near main elevator. Toilet is stopped up with paper towels. (first stall)
	577977	10/31/2018 10:15	Please remove the tables and chairs in the lobby. Chairs are to be placed in the 2nd floor closet and table in the back hallway.
	578148	11/1/2018 8:55	No paper towels
	578323	11/20/2018 17:42	Paint various conf rms
	578333	11/5/2018 14:04	Employee in room 511 found a dead roach in the middle of the top of his desk. He asked that his office be treated for roaches. Request submitted by Alysia Taylor 202-673-3320.
	578338	1/10/2019 11:10	Replace main kitchen refrigerator water filter the down spout on door have very low water pressure
	578479	11/5/2018 10:49	Mouse found on a sticky pad to the right of the copier behind a column. Please have someone remove it. Request submitted by Alysia Taylor 202-673-3320.
	578482	11/5/2018 11:51	Unknown odor is detected. Smells like rotten food
	578506	12/11/2018 16:13	Based on smell , dead mouse appears to be present in heating unit.
	578602	12/11/2018 16:14	infestation of mosquitoes in the office space.
	578664	11/6/2018 8:13	Floors are in need of cleaning and stripping. Also tables are very dirty. It appears that the floors are not cleaned daily. Carpeting in Suite 335 needs cleaning and vacuuming . Staff and customers are complaining. thank you.
	578666	11/6/2018 7:55	Employee reports there are two overhead lights out in the cubicle area directly in front of room 511. Request submitted by Alysia Taylor 202-673-3320.
	578667	11/6/2018 7:53	Requested to be cooler in the room
	578703	11/6/2018 10:29	A clear plastic bag of shredded paper sitting next to the trash cans in room 516 was not thrown away last night. Please send someone to take the trash away. Request submitted by Alysia Taylor 202-673-3320.
	578724	12/11/2018 16:20	Please set-up a Standing Desk on Richard Byrd's Desk. Stand-up desk is on site, next to Richard Byrd's cubicle.
	578831	12/11/2018 16:22	Employee reports that overhead light outside suite 500 door does not work. Request submitted by Alysia Taylor 202-673-3320.

Building Name	Work Order No	Date Completed	Assignment Description
	578978	11/7/2018 13:54	No power in the office occupied Dejuan Hogan
	579002	11/14/2018 11:28	Employee reports the HVAC units are blowing cold air. Request submitted by Alysia Taylor 202-673-3320.
	579207	11/13/2018 8:21	Paper towel holder support is broken.
	579209	11/14/2018 7:16	Large framed mirror needs to be replaced.
	579343	12/11/2018 16:24	Water has been leaking for a long time from the rear of the commode in the first stall in the rear ladies room on the two bank side of the fifth floor. Employees report the water is causing the floor of the stall to be wet getting water on their clothes/shoes when they use the commode. The floor is sometimes slippery. Request submitted by Alysia Taylor 202-673-3320.
	579369	11/13/2018 8:18	Employees are stating that they have mosquito issues in there areas. Can you please send someone to assess the mosquito issue. Thank You.
	579374	11/13/2018 8:14	Occupant reported that door handle loose on glass entry door to General Counsel Office suite. POC - Karim Marshall
	579696	12/11/2018 16:25	Dr. Holman's Special Assistant reports that his office is cold and the heat is not working. Request submitted by Alysia Taylor 202-673-3320.
	579724	11/15/2018 6:46	Employee reports that the HVAC unit in her office is blowing cold air. Request submitted by Alysia Taylor 202-673-3320.
	579737	11/14/2018 11:35	Replace 2 lightbulbs
	579850	11/15/2018 6:49	Employee reports that HVAC unit is blowing cold air and it is cold in their office. Request submitted by Alysia Taylor 202-673-3320.
	579852	11/15/2018 6:52	Employee reports that HVAC unit is blowing cold air and it is cold in their office. Request submitted by Alysia Taylor 202-673-3320.
	579854	11/15/2018 7:48	light is out
	579855	11/15/2018 7:43	No heat in office occupied by George Bryant
	579857	11/15/2018 7:42	6th floor kitchen in OCFO suite. Mold growing on top of the refrigerator
	580017	1/29/2019 10:59	Need a new key made for the office door
	580019	1/25/2019 14:10	Please provide a key for the new Chief of Staff
	580040	1/25/2019 14:13	Please provide a Grand Master Key for Jerome Jimason
	580043	11/20/2018 11:54	Guest of the Reeves reports being bitten by a bed bug in the lobby when entering the building

Building Name	Work Order No	Date Completed	Assignment Description
	580187	11/27/2018 7:31	Customer was bitten by bedbugs in the suite. Security had him take of his coat and they saw the bedbug. Need the furniture cleaned and the room sprayed.
	580211	1/17/2019 9:37	B1 Basement floor storage room behind the door pipe attached to ceiling is leaking. Leak needs to be repaired. POC: Paula Tatum (202) 671-1311
	580255	11/16/2018 14:35	Employee reports a mouse caught on a trap. Trap is at cubicle outside room 521. Request submitted by Alysia Taylor 202-673-3320.
	580267	11/16/2018 14:39	Power outagae
	580373	11/20/2018 8:44	Mice seen.
	580514	12/12/2018 11:59	Mouse spotted in General Counsel office
	580868	11/26/2018 12:02	Strong unpleasant odor near area by kitchen
	580883	11/26/2018 12:00	Employees in cubicle area outside rooms 521 to 526 said the area is too hot. Request submitted by Alysia Taylor 202-673-3320.
	581085	12/12/2018 12:02	gnats in Mr. Eley's office 202-438-6535
	581133	12/12/2018 12:17	There are three lights out in Martha Jenkins office in the ABRA Suite. Can you please send someone to change the light bulbs. Thank You.
	581306	3/14/2019 13:11	Electrical whip burned out.
	581313	11/29/2018 12:58	Concrete is falling from the ceiling in the garage.
	581443	11/29/2018 12:40	Power outage in one of the rooms
	581464	12/12/2018 12:28	Need to have filter changed in Air Handler
	581467	12/12/2018 12:30	Can a in-floor receptacle be installed to replace the current junction box and network connection.
	581627	11/30/2018 9:21	The temperature has been excessively warm and is worse this morning. Thank you!
	581687	11/30/2018 14:21	Martha Jenkins office is freezing can you please send someone to fix her heat. Thank You.
	581792	12/4/2018 7:51	Employee spilled a cup of coffee on carpet in room 530. Request submitted by Alysia Taylor 202-673-337
	581931	12/4/2018 7:53	Blood on the floor (1st floor)
	582184	12/12/2018 12:35	Employee reports that his HVAC unit is blowing cold air. Request submitted by Alysia Taylor 202-673-3320.
	582346	12/12/2018 12:36	Employee reports that it is very hot in his office 524. Request submitted by Alysia Taylor 202-673-3320.

Building Name	Work Order No	Date Completed	Assignment Description
	582395	12/12/2018 12:37	Floors in the computer rooms need to be cleaned and waxed. Only the larger room was completed.
	582581	12/12/2018 12:39	4th fl Office of African Affairs- No heat in office POC Elizabeth Haile @ 2027272241
	582672	12/11/2018 8:06	Two overhead lights outside room 509 are out. Request submitted by Alysia Taylor 202-673-3320.
	582758	12/11/2018 8:03	Garbage disposal not working
	582809	12/11/2018 8:12	Women's Restroom handicap stall toilet is clogged
	582812	12/11/2018 8:18	712 - replace 2 light bulbs in front of the conference room 717 - replace 2 light bulbs in the hallway
	582866	12/12/2018 12:40	An adjustable desk needs to be installed for someone in Contract & Procurement.
	582872	12/13/2018 11:48	Rodents in office suite and desk drawers. Need mouse traps
	583046	12/13/2018 11:45	Employee reports that the HVAC units behind the cubicles in room 407 are making a hissing noise. Request submitted by Alysia Taylor 202-673-3320.
	583130	12/13/2018 11:43	Chief Donnelly reports The HVAC in my office is hissing?. And wont stop." Request submitted by Alysia Taylor 202-673-3320.
	583195	12/17/2018 14:32	Spray for the roaches.
	583201	12/14/2018 8:52	walkway to the left of South Elevators, in front of the DDOT TMC entrance doors, there is a 5' X 5' area of tile that is about an inch elevated (bubbled up) from the floor. As staff and visitors walk across it the tiles are cracking and sinking in.
	583221	1/25/2019 14:25	New Director needs to have a key made for his office.
	583225	12/17/2018 8:22	Please assess both the SOM and SAO offices for paint. The SAO needs one wall in her office repainted with chalkboard paint.
	583577	1/8/2019 13:33	Odor in office occupied by George Bryant - possible dead rodent
	583578	1/8/2019 13:34	URGENT. Employee reports "4th floor men's bathroom, north side, one of the urinals was overflowing the other one is already out of order". Request submitted by Alysia Taylor 202-673-3320.

Building Name	Work Order No	Date Completed	Assignment Description
	583584	1/8/2019 13:37	Employee reports "Can you notify building maintenance we have an unusual odor that coming from the sink, that needs to be addressed. Also the trash needs to be discarded." Request submitted by Alysia Taylor 202-673-3320.
	583655	12/20/2018 9:02	Employee reports "Other urinal now almost overflowing on 4th floor, north side men's". Request submitted by Alysia Taylor 202-673-3320.
	583898	12/20/2018 9:06	Lieutenant Wright reported that the left elevator on the 4th floor on the two bank side had doors sitting open about 3/4 inch and had dropped three to four inches below the 4th floor. He was able to close the doors but said the elevator needs to be taken out of service and the power cut, Request submitted by Alysia Taylor 202-673-3320.
	583995	12/24/2018 7:58	stopped up sink
	584003	1/8/2019 13:39	The glass in the door leading from the lobby to the courtyard is cracked.
	584066	1/8/2019 13:48	Employees are moving to new offices so we need the carpet cleaned and office furniture dusted. We would like to have these services performed on Thursday, January 3, 2019. Request submitted by Alysia Taylor 202-673-3320.
	584123	1/8/2019 13:50	Noticed droppings in the window sill in the computer room. The second room from the front entrance.
	584126	12/24/2018 7:45	Its a little to hot on the floor
	584728	1/17/2019 8:59	Light out over my desk
	584783	1/2/2019 14:07	The overhead light outside room 404 is not working. Request submitted by Alysia Taylor 202-673-3320.
	584784	1/17/2019 9:01	Employee moving in room 530 asked that the coffee spot that was cleaned be spot cleaned again because you can still see it a little bit. Request submitted by Alysia Taylor 202-673-3320.
	584960	1/7/2019 11:50	Mouse on the loose
	585093	1/4/2019 7:47	Half of the lighting on the 6th Fl. is currently out.
	585161	2/25/2019 13:04	kitchen sink is leaking

Building Name	Work Order No	Date Completed	Assignment Description
	585229	1/8/2019 14:44	Standing water has created mosquitos to start flying around our desk.
	585255	1/7/2019 9:29	Office is cold.
	585256	1/7/2019 9:44	Too cold
	585258	1/7/2019 9:52	Per Satova - ceiling light cover fell from the light fixture.
	585264	1/7/2019 10:02	Outlet is bad.
	585273	1/7/2019 10:22	Several lights and ceiling tiles out
	585306	1/8/2019 7:55	Please have someone dust and wipe down the desk and cabinets. An employee moved out of the office Friday and a new employee will be moving in this afternoon. Request submitted by Alysia Taylor 202-673-3320.
	585336	1/9/2019 7:26	Employee in room 504 reports that her office is cold. Request submitted by Alysia Taylor 202-673-3320.
	585486	1/8/2019 11:53	Temperature is a bit warm... several complaints
	585504	1/25/2019 14:23	Need key for exterior door and interior office door (for Herman James' office)
	585634	1/9/2019 9:35	The under the counter lights are out at her desk. Ask for Mrs. Brown once on the 5th floor
	585637	1/10/2019 7:32	Good Morning, There has been several sightings of a mouse in the ABRA Suite near the Licensing Department. Can you please send someone to assist with this issue. Thank You
	585830	1/11/2019 9:07	Captain Barnes in our Internal Affairs Office reported "Please have someone from maintenance come down to adjust the door to 100A. It is closing too slow and someone walked in the office behind Lt. Wright." Request submitted by Alysia Taylor 202-673-3320.
	585931	1/10/2019 17:23	odor in conference room causing staff to feel ill
	586185	1/14/2019 13:37	Occupant (Herman James) states that it is chilly in his office. Units in office are not providing enough heat.
	586405	1/15/2019 14:24	Employee reports that overhead light outside room 521 is not working. Request submitted by Alysia Taylor 202-673-3320.
	586458	1/16/2019 10:30	Woman's bathroom stall door is off hinges.
	586488	1/16/2019 7:37	Employee reported that they went in the 5th floor rear men's room earlier and it was mostly covered in standing water. Request submitted by Alysia Taylor 202-673-3320.
	586518	1/16/2019 9:52	Ms. Clothida Nwaete in room 529 reports that the hallway outside her office (that has no

Building Name	Work Order No	Date Completed	Assignment Description
			windows) is extremely hot. She said she opened the window near the rear bathrooms intending to prop open the FEMS rear door to let in some cool air. Due to security issues the rear door cannot be propped open. She asked to have someone come and check the temperature in the hall. Request submitted by Alysia Taylor 202-673-3320.
	586613	1/17/2019 8:13	Rodents have been seen running around during the day.
	586615	1/16/2019 13:04	Gena Johnson stated it was hot on the floor, please have someone go up and check the temp
	586783	1/21/2019 8:00	Please install a new duplex outlet in Kim Gray's office.
	586886	1/18/2019 11:48	Mr. Jones in room 412 walked out of his office into the Budget suite and a mouse ran out of the bottom of the HVAC unit and ran across the floor. Please have an exterminator lay traps in his office, the office next door and the suite. Request submitted by Alysia Taylor 202-673-3320.
	586910	2/4/2019 12:56	Need key for conference room within Rm 327
	587013	1/22/2019 7:23	Ms. Sharita Smith, in our Internal Affairs Office, reports "The door handle on the entry door in OIA is in need of urgent repair. It is extremely loose". Request submitted by Alysia Taylor 202-673-3320.
	587208	6/5/2019 9:17	Some of the tile on the floor has come up.
	587224	1/22/2019 11:43	Ceiling tile has fallen down near the safety officer door.
	587262	1/22/2019 10:25	Toilet Clogged
	587315	1/22/2019 11:58	Remove dead rodent from cubicle occupied by Thomas Marshall. See Debra Boyd fpr location,
	587329	1/22/2019 12:20	14 light bulbs out
	587335	2/25/2019 13:06	Captain Coombe reports that the cubicle area outside of room 537 through 542 is very cold. Request submitted by Alysia Taylor 202-673-3320.
	587342	2/25/2019 13:08	Trash & debris in the room
	587988	2/25/2019 12:07	Please replace blown bulbs
	588026	1/25/2019 12:15	Mouse was in vent
	588162	1/28/2019 14:12	Too warm
	588312	1/29/2019 8:38	Mr. John Coombs in room 530 just walked into the rear 5th floor men's room and found water

Building Name	Work Order No	Date Completed	Assignment Description
			on the floor. Request submitted by Alysia Taylor 202-673-3320.
	588410	2/27/2019 12:55	Extra keys for door / Tiwana Hicks
	588518	1/30/2019 8:36	Please vacuum the room
	588595	1/30/2019 11:21	Provide operator key for Comms Dir.
	588715	2/5/2019 10:17	Mice sightings inside the suite.
	588747	2/5/2019 10:13	4th Floor, 2 bank Men's room urinal is out of service 1st Floor, 2 bank faucet
	588759	1/31/2019 8:49	Power outage in her office
	588760	1/31/2019 8:42	Paper towel dispenser malfunctioning.
	588762	1/31/2019 8:41	No hot water coming from first sink.
	588767	2/25/2019 12:08	Office occupied by George Bryant 671-2735 is too cold. Cool air blowing from vents.
	588776	1/31/2019 9:10	5th floor temperatures are low cold throughout the 5th floor heat needs to be restored.
	588861	1/31/2019 9:15	All gender restroom (1st floor) and women's restroom (2nd floor, 4 bank) toilet seats are loose.
	588867	1/31/2019 9:26	Liebert unit reading "no air flow."
	588871	2/25/2019 12:11	The hot water in the Director?s kitchen isn't. Potential leak might be the issue.
	588876	1/31/2019 9:32	Lights out
	588881	1/31/2019 10:03	Lights out
	588895	2/25/2019 12:18	Staff in the Human Capitol suite, on the 3rd floor report, report that the heat is inadequate for working conditions.
	588904	1/31/2019 10:12	Lights out
	588909	1/31/2019 10:17	Lights out
	588915	1/31/2019 10:31	Power outage
	589066	2/25/2019 12:20	The pin on the top door hinge fell out and the door needs repair.
	589072	3/4/2019 11:38	Need set of keys for New Acting Director - Rm 647 and 647D
	589102	2/25/2019 12:24	I need my cubical floor shampoo due to something wasting out of my purse.
	589209	2/1/2019 13:16	When you open the office door it swings over the door stop and the door is making a hole in the wall. It also causes the door lock on the handle to engage thereby locking the door. Request submitted by Alysia Taylor 202-673-3377.
	589224	2/1/2019 13:21	Ms. Scott in room 504 reports that her office is cold. Submitted by Alysia Taylor 202-673-3320.
	589235	2/25/2019 12:26	There is no heat in the women's restroom on the 4 Bank Side

Building Name	Work Order No	Date Completed	Assignment Description
	589236	2/1/2019 13:24	power out in two connecting offices (Romana and Amir)
	589269	2/25/2019 12:28	Ms. Hill in room 407 reports that the Human Resources suite is cold. Request submitted by Alysia Taylor 202-673-3320.
	589335	2/4/2019 10:40	Alysia Taylor asks that the three port trash bin in the FEMS 5th floor needs to be emptied. Request submitted by Alysia Taylor 202-673-3322.
	589358	2/4/2019 11:31	5th Floor DGS Operations Suite has multiple lights out. Please walk the space and re-lamp the lights that are out. Conference Rooms included.
	589365	2/25/2019 12:29	Refrigerator needs a new filter
	589392	2/25/2019 12:31	Mr, Julius Agers and others report that the cubicle area near rooms 523 to 526 is warm. Request submitted by Alysia Taylor 202-673-3320.
	589434	2/4/2019 12:43	Dead mous on the trap and needs to be removed.
	589597	2/5/2019 10:00	Too cold
	589598	2/5/2019 10:04	Handicap toilet clogged Fix loose toilet seat
	589600	6/5/2019 9:21	Both units are in alarm. One is reading "High Head Pressure" and the other is reading "Compressor Overload."
	589625	2/27/2019 13:01	Extra set of new keys made for glass entry doors work (a previous work order request). However, the keys that the occupants had now do not work. There are 3 occupants whose keys no longer work.
	589665	2/6/2019 10:39	Dead rodent in office occupied by Ulysses Glen 671-2414.
	589694	2/6/2019 7:57	Live rodent on the trap!!!!!!!
	589725	2/6/2019 7:44	Fire and EMS Chief Dean just reported that the lights in his office will not come on. Can you please send someone since it is getting dark and he will not be able to see? Request submitted by Alysia Taylor 202-673-3377.
	589998	2/7/2019 10:39	Lights out
	590007	2/7/2019 13:36	It is extremely hot everywhere on this side.
	590067	2/7/2019 14:04	2nd and 3rd stalls. Stopped up with paper towels in both toilets. 6th floor ladies room near main elevator bank.
	590120	2/25/2019 12:38	Leaking pipe - toilet in handicap stall.
	590150	2/11/2019 9:17	Lights out

Building Name	Work Order No	Date Completed	Assignment Description
	590153	2/11/2019 9:44	Ms. Hill at the front desk in room 407 reports that the Human Resources suite is cold. Request submitted by Alysia Taylor 202-673-3320.
	590166	3/6/2019 13:14	AHU #41's motor isn't runing.
	590209	2/25/2019 14:22	The door at the far end of the suite will not open. It seems to be stuck.
	590219	2/12/2019 10:06	The urinal on the right is on the verge of overflowing.
	590241	8/21/2019 14:29	Install wall shelf
	590440	6/5/2019 9:27	Lights out
	590443	2/25/2019 12:44	Boiler isn't working. Its possible that a fuse is blown.
	590459	2/11/2019 12:23	Toilet Clogged
	590461	2/11/2019 12:26	Lights out.
	590464	2/11/2019 12:36	Lights out
	590465	2/11/2019 12:41	Change 6 bulbs and a ballast
	590476	2/12/2019 10:02	Empty trash cans collecting water
	590477	2/25/2019 12:46	Lights out
	590516	2/13/2019 8:46	Flood in 6th Floor Men's Room near the 4 bank elevators. Restroom is inoperable.
	590578	2/12/2019 13:37	Ms. Karen Long reported that Ms. McDaniels office 521 is cold. Please send someone to check her HVAC unit. Request submitted by Alysia Taylor 202-673-3320.
	590610	2/12/2019 14:28	Ms. Deborah Scott in office 504 reports that it is cold in her office. She said the last service request resulted in them coming and saying they were going to do something with the Vent in the ceiling but they never came back. Request submitted by Alysia Taylor 202-673-3320.
	590669	2/14/2019 11:09	Ms. Sarah Roque in office 528 found mouse droppings in her desk drawer and evidence that a mouse had eaten a whole in a paper bag that contained coffee in a jar. Can you please have pest control pay a visit to her office? Request submitted by Alysia Taylor 202-673-3320.
	590704	2/20/2019 8:43	Ms. Bernadette Littles reports that it is extremely cold in the Human Resources Suite (407). She asked if they could prop the door open to get some of the cold air out. Request submitted by Alysia Taylor 202-673-3320.
	590708	2/13/2019 8:28	Please trash the boxes
	590711	2/13/2019 8:30	Please set up the room in U shape and add a chairs around the U. Please insure this is done by 9:00 am.

Building Name	Work Order No	Date Completed	Assignment Description
	590724	2/13/2019 13:08	6th floor women restroom leak coming from toilet- handicap stall.
	590900	2/14/2019 11:07	There are several cockroaches (some babies and mature) in the women's restroom first stall. Not a good sign!
	590931	2/14/2019 11:48	Director Reid has asked that 2 keys be made for the office.
	590986	2/21/2019 7:37	Staff report handicap commode is leaking causing water to be on the floor.
	591036	2/14/2019 11:44	Mouse in the drawer
	591064	2/20/2019 8:40	Evidence of mouse presence. Please place traps in office. Occupant of office: Vasil Jaiani 671-2521
	591129	2/20/2019 8:37	Ms. Bernadette Littles in the room 407 cubicle just reported that she found mouse droppings on her desk. She said that she does not have any food items on or in her desk or cubicle area. Can you please have pest control service the Human Resources suite. Request submitted by Alysia Taylor 202-673-3320.
	591132	6/5/2019 9:30	Libert units reading "High Temperature"
	591320	2/20/2019 8:34	5th floor Department Of General Service temperatures are low throughout the 5th floor. Heat needs to be restored. POC: Alante Tucker (202) 576-8734
	591321	2/25/2019 12:48	We have been waiting for a replacement garbage disposal, now the smell of the sink is permeating through the office
	591342	6/5/2019 9:42	Compressor failure
	591344	2/25/2019 12:51	Urinal clogged
	591345	2/25/2019 12:54	2nd sink needs a new faucet. Sink won't stop leaking.
	591347	2/19/2019 13:02	Handicap stall toilet seat is loose
	591358	2/20/2019 8:28	Mice in traps need to be removed and new traps placed. Locations: Snow Command Center and by workstation occupied by Tsegaye.
	591361	2/20/2019 8:29	Dead rodents in 2 locations. Please see receptionists at the front desk for locations or contact Debra Boyd at 671-2201.
	591366	2/19/2019 15:18	Motor not working properly.
	591443	2/25/2019 9:12	Fire and EMS Chief Dean's office is very cold. He said he was here yesterday and his office was cold then. Please send someone to resolve this issue. Request submitted by Alysia Taylor 202-673-3320.

Building Name	Work Order No	Date Completed	Assignment Description
	591451	2/21/2019 11:55	Remove dead rodent in cubicle. See Debra Boyd for location
	591453	2/21/2019 11:53	Please send someone to remove the rodent found on the trap in Ms. Roque's office (528). Request submitted by Alysia Taylor 202-673-3320.
	591538	3/5/2019 9:49	Please change all lighting in the suite
	591640	2/22/2019 15:01	Door is locked from the inside and there is no way to get in and there's no access to get in through the ceiling.
	591718	2/25/2019 8:13	Replace 4 lights Done
	591730	2/25/2019 8:39	Handicap toilet clogged.
	591763	2/25/2019 10:47	Office is very cold.
	591792	2/25/2019 11:04	Per Jerome Jimason, set up the room for a meeting.
	591946	3/4/2019 11:40	Need a office key.
	592046	2/27/2019 11:02	The 2nd stall won't flush in the bathroom closest to the 2-bank elevator on the 6th floor.
	592144	2/27/2019 12:58	Need keys for...
	592164	2/27/2019 11:34	Toilet seat broken
	592251	3/4/2019 8:42	Mice sightings in my office.
	592469	3/5/2019 7:58	The HVAC units in Chief Dean's office (room 502) are putting out cold air. He ask that you send someone as soon as possible to resolve the issue. Request submitted by Alysia Taylor 202-673-3320.
	592482	3/5/2019 7:53	Room 504 is cold and the air coming out of the HVAC unit is cool. Request submitted by Alysia Taylor 202-673-3320.
	592629	3/4/2019 9:36	Change out all lighting with brighter tubes
	592632	3/4/2019 9:39	Clean all heating/cooling vents
	592673	3/6/2019 7:34	8th floor reception area: There is a leak in the ceiling with a constant drip. POC Shareeza Peterson @ 727-2800
	592683	3/28/2019 11:32	We are requesting a new key for the office now occupied by John Fiorentine.
	592879	4/3/2019 8:52	Floor lifting up causing a tripping hazard.
	593026	3/6/2019 12:12	Office occupied by Tracy Medley (671-1562) is too cold. No heat.
	593149	3/7/2019 10:56	Ms. Hill who sits at the front desk reported that it is very cold in the Human Resources Suite. There has been a heating issue in this area over the last month or more. Request submitted by Alysia Taylor 202-673-3377,
	593156	3/7/2019 9:04	Remove LIVE RODENT from glue trap

Building Name	Work Order No	Date Completed	Assignment Description
	593243	3/8/2019 13:28	Please have the CMC clean and vacuum the center space of the old OCF HQ. Have them setup all 20 chairs and 6 tables today.
	593250	3/8/2019 13:23	LIVE RODENT ON THE TRAP IN OFFICE ASSIGNED TO ULYSSES GLEN
	593489	3/8/2019 13:35	Men's restroom door coming off the hinge.
	593664	3/11/2019 14:18	Ms. Evans states "It?s cold in our office. Please help." Request submitted by Alysia Taylor 202-673-3320.
	593985	3/13/2019 15:18	Door needs to be opened ASAP and a key made
	594360	3/18/2019 10:11	Mouse sited in Office 624 occupied by Zy Richardson.
	594994	3/20/2019 15:18	Too hot... always too hot. :)
	595072	3/20/2019 15:23	Replace leaking faucet and
	595093	3/21/2019 14:48	Unite is extremely noisy. You can't hear yourself talk on phone or with persons in your offi8ce.
	595243	3/25/2019 12:23	Flooding in the 6th Floor Ladies room near the 2-bank elevator.
	595323	3/25/2019 12:20	Sewer drain is leaking and needs to be capped.
	595372	3/22/2019 11:41	Replace starter in Mechanical Room 4B
	595375	3/22/2019 11:46	No power going to receptacle
	595378	3/22/2019 11:49	Replace ballast and install LED bulbs
	595573	3/25/2019 12:28	Power outage due to a tripped breaker. Requested by Kim Gray
	595584	3/26/2019 7:23	Overflow bucket full of water. Bucket is about to overflow.
	595650	3/26/2019 11:20	The overhead lights in room 541 will not work. The lighting sensor on the wall appears to not be working. Request submitted by Alysia Taylor 202-673-3320.
	595937	4/3/2019 9:37	Kitchen sink is stopped up in kitchen closest to the main elevator bank.
	596268	4/1/2019 8:41	Mr. Maggiolo reports "The interior lights in my office are not functioning. I also tried to turn them on manually with no success." Report submitted by Alysia Taylor 202-673-3320.
	596354	4/3/2019 8:30	spilled green smoothie on carpet - carpet shampoo needed in front of logistic area closet - picture attached
	596528	4/1/2019 12:59	Per Jerome Jimason's request, patch hole in the wall.
	596529	4/3/2019 8:00	Dropped the hole punch on the floor and need paper vacuumed
	596653	4/2/2019 15:06	some of the lights bulbs are blown and others are flickering.

Building Name	Work Order No	Date Completed	Assignment Description
	596768	5/7/2019 11:07	Lights out in the kitchenette near two bank elevators and in contract services
	596963	5/7/2019 8:47	Off and on switches installed on the patios so the lights won't stay on 24 hrs a day per the request of Mr. Sing
	596986	5/7/2019 8:51	Lights out. Replace 13 lights with LED lights after removing 13 ballasts
	597078	4/3/2019 15:25	Faucet leaking - needs replacing Urinal is clogged
	597139	4/4/2019 10:40	Constant complaints from employees and customers that come in our main entrance. It's too warm up here.
	597361	4/5/2019 9:05	Contactors not working
	597364	4/5/2019 9:33	Lights out
	597367	4/8/2019 7:30	Issue to Hang a White Board in Office occupy by Herman James,
	597727	4/9/2019 8:25	Mr. Daniel Burke who sits in a cubicle outside room 524 reported that a mouse is stuck halfway between his desk drawer. Please send someone as soon as possible to remove it. Request submitted by Alysia Taylor 202-673-3320.
	597774	4/11/2019 7:27	Door latch not consistently catching on hallway door between copier room and GC office.
	597776	4/9/2019 9:26	Occupants of the side of the floor with the reception area are reporting that it is too warm.
	597778	4/9/2019 9:58	Stained ceiling tiles need replacement (approximately 4)
	597786	4/9/2019 8:29	Please vacuum the floor before 8:00 am
	598063	4/10/2019 11:51	Suite 108: The outlet to the left of the entrance is not working; needs repair
	598218	4/11/2019 9:52	Replace motor
	598226	4/11/2019 9:57	Replace 4 lightbulbs and 2 ballasts
	598228	4/11/2019 10:01	Replace 32 filters measuring 16x20x4
	598233	4/11/2019 10:16	Fix hanging light lens outside of #767 & #768
	598244	4/11/2019 10:24	Replace 2 LED light bulbs
	598252	4/11/2019 10:33	Replace 3 celing tiles in #648 Replace 9 ceiling tiles in #603
	598260	4/11/2019 10:47	Replace 4 bulbs and 2 ballasts
	598314	4/11/2019 12:45	Install fire extinguisher
	598543	4/15/2019 7:57	Please vacuum room by 8 am
	598818	5/7/2019 11:10	Near the office 634 have several lights out.
	599147	5/7/2019 11:15	Ms. Kaur who sits in a cubicle outside of room 403 called and said it is freezing in their area.

Building Name	Work Order No	Date Completed	Assignment Description
			Request submitted by Alysia Taylor 202-673-3320.
	599163	4/22/2019 14:12	Mr, Mohamed reports that late last Friday afternoon a mouse ran across his foot and it ran to the cubicle next to him. He sits in a cubicle outside room 403. Please have traps put down and have pest control pay a visit to the area. Request submitted by Alysia Taylor 202-673-3320.
	599189	4/22/2019 10:57	Change 17 filters Replace 3 drain pans Clean coils Replace 4 motor mounts
	599478	4/23/2019 13:33	Power outage
	599575	4/24/2019 9:25	It appears the light sensor across from room 510 is not working, The lights in the area will not come on, Request submitted by Alysia Taylor 202-673-3320.
	599671	5/7/2019 11:20	Staff complaining that it is extremely cold in the suite.
	599838	4/29/2019 10:15	A bug that appears to be a roach was found crawling on the floor. Staff person killed it and a picture was take as well for your viewing.
	599920	4/26/2019 7:13	Guard's booth is hazardous and needs replacing.
	599930	5/7/2019 11:23	Ceiling lights do not turn on
	599931	5/7/2019 11:25	Unable to cool room
	599932	5/7/2019 11:29	Unable to cool conference room
	599938	4/29/2019 8:29	The rear overhead light in Alysia Taylor's office just went out. Request submitted by Alysia Taylor 202-673-3320.
	599963	4/26/2019 8:32	Replace 4 light bulbs
	599966	4/26/2019 8:36	Fix hot and cold handles on faucet
	599968	4/26/2019 8:40	Replace 2 light bulbs
	599970	4/26/2019 8:46	Replace 3 18x24x1 filters
	599972	4/26/2019 8:49	Replace 2 motors and a switch in a fan coil unit.
	599973	4/26/2019 8:52	1 motor replaced
	599998	4/26/2019 11:48	The door lock mechanism is not functioning properly. Mr. Hampton is aware and working to resolve the issue. Submitted by Alysia Taylor 202-673-3320.
	600178	4/29/2019 9:47	One bulb in an overhead light is out in the lobby of suite 500. Request submitted by Alysia Taylor 202-673-3320.
	600184	4/29/2019 13:59	Rusty pipe is leaking down into the 2nd floor restroom.
	600214	4/29/2019 10:11	Replace flush meter

Building Name	Work Order No	Date Completed	Assignment Description
	600218	4/29/2019 10:15	Replace 2 motors, 12 filters, 2 drain pans, & 2 drain hoses.
	600222	4/29/2019 10:18	Replace 4 16x25x2 filters
	600315	4/29/2019 14:04	Replace refrigerator due to a bad motor.
	600327	4/29/2019 15:11	Change 2 lights, a ballast, and 2 Exit sign lights
	600390	8/21/2019 14:14	Alysia Taylor reports the cooling unit in the telephone room on the 5th floor registered 100.5. The room was too hot so the door is cracked to allow room to cool down. Request submitted by Alysia Taylor 202-673-3320.
	600398	4/30/2019 10:08	Assistant Fire Chief Douglas found the door to Internal Affairs in suite 100A unlocked. The door lock is not catching. This office must be secured at all times. Request submitted by Alysia Taylor 202-673-3320.
	600457	4/30/2019 12:54	Remove old white board Pam Dickerson's office.Last office closes to the lunch room on the 8th fl
	600471	4/30/2019 12:56	DPW has use of the room and stated it is cold. Please adjust the temp. Thank you!
	600479	5/6/2019 9:14	Floor damage safety hazard
	600537	5/1/2019 14:46	Dr. Holman, FEMS Medical Director, reports that his office is very warm. His office has it's own HVAC system but he wants someone to fix it. Request submitted by Alysia Taylor 202-673-3320.
	600701	5/1/2019 14:34	Door that has to be secure won't close.
	600796	6/5/2019 9:49	Ms, Cooper showed me stall one and three are leaking water in the fourth floor rear women's room (near the two bank elevators). Request submitted by Alysia Taylor 202-673-3320.
	600808	5/2/2019 14:18	Ms. Kaur reported that a ceiling light outside room 403 was not working but I discovered two additional ceiling lights in the same area were not working. Request submitted by Alysia Taylor 202-673-3320.
	600847	5/3/2019 9:27	Mr. Lewis is complaining of heat coming from vents in his office.
	600913	5/2/2019 15:44	Lights out
	600988	5/3/2019 15:35	Can someone please assist in removing and disposing of our old disfunctional white board and installing a new one, which is currently sitting under the old white board. Thank you!!
	601081	5/7/2019 8:25	please shampoo/clean carpet in the work order management (RED CUBES) middle area.

Building Name	Work Order No	Date Completed	Assignment Description
	601098	5/6/2019 10:40	Light fixture fell
	601235	5/6/2019 10:35	The adjudication and Licensing departments have no lights. When we cut on the light switch none of the lights cut on in that area. Please send someone to address this issue. Thanking you in advance fir your assistance. Kim
	601261	5/6/2019 11:09	Ms. Kaur who sits in a cubicle outside room 403 reports that is is very cold in her area. Request submitted by Alysia Taylor 202-673-3320.
	601377	5/6/2019 14:24	2 overhead lights
	601407	6/10/2019 15:00	P trap is leaking.
	601438	5/7/2019 9:47	Lights out in kitchenette
	601470	5/7/2019 14:53	Leaking from the ceiling area on to the carpet.
	601496	5/7/2019 11:59	Lighting out in one of our offices
	601498	5/7/2019 11:55	Door knob loose on one of the interview room doors sometimes making it difficult to exit.
	601635	5/9/2019 15:01	Button not working
	601643	6/10/2019 15:16	Water on the floor
	601654	6/10/2019 15:04	Pantry and area leading away from the pantry. Ms. Thomas states the employee stated there were mice running across workers feet.
	601727	5/8/2019 13:31	There is a falling ceiling tile that is located right outside of the Director's office. Could you please have someone come an address the issue. Much Appreciated!
	601790	6/10/2019 15:08	Toilet leaking. Wax ring needed.
	602069	6/10/2019 15:24	A male and female employee report that the 5th floor men's room and women's room on the 4 bank elevator side have no paper towels. Request submitted by Alysia Taylor 202-673-3320.
	602144	6/19/2019 14:26	Please repair outside wall.
	602285	5/14/2019 7:48	The Director of our HR Department would like to have the floor, which is not carpeted, in room 408 cleaned. Request submitted by Alysia Taylor 202-673-3320.
	602454	5/13/2019 14:23	Numerous employees have reported that it is cold in their offices and in the hallway. Request submitted by Alysia Taylor 202-673-3320.
	602665	5/15/2019 8:02	Ms. Kaur reports that they caught a mouse and put a trash can over him. Please send someone to the cubicle directly across from room 403 by the window to get the mouse. Request submitted by Alysia Taylor 202-673-3320.

Building Name	Work Order No	Date Completed	Assignment Description
	602686	6/10/2019 15:10	Mice sightings, maintenance staff placed traps in the closets where the sightings were. On 5/16 the Pest Control contractor will follow up.
	602773	5/15/2019 11:36	Toilet Clogged
	602958	5/17/2019 8:53	Power outage in Office General Counsel 6th Fl.
	603099	6/10/2019 15:26	Leaking
	603195	5/17/2019 11:49	Vacuum
	603197	5/24/2019 8:15	Drain smells bad
	603351	5/20/2019 17:40	There is a strong odor in room 403. It smells like there is something dead. Please send someone as soon as possible. Request submitted by Alysia Taylor 202-673-3377.
	603510	6/10/2019 15:28	Employees hear what sound like a mouse squealing cause it is caught on a trap outside room 403. Request submitted by Alysia Taylor 202-673-3320.
	603524	6/10/2019 15:31	Mr. Blivess in room 511 states "My office is particularly warm today. It feels like the AC is blowing air, just not cold air. " Request submitted by Alysia Taylor 202-673-3320.
	603591	6/10/2019 15:35	Employee discovered an extremely large live roach. The roach was killed but please have area exterminated. Request submitted by Alysia Taylor 202-673-3320.
	603690	6/10/2019 14:58	The HVAC units in Chief Dean's office are all on high but the air that is blowing is barely cool. Request submitted by Alysia Taylor 202-673-3320.
	603936	6/19/2019 15:46	Water fountains need to be replaced.
	603940	5/22/2019 15:31	Toilet is leaking.
	603941	6/10/2019 15:14	Toilet leaking
	604008	5/22/2019 15:27	Please adjust door closure
	604130	5/23/2019 13:15	Water is leaking in the copier area outside room 410. Our Assistant Chief turned the HVAC units above it on the 5th floor in case that is causing the leak. Request submitted by Alysia Taylor 202-673-3320.
	604262	8/21/2019 12:50	PROVIDE LEAD REDUCTION FILTERS
	604433	5/30/2019 12:08	Noise coming from univent
	604552	5/29/2019 10:33	The overhead light in Mr. Coombs office is not working. Request submitted by Alysia Taylor 202-673-3320.
	604682	6/11/2019 13:27	Sink clogged up. Needs new garbage disposal
	604698	6/10/2019 15:39	Ac unit is not working properly.

Building Name	Work Order No	Date Completed	Assignment Description
	604803	5/30/2019 15:14	desk needs to be moved so that air unit can be serviced in Sean Treanor's office
	604853	6/10/2019 15:43	water dripping from ceiling near window.
	604996	5/30/2019 15:07	The front overhead light in Mr. Coombs' office , room 530, is not working. Request submitted by Alysia Taylor 202-673-3320.
	605393	6/3/2019 10:10	Kitchen sink stopped up and garbage disposal not working.
	605512	6/6/2019 13:32	Please send someone to place the name plate on the office of the Director of Operations.
	605613	6/10/2019 11:06	Pipe burst in the wall.
	605653	6/4/2019 13:52	Please rekey main entry door per Managers request
	605702	6/4/2019 13:07	Collins Perform Monthly maintenance on city elevators
	605719	6/5/2019 11:00	Partial Outage
	605751	6/17/2019 9:49	Air conditioner malfunction. A/C not providing appropriately cooling for the equipment.
	605854	6/5/2019 12:38	The toilet in the Men's room was running continuously and then was auto flushing. Was told it appeared to look like it was going to over flow.
	605867	6/6/2019 9:40	toilet clogged - 1st stall
	605939	6/19/2019 14:08	Domestic water heater, receptacles in the janitorial office, and AHU on B1 and B2 are out due to a loss of power.
	605972	6/6/2019 13:34	Lights out
	606046	6/6/2019 14:31	Bad smell coming from the drain.
	606137	6/19/2019 14:14	The ladies restroom near the executives office is clogged
	606249	6/19/2019 14:16	Our employee, Erik Johnson, was on his way to the gym when he discovered a large wet spot on the carpet in the hall between the lobby door and the hall to the gym. Request submitted by Alysia Taylor 202-673-3320.
	606367	6/10/2019 14:12	The area behind the receptionist desk does not have any lights. All the lights are out. The bulbs need to be replaced or some type of fuse maybe blown. Please send some one to assess the issue. Thank You in advance for your assistance.
	606459	6/19/2019 14:02	The sink in the break room is backing up. I believe it needs to be plunged. Water is filling up in the sink. Please send someone as soon as possible to address the issue. Thank you.
	606542	6/11/2019 12:58	Power outage in room

Building Name	Work Order No	Date Completed	Assignment Description
	606725	6/12/2019 11:19	Aquarium rocks in the garbage disposal.
	606743	6/14/2019 10:58	Toilets in Drug & Alcohol Center need servicing. Toilet in Bathroom #1 - flushing mechanism loose causing water to run along side of tank. Toilet in Bathroom #2 - Runs after flushing
	606745	6/14/2019 10:54	Toilet leaking into B1 level causing a leak into the transformer room on B2.
	606854	6/13/2019 13:11	Light out
	606857	6/13/2019 11:51	toilet issue wont stop flushing.
	606880	6/14/2019 10:32	The curtain valance in the ABRA Board Conference has fallen and needs to put back up. Please send someone to assess the issue. Thank You. Have A Wonderful Day!
	606899	6/19/2019 14:18	Power out in spaces occupied by Debra Boyd and Lisa Smith
	606905	8/21/2019 13:47	no power coming from the outlet at Ms. Dillards cubical. POC: 6737316
	606907	6/19/2019 14:21	Water has been leaking for the last three days from the first stall closest to the door in the rear 5th floor ladies room. Request submitted by Alysia Taylor 202-673-3320.
	607266	6/17/2019 13:39	Door is off master, need copy of the key
	607270	6/17/2019 13:58	Room too hot. One of the units is not blowing out enough cool air.
	607448	6/18/2019 9:32	Lieutenant Wright sent in a report at 12:45 pm today requesting that the temperature of Suite 100A be checked because it was very warm in their office. Request submitted by Alysia Taylor 202-673-3320.
	607699	7/18/2019 11:06	All 3 sinks are clogged up. Drain needs to be unclogged.
	607742	6/19/2019 15:54	can?t lock the door at the IT Dept, lock looks like it has been tampered with.
	607789	7/18/2019 11:18	The lock on the door to room 515 is no longer lining up with the door jamb. Request submitted by Alysia Taylor 202-673-3320.
	607993	6/21/2019 10:21	Unit leaking from office above
	608244	7/9/2019 10:07	We?d like to request a copy of the key to access MOLA?s suite. We have a new staff member
	608393	7/1/2019 12:08	All elevators under the MD elevator Contract
	608398	7/18/2019 11:13	Toilet leaking Wax ring needed
	608406	6/26/2019 14:11	Captain Barnes reports "We are having a big issue with gnats in our office and it may be due to trash being in our suite overnight. If possible, please request that our trash be removed in the

Building Name	Work Order No	Date Completed	Assignment Description
			evening and pest control stop by during their visit". Request submitted by Alysia Taylor 202-673-3320.
	608414	6/25/2019 12:55	Hang white board
	608421	7/25/2019 14:59	June Elevator Phone monitoring for all DCPS phone
	608423	7/25/2019 15:04	July Elevator Phone monitoring for all DCPS phone
	608435	7/18/2019 11:21	Roll up door not working.
	608499	6/25/2019 16:04	Power went out.
	608648	6/26/2019 14:04	Urgent! Fire and EMS Chief Dean's office (room 502) is very warm. His next meeting is at 1:00 pm. Can you please send someone right away to fix his HVAC units that are on but not putting out cool air. Request submitted by Alysia Taylor 202-673-3320.
	608651	6/26/2019 14:07	Entire 3rd fl. & 6fl is extremely warm on the Floor. please check this issue out.
	608716	7/18/2019 11:44	Captain reports that it is warm in the area outside his office (524) where there are employees who sit in cubicles. Also the hallways are warm. Request submitted by Alysia Taylor 202-673-3320.
	608726	7/18/2019 11:49	Extremely warm. A/C is not functioning correctly.
	609008	6/28/2019 9:59	An overhead light in room 516 is not working. Request submitted by Alysia Taylor 202-673-3320.
	609020	7/18/2019 10:35	Assistant Chief Donnelly reports that his HVAC unit is not working. Request submitted by Alysia Taylor 202-673-3320.
	609049	7/18/2019 10:39	A/C leaking over copier
	609161	7/18/2019 10:42	An employee reports that the urinal closest to the door is running and flooding the the fifth floor men's rear bathroom near the two bank elevator. Request submitted by Alysia Taylor 202-673-3320.
	609315	7/18/2019 12:37	ceiling tiles are wet
	609504	7/18/2019 13:39	Unit is in alarm.
	609530	7/3/2019 14:36	Light out
	609684	7/18/2019 10:47	Tenant states is hot in the lobby area of the suite
	609733	7/18/2019 12:40	The Rear Entry door leading to the licensing division is not closing and locking properly. Some of the employees have been able to gain

Building Name	Work Order No	Date Completed	Assignment Description
			access into the suite with out having to scan there badges. Can you please send someone to address this issue. Thank You in advance for your assistance. Best, Kim
	609851	7/18/2019 12:42	The overhead light outside room 414 is not working. Request submitted by Alysia Taylor 202-673-3320
	609858	7/18/2019 12:44	Overhead light is out in cubicle area outside room 510. Request submitted by Alysia Taylor 202-673-3320.
	609871	7/18/2019 11:09	Water is leaking from the ceiling near the window in room 516. Request submitted by Alysia Taylor 202-673-3320.
	609929	7/18/2019 10:49	Three overhead lights are not working in the area near room 543. Request submitted by Alysia Taylor 202-673-3320.
	609986	7/18/2019 12:48	Please repair broken piping in ceiling of Edward Mazique Daycare Center.
	610066	7/18/2019 13:13	Upper (Common Area) and Lower Level (Men's Room) Commodes not functioning properly. Shower curtain in Lower Level Men's Room needs to be cleaned or replaced.
	610229	7/18/2019 13:16	dead rodent on trap
	610430	7/18/2019 13:20	Refrigerant needed for unit
	610433	7/18/2019 13:23	Fan Coil Unit Leaking
	610489	9/23/2019 11:11	Provide 2 plumbers (64 hours each) to assess plumbing issues in preparation of pool openings and in order to identify issues requiring abatement
	610491	9/23/2019 11:11	Provide 1 plumber (80 hrs)) to provide QA/QC for hot water/ plumbing issues at swimming pools sites prior to- and on the day or- pool inspections
	610546	7/11/2019 13:24	Key broken off in lock. Need access immediately
	610812	7/18/2019 13:34	HVAC unit in Mr. Mohamed's cubicle across from room 403 is leaking. Request submitted by Alysia Taylor 202-673-3320.
	611202	7/18/2019 10:54	The thumb portion of the lock on the door to room 515 is not lining up with the door jamb so the door cannot be locked. Request submitted by Alysia Taylor 202-673-3320.
	611330	8/7/2019 8:28	Fire and EMS Chief Dean's office is warm. All of the HVAC units are on HI but there is very little air coming out of them. Request submitted by Alysia Taylor 202-674-3320.

Building Name	Work Order No	Date Completed	Assignment Description
	611333	8/7/2019 8:30	Outside of The Safety Officer ceiling tile may have mold produce on it and may have went to his office ceiling tile.
	611453	8/7/2019 8:32	Employee reports that there are annoying gnats in their office. The trash is not emptied at night. Instead it is emptied each morning. This practice which could be contributing to the problem. Request submitted by Alysia Taylor 202-673-3320.
	611533	8/7/2019 8:36	Sink is baked up and leaking.
	611662	8/7/2019 8:38	An employee just informed me that there is no toilet paper in any of the stalls in the 5th floor women's room on the four bank side. Request submitted by Alysia Taylor 202-673-3320.
	611810	8/7/2019 8:42	Spotlight for building sign is turned on during daylight hours.
	611919	8/7/2019 8:47	1st stall needs a wax ring.
	611923	8/7/2019 8:49	1st stall needs a wax ring.
	612055	8/7/2019 8:52	Toilet Clogged
	612066	8/7/2019 8:54	The overhead light over the desk is not working in room 414. Request submitted by Alysia Taylor 202-673-3320.
	612067	7/22/2019 14:54	Unit not cooling good
	612081	8/7/2019 8:56	Sink is leaking down into the 2nd Floor women's Room
	612246	7/24/2019 14:17	Keys cut for new Training Coordinator
	612266	8/7/2019 8:59	Several overhead lights out
	612391	7/24/2019 12:12	Regurgitation was left in Mr. Stokes space overnight
	612672	7/25/2019 14:55	July 1 to July 12 phone monitoring
	612720	8/21/2019 12:30	Area in and around Chief Donnelly's office is warm. Request submitted by Alysia Taylor 202-673-3320.
	612722	7/26/2019 9:59	Overhead hall light outside room 529 is not working. Request submitted by Alysia Taylor 202-673-3320.
	612739	8/2/2019 9:46	Request the dogs for detecting potential bed bugs
	613181	7/31/2019 7:55	Loud hissing noise coming from HVAC system
	613240	7/31/2019 9:03	System not cooling
	613421	8/2/2019 10:18	The inside and outside door handles on the glass doors leading to the FEMS 5th floor rear lunch room are loose. Request submitted by Alysia Taylor 202-673-3320.

Building Name	Work Order No	Date Completed	Assignment Description
	613423	8/16/2019 10:09	Ms. Pat Washington in room 544, sent the following regarding offices 543-545 and the cubicle areas. "The Office of Compliance has little bugs flying around. They have been flying around since we had the boxes removed (Friday)". Request submitted by Alysia Taylor 202-673-3320.
	613600	9/6/2019 11:45	Please provide 2 keys to the office
	613681	8/16/2019 10:13	Water fountain drain near the bathrooms of the 8th floor lobby is occluded/clogged
	613690	8/2/2019 10:02	Temperature is hot in both 415 and 419. Pleae send someone before 10:00 am because trial board starts at 10:00 am and no one can center the room once it starts. Request submitted by Alysia Taylor 202-673-3320.
	613747	8/6/2019 11:36	The Rear Entry door leading to the licensing division is not closing and locking properly. Some of the employees have been able to gain access into the suite with out having to scan there badges. Can you please send someone to address this issue. Thank You in advance for your assistance. Best, Kim
	614232	8/6/2019 8:33	Toilet clogged in H/C Stall. Water on floor.
	614236	8/6/2019 11:32	Ceiling leak caused by a foundation leak.
	614237	8/6/2019 8:28	Toilet Clogged
	614327	8/6/2019 11:13	Toilet Clogged
	614334	8/21/2019 14:09	First stall - toilet appears to be leaking. Water on floor which spreads to all stalls. This has been an issue for a while.
	614685	8/16/2019 10:16	Exterminate large cockroaches on level B-2 in the garage parking area near vehicles
	614780	9/4/2019 15:20	AC Unit is not working properly. Room too hot.
	614959	8/9/2019 9:30	Ceiling leaking and tile is wet.
	615041	8/9/2019 15:16	system making a loud hissing sound
	615382	8/13/2019 12:34	Replace recess lamp and ballast with LED bulbs Replace track lights on 2nd floor
	615501	8/14/2019 10:20	Good Morning, Can someone be sent to Clean the ABRA Breakroom. We need entire room clean (the chairs, tables and counter's wiped off). There is a lot of dusk in the room from our redesign. The contractor completed the job last evening. Please advise. Thank You.
	615764	8/15/2019 10:33	Garage Door stuck shut
	616001	9/4/2019 15:17	A large amount of water was on the floor about 30 minutes ago and we cleaned it up. It did not

Building Name	Work Order No	Date Completed	Assignment Description
			appear that it was a leak from either sink. Ten minutes ago I went back in the pantry and there is another large amount of water on the floor.
	616006	8/16/2019 12:10	Ms. Littles reports that the electrical outlets are not working in room 408. Request submitted by Alysia Taylor 202-673-3320.
	616201	8/21/2019 13:21	Garage Mechanical closet by parking space 238, staff member spotted a large number of cock roaches entering and exiting the closet. Treatment is needed roaches need to be removed. POC: Debra Boyd (202) 671-2201
	616622	8/21/2019 12:34	Entered on 08/20/2019 at 6:18:32 PM EDT (GMT-0400) by Amanda Davis: There's vomit outside the main entrance to the Fab Test Lab/Passport Acceptance Center.
	616646	8/22/2019 13:08	Install a lock box on the wall
	616704	9/4/2019 14:54	Spill causing a rank fishy smell.
	617086	9/4/2019 15:00	I walked in the 4th floor rear ladies room and the third stall has water around the bowl and tile on the floor. Request submitted by Alysia Taylor 202-673-3320.
	617410	9/4/2019 15:04	I found water on the floor outside the 2nd sink. The water had been cut off and had an out of order sign. The water was back on but water again is leaking. Request submitted by Alysia Taylor 202-673-3320.
	617579	9/4/2019 15:08	Facilities Division 5th floor kitchen refrigerator ice make has malfunctioned.
	617590	9/23/2019 11:34	September maintenance
	617601	9/4/2019 14:57	requesting to replace blown out ceiling light.
	617746	9/3/2019 10:48	1ST FLOOR SUITE 101 REQUESTING MICE TRAPS/GLUE TRAPS. POC: Larry Hicks (202) 727-7943
	618920	9/3/2019 11:17	Replace 6 light bulbs
	618930	9/3/2019 11:21	Replace 2 light bulbs
	619308	9/5/2019 11:27	No cool air coming from AC unit
	619606	9/6/2019 10:38	Good Morning, The ABRA Reception area needs light bulbs in the lights above the Customer Service Representatives heads. Can you please send someone to replace them as it is dark in there area. Thank You.
	619610	9/20/2019 12:18	Handicap toilet does not flush when you use the wave option.
	619660	9/6/2019 12:21	AC cooling valve isn't connect for main room

Building Name	Work Order No	Date Completed	Assignment Description
	619671	9/20/2019 12:24	please investigate water leak inside kitchen area - water is coming from the fridge coming towards the front door.
	619692	9/20/2019 12:26	Please repair the automatic door opener for disabled individuals.
	620021	9/20/2019 12:40	HVAC unit isn't cooling the space properly
	620288	9/13/2019 15:34	A FEMS employee plus 2 other employees of other Reeves Center agencies came up the rear back stairs from the garage and tried to use their badges to access the card reader on the door leading to the rear elevator. None of the three badges would work. The card reader turned to green and then right back to red. Request submitted by Alysia Taylor 202-673-3320.
	620392	9/11/2019 14:45	Suite is too hot. Decrease temperature
	620434	9/20/2019 12:54	roach infestation throughout suite
	620469	9/20/2019 12:33	There is a large pool of water next to the kitchen sink. This is the same sink that has been experiencing water leakage problems in the past month. Request submitted by Alysia Taylor 202-673-3320.
	620651	9/13/2019 15:28	Water was leaking from the top of the ceiling at the window in room 543. Request submitted by Alysia Taylor 202-673-3320.
	620689	9/13/2019 15:30	dead mouse
	620708	9/20/2019 12:45	Extermination service needed. Staff believe they killed what appeared to be a bed bug.
	620718	9/18/2019 10:12	We have a new employee reporting on Monday afternoon. We request to have room 522 dusted, the furniture wiped down and the carpet vacuumed Monday morning. Request submitted by Alysia Taylor 202-673-3320.
	620727	9/16/2019 7:20	Please issue 5 "D" key masters for MMB's EPT
	620842	9/18/2019 10:22	Dead rodent in office #612
	620940	9/18/2019 9:31	Ms. Littles reports "Please send someone down to check the ceiling near the xerox machine; it?s starting to leak again." Request submitted by Alysia Taylor 202-673-3320.
	621035	9/20/2019 12:50	Handicap stall is leaking. Wax ring is needed.
	621037	9/19/2019 10:00	Sewage pipe is cracked and leaking over space #93.
	621115	9/17/2019 15:32	Replace 16 ceiling tiles.
	621176	9/20/2019 12:38	Mr. Washick states that his office is warm. I checked both of his units which are on high.

Building Name	Work Order No	Date Completed	Assignment Description
			One of them is barely putting out any air and the other is blowing cool air. Request submitted by Alysia Taylor 202-673-3320.
	621252	9/18/2019 15:52	A male employee just reported that someone had an accident in the last stall in the 5th floor rear men's room. He said it is gross and smells horrible. Request submitted by Alysia Taylor 202-673-3320.
	621672	9/23/2019 13:48	Both server rooms hot, ac not blowing well, there is critical equipment in these rooms
	621800	9/23/2019 15:55	Install Whiteboard (Work Completed)
	622145	9/25/2019 13:24	The HVAC unit locatedin the rear of Chief Dean's suite 502 is making a loud noise. Please see Ms. Taylor in room 504 to get access. Request submitted by Alysia Taylor 202-673-3320.
	622525	9/30/2019 10:57	Toilet clogged.

Building Name	Work Order No	Date Completed	Assignment Description
JOHN A. WILSON BUILDING	**556721**	3/18/2019 13:04	Specialist Dan Murray informed me that there's a tree that needs to be trimmed in front of the Marion Barry statue.
	569178	3/18/2019 13:08	We have several spots in our front office area that need stain removal. Could we please plan to have cleaners to come in the evening?
	569545	3/18/2019 13:11	Good Morning, Can we have someone to vacuum the rug in this area?
	569546	11/30/2018 12:33	There are 2 recycling bins that need to be picked up in this area? Thanks
	569629	11/30/2018 12:41	Painting of the entire hallway on the CA?s floor
	569841	11/30/2018 12:46	Need 4 keys made for Conference Room 204. See Sharon Nelson in Suite 229 for the original Key.
	570267	11/30/2018 14:10	There is a leak from the ceiling in room 527. Can we have someone to check it out.
	570445	11/30/2018 14:13	In the mens' bathroom the soap dispenser is on the floor next to conference room 531.Can we have someone to clean it up? Thanks
	570786	11/30/2018 14:16	This meeting is for 9/12/18. Room G9, at 8:30 am. Can we have 4 tables set up with 8 chairs and the podium on the left side. I will bring down the diagram for the set up. Thanks
	570983	3/18/2019 13:18	Can we have someone to adjust the temperature, it is cool. Thanks

Building Name	Work Order No	Date Completed	Assignment Description
	571146	11/30/2018 14:17	No hot water in the Chairman's Office.
	571873	11/30/2018 14:20	Painting of the entire hallway on the CA?s floor
	571943	11/30/2018 14:23	Can we have someone come up and vacuum the rug. Ask for Lance, I will show you what needs to be picked up. Thanks
	572045	12/4/2018 13:28	Good Afternoon can we have someone to come to 513, I have a monitor stand that needs to be looked at.Ask for Lance. Thanks
	572664	12/4/2018 13:30	Can we have someone to assist with moving a standing desk? Ask for Lance I will let you know which office. thanks
	572675	12/4/2018 13:32	Can we have someone to come up with a vacuum cleaner? There is glass on the carpet, ask for Lance. Thanks
	572861	10/12/2018 10:39	Please paint Deputy mayor for DMHHS entire office.
	573029	12/4/2018 13:35	Need someone to clean the surfaces, drawers and overheads in Cubicle 206CC located in Suite 206 by COB Thursday. Please see Sharon Nelson in Suite 229 with any questions.
	573089	12/4/2018 13:37	Good Afternoon, Can we have someone to come to 529, there are several empty boxes on the floor? Thanks
	573402	12/4/2018 13:42	Light bulbs in our break room and storage area need replacing. Could we please have an engineer up here to take a look? Thank you! ADam
	573879	12/4/2018 13:44	Need 2 overhead lights replaced in Room 206V located in Suite 206. If there are any questions, see Sharon Nelson in Suite 229.
	573937	3/18/2019 13:31	There was no assignment description on original work order. I am forwarding this just in case the CMC at Wilson knows about an issue.
	574328	12/4/2018 13:56	Can we have someone to pick up the empty boxes in room 529? Thanks
	574816	12/4/2018 14:02	There are several empty boxes to be picked up. Thanks
	575052	12/4/2018 14:13	There are 5 light bulbs that need to be replaced. Can Hymie come up tomorrow morning Thursday around 8:00 and I will show him which lights are out? Thanks
	575168	12/4/2018 14:17	The kitchen sink is clogged.
	575382	12/4/2018 14:20	Can we have someone to come up around 3:30 and replace a lightblub. Check with Lance, I will let you know which light is out. Thanks

Building Name	Work Order No	Date Completed	Assignment Description
	575389	12/4/2018 14:23	This is for Thursday October 18th, can we have G9 set up at 11:00am press style seating, 50 chairs, two tables against the back wall? Thanks
	575594	12/4/2018 14:25	Could we please have the entirety of our 313, 317, 323, and 226 offices vacuumed this evening?
	575605	12/4/2018 14:28	It is very cold in our suite313 and 317
	575773	12/4/2018 14:31	The ceiling tile above the desk of James Parks (313-25) has water damage and needs to be replaced.
	576219	12/4/2018 14:33	The ladies bathroom outside of room 531, the light bulb needs to be changed. Thanks
	577659	12/4/2018 14:36	Need Blue Trash Bin
	577811	12/4/2018 14:38	Need 2 long tables and 1 round table, if possible, delivered to the Hallway outside Suite 206 by 1:30 PM today.
	577895	3/18/2019 13:45	Window blinds are stuck and will not lower.
	578230	12/4/2018 14:42	The outlet on the counter on the right side is not working, can we have someone to check this out. Check with Lance first? Thanks
	578308	12/4/2018 14:44	Can we have a recycling bin brought up to 533?
	578674	12/4/2018 14:46	Please remove 8 chairs from the 507 conference room.
	579604	12/4/2018 14:48	Can we have room G9 set up at 11:00am, press style, 50 chairs, two tables in the back against the wall.
	579606	3/18/2019 13:48	This is for December 13th at 11:00am Can we have the room set up press style, 50 chairs, 2 tables in the back against the wall.
	579610	3/18/2019 13:53	Need a recycling dumpster delivered
	580435	3/18/2019 13:54	Can we have someone to bring paper towels to the pantry area/ on top of the microwave? Thanks
	580436	3/18/2019 13:59	Feels like cool air is coming out of vents and not heat.
	581575	3/18/2019 14:37	Jen Castor in 226 has an office (rather than a cubicle) and is complaining that her office has been too warm all week. She thinks there may be a ventilation issue. Could someone please check out what this issue might be? Thank you!
	581801	3/18/2019 14:40	This is for December 13th starting at 11:00am, can we have the room set up press style, 50 chairs, 2 tables in the back against the wall? Thanks

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	581990	3/18/2019 14:42	Can we have the temperature adjusted and have more heat?
	582876	3/18/2019 14:45	There is a loud buzzing sound coming from the ceiling of this office which is bothering the occupant. The noise is also loud enough that it is difficult to hold meetings and calls in the office.
	583485	3/18/2019 14:50	Need 6 tables and 35 chairs delivered to the HALLWAY outside of Suite 206 for an Office of Budget and Planning event.
	583891	3/18/2019 14:52	This is for today Wednesday December19th. Can we have G9 set up at 2:00pm, with tables in a U Shape to fit 30 chairs? Also can we have 20 extra chairs in the back? Thanks
	584332	3/18/2019 14:54	The men's toilet outside of room 531, the standing toilet has water running. Can we have someone to look at this
	584515	3/18/2019 14:56	There are two light blubs that need to be replaced, can we have someone to come up?
	584932	3/18/2019 14:58	Need someone to vacuum and clean the surfaces of Cubicle 218E. If there are any questions, see Sharon Nelson in Suite 229.
	585017	3/18/2019 15:01	Need a recycling dumpster delivered to Suite 206/Room 206D (see Lakeia Williams).
	585242	3/18/2019 15:08	This is for January 10th, starting at 11:00 am. Can we have the room set up press style with 50 chairs, two tables in the back against the wall
	585573	3/18/2019 15:10	Sandra Villarreal, who sits at the front desk in 226, has requested that a light bulb above her desk be removed to lessen the intensity of light shining on her. Could we please have the light bulb above this desk that is closest to the door removed? Thank you!
	586798	1/17/2019 10:24	Snow pre-treatment of grounds.
	587186	3/18/2019 15:16	This is for January 24th , set up at 11:00am. Can we have the room set up press style, 50 chairs, two tables set up against the back room? Thanks
	587999	3/18/2019 15:18	Replace lights in suite and repair light switch
	588421	2/13/2019 15:34	Please empty shredder bin
	588495	4/1/2019 11:09	NOC Build-Out - please send someone to disconnect the power as soon as possible. Thanks
	588982	4/1/2019 11:06	Replace lighting in the NOC area.
	589768	4/1/2019 11:21	2 light bulbs need to be replaced.

Building Name	Work Order No	Date Completed	Assignment Description
	590627	4/1/2019 11:23	Need someone to pick up a empty a full recycling dumpster and deliver an empty one. (See Lakeia Williams)
	590796	4/1/2019 11:25	The light bulb needs to be changed in the ladies bathroom outside of conference room 531.
	591599	4/1/2019 11:31	Electricians needed to remove power whip and install outlets
	591833	4/1/2019 11:34	This is for Wednesday February 27th at 12:30pm. Can we have the tables set up in a horse shoe shape with 40 chairs and microphones. Also 50 chairs in the back area? Thanks
	592223	4/1/2019 11:36	There are 4 large empty boxes outside of room 527, can we have someone to take them away? Thanks
	592458	4/1/2019 11:39	Snow pre-treatment of grounds at the John A. Wilson Building.
	592461	3/1/2019 10:44	Snow pre-treatment of grounds at the John A Wilson Building on 2/28/19.
	592859	4/5/2019 11:44	The temperature is very warm in Jennifer Castor's office. Can you adjust it so it is cooler. Thank you.
	593207	4/1/2019 11:45	2 coffee stains on carpet outside of 317 lobby are in the hallway, between the entrances to 313 and 323.
	593226	4/1/2019 11:47	Need to have the entire worksurfaces cleaned (inside/outside the drawers and the overhead space). The carpet needs to be shampooed and vacuum. Also need a small removed that is no longer needed. Contact Sharon or Margaret in Suite 229, if there are questions.
	593495	4/1/2019 11:50	This will be for Monday 3/11/19 at 11.00 am, Can we have 2 white tables and 60 chairs brought up to room 509. The chairs will be set up press style. Contact Lance before setting up and I will assist you. Thanks
	593611	4/1/2019 11:51	Could we please have the temperature lowered in Jen Castor's office (226-B)? The temp is currently 77. Thank you!
	594632	4/1/2019 11:54	Can we have the temperature adjusted? It is cool here.
	594633	4/1/2019 11:56	Please paint accent wall for new DM w/ the CA?s office. (Light grey color)
	595751	3/26/2019 14:58	new location for the printer has no power. Need power ASAP

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	596101	4/1/2019 11:58	Can we have the temperature adjusted, make it warmer.
	597332	4/30/2019 15:09	Please have outlet installed in the employeee lounge on the 5th floor
	597334	6/28/2019 10:29	Please paint office in The Mayor?s Legal Counsel suite.
	597752	4/8/2019 19:02	Install outlet
	597772	6/28/2019 10:21	There have been reported sightings of roaches in the Wilson NOC Basement Rm C-17. Thank you
	598230	6/28/2019 10:18	Can we have the temperature adjusted to make it warmer? Thanks
	598306	6/28/2019 10:13	The first men's stall, the lock needs to be adjusted with a screw driver.
	598313	6/28/2019 9:45	There is broken glass in the garbage disposal. Can we have someone to take it out?
	599894	4/30/2019 15:01	Please install 2 outlets in suite for hanging of TV for Ms. Gina Toppin
	599923	5/15/2019 15:32	Please install outlet for TV to be hung in Chief of Staff, Ronnie Dampier office
	599934	6/28/2019 10:37	There are two lights that need to be replaced. Thanks
	601143	6/28/2019 9:39	The light has been out in the 2nd floor ladies room on the East side of the building for a week now. Per Joycelyn James Rm 226
	601723	6/28/2019 9:34	Many of our light bulbs are out in our suite down here in C-19
	601741	6/28/2019 9:29	light bulb needs to be replaced. Lance will show you where. Thanks
	602066	6/4/2019 16:11	Please paint entire suite for Deputy Mayor for Operations and Infastructure. Entire suite to be painted grey.
	607553	6/28/2019 9:21	Flickering light
	613304	8/5/2019 11:35	Please install outlet in Jim Slatery?s office
	615674	8/15/2019 8:28	Install outlet in conference room.
	620390	9/25/2019 15:37	Paint and patch OCTO space in g level

Building Name	Work Order No	Date Completed	Assignment Description
One Judiciary Square	**573592**	11/5/2018 14:17	Good Morning, There was a roach crawling on our kitchen table. Thank you
	573729	10/15/2018 11:19	Sixth fl. Suite 630 South/Window Office. No A/C in area. POC: Anna Kent (202) 442-7272
	574295	10/15/2018 11:22	Good morning. We are in need of a duplicate key to be made for the customer service box located in our office. OAH, Suite 450 North.
	574708	10/15/2018 11:18	there is standing water on the floor of all stalls. mopping needed. thanks
	574711	10/15/2018 11:30	Heat is again coming out of office vent. I made a similar request two weeks ago and technician lowered temperature in thermostat in adjacent office that had been set at 74, but now its back to 74 and again heating up my office.
	574974	10/15/2018 11:23	Debris is near 4th and E

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Note: There were no open work orders from FY 19.

Table: FY 20 Open Work Orders for CFSA at 200 I St

Work Order No	Date Requested	Assignment Description
637154	1/31/2020	Lock and Door Issue: ? Door ? Handicap Entrance/Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: Can someone please take a look at the door in the OWB suite on the first floor the door seems the automated feature holds the door open and wont allow it to close.
637302	2/3/2020	Janitorial Issue: ? Vacuum Assignment Description: Please vacuum. THE OFFICE IS LOCKED, PLEASE CONTACT T FACILITIES FOR ACCESS.
637351	2/3/2020	Janitorial Issue: ? Clean Assignment Description: I am seeing Roaches around ny area. Another co-worker reported them in her office and now I have seen three small ones around my cubicle.

Table: FY 19 Completed Work Orders for CFSA at 200 I St

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
580050	11/15/2018	11/15/2018 17:19	Could you ask to have in and around the area where I am located (5203) and the surrounding cubes sprayed for bugs, I have seen three come out today, and do not know where they are coming from. Thank you Kenneth Hall	Closed
580620	11/20/2018	11/20/2018 20:54	Change lock on at the Commission on Arts and Humanities Office #1415	Closed
580624	11/20/2018	11/20/2018 20:52	Commission on Arts and Humanities change locks #1416	Closed
580626	11/20/2018	11/21/2018 7:28	Commission on Arts and Humanities change lock #1421	Closed
592328	2/28/2019	3/1/2019 8:57	Bugs have been reported in both those cube areas. Please spray surrounding areas as well. Thank you	Closed
598372	4/12/2019	4/12/2019 9:28	Several roaches have been spotted in the 5th floor pantry area. Roaches have also been spotted in and outside room 5026. Thank you	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
602306	5/10/2019	5/10/2019 16:14	5th floor in the kitchen large amount of fruit flies where spotted throughout the kitchen. Treatment is needed. POC: Shelton Roseboro (202) 727-4000	Closed
602593	5/14/2019	5/14/2019 16:29	5th floor 5413-G cubical area large groups of nets are flying throughout the area. Treatment is needed. POC: Shelton Roseboro (202) 727-4000	Closed
612632	7/25/2019		Lots of ants in the fleet office	Cancelled
573582	10/1/2018	10/3/2018 13:50	Need room vacuum for class this morning. Thank you in advance	Closed
573848	10/2/2018	10/3/2018 13:51	light bulb need to be replace. thanks in advance	Closed
573915	10/2/2018		The lights fixture is making a noise	Cancelled
573945	10/2/2018			Rejected
573948	10/2/2018	10/4/2018 11:19	Over head Light Fixture is making annoying noise. It is causing lot of very disturbance around the vicinity area 5203-N Thanks, Ravi Pala	Closed
573952	10/2/2018	10/4/2018 11:23	Cleaning request Location: 4417 (A-D) Type of service needed (Vacuuming, Floor mopping, etc.): Vacuuming, dusting, cleansing of desk, etc.)	Closed
573953	10/2/2018			Rejected
573954	10/2/2018	10/4/2018 11:24	Service being requested: Cleaning request Location: 4417 (A-D) Type of service needed (Vacuuming: Vacuuming, dusting, cleansing of desk, etc.) OCTO is preparing this area for the seating of 4 new staff members. Please freshen up the area by vacuuming and wiping down the surfaces of each desk top. Thank you.	Closed
574476	10/5/2018	10/5/2018 16:21	Can you please ensure this cubicle 3410-C on the 3rd floor is vacuumed tonight. Thank you in advance for your assistance.	Closed
574479	10/5/2018	10/5/2018 16:22	Can you please ensure the HR suite on the 3rd floor is vacuumed tonight	Closed
574482	10/5/2018	10/5/2018 12:07	Can we please get 2 keys made for office 3662.	Closed
574526	10/5/2018	10/9/2018 9:20	Several light bulbs are out in the Suite	Closed
574758	10/9/2018	10/10/2018 10:59	The men's restroom on the 5th floor beside the freight elevator is stopped up. Thank you	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
574826	10/9/2018	10/10/2018 16:00	Ms. Shirley Daniels called and said there was a big water spill outside the 5th floor main elevators. She sits at the front desk on the 5th floor. Thank you	Closed
575040	10/10/2018	10/10/2018 15:59	The toilets are not flushing in the women's restroom 4th floor and 5th floor	Closed
575053	10/10/2018	10/11/2018 13:23	Please deploy building janitorial to vacuum within this cubicle area 4418-A	Closed
575124	10/11/2018	10/12/2018 13:51	Excessive water on the floor	Closed
575131	10/11/2018	10/12/2018 13:52	Can we please have the following cubicle 1019-A and offices 1004, & 1015 vacuumed as soon as possible. thank you in advance for your assistance.	Closed
575160	10/11/2018	10/11/2018 13:22	Light fixtures are out in the walk room towards the kitchen, fixtures need to be repaired/replaced. POC: Shelton Roseboro (202) 256-0564	Closed
575372	10/12/2018	10/16/2018 9:36	Dead flies in garage level of stairway 2 Thanks in advance for your help	Closed
575419	10/12/2018	10/25/2018 14:45	door to fiscal operations/ contracts is not closing/ locking and the double glass door the handicap push knop is not operating	Closed
575421	10/12/2018	10/17/2018 16:33	cubicle 3417-n has 6 long light bulbs out	Closed
575459	10/15/2018	10/16/2018 9:35	light bulb out	Closed
575676	10/15/2018	10/24/2018 9:36	please vacuum conference room	Closed
575700	10/15/2018	10/24/2018 11:22	The stairwell 2 has a lot of dead flies on the floor	Closed
576011	10/17/2018	10/24/2018 9:38	Please vacuum office 5613. Thank you	Closed
576014	10/17/2018	10/24/2018 9:39	Please vacuum and dust area. Cube(s) 4416 E,F,G,H. Thank you	Closed
576051	10/17/2018	10/24/2018 9:40	Location: Cube Space 4416 E,F,G,H vacuuming floor, dusting	Closed
576064	10/17/2018	10/24/2018 9:42	Location: 5410-G Vacuuming is needed	Closed
576264	10/18/2018	10/24/2018 9:51	vacuum	Closed
576266	10/18/2018	10/24/2018 9:52	vacuum the whole suite	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
576316	10/19/2018	10/24/2018 9:54	Clean	Closed
576663	10/22/2018	10/22/2018 16:13	Can you please turn the heat up in Room 2203B employees are saying it is to cold. Thank you in advance for your assistance	Closed
576881	10/22/2018	10/23/2018 11:29	women restroom flooded 4th floor near white service elevator	Closed
576943	10/23/2018	10/23/2018 11:26	sink won't drain	Closed
576982	10/23/2018		The disposal in the 3rd floor café is back up	Rejected
576986	10/23/2018	10/24/2018 9:55	? The main elevator is not functioning properly	Closed
577064	10/23/2018	11/7/2018 13:09	vacuum	Closed
577120	10/24/2018	11/2/2018 12:07	It's Cold in that Area	Closed
577276	10/24/2018	11/7/2018 13:10	Please clean and vacuum Office 5609 & 5610. If possible, could this be done immediately. Thank you.	Closed
577377	10/25/2018	11/7/2018 13:11	Can we please have this Office vacuumed today. thank you in advance for your assistance.	Closed
577489	10/26/2018	11/2/2018 12:05	key broke off in the lock	Closed
577498	10/26/2018	11/2/2018 12:39	Please sweep the floor in Room 5201	Closed
577516	10/26/2018	11/2/2018 12:08	Can you please increase the heat on the third floor. employees are complaining about the building being cold. Thank you in advance for your assistance.	Closed
578217	11/1/2018	11/2/2018 12:29	It is reported that there is a leak under at least one of the toilet stools.	Closed
578320	11/2/2018		Please replace the hardware for offices 1415 ,1416 and 1421	Cancelled
578342	11/2/2018	11/2/2018 13:52	Someone left a big bag a trash next to Abdi?s office 5415 Please and thank you Kierre Jackson	Closed
578365	11/2/2018		test	Rejected
578510	11/5/2018	11/7/2018 13:12	4th & 5th Floor: Pantry Area lights (Multiple) Outside of: 4004 (Training Room), 5th Floor Elevators, 5616, 5609, 5211 Above: 4415- N, I, H, E, B 4416- J, F, A, D 4418- B, A 4406- E, B 4029- R, O, N, F 4613- D, G, K	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
			4616- A, C 4617- C 5608- I 5411- G 5414- E 5419- A 5420- J, N 5208- F 5205- A, D, M 5204- F 5203- K, N Inside: 5011, 5400	
578511	11/5/2018	11/16/2018 15:36	Water is leaking through the window pane of the glass door leading out to the roof. The floor is taking on a good deal of water.	Closed
578721	11/6/2018	11/7/2018 13:13	Office needs to be wiped down and vacuumed	Closed
578794	11/6/2018		This is a test.	Rejected
578836	11/6/2018	11/9/2018 8:28	main elevator, door open, car number 2	Closed
578874	11/7/2018	11/7/2018 13:06	Can we please clean up a spill in the doorway at the Virginia Avenue entrance. There was a wet sign put up. Thank you in advance for your assistance.	Closed
578901	11/7/2018	11/9/2018 8:26	Dust, vacuuming and cleaning the whiteboard	Closed
578902	11/7/2018	11/9/2018 8:27	Dust, vacuuming and cleaning the whiteboard.	Closed
579118	11/8/2018	11/9/2018 8:06	vacuum	Closed
579119	11/8/2018	11/9/2018 8:08	Please clean the bathroom next to fleet in the garage	Closed
579186	11/8/2018	11/9/2018 8:10	adjust to a warmer temp	Closed
579346	11/9/2018	11/9/2018 15:53	There is a spill and glass break that needs to be cleaned up. The location is outside the 5th Floor Executive Suite pantry area. Contact: Donna Hakenson - 202-368-2283	Closed
579348	11/9/2018	11/9/2018 15:54	broken glass on the floor	Closed
579355	11/9/2018	11/9/2018 13:19	OCTO front desk area is too cold. please adjust temp.	Closed
579356	11/9/2018	11/9/2018 15:52	Someone spilled food in CAFE area. Need cleaning crew thank you	Closed
579577	11/13/2018		1st floor room's 1415,1416 and 1421 locks need to be replaced. POC: Carolyn Parker (202) 724-2135	Cancelled
579700	11/14/2018	11/14/2018 13:19	Trash needs to be pulled in the executive office. In cubical spaces as well as offices.	Closed
579701	11/14/2018		Trash bins haven't been emptied.	Rejected
579786	11/14/2018	11/15/2018 15:02	vacuum	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
579811	11/14/2018	11/14/2018 14:22	blowing cool air out of the overhead vent	Closed
579862	11/14/2018	11/15/2018 15:03	the overhead vent blowing out cold air and the temperature meter on my desk shows 70 degree. Please adjust the system so that the overhead vent blow out warm air. thanks,	Closed
580276	11/16/2018	11/16/2018 15:37	can we please have one of the light bulbs removed to reduce the amount of lighting in the room. the employee has complained about the room being to bright.	Closed
617869	8/27/2019	8/28/2019 10:38	Please assist with turning up the AC temperature in conference room 5637 ?OCTOhelps? 5th floor space. Current temp 69 degree, I am requesting to turn up to 73 degrees. It is extremely difficult to work in this condition.	Closed
618163	8/28/2019	8/29/2019 9:27	There is an issue with the microwave in the third floor Cafe.	Closed
618865	9/3/2019	9/6/2019 16:10	Please vacuum, and wipe down the tables in this room. Can you have the persons that are going to perform the work to contact Facilities when the arrive. Thanks.	Closed
618923	9/3/2019	9/6/2019 16:16	office cleaning and vacuum	Closed
619018	9/3/2019	9/6/2019 16:23	Please sweep and damp mop office 4619	Closed
619106	9/4/2019	9/4/2019 11:17	Ceiling Light Bulb Out	Closed
619267	9/4/2019	9/6/2019 16:27	Vacuum and shampoo carpet - wipe down surfaces (if possible)	Closed
619357	9/5/2019	9/13/2019 11:26	The sink is draining slowly and the garbage disposal doesn?t work.	Closed
619467	9/5/2019	9/6/2019 16:13	Please Vacuum	Closed
619949	9/9/2019	9/10/2019 15:55	Vacuum Request	Closed
620068	9/10/2019	9/11/2019 16:00	Spot in carpet wished to be cleaned	Closed
620155	9/10/2019	9/11/2019 16:02	vacuum and clean	Closed
620477	9/12/2019	9/13/2019 15:20	Vacuum and floor mopping	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
620556	9/12/2019	9/12/2019 12:59	garbage disposal	Closed
620562	9/12/2019	9/13/2019 15:22	Please Vacuum offices : 4408,4409,4410,4412, and Cube 5411-G Thank you	Closed
620660	9/13/2019		Please vacuum and a surface wipe of about 6 tables . Also, please empty trash. The mayor has an event at 9:30 am today. Thank you	Rejected
620664	9/13/2019	9/13/2019 15:23	Please vacuum Conference rooms A & B and a surface wipe down of 6 tables. Also, please empty trash bins. **The mayor has an event today at 9:30am. Thank you	Closed
620691	9/13/2019	9/13/2019 10:28	Can the temperature for these rooms be adjusted to 70 degrees. Thanks.	Closed
620792	9/14/2019	9/16/2019 15:15	Vacuume and office and around, Thanks in advance	Closed
620843	9/16/2019	9/17/2019 12:35	Tall urinal hasn't been flushing for almost a week.	Closed
620894	9/16/2019	9/16/2019 15:56	Can you please Vacuume cubicle area 2602-J, Thanks in advance	Closed
620895	9/16/2019	9/19/2019 12:26	Garbage disposal and sink will not drain	Closed
620910	9/16/2019	9/16/2019 15:57	Please vacuum and surface wipe down. **AS SOON AS POSSIBLE (For New Hire for today). Thank You!	Closed
620944	9/16/2019	9/18/2019 14:25	Please vacuum cubicle 2621-Q/R Thank you in advance	Closed
620951	9/16/2019	9/19/2019 15:17	Please vacuum room.	Closed
621032	9/17/2019	9/17/2019 12:32	Requesting 2 Keys for room 2636. Thank you in advance	Closed
621312	9/18/2019	9/19/2019 15:18	Please vacuum and wipe down the desk	Closed
621518	9/20/2019	9/23/2019 13:13	Can i please have 2 new keys made fro 2635. Thank you in advance for you're assistance	Closed
621757	9/23/2019	9/24/2019 15:32	Please Vacuum. Thanks Again Mark.	Closed
621910	9/24/2019		Can we please have the suite 3641 vaccumed ASAP (Offices and general area).. we have a new team moving in. Thank you in advance for you're assistance.	Rejected
621912	9/24/2019	9/24/2019 15:36	Can you please have the the suite 3641 (Office and cubicles) vacuumed ASAP. we	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
			have a team moving in. Thank you in advance for the assistance.	
622120	9/25/2019	9/27/2019 14:57	Vacuum and shampoo carpet in office 1008 and space	Closed
622143	9/25/2019	9/26/2019 11:43	OctoHelps Door needs to be fixed across from freight door on the 4th floor	Closed
622186	9/25/2019	9/26/2019 11:46	requesting vacuum of work area	Closed
622472	9/26/2019	9/27/2019 14:59	Please wipe down and vacuum. Recently painted.	Closed
622478	9/26/2019	9/27/2019 15:00	Please wipe down and vacuum. Recently painted rooms.	Closed
622486	9/26/2019	9/27/2019 15:02	Please wipe down and vacuum. Recently painted room	Closed
622778	9/29/2019	10/4/2019 14:30	Vacuum & Wipe Down Request: 5067,5412,5403,5400,5016,5015,5023,5012, 5011,5009,5010,5013,4407,4019,4016,4017, & 4602 Thank you, OCTO Facilities	Closed
622843	9/30/2019	10/4/2019 14:32	Please wipe down cube and vacuum floor.	Closed
622949	9/30/2019	10/4/2019 14:33	wipe down conference table and vacuum	Closed
580471	11/19/2018	11/20/2018 10:32	Can the temperature in OCTOHelps be made warmer. The employees within are saying that it is rather chilly inside beginning at 4603 and beyond	Closed
580567	11/20/2018	11/20/2018 13:38	Vacuum Suite	Closed
580618	11/20/2018	11/21/2018 17:19	Employees have informed the staff that the shower in healthy horizons need to be sprayed down (deep cleaned) due to possibility of children having head lice.	Closed
580679	11/20/2018	11/21/2018 14:05	please adjust to a warmer temp. the Executive suite is cold thank you!	Closed
580863	11/26/2018	11/27/2018 11:04	4th Floor Men's Bathroom (Near Pantry Area). 2nd urinal to the right (high urinal) is not flushing.	Closed
581049	11/27/2018	11/28/2018 9:27	Please Vacuum and surface wipe down. Thank you	Closed
581051	11/27/2018	11/28/2018 9:28	Please Vacuum and surface wipe down. Thank you	Closed
581053	11/27/2018	11/28/2018 9:29	Please Vacuum and surface wipe down. Thank you	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
581117	11/27/2018	11/28/2018 9:30	Please adjust room to warmer temp. It's extremely cold thank you	Closed
581179	11/27/2018	11/28/2018 10:56	heat not work right	Closed
581217	11/28/2018	11/29/2018 13:49	Vacuum office please, Thank in advance	Closed
581218	11/28/2018	11/29/2018 13:50	Water Fountain is full of water and water is on the floor underneath the fountain.	Closed
581572	11/29/2018	11/30/2018 14:01	Back Elevator is not working, the car that goes to the basement	Closed
581640	11/30/2018	11/30/2018 14:35	Wipe down of White Boards and Tables	Closed
581646	11/30/2018	11/30/2018 14:36	We Need to have the floors in the Executive Suite vacuumed	Closed
581757	11/30/2018	12/4/2018 9:06	Please do a surface wipe down and vacuum these offices. Thanks	Closed
581766	11/30/2018	12/4/2018 11:58	need a key to be cut and a light bulb to be replace	Closed
581961	12/4/2018	12/5/2018 10:38	vacuum suite	Closed
582064	12/4/2018	12/5/2018 10:37	3rd floor stairway door is not recognizing badges once scanned. Door closest to cubicle #3605	Closed
582067	12/4/2018	12/5/2018 10:36	The 3rd floor stairway door is not recognizing badges once scanned. The door next to cubicle 3605	Closed
582212	12/5/2018	12/7/2018 12:12	Please clean clean dry erase walls in conference room 5011. Thank you	Closed
582216	12/5/2018	12/5/2018 16:04	Please replace lighting in fixture Tota: 6 Thank you	Closed
582359	12/6/2018	12/7/2018 12:30	Above this cube is a vent that's wide open and blowing out cold air onto employees	Closed
582389	12/6/2018	12/11/2018 9:16	The first floor kitchen sink on my side is draining slow and the garbage disposal is not working	Closed
582828	12/11/2018	12/11/2018 11:06	The kitchen sink wont drain properly.	Closed
582925	12/11/2018	12/13/2018 15:40	Can the air be adjusted blowing cold air	Closed
582969	12/12/2018	12/12/2018 11:02	Light bulbs out next to the exit sign on the second floor above cubical 2603-R. Thanks in advance for all your hard work	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
583032	12/12/2018	12/13/2018 10:34	Toilet 5th fl. , RM C522, urinal will not stop flushing	Closed
583051	12/12/2018	12/13/2018 15:43	Handicap toilet in the ladies restroom on the 3rd floor room C323 is not working	Closed
583058	12/12/2018		The glass needs to be wiped and cleaned in Conference Room 5011 at 200 I ST SE.	Cancelled
583061	12/12/2018	12/13/2018 10:16	light bulb	Closed
583094	12/12/2018	12/13/2018 15:44	vacuum conference room	Closed
583098	12/12/2018	12/13/2018 15:46	Hi Renee, The request is for OPPPS. Part of it was vacuumed today, but two sections still need to be done: · PAQIA area, around the corner from the Help Desk near the big tunnel · Licensing area, between Kinship and program Operations FPSU The request is for OPPPS. Part of it was vacuumed today, but two sections still need to be done: · PAQIA area, around the corner from the Help Desk near the big tunnel · Licensing area, between Kinship and program Operations FPSU	Closed
583171	12/13/2018	12/13/2018 15:47	6 light bulbs are out	Closed
583431	12/14/2018	12/18/2018 12:02	3rd floor double doors not closing	Closed
583507	12/17/2018	12/18/2018 12:03	Vacuuming	Closed
583587	12/17/2018	12/18/2018 12:05	There are several cubes in these areas that need to be vacuumed. If you can visit my cube I can walk the attendant through each area.	Closed
583589	12/17/2018	12/18/2018 12:06	Needs to be wiped down and vacuumed.	Closed
583631	12/17/2018	12/18/2018 12:07	Vacuum floor	Closed
583715	12/18/2018	12/19/2018 14:16	OCTO Facilities Director needs office wiped down and vacuumed. 4408	Closed
583786	12/18/2018	12/19/2018 14:17	Urinal Clogged Up and Restroom needs cleaning.	Closed
583861	12/19/2018	12/19/2018 14:19	Please lower the temperature to a cooler setting in Conference Room 5403. Thank you	Closed
583946	12/19/2018	12/20/2018 14:02	vacuum and wiped down desk	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
584025	12/20/2018	12/20/2018 14:45	There are 2 ceiling light bulbs that are out	Closed
584067	12/20/2018	12/21/2018 15:20	Trash can is filled - please clear the counter top trash bin	Closed
584182	12/21/2018	12/26/2018 10:42	Carpet and rubber seal on step is broken, exposing underlying surface of step, and causing a potential risk of an employee slipping, tripping, or injuring themselves. - Chris Sutton 4th fl 4617	Closed
584183	12/21/2018	12/21/2018 15:19	5403 Conference Room Issue: Too Hot please adjust to a cooler temp	Closed
584277	12/24/2018	12/26/2018 10:41	vacuum	Closed
584326	12/26/2018	12/27/2018 13:07	clean/vacuum 5621 CTO office	Closed
584426	12/27/2018	12/28/2018 9:49	Room 5403 The user is requesting the temperature for the 5th floor to be adjusted. The client mentioned that they feel air blowing out of the vents and requesting adjust the temperature. Fredrick Hyman (202) 286-3623	Closed
584429	12/27/2018	1/2/2019 11:28	CTO office has a brown ceiling tile from water damage that needs replacement.	Closed
584688	1/2/2019	1/2/2019 10:33	Good Morning and Happy New Year! I wanted to bring to your attention that it?s been reported that their appears to be a sewage smell coming from the bathrooms. I?m not certain if you are aware or if it?s been brought to your attention	Closed
584694	1/2/2019	1/3/2019 13:58	vacuum	Closed
584749	1/2/2019	1/3/2019 14:00	Please vacuum areas floor. Shredded paper appears on the floor.	Closed
584993	1/3/2019	1/4/2019 12:54	Please wipe down desktops, inside drawers, and vacuum the floor. Thanks.	Closed
585103	1/4/2019	1/4/2019 12:53	The temperature is asked to be lowered.	Closed
585125	1/4/2019	1/4/2019 14:15	Please empty trash in 5641. It has not been emptied since last Friday. thank you	Closed
585248	1/7/2019	1/7/2019 16:29	Can you please turn the heat down in 3403. The employees are complaining that it is to hot	Closed
585252	1/7/2019	1/7/2019 16:30	vacuum	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
585464	1/8/2019	1/9/2019 13:13	Mop the back room of our warehouse.	Closed
585490	1/8/2019	1/8/2019 11:21	Did you place a ticket in the system for this? From: Greene, Nicole (CFSA) Sent: Monday, January 7, 2019 4:45 PM To: Mark Pejokovich <markp@smusa.us> Cc: Holland, Gregory (CFSA) <gregory.holland@dc.gov> Subject: FW: Falling Debris Good afternoon Mark, The purpose of this email is to request for an inspection to be conducted, please the email below: Thank you, Nicole Greene From: Clark, Kent (CFSA) Sent: Monday, January 7, 2019 4:38 PM To: Greene, Nicole (CFSA) <nicole.greene@dc.gov> Cc: Newman, Dale (CFSA) <Dale.Newman@dc.gov> Subject: Falling Debris Nicole, per our earlier conversation, there appears to be debris falling from the ceiling near my desk (3674R) and Dale Newman?s (3674K). Can you please forward this information to person/persons responsible for this area? Thank you. Kent Clark Clerical Assistant Adoption & Foster Parent Recruitment Units I & II (202) 727-5006 |(202) 727-6824 Fax ?No one is too unimportant to be ignored. No one is so significant that others don?t matter?. ? Deborah Norville DC Families for DC Kids www.fosterdckids.org Pursuant to DC Code 4-1303.03 & 1303.07. The information in this electronic message is done so for the provision of services and is confidential. Whoever willfully discloses, receives, makes use of or knowingly permits the use of confidential information concerning a child or individual in violation of this subchapter shall be guilty of a misdemeanor and upon conviction thereof shall be fined no more than $1,000. A violation of this section shall be prosecuted by the Corporation Counsel of the District of Columbia	Closed
585509	1/8/2019	1/8/2019 16:59	1 Ceiling Light Bulb Out	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
585571	1/8/2019	1/9/2019 13:11	Need toilet tissue in this bathroom.	Closed
585577	1/8/2019	1/11/2019 15:12	The light covering over this cube is hanging.	Closed
585671	1/9/2019	1/10/2019 11:09	1 Ceiling Light Bulb Out. Previous work order Number 585509 closed and light bulb is still out.	Closed
585738	1/9/2019	1/11/2019 15:11	Please vacuum pod	Closed
585759	1/9/2019	1/10/2019 11:05	Outside of 4027 there are 5 lights out	Closed
585810	1/10/2019	1/11/2019 15:15	URGENT REQUEST: PLEASE VACUUM AND SURFACE WIPE DOWN (as soon as possible please) Offices: **5621(Make this the first one please), 5612,5622,5607	Closed
586065	1/11/2019	1/15/2019 11:21	Please check the heat in the room. Lost of complaints yesterday from the meeting in room 2003B from 1-3 that it was not conducive to work in (too cold). Thanks in advance for addressing and or checking on the problem.	Closed
586186	1/11/2019	1/15/2019 14:47	4th floor the main SOC door is in a fixed open position and does not close to lock. Chris Sutton	Closed
586191	1/11/2019	1/15/2019 11:22	light switch is not work. Tanks for looking into that matter	Closed
586202	1/11/2019	1/15/2019 11:24	vacuum floor	Closed
586320	1/15/2019	1/16/2019 11:42	Please wipe down and vacuum cubes please. Thank you	Closed
586357	1/15/2019	1/16/2019 11:43	Can you please ensure the HR suite on the 3rd floor is vacuumed tonight	Closed
586438	1/15/2019	1/15/2019 14:45	outlets not working	Closed
586576	1/16/2019	1/16/2019 11:29	parking deck are iced over to include the exterior stairwell leading to the lower level.	Closed
586644	1/16/2019		Can we please have 2 keys made for the following office 3210. Thank you in advance.	Rejected
586645	1/16/2019	1/17/2019 12:23	Can we please get 2 keys made for the following office 3210. Thank you in advance for your assistance.	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
586899	1/17/2019		Can we please have the carpet cleaned and vacuumed in the Hotline Call center on the second floor.	Rejected
586900	1/17/2019	1/18/2019 14:33	Can we please have the carpet shampooed and vacuumed in the hotline call center on the second floor	Closed
586901	1/17/2019	1/17/2019 16:20	conference room 5011 is extremely cold please adjust to warmer temp	Closed
586908	1/17/2019	1/18/2019 14:02	PLEASE VACUUM THE CLUSTER OF CUBES IN OCP's AREA	Closed
587418	1/22/2019	1/22/2019 16:20	THE AREA IS TOO COLD	Closed
587451	1/22/2019	1/23/2019 14:22	Power out in cubicle	Closed
587510	1/23/2019	1/25/2019 8:13	Please vacuum office. Thanks.	Closed
587590	1/23/2019	1/23/2019 14:23	An employee has just informed us that there is broken glass in the women's bathroom (C245) on the second floor near the cafe. Can we please have someone clean it up. Thanks in advance for your assistance.	Closed
587593	1/23/2019		An employee has just informed us that there is broken glass in the women's bathroom (C245) on the second floor near the cafe. Can we please have someone clean it up. Thanks in advance for your assistance.	Rejected
587709	1/24/2019	1/25/2019 8:12	vacuum multipurpose room A &B as soon as possible before 1 pm please	Closed
587748	1/24/2019	1/24/2019 11:10	multipurpose room needs temp adjusted to cooler temp	Closed
587758	1/24/2019		Requesting to have (20) ?CFSA Parking Only? Signs installed on walls and on posts in the 200 I St SE Garage. POC: Kwabena Edwards (202) 715-7814	Cancelled
587916	1/24/2019	1/25/2019 14:51	Vacuum carpet	Closed
587918	1/24/2019	1/25/2019 14:52	Vacuum carpet	Closed
588071	1/25/2019	1/25/2019 16:16	VACUUM	Closed
588204	1/28/2019	1/29/2019 10:45	more soap in the dispenser in the kitchen on the 5th floor	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
588206	1/28/2019	1/29/2019 10:46	Please refill the soap dispenser in the kitchen of the cafe on the 5th floor. thanks	Closed
588307	1/28/2019	2/1/2019 10:51	Stairway 1 - 2nd floor Virginia Avenue. Door will not open once the badge is swiped	Closed
588419	1/29/2019	1/30/2019 13:35	Can you please replace the door knob in 2009. we would like to have the lock taken off the door. Thank you in advance for your assistance. we would like the same door knob that is on Room 2010.	Closed
588608	1/30/2019	1/30/2019 13:37	sink is clogged up	Closed
588702	1/30/2019	2/1/2019 10:50	vacuum	Closed
588745	1/30/2019	2/1/2019 13:36	Can we please have the following two cubicle carpets shampooed and vacuumed, 1020-G & 2030-I. Can we please get this taken care of by the COB 2/1/19.Thank you in advance for your assistance.	Closed
588886	1/31/2019		The chiller in The ECIS Test lab has reported being out. The room has been reported reaching 100 degrees. Please address as soon as possible. The test lab is located directly behind Conference Room 4016.	Rejected
588900	1/31/2019	2/1/2019 10:53	Please vacuum the area of cubes (5608). Thank you	Closed
588988	1/31/2019	2/1/2019 11:24	Lights above cube are blown out. Please replace.	Closed
589047	1/31/2019	2/1/2019 13:37	Can we please have someone vacuum in the hallway outside of the Director's office 3609 & 3608 by COB of 1/31/19. Thank you in advance for your assistance.	Closed
589057	1/31/2019	2/1/2019 13:39	Can we please have the temperature adjusted on the south side (I Street) of the building on the second floor. Employees have expressed that it is very cold and it feels like the air is on.	Closed
589176	2/1/2019	2/1/2019 13:40	vacuum	Closed
589207	2/1/2019	2/4/2019 12:47	Can we please have the following cubicles and offices 3429, 3430, 3431, 3432, 3434-E,F,G,H floors vacuumed by COB 2/1/19, we have new employees that will be here on Monday. Thank you in advance for your assistance.	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
589256	2/1/2019	2/1/2019 14:26	heating issue 2203-b is very cold	Closed
589369	2/4/2019	2/11/2019 11:15	Lighting Out: Above: 4415-E, 4416-J, 4416-G, 4418-B, 4416-F, 4416-D, 4406-E, 4406-D, 4406-B, 4029-R, 4029-F, 4029-O, 4613-D, 4614-D, 4613-G, 4613-L, 4613-K, 4616-A, 4616-D, 4616-E, 4617-C, 5203-N, 5203-W, 5203-F, 5204-F, 5204-A, 5205-D, 5208-F, 5420-J, 5414-E, 5419-A, 5414-A (2), 5411-G, 5608-I, 5608-J Inside: 4002A (1), C444 (2), 4601-B, 5011 (2), 5403 (2) Pantry Area: 4002A (Dining Area) 3, 5002A (Dining Area) 5 Outside: 4408, 5201, 4th Floor Main Elevator	Closed
589596	2/5/2019	2/6/2019 15:56	Ceiling Light Bulb Out	Closed
589692	2/5/2019	2/6/2019 13:05	Tall Urinal is leaking water from the top. Mens restroom	Closed
589968	2/7/2019		There is a blind that fell down. Please repair. Thank you	Cancelled
590002	2/7/2019	2/22/2019 15:25	Executive Suite CTO Office 5611 ? Fix blind that fell down in her office. Its one of the smaller top blinds. It fell onto the top ledge.	Closed
590044	2/7/2019	2/8/2019 14:13	Executive Suite request to have several areas in the executive suite vacuumed as soon as possible please and thank you!	Closed
590165	2/8/2019	2/8/2019 14:31	Vacuum request is needed on the 5th floor. The cube areas in front of offices 5415 ? 5418. Only the cube areas please.	Closed
590417	2/11/2019	2/11/2019 14:03	Vacuum ECIS area near office 4027 4th floor	Closed
590427	2/11/2019	2/11/2019 14:01	Would like for the light bulb to be taken out over head due to sensitive eyes	Closed
590447	2/11/2019	2/13/2019 13:39	Need 2 keys for the following 4409 4412 5401 5626	Closed
590454	2/11/2019		please vacuum the 1st 2nd and 3rd floor all unlock offices and suites	Rejected
590575	2/12/2019	2/13/2019 14:39	Can you please increase the heat in 2203 A&B employees are complaining that it is too cold .	Closed
590678	2/12/2019	2/13/2019 13:40	Need emptying of trash and cleaning of desktop areas within the NOC/SOC. Lastly, shampoo of carpet areas.	Closed
590886	2/13/2019	2/15/2019 11:56	vacuuming and carpet cleaning-4617	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
590989	2/14/2019	2/14/2019 15:50	Can you please increase the heat in 2203 A&B employees are complaining that the room is cold.	Closed
590998	2/14/2019	2/15/2019 11:58	Vacuum room	Closed
591211	2/15/2019	2/21/2019 14:28	Recess light s are all out in the room	Closed
591212	2/15/2019	2/21/2019 14:27	Various lights are out	Closed
591395	2/20/2019	2/20/2019 9:01	bad leak	Closed
591474	2/21/2019	2/22/2019 15:26	Please wipe down table and chairs and vacuum floor	Closed
591518	2/21/2019	2/22/2019 15:27	Can you please ensure the HR suite on the 3rd floor is vacuumed tonight	Closed
591840	2/25/2019	2/26/2019 13:12	key to be copy	Closed
591843	2/25/2019	7/2/2019 14:08	leaky window	Closed
591954	2/26/2019	2/27/2019 13:14	vacuum	Closed
591955	2/26/2019	2/27/2019 13:41	vacuum	Closed
592043	2/26/2019	2/26/2019 13:15	The showers in the women's locker room does not have ANY hot water. All of the showers are cold.	Closed
592245	2/27/2019	3/1/2019 8:22	Please vacuum Conference Room 5403	Closed
592259	2/27/2019	3/1/2019 8:23	Please vacuum cubicle area 5203-W, as well as surrounding cubes. Thank you	Closed
592333	2/28/2019	3/1/2019 12:54	Please vacuum Telecom Area (4406-A through 4406-K) Thank you	Closed
592401	2/28/2019	3/1/2019 12:54	Please vaccum cubes 5204A, 5204D, 5205A, and 5205T office 5215	Closed
592407	2/28/2019	3/1/2019 12:56	office 5212	Closed
592513	3/1/2019	3/4/2019 14:22	2 keys copy for each room	Closed
592648	3/4/2019	3/6/2019 14:22	We need the "entire" suite vacuumed and cubicle wipe down. We have a new group moving in by the end of the week. If you have any question or concerns please contact OCTO Facilities 202-727-4000.	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
592931	3/5/2019		Odor reported and detected in the SOC	Cancelled
592951	3/5/2019	3/5/2019 16:08	There is a door that has come off the hinges. You can see it when you come off the main elevators.	Closed
592961	3/5/2019	3/6/2019 14:19	Please vacuum conference room 5009.	Closed
593082	3/6/2019	3/6/2019 14:21	Can you please have the following cubicles are vacuumed ASAP 3626-D,E,F,H,K,I thee cubicles are directly outside of office 3625	Closed
593098	3/6/2019	3/7/2019 12:47	can you please vacuum this room thanks	Closed
593244	3/7/2019	3/8/2019 15:26	Vacuum of the carpets, and surface wipe down of the desk top and book shelf	Closed
593490	3/8/2019	3/12/2019 13:59	HVAC needs to be adjusted to a more comfortable warmer temperature. The air has been running all week within the office.	Closed
593509	3/8/2019	3/11/2019 14:20	Can you please have the following cubicles are vacuumed ASAP 3674-A,B,E,F,K,L the cubicles are directly outside of office 3672 we have employees that are scheduled to move there next week.	Closed
593510	3/8/2019	3/11/2019 14:21	Can you please have the following cubicle vacuumed 2656-K. Thank you in advance for your assistance.	Closed
593610	3/11/2019	3/12/2019 15:09	Office needs vacuum, Thanks	Closed
593619	3/11/2019		Its freezing in office 4409 and 4410. The air condition is on and its blowing really hard. Please change it to heat and adjust as soon as possible.	Cancelled
593684	3/11/2019	3/15/2019 9:01	cool air coming from the over head vent causing temperature down to around 710. Please stop the cold air from the vent. I would like my space to be around 75. thanks.	Closed
593712	3/12/2019		Room is extremely cold if heat can be turned on	Rejected
593736	3/12/2019	3/12/2019 15:11	Please clean and vacuum the 4th floor admin desk. Located beside conference room 4407.	Closed
593819	3/12/2019	3/14/2019 9:41	The ADA Stall in the bathroom needs to be unlocked. Employees have informed us that if the door closes to hard it cause it to lock on its own.	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
594058	3/13/2019	3/14/2019 7:25	Light bulb out over 1st bathroom stall	Closed
594146	3/14/2019	3/15/2019 8:58	Needs Vacuum	Closed
594234	3/14/2019	3/15/2019 9:07	all the offices and conference rooms in the executive suite vacuumed wipe the conf rooms tables and clean the white boards	Closed
594298	3/15/2019	3/15/2019 13:13	Tall urinal in Bathroom C444 is over flowing.	Closed
594306	3/15/2019	3/15/2019 15:43	Would like for this room to be Vacuumed	Closed
594368	3/15/2019	3/15/2019 13:12	there is spilled coffee going from the 5th floor stairs down to the fourth floor. The stairwell is #2	Closed
594535	3/18/2019	3/18/2019 11:48	Drain in floor is emitting a very strong sewage smell.	Closed
594799	3/19/2019	3/19/2019 13:47	smell coming from the two elevator in the back leading down to the garage.	Closed
594908	3/19/2019	3/21/2019 13:33	Vacuum room	Closed
594909	3/19/2019	3/21/2019 13:34	Vacuum room	Closed
594953	3/20/2019	3/21/2019 13:35	vacuum floor	Closed
594956	3/20/2019	3/21/2019 13:37	vacuum room	Closed
595029	3/20/2019	3/20/2019 12:48	Need spill cleaned up in cafe area 5th floor	Closed
595125	3/21/2019	3/22/2019 6:49	Can we please have the following office 2654 floor vacuumed ASAP we have employee that will be going in the office by COB today 3/21/19	Closed
595209	3/21/2019	3/22/2019 8:14	Mrs. Thiele sits in office 4412, which is located about 2 offices from mine. Her office is uncomfortably cold at the moment, while my office is roughly 73 degrees and comfortable. I am not sure if the thermostat post actual room temps but her shows 67 currently. At your earliest please trouble shoot and if possible resolve this matter. She would prefer her office to be on the warmer side, within the allowable range of temperature adjustments. Should you need further information please feel free to reach	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
			out to me directly. Thank you for your time and assistance with this matter.	
595263	3/21/2019	3/22/2019 10:17	Can we please have two keys made for 2654. We have an employee that has moved in the office and doesn't have a key. Thank you in advance for your assistance.	Closed
595325	3/22/2019	3/22/2019 15:04	Please Vacuum and Shampoo carpet	Closed
595327	3/22/2019	3/22/2019 13:55	Vacuum	Closed
595343	3/22/2019	3/25/2019 7:44	The outlet on the right wall behind the high table top bar stools is broken and need to be replaced	Closed
595546	3/25/2019	3/26/2019 7:45	Vacuum	Closed
595549	3/25/2019	3/26/2019 7:47	Clean all surfaces	Closed
595798	3/26/2019	3/27/2019 9:58	The smell coming from the freight elevator area is causing major problems on the 4th floor. People have been complaining that they're getting headaches.	Closed
595913	3/27/2019	3/28/2019 7:02	Vacuum	Closed
595925	3/27/2019	3/28/2019 7:05	carpet vacuum	Closed
595979	3/27/2019	3/28/2019 7:06	Surface wipe down, white board cleaning and vacuum	Closed
596008	3/27/2019		Clean area and vacuum please thank you Conf rm 5403	Cancelled
596035	3/27/2019	3/28/2019 9:17	Urinal not flushing holding water	Closed
596059	3/28/2019	4/25/2019 11:46	Someone drove through the armed gate in the garage at some point. Can we please have this address.	Closed
596192	3/28/2019	3/29/2019 15:25	Please wipe down cube desktops and vacuum floor. Thanks.	Closed
596274	3/29/2019	3/29/2019 15:26	Surface Wipe Down & Vacuum	Closed
596275	3/29/2019	3/29/2019 11:33	Inside Door Knob comes completely off	Closed
596344	3/29/2019	4/1/2019 9:45	carpet cleaning/shampoo of the former OCTO Helps Call Center	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
596346	3/29/2019	4/2/2019 6:38	HVAC should be adjusted to increase air flow and cool the overall temperature of the empty suite	Closed
596890	4/3/2019	4/4/2019 6:54	Please clean and vacuum cube(s): 4607-F, 4608-D, 4608-E, 4608-F, 4608-G, 4608-H, 4608-I. Thank you	Closed
596953	4/3/2019		carpet (shampoo) cleaning request	Cancelled
596988	4/3/2019	4/3/2019 14:10	The elevators reek of trash and garbage	Closed
597089	4/3/2019		The security arm on the lower level parking booth prohibiting unauthorized entrance is broken.	Rejected
597099	4/3/2019	4/4/2019 7:03	Extremely dry air, no circulation within the space. Please adjust HVAC to a cooler more comfortable setting and increase air flow.	Closed
597255	4/4/2019	4/4/2019 14:37	vacuum	Closed
597269	4/4/2019	4/5/2019 10:17	Air flow is considerably stronger than other vents on coming off of the trunk line (HVAC). Can you please adjust the air flow and possibly install a deflector up to redirect the air flow. Thank you.	Closed
597535	4/5/2019	4/8/2019 13:14	Please clean and vacuum conference room 4602. Thank you	Closed
597536	4/5/2019	4/8/2019 15:12	Door handle has broken off and needs to be replaced.	Closed
597664	4/8/2019	4/8/2019 13:12	Sink is clogged up in room 4028.	Closed
597777	4/8/2019	4/9/2019 11:43	The entry door to BSA that is next to the restrooms by the elevators is broken. Anyone can enter if they give the door a good pull. You do not have to use your badge to get in. Please have this door properly repaired.	Closed
597841	4/9/2019	4/10/2019 6:43	Type of service needed : Vacuuming floor Andrea Richburg	Closed
597851	4/9/2019	4/10/2019 6:44	Dry erase wall needs to be cleaned.	Closed
597853	4/9/2019		Please clean dry erase boards. Thank you	Rejected
598042	4/10/2019	6/14/2019 9:50	Sink in the men's locker room is dripping. It was notice on Monday by Paul M Kratchman	Closed
598060	4/10/2019	4/11/2019 7:09	vacuum floor	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
598061	4/10/2019	4/11/2019 7:12	vacuum	Closed
598130	4/10/2019	4/11/2019 9:21	The Urinal on the Left is not flushing regularly (when it is supposed to)	Closed
598396	4/12/2019	4/12/2019 14:19	We have a row and a half of lights that are out, can you have someone fix them? Thanks Ramona Sheffield Program Financial Manager IT Strategic Investments Office of the Chief Technology Officer (OCTO) Government of the District of Columbia Desk: 202-727-0168	Closed
598568	4/15/2019	4/15/2019 14:05	Our basement has flooded again. Please assist in this matter. Thank you	Closed
598596	4/15/2019	4/16/2019 7:47	Can you vacuum and remove trash Thank you in advance	Closed
598718	4/17/2019	4/17/2019 12:38	Clean Sweep of all trash cans in the executive suite. The trash cans are causing a odor.	Closed
598727	4/17/2019	4/17/2019 12:37	Suite across from the 2 two back elevators 7 Chairs located on the inside near the pantry area need to be clean	Closed
598739	4/17/2019	4/18/2019 6:51	Vacuum carpet	Closed
598740	4/17/2019	4/18/2019 6:53	Vacuum carpet	Closed
598892	4/18/2019	4/19/2019 6:33	Please clean and vacuum conference room 5009.	Closed
599039	4/19/2019	4/22/2019 7:28	CISA--FYI Name Supervisor Old Cubicle New Cubicle/Office Move Date Lori Matthews D?Errico Wylie 1238-A 1020-G 5/2/19 Jennifer Etienne-Valtrin D?Errico Wylie 1238-C 1019-B 5/2/19 Stephane Smith D?Errico Wylie 1238-D 1019-D 5/2/19 Kristal Thomas D?Errico Wylie 1238-B 1019-H 5/2/19 Tracey Talbert Nicole Gilbert 1238-J 1020-I 5/2/19 Tia Clark Nicole Gilbert 1019-C 1019-F 5/2/19 Adolphus Livinus D?Errico Wylie 1238-N 1019-C 5/2/19 D?Errico Wylie Aiyana Maat 1233 1015-Office 5/3/19 Mary Morgan Cheryl Durden 1228 1233- Office 5/3/19 Cheryl Durden Sarah Koreishi 1017 1228- Office 5/3/19 Nicole Gilbert Sarah Koreishi 1015 1017- Office 5/3/19	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
599081	4/19/2019		Air reflector replacement behind cubicles: 4609-E 4609-L 4609-D 3 Reflectors also are damaged/cracked placed between 4609-E and 4609-L	Rejected
599083	4/19/2019	5/10/2019 10:10	Blinds fell beside 4607-P	Closed
599172	4/22/2019	4/22/2019 10:51	can we please have someone come fix the sink in the third floor cafe. the sink is clogged.	Closed
599206	4/22/2019	4/23/2019 6:44	vacuum room - please	Closed
599208	4/22/2019	4/23/2019 6:48	vacuum room - please	Closed
599271	4/22/2019	4/23/2019 6:56	Please vacuum and wipe down table and chair	Closed
599274	4/22/2019	4/23/2019 6:57	Please vacuum and preform a surface wipe down and dusting of chairs and table tops.	Closed
599462	4/23/2019	4/24/2019 7:01	Clean entire suite - vacuum floors and clean off all work surfaces	Closed
599713	4/24/2019	4/24/2019 16:43	clean the whiteboard wall in conference room 5403	Closed
599736	4/24/2019	4/26/2019 6:45	please wipe down furniture and clean area in CTO office 5621 executive suite	Closed
599830	4/25/2019	4/26/2019 6:52	Can we please have the following office vacuumed 3611 by COB 4/25/19. thank you in advance for your assistance.	Closed
599905	4/25/2019	4/26/2019 6:55	vacuum floor	Closed
599908	4/25/2019	4/26/2019 7:00	vacuum floor	Closed
599929	4/25/2019	4/26/2019 14:48	Can we please have the following office vacuumed 3664 by COB 4/26/19. thank you in advance for your assistance.	Closed
600010	4/26/2019	4/26/2019 12:27	replace outlet cover	Closed
600180	4/29/2019	4/30/2019 6:47	Please clean and vacuum	Closed
600188	4/29/2019	4/30/2019 6:51	5009: Vacuum 5403: Surface wipe down & Vacuum	Closed
600201	4/29/2019		Chair & table wipe down	Cancelled
600259	4/29/2019	4/30/2019 7:04	Vacuuming	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
600494	4/30/2019	5/6/2019 11:22	Please empty trash in the 5th floor executive suite pantry. Thank you	Closed
600529	4/30/2019		Please Vacuum the floors	Rejected
600609	5/1/2019	5/6/2019 11:25	Can you please increase the air in 2203 A&B employees are complaining that the room is hot.	Closed
600615	5/1/2019	5/6/2019 11:29	can we please have someone come fix the sink in the third floor cafe. the sink is clogged.	Closed
601014	5/3/2019		Light's Out Above: 4029-R 4029-G 4029-N 4029-D 4613-G 4613-L 4613-K 5410-H Outside: 4015 (Conference Room)	Cancelled
601225	5/6/2019	5/10/2019 8:51	Sink in the café is not working	Closed
601412	5/6/2019	5/10/2019 9:52	Light Bulb Out	Closed
601834	5/8/2019	5/8/2019 14:37	Please adjust to cooler air in OCTO Facilities suite. It's extremely hot.	Closed
601988	5/9/2019	5/10/2019 15:48	Need vacuum and wipe down table please	Closed
602201	5/10/2019	5/10/2019 15:51	please vacuum room. Thanks.	Closed
602216	5/10/2019	5/10/2019 15:53	Vaccumming needed ASAP sugar was wasted. Client Name: Andrea Richburg	Closed
602606	5/14/2019	5/14/2019 15:52	Please wipe down table, vacuum and empty garbage. Thanks.	Closed
602820	5/15/2019		sink is not going down	Rejected
602821	5/15/2019	5/17/2019 9:14	sink is not draining	Closed
602825	5/15/2019	5/17/2019 9:20	Hello, Section 5413 needs to be vacuumed. Thank you	Closed
602998	5/16/2019	5/17/2019 9:25	vacuum and wipe down cubicles 4416 E through H	Closed
603015	5/16/2019	5/17/2019 10:52	Can we please have Office keys made for the following three offices 2652/3231/3232. If its possible can we have the keys made by close of business tomorrow 5/17/19. Thank you in advance for your assistance.	Closed
603088	5/16/2019	5/17/2019 9:30	Surface wipe down along with vacuum	Closed
603163	5/17/2019	5/17/2019 15:44	vacuum office	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
603200	5/17/2019	5/17/2019 13:05	Please adjust the temperature in Conference Room A&B to a cooler setting. Thank you	Closed
603247	5/17/2019	5/21/2019 13:38	Fifth Floor Glass entrance doors, please wipe them down. Thanks.	Closed
603372	5/20/2019		Left Urinal won't flush.	Cancelled
603585	5/21/2019	5/21/2019 13:40	The Director's suite need Vacuuming ASAP. Thanks in advance	Closed
603656	5/21/2019	5/21/2019 13:31	3rd floor café sink is not working	Closed
603831	5/21/2019	5/22/2019 15:05	Please vacuum shredded paper debris by the shredder in front of cube 4029-R	Closed
603838	5/21/2019		Can we please have Office keys made for 3418. thank you in advance for your assistance.	Rejected
603841	5/21/2019	5/22/2019 15:07	Can we please have Office keys made for 3418. Thank you in advance for your assistance.	Closed
603945	5/22/2019		outlet issue in office 1004	Cancelled
603992	5/22/2019	5/22/2019 16:13	I was told to reach out to you in facilities to report that my light in the ceiling over my desk is not working. I am not getting any light. I think that it needs a new specialized light bulb. Please let me know when this can be done so I can make room for this to happen.	Closed
604037	5/22/2019	5/23/2019 15:08	Can we please have the 3406 vacuumed inside and the surrounding areas outside. Thank you in advance for your assistance.	Closed
604079	5/23/2019	5/23/2019 15:13	Vacuum floor	Closed
604081	5/23/2019	5/23/2019 15:15	Vacuum floor	Closed
604103	5/23/2019	5/23/2019 13:08	can i get a key to 3022 and 3224 thank you	Closed
604645	5/29/2019		Vacuum is needed	Rejected
604647	5/29/2019	5/29/2019 14:30	Please vacuum office 5417 and surface wipe down. Thank you	Closed
604667	5/29/2019	5/29/2019 15:12	Please can we have the back room mopped.	Closed
604686	5/29/2019	5/30/2019 12:09	Can you please change the light bulbs above cubicle 3035-N. Thank you in advance for your assistance.	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
604813	5/29/2019	5/30/2019 12:11	Light bulb is flickering on and off above desk	Closed
604929	5/30/2019	5/30/2019 12:13	Please have an individual return and buff wash and then mop the backroom of OCTO Facilities. Please have them ask for Shelton. Thanks.	Closed
604962	5/30/2019	6/4/2019 12:54	Please send someone to check the AC in these areas. I have received two emails stating the same things; the being that it is pretty warm in these areas.	Closed
605021	5/30/2019	5/30/2019 12:16	Someone has left splattered blood in the sink of the men's restroom. Please expedite clean up. Thank you	Closed
605094	5/30/2019	5/31/2019 15:00	Vacuuming of 8 cubicles from 5203-W	Closed
605126	5/30/2019	5/31/2019 15:02	Can you please have some clean broken glass in the garage in spot number 74. Thank you in advance for your assistance.	Closed
605127	5/30/2019	5/31/2019 15:04	Good afternoon, can we please have someone vacuum office 3672. Thank you in advance for your assistance.	Closed
605197	5/31/2019	5/31/2019 15:23	can you please turn the air on in the Southwest corridor of the building on the second floor. employees are saying that it is very hot in that area. Thank you in advance for your assistance.	Closed
605336	5/31/2019	6/4/2019 12:52	Toilet backed up. appears not to be flushing properly.	Closed
605413	6/3/2019	6/5/2019 12:43	Can we please have the following cubicle 3035-N vacuumed ASAP by COB 6/3/19. Thank you in advance for your assistance.	Closed
605539	6/3/2019	6/4/2019 12:48	There are two fluorescent tube lights that are out above me and over to the right. The out lights are above cube 2212-E Thank you so much for your attention to this matter.	Closed
605695	6/4/2019	6/5/2019 12:45	We have a sick employee that is vomiting in the trash can. Can we please get this room mopped and wiped down. Thank you	Closed
605754	6/4/2019	6/5/2019 12:47	. There are several bloody paper towels in the top of the trash can visible but on the top of the trash can. The problems are that it is both trash cans in this manner and you can easily touch their trash trying to toss your paper towel. Please send someone to	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
			clean up this mess in the bath room trash can inside of the female bathrooms. Thanks in advance for your attention to this matter.	
605831	6/5/2019	6/12/2019 15:34	the set of double doors toe enter 2003B are not closing correctly	Closed
605873	6/5/2019	6/6/2019 11:58	need vacuum 4019 as soon as possible please meeting at 3	Closed
605880	6/5/2019	6/6/2019 12:02	Can you please vacuum 3611 BY COB 6/5/19 Thank you in advance for your assistance.	Closed
605929	6/6/2019	6/7/2019 10:47	3rd floor of the elevator to the right side. The big glass single door is not closing and locking	Closed
605985	6/6/2019	6/7/2019 9:59	2- Front of 5022 1-Above 5411-H	Closed
606065	6/6/2019		The door does not close all the way and seems to be warped.	Rejected
606303	6/10/2019		Toilets cannot flush.	Rejected
606422	6/10/2019	6/13/2019 15:30	Can we please have the following cubicles vacuumed 3605,G,H,I,J,K by COB 6/11/19, Thank you in advance for your assistance .	Closed
606752	6/12/2019		The 2nd St. door on the CFSA side will not open	Rejected
606868	6/13/2019	6/14/2019 10:02	There are several lights out in the healthy horizon waiting room and their shower room. Can we please have someone take care of this. Thank you in advance for your assistance.	Closed
606929	6/13/2019	6/14/2019 9:43	Employees are complaining about it being cold on the second floor. Can we please have the air turned down. Thank you in advance for your assistance.	Closed
606962	6/13/2019	6/14/2019 10:04	The water fountain by the security desk down stairs by Healthy Horizon is not working. It looks like it?s been pushed in.	Closed
606963	6/13/2019	6/14/2019 10:08	Please wipe down window seal behind cube 5203-w There's dead insects on them. Thank you	Closed
606966	6/13/2019	6/14/2019 10:06	Cubicle's wiped down, the window sills have dust and dead flies on them and the floors need to be vacuumed.	Closed
606967	6/13/2019	6/14/2019 10:16	Please wipe down and vacuum area	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
607294	6/17/2019	6/19/2019 15:52	Please vacuum and surface wipe down. Thank you	Closed
607372	6/17/2019	6/18/2019 9:32	light bulb out over cubicle 3035-B	Closed
607563	6/18/2019	6/18/2019 12:42	Can you please turn the air on for conference room 2410. Thank you in advance for your assistance.	Closed
607786	6/19/2019	6/21/2019 14:32	Please dust furniture and vacuum floor	Closed
607788	6/19/2019		Please vacuum office and dust furniture. Thank you	Rejected
608161	6/24/2019	6/25/2019 13:29	The room needs the temperature adjusted.	Closed
608367	6/25/2019	6/25/2019 15:09	1 Light bulb is out, outside the door of C 145 and 1 Light Bulb is out inside bathroom C 145	Closed
608596	6/26/2019	6/27/2019 11:56	Please vacuum and wipe down furniture.	Closed
608912	6/27/2019	6/28/2019 15:29	Need a office door key	Closed
609290	7/1/2019		Vacant office needs carpet cleaned(shampooed) and office wiped down	Cancelled
609365	7/1/2019	7/2/2019 10:54	please vacuum conference room 5403	Closed
609372	7/1/2019	7/2/2019 14:05	soda spill on carpet near glass double in OCTO space 4th floor	Closed
609461	7/2/2019	7/2/2019 13:11	Appears the room doesn't have AC on	Closed
609512	7/2/2019	7/5/2019 11:33	Ceiling light bulb out.	Closed
609670	7/3/2019	7/9/2019 11:55	Backed up Sink In 5th floor break room	Closed
609949	7/8/2019	7/9/2019 11:49	Can you please can the light bulbs in the area outside of 2403, there is about three lights out . Thank you in advance for your assistance.	Closed
609978	7/8/2019	7/8/2019 14:20	4th floor near cafe area men restroom urinal is overflowing	Closed
610065	7/8/2019	7/9/2019 15:59	Please wipe down surfaces and vacuum. Thanks.	Closed
610127	7/9/2019	7/9/2019 10:42	The area seems to not be getting Air Conditioning. It is being reported by a staff member.	Closed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
610149	7/9/2019	7/9/2019 15:51	light	Closed
610186	7/9/2019	7/9/2019 15:58	Can you please ensure the HR suite on the 3rd floor is vacuumed by cob today 7/9/19	Closed
610216	7/9/2019	7/9/2019 15:53	Reduce the air flow within the OCP side of the executive suite.	Closed
610217	7/9/2019		Was asked to submit a ticket regarding a possible chemical smell.	Rejected
610368	7/10/2019		At you're earliest please stop by to close the vent	Rejected
610371	7/10/2019	7/10/2019 10:32	At you're earliest please stop by to close the vent	Closed
610578	7/11/2019	7/12/2019 14:18	vacuum	Closed
610612	7/11/2019	7/11/2019 16:16	Please check the light activator. It is not coming on when movement enters the room.	Closed
610623	7/11/2019	7/12/2019 11:57	Last stall is lose	Closed
610624	7/11/2019	7/12/2019 13:26	1 Stall is leaking from the handle	Closed
610626	7/11/2019	7/12/2019 14:29	soap dispenser is not working	Closed
610627	7/11/2019	7/12/2019 9:49	Lack of air flow and stagnant air	Closed
610682	7/12/2019	7/12/2019 11:51	Metal piece at the bottom of the door doesn't allow the door to shut	Closed
610713	7/12/2019	7/12/2019 14:21	Can Cubical 3605 J and 3605 K be Vacuume	Closed
610861	7/15/2019	7/16/2019 9:28	1st stall in men's bathroom is leaking when flushing	Closed
611371	7/17/2019	7/18/2019 14:01	office needs to be clean	Closed
611373	7/17/2019	7/18/2019 14:02	clean area	Closed
611452	7/18/2019	7/18/2019 14:04	vacuum request....	Closed
611514	7/18/2019	7/19/2019 13:28	Vacuum carpet, wipe desk and window please. New employee moving into the office and needs it clean please. Thanks in advance	Closed
611518	7/18/2019	7/19/2019 10:34	Need New Key for office door 2610. Thank you in advance	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
611548	7/18/2019	7/19/2019 13:38	Someone spilled something in the stairwell in front of Office 2624. Can we please have it cleaned up. Thank you in advance for your assistance.	Closed
611786	7/22/2019	7/24/2019 15:32	vacuum and dusting	Closed
611816	7/22/2019	7/22/2019 10:54	the temp is too hot in the room	Closed
612152	7/23/2019	7/24/2019 15:34	vacuum/shampoo please & surface wipe down	Closed
612154	7/23/2019		vacuum/ shampoo please & surface wipe down	Rejected
612156	7/23/2019	7/23/2019 15:48	over flooding unrinal	Closed
612170	7/23/2019	7/24/2019 15:36	Please shampoo carpet and vacuum - please vacuum all surrounding cubes carpet	Closed
612171	7/23/2019	7/24/2019 15:38	Please clean vacuum carpet	Closed
612199	7/23/2019	7/24/2019 15:40	vacuum	Closed
612212	7/23/2019	7/26/2019 16:30	Please clean carpet - coffee spill	Closed
612328	7/24/2019	7/24/2019 15:42	Please vacuum and clean carpet	Closed
612404	7/24/2019	7/24/2019 15:44	Vacuum request for multipurpose room A & B	Closed
612512	7/24/2019	7/26/2019 16:32	vacuum, shampoo and surface wipedown	Closed
612599	7/25/2019	7/26/2019 16:34	vacuum	Closed
612837	7/26/2019	7/29/2019 7:35	A light bulb is out	Closed
612915	7/29/2019	7/30/2019 15:30	Vacuum carpet	Closed
613023	7/29/2019	7/30/2019 15:31	Can we please 2645 office vacuumed and the glass cleaned. Thank you in advance for your assistance.	Closed
613078	7/30/2019	7/30/2019 15:28	Wipe down walls in rooms	Closed
613081	7/30/2019	7/30/2019 13:58	The door on 1st Floor is difficult to open once unlocked. The handle has to be turned and pulled several times before the door will open.	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
613124	7/30/2019	7/30/2019 15:32	Vacuum room	Closed
613316	7/31/2019	8/2/2019 15:42	Please vacuum and surface wipe down. (For New Employee)	Closed
613512	8/1/2019	8/2/2019 15:02	There seems to be a toilet not flushing in the women's restroom C323. Can we please address ASAP. Thank you in advance for your assistance.	Closed
613531	8/1/2019	8/2/2019 15:43	Shampoo and vacuum carpet in all rooms 2402, 4004 and 2003	Closed
613627	8/1/2019	8/2/2019 9:46	office 5614 goes off and on there must be a lose connection	Closed
613734	8/2/2019	8/2/2019 15:45	Please vacuum this office	Closed
614060	8/5/2019		There are two chairs that are heavily soiled that we are requesting to be cleaned.	Rejected
614325	8/6/2019	8/9/2019 15:31	wet floor	Closed
614647	8/7/2019	8/9/2019 15:33	Vacuum & Wipe Down	Closed
614664	8/7/2019	8/8/2019 7:28	Cold in area 72 degrees should be enough	Closed
615302	8/12/2019	8/15/2019 12:35	Per Shelton Roseboro, the two elevators on the rear back are making a clicking noise	Closed
615577	8/14/2019	9/6/2019 13:16	The 5th floor Stairwell #2 door isn't locking	Closed
615620	8/14/2019	8/16/2019 15:31	Please vacuum in room 4617.	Closed
615763	8/15/2019	8/16/2019 15:36	Please vacuum these 11 offices. Thanks.	Closed
615775	8/15/2019	8/16/2019 13:47	Please adjust temp to warmer temp. The area is too cold.	Closed
615869	8/15/2019	8/20/2019 13:26	Please shampoo the carpet in suite 4617/SOC.	Closed
616056	8/16/2019	8/20/2019 13:28	Please shampoo the carpet in room 4417/cubicle area.	Closed
616164	8/19/2019		Th room is extremely hot, and it is where OCTO's servers are located in their Lab. It is imperative the 4015 stay chilled in order not to compromise its functionality.	Rejected
616223	8/19/2019	8/20/2019 15:15	Light bulb out.	Closed

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Work Order No	Date Requested	Date Completed	Assignment Description	Main Status
616427	8/20/2019	8/20/2019 13:20	Please adjust room to a warmer temp. Complaints of it being too cold. Thank you!	Closed
616464	8/20/2019	8/26/2019 7:15	Vacuum and shampoo carpet	Closed
616631	8/21/2019	8/21/2019 10:48	The kitchen sink on 5th fl. is stopped up and garbage disposal is stuck	Closed

Table: FY 20 Bundy Building Work Order Completions

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
10/3/2019	11/2/2019 15:02	623371	BUNDY BUILDING	An HVAC Technician is needed ASAP to turn off the AHU in the TLC Office (It's very loud/noisy	Completed
10/9/2019	10/30/2019 8:24	624147	BUNDY BUILDING	Engineer states boiler has no power and no signal.	Completed
10/22/2019	12/18/2019 12:00	625711	BUNDY BUILDING	Ant(s) infestation Extermination needed ASAP	Closed
10/22/2019	12/8/2019 11:30	625713	BUNDY BUILDING	HVAC Technician needed ASAP to adjust the heat in the entire bldg. (HOT)	Completed
11/5/2019	11/17/2019 18:21	627750	BUNDY BUILDING	Reset all clock(s) in common areas (3rd floor Conference Rooms, & TLC on 1st floor)	Completed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
11/14/2019	12/8/2019 11:32	628944	BUNDY BUILDING	HVAC Technician needed ASAP; Suite "B" on the 3rd floor Extremely COLD within the office spaces	Completed
12/2/2019	1/26/2020 13:05	630699	BUNDY BUILDING	Heating Issue: ? Temperature ? Too Cold Assignment Description: Outside air temperature sensor is fluctuating between 37deg-147 deg which may affect the heating operation	Completed
12/16/2019	1/23/2020 16:53	632090	BUNDY BUILDING	Ceiling Issue: ? Replace Tiles Assignment Description: Remove water filled ceiling tile directly above flat screen in Room 312 asap	Completed
12/26/2019	1/16/2020 11:27	632960	BUNDY BUILDING	Drain Issue: ? Sink ? Clogged Assignment Description: Drain needs to be unstopped as soon as possible.	Completed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
1/9/2020	1/15/2020 22:29	634394	BUNDY BUILDING	Drain Issue: ? Sink ? Clogged Assignment Description: Unclog sink drain in the Break Room located on the first floor	Closed

Table: FY 19 Bundy Building Work Order Completions

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
10/10/2018	10/11/2018 15:09	575046	BUNDY BUILDING	Lock will not release for door in Room 317 (Ms. Jackson-Cooper)	Closed
10/16/2018	10/19/2018 19:39	575885	BUNDY BUILDING	Carpenter Needed ASAP for the Restroom on 2nd floor handicap stall Repair or replace door lock that's broken (For more Info. Contact Ms. White) Employee(s) got trap/stuck inside	Closed
10/17/2018	12/5/2018 16:00	576134	BUNDY BUILDING	Repair or replace Outside air sensor on boiler operation.	Completed
10/17/2018	12/5/2018 16:01	576135	BUNDY BUILDING	Make repairs to High Limits	Completed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				switch on boiler # 1. Switch wires were broken on control board.	
10/18/2018	4/12/2019 14:14	576217	BUNDY BUILDING	Replace light directly above Staff Asst. desk	Completed
10/20/2018	10/29/2018 20:19	576587	BUNDY BUILDING	Make repairs to chiller valves. Valves will not seat properly. Heating supply water is caring over. Unable to run boilers.	Completed
10/24/2018	10/24/2018 21:45	577195	BUNDY BUILDING	Electrician Needed ASAP to restore power due to a tripped fuse causing a Power Outage (See Det. Rauf) MPD Side of the bldg.	Completed
10/29/2018	11/26/2018 7:25	577745	BUNDY BUILDING	City H20 makeup regulator for the boiler heating loope inoperative. Regulator not mat aiming loops pressure	Completed
11/13/2018	11/27/2018 7:49	579586	BUNDY BUILDING	Tenants on the 3rd floor are reporting very cold room temperatures	Completed

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Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
11/19/2018	11/27/2018 7:49	580399	BUNDY BUILDING	Set points require adjusting: Most of third floor is extremely hot: a portion of 1st and 2nd floor is without heat	Completed
11/30/2018	12/3/2018 11:08	581698	BUNDY BUILDING	May we have safety check plaster and for mold in area demolition work has to be done to wall and ceiling to investigate leak source;locatio n; Water is leaking from top of ceiling down the wall in the Men's Restroom located on the second floor	Closed
12/5/2018	1/16/2019 15:49	582232	BUNDY BUILDING	Replace lights in the stairwell, Stair 2	Completed
12/5/2018	12/21/2018 13:44	582243	BUNDY BUILDING	Replace light in ceiling located on the 3rd floor main corridor	Completed
12/5/2018	4/12/2019 13:51	582248	BUNDY BUILDING	Replace light in Room 142	Completed
12/5/2018	12/21/2018 11:26	582250	BUNDY BUILDING	Replace water stained ceiling tile in Service Kitchen	Completed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				located on the 1st floor	
12/5/2018	12/21/2018 10:45	582252	BUNDY BUILDING	Replace heavily stained ceiling tile from leak in 3rd floor corridor, near suite 312	Completed
12/10/2018	12/16/2018 12:08	582742	BUNDY BUILDING	Too cold	Closed
12/24/2018	3/8/2019 20:51	584287	BUNDY BUILDING	replace dry wall that was remove to replace shower drain	Closed
1/11/2019	1/17/2019 17:32	586136	BUNDY BUILDING	Area is very cold on the west side of building third floor.	Closed
1/23/2019	1/24/2019 10:48	587629	BUNDY BUILDING	Toilet running over in men?s restroom located on the 3rd floor.	Closed
1/24/2019	2/1/2019 5:20	587928	BUNDY BUILDING	Need new ceiling tile; due to leaking	Closed
1/28/2019	2/1/2019 5:16	588283	BUNDY BUILDING	Replace water stained ceiling tiles in the Director's Office, (Ms. Michelle Booth-Cole) asp.	Closed
1/28/2019	1/30/2019 4:04	588287	BUNDY BUILDING	Please switch unit to heating in Suite 137 (Office of M. Booth-Cole)	Completed
1/28/2019	2/1/2019 5:23	588291	BUNDY BUILDING	Remove water filled and	Closed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				stained ceiling tile in the main corridor on the third floor asap.	
1/30/2019	5/15/2019 14:56	588606	BUNDY BUILDING	Backflow Repairs are needed	Closed
2/7/2019	2/19/2019 15:25	590105	BUNDY BUILDING	The AC unit in the LAN Room , #253 is overheating. Please check asap.	Closed
2/10/2019	2/24/2019 11:14	590302	BUNDY BUILDING	The units are set in auto mode, on the computer it shows that the units are scheduled to be off but they are physically on. Also outside air temp sensor is reading -1* F I am having issues with the BMS system , there seems to be a communicatio n problem between the computer and the controllers for the units below: AHU 6 room334 on auto AHU 9 room319 on auto AHU 4 room 237 on	Completed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				auto AHU 3 room 210 off auto AHU 2 room 254 on auto AHU 5 room166 on auto mode	
2/10/2019	3/5/2019 20:08	590303	BUNDY BUILDING	Unit in room 253 serving the lan room is blowing hot I replaced the AAA batteries in the remote and a blown fuse on the rooftop outdoor unit but unit still blows hot . Temp is set at 17*C /62*F	Completed
2/13/2019	11/4/2019 12:57	590912	BUNDY BUILDING	Replace light in hanging fixtures on both entrances to the TLC, #141	Closed
2/13/2019	9/16/2019 14:24	590913	BUNDY BUILDING	Replace lighting in hanging fixture located on wall near the clock in Room 141	Completed
2/13/2019	9/16/2019 14:36	590914	BUNDY BUILDING	Replace light in Main Foyer	Completed
2/13/2019	10/7/2019 14:45	590915	BUNDY BUILDING	Replace lights in the main lobby	Closed
2/13/2019	4/12/2019 14:03	590916	BUNDY BUILDING	Replace lights in break room located on the main floor	Completed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
2/28/2019	3/6/2019 13:47	592396	BUNDY BUILDING	Please adjust temperature in the Medical Suite located on the third floor.	Closed
3/1/2019	4/12/2019 14:04	592523	BUNDY BUILDING	Replace lights in Family Advocacy, #203	Completed
3/1/2019	4/12/2019 14:05	592533	BUNDY BUILDING	Replace small horseshoe lights in the Teen Room, #256	Completed
3/1/2019	4/12/2019 14:05	592534	BUNDY BUILDING	Replace light between the 2nd and 3rd floor in Stair 1	Completed
3/1/2019	4/12/2019 14:07	592535	BUNDY BUILDING	Replace light inside of entrance to Forensic Suite, #209	Completed
3/4/2019	11/20/2019 14:39	592760	BUNDY BUILDING	Replace heavily stained ceiling tiles asap in LAN Room, 3349 located in Medical Suite	Completed
3/4/2019	4/12/2019 14:07	592761	BUNDY BUILDING	Replace four lights on in wall fixtures in the third floor hallway	Completed
3/4/2019	4/12/2019 14:08	592762	BUNDY BUILDING	Replace two small U tubes inside of entrance to #350	Completed
3/4/2019	4/12/2019 14:09	592764	BUNDY BUILDING	Replace 3 small U tubes and 1 long	Completed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				fluorescent tube	
3/5/2019	3/5/2019 20:11	592965	BUNDY BUILDING	Medical Suite and Suite B tenants are reporting that it is VERY Cold	Closed
3/7/2019	3/13/2019 9:47	593209	BUNDY BUILDING	Loss of Power Within Room 317 (Private Office)	Completed
3/11/2019	4/12/2019 14:09	593663	BUNDY BUILDING	Restore power in two areas inside of Suite A, Room 312	Completed
3/12/2019	4/12/2019 14:10	593858	BUNDY BUILDING	Replace light in the hallway of the Clinical Suite, #242	Completed
3/12/2019	4/12/2019 14:11	593859	BUNDY BUILDING	Replace light directly above Room 247	Completed
3/14/2019	4/12/2019 14:12	594263	BUNDY BUILDING	Replace two lights immediately inside of side entrance, (Govt Vehicle Parking Lot)	Completed
3/14/2019	4/12/2019 14:13	594265	BUNDY BUILDING	Replace lights in Volunteer Suites, #232 - 237	Completed
3/18/2019	4/18/2019 14:28	594698	BUNDY BUILDING	Please exterminate for large water bugs	Completed
3/18/2019	4/12/2019 14:14	594696	BUNDY BUILDING	Small U tube outside of Room 344 needs replacing POC: Valencia	Completed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				Walker 202.345.3886	
4/2/2019	6/11/2019 15:51	596686	BUNDY BUILDING	battery, battery charger, coolant flush	Closed
4/9/2019	5/21/2019 11:48	597935	BUNDY BUILDING	Field Turf Maintenance	Closed
5/2/2019	5/2/2019 20:15	600929	BUNDY BUILDING	Roof Drain. Leaking Ceiling	Closed
5/7/2019	9/14/2019 13:56	601658	BUNDY BUILDING	Checked as requested carrier unit not cooling found evidence of leak from outdoor condenser unit on the roof. I tried to secure the flange where the leak is, this may need changing . The unit is probable low on Freon and needs to be recharged.	Completed
5/8/2019	6/6/2019 13:12	601759	BUNDY BUILDING	Field Turf maintenance - MAY SERVICES	Closed
5/9/2019	9/17/2019 14:54	602123	BUNDY BUILDING	Chiller is losing chill water/chemicals from leaking flange at shut off valve. Needs to be replaced. POC # 202-207-	Completed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				4129 Orson McDougall	
5/30/2019	7/11/2019 11:54	605123	BUNDY BUILDING	Clogged sink	Completed
6/3/2019	10/28/2019 15:24	605565	BUNDY BUILDING	Perform periodic inspection	Closed
6/14/2019	9/16/2019 14:31	607057	BUNDY BUILDING	Secure small light fixture to ceiling at the exit door inside of the main lobby	Completed
6/14/2019	11/12/2019 10:20	607060	BUNDY BUILDING	Replace heavily water stained ceiling tiles inside and outside of Service Kitchen, #129	Completed
6/14/2019	11/12/2019 10:22	607063	BUNDY BUILDING	Replace heavily water stained ceiling tiles in Room 122	Completed
6/17/2019	6/23/2019 14:19	607175	BUNDY BUILDING	No A/C in the Medical Suite on the 3rd floor (Extremely Hot)	Closed
6/27/2019	7/1/2019 21:40	608956	BUNDY BUILDING	Hang safety signage	Completed
7/10/2019	7/24/2019 11:22	610450	BUNDY BUILDING	Field Turf maintenance - JUNE SERVICES	Closed
7/25/2019	7/25/2019 18:38	612578	BUNDY BUILDING	Door is not locking (Card Reader is Working). BUILDING CANNOT BE SECURED. See	Completed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				or Call Ms. Val Walker #345-3886 for additional information	
7/30/2019	8/5/2019 15:53	613198	BUNDY BUILDING	MPD/Parking Lot Entrance Door Lock (Panic Bar/Hardware) completely off the door Security Issue.	Closed
8/9/2019	11/12/2019 10:42	615096	BUNDY BUILDING	Remove water filled ceiling tile in first floor corridor above East entrance door asap.	Completed
8/19/2019	11/2/2019 15:06	616209	BUNDY BUILDING	HVAC Technician needed ASAP to restore A/C within MPD Suite (No A/C in the MPD Suite) Please call Ms. Walker for additional information	Completed
8/29/2019	9/24/2019 10:05	618350	BUNDY BUILDING	Perform annual elevator inspection.	Completed
8/29/2019	11/2/2019 14:34	618508	BUNDY BUILDING	Air Conditioning is not functional in the MPD Suite for this building	Completed
8/29/2019	9/23/2019 16:16	618571	BUNDY BUILDING	Witness annual	Completed

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Date Completed	Work Order No	Building Name	Assignment Description	Main Status
				elevator inspection.	
9/20/2019	11/21/2019 12:49	621574	BUNDY BUILDING	Strong fowl Odor thru-out the entire building.	Closed
9/26/2019		622321	BUNDY BUILDING	Field Turf maintenance - AUGUST SERVICES	Vendor Completed
9/26/2019		622359	BUNDY BUILDING	Field Turf maintenance - SEPTEMBER SERVICES	Vendor Completed

Table: FY 20 Bundy Building Work Orders Outstanding

Date Requested	Work Order No	Building Name	Assignment Description	Main Status
12/3/2019	630866	BUNDY BUILDING	Leak Issue: ? Source Unknown Assignment Description: Domestic hot water tank has a slow leak, unable to identify exact location on tank but can see water dripping slowly from the base of the tank	Approved
10/16/2019	624827	BUNDY BUILDING	FIRE LIFE SAFETY INSPECTIONS	Approved
10/22/2019	625879	BUNDY BUILDING	Fire Life Safety Inspections	Approved
10/23/2019	625982	BUNDY BUILDING	life fire service	Approved
1/8/2020	634153	BUNDY BUILDING	Heating Issue: ? Heating Unit ? Too Hot Assignment Description: Hot	Approved

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Work Order No	Building Name	Assignment Description	Main Status
			water tank is leaking	
1/10/2020	634543	BUNDY BUILDING	Remove mattress from behind the dumpsters on the parking lot. (See WO#608502)	Approved
1/22/2020	635819	BUNDY BUILDING	Athletic Facility Issue: ? Football ? Turf Cleaning Assignment Description: Field Turf maintenance - NOVEMBER SERVICES	Issued and in Process
1/22/2020	635881	BUNDY BUILDING	Athletic Facility Issue: ? Football ? Turf Cleaning Assignment Description: Field Turf maintenance - DEC SERVICES	Issued and in Process
1/28/2020	636614	BUNDY BUILDING	Lighting Issue: ? Interior Lights ? Above 8 feet ? Hallway ? null Assignment Description: Electrician Needed ASAP (Bundy Bldg) 1st floor Hallway East end of the bldg. Emergency Exit light flickering	Requested

Table: FY 19 Bundy Building Work Orders Outstanding

Date Requested	Work Order No	Building Name	Assignment Description	Main Status
5/2/2019	600950	BUNDY BUILDING	Leaking around the drain and this	Approved

Department of General Services

Question #74. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Child and Family Services Agency facilities.

Date Requested	Work Order No	Building Name	Assignment Description	Main Status
			project need a Roofer. please forward to contract services.	
10/9/2018	574751	BUNDY BUILDING	Replace lights on exterior walls on the perimeter of building	On Hold for Labor
12/5/2018	582244	BUNDY BUILDING	Replace bulbs in main foyer	On Hold for Labor
3/1/2019	592537	BUNDY BUILDING	Replace water stained ceiling tile in entrance to Family Advocacy Services, #203	Approved
6/14/2019	607058	BUNDY BUILDING	Replace lights in MPD's Suite, #110	Approved
6/14/2019	607059	BUNDY BUILDING	Replace light over vanity in the Ladies' Restroom located on the first floor	Approved
7/2/2019	609517	BUNDY BUILDING	Replace lights in the Main Lobby	Approved
7/2/2019	609520	BUNDY BUILDING	Trace ceiling leak in #122, (MPD's Suite)	Approved
7/12/2019	610760	BUNDY BUILDING	Overhead leak above Reception desk on the second floor directly across from elevator	Approved

Department of General Services
Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities
Report Date: As of January 30, 2020

Office of Aging Facilities	Outstanding Work Orders	FY 20 Completed Work Orders	FY 19 Completed Work Orders
Andrus House Group Home	4		26
Congress Heights Senior Wellness Center	3	4	41
Hattie Holmes Senior Wellness Center	5	7	54
House of Togetherness Group Home	15	5	29
Model Cities Senior Wellness Center	2	2	41
Pleasant Hill Group Home	13	13	58
Ward 1 Senior Wellness Center	26	9	54
Ward 6 Senior Wellness Center	21	5	46
Washington Seniors Wellness Center	7	6	63
Total	**96**	**51**	**412**

Details of Outstanding Work Orders

Building Name	Work Order No	Date Requested	Assignment Description
ANDRUS HOUSE GROUP HOME	**598288**	4/11/2019	WORK ORDER WAS CANCELLED #495477..Please abate and assess the roof near driveway./ side of building. Pieces are missing and detached from the roof. Picture was upload in previous work order..
	610751	7/12/2019	Please abate and assess the the leak in the bathroom on the second floor- left hand side with the shower. It's causing a leak in the laundry room.
	621276	9/18/2019	Please abate and assess the hot water faucet in the basement. It appears that hot water knob doesn't completely turn off
	629314	11/18/2019	All the fire extinguishers need to be re-tag in the house

Building Name	Work Order No	Date Requested	Assignment Description
CONGRESS HEIGHTS SENIOR WELLNESS CENTER	**626006**	10/23/2019	Could you please repair ceiling in the mechanical room. Plumber had to cut opening in the ceiling to repair leak
	635465	1/17/2020	Ceiling Issue: • Stained Tiles Assignment Description:

Department of General Services

Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities

Report Date: As of January 30, 2020

Building Name	Work Order No	Date Requested	Assignment Description
			Please replace stain ceiling tile in the legacy room, 021, 023, and game room
	635467	1/17/2020	Outlet Issue: Please install outlet behind the television in room 034
HATTIE HOLMES SENIOR WELLNESS CENTER	**599658**	4/24/2019	WORK ORDER WAS CANCELLED #506352---Redo soft surface around the seating area outside. Please abate and assess whether it's the roots of the tree IS causing the surface to be unlevel POC: Merline Melvin 202.438.6860
	623607	10/4/2019	Ceiling outside gymnasium is damaged from possible roof leak , needs to be scraped and painted.
	628674	11/13/2019	Lights out in room 108
	628675	11/13/2019	Lights out in the lobby / recess light above the front desk
	634998	1/14/2020	Faucet Issue: • Sink Please abate and assess the faucet handle in the women's restroom. 2nd faucet from the right. See upload picture
HOUSE OF TOGETHERNESS GROUP HOME	**504061**	5/26/2017	Window in the bathroom on first floor will not stay up
	504417	5/30/2017	House of Togetherness Group Home Attic/Roofing Screen openings where roof rafters and ceiling joist intersect I the unvented attic to prevent pest (rodents and bugs) from accessing the attic area. INTERNAL - INV
	593274	3/7/2019	please assess and the abate the light fixture going down into the basement. The Light does not come on
	595501	3/25/2019	leak around the chimney
	595502	3/25/2019	fire life safety
	595938	3/27/2019	clean out kitchen exhaust fan and excess accumulation of grease and debris. RELATED TO THE WORK ORDER THAT WAS CANCELLED #@504415 POC# Merline Melvin 202.438.6860

Department of General Services
Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities
Report Date: As of January 30, 2020

Building Name	Work Order No	Date Requested	Assignment Description
	596310	3/29/2019	please install carbon monoxide detectors in the basement utility room and 1st floor
	604499	5/28/2019	Please assess and abate the foundation in the basement, it appears to have water entering when it rains. Picture upload
	614415	8/6/2019	Please plaster and paint the holes located going up the steps
	623758	10/7/2019	Fire sprinkler system needs update tag
	623795	10/7/2019	Re-tag outdated fire extinguishers in the whole house
	623798	10/7/2019	Please repair or replace emergency light on the first floor
	623845	10/8/2019	Fire panel indicated smoke detector needed to be abated in the basement and kitchen
	634125	1/8/2020	Lighting Issue: • Interior Lights • Below 8 feet • Hallway Emergency lights in the basement and 1st floor are not woy
	634822	1/14/2020	Toilet Issue: • Toilet • Broken / Missing Seat Please replace the toilet seat in the bathroom upstairs
MODEL CITIES SENIOR WELLNESS CENTER	**562039**	7/23/2018	From the rain this weekend (7/21) there's roof leak in the vestibule area of the building
	636100	1/23/2020	Cooling Issue: • Temperature • Central Air Assignment Description: Bathroom vent is not working in both bathroom

Department of General Services

Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities

Report Date: As of January 30, 2020

Building Name	Work Order No	Date Requested	Assignment Description
PLEASANT HILL GROUP HOME	**565431**	8/13/2018	Signs of water leak on the side of the wall, window is located in room #3, picture upload
	566726	8/17/2018	Please assess and abate the leak in the basement ceiling in room 6
	583096	12/12/2018	please abate & assess the window in room 5. FMT has already evaluated in previous Work Order #573187. The window in the resident's has been site as violation by Dept. Of Health
	598004	4/9/2019	Area around the sink needs to be Caulk.
	603255	5/17/2019	please secure glass frame around the storm door on the first floor front door
	609198	6/28/2019	please caulk above the sink in the kitchen-see upload picture
	622683	9/27/2019	Please abate and assess the pipes in room #2 in the basement there's a leak in the office
	629309	11/18/2019	All the fire extinguishers need to be re-tag in the house
	634309	1/9/2020	Lock and Door Issue: • Lock/Latch & Door • Standard Door • Repair/Replace/Install Door Lock Assignment Description: Top lock is broken on the basement door
	634808	1/14/2020	Ceiling Issue: • Missing Tiles Assignment Description: please replace missing ceiling tile
	635122	1/15/2020	Toilet Issue: • Toilet • Continuously Running Water

Department of General Services
Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities
Report Date: As of January 30, 2020

Building Name	Work Order No	Date Requested	Assignment Description
			Assignment Description: Room 1 basement bathroom toilet constantly running and toilet seat is loose
	635688	1/21/2020	Lock and Door Issue: • Lock/Latch • Standard Door • Repair/Replace/Install Door Knob/Door Handle Assignment Description: Please tighten the door Knob on the 2nd floor, leading down to the basement
	636091	1/23/2020	Lighting Issue: • Interior Lights • Above 8 feet • Hallway Assignment Description: Please repair emergency lights on 1st and 2nd floor
WARD 1 SENIOR WELLNESS CENTER	**554656**	5/25/2018	Please assess and abate the leak in the lobby area. Leak could possibly be coming from outside on the second level. SEE Upload Pictures
	557908	6/20/2018	the window screens in the gym and room 306 keeps falling out. Can you please find a creative way to keep window screens intact. Thanks
	562084	7/23/2018	Please assess and abate the roof, several stain ceiling tiles in room 308, 307, 306 , basement hallway, sewing room and gym from the rainy weather this weekend 7/21
	571978	9/19/2018	overhead door was repaired and the new system is not compatible to the motherboard. Overhead door need audible sound install to let patrons know when a vehicle is exiting and entering the facility.

Department of General Services

Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities

Report Date: As of January 30, 2020

Building Name	Work Order No	Date Requested	Assignment Description
	581926	12/3/2018	please replace batteries in the women's restroom toilets on 2nd floor & the last the toilets on the women's restroom on the 3rd floor
	586661	1/16/2019	Violation #3 Condition: Electrical panel circuits partially identified (panel BF). Location: Mechanical room basement level Standard: 29 CFR 1910.303 Severity: Serious Recommendation: Identify all circuits on electric panel.
	586662	1/16/2019	Violation #4 Condition: Electrical panel circuits partially identified (panel XT). Location: Mechanical room basement level Standard: 29 CFR 1910.303 Severity: Serious Recommendation: Identify all circuits on electric panel.
	591469	2/21/2019	The handicap push button on the main entrance door is not operating properly to allow handicap access into the building.
	591646	2/22/2019	Vertical blinds in the gym have come down and need to be rehung.
	598027	4/9/2019	A toilet in the women's restroom on the 3rd floor is running constantly.
	612224	7/23/2019	Men’s restroom Urinal on 2nd floor needs batteries
	612231	7/23/2019	Toilet seat loose- 3rd floor women’s restroom, handicap stall
	612478	7/24/2019	Please upgrade the (4) toilets in the women’s restroom on the 3rd floor to be ADA compliant.
	612481	7/24/2019	Please upgrade (2) toilets in the men’s restroom on the 3rd floor to be ADA compliant.
	612484	7/24/2019	Please upgrade (1) toilet in the women’s restroom on the 2nd floor to be ADA compliant.
	618363	8/29/2019	Perform annual elevator inspection.
	618578	8/29/2019	Witness annual elevator inspection.
	625971	10/23/2019	Please re-flash around the drain outside on the side of the building (located on the 2nd floor inside the building , right side)
	628958	11/14/2019	men's restroom on the 2nd floor, sink need batteries- High priority this is the only sink in the men's restroom
	629431	11/18/2019	Please at the recess light in janitor closet it keeps falling down
	632001	12/13/2019	Faucet Issue: • Sink • Repair / Replace

Department of General Services
Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities
Report Date: As of January 30, 2020

Building Name	Work Order No	Date Requested	Assignment Description
			Assignment Description: No cold water is coming out of the faucet - location gym
	633011	12/27/2019	Toilet Issue: • Urinal • Overflow Assignment Description: Emergency Men's restroom urinal is Overflowing from the 2nd floor down into lobby
	633015	12/27/2019	Environmental Issue: • Water • Flooding Assignment Description: Water damage to the Facility, requesting air movers.
	633063	12/27/2019	Lighting Issue: • Interior Lights • Above 8 feet • Room(s)/Auditorium/Gymnasium Assignment Description: High priority light out in restroom on first floor
	633846	1/6/2020	Electronic Security Issue: • Not Working

Department of General Services
Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities
Report Date: As of January 30, 2020

Building Name	Work Order No	Date Requested	Assignment Description
			Assignment Description: None of the cameras are working
	634784	1/14/2020	Heating Issue: • Temperature • Too Cold Assignment Description: Can you please abate and assess the HVAC unit that controls the temperature in the in the administration office on the 1st floor
WARD 6 SENIOR WELLNESS CENTER	**541266**	2/23/2018	The carpet on the 2nd floor hallway (in front the copier room) needs to be stretch, it is loose and a potential trip hazard.
	561692	7/19/2018	Please paint all hallways, on all 3 floors. Also paint the 1st floor conference room, Lobby: all blue walls, L01 Aerobics Room, L08A Office, 104 Multipurpose Room, 103 Kitchen. Please repair all cracks and dents in walls before painting. All work must be
	597689	4/8/2019	ADA push -n-play sensor for the front door needs to be moved and rewired
	601849	5/8/2019	The Fire Alarm Annunciator panel is buzzing, and the system trouble light is on.
	602210	5/10/2019	The open door button on the elevator needs to be put back in place. Please see the photo
	605638	6/4/2019	Perform periodic inspection
	605640	6/4/2019	Perform periodic inspection
	611364	7/17/2019	The soffit and fascia boards on K St. side of building are loose.
	618368	8/29/2019	Perform 2 annual elevator inspections.
	623775	10/7/2019	3 window panes located in the pantry area are cracked and need replacing.
	627005	10/30/2019	women's restroom on the 2nd floor lights out
	627608	11/4/2019	There's no light in the attic, 10 tube bulbs are out. The entrance to the attic is on the 2nd floor of stairwell 1.
	627738	11/5/2019	Lights are out in the lower level hallway.
	627747	11/5/2019	Lights out in rear elevator
	627831	11/6/2019	Rooms 218 /219 lights are out and need replacing.
	627841	11/6/2019	Lights are out in 1st floor hallway and the lobby that need replacing.

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Building Name	Work Order No	Date Requested	Assignment Description
	630390	11/26/2019	Lighting Issue: • Interior Lights • Above 8 feet • Hallway • null Assignment Description: Lights are out in the 1st floor hallway and the lobby
	631946	12/13/2019	Lighting Issue: • Interior Lights • Below 8 feet • Room(s)/Auditorium/Gymnasium • null Assignment Description: Lights out in basement, mechanical /pump room.
	634151	1/8/2020	Toilet Issue: • Toilet • Flush / Flushing Assignment Description: toilet not flushing properly , spud may need replacing
	634200	1/9/2020	Toilet Issue: • Toilet • Leak

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Building Name	Work Order No	Date Requested	Assignment Description
			Assignment Description: Toilet in men's restroom is leaking from the handle and flushes slowly.
WASHINGTON SENIORS WELLNESS CENTER	**548393**	4/19/2018	Window is secured the spring are busted contract services is needed
	586641	1/16/2019	test/inspect the sprinkler system and re-tag fire extinquisher in the hudson room
	608416	6/25/2019	Stain ceiling tile in the Hudson room
	625555	10/21/2019	Camera system is making a loud humming sound
	631671	12/11/2019	Roof Issue: • Water Leak • Rooftop Assignment Description: There's signs of roof leaks in the Hudson room
	631833	12/12/2019	Drain Issue: • Sink • Clogged Assignment Description: Sink is clogged in all gender bathroom
	636151	1/23/2020	Toilet Issue: • Toilet • Clog / Unclog Assignment Description:

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Building Name	Work Order No	Date Requested	Assignment Description
			Please unclogged the toilet in the all gender restroom

FY 20 Completed Work Orders -Total Number = 51

Building Name	Work Order No	Date Requested	Assignment Description
CONGRESS HEIGHTS SENIOR WELLNESS CENTER	**623760**	10/7/2019 15:20	staff requesting tv to be moved. POC: William Richie (202) 563-7225
	624809	10/17/2019 8:30	Light fixture is hanging out of the ceiling, please secure.
	626360	11/21/2019 22:01	Mold in the ceiling located in sprinkler room in gym
	632645	1/6/2020 17:31	Heating Issue: ? Temperature ? Too Cold Assignment Description: Seniors complaining their's no heat in the game room
HATTIE HOLMES SENIOR WELLNESS CENTER	**625046**	10/18/2019 8:21	Please paint underneath the benches outside
	625759	1/14/2020 17:47	Leak in the fire sprinkler system
	626526	10/31/2019 8:09	Lights outside in front of building are not working
	628649	11/14/2019 16:12	No heat in the lobby and hallway
	628672	11/14/2019 14:31	Please repair closet door in director office
	628956	1/7/2020 11:49	all the sinks clogged in the men's restroom
	630605	1/6/2020 14:25	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: The unit that controls the multi-purpose room is down.

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HOUSE OF TOGETHERNESS GROUP HOME	**623069**	10/15/2019 14:26	Please repair the front steps
	623855	10/24/2019 14:18	Please paint and plaster the ceiling on the second floor. The ceiling has a long crack see upload picture
	625032	10/17/2019 15:06	Emergency work investigate connection to stove. Unable to connect stove
	625053	10/21/2019 11:00	Please turn on heat in-house
	632427	1/27/2020 10:09	Lock and Door Issue: ? Door ? Screen Door ? Repair/Replace/Install Door Knob/Door Handle ? null Assignment Description: Please adjust the door hinge , the front door is not closing properly

MODEL CITIES SENIOR WELLNESS CENTER	**631122**	12/9/2019 12:24	Lock and Door Issue: ? Door ? Standard Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: The door is off alignment; it will no longer close properly.
	631166	12/9/2019 12:26	Lock and Door Issue: ? Door ? Standard Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: Door off alignment and not closing.

PLEASANT HILL GROUP HOME	**625059**	10/21/2019 11:06	Window unit is blowing out cool air. Please abate and assess window unit
	627693	11/12/2019 8:53	Please assess and abate heat pump in resident room number 8
	628321	11/9/2019 20:59	Residents complain there is no heat in the entire house
	628323	11/13/2019 14:07	A few of the residents rooms do not have heat
	629234	12/16/2019 14:01	Residents report no heat in the rooms
	630436	12/5/2019 9:37	Toilet Issue: ? Toilet ? Continuously Running Water Assignment Description: Please assess and abate the toilet flapper in bathroom#3 on the first floor.
	630455	12/3/2019 19:42	Lock and Door Issue: ? Door ? Standard Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description:

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			Pleased align the basement door on the first floor, it?s hard to open the door
	630675	12/3/2019 21:21	Lock and Door Issue: ? Lock/Latch ? Standard Door ? Repair/Replace/Install Door Lock ? null Assignment Description: The door Lock Leading down to basement is broken (1st floor)
	630976	1/6/2020 9:03	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: Please repair controls on the resident room #4 wall unit or replace unit if unable to make operable.
	630985	12/5/2019 9:38	Toilet Issue: ? Toilet ? Continuously Running Water Assignment Description: Can you please abate the flapper in bathroom in the basement that?s close to the kitchen/conference room
	632142	1/8/2020 8:52	Drain Issue: ? Floor ? Clogged Assignment Description: HIGH PRIORITY-DRAIN is clogged in the laundry room, emmiting a foul order; black residue is present from the drain also
	632702	12/27/2019 17:36	Leak Issue: ? Pipe / Line / Drain Assignment Description: Underneath the sink Pipe burst/leaking all over the floor in the basement
	635686	1/22/2020 15:20	Lock and Door Issue: ? Door ? Screen Door ? Repair/Replace/Install Door/Door Frame ? null Assignment Description: Upstairs On the 2nd floor room 10, door leading outside on the balcony, door hinge/door closure is broken

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WARD 1 SENIOR WELLNESS CENTER	**624373**	12/30/2019 14:51	Please replace stain ceiling tiles in hallway near women?s restroom on the 3rd floor and room 306, 303
	626648	1/10/2020 7:56	Women?s restroom on 3rd floor toilet is constantly running (3rd stall from left)
	630246	1/9/2020 14:35	Lighting Issue: ? Interior Lights ? Above 8 feet ? Hallway ? null Assignment Description: Lightning out in the hallway/stairwell on the 3rd and 4th floors
	630249	1/8/2020 15:48	Lighting Issue: ? Interior Lights ? Below 8 feet ? Room(s)/Auditorium/Gymnasium ? null Assignment Description: Lights out in the women?s restroom on 2nd floor
	632631	12/26/2019 14:15	Electronic Security Issue: ? Not Working Assignment Description: High priority-Camera system is down
	633013	1/2/2020 14:56	Janitorial Issue: ? Vacuum Assignment Description: Emergency- DRYVAC needed..men?s urinal overflowed water is on the 1st, 2nd and basement areas
	633017	12/30/2019 12:37	Ceiling Issue: ? Stained Tiles Assignment Description: High priority-Due to overflowing urinal ceiling tiles need to be replaced on the 1st floor and basement areas
	633074	12/28/2019 8:44	Toilet Issue: ? Urinal ? Overflow Assignment Description: Emergency Men?s restroom urinal is Overflowing from the 2nd floor down into lobby// replaced sensored flush valve with manual one
	635099	1/27/2020 13:44	Interior Painting & Wall Issue: ? Patching & Painting ? Painting Maintenance Assignment Description: Please plaster and paint ceiling and wall in the restroom and hallway on the first floor

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WARD 6 SENIOR WELLNESS CENTER	**623783**	10/28/2019 17:26	Outlet needs to be tested for current , a copier will be moved to this location .
	624707	10/21/2019 10:55	Engineer is needed to make sure RTU's are online , gas company has replaced lines from the street to the building. The lines are being purged and the Gas company will relight pilot lights for all gas operated appliances. Computer system needs to be checked.
	627598	1/8/2020 11:08	The urinal is not working, water is not flowing.
	629664	1/8/2020 15:37	Building Lights are out and need to be replaced it is dark when staff leave the building at night.
	632320	1/27/2020 9:10	Heating Issue: ? Heating Unit ? Too Cold Assignment Description: High Priority- please replace all the air filters in the building
WASHINGTON SENIORS WELLNESS CENTER	**623014**	10/3/2019 15:27	_Please elevate work order to EMERGENCY. Director is unable to unlock her door with her key, the key is just spinning the lock.
	623556	12/18/2019 11:58	Please remove the bee nest in the frontof building-left hand side over the window
	623900	1/7/2020 15:30	A box of sticky traps are needed for the staff to utilize. Renovation is coming soon. Main entrance will be altered. No sweep needed.
	625551	11/25/2019 13:34	Please assess and abate the garage disposal in the multipurpose room
	628089	1/7/2020 15:19	While visiting the Washington Wellness center, building manager specialist seen a mice run across the floor in director office
	635257	1/17/2020 21:23	Toilet Issue: ? Toilet ? Clog / Unclog Assignment Description: All gender restroom toilet is clogged

Completed Work Orders – Total Number = 412

Building Name	Work Order No	Date Completed	Assignment Description
ANDRUS HOUSE GROUP HOME	**576498**	10/19/2018 15:24	Front porch light is out (left-hand side) and back porch is out
	579010	12/7/2018 19:29	Please abate and assess the toilet on the 2nd-right-hand side, it?s causing leaks in the ceiling on the 1st floor bathroom. See upload picture

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	579619	12/11/2018 12:39	Lights out in the kitchen
	579752	11/29/2018 10:39	Please abate and assess the HVAC unit . Thermostat readings set at 76 degree current house reading 67 degree
	580007	12/11/2018 12:41	Light out in the basement
	580523	11/19/2018 21:25	Partial power outage
	580789	11/23/2018 15:49	Circuit breaker has tripped, residents unable to wash clothes
	584344	1/7/2019 19:31	Please assess and abate the possible mold on the resident? Room #5 wall. Picture upload
	584402	1/16/2019 8:12	please plaster and paint the bathroom on the first floor
	584473	2/26/2019 18:48	Bathroom on 2nd floor on the left side needs plaster and painting . See upload pictures
	584482	3/11/2019 15:22	Please repair Bi- fold closet door in resident room #5
	588512	1/30/2019 22:49	Please abate and assess ceiling light. Lights not working in resident room
	590402	2/15/2019 5:25	please replace bathroom floor tile . LOCATION: 2nd floor bathroom to the LEFT (see upload picture)
	590633	2/12/2019 14:40	Repair leaking pipe in floor of 2nd floor restroom
	591021	3/26/2019 14:16	1st floor bathroom- toilet is constantly running
	597667	4/17/2019 10:16	please repair trim underneath the porch. THIS WORK ORDER WAS CANCELLED- 557009 (picture was on upload on that work order)
	597671	10/8/2019 11:45	first floor laundry room and floor corridor-replace and install (total of three missing escutcheon plate(s) around sprinkler heads where missing. WORK ORDER WAS CANCELLED (504427) POC: Merline Melvin 202.438.6860
	597977	4/17/2019 14:57	Please replace floor tiles at the bottom of the steps that was destroyed during the flooding of the basement. Picture upload
	602415	9/23/2019 10:34	Ticket 504430 was inadvertently closed after contractor performed work.
	602420	9/23/2019 10:36	WO# 504715 was inadvertently cancelled after work was completed by contractor.
	606007	6/11/2019 22:06	Bathroom on the first floor is not flushing
	608219	7/1/2019 15:51	High priority- front door bottom lock will not unlock
	608233	7/16/2019 18:18	Resident on the first floor heat pump unit is blowing our hot air
	609387	7/3/2019 17:54	Please abate and assess the HVAC unit that service the first floor
	614429	10/4/2019 9:48	Please plaster and paint ceiling in the laundry room
	622315	9/27/2019 12:02	Toilet is constantly running, first floor bathroom .please elevate to emergency
CONGRESS HEIGHTS SENIOR WELLNESS CENTER	**575220**	1/2/2019 16:20	LIGHTS OUT- INSIDE SECOND SET OF DOORS AND OUTSIDE ALL LOCATED IN FRONT OF THE BUILDING

	575424	10/31/2018 10:06	please remove roach traps in mechanical room and replace them with fresh ones
	576195	10/25/2018 15:15	The second entry door which contains the buzzer gets stuck when seniors try to enter building
	578106	11/1/2018 8:10	replace board on broken window
	581751	12/4/2018 8:11	Lights out in the women?s restroom
	581753	1/2/2019 16:05	Lights out in gym
	582931	12/14/2018 10:22	please repair/replace the door stopper on the gym door
	582992	9/23/2019 10:32	Trouble is displayed on the fire alarm panel
	584328	2/2/2019 7:02	sink in the multipurpose room/kitchen is clogged
	585004	3/21/2019 15:46	Lights out in men?s and women?s restroom
	586181	2/2/2019 7:08	Leaking around the bottom of the flush valve. See upload picture
	588618	3/1/2019 9:20	Backflow Repairs
	589078	2/20/2019 12:08	No heat in the multipurpose room, batteries was replaced and the temp has not risen from 65 degrees.. thermostat set @75
	589458	2/22/2019 15:34	Please make keys for room 112 or replace lock
	591192	3/6/2019 14:37	Please replace missing ceiling tile in room 107
	592363	3/13/2019 8:17	Lights out in women?s restroom
	592364	3/21/2019 15:39	Lights out in the game room
	592748	10/1/2019 7:23	(2) HVAC units needs to be replaced-will be FUNDED BY CAPITOL CONSTRUCTION
	594008	3/13/2019 19:10	Domestic water line is leaking, interrupting normal operation. Emergency work order
	594019	3/15/2019 12:08	Replace stained damaged ceiling tiles in room 019 office
	594021	3/14/2019 16:33	Hallway fire exit by men?s restroom replace stained damaged ceiling tiles (Forward to mechanics shop)
	594192	3/21/2019 15:32	Lights out in lobby
	594193	3/21/2019 15:24	Lights out in gym
	595288	5/6/2019 17:13	Tenant reports being ill and requests an IAQ
	597208	8/22/2019 9:07	Repair and or modify HVAC system to improve air movement throughout the building (especially along the eastern offices and spaces), increase outside air intake to the building, and provide adequate exhaust in the bathrooms POC: Kathleen Walsh 202.359.4924
	597209	4/9/2019 10:41	Replace stained and/or wet ceiling tiles POC: Kathleen Walsh 202.359.4924
	598132	4/26/2019 14:54	lights out in the multipurpose room
	598754	4/23/2019 17:23	Sink is clogged up in the multipurpose room / kitchen POC: Merline Melvin 202.438.6860
	599614	7/16/2019 18:14	please abate and assess the HVAC unit that cools the multipurpose room/kitchen area
	602793	5/24/2019 15:31	Please abate and assess the kitchen sink, it?s clogged. Just was repaired two weeks ago
	602796	7/17/2019 8:38	Light out in women?s restroom
	602799	7/17/2019 8:44	Lights out in the gym
	603660	7/16/2019 18:11	It?s hot in the Gym, the AC is not working.

	604525	8/5/2019 13:29	Please put holes in the trash can outside, empty trash
	604560	5/30/2019 21:39	Please replace stain ceiling tile in the room 017
	607723	7/2/2019 8:43	Handicap toilet seat and fourth toilet seat in the women?s restroom is loose
	610488	9/10/2019 9:01	Please send HVAC technician to abate and assess the HVAC unit the temperature in the multipurpose room is 78 degrees. Thermostat is set at 68
	611126	7/18/2019 16:34	Please repair the cabinets in the multipurpose/kitchen area
	611134	10/23/2019 14:07	Please abate and assess the hot water heater, it has a leak (High Priority)
	612702	8/4/2019 23:05	Moldy ceiling tiles
	618140	9/9/2019 15:47	Please make a copy of the key of the front door lock for our client Department of Aging

ONGRESS HEIGHTS SENIOR WELLNESS CENTER	**575220**	1/2/2019 16:20	LIGHTS OUT- INSIDE SECOND SET OF DOORS AND OUTSIDE ALL LOCATED IN FRONT OF THE BUILDING
	575424	10/31/2018 10:06	please remove roach traps in mechanical room and replace them with fresh ones
	576195	10/25/2018 15:15	The second entry door which contains the buzzer gets stuck when seniors try to enter building
	578106	11/1/2018 8:10	replace board on broken window
	581751	12/4/2018 8:11	Lights out in the women?s restroom
	581753	1/2/2019 16:05	Lights out in gym
	582931	12/14/2018 10:22	please repair/replace the door stopper on the gym door
	582992	9/23/2019 10:32	Trouble is displayed on the fire alarm panel
	584328	2/2/2019 7:02	sink in the multipurpose room/kitchen is clogged
	585004	3/21/2019 15:46	Lights out in men?s and women?s restroom
	586181	2/2/2019 7:08	Leaking around the bottom of the flush valve. See upload picture
	588618	3/1/2019 9:20	Backflow Repairs
	589078	2/20/2019 12:08	No heat in the multipurpose room, batteries was replaced and the temp has not risen from 65 degrees.. thermostat set @75
	589458	2/22/2019 15:34	Please make keys for room 112 or replace lock
	591192	3/6/2019 14:37	Please replace missing ceiling tile in room 107
	592363	3/13/2019 8:17	Lights out in women?s restroom
	592364	3/21/2019 15:39	Lights out in the game room
	592748	10/1/2019 7:23	(2) HVAC units needs to be replaced-will be FUNDED BY CAPITOL CONSTRUCTION
	594008	3/13/2019 19:10	Domestic water line is leaking, interrupting normal operation. Emergency work order
	594019	3/15/2019 12:08	Replace stained damaged ceiling tiles in room 019 office

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	594021	3/14/2019 16:33	Hallway fire exit by men?s restroom replace stained damaged ceiling tiles (Forward to mechanics shop)
	594192	3/21/2019 15:32	Lights out in lobby
	594193	3/21/2019 15:24	Lights out in gym
	595288	5/6/2019 17:13	Tenant reports being ill and requests an IAQ
	597208	8/22/2019 9:07	Repair and or modify HVAC system to improve air movement throughout the building (especially along the eastern offices and spaces), increase outside air intake to the building, and provide adequate exhaust in the bathrooms POC: Kathleen Walsh 202.359.4924
	597209	4/9/2019 10:41	Replace stained and/or wet ceiling tiles POC: Kathleen Walsh 202.359.4924
	598132	4/26/2019 14:54	lights out in the multipurpose room
	598754	4/23/2019 17:23	Sink is clogged up in the multipurpose room / kitchen POC: Merline Melvin 202.438.6860
	599614	7/16/2019 18:14	please abate and assess the HVAC unit that cools the multipurpose room/kitchen area
	602793	5/24/2019 15:31	Please abate and assess the kitchen sink, it?s clogged. Just was repaired two weeks ago
	602796	7/17/2019 8:38	Light out in women?s restroom
	602799	7/17/2019 8:44	Lights out in the gym
	603660	7/16/2019 18:11	It?s hot in the Gym, the AC is not working.
	604525	8/5/2019 13:29	Please put holes in the trash can outside, empty trash
	604560	5/30/2019 21:39	Please replace stain ceiling tile in the room 017
	607723	7/2/2019 8:43	Handicap toilet seat and fourth toilet seat in the women?s restroom is loose
	610488	9/10/2019 9:01	Please send HVAC technician to abate and assess the HVAC unit the temperature in the multipurpose room is 78 degrees. Thermostat is set at 68
	611126	7/18/2019 16:34	Please repair the cabinets in the multipurpose/kitchen area
	611134	10/23/2019 14:07	Please abate and assess the hot water heater, it has a leak (High Priority)
	612702	8/4/2019 23:05	Moldy ceiling tiles
	618140	9/9/2019 15:47	Please make a copy of the key of the front door lock for our client Department of Aging

HATTIE HOLMES SENIOR WELLNESS CENTER	**575411**	12/1/2018 8:12	Electrical panel box has open breaker, missing cover.
	575415	(blank)	please test/check the fire alarm system
	577433	10/29/2018 7:39	Center is unable to secure & lock front door
	577954	12/26/2018 14:32	Men?s restroom faucet is leaking
	579217	11/27/2018 16:42	Mold has develop in the gym by the window and multipurpose room by the window
	579496	11/29/2018 10:53	Unit in the multi purpose room not working and the current temperature is 60 degrees
	579702	11/29/2018 10:59	Unit is not heating the multipurpose room . Unit went down yesterday afternoon.

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	581159	12/18/2018 15:56	Gnats in the multipurpose room and the front/lobby area
	581163	12/11/2018 9:09	Lights out in foyer and lobby areas
	581165	12/1/2018 8:08	Lights out in computer room
	581174	12/1/2018 8:04	lights out in the billiard room
	581176	6/24/2019 13:49	stain ceiling tiles in rooms 105, quilting room and room next to room 107
	582049	12/6/2018 11:32	2nd stall from the right in the women?s restroom missing a screw on the door latch. See upload picture
	588270	1/31/2019 14:18	Director office closet door is of the hinge
	588271	1/29/2019 7:14	Please replace stain ceiling tiles in multipurpose room
	588280	2/26/2019 13:26	1st urinal on left hand side has leaking flush valve
	590527	4/12/2019 7:40	Exterior parking lot lights are out
	590577	2/26/2019 13:24	Please unclog sink in the women's restroom
	591081	2/28/2019 13:44	Door buzzer will not lock the doors in on the main entrance. Door buzzer needs to be repaired. POC: LaRoya Huff (202)724-8106
	591764	4/10/2019 18:43	Lights are out in the main lobby and hallway please replace.
	592749	9/18/2019 7:57	(4) HVAC units (1 of 4 units is split heat-pump) needs to be replaced- will be FUNDED BY CAPITOL CONSTRUCTION
	593764	9/4/2019 16:44	Sink in men's restroom is clogged and not draining
	593768	6/14/2019 15:14	There are several lights out in the lobby
	593769	3/29/2019 7:43	There are several lights out in the parking lot ,making it dangerous for seniors
	595171	3/27/2019 10:37	Please replace stain ceiling tiles in the quilting room POC: 202.438.6860
	595172	3/22/2019 13:27	Please replace stain ceiling tiles in the gym
	595173	3/22/2019 14:16	Please replace stain ceiling tiles in the room 105
	596207	4/10/2019 22:30	New handicap parking space has been identified and needs to be painted , also wellness center Director's parking space needs to be labeled as Reserved. Sam Taylor is POC
	597987	5/21/2019 11:14	Offices has flying ants or terminates. The bugs are all over the office? window sill, the floor, etc.
	599621	10/3/2019 8:03	light out in the hallway near room 118 and men's & women's restroom POC: Merline Melvin 202.438.6860
	603032	5/17/2019 15:15	"We do not have any hot water coming out of the facets in the women?s and men?s restrooms".
	603211	8/28/2019 15:41	Please replace faucet in women?s restroom. Last faucet on right hand side
	603682	5/30/2019 10:29	please treat mosquitos in the planter box, located in the parking lot.
	604078	5/30/2019 17:16	Facility has no hot water
	604822	5/31/2019 13:14	Please repair outside/inside bench seat - see upload picture for details

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	604988	6/14/2019 12:57	restrooms have no hot water. This is the third times, last repaired on 5/24 (604078) and before on 5/16
	605199	8/28/2019 17:08	No hot water; May we have contract service, service the hot water heater, damper controls are stuck open. damper control need to be replace and service the heater.restrooms have no hot water.
	605755	9/13/2019 14:36	One light out in the conference room
	605757	8/28/2019 15:46	Please replace or repair the faucet in women?s restroom. Faucet handles are broken
	606971	6/14/2019 15:16	The toilets in the women?s and men?s restroom are not flushing.
	606973	8/28/2019 15:47	Men?s restroom ? water is leaking around the sides of the urinals and the second toilet flush valve
	609101	10/3/2019 8:13	Light out in men?s restroom
	609105	12/6/2019 12:31	Stain ceiling tile in the multipurpose room, located in the back near the kitchen area
	609108	10/3/2019 8:19	Lights out in multipurpose room near kitchen area over sink
	609923	7/26/2019 10:26	Ants in offices.
	610046	9/10/2019 8:50	The AC in the lobby area is not working.
	610886	7/16/2019 7:24	EMERGENCY..can you please secure the door, as of right now even if the door is lock, anyone can open the door. The door is going to be replace with capitol construction funding, so just secure in the meantime. Thanks
	612453	7/29/2019 10:58	Please replace stain ceiling tiles in conference room and nutritionist room(next to room 108)
	612467	7/25/2019 9:02	Emergency work order- no toilets are flushing in the center
	617760	10/3/2019 7:52	Light out in the computer room
	617762	10/3/2019 7:58	Light out in the gym
	617897	9/9/2019 20:36	Please replace missing ceiling tiles in multipurpose room
	619718	9/13/2019 7:05	please make a copy of the front door key, so that the copy can be given to department of aging
	620415	9/12/2019 11:51	Please repair cabinets doors in multipurpose room

HOUSE OF TOGETHERNESS GROUP HOME	**575055**	11/26/2018 7:35	the present HVAC unit (wall unit) is no longer working, needs to be replaced
	576773	1/11/2019 10:36	Toilet is periodically running -2nd floor bathroom
	576945	10/29/2018 11:40	Towel bar fell off the wall. Picture upload
	579598	11/29/2018 10:59	No heat coming from radiator in Room 1
	579618	12/31/2018 10:30	The smoke detector on the 1st floor, and in the basement isn?t working.
	581353	12/31/2018 10:28	Annunciator panel is making loud noise
	583441	12/16/2018 20:51	deliver sand bags to put around drain to prevent flooding
	584286	12/27/2018 11:37	Kitchen cabinet door needs repairs

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	584625	1/11/2019 10:35	garbage disposal is not working
	590053	2/7/2019 18:13	garbage disposal is not working
	592166	8/20/2019 9:26	please abate and assess the toilet on the 2nd floor, it's been reported that toilet is periodically constantly running
	592172	3/13/2019 12:03	please replace cracked kitchen tiles. SEE UPLOAD PICTURE
	592380	3/12/2019 12:00	Please abate and assess the front door. Appears to be mold. See upload pictures
	592382	4/11/2019 20:01	Please repair or replace front door lock. See upload picture
	592756	9/18/2019 7:57	wall unit (heat & cooling system) in the sunroom needs to be replaced- will be FUNDED BY CAPITOL CONSTRUCTION
	593275	4/3/2019 13:01	outside pak lights are out in front of the house
	595499	9/23/2019 13:18	window repair
	595808	4/11/2019 10:00	garbage disposal is not working
	595835	3/26/2019 19:44	The screen door (front) is not closing properly POC: 202.438.6860
	603961	6/19/2019 14:10	Please replace outside pak lights
	604501	8/27/2019 10:22	Please seal/ caulk around the toilet in room #4
	604867	6/11/2019 11:55	Please remove old sticky traps and replace with new ones, located on first floor
	609345	10/2/2019 11:08	Bathroom 2nd floor, please install a soap dish not in the same location and patch the area where the old soap dish was. Thank you
	609774	8/27/2019 11:31	Please abate the bathtub drain, according to resident s water is going down slowly
	610766	10/7/2019 15:06	Please replace light cover in the basement apartment
	614416	8/26/2019 17:06	Please repair kitchen cabinet
	615025	8/27/2019 10:23	Emergency...Please repair or replace kitchen faucet
	616431	8/27/2019 11:32	HIGH- priority- please unclogged the bath tub drain in the bathroom on the 2nd floor
	621272	10/1/2019 16:25	Please secure toilet seat in the bathroom on 2nd floor

MODEL CITIES SENIOR WELLNESS CENTER	**573958**	10/5/2018 19:47	Main Lobby. Repair or replace leaking water fountain. POC: Samuel Taylor (202) 341-8460
	574493	11/27/2018 17:06	exterior lights out on the side of the building
	574800	11/2/2018 7:48	Women?s restroom handicap stall the flush valve sticks
	574802	10/17/2018 15:06	Lock is spinning and it?s hard to unlock and lock the second front door
	578215	11/2/2018 14:54	the door to the ramp is getting stuck
	578360	11/29/2018 11:00	Carrier Heat Pump Unit has lost all freon and unit needs to be replaced. Condenser coil leaking
	581077	12/12/2018 15:36	please abate and asses the light switch in the gym. The light switch is located when you first come into the gym. According to the janitor,

			when you turn on the light it makes a sizzling sound
	581081	2/15/2019 16:02	lights out in the gym, when you first come into the gym
	581104	12/13/2018 10:19	women's restroom last stall it's leaking around the spud nuts
	581547	11/29/2018 15:34	two poles outside in the parking lot needs lights to be replace
	582148	2/25/2019 9:13	Please reset the timer on the lights outside, There was a power outage this week. Timer is off
	582238	12/6/2018 12:12	NO HOT WATER AT THE FACILITY
	582370	12/7/2018 10:06	please have electrician check hot water heater no hot water
	583227	12/17/2018 9:22	could you please assess & abate the front door lock and second door lock entrance the building, the staff and director is having problem taking out their keys from the lock
	587410	2/15/2019 14:56	multipurpose room temperature is reading 69 degrees, please send HVAC technician to assess the unit
	587635	4/4/2019 14:03	Please cut down trim limbs over HVAC unit outside.. See upload pictures
	587784	1/30/2019 19:37	please unclogged the sink in the multipurpose
	588137	1/28/2019 8:43	There is 2 set of doors to enter the building. The 2nd set of doors leading into the building, staff cannot get key out of door
	588748	4/15/2019 10:00	Fire alarm is constantly going off
	589606	2/5/2019 15:22	unclog sinks in men restroom 1st floor
	589691	2/19/2019 12:29	Two Sinks clogged in the men?s restroom and one sink is leaking (hot water)
	589693	2/19/2019 12:32	Flush valve is leaking in women?s restroom, 1st toilet
	589723	4/4/2019 15:27	lights out in the parking lot
	592745	9/18/2019 7:53	HVAC unit needs to be replaced- will be funded by Capitol Construction
	592992	3/6/2019 20:18	Key stuck in front door
	596708	8/22/2019 8:59	please change air filters in the building POC: Merline Melvin 202.438.6860
	597747	7/16/2019 18:16	The temperature is 80 degrees in the Multi ?Purpose Room. And the fitness Center is 75 degrees. Adjustments needed ASAP
	598385	4/15/2019 9:58	Fire Alarm is going off
	598645	10/8/2019 13:16	Faucet is loose, far left in men?s restroom POC: 202.438.6869
	599718	7/29/2019 5:42	toilet seat is broken in the women's restroom
	602422	9/23/2019 10:36	WO#558422 inadvertently cancelled after work was completed by contract.
	603489	5/23/2019 10:55	Several Lights out in the multipurpose room
	603495	5/24/2019 15:45	Toilet seat cover dispenser is loose please secure dispenser
	603503	5/23/2019 10:44	Lights out in the men?s parlor room
	605954	7/18/2019 9:59	There is a hole in the grass next to the driveway , the damage was caused by a delivery truck , a

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			car got stuck in this hole , please fill/repair the hole to avoid any more vehicle getting stuck . Please refer to picture.
	606850	6/14/2019 13:43	Outlet in men's palor needs to be repaired. Please see photo
	610748	1/10/2020 9:01	Bottom of the water fountain is leaking in the gym
	617539	10/1/2019 15:25	Key cylinder is loose, and key sticks in lock everytime it?s inserted.
	617607	9/15/2019 10:03	please assess & abate the HVAC unit outside that serves the multipurpose, that close to the lobby area. Thermostat is reading 74, set at 62
	618921	10/4/2019 13:37	Lights are out in the parking lot , it is dark when seniors and staff leave the building , also the timer needs to be adjusted. Please see center Director for more information.
	619715	9/9/2019 15:48	please make a copy of the front door key, so that it can be given to Dept of Aging

PLEASANT HILL GROUP HOME	**573597**	10/19/2018 10:43	Toilet overflow when flushed first floor next to kitchen
	573604	10/26/2018 7:34	please replace stain ceiling tiles in the basement
	574506	1/23/2019 10:42	please abate and assess the chair lift it's making noise
	574627	10/18/2018 11:32	It appears to be on the mold baseboard in the resident room #1 Please assess
	575531	2/25/2019 15:29	Please abate and assess the air conditioner wall unit in room 6, it appears to cause leaks in room 1. You can see water damage on the wall by the window. (Please check condensation coil). Picture upload
	578111	12/5/2018 9:09	Rodents seen on the first floor
	578134	11/29/2018 11:02	Please replace or repair the knobs on the wall unit (AC/Heating)) that are broken
	579245	11/13/2018 7:20	Residents complaining there?s no heat in their rooms. Please abate & assess rooms 4 & 5 and dining room . Thank You
	580499	1/8/2019 15:19	rodents seen in the dining & family room
	581354	11/29/2018 13:26	please abate & assess radiator in room 7, presently the room is cold
	582577	12/11/2018 8:16	Please paint resident room #5
	582929	12/15/2018 17:45	Please remove broken toilet paper brackets. See upload pictures
	583097	12/13/2018 15:11	please repair the moulding around the door frame leading to the basement. see upload picture

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	583099	12/19/2018 9:32	please paint the baseboard and wall in room 1 around the window. This has been site by Dept. of Health as an violation
	583402	12/27/2018 15:21	Painting the ceiling and wall in shower room on the 1st floor.. see upload pictures
	583409	12/27/2018 15:28	Please paint basement door. See upload picture
	583414	1/16/2019 18:00	Please paint the wall in dining room. See upload picture
	583437	2/3/2019 20:01	Please caulk around the sink and make sure the sink is sturdy. LOCATION- 1st floor bathroom on right-hand side
	583438	12/18/2018 10:48	please remove/ replace/ or make it smooth the rough ceramic tile for the wall in the 2nd floor bathroom. SEE UPLOAD PICTURE- made high priority due to violation site by the Dept. Of Health
	583628	12/21/2018 10:25	Please paint the baseboards in room #6. See upload picture baseboard paint is peeling
	583647	9/23/2019 15:11	please clean gutter causing interior water damage to resident's room wall
	583651	1/16/2019 8:40	please paint the bathroom ceiling . Ceiling paint is peeling- bathroom 2nd floor (right-hand side of the hallway). Site a violation by Dept. of Health)
	583932	1/16/2019 8:21	Please plaster and painting ceiling and side of window in bathroom #4
	585195	1/16/2019 8:16	plaster & paint the ceiling and around the light fixture the resident's bathroom - LOCATION ROOM 2
	587082	3/12/2019 15:22	re-secured storm glass with clip
	587302	2/15/2019 14:54	No heat
	588943	2/20/2019 12:12	Basement wall heating/AC unit is not working . No heat just blowing cool air
	589290	2/21/2019 8:07	Rm#2 Bathroom ceiling has a crack, and in need of drywall repairs.
	589291	2/6/2019 16:07	Attic door #8, frame needs to be painted, picture upload
	589292	2/6/2019 13:55	3rd floor #5 bathroom shower wall needs grout.
	589293	6/7/2019 16:24	3rd floor rm#6 AC unit needs to be anchored and opening around unit needs to be sealed. See upload pictures
	589342	2/15/2019 14:54	Please technician to assess and abate the radiators in room 2 on the first floor and rooms 4 & 5 on the second floor. Also, the wall unit in the basement, it?s blowing out cool air.. thank You
	591138	2/15/2019 20:41	2nd floor bathroom toilet is clogged/overflowing. Water from the toilet is overflowing to the 1st floor
	591222	3/1/2019 9:13	The heat in resident?s room 3,5,6 need to be abate and assess. Staff reporting that heating unit in resident?s room is blowing cool air

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	591850	7/16/2019 7:01	Please replace lock latch/lock plate in resident room #1. See upload picture on latch/ plate needed
	591888	2/26/2019 12:28	please repair kitchen drawer. SEE UPLOAD PICTURE
	591891	3/7/2019 8:03	SEE UPLOAD PICTURE. Plaster & paint the hole in the wall in the hallway on the 3rd floor near the door that exits to the patio
	593102	10/1/2019 7:21	Wall unit needs to be replace in resident room #4 - WILL BE FUNDED BY CAPITOL CONSTRUCTION
	594386	4/8/2019 10:00	Please change stain ceiling tiles in basement and first floor. This is much needed. POC: Merline Melvin 202.438.6860
	594426	3/20/2019 19:53	See upload pictures, resident ?s wall needs touch up painting from water damage
	595455	3/23/2019 15:52	Toilet over flowing
	596266	7/1/2019 15:56	please unlock the bathroom door on the 2nd floor
	598003	4/14/2019 21:19	A chair rail is needed in the Dinning-Room.
	598647	5/7/2019 14:18	A chair rail has been installed needs painting POC:Nigel John 202.372.7314
	599065	6/12/2019 20:27	Bathroom toilet handle is broken in the basement , causing the toilet to constantly run; HIGH Priority for water conservation
	602984	6/11/2019 12:22	Please send pest control mice are running through out the house
	604173	6/12/2019 20:29	Bathroom on 1st floor, toilet is constantly running, must jiggle handle for it to stop. High priority. Only bathroom on the 1st floor of this assisted living facility
	605496	6/11/2019 17:45	AC wall unit is room 9 is making loud noise when you turn it on
	605667	9/24/2019 17:10	Perform periodic inspection
	606598	6/13/2019 13:26	Light out in the kitchen
	609173	9/18/2019 8:22	Heat pump unit is not working on the second floor, room 9. (Maxine office)
	609338	7/22/2019 7:54	Please assess and abate the toilet in residents room #2, its constantly running
	610449	1/10/2020 10:24	Can you please abate and assess the leak coming from the ceiling in room 3 & 6
	610699	9/18/2019 6:38	could please send a plumber to unclog the sink in the basement kitchen area
	613334	8/1/2019 10:52	In room #2, the tub faucet handle is broken (high priority)
	613349	12/13/2019 13:57	Please repair kitchen drawer, it?s presently off the track
	615065	11/5/2019 12:26	Please abate and assess the the toilet handle in room #3, it?s constantly running
	616418	9/30/2019 9:22	High priority- tree limb/branch is blocking the driveway

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WARD 1 SENIOR WELLNESS CENTER	**574841**	11/21/2018 9:27	cable dislodged from system/receiver and monitor is down (officer unable to see cameras)
	575425	9/23/2019 10:30	please test/check fire alarm system
	576439	10/30/2018 7:17	Light out in the elevator
	577340	11/8/2018 8:11	Window screen in stairwell #1 on the 4th floor has fallen down
	579342	1/27/2019 12:01	light out in the men's restroom -2nd floor
	580553	11/20/2018 8:09	replace missing ceiling tile
	581927	1/24/2019 9:59	please replace batteries in the sink/faucets in the men's restroom on the 3rd floor
	582007	1/27/2019 12:08	lights out in the gym, exit light, and light near men's restroom entrance door. ALL are location on 2nd floor
	582254	12/6/2018 14:42	The 4th floor button on the elevator is not lighting up and the elevator will not go to the 4th floor.
	582589	12/7/2018 19:26	restroom near the billiard room ,sewage drain is overflowing
	583114	1/17/2019 16:25	replace crack toilet in rest room 1st floor
	583233	12/13/2018 21:36	sewage drain back up in basement near the billiard room
	583248	12/14/2018 13:00	sewage drain back up in basement near the billiard room
	583386	12/17/2018 10:30	May we have contract service ,service sewer injection pump pit. pit need to be clean and check pumps for possibly clog pumps, pump keeps tripping breakers.
	585230	2/25/2019 11:16	4 lights outside are out in front of building
	586484	2/7/2019 13:03	Flies in the stairwell and hallway Related WO: 576431
	586660	1/10/2020 15:28	Violation #2 Condition: Electrical panel missing blanks on bottom right circuits Location: Electrical closet 1st floor Standard: 29 CFR 1910.303 Severity: Serious Recommendation: Install blanks or spares to cover opening on electrical circuit panel.
	587247	2/20/2019 12:10	please abate and assess the HVAC unit, it's cold in the kitchen and 3rd floor
	587838	1/26/2019 1:17	Stain ceiling tiles in room 306 and hallway by the women?s restroom
	587841	5/16/2019 15:50	Women?s restroom 3rd floor, lights out
	587912	1/28/2019 10:57	please replace stain ceiling tiles in the basement- B-01 (sewing room)
	589702	2/20/2019 12:10	Please abate and assess the broiler for possible gas leak. Washington has onsite to turn off gas
	591642	4/2/2019 13:53	Please repair/replace lock on the parking lot door , looks like someone tried to break the lock.
	591644	3/6/2019 13:18	Cabinet door in the kitchen has come off the hinges , please repair cabinet door.
	591645	7/25/2019 17:24	Toilet in 1st floor restroom is not flushing properly and the seat is loose, please repair.
	592766	4/4/2019 15:50	mouse seen on the third floor

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	593492	7/25/2019 17:27	hot faucet handle is difficult to turn on, restroom on the 1st floor
	594863	3/26/2019 20:30	Touch up paint wall in stairwell leading down to the basement, see upload picture
	594865	7/25/2019 17:29	Toilet seat is loose in the basement
	594870	3/25/2019 12:56	Stain ceiling tiles in gym
	594872	5/16/2019 15:48	Lights out in the gym. Need to replace bulbs and check breaker Merline Melvin 202.438.6860
	594876	5/16/2019 15:46	Lights out in in stairwell on the 3rd floor
	594880	5/22/2019 15:17	Lights out in conference room
	594882	5/16/2019 15:44	Lights out in room 306
	594987	1/21/2020 6:08	Women's restroom 2nd floor under the sink the cover underneath the sink has fallen down. see upload picture. POC: Merline Melvin 202.438.6860
	598339	5/17/2019 18:39	women's restroom -2nd floor toilet is constantly running
	599181	6/10/2019 16:00	please tighten up door handle in the billiard room, the first door when you enter the room POC: Merline Melvin 202.438.6860
	600060	5/16/2019 15:42	Lights are out in the first floor restroom
	602244	9/6/2019 13:25	It is extremely hot in all of the staff offices, and seems that there is heat coming from the heaters in the stairwell.
	603796	1/10/2020 7:49	Toilet seat is loose in the restroom on the first floor
	604872	10/17/2019 7:47	Lights out in the restroom on the 1st floor next to the kitchen
	604875	10/17/2019 7:42	Outlet near the receptionist, please assess and abate the outlet. Picture upload
	605631	10/29/2019 11:57	Perform periodic inspection
	607602	6/24/2019 16:28	Please send a technician to abate and assess the HVAC unit that service the 1st floor. It's extremely hot
	610218	7/30/2019 7:39	Stain ceiling tile in room 306
	612228	10/17/2019 7:37	Light out in the gym
	612259	10/31/2019 8:18	Light out in the elevator
	612260	10/17/2019 7:29	Light out on the 4th floor as soon you get off the elevator
	612373	8/14/2019 15:30	please treat burrows that have been dug by rats in front of building, check bait boxes, and take down old fly trap put up new fly trap in stairwell
	615933	9/3/2019 10:27	flies in the building on the first floor near the dumpster
	619890	1/10/2020 7:59	3rd floor women's restroom, toilet is constantly running
	619975	1/10/2020 7:54	Toilet will not flush, water is not present.
	621999	12/11/2019 11:44	Please tighten up toilet seat in women?s restroom on 3rd floor- handicap stall
	622501	1/7/2020 11:18	1st floor restroom sink is clogged next to the kitchen

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WARD 6 SENIOR WELLNESS CENTER	**574933**	9/23/2019 10:34	Pump is leaking and operating in low pressure and has triggered an alarm on the annunciator panel
	575296	10/26/2018 7:07	cut grass and trim bushes
	576193	3/27/2019 13:11	Pole lights in front of building is loose from base
	576635	1/23/2019 8:11	Sink clog
	577621	12/5/2018 9:11	Infestation of horse flies need to be treated on the 2nd floor room 218
	581355	1/24/2019 14:20	The pantry door will not lock. The door has shifted, and the solenoid does not line up with the strike plate.
	582525	1/23/2019 8:10	handicap stall toilet is broken in women's restroom
	583081	12/20/2018 15:03	Main Elevator is not working
	583806	12/19/2018 14:45	Please disconnect power whip from work stations to be removed
	584111	1/3/2019 13:16	Front door needs adjusting it will not completely close
	584112	1/3/2019 13:28	Parking lot door needs adjusting , the speed is too fast causing the door to slam when entering/exiting.
	584399	1/22/2019 15:16	several lights out in the kitchen
	584831	1/22/2019 15:25	7 bulbs are out, the restroom is dark.
	585193	10/3/2019 10:09	Please install a power whip to energize 3 work stations in room 216. The whip is on site.
	585936	1/10/2019 13:24	Elevator is currently out of service, Elevator needs to be repaired.
	586061	2/15/2019 15:37	Lights in the main elevator are out and need replacing . Elevator is dark , and poses a safety hazard.
	586355	1/22/2019 15:39	10 tube bulbs are out in the attic, the entrance is on the top of stairwell 1.
	588609	3/1/2019 9:50	Backflow Repairs
	588936	2/20/2019 12:11	Several areas on the 1st and 2nd fl (room218) are reporting cold by the employees
	589276	2/20/2019 12:11	Wall mounted heater in stairwell leading to the parking lot is making a loud buzzing noise, unit is off for safety reasons. Please address soon, area is cold.
	589411	4/1/2019 16:11	Lock on the rear gate of the building is very loose and need to be tighten so it doesn't fall off. POC: Sam Taylor 202.341.8460
	589443	3/25/2019 10:36	Lift arm on the receptionist desk has fallen off the wall and needs to be reattached. POC: Mr. Sam Taylor 202.341.8460
	590368	2/21/2019 10:34	Elevator in the main lobby is not operating and is showing out of service. Elevator is used by seniors daily , this will negatively impact daily operations
	590400	2/11/2019 15:19	elevator is not working
	591276	3/22/2019 15:30	Wall next to the receptionist desk needs to be patched and paint , the desk swing gate has fallen and there holes in the wall.

	591629	3/14/2019 14:52	The flap on the mail slot on the parking lot door broke-off, please cap the space to avoid a possible security breach, rodents and elements from entering the building.
	593188	3/11/2019 12:11	Flush valve is leaking from the toilet in the men;s restroom , leaving water on the floor.
	593189	3/11/2019 12:13	Toilet is leaking in the women's restroom
	594156	3/22/2019 15:07	please touch-up paint to the office location in the gym- L04. THANKS
	595146	3/25/2019 14:14	The 2nd floor lounge sink (room 213) is clogged, please clear ASAP.
	596012	4/2/2019 9:59	Please adjust speed on doors in room 108 doors are slamming POC: Sam Taylor 202341.8460
	596014	4/2/2019 10:51	Interior door on stairwell #2 speed needs adjusting. POC: Sam Taylor 202.341.8460
	596015	4/2/2019 11:06	Please adjust speed to front door to keep it from slamming . Please assign to maintenance mechanics
	596022	4/2/2019 11:32	Please adjust speed on men's & women's restroom doors , doors are slamming. Please assign to maintenance mechanics. POC: Sam Taylor 202.341.8460
	598103	4/29/2019 15:46	An increasing amount of mosquito's flying around the basement, treatment needed. POC: Nigel John 202.372.7314
	600063	12/10/2019 10:04	Lights out in room 218 & 2nd floor hallway
	600199	10/3/2019 10:05	Please replace burned out light tubes in women's restroom
	601416	9/6/2019 13:20	Good evening, its 83 degrees in building, vents are reading 75-80 degrees, system is down. Please assist ASAP.
	603531	10/3/2019 9:58	All lights are out in the attic, please diagnose and repair. Use entrance stairwell #1
	603698	10/3/2019 9:54	Lights out in lower level women's bath
	605811	11/7/2019 14:53	Please install handicap push plates for staff that has physical disabilities. Please see photos.
	610184	7/12/2019 16:46	Lights out in front L08 and lower level corridors
	615450	9/15/2019 8:39	The AC is out and It?s 81 degrees in room 218, 112, and room L05. Please assist.
	618581	10/28/2019 11:44	Witness 2 annual elevator inspections.
	619388	10/3/2019 15:33	Please rekey lock to supply closet.
	619416	10/3/2019 15:36	Please key the gas meter closet to the master key.

WASHINGTON SENIORS WELLNESS CENTER	**573824**	10/3/2018 15:10	lights out in the staff restroom

Department of General Services

Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities

Report Date: As of January 30, 2020

	575366	10/30/2018 15:35	Lights out in Hudson room
	575368	10/30/2018 15:35	Lights out in the hallway (near fitness director office) to the gym and gym
	575374	10/31/2018 6:54	Please replace stain ceiling tiles in the gym
	575458	10/30/2018 15:37	Light out in the pantry
	575667	4/11/2019 12:02	ONE of the blinds in the multipurpose room is broken
	577685	12/5/2018 9:16	Roaches seen in the multipurpose/kitchen area
	578814	3/5/2019 13:43	please abate & asses the parking lot lights outside on the left-side of the building. Not sure if the lights are out or a timing issue. THank YOU
	579578	11/27/2018 9:55	Stain ceiling tiles in the Hudson room. Picture upload
	580171	11/16/2018 15:06	the lock is jammed and will not open on the custodial closet door
	581321	11/28/2018 18:52	The front door is not closing all the way. It?s slightly ajar
	581327	11/29/2018 9:28	Director?s door will not close
	582164	12/19/2018 10:08	roaches were seen in the multipurpose room near the salad bar
	582996	(blank)	Violation #1 Condition: Electrical panel circuits partially identified. Location: Electrical/Fire panel Closet. Has been site as an violation by ROM
	583648	1/7/2019 14:13	please asses the vertical blinds that fell down and put them back up in the sunroom
	583879	1/8/2019 14:21	roaches are seen in the multipurpose room and dead mice on traps. Please treat for roaches and remove dead mice and the glue traps that are filled with roaches. Thank you
	585019	1/4/2019 10:43	please either make a key for the lock or cut the lock of the gate in back of the building outside
	585562	2/26/2019 15:44	please replace or repair gym door lock, where they keep their supplies
	586470	1/23/2019 11:20	Please abate and assess front door closure
	588092	2/22/2019 16:56	could you please put up poster board on wall in the hallway-see director for details
	590238	2/8/2019 14:43	outside front door closure needs to be repaired , Door of the hinge
	591506	3/21/2019 15:26	Lights out in hallway across from the Hudson room
	591788	2/26/2019 12:15	Wind blew off the front door. See upload picture
	592747	11/14/2019 10:44	HVAC unit needs to be replaced will be funded by Capitol Construction
	592853	4/4/2019 15:57	ants in the Lab room
	592865	3/5/2019 17:10	Partition is off the track, please send craftsman to assess abate. See upload picture
	592926	3/7/2019 16:35	Door closure is broken. See upload pictures
	594180	5/9/2019 8:55	Please paint handicap sign on the first two spaces in the parking lot . See director or Karla for clarification of location or any questions

Department of General Services
Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities
Report Date: As of January 30, 2020

	594185	4/11/2019 12:01	Trouble displayed on fire panel. See up loaded picture
	596215	4/1/2019 13:49	lights out in the men's restroom
	596898	4/11/2019 14:02	coolant flush POC: 202.671.0490
	596907	4/8/2019 13:45	the cylinder came out of the lock, (SEE UPLOAD PICTURE).. HIGH PRIORITY- fitness director needs to get excerise equipment out of the closet.
	597028	4/29/2019 15:48	Mice seen in the multipurpose room
	598779	4/18/2019 15:13	Please rekey the director's office door. Please give the keys to the director -Dr. Henry POC: Karla (202) 441-3814
	599816	5/1/2019 15:11	ALL gender/Handicap restroom sink is clogged POC: Mr. Melvin 202.438.6860
	600714	5/6/2019 9:56	Staff is having a hard time locking front entrance because door is out of alignment
	601370	5/7/2019 15:36	toilet clogged and overflowing when flushed. POC: Carla Ramerez ; 5816355
	604148	6/11/2019 12:18	Ants and roach seen on staff desk
	604293	5/28/2019 22:38	Light out in hallway near the gym and fitness director office
	604297	7/25/2019 16:19	Light out in the gym
	604300	7/25/2019 16:23	Please assess and abate the light fixture in the men?s restroom, it flickering
	604301	9/4/2019 17:06	Leaking faucet in the men?s restroom
	604522	7/3/2019 12:07	Please remove tree limb from parking lot
	606406	6/11/2019 6:21	gymnasium has nine ceiling tiles stained remove and replace
	606431	7/16/2019 18:07	HOT PRIORITY--the HVAC pipes that runs through the gym is freezing and thawing out causes stain ceiling tiles
	606472	6/18/2019 18:50	There is mold in the gym, please abate and replace the ceiling tiles.
	606702	6/12/2019 15:19	Emergency Work Order- please make a key for the door in the gym, so the HVAC technician can repair the HVAC unit. Thanks
	606736	7/9/2019 15:54	mouse is running around in the multipurpose room
	607513	7/16/2019 18:09	please check the air conditioner unit the cools the front of the multipurpose room
	608042	6/24/2019 13:33	Toilet is clogged in the men?s restroom
	608429	7/2/2019 8:27	Toilet seat is loose in handicap stall
	608492	7/2/2019 10:51	Please installed a hook on handicap /unisex restroom door
	608652	7/2/2019 8:51	Stain ceiling tile in the Hudson room
	608654	7/25/2019 16:28	Light out in billiard room
	610408	7/29/2019 5:43	High priority- last toilet on right in women?s restroom is clogged
	613500	9/17/2019 14:25	air conditioner is not working in the Hudson room and the fitness director's office
	614171	8/9/2019 8:02	Directors door is not closing properly
	614837	8/29/2019 15:37	Carpentry surveyed directors door and determined the locksmith needs to abate

Department of General Services

Question #75. Please list all work orders completed and outstanding in FY 19 and FY 20, to date, for Office on Aging facilities

Report Date: As of January 30, 2020

	615339	9/3/2019 10:54	please remove hornet nest outside in the back of building
	618401	9/9/2019 15:43	Please make a copy of the front door key for our client Department of Aging
	618961	9/6/2019 13:13	Please adjust the door closure in the gym exit door
	618962	1/10/2020 13:15	Valve is leaking in the computer room. Sink to the left with grease trap (cold valve)
	620348	9/16/2019 14:26	Please adjust the door closure in the women?s restroom door

Department of General Services

Question #81: Historically Designated Properties

Property Code	Building Code	Building Name	Address	Ward	Postal Code	ANC Code	Agency Responsible	Gross Area ft²	DC Historic Landmark	Number of Subterranean Levels	Number of Floors	Primary Agency
5926 0004	ACHIEV78	Achievement Preparatory Academy at Draper School	908 WAHLER PLACE SE	8	20032	8E	AM0	33,177.00	Yes	0	4	ACHIEVEMENT PREPARATORY ACADEMY
5862 0960	BIRNE01	Excel Public Charter School at Old Birney School	2501 MARTIN LUTHER KING JUNIOR AVENUE SE	8	20020	8C	AM0	86,800.00	Yes	1	3	EXCEL PUBLIC CHARTER SCHOOL
3827 0803	BROOK01	Brooks Mansion	901 NEWTON STREET NE	5	20017	5B	CI0	14,995.00	Yes	1	3	DC OFFICE OF CABLE TELEVISION, FILM, MUSIC AND ENTERTAINMENT
3033 0830	BRUCE17	Bruce-Monroe Elementary School @ Park View	3560 WARDER STREET NW	1	20010	1A	GA0	99,810.00	Yes	0	3	DC PUBLIC SCHOOLS
2891 0112	BRUCEC01	Cesar Chavez Public Charter School at Bruce Elementary	770 KENYON STREET NW	1	20010	1A	AM0	36,059.00	Yes	2	3	CESAR CHAVEZ PUBLIC CHARTER SCHOOL
5868S 0813	BUILD107	Building 107	1101 SYCAMORE DRIVE SE	8	20032	8C	EB0	41,753.00	St. Elizabeths Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0813	BUILD108	Building 108	1101 SYCAMORE DRIVE SE	8	20032	8C	EB0	35,123.00	St. Elizabeths Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0813	BUILD109	Building 109	1101 SYCAMORE DRIVE SE	8	20032	8C	EB0	51,062.00	St. Elizabeths Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0813	BUILD111	Building 111	1101 SYCAMORE DRIVE SE	8	20032	8C	AM0	41,207.00	St. Elizabeths Historic District	1	2	DEPARTMENT OF GENERAL SERVICES
5868S 0813	BUILD112	Building 112	1101 SYCAMORE DRIVE SE	8	20032	8C	EB0	41,207.00	St. Elizabeths Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0813	BUILD19	Building 110	1101 SYCAMORE DRIVE SE	8	20032	8C	EB0	35,164.00	St. Elizabeths Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0813	BUILD26	Building 106	1101 SYCAMORE DRIVE SE	8	20032	8C	EB0	41,331.00	St. Elizabeths Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0830	BUILD41	Building 120	2700 MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	250,000.00	St. Elizabeths Historic District	0	5	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0831	BUILD47	Building 83	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	30,000.00	St. Elizabeth Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
PAR 01470159	BUILD49	Bunker Hill Elementary School Building 2	1401 MICHIGAN AVENUE NE	5	20017	5B	GA0	14,400.00	Yes	1	2	DC PUBLIC SCHOOLS
5868S 0820	BUILD50	Building 92	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	83,592.00	St. Elizabeths Historic District	1	5	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0826	BUILD66	Building 88: Blackburn	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	22,520.00	St. Elizabeth Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0810	BUILD71	Building 116	2700 MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	41,317.00	Partially Contributing	0	3	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0820	BUILD76	Building 91: Glenside	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	107,580.00	St. Elizabeths Historic District	1	5	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0831	BUILD85	Building 85	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	2,200.00	St. Elizabeth Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0831	BUILD86	Building 86	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	2,000.00	St. Elizabeth Historic District	1	2	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0820	BUILD93	Building 93	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	AM0	119,846.00	St. Elizabeths Historic District	1	6	DEPARTMENT OF GENERAL SERVICES
5868S 0810	BUILD99	Building 115	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	41,317.00	Partially Contributing	0	3	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
PAR 01470159	BUNKE21	Bunker Hill Elementary School	1401 MICHIGAN AVENUE NE	5	20017	5B	GA0	69,400.00	Yes	1	2	DC PUBLIC SCHOOLS
2870 0804	CARDO25	Francis L. Cardozo Education Campus	1200 CLIFTON STREET NW	1	20009	1B	GA0	355,400.00	Yes	2	3	DC PUBLIC SCHOOLS
1866 0823	CHEVY74	Chevy Chase Branch Library	5601 CONNECTICUT AVENUE NW	3	20015	3G	HA0	24,618.00	Pending	0	2	DEPARTMENT OF PARKS AND RECREATION
5954W 0001	CONGR89	Congress Heights Elementary	3100 MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	AM0	55,000.00	Yes	0	3	DEMOCRACY PREP CONGRESS HEIGHTS PCS
0533 0831	DALYB24	Municipal Center / Daly Building	300 INDIANA AVENUE NW	2	20001	2C	AM0	533,545.00	Yes	1	6	DEPARTMENT OF GENERAL SERVICES
1759 0811	DEALM79	Deal Middle School	3815 FORT DRIVE NW	3	20016	3E	GA0	218,719.00	Yes	1	4	DC PUBLIC SCHOOLS
1293 0803	DUKEE47	Duke Ellington School of the Arts	1680 35TH STREET NW	2	20007	2E	GA0	279,524.00	Yes	2	5	DC PUBLIC SCHOOLS
0872 0800	EASTE31	Eastern Market	225 7TH STREET SE	6	20003	6B	AM0	29,906.00	Yes	1	1	DEPARTMENT OF GENERAL SERVICES
0630 0833	ENGIN03	Engine Company 3	439 NEW JERSEY AVENUE NW	6	20001	6C	FB0	11,836.00	Yes	0	3	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
0248 0814	ENGIN16	Engine Company 16	1018 13TH STREET NW	2	20005	2F	FB0	25,634.00	Yes	1	3	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
3929 0018	ENGIN17	Engine Company 17	1227 MONROE STREET NE	5	20017	5B	FB0	4,644.00	Yes	1	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
5582 0800	ENGIN19	Engine Company 19	2813 PENNSYLVANIA AVENUE SE	7	20004	7B	FB0	9,062.00	Yes	0	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
1783 0804	ENGIN20	Engine Company 20	4300 WISCONSIN AVENUE NW	3	20016	3E	FB0	13,044.00	Yes	1	3	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
2583 0063	ENGIN21	Engine Company 21	1763 LANIER PLACE NW	1	20009	1C	FB0	8,925.00	Yes	1	3	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
PAR 00870005	ENGIN22F	Former Engine Company 22	5760 GEORGIA AVENUE NW	4	20011	4C	FB0	8,293.00	Yes	1	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
0079 0005	ENGIN23	Engine Company 23	2119 G STREET NW	2	20052	2A	FB0	7,732.00	Yes	1	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
5990 0803	ENGIN25	Engine Company 25	3203 MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	FB0	9,184.00	Yes	0	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
3956 0802	ENGIN26	Engine Company 26	1340 RHODE ISLAND AVENUE NE	5	20018	5B	FB0	8,936.00	Yes	1	1	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
5076 0800	ENGIN27	Engine Company 27	4201 MINNESOTA AVENUE NE	7	20019	7D	FB0	7,978.00	Yes	0	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
1372 0808	ENGIN29	Engine Company 29	4811 MACARTHUR BOULEVARD NW	3	20007	3D	FB0	6,384.00	Yes	1	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
1983 0807	ENGIN31	Engine Company 31	4930 CONNECTICUT AVENUE NW	3	20008	3F	FB0	8,172.00	Yes	0	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
0489 0802	FORME48	Recorder of Deeds Building	515 D STREET NW	2	20001	2C	AM0	44,842.00	Yes	1	4	DEPARTMENT OF GENERAL SERVICES
0285 0808	FRANKLIN8	Former Franklin School and Shelter	925 13TH STREET NW	2	20005	2F	EB0	41,000.00	Yes	1	3	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5078 0813	FRPCS07	Friendship College Academy at Old CG Woodson School	4095 MINNESOTA AVENUE NE	7	20009	7F	AM0	152,000.00	Yes	1	4	Friendship College Academy Public Charter School
PAR 02520057	FTGBL01	Bathroom	SE	8	20032	8D	HA0	1,000.00	Fort Circle Parks Historic District	0	1	DEPARTMENT OF PARKS AND RECREATION

Department of General Services

Question #81: Historically Designated Properties

Property Code	Building Code	Building Name	Address	Ward	Postal Code	ANC Code	Agency Responsible	Gross Area ft²	DC Historic Landmark	Number of Subterranean Levels	Number of Floors	Primary Agency
PAR 02520014	FTGRE14	Fort Greble Recreation Center	SE	8	20032	8D	HA0	945.00	Yes	0	1	DEPARTMENT OF PARKS AND RECREATION
1759 0807	FTREN07	Cartwheel Tower	4025 CHESAPEAKE STREET NW	3	20016	3E	AM0	10,000.00	Yes	2	8	FEDERAL AVIATION ADMINSTRATION
PAR 01420022	GALLU61	Former Alexander Crummell School	1900 GALLAUDET STREET NE	5	20004	5D	EB0	19,000.00	Yes	1	2	Deputy Mayor for Planning and Economic Development
1905 0008	HEARS66	Hearst Recreation Center	3950 37TH STREET NW	3	20008	3F	HA0	3,095.00	Yes	0	2	DEPARTMENT OF PARKS AND RECREATION
0441 0090	HOWTH01	Howard Theater	620 T STREET NW	1	20001	1B	AM0	12,172.00	Yes	1	2	Howard Theater
1729 0808	JANNE77	Janney Elementary School	4130 ALBEMARLE STREET NW	3	20016	3E	GA0	96,080.00	Yes	1	4	DC PUBLIC SCHOOLS
0853N 0811	LINCO44	Lincoln Playground Field House	555 L STREET SE	6	20003	6D	HA0	2,112.00	Yes	0	1	DEPARTMENT OF PARKS AND RECREATION
0375 0825	MLKJR59	MLK Library	901 G STREET NW	2	20001	2C	CE0	430,000.00	Yes	1	4	DC PUBLIC LIBRARY
2894 0896	MPD04THS	Fourth District Substation	750 PARK ROAD NW	1	20010	1A	FA0	13,671.00	Yes	1	2	METROPOLITAN POLICE DEPARTMENT
0616 0116	MUNDO18	Mundo Verde Kindergarten	30 P STREET NW	5	20001	5E	AM0	12,000.00	Yes	0	3	MUNDO VERDE BILINGUAL PCS
0616 0116	MUNDO81	Mundo Verde Bilingual PCS	30 P STREET NW	5	20001	5E	AM0	43,500.00	Yes	1	3	MUNDO VERDE BILINGUAL PCS
2985 0814	PAULS64	Paul Public Charter School	5901 9TH STREET NW	4	20011	4B	AM0	128,000.00	Yes	0	3	PAUL PUBLIC CHARTER SCHOOL
0814 0823	PEABO14	Peabody Elementary School	425 C STREET NE	6	20002	6C	GA0	35,391.00	Yes	1	4	DC PUBLIC SCHOOLS
PAR 01080006	PUBS300	300 McMillan Drive NW	310 MCMILLAN DRIVE NW	1	20001	1B	AM0	27,224.00	Yes	1	2	DEPARTMENT OF GENERAL SERVICES
PAR 01080006	PUBS310	310 McMillan Drive NW	310 MCMILLAN DRIVE NW	1	20001	1B	UC0	38,075.00	Yes	1	2	OFFICE OF UNIFIED COMMUNICATIONS
0080 0841	SCHOO73	School without Walls High School	2130 G STREET NW	2	20037	2A	GA0	50,307.00	Yes	1	4	DC PUBLIC SCHOOLS
5403 0802	SDPCS65	Lewy Family Academic Building	4300 C STREET SE	7	20019	7F	AM0	50,000.00	Yes	0	4	SEED PUBLIC CHARTER SCHOOL
PAR 02030086	SOUSA75	Sousa Middle School	3650 ELY PLACE SE	7	20019	7F	GA0	160,000.00	Yes	1	3	DC PUBLIC SCHOOLS
2843 0012	SPECO52	Special Operation Division (SOD)	1338 PARK ROAD NW	1	20010	1A	FB0	6,851.00	Yes	1	2	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
5868S 0820	ST.EL14	Building 90: W. W. Eldridge	MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	113,270.00	St. Elizabeths Historic District	0	5	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
5868S 0830	ST.EL19	801 East Men Shelter	2700 MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	HC0	60,846.00	St. Elizabeth Historic District	0	2	DEPARTMENT OF HEALTH
5868S 0825	ST.EL23	R.I.S.E. Demonstration Center	2730 MARTIN LUTHER KING JUNIOR AVENUE SE	8	20032	8C	EB0	9,500.00	Partially Contributing	0	1	OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
0073 0886	STEVE19	Stevens School	1050 21ST STREET NW	2	20005	2A	AM0	40,000.00	Yes	0	4	DEPARTMENT OF GENERAL SERVICES
2843 0012	STORA24	Storage Shed	1338 PARK ROAD NW	1	20010	1A	FB0	900.00	Yes	0	1	FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
0182 0827	SUMNE73	Old Sumner School	1675 M STREET NW	2	20005	2B	GA0	32,805.00	Yes	1	4	DC PUBLIC SCHOOLS
3032 0001	TP-2045	Parkview Recreation Center	700 PRINCETON PLACE NW	1	20010	1A	HA0	4,647.00	Yes	0	1	DEPARTMENT OF PARKS AND RECREATION
1772 0009	WILSO60	Wilson Aquatic Center	3950 CHESAPEAKE STREET NW	3	20016	3E	HA0	100,000.00	Yes	1	4	DEPARTMENT OF PARKS AND RECREATION
1772 0009	WOODR84	Woodrow Wilson High School	3950 CHESAPEAKE STREET NW	3	20016	3E	GA0	376,448.00	Yes	1	4	DC PUBLIC SCHOOLS

Department of General Services
Question #98: Sole Source Procurements

DATE	TYPE	CAPTION	SPECIALIST	CONTRACT NUMBER	Vendors	Contract Amount
2/25/2019	SOLE SOURCE	Design-Build Services Upgrade to the Existing HVAC and Emergency Power Systems at The Office of Cable Television, Film, Music and Entertainment (OCTFME).	C. Washington	DCAM-19-CS-SS-0001	Broughton Construction	$ 891,604.35
4/3/2019	SOLE SOURCE	Marie Reed ES Additional Services for Marquee Sign	I. Thomas	DCAM-19-CS-SS-0002	Quinn Evans/ Architects, Inc.	$ 9,825.00
5/1/2019	SOLE SOURCE	POA Number for a Sole Source for Design-Build Services for Powell Elementary School Modernization	M. Nicholson	DCAM-19-CS-SS-0003	MCN Build, Inc.	$ 34,976.00
5/8/2019	SOLE SOURCE	1601 W Street, Bus Terminal Additional Design Services for Alphatec,PC.	M. Nicholson	DCAM-19-CS-SS-0004	Alphatec, PC	$130,717.92
6/13/2019	SOLE SOURCE	Demolition/Abatement of Windows at Neval Thomas Elementary School	I. Thomas	DCAM-19-CS-SS-0005	H.E.P Construction Inc.	$ 61,800.00
6/24/2019	SOLE SOURCE	Patricia Handy Mold Remediation HVAC assessment	C. Washington	DCAM-19-CS-SS-0008	SETTY & ASSOCIATES INTERNATION	$ 18,500.00
9/9/2019	SOLE SOURCE	Transition & Upgrade Building Automation Systems (Enteliweb)	A. Stanekzai	DCAM-19-CS-SS-0006	Intellimation LLC	$ 309,911.00
11/29/2018	SOLE SOURCE	Wilson HS Stormwater Management FY 19 Exterior Upgrades	I. Thomas	DCAM-19-CS-SS-0039	Con Graae & Spack Architects	$ 26,675.00
12/31/2018	SOLE SOURCE	Roof Management Services	K. Hubbard	DCAM-19-CS-SS-0069	LightBOX-BlueFin Partners	$ 670,678.67
1/24/2019	SOLE SOURCE	Vehicle Exhaust Maintenance and Repair Services (CS Jackson)	K. Giles	DCAM-19-NC-SS-0001	CS Jackson LLC	$ 500,000.00
1/24/2019	SOLE SOURCE	Garage, Roll-up, Overhead & Apparatus Bay Door Maintenance, Repair and Replacement for FEMS	D. Banks	DCAM-19-NC-SS-0002	Metropolitan Rolling Door, Inc	$ 950,000.00
2/21/2019	SOLE SOURCE	Operations, Preventative Maintenance & Emergency Repair (“OM&R”) Services of the Schindler Elevator System installed at the Pat Handy	D. Banks	DCAM-19-NC-SS-0004	Schindler Elevator Corporation	$ 1,800.00
3/14/2019	SOLE SOURCE	System Upgrades and Help Desk Support (Sole Source) – this is under $100k (small purchase contract).	K. Araujo	DCAM-19-NC-SS-0005	Dycon Technology Consulting LL	$ 10,000.00
	SOLE SOURCE	Stromwater Pollution Prevention Web-Enabled P2 Database Implementation (Global Consulting)	K. Giles	DCAM-19-NC-SS-0006	Global Consulting, Inc	$ 220,000.00
5/3/2019	SOLE SOURCE	MPD Holding Cell Gates & Locks Maintenance and On-call Repair Services (Banks)	D. Banks	DCAM-19-NC-SS-0009	Jailcraft, Inc.	$ 950,000.00
5/9/2019	SOLE SOURCE	Building Automated Systems – HVAC Equipment Services (Garrison Elementary School and Marie Reed Community Center)	K. Giles	DCAM-19-NC-SS-0010	Boland Trane Services Inc	$ 36,828.55
5/9/2019	SOLE SOURCE	Building Automated Systems – HVAC Equipment Services (Multiple Locations)	K. Giles	DCAM-19-NC-SS-0011	Boland Trane Services Inc	$ 44,309.50
	SOLE SOURCE	Salesforce and ExAm Technical Support	L. Dunlip	DCAM-19-NC-SS-0051	Millsapps, Ballinger & Associates	$ 399,792.80