S02 – Solicitation Seed SOW.Att1 Hines Documents for Construction

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BUILDING DIRECTORY

1 OUTPATIENT CLINICS, ADMINISTRATION OFFICES AND RESEARCH
2 FMS, FISCAL, SAFETY OFFICES
3 ENGINEERING SHOPS
4 VACANT
5 POWER HOUSE
7 STRUCTURES SHOP
8 ENGINEERING, ORTHOPEDIC SHOPS and RECREATION CENTER
9 RECREATION, VOLUNTARY AND PROSTHETICS SERVICES
12 VACANT
13 VACANT
14 CATHOLIC CHARITIES
15 UNDERGROUND WATER RESERVOIR (700,000 GALLON)
16 I. G. OFFICE OF AUDIT
17 HUMAN RESOURCES
18 VISN 12 OFFICES
19 BASEBALL FIELD and SEATING STAND
20 MOTOR POOL
21 MAINTENANCE STORAGE
23 HOUSEKEEPING QUARTERS
24 HOUSEKEEPING QUARTERS
25 HOUSEKEEPING QUARTERS
26 HOUSEKEEPING QUARTERS
27 HOUSEKEEPING QUARTERS
28 HOUSEKEEPING QUARTERS
29 HOUSEKEEPING QUARTERS
30 STORAGE
31 PERSONNEL GARAGE
32 PERSONNEL GARAGE
33 RADIATION LABORATORY
34 GEORGE DILBOY MEMORIAL STATUE
35 MAIN GATE HOUSE
37 V. A. SUPPLY DEPOT
39 INCINERATOR
42 FLAG POLE
45 CANTEEN & POST OFFICE
46 FORMER GOLF COURSE RECREATION BUILDING
47 GAS METER HOUSE
48 LAUNDRY DISTRIBUTON AND JESSE BROWN SRORAGE
51 VACANT
53 CATHOLIC CHARITIES
113 BLIND REHABILITATION CENTER
128 SPINAL CORD INJURY AND DISORDERS CENTER
195 WATER STORAGE TANK (1,000,000 GALLON)
197 VALVE HOUSE
200 MAIN HOSPITAL
201 OXYGEN STORAGE
202 ELECTRICAL SUBSTATION
203 PATIENT RECREATION PAVILION
204 GREENHOUSE
215 DATA PROCESSING CENTER
217 EXTENDED CARE
218 EMERGENCY GENERATOR FOR BUILDING 217
219 COOLING TOWER FOR BUILDING 217
220 WAREHOUSE/SERVICE BUILDING
221 RCF LONG TERM SPINAL CORD INJURY UNIT
222 EMERGENCY GENERATOR BUILDING
223 EMERGENCY GENERATOR BUILDING
224 EMERGENCY GENERATOR BUILDING
225 EMERGENCY GENERATOR BUILDING
226 EMERGENCY GENERATOR BUILDING
227 EMERGENCY GENERATOR BUILDING
228 PSYCHIATRY BLDG.
229 RESEARCH BLDG.
230 OLD MRI BUILDING (OCCUPIED BY JOC CONTRACTORS.)
231 SALT STORAGE
232 RONALD McDONALD HOUSE
300 TRAILER (OCCUPIED BY JOC CONTRACTORS.)

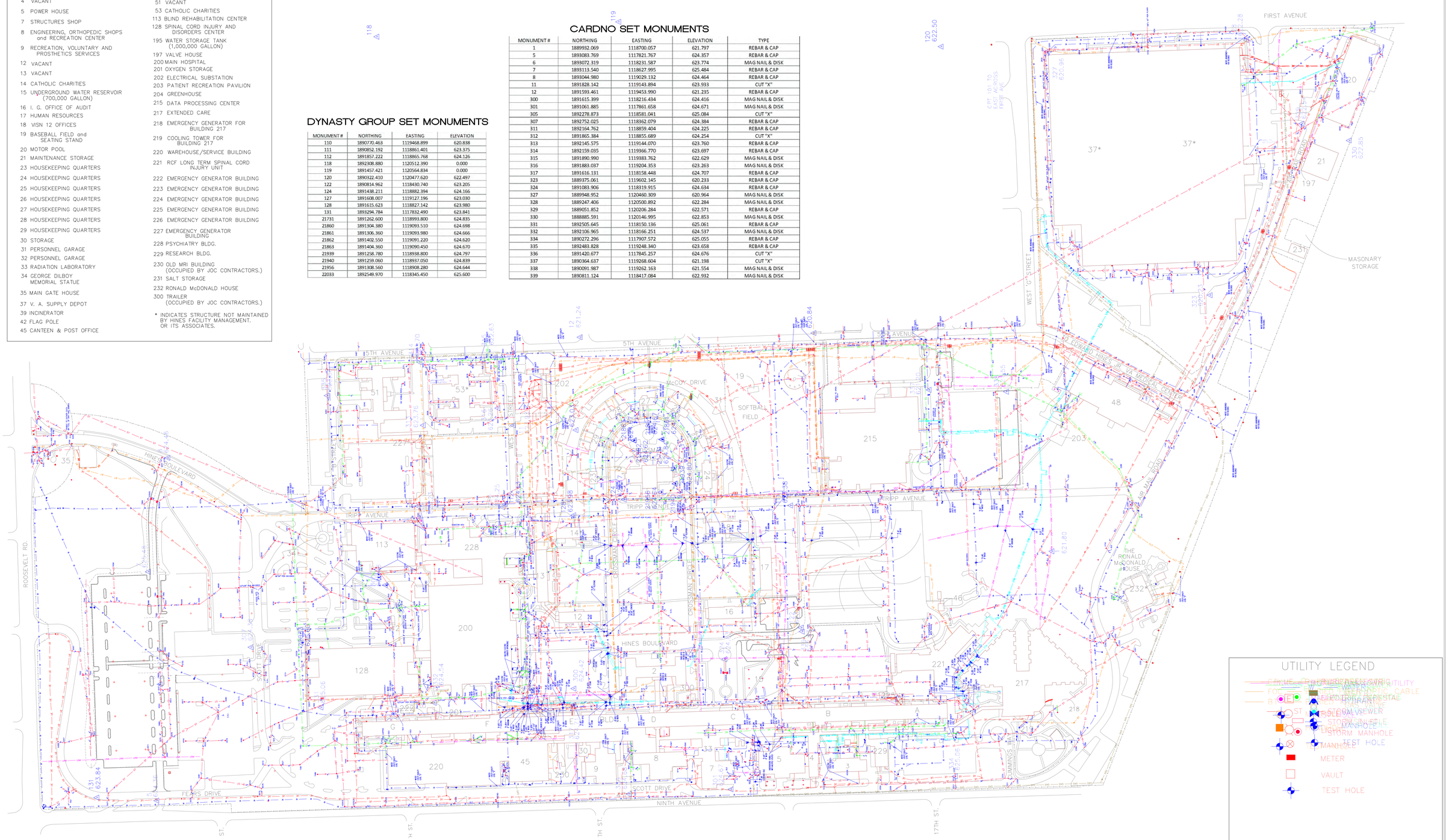
* INDICATES STRUCTURE NOT MAINTAINED BY HINES FACILITY MANAGEMENT, OR ITS ASSOCIATES.

DYNASTY GROUP SET MONUMENTS

MONUMENT #	NORTHING	EASTING	ELEVATION
110	1890770.463	1119468.899	620.838
111	1890852.192	1118861.401	623.375
112	1891857.222	1118865.768	624.126
118	1892308.880	1120512.390	0.000
119	1891457.421	1120564.834	0.000
120	1890322.410	1120477.620	622.497
122	1890814.962	1118430.740	623.205
124	1891438.211	1118882.394	624.166
127	1891608.007	1119127.196	623.030
128	1891615.623	1118827.142	623.980
131	1893294.784	1117832.490	623.841
21731	1891262.600	1118993.800	624.835
21860	1891304.380	1119093.510	624.698
21861	1891306.360	1119093.980	624.666
21862	1891402.550	1119091.220	624.620
21863	1891404.360	1119090.450	624.670
21939	1891258.780	1118938.800	624.797
21940	1891259.060	1118937.050	624.839
21956	1891938.560	1118938.280	624.644
22033	1892549.970	1118345.450	625.600

CARDNO SET MONUMENTS

MONUMENT #	NORTHING	EASTING	ELEVATION	TYPE
1	1889932.069	1118700.057	621.797	REBAR & CAP
5	1893083.769	1117821.767	624.357	REBAR & CAP
6	1893072.319	1118231.587	623.774	MAG NAIL & DISK
7	1893113.540	1118627.995	625.484	REBAR & CAP
8	1893044.980	1119029.132	624.464	REBAR & CAP
11	1891828.142	1119143.894	623.933	CUT "X"
12	1891593.461	1119453.990	621.235	REBAR & CAP
300	1891615.399	1118216.434	624.416	MAG NAIL & DISK
301	1891061.885	1117861.658	624.671	MAG NAIL & DISK
305	1892278.873	1118581.041	625.084	CUT "X"
307	1892752.025	1118362.079	624.384	REBAR & CAP
311	1892164.762	1118859.404	624.225	REBAR & CAP
312	1891865.384	1118855.689	624.254	CUT "X"
313	1892145.575	1119144.070	623.760	REBAR & CAP
314	1892159.035	1119366.770	623.697	REBAR & CAP
315	1891890.990	1119383.762	622.629	MAG NAIL & DISK
316	1891883.037	1119204.353	623.263	MAG NAIL & DISK
317	1891616.131	1118158.448	624.707	REBAR & CAP
323	1889375.061	1119602.145	620.233	REBAR & CAP
324	1891083.906	1118319.915	624.634	REBAR & CAP
327	1889948.952	1120460.309	620.964	MAG NAIL & DISK
328	1889247.406	1120500.892	622.284	MAG NAIL & DISK
329	1889051.852	1120206.284	622.571	REBAR & CAP
330	1888885.591	1120146.995	622.853	MAG NAIL & DISK
331	1892505.645	1118150.136	625.061	REBAR & CAP
332	1892106.965	1118166.251	624.537	MAG NAIL & DISK
334	1890272.296	1117907.572	625.055	REBAR & CAP
335	1892483.828	1119248.340	623.658	REBAR & CAP
336	1891420.677	1117845.257	624.676	CUT "X"
337	1890364.637	1119268.604	621.198	CUT "X"
338	1890091.987	1119262.163	621.554	MAG NAIL & DISK
339	1890811.124	1118417.084	622.932	MAG NAIL & DISK



UTILITIES SHOWN QUALITY LEVEL "B" UNLESS NOTED OTHERWISE.
STORM SEWERS SHOWN QUALITY LEVEL "C" UNLESS NOTED OTHERWISE.
SANITARY SEWERS SHOWN QUALITY LEVEL "C" UNLESS NOTED OTHERWISE.

SCALE: 1" = 130-0"

Cardno TBE
CIVIL ENGINEERING * TRANSPORTATION * ENVIRONMENTAL
* PLANNING * UTILITY ENGINEERING/LOCATING

QUALITY LEVEL "D" – INFORMATION DERIVED FROM EXISTING RECORDS AND/OR ORAL RECOLLECTIONS.

QUALITY LEVEL "C" – INFORMATION OBTAINED BY SURVEYING AND PLOTTING VISIBLE ABOVE-GROUND UTILITY FEATURES AND BY USING PROFESSIONAL JUDGMENT IN CORRELATING THIS INFORMATION TO QUALITY LEVEL "D" INFORMATION.

QUALITY LEVEL "B" – INFORMATION OBTAINED THROUGH THE APPLICATION OF APPROPRIATE SURFACE GEOPHYSICAL METHODS TO DETERMINE THE EXISTENCE AND APPROXIMATE HORIZONTAL POSITION OF SUBSURFACE UTILITIES. THIS INFORMATION IS SURVEYED TO PROJECT TOLERANCES.

QUALITY LEVEL "A" – PRECISE HORIZONTAL AND VERTICAL LOCATION OF UTILITIES OBTAINED BY THE ACTUAL EXPOSURE AND SUBSEQUENT MEASUREMENT OF SUBSURFACE UTILITIES AT A SPECIFIC POINT. DIAMETERS SHOWN ARE VERIFIED VISUALLY AND MAY NOT BE EXACT.

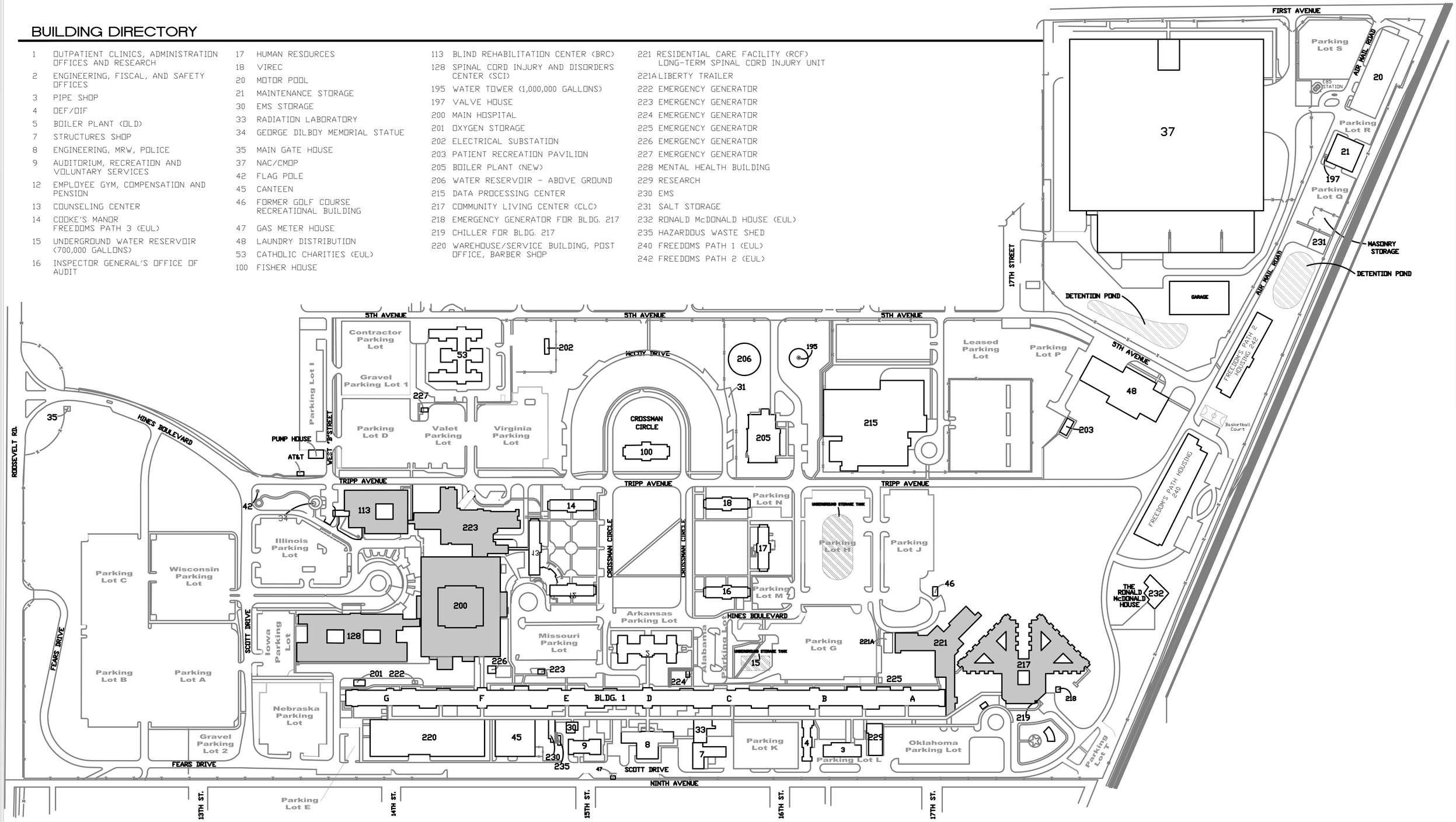
Revisions | Date

Project Title: SUBSURFACE UTILITY PLAN
Date: 12/08/11
Project No.
Building No.: GROUNDS
Checked
Drawn
DRAWING NO.
Dwg. Of
Location: V.A. HOSPITAL, HINES, IL

Office of Facilities
Department of Veterans Affairs

BUILDING DIRECTORY

1 OUTPATIENT CLINICS, ADMINISTRATION OFFICES AND RESEARCH
2 ENGINEERING, FISCAL, AND SAFETY OFFICES
3 PIPE SHOP
4 OEF/OIF
5 BOILER PLANT (OLD)
7 STRUCTURES SHOP
8 ENGINEERING, MRW, POLICE
9 AUDITORIUM, RECREATION AND VOLUNTARY SERVICES
12 EMPLOYEE GYM, COMPENSATION AND PENSION
13 COUNSELING CENTER
14 COOKE'S MANOR FREEDOMS PATH 3 (EUL)
15 UNDERGROUND WATER RESERVOIR (700,000 GALLONS)
16 INSPECTOR GENERAL'S OFFICE OF AUDIT
17 HUMAN RESOURCES
18 VIREC
20 MOTOR POOL
21 MAINTENANCE STORAGE
30 EMS STORAGE
33 RADIATION LABORATORY
34 GEORGE DILBOY MEMORIAL STATUE
35 MAIN GATE HOUSE
37 NAC/CMOP
42 FLAG POLE
45 CANTEEN
46 FORMER GOLF COURSE RECREATIONAL BUILDING
47 GAS METER HOUSE
48 LAUNDRY DISTRIBUTION
53 CATHOLIC CHARITIES (EUL)
100 FISHER HOUSE
113 BLIND REHABILITATION CENTER (BRC)
128 SPINAL CORD INJURY AND DISORDERS CENTER (SCI)
195 WATER TOWER (1,000,000 GALLONS)
197 VALVE HOUSE
200 MAIN HOSPITAL
201 OXYGEN STORAGE
202 ELECTRICAL SUBSTATION
203 PATIENT RECREATION PAVILION
205 BOILER PLANT (NEW)
206 WATER RESERVOIR - ABOVE GROUND
215 DATA PROCESSING CENTER
217 COMMUNITY LIVING CENTER (CLC)
218 EMERGENCY GENERATOR FOR BLDG. 217
219 CHILLER FOR BLDG. 217
220 WAREHOUSE/SERVICE BUILDING, POST OFFICE, BARBER SHOP
221 RESIDENTIAL CARE FACILITY (RCF) LONG-TERM SPINAL CORD INJURY UNIT
221A LIBERTY TRAILER
222 EMERGENCY GENERATOR
223 EMERGENCY GENERATOR
224 EMERGENCY GENERATOR
225 EMERGENCY GENERATOR
226 EMERGENCY GENERATOR
227 EMERGENCY GENERATOR
228 MENTAL HEALTH BUILDING
229 RESEARCH
230 EMS
231 SALT STORAGE
232 RONALD McDONALD HOUSE (EUL)
235 HAZARDOUS WASTE SHED
240 FREEDOMS PATH 1 (EUL)
242 FREEDOMS PATH 2 (EUL)



HINES SITE PLAN

EAST
NORTH SOUTH
WEST

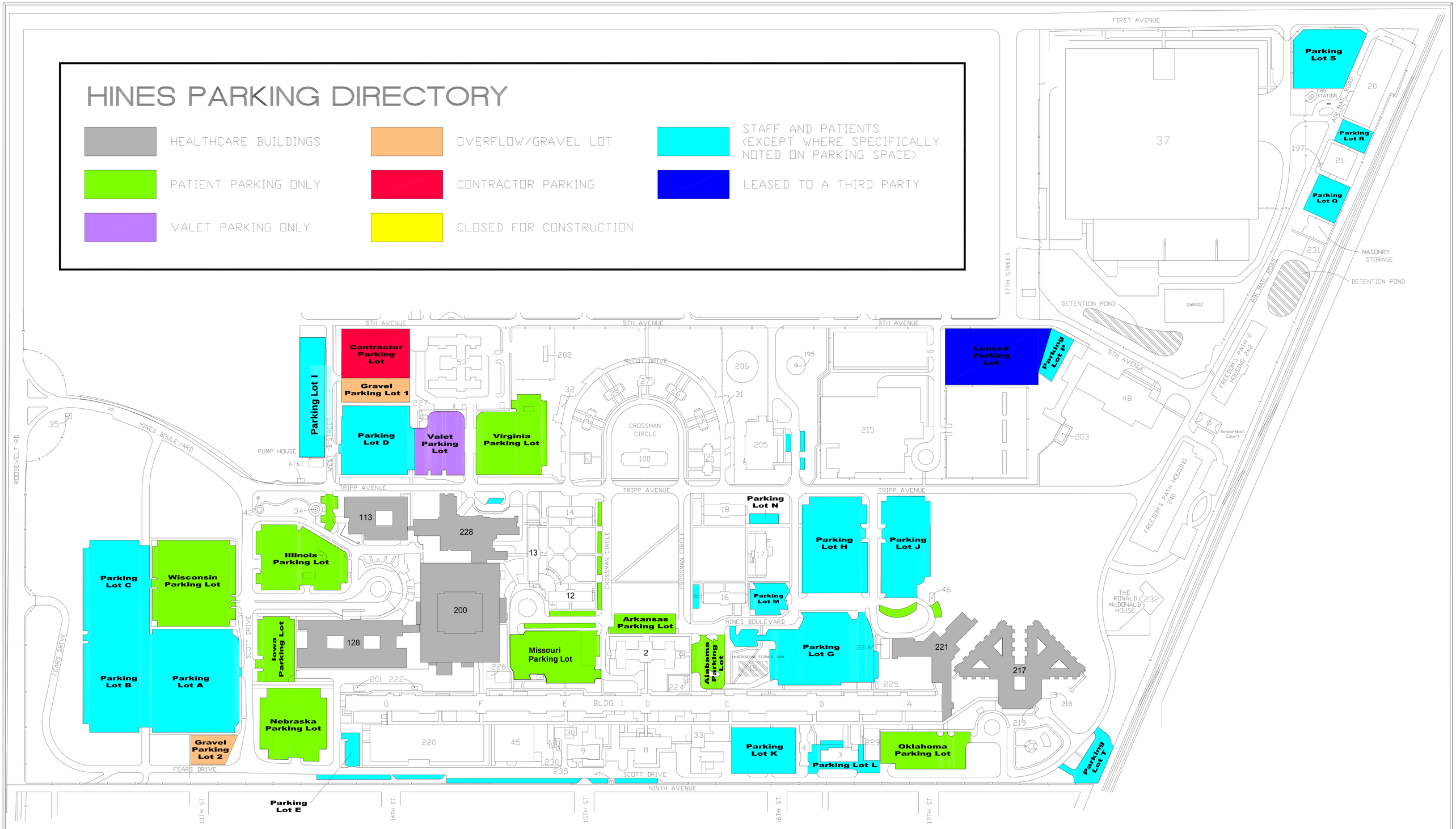
SCALE: 1" = 130-0"	Project Title: Hines VA Campus Map	Date: 5-1-2025	
		Project No.	
Approved: Division Chief	Building No. / Checked / Drawn	DRAWING NO.	
Approved: Service Director	Location: V.A. HOSPITAL, HINES, IL	Dwg. Of	

Office of Facilities

Department of Veterans Affairs

HINES PARKING DIRECTORY

- HEALTHCARE BUILDINGS
- OVERFLOW/GRAVEL LOT
- STAFF AND PATIENTS (EXCEPT WHERE SPECIFICALLY NOTED ON PARKING SPACE)
- PATIENT PARKING ONLY
- CONTRACTOR PARKING
- LEASED TO A THIRD PARTY
- VALET PARKING ONLY
- CLOSED FOR CONSTRUCTION



PARKING DESIGNATIONS

SCALE: 1" = 130-0"	Project Title: Hines VA Campus Map	Date: 4-03-2025	
		Project No.	
Approved: Division Chief	Building No. / Checked / Drawn	DRAWING NO.	
Approved: Service Director	Location: V.A. HOSPITAL, HINES, IL	Dwg. Of	

Office of Facilities

Department of Veterans Affairs

2025 ENGINEERING SERVICE
PROJECT PLANNING CONTRACTOR
FINGERPRINT REQUEST FORM

Bring with you two (2) original IDs (Identity Source Documents).
Complete all yellow highlighted fields on this form to the best of your ability

Applicant Category: Check One (APPLICATION RENEWABLE IN 182 DAYS)

☐	EMPLOYEE	☑	CONTRACTOR	☐	HEALTH PROFESSONS TRAINEE, resident (VHA intern, fellow, student)
☐	AFFILIATE	☐	VOLUNTEER	☐	OTHER/CONTRACTED EMPLOYEE

ENTER YOUR NAME EXACTLY AS IT APPEARS ON IDs

Name: (Last, First, Middle)		Other Last Names Used
SSN (use of pseudo number is not permitted)	Position Title	Telephone #
Date of Birth: (mm/dd/yyyy)	City/State and Country of Birth	
E-Mail Address	Country of Citizenship	Dual Citizen?
VA Work Location	Name of Sponsor: Mikel Jones, mikel.jones@va.gov	Sponsor Phone: 708 202-8387 ext 21322
Contractors Only: Company Name	Company Address/Work Email	Contract Start Date
Name of Project COR	Project #	Project End Date

FINGERPRINT LOCATION Edward Hines Jr VAMC		FINGERPRINT DATE (mm/dd/yyyy)		PREVIOUS VA PIV CARD HOLDER (Yes/No)	
GENDER (M/F)	HEIGHT (inches)	WEIGHT (US pounds)	HAIR COLOR	EYE COLOR	RACE/ETHNICITY

Facility Name Location: Hines – 578 VISN 12	Facility SOI # PSAC-VACO	Facility SON # 430H

Date Cleared	Signature
Comments	

USAccess Deployment Bulletin

Issue No. 20-45

Week of December 28, 2020

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USAccess Identity Proofing Source Documents

USAccess Enrollment and Identity Proofing Documents

Primary Forms of Identification (Acceptable Documents)

1. U.S. Passport or a U.S. Passport Card
2. Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
3. Foreign passport
4. Employment Authorization Document that contains a photograph (Form I-766)
5. Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph Real ID required
6. U.S. Military ID card
7. U.S. Military dependent's ID card; or
8. PIV Card.

Photos are required for all forms of primary identification documents.

Secondary Forms of Identification (Acceptable Documents)

1. U.S. Social Security Card issued by the Social Security Administration. Laminated SSA cards cannot be used without Security Officer approval.
2. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal
3. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph. EXCEPTIONS APPLY Real ID required
4. Voter's registration card; 13. Reentry Permit (Form I-327)
5. U.S. Coast Guard Merchant Mariner Card
6. Certificate of U.S. Citizenship (Form N-560 or N-561)
7. Certificate of Naturalization (Form N-550 or N-570)
8. U.S. Citizen ID Card (Form I-197)
9. Identification Card for Use of Resident Citizen in the United States (Form I-179)
10. Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS545 or Form DS-1350)
11. Temporary Resident Card (Form I-688)
12. Employment Authorization Card (Form I-688A)
13. Reentry Permit (Form I-327)
14. Refugee Travel Document (Form I-571)
15. Employment authorization document issued by Department of Homeland Security (DHS)
16. Employment Authorization Document issued by DHS with photograph (Form I-688B)
17. Driver's license issued by a Canadian government entity
18. Native American tribal document.

Identifying Source Documents Not Accepted for USAccess

Identifying documents NOT ACCEPTED by USAccess include, but are not limited to:

1. Student ID Cards (including public/state universities, as well as private universities)
2. Gun or Firearms permits
3. License to Carry
4. Hunting/Fishing permits
5. Facility Badge
6. Temporary driver's licenses
7. Selective service card
8. Company ID Card
9. Foreign Driver's License (other than Canada)
10. Library Card
11. Temporary PIV Card
12. Marriage license

The following rules apply to all presented identity source documents:

- All documents must be in their original forms - no photocopies other than a certified copy of birth certificate bearing an official seal.
- **Expired or canceled identity documents are not acceptable.**
- All Primary forms of ID contain an expiration date; however, some Secondary forms of ID do not. Not having an expiration date does not make a Secondary ID Source unacceptable. Secondary forms of ID without an expiration date can be accepted.
- **Updating or replacing identity source documents is not required after successfully completing the identity proofing process.**
- If any of the identity source documents presented for identity proofing bear different names, then evidence of a formal name change must be provided linking the names. For example, a married woman with a current driver's license and birth certificate can provide a marriage license.

USACCESS is Coming… Are You Ready?

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. Most applicants are asked to complete this form after a tentative offer of employment has been made; however, depending on your position, you may be asked to complete this form earlier during the hiring process. Follow instructions that the agency provides. Before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment*

Form Approved: OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

General Information

1. FULL NAME (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

♦

2. SOCIAL SECURITY NUMBER

♦

3a. PLACE OF BIRTH (Include city and state or country)

♦

3b. ARE YOU A U.S. CITIZEN?

☐ YES ☐ NO (If "NO", provide country of citizenship) ♦

4. DATE OF BIRTH (MM / DD / YYYY)

♦

5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc.)

♦

♦

6. PHONE NUMBERS (Include area codes)

Day ♦

Night ♦

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Were you born a male after December 31, 1959? ☐ YES ☐ NO (If "NO", proceed to 8.)

7b. Have you registered with the Selective Service System? ☐ YES (If "YES", proceed to 8.) ☐ NO (If "NO", proceed to 7c.)

7c. If "NO," describe your reason(s) in item 16.

Military Service

8. Have you ever served in the United States military? ☐ YES (If "YES", provide information below) ☐ NO

If your only active duty was training in the Reserves or National Guard, answer "NO."

If you answered "YES," list the branch, dates, and type of discharge for all active duty.

Branch	From (MM/DD/YYYY)	To (MM/DD/YYYY)	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9,10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of $300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law **.**

9. During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

10. Have you been convicted by a military court-martial in the past 7 years? *(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* ☐ YES ☐ NO

11. Are you currently under charges for any violation of law? *If "YES," use item 16 to provide the date, explanation of the charges, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? *If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.* ☐ YES ☐ NO

13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.* ☐ YES ☐ NO

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, and half-sister.) *If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relativeworks.* ☐ YES ☐ NO

15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? ☐ YES ☐ NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed *(these questions are specific to your position and your agency is authorized to ask them).*

Certifications / Additional Questions

APPLICANT: If you are applying for a position and received a tentative/conditional job offer or have not yet been selected, carefully review your answers on this form and any attached sheets.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. **I certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. **I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand** that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. **I consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. **I understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature:_____ Date: _____ (MM / DD / YYYY)

17b. Appointee's Signature:_____ Date: _____ (MM / DD / YYYY)

Appointing Officer:
Enter Date of Appointment or Conversion
MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? Date: (MM / DD / YYYY)

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance? ☐ YES ☐ NO ☐ DO NOT KNOW

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled. ☐ YES ☐ NO ☐ DO NOT KNOW

DEPARTMENT OF VETERANS AFFAIRS

PERSONNEL SECURITY ADJUDICATION CENTER

Self Certification of Continuous Service

I hereby certify my break in service from my last federal employment is indicated by the block checked below.

Federal employment is defined as any branch of the United States military (Active, Guard or Reserve), federal government civilian employee (any federal government agency), or a contractor working for the federal government.

(Check One)

- ☐ I have NOT had a break in service.
- ☐ My break in service was less than 60 days.
- ☐ My break in service was greater than 60 days, but less than two (2) years. (You are required to submit the OF 306, Declaration for Federal Employment, with this form.)
- ☐ My break in service is greater than two (2) years; or I have never had federal employment as defined above.

Print Name: _____ Social Security Number: _____

Signature: _____ Date: _____

VA Personnel Security/HR Use Only:

Current Investigation in PIPS: _____ Date: _____

Risk level of current position: _____ Verified by: _____

VA Hospital
Hines, IL 60141

Policy Memorandum 578-12-138A-076 (R-2)
July 16, 2018

SAFETY AND HEALTH DURING CONSTRUCTION ACTIVITIES

Changes:

- 3 Responsibilities:

  Revised Section a. (2) to remove Engineering (Facilities Management) and Engineering (Projects Management) and to include Engineer (Project Planning Section), Engineering (Maintenance and Operations), and Engineering (Healthcare Technology Management).

  Revised Section a. (3) from "complete at least 10 hours of Construction Safety Training at least every 2 years; or complete 30 hours of Construction Safety Training" to "complete 30-hour Construction Safety Training and subsequently completes at least 10 hours of Construction Safety Training at least every 2 years."

  Changed the title of Section c from Chief, Facilities Management Service to Chief, Engineering Service.

  Changed the title of Section c from Chief, Biomedical Engineering to Chief, Healthcare Technology Management.

  Correcting Section h. (3) to correctly indicate "CSO(s)" instead of "CSC(s)".

  Changed the title of Section i from Facility Safety Program Manager or designee to Safety and Occupational Health Manager or designee.

  Changed the title of Section h from Infection Preventionist to Infection Control Manager or designee.

- 5 References:

  Replaced reference VHA Directive 2011–036, Safety and Health During Construction Activities, dated September 22, 2011 (Data available on Intranet) with VHA Directive 7715, Safety and Health During Construction, dated April 6, 2017 (Data available on Intranet)

  Replaced reference Interim Life Safety Measures, Policy Memorandum 578-02-001-088(R-2), dated October 3, 2011 (Data available on intranet) with Interim Life Safety Measures, Policy Memorandum 578-02-001-088 (R-3), or more current version (Data available on intranet)

  Replaced reference Above Ceiling Entry and Wall Construction Permits 578-07-001-102 (R-2) dated December 27, 2011 (Data available on Intranet) with Above Ceiling Entry and Wall

Construction Permits 578-12-138A-079 (R-3), or more current version (Data available on intranet)

Replaced reference Smoking Policy 578-03-001-038 (R-2) dated February 1, 2012 (Data available on intranet) with Smoking Policy 578-03-001-038 (R-3), or more current version (Data available on intranet)

Replaced reference Hazard Communication Program 578-03-001-034 (R-1) dated January 13, 2012 (Data Available on intranet) with Hazard Communication Program 578-03-001-034 (R-2), or more current version (Data available on intranet)

- 6 Rescission:

  Changed to Policy 578-12-138A-076 (R1) Safety and Health During Construction Activities

- 8 Follow-up Responsibility:

  Changed from Facilities Management Service to Engineering Service.

- 9 Attachments:

  Created Section 9 and move the attachments list into this section.

- Signature Change

  Changed Director's signature from Joan M. Ricard, FACHE, Hospital Director to Steven E. Braverman, M.D., Hospital Director.

Removed from Previous Policy:

- 3 Responsibilities:

  The Construction Safety Committee (Multi-Disciplinary Team), Section m. (2): Conducting preconstruction risk assessments for air quality requirements, infection control, utility requirements, noise, vibration, and other hazards that affect care, treatment, and services. Using the current American Institute of Architects (AIA) Guidelines, staff must conduct and document in writing preconstruction risk assessments during the design or planning stage of the work (prior to bidding, award, and starting work). Preconstruction risk assessments must focus on eliminating or minimizing the above-mentioned risks during construction and renovation activities. The complexity of the preconstruction risk assessment report is determined by the complexity of the threats posed by the construction project. Assigned VHA staff and Construction Facility Management Resident Engineers (CFM REs) must confirm compliance during the construction phase of the work.

  The Construction Safety Committee (Multi-Disciplinary Team), Section m. (5): Participating in all phases of construction work from planning through completion. This includes review and approval of construction plans, contract specifications, and contract submittals related to construction safety and health and any other documents that may assist in the implementation of an effective Construction Safety Program. The Multi-Disciplinary Team must be involved early in the process and continue oversight on a regular basis to avoid costly and disruptive delays.

Education/Training: Engineering Service has already reviewed policy to include in-service training.

Related Forms: see attachments

Key words: safety, health, construction, activities

VA Hospital
Hines, IL 60141

Policy Memorandum 578-12-138A-076 (R-2)
July 16, 2018

SAFETY AND HEALTH DURING CONSTRUCTION ACTIVITIES

1. **PURPOSE:** To establish policy and procedures to ensure that construction projects will be planned, coordinated and regularly inspected to ensure compliance with applicable fire, infection control, environmental, security, safety, and occupational health regulations and policies.

2. **POLICY:**

a. To protect patients, staff, visitors, and contractors from safety and health hazards associated with construction activities, this policy is established for the Edward Hines Jr. VA Hospital (Hines VA) and for all property where construction is undertaken. This policy requires that strategies be established to control the hazards inherent in conducting construction or maintenance operations in areas that are occupied by patients, visitors, or healthcare staff. These strategies include the assignment of appropriate responsibility at all levels of the organization, establishing and maintaining the necessary expertise to manage an effective construction health and safety program, applying technical guidance and best practices to assist in managing the program, and providing a Construction Safety Committee to oversee and enforce the application of this policy.

b. Construction activities shall be defined to include delegated minor or non-recurring maintenance projects performed by contractors, station-level projects performed by contractors, and station Maintenance and Operations (M&O) personnel. Construction shall also include non-delegated projects including majors. Hines VA shall coordinate those construction impacts with the project's Project Engineer/Contracting Officers Representative (COR) through Hines VA single point of contact. This definition also applies to Enhanced Use and Lease (EUL) projects related to structures for which Hines VA maintains management responsibility or authority.

c. The intention of this Construction Safety Program is to reduce the potential for injury and illness to VA patients, employees, and visitors that might result from unsafe construction activities; to increase the level of construction safety expertise of VA employees; to decrease the potential for serious Occupational Safety and Health Administration (OSHA) violations; to provide a guideline for addressing safety-related construction issues; and to reduce the potential for property and liability exposures due to construction-related activities.

d. Proper application of this program will reduce the potential for liability, which could result from construction accidents, life safety deficiencies, or infection control failures.

3. **RESPONSIBILITY:**

a. VA Hospital Director:

(1) Establishing and monitoring an effective facility Construction Safety Program.

(2) Establishing a Multi-Disciplinary Team (Construction Safety Committee) with representatives from the following program areas:

- Infection Control
- Patient Safety
- Occupational Safety and Health
- Police
- Engineering (Project Planning Section)
- Engineering (Maintenance and Operations)
- Engineering (Healthcare Technology Management)
- Green Environmental Management System (GEMS)
- Emergency Planning Coordinator
- Local Union Safety Representatives (from affected bargaining units)
- Contracting
- Employee Occupational Health

(3) Ensuring that appropriate staff receives training in construction safety. All members of the Multi-Disciplinary Team complete 30-hour Construction Safety Training and subsequently completes at least 10 hours of Construction Safety Training at least every 2 years.

(4) Ensuring that the Construction Safety Committee actively engages in:

(a) Protecting patients, visitors, and employees from traumatic injury, toxic environmental exposures, and occupational and facility-associated infections.

b. Associate Director:

(1) Completing responsibilities delegated from the Hospital, as appropriate, for oversight of these policies.

c. Chief, Engineering Service:

(1) Working with contractor and VHA facility staff to coordinate and monitor an effective Construction Safety Program for projects under their direction.

(2) Completing OSHA's 30-hour Construction Safety Training and subsequently completes at least 10 hours of Construction Safety Training at least every 2 years.

(3) Supporting the periodic inspections of construction sites.

(4) Ensuring contractors comply with VA safety and health policies and procedures and contract requirements.

(5) Serving on the facility Construction Safety Committee/subcommittee to ensure contracts meet the committee's requirements.

(6) Supporting the Construction Safety Officer, Facility Safety Manager, Contracting Officer, and engineering staff in implementing the Construction Safety Program.

d. Chief, Project Planning Section:

(1) Working through safety and health staff, CORs, maintenance staff, contractors, and the Construction Safety Committee to plan, coordinate and monitor the Construction Safety Program for all projects at the facility.

(2) Completing OSHA's 30-hour Construction Safety Training and subsequently complete 10 hours of Construction Safety Training at least every 2 years.

(3) Participating in monthly construction rounds of construction sites to ensure compliance with safety elements of the construction contract and performance of the program.

(4) Serving on the facility Construction Safety Committee to ensure contract requirements meet the committee's approval.

(5) Supporting the Competent Person (CP), Safety Officer, Infection Control Practitioner, Contracting Officer (CO), and engineering staff in implementation of the Construction Safety Program.

(6) Working with contracting staff to ensure competent staff is assigned as CORs to oversee work.

e. Chief, Maintenance and Operations Section:

(1) Completing OSHA's 30-hour Construction Safety Training and subsequently complete 10 hours of Construction Safety Training at least every 2 years.

(2) Participate in construction rounds of in-house construction sites to ensure compliance with safety elements of the construction contract and performance of the program.

(3) Ensure that in-house work forces have necessary training and competency for tasks being performed.

f. Chief, Healthcare Technology Management:

(1) Ensuring that all construction accomplished in support of major equipment installations (as a part of the equipment purchase) comply with the site Construction Safety Program policy and procedures.

g. Contracting Officer (CO) and Contracting Officer's Representative (COR):

(1) Completing at least at least 10 hours of Construction Safety Training and completing OSHA's 30-Hour Construction Safety training. Subsequently, complete at least 10 hours of construction safety training every 2 years.

(2) Ensuring that all solicitations and contracts include the Federal Acquisition Regulation (FAR) clause found in FAR 52.236-13, Accident Prevention, and Veterans Affairs Acquisition Regulation (VAAR) clause found in VAAR 836.236-87.

(3) Designating, in writing, the Construction Safety Officer(s) (CSO) to serve as the Safety Officer for VHA contracts.

(4) Adding paragraph (f) found in FAR 52.236-13 to the basic clause if the contract will involve work of a long duration or hazardous nature, or performance on a government facility that on the advice of CSO or COR involves hazardous materials or operations that might endanger the safety of the public or government personnel or property.

(5) Ensuring that all solicitations and contracts specify that on-site general and sub-contractor's construction workers have completed at least 10 hours of Construction Safety training or the OSHA 30-hour Construction Safety training, and other relevant competency training, as determined by the CSO with input from the Multi-Disciplinary Team. The determination for other relevant competency training is based on the project hazards and complexity, Federal, and State regulations and VA requirements.

(6) Ensuring that all projects require contractor certification verifying completion of required training.

(7) Ensuring submittals for contract construction or renovation work to include the names, qualifications, and training dates for the contractor CP designated to administer the site-specific safety program, as well as the CP for other activities as required by OSHA regulation (such as scaffolds, cranes, excavations, etc.).

(8) Serving on the facility Construction Safety Committee or subcommittee to ensure contracts meet the Committee's requirements.

(9) Supporting the CSO, Facility Safety Manager, and appropriate staff in implementing the construction safety program and enforcement of the contracts.

(10) Ensuring that if contracted construction worker(s) have been determined to be at risk for transmission of tuberculosis (TB) based upon the TB section of the Infection Control Risk Assessment (to be completed by COR and approved by Infection Control prior to Contract Award), the contractor must provide written certification that all contract employees assigned to the work site have had a pre-placement tuberculin screening within 90 days prior to assignment to the worksite and been found to be with negative screening reactions. This can be the CDC two-step skin testing or a Food and Drug Administration (FDA)-approved blood test. Contract employees manifesting positive screening reactions to the tuberculin must be examined per current CDC guidelines prior to working on VHA property. Subsequently, if the employee is found without evidence of active (infectious) pulmonary

TB, a statement documenting examination by a physician must be on file with the employer (construction contractor) noting that the employee with a positive tuberculin screening test is without evidence of active (infectious) pulmonary TB. If the employee is found with evidence of active (infectious) pulmonary TB, the employee would require treatment with a subsequent statement as outlined in subparagraph 4q(11)(c) before being allowed to return to work on VHA property.

(11) Evaluating and considering past safety records of prospective contractors in awarding contracts. At a minimum, ensuring that all solicitations and contracts specify that contractors must not have more than three serious, one repeat, or one willful OSHA violation(s) in the past 3 years, or any significant environmental penalties, when contract selection is applicable at the station level.

(12) Ensuring that prior to the commencement of all projects that the contractor receive a copy of the HINES VAH Contractor Safety Disciplinary Procedures (Attachment F).

(13) The COR shall ensure proper notification to the CO if unsafe action by the contractor occurs by submitting to both the Contractor and the Contracting Officer (Attachment G) Hines VAH COR Letter of Concern for Safety Non-Compliance, in accordance with (Attachment F) HINES VAH Contractor Safety Disciplinary Procedures.

h. Construction Safety Officer(s) (CSOs):

(1) Submitting project reviews of all construction projects, to include at a minimum the Infection Control Risk Assessment, Pre-Construction Risk Assessment (Attachment A), and National Environmental Protection Act Evaluation (Attachment B).

(2) Providing oversight of contract construction safety.

(3) Being knowledgeable in the general inspection of typical work sites during construction and renovation performed by contract staff and in the review of contractor safety program submittals. Note: CSO(s) do not take the place of the contractor's CP nor act on their behalf. The CSO(s) determines if the contractor is meeting VA standards and contractual requirements for safety and OSHA compliance. When these standards and contract requirements are not being met, the VA Contracting Officer's Representative (COR), CO, and CSO must take immediate action to prevent injury, exposure, noncompliance, and/or property damage.

(4) Completing OSHA's 30-hour Construction Safety Training and subsequently complete 10 hours of Construction Safety Training at least every 2 years.

(5) Ensuring that the specific safety requirements for construction operations are implemented during facility projects.

(6) Serving as a member of the Multi-Disciplinary Team.

(7) Conducting periodic inspections of VHA construction sites to ensure compliance with safety elements of the established program(s); at minimum, weekly inspections are required.

(8) Monitoring and inspecting construction and renovation work sites periodically to ensure compliance with safety elements of established program(s) as noted in Attachment H, titled OSHA Required Competent Person Inspections.

(9) Maintaining competence in the general inspection of work sites during construction, renovation, and maintenance, falls under the purview of this policy.

(10) Approving corrective actions.

(11) Stopping unsafe work or activities that are non-compliant with the contract or OSHA and notifying the CO immediately.

(12) Maintaining communication with the contractor CP on questions of safety.

(13) As applicable if a Crane lift is required to complete aspects of the project then the Hines VA Hospital Planned Critical Lift Plan & Crane Permit (Attachment J) is required to be completed and approved by a member of the Safety Section prior to the Crane being allowed on campus. Once the Crane is onsite the HINES VAH Onsite Inspection Checklist for Mobile Cranes (Attachment I) shall be completed by the Construction Safety Officer prior to commencement of work.

i. Safety and Occupational Health Manager or designee:

(1) Completing OSHA's 30-hour Construction Safety Training and subsequently complete at least 10 hours of Construction Safety Training at least every 2 years.

(2) Ensuring that VHA policy for the Construction Safety Program is implemented within the medical center.

(3) Chairing the Construction Safety Committee.

(4) Ensuring that necessary and relevant Interim Life Safety Measures (ILSMs) are established and implemented. Conducts required additional training for compliance with identified ILSMs.

(5) Rendering technical advice and assistance as required in connection with life safety and fire protection issues during construction, project design, and development.

(6) Overseeing compliance with OSHA and other relevant construction safety regulations.

(7) Confirming that VAMC staff receives training required by this memorandum.

(8) Ensuring that the Construction Safety Program includes appropriate periodic construction site hazard surveillance.

j. Infection Control Manager or designee:

(1) Advising and/or providing recommendations on exposure mitigation and the prevention of facility associated infections in patients, staff, and visitors.

(2) Coordinating with the manager of each construction project (in-house and contract) to conduct an Infection Control Risk Assessment (ICRA) during the planning and/or design stage of the work. ICRAs must be documented in writing and focus on eliminating or minimizing the risk of infection during construction and renovation activities.

(3) Monitoring infection prevention protocols during construction activities as indicated in ICRA for that project.

k. GEMS Coordinator:

(1) Providing guidance on EPA regulations and environmental issues, as those regulations and issues directly and immediately relate to the safety during the design stage.

(2) Monitoring contractor compliance with contract specifications on EPA regulations, Attachment B – NEPA Assessment) as those regulations directly and immediately relate to the construction project, including environmental compliance, pollution prevention (Attachment D- GEMS Awareness Competent Person Training), waste management (Attachment E – Construction Project Waste Minimization Report), and permitting.

(3) Completing OSHA's 30-hour Construction Safety Training and subsequently complete 10 hours of Construction Safety Training at least every 2 years.

l. Emergency Planning Coordinator:

(1) Providing guidance on OSHA regulations as they apply to emergency planning, response and operations in construction (i.e.29 CFR 1926.35 and 29 CFR 1926.65).

(2) Monitoring contractor performance to contracted specifications on OSHA Regulations as they appear to emergency planning, response, and operations related to construction operations.

m. The Construction Safety Committee (Multi-Disciplinary Team):

(1) Determining the scope and depth of safety, infection control, emergency management, and security interventions appropriate for all construction work. The team may develop threshold criteria for each level of intervention. For instance, after review, some projects may require only Construction Safety Officer surveillance to ensure employee safety and OSHA compliance, while other projects will require all disciplines to be involved.

(2) Verifying that an Infection Control Risk Assessment (ICRA) was completed prior to construction occurring thereby mitigating the risk of transmission of Mycobacterium Tuberculosis (TB) to contracted construction workers. The completed ICRA though reviewed by the Infection Control Manager per project is based upon many variables such as the construction site location, duration of construction activity, patient population, as well as the Hines VAH Annual Tb Risk Assessment, and the Center for Disease Control (CDC) defined risk as outlined in the "*CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health-Care Setting, 2005.*"

(3) Ensuring ILSMs are assessed and implemented on all construction work in accordance with TJC Standards. ILSMs are required when Life Safety Code deficiencies or construction activities pose significant hazards as determined by the assessment. Each medical facility must have a local policy addressing ILSM as required by TJC.

(4) Ensuring that the Construction Safety Program includes periodic construction site hazard surveillance activities with appropriate membership, scope, and frequency for each project as determined by the Construction Safety Committee. The frequency and location of the hazard surveillance activities shall be defined and adhered to, which will include an agreed schedule for construction safety rounds and appropriate follow up enforcement of the corresponding corrective actions. Hazard Surveillance activities must be documented (date, time, members of the inspection team, deficiencies, types of corrective action, and time and date of correction). Note: Correction of hazards found during hazard surveillance activities must be tracked to completion by the Construction Safety Committee, with action by the appropriate COR/CSO/CP.

(5) Ensuring all contractors entering VHA properties comply with the security management program. As a minimum, contractors must notify and obtain permission from the VA Police, be identified by project and employer, and be restricted from unauthorized access.

(6) Evaluating the effectiveness of the Construction Safety Program in an annual report to the facility Safety Committee and/or Environment of Care Committee or equivalent committee.

(7) Requiring the contractor CP to implement and maintain an effective Safety Program that identifies and controls hazards that may cause injury or illness to VA patients, staff, visitors, and contractor employees.

(8) Requiring the contractor CP to implement and maintain an effective Safety Program that identifies and makes available their sub-contractors CP qualifications/certifications to the COR for all generally determined high risk construction activities as defined in 29 CFR 1926.

(9) Ensuring that documentation of the team's inspections is provided to the Network Safety and Health Staff as requested.

n. <u>Police and Security</u>:

(1) Ensuring that all contractors entering VAMC property comply with the Security Management Program. At a minimum, contractors must notify and obtain permission of the VAMC Police, be identified by project and employer, and be restricted from unauthorized access.

(2) Conducting periodic surveillance of site security and the integrity of barriers for trenches and other hazards.

4. **INTERVENTION AND ENFORCEMENT:**

a. All the individuals with defined actions in this directive will intervene whenever conditions of construction activities immediately threaten life or health or threaten to damage equipment or buildings. Intervention and enforcement of this policy and the associated regulatory requirements are as follows:

(1) Staff. All staff will identify hazardous conditions in need of intervention and further develop a culture of safety. CPs and all facility management will take prompt corrective measures to include immediate abatement of hazards, stopping of work, hazard awareness training, administrative controls, etc.

(2) Contractors. The Construction Safety Officer or CO shall notify the contractor orally, with written confirmation, and request immediate initiation of corrective action of hazards identified. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the CO may issue an order stopping all or part of the work until satisfactory corrective action has been taken. Upon a repeat offense of the same or substantially similar hazard, the Construction Safety Officer or CO should inform OSHA or other authorities (i.e., federal, state, or local officials) of the instances where the contractor has been notified to take immediate action to correct serious or imminent dangers. The Construction Safety Officer, with assistance from the Multi-Disciplinary Team, is responsible for making the Contractor and CO formally aware of hazards in need of correction. The CO is responsible for enforcement of the contract.

5. **REFERENCES:**

VHA Directive 7715, Safety and Health During Construction, dated April 6, 2017 (Data available on internet)

Interim Life Safety Measures, Policy Memorandum 578-02-001-088 (R-3), or more current version (Data available on intranet)

Above Ceiling Entry and Wall Construction Permits 578-12-138A-079 (R-3), or more current version (Data available on intranet)

Smoking Policy 578-03-001-038 (R-3), or more current version (Data available on intranet)

Cutting, Welding, and other Hot work 578-03-001-089 (R-2) dated July 5, 2013 (Data available on intranet)

Hazard Communication Program 578-03-001-034 (R-2), or more current version (Data available on intranet)

Confined Space Program 578-12-138S-047 dated May 2, 2012 (Data available on intranet)

Asbestos Management Program 578-03-001-046 (R-1) dated January 30, 2012 (Data available on intranet)

ISO 14001/Environmental Management System (Data available on internet)

OSHA 1926, Construction Standards. www.osha.gov (Data available on internet)

CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health-Care Setting, 2005 (Data available on internet)

29 CFR 1926 (Data available on internet)

6. **RESCISSION:** Policy 578-12-138A-076 (R1) Safety and Health During Construction Activities

7. **RECERTIFICATION:** This policy will be recertified three years from effective date.

8. **FOLLOW-UP RESPONSIBILITY:** Engineering Service (138), Chief, Project Planning.

9. **ATTACHMENTS:**

A Pre-construction/Safety Risk Assessment
B National Environmental Protection Act Assessment
C Construction Safety Checklist
D GEMS Awareness Competent Person Training
E Construction Project Waste Minimization Report
F Hines VAH Contractor Safety Disciplinary Procedure
G Hines VAH COR Letter of Concern for Safety Non-Compliance
H OSHA Required Competent Person Inspections
I Crane Operation and Minimum Criteria On-Site Inspection Checklist
J Hines VA Hospital Planned Critical Lift Plan & Crane Permit

Steven E. Braverman, M.D
Hospital Director

Distribution: Hines Internet Website and Service Chiefs / Service Line Managers via Email

Attachment A	
Location of Construction (Bldg. No. /Room No.):	Project No.: **578-__-___**
Project Title:	
Project Coordinator:	Project Start Date:
Contractor Performing Work:	Estimated Duration:
Supervisor:	Telephone:
Description of Project:	

Construction Activities

The following projects do not require completion of the Pre-Construction/Safety Risk Assessment form:

1. Painting and installation of new wallpaper in business offices and non-patient areas.
2. Painting in a patient room, if closed for painting and less than 3 square feet of wall area is to be patched and painted. Contractor shall replace the air filter for the room's air conditioning unit upon completion of painting.
3. Installation of a soap dispenser/needle box/paper towel holder in a patient room
4. Repair of a window blind.
5. Ceiling tile replacement for areas less than ten (10) 2' x 2' tiles, if not in business offices and non-patient areas.
6. Ceiling tile replacement for areas less than five (5) 2' x 2' tiles in a patient area, if patient is out of the immediate area and clean up can be accomplished before patient returns.
7. Minimal repair of Nurse Call System/TV/Bed/Telephone.
8. Checking or replacing of electric outlet.
9. Replacing a light bulb.
10. Unstopping sink/commode with no water on floor.
11. Unstopping commode when water on floor requires maintenance to have Housekeeping clean area immediately.
12. Repair of a medical gas outlet. (Front Body)
13. Taking air balance measurement readings.
14. Checking air conditioning unit/system.
15. Intermediate jobs that create a moderate amount of dust inside the room with negative air pressure maintained in the room via use of HEPA-equipped unit with minimum 10 ACH and all air discharged outside. The HEPA unit must continue running 2 hours after completion of job and Housekeeping must clean room before the HEPA unit is removed from room. All work and use of HEPA unit must be documented and copies forwarded to Infection Prevention and Safety. **NOTE: All duct vents to be sealed off during work!**

Yes	No	**Will there be noise generated that will impact a department adjacent to, above, or below the construction area?**
		a. If so, these departments must be notified.

		b. How are you going to reduce the noise to an acceptable level?
Yes	No	**Will there be vibration generated that will impact a department adjacent to, above, or below the construction area?**
		a. If so, these departments must be notified each time this type of work will be performed.
		b. How are you going to reduce the vibration to an acceptable level?
Yes	No	**Are Emergency Procedures in place and posted on each job for accidental events that could greatly impact Patient Care or Life Safety to the facility?**
		Typically included items in these procedures are: • Emergency telephone numbers of key departments. • A contingency plan describing the location of main valves, switches, and controls. • A contingency plan for unexpected outages.
Environment		
Yes	No	**Are any of the following environmental hazards present?**
		Will hazardous chemicals be used on this project? How will fumes and odors be controlled? ***Material Safety Data Sheets (MSDS) are required.*** Reference: Hazard Communication Program 578-03-001-034 (R-1) dated January 13, 2012
		Is asbestos abatement required on this job? ***If so, notify Safety at the Pre-Construction Meeting.*** Reference: Asbestos Management Program 578-03-001-046 (R-1) dated January 30, 2012
		Will there be hot work (welding, brazing, soldering) done on this project? If so, then a Hot Work Permit must be posted on the job site. All hot work must have a fire watch assigned to each area while the hot work is being performed. Reference: Cutting, Welding, and other Hot work Policy 578-03-001-089 (R-2)
		Will there be work performed above the ceiling? Will repair/construction activities involve penetration in to existing walls, ceilings, door frames, or doors? If so, must apply for an Above Ceiling Entry and Wall Construction Permit. Reference: Above Ceiling Entry and Wall Construction Permits 578-07-001-102 (R-2) dated December 27, 2011
		Will confined space entry be required on this project? If so, the VAMC Confined Space Entry Program must be followed. Reference: Confined Space Program 578-12-138S-047 dated May 2, 2012
Utility Failures		
Yes	No	**Will any of the following systems be out of service at any time during the project?**
		• Fire alarm ***(For outages greater than 4 hours, Interim Life Safety Measures must be implemented.)***
		• Sprinkler (***For outages greater than 4 hours, Interim Life Safety Measures must be implemented.)***
		• Electrical

		• Domestic water ***(For outages greater than 2 weeks, affected domestic water systems will be flushed 5 times the plumbing volume to ensure no residual contaminants i.e. Legionella.)***
		• Oxygen
		• Sewage
		• HVAC
* The contractor must provide the COR a minimum of 3 weeks' notice prior to a scheduled utility outage.		

Yes	No	
		Will there be any work that will require activation of the Interim Life Safety Measures (ILSM) during this project? Other work may require ILSMs, but typical work requiring ILSM implementation are: • Any construction that impacts an exit or stairs • Any construction that impacts major breaches in a fire or smoke wall • Taking the main fire protection system out of service (sprinkler) • Taking the main fire alarm system out of service • Taking the "area" fire or fire alarm systems out of service for more than 4 hours within a 24-hour period **Implementation of the ILSM requires a fire watch and the ILSM forms to be completed.**
Additional Safety Concerns		
Yes	No	
		Will construction affect exit routes from occupied areas adjacent to construction site?
		Will the project affect traffic patterns in area? ***If yes, explain plan.***
		Will the project involve the deployment of a crane to deliver equipment over occupied facilities? • Must submit a *Lift Safety Plan* and the Hines VA Hospital Planned Critical Lift Plan & Crane Permit to the Safety Office for approval a minimum of 3 weeks prior to the arrival of the crane on Hines VA Hospital. Follow the Safety Office's *Lift Safety Plan* format and include the following information: crane specifications, crane inspection list, and crane staff training record/certification. Contractors shall maintain and present the following items prior to crane start (items can be kept in crane cab): crane certifications, crane registration, fire extinguisher, and crane operating and safety manual.
		The following must be completed prior to any construction activities:

		• Construct separation walls prior to project start. • Fire protection systems must remain intact. • Provide extra fire extinguishers in work areas. • Maintain exit lights in work area. • Maintain negative air pressure in construction area (24/7) throughout project duration. • Maintain means to monitor and ensure negative pressure via barometer / magnahelix. • There cannot be any return air from within the construction area to the rest of the building. • Redirect egress routes; do not allow egress routes to pass through construction areas. • Provide and maintain "Construction Area-Do No Enter" signs on doors leading into the construction area. • Maintain up-to-date daily logs and maintain a current Hot Work Permit. • Provide and install no-slip mats at doors exiting construction area. • All debris removal must be by covered cart. • Maintain a clean and orderly work area. • Determine how, if at all, this project will affect the departments above, below, and adjacent to this project?

Air Quality and Infection Prevention

Construction activity types are defined by the amount of dust that is generated, the duration of the activity, and the amount of shared HVAC systems. Contact Hines VA's Safety and Infection Prevention Departments if any activity is questionable under these guidelines.

Yes	No	
		Will dust be generated during this project? ***If yes, explain location of and plan for interim dust barriers or attach floor plan with barriers clearly marked.***
		Is work occurring in an area defined by Infection Control as being at risk for Tuberculosis? ***If yes, explain location of and plan for notification of floor staff and PPE for assigned contractors, attach floor plan with barriers clearly marked.***
		Will debris removal be necessary? ***If yes, explain plan for debris removal and control.***
		Negative airflow ventilation and filtration in place and assessed for effectiveness.
		Exhaust fans in-place and functioning.
		Air supply duct to area closed and HEPA filtration unit in-place and functioning in adjacent patient care area?
		Will work be done in a sterile area? ***If so, how will sterile atmosphere be maintained (to include access in/out of the work area)?***

Type A		Inspections and Non-Invasive Activities or Small Scale/Short Duration Activities. (Refer to Infection Control Risk Assessment for Type Selection)
Yes	No	
		Removal of ceiling tiles for visual inspection (limited to 1 tile per 50 square feet)
		Painting (excludes sanding)
		Wall covering—Describe work to be done:
		Electrical trim work. Describe:
		Minor plumbing. Describe:
Type B		**Small Scale, Short Duration Activities that create minimal dust. (Refer to Infection Control Risk Assessment for Type Selection)**
Yes	No	
		Installation of telephone and computer cabling
		Access to chase spaces
		Sanding of walls for painting or wall covering (minor repairs—excludes sanding for drywall finishing)
Type C		**Any work that generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies. (Refer to Infection Control Risk Assessment for Type Selection)**
Yes	No	
		Sanding of walls--drywall finishing
		Removal of ☐floor coverings ☐ceiling tiles ☐casework Describe:
		Cutting of walls or ceiling. Describe:
		New wall construction
		Minor ductwork or electrical work above ceilings
		Major cabling activities
		Activity cannot be completed within a single work shift
Type D		**Major demolition and Construction Projects. (Refer to Infection Control Risk Assessment for Type Selection)**
Yes	No	
		Will require heavy demolition or removal of a complete ceiling system
		New construction

Contractor Signature	COR / CSO Signature	Safety Signature
Date:	Date:	Date:

Safety Service Recommendations (as needed):

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NEPA Assessment	Attachment B	
Project:	Location:	Date: Project #:
Type of Project: ☐ Operation and Maintenance Activities ☐ Repairs/Renovation Project ☐ New Construction Project ☐ Lease ☐ Other_____	Project Scope:	
Level of NEPA Analysis: ☐ Categorical Exclusion (CATEX) ☐ Environmental Assessment Needed (EA) ☐ Environmental Impact Statement Needed (EIS)	Other Environmental Permits/Analysis Needed:	

PROJECT IMPACTS

Would the proposed activity involve or generate any of the following?

Source	Yes	No	Source	Yes	No	Source	Yes	No
Air Emissions Including GHG's	☐	☐	Liquid Effluent	☐	☐	RCRA or CERCLA Sites	☐	☐
Asbestos	☐	☐	Petroleum Storage	☐	☐	Wetlands	☐	☐
Excess Noise	☐	☐	Solid Waste	☐	☐	Permit Modification	☐	☐
Utility Modification	☐	☐	Hazardous Waste	☐	☐	Chemical Use/Storage	☐	☐
Soil Disturbances	☐	☐	Biological Resources	☐	☐	Aesthetics	☐	☐
Water Treatment	☐	☐	Radioactive Waste	☐	☐	Water/Well Use	☐	☐
Water Flow Modification	☐	☐	Mixed Waste	☐	☐	Other:	☐	☐

DETERMINATION

☐ I find the proposed project qualifies as a CATEGORICAL EXCLUSION with no extraordinary circumstances. Specify which CATEX: _____

☐ I find that the proposed project MAY have a significant effect on the environment; therefore, an ENVIRONMENTAL ASSESSMENT will be prepared.

☐ EIS

X Project Engineer	X GEMS Coordinator

VA Categorical Exclusion List

Found in 38 CFR Part 26.6(b)(1)

1. Repair, replacement, and new installation of primary or secondary electrical distribution systems;
2. Repair, replacement, and new installation of components such as windows, doors, roofs; and site elements such as sidewalks, patios, fences, retaining walls, curbs, water distribution lines, and sewer lines which involve work totally within VA property boundaries.;
3. Routine VA grounds and facility maintenance activities;
4. Procurement activities for goods and services for routing facility operations maintenance and support;
5. Interior construction or renovation;
6. New construction of 75,000 gross square feet or less;
7. Development of 20 acres of land or less within an existing cemetery, or development on acquired land of five acres or less;
8. Actions which involve support or ancillary appurtenances for normal operation;
9. Leases, licenses, permits, and easements;
10. Reduction in force resulting from workload adjustments, reduced personnel or funding levels, skill imbalances or other similar causes;
11. VA policies, actions and studies which do not significantly affect the quality of the human environment;
12. Preparation of regulations, directives, manuals or other guidance that implement, but do not substantially change, the regulations, directives, manuals, or other guidance of higher organizational levels or another Federal agency; and
13. Actions, activities, or programs that do not require expenditure of Federal funds.

Extraordinary Circumstances List

Found in 38 CFR Part 26.6(b)(1)

1. Greater scope or size than normally experienced for a particular categorical exclusion
2. Actions in highly populated or congested areas
3. Potential for degradation, although slight, or existing poor environmental conditions
4. Use of unproven technology
5. Potential presence of an endangered species, archeological remains, or other protected resources
6. Potential presence of hazardous or toxic substances

VHA Construction Site Safety Review Checklist

Project: _____ Date: _____ Time: _____

Contractor: _____ COR: _____

Inspection Team: _____

Safety & Health General	**OK**	**NC**	**N/A**	***Concrete Operations***	**OK**	**NC**	**N/A**
1. Safety Program / Injury Illness Protection Plan				50. Cement/Silica dust exposures			
2. Orientation/Code of Safe Practices/Badges				51. Cutting Sawing/Grinding Controls			
3. Toolbox Meetings/Pre-Job Safety				52. PPE utilized by Crew			
4. Postings (OSHA) (Project Info/POC)				53. Wall or Structure Supported			
5. Emergency Numbers/First Aid				54. Pumps/equipment set-up/ cond.			
6. Toilets/ Hand Wash/Drinking Water				***Ladders***			
Environment				55. Ladder Conditions			
7. Ventilation, incl neg. air/ HEPA / Manometer				56. 3' Above Landing			
8. Illumination				57. Braced & Tied			
9. Integrity of Dust Control and containment				58. A-Frame Step Ladder Set Up			
10. Openings Guarded/Covered-Marked				59. Correct Height			
11. Stairs/Walkways Guarded & Accessible				60. Proper Use			
12. Rebars Capped				***Scaffolds/Shoring (Interior/Exterior)***			
13. Equipment/Material Storage				61. Current certified installation doc			
14. Traffic/Public Safety				62. Planks/toe boards			
15. 1 or 2 hr. fire separation based upon ILSM				63. Railed Properly			
16. Construction Warning Signs Posted				64. Tied to Structure			
17. Housekeeping				65. Ladder Access			
18. Emergency Exits – Clear / Unlocked				66. Daily Inspections			
19. ILSM in place – Exits Blocked/Locked				67. Users trained/Competent person			
Electrical Safety				68. Falling Object			

				Protection			
20. Cords, Plugs Conditions, Surge Protectors				***Excavations/Trench***			
21. GFI Boxes & Grounding				69.Daily Inspections/Competent Person			
22. Overhead Lines protected/marked/spotter				70.Shored/sloped > 5' or soil cond.			
23. Lock out Tag Out				71. Spoil Piles at least 2' from edge			
24. Power/Generator/breaker panels secured				72. Underground Line located/potholed			
Personal Protection (PPE)				73. Barricades/protective measures			
25. Hard Hats				74. Ladder every 25' & after 4' deep			
26. Eye & Face Protection				***Vehicle/Equipment Operations***			
27. Ear Protection				75. Seat Belts by Operators			
28. Gloves/Clothing				76. Back Up Alarms – all Equipment			
29. Footwear				77. Reflective garments/PPE			
30. Respiratory (Dust/Canister Masks)				78. Personal cars in designated areas			
Site Security				79. Forklift operators trained			
31. Fencing				80. Flagmen/Traffic Control			
32. Security				***Scissors/Zoom Booms/Lift Trucks***			
33. Entrance/Exit				81. Controls Operative			
Hand/ Power/Powder Actuated Tools				82. Safety Chains in Place			
34. Guards attached/functional				83. Harness & Lanyards (JLG's)			
35. Grounded Properly				84. Operator Certification			
36. Working Properly				85. Visual Inspection			
37. Trained or Certified Operators/PPE				86. Fluid Levels (Oil, Water)			
Fire Protection				87. Brakes/Lights/Back up Alarm(s)			
38. Fire Extinguishers checked/accessible				88. Gauges – Operative			
39. Alarm/Detection System in Place				89. Scheduled Maintenance			
40. Smoking (No Smoking)				***Welding & Cutting***			
41. Hot Work Permits				90. Approved Hot Work			

approved/current				Permit			
42. Flammable/Combustible Material				91. Cylinders – Use & Segregation			
Fall Protection				92. Torches, Horses, Gauges, PPE, etc.			
43. Use of Fall Protection above 6'				93. Weld Cables, Holders & Grounds			
44. Floor openings/holes securely covered				94. Fire Protection (Task Work)			
45. Perimeter/Interior Shaft Guardrails				***Personnel Hoists & Cranes***			
46. Falling material/objects				95. Inspections & Maintenance			
47. Trained on Use – Competent Person				96. Crane Set Up & Swing Protection			
48. Handrails for stairs 4 or more steps				97. Rigging & Loads Secured			
49. Fall Protection Equipment in place/Inspected.				98. Certified Operator			

Legend: OK = Condition of non-compliance was not identified; NC = Needs Correction; N/A = Not Applicable

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Attachment C

Section I - Non-Compliance Issues Associated with Project					
Section & Line Number	Deficiency Observed & Where	Corrective Actions Needed	Date Due	How Corrective Actions Were Completed	Date Corrected

Tracking for CSC: Identify non-compliance item noted, where & what was observed, corrective actions needed, Date Corrective Action due, and when and how non-compliance was addressed completed.

Content of the above checklist is advisory and should be modified to satisfy the circumstances of the specific contract or work activity. Any modification of the checklist requires the consent of the safety and engineering staff.
All Contractor personnel and Subcontractor employees are responsible to conduct work activities in a safe and healthful manner for their health and well-being as well VHA personnel. The purpose of this Site Safety Review is to increase the Contractor/Subcontractors awareness of the need for safe work habits and a positive attitude toward loss prevention and control**. Below columns marked with "NC" answers require the Contractor/Subcontractors implementation of corrective action plans. Additional comments/actions will be described on additional pages to supplement this report.**

Policy Memorandum 578-12-138A-076 (R-2)
Attachment D

GEMS Awareness Training for Contractors Competent Person

All federal agencies are required by Executive Order to implement an Environmental Management System, reduce waste, reduce quantity of toxic and hazardous chemical and materials acquired, used or disposed of, increase diversion of solid waste by recycling, and use sustainable environmental practices (acquisition of bio-based, environmentally preferable, energy-efficient, water-efficient and recycled-content products).

The Department of Veterans Affairs has chosen the term GEMS to refer to the department's Green Environmental Management System. Green Environmental Management Systems have been shown to be a valuable tool to lessen negative impacts on the environment, and create more efficient, cost effective means of providing service to our veterans. **The GEMS program emphasizes importance of compliance to federal, state, and local regulations; encourages pollution prevention strategies whenever possible; and focuses on continued improvement on environmental issues**. The GEMS Program is based on ISO 14001, which relates to Environmental Management Systems (EMS). The EMS provides a framework to review activities performed by, or on behalf of the organization, including work performed by contractors.

Any parties, including contractors, who perform an activity identified as being significant based on the impact on the environment, environmental compliance, exposure risk, etc., must be aware of our facility GEMS program and ways to reduce the environmental impacts.

Training for contractors involved in construction, renovation or demolition shall consist of being made knowledgeable of VA Master Specifications Section 01 74 19 by their employer regarding construction waste management. The below signer certifies that each member of their staff who is involved in significant construction waste management activities has been given a copy of VA Master Specifications Section 01 74 19.

Acknowledgement by Competent Person of Document Receipt

Company: _____

Received by (print name): _____

Signature: _____

Date: _____

CONTRACTOR ENVIRONMENTAL TRAINING

SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT

PART 1 – GENERAL

1.1 DESCRIPTION

A. This section specifies the requirements for the management of non-hazardous building construction and demolition waste.

B. Waste disposal in landfills shall be minimized to the greatest extent possible. Of the inevitable waste that is generated, as much of the waste material as economically feasible shall be salvaged, recycled or reused.

C. Contractor shall use all reasonable means to divert construction and demolition waste from landfills and incinerators, and facilitate their salvage and recycle not limited to the following:

1. Waste Management Plan development and implementation.
2. Techniques to minimize waste generation.
3. Sorting and separating of waste materials.
4. Salvage of existing materials and items for reuse or resale.
5. Recycling of materials that cannot be reused or sold.

D. At a minimum the following waste categories shall be diverted from landfills:

1. Soil.
2. Inerts (e.g., concrete, masonry and asphalt).
3. Clean dimensional wood and palette wood.
4. Green waste (biodegradable landscaping materials).
5. Engineered wood products (plywood, particle board and I-joists, etc.).
6. Metal products (e.g., steel, wire, beverage containers, copper, etc.).
7. Cardboard, paper and packaging.
8. Bitumen roofing materials.
9. Plastics (e.g., ABS, PVC).
10. Carpet and/or pad.
11. Gypsum board.
12. Insulation.
13. Paint.
14. Fluorescent lamps.

1.2 RELATED WORK

A. Section 02 41 00, DEMOLITION.

B. Section 01 00 00, GENERAL REQUIREMENTS.

C. Lead Paint: Section 02 83 33.13, LEAD BASED PAINT REMOVAL AND DISPOSAL.

1.3 QUALITY ASSURANCE

A. Contractor shall practice efficient waste management when sizing, cutting and installing building products. Processes shall be employed to ensure the generation of as little waste as possible. Construction /Demolition waste includes products of the following:

1. Excess or unusable construction materials.
2. Packaging used for construction products.
3. Poor planning and/or layout.
4. Construction error.
5. Over ordering.
6. Weather damage.
7. Contamination.
8. Mishandling.
9. Breakage.

B. Establish and maintain the management of non-hazardous building construction and demolition waste set forth herein. Conduct a site assessment to estimate the types of materials that will be generated by demolition and construction.

C. Contractor shall develop and implement procedures to reuse and recycle new materials to a minimum of 50 percent.

D. Contractor shall be responsible for implementation of any special programs involving rebates or similar incentives related to recycling. Any revenues or savings obtained from salvage or recycling shall accrue to the contractor.

E. Contractor shall provide all demolition, removal and legal disposal of materials. Contractor shall ensure that facilities used for recycling, reuse and disposal shall be permitted for the intended use to the extent required by local, state, federal regulations. The Whole Building Design Guide website http://www.wbdg.org provides a Construction Waste Management Database that contains information on companies that haul, collect, and process recyclable debris from construction projects.

F. Contractor shall assign a specific area to facilitate separation of materials for reuse, salvage, recycling, and return. Such areas are to be kept neat and clean and clearly marked in order to avoid contamination or mixing of materials.

G. Contractor shall provide on-site instructions and supervision of separation, handling, salvaging, recycling, reuse and return methods to be used by all parties during waste generating stages.

H. Record on daily reports any problems in complying with laws, regulations and ordinances with corrective action taken.

1.4 TERMINOLOGY

A. Class III Landfill: A landfill that accepts non-hazardous resources such as household, commercial and industrial waste resulting from construction, remodeling, repair and demolition operations.

B. Clean: Untreated and unpainted; uncontaminated with adhesives, oils, solvents, mastics and like products.

C. Construction and Demolition Waste: Includes all non-hazardous resources resulting from construction, remodeling, alterations, repair and demolition operations.

D. Dismantle: The process of parting out a building in such a way as to preserve the usefulness of its materials and components.

E. Disposal: Acceptance of solid wastes at a legally operating facility for the purpose of land filling (includes Class III landfills and inert fills).

F. Inert Backfill Site: A location, other than inert fill or other disposal facility, to which inert materials are taken for the purpose of filling an excavation, shoring or other soil engineering operation.

G. Inert Fill: A facility that can legally accept inert waste, such as asphalt and concrete exclusively for the purpose of disposal.

H. Inert Solids/Inert Waste: Non-liquid solid resources including, but not limited to, soil and concrete that does not contain hazardous waste or soluble pollutants at concentrations in excess of water-quality objectives established by a regional water board, and does not contain significant quantities of decomposable solid resources.

I. Mixed Debris: Loads that include commingled recyclable and non-recyclable materials generated at the construction site.

J. Mixed Debris Recycling Facility: A solid resource processing facility that accepts loads of mixed construction and demolition debris for the purpose of recovering re-usable and recyclable materials and disposing non-recyclable materials.

K. Permitted Waste Hauler: A company that holds a valid permit to collect and transport solid wastes from individuals or businesses for the purpose of recycling or disposal.

L. Recycling: The process of sorting, cleansing, treating, and reconstituting materials for the purpose of using the altered form in the manufacture of a new product. Recycling does not include burning, incinerating or thermally destroying solid waste.

   1. On-site Recycling – Materials that are sorted and processed on site for use in an altered state in the work, i.e. concrete crushed for use as a sub-base in paving.
   2. Off-site Recycling – Materials hauled to a location and used in an altered form in the manufacture of new products.

M. Recycling Facility: An operation that can legally accept materials for the purpose of processing the materials into an altered form for the manufacture of new products. Depending on the

types of materials accepted and operating procedures, a recycling facility may or may not be required to have a solid waste facilities permit or be regulated by the local enforcement agency.

N. Reuse: Materials that are recovered for use in the same form, on-site or off-site.

O. Return: To give back reusable items or unused products to vendors for credit.

P. Salvage: To remove waste materials from the site for resale or re-use by a third party.

Q. Source-Separated Materials: Materials that are sorted by type at the site for the purpose of reuse and recycling.

R. Solid Waste: Materials that have been designated as non-recyclable and are discarded for the purposes of disposal.

S. Transfer Station: A facility that can legally accept solid waste for the purpose of temporarily storing the materials for re-loading onto other trucks and transporting them to a landfill for disposal, or recovering some materials for re-use or recycling.

1.5 SUBMITTALS

A. In accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, and SAMPLES, furnish the following:

B. Prepare and submit to the Resident Engineer a written demolition debris management plan. The plan shall include, but not be limited to, the following information:

1. Procedures to be used for debris management.
2. Techniques to be used to minimize waste generation.
3. Analysis of the estimated job site waste to be generated:
   a. List of each material and quantity to be salvaged, reused, recycled.
   b. List of each material and quantity proposed to be taken to a landfill.

4. Detailed description of the Means/Methods to be used for material handling.

   a. On site: Material separation, storage, protection where applicable.
   b. Off site: Transportation means and destination. Include list of materials.
      1) Description of materials to be site-separated and self-hauled to designated facilities.

      2) Description of mixed materials to be collected by designated waste haulers and removed from the site.
   c. The names and locations of mixed debris reuse and recycling facilities or sites.
   d. The names and locations of trash disposal landfill facilities or sites.
   e. Documentation that the facilities or sites are approved to receive the materials.

C. Designated Manager responsible for instructing personnel, supervising, documenting and administer over meetings relevant to the Waste Management Plan.

D. Monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling.

1.6 APPLICABLE PUBLICATIONS

A Publications listed below form a part of this specification to the extent referenced. Publications are referenced by the basic designation only. In the event that criteria requirements conflict, the most stringent requirements shall be met.

B. U.S. Green Building Council (USGBC):
LEED Green Building Rating System for New Construction

1.7 RECORDS

Maintain records to document the quantity of waste generated; the quantity of waste diverted through sale, reuse, or recycling; and the quantity of waste disposed by landfill or incineration. Records shall be kept in accordance with the LEED Reference Guide and LEED Template.

PART 2 - PRODUCTS

2.1 MATERIALS

A. List of each material and quantity to be salvaged, recycled or reused.
B. List of each material and quantity proposed to be taken to a landfill.
C. Material tracking data: Receiving parties, dates removed, transportation costs, weight tickets, tipping fees, manifests, invoices, net total costs or savings.

PART 3 - EXECUTION

3.1 COLLECTION

A. Provide all necessary containers, bins and storage areas to facilitate effective waste management.
B. Clearly identify containers, bins and storage areas so that recyclable materials are separated from trash and can be transported to respective recycling facility for processing.
C. Hazardous wastes shall be separated, stored, disposed of according to local, state, federal regulations.

3.2 DISPOSAL

A. Contractor shall be responsible for transporting and disposing of materials that cannot be delivered to a source-separated or mixed materials recycling facility to a transfer station or disposal facility that can accept the materials in accordance with state and federal regulations.
B. Construction or demolition materials with no practical reuse or that cannot be salvaged or recycled shall be disposed of at a landfill or incinerator.

3.3 REPORT

A. With each application for progress payment, submit a summary of construction and demolition debris diversion and disposal including beginning and ending dates of period covered.

B. Quantify all materials diverted from landfill disposal through salvage or recycling during the period with the receiving parties, dates removed, transportation costs, weight tickets, manifests, invoices. Include the net total costs or savings for each salvaged or recycled material.

C. Quantify all materials disposed of during the period with the receiving parties, dates removed, transportation costs, weight tickets, tipping fees, manifests, invoices. Include the net total costs for each disposal.

Construction Project Waste Minimization Report
(Provide documentation for all waste/recycling streams)

Project Name/Number: **Date:**

Material (circle NA if not applicable)		**Quantity** (lbs or tons)	**Destination** (facility name and phone)	**Material** (circle NA if not applicable)		**Quantity** (lbs or tons)	**Destination** (facility name and phone)
Appliances (other than HVAC)	NA			HVAC Appliances	NA		
Asbestos	NA			Light fixtures	NA		
Asphalt	NA			Metal pipe	NA		
Batteries	NA			Non PCB-ballasts	NA		
Brick	NA			Scrap metal	NA		
Bulk waste	NA			Siding	NA		
Ceiling tiles	NA			Sinks/toilets	NA		
Concrete	NA			Vegetation	NA		
Doors	NA			Windows	NA		
Excavated dirt/rock	NA			Wire	NA		
Fluorescent tubes	NA			Wood/Lumber	NA		
Hardware	NA			Other:	NA		

VA Construction Waste Management Specifications (Section 01 74 19) require *"Contractor shall use all reasonable means to divert construction and demolition waste from landfills and incinerators, and facilitate their salvage and recycle not limited to" the above. The contractor shall, (1.7 Records)" maintain records to document the quantity of waste generated; the quantity of waste diverted through sale, reuse, or recycling; and the quantity of waste disposed by landfill or incineration."*

Note: Contractor should submit copies of weigh tickets from the disposal center as back up documentation of the quantities indicated above. (3.3 Report) "*With each application for progress payment, submit a summary of construction and demolition debris diversion and disposal.*" (1.3 D Quality Assurance) "*Any revenues or savings obtained from salvage or recycling shall accrue to the contractor.*"

HINES VAH CONTRACTOR SAFETY DISCIPLINARY PROCEDURES

All contractor and sub-contractor employees are expected to comply with jobsite rules and OSHA regulations, and to follow established operating procedures set forth by the HINES VAH. Violations, and repeated violations will not be tolerated and superintendent/foreman will be held accountable for the conduct of contractor and sub-contractor employees.

Superintendents and foremen are required to take action when a violation is observed or brought to their attention. Immediate action to control or eliminate a hazard is required.

In the event a violation/repeat violation is observed, the following procedures have been established to place an employee and the contractor on notice.

Notice:	Action:
First Offense	A written warning from the Contracting Officer (CO) to the contractor (Copy to the Contracting Officer Representative (COR) will address the violation of the employee and the contractor. A copy will be provided to the superintendent and one placed in the contract file and the HINES VAH construction safety office file, referencing the violation and warning, including date and time.
Repeated Offense	A written letter of reprimand from the Contracting Officer addressed to the contractor with reference to the violation, and a request for replacement of the project superintendent. A copy of this letter will be given to the Contractor's main office, HINES VAH Construction Safety Office and a copy will be filed at HINES VAHs' Network Contracting Office (NCO) #6. Also a warning from the CO to the contractor (copy to COR) that a 3rd offense will result in "Stop Work" at no-cost to the government until a safety stand-down is completed by the contractor.
Final Offense	A "Stop Work" at no-cost to the government will take place immediately and will not be removed until a safety stand-down (SSD) is completed by the contractor and its employees, and monitored by the HINES VAH Construction Safety Manager. Requirement for immediate replacement of superintendent will result. Documentation of the offense and completion of SSD will be filed at the HINES VAH Construction Safety Office and the NCO #6.

The above procedure has been prepared so that there is no question about how violations of rules, regulations, and procedures will be handled by HINES VAH and so that contractor, sub-contractors and their employees will know what to expect if they do not comply with the established rules, regulations, and procedures. Management knowledge of unsafe behavior and lack or appropriate documented discipline may be a violation of federal, state laws and regulations

HINES VETERANS AFFAIRS HOSPITAL COR
LETTER OF CONCERN FOR SAFETY NON-COMPLIANCE

Project Number: _____ Project Name: _____

COR: _____.

This is a Letter of CONCERN issued by the Hines Veterans Affairs' Hospital FMS Project Planning Office informing that your company, _____, has been found to be in violation of your contract as a result of repetitive non-compliance with applicable federal, state, or Hines VAH safety requirements or facility policy.
On _____in accordance with Safety and Health During Construction Activities Policy Memorandum 578-12-138A-076, your superintendent_____ was given a Notice for Safety Non-Compliance (copy attached). This notice specifies areas where your company does not comply with federal, state, or Hines VA Hospital safety requirements, and requests that these items be corrected immediately.
If they are not corrected, more stringent measures will be taken in follow-up with the Contracting Officer.

_____ _____
Contracting Officer Representative Date

_____ _____
Hines FMS Chief of Project Planning Date

OSHA Required Competent Person Inspections

Inspection	Frequency	Applicable Standard
Asbestos Work	**Frequent and regular**	29 CFR 1926.1101(o)(2)
Asbestos Work, Class I	**At least once during each work shift, and at any time at employee request**	29 CFR 1926.1101(o)(3)
Asbestos Work, Class II, III & IV	**Intervals sufficient to assess whether conditions have changed, and at any reasonable time at employee request**	29 CFR 1926.1101(o)(3)
Asbestos Work, In order to perform the duties set out in 29 CFR 1925.1101(o)(3)(i) and (ii)	**Frequent and regular**	29 CFR 1926.1101(o)(3)
Asbestos Work, Protective Clothing	**Once per work shift**	29 CFR 1926.1101(i)(4)(i)
Assured Equipment Grounding Program, If Ground Fault Circuit Interrupters aren't used	**Daily**, before usage	29 CFR 1926.404(b)(1)(iii)(B)
Concrete, **lift slab operations**, If leveling is maintained by manual controls	**During lift**	29 CFR 1926.705(i)
Cranes and Derricks,	**Daily**, prior to each use, and during use	29 CFR 1926.550(a)(5)
Cranes and Derricks,	**Annual**, thorough inspection with dates & documentation maintained	29 CFR 1926.550(a)(6)
Cranes and Derricks, Rigging, Personnel Platform, and the Crane or Derrick base support or ground	**Once, After Each Required Trial lift,** prior to use of crane or derrick and personnel basket	29 CFR 1926.550(g)(5)(i), 29 CFR 1926.550(g)(5)(ii), 29 CFR 1926.550(g)(5)(iii), 29 CFR 1926.550(g)(5)(iv)
Demolition	**Once,** prior to start	29 CFR 1926.850(a)
Demolition, material chutes, discharge end	**Continuous,** during chute usage	29 CFR 1926.852(c)
Demolition, mechanical demolition	**Continuous,** during mechanical demolition	29 CFR 1926.859(g)

Fall Protection, Roofing Work on Low Slope Roofs - Safety monitoring system	**Continuous,** during used of safety monitoring system	29 CFR 1926.501(b)(10)

OSHA Required Competent Person Inspections

Inspection	Frequency	Applicable Standard
Fall Protection, Net and Net Installation	**Once,** prior to use	29 CFR 1926.502(c)(4)(ii)
Fall Protection, Personal Fall Arrest System	**After being subject to impact loading**	29 CFR 1926.502(d)(19)
Fall Protection, while using a Fall Protection Plan for leading edge work, precast concrete erection work, or residential construction work	**Continuous,** during usage of a fall protection plan	29 CFR 1926.502(h), 29 CFR 1926.502(k), 1926.501(b)(2)(i), 1926.501(b)(12), 1926.501(b)(13), OSHA Directive # STD 03-00-001 - STD 3-0.1A
Fire Extinguishers	**Periodically**	29 CFR 1926.150(a)(4) and 1926.150(c)(1)(viii)
General Site – All construction activities and as specially specified in this table	**Frequent and regular**, as necessary to ensure compliance with 29 CFR 1926	29 CFR 1926.20(b)(2)
Ladders	**Periodic basis and after any occurrence that could affect their safe use**	29 CFR 1926.1053(b)(15)
Lead Work	**Frequent and regular**	29 CFR 1926.62(e)(2)(iii)
Life Safety, Means of exiting construction areas, ILMS assessment defined affected areas	**Daily**	TJC, LS.01.02.01, EP 4
Life Safety, Temporary systems, used to compensate for impaired fire safety system (fire alarm, detection, suppression)	**Monthly**	TJC, LS.01.02.01, EP 12
Personnel Hoists	**Once,** prior to placement into service	29 CFR 1926.552(c)(15)
Power Transmission Lines, stinging parallel to energize transmission lines	**Once,** prior to start of work	29 CFR 1926.955(d)(1)
Rigging Equipment (Slings, and All Fastening and Attachments)	**Daily prior to use**	29 CFR 1926.251(a)(6)

OSHA Required Competent Person Inspections

Inspection	Frequency	Applicable Standard
Scaffolds, All	**Daily**, before each work shift, and after any occurrence which could affect a scaffold's structural integrity	29 CFR 1926.451(f)(3)
Scaffolds, All - Components made of dissimilar metals	**Once,** prior to use	29 CFR 1926.451(b)(11)
Scaffolds, All - Components manufactured by different manufacturers intermixed	**Once,** prior to use	29 CFR 1926.451(b)(10)
Scaffolds, All - during storms or high winds (Not Recommended)	**Once,** prior to each, see requirements in 29 CFR 1926.451(f)(12) prior to allowing.	29 CFR 1926.451(f)(12)
Scaffolds, All - erected, moved, dismantled, or altered	**Once,** during erection, moving, dismantling, or altering	29 CFR 1926.451(f)(7)
Scaffolds, All - Manila or plastic (or other synthetic) rope being used for top rails or mid rails	**Often as necessary,** ensure strength requirements	29 CFR 1926.451(g)(4)(xiv)
Scaffolds, Supported - Determination of the feasibility and safety of providing **fall protection** for employees during erection & dismantling	**Once,** prior to erection	29 CFR 1926.451(g)(2)
Scaffolds, Supported - Determination of whether **safe access** during erection is feasible and does not create a greater hazard	**Once,** prior to erection	29 CFR 1926.451(e)(9)(i)
Scaffolds, Suspension - Ropes	**Once,** prior to each work shift and after every occurrence which could affect a rope's integrity	29 CFR 1926.451(d)(10)
Scaffolds, Suspension - Direct connections to supporting surfaces	**Once,** prior to use	29 CFR 1926.451(d)(3)(i)
Steel Erection, Columns	**During column erection**	29 CFR 1926.755(a)
Steel Erection, Cranes	**Daily**, prior to each shift	29 CFR 1926.753(c)(1)(ii)

OSHA Required Competent Person Inspections

Inspection	Frequency	Applicable Standard
Steel Erection, Structural Steel Assembly	**During assembly to determine if plumbing up is necessary**	29 CFR 1926.754(d)(i)
Trenches/excavations	**Daily**, prior to start of work & as needed	29 CFR 1926.651(k)(1)
Trenches/excavations, After rain storm or hazard increasing occurrence	**After each**, prior to start of work	29 CFR 1926.651(k)(1)
Trenches/excavations, If water is controlled or prevented from accumulating by the use of water removal equipment	**Continuous,** during used of water control requirement	29 CFR 1926.651(h)(2)
Trenches and excavations, Less than 5 feet in depth	**Daily**, if an excavation protective system is to not be used	29 CFR 1926.652(a)(1)(ii)
Trenches/excavations, Structural ramps for employee access and egress	**Once,** prior to use	29 CFR 1926.651(c)(1)(i)
Trenches/excavations, Subject to runoff from heavy rains, If excavation work interrupts the natural drainage of surface water	**Once,** prior to entry	29 CFR 1926.651(h)(3) and in accordance with 29 CFR 1926 (h)(1) & (h)(2) as necessary to prevent water accumulation
Trenches/excavations, when material or equipment that is used for protective systems is damaged	**Once,** prior to continued use	29 CFR 1926.652(d)(3)
Welding, Heating, or Cutting, On surfaces with preservative coating whose flammability is unknown	**Once,** test to determine flammability	29 CFR 1926.354(a)

NOTE: *The required Competent Person inspections for contracted construction work is the contractor's responsibility with VHA providing oversight.*

HINES VAH ONSITE INSPECTION CHECKLIST FOR MOBILE CRANES					
Crane Owner:					
Crane's Office Address:					
Office Phone Number:					
Make of Crane:					
Year of Manufacture:		Model No:		Serial No:	
Crane Capacity:		Date of Last Inspection:		Unit No:	

Indicate Crane Type: Check Appropriate Box			
Slewing Mobile Crane:		Non-Slewing Mobile Crane:	
Vehicle Loading:		Tele-Handler:	
Other:			

Travel Type
Truck Mounted: Yes: __ No: __ Track mounted or crawler: Yes: __ No: __ Rough terrain: Yes: __ No: __

	AREAS TO CHECK FOR COMPLIANCE			
1	Does the crane have registration or interstate equivalent (Cranes > than 10 tons)?			
2	Does the crane driver hold the relevant certificate of competency?			
3	Is there a legible copy of the operator's manual with the crane (English)?			
4	Is a logbook kept with the crane?			
5	Are pre-start checks and daily inspections being performed and recorded?			
6	Are service records and 12 month inspection/maintenance reports available?			
7	Has the crane crew discussed operational issues and is an appropriate work procedure JSA available?			
8	Setting up and sitting the crane:	*YES*	*NO*	*N/A*
	➢ Is the crane set up reasonably level, on well compacted and stable?			
	➢ Are outriggers clear of excavations, soft or filled ground?			
	➢ Are outriggers fully extended?			

	➢ Are timbers under outrigger pads secure e.g.: solid blocked (pig sty formation)?			Other:
	➢ Where bog mats are used, has certification of the ground bearing capacity been obtained from a geo-technical engineer?			
	Setting up and sitting the crane: Continued	***YES***	***NO***	***N/A***
9	**Crane sited on top of suspended slab:**			
	➢ Has an engineer calculated point loads for outrigger pads and detailed back propping requirements, where needed?			
10	**Exclusion Zones:**	***YES***	***NO***	***N/A***
	➢ Where necessary, is the counterweight slewing area barricaded (e.g.: flags tied between outriggers)?			
	➢ Are precautions in place regarding suspended loads passing over workers?			
11	**Communications:**	***YES***	***NO***	***N/A***
	➢ Are clear communication protocols in place to control lifts (e.g.: radios clear without interference, whistles can be heard, clear line of sight when signaling)?			
12	**PPE:**	***YES***	***NO***	***N/A***
	➢ Is the crane crew wearing appropriate PPE (e.g.: visibility vests, hard hats, boots etc.)?			
13	If crane is operating in close proximity to overhead power lines and the power lines have not been de-energized, cranes must operate in accordance with the No Go Zone requirements, including:	***YES***	***NO***	***N/A***
	➢ Has written permission from the local power company been obtained?			
	➢ Is an Energy Safe approved spotter observing and warning against unsafe approach to overhead power lines?			
	➢ Has a tool box meeting and a site JSA been completed?			
14	Obvious visual defects that may compromise the safety of the crane:	***YES***	***NO***	***N/A***
	➢ Are hydraulic rams, hoses and connections in good order?			

	➢ Are tires and/or tracks in good order?			
	➢ Are warning devices operational, including flashing lights, or audible beeper?			
15	Indicators and limiting devices (ONLY ask crane driver to demonstrate correct function of these safety features if he has failed to carry out a pre-operational check):	*YES*	*NO*	*N/A*
	➢ Is the crane fitted with a load indicator and is it operational?			
	➢ Is the crane fitted with a rated capacity limiter and is it operational?			
	➢ Is the crane fitted with a bluffing limiter and buffer and is it operational?			
	➢ Is the crane fitted with anti-two-block and is it operational (N/A non-slew crane)?			
	➢ Is the crane fitted with a positive lock out on the free fall function and is it operational?			
	➢ Are dead-man levers and foot pedals returning to the neutral position automatically upon release by the operator?			
16	Crane and carrier cabin:	*YES*	*NO*	*N/A*
	➢ Is seating in good order?			
	➢ Are decals on operator controls legible?			
	➢ Have access steps/ladder to cabin got non-slip surfaces?			
	➢ Has a grab rail been provided?			
	➢ Has a grab rail been provided?			
	➢ Is cabin clean and free from oil/grease?			
	➢ Is there a fire extinguisher in the cabin and up to date?			
17	Have road and footpath closure permits been obtained and is	*YES*	*NO*	*N/A*

	traffic management in place? ~road/footpath closure permit ~traffic management			
18	**Load Charts:**	*YES*	*NO*	*N/A*
	➢ Are load charts legible, kept with the crane?			
19	**Lifting Gear:**	*YES*	*NO*	*N/A*
	➢ Is lifting gear (chains, slings, wire rope, shackles) of adequate capacity, in good order and appropriately marked?			
	➢ Has lifting gear been inspected and inspection details recorded (tagged)?			
	➢ Is the load hook fitted with a safety catch and is it operational?			
	➢ Are tag lines being used, where required?			
	➢ Are slings and attachments being stored correctly?			

List any Issues Identified

ITEM #	ISSUE	ACTION TO BE TAKEN	BY

Competent Person:

Name: _____ Signature: _____ Date: _____

Contractor Representative:

Name: _____ Signature: _____ Date: _____

Crane Operator:

Name: _____ Signature: _____ Date: _____

VA Contract Officer Representative

Name: _____ Signature: _____ Date: _____

Hines VA Hospital
Planned Critical Lift Plan & Crane Permit

Permits must be posted at the lift site until work is complete or a new permit is issued. This permit must be reviewed every shift and reissued if a change in conditions (equipment, weather, and/or ground) or scope of work has occurred. Expired permits shall be returned to the VA for filing. This permit and supporting data must be submitted before any of the following lifts are made (check all that apply):

- ☐ A multiple cranelift
- ☐ Personnel Hoisting
- ☐ A non-routine lift of 20 tons or more
- ☐ An expected load lift is 75% or more of the crane's rated load capacity
- ☐ A lift over electrical lines, HVAC piping or operating facilities which may endanger patients and personnel

Description of Proposed Crane Work: (Include # of items to be picked and expected # of days and location)			
Proposed date for lift start:		Expected completion date:	

1. Crane Information		
Make:	Model:	Capacity (tons):
Total Boom Length:	Will Jib Be Used: (yes or no)	Jib Length:
Maximum Boom Length Required:	Maximum pick Radius Required:	

☐ Verify manufacturer's load chart indicates lifting capacity at stipulated load radius and boom lengths.

Note: If boom length and/or radius is between the stipulated or posted value on the load chart select the next lesser rating capacity. The next lesser rating capacity may be the next longer or shorter boom length.

2. Outriggers, Pads, and Tires:

☐ Outriggers Fully Extended and Set Check One: _____ Track _____Tires

☐ Soil Type is Determined to be Acceptable for Imposed Load

☐ VA Engineering has reviewed and determined underground utilities and structures are not at risk for damage.

3. Load information	
Note: Cranes equipped with computers indicating boom length, angle, and radius are safety devices only and should not be used in place of the operator's responsibility to actually determine the measurements required to calculate a safe lift. Note: Accessories, Crane Capacity, Parts of Line and Rope Capacity, and the working quadrant of the crane should be considered when calculating Net Crane Capacities.	
Description of Maximum load (include Dimensions):	
Weight of Max Load:	How was load determined:

4. Rigging Information
List all rigging components (Including number, type, size, capacity, etc.) Note – Anti-Two Block device is required:
Weight of Line, Block & All Rigging:

5. Total Gross Load	5. "Worst Case" Lift Scenario
a) Weight of Max Load: b) Weight of Line, Block & All Rigging: c) Safety Factor Added Weight: d) Total Gross Load:	a) Maximum Pick Radius: b) Total Gross Load: c) Crane Chart Capacity at Max Pick Radius: d) % of Crane Capacity (b/c):

6. Critical Pick Evaluation	
a) Will crane need to "walk" with loads?	_____ Yes
b) Will pick require more than one crane?	_____ No
c) Will pick be made over occupied building or facility?	_____ Yes
d) Does "worst case" lift scenario exceed 75% of crane capacity (5d)?	_____ No
	_____ Yes
	_____ No
	_____ Yes
	_____ No
If the answer to any of the above is "yes" then this is a critical lift that will require additional information and the signature of a licensed professional engineer.	

7. Crane Location Information	
a) Will crane pick affect pedestrian or vehicular traffic? If "yes", a traffic	_____ Yes

control plan must be submitted.	_____ No
b) Are there overhead power lines or other hazards in the lift area?	
c) Will load or any part of the crane be over or within 15 feet of electrical lines, pipes, process systems or operating equipment?	_____ Yes _____ No
d) Will crane height exceed 120 feet? If 'yes" the crane must have a light beacon at the top.	_____ Yes _____ No
e) Will crane height exceed 200 feet? If 'yes" the FAA must be notified at least 30 days prior.	_____ Yes _____ No _____ Yes _____ No

8. Additional Information (All must be provided)
a) Plot plan showing crane location, adjacent structures, roadways, utilities, etc. within the swing radius. b) Scale elevation sketch or drawing showing crane location, adjacent structures and load. c) Applicable crane load charts. d) Valid crane operators' license. e) Valid third party annual inspection certificate.
9. Wind Speed
a) Lifts are not allowed with wind speed in excess of: _____MPH b) Wind Speed at time of lift: _____MPH
10. Comments, Notes, and Sketches:

12. APPROVALS

The Contractor, Rigger, and Crane Operator are the Competent Persons solely responsible for the safe execution of the lift(s). Execution of the lift will be in complete accordance with OSHA regulations.

COMPLETE CHECKLIST BELOW TO ENSURE A SAFE LIFT IS PLANNED

- ☐ The load weight is confirmed known
- ☐ The load hook is directly over the load center of gravity
- ☐ Boom angle, boom length, lift radius, and the crane capacity are known
- ☐ Outrigger pads are fully extended and blocking is sufficient for the load
- ☐ Tires are clear of the ground and the crane is level
- ☐ Ground, soil, and/or pavement is confirmed to have capacity for the imposed load
- ☐ Rigging equipment has been inspected and in safe working condition
- ☐ All obstacles and obstructions have been identified
- ☐ Lifts in close proximity to power transmission lines shall meet OSHA 29 CFR 1926.550, MIOSHA R 408.11936, and applicable ANSI B30.5 safety standards
- ☐ A final check will determine the wind speed is within approved limits for this lift
- ☐ A signal method is has been determined between the crane operator and the signalman
- ☐ An individual has been designated to observe for obstructions and unauthorized personnel
- ☐ The crane operator meets OSHA qualifications requirements to operate the crane

- ☐ Verify a "competent person" is to inspect prior to use and during use, all slings, fastenings, and attachments for damage or defects. Damaged or defective equipment shall be immediately removed from service.

- ☐ Verify a "competent person" is to inspect all crane equipment and machinery prior to use and during use to ensure it is in safe operating condition. Any deficiencies shall be repaired prior to continued use.

- ☐ Verify the crane is in compliance with Federal and State regulations requiring frequent, periodic, and annual inspections. A thorough annual inspection has been made by a competent person, government, or private party recognized by the U.S. Department of Labor.

Date of Last Annual Inspection: _____ Inspected by: _____

Competent Person:
Name: _____ Signature: _____
Date: _____

Contractor Representative:
Name: _____ Signature: _____
Date: _____

Crane Operator:
Name: _____ Signature: _____
Date: _____

Crane Load Rigger:
Name: _____ Signature: _____
Date: _____

The individuals listed below have reviewed this Permit for completion of the listed requirements only, without regard for accuracy. All responsibility for crane operations rests with the individuals signing the form above this Statement.

VA Contract Officer Representative
Name: _____ Signature: _____
Date: _____

VA Safety Representative:
Name: _____ Signature: _____
Date: _____

PRE-CONSTRUCTION CHECKLIST

PROJECT: _____

DATE: _____ CONTRACT: _____

1. AUTHORITY OF GOVERNMENT PERSONNEL.

☐ a. The Contracting Officer is the only person authorized to bind the U.S. Government, and then only to the extent of the authority invested in him/her by the appointment.

☐ b. The VA Project Manager is designated as the Contracting Officer's representative for the purpose of technical supervision and acceptance. The VA Project Manager is responsible for the inspection of the work called for in the contract schedules, including related specifications and contract terms regarding on-site work requirements. Pursuant to the delegation of authority (attached), the Project Manager does not have the authority to make changes to the contract in amount or time.

☐ c. The VA Project Manager for this project is _____

☐ d. No other office or individual has the authority to act in any manner on behalf of the U.S. Government in the performance of this contract. The VA Project Manager will refer any changes or questions regarding this contract to the Contracting Officer.

2. CONTRACT PROGRESS SCHEDULES AND REPORTS:

☐ a. The Contractor shall submit a schedule of cost to the Contracting Officer within 10 calendar days after date of receipt of the Notice to Proceed. The approved cost schedule will be one of the bases for determining progress payments for work completed. In accordance with FAR 52.236-1, Performance of Work by the Contractor, the schedule must indicate what portion(s) of the work the contractor intends to perform with his/her own workforce to meet the 15% requirement.

☐ b. The Contractor shall submit a progress chart, with in l O calendar days after issuance of a Notice to Proceed, which indicates the anticipated installation of work versus the elapsed contract time, which shall be represented in the form of a bar graph. The starting date of the schedule shall be the date of the Notice to Proceed and the ending date shall be the original contract completion date.

☐ c. Submittals, samples, and shop drawings. Project Engineer will explain distribution procedures

3. PAYMENT REQUESTS:

☐ a. Payments shall be made monthly by the VA according to the value of completed work from the Contractor's approved Schedule of Costs. All invoices should be submitted to Austin Texas as outlined in the contract. In accordance with the Prompt Payment Act, the fourteen (14) day timeframe for payment shall commence on the date a proper invoice is received by the CO. Included with the pay request shall be the payroll sheets for the Contractor and Subcontractors.

4. PROTECTION OF SURROUNDING AREA:

☐ a. In performing this contract, the Contractor shall provide for protecting the lives and health of employees and other persons, preventing damage to property, materials, supplies, equipment and avoiding work interruptions.

☐ b. Any damage caused by the Contractor or his personnel will be restored and repaired at the expense of the Contractor.

5. DAILY LOGS:

☐ a. The Contractor shall provide the VA Project Manager with daily logs. Project Engineer will explain frequency. The daily log shall identify the number of laborers, supervisors and each branch of work and will be used to verify payrolls submitted.

6. SAFETY:

☐ a. The VA Safety Officer has the authority to stop work if a serious safety violation is being committed.

7. CHANGES:

☐ a. The Contracting Officer (CO), from information furnished by the COTR may, by a written order, make changes to the drawings and/or specifications that are within the general scope of the contract. No other person is authorized to make revisions, changes, or deletions from the contract.

☐ b. Proposals for changes in work shall be submitted to the Contracting Officer according to the requirements contained in Clauses 52.243-4 and 852.236-88 of the General Conditions. Proposals more than $1,000 must include:

1. Itemized breakdown of labor and material costs.
2. List of subcontractors performing the work.
3. Overhead & Profit percentages.

☐ c. Change Orders (Proceed Orders): There may be some instances (as described in Clause 52.343-4 of the General Conditions) where the need to proceed with a change in work is necessary. In these cases, written authorization will be issued by the Contracting Officer (CO) to proceed with the work. An equitable adjustment will be negotiated within 30 calendar days.

8. SUBCONTRACTORS:

☐ a. The Contractor shall submit a list of subcontractors which will include names and addresses and the nature of work involved (SF 1413). The Contracting Officer reserves the right to disapprove any proposed Subcontractor who has had prior record of unsatisfactory work at this site, or any Federal or non-Federal Agency.

9. LABOR STANDARDS PROVISONS AND PAYROLLS:

☐ a. A copy of the rates and wages shall be posted by the Contractor in a prominent place at the work site.

☐ b. Apprentices will be permitted to work only under a Bona Fide apprenticeship program. Concurrent with or prior to the first payroll listing, certificates of apprenticeship from a recognized council shall be submitted to the Contracting Officer.

10. CORRESPONDENCE:

a. All correspondence from the Contractor shall bear:

☐ (1) Contract Number

☐ (2) Project Title

☐ (3) Project Name

11. OTHER TOPICS SPECIFIC TO THIS PROJECT:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____

{Signature of Contracting Officer, (CO) Date

_____

Signature of Project Manager, (COR) Date

_____

Signature of Contractor Date:

Manometer
ILSM
Sign-in
-0.045
DANGER
CONSTRUCTION AREA
KEEP OUT
DANGER
HARD HAT
AREA
Entrance
PCRA
ICRA

Dwyer DigiMag Installed on edge guard. Poly is connected to positive side (+) to give accurate reading of room pressure. Hepa filter machine should be blowing out of room.

DIGITAL DIFFERENTIAL PRESSURE GAUGE
MODEL: DM-1122
RANGE: 0.25 -0- 0.25" W.C.
MAX.PRESSURE: 2 PSI
DATE CODE: E34AF
DWYER INSTRUMENTS, INC

DIG PERMIT PROGRAM SOP

1. **PURPOSE:** The purpose of this plan is to clearly define the process to obtain installation approval to excavate, withdraw from, insert into, or otherwise penetrate any ground-level surfaces within the area of responsibility at Edward Hines, VA Hospital and areas under our purview.

   As underground work is carried out through the installation, the risk of damaging critical infrastructure and utilities is significant. The process defined herein seeks to minimize these risks by proactively identifying the existence of utilities in the area of excavation and affording an opportunity to develop adequate precautions to safeguard said utilities.

2. **RESPONSIBILITIES:**

   a. Engineering Service Chief :
   The Engineering Service Chief shall support the Dig Permit Program and ensure the process is kept up to date by reviewing the process and analyzing the impact on utilities throughout an execution year. Documentation is not required for this review. However, this SOP must be reviewed and dated once per year. The Service Chief shall report all program violations to the assigned PENTAD member for accountability.

   b. Project Planning Chief :
   The Project Planning Chief shall officially assign an official Dig Permit Program Manager. The Chief will report the impact of the program and any violations of the program requirements to the Engineering Service Chief. Should the project generating the violation be managed by the Hines Project Planning Section, the Chief shall report this violation to the appropriate contracting agency for contractor enforcement.

   c. Dig Permit Program Manager:
   The Dig Permit Manager shall ensure personnel involved in any work requiring participation in this permit program adhere to the requirements of the program. The Program Manager shall report any violations to the permit to the Safety Service Chief and the Project Planning Chief.

   d. Execution Agent:
   The Execution Agent is defined as any party partaking on actions that require this permit. The Agent shall adhere to all requirements of the permit program and actively participate in method resolution to support the protection of underground utilities and infrastructure.

3. **PROGRAM REQUIREMENTS:**

a. The Execution Agent shall contact the Program Manager and request a Dig Permit.
b. The Program Manager shall issue a blank permit in the form of a Hines Form 1532.
c. The Program Manager shall explain the process to the Execution Agent, and collect preliminary information from the Agent to include,
    a. Expected excavation date
    b. General area of work
    c. Approximate duration of work.
d. Execution Agent shall prepare a sketch depicting the general area of excavation and its boundaries.
e. Execution Agent shall secure a professional utility locator vendor and locate all utilities in the immediate area of excavation and no less than 6 feet beyond the excavation area. Utilities shall not be marked more than 24 hours prior to the planned excavation date.
f. Execution Agent shall complete the Hines Form 1532 with the exception of the Engineering signature.
g. Execution Agent will notify the Program Manager
h. The Program Manager shall inspect the markings and compare to existing utility drawings.
i. The Program Manager shall sign Hines Form 1532 confirming that utilities have been located to the maximum extent possible.
j. The program Manager shall retain a copy of the completed permit.
k. The Execution Agent shall notify the Program Manager when all excavation work is completed, backfilled and compacted (if applicable).
l. The Program Manager shall close the permit and maintain a digital copy of the permit for no less than 2 years after completion of the excavation.

4. **REFERENCES:**

- Hines Form 1532
- OSHA 1926.651, Specific Excavation Requirements
- USACE EM 385-1-1, Safety and Health Requirements Manual

_____

Russell Thomason
Chief, Engineering Service

HINES ENGINEERING- DIG PERMIT

(SEE INSTRUCTIONS ON REVERSE)

DATE PREPARED

1. Clearance requested to proceed with work at _____
on Work Order No. _____, Contract No. _____, involving excavation or utility disturbance
per attached sketch. This area ☐ has ☐ has not been staked or clearly marked.

2. TYPE OF WORK INVOLVED

☐ A. PAVEMENTS	☐ D. FIRE PROTECTION & DETECTION SYSTEMS		☐ G. AIRCRAFT OR VEHICULAR TRAFFIC FLOW
☐ B. DRAINAGE SYSTEMS	☐ E. UTILITY	☐ OVERHEAD ☐ UNDERGROUND	☐ H. SECURITY
☐ C. RAILROAD TRACKS	☐ F. COMM	☐ OVERHEAD ☐ UNDERGROUND	☐ I. OTHER

3. DATE CLEARANCE REQUIRED *(NO LESS THAN 72 HOURS)*	**4. DATE CLEARANCE APPROVED *(FOR P2 USE ONLY)***	
5. SIGNATURE OF REQUESTOR *(INSTALLATION POC)*	**6. POC TELEPHONE NUMBER**	**7. POC ORGANIZATION**

8. SERVICE/SECTION	9. REMARKS *(USE REVERSE FOR ADDITIONAL COMMENTS)*	10. REVIEWER NAME
SAFETY		
FIRE PROTECTION		
GEMS		
POLICE		
OI&T		
PAVEMENTS AND GROUNDS		
ENGINEERING- HTM		
ENGINEERING- PROJECT PLANNING		
ENGINEERING- M&O		
OTHER		

11. COMMERCIAL UTILITY COMPANY

☐ TELEPHONE ☐ GAS ☐ ELECTRIC ☐ WATER		

12. OTHER (SPECIFY)

13. PERMIT APPROVAL ☐ APPROVED ☐ DISAPPROVED

14. APPROVING OFFICIAL *(NAME AND SIGNATURE OF CHIEF OF PROJECT PLANNING OR ENGINEERING SERVICE CHIEF)*	**15. DATE SIGNED**

HINES FORM 1532, MAY 2015 VERSION

INSTRUCTIONS

The Hine Engineering- Dig Permit is used for any work (contract or in-house) that may disrupt aircraft or vehicular traffic flow, installation utility services, protection provided by fire or intrusion alarm systems, or routine activities of the installation. This form is used to coordinate the required work with key installation activities and keep customer inconvenience to a minimum. It is also used to identify hazardous work conditions in an attempt to prevent accidents. The Dig Permit request is processed just prior to starting work. If delays are encountered and the conditions at the job site change (or may have changed) this permit must be reprocessed.

16. REMARKS (This section must describe the specific measures to be taken before and during work accomplishment. Specific comments concerning the approved method of excavation, hand or powered equipment, must be included.)

VA Hospital
Hines, IL 60141

Policy Memorandum 578-12-138A-079 (R-2)
December 11, 2014

ABOVE CEILING ENTRY AND WALL CONSTRUCTION PERMITS

Changes:

- NONE
- Supervisory Management has reviewed this Policy and found it to be current to date.

Related forms: Located: R/forms/policy forms/FMS

- Attachment A: Above Ceiling Entry/Wall Penetration Permit
- Attachment B: Infection Control Risk Assessment for Construction/Renovation Projects
- Attachment C: FMS/ SOP

Key words: life safety, infection control, construction

VA Hospital
Hines, IL 60141

Policy Memorandum 578-12-138A-079 (R-2)
December 11, 2014

ABOVE CEILING ENTRY AND WALL CONSTRUCTION PERMITS

1. **PURPOSE:** To establish policy and procedures regarding above ceiling entry and wall construction for the purpose of maintaining appropriate infection control guidelines in accordance with Joint Commission requirements for both infection control and maintenance of "above ceiling" fire or smoke barriers with regard to maintenance and construction activities.

2. **POLICY:**

a. Facilities Management Service (FMS) staff will follow the established standards and operating procedure (SOP) for maintaining proper fire and smoke barrier control when working in construction areas.

b. For non-FMS facility work performed above the ceiling, the contractor or service will need to obtain the appropriate permit prior to all "above ceiling" entry, as well as wall and door repair and construction activity, which may present infection control or life safety hazards in direct patient care areas and throughout the Hospital complex.

c. FMS will issue such permits which will include:

(1) Identification of the type of activity,

(2) Risk assessment for contamination of the involved areas,

(3) Precautions for the prevention of such contamination in both critical and non-critical patient care areas.

Depending on the risk score, appropriate mobile containment systems will be required and utilized by employees and contractors prior to any vertical or horizontal ceiling and wall entries that have been identified as potential infection control hazards.

3. **DEFINITIONS:**

a. Above ceiling entries are vertical entries into existing ceiling spaces which involve the removal and/or replacement of existing ceiling tiles.

b. Wall entries are horizontal entry into existing walls and include cutting into existing walls as well as repairs and construction of door frames and door frame openings.

c. Mobile containment systems are portable enclosures which are designed to seal off the point of entry and include the capability to place such containments under filtered negative air conditions.

d. Infection control hazards are foreign contaminants such as dust, fibers, dirt, and debris generated during the performance of maintenance and/or construction activity within one hundred (100) feet of direct patient care areas. Identified bio-hazards may also be included as infection control hazards.

4. **RESPONSIBILITY:**

a. Facilities Management Service will:

(1) Adhere to the FMS SOP (Attachment C) when working above the ceiling and entering a wall;

(2) Ensure that Above Ceiling Entry/Wall Construction permits are issued to contractors and non-FMS services;

(3) Ensure that final inspections are conducted;

(4) Ensure that any deficiencies found remaining will be discussed with the Contracting Officer's Representatives (COR) involved with the work; and

(5) Maintaining documentation of permits and infection control risk assessments in the Project Planning Section.

(6) Will provide training to all services directly impacted by this policy

b. Service Chiefs/Service Line Managers are responsible for ensuring that:

(1) All non-FMS Hines staff and contractors who are making "above ceiling" entries and/or wall penetration construction will secure Above Ceiling/Wall Construction permits, as required, **prior** to the beginning of the work;

(2) All points of entry have been properly secured and cleaned in accordance with infection control guidelines; and

(3) All FMS shop staff will comply with the FMS Standards and Operating Procedures (SOP) pertaining to executing work in areas above the ceiling; including completion of the Infection Control Risk Assessment prior to the start of an assigned Work Order to determine the proper application of the Mobile Containment System.

c. Contractors are responsible for ensuring that appropriate mobile containment systems are utilized for above ceiling entry as well as wall construction in critical and non-critical patient care areas.

d. CORs are responsible for ensuring that all contractors adhere to this policy during performance of any work which involves above ceiling entry or wall penetration construction.

e. Staff Supervisors are responsible for ensuring that staff technicians, engineering journeymen, and service contractors under their direction adhere to this policy during performance of any work which involves "above ceiling" entry or wall penetration construction.

5. **ACTIONS:** In cases of above ceiling entry and/or wall penetration construction in either critical and non-critical direct patient care areas by non-FMS staff or a contractor, the following steps are required.

a. Prior to any above ceiling entry and/or wall penetration by both staff personnel and contractors, all said work is to be approved by the FMS/Project Planning Section. The appropriate Supervisor and/or the identified COR will ensure that a risk assessment is conducted and proper permits are issued.

b. For non-FMS facility work, an "**Above Ceiling Entry/Wall Penetration"** permit (see Attachment A) must be obtained from FMS/Project Planning Section prior to the start of the work. All permits shall be available for inspection at the work site.

c. An "**Infection Control Risk Assessment"** (see Attachment B) will be conducted prior to the start of the work for the purpose of identifying any potential hazards to the environment of care which may be caused during the performance of the work.

d. Upon completion of the work, all points of ceiling entry and/or wall penetration will be secured and cleaned in accordance with established Hospital infection control guidelines. Including UL system compliant firestopping materials, code compliant application, labeling, and certifications.

(1) Mixing different manufacturer's products in the same penetration is not acceptable. Filler foam is not an acceptable product.

(2) Effective seal to stop smoke and toxic gases in the case of a fire

e. Upon completion of the work, a visual inspection for approval must be requested from the COR involved with the work. This inspection will be conducted for the purpose of ensuring compliance with this policy and verification that all penetrations have been sealed.

f. All above ceiling entry and wall penetration/construction work will be performed in accordance with Hospital Policies 578-02-001-086 (R-3) Fire Safety, 578-02-001-088 (R-2) Interim Life Safety Measures, 578-03-001-045 (R-2) Safety, Occupational Health, and Environment of Care Program, 578-03-001-046 (R-1) Asbestos Management Program, 578-03-001-089 (R-2) Cutting, Welding, and Other Hot Work, 578-11-138A-062 Integrity of Building Smoke and Fire Compartments, 578-12-138A-076 (R1) Safety and Health During Construction Activities, and 578-12-138S-047 (R-1) Confined Space Program.

g. The completed permit and infection control risk assessment will be signed by the individuals who performed the work and the COR and submitted as the official document of record. The signed forms will be submitted for filing with the FMS Project Planning Section.

6. **RESPONSIBILITY**: The Service (FMS) will supply training to all services directly impacted by this policy.

7. **REFERENCE:**

a. Joint Commission Life Safety Standard **LS.02.01.10.** Accessible on SharePoint/Joint Commission RFIs, 2010.

b. Joint Commission Infection Control Standard IC.1.10, IC.2.10 and IC.3.10. Accessible on SharePoint / Joint Commission Hospital Standards 2010.

c. Hospital Policy 578-02-001-086 (R-3) Fire Safety.

d. Hospital Policy 578-02-001-088 (R-2) Interim Life Safety Measures.

e. Hospital Policy 578-03-001-045 (R-2) Safety, Occupational Health, and Environment of Care Program.

f. Hospital Policy 578-03-001-046 (R-1) Asbestos Management Program.

g. Hospital Policy 578-03-001-089 (R-2) Cutting, Welding, and Other Hot Work.

h. Hospital Policy 578-11-138A-062 Integrity of Building Smoke and Fire Compartments.

i. Hospital Policy 578-12-138A-076 (R1) Safety and Health During Construction Activities.

j. Hospital Policy 578-12-138S-047 (R-1) Confined Space Program.

8. **RESCISSION:** Policy Memorandum 578-07-001-102 (R-2) Above Ceiling Entry and Wall Construction Permits, dated August 29, 2011. (Note: Number changed by P. Blanton 6/12)

9. **RECERTIFICATION:** This Policy Memorandum will be recertified on or before December 11, 2017.

10. **FOLLOW-UP RESPONSIBILITY:** Chief, Facility Management Service (138).

/s/
Daniel Zomchek, Ph.D., FACHE
Acting Hospital Director

Distribution: Hines Intranet Website and Service Chiefs/Service Line Managers via e-mail

Attachment A: Above Ceiling Entry/Wall Penetration Permit
Attachment B: Infection Control Risk Assessment for Construction/Renovation Projects
Attachment C: Memorandum: Standards of Operating Procedures (SOP) – Above Ceiling Entry and Wall Construction Permits

Policy Memorandum 578-12-138A-079 (R-2)
December 11, 2014

Permit # _____

Edward Hines Jr. VA Medical Center

Above Ceiling Entry/Wall Penetration Permit

Work location: _____

Description of work: _____

Work start date: _____ Completion date: _____

Will penetrations in the existing structure be made?

Yes ____ No ____ Smoke ____ Fire ____

Responsible party for sealing the penetrations:

_____

Type of sealant used: _____ Drawing Ref:_____

UL approved for use? Yes ____ No ____

Permit Requestor (COR): _____ _____
Print name Sign and Date

Company/Dept.:_____ Telephone No.: _____

Permit Approval, FMS: _____ _____
Print name Sign and Date

Inspection Approval

COR: _____ _____
Print name Sign and Date

Permitting Authority, FMS: _____ _____
Print name Sign and Date

*Firewall Penetrations: Routing of wiring, piping or conduit may require drilling through smoke or fire walls above the ceiling. When this occurs, all wires or conduits that penetrate the rated assembly must be marked with identification per applicable code. All penetrations must be resealed with sealant prior to final inspection by a Plant Operations supervisor.

*Final Approval: When the work has been completed and all smoke and fire penetrations have been properly resealed, an inspection of the work area will be performed and the permit will be signed by the responsible COR and FMS personnel, indicating final approval. Final approval of the Above-the-Ceiling Work Permit is required before payment can be authorized.

Policy Memorandum 578-12-138A-079 (R-2)
December 11, 2014
Attachment B

Infection Control Risk Assessment for Construction / Renovation Projects	
Project Name:	Project Number: 578-
Project Planner:	Extension:
Building Number:	Floor(s):
Project Start Date:	Projected completion date: / /

	Construction Activity		Infection control risk group
	TYPE A: Inspection, non-invasive activity, low noise, no vibration DUST LEVEL Low		GROUP 1: Low office areas, FMS areas, all non-patient care areas
	TYPE B: Small scale, short duration, low-moderate noise, low- moderate vibration DUST LEVEL Moderate to High		GROUP 2: Medium All other patient care areas, ultrasound, rehab, occupational therapy
	TYPE C: Requires more than one work shift to Complete, low-moderate noise, moderate/high vibration DUST LEVEL High		GROUP 3: Medium/High emergency department, radiology/MRI, laboratories, admissions, food service areas, pharmacy
	TYPE D: Major demolition and construction activities requiring consecutive work shifts, moderate-high noise, moderate-high vibration DUST LEVEL High		GROUP 4: Highest operating rooms, SPD ICU's, CCU, outpatient areas, oncology anesthesia, post anesthetic recovery, all scope areas, pharmacy, renal dialysis

Project Class Determination Matrix

Construction Activity → / Risk Level ↓	Type "A"	Type "B"	Type "C"	Type "D"
Group 1	**I**	**II**	**II**	**III**
Group 2	**I**	**II**	**III**	**IV**
Group 3	**I**	**III**	**III**	**IV**
Group 4	**III**	**IV**	**IV**	**IV**

Contractors Actions by Project Class

Class I	1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace any ceiling tile displaced for visual inspection.	3. Contain construction waste before transport in tightly covered containers. 4. Emergency Preparedness training/posting/ID card.
Class II	1. Provide active means to prevent air-borne dust from dispersing into atmosphere. 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape.	4. Block off and seal air vents. 5. Wipe surfaces with disinfectant. 6. Contain construction waste before transport in tightly covered containers. 7. Emergency Preparedness training/posting/ID card.
Class III	1. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 2. Complete all critical barriers before any work begins. 3. Maintain negative air pressure within work area utilizing HEPA equipped air filtration units. 4. Provide dust mat at entrance and exit of work area.	5. Contain construction waste before transport in tightly covered containers. 6. Wet mop or vacuum with HEPA filtered vacuum before leaving work area. 7. Cover transport receptacles or carts. Tape covering. 8. Emergency Preparedness training/posting/ID card.
Class IV	1. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 2. Complete all critical barriers before any work begins. 3. Maintain negative air pressure within work area utilizing HEPA equipped air filtration units. 4. Provide dust mat at entrance and exit of work area; in the anteroom at entrance and exit of work area. 5. Seal holes, pipes, conduits and punctures appropriately. 6. Vacuum the entire work area with HEPA vacuums or wet mop with disinfectant at the completion of project.	8. Remove barrier materials carefully to minimize spreading Dust and debris associated with construction. 9. Contain construction waste before transport in tightly covered containers. 10. Cover transport receptacles or carts. Tape covering. 11. Remove isolation of HVAC system in areas where work was performed at the end of the project. 12. Emergency Preparedness training/posting/ID card.

Projects Classification _____ Date _____
Project Planners signature _____
Contractor's signature _____
Onsite construction Supervisor signature _____

FAX TO INFECTION CONTROL AT 22481 AND SAFETY AT 25613

Policy Memorandum 578-12-138A-079 (R-2)
December 11, 2014
Attachment B

Infection Control Risk Assessment
Matrix of Precautions for Construction & Renovation

Step One:
Using the following table, *identify* the **Type** of Construction Project Activity **(Type A-D)**

TYPE A	**Inspection and Non-Invasive Activities.** Includes, but is not limited to: • removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet painting (but not sanding) • wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.
TYPE B	**Small scale, short duration activities which create minimal dust.** Includes, but is not limited to: • installation of telephone and computer cabling. • access to chase spaces • cutting of walls or ceiling where dust migration can be controlled.
TYPE C	**Work that generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies.** Includes, but is not limited to: • sanding of walls for painting or wall covering • removal of floor coverings, ceiling tiles and casework • new wall construction • minor duct work or electrical work above ceilings • major cabling activities • any activity which cannot be completed within a single work shift.
TYPE D	**Major demolition and construction projects.** Includes, but is not limited to: • activities which require consecutive work shifts • requires heavy demolition or removal of a complete cabling system • new construction.

STEP 1: _____

Step Two:
Using the following table, ***identify* the Patient Risk Groups** that will be affected.
If more than one risk group will be affected, select the higher risk group.

Low Risk	Medium Risk	High Risk	Highest Risk
• Office areas	• Cardiology • Echocardiography • Endoscopy • Nuclear Medicine • Physical Therapy • Radiology/MRI • Respiratory Therapy	• Emergency Room • Laboratories (specimen) • Medical Unit • Outpatient Surgery • Pharmacy • Post Anesthesia Care Unit	• Any area caring for immunocompromised patients • Burn Unit • Cardiac Cath Lab • CCU • Central Sterile Supply • Intensive Care Units • Negative pressure isolation rooms • Oncology • Surgical units

Step 2 _____

Step Three: ***Match* the**
Patient Risk Group (***Low, Medium, High, Highest***) with the planned…
Construction Project Type (*A, B, C, D*) on the following matrix, to find the…
Class of Precautions (*I, II, III or IV*) or level of infection control activities required.

Class I-IV or Color-Coded Precautions are delineated on the following page.

IC Matrix – Class of Precautions: Construction Project by Patient Risk

	Construction Project Type			
Patient Risk Group	**Type A**	**Type B**	**Type C**	**Type D**
LOW Risk Group	**I**	**II**	**II**	**III**
MEDIUM Risk Group	**I**	**II**	**III**	**IV**
HIGH Risk Group	**I**	**III**	**III**	**IV**
HIGHEST Risk Group	**III**	**IV**	**III/IV**	**IV**

Note: Infection Control approval will be required when the Construction Activity and Risk Level indicate that **Class III** or **Class IV** control procedures are necessary.

Step 3 _____

Description of Required Infection Control Precautions by Class

	During Construction Project	Upon Completion of Project
Class I	1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace a ceiling tile displaced for visual inspection.	
Class II	1. Provide active means to prevent airborne dust from dispersing into atmosphere. 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape. 4. Block off and seal air vents. 5. Place dust mat at entrance and exit of work area. 6. remove or isolate HVAC system in areas where work is being performed.	1. Wipe work surfaces with disinfectant. 2. Contain construction waste before transport in tightly covered containers. 3. Wet mop and/or vacuum with HEPA-filtered vacuum before leaving work area. 4. Remove isolation of HVAC system in areas where work is being performed.
Class III	1. Remove or isolate HVAC system in area where work is being done to prevent contamination of dust system. 2. Complete all critical barriers, I.E. sheetrock, plywood, plastic, to seal area from non work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins 3. Maintain negative air pressure within work site utilizing HEPA-equipped air filtration units. 4. Contain construction waste before transport in tightly covered containers. 5. Cover transport receptacles or carts. Tape covering unless solid lid.	1. Do not remove barriers from work area until project is inspected by the owner's Safety Department and Infection Control Department and thoroughly cleaned by the owner's Environmental Services Department. 2. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 3. Vacuum work area with HEPA-filtered vacuums. 4. Wet mot area with disinfectant. 5. Remove isolation of HVAC system in areas where work is being performed.
Class IV	1. Isolate HVAC system in area where work is being done to Prevent contamination of duct system. 2. Complete all critical barriers, i.e. sheetrock, plywood, plastic, to seal area from non-work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. 3. Maintain negative air pressure within work site utilizing HEPA-equipped air filtration units. 4. Seal hole, pipes, conduits, and punctures appropriately 5. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave work site. 6. All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exists the work area. 7. Do not remove barriers from work area until completed project is inspected by the owner's Safety Department and Infection Control Department and thoroughly cleaned by the owner's Environmental Services Department.	1. Remove barrier material carefully to minimize spreading of dirt and debris associated with construction. 2. Contain construction waste before transport in tightly covered containers. 3. Cover transport receptacles or carts. Tape covering unless solid lid. 4. Vacuum work area with HEPA-filtered vacuums. 5. Wet mop area with disinfectant. 6. Remove isolation of HVAC system in areas where work is being performed.

Step 4. **Identify the areas surrounding the project area, assessing potential impact**

Unit Below	Unit Above	Lateral	Lateral	Behind	Front
Risk Group	Risk Group	Risk Group	Risk Group	Risk Group	Risk Group

Step 5. **Identify specific site of activity eg, patient rooms, medication room, etc.**

_____

Step 6. **Identify issues related to: ventilation, plumbing, electrical in terms of the occurrence of probable outages.**

_____

Step 7. **Identify containment measures, using prior assessment. What types of barriers? (Eg, solid wall barriers); Will HEPA filtration be required?**

_____

(Note: Renovation/construction area shall be isolated from the occupied areas during construction and shall be negative with respect to surrounding areas)

Step 8. **Consider potential risk of water damage. Is there a risk due to compromising structural integrity? (eg, wall, ceiling, roof)**

Step 9. **Work hours: Can or will the work be done during non-patient care hours?**

Sep 10. **Do plans allow for adequate number of isolation/negative airflow rooms?**

Step 11. **Do the plans allow for the required number & type of handwashing sinks?**

Step 12. **Does the infection control staff agree with the minimum number of sinks for this project?**
(*Verify with AIA Guidelines for types and area*)

Step 13. **Does the infection control staff agree with the plans relative to clean and soiled utility rooms?**

Step 14. **Plan to discuss the following containment issues with the project team.**
Eg, traffic flow, housekeeping, debris removal (how and when)

_____

_____

Appendix: Identify and communicate the responsibility for project monitoring that includes infection control concerns and risks. The ICRA may be modified throughout the project. Revisions must be communicated to the Project Manager.

Policy Memorandum 578-12-138A-079 (R-2)
December 11, 2014
Attachment C

Department of Veterans Affairs

MEMORANDUM

Date: June 19, 2014

From: Assistant Chief, Facilities Management Service (138)

Subj: Standards of Operating Procedures (SOP) – Above Ceiling Entry and Wall Construction Permits

To: All FMS, IRM, and VA Contractor Personnel

1. Effective immediately, the following procedure shall be observed by all employees, contractors, and service personnel requiring above ceiling and wall access for repairs or construction and maintenance work.

a. Prior to the commencement of any above ceiling or wall entry work, all non-FMS personnel shall obtain an Above Ceiling & Wall Construction Permit from the Project Planning Section, Facility Management Service (FMS), Bldg #2, Room 119. The permit requestor is responsible for completing the Infection Control Construction Permit/Risk Assessment Matrix. A copy is to be submitted to the Project Planning Section, FMS prior to the issuance of the Above Ceiling & Wall Construction Permit. For all FMS sections, an Infection Control Construction Permit/Risk Assessment Matrix shall be completed prior to the execution of a work order. In addition, the Above Ceiling & Wall Construction Permit will include reference to the corresponding Red, Amber, or Green color coded set of drawings for the work location.

b. The completed permit and matrix will be reviewed by the appropriate Contracting Officer's Representative (COR) involved with the work to ensure compliance with the Above Ceiling Entry/Wall Construction Permit policy. The Infection Control Construction Permit/Risk Assessment Matrix will be part of the Safety Briefing, as given by the COR; these documents are subject to inspection by Project Planning, FMS Chief of Maintenance and Operations, and Safety Office.

c. The COR shall ensure that all precautions identified in the risk assessment are enforced and that all doors capable of isolating the work area are secured. Additionally, the COR will ensure that the Mobile Containment Systems are utilized in areas that require specific containment Systems in accordance with the manufacturer's instructions for the use of such equipment.

d. All persons performing above ceiling and/or wall construction work will ensure that all penetrations made during the performance of such work are sealed with an appropriate, UL compliant fire stopping material in accordance with established NFPA standards.

e. The COR will ensure that the work area is cleaned and that no debris is present in the work area nor the Mobile Containment System.

f. Upon completion of the work, the persons performing the work will contact the COR for a final inspection. The COR will contact the permit approver from FMS to attend the inspection. Upon verification that all aspects of the Above Ceiling Entry/Wall Construction Permit policy has been adhered to, the COR and the permit issuer will both sign off on the Above Ceiling Entry/Wall Construction Permit.

g. The completed forms will be reviewed and filed by the Project Planning Section, FMS.

2. Strict compliance with established policies and procedures regarding Above Ceiling Entry/Wall Construction Permits and Risk Assessment is essential for the maintenance of a fire safe environment of care, as well as the prevention of infectious contamination. Accordingly, failure to comply with the established policies and procedures will result in significant corrective action.

3. Questions concerning this matter should be referred to D'Lorah Small, Project Planning Chief, FMS, Extension 22224.

Ramiro Montes De Oca, P.E.
Assistant Chief, FMS

VA Hospital
Hines, IL

Policy Memorandum 578-03-001-089 (R-2)
March 27, 2013

Cutting, Welding and Other Hot Work

Changes:

- Removed paragraph 2a (7) "Construction areas, small projects, and or emergency repair locations.

Education / Training:

- The Safety Officer will ensure review of changes by FMS staff and contractors affected.

Related Forms: None

KEYWORDS: welding, hot work, burn permits

VA Hospital
Hines IL 60141

Policy Memorandum 578-03-001-089 (R-2)
March 27, 2013

Cutting, Welding and Other Hot Work

1. **PURPOSE:** To establish policy and procedures for cutting, welding and other hot work operations in non-designated areas and to assure that all supervisors, employees, and contractors take proper precautions when any cutting, welding, or other hot work is to be accomplished.

2. **POLICY:**

a. Designated welding areas include the following Facilities Management Service shops/areas:

(1) Machine Repair Shop,

(2) Pipefitting Shop,

(3) Air Conditioning and Refrigeration Shop,

(4) Motor Transportation Shop,

(5) Biomedical Section Repair Area, and

(6) Boiler Plant.

b. In order to minimize the risk of fires during construction, alteration, demolition operations, or making repairs while performing hot work such as cutting, welding, thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, or any other similar work, procedures and controls are hereby established to **control** all cutting and welding operations conducted in areas not specifically designated for this type of operation.

c. Cutting, welding, and other hot work shall NOT be permitted in the following areas:

(1) In the presence of explosive atmosphere (mixtures of flammable gases, vapors, liquids, or dust with air);

(2) In areas not authorized by the Safety Section; and

(3) In buildings equipped with a sprinkler system while the sprinkler system is impaired.

d. A cutting, welding, and other hot work permit shall be obtained from the Safety Section, located in Building 2, within 1-2 days **prior** to any and all cutting and welding (see Attachment A) in non-designated areas. The original, or a copy, must be immediately available while work is being done in those non-designated areas. A copy of the permit shall be retained in the files of the Safety Section.

e. The Safety Officer, other designated fire safety personnel in the Safety section and FMS employees at/or above the section chief level shall have the authority to stop cutting, welding, and other hot work operations that are being accomplished without a permit and such operations that do not meet standards set forth in NFPA 51B.

f. Cutting, welding, and other hot work operations performed by outside contractors, i.e. non-Hines VA employees, in non-designated areas on off tours (nights, weekends and holidays) MUST be directly supervised/observed by the project engineer even if a fire watch is not required.

3. **RESPONSIBILITES:**

a. The Safety Section is responsible for:

(1) providing oversight of the overall hazardous operations involving cutting and welding operations within the hospital complex, and

(2) authorizing cutting, welding, and other hot work operations in areas not specifically designed or approved for such processes

b. The Chief, Facilities Management Service is responsible for:

(1) ensuring that maintenance personnel are trained in proper welding, cutting and other hot work procedures and comply with the requirements of this policy, and

(2) ensuring that an individual from the requesting shop or department shall supply an individual for safety operations who is knowledgeable and capable of operating the fire extinguisher in their possession .in the event that a fire watch is required during operations in both designated and non-designated areas.

d. The contracting officer's representative (COR)/project engineer is responsible for:

(1) assuring that all contractors follow the procedures in this policy, and

(2) requesting authorization, i.e. burn permit is secured for cutting, welding, and other hot work operations, prior to the initiation of work in non-designated areas, to assure conditions are safe;

(3) supervising/observing cutting, welding and other hot work operations done in non-designated areas during off tours (nights, weekends and holidays); and

(4) participating in any fire watches required for work being done by non-VA employees or ensuring that coverage can be provided by appropriate personnel in the Safety Section.

e. **Contractors** are responsible for:

(1) Instructing their employees on this policy prior to the initiation of any cutting, welding or hot work, and

(2) Requesting authorization, i.e. burn permit for cutting, welding, and other hot work prior to the initiation of work;

(3) Ensuring that individuals involved in hot work operations shall be trained in the safe operation of their equipment and in the safe use of the process;

(4) Ensuring that individuals involved in hot work operations have an awareness of the inherent risks involved and understand the emergency procedures in the event of a fire;

(5) Ensuring the original/copy of the burn permit is available at the work site; and

(6) Ensuring that the original/copy of the burn permit is returned to the Safety Office upon for record keeping.

4. **ACTIONS:**

a. Upon issuance of cutting and welding permit, the name of the individual receiving the permit and the date and time of issuance shall be entered in the Safety Section Hot Work Permit Log. A copy of the permit shall be retained in the files of the Safety Section.

b. For all cutting, welding, and other hot work operations not in approved designated areas, the Safety Section will be notified at extension 24301 or extension 25614 at least 30 minutes prior to any operation. NOTE: If this work has been scheduled in advance for the off tours, the project engineer must be present during the work.

c. When work cannot be moved practically, the work area will be made fire safe by removing or covering combustibles within a range of possible sparks.

d. The area around any operation will be cleared of dust or lint to exceed the possible range of sparks by three (3) feet.

e. Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks which might drop through the floor. The same precautions shall be observed with regard to cracks or holes in walls, open doorways and open or broken windows.

f. Where combustible materials such as paper clippings, wood shavings, or textile fibers are on the floor, the floor shall be swept clean for a radius of 35 feet (10.7 m). Combustible floors shall be kept wet, covered with damp sand, or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock.

g. When required based on the assessment of the Safety Section personnel (see Attachment A), the fire watch will be designed to have appropriate personnel present, as detailed above, with an approved fire extinguisher for the duration of the operation and for thirty (30) minutes after the operation is complete.

h. When cutting or welding overhead, an approved fire blanket will be placed below to cover the area affected. Note: The blanket will either be provided by the contractor or the VA employees doing the work.

i. Upon the completion of operation, an inspection will be made for any hot materials and areas by the fire watch individual before securing the area.

5. **REFERENCES:**

a. NFPA 51B, Standard for Fire Prevention During Welding, Cutting, and Other Hot Work, 2009 Edition

b. 29 CFR OSHA 1910.252(a)(2)(i) General Requirements: Welding, Cutting & Brazing

6. **RESCISSION:** Policy Memorandum 578-03-001-089 (R-1) Cutting, Welding, and Other Hot Work, dated March 13, 2010.

7. **RECERTIFICATION:** This Policy Memorandum will be re-certified on or before March 27, 2016

8. **FOLLOW-UP RESPONSIBILITY:** Safety Section (001S)

Joan M. Ricard, FACHE
Hospital Director

Attachments

Distribution: Hines Intranet Website and Service Chiefs/Service Line Managers via E-mail

Policy Memorandum 578-03-001-089(R-2)
March 27, 2013
Attachment A

PERMIT FOR CUTTING AND WELDING
WITH PORTABLE GAS OR ARC EQUIPMENT

Date _____

Building _____

Department _____ Floor _____

Work to be done _____

_____

Special precautions _____

_____

The location where this work is to be done has been examined, necessary precautions taken, and permission is granted for this work. (See other side.)

Permit expires _____

Signed _____
(Individual responsible for authorizing welding and cutting)

Time started _____ Completed _____

FINAL CHECK-UP

Work areas and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite sides of walls) were inspected 30 minutes after the work was completed and were found fire safe.

Signed _____
(Individual Responsible for Permit)

ATTENTION

Before approving any cutting and welding permit, the fire safety officer/ appointee shall inspect the work area and confirm that precautions have been taken to prevent fire in accordance with NFPA 51B.

PRECAUTIONS

_____ Sprinklers in service
_____ Cutting and welding equipment in good repair

WITHIN 35 FT. OF WORK

_____ Floors swept clean of combustibles
_____ Combustible floors wet down, covered with damp sand, metal or other shields
_____ No combustible material or flammable liquids
_____ Combustibles and flammable liquids protected with covers or guards
_____ All wall and floor openings covered
_____ Covers suspended beneath work to collect sparks

WORK ON WALLS OR CEILINGS

_____ Construction non-combustible and without combustible covering
_____ Combustibles moved away from opposite side of wall

WORK ON ENCLOSED EQUIPMENT
(Tanks, containers, ducts, dust collectors, etc.)

_____ Equipment cleaned of all combustibles
_____ Containers purged of flammable vapors

FINAL CHECK-UP

_____ To be made 30 minutes after completion of any operation unless fire watch is provided.

Signed _____
(Individual Responsible for Permit)

Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

VHA DIRECTIVE 7712
Transmittal Sheet
February 10, 2017

FIRE PROTECTION CODE REVIEWS OF DELEGATED CONSTRUCTION PROJECTS

1. REASON FOR ISSUE: This Veterans Health Administration (VHA) directive addresses the requirements for fire protection code reviews of VHA delegated construction projects.

2. SUMMARY OF MAJOR CHANGES: This directive clarifies the criteria for fire protection code reviews of delegated construction projects and establishes the VHA Authority Having Jurisdiction for fire protection code compliance and for the approval of fire and life safety equivalencies.

3. RELATED ISSUES: None.

4. RESPONSIBLE OFFICE: The Deputy Under Secretary for Health for Operations and Management (10N) is responsible for the contents of this directive. Questions related to this directive are to be directed to the Office of Occupational Safety, Health, and GEMS Programs (10NA8) at 202-632-7888.

5. RESCISSIONS: VHA Directive 2005-007, dated February 15, 2005 is rescinded.

6. RECERTIFICATION: This VHA directive is scheduled for recertification on or before the last working day of February 28, 2022. This VHA directive will continue to serve as national VHA policy until it is recertified or rescinded.

David J. Shulkin, M.D.
Under Secretary for Health

DISTRIBUTION: Emailed to the VHA Publication Distribution List on February 14, 2017.

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FIRE PROTECTION CODE REVIEWS OF DELEGATED CONSTRUCTION PROJECTS

1. PURPOSE

This Veterans Health Administration (VHA) directive establishes the requirements for fire protection code reviews of VHA delegated construction projects with the goal of ensuring compliance with all applicable fire protection codes and standards. **AUTHORITY:** Title 38 United States Code (U.S.C.) 7301(b), 40 U.S.C. 3312.

2. BACKGROUND

a. The Department of Veterans Affairs (VA) acts as its own building and fire protection official and Authority Having Jurisdiction (AHJ). Construction of facilities on Federal property is generally exempt from the requirements of local building codes and standards. In addition, construction projects on Federal property are generally exempt from code compliance reviews by local fire officials. Therefore, VA must have its own process to ensure that facilities are designed, renovated, and constructed in accordance with VA policy and the codes and standards adopted by VA.

b. VA is required to comply with national consensus codes and standards. VA general requirements addressing construction codes and standards are found in the Office of Construction and Facilities Management (OCFM) document Program Guide (PG) 18-3, Topic 1, Codes, Standards, and Executive Orders. Specific VA requirements for fire protection are found in the VA Fire Protection Design Manual. ***NOTE:*** *Links to these and other referenced documents can be found in the References section of this directive.*

3. DEFINITIONS

a. **Change of Occupancy Classification.** Change of occupancy classification means a change in the occupancy classification of a structure or portion of a structure.

b. **Change of Use.** Change of use means a change in the purpose or level of activity within a structure that involves a change in application of the requirements of the applicable code (e.g., Life Safety Code or Building Code).

c. **Chief Engineer.** For the purposes of this directive, the titles Chief of Facilities Management, Facility Manager, and other similar designations are synonymous with the title Chief Engineer.

d. **Delegated Construction Projects.** Delegated construction projects means construction projects that are managed in whole or in part by VHA (Veterans Integrated Service Network or VA facility). Management of project funds is at the VA facility level and funding could come from the Major, Minor, Clinical Specific Initiatives (CSI), or Non-Recurring Maintenance (NRM) programs, as well as other funding sources. Projects managed by staff of OCFM are not delegated construction projects.

e. **Directives.** Directives are concise documents of policy; mandatory procedures or operational requirements implementing policy are included in the appendices.

f. **Modification.** For the purposes of this directive modification means the new construction or reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition, relocation, or elimination of any load-bearing element; the addition, reconfiguration, or elimination of any system; or the installation of any additional equipment.

4. POLICY

It is VHA policy that independent third-party fire protection code reviews will be provided for delegated construction projects by qualified fire protection engineers, and that qualified fire protection engineers will be part of the design team for selected projects, in accordance with the requirements of this directive. The VHA Authority Having Jurisdiction for fire protection code compliance and for the approval of fire and life safety equivalencies is the Deputy Under Secretary for Health for Operations and Management (except as specified in paragraph 5.b.(2) of this directive).

5. RESPONSIBILITIES

a. **The Under Secretary for Health.** The Under Secretary for Health is responsible for appropriate resourcing and overall VHA compliance with this Directive.

b. **The Deputy Under Secretary for Health for Operations and Management.** The Deputy Under Secretary for Health for Operations and Management is responsible for:

(1) Overseeing the development of VHA policy and programs to address safety and health issues.

(2) Serving as the VHA Authority Having Jurisdiction (AHJ) for fire protection code compliance and for the approval of fire and life safety equivalencies, except where the AHJ is otherwise established by Federal Regulations. ***NOTE**: For a summary of community-based programs where the AHJ is established by Federal Regulations as other than the DUSHOM, see the Program Summary Matrix on the VHA Center for Engineering & Occupational Safety and Health Fire Safety Reference Library. This is an internal VA Web site that is not available to the public.*

c. **Assistant Deputy Under Secretary for Health for Administrative Operations.** The Assistant Deputy Under Secretary for Health for Administrative Operations is responsible for:

(1) Overseeing the implementation of VHA policy and programs to address safety and health issues.

(2) Ensuring that adequate funds are available to maintain a safe and functional environment for patients, visitors, employees, and volunteers.

d. **Veterans Integrated Service Network Directors.** Each Veterans Integrated Service Network (VISN) Director is responsible for:

(1) Establishing a written policy or written process to ensure that the requirements of this directive are met.

(2) Establishing a written policy or written process to monitor VISN and VA facility compliance with this directive. ***NOTE****: One method of monitoring compliance is through the Annual Workplace Evaluation (AWE) process, which is conducted by VISN staff.*

(3) Ensuring that the VISN Capital Asset Manager (CAM) or designee determines whether an independent fire protection code review is required for each project that is required to be entered into the Capital Assets Database and tracks the review and resolution of the review comments through the Capital Assets Database.

e. **VA Facility Directors.** Each VA facility Director is responsible for

(1) Establishing a written policy or written process to ensure that the requirements of this directive are met.

(2) Utilizing VA facility safety staff and others as needed to provide additional comments within their level of expertise to augment the third party fire protection code reviews. ***NOTE:*** *Generally VA facility staff members do not meet the qualification requirements to perform fire protection code reviews and therefore their review would not meet the requirement under this directive for a third-party fire protection code review. However, VA facility safety staff members, such as the Safety Manager, Environmental (GEMS) Manager, and Industrial Hygienist (IH), might offer comments regarding facility-specific safety, environmental, and industrial hygiene operational issues. Operational issues include, but are not limited to, existing equivalencies; coordination with facility Interim Life Safety Measures policy; door locking compatibility with existing facility locks; coordination with facility fire safety plans; asbestos and other IH considerations; facility spill plans, air pollutants permits, and other environmental considerations.*

6. FIRE PROTECTION ENGINEERING REQUIREMENTS

a. **Third-Party Fire Protection Code Review.** For all delegated construction projects that involve a change of occupancy classification, change of use, or modification (see definitions) of any space, fire protection code review(s) shall be performed on the design by qualified fire protection engineer(s) who are not associated with the design team. A minimum of one review is required at or before the 95% document submission (referred to as “Design Development Submission” in PG-18-15, Volume C). ***NOTE:*** *The criteria for requiring a third party fire protection code review are intentionally broad. In addition, complex projects should be reviewed at a stage earlier than the 95% submission so that significant review comments can be incorporated into the design without affecting project costs or schedule. Such projects will generally require more than one review.*

b. **Review Comments.** All fire protection code review comments shall be responded to and resolved in a manner that is acceptable to the design team, the reviewer(s), and the Chief Engineer or designee (e.g., Contracting Officer's Representative) responsible for managing the project. All fire protection code review comments and their resolution shall be documented in a permanent record as part of the project documentation. ***NOTE:*** *Documentation of the fire protection code review comments and their resolution is typically recorded in the Project Tracking Report (PTR) in the Capital Assets Database.*

c. **Design Team.** Unless exempted by the VISN Director, qualified fire protection engineer(s) shall be part of the design team for all delegated Major and Minor construction projects, as well as for all other delegated construction projects that include the addition, reconfiguration, or elimination of a fire protection system. The fire protection engineer(s) shall provide the scope of services for project fire protection engineers specified in the OCFM document, Qualifications and Scope of Services for Fire Protection Engineer. This document is located in the Fire and Safety section of the OCFM Technical Information Library.

d. **Qualifications.** All fire protection engineer(s) involved in the review or design shall meet, as a minimum, the qualification requirements for project fire protection engineers found in the OCFM document, Qualifications and Scope of Services for Fire Protection Engineer. This document is located in the Fire and Safety section of the OCFM Technical Information Library. ***NOTE:*** *VA staff members who are 803- or 804-series engineers, and who do not meet the referenced qualification requirements, might be qualified to perform third party fire protection code reviews.*

e. **Leases.** Qualified fire protection engineer(s), who are not associated with the design team, shall perform fire protection code review(s) on drawings of the leased space for leases processed through a VISN or facility contracting officer. This shall occur as part of the leasing process and prior to signing the lease agreement.

f. **Intent.** The intent of these requirements is that facilities are designed, renovated, and constructed in accordance with VHA policy and the codes and standards adopted by VA.

7. REFERENCES

a. 38 U.S.C 7301(b)

b. 40 U.S.C. 3312

c. Office of Construction and Facilities Management (OCFM) Technical Information Library, http://www.cfm.va.gov/til/index.asp)

d. OCFM PG-18-3, Topic 1: Codes, Standards, and Executive Orders, http://www.cfm.va.gov/TIL/cPro.asp

e. OCFM PG-18-15, Volume C: A/E Submission Instructions for Minor and NRM Construction Program Medical Center Projects, http://www.cfm.va.gov/til/aeDesSubReq.asp

f. OCFM Qualifications and Scope of Services for Project Fire Protection Engineer, September 2005 (or succeeding document), http://www.cfm.va.gov/til/spclRqmts.asp#FS

g. VA Fire Protection Design Manual, http://www.cfm.va.gov/til/spclRqmts.asp#FS

h. Chief Network Officer Memorandum, 'Construction Project Fire Code Compliance Process', November 15, 1996

VA | U.S. Department of Veterans Affairs
Veterans Health Administration

Edward Hines Jr. VA Hospital
5000 S. 5th Avenue
Hines, IL 60141
708-202-8387

Dear Veteran,

The Edward Hines Jr. VA Hospital is changing our smoking policy to provide a safe and healthy environment. The policy covers all smoking and tobacco material including but not limited to:

- Cigarettes
- Cigars
- Pipes
- Chewing tobacco
- Vape pens, e-cigarettes, or e-cigars.

Beginning October 1, 2019, smoking and tobacco use will no longer be allowed on the VA campus for patients, visitors, contractors, volunteers, vendors, and employees. Those unable to comply with this change may receive a Federal citation (ticket).

You are encouraged to leave all tobacco products and devices at home. To reduce the risk of fire near oxygen and other gases used at our site, you may be required to store tobacco products and devices if visiting certain areas of the hospital.

Hines VA can help Veterans quit tobacco use. If you would like more information about this service, please contact your Primary Care Team.

Thank you for serving our country and allowing us to care for you.

Steven E. Braverman, M.D.
Hospital Director

Data and Voice Installations

Edward Hines Jr. Hospital
Specifications and Execution

Revision Date: 13 march 2017

Tom Simonton (OIT Network Supervisor) 3/17/2015

This document is meant to supplement the VA master specifications. Any contradictions or inconsistencies shall be brought to the attention of the Contracting Officer's Representative.

1. SCOPE: The contractor will work in various locations throughout the campus of Edward Hines, Jr. VA Hospital, 5000 South 5th Ave, Hines IL 60121. This project is defined as the management, design, materials, labor, and equipment to construct and/or renovate all structure, architecture, and utility features as required to perform the installation of voice and data communication lines. This will include, but is not limited to, the flowing:

    a. Installation or relocation of various connection jacks including Voice Only, Data Only, and Full Locs. (voice and data) connections. Jacks may require tasks such as:
        i. Cutting or drilling walls for jack box installations
        ii. Terminating and certifying cable ends
        iii. Installing faceplates and numbering systems including labeled cables
        iv. Providing CAD as-built drawings
    b. Pulling the physical transmission cabling
    c. Installing conduit and hangers
    d. Providing fire rated wall penetrations for cable runs and having COR approve
    e. Installing and removing Infection Control measures per facility requirements

GENERAL REQUIREMENTS FROM OIT

All projects with network or telephone installations must have Hines OIT support through both planning and construction phases.

2. WARRANTY: Obtain for the benefit of Hines VA a minimum of twenty-five (25) year transferable warranty from Systimax/CommScope, or approved equal. The Contractor will submit any additional warranties offered by the manufacturer, at no additional cost, to the OIT / COR.

3. WARRANTY: If a voice/data closet contains existing equipment with a current manufacturer's warranty, then the contractor must be certified and use only approved equipment (i.e. cables, jacks, etc.) such that any additional work on that equipment will not void the current manufacturer's product warranty.

4. Due to the existing conditions, all work shall be performed by a Systimax Certified Business Partner. The Contractor shall follow the current design and installation guidelines in the

specification and those of the VA Master Specifications, http://www.cfm.va.gov/til/spec.asp. Installers must be able to furnish proof that they are currently certified and have minimum three years of certification, to install the product in accordance with the requirements to meet the 25 year manufacturer's product warranty.

5. Insurance covering installed equipment from damage or loss is to be borne by the contractor until full acceptance of equipment and services.

6. If area is being remodeled, existing data and voice drops will be saved and re-used with original numbering system where economical. If any data or voice lines are not being re-used, contractor will remove all cable from station to phone closet.

7. Phone locations to be identified by numbering system provided by Hines OIT.

8. Upon completion of job all data closets, panels, and cable managers will be cleaned of dust and debris.

9. Upon completion of job all test results, warranties, and as built drawings shall be provided to OIT representative.

10. Work shall be performed per the Specifications in attached contract documents. When a situation is unclear the contractor shall proceed per OIT directions.

11. An Above Ceiling Permit must be obtained from the Facilities Management Service department prior to beginning work and must be displayed at all times work is in process.

SUBMITTAL REQUIREMENTS

12. All work shall be performed by a Systimax Certified Business Partner or approved equal. Installers must be able to furnish proof that they are currently certified and have minimum three years of certification, by the product manufacture, to install the product in accordance with the requirements to meet a 20 year manufacturer's product warranty.

13. Cut-Sheets of Fire Stopping material and components shall be supplied when penetrations or other equipment passes between floors, walls, or subsystems.

14. Cut-Sheets shall be provided the COR for all proposed items used to implement a plan, to include: panels, cabinets, switches, racks, cabling, hangars, etc.

15. CAD and/or Shop Drawings, as specified by the Scope of Work, shall be submitted to the COR and OIT representative prior to installation of a system or subsystem, upon any recommended or directed deviation, and upon completion of installations for use as As-Built documentation. CAD Symbols and Documentation should follow those detailed in the Specifications document attached.

SPECIFICATIONS and EXECUTION

CABLE REQUIREMENTS

16. All work shall be installed with Cat-6 equipment and cables. In the case in which existing Cat-5 patch panels are available in the voice/data closets, and there is no further room on the racks to accommodate a new Cat-6 patch panel, then the Contractor will seek further guidance from OI&T and COTR on how to proceed.

17. All installed products shall be in compliance with Systimax 20 year warranty standards. Prior to use any alternative manufacturer or supplier must be approved.

18. Cables:

    a. Copper.

        i. All data drops will use two white colored Category 6 or higher, four pair, 100 ohm UTP (24 AWG solid conductor), Systimax #.1071 1071004EWH, unless otherwise specified. All materials shall be supplied by the contractor

        ii. All voice drops will use gray colored Category 5 or higher, four pair, 100 ohm UTP (24 AWG solid conductor), unless otherwise specified. All materials shall be supplied by the contractor.

    b. Fiber

        i. When fiber optics is required the minimum pull shall be 12 strands of 50 micron multimode terminated at both ends with fiber connectors to be determined by OI&T representative. All materials shall be provided by the contractor; every installation shall be tested and identified with documentation provided to the VA representative.

19. All cable runs shall follow the cable trays that are above the suspended ceilings and terminated at the closet specified by design drawings, COR, and/or OIT.

20. All conduit for Voice or Data cabling shall be silver in color to match the established coloring system used on campus.

21. All cables entering the data/voice closets will be given a “drip loop” to allow for flexibility in closet layout or configuration.

22. Cables shall not be attached to removable ceiling grid supports or laid directly on the ceiling grid. Cables shall not be attached to or supported by fire sprinkler heads or delivery systems or any environmental sensor in the ceiling air space.

23. In areas where the cable does not traverse conduit, cable trays or ducts, the contractor shall bundle the cables in bundles of 48 (1 bundle per 48-port patch panel). Cable bundles shall then be supported by J-hooks attached to existing building structure at a maximum of five (5) foot intervals.

24. Ensure that the smoke and fire-rated structures (walls, ceiling, and floors) retain their existing smoke or fire-rating in accordance with VA Specification 078400 FIRESTOPPING. Contractors should be aware of any submittals required prior to work commencement. Refer to document located at http://www.cfm.va.gov/til/spec.asp.

25. All previously abandoned Voice and/or Data cable in construction area will be removed completely from end to end. If the cable that is to be removed is installed in such a way that it cannot be removed without damaging other cables or equipment, the Contractor shall notify the COR and OIT to allow for further direction If the cable that is to be removed is installed in such a way that it cannot be removed without damaging other cables or equipment, the Contractor shall notify the COTR and OIT to allow for further direction.

JACK CONFIGURATIONS

All contractors must work with Hines OIT to properly number the installations.

26. All components shall be approved by OIT via submittal of product information sheets prior to installation. The current acceptable standard and basis of design is Systimax. Use of other manufacturers may be allowed but must be approved prior to use.

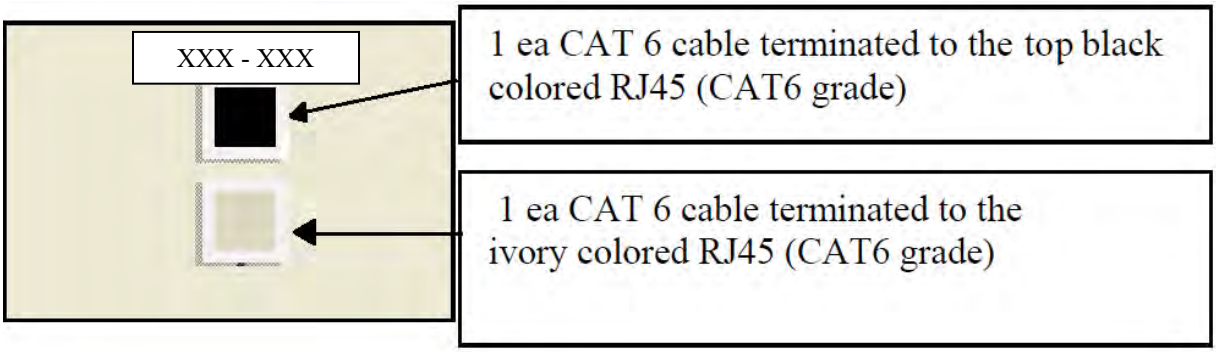
27. All Jack faceplates will have electronically printed numbers provided from Hines OIT.

    a. Data only drops shall be in jack configurations as described below and shown in the figure:

        i. Data Horizontal dual jack configuration, no phone: Face plate shall be an ivory colored, dual faceplate. Left side jack shall be 1 black colored RJ45 Cat-6 grade Systimax or approved equal. Right side jack shall be 1 ivory colored RJ45 Cat-6 grade.

    i. Data vertical dual jack configuration, no phone: Face plate shall be an ivory colored, dual faceplate. Top jack shall be 1 black colored RJ45 Cat-6 grade Systimax or approved equal. Bottom jack shall be 1 ivory colored RJ45 Cat-6 grade.

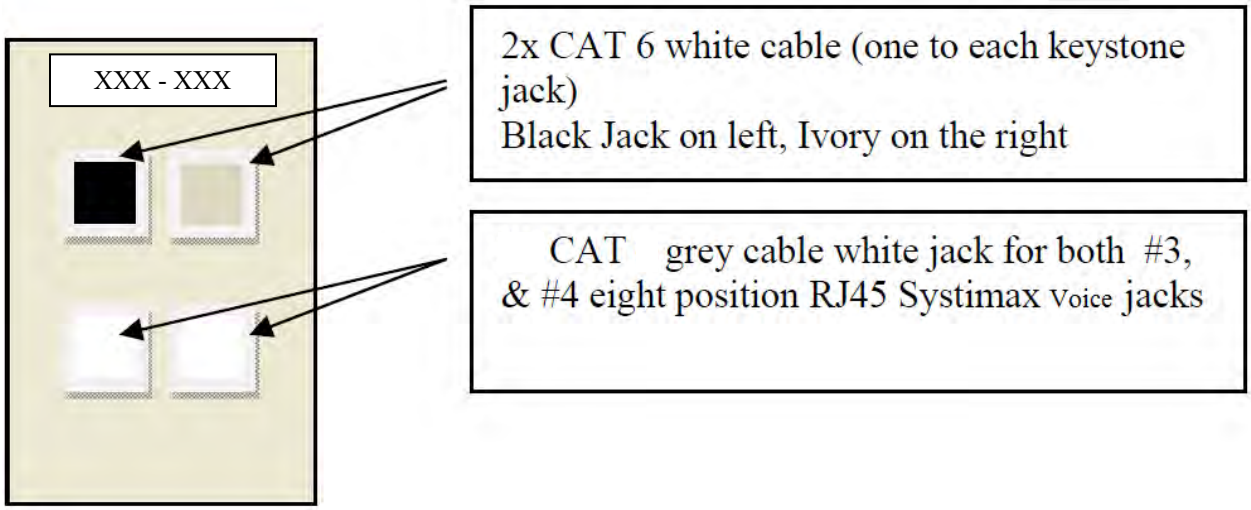
    Example:



b. Voice / Data Drops (Full Locs) shall be in quad jack configurations as described below:

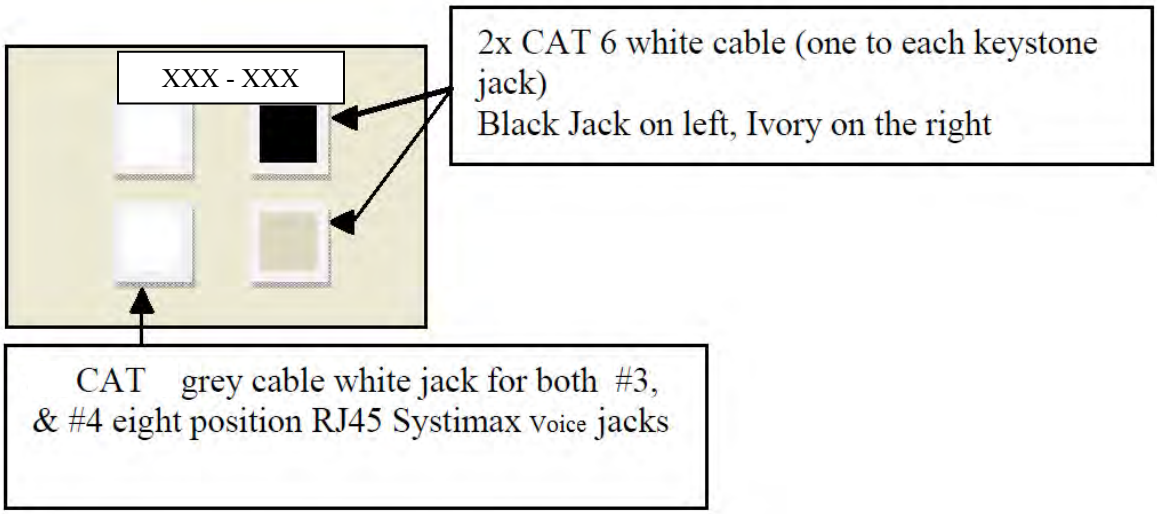
ii. Vertical Data Top - Quad jack configuration: Voice/data face plate shall be ivory quad faceplate with 2 eight position RJ45 data jacks; on top position #1 Black jack MGS-400-003 and position #2 Ivory jack MGS-400-246, one data cable for each jack. Bottom two jacks in positions #3 and #4 shall be white voice RJ45 Systimax MGS-400-262 jack. Data cables to be terminated on Systimax 48 Port CAT6 Patch Panel1100GS3-48.

Example Full Loc. (2 Data / 2 Voice):



iii. Horizontal Data Side – Quad jack configuration: Voice/data face plate shall be ivory quad faceplate with 2 eight position RJ45 data jacks; on top right #.1 Black jack MGS-400-003 and bottom right #2 Ivory jack MGS-400-246, one data cable for each jack. Left two jacks #3, and #4 shall be white voice RJ45

Systimax MGS-400-262, one voice cable for each jack. To be terminated on Systimax 48 Port CAT6 Patch Panel1100GS3-48.



INSTALLATION REQUIREMENTS

28. The Contractor is responsible for grounding and bonding all infrastructure provided in this project. Specifically:

    a. Use #6 grounding conductors and two-hole irreversible compression connectors to bond racks to the room's telecommunications grounding bus-bar (TGB).

    b. The contractor shall provide and install the proper grounding kits for the Telco and Patch Panels as required by manufacturer.

    c. The contractor shall ground and bond the telecommunications rack.

29. The Contractor is responsible to completely clean and dust all areas that work was performed, whether installing or removing cabling or equipment.

30. The Contractor is responsible for electronically printed labeling of the following:

    a. Terminated Cables – at both ends of each cable (the label shall be installed 3 inches from the termination).

    b. One sequential # location number for each Faceplate.

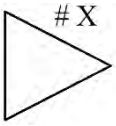
    c. Voice Panels to be sequentially numbered with electronic labels of OIT number scheme #.3#.4 on 19 inch rack.

d. Data panels with number scheme #.1 #.2 to be grouped sequentially below sequentially grouped voice terminations number scheme #.3, #.4 with no omissions or duplications.

e. OIT will provide the appropriate location numbers to the COR, and contractors will only use those numbers to label the jack, cable, and panel.

31. All data/voice locations on the design plans will use Hines standard symbols as follows:

a. For 1wire(2 jacks) voice only –

b. For 2 wire (2 jacks) Data Only- 

c. For 1 Voice wire and 2 Data wires at a single location-

Important Note: All CBOCs utilize voice over IP and generally do not require an analog voice line.

32. The Contractor shall certify the data cables as a TIA Cat6 Permanent Link and test the cables using Fluke DTX1800 or approved equal tester. Test results shall be furnished to OI&T upon completion of testing via pdf compatible format.

33. If the connected cable in the faceplate does not pass certification, the cable from the faceplate shall be re-terminated and re-certified. If any line should not PASS, the contractor shall install a new Cat6 cable.

34. Any alteration to a data closet layout must be approved by OIT and follow these guidelines:

a. Rack will be installed 18 inches below any ceiling mounted sprinkler head. The data racks shall be standard ‘free’ standing 2 post data racks or ‘wall mounted cabinet’ types.

b. Rack layout will be such that T1 extension shall be the topmost panel with all additional Telco rack mountable installations directly below. The Point of Presence (POP) pairs required for staffing needs will be next on the rack and subsequent VOIP cat-6 panels will be below the Telco provider gear and shall alternate between Patch Panels and Cable Management Panels (3-½” patch panels to be separated by 3-½” cable management panels). 6 U rack spaces are typically reserved for Switch and Router equipment. Data termination panels to be installed below switch and router space.

c. A drip loop of all wires will be provided from closet sleeve to closet floor before terminating in rack panels. Additionally, vertical cable management systems shall be

provided for both sides of the rack - front and rear cable management - from the floor to top of rack. Panels shall be sequentially numbered with electronically printed labels per OIT's number scheme (#.1 #.2), with no omissions or duplications.

35. All information system closets – shall be designed and/or constructed to provide, at the minimum, unobstructed access to:

    a. One (1) ivory colored duplex or quad 110vac, 15 or 20-amp electrical outlet with an ivory colored cover plate, on a dedicated circuit with isolated ground, for use in the normal power circuitry.

    b. One (1) red colored duplex or quad 110vac, 15 or 20-amp electrical outlet with red colored cover plate, on a dedicated circuit with isolated ground for use on the hospital's critical power circuitry. The location of the outlets will be determined by the COR and OIT.

    c. All cable will be fished through the wall and above the suspended ceiling (if applicable). If construction is to be performed where there is no suspended ceiling or access above and through the suspended ceiling or walls is severely limited, the Contractor may use an approved "surface mounted raceway" (to be approved in submittal, and shall have accompanying surface mounted jacks.

    d. Terminate the data and VOIP using Systimax 48 Port CAT6 Patch Panel1100GS3-48 or approved equal, IAW the 25 year product manufacturer's warranty.

    e. The Contractor shall be required to install a new Cat-6 patch panel in any cases where new Cat-6 wires are being pulled into an existing closet that currently has only Cat-5 patch panels. At no time will the Contractor terminate Cat-6 cables on to a Cat-5 patch panel. If there is a density issue on the patch panel which prevents the additional Cat-6 patch panel, the cable contractor will work with the COR and OI&T representative to develop solutions.

    f. In the case of renovations where Cat-6 cabling exists, the cat-6 data cable can be saved and re-used with original numbering system where feasible and approved by the COTR and OI&T representative. In this instance, if any of the data lines are not being re-used, the Contractor shall remove all abandoned cable from the station side to data closet.

36. Phone closet should be terminated using Systimax 48 Port CAT6 Patch Panel1100GS3-48 or approved equal, IAW the 25 year product manufacturer's warranty.

_____End OIT Requirements_____

ABBREVIATIONS

ABBREVIATIONS

This section defines the abbreviations used in the spreadsheets that list and assess, room-by-room, the asbestos-containing materials in each re-inspected building. Spreadsheet information includes:

* Type and percent of asbestos found in asbestos-containing materials (ACM)
* Quantity and condition of the ACM
* Description of the ACM
* Potential for ACM disturbance
* Other parameters needed for assessing and prioritizing response actions

Additional terminology used in the spreadsheets for prioritizing response actions is described in the Glossary of Terms.

TABLE HEADINGS

ACM	Asbestos-Containing Material
COND	Condition
POT FOR	Potential for
DIST	Disturbance
QTY	Quantity

QUANTITY

LF	Lineal Feet
PIPE DIA	Diameter in Inches of Actual Pipe
SF	Square Feet
THICKNESS	Inches

BUILDING AREA

ATTC	Attic
BSMT	Basement
CRWL	Crawl Space
EXT	Exterior
OTHR	Other (Describe)
PENT	Penthouse
TUNN	Tunnel
TREN	Trench

TYPE

ACT	Actinolite
AM	Amosite
ANT	Anthophyllite
CC	Crocidolite
CHR	Chrysotile
MIX	Mixture
TM	Tremolite

FUNCTION

ACT	Ceiling Tile	PIPE-F-CHW	Pipe Fitting Chilled Water
BO / FU	Boiler / Furnace Insulation	PIPE F-CON	Pipe Fitting Condensate
DOOR	Door	PIPE F-DCW	Pipe Fitting Domestic Cold Water
DUCT	Duct Insulation	PIPE F-DHW	Pipe Fitting Domestic Hot Water
DUST	Debris / Settled Dust	PIPE F-HTHW	Pipe Fitting High Temp. Hot Water
EXT	Exterior Construction	PIPE F-STM	Pipe Fitting Steam
FP	Fireproofing	PIPE-HTHW	Pipe High Temperature Hot Water
FS	Fire Stop	PIPE-STM	Pipe Steam
NSCM	Nonsuspect Ceiling Material	PLAS-A	Acoustical Insulation / Plaster
NSFM	Nonsuspect Floor Material	PLAS-W	Wall Plaster / Spackling
NSINS	Nonsuspect Pipe Material	RFNG	Roofing
NSWM	Nonsuspect Wall Material	SHNG	Shingles
OTHR	Other (Describe)	SUR	Surface Application
PIPE	Pipe Other	TANK	Tank Insulation
PIPE-CHW	Pipe Chilled Water System	VFT	Floor Tile / Sheet
PIPE-COND	Pipe Condensate	VIB	Vibration Damper
PIPE-DCW	Pipe Domestic Cold Water	WALL-BRD	Wall Board
PIPE-DHW	Pipe Domestic Hot Water	WALL-INS	Wall Insulation
PIPE-DRN	Pipe Drain		

MATERIAL DESCRIPTION

BLK	Black	FLKS	Flecks
BLUE	Blue	GRN	Green
BRN	Brown	GRY	Gray
BSBRD	Baseboard	IRREG	Irregular
BUR	Burgundy	LT	Light
CMNT	Cement	MAR	Maroon
CRM	Cream	MOT	Mottled
DK	Dark	MSTC	Mastic
DUCT INS NS	Duct Insulation Nonsuspect	MVE	Mauve
FG	Fiberglass	N-ACC	Non-Accessible

MATERIAL DESCRIPTION (Continued)

NSCM	Nonsuspect Ceiling Material	RED	Red
NSFM	Nonsuspect Floor Material	RUST	Rust
NSINS	Nonsuspect Pipe Insulation	SHT	Sheet
NSWM	Nonsuspect Wall Material	SMTH	Smooth
OLV	Olive	STRK	Streaks
ORG	Orange	SWL	Swirl
PAT	Pattern	TAN	Tan
PERF	Perforations	TEXT	Texture
PNHL	Pinhole	VAT	Vinyl Asbestos Tile
PNK	Pink	VIO	Violet
PVC	Polyvinyl Chloride	W /	With
PURPLE	Purple	WHT	While
RAN	Random	YEL	Yellow

GLOSSARY OF TERMS

This section defines the terms used in assessing and prioritizing response actions to asbestos-containing materials (ACM) as presented in the spreadsheets. The assessment of an ACM's potential to release asbestos fibers into air was based on a visual inspection of its physical condition. Pertinent physical characteristics include the ACM's friability, degree of damage or deterioration, and potential for disturbance. Response actions were prioritized based on a ranking of the ACM's physical characteristics in accordance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) regulations.

The following sections describe the following:

* ACM Friability
* ACM Condition
* Potential for ACM Disturbance
* Priority Action Ranking
* Nonsuspect Materials
* Not Accessible

ACM Friability

Y: Material that crumbled when hand pressure was applied, ranging from high friability—very soft material that crumbled with light hand pressure—to low friability—material that crumbled after exerting substantial hand pressure

N: Nonfriable material that could not be crumbled, lightly abraded, or powdered by exertion of hand pressure

ACM Condition

Good: No apparent damage to the material

Fair: Material had less than 10 percent overall damage or less than 25 percent localized damage

Poor: Material had 10 percent or more overall damage or 25 percent or more localized damage

Potential for ACM Disturbance

High:

1. Friable ACM is in an area regularly used by building occupants, including maintenance personnel, in the course of their normal activities.

2. There is a reasonable likelihood that the ACM or its covering will become damaged, deteriorated, or delaminated due to factors such as recurrent damage or changes in the building's use, operation and maintenance (O&M), or occupancy.

3. The ACM is subject to major or continuing disturbance due to factors such as accessibility, vibration, or air erosion.

Moderate:

1. Friable ACM is in an area regularly used by building occupants, including maintenance personnel, in the course of their normal activities.

2. There is a reasonable likelihood that the ACM or its covering will become damaged, deteriorated, or delaminated due to factors such as recurrent damage or changes in the building's use, operation and maintenance (O&M), or occupancy.

Low: The potential for contact with the ACM, influence of vibration, and potential for air erosion are assessed to be low.

Priority Action Ranking

1: Isolate the area and restrict access to necessary personnel. Remove or repair the material as soon as possible.

2: Repair or remove the material, or reduce the potential for disturbance as soon as possible. Follow up with an O&M program.

3 or 4: Repair the material and follow up with an O&M program.

5: Follow up with an O&M program, and reduce the material's potential for disturbance.

6: Follow up with an O&M program, and further reduce the potential for disturbance.

7: Follow up with an O&M program, and take precautions to prevent the material from becoming friable during maintenance activities.

Nonsuspect Material

Nonsuspect material is building material that should be asbestos-free, and is coded NSFM, NSWM, NSCM, and NSINS, as defined in the abbreviations section. Nonsuspect materials were not sampled.

Not Accessible

Not accessible material is building material that cannot be accessed without breaking the integrity of the containing structure, and is denoted as N-ACC in the spreadsheet.

Hines COVID-19 Guidelines

The following are rules set in place to control the spread of the Coronavirus at the Hines hospital, all buildings on the campus, and the Community Based Outpatient Clinics (CBOCs).

General

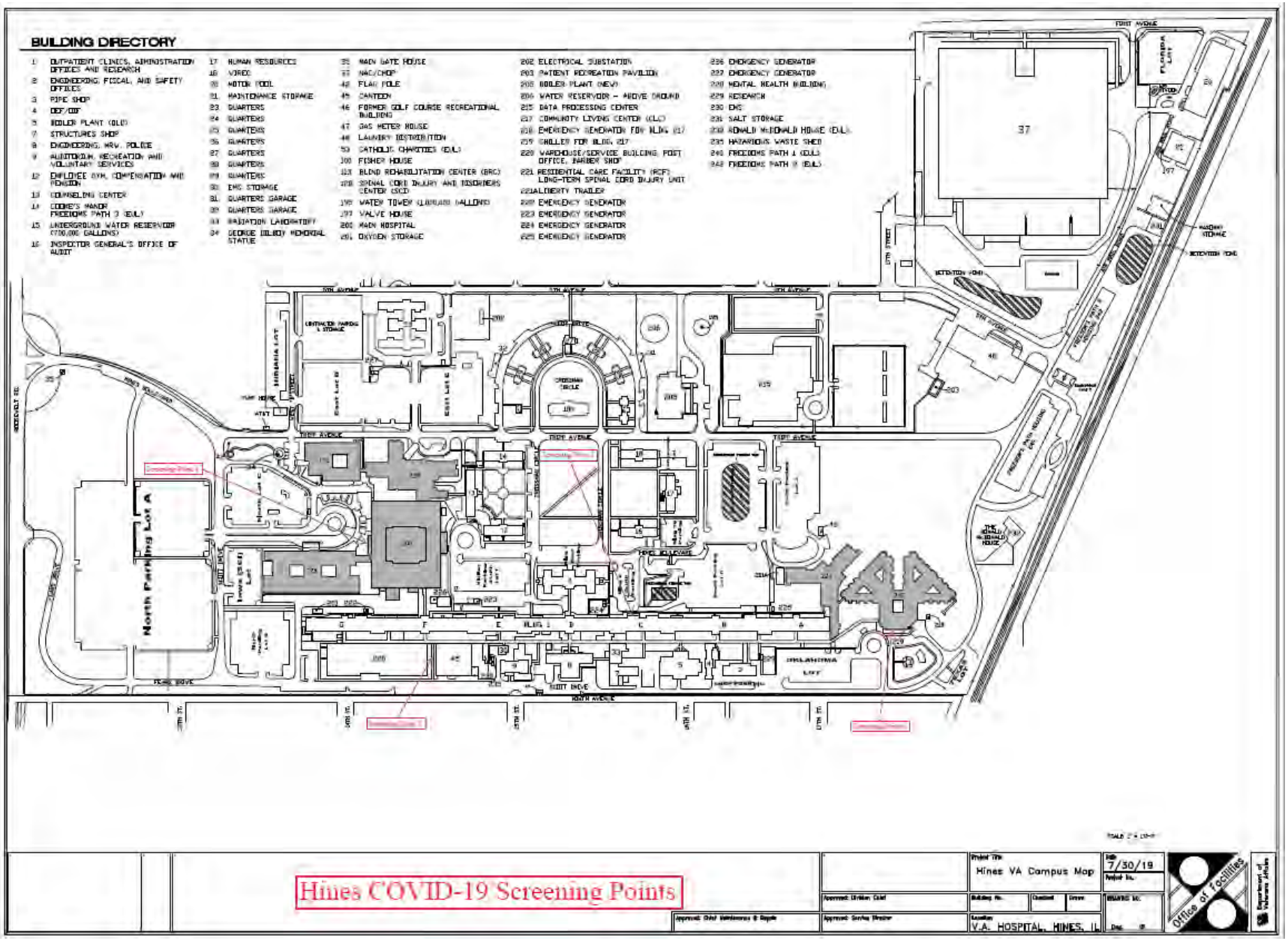
A) Masks or face coverings are required to be worn at Hines.
B) All contractors need to have their PIV cards on their person.
C) All the doors on Hines campus close at 4:30 PM **except** the Emergency Department and the main lobby of Building 200. Once the doors on campus are secured at 4:30 PM, the only entrances to enter the facility are the Emergency Department and the main lobby of Building 200. Unauthorized entry to any other doors that have been secured will be enforced by the VA Police.

Upon Arrival at the Station

A) The station has four main entry points for COVID screening.
   1. The main lobby of Building 200
   2. The Atrium just north of Building 45
   3. C-Section east entrance to Building 1
   4. The main lobby of Building 217
B) Everyone entering the screening points will have their temperature checked and symptoms queried daily.
C) You will be given a sticker to place on you PIV card showing you have been screened for the day.

Exiting and Re-entry

A) You may exit any building from any normal door leading to the exterior. Please be sure the door is fully closed behind you after exiting.
B) If you need to re-enter the facility, you will need to go to one of the screening points. If you have already been screened you need only show the dated sticker showing you were screened earlier in the day.
C) After 4:30 PM, only the main lobby in Building 200 and the Emergency Department may be used for re-entry.
D) Propping open doors and allowing unscreened individuals to enter will result in immediate removal from the station and other penalties.


BUILDING DIRECTORY
1 OUTPATIENT CLINICS, ADMINISTRATION OFFICES AND RESEARCH
2 ENGINEERING, FISCAL, AND SAFETY OFFICES
3 PIPE SHOP
4 DEF/DIF
5 BOILER PLANT (OLD)
7 STRUCTURES SHOP
8 ENGINEERING, MRV, POLICE
9 AUDITORIUM, RECREATION AND VOLUNTARY SERVICES
12 EMPLOYEE GYM, COMPENSATION AND PENSION
13 COUNSELING CENTER
14 COOKE'S MANOR FREEDOMS PATH 3 (BUL)
15 UNDERGROUND WATER RESERVOIR (700,000 GALLONS)
16 INSPECTOR GENERAL'S OFFICE OF AUDIT
17 HUMAN RESOURCES
18 VOREC
20 MOTOR POOL
21 MAINTENANCE STORAGE
23 QUARTERS
24 QUARTERS
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27 QUARTERS
28 QUARTERS
29 QUARTERS
30 EMS STORAGE
31 QUARTERS GARAGE
32 QUARTERS GARAGE
33 RADIATION LABORATORY
34 GEORGE BILBY MEMORIAL STATUE
35 MAIN GATE HOUSE
37 NAC/CHOP
42 FLAG POLE
45 CANTEEN
46 FORMER GOLF COURSE RECREATIONAL BUILDING
47 GAS METER HOUSE
48 LAUNDRY DISTRIBUTION
53 CATHOLIC CHARITIES (BUL)
100 FISHER HOUSE
103 BLIND REHABILITATION CENTER (BRC)
108 SPINAL CORD INJURY AND DISORDERS CENTER (SCD)
195 WATER TOWER (1,000,000 GALLONS)
197 VALVE HOUSE
200 MAIN HOSPITAL
201 OXYGEN STORAGE
202 ELECTRICAL SUBSTATION
203 PATIENT RECREATION PAVILION
205 BOILER PLANT (NEW)
206 WATER RESERVOIR - ABOVE GROUND
215 DATA PROCESSING CENTER
217 COMMUNITY LIVING CENTER (CLC)
218 EMERGENCY GENERATOR FOR BLDG. 217
219 CHILLER FOR BLDG. 217
220 WAREHOUSE/SERVICE BUILDING, POST OFFICE, BARBER SHOP
221 RESIDENTIAL CARE FACILITY (RCF) LONG-TERM SPINAL CORD INJURY UNIT
221A LIBERTY TRAILER
222 EMERGENCY GENERATOR
223 EMERGENCY GENERATOR
224 EMERGENCY GENERATOR
225 EMERGENCY GENERATOR
226 EMERGENCY GENERATOR
227 EMERGENCY GENERATOR
228 MENTAL HEALTH BUILDING
229 RESEARCH
230 EMS
231 SALT STORAGE
232 RONALD McDONALD HOUSE (BUL)
235 HAZARDOUS WASTE SHED
240 FREEDOMS PATH 1 (BUL)
242 FREEDOMS PATH 2 (BUL)
FIRST AVENUE
FLORIDA LOT
37
MASONRY STORAGE
ROTATION ZONE
ROTATION ZONE
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North Parking Lot A
Hines COVID-19 Screening Points
Project Title
Hines VA Campus Map
7/30/19
Office of Facilities
V.A. HOSPITAL, HINES, IL

Emergency Contact List

Project Title:

Project Number: 578-

Hines VA Police	23200
Hines VA Fire	22323
Hines Safety Office	25614

Contractor:	
Office:	
Phone:	

Title	Name	Phone (Office or Cell)
Superintendent		
Alt. Superintendent		
Project Manager		
Safety Manager		
Hines VA COR		
Hines VA Backup COR		

VHA Supplemental Contract Requirements for Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors

1. **Contractor employees who work in or travel to VHA locations must comply with the following:**

   a. Documentation requirements:

      1) If fully vaccinated, shall show proof of vaccination.

         i. ***NOTE:*** *Acceptable proof of vaccination includes a signed record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020), or a copy of medical records documenting the vaccination.*

      2) If unvaccinated and granted a medical or religious exception, shall show negative COVID-19 test results dated within three calendar days prior to desired entry date. Test must be approved by the Food and Drug Administration (FDA) for emergency use or full approval. This includes tests available by a doctor's order or an FDA approved over-the-counter test.

      3) Documentation cited in this section shall be digitally or physically maintained on each contractor employee while in a VA facility and is subject to inspection prior to entry to VA facilities and after entry for spot inspections by Contracting Officer Representatives (CORs) or other hospital personnel.

      4) Documentation will not be collected by the VA; contractors shall, at all times, adhere to and ensure compliance with federal laws designed to protect contractor employee health information and personally identifiable information.

2. **Contractor employees are subject to daily screening for COVID-19 and may be denied entry to VA facilities if they fail to pass screening protocols. As part of the screening process contractors may be asked screening questions found on the COVID-19 Screening Tool. Check regularly for updates.**

   a. Contractor employees who work away from VA locations, but who will have direct contact with VA patients shall self-screen utilizing the COVID-19 Screening Tool, in advance, each day that they will have direct patient contact and in accordance with their person or persons who coordinate COVID-19 workplace safety efforts at covered contractor workplaces. Contractors shall, at all times, adhere to and ensure compliance with federal laws designed to protect contractor employee health information and personally identifiable information.

3. **Contractor must immediately notify their COR or Contracting Officer if contract performance is jeopardized due to contractor employees being denied entry into VA Facilities.**