

Section 01520

TEMPORARY FIELD OFFICE

PART 1 GENERAL

1.01 SUMMARY

This Section includes temporary field office building and associated parking area.

1.02 MEASUREMENT AND PAYMENT

No separate payment will be made for any temporary facilities and controls required under this section. Include cost of such work in contract price listed for mobilization.

1.03 – 1.04 NOT USED

1.05 RELATED REQUIREMENTS

- A. Section 01770 – “Closeout Procedures”

1.06 QUALITY ASSURANCE (NOT USED)

1.07 SYSTEM DESCRIPTION

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

1.08 – 1.13 NOT USED

PART 2 PRODUCTS

2.01 MANUFACTURER(S) (NOT USED)

2.02 MATERIALS AND/OR EQUIPMENT

- A. FIELD OFFICE

- 1. General:

- a. Locate temporary field office in the vicinity of the project in a location approved by the Project Manager.

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- b. Furnish, install and maintain field office for exclusive use of Project Representative. Provide sufficient room for project meetings and office for Project Representative.
 - c. Provide office space ready for operation within 10 days of Date of Commencement for Project.
 - d. Construct two all-weather, hard-surfaced parking spaces for exclusive use by Project Representative. Provide all-weather surfaced walk between parking spaces and field office.
2. Minimum Construction Specifications:
- a. Structurally sound foundation and superstructure.
 - b. Completely weather tight with insulated roof, walls, and 7-foot ceiling (minimum).
 - c. Stairs or walkway with handrail and covered entrance platform (minimum 4 feet by 4 feet) with mud scraper at door.
 - d. Resilient floor covering.
 - e. Screened windows with area equal to approximately 10 percent of floor area sufficient for light, view, and ventilation. Provide each window with operable sash and burglar bars.
 - f. Secure, lockable exterior doors with dead-bolt cylinder locks and burglar bars.
 - g. Floor space of at least 600 square feet.
3. Minimum Service Requirements:
- a. Exterior light at entrance.
 - b. Interior lighting of 75 foot-candles minimum at desk-top height.
 - c. Automatic heating to maintain 65°F in winter.
 - d. Automatic cooling to maintain 75°F in summer.
 - e. Electric power service.
 - f. Telephone service for exclusive use by Project Representative.

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- g. High speed internet access with Wi-Fi capability for exclusive use by Project Representative.
 - h. Potable water.
 - i. Sanitary facilities in field office with one water closet and one lavatory and medicine cabinet for the exclusive use of Project Representative.
4. Minimum Furnishings to be provided:
- a. One 5-drawer desk.
 - b. Two swivel-desk chairs with casters.
 - c. One plan table.
 - d. One drawing plan rack.
 - e. One, 4-drawer legal file cabinet complete with 50 legal-size hanging folders and two full sized carriers.
 - f. One 4-shelf bookcase.
 - g. One marker board with cleaner and markers.
 - h. Two waste baskets.
 - i. One tack board 30 inches by 36 inches.
 - j. One all-purpose fire extinguisher.
 - k. Six new protective helmets (hard hats) with ratchet adjustment.
 - l. Conference table and chairs to accommodate ten persons.
 - m. Color printer capable of printing, copying, and scanning on 8 1/2 x 11 and 11 x 17 paper, including ink cartridges as necessary.
 - n. Telephone.
 - o. First aid kit.

2.03 – 2.04 NOT USED

PART 3 EXECUTION

3.01 – 3.02 NOT USED

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3.03 ERECTION/INSTALLATION APPLICATION AND/OR CONSTRUCTION

A. Maintenance

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

B. Project Closeout

Remove temporary field office and signs and restore site as specified in Section 01770 – “Closeout Procedures”.

3.04 – 3.10 NOT USED

END OF SECTION