

Design and Construction Standards

Division 02 – Existing Conditions

General

In general, follow the guidelines below when dealing with Existing Conditions. Unless specifically indicated otherwise, these guidelines are not intended to restrict or replace professional judgment:

1. Use of Explosives in Demolition or Investigation is prohibited.
2. Where “destructive” type investigations are required, coordinate schedule, extent of “destruction” and repair/patching work with Physical Plant prior to commencement of these investigations.
3. University provided information is schematic in nature providing an approximate existing condition however is not guaranteed to be accurate. The Professional and Contractor shall perform all field reviews and investigation necessary to perform their services prior to commencing work. The following reviews may be required, depending on project scope:
 - a. Review of existing documentation available from the Physical Plant or Health and Safety Department.
 - b. Physical field verification of existing conditions.
 - c. Verification of Utility Capacities and preparation of reports substantiating project utility needs no later than Schematic Design.
 - d. Identification of known code deficiencies within the project area, including specific code section citing the requirements. This shall be summarized in a report and submitted to the Physical Plant for review no later than Schematic Design.
4. Site Examination is required by the Professional and Contractor prior to Commencement of any work. Subcontractors may also be required to field visit and verify existing conditions prior to commencing work.
5. Professionals and Contractors may be required, or elect, to photographically document existing conditions or investigations. Copies, in electronic format and hardcopy, of all photographs by the Professional or Contractor shall be provided to the Owner for record purposes.
6. Prior to removal of any security technology, cameras, duress stations, fire alarms, fire notification devices, coordinate with the University and clearly define what items shall be salvaged and turned over to the University Physical Plant.
7. Prior to removal of any doors or hardware, coordinate with the University and clearly define what items shall be salvaged and turned over to the University. In no case shall any lock housings or key cores be disposed of without the written permission of the University Lock Shop.
8. Prior to removal of items in usable or good condition, coordinate with the University and clearly define what fixed items shall be salvaged and turned over to the University. These may include, but not be limited to:

- a. Security Technology Devices
 - b. Doors and Hardware
 - c. Light Fixtures
 - d. Kitchen Equipment
 - e. Laboratory Equipment
 - f. Telephone Systems
 - g. Fire Protection Systems – Fixed and Portable
9. Coordinate with the University Recycling Program for the proper removal and recycling of any item, including, but not limited to:
- a. Light Lamps
 - b. Light Ballasts
 - c. Carpeting
 - d. Ceiling Tiles
 - e. Any items per LEED credit requirements defined during design

Section 02 30 00 Subsurface Investigation

1. The Professional shall direct and provide site or subsurface investigation judged necessary in accordance with the Professional's project work scope. Services may include:
 - a. Contacting the Physical Plant for any university records of site hazards, investigative work and surveyor reports, testing laboratories (including test borings), soil analysis (including load bearing capabilities) and related site analysis.
 - b. Contacting the University Health and Safety Department for any university records of site hazards, investigative work and surveyor reports, testing laboratories (including test borings), soil analysis (including load bearing capabilities) and related site analysis.
 - c. Where existing records do not exist, or need to be recreated or resurveyed, the Professional shall be responsible for obtaining new surveys and reports for site hazards, surveys, tests, or soil borings and analyses.
 - d. Submit two copies of any site investigative reports to the EMU Project Manager.
2. Existing Site Information to be included in Contract Documents: Show all boring locations, cross sections and soil conditions. Also show all existing conduits, drains, utility lines, sewers, tunnels, cables, trees, paving, walks, foundations and other objects or obstructions, whether in use or abandoned.
3. Information furnished by the University shall be for the Design Professional or Contractors reference only, and the University shall in no way be held responsible for accuracy of the information.
4. Protection of Existing Site and Buildings: Protect all buildings, drives, parking areas, trees, walks, and planted areas during subsurface investigations. All existing site elements shall be left in their original condition. Coordinate all work with the Physical Plant Project Manager.

5. Preparation of Plans for Borings: In the preparation of plans for boring locations, the Professional shall study plans of existing underground utilities and shall locate borings to avoid these utilities. Strategic locations shall be identified for these investigations considering existing underground utilities and the proposed location of buildings and paved areas. Maps showing approximate location of underground installations are available for review at the University Physical Plant

Section 02 41 16 Structure Demolition

1. Demolition of Foundations: Extent of foundation demolition shall be verified with the Physical Plant prior to work. Where new structures will replace existing structures, the entire foundation structure shall be removed.
2. Only where allowed by the Physical Plant to remain, the existing slabs remaining under fill for new structures shall be broken to maximum size of 25 s.f. for any piece designated to remain to provide for drainage.

Section 02 41 19 Selective Structure Demolition

1. Professional shall clearly delineate on the Construction Documents the extent of selective demolition. Provide demolition site plans, floor plans, elevations, or details to clearly identify what is scheduled for removal and what is scheduled to remain.
2. Identify on the demolition plans or schedule what items shall be temporarily removed and re-used, and those item which shall be turned over to the Owner.
3. Identify on the demolition plans those items which shall be appropriately removed for recycling.

Section 02 44 00 Equipment Moving

1. Relocated Equipment: Special concern shall be taken with equipment relocated from existing installations for reinstallation. Professional shall establish a schedule for removal and reinstallation and coordinate with the subject Department and the Physical Plant. Identify a single contractor or responsible personnel to be solely responsible for removal, disposal, and re-installation and follow-up. Relocation of existing equipment shall include:
 - a. Disconnecting and moving to new location.
 - b. Restoration and capping of utilities at the old location.
 - c. Specify that the contractor record existing utility piping arrangements to facilitate reinstallation.
 - d. The contractor shall be required to replace unsalvageable piping, ductwork, and wiring, and furnish any new piping, ductwork, and wiring as required to complete reinstallation, without additional cost to the University.
 - e. The contractor is to provide a separate container for the recycling of paper, cardboard, and wood products.
 - f. Provide all moving devices, packing materials, labels, temporary storage, and labor necessary for moving of equipment.

Section 02 82 00 Asbestos Remediation

1. Professionals and Contractors shall comply with the University Policies and Procedures regarding disturbance or removal of known or suspected Asbestos Containing Materials (ACM). Information can be found in the Asbestos Management Guidelines EMUDPS-EHS-P013.
2. Prior to working with, disturbing, or removing any ACM's, the Professional or Contractor shall provide advanced notice to the Physical Plant Project Manager (PPPM) and Environmental Health and Safety (EHS). Notice of commencement shall contain start date, anticipated length of ACM removal, and daily starting and finish time (i.e. 8:00 am to 5:00 pm).
3. If unanticipated ACM is encountered, all work shall cease until it has been properly removed by a licensed abatement professional, and an accredited environmental consultant has identified and provided written verification of the clearance sampling that the area is safe for work.
4. Specifications: When asbestos work is involved, specifications must require conformance to all pertinent provisions of Federal, State of Michigan, and Local laws, codes, rules and regulations for removal or control of asbestos. Those known to us at this writing are:
 - a. Michigan Department of Licensing and Regulatory Affairs Occupational Health Standards Part 602. Asbestos Standards for Construction.
 - b. Michigan Department of Licensing and Regulatory Affairs, Asbestos for General Industry; Michigan Part 305
 - c. U.S. Department of Labor Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1001
 - d. U.S. Department of Labor Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1101 (AHERA) 1987
 - e. Michigan Training Guidelines for Asbestos Related Work Pursuant to 29CFR1926.1001; June 24, 1999
 - f. U.S. EPA National Emission Standards for Hazardous Air Pollutants (NESHAPS) 40 CFR 61, Subpart M.
 - g. U.S. EPA Comprehensive Environment Response, Compensation and Liability Act (CERCLA): 40 CFR 763.2
 - h. U.S. Department of Transportation: 49 CFR 171 and 172.
5. Contractors or Subcontractors involved in asbestos work must be required to meet the following minimum requirements:
 - a. Prospective asbestos abatement companies must meet the University's qualification requirement prior to commencing their activities. The contractor of a successfully bid project must submit an asbestos abatement plan and have it approved by Environmental Health and Safety (EMS) or EMS environmental consultant prior to commencing the work.
 - b. The contractor must have detailed written operating procedures describing techniques to be used.

- c. Air monitoring by a third party consultant shall follow industry standards. Generally, background, personals, area and clearance sampling are conducted.
- d. It is vital to maintain clearly identified routes of egress in all structures, whether partly occupied or not during asbestos removal.

End of Division 02 – Existing Conditions