SITE BARRIER REMOVAL PROJECT
BUILDING EXTERIORS 100, 200, 300, 400 & 800

Fullerton College

321 East Chapman Avenue
Fullerton, CA 92832-2095

August 23, 2022

Table of Contents

Drawings:

FULLERTON COLLEGE SITE BARRIER REMOVAL PROJECT BUILDING EXTERIORS 100, 200, 300, 400 & 800 dated JANUARY 28TH, 2022

PHASING PLAN sheet G003

Specifications: TECHNICAL SPECIFICATIONS SITE BARRIER REMOVAL PROJECT AT FULLERTON COLLEGE. WW Project No. 21028.00 dated December 21, 2021

Attachments:

A. Final Completion Sign-off List (Excel spreadsheet available upon request)
B. Certification by Contractor Regarding Payroll Paid
C. Sample Certificate of Insurance
D. Certification by Contractor Regarding Insurance Renewal
E. Sample Consent of Surety Final Payment
F. Guarantee
G. DSA 103-19: LISTING OF STRUCTURAL TESTS & SPECIAL INSPECTIONS, 2019 CBC
H. DSA 6C Form
I. Final Completion Certification Sign Off (Word Document available upon request)
J. Contractor Guidelines

Note: Attachments shall be completed by contractor and submitted prior to or in conjunction with submission of final invoice. Retention shall not be paid until all documents are complete and finalized.

1. SCOPE OF WORK

A. Perform site and building modifications as per project drawings, phase 1 only, as shown on construction phasing plan, sheet G003. Fullerton College is an active campus. Contractor shall exercise care and caution to limit work activities to affected areas.

B. Contractor shall hold and manage weekly project meetings and take notes. Meeting notes shall be distributed to all parties for review and approval, weekly.

C. Contractor shall fence all areas of work, and submit fencing plan if requested. Extra caution shall be exercised, including, but not limited to complete screening for demolition work adjacent to northwest entrance to 100 building, since that entrance will remain active throughout project.

2. Work hours

A. Work hours will be from 7:00 AM through 6:00 PM, Monday through Saturday, and in accordance with City of Fullerton noise ordinance requirements.

3. Project Schedule

A. Project duration is 51 calendar days. Onsite work to begin on 12/12/2022 and complete by 01/18/2022. NTP shall be issued after contract agreement is fully executed. Contractor shall include 7 days in construction schedule for weather delays and 4 days for holiday delays for a total of 11 days during onsite work.

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

Final Completion Sign-Off List

Contractor: _____ **(PW Project/Bid No. _____)**

Done?	Task	Due By	Notes
	Certification by Contractor		i: A certificate or affidavit by the Contractor that payrolls, bills for materials, and other indebtedness incurred in connection with the Work for which the District or the District's property may or might be responsible or encumbered have been paid or otherwise satisfied
	Insurance		ii: A certificate that insurance required by the Contract Documents to remain in force after the Contractor's receipt of Final Payment is currently in effect.
	Insurance Renewal		iii: A written statement that the Contractor knows no substantial reason that the insurance will not be renewable to cover any period following Final Payment as required by the Contract Documents
	Consent of Surety		iv: Consent of the Surety on the Labor and Material Payment Bond and Performance Bond, to Final Payment if required.
	Conditional/Unconditional Waivers		v: Duly completed and executed forms of Conditional and Unconditional Waivers and Releases of rights upon Final Payment of the Contractor, Subcontractors, of any tier and Materials Suppliers in accordance with California Civil Code S3262, with each of the same station that there are, or will be, no claims for additional compensation after disbursement of the Final Payment
	O&M Manuals/Warranties	-	vi: Operations and Maintenance Manuals and separate warranties provided by any manufacturer or distributor of any materials or equipment incorporated into the Work
	Record Drawings/ As-Builts	-	vii: Record Drawings to be submitted
	Guarantee	-	viii: The form of Guarantee included in the Contract Documents duly executed by an authorized representative of the Contractor.
	Misc. Requirements by Contract Docs		ix: Any and all other items or documents required by Contract Documents, DSA-6, DVBE Final Statement
	Reports		x: The completion and submittal of all reports required by the Contract Documents, including without limitation, verified reports required by applicable provisions of the California Code of Regulations
	****IF REQUIRED:**	-	xi: If required by the District, such other data establishing payment of satisfaction of obligations such as receipts, releases, and waivers of liens, stop notices, claims, security interest or encumbrances arising out of the Contract to the extent and in such form as may be required by the District

Submission of the above documents is a condition for the .

Full payment of Contractor's final progress billing and retention is contingent upon submission of the above documents.

_____ Dated: _____

Larry Lara

PLEASE PRINT THIS LETTER ON COMPANY LETTERHEAD

January 11, 2019

North Orange County Community College District
1830 W. Romneya Drive
Anaheim, CA 92801

Attention: Jenney Ho, Director of Purchasing

Re: (TYPE BID NO. AND PROJECT NAME HERE)

Dear Ms. Ho:

This letter will serve to certify that **(TYPE COMPANY NAME HERE)** has paid all payrolls pursuant to applicable prevailing wage rates, bills for materials, and other indebtedness in connection with the above referenced Project.

Sincerely,

SIGNATURE OF AUTHORIZED STAFF HERE
PRINTED NAME HERE

THIS FORM MUST COMPLETED BY CONTRACTOR'S INSURANCE AGENT

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY	☐	☐				DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ ☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
	AUTOMOBILE LIABILITY	☐	☐				COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
	☐ ☐							$
	☐ **UMBRELLA LIAB** ☐ OCCUR	☐	☐				EACH OCCURRENCE	$
	☐ **EXCESS LIAB** ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? ☐	N / A	☐				E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$
		☐	☐					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PLEASE PRINT THIS LETTER ON COMPANY LETTERHEAD

January 11, 2019

North Orange County Community College District
1830 W. Romneya Drive
Anaheim, CA 92801

Attention: Jenney Ho, Director of Purchasing

Re: (TYPE BID NO. AND PROJECT NAME HERE)

Dear Ms. Ho:

This letter will serve to certify that **(TYPE NAME OF COMPANY HERE)** knows no substantial reason that the insurance will not be renewed to cover any period following final payment as required by the Contract Documents.

Sincerely,

SIGNATURE OF AUTHORIZED STAFF HERE
PRINTED NAME HERE

THIS FORM MUST BE COMPLETED BY CONTRACTOR'S SURETY

CONSENT OF SURETY TO FINAL PAYMENT

AIA Document G707

(Instructions on reverse side)

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

TO OWNER:
(Name and address)

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

PROJECT:
(Name and address)

CONTRACT DATED:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

, SURETY,

on bond of
(Insert name and address of Contractor)

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:
(Insert in writing the month followed by the numeric date and year.)

_____
(Surety)

_____
(Signature of authorized representative)

Attest:
(Seal):

_____
(Printed name and title)

PLEASE PRINT ON COMPANY LETTERHEAD

WARRANTY/GUARANTEE

FOR (SCOPE OF WORK HERE, I.E., SITE & STRUCTURAL) WORK

We, the undersigned, do hereby warranty and guarantee that the parts of the Work described above, which we have furnished and/or installed for:

TYPE NAME OF PROJECT HERE

was done in accordance with the Contract Documents and that all said Work as installed will fulfill or exceed all the Warranty and Guarantee requirements. We agree to repair or replace Work installed by us, together with any adjacent work that is displaced or damaged by so doing, that proves to be defective in workmanship, material, or operation within a period of ____(___) year from (STATE COMMENCEMENT DATE HERE), ordinary wear and tear and unusual abuse or neglect excepted.

In the event of our failure to comply with the above mentioned conditions within a reasonable time period determined by the District, after notification in writing, we, the undersigned, all collectively and separately, hereby authorize the District to have said defective Work repaired and/or replaced and made good, and agree to pay to the District upon demand all moneys that the District may expend in making good said defective Work, including all collection cost and reasonable attorney's fees.

Date: _____ _____
(Subcontractor, Sub-subcontractor, Manufacturer, or Supplier)

By: _____

Title: _____

State License No.: _____

Local Representative

For maintenance, repair, or replacement service, contact:

Name: _____

Address: _____

Phone Number: _____

DSA 103-19: LISTING OF STRUCTURAL TESTS & SPECIAL INSPECTIONS, 2019 CBC

Application Number:	**School Name:**	**School District:**
04-120839	Fullerton College	North Orange County Community College District
DSA File Number:	**Increment Number:**	**Date Created:**
30-C1		2022-03-30 16:04:05

2019 CBC

IMPORTANT: This form is only a summary list of structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on this form are those that will be performed by the Geotechnical Engineer of Record, Laboratory of Record, or Special Inspector. The actual complete test and inspection program must be performed as detailed on the DSA approved documents. The appendix at the bottom of this form identifies work NOT subject to DSA requirements for special inspection or structural testing. The project inspector is responsible for providing inspection of all facets of construction, including but not limited to, special inspections not listed on this form such as structural wood framing, high-load wood diaphragms, cold-formed steel framing, anchorage of non-structural components, etc., per Title 24, Part 2, Chapter 17A (2019 CBC).

****NOTE:** Undefined section and table references found in this document are from the CBC, or California Building Code.

KEY TO COLUMNS

1. TYPE	2. PERFORMED BY
Continuous – Indicates that a continuous special inspection is required **Periodic** – Indicates that a periodic special inspection is required **Test** – Indicates that a test is required	**GE** – Indicates that the special inspection shall be performed by a registered geotechnical engineer or his or her authorized representative. **LOR** – Indicates that the test or special inspection shall be performed by a testing laboratory accepted in the DSA Laboratory Evaluation and Acceptance (LEA) Program. See CAC Section 4-335. **PI –** Indicates that the special inspection may be performed by a project inspector when specifically approved by DSA. **SI** – Indicates that the special inspection shall be performed by an appropriately qualified/approved special inspector.

DSA 103-19: LISTING OF STRUCTURAL TESTS & SPECIAL INSPECTIONS (Concrete), 2019 CBC

Table 1705A.3; ACI 318-14 Sections 26.12 & 26.13

Application Number:	**School Name:**	**School District:**
04-120839	Fullerton College	North Orange County Community College District
DSA File Number:	**Increment Number:**	**Date Created:**
30-C1		2022-03-30 16:04:05

	7. CAST-IN-PLACE CONCRETE			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
Material Verification and Testing:				
☑	**a.** Verify use of required design mix.	**Periodic**	**SI**	**Table 1705A.3 Item 5, 1910A.1.**
☑	**b.** Identifiy, sample, and test reinforcing steel.	**Test**	**LOR**	**1910A.2;** ACI 318-14 Section 26.6.1.2; DSA IR 17-10. (See Appendix for exemptions.)
☑	**c.** During concrete placement, fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.	**Test**	**LOR**	**Table 1705A.3 Item 6**; ACI 318-14 Sections 26.5 & 26.12.
☑	**d.** Test concrete (f'_c).	**Test**	**LOR**	**1905A.1.15;** ACI 318-14 Section 26.12.
Inspection:				
☑	**e.** Batch plant inspection: **Continuous**	**See Notes**	**SI**	Default of **'Continuous'** per **1705A.3.3**. If approved by DSA, batch plant inspection may be reduced to **'Periodic'** subject to requirements in Section **1705A.3.3.1,** or eliminated per **1705A.3.3.2.** (See Appendix for exemptions.)
☑	**f.** Welding of reinforcing steel.	Provide special inspection per STEEL, Category 19.1(d) & (e) and/or 19.2(g) & (h) below.		

	8. PRESTRESSED / POST-TENSIONED CONCRETE (in addition to Cast-in-Place Concrete tests and inspections):

	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Sample and test prestressing tendons and anchorages.	**Test**	**LOR**	**1705A.3.4, 1910A.3**
☐	**b.** Inspect placement of prestressing tendons.	**Periodic**	**SI**	**1705A.3.4, Table 1705A.3 Items 1 & 9.**
☐	**c.** Verify in-situ concrete strength prior to stressing of post-tensioning tendons.	**Periodic**	**SI**	**Table 1705A.3 Item 11.** Special inspector to verify specified concrete strength test prior to stressing.
☐	**d.** Inspect application of post-tensioning or prestressing forces and grouting of bonded prestressing tendons.	**Continuous**	**SI**	**1705A.3.4, Table 1705A.3 Item 9;** ACI 318-14 Section 26.13

	9. PRECAST CONCRETE (in addition to Cast-in-Place Concrete tests and inspections):			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Inspect fabrication of precast concrete members.	**Continuous**	**SI**	ACI 318-14 Section 26.13.
☐	**b.** Inspect erection of precast concrete members.	**Periodic**	**SI***	**Table 1705A.3 Item 10.** * May be performed by PI when specifically approved by DSA.

	10. SHOTCRETE (in addition to Cast-in-Place Concrete tests and inspections):			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**

☐	**a.** Inspect shotcrete placement for proper application techniques.	**Continuous**	**SI**	**1705A.19, Table 1705A.3 Item 7, 1908A.6, 1908A.7, 1908A.8, 1908A.9, 1908A.11, 1908A.12.** See ACI 506.2-13 Section 3.4, ACI 506R-16.
☐	**b.** Sample and test shotcrete (f'_c).	**Test**	**LOR**	**1908A.5, 1908A.10.**

	11. POST-INSTALLED ANCHORS:			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☑	**a.** Inspect installation of post-installed anchors	**See Notes**	**SI***	**1617A.1.19, Table 1705A.3 Item 4a (Continuous) & 4b (Periodic), 1705A.3.8** (See Appendix for exemptions). ACI 318-14 Sections 17.8 & 26.13. * May be performed by the project inspector when specifically approved by DSA.
☑	**b.** Test post-installed anchors.	**Test**	**LOR**	**1910A.5.** (See Appendix for exemptions.)

	12. OTHER CONCRETE:			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.**			

DSA 103-19: LISTING OF STRUCTURAL TESTS & SPECIAL INSPECTIONS (Masonry), 2019 CBC

1705A.4; TMS 602-16, Tables 3 and 4.

Application Number:	**School Name:**	**School District:**
04-120839	Fullerton College	North Orange County Community College District
DSA File Number:	**Increment Number:**	**Date Created:**
30-C1		2022-03-30 16:04:05

	13. STRUCTURAL MASONRY: 2000 psi			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
Material Verification and Testing: (See Appendix for exemptions.)				
☑	**a.** Mill certificate indicatescompliance with requirements forreinforcement, anchors,ties, fasteners and metal accessories. See item 7b for identification, sampling and testing of reinforcing steel.	**Periodic**	**SI***	**2103A.4**; TMS 602-13 Article 1.5B.2 & 2.4. * To be performed by qualified LOR representative. Applicable testing by LOR. See IR 17-10.16 for unidentified reinforcing steel.
☑	**b.** Producer's certificate of compliance for masonry units, mortar and grout materials.	**Test**	**LOR**	**1705A.4, 2103A.2.1, 2103A.3, 2103A.5;** TMS 602-16 Articles 2.1, 2.2,2.6A and 2.6B, and Table 6 footnote 3.
☑	**c.** Test masonry (f'_m).	**Test**	**LOR**	**1705A.4. For Unit Strength: 2105A.3** (2114.6.1+); TMS 602-16 Articles 1.4B.2 ,1.5B.1 & 1.5B.2. **For Prism (required when f'_m > 2000 psi):2105A.2;** TMS 602-16 Articles 1.4B.3, 1.4B.4, 1.5B.1 & 1.5B.2.
☑	**d.** Verify proportions of siteprepared,premixed or preblended mortar and grout.	**Periodic**	**SI**	TMS 602-16 Table 3 Item 5, Table 4 Item 1a & 2d.
☑	**e.** Test core-drilled samples.	**Test**	**LOR**	**2105A.4**. (See Appendix for exemptions.)
Inspection: (See Appendix for exemptions.)				
☐	**f.** Inspect preparation of prisms.	**Continuous**	**SI**	TMS 602-16 Articles 1.4.B.3 & 1.4.B.4 & Table 4 Item 4.
☑	**g.** Verify size, location and condition of all dowels, construction supporting masonry, etc.	**Periodic**	**SI**	

☑	**h.** Verify size, grade and type of reinforcement and anchor bolts.	**Periodic**	**SI**	TMS 602-16 Table 4 Item 1c.
☑	**i.** Welding of reinforcing steel.	TMS 602-16 Table 4 Item 3e. Provide special inspection per STEEL, Category 19.1(d) & (e) and/or 19.2(g) & (h) below.		
☑	**j.** Inspect placement of reinforcement and connectors.	**Continuous**	**SI**	TMS 602-16 Table 4 Item 2c.
☑	**k.** Inspect placement of masonry units and construction of mortar joints.	**Periodic**	**SI**	TMS 602-16 Table 4 Item 3b.
☑	**l.** Verify preparation, construction and protection of masonry during cold weather (temperature below 40^{o} F) or hot weather (temperature above 90^{o} F).	**Periodic**	**SI***	TMS 602-16 Table 4 Item 3f. * May be performed by the project inspector when specifically approved by DSA.
☑	**m.** Inspect type, size and location of anchors and all other items to embedded in masonry including other details of anchorage of masonry to structural members,frames and other construction.	**Continuous**	**SI**	TMS 602-16 Table 4 Item 3d.
☑	**n.** Inspect grout space prior to placement of grout.	**Continuous**	**SI**	TMS 602-16 Table 4 Item 2a.

	14. VENEER OR GLASS BLOCK PARTITIONS: 1705A.4.1; TMS 602-16 Tables 3 and 4.			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Verify proportions of siteprepared mortar and grout and/or verify certification of premixed mortar.	**Periodic**	**SI**	TMS 602-16 Table 3 Item 5 and Table 4 Items 1a & 2d.

☐	**b.** Inspect placement of units and construction of mortar joints.	**Periodic**	**SI**	TMS 602-16 Table 4 Item 3b.
☐	**c.** Inspect placement of reinforcement, connectors and anchors.	**Periodic**	**SI**	TMS 602-16 Table 4 Item 2c.
☐	**d.** Inspect type, size and location of anchors and all other items to be embedded in masonry including details of anchorage of masonry to structural members, frames and other construction.	**Periodic**	**SI**	TMS 602-16 Table 4 Item 3d.
☐	**e.** Verify preparation, construction and protection of masonry during cold weather (temperature below 40^{o} F) or hot weather (above 90^{o} F).	**Periodic**	**SI***	TMS 602-16 Table 4 Item 3f. * May be performed by the project inspector when specifically approved by DSA.
☐	**f.** Test veneer bond strength	**Test**	**LOR**	**1410.2.1;** TMS 402 Article 12.3.2.4. **(Field constructed mock-up laboratory tested in accordance with ASTM C482).**

	15. POST-INSTALLED ANCHORS IN MASONRY:			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☑	**a.** Inspect installation of postinstalled anchors	**See Notes**	**SI***	**1617A.1.19, 1705A.4, Table 1705A.3 Item 4a (Continuous) & 4b (Periodic);** ACI 318-14 Sections 17.8 & 26.13. * May be performed by the project inspector when specifically approved by DSA. (See Appendix for exemptions.)
☑	**b.** Test post-installed anchors.	**Test**	**LOR**	**1705A.4, 1910A.5.** (See Appendix for exemptions.)

DSA 103-19: LISTING OF STRUCTURAL TESTS & SPECIAL INSPECTIONS (Masonry), 2019 CBC

1705A.4; TMS 602-16, Tables 3 and 4.

Application Number:	**School Name:**	**School District:**
04-120839	Fullerton College	North Orange County Community College District
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30-C1		2022-03-30 16:04:05

	16. OTHER MASONRY:			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.**			

	17. STRUCTURAL STEEL, COLD-FORMED STEEL AND ALUMINUM USED FOR STRUCTURAL PURPOSES			
Material Verification and Testing:				
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Verify identification of all materials and: • Mill certificates indicate material properties that comply with requirements. • Material sizes, types and grades comply with requirements.	**Periodic**	*	**Table 1705A.2.1 Item 3a–3c.** 2202A.1; AISI S100-16 Section A3.1 & A3.2, AISI S240-15 Section A3 & A5, AISI S220-15 Sections A4 & A6. * By special inspector or qualified technician when performed off-site.
☐	**b.** Test unidentified materials	**Test**	**LOR**	**2202A.1.**
☐	**c.** Examine seam welds of HSS shapes	**Periodic**	**SI**	DSA IR 17-3.
Inspection:				
☐	**d.** Verify and document steel fabrication per DSA-approved construction documents.	**Periodic**	**SI**	Not applicable to cold-formed steel light-frame construction, except for trusses (**1705A.2.4**).

	18. HIGH-STRENGTH BOLTS: RCSC 2014			
Material Verification and Testing of High-Strength Bolts, Nuts and Washers:				
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Verify identification markings and manufacturer's certificates of compliance conform to ASTM standards specified in the DSA-approved documents.	**Periodic**	**SI**	**Table 1705A.2.1 Items 1a & 1b, 2202A.1;** AISC 360-16 Section A3.3, J3.1, and N3.2; RCSC 2014 Section 1.5 & 2.1; DSA IR 17-8 & DSA IR 17-9.

☐	**b.** Test high-strength bolts, nuts and washers.	**Test**	**LOR**	**Table 1705A.2.1 Item 1c, 2213A.1**; RCSC 2014 Section 7.2; DSA IR 17-8.
Inspection of High-Strength Bolt Installation:				
☐	**c.** Bearing-type ("snug tight") connections.	**Periodic**	**SI**	**Table 1705A.2.1 Item 2a, 1705A.2.6, 2204A.2**; AISC 360-16 J3.1, J3.2, M2.5 & N5.6; RCSC 2014 Section 9.1; DSA IR 17-9.
☐	**d.** Pretensioned and slip-critical connections.	*	**SI**	**Table 1705A.2.1 Items 2b & 2c, 1705A.2.6, 2204A.2;** AISC 360-16 J3.1, J3.2, M2.5 & N5.6; RCSC 2014 Sections 9.2 & 9.3; DSA IR 17-9. * "Continuous" or "Periodic" depends on the tightening method used.

	19. WELDING:	**1705A.2.5, Table 1705A.2.1 Items 4 & 5;** AWS D1.1 and AWS D1.8 for structural steel; AWS D1.2 for Aluminum; AWS D1.3 for cold-formed steel; AWS D1.4 for reinforcing steel; DSA IR 17-3 (See Appendix for exemptions.)		
Verification of Materials, Equipment, Welders, etc.:				
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☑	**a.** Verify weld filler material identification markings per AWS designation listed on the DSA-approved documents and the WPS.	**Periodic**	**SI**	DSA IR 17-3.
☑	**b.** Verify weld filler material manufacturer's certificate of compliance.	**Periodic**	**SI**	DSA IR 17-3.
☑	**c.** Verify WPS, welder qualifications and equipment.	**Periodic**	**SI**	DSA IR 17-3.

	19.1 SHOP WELDING:			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Inspect groove welds, multi-pass fillet welds, single pass fillet welds > 5/16", plug and slot welds.	**Continuous**	**SI**	**Table 1705A.2.1 Items 5a.1–4;** AISC 360-16 (and AISC 341-16 as applicable); DSA IR 17-3.
☐	**b.** Inspect single-pass fillet welds ≤ 5/16", floor and roof deck welds.	**Periodic**	**SI**	**1705A.2.2, Table 1705A.2.1 Items 5a.5 & 5a.6;** AISC 360-16 (and AISC 341-16 as applicable); DSA IR 17-3.
☑	**c.** Inspect welding of stairs and railing systems.	**Periodic**	**SI**	**1705A.2.1**; AISC 360-16 (and AISC 341-16 as applicable); AWS D1.1 & D1.3; DSA IR 17-3.
☐	**d.** Verification of reinforcing steel weldability other than ASTM A706.	**Periodic**	**SI**	**1705A.3.1**; AWS D1.4; DSA IR 17-3. Verify carbon equivalent reported on mill certificates.
☐	**e.** Inspect welding of reinforcing steel.	**Continuous**	**SI**	**Table 1705A.2.1 Item 5b, 1705A.3.1, Table 1705A.3 Item 2, 1903A.8;** AWS D1.4; DSA IR 17-3.

	19.2 FIELD WELDING:			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Inspect groove welds, multi-pass fillet welds, single pass fillet welds > 5/16", plug and slot welds.	**Continuous**	**SI**	**Table 1705A.2.1 Items 5a.1–4;** AISC 360-16 (AISC 341-16 as applicable); DSA IR 17-3.
☐	**b.** Inspect single-pass fillet welds ≤ 5/16".	**Periodic**	**SI**	**Table 1705A.2.1 Item 5a.5;** AISC 360-16 (AISC 341-16 as applicable); DSA IR 17-3.

☐	**c.** Inspect end-welded studs (ASTM A-108) installation (including bend test).	**Periodic**	**SI**	**2213A.2**; AISC 360-16 (AISC 341-16 as applicable); AWS D1.1; DSA IR 17-3.
☐	**d.** Inspect floor and roof deck welds.	**Periodic**	**SI**	**1705A.2.2, Table 1705A.2.1 Item 5a.6;** AISC 360-16 (AISC 341-16 as applicable); AWS D1.3; DSA IR 17-3.
☐	**e.** Inspect welding of structural cold-formed steel.	**Periodic**	**SI***	**1705A.2.5; AWS D1.3; DSA IR 17-3.** The quality control provisions of AISI S240-15 Chapter D shall also apply. * May be performed by the project inspector when specifically approved by DSA.
☑	**f.** Inspect welding of stairs and railing systems.	**Periodic**	**SI***	**1705A.2.1;** AISC 360-16 (AISC 341-16 as applicable); AWS D1.1 & D1.3; DSA IR 17-3. * May be performed by the project inspector when specifically approved by DSA.
☐	**g.** Verification of reinforcing steel weldability.	**Periodic**	**SI**	**1705A.3.1**; AWS D1.4; DSA IR 17-3. Verify carbon equivalent reported on mill certificates.
☐	**h.** Inspect welding of reinforcing steel.	**Continuous**	**SI**	**Table 1705A.2.1 Item 5b, 1705A.3.1, Table 1705A.3 Item 2, 1903A.8;** AWS D1.4; DSA IR 17-3.

	20. NONDESTRUCTIVE TESTING: **1705A.2.1, Table 1705A.2.1; AISC 303-16, AISC 341-16, AISC 358-16, AISC 360-16; AISI S100-16**			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Ultrasonic	**Test**	**LOR**	**1705A.2.1, 1705A.2.5;** AISC 341-16 J6.2, AISC 360-16 N5.5; ANSI/ ASNT CP-189, SNT-TC-1A; AWS D1.1, AWS D1.8; DSA IR 17-2.

☐	**b.** Magnetic Particle	**Test**	**LOR**	**1705A.2.1, 1705A.2.5;** AISC 341-16 J6.2, AISC 360-16 N5.5; ANSI/ ASNT CP-189, SNT-TC-1A; AWS D1.1, AWS D1.8; DSA IR 17-2.
☐	**c.**	**Test**	**LOR**	

	21. STEEL JOISTS AND TRUSSES: 1705A.2.1, Table 1705A.2.1; AISC 303-16, AISC 341-16, AISC 358-16, AISC 360-16; AISI S100-16			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Verify size, type and grade for all chord and web members as well as connectors and weld filler material; verify joist profile, dimensions and camber (if applicable); verify all weld locations, lengths and profiles; mark or tag each joist.	**Continuous**	**SI**	**1705A.2.3, Table 1705A.2.3;** AWS D1.1; DSA IR 22-3 for steel joists only. **1705A.2.4;** AWS D1.3 for cold-formed steel trusses.

	22. SPRAY APPLIED FIRE-PROOFING: 1705A.2.1, Table 1705A.2.1; AISC 303-16, AISC 341-16, AISC 358-16, AISC 360-16; AISI S100-16			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Examine structural steel surface conditions, inspect application, take samples, measure thickness and verify compliance of all aspects of application with DSA-approved documents.	**Periodic**	**SI**	**1705A.14.**
☐	**b.** Test bond strength.	**Test**	**LOR**	**1705A.14.6.**

☐	**c.** Test density.	**Test**	**LOR**	**1705A.14.5.**

	23. ANCHOR BOLTS AND ANCHOR RODS:			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.** Anchor Bolts and Anchor Rods	**Test**	**LOR**	Sample and test anchor bolts and anchor rods not readily identifiable per procedures noted in DSA IR 17-11.
☐	**b.** Threaded rod not used for foundation anchorage.	**Test**	**LOR**	Sample and test threaded rods not readily identifiable per procedures noted in DSA IR 17-11.

	Other Steel			
	Test or Special Inspection	**Type**	**Performed By**	**Code References and Notes**
☐	**a.**			

Appendix: Work Exempt from DSA Requirements for Structural Tests / Special Inspections

Application Number:	School Name:	School District:
04-120839	Fullerton College	North Orange County Community College District
DSA File Number:	**Increment Number:**	**Date Created:**
30-C1		2022-03-30 16:04:05

Exempt items given in DSA IR A-22 or the 2019 CBC (including DSA amendments) and those items identified below with a check mark by the design professional are NOT subject to DSA requirements for the structural tests **/** special inspections noted. **Items marked as exempt shall be identified on the approved construction documents**. The project inspector shall verify all construction complies with the approved construction documents.

	SOILS:
☐	1. Deep foundations acting as a cantilever footing designed based on minimum allowable pressures per CBC Table 1806A.2 and having no geotechnical report for the following cases: A) free standing sign or scoreboard, B) cell or antenna towers and poles less than 35'-0" tall (e.g., lighting poles, flag poles, poles supporting open mesh fences, etc.), C) single-story structure with dead load less than 5 psf (e.g., open fabric shade structure), or D) covered walkway structure with an apex height less than 10'-0" above adjacent grade.
☐	2. Shallow foundations, etc. are exempt from special inspections and testing by a Geotechnical Engineer for the following cases: A) buildings without a geotechnical report and meeting the exception item #1 criteria in CBC Section 1803A.2 supported by native soil (any excavation depth) or fill soil (not exceeding 12" depth per CBC Section 1804A.6), B) soil scarification/recompaction not exceeding 12" depth, C) native or fill soil supporting exterior non-structural flatwork (e.g., sidewalks, site concrete ramps, site stairs, parking lots, driveways, etc.), D) unpaved landscaping and playground areas, or E) utility trench backfill.

	CONCRETE/MASONRY:
☐	1. Post-installed anchors for the following: A) exempt non-structural components (e.g., mechanical, electrical, plumbing equipment **-** see item 7 for "Welding") given in CBC Section 1617A.1.18 (which replaces ASCE 7-16, Section 13.1.4) or B) interior nonstructural wall partitions meeting criteria listed in exempt item 3 for "Welding."
☐	2. Concrete batch plant inspection is not required for items given in CBC Section 1705A.3.3.2 subject to the requirements and limitations in that section.

☐	3. Non-bearing non-shear masonry walls may be exempt from certain DSA masonry testing and special inspection items as allowed per DSA IR 21-1.16. Refer to construction documents for specific exemptions accordingly for each applicable wall condition.
☐	4. Epoxy shear dowels in site flatwork and/or other non-structural concrete.
☐	5. Testing of reinforcing bars is not required for items given in CBC Section 1910A.2 subject to the requirements and limitations in that section.

	Welding:
☐	1. Solid-clad and open-mesh gates with maximum leaf span or rolling section for rolling gates of 10' and apex height less than 8'-0" above lowest adjacent grade. When located above circulation or occupied space below, these gates are not located within 1.5x gate/fence height (max 8'-0") to the edge of floor or roof.
☐	2. Handrails, guardrails, and modular or relocatable ramps associated with walking surfaces less than 30" above adjacent grade (excluding post base connections per the 'Exception' language in Section 1705A.2.1); fillet welds shall not be ground flush.
☐	3. Non-structural interior cold-formed steel framing spanning less than 15'-0", such as in interior partitions, interior soffits, etc. supporting only self weight and light-weight finishes or adhered tile, masonry, stone, or terra cotta veneer no more than 5/8" thickness and apex less than 20'-0" in height and not over an exit way. Maximum tributary load to a member shall not exceed the equivalent of that occurring from a 10'x10' opening in a 15' tall wall for a header or king stud.
☐	4. Manufactured support frames and curbs using hot rolled or cold-formed steel (i.e., light gauge) for mechanical, electrical, or plumbing equipment weighing less than 2000# (equipment only) (connections of such frames to superstructure elements using welding will require special inspection as noted in selected item(s) for Sections 19, 19.1 and/or 19.2 of listing above).
☐	5. Manufactured components (e.g., Tolco, B-Line, Afcon, etc.) for mechanical, electrical, or plumbing hanger support and bracing (connections of such components to superstructure elements using welding will require special inspection as noted in selected item(s) for Sections 19, 19.1 and/or 19.2 of listing above).

☐	6. TV Brackets, projector mounts with a valid listing (see DSA IR A-5) and recreational equipment (e.g., playground structures, basketball backstops, etc.) (connections of such elements to superstructure elements using welding will require special inspection as noted in selected item(s) for section 19, 19.1 and/or 19.2 located in the Steel/Aluminum category).
☐	7. Any support for exempt non-structural components given in CBC Section 1617A.1.18 (which replaces ASCE 7-16, Section 13.1.4) meeting the following: A) when supported on a floor/roof, <400# and resulting composite center of mass (including component's center of mass) ≤4' above supporting floor/roof, B) when hung from a wall or roof/floor, <20# for discrete units or <5 plf for distributed systems.

DSA 103-19: LISTING OF STRUCTURAL TESTS & SPECIAL INSPECTIONS(SIGNATURE), 2019 CBC

Application Number:	**School Name:**	**School District:**
04-120839	Fullerton College	North Orange County Community College District
DSA File Number:	**Increment Number:**	**Date Created:**
30-C1		2022-03-30 16:04:05

Name of Architect or Engineer in general responsible charge:

Paul D. Westberg

Name of Structural Engineer (When structural design has been delegated):

Signature of Architect or Structural Engineer:  Date: 04/19/2022

Note: To facilitate DSA electronic mark-ups and identification stamp application, DSA recommends against using secured electronic or digital signatures.

DSA STAMP

IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 04-120839 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☑
DATE: 05/03/2022

DSA 103-19: LIST OF REQUIRED VERIFIED REPORTS, CBC 2019

Application Number:	School Name:	School District:
04-120839	Fullerton College	North Orange County Community College District
DSA File Number:	**Increment Number:**	**Date Created:**
30-C1		2022-03-30 16:04:05

1. Structural Testing and Inspection: Laboratory Verified Report Form DSA 291
2. Concrete Batch Plant Inspection: Laboratory Verified Report Form DSA 291
3. Post-installed Anchors: Laboratory Verified Report Form DSA 291, or, for independently contracting SI, Special Inspection Verified Report Form DSA 292
4. Masonry Inspection: Laboratory Verified Report Form DSA 291, or, for independently contracting SI, Special Inspection Verified Report Form DSA 292
5. Shop Welding Inspection: Laboratory Verified Report Form DSA 291, or, for independently contracting SI, Special Inspection Verified Report Form DSA 292
6. Field Welding Inspection: Laboratory Verified Report Form DSA 291, or, for independently contracting SI, Special Inspection Verified Report Form DSA 292

DSA

6-C

CONTRACTOR VERIFIED REPORT

This form shall be completed by each contractor having a contract with the owner, in accordance with California Code of Regulations, Title 24, Part 1, Sections 4-343 or 4-220. The completed form shall be submitted to the Design Professional in General Responsible Charge, DSA, the project inspector and the school board.

School District/Owner:		DSA File #: -
Project Name/School:		DSA App. #: -
Date of Report:	Number of Attached Pages: (*If none, enter zero.*)	DSA 152 Card #(s):
Note that ***DSA-approved*** construction documents, referred to below, are those portions of the construction documents, duly approved by DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety, and Accessibility portions of the project.		*List all inspection card numbers for which this verified report applies.*

COMPLETE SECTIONS 1, 2, 3 & 4 AND PROVIDE ALL REQUIRED DOCUMENTATION

1. CONTRACTOR INFORMATION *(Enter name and check applicable box.)*

	Name of Contractor (Company/Firm) Submitting this Report:
☐	Operating as general contractor responsible for all work shown in the *DSA-approved* construction documents.
☐	Operating as contractor responsible for part of the work shown in the *DSA-approved* construction documents. (*Describe scope of work in the contract. Attach additional pages, using form DSA 211, if necessary):*

2. REASON FOR FILING THIS VERIFIED REPORT *(Check applicable box.)*

☐	**Final Verified Report:** Construction of all work shown in the *DSA-approved* construction documents that is part of my contract is complete.
☐	**Termination of contract** prior to completion of all work in the contract *(Provide last date of work)*:
☐	**DSA Request** dated:

3. DEFERRED SUBMITTALS *(Check applicable box.)*

☐	This project does not require deferred submittals within the scope of my contract.
☐	All deferred submittals within the scope of my contract are approved by DSA.
☐	The following deferred submittals, within the scope of my contract, are **not approved** by DSA *(Provide list. Attach additional pages, using form DSA 211, if necessary.)*:

4. DEVIATIONS AS OF THE DATE OF THIS REPORT *(Check applicable box.)*

☐	There are no outstanding or unresolved deviation notices pertinent to my contract and related to work shown in the *DSA-approved* construction documents.
☐	There are unresolved deviation notices pertinent to my contract and related to work shown in the *DSA-approved* construction documents. They are documented by the following form DSA 154 Notice of Deviations *(provide list of DSA 154 Notice numbers and attach copies).*
☐	There is work pertinent to my contract that is not completed in compliance with the *DSA-approved* construction documents. *(Briefly describe. Attach additional pages, using form DSA 211, if necessary.)*

I attest that based on my own personal knowledge (as defined in California Code of Regulations, Title 24, Part 1, Sections 4-336 and 4-214) that, except as marked in Sections 3 and 4, as of the date of this report, the work has been performed and materials have been used and installed, in every material respect, in compliance with the *DSA-approved* construction documents. I declare under penalty of perjury that I prepared this report and that all statements are true.

Contractor Signature: _____ Date: _____

Print Name: _____ Contractor's License No.: _____

Submit completed form to the DSA Regional Office with construction oversight authority for the project.

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
Facilities Planning & Construction
1830 W. Romneya Drive • Anaheim, CA 92801-1819 • Telephone (714) 808-4894 • FAX (714) 808-4888

FINAL COMPLETION CERTIFICATION

Project:_____ PW Project/Bid No. _____

Architect/Engineer _____

Contractor _____

Substantial Completion Date per the Agreement and Change Orders: _____

Actual Date of Substantial Completion: _____ (to be completed by A/E or Campus)

Final Completion Date: _____ (to be completed by A/E or Campus)

Final Contract Amount (original contract plus change orders): **$**_____

The work performed under this contract and any approved change orders have been reviewed and found to be substantially complete. The Date of Final Completion is also the date for commencement of applicable warranties required by the contract unless exempted in an attached list.

With reference to the above-mentioned project, please be advised that the above Work has been:

- Completed in accordance to the issued Project Specifications and Drawings
- All relevant inspections have been conducted
- That the above Work has reached the status of *Final Completion*

Accordingly, the above Work is certified as being suitable for use in accordance with the requirements of the Building Act of 1975.

If there are any questions or concerns with the above-mentioned please feel free to contact Larry Lara at (714) 992-7025.

Owner: NOCCCD	By: Richard Williams	Date
Architect/Engineer:	By:	Date
Inspector of Record	By: Date	
Director, Physical Plant/Maintenance Fullerton College	By: Larry Lara	Date
Contractor	By:	Date

Original: to Contract File Copies to: Contractor, A/E, IOR, Campus, and District

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CONTRACTOR GUIDELINES

North Orange County Community College District (District) is committed to maintaining a safe workplace. Contractors working on District property locations are expected to support these efforts and are therefore expected to conduct their work as safely and efficiently as possible. For purposes of the guidelines, Facilities Planning & Maintenance, and Physical Plant/Facilities will be referred to as Maintenance & Operations (M&O).

All contractors must maintain active safety programs and are responsible for the training of their employees and all subcontractors. As deemed necessary, the campus M&O will request to review the necessary certification and training documentation. The intent of these guidelines is to enhance contractor's safety programs for specific and unfamiliar hazards they may face on the District property. The guidelines are designed to assist the contractor, employees of the contractor or subcontractors in understanding the additional requirements intended to help ensure safety as well as the safety of District employees and students in the areas where work is conducted. Violation of these guidelines as well as the contractor safety guidelines may result in contractor/subcontractor personnel removal from the property, a request through the contractor for remedial action and possible termination of the contract.

It is therefore in the best interest of the contractor to take time to review these guidelines and instruct their employees or subcontractor(s) to follow these guidelines accordingly.

A. CONTRACTOR WORK GUIDELINES

1. All contractors and subcontractors shall have and maintain active safety programs in accordance with all applicable regulations. Contractors shall train all employees and subcontractors on their program and ensure compliance with that program in addition to District requirements. In the event of a conflict between the contractor's safety program and that of the District, the stricter more conservative approach shall be followed.

2. Harassment & Discrimination – It is the District's policy to maintain a working environment free from all forms of sexual harassment or intimidation. All contractor personnel are expected to comply with this policy. Any form of harassment or discrimination of any individual will not be tolerated. This includes all actions that are explicitly or implicitly demeaning or intimidating to any individual and includes sexual harassment as well as discrimination or harassment due to race, color, national origin, religion, sexual preference, age or disability.

3. Parking - Contractors are expected to check-in with Campus Safety every day prior to proceeding to the work location. A list of contractor personnel that will be

on-site for the day and their work location (e.g. building #) shall be provided. They will be directed to specific parking areas for the duration of the contract.

4. Clothing – Proper clothing must be worn while working on District premises. Improper clothing includes tank tops, shorts, and sandals. Shirts must be worn at all times.

5. Access to Facilities – Contractors shall use designated entrances and exits and respect all traffic regulations.

6. Keys – M&O is responsible for controlling keys to enter campus facilities. As necessary, a key will be provided to the contractor but will require the recipient to log in/out the key when obtained and when returned. The log will indicate the date, name of the contractor, facility to be accessed and date and time when the key is returned. If work is necessary during the evenings and on weekends, this should be indicated in the log. Contractors are required to ensure that the facility worked on is locked at the end of their workday.

7. Tools – Contractors are expected to provide their own tools.

8. Work Location – Contractor personnel are expected to confine their presence within the confines of the work area. They should not wander to other areas unless authorized to do so.

9. Identification – Each contractor, their employees, and subcontractors shall carry identification at all times that indicates the name of the firm they are representing. They shall be ready to show the ID to District personnel if requested to do so. It is required that the contractor conduct the necessary background check on their employees and subcontractors to ensure proper working conduct.

10. Contractor Employee Discipline – The contractor shall enforce strict discipline and good order among contractor employees working on-site. The contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. They shall avoid any contact with students.

11. Meals and Breaks – Meals and breaks should be confined to designated areas. Foods and beverages may not be brought in offices, labs, operating or storage areas. All food waste and related refuse must be disposed of in designated waste containers.

12. Smoking – Only when permitted, ensure that smoking is confined to areas away from potential fire hazards. Fullerton College is a non-smoking campus.

13. Noise Control – Contractor shall install noise reducing devices on construction equipment. Contractor should comply with noise ordinance of the city and county having jurisdiction of the campuses. If, in the opinion of District staff, the noise is causing significant disturbances to classes, the contractor shall make the necessary arrangements to reduce the noise level at no additional cost to the District.

14. Dust Control – The contractor is responsible for maintaining all areas of the site and adjoining areas, outdoors and indoors, free from flying debris, grinding powder, sawdust, etc. that may become airborne and cause respiratory inconvenience particularly to students and District personnel. Such protection devices, systems or methods shall be in accordance with regulations set forth by the Environmental Protection Agency (EPA), the Occupational Safety & Health Act (OSHA) and other applicable regulations.

15. Clean-up – It is expected that any clean-up of the work completed prior to campus acceptance will be the responsibility of the contractor unless contractually specified.

16. Storm Drains – Strict compliance with applicable ordinances is required.

B. CONTRACTOR SAFETY GUIDELINES

1. All contractor employees shall be familiar with, trained in, and abide by the requirements of the State, Federal, and Local Compliant Safety Program in addition to the requirements contained herein.

2. Contractor shall know and comply with Fed OSHA, Cal OSHA, National Fire Protection Association (NFPA), and other related regulations.

3. Weapons – Weapons of all kinds are not permitted on the District premises including the parking lots without District clearance (e.g. contracted security).

4. Drugs & Alcohol – Possession, distribution, sale, or use of alcohol or any controlled substances while on the District premises is prohibited.

5. Confined Space Entry – Entry into confined spaces shall be done using District contractor's confined space entry program coordinated with the Manager of Maintenance & Operations or a designated agent by the District. There should be agreement on the procedures before entering confined spaces.

6. Protective Clothing and Gear – Proper Personal Protection Equipment (PPE) should be worn at all times as necessary for the intended work. This includes hard hats, long pants, sleeved shirts, steel-toe shoes (no tennis shoes), correct respiratory protection (if applicable), gloves, goggles, and/or other PPE necessary for the task.

7. Chemicals and Hazardous Materials - A log with the Materials Safety Data Sheet (MSDS) must be prepared for all chemicals/hazardous materials brought onto the District premises. As necessary, this list will be reviewed and approved by the District Manager, Environmental, Health and Safety (EH&S) prior to bringing these on campus. This list shall be present at the work-site at all times for quick reference. The contractor is expected to remove and properly dispose of all chemicals and hazardous materials which they bring on-site.

8. Hearing Protection – As necessary, the contractor shall provide hearing protection for all employees or subcontractors. The contractor shall maintain a

hearing conservation program and copies should be made available to the District upon request.

9. Protective Barriers – If there is a possibility of danger to passers-by, warning signs, roped-off areas or welding shields shall be used. For larger projects, construction fences properly secured for wind with cut-proof edges shall be used.

10. Vehicle Safety – Contractors shall follow the guidelines in this booklet for vehicle and mobile equipment brought onto the District premises. Proper identification of the contractor should be visible on front windshields. Proper insurance certification and a list of authorized drivers shall be made available upon District's request.

11. Fire Prevention Rules – The rules included in this handbook should be followed by all the contractor employees and subcontractors.

C. Fire Prevention Guidelines

1. Hot Work – All hot work (welding, cutting, grinding, etc.) requires a written approval issued by the campus M&O. All work shall be performed in accordance with the "Hot Work" section of these guidelines.

2. Good Housekeeping – Accumulation of combustibles (cardboard, scrap lumber, paper, etc.) will not be permitted. Oil-soaked rags must be disposed of in the proper containers supplied by the contractor.

3. Acids and Flammable Liquids – All acids and flammable liquids used on campus must be stored in approved storage containers provided by the contractor. These should be properly identified, clearly labeled, and approved by the Fire Department and District Manager, EH&S.

4. Open fires are not allowed.

5. All temporary wiring must have the approval of the campus M&O Director or Manager.

6. Electrical Equipment – These must be installed properly and in accordance with the building and fire codes.

7. Campus Safety shall be notified:

   - ✓ Of any fire, smoke or suspected fire condition.
   - ✓ If any fire protection equipment is temporarily removed or disabled on the premises.
   - ✓ Prior to closing or blocking any main passage ways, fire aisles, or campus entrances or exits.
   - ✓ Work that may affect the central fire alarm system in any way.

8. Campus M&O shall be notified:

- ✓ Whenever a fire extinguisher is used or noted to be discharged and needs service.
- ✓ In the event fire protection equipment is damaged.

D. Hot Work Guidelines

1. A "Hot Work" written approval shall be obtained from M&O. A "Hot Work" permit will be issued by M&O indicating the duration (date and time) for the work to be completed. This permit shall be displayed prominently in the work location. Under no circumstance shall work be performed without obtaining the permit.

2. M&O will notify Campus Safety of this planned work. If work may trigger a smoke alarm, Simplex should be notified to put the facility on a "test" mode.

3. Before starting the hot work, contractors, their employees and subcontractors shall inspect the work areas and determine:

   - ✓ Floors are swept clean of combustibles.
   - ✓ Combustible floors are wet down, covered with damp sand or fire resistive sheets.
   - ✓ Flammable liquids removed. If not removed, covered with fire-resistive tarpaulins or metal shields.
   - ✓ Explosive atmosphere must be tested with an approved four-gas meter in the area for any flammable or combustible elements.
   - ✓ All wall and floor openings covered.

4. Documented and trained fire watch personnel shall be present during work and supplied with suitable fire extinguishers.

5. All hot work shall terminate no less than 30 minutes prior to quitting time or breaks. The fire watch should remain 30 minutes after the end of the hot work to ensure that no fires result from smoldering sparks.

6. Upon completion, the permit must be returned to M&O signed by the supervisor-in-charge and dated accordingly.

7. M&O will initiate a walk-through of the job just completed with the contractor supervisor and technician to inspect and accept the work just completed.

8. If the facility is placed on a "test mode" for fire-alarm concerns, Campus Safety must be notified at the completion of work to advise Simplex to put the facility back on active status.

E. Vehicle and Mobile Equipment Guidelines

General

1. All vehicles must be operated safely. Use extreme caution at pedestrian aisles as pedestrians have the right of way. Reduce speed in areas where the ground is wet and slippery. Be prepared to stop at anytime.

2. Never operate a vehicle that is unsafe.

3. All operators of and passengers on mobile equipment must wear safety glasses or other appropriate eye protection.

4. Drivers of forklifts or utility carts must be trained and possess a current certification.

5. Seat belts or harnesses shall be worn at all times when operating a forklift or any vehicle with a safety cage.

6. Vehicles should not carry passengers in excess of seats provided. Personnel should drive or ride only when properly seated.

7. Vehicle operators and passengers must keep their arms and legs within the running lines of the vehicle.

8. Vehicles and mobile equipment brought inside the campus must check-in everyday with Campus Safety. These vehicles must be maintained in a safe operating condition as required by Cal OSHA.

9. Transporting personnel in the bed of a pick-up truck shall not be permitted while on District property.

10. All vehicles shall meet the California Transportation Code.

Lift Trucks

11. Industrial lift trucks loaded or with obstructed view must travel in reverse. A flag man should be used to assist.

12. No person other than the designated operator shall ride on an industrial lift truck.

13. Basket attachments on lift trucks must be properly secured to the vehicle and are not used to transport personnel.

14. No one is allowed to stand or walk under any load while load is elevated by industrial lift truck.

Platform Lifts

15. Safety platforms must meet Cal OSHA requirements and should be on a preventive maintenance program and routinely checked for safety and secured before elevating personnel. Rotator attachment must be disabled and operator must be on the lift vehicle at all times when platform is in use.

16. On equipment such as scissor lifts, which can be operated from the lift platform, access shall be provided whereby personnel on the platform can shut off power to the truck.

17. If deemed necessary, bump caps or hard hats shall be required while operating or working from lift platforms of any kind.

18. Safety harnesses and lanyards attached to the cage shall be worn at all times while operating or working from boom type lift platforms.

F. Working in a Confined Space

If a project has been identified to include a scope requiring contractors to work in a confined space, they shall be adequately trained to identify, document, evaluate, and adhere to all confined space signage in the areas for which they are engaged to perform work. Contractors will be required to adhere to the District's Confined Space Management Program and provide adequate training for their employees.

Contractors who will work in a confined space shall:

1. Meet with the Manager of Campus M&O to discuss the specific confined space they are about to enter. The M&O Manager has all the relevant information on all critical components connected inside the confined space. M&O has been provided with the Confined Space Management Program developed by District Risk Management.

2. Provide proof of training provided by M&O and arranged by the contractor. A copy of this document shall be provided to the M&O Manager. Training hours shall be included in the contract price.

3. Complete a pre-entry checklist for permit or non-permit required entry in a confined space before entering. A copy of this checklist is available with M&O.

4. Be supplied with the necessary personal protection equipment (respirator, harness, hard hat, etc.) including an air monitoring meter and the necessary tools to complete the work inside the confined space (check with M&O if you do not have a meter available to you).

5. Have a permit issued by campus M&O for any "permit required" confined space (M&O will decide if a permit is necessary). This requirement is necessary because the confined space:

    - ✓ Contains or has the potential to contain a hazardous atmosphere.
    - ✓ Contains a material that has the potential for engulfing a worker.
    - ✓ Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
    - ✓ Contains any other recognized serious safety or health hazard.

6. Danger "Do Not Enter - Permit Confined Space" sign or other equally effective means should be used to designate a Permit-Required confined space (if contractor's work creates a permit-required confined space such as welding in the tunnels, etc.). It is also advisable to secure these spaces in a manner such as enclosure, lock or fence to restrict access of unauthorized persons.

7. Be alert to hazardous atmospheric conditions (air monitoring meter is mandatory) and behavioral problems of other entrants that may indicate medical stress, claustrophobia, or panic. If detected, you must exit the confined spaces as quickly as possible and obtain medical assistance. If you do not have a meter, check with M&O.

8. M&O shall be advised of any repairs conducted in the confined space area.

G. Ladder Safety and Fall Protection Awareness

Ladder injuries that occur are usually quite serious. This is mainly caused by using improper equipment for the job. The following are steps that should be taken to avoid or at the very least minimize the possibility of injury:

1. Do not use chairs, stools, etc. that may cause the loss of balance.

2. Always use the correct ladder designed for a specific task.

3. Do not use defective ladders. These must be reported, tagged, and taken out of service. If you find damage with the ladder, you should mark it clearly, report this to the supervisor, and take it out of service to avoid any future accidents.

4. Make sure that worker's feet are in place and the side support rails are down and in working order.

5. Never use metal ladders around any electrical jobs or for changing light bulbs. Use only fiberglass ladders.

6. Never stand on the top of two ladder rungs. This can easily cause the worker to lose balance and fall.

7. Use the "Belt Buckle Rule". Do not lean over a ladder past your belt buckle. Try to keep your buckle centered with the ladder.

8. When going up and down a ladder, always use both hands never climb a ladder with something in one hand while holding on with the other. You should also:

    - ✓ Make sure that you face the ladder at all times.
    - ✓ Make sure your shoes and the ladder rung are clean.
    - ✓ Do not use makeshift ladders (chairs, boxes, etc.).
    - ✓ Always check the ladder for broken rungs, bent legs, or any unsafe issues with the ladder you are about to use.

H. Handling Asbestos and Lead

These guidelines apply only if the project to be worked on contains hazardous materials described below:

1. Asbestos is a mineral fiber commonly used for heat insulation. Airborne fibers have been determined to cause cancer and therefore, respiratory protection should be used. It is also necessary that correct respiratory training and medical clearance be conducted and documentation is required. Unless the contractor is a licensed Lead & Asbestos contractor, guidance from the District's Lead & Asbestos consultant is necessary. No contractor shall disturb or remove any material described in this section. Contractors working with materials that may contain asbestos should be trained and certified for each of the four classes of work on asbestos containing materials, as follows:

    - ✓ Class I – activities involving the removal of Thermal System Insulation (TSI), such as pipe and boiler insulation.

    - ✓ Class II – activities involving the removal of Asbestos Containing Materials (ACM) that is not a thermal system insulation or surfacing material.

    - ✓ Class III – Repair and maintenance operations where ACM, including TSI and surfacing ACM and Presumed Asbestos Containing Material (PACM) is likely to be disturbed.

    - ✓ Class IV – Maintenance and custodial activities during which contractors/employees contact but do not disturb ACM or PACM and activities to clean up dust, waste and debris resulting from Class I, II, & III activities.

    Upon completion of the work, a status report shall be submitted to the campus M&O and the District Lead & Asbestos Consultant.

2. Lead is a soft heavy metal that is a good sound absorber and because of this, it is used for noise insulation. It is also very resistant to corrosion and was used for paint, gasoline and storage batteries. The use of leads at present has been severely limited because of its toxic properties causing lingering effects on people's health over time. It is therefore required that:

    - ✓ Contractor and subcontractor employees shall undergo the required OSHA training (required under 29 CFR 1926.62) to be able to work in an environment where lead is present.

    - ✓ Proper personal protective equipment shall be used as well as proper hygiene to control lead contamination or ingestion.

    - ✓ Workers assigned to a task shall provide evidence of training. The training provides workers with the knowledge of identifying the source of the lead, the health effects of lead exposure, and how to remediate the problem.

    - ✓ A status of the inspections and repair will be provided to Campus M&O and the District Lead & Asbestos Consultant at the completion of the work.

I. Discharging Water

The State Water Resources Control Board established strict requirements regarding water control at the construction site. It requires:

1. Obtaining a general permit if water is to be discharged from a construction site into a storm drain.

2. Contractors shall use a Storm Water Pollution Prevention Plan (SWPPP) that specifies best management practices that will prevent all water pollutants from contacting storm water and with the intent of keeping all products of erosion from moving off site to receiving waters. The contractor shall ensure that no water is discharged into the street and into the storm drains without utilizing the proper SWPPP practice.

J. Controlling Fumes

The Clean Air Task Force recently released their findings that gas and diesel fumes are responsible for a large number of mortality in the United States annually. Contractors should be aware and require their employees to minimize the emission of gas and diesel pollution when working close to buildings especially when classes are in session. The following should be observed:

1. Trucks and other motor vehicles should not run idle while waiting.

2. When possible, schedule the use of gas or diesel powered equipment during hours when classes are not in session.

3. Proper air flow should be ensured when working inside or around buildings to avoid accumulation of fumes inside the building. Be mindful that the air handler intake vents bring fumes into the building. If necessary, commercial grade fans should be used for proper exhaust and ventilation.

K. National Fire Protection Association (NFPA) 70E – Standard for Electrical Safety in the Workplace

Only certified electricians certified for a particular electrical work to be performed may work under a licensed electrical contractor. Contractor employees are expected to follow NFPA 70E that addresses the standards for electrical safety. The contractor is responsible for providing documentation of the NFPA 70E training to all their employees and subcontractors. In addition to the safety rules, contractor employees performing electrical work shall perform the following:

- ✓ When disconnecting power, they must lock out the power source and check the absence of power. PPE and limited approach boundary barricades are required when performing this work. After confirming the absence of power from all sources the PPE requirement no longer applies.

- ✓ Upon completion of the job and when power is to be restored, proper PPE and limited approach boundary barricades are required.

- ✓ No work is allowed in any energized electrical panel without written approval issued by the Director or Manager of M&O.

- ✓ Pulling wires in existing wire ways containing energized conductors is not permitted.

L. Lock-Out /Tag-Out (LOTO)

The LOTO guidelines ensures that a contractor performing any service or maintenance on machinery or equipment, where unexpected energizing, start-up or release of energy could occur and cause injury, the machinery or equipment will be rendered safe by being locked and tagged out. These guidelines are required under OSHA 29 CFR 1910.147, 1910.333 and 1926.417 relating to lock-out and tag-out to control hazardous energy sources.

- ✓ All contractors, their employees, and subcontractors shall have their respective LOTO program along with certification and training documentation.

- ✓ It is mandatory that contractors, their employees, and subcontractors comply with the restrictions and limitations of their lock-out/tag-out program. This program, along with a work plan, shall be communicated to the campus M&O Department.

- ✓ No individual shall attempt to start, energize, use or operate a piece of equipment that has been locked-out and tagged-out after the safe condition check has been completed.

- ✓ No individual other than the authorized employee who placed the device and tag shall attempt to remove it.

- ✓ All locks and keys shall be stored in the appropriate location with the exception of each authorized employees personal lock.

- ✓ The personal lock-out and “Danger – Do Not Operate” tag signifies that there is an authorized employee working on a component and was installed by that task’s authorized employee prior to starting the work and will be removed by that authorized employee when the work has been completed.

- ✓ No one shall authorize another person to ignore or violate these guidelines.

- ✓ No person shall remove a lock-out device when an unsafe condition exists until they have corrected the condition or another person has installed a lock-out device.

- ✓ A check valve cannot be used as an energy isolating device.

- ✓ When electrical system grounds need to be applied they shall be the last devices applied and the first devices removed in applying LOTO.

- ✓ All contractor employees and subcontractors shall receive the appropriate level of training based on their LOTO duties. The contractor shall provide documentation upon District's request.

NOTE: Contractors shall meet with campus M&O personnel and review campus LOTO and contractor LOTO. The work plan can then be outlined and agreed upon prior to the start of work. This meeting will help avoid accidental start-up and potential injury.

M. Emergency Situations

1. Injuries – All injuries requiring first aid or medical attention shall be reported to Campus Safety as soon as possible.

2. First Aid - Contractors and sub-contractors are responsible for having an accident/medical action plans for their employees. In the event that assistance is needed, Campus Safety should be notified and may assist in providing first aid.

3. Serious Injury – In the event of a serious injury call 911 immediately as well as Campus Safety to assist emergency personnel.

4. Spilled Blood/Bodily Fluids – Contact Campus Safety and M&O who, after calling for outside assistance (if necessary), will cordon off the area to prevent anyone from contacting bodily fluids until the appropriate assistance arrives. As necessary, M&O will also contact the District Manager, EH&S.

5. Fire Alarms – The campuses are equipped with a central fire alarm system. Contractor, their employees and subcontractors along with building occupants are expected to vacate the building when the audible sound and strobe lights begin to flash. Campus Safety or a Floor Marshall will provide the evacuation procedure including the designated areas where all building occupants are expected to assemble.