



**DESIGN AND CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242**

ADDENDUM NO. 1 TO PROJECT NO. 44002

**CONSTRUCTION WORK
PROVIDE FIT-OUT OF SHELL SPACE ON THE
4TH FLOOR OF BUILDING NO. 5
NEW YORK PSYCHIATRIC INSTITUTE
1051 RIVERSIDE DRIVE
NEW YORK, NY 10032**

August 25, 2015

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

SPECIFICATION GROUP

1. Page 000110-5, Add to the end of Appendix list “New York State Psychiatric Institute Contractor’s Handbook”.
2. Appendix, Add to the Appendix the attached “New York State Psychiatric Institute Contractor’s Handbook”. The Contractor is to acknowledge at 44002 Initial Job Meeting by completing, signing, and submitting the ‘Contractor’s Handbook Acknowledgement Agreement’ which is found on the final page of the Handbook.

DRAWINGS

3. Drawing Nos. A-100, A-101, A-102, A-200, A-202, A-400, AR-100, E-001, E-101, E-102, G-100, I-100, M-101, P-101, Q-100, and Q-101 are revised as shown on attached addendum #1 drawings:

SK-A-100.1
SK-A-101.1
SK-A-102.1
SK-A-200.1

SK-A-200.2
SK-A-200.3
SK-A-200.4
SK-A-200.5
SK-A-200.6
SK-A-200.7
SK-A-200.8
SK-A-202.1
SK-A-202.2
SK-A-202.3
SK-A-400.1
SK-A-400.2
SK-A-400.3
SK-AR-100.1
SK-E-001.1
SK-E-101.1
SK-E-102.1
SK-E-102.2
SK-G-100.1
SK-I-100.1
SK-M-101.1
SK-P-101.1
SK-P-101.2
SK-Q-100.1
SK-Q-100.2
SK-Q-100.3
SK-Q-101.1

4. Drawing FA-101:
Change Note 22 to Read:
“Drawing FA-101 is included for reference and coordination with project 44002. The base building Fire Alarm vendor Simplex Grinnell (SG) shall be contracted directly by the Owner, and SG shall complete the following work:
Furnish and install wiring only for fire alarm devices.
Furnish, install, and test all new fire alarm devices.
Furnish and install all sleeves, firestopping, and ceiling mounted back boxes for speaker/strobes attached to suspended ceiling.”
The 44002 E contractor shall coordinate all 44002 contract work with SG.”

END OF ADDENDUM

Margaret F. Larkin
Executive Director
Design and Construction

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CONTRACTOR'S HANDBOOK

Rules & Regulations for

- **Construction Contractors**
- **Maintenance Contractors**
- **Vendors**
- **Equipment Suppliers**
- **Equipment Manufacturers**
- **Consultants**

Revised: February 2014

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INTRODUCTION

Welcome to the **New York State Psychiatric Institute**. This Handbook of *Rules and Regulations* has been put together to help ensure that we work well together towards the successful completion of a project. The following *Rules and Regulations* are mandatory.

During your work here at **NYSPI** you will be held accountable for understanding and complying with the material covered in this book. Those of you who are working under a contract must be aware that in addition to fulfilling the requirements of your contract, you are also required to adhere to additional rules in this handbook that may not appear in your contract.

Communication is the key element in working together. This handbook is only one of the ways we communicate our concerns and regulations to you. If you have any questions about the information covered here, and, in general, if you have any questions or comments during the course of your work here at **NYSPI**, please get in touch with me. It's always better to avoid a potential problem by good communication than to try and fix a problem after it occurs.

I look forward to working with you.

Peter Reynolds

Peter Reynolds
Project Manager

Don Huffman

Don Huffman
Plant Superintendent

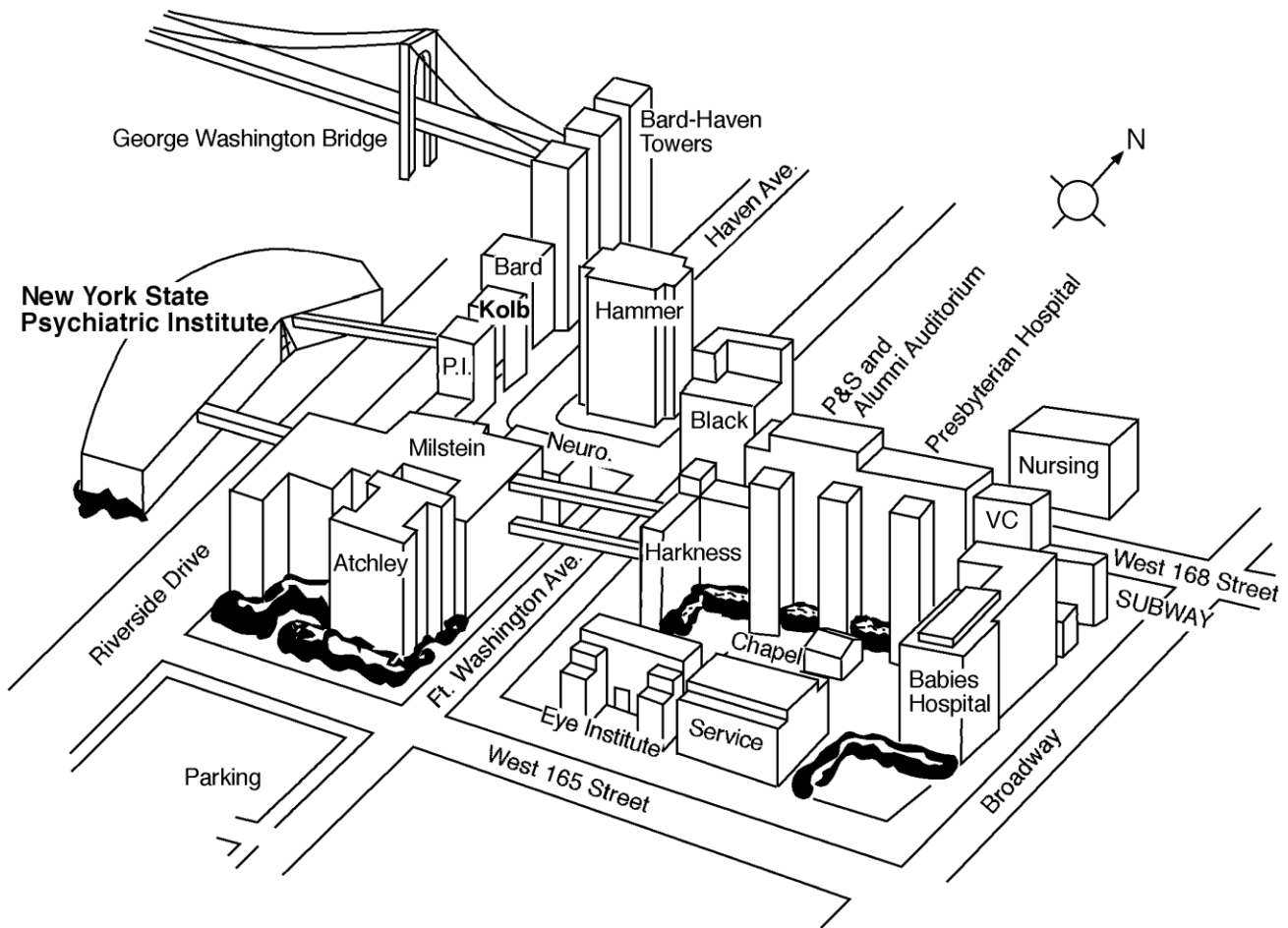
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OVERVIEW OF THE INSTITUTE

The **New York State Psychiatric Institute (NYSPI)** is a New York State facility, part of the New York State Office of Mental Health (OMH). We are also closely involved with Columbia University and the New York-Presbyterian Hospital.

NYSPI is a facility which combines out-patient and In-patient Hospital Care for the mentally ill, along with major laboratory and clinical research programs and a post-doctoral educational program.



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LOCATION, DELIVERIES, & PARKING

NYSPI is located at 168th Street and Riverside Drive in Manhattan, with easy access to and from the West Side Highway, the George Washington Bridge and the Cross Bronx Expressway. The driveway at 1051 Riverside Drive leads to a loading dock which gives access to the Buildings 5 and 4.

Please Note:

1. As part of your contract with us, you should examine the site, particularly the delivery areas, to determine that the site is satisfactory for your needs in carrying out the terms of your contract. Your agreement that access to the site is sufficient to meet your needs is one of the requirements of your contract.
2. No on-grounds “commuter” parking is available to contractors or their employees.
3. Deliveries of materials and equipment must be coordinated with the Plant Superintendent and Chief Safety Officer. All deliveries will be made to the loading dock (no front door deliveries permitted). Institute staff will not receive, sign for, or take responsibility for any items delivered to this site for the contractor.

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ELEVATORS

1. Passenger elevators are for passengers. *Period.*
2. Freight elevators are for all carts, boxes, furniture, construction equipment and materials.

<u>Building</u>	<u>Elevator #</u>	<u>Elevator Location/Description</u>
Building 5	1 & 2	ATM Machine Area / Freight
Building 5	3 & 4	Atrium / Passenger
Building 5	5, 6, & 7	South side of bldg / Passenger
Building 5	8	Atrium to Parking Lot / Handicap
Building 5	9	Bridge / Freight

From left to right:

Building 4	1	Annex Plaza / Passenger
Building 4	2	Annex Plaza / Passenger
Building 4	3	Annex Plaza / Freight

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TELEPHONE DIRECTORY

24 HOUR EMERGENCY NUMBERS

(During Off-Hours - 4 PM - 7 AM)

Control Room	646-774-6641	New Bldg - Bldg 5
Safety Department	212-543-5100	New Bldg - Bldg 5

ADMINISTRATION

TITLE	NAME	PHONE #
Plant Superintendent	Don Huffman	646-774-6634
Asst. to the Plant Superintendent	Fern Glassman	646-774-6632
		Fax: 212-543-5680

MAINTENANCE

Maintenance Supervisor II	(Vacant)	
Maintenance Supervisor I	Nick Karabetso	646-774-6648

ENGINEERING-Building Systems

Plant Utilities Engineer II	Joe Aravena	646-774-6636
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NYSPI ADMINISTRATION

Director of Administration	Stu Linder	646-774-5356
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SAFETY DEPARTMENT

SAFETY or FIRE EMERGENCY: DIAL 5555

Chief Safety Officer	Chief Leigh Gholson	212-543-5210
Atrium	New Building	212-543-5100
Plaza	Kolb - Annex	212-543-5075

- Emergency phone numbers for all contractors must be given to the Plant Superintendent.

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CONTRACTOR RESPONSIBILITIES SPECIFIC TO WORKING IN A CLINICAL SETTING

As a clinical facility, contractors must be aware that patients' safety, rights and privacy take precedence over all other considerations.

Working in Patient Areas

At all times during the performance of work, the contractor will have on this site a competent supervisor who will be directly responsible for the work performed and for the behavior of the workforce. That supervisor and all on-site staff will be familiar with the following rules and regulations.

The NYS Psychiatric Institute is a Research and Treatment facility which deals with mental illness. Our patients are our primary concern and must be protected: engineering staff and/or contractors will take extra safety precautions while working in patient areas.

1. Engineering staff and/or contractors will report to the nursing station to inform the clinical staff that they have a work order to execute. The work order is presented to the clinical staff and arrangements are made to complete the work. Engineering staff and/or contractor should ask the clinical staff the following questions: Is this a good time to execute this work order? or, Is there a better time to schedule this work? The patient's rights, privacy and safety come first.
2. Clinical staff will escort engineering staff and/or contractor to work area.
3. Clinical staff will announce themselves before entering bedroom or bathroom areas.
4. Other than in cases of immediate life safety considerations, if the patient refuses entrance, the clinical staff will make arrangements to provide access for the engineering staff and/or contractor for entry.
5. If the request for entry is still refused, the engineering staff and/or contractor will return at another time to complete work. Notification of entry refusal will be documented on work order.

While working in a patient area, report any problems to the nursing supervisor and to the worker's immediate supervisor.

- It is a violation of law to reveal the identity of any person who is being treated as a patient of this facility. No cameras will be used on the premises without approval of the Deputy Director.
- Mistreatment, whether of a physical, verbal or psychological nature, of any individual will not be tolerated.
- Contractor's interaction with patients, and Institute staff not involved with their work, is to be limited. Workmen are not to initiate conversations with patients.
- Any form of sexual relations with psychiatric patients will be subject to potential criminal prosecution.

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- No one is to deliver mail or packages to or for any patient.
- Contractor's foremen will promptly report to the Plant Superintendent any instance where patients or staffs are interfering with their work.
- Awareness of tools and keys are required at all times. Never leave tools, ladders, or any construction-related equipment unattended while working in a patient area. Lock-up or remove tools and equipment during lunch and during all breaks.
- Never leave a work site open or a potentially dangerous condition open or unattended.
- Never leave doors unlocked – talk to the clinical staff if you have any questions about access.
- All debris must be cleaned up and disposed of safely and properly before leaving worksite. Special attention must be paid to the disposal of any hazardous material, especially sharp objects, (glass) and chemical containers. All debris must be brought to the Service Level for disposal.

Identification Requirements

It is the policy of the Psychiatric Institute that patients know the identity of all persons engaged in their care or working in their area.

1. Engineering staff and contractors will wear appropriate work clothing and identification badges at all times while working in the facility. Safety and Security will enforce this policy.
2. As appropriate, each staff member/contractor will identify him/herself by name and discipline upon meeting a patient for the first time.

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Safety of All Persons is the Primary Consideration

- No alcoholic beverages or weapons may be brought on to the premises.
- There is **NO SMOKING** allowed anywhere, in any building, at any time. No smoking rules are to be followed. Matches, lighters and lighter fluid are to be handled with discretion. Do not offer or give matches, lighters or lighted cigarettes to the patients at anytime.
- All tools and potentially hazardous materials must be under workman's control at all times. No such materials will be left unattended or unsecured in patient areas at any time.
- Doorways leading from patient wards to stairwells and adjacent areas must be locked at all times after entering or exiting.
- Windows in patient areas must be secured at all times.
- Work which may be expected to create excessive noise, vibration, dust or other irritant, or which may create a hazardous condition such as fire, fumes, etc., must be specifically cleared with the Plant Superintendent within a reasonable time BEFORE the work is started so that patients or staff affected can be notified, and steps taken to minimize the problem.
- Work requiring the use of gas or electric torches must be cleared with the Safety Department IN ADVANCE, and must be carried out under the watch of a person equipped with an appropriate fire extinguisher.
- Exterior construction areas will be protected by temporary fencing to prevent unauthorized persons from coming in contact with excavations or equipment.
- All scaffolding used within or adjacent to the premises will be made secure with approved wire mesh to prevent trespass.
- Appropriate signs will be provided by the Contractor or Engineering staff at all times when warning of a hazard is needed.
- Work performed by contractors should be done in a manner so as to minimally disrupt the functioning of the facility.
- Interruptions of building utilities of any type and to any degree or duration must be cleared with the Plant Superintendent within a reasonable time BEFORE shut-down and carried out under the supervision of Institute personnel so that alternative arrangements can be made for the affected areas.

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REGULATORY REQUIREMENTS

Applicable Codes & Regulations:

All contract documents related to the project are subject to requirements of the regulatory agencies summarized in this section.

The Contractor agrees to perform ALL WORK in compliance with the applicable regulatory requirements which include, but are not limited to the following:

- Building Code: New York City
- Life Safety Code: NFPA Life Safety Code 101
- Barrier Free Regulations: America with Disabilities Act (ADA)
- Mechanical Code
- Energy Code: New York State Energy Code
- Plumbing Code
- Electrical Code
- New York State Building Code
- OSHA Safety Requirements

Building Element Fire Rating and UL Assembly Designation

Building segments or floor: as indicated on drawings.

Assembly/product qualification: do not substitute for specific products of manufacturers which have been tested and listed in UL assemblies, unless otherwise approved by the code official having jurisdiction.

Finish material ratings: comply with NFPA 101 for flame spread, fuel contribution, and smoke and gas generation, with class A minimum ratings in all spaces used for egress. Comply with applicable codes for finishes in other spaces.

Special Fees, Permits, & Taxes

Arrange and pay for all required fees, permits, and taxes

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FIRE SAFETY & OTHER SAFETY REQUIREMENTS

Fire Safety

Take every precaution in the performance of the work to prevent fires.

Contractors and all their personnel must exit the building during fire alarms and fire drills. Fire Captains on each floor of every building will assist in directing workers out of the building. You must follow the instructions of the Floor Captains.

There is **NO SMOKING** allowed anywhere, in any building, at any time. No smoking rules are to be followed. Matches, lighters and lighter fluid are to be handled with discretion. Do not offer or give matches, lighters or lighted cigarettes to the patients at anytime.

Local Fire Department regulations shall govern the storage and use of flammable materials. Flammable materials and fire-producing equipment shall not be left unattended about the premises in locations accessible to occupants.

Rubbish shall be removed daily.

Fire extinguishers and other protective equipment shall be provided as required by regulations.

During all interruptions of work, flammable mixtures shall be stored in designated locations.

For all service, maintenance, and construction involving any aspect of the fire alarm, detection, and suppression system, workers must report to the Chief Safety Officer and sign-in before beginning work. (This sign-in is *in addition* to reporting in to the Engineering Office.)

General Safety Restrictions

The operation of the interior fire alarm system and telephones shall not be interfered with.

Nothing shall be done to in any way block the streets at or about exits, or the exits themselves.

There shall be no unauthorized interference with the free and unobstructed use of hallways, stairways, toilets and rooms.

Whenever work is carried out, not more than one entry shall be closed off from free and safe use at anytime, and this only after the written permission of the Institute has been obtained.

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No part of the building or premises shall be closed to the use of occupants without the permission of the Institute. When such permission has been granted, erect temporary partitions and barriers wherever required to ensure the absolute safety of the occupants of the building and premises.

Safety Measures to Protect the General Public

The Contractor shall be responsible for all injury to persons due to the Contractor's operations and shall provide and maintain adequate protection against such injury.

Provide guards- rails, barricades, catch-platforms, decking, night lighting, and all other items as required by Building Codes and as further required to provide adequate protection.

Provide barricades around work areas as required to prevent occupants and other unauthorized person from entering therein.

Temporary Maintenance of Hazardous Conditions

Upon receipt of the notice to proceed, carefully inspect all existing work which is required to be repaired, altered or removed. Any such work which is found to be weakened, structurally unsafe or otherwise hazardous, shall be immediately put in a safe condition and so maintained until such time as the permanent work in connection therewith is completed.

Any restrictions regarding sequence of operations and locations of work do not apply to the elimination of hazardous conditions; all parts of the premises will be available at times for the performance of such work.

Consequences of Safety Violations

Any person found smoking anywhere in the Institute will be escorted off the premises. They will not be permitted to return. The same consequences apply to persons found committing a major safety violation, such as leaving tools unattended.

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INTERIM LIFE SAFETY MEASURES

Interim Life Safety Measures (ILSM) are a series of administrative actions which go into effect when a building is found to have Life Safety Code (LSC) deficiencies and when a building is under construction. Implementation of ILSM is required in all construction areas; if the construction causes LSC deficiencies in adjacent areas, floors, or the entire building, then ILSM must be implemented in all areas where safety is in any way compromised. ILSM apply to all personnel, both Institute employees and construction workers. ILSM must be implemented at the start of any project and must be continuously maintained and enforced until the completion of the project. ILSM are intended to provide a level of life safety comparable to that described in chapters 1 through 7, 31, and the applicable occupancy chapters of the 1988 edition of the LSC (NFPA 101). Each ILSM action must be documented.

ILSM consist of the following actions:

1. Ensuring free and unobstructed exits. Personnel receive additional training when alternative exits are designated. Buildings or areas under construction must maintain escape routes for construction workers at all times. *Means of exiting construction areas are to be inspected daily.*
2. Ensuring free and unobstructed access to emergency services and for fire, police and other emergency forces.
3. Ensuring fire alarm, detection, and suppression systems are in good working order. A temporary but equivalent system shall be provided when any fire system is impaired. *Temporary systems must be inspected and tested monthly.*
4. Ensuring temporary construction partitions are smoke-tight and built of noncombustible materials that will not contribute to the development or spread of fire.
5. Providing additional fire-fighting equipment, and training personnel in its use.
6. Prohibiting smoking in any building and in and adjacent to construction areas.
7. Developing and enforcing storage, housekeeping, and debris removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level.
8. Conducting a minimum of two fire drills per shift per quarter.
9. Increasing hazard surveillance of buildings, grounds, and equipment, with special attention to excavations, construction areas, construction storage, and field offices.
10. Training personnel to compensate for impaired structural or compartmentalization features of fire safety.
11. Conducting Institute-wide safety education programs to promote awareness of LSC deficiencies, construction hazards, and ILSM.

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<p>NYS Psychiatric Institute</p> <p>Approved by: Project Manager</p> <p>Signed copy in Engineering Office</p> <hr style="width: 30%; margin-left: 0;"/> <p>Facility Project Manager of Designee</p>	<p>Policy & Procedure Number: Department: PLANT FACILITIES</p> <hr/> <p>Date Issued: ----- Date Revised: ----- Date Reviewed: -----</p> <hr/> <p>Subject: FIRE STOPPING PENETRATIONS</p>
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A. POLICY/PURPOSE STATEMENT: Whenever it becomes necessary to make a penetration through a wall, ceiling, or floor, a penetration permit is required. The permit is issued by Plant Facilities in compliance with the following procedures:

B. BODY OF THE DIRECTIVE/PROCEDURE:

WHO	DOES WHAT
NYSPI Engineering, Maintenance Staff.	Whenever a job requires that a penetration be made, the shop staff will request a penetration permit from the Penetration Permit Coordinator, Maintenance Supervisor or Engineering Supervisor.
Penetration Permit Coordinator, Engineering, Maintenance	Will issue penetration permit with floor plan attached.
NYSPI Engineering, Maintenance Staff	Penetration permit and attached floor plan is signed for authorization to proceed with construction by project Supervisor. Staff must have a permit at the location where penetrations are being performed.
NYSPI Engineering, Maintenance Staff	Upon completion of work, provides notification to the project supervisor for inspection. Project supervisor reviews finished penetrations with Facilities Project Manager and receives signature daily. All penetrations must be completed with the use of a sleeve. All wire/cable must be installed in the center of the conduit and fire stopped properly around the wire. Cabling directly through the wall/ceiling/floor is prohibited.
Safety Department	Upon completion of construction, Facilities Project Manager inspects the job to ensure that all penetrations are properly sealed. Reviews the permit and floor plan to ensure all the cellblocks on the penetration permit are completed and the floor plan is marked accordingly. Signs penetrations permit daily, if necessary.
NYSPI Maintenance Staff	Returns completed penetration permit to the project supervisor. (Maintenance, Engineering Supervisor)
Penetration Permit	Upon completion, will review the permit to insure all cellblocks on the penetration permit are filled in before entering work order as complete.

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WHO	DOES WHAT
Coordinator, Facility PM	Maintains all completed penetration permit records in the Plant Facilities Department.
CONTRACTOR PERMIT:	
Facilities Project Manager	Review rules and regulations for contractors at first job meeting on each project. Penetrations in walls/ceilings or floors must be properly sealed with approved UL system and code compliant fire stop material. Requests a floor plan showing penetrations. The project will not start until the marked floor plan is received and verbally approved by the, Facilities Project Manager.
Contractor	Forwards the marked floor plan to the, Facilities Project Manager and a penetration permit with floor plan attached will be issued.
Contractor	Takes penetration permit and attached floor plan with authorization to proceed with construction. All Contractors must have the penetration permit at the location where penetrations are being performed
Contractor	Upon completion of work, provides the Facilities Project Manager or designee with at least one half hour notification for inspection. All penetrations must be completed with the use of a sleeve. All wire/cable must be installed in the center of the conduit and fire stopped properly around the wire. Cabling directly through the wall/ceiling/floor is prohibited.
Facilities Project Manager	Upon completion of the work, the Facilities Project Manager will inspect the job to ensure that all penetrations are properly sealed. Reviews the permit and floor plan to ensure all sections of the penetration permit are completed and the floor plan marked accordingly. Signs penetration permits daily, if necessary.
Facilities Project Manager	Upon completion, will review permit to insure all sections of the penetration permit are filled in before entering work order as complete.
Facilities PM Penetration Permit Coordinator	Maintains all completed penetration permit records in the appropriate project file.

Any violation of the penetration permit protocol will require construction to stop immediately. The Facilities Project Manager /designee are to be notified of violation. The Facilities Project Manager or designee takes corrective action either with the facility staff or OGS/DASNY to ensure proper protocol is followed. It is understood that any unsealed penetrations must be fire stopped before work can resume. All penetrations must be fire stopped and inspected each day prior to completion. The Plant Superintendent must approve any exceptions.

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PENETRATION PERMIT

DATE OF PERMIT: _____ PERMIT # _____ Project # _____

1. LOCATION: BUILDING _____ FLOOR _____ ROOM# _____

2. FLOOR PLAN ATTACHED WITH LOCATION IDENTIFIED _____

3. TYPE OF PENETRATION: WALL _____ FLOOR CEILING _____

4. TYPE OF CONSTRUCTION PENETRATED:
PLASTER _____ SHEETROCK _____ MASONARY _____ OTHER _____

5. PENETRATING MATERIAL:
CONDUIT _____ CABLE _____ IRON PIPE _____ COPPER _____ OTHER _____

6. FIRESTOP METHOD AND MATERIALS: _____

7. WORK ORDER # OR PROJECT # _____

8. AUTHORIZATION TO PROCEED: SOC Committee Member/Facility Project Manager:

DATE: _____

INSPECTION AT COMPLETION: SOC Committee Member/Facility Project Manager:

DATE: _____

NOTE: All Penetrations Must be fire stopped at the end of each workday

9. COMPANY NAME: _____ SIGNATURE _____

10. (NYPI) MECHANIC'S SIGNATURE: _____ DATE: _____

11. (NYPI) SUPERVISOR'S SIGNATURE: _____ DATE: _____

12. SOC COMMITTEE MEMBER/FACILITY PROJECT MANAGER'S SIGNATURE

DATE: _____

13. WORK ORDER IS NOT TO BE ENTERED UNTIL ALL SIGN OFFS ARE FILLED IN. RETURN PENETRATION PERMIT TO WORK CONTROL CENTER

COMMENTS: IF WEEKLY PERMITS, MUST BE SIGNED OFF DAILY BY SAFETY DEPT.

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SERVICE/MAINTENANCE CONTRACTS

All Maintenance Contractors must comply with the requirements of their contract. All on-site employees must know what their responsibilities are and be knowledgeable of the terms of the contract.

All maintenance contractor employees must report to the Engineering Office and sign-in upon arrival at NYSPI.

NYSPI Engineering Department staff will escort the employee to the work site.

Any shut-down of equipment and/or systems must be coordinated with NYSPI Engineering Department. Some shut-downs may be required to be scheduled for off-hours.

Daily reports are required at the end of each work day and upon completing a service request. The report must be signed-off by the NYSPI Facility Supervisor and a copy retained by the Engineering Department.

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GENERAL LOGISTICAL ISSUES

Project Meetings

The Contractors are required to hold Foremans' Meetings, Safety Meetings and Scheduling Meetings. They are to notify the Institute's Representative of these meetings, record attendance and distribute minutes of the meetings to attendees. Project Meetings will be scheduled at the discretion of the Institute's Representative.

Progress Meetings will be generally be scheduled every two weeks. At the discretion of the Institute's Representative, meetings may be scheduled more frequently.

Rubbish Removal

Contractors will not use Institute containers, trash compactor or dumpsters to dispose of their debris. Interior work sites will be cleared of debris on a daily basis; exterior sites within fences cleared regularly to avoid dangerous and unsightly conditions. Such debris will be removed from the premises by the contractor.

Ownership of Removed Materials

All removed materials not required to carry out the work of the Contract shall become the property of the contractor and shall be removed from the premises as specified under Removal of Rubbish. All materials indicated to be turned over to Owner or removed and reinstalled shall be stored by Contractor and protected from damage and reinstalled as required.

Clean-Up

Construction Cleaning - Provide ongoing pickup and removal of unused construction materials to maintain an orderly construction site. Interior floors must be swept and mopped regularly to maintain a safe and clean environment.

Dust Control

Prevent the spread of dust to surrounding areas, and provide water sprinkling materials and equipment for such protection.

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Utilities Shut-downs

The shut-down of any Utility System, including fire alarm and sprinklers, must be scheduled at least 48 hours in advance, in writing, with the Project Manager. Some shut-downs will be required to occur in off-hours – nights and/or weekends.

Tool Use

No tools or equipment will be borrowed from the Institute.

Storage

Storage areas for contractor's materials will be provided only as space permits. Such areas will be designated by the Plant Superintendent and may be withdrawn should facility needs require. Such spaces will be secured by the contractor with his own lock and a copy of the key provided to the Chief Safety Officer to permit access in case of fire or other emergency.

Keys

Keys to Institute spaces will be provided to contractors only for specific areas related to the work and only with the approval of the Chief Safety Officer. A deposit of \$25.00 will be required for each key provided. Deposits will be refunded upon return of the key. No interest will be paid for the time money is on deposit.

Emergency Numbers

Emergency phone numbers for all contractors will be given to the Plant Superintendent and kept on file.

Non-Interference With Facility Functions

All work shall be performed in such a manner that normal institution functions may be carried on throughout the period of work with a minimum of interference. Before commencing work in any habitually used portion of the premises, meet with the Institute's Representative and perfect a working agreement. Noise shall be kept to a minimum.

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CONSTRUCTION FACILITIES & TEMPORARY UTILITIES

Water Service

Coordinate with Engineering Department for location of existing water source available for Contractor's use.

Water services are provided by the Institute at no charge to Contractor.

Individual trades shall furnish their own hoses or other accessories required to perform their work.

Contractors will remove temporary water connections when no longer required.

Electrical Service

Except where required to maintain proper institution functions, the existing electrical outlets on the premises will be available to the Contractor for the operation of low amperage power-driven tools.

Electrical services are provided by the Institute at no charge to Contractor.

Temporary Fire Protection

Provide and maintain fire-fighting equipment for the duration of construction in compliance with requirements of authorities having jurisdiction and subject to approval of the Institute's insurance agents.

Coordinate temporary fire protection with existing building system if required during renovation.

Follow Interim Life Safety Measures (as described above).

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Sanitary Facilities

The Institute will designate existing toilet facilities to be used by Contractor.

Contractor must keep toilets clean.

Do not use new toilet facilities during project construction unless approved by the Institute in writing.

Signs

For all projects that will last more than 2 or 3 weeks, Project Identification Sign(s) must be installed at the Project Site in prominent locations approved by Architect and Institute. Relocate sign if required to allow Project construction procedures to continue. The sign should describe the scope and time frame of the project as well as any disruptions and closures that are likely to occur.

Before any shut-down or closure, signs must be posted to inform occupants of the building. Please remember to remove signs as soon as the work is completed.

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CONSTRUCTION WORK

Order of Work

To maintain facility activities with a minimum of interference and to complete all the work of all Trades within the required Contract Time, the Work of this Contract shall be performed in close coordination with Institute.

Contractors will provide construction progress scheduled for approval by FDC, OGS and the Institute Plant Superintendent before starting any work. This schedule will be updated as required.

Work Scheduling

All Work must be performed according to a Work schedule that will not disrupt institution activities.

All decisions affecting the normal operation of the institution shall be daily coordinated with the Engineering Department.

Examination of Premises

Pre-Examination of Premises

Examine the premises and compare the Drawings and Specifications with the conditions existing thereof as to the performance of the work required, the storage and handling of materials, facilities activities and all other conditions incidental to completion of the Contract.

No allowance will subsequently be made to the Contractor for errors on its part due to the negligence in performing the conditions of the above paragraph.

Verification of Existing Conditions After Award

Various existing conditions at locations of the Work which cannot be determined until removals are under way cannot be indicated on the Drawings or described in the Specifications.

Perform all such removals as required to verify all existing conditions before fabricating the work.

Before removing any enclosure that will expose the interior of a building to the elements or before disturbing any structural work, make all possible preliminary investigations to verify the existing conditions thereat.

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Where removals or preliminary investigations reveal existing conditions that differ materially from what is indicated or specified, or that may require changes, immediately notify the Architect in writing and await instructions before proceeding further with that part of the Work.

Discrepancies in Existing Conditions

During the process of the Work, should conditions be encountered that materially differ from those shown on the Drawings or indicated in the Specifications, or conditions which could not reasonably have been anticipated, and which conditions will materially affect the cost of the Work, such conditions shall immediately be called to the attention of the Architect, before they are further disturbed. The Architect will promptly investigate the conditions and if it is found that they do so materially differ, shall issue a Change Order.

Protection of Property

The Contractor shall be responsible for all damage to all new and existing work on the premises due to the Contractor's operations, and shall provide and maintain adequate protection against such damage. All existing construction and adjacent finishes (including elevator walls and floors) will be protected during performance of work with proper drop cloths, plywood, steel plate, etc. as required to prevent damage.

The premises shall not be used as a work shop in any way such that damage of any kind will be incurred.

Furniture and equipment shall not be used as workbenches; neither shall materials and furniture be piled on them without proper protection.

Provide decking on floors, steps, platforms, where subject to damage from heavy traffic.

Protect doors and door jambs when conveying rubbish and materials.

Provide and maintain barricades to confine dust to work areas.

Provide watertight enclosures over exterior openings remove temporary protection after installation of new permanent work.

Provide watertight enclosures over exterior openings remove temporary protection after installation of new permanent work.

All damage to adjoining work due to failure to provide adequate protection shall be corrected by the Contractor at the Contractor's expense.

After completion of the Work, the Contractor shall thereafter protect work until it is accepted.

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Mechanical Work

The removing of sanitary, heating and ventilating and electric work, including plumbing fixtures, pipes metal ducts, radiators, lighting fixtures, wires, bells, telephones, and other incidental removals, and the repairing, altering, extending and replacing of such work will be done by the Contractor, as required for the completion of the work.

All work damaged, disturbed or otherwise affected by the alterations shall be repaired.

Moving of Equipment, Furniture, Articles, & Fixtures

When it is necessary to move furniture, casework, equipment or other articles or fixtures in order to properly carry out the work at hand, care must be taken to prevent damage to any property so moved. The property must also be protected from damage while stored, and must be replaced at the end of the job. If it is necessary to cut through walls or partitions, to move or reset doors, etc., this work must also be done with care as part of the terms of the Contract.

Use of Existing Materials

Unless otherwise specified, it is intended that new materials shall be furnished, but if during the progress of Work it is found that existing materials, other than for plumbing work, are sound and of proper quality and dimensions, as required by the Drawings and Specifications, the Contractor may use the such materials, provided they are acceptable and have first been approved in writing by the Owner, who will determine the proper allowance to be made for the omission of new materials.

Dust Partitions

Provide all labor, materials and equipment required to erect temporary dust-tight partitions and doors complying with all requirements of the Building Code whenever and wherever required.

Fire-Stopping

Each contractor is responsible for meeting National Fire Protection Association (NFPA) standards and all other applicable code requirements for fire-stopping which fall within their particular scope of work. All materials and products used must be code compliant. Any questions regarding fire-stopping and/or applicable codes must be immediately brought to the attention of the Plant Superintendent.

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INFECTION CONTROL DURING CONSTRUCTION AND RENOVATION

POLICY

All construction and renovation projects in patient areas require a preconstruction Infection Control assessment by a representative from Infection Control in coordination with the Engineering Department and the Contractor. All projects also require ongoing site monitoring, reviewed during all regular project meetings, to insure that the appropriate barriers and cleaning activities are being undertaken to minimize risk of exposure of patients and staff to airborne contaminants in dust and debris. All contractors are expected to comply with this policy.

The Engineering Department will inform the Infection Control Office of any construction (demolition of walls, floors, ceilings; removal of ceiling tiles; removal of windows or doors) in patient or clinic areas. Plans for insuring patient safety will be coordinated with Engineering, Infection Control, Nursing and Safety Department.

Procedures

1. Preconstruction assessment of infection control risks, interventions, control measures and cleaning requirements.
2. Use appropriate barriers to contain dust and debris. Internal construction projects should be barrier-protected.
 - a. Isolate ventilation and/or HVAC systems in areas where work is being done to prevent contamination of ducts and air handling system.
 - b. Closed doors with plastic and tape applied over the frames and doors are acceptable for a project that can be contained within a single room.
 - c. Long-term Barriers (projects greater than one week). Demolition of walls, floors or ceilings will require a rigid barrier (metal or wood studs, and plywood or wallboard). Barriers should extend from the floor to the ceiling, including the area above the ceiling space with seams sealed with tape. If it is impossible to seal above the ceiling space with plywood or wallboard, a plastic barrier should be used.
 - d. Short-term Barrier (projects less than one week). A barrier constructed with impermeable plastic (3 mills thick) and studs will be acceptable for projects of this duration. If the project involves above-ceiling work, the barrier should contain the above-ceiling space. This plastic barrier must be airtight at all times. Any penetration through plastic must be repaired immediately with tape.

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3. Air Handling Considerations during Construction
 - a. Renovation/construction areas should be isolated from occupied areas during construction using airtight barriers. Exhaust airflow should be sufficient to maintain negative air pressure in the construction zone.
 - b. Contact Facilities Management (office of Engineering Operations) about special maintenance and cleaning of the ventilation system likely to be affected by construction.
 - c. Exhaust from equipment should be directed away from all building air intakes.
 - d. Dirt excavation or building demolition should not occur unless building air intake filters are properly installed and operational. Maximum recirculation of building air during external construction will minimize construction dust penetration.
 - e. Air should flow from the clean area to the dirty area (negative pressure in the construction area). Control should be implemented using the building exhaust or window exhaust.
4. General Considerations during Construction/Renovations
 - a. All patient care supplies and equipment must be removed from the area.
 - b. All through-the-wall connections, such as utilities and ducts, should be sealed appropriately and reviewed by the Engineering Department and Contractor
 - c. Subcontractors must be educated about infection risks and informed of expected compliance with good infection control practices
 - d. No food is to be allowed in the construction areas.
 - e. Active demolition (wall removal, utility work, etc.) requires evaluation of occupants above, below and on either side for their susceptibility to airborne contaminants.
 - f. When demolishing dust-producing materials (i.e., plaster, wallboard, ceiling tiles), the areas should be misted with water to minimize dust.
5. Removal of Construction Debris
 - a. Debris transported from internal demolition should be routed to avoid patient and visitor areas. Elevator usage should be designated by the hospital.
 - b. Where possible, construction debris should not be transported through hospital building.
 - c. Debris must be removed in such a manner as to limit dust dispersal. This may include bagging debris at the construction site.

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d. Debris must be covered and sealed during transport.

6. Environmental Cleaning Considerations during Construction

a. Damp mopping should be used for dust control. This is important in areas immediately outside of construction projects and within construction areas. Tacky mats should be used at the entrance to the construction area and within the construction area.

b. The frequency of cleaning in areas adjacent to construction activity should be increased. Cleaning is necessary whenever dust is evident.

7. Patient Traffic and Placement Considerations

a. Direct pedestrian traffic away from construction areas.

b. Minimize exposure of seriously immunosuppressed patients to major construction activity. Optimally, patients should be located in areas remote from construction sites.

c. Administrative and clinical staff needs to be alerted before construction begins concerning the location of construction so that transporting patients near construction zones is avoided when possible. This may mean relocation of patient care activities.

d. Thoroughly clean and inspect renovated wards before restocking and readmitting patients to the area.

8. Site Inspections

a. The Safety Department will make periodic inspections of construction sites to ensure that they comply with the provisions of the policy on Interim Life Safety Measures at Construction Sites (*see Safety Manual filed in the Engineering Department*).

b. Infection Control staff should review the provisions and control measures used at construction sites that affect patient care areas, visiting the site as necessary.

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INFECTION CONTROL IN HVAC SYSTEMS

NYSPI has a Maintenance Contract to insure proper and safe HVAC systems, and to prevent the growth of fungi and bacteria such as Legionella. The Maintenance Contract includes a Water Treatment Program to maintain these systems. The water is tested regularly, treated as necessary, and monthly reports are submitted to the Engineering Department.

Preventive maintenance is performed on air handlers and filters, and air temperature is monitored in occupied space. The HVAC Maintenance Contractor is responsible for the air filter exchange program.

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PROJECT CLOSE-OUT

Final Clean-Up

The Contractor shall leave the site ready for use and occupancy without the need of further cleaning of any kind.

The Contractor shall remove all tools, appliances, project signs, material and equipment from the premises as soon as possible upon completion of the project.

The site is to be turned over to the Institute in new condition, in proper repair and in perfect adjustment.

Upon completion of the Work, the Contractor shall provide thorough clean-up, performed by professional cleaning service, of all areas affected by the Work as follows:

In general, clean-up requirements are limited to the removal of all rubbish, spatters, stains, smears, finger-marks, foot tracks, from finish surfaces and the broom cleaning of floors, yards, sidewalks, and other areas on the premises that are affected by the Work.

Where work that causes the dissemination of dust has been performed, clean-up operations shall include, in addition to the operations here in before specified, the washing of windows, the mopping of floors and the dusting and washing of walls, sills, furniture, and other surfaces, all as required to restore work areas to the same state of cleanliness existing before work began.

In performing dust-creating work, provide dust enclosures and foot mats to minimize the spread of dust and foot marks.

Required Close-Out Documentation

1. Prior to final payment the Institute shall receive the following documents as required by the Contract:
 1. The Contractor's general guarantee.
 2. Specific guarantees material, equipment and other items of the project.
 3. All certificates obtained in connection with the project.
 4. All final photographs of the project.
2. The Institute shall also receive from the Contractor prior to final payment:
 1. A complete listing of all Subcontractors, business addresses and items supplied by each Subcontractor.

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2. A listing of manufacturers of major materials, equipment and systems installed during the course of the project; and maintenance contracts for any equipment.
3. A copy of all test data taken in connection with the project.
4. Three (3) copies of all operation and maintenance manuals for all equipment and mechanical systems.
5. All keys, tools, screens, spare construction material, finishing material and equipment required must be given to the Institute at the end of the project.

Orientation and Training

Prior to final payment appropriate maintenance personnel of the Institution shall be trained by the Contractor in the operation and maintenance of all systems and equipment.

Project Close-Out Inspections

When the project is completed to the point that the new site, equipment, and/or systems are ready for occupancy or use by the Institute, then the Institute shall make a detailed inspection of the project to see if the project is indeed complete and acceptable, and that all the conditions of the contract have been met.

A copy of the report of the inspection shall be furnished to the Contractor as the inspection progresses so that the Contractor may proceed without delay to complete any part of the project found to be incomplete or defective.

When the items appearing on the report of inspection have been completed or corrected, the Contractor shall so advise the Institute. The Institute will then inform the Contractor of the date and time of final inspection. A copy of the report of the final inspection containing all remaining contract exceptions, omissions and in-completions shall be furnished to the Contractor.

After receipt of notification of completion of all remaining contract exceptions, omissions and in-completions from the Contractor, the Institute shall make an inspection to verify completion of the exceptions items appearing on the report of final inspection.

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Project Record Drawings

1. The purpose of the project drawings are to record the actual location of the project in place including but not limited to underground lines, concealed piping within buildings, concealed valves and control equipment, and to record changes in the project.
2. In addition to the sets of contract drawings that are required by the Contractor on the Site to perform the work, the Contractor shall maintain, at the Site, one (1) copy of all drawings, specifications and addenda that are part of the Contract as awarded. Each of these documents should be clearly marked "Project Record Copy", maintained in a clean and neat condition available at all times for inspection by the Institute, and shall not be used for any other purpose during the progress of the project.
3. Project Record Requirements
 1. The Contractor shall mark-up the "Project Record Copy" to show:
 1. Approved changes in the project.
 2. Location of underground work and concealed work.
 3. Details not shown in the original Contract Documents.
 4. Any relocation of work.
 5. All changes in dimensions.
 6. All access doors.
 7. Location of all plumbing, heating, ventilating, air conditioning or electrical assembly.
 2. Such information shall include, but shall not be limited to:
 1. Footing depth in relation to finished grade elevations.
 2. Any change in floor elevations.
 3. Any structural changes.
 4. Any substitutions.
 5. Elevations and locations of all underground utilities, services, or structures referenced to permanent above-ground structures or monuments.
 6. Designation of all utilities as to the size and use of such utilities.
 7. The location of all utilities, services and appurtenances concealed in building structures that have been installed differently from the Contract requirements.
 8. Any approved change order.
4. The Contractor shall keep the Project Record Documents up-to-date from day to day as the project progresses. Appropriate documents are to be updated promptly and accurately; no work underground or concealed work may, may be permanently closed-up until all required information has been recorded.

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5. The project record drawings are to be submitted by the Contractor to Institute when the project is completed and must be approved by the Institute before the Contractor may request final payment.

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REFERENCE STANDARDS & DEFINITIONS

Definitions

1. **Proposal Request** - Document issued by Architect, which requests a cost quotation for proposed changes to Contract Documents. If accepted by "Owner" is followed by issuance of Change Order.
2. **By Owner (B.O.)** - Items that will be ordered, paid for and shipped to Project by Owner. Contractor shall receive, unload, unpack or uncrate, protect, move into place, install and connect these items as specified or indicated in the Contract Documents.
3. **Furnish** - Pay for, deliver (or receive), unload, inspect, and store as specified or directed while retaining care, custody and control until received for installation by others based on a signed receipt.
4. **Herein** - As used in the Contract Documents refers to the contents of a particular Section, or the contents within parts of the Condition of the Contract (General and Supplemental Conditions), and Division 1 - General Requirements.
5. **Install** - Receive, set or place in position, make required connections, and adjust and test for satisfactory performance and operation.
6. **Not In Contract (N.I.C.)** - Products not in the Contract, but which may require provisions in the construction for future installation by others.
7. **Provide** - Furnish and install, including without limitation, labor, materials, equipment, transportation, services, and other items required to complete referenced task.
8. **Project** - The total construction covered by the Contract. Work performed under the Contract Documents may be the whole project, or may include work performed by different contractors and/or the Institute.
9. **Work** - construction and services required by Contract Documents, whether completed or partially completed, and includes labor, materials, equipment and services provided or to be provided by Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

Specification Format & Content Explanation

1. **Format** - Specifications are organized into Divisions and Sections based on Construction Specifications Institute's (CSI) 16 Division format and Master Format number system.

Reference Standards

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1. When Contract Document specified Work is to comply with References, unless more stringent requirements are indicated, applicable construction industry standards have same force and effect as if bound or copied directly to Contract Documents.
 1. Such standards are made a part of the Contract Documents by reference.
2. Notify Institute of conflicts between reference standards and requirements indicated in specifications or on Drawings before proceeding with Work.
3. Publication Dates - Unless otherwise indicated or where the date of issue of a reference standard is not indicated, comply with the reference standard in effect as of issue date of Contract Documents.

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Contractor's Handbook Acknowledgment Agreement

The undersigned acknowledges receipt of the New York State Psychiatric Institute's Contract's Handbook. The undersigned understands rules and regulations for contractors working in the New York Psychiatric Institute and understands all essential materials for proper working practices within the Institute.

A copy of the handbook will be send to the contractor's Home Office, with the understanding that all employees of this contract will be familiar with the Rules and Regulations before starting work at the NYS Psychiatric Institute.

Date: _____

Name: _____ Title: _____

Telephones Numbers:

Office: _____ Pager: _____

Cell Phone: _____ Other: _____

Company Name: _____

Representative: _____ Title: _____

Address: _____

City/State/Zip Code: _____

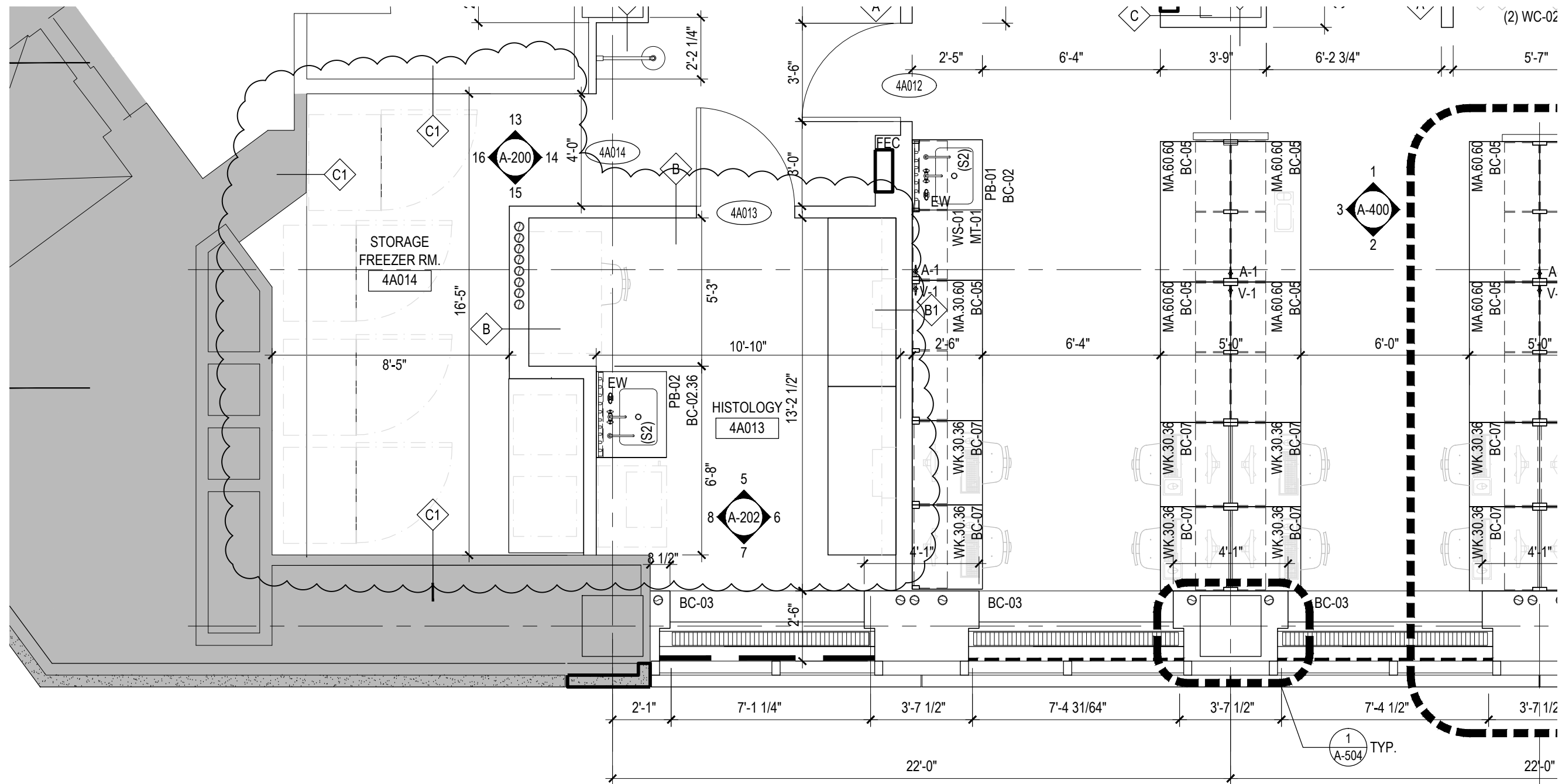
Telephones Number: _____

Type of Work: (Please check one)

Construction Consultant Service

Manufacture Vendor Other: _____

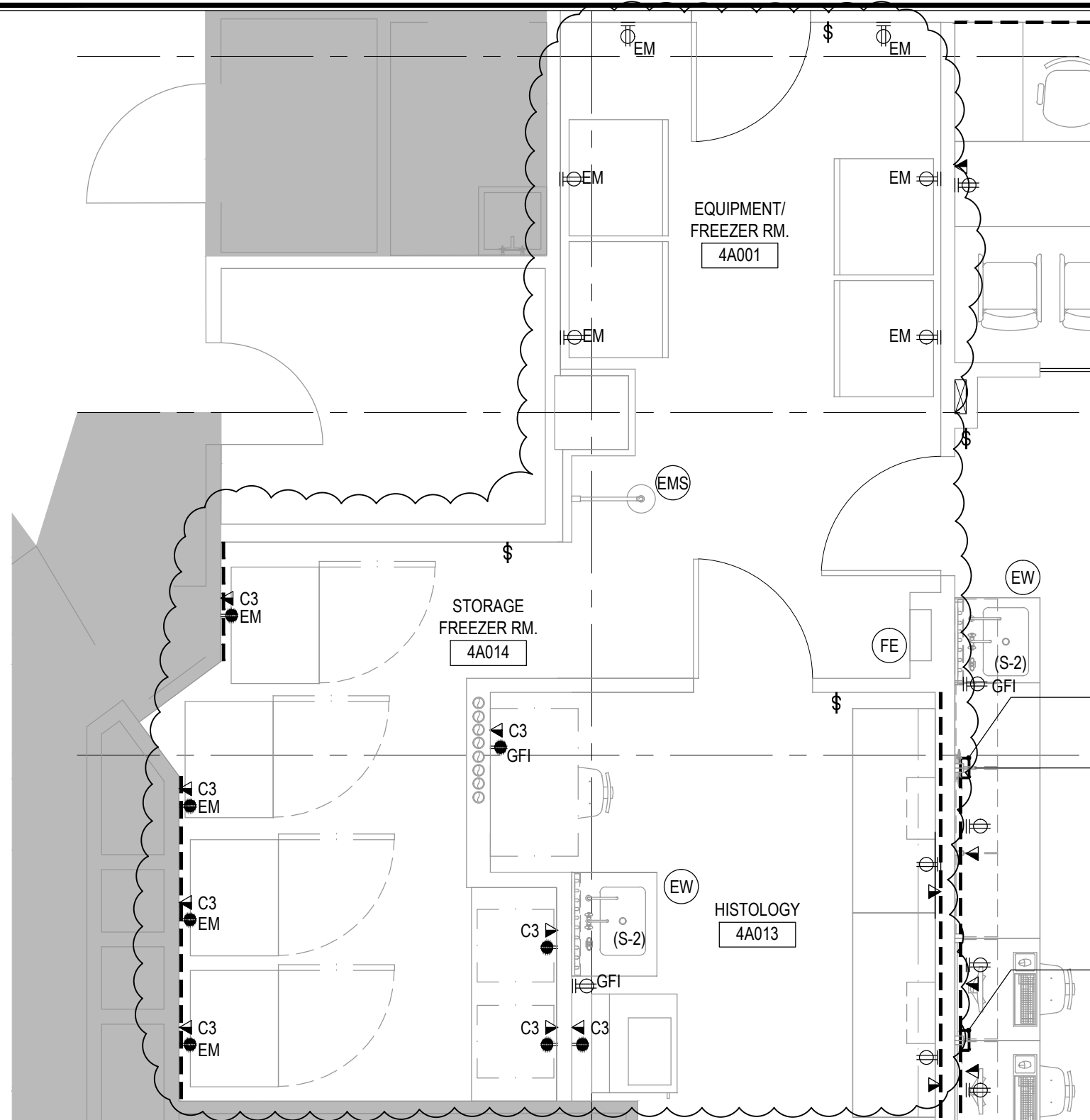
Signature: _____ Date: _____



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 AKF ENGINEERS
COST ESTIMATING
 W ASSOCIATES
LAB CONSULTANT
 JACOBS CONSULTANCY
HAZARDOUS MATERIALS
 ARTEK ENVIRONMENTAL CORP.

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
 DRAWN:
 APPROVED:

ADDENDUM: #1 REFERENCE DRAWING: A-100
 SHEET TITLE:
 4TH FLOOR PLAN- REVISION
 PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5
 WARNING: THE ALTERATION OF THIS MATERIAL IN ANY WAY, UNLESS DONE UNDER THE DIRECTION OF A COMPARABLE PROFESSIONAL, I.E. ARCHITECT FOR AN ARCHITECT, ENGINEER FOR AN ENGINEER OR LANDSCAPE ARCHITECT FOR A LANDSCAPE ARCHITECT, IS A VIOLATION OF THE NEW YORK STATE EDUCATION LAW AND/OR REGULATIONS AND IS A CLASS "A" MISFEASANCE.
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 AIRTEK ENVIRONMENTAL CORP.

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
 DRAWN:
 APPROVED:

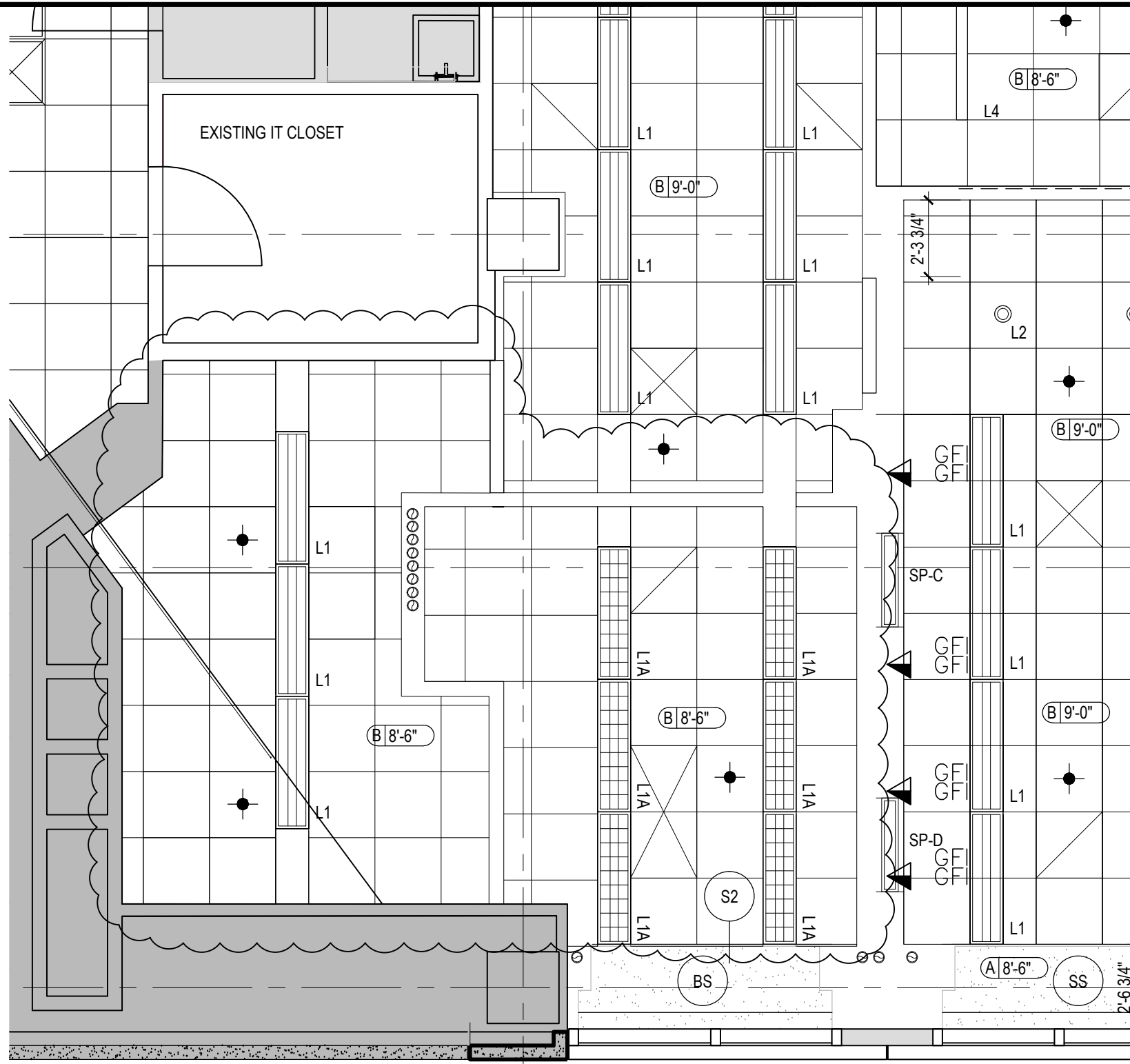
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SHEET TITLE:
 4TH FLOOR POWER & DATA PLAN- REVISION

PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5

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 VJ ASSOCIATES

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HAZARDOUS MATERIALS
 AIRTEK ENVIRONMENTAL CORP.

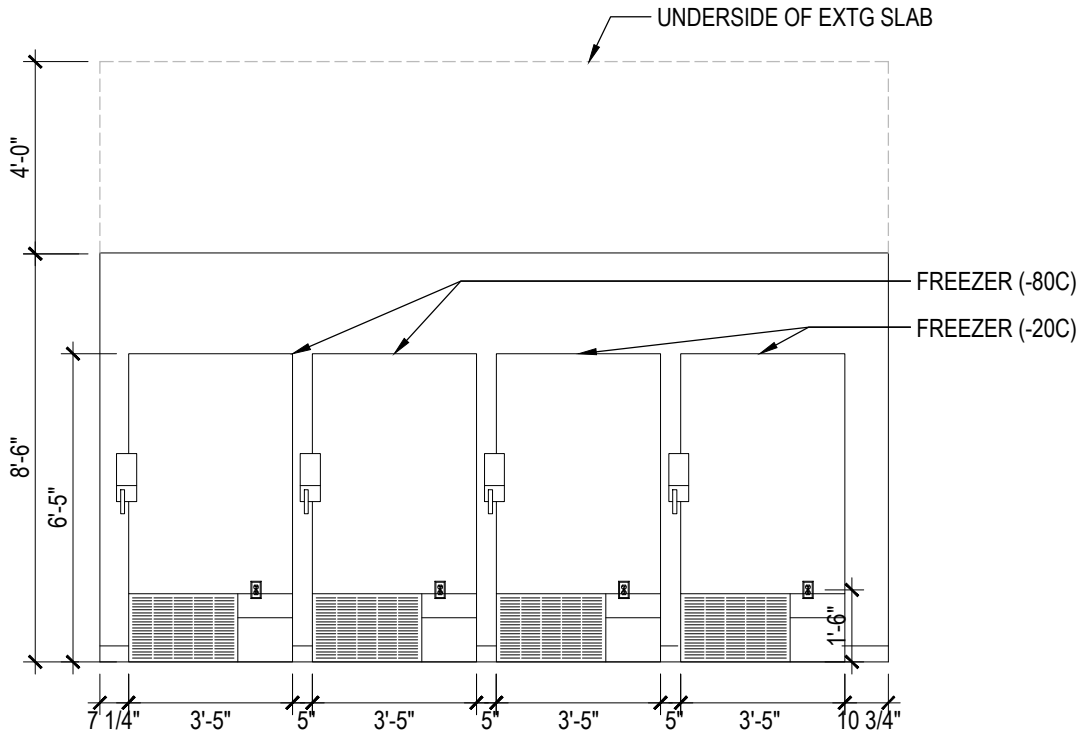
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SHEET TITLE:
 4TH FLOOR REFLECTED CEILING PLAN- REVISION

PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

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16 WEST ELEV - STORAGE/FREEZER
 1/4" = 1'-0"



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ADDENDUM: #1

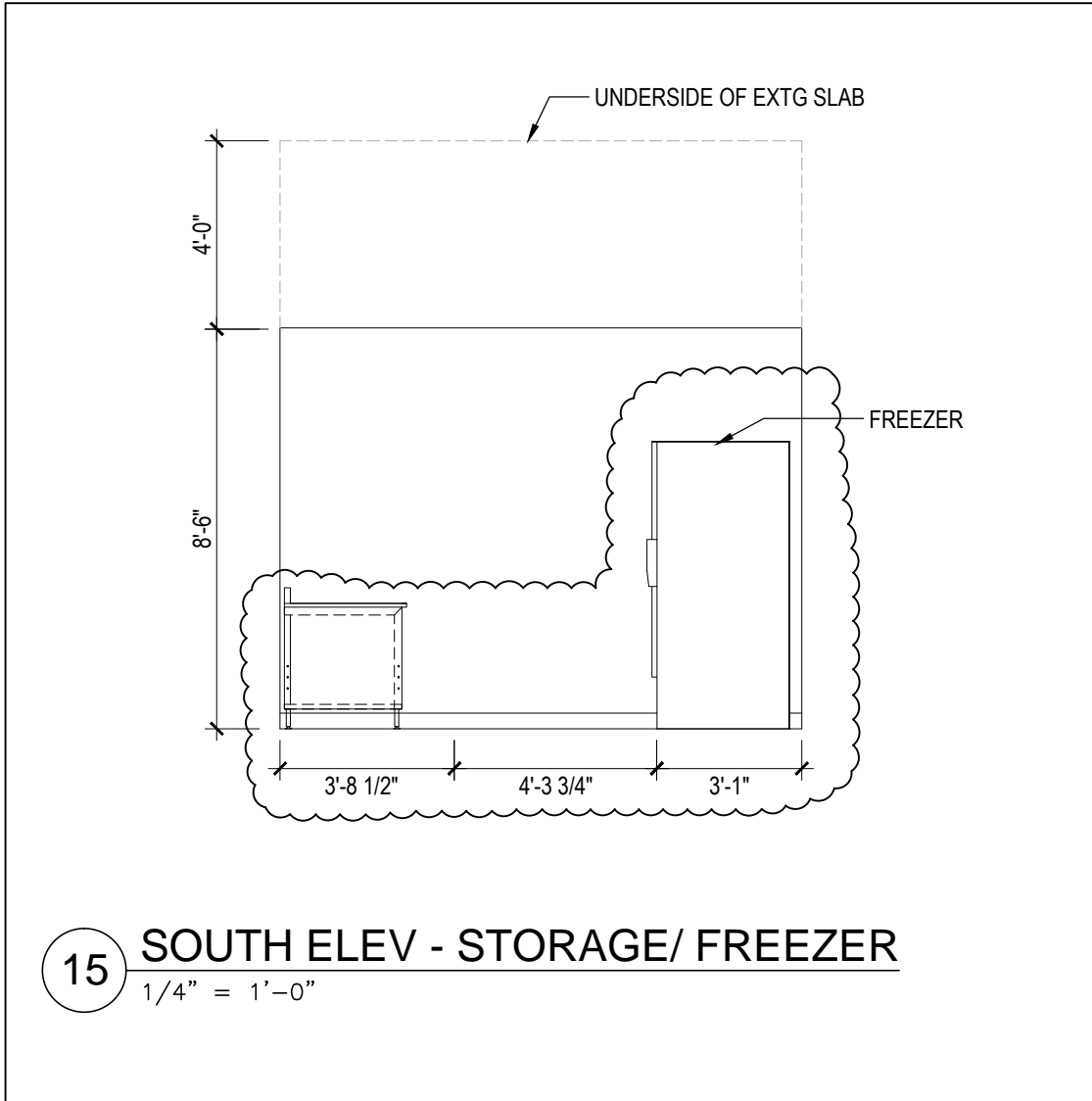
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SHEET TITLE:
4TH FLOOR INTERIOR ELEVATIONS STORAGE/FREEZER—REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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HAZARDOUS MATERIALS
AIRTEK ENVIRONMENTAL CORP.

COST ESTIMATING
VJ ASSOCIATES

ADDENDUM: #1

REFERENCE DRAWING: A-200

SHEET TITLE:

4TH FLOOR INTERIOR ELEVATIONS STORAGE/FREEZER-REVISION

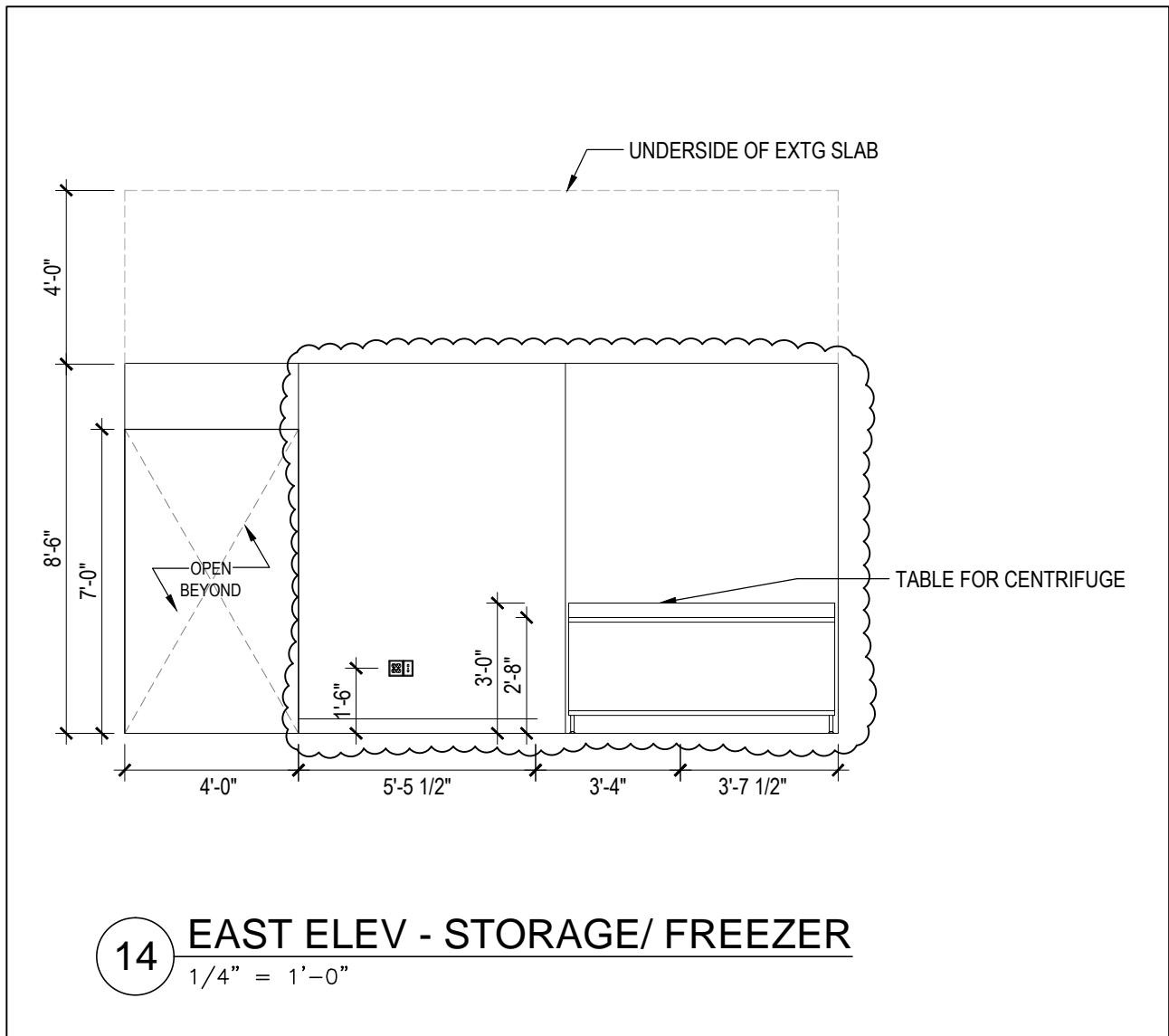
PROJECT:

PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

WARNING: THE ALTERATION OF THIS MATERIAL IN ANY WAY, UNLESS DONE UNDER THE DIRECTION OF A COMPARABLE PROFESSIONAL, I.E. ARCHITECT FOR AN ARCHITECT, ENGINEER FOR AN ENGINEER OR LANDSCAPE ARCHITECT FOR A LANDSCAPE ARCHITECT, IS A VIOLATION OF THE NEW YORK STATE EDUCATION LAW AND/OR REGULATIONS AND IS A CLASS "A" MISDEMEANOR.

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JACOBS CONSULTANCY

HAZARDOUS MATERIALS
AIRTEK ENVIRONMENTAL CORP.

ADDENDUM: #1

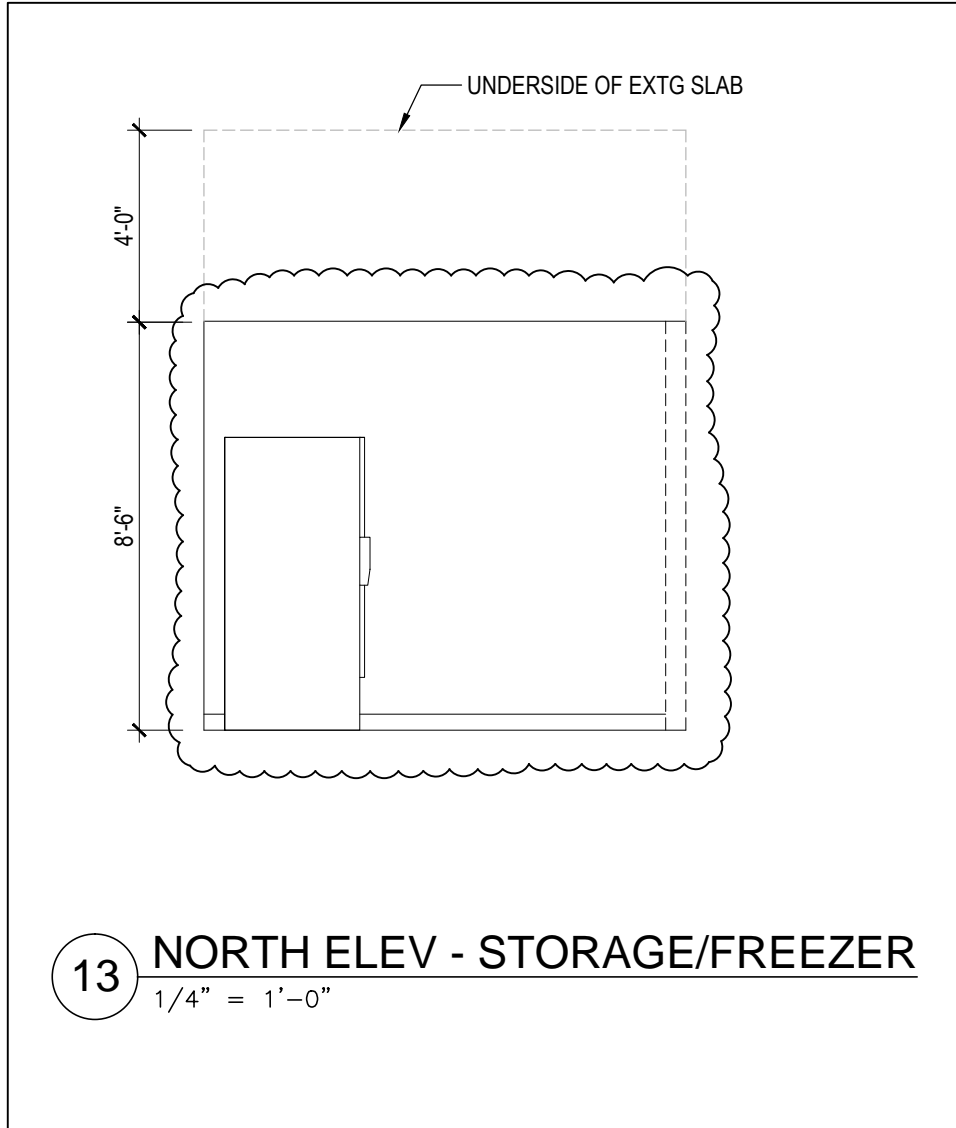
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SHEET TITLE:
4TH FLOOR INTERIOR ELEVATIONS STORAGE/FREEZER-REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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DWG NO:
SK-A-200.3



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LAB CONSULTANT
 JACOBS CONSULTANCY

HAZARDOUS MATERIALS
 AIRTEK ENVIRONMENTAL CORP.

ADDENDUM: #1

REFERENCE DRAWING: A-200

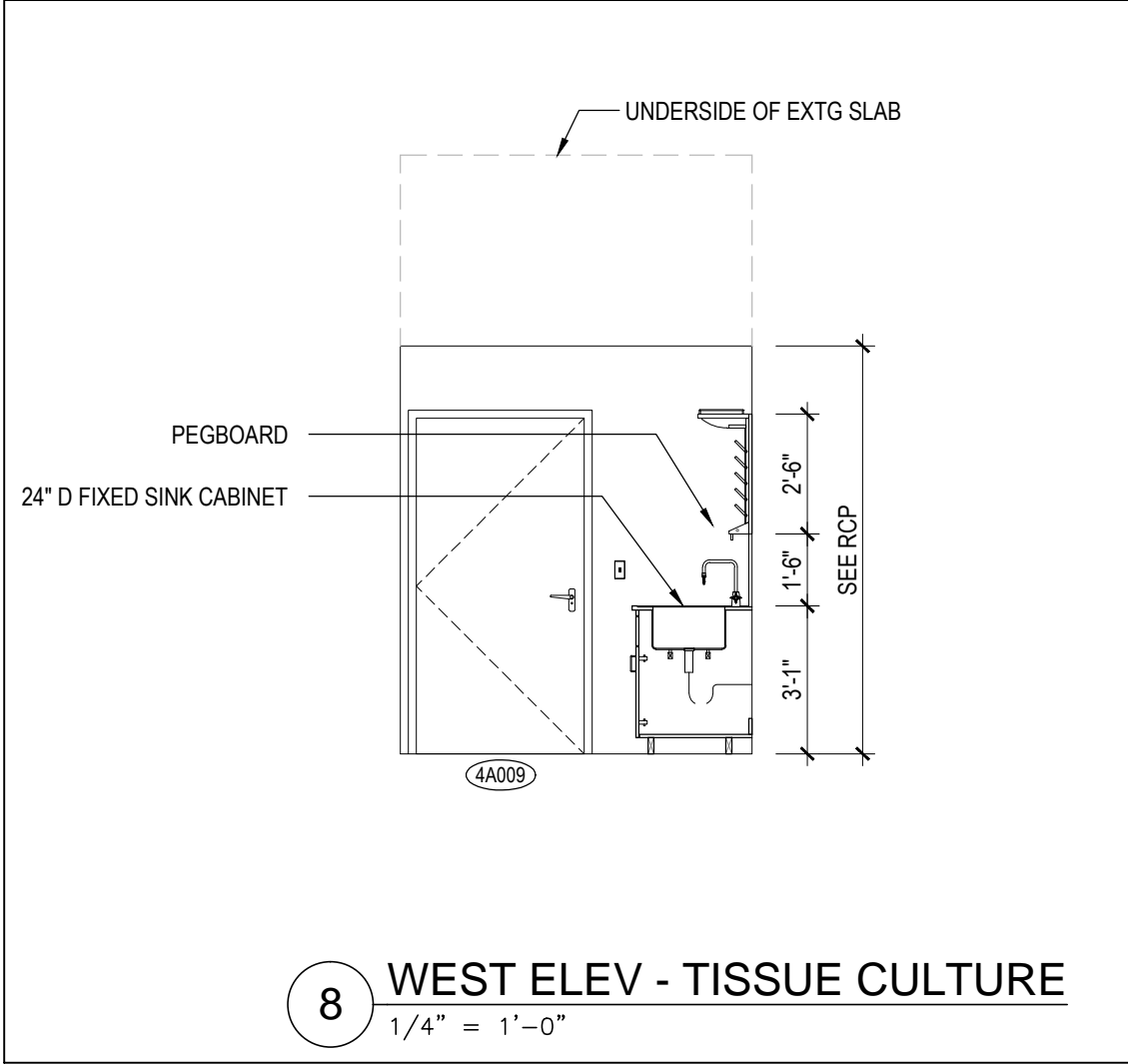
SHEET TITLE:
 4TH FLOOR INTERIOR ELEVATIONS STORAGE/FREEZER-REVISION

PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

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DWG NO:
 SK-A-200.4

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
 DRAWN:
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JACOBS CONSULTANCY

HAZARDOUS MATERIALS
AIRTEK ENVIRONMENTAL CORP.

ADDENDUM: #1

REFERENCE DRAWING: A-200

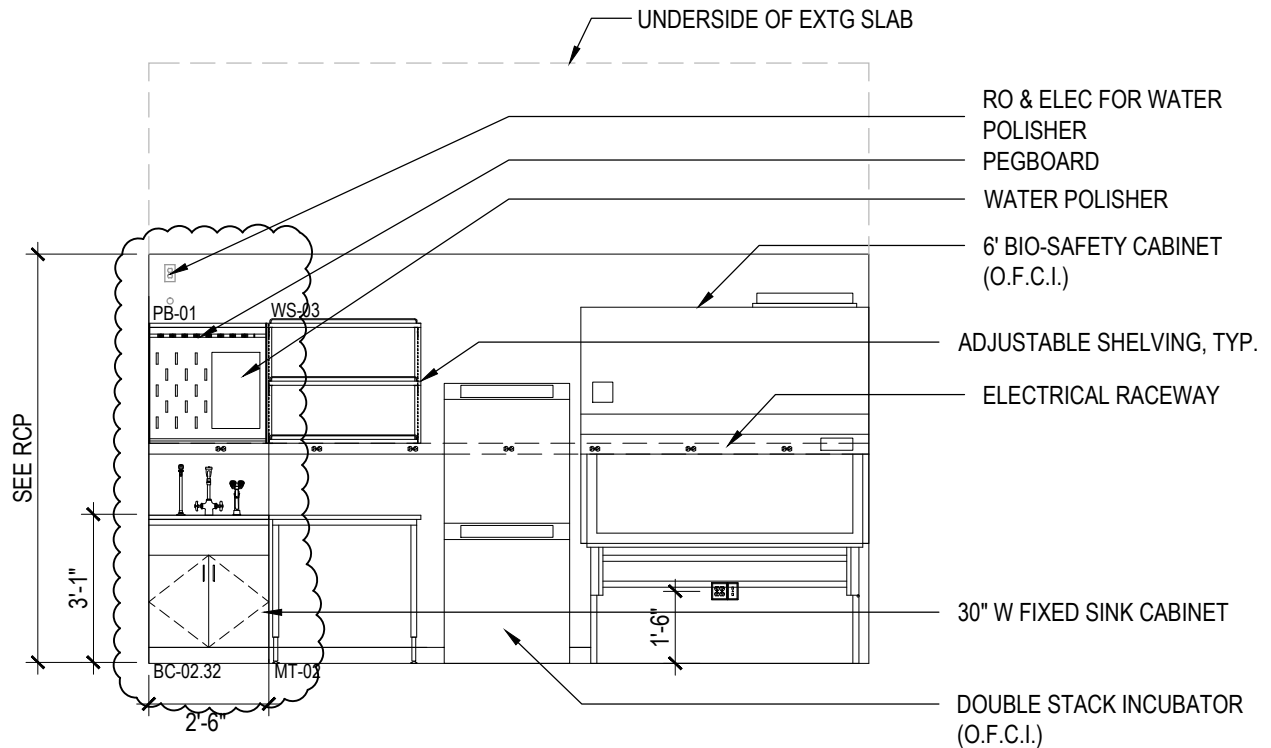
SHEET TITLE:
4TH FLOOR INTERIOR ELEVATIONS TISSUE CULTURE- REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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DWG NO:

SK-A-200.5



7 SOUTH ELEV - TISSUE CULTURE
 1/4" = 1'-0"



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AIRTEK ENVIRONMENTAL CORP.

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
 DRAWN:
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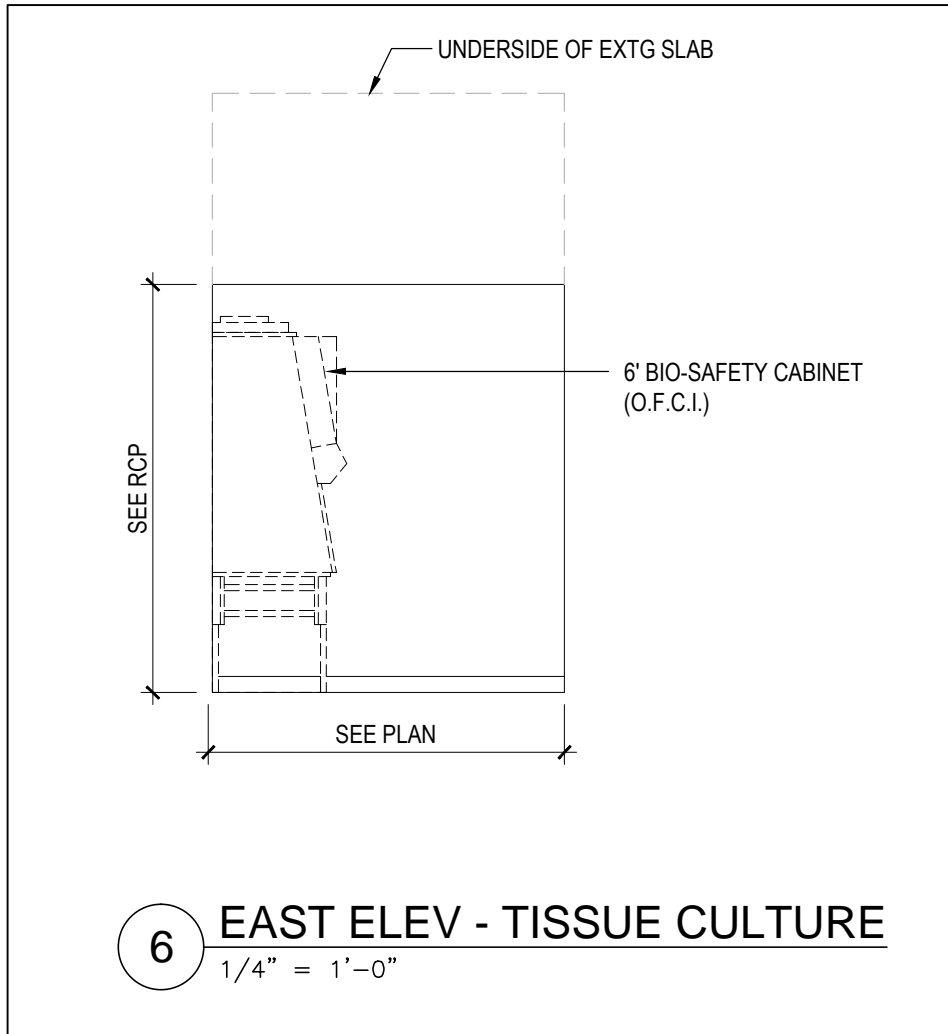
ADDENDUM: #1 REFERENCE DRAWING: A-200

SHEET TITLE:
 4TH FLOOR INTERIOR ELEVATIONS TISSUE CULTURE- REVISION

PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

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MEP AKF ENGINEERS	HAZARDOUS MATERIALS AIRTEK ENVIRONMENTAL CORP.
COST ESTIMATING VJ ASSOCIATES	

ADDENDUM: #1 REFERENCE DRAWING: A-200

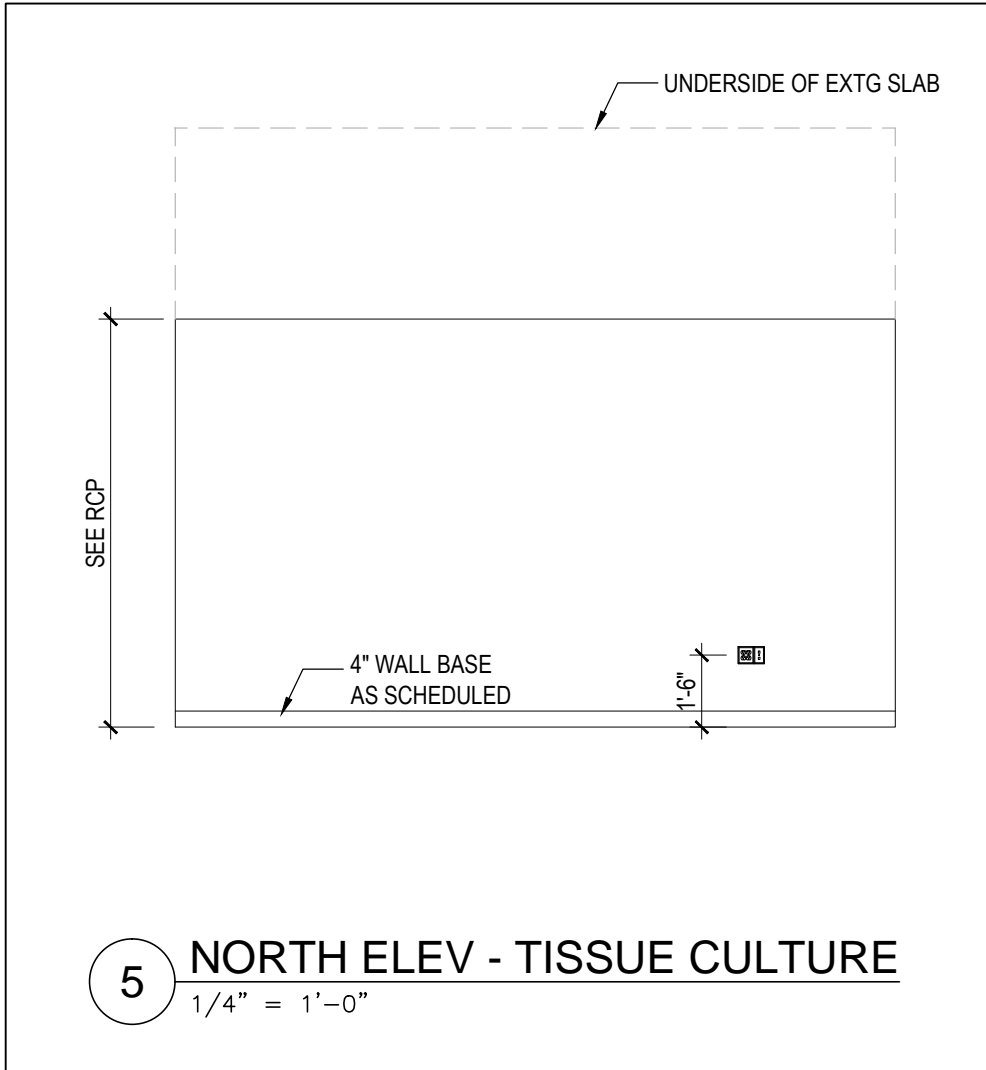
SHEET TITLE:
4TH FLOOR INTERIOR ELEVATIONS TISSUE CULTURE-- REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

CONTRACT: CONSTRUCTION
PROJ. NO: 44002-C
DATE: 08/21/2015
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 JACOBS CONSULTANCY
HAZARDOUS MATERIALS
 AIRTEK ENVIRONMENTAL CORP.

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
 DRAWN:
 APPROVED:

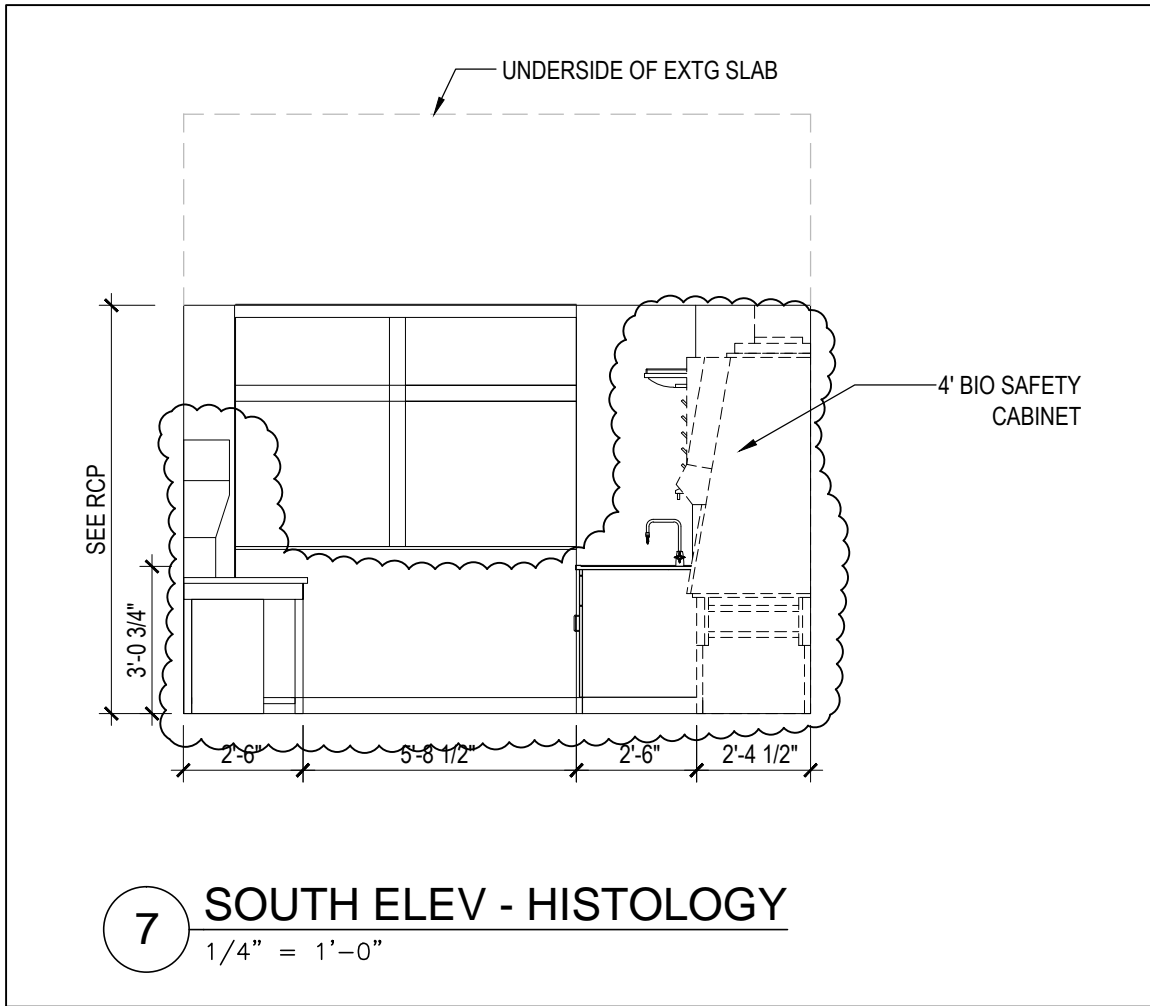
ADDENDUM: #1 REFERENCE DRAWING: A-200

SHEET TITLE:
 4TH FLOOR INTERIOR ELEVATIONS TISSUE CULTURE- REVISION

PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

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VJ ASSOCIATES

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JACOBS CONSULTANCY

HAZARDOUS MATERIALS
AIRTEK ENVIRONMENTAL CORP.

ADDENDUM #1

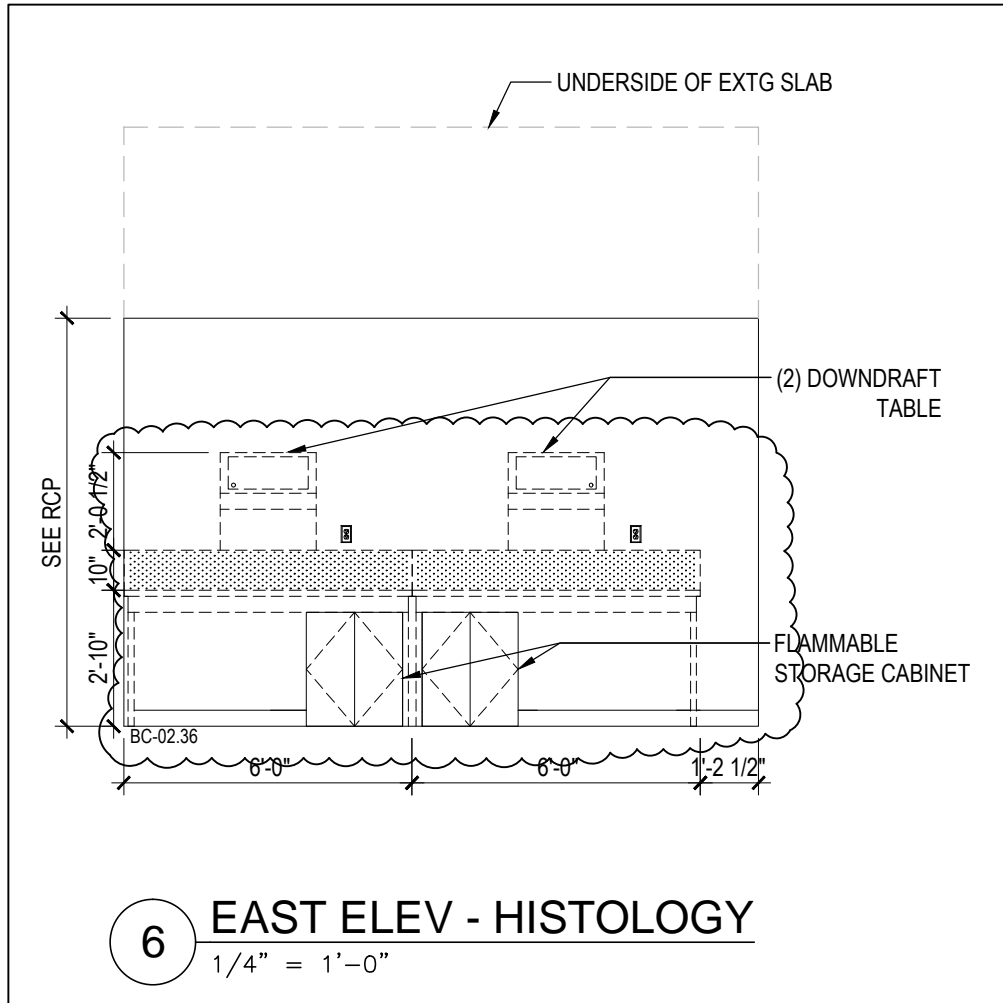
REFERENCE DRAWING: A-202

SHEET TITLE:
INTERIOR ELEVATIONS— REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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DWG NO:
SK-A-202-1



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 JACOBS CONSULTANCY
HAZARDOUS MATERIALS
 AIRTEK ENVIRONMENTAL CORP.

ADDENDUM #1 REFERENCE DRAWING: A-202

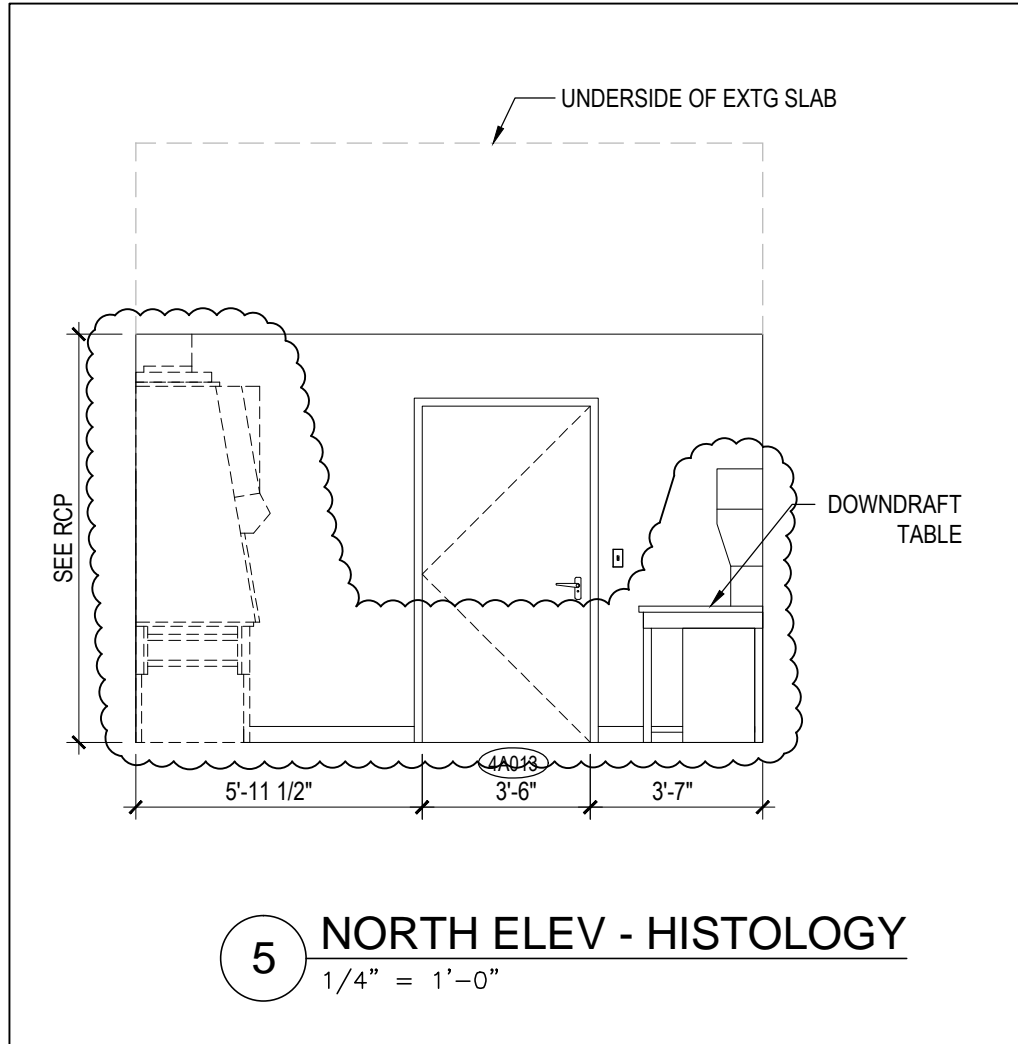
SHEET TITLE:
 INTERIOR ELEVATIONS- REVISION

PROJECT:
 PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
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HAZARDOUS MATERIALS
AIRTEK ENVIRONMENTAL CORP.

ADDENDUM #1

REFERENCE DRAWING: A-202

SHEET TITLE:
4TH FLOOR INTERIOR ELEVATIONS— REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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DWG NO:
SK-A-202.3

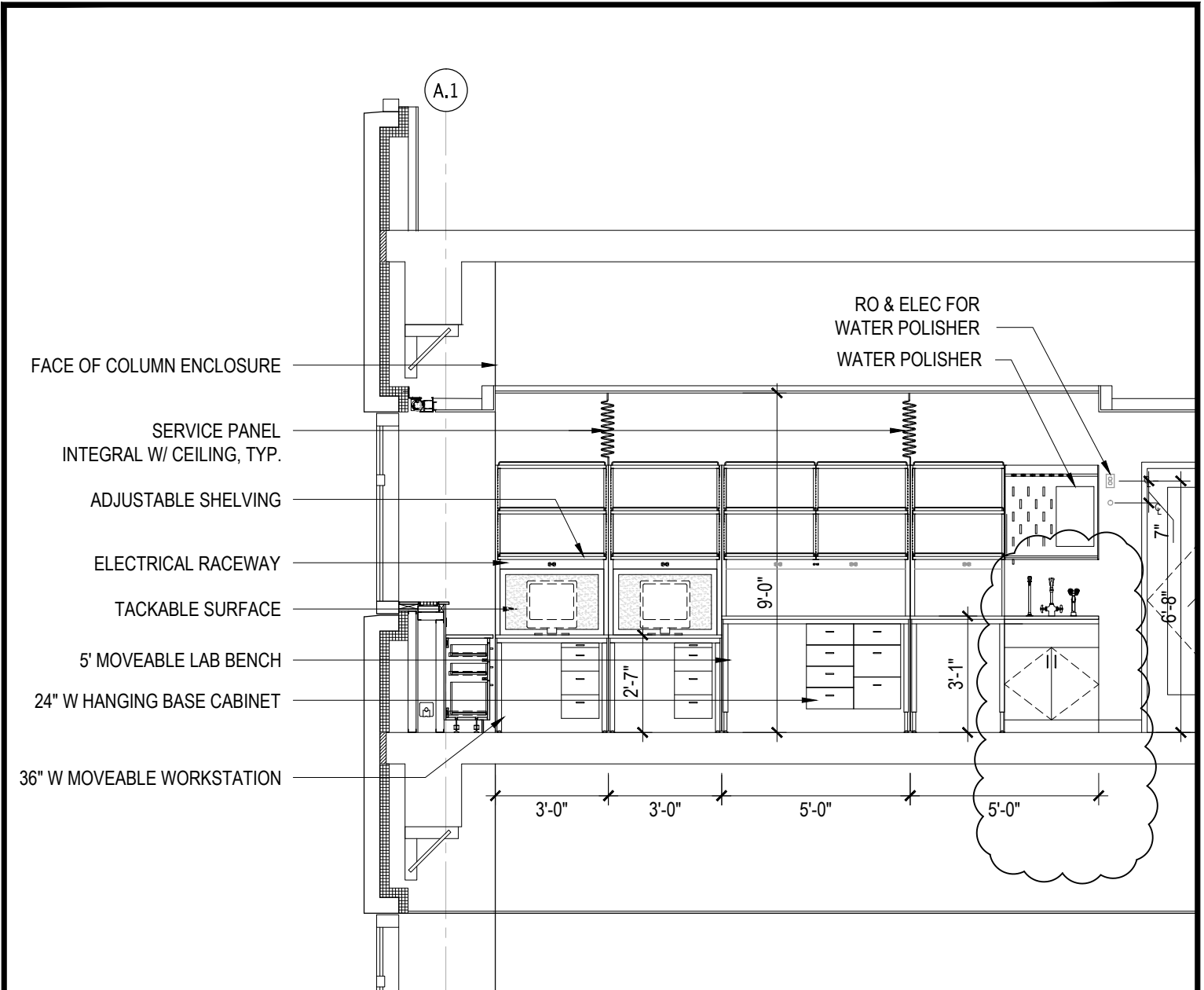
CONTRACT: CONSTRUCTION

PROJ. NO: 44002-C

DATE: 08/21/2015

DRAWN:

APPROVED:



3 WEST ELEV - OPEN LAB
 1/4" = 1'-0"

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CONTRACT: CONSTRUCTION
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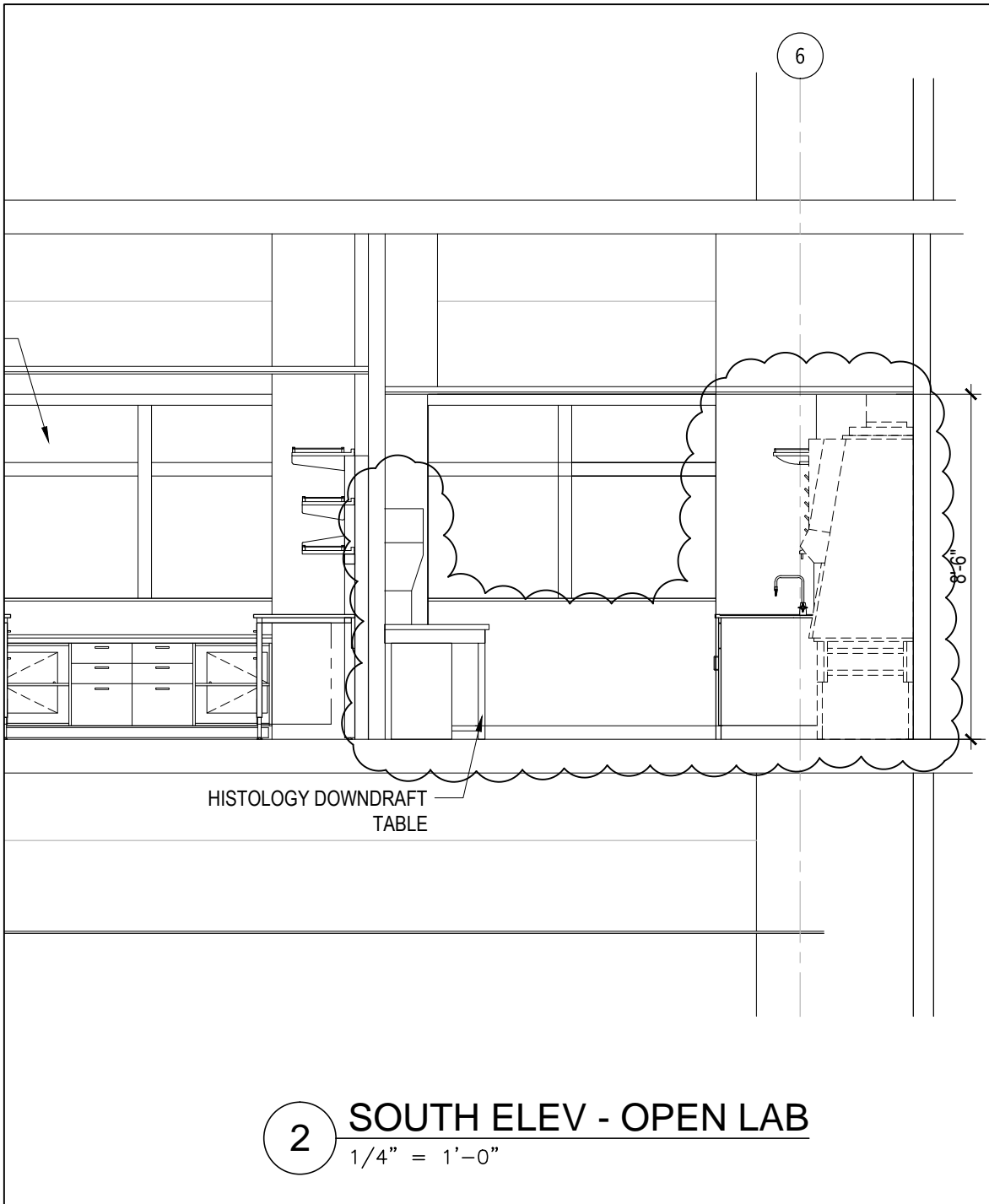
ADDENDUM: #1 REFERENCE DRAWING: A-400

SHEET TITLE:
 4TH FLOOR INTERIOR ELEVATIONS OPEN LAB- REVISION

PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5

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HAZARDOUS MATERIALS
AIRTEK ENVIRONMENTAL CORP.

ADDENDUM: #1

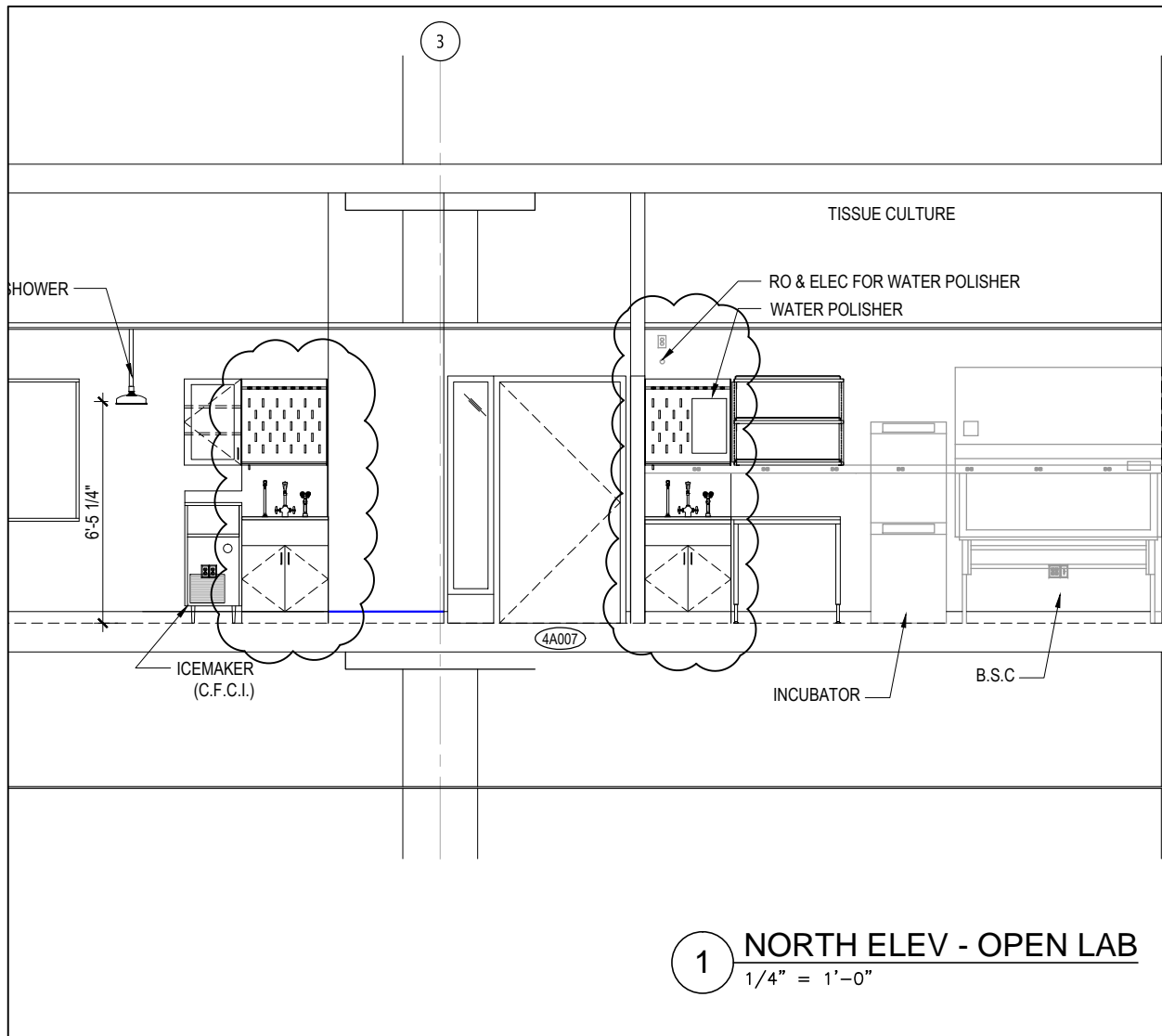
REFERENCE DRAWING: A-400

SHEET TITLE:
4TH FLOOR INTERIOR ELEVATIONS OPEN LAB- REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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HAZARDOUS MATERIALS
 AIRTEK ENVIRONMENTAL CORP.

ADDENDUM: #1 REFERENCE DRAWING: A-400

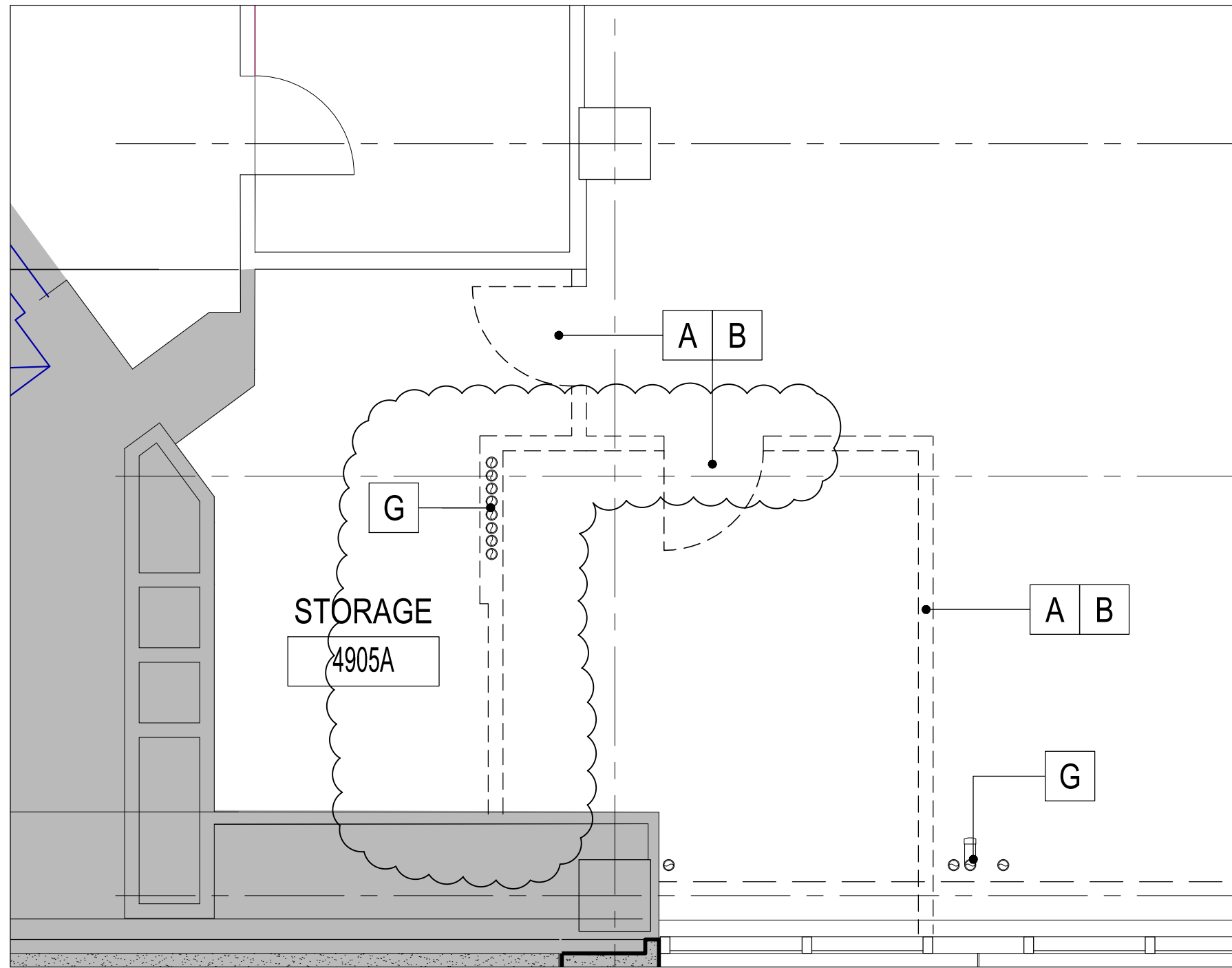
SHEET TITLE:
 4TH FLOOR INTERIOR ELEVATIONS OPEN LAB- REVISION

PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
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DWG NO:
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 AIRTEK ENVIRONMENTAL CORP.

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
 DRAWN:
 APPROVED:

ADDENDUM: #1 REFERENCE DRAWING: AR-100

SHEET TITLE:
 4TH FLOOR REMOVALS PLAN- REVISION

PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

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DWG NO:
 SK-AR-100.1

PANEL: <u>SRPL-LB-4A</u> (NEW)	<u>120/208 VOLTS, 3 PHASE, 4 WIRE</u>	MAIN BUS <u>100</u> AMPS
LOCATION: <u>ELECTRICAL CLOSET</u>	MOUNTING : <input checked="" type="checkbox"/> SURFACE <input type="checkbox"/> FLUSH	MAIN BRK <u>80</u> AMPS <u>3</u> P
		SC RATING <u>10</u> KAIC

CKT. NO.	TRIP AMPS	DESCRIPTION OF LOAD	POLES	PER PHASE (KVA)			POLES	DESCRIPTION OF LOAD	TRIP AMPS	CKT. NO.
				A	B	C				
1	20	REFRIGERATOR	1	-	///	///	2	FREEZER 2#12+1#12G-3/4"C	15	2
3	20	INCUBATOR	1	///	-	///	4			4
5	20	INCUBATOR	1	///	///	-	2	LASER 2#12+1#12G-3/4"C	20	6
7	20	FREEZER	1	-	///	///	8			8
9	20	FREEZER	1	///	-	///	10			10
11	20	FREEZER 2#12+1#12G-3/4"C	2	///	///	-	3	AC-1 3#12+1#12G-3/4"C	20	12
13										14
15	20	SPARE	1	///	-	///	16	CONDENSATE PUMP	20	16
17	20	EXISTING LOAD	1	///	///	-	18	SPARE	20	18
19	20	FREEZER 2#12+1#12G-3/4"C	2				1	FREEZER	20	20
21							22			
23	20	FREEZER 2#12+1#12G-3/4"C	2				2	LASER 2#12+1#12G-3/4"C	20	24
25							26			
27	20	CENTRIFUGE 2#12+1#12G-3/4"C	2				1	DOWN DRAFT TABLE	20	28
29							30			
31	20	CENTRIFUGE 2#12+1#12G-3/4"C	2				1	DOWN DRAFT TABLE	20	30
33							34			
35	20	SPARE	1				1	SPARE	20	36

PANEL: <u>RPL-LB-4A</u> (EXISTING)	<u>120/208 VOLTS, 3 PHASE, 4 WIRE</u>	MAIN BUS <u>100</u> AMPS
LOCATION: <u>ELECTRICAL CLOSET</u>	MOUNTING : <input checked="" type="checkbox"/> SURFACE <input type="checkbox"/> FLUSH	MAIN BRK <u>100</u> AMPS <u>3</u> P

CKT. NO.	TRIP AMPS	DESCRIPTION OF LOAD	POLES	PER PHASE (KVA)			POLES	DESCRIPTION OF LOAD	TRIP AMPS	CKT. NO.
				A	B	C				
*41	20	SPACE	1	///	///	-	1	MICROSCOPE	20	*42*
43	20	WIREMOLD	1	-	///	///	1	BIOSAFETY CABINET	20	44
45	20	WIREMOLD	1	///	-	///	1	BIOSAFETY CABINET	20	46
47	20	WIREMOLD	1	///	///	-	1	RECEPTACLES	20	48
49	20	WIREMOLD	1	-	///	///	1	RECEPTACLES	20	50
51	20	WIREMOLD	1	///	-	///	1	WATER PURIFICATION UNIT	20	52
53	20	WIREMOLD	1	///	///	-	1	ICE MAKER	20	54
55	20	WIREMOLD	1	-	///	///	1	RECEPTACLES	20	56
57	20	WIREMOLD	1	///	-	///	1	SPARE	20	58
*59	20	WIREMOLD	1	///	///	-	1	SPACE	-	60
*61	20	WIREMOLD	1	-	///	///	1	SPACE	-	62
63	20	WIREMOLD	1	///	-	///	1	RECEPTACLE	20	64
65	20	WIREMOLD	1	///	///	-	1	RECEPTACLE	20	66
*67	20	WIREMOLD	1	-	///	///	1	SPACE	-	68
69	20	WIREMOLD	1	///	-	///	1	RECEPTACLE	20	70
*71	20	WIREMOLD	1	///	///	-	1	SPACE	-	72
*73	20	SPARE	1	-	///	///	1	SPACE	-	74
*75	20	SPARE	1	///	-	///	1	SPACE	-	76
*77	20	SPARE	1	///	///	-	1	SPACE	-	78
*79	20	WIREMOLD	1	-	///	///	1	SPACE	-	80
*81	20	WIREMOLD	1	///	-	///	1	SPACE	-	82
*83	20	WIREMOLD	1	///	///	-	1	SPACE	-	84

* PROVIDE NEW BREAKER RATING IN EXISTING SPACE



CONTRACT: CONSTRUCTION
 PROJ. NO: Y100554-000
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LAB CONSULTANT
 JACOBS CONSULTANCY
 HAZARDOUS MATERIALS
 AIRTEK ENVIRONMENTAL CORP.

ADDENDUM: #1 REFERENCE DRAWING: E-001
 SHEET TITLE:
 ABBREVIATIONS, NOTES & SYMBOLS - REVISION

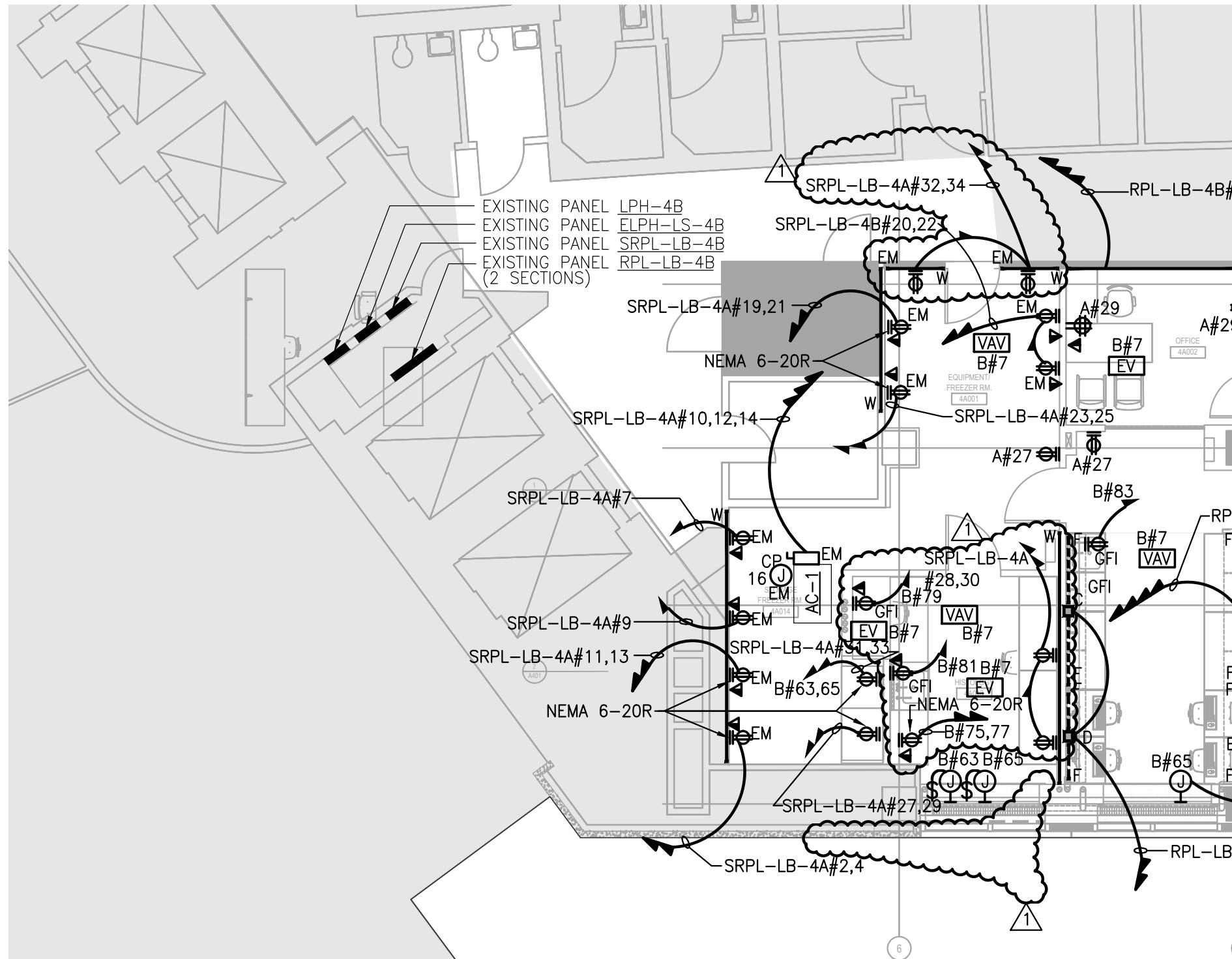
PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5

DWG NO: SK-E-001-1



ADDENDUM: #1	REFERENCE DRAWING: E-101
SHEET TITLE: 4TH FLOOR LIGHTING PLAN – REVISION	
PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5	
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	<p>CONTRACT: CONSTRUCTION</p> <p>PROJ. NO: Y100554-000</p> <p>DATE:</p> <p>DRAWN:</p> <p>APPROVED:</p>	



ELECTRICAL ROOF POWER PLAN

SCALE: 1/8"=1'-0"



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HAZARDOUS MATERIALS
ARITEK ENVIRONMENTAL CORP.

CONTRACT: CONSTRUCTION
PROJ. NO: Y100554-000
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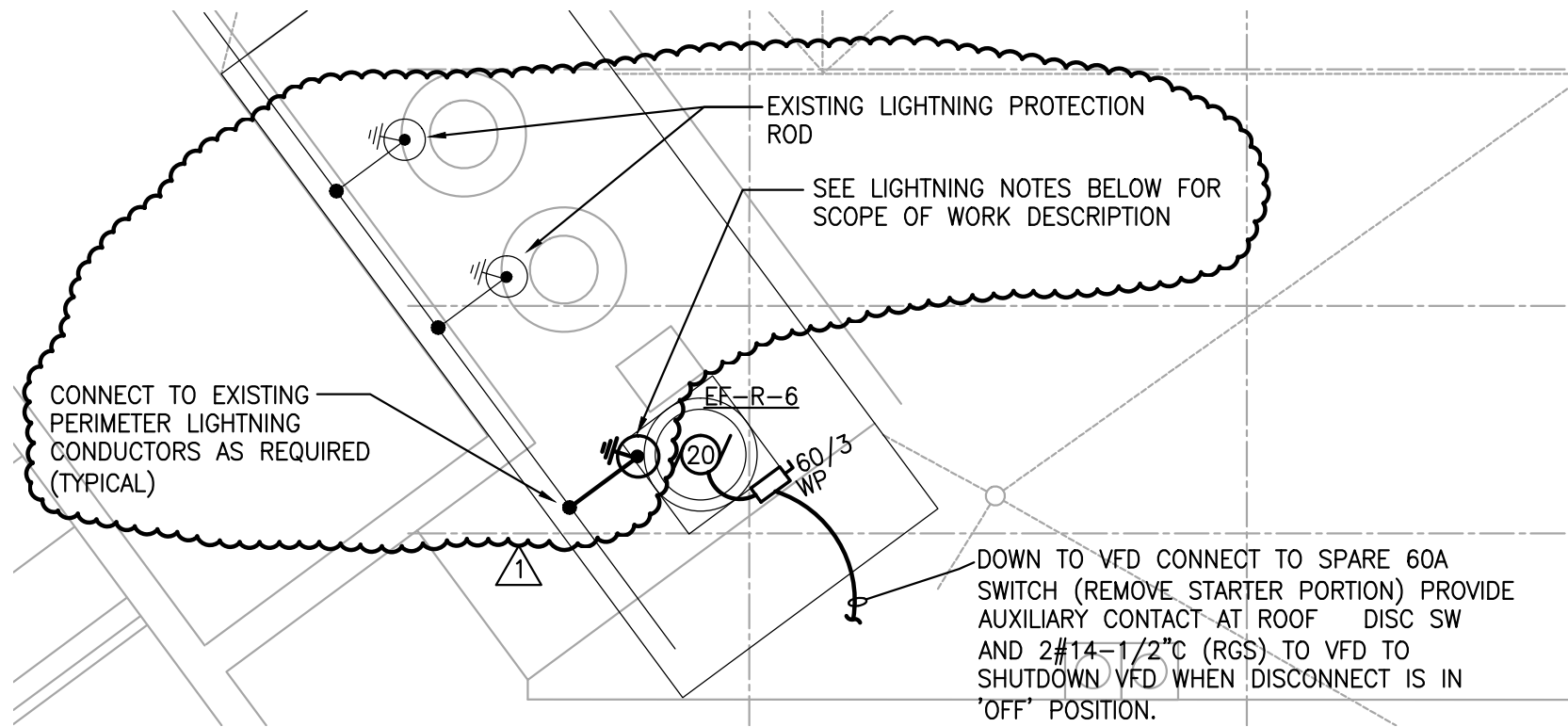
ADDENDUM: #1 REFERENCE DRAWING: E-102

SHEET TITLE:
4TH FLOOR, 6TH FLOOR AND ROOF
POWER PART PLANS - CIRCUITING REVISION

PROJECT:
**PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5**

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DWG NO:
SK-102-1



- LIGHTNING NOTES:**
1. LIGHTNING PROTECTION WORK SHALL CONFORM TO UL STANDARDS.
 1. BOND STRUCTURES ABOVE MAIN ROOF TO LIGHTNING PROTECTION SYSTEM.
 2. AIR TERMINALS SHALL BE 1/2" SOLID COPPER, 24" HIGH, UON.
 3. MINIMUM HORIZONTAL CONDUCTOR SIZE 1/0 AWG.
 4. PROVIDE LIGHTNING PROTECTION 2/0 CONDUCTOR AROUND THE PERIMETER OF THE FOLLOWING:
 - A. TOP OF EXHAUST FAN STRUCTURE
 5. PROVIDE LIGHTNING PROTECTION AIR TERMINALS AT INTERVALS SHOWN ON:
 - A. TOP OF EXHAUST FAN STRUCTURE
 6. PROVIDE 4/0 DOWN CONDUCTORS AT INTERVALS SHOWN AND BOND TO BUILDING STEEL FROM:
 - A. TOP OF EXHAUST FAN STRUCTURE
 7. SUPPORT DOWN ONDUCTORS AT MAXIMUM 4 FT INTERVALS.
 8. BOND DOWN CONDUCTORS TO BUILDING STEEL.
 9. COORDINATE ROOF HORIZONTAL CONDUCTOR LOCATIONS WITH EQUIPMENT LAYOUTS.
 10. COORDINATE WITH LIGHTNING PROTECTION SYSTEM VENDOR.



DESIGN & CONSTRUCTION

CONTRACT: CONSTRUCTION
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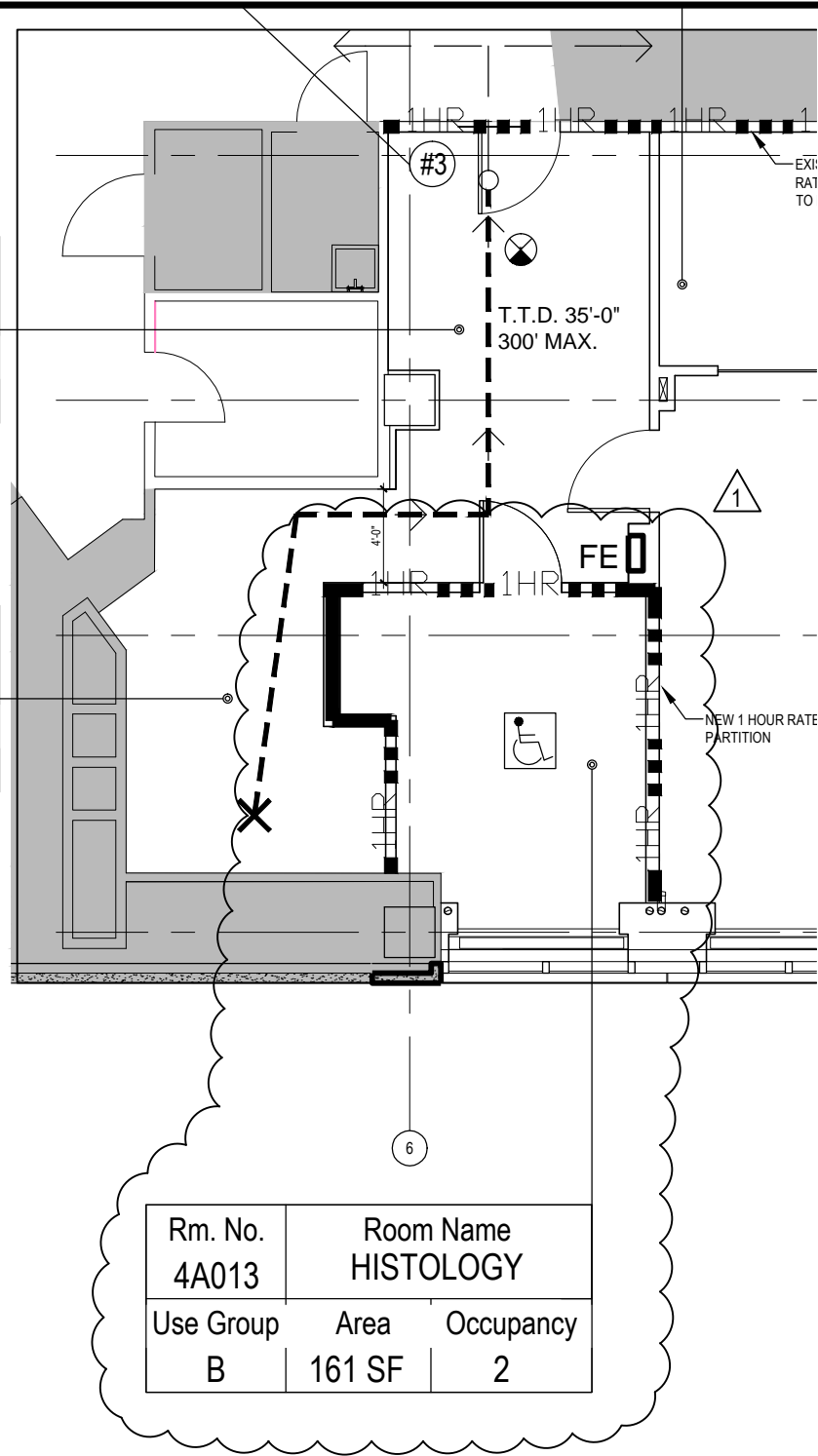
HAZARDOUS MATERIALS
AIRTEK ENVIRONMENTAL CORP.

ADDENDUM: #1	REFERENCE DRAWING: E-102
SHEET TITLE: 4TH FLOOR, 6TH FLOOR AND ROOF POWER PART PLANS - LIGHTNING REVISION	
PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5	
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Rm. No.	Room Name	
4A001	EQUIP./FREEZ	
Use Group	Area	Occupancy
B	139 SF	2

Rm. No.	Room Name	
4A014	STORAGE/FREEZ	
Use Group	Area	Occupancy
B	164 SF	2

Rm. No.	Room Name	
4A013	HISTOLOGY	
Use Group	Area	Occupancy
B	161 SF	2



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 AIRTEK ENVIRONMENTAL CORP.

CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
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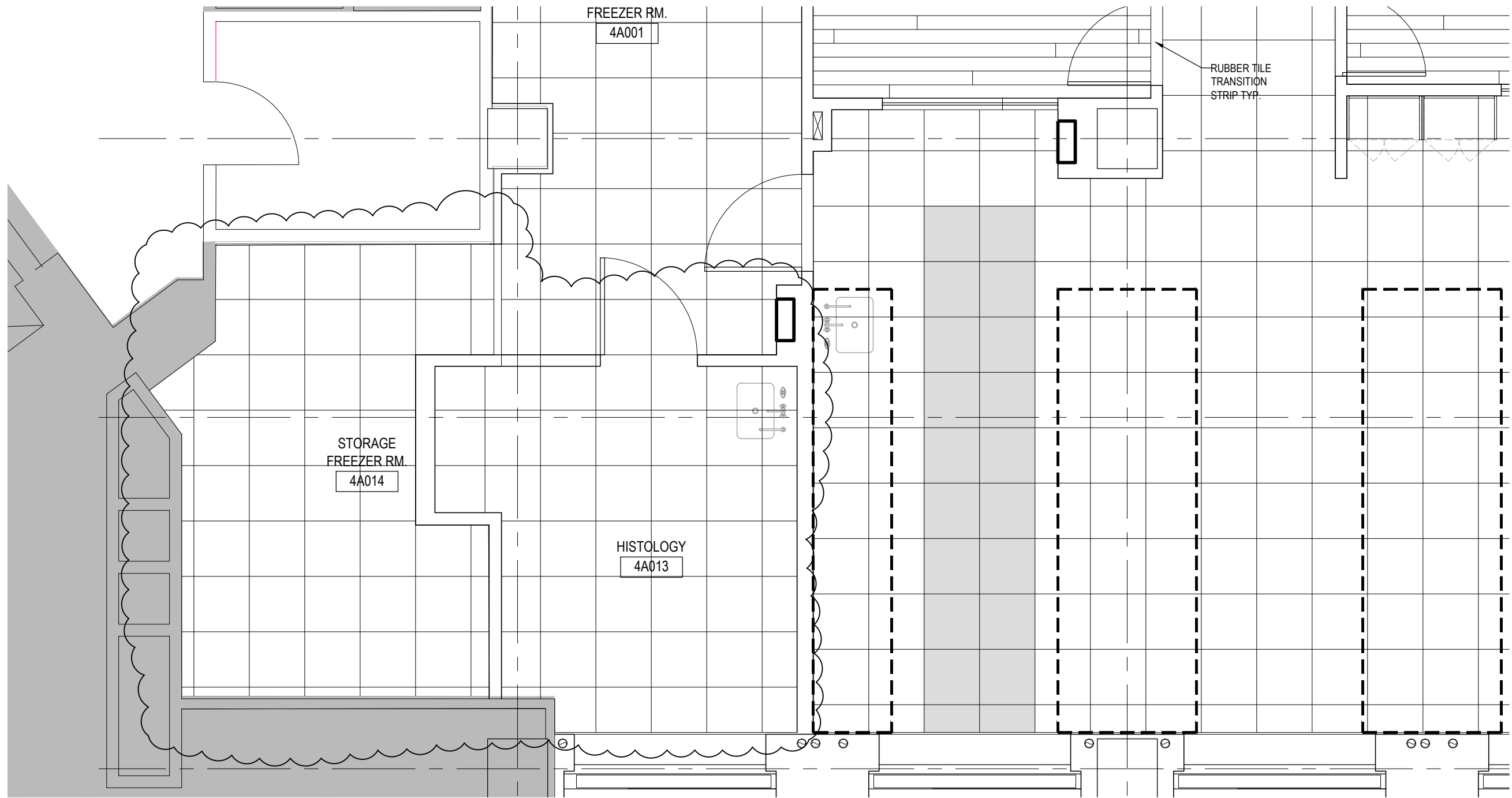
ADDENDUM: #1 REFERENCE DRAWING: G-100

SHEET TITLE:
 4TH FLOOR LIFE SAFETY PLAN- REVISION

PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

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DWG NO:
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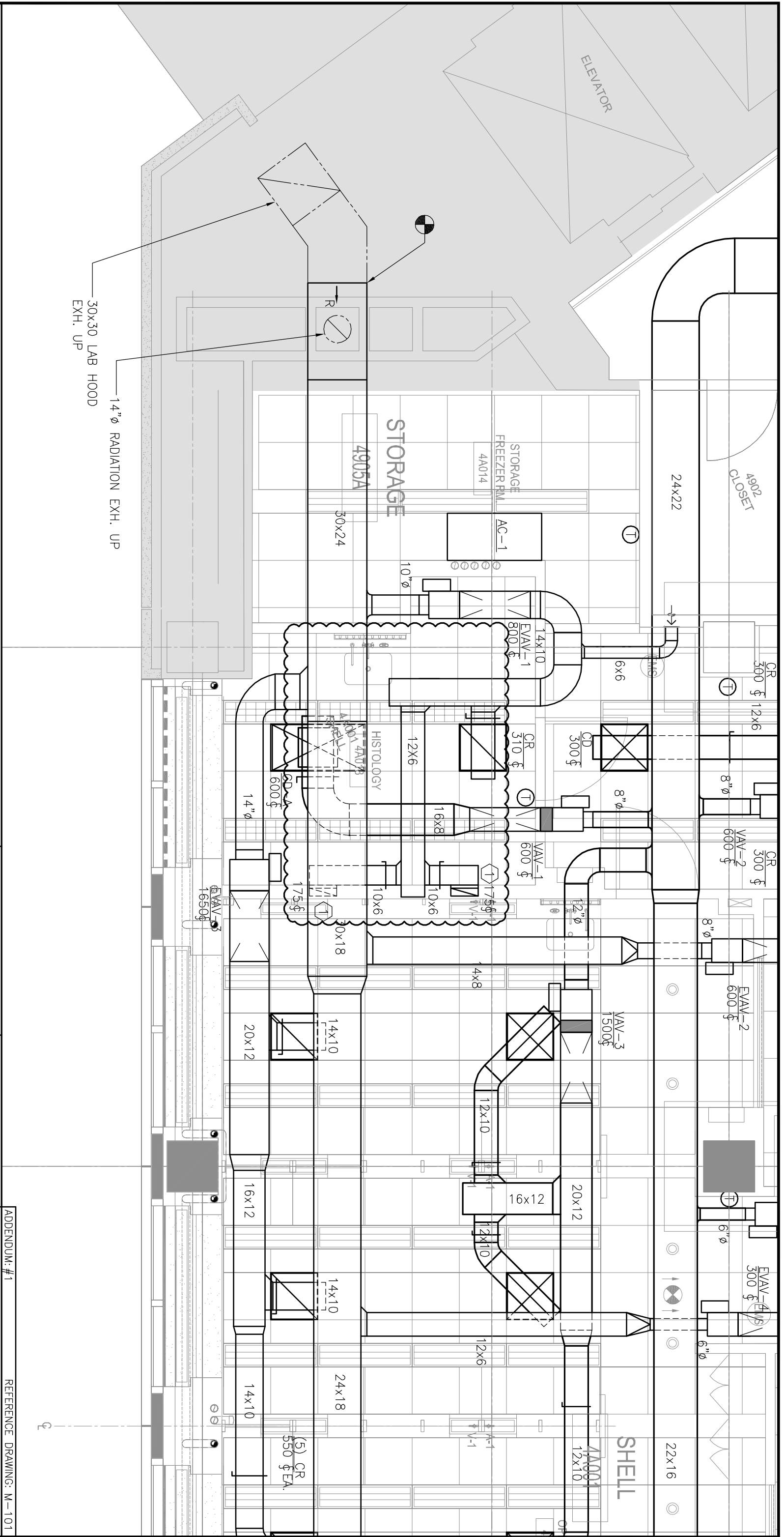
CONTRACT: CONSTRUCTION
 PROJ. NO: 44002-C
 DATE: 08/21/2015
 DRAWN:
 APPROVED:

ADDENDUM: #1 REFERENCE DRAWING: I-100

SHEET TITLE:
 4TH FLOOR INTERIOR FINISH PLAN- REVISION


PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

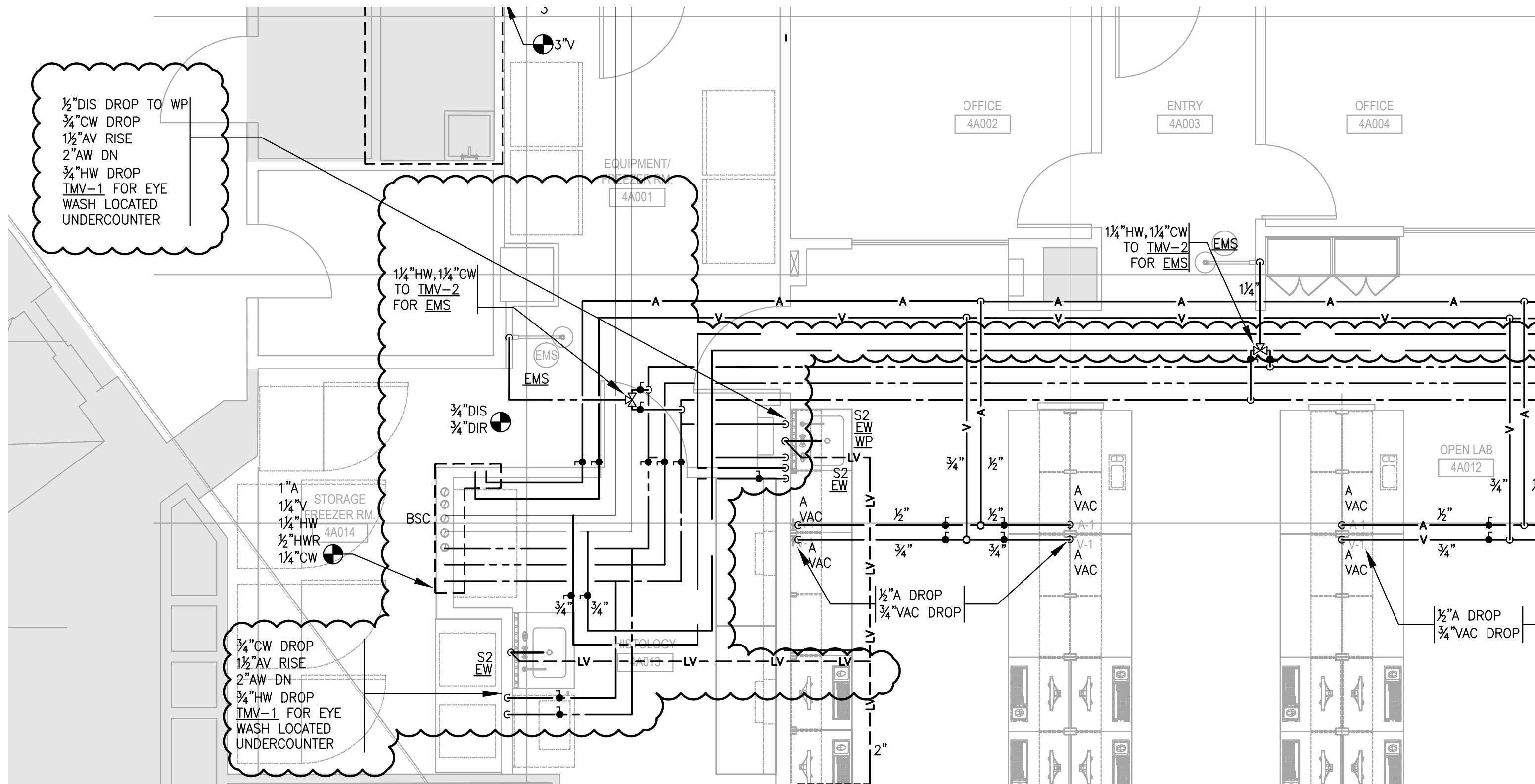
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 DWG NO:
 SK-I-100.1



30x30 LAB HOOD
EXH. UP

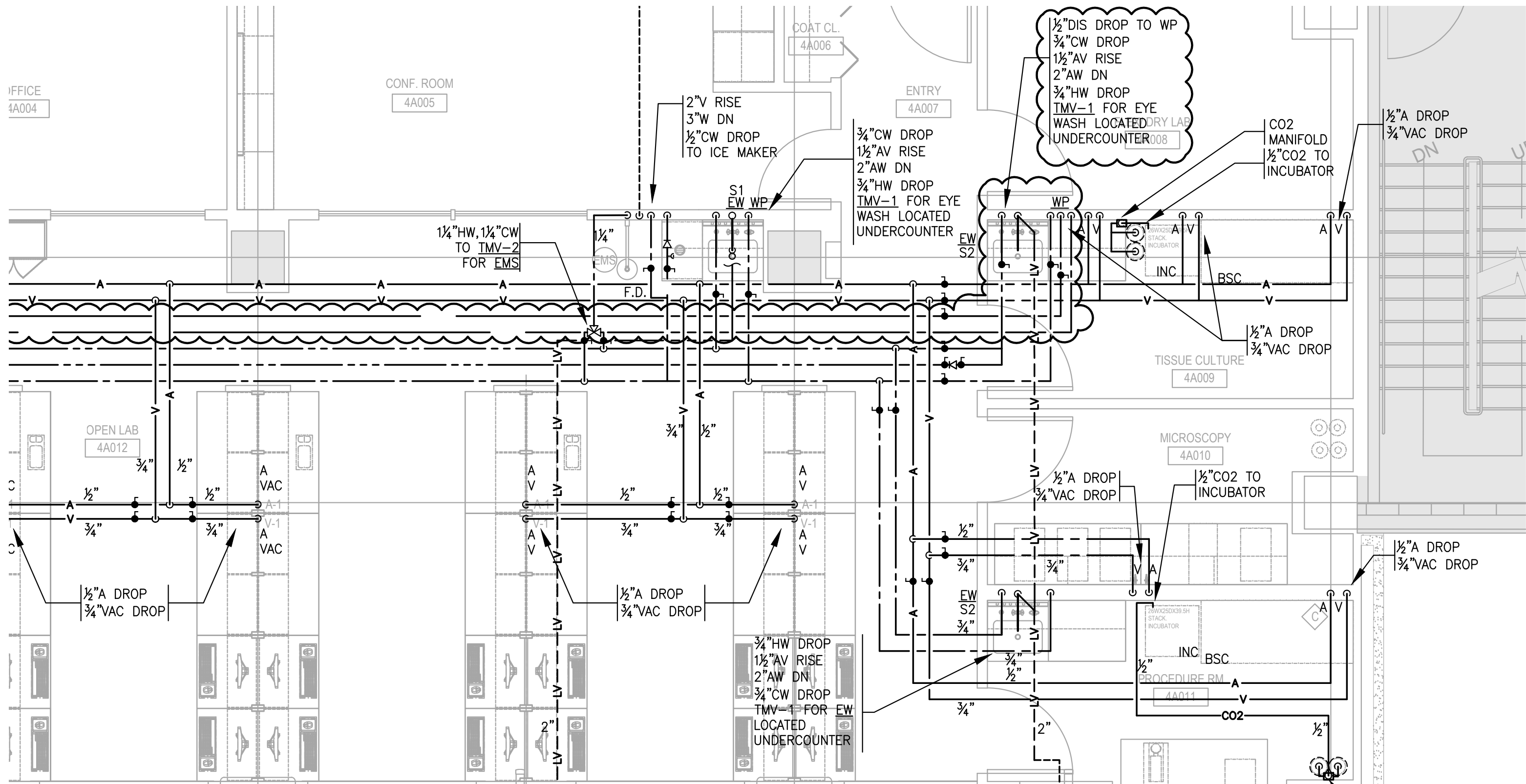
14" ϕ RADIATION EXH. UP

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		M.E.P. AND ENGINEERS COST ESTIMATING WASSERMAN	HAZARDOUS MATERIALS AIRTEL ENVIRONMENTAL CORP.
CONTRACT: CONSTRUCTION PROJ. NO.: Y100554-000		SHEET TITLE: 4TH FLOOR DUCTWORK PLAN - REVISION	
DATE: DRAWN: APPROVED:		PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5	
ADDENDUM: #1		REFERENCE DRAWING: M-101	
DWG NO.: SKM-101-1		WARNING: THE ALTERATION OF THIS MATERIAL IN ANY WAY, UNLESS DONE UNDER THE DIRECTION OF A COMPARABLE PROFESSIONAL, I.E. ARCHITECT FOR AN ARCHITECT, ENGINEER FOR AN ENGINEER OR LANDSCAPE ARCHITECT FOR A LANDSCAPE ARCHITECT, IS A VIOLATION OF THE NEW YORK STATE EDUCATION LAW AND/OR REGULATIONS AND IS A CLASS "A" VIOLATION.	



ADDENDUM: #1 REFERENCE DRAWING: P-101
 SHEET TITLE:
 4TH FLOOR PLUMBING PLAN -- REVISION
 PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5
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 DWG NO: SKP-101-1

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	M.P. AKF ENGINEERS	HAZARDOUS MATERIALS AIRTEK ENVIRONMENTAL CORP.
CONTRACT: CONSTRUCTION PROJ. NO: Y100554-000 DATE: DRAWN: APPROVED:	COST ESTIMATING VJ ASSOCIATES	



CONTRACT: CONSTRUCTION
 PROJ. NO: Y100554-000
 DATE:
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 AIRTEK ENVIRONMENTAL CORP.

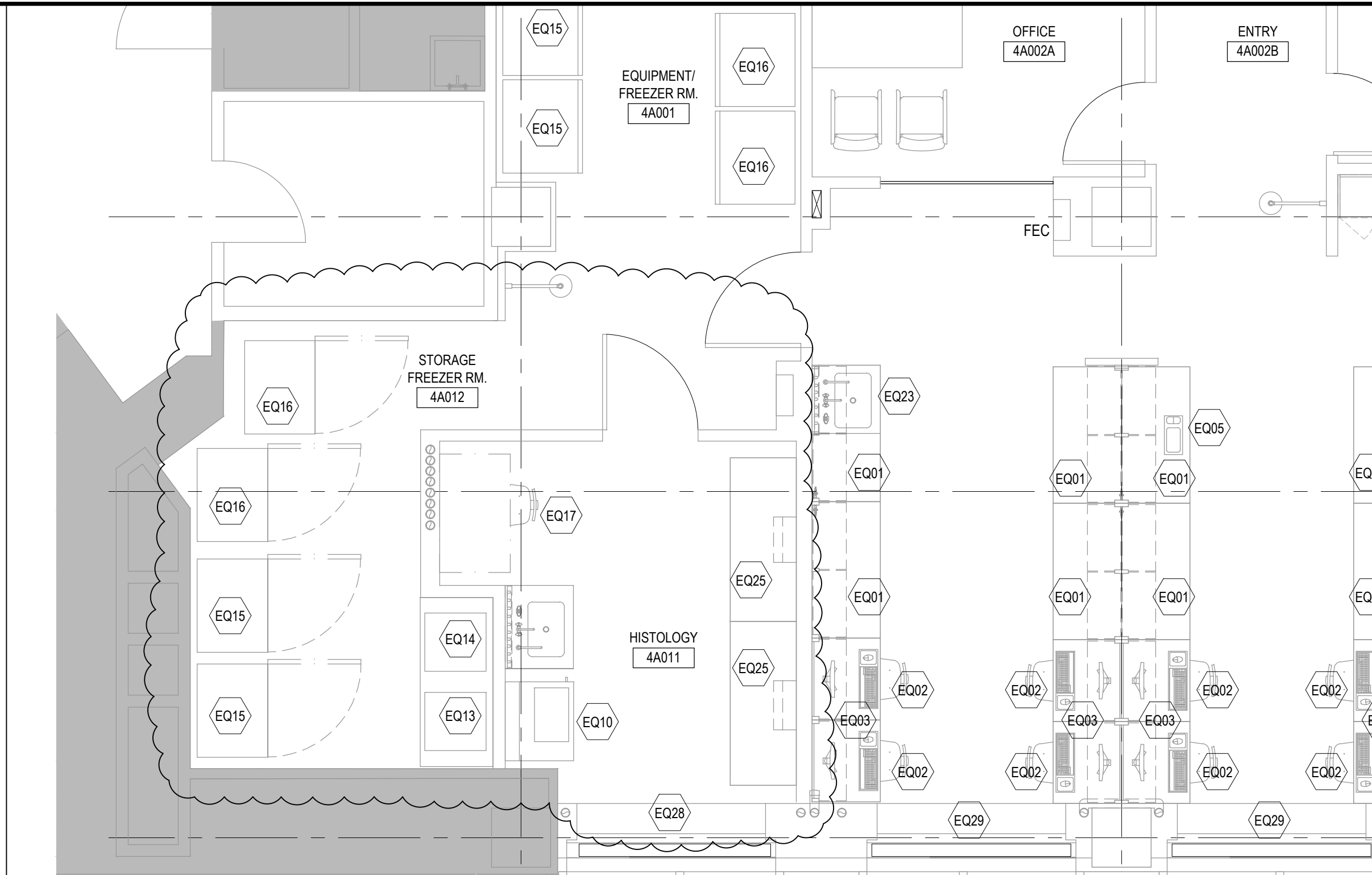
ADDENDUM: #1 REFERENCE DRAWING: P-101

SHEET TITLE:
 4TH FLOOR PLUMBING PLAN -- REVISION

PROJECT: PROVIDE FIT-OUT OF SHELL SPACE 4TH FLOOR BUILDING NO. 5

DWG NO:
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ADDENDUM: #1 REFERENCE DRAWING: Q-100

SHEET TITLE:
4TH FLOOR EQUIPMENT PLAN- REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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DWG NO:
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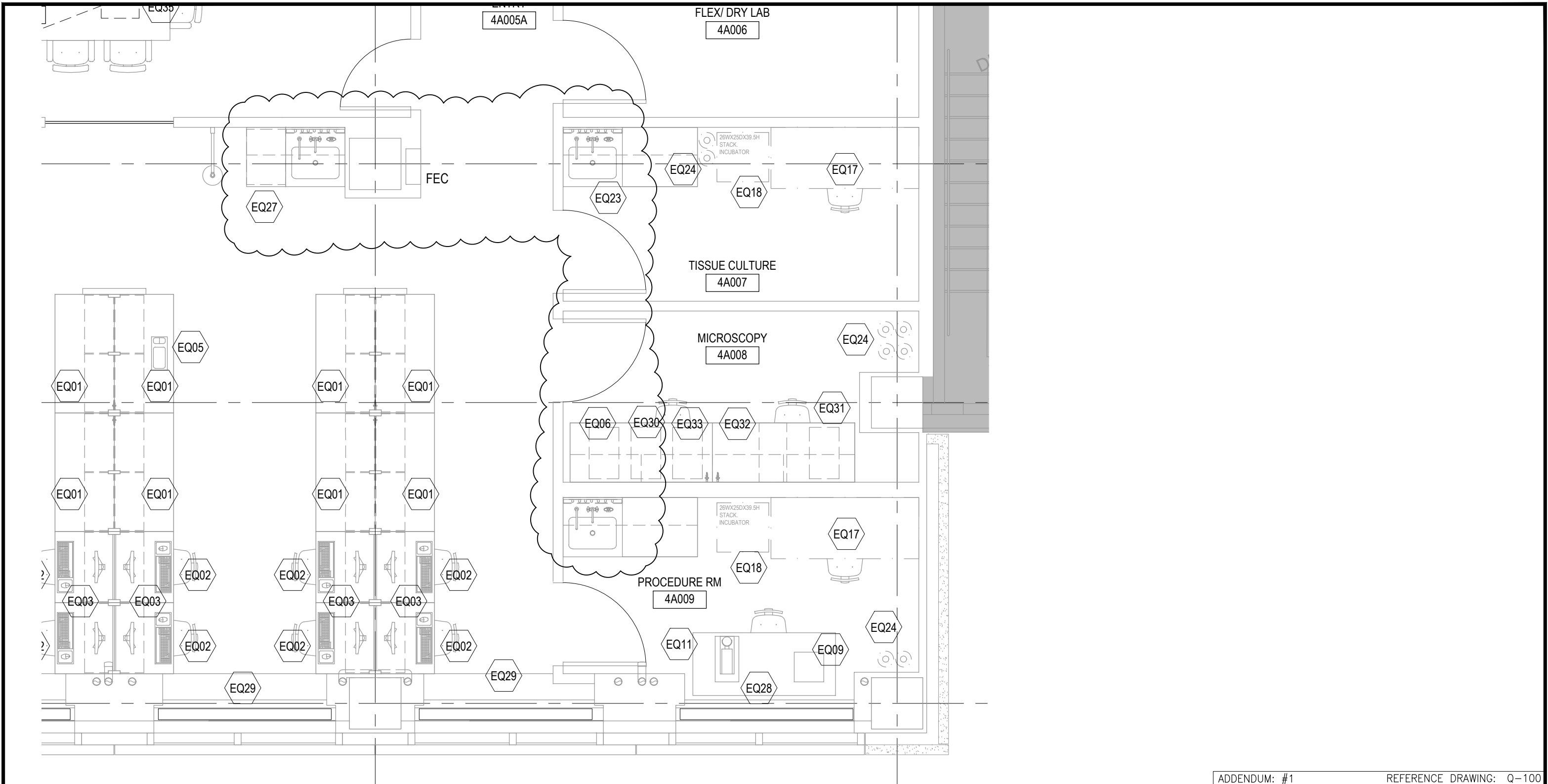
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ADDENDUM: #1 REFERENCE DRAWING: Q-100

SHEET TITLE:
 4TH FLOOR EQUIPMENT PLAN- REVISION

PROJECT: PROVIDE FIT-OUT OF
 SHELL SPACE 4TH FLOOR
 BUILDING NO. 5

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 DWG NO:
 SK-Q-100.2

EQUIPMENT SCHEDULE

NO.	EQUIPMENT	NEW/EXISTING		FURNISH	INSTALL	ROOM	NOTE
		NEW	EXISTING				
€023	WATER PURIFICATION UNIT	X		CONTRACTOR	CF/CI	4A009,4A012	LOCATE 1 IN MAIN LAB, 1 IN TISSUE CULTURE RM.;110-120V GFCI, DISTILLED OR RO WATER INPUT
€029	COMPRESSED GAS CYLINDER RESTRAINTS	X		CONTRACTOR	CF/CI	4A009, 4A010, 4A011	EACH RESTRAINT SUPPORTS (2) CYLINDERS
€029	DOWN DRAFT TABLE	X		CONTRACTOR	CF/CI	4A013	REFER TO SPECS (MORTECH)
€029	GLASS CABINET	X		CONTRACTOR	CF/CI	4A012	
€027	ICE MAKER	X		CONTRACTOR	CF/CI	4A012	MOVE TO EQUIP RM.; NEEDS 110-120V, SEPARATE CIRCUIT FROM OTHER REFRIG, COLD WATER SUPPLY
€029	BLACK OUT SHADES	X		CONTRACTOR	CF/CI	4A013,4A011	AT FIRST AND LAST WINDOW ONLY
€029	SUN SHADES	X		CONTRACTOR	CF/CI	4A012	ALL OPEN LAB WINDOWS
€030	PRARIE ULTIMA II MULTIPHOTON MICROSCOPE, S/N #4242	X		OWNER	OF/OI	4A010	LOC. BENCH OR AIR TABLE
€031	PRARIE ULTIMA IV MULTIPHOTON MICROSCOPE	X		OWNER	OF/OI	4A010	LOC. BENCH OR AIR TABLE
€032	MAITAI HP DEEPSEE TI-SAPPHIRE TUNABLE ULTRAFASST LASER, S/N SUCESSOR TO #4004	X		OWNER	OF/OI	4A010	LOC. BENCH OR AIR TABLE
€033	COHERENT CHAMELEON ULTRA II, TI-SAPPHIRE TUNABLE ULTRAFASST LASER S/N #GDP 11954193017	X		OWNER	OF/OI	4A010	LOC. BENCH OR AIR TABLE
€034	WHITEBOARD	X		CONTRACTOR	CF/CI	4A005	
€039	OVERHEAD LCD PROJECTOR	X		CONTRACTOR	CF/CI	4A005	
€038	PROJECTION SCREEN, DROP DOWN	X		CONTRACTOR	CF/CI	4A005	



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AIRTEK ENVIRONMENTAL CORP.

ADDENDUM: #1

REFERENCE DRAWING: Q-100

SHEET TITLE:
4TH FLOOR EQUIPMENT PLAN- REVISION

PROJECT:
PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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DWG NO:
SK-Q-100.3

CONTRACT: CONSTRUCTION
PROJ. NO: 44002-C
DATE: 08/21/2015
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EQ19	CO2 INCUBATOR (STACKABLE)	THERMO SCIENTIFIC	3110	X		4A009, 4A010	2	25"	26.5"	33"	FLOOR	
EQ19	MOBILE TABLE	TBJ	32-42 WT- S/S	X		4A005	1				FLOOR	ADJUST
EQ20	FREEZER (-35C)	HARRIS/ REVCO	ULT1740-3-A40/ ELT-21V-40A14	X		4A001/ 4A014	2	41"	35"	77"	FLOOR	
EQ20	UNDER COUNTER REFRIGERATOR	LRP	UCFS-0604SS	X		4A005	1	42"	32"	36"	FLOOR	
EQ22	MICROFOUSE	ERPENDORF	5410	X		4A011	3	24"	24"	24"	BENCH	
EQ23	WATER PURIFICATION UNIT	MILLIPORE	MODEL A10-TYPE I	X		4A009, 4A012	2	13"	14.2"	19.5"	WALL	
EQ23	COMPRESSED GAS CYLINDER RESTRAINTS	AIR PRODUCTS	E99-24500	X		4A009, 4A010, 4A011	3	9" DIA		56"	FLOOR	EA. RES CYLIND
EQ23	DOWN DRAFT TABLE	TBJ INC.	31-60 BD-AH-SC	X		4A013	2	60"	31"	68"	FLOOR	RECI
EQ23	GLASS CABINET			X		4A012	2				FLOOR	
EQ27	ICE MAKER	MANITOWOC		X		4A012	1				FLOOR	
EQ28	BLACK OUT SHADES			X		4A013, 4A011	2				CEILING	AT F
EQ28	SUN SHADES			X		4A012	6				CEILING	ALL C
EQ30	PRARIE ULTIMA II MULTIPHOTON MICROSCOPE, S/N #4242	BRUKER	MULTI-PHOTON	X		4A010	1				BENCH	LOC.
EQ30	PRARIE ULTIMA IV MULTIPHOTON MICROSCOPE	BRUKER	MULTI-PHOTON	X		4A010	1				BENCH	LOC.
EQ30	MAITAI HP DEEPSEE TI-SAPPHIRE TUNABLE ULTRAFASST LASER, S/N SUCESSOR TO #4004	MAITAI	DEEPSEE TI- SAPPHIRE	X		4A010	1	14"	35"	6"	BENCH	LOC.
EQ30	COHERENT CHAMELEON ULTRA II,	COHERENT	CHAMELEON ULTRA II	X		4A010	1	15"	26"	7.5"	BENCH	LOC.



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ARTEK ENVIRONMENTAL CORP.

CONTRACT: CONSTRUCTION

PROJ. NO: 44002-C

DATE: 08/21/2015

DRAWN:

APPROVED:

ADDENDUM: #1 REFERENCE DRAWING: Q-101

SHEET TITLE:
4TH FLOOR EQUIPMENT SCHEDULE- REVISION

PROJECT: PROVIDE FIT-OUT OF
SHELL SPACE 4TH FLOOR
BUILDING NO. 5

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