

**SECTION 01 52 25
OWNER'S FIELD OFFICES**

PART 1 - GENERAL

1.01 The types of temporary support facilities required include, but not by way of limitations:

Field Offices,
First aid facilities,
Storage sheds,
Telephones & fax machine,
Sanitary facilities,
Thermometer,
Drinking water,
Project identifications,
Cleanup facilities,
Signs,
Rodent/pest control, and
Waste disposal.

1.02 Provide all general services as may be reasonably required for proficient performance of the work and accommodation of personnel at the site including Owner's and Designer's personnel. Discontinue and remove temporary support facilities, and make incidental similar use of permanent work of the project, only when and in manner authorized by Designer; and, if not otherwise indicated, immediately before time of substantial completion. Locate temporary support facilities for convenience of users, and for minimum interference with construction activities.

PART 2 - PRODUCTS

2.01 TEMPORARY SUPPORT FACILITIES

- A.** Contractor's field office: Provide adequate space for field office personnel plus one space work station for incidental use by subcontractors and the Designer's representative. The space shall be suitably finished, furnished, equipped, and conditioned. Provide space for meetings (with table and chairs) and an adequate space for storage of approved samples.
- B.** Sanitary facilities: Provide type acceptable to governing authorities and adequate (at all stages of construction) for use of personnel at project site. Provide separate facilities for male and female personnel when both sexes are working (in any capacity) at project site.
- C.** Owner field office: Provide separate private office with all utilities, equipped and furnished as stated below for use by the Owner's on-site representative.
- 1.** Office Size: 160 SF minimum, with minimum dimension of 8'0".
 - 2.** Windows: Minimum total area of 10% of floor area, with operable sash and insect screens.
 - 3.** Electricity: Minimum of four 110-volt duplex convenience outlets, one on each wall.
 - 4.** Furnishings
 - a.** One desk 54" x 30" with three drawers.
 - b.** One plans table 36" x 72", with one equipment drawer and chair.
 - c.** One metal two drawer storage cabinet.
 - d.** Wood plan rack and sticks of sufficient number to hold contract drawings, shop drawings, and record drawings.
 - e.** One standard four drawer legal size metal file cabinet with lock and two keys.
 - f.** Twelve linear feet of bookcase.
 - g.** Three chairs.

01 52 25

- h.** One tack board 36" x 30".
 - i.** One wastebasket per desk and table.
 - j.** One marker board, 36" x 48".
- 5.** Provide telephone service on separate line from the Contractor. Provide necessary wiring, jacks and handset equipment.
 - 6.** Provide a separate dedicated telephone line (one line) and service for data transmission (fax and computer). Include all necessary wiring, jacks, etc.
 - 7.** Maintain approach walks free of mud, water and/or snow.
 - 8.** Provide janitorial services for offices and periodic cleaning and maintenance for office and storage area.

PART 3 – EXECUTION

Not used

END OF SECTION