

**COLLEGE OF CHEMISTRY (herein called "CChem")
UNIVERSITY OF CALIFORNIA, BERKELEY
OCCUPANT IMPACT POLICIES AND PROCEDURES
Rev. 1/14/04**

Adherence to the following policies and procedures is required when doing work in any space of the seven buildings that comprise the College of Chemistry including, but not limited to construction, renovation and maintenance. The buildings are: Giauque, Gilman, Hildebrand, Latimer, Lewis, Pimentel and Tan.

1. Definitions

- A. Occupied Labs, Offices, and Other Spaces:
All areas that have not been vacated and officially turned over to the contractor. This includes all mechanical rooms that serve any occupied spaces.
- B. Occupied Public Areas:
Areas including, but not limited to corridors, exits, walkways and restrooms in use by occupants.
- C. Occupant Impact:
 - 1) Any entry into occupied non-public areas for the purpose of surveys, design planning, utility investigation, etc.
 - 2) Any entry into occupied non-public areas to access valves or other shutdown devices located therein.
 - 3) Any entry into occupied non-public and public areas for the purpose of doing construction work.
 - 4) Modifying or obstructing corridors, stairways, walkways and/or exits.
 - 5) Vibration, noise, dust and debris.
 - 6) Any shutdown of utilities in occupied spaces.
- D. Sufficient Notice:
 - 1) Two full working days' notice for visits to occupied areas for surveys or other non-invasive visits.
 - 2) Three full working days' notice when work will be done in occupied areas or shutdowns will impact occupied areas. The three-day notice is after the contractor has walked the spaces with the Building Manager or her designee to ensure there are no problems with the planned work (see 2.D below). If research has to be relocated or shut down, more time may be required.
 - 3) Closing or partially obstructing corridors, stairwells and/or exits, when approved by the Fire Marshal and College, requires three working days' notice plus postings of arrows and signs by the contractor clearly indicating alternate or modified routes.

2. Standards

- A. Commitments made by the General Contractor will be carried out by the sub-contractors.

- B. Communication to the College Building Manager regarding planned occupant impact will be with sufficient notice for the Building Manager to give adequate notification to occupants.
- C. Communications will be accurate. To ensure accurate understanding of information, impact information regarding dates and specific areas should be communicated via e-mail or by hard copy. Scope and time frame for work in occupied space must be detailed for the Building Manager to allow accurate planning with the occupants.
- D. All work in occupied labs and offices will be walked with the Building Manager or her designee to ensure that the construction plan will not endanger the workers, the building occupants, the research or the research equipment. Re-routing of work may be required if any of these conditions exist. The College will work with the contractor, architect, CP and/or consultants to identify safe alternative routes for the work. Any access to and/or work in mechanical spaces must be coordinated with the Campus Physical Plant unit (PP-CS).
- E. Dust and debris will be fully mitigated to prevent both airborne and shoe-borne entry into non-public and public occupied spaces. Dust partitions will be tightly sealed and negative air machines will be used if needed.
- F. When assigned a key, only those specific areas for which access has been authorized will be entered even if the key issued is a sub-master that fits other rooms. College policy precludes issuing keys to sub-contractors.
- G. When using locked freight elevators, the elevator doors will be closed immediately upon exiting to release the elevator for occupant use.
- H. All communication to occupants, except for immediate life-safety issues, is to be through the Building Manager or her designee. No access or other arrangements are to be directly coordinated with the occupants unless specifically arranged on a case-by-case basis by the Building Manager.
- I. No utilities are to be shut down by the contractor unless specifically agreed to by Campus Physical Plant (PP-CS) after consultation with the College. Note that the College may permit this where the only impacted areas are areas that have been turned over completely to the contractor. As a rule, PP-CS will not permit even this.
- J. Any unplanned incident or event that impacts any occupied area, non-public and public as well as exterior College space, is to be immediately reported to the Building Manager. Life-safety issues and issues that could result in damage to facilities or research equipment can be reported to the College's 24/7 emergency response line, 642-9090.
- K. The College should be kept fully informed of the accurate project schedule and progress either through updated three-week rolling schedules or other similar means.

- L. If the contractor experiences staffing changes in the course of a job or multiple-job project, the contractor is responsible for training their new staff regarding procedures to be followed when working in the College of Chemistry.

- M. During movement of materials, care must be taken to ensure that building surfaces, including but not limited to corridors and elevators, are not damaged.