



**General Design  
Guidelines  
for  
New Construction  
And Renovations**

## **Purpose**

document is for the benefit of all architects, design, and construction workers working on Messiah's new construction or renovation projects.

It outlines the specific products and components that the College has standardized for use on all construction projects. The incorporation of these products facilitates efficient and cost-effective operations by those operating and maintaining the College's buildings, and it is based on a history of successful use over the years. Specification of these products, and adherence to the design guidelines, is further expected to expedite the design process and ensure that the project estimates will be within budget and minimize change orders during the construction process.

Although alternative products may be suggested by the design and construction team, any deviation from the standardized products or procedures listed herein must be approved in writing by the Department of Facility Services.

### **Contractor Safety Requirements**

The following information is required for any projects that are over \$15,000.00 and scheduled for more than 2 weeks.

Copies of the listed information are to be submitted prior to the beginning of the project to the Manager from Messiah College who is responsible for the project coordination.

**Workers compensation insurance experience modifications for the past three years**

**Copies of the last five years OSHA Summary Logs**

**Records that indicate the past three years of recordable OSHA case rates**

**Records that indicate the past three years of lost work day rates**

**A complete copy of the company Safety and Health Program**

**A copy of the company Substance Abuse Policy**

**Proof of weekly job site safety inspections**

**Proof of weekly job site safety meetings**

**Copies of contractor employee training records that indicate planned work place activities; Lockout/Tagout, Confined Space, Personal Protective Equipment Hazard Communications, etc.**

**Copies of any OSHA or State citations that have been received over the past 5 years**

**Copies of the past 12 months Safety Committee Meeting Minutes**

All contractors working with agreement from Messiah College are expected to maintain strict adherence to OSHA, EPA, State and Local rules and regulations.

## **General Design Guidelines**

### **General Requirements**

- a. All work must comply with current code requirements.
- b. All mechanical equipment must be installed in a manner that it is accessible and serviceable (Example units must have sufficient space on all sides so that filters/motors/coils, etc... can be easily removed without needing to drop equipment, modify equipment, cut walls, etc...).
- c. Direct double door access from outside to all mechanical rooms with water storage tanks, boilers, water softeners, etc...
- d. All underground facilities must have detectable tape run with them. This tape must also surface in all areas that the pipes surface. This tape must identify the type of pipe (Example: Electric, Sewer, Gas, Phone, etc). Insure building integrity is maintained, seal areas where items enter building, and any other areas subject to water infiltration.
- e. Repair and paint areas disturbed by work and newly installed sections to match existing paint.
- f. All work areas must be thoroughly cleaned up after work is completed.
- g. Landscaping return any disturbed areas to finished grade and replace any nursery stock damaged during work. Damaged nursery stock will be determined by Messiah College manager of grounds.
- h. Utilize air lock area on high traffic entrance doors.
- i. Consult the Manager of Building and Maintenance or Mechanical Services for input prior to and during the design of the mechanical systems.
- j. Adjusting Cleaning
  - i. Contractor shall adjust all hardware in strict compliance with manufacturer's instructions. Prior to turning project to owner, contractor shall clean and make any final adjustments to the finish hardware.
- k. Protection
  - i. Contractor shall protect all materials stored on construction site in a covered, dry place.
  - ii. Contractor shall protect all installed materials during the construction phase.

### **2. Training Requirements**

After the completion of all construction projects an initial training will be provided by the contractor. This training will vary in length based on the complexity of the construction project, but would be a minimum of one hour for all projects over \$5,000. The training must include a thorough explanation of how the new system works and needs to include the manufacturer's maintenance requirements for all new equipment.

## **Documentation Requirements**

- a. Documentation requirements include three copies of as built drawings of all areas affected by the work and one copy of plans in AutoCAD format on a CD.
- b. Three operation and maintenance manuals that include all manufacturer specification sheets for items installed during the project.
- c. Valve charts must be provided (2 copies 1 for Mech. RM and 1 for File).

## **4. Warranty**

The materials furnished shall be warranted for a minimum of 1 year after installation or longer as the individual manufacturer's warranty permits.

## **5. Digging**

- a. Any and all digging (including but not limited to) digging, boring, core drilling and trenching shall be in accordance to the P.A. One Call System.
- b. It is the responsibility of the contractor to comply with the P.A. One Call Guidelines.

## **6. Insurance**

All contractors MUST provide proof of insurance for the following:

- a. General Liability - \$1,000,000.00
- b. Workman's Comp. - \$1,000,000.00
- c. Automobile Liability - \$1,000,000.00