

**1.01 Content**

This specification sets forth requirements for the day-to-day coordination of the work effort in order to minimize the disruption of:

- A. School schedule
- B. Teaching environment
- C. School utilities
- D. School security

**1.02 Daily, Ongoing Coordination**

The Contractor shall maintain an ongoing daily coordination of his work effort with the school staff. The Contractor shall adjust his construction effort and work hours to minimize disruptions to the normal operation of the school.

**1.03 Contractor's Working Hours**

- A. The Contractor shall coordinate his planned working hours with the school Principal in advance. Circumstances, which alter these plans, will require further coordination and approval by the principal.
- B. No work shall be performed at any time unless a school custodian or other person assigned by the school principal is on duty.
  - 1. Normal custodian hours are 7:30 a.m. to 11:00 p.m. Monday through Friday.
  - 2. The above hours are maintained during the regular school term. However, custodian holidays are not always the same as those of the faculty and students.
  - 3. Variations occur in normal working hours from one school to another.

C. Regular Term School Day:

1. Regular Schools

Kindergarten	8:30 a.m. - 1:30 p.m.
Elementary	8:30 a.m. - 3:00 p.m.
Middle	9:15 a.m. - 4:00 p.m.
High	7:20 a.m. - 2:20 p.m.

2. Magnet Schools

School hours may vary significantly at magnet schools. Confirm school hours with OFPC Project Manager.

D. School Terms

1. Regular: fall, winter, spring sessions.

2. Summer.

3. Modified Calendar: confirm track with OFPC Project Manager.

E. Special Functions During the School Day.

1. Special school functions such as school-wide testing, etc., may be scheduled during the construction effort.

2. The Contractor shall not schedule or perform work that will interfere with the operation of school during special school functions or testing.

3. Coordinate with the school Principal.

**1.04 Construction Noise/Interference**

A. Construction noise or the normal results of construction operations will not be allowed to interfere with the normal operations of the school or any of its support areas such as the cafeteria, media center, etc.

B. The Contractor shall plan his operations accordingly if noise, dust or smoke may cause his operations to be delayed or performed before or after normal school hours.

C. The Contractor shall notify the school Principal prior to any electrical work being performed to preclude

interruption of power to the school's computer center or any other school areas.

#### **1.05 Functions After the School Day**

- A. School facilities may be utilized after the school day for:
  - 1. Community education
  - 2. Scheduled school activities
  - 3. Sporting events
  - 4. Community-related events
- B. The Contractor shall coordinate with the Principal to avoid interfering with after-hour school functions.
- C. The Contractor will receive cooperation and understanding from the Principal with regard to maintaining a Construction Schedule.

#### **1.06 Work Within Occupied Space**

Should planned work be virtually noise, odor and/or pollutant-free, the Principal may allow work in certain occupied areas while school is in session. Coordinate with the Principal.

#### **1.07 Weekend and Holiday Work**

- A. The Contractor shall obtain the permission of the Owner prior to scheduling work on weekends or holidays. The Contractor shall not perform construction work without the aforementioned permission. Permission shall be obtained for each individual occasion prior to work being performed.
- B. To insure the continuity of quality construction, an inspector from the Office of Building Code Enforcement, Duval County Public Schools, 8015 Parker School Road, Jacksonville, Florida 32211-5110, Telephone (904) 858-1916, must be scheduled for all weekend/holiday work. Also, to gain access to the work and provide security, an assigned school person on duty (Duty Custodian) shall be arranged for with the principal at least forty-eight (48) hours in advance. Locking the school shall be the responsibility of the assigned person on duty.

- C. The Contractor shall reimburse the Owner for those costs incurred by the Owner in providing:
  - 1. A weekend/holiday Inspector.
  - 2. An assigned school person on duty (Duty Custodian).
- D. The Contractor shall arrange for an Inspector two working days prior to the weekend or holiday for which the Inspector is needed. The Owner schedules week-end/holiday inspectors.
- E. The Contractor shall arrange for a person on duty (Duty Custodian) two working days prior to the weekend or holiday required. The school Principal schedules weekend or holiday persons on duty.
- F. The Contractor shall not expect the assigned person on duty (Duty Custodian) to perform any construction work whatsoever or clean or remove debris from the construction operations.
- G. When work is complete at the end of the day, the Contractor shall leave the school in such a manner that it can be secured by the assigned school person.
- H. The Contractor shall clean any debris, trash and dust caused by his operation during such periods of work so as to leave the occupied portions of the building in a clean, safe, healthful environment for the next school day.

**1.08 Securing Occupied Spaces at the End of Each Day's Operations**

- A. The Contractor shall secure all openings in the exterior shell. He shall insure that existing occupied spaces are secure against both the weather and forced entry.
- B. If after hours building security cannot be attained by standard construction methods, the Contractor shall post a bonded and licensed security guard.
- C. The utilization of a guard shall be approved by the Owner prior to use.

**1.09 Contractor's Superintendent**

- A. The Contractor's Superintendent shall be present at the job site while all construction operations are taking

place.

- B. The Superintendent shall remain on a particular job site until the work is completed or consent is granted by the Owner or Architect/Engineer for his early removal.

#### **1.10 Site Commencement/Scheduling Coordination**

- A. The Contractor shall keep the Owner informed of his plans to begin work at any particular school.
- B. The Contractor shall keep the Owner informed of any delays and/or changes in the work schedule.

#### **1.11 Operating Utilities**

- A. During normal working hours and/or after-hour school activities, the school shall not be without operating utility services as a result of Contractor's operations.
- B. Work effort shall be planned and coordinated with the Principal to preclude an untimely interruption of utility services.
- C. The Contractor shall be aware that schools utilize computer information centers. Coordinate with school Principals to preclude interruption of electrical power to these centers.

#### **1.12 Contractor's Clean-Up**

The Contractor shall clean debris, trash and dust caused by daily operations to leave occupied building spaces in a clean, safe and healthful condition, ready for the next school day. Failure to do so shall result in immediate clean up at the Contractor's expense.

END OF SECTION