

Applies to: All Medical School Departments

GUIDELINES:

Issued: March 28, 2012

Revised: February 8, 2016

PURPOSE:

To provide guidance to departments for repair and renewal projects with an estimated budget of less than \$15,000.

DEFINITIONS:

N/A

PROCESS:

1. Please note the following types of projects **must** be managed by Capital Projects:
Small scale projects with:
 - Hazardous material removal including asbestos
 - Wall modifications
 - Adding or relocating any door
 - Flooring removal
 - Ceiling replacement
 - Equipment additions/changes. e.g. fume hoods, incubators, -80 degree freezers, cold boxes, etc.
 - HVAC changes
 - Plumbing changes
 - Electrical changes
 - Lab Bench Tops

2. After initial review/consultation with Capital Projects, it may be determined that the department can work directly with contractors for the following types of projects with total budgets under \$15,000:
 - Painting
 - Carpeting, VCT and sheet vinyl flooring installation that does not involve asbestos removal
 - Casework modifications
 - Artwork
 - Freestanding furniture (not modular)
 - Addition of telephone or data lines

Capital Projects contact: Steve Sobo, Director, Capital Projects 362-5251

3. Departments are encouraged to take advantage of services available through the School of Medicine for minor renovations including but not limited to: painting, installation of artwork, lock changes, minor casework modifications, furniture moving, flooring and painting.

First Option is utilization of WUSM In-House Repair and Renewal for all minor renovations

Scott Stevenson

Capital Projects – In House Repair and Renewal Supervisor

Phone: 314-747-2340

e-mail: stevenson@wustl.edu

A certificate of liability insurance is not required if the above option is used.

Second Option is utilization of local contractors

Contracting with local contractors

Departments also have the option of contracting with local contractors prequalified and approved by WUSM. Contact Capital Projects for a listing of approved contractors for: carpentry, plumbing, mechanical, electrical, painting, flooring, etc.

4. **Prior to proceeding with the work the department should:**

- a) Submit Planning & Project Request Form with description of proposed scope of work
- b) Review the proposed scope with Capital Projects
- c) Follow EH&S Laboratory Closeout Procedures if the scope of work includes laboratories
- d) **Contact EH&S if removing any carpeting, vinyl floor tile or lab countertops.** EH&S will review the existing floor material and mastic installation for asbestos containment and potential required abatement.
Contact: Brad King 314-935-9262
- e) Contact Infection Prevention if the scope of work involves working in or adjacent to patient care areas. Contact: Carol Vance 314-747-5772
- f) Provide the contractor with a requested scope of work document
- g) Obtain an estimate (minimum 3 bids recommended). In lieu of an estimate work can be performed on an hourly basis.
- h) Review estimate for completeness (recommend review with Capital Projects)
- i) Obtain a copy of the contractors "Certificate of Liability Insurance" for this specific project naming Washington University as additional insured (only required if contracting companies outside of the School of Medicine)
- j) Forward the "Certificate of Liability Insurance" to Karen Rose from the General Liability Insurance Department for approval.

Karen Trankler Rose

karen.t.rose@wustl.edu

phone: 314 935-5561

fax: 314 935-9795

- k) After insurance certificate approval, complete a short form contract (copy attached) and forward to the contractor for their signature for all onsite labor projects. Purchase Orders (PO's) can only be used for purchases where onsite labor is not involved.

Note: 1. No modifications are allowed to the WU contract
2. Do Not sign any contractors' proposals/contracts

5. Verify the material is in compliance with the criteria for paint, carpet, VCT and sheet vinyl flooring, adhesives and millwork as noted on the attached sheets.
6. Notify Protective Services if Contractor is working after business hours

Items to verify prior to hiring an outside contractor for the work listed below:

1. Contractor is prequalified. Any Contractor not on the list must be approved by the Resource Management Department before accepting their proposal for the work. The contact person for Resource Management is Greg Parrott (935-4395).
2. Contractor rates are established.
3. Contractor is familiar with WUSM safety standards required to perform the work. (Safety Standards are included in this package)
4. Contractor should meet sustainable guidelines by salvaging and/or recycling materials. This includes depositing all paper, plastic, glass and metals in designated dumpsters on campus and recycling acoustical ceiling tiles and carpet as much as possible.
5. Contractor is to submit a SDS (Safety Data Sheet) verifying that the VOC is under the acceptable maximum limit prior to the start of work. The VOC content limit for the materials and adhesives are listed as part of this package. See page 4.

Painting and Coatings

For Interior field-applied applications, use paints and coatings that do not exceed the following VOC (Volatile Organic Compounds) content limits:

- Flat paints and Coatings (Including primers) - Not more than 50 grams of VOC per liter of coating less water and exempt compounds, including pigments.
- Non- flat Paints and Coatings except high gloss - Not more than 150 grams of VOC per liter of coating less water and exempt compounds, including pigments
- Anti-corrosive and anti-rust paints applied to interior ferrous metal substrates - Not more than 250 grams of VOC per liter of coating less water and exempt compounds, including pigments
- Clear wood finishes - Varnish: Not more than 350 grams of VOC per liter of coating
Lacquer: Not more than 550 grams of VOC per liter of coating
- Floor Coatings - Not more than 100 grams of VOC per liter of coating
- Stains - Not more than 250 grams of VOC per liter of coating
- All epoxy painting & coatings and sealers need to be reviewed with Design & Repairs and renewal

Notes:

1. If there are special circumstances where there is a need to use paints or coatings that exceed the VOC content limits, contact Environmental Health and Safety to have the product reviewed. The contact person for EH & S is Brad King (935-9262).
2. **Do not** paint any Lab counters.

Adhesives, Glues and Mastics

The Contractor is to provide a SDS (Safety Data Sheet), prior to the start of work, verifying that the adhesives, glues and mastic VOC's are not more than 50 grams of VOC per liter less water. If there are special circumstances where there is a need to use adhesives, glues or mastics that exceed the VOC content limits, contact Environmental Health and Safety to have the product reviewed. The contact person for EH & S is Brad King (935-9262).

Flooring

Carpeting – General Notes

1. Carpet Contractors are to be approved by WUSM Capital Projects.
2. **If your project involves replacing existing carpet or installing carpet over existing VCT flooring, contact WUSM Capital Projects for testing the VCT flooring material and the adhesives underneath for asbestos. It is Federal Law that these tests are completed prior to the start of any work in case the VCT is disturbed when the carpet is removed. Based on the results of the test, WUSM D & C will determine the need for their continued involvement.**
3. Verify that the Flooring Contractor includes in their estimate for floor preparation.
Floor preparation should include:
 - Removal of existing mastic
 - One (1) skim coat to bridge gaps and provide smooth transitions
 - Additional floor prep may be required so that it is acceptable to receive the new flooring material. This will be determined by the carpet installer.
4. The Flooring Contractor is to submit a SDS (Safety Data Sheet), prior to the start of work, verifying that the adhesive VOC is not more than 50 grams of VOC per liter less water.
5. All carpet and cushion (if used) shall meet the sustainable guidelines. These guidelines require that the carpet be certified and meet the testing and product requirements of the Carpet and Rug Institute's Green Label Plus program.
6. All carpet and cushions (if used) shall meet the following Flame Resistant and Smoke Density standards:
 - Flammability: ASTM 648 – 0.22 watts/cm² critical radiant flux.
 - Smoke Density: ASTM E662 Rating to be less than 450 in flaming mode and must meet Federal Flammability standard DOC FF 1-70.

VCT & Sheet Vinyl Flooring – General notes

1. Review with WUSM Project Manager where sheet vinyl flooring will be used.
2. Flooring Contractor is to be approved by WUSM Capital Projects Department.
3. Verify if new VCT will be installed over existing VCT. This condition should be verified and approved by the flooring Contractor before they submit their estimate.
4. Existing VCT or Sheet vinyl should not be removed without notifying a WUSM Project Manager in advance to conduct asbestos testing.
5. Verify that the Flooring Contractor includes an estimate for floor preparation.
Floor preparation should include:
 - Removal of existing mastic
 - One (1) skim coat for VCT to bridge gaps and provide smooth transitions
 - Two (2) skim coats for sheet vinyl areas to bridge gaps and provide smooth transitions
6. The Flooring Contractor is to provide a SDS (Safety Data Sheet), prior to the start of work, verifying that the adhesive VOC is not more than 50 grams of VOC per liter less water.

Non-Lab Casework – General Notes

1. No particleboard, plastic laminate, MDF or plywood permitted.

2. The particleboard, medium density fiberboard (MDF), plywood and laminating adhesives for the new plastic laminate casework shall contain no urea-formaldehyde resin.
3. Verify that the counter is supported by a brace or panel at 3' on center.
4. Verify that adjustable shelves be supported by heavy duty standards and secured to backing in the wall.
5. The material of the shelves should be $\frac{3}{4}$ " trespa with seismic bars or aluminum edges installed to prevent items from falling off in the event of an earthquake.
6. Contact EH&S if existing laboratory countertops are being removed or modified. The solid surface counter and backsplash could contain asbestos.
7. Drawer slides. Verify that the contractor provides ball bearing type drawer slides with full extension and has a load capacity of 100 lbs.

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID: CG INTER-5 DATE (MM/DD/YYYY) 11/24/09

PROD. SLR
JD Kutter Insurance Associates
C.J. Thomas Company, Inc.
800 Market Street, 18th Floor
St. Louis MO 63101
Phone: 314-657-2959 Fax: 314-657-2970

INSURED
Interface Construction Corp.
8401 Wabash
Berkeley MO 63134

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE
INSURER A: Amerisure Insurance Co NAIC # 19488
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	CPP132588702	06/30/09	06/30/10	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Excluded) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOSPAGG \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO.JECT <input type="checkbox"/> LOC.				
A	X	AUTOMOBILE LIABILITY ANY AUTO	CA132588602	06/30/09	06/30/10	COMBINED SINGLE LIMIT (Excluded) \$ 1,000,000
		ALL OTHERS SCHEDULED X HIRE X NON-HIRE GARAGE ANY				
A	X	EXCESS / UMBRELLA LIABILITY OCCUR CLAIMS MADE	CU1325888	06/30/09	06/30/10	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 DEDUCTIBLE \$ RETENTION \$ 0
A	X	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER	WC1325889	06/30/09	06/30/10	X TWC STATUTORY LIMITS OTHER EL. EACH ACCIDENT \$ 500,000 EL. DISEASE - EA EMPLOYEE \$ 500,000 EL. DISEASE - POLICY LIMIT \$ 500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS PROJECT: McDONNELL SCIENCE 4565 MCKINLEY - DEMO BASEMENT AREA. WASHINGTON UNIVERSITY SCHOOL OF MEDICINE IS INCLUDED AS AN ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT UNDER THE GENERAL LIABILITY POLICY WITH RESPECT TO WORK PERFORMED BY THE NAMED INSURED FOR THE CERTIFICATE HOLDER.						
CERTIFICATE HOLDER WASHINGTON UNIVERSITY SCHOOL OF MEDICINE CAMPUS BOX 1080 660 S. EUCLID AVENUE ST. LOUIS MO 63110				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THEIR EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Diana E. Boesler		

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