SCOPE OF WORK

Generator Replacement

Ann Klein Forensic Center
Trenton, Mercer County, NJ

Project No. M1554-00

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Sheila Y. Oliver, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: August 24, 2023

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I. OBJECTIVE

The objective of this project is to remove the existing diesel generator at the Ann Klein Forensic Center at Trenton Psychiatric Center and install a new diesel generator in the enclosure outside of the building. Upgrade the electrical bus as needed to accommodate the new generator.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the following discipline(s):

- **P002 Electrical Engineering**

The Consultant shall also have in-house capabilities or Sub-Consultants pre-qualified with DPMC in:

- **P007 Structural Engineering**
- **P025 Estimating/ Cost Analysis**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $1,088,747

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in its technical proposal based on its professional experience and opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is $1,626,000

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the Client Agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

C. CONSULTANT'S FEES

The construction cost estimate for this project ***shall not*** be used as a basis for the Consultant's design and construction administration fees. The Consultant's fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Investigation Phase	**28**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Design Development Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Final Design Phase	**42**
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5. Final Design Re-Submission to Address Comments	**7**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
6. DCA Submission Plan Review	**30**
7. Permit Application Phase	**7**
• *Issue Plan Release*	
8. Bid Phase	**42**

9. Award Phase	**28**
10. Construction Phase	**180**
11. Project Close Out Phase	**30**

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with their technical proposal that is similar in format and detail to the schedule depicted in **Exhibit 'A'**. The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, activity durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Ann Klein Forensic Center
Trenton Psychiatric Hospital
101 Sullivan Way
Trenton, New Jersey 08628

See **Exhibit 'B'** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DPMC Representative:

Name:	Sean Meehan, Design Project Manager
Address:	Division of Property Management & Construction
	20 West State Street, 3rd Floor
	Trenton, NJ 08608-1206
Phone No:	(609) 984-1301
E-Mail:	Sean.Meehan@treas.nj.gov

2. Department of Human Services Representative:

Name:	Christian Casteel, Director
Address:	Department of Human Services
	222 South Warren Street, PO Box 700
	Trenton, New Jersey 08625
Phone No:	(609) 475-5622
E-Mail:	Christian.Casteel@dhs.nj.gov

Name:	Timothy McCabe, Project Manager
Address:	Department of Human Services
	222 South Warren Street, PO Box 700
	Trenton, New Jersey 08625
Phone No:	(609) 847-9085
E-Mail:	Timothy.McCabe@dhs.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Trenton Psychiatric Hospital (TPH) opened May 15, 1848, for the purpose of treating NJ citizens diagnosed with a mental illness. Located north of Trenton on the border of Trenton and Ewing Township, the 260 acre TPH campus has over 106 structures with many being over 75 years old. The hospital presently has a capacity of 376 beds and about 1,400 staff members over a three shift schedule (24/7). The hospital is managed by the New Jersey Department of Health.

The Ann Klein Forensic Center (AKFC) is a 200-bed psychiatric hospital which serves a population of mentally ill individuals that require a highly secure environment. The facility provides residential care and treatment to individuals suffering from mental illness who are committed to the facility through the court system. The Center was constructed in 1994 and an additional 50 beds were constructed five years later.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Ann Klein Forensic Center is a separate secure building located on the grounds of the Trenton Psychiatric Hospital. Constructed in 1994, the Ann Klein Forensic Center (AKFC) is a 200-bed psychiatric hospital serving a unique mentally ill population that requires a highly secured environment.

Under project A1241-09, the AKFC is in the process of replacing the existing steam absorption chillers with new hot water absorbers, a new steam/hot water heat exchanger and installing two (2) 75 KW Combined Heat and Power (CHP) units. The CHP units will work in tandem with the electric utility in a 60/40 CHP/utility split as the primary power source. A new diesel generator will be the back-up power. The AKFC would also like to consider a second generator or a tap in lieu of a second generator. Final drawings for A1241-09 will be provided to the Consultant.

VII. DESIGN REQUIREMENTS

A. INVESTIGATION PHASE

1. Generator Size & Capacity Investigation:

The Consultant shall meet and coordinate with NJDOH Staff and AKFC Staff to outline all functional requirements necessary for the design to replace the generator system. The Consultant shall document interviews with the Client Agency Staff and with the AKFC Staff to identify their requirements and needs.

The Consultant shall investigate the existing conditions of the site and confirm the generator classification, size, condition, ratings, generator exhaust breaching and arrangement of the existing electrical equipment and power distribution system.

Evaluate the existing emergency electrical distribution system and normal power interface. Check the adequacy of the existing equipment with proposed new equipment, as required by the facility and by the client agency. Make the necessary design changes to the electrical system to achieve the required connections for the capacity of the new generator.

Items to investigate shall include, but not be limited to, the electrical supply system, electrical system devices and operation, emergency standby control, wiring, building penetrations, and generator exhaust breaching and cost estimates.

This information shall also be used to identify the areas of the building that will be impacted by the installation of the new generator's construction work.

The facility would like to explore the feasibility of having a secondary generator (N+1), if the budget allows. The Consultant shall evaluate the possibility of adding a second generator and associated switchgear or keeping the existing generator for this purpose if not supported by the budget. Another possibility to be evaluated would be for a tap, in lieu of a second generator, to connect a rental generator in the event that proposed equipment has to be repaired.

The design for a second generator or tap will be done under an allowance.

2. Electrical Bus Upgrade Investigation:

The Consultant shall conduct a survey of the existing electrical bus and upgrade it to be compatible with the new generator backup system. Analyze the electrical bus configuration, battery storage system and charging infrastructure, and capacity. Document the location of the electrical panels, zone detectors, sensors, wiring & raceways, and all equipment and systems.

3. Automatic Transfer Switch & Load Shedding Investigation:

Prior to the start of the design phase of the project, the Consultant shall conduct a survey of the existing ATS to ensure that it will be compatible with the new generator backup system. Verify that the existing ATS and load shedding system has adequate capacity for the new generator backup system components. Document the location of the ATS panels, mains detection, built in monitors, wiring & raceways, and all equipment and systems. The Consultant shall coordinate their investigation with the consultant from a concurrent project in which the switchgear may be replaced to accommodate a CHP turbine.

4. Title V Air Permit:

The Consultant shall investigate the requirements for DEP permit modification and present this information, along with any required DEP prior approvals or pre-construction permits, as part of their Investigation Phase report. The Consultant may require coordination with the DOH air permitting Consultant.

5. Investigation Report and Presentation:

Provide three (3) bound copies of the Generator Size/Capacity, Electrical Bus Upgrade and ATS Capacity Investigation Report to the Project Manager. The document shall be presented in an 8 ½" x 11" bound booklet that contains a Table of Contents describing all of the information contained in the document and an Executive Summary with a list of recommendations.

An oral presentation shall be made to the Project Team describing the findings of the investigation conducted and the recommendations for upgrade or replacement. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the report and approved the recommendations made for this project.

All supporting documentation such as calculations, photographs, drawings, catalog cuts, correspondence, meeting minutes, and any other data obtained shall be included in the report appendix for reference.

All cost data shall be in sufficient detail for each related division of the latest CSI format and shall be summarized on the DPMC 38 Cost Analysis form(s).

B. GENERATOR REPLACEMENT FUNCTIONAL DESIGN CRITERIA

1. General:

Guided by the results of the Investigation Phase, the Consultant shall provide Design; Construction Administration, Permitting and Bid/Award services to remove and replace the existing diesel fueled generator, located outside the building. The new permanent generator shall be located outside the building. The Consultant is to ensure the location and installation are following all applicable codes, regulations and requirements.

The design requirements of this project shall include but not be limited to the following items identified below. These items are meant to be used as a design guide; however, it shall be the responsibility of the Consultant to determine the final design criteria to make a complete working installation based on their experience with projects similar in size and scope to this one, and the equipment manufacturer's requirements.

2. Location:

DOH and AKFC suggest demolishing the existing generator and using the space as a location for the new generator. The Consultant shall investigate suggested locations, provide recommendations, and identify requirements. The Consultant shall coordinate generator and breaching location with the DOH and AKFC.

3. Equipment Removal:

The Consultant shall provide a demolition plan, as necessary, specifying the existing equipment to be removed and disposed of by the contractor. Provide a phasing plan for equipment removal and for the installation of the new generator.

The Consultant shall take into consideration the size and proximity of the entrance to the generator enclosure and coordinate with the installation and demolition of the existing generator and their associated controls, etc.

4. Temporary Power:

The Consultant shall provide temporary power as needed to keep the building operational during the construction phases.

5. New Generator:

The Consultant shall determine the new generator classifications, power, capacity and size according to the full load requirements to back up the entire facility. The new generator shall be powered by diesel fuel. Consultant to verify there is ample fuel to run the new generator for 72 hours. Determine the need to add a new diesel fuel AST, if necessary. DOH requests the new generators design to be under full load to back up the whole facility in case of loss of electricity and power outage.

Investigate industry-recognized manufacturers of the replacement components to be specified in the design documents. Items to consider shall include, but not be limited to product reliability and performance, manufacturer's years of service, equipment costs, warranties, guarantees, delivery schedule, compatibility with the existing equipment and related components, physical size, etc. Note that the names of three "equal" manufacturers shall be identified and included in the design documents for reference.

The consultant shall evaluate the generator design criteria based on a thorough evaluation of requirements of NEC Articles 700, 701, and 702, as well as the Center for Medicaid and Medicare Services (CMS), NFPA 99 2012, including class and type, paying close attention to the 10 second switching requirement.

6. Drawings:

Provide a Single- Line Diagram to show new generator tie-in details that identifies the name, location, and rating of all switchgears, transformers and generator control panel components. Include all demand factors, switch and panel schedules, wiring identification codes, drawing legends, etc. on the documents.

Provide short circuit study and selective coordination study of over-current protection devices. Provide details on the drawings of any special assembly, electrical tie in requirements, or any other governing or limiting factor of the manufacturer's system component. The drawings shall be prepared with sufficient flexibility to accommodate variations among the equipment manufacturers approved by the Project Team.

7. Generator Pads:

The Consultant shall assess the existing concrete pad and determine to reuse the existing concrete pad with the new equipment or provide the design and specifications to construct a new

concrete pad for the new generator and the new day tank. Provide signed and sealed structural calculations, verifying that they will support the new equipment.

8. Control Equipment:

Provide the design and specification for a master control system, new replacement circuit breaker switchgear, and all further details regarding the sequence of operations.

9. Generator Annunciator Panel:

The Consultant shall include in their design local annunciator panels and wireless annunciator panels at approved occupied workstations within the AKFC facility.

10. Equipment Installation Schedule:

Develop a proposed sequenced phased construction schedule that identifies how the new generator, components and other related items are to be installed. Minimize the required downtime and switchover periods. Temporary emergency backup power shall be provided if required. The final approved schedule shall be included in Division 1 of the specification for Contractor reference during bidding.

Determine all construction schedule coordination requirements with the local Electrical Utility Company and representatives of the AKFC.

11. Equipment Tests:

The design documents shall include detailed test requirements of the new equipment and systems. The Contractor and a certified testing lab shall perform operational tests of the completed installation to certify their proper operation. All test results shall be bound in a booklet and three (3) copies presented to the Project Manager for record.

12. Spare Parts:

A critical spare parts list shall be prepared for all appropriate items and purchased as part of this project. The Consultant shall include provisions for the manufacture/vendor of the equipment to provide critical spare and maintenance parts as part of this project. All of the critical parts shall be reviewed and approved by the Client Agency.

13. Additional Generator or Tap Allowance:

Guided by the results of the Investigation Phase, the Consultant shall estimate the costs associated with the potential requirement to provide design and construction administration services necessary to add a second generator or a tap for a rental generator and enter that amount

in the fee proposal line item entitled **"Additional Generator or Tap Allowance"**. Consideration can be given to using the existing generator as the secondary generator.

A detailed cost breakdown sheet shall be attached to the fee proposal that identifies the amounts proposed for the various activities associated with the allowance and may be used by DPMC during the proposal review and potential fee negotiations.

Any funds remaining in the Allowance shall be returned to the State at the end of the project.

C. ADDITIONAL REQUIREMENTS:

The following miscellaneous general requirements shall apply to this project.

1. Contractor's Use of the Premises:

The Consultant shall review the various AKFC policies and procedures as indicated in **Exhibit 'E'** attached at the end of this scope. Any additional use requirements shall be reviewed and approved by the Using Agency.

2. Demolition Material:

Describe the approved storage methods of all demolition materials, location of dumpsters, protection of dumpsters, removal requirements and security issues in the design documents. If components of the existing systems are not to be reused, they shall be removed in their entirety and legally disposed. **No components shall be "abandoned in place".**

3. Fire Protection:

Address the fire protection requirements during any demolition and installation of equipment and systems. Language shall be included in the design documents that states any acetylene, welding, brazing, and soldering equipment, or other potential source of fire ignition cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members. The Contractor shall coordinate fire watch activities with the client agency. Language shall be included in the design documents to require that contractors obtain hot work permits. There are two – a one-time hot work permit issued by DCA and a daily hot work permit issued by the facility based on the contractor's scheduled hot work activities.

4. Working Hours:

Working hours shall be as determined by the facility staff. Consultant and Contractors are advised that due to the nature of this Facility, shift work and/or phased construction may be required. All

costs related to site meetings, project inspections, regularly scheduled job meetings, etc., shall be included in the Consultant's base bid.

5. Equipment Spare Parts List:

A spare parts list shall be prepared and items purchased, including a storage cabinet with keyed lock, as part of this project for all critical items necessary for the successful operation of the generator system.

6. Equipment Training:

The authorized service representative(s) shall train the facility personnel in the operation and maintenance of the new equipment and systems installed, including step-by-step troubleshooting with required test equipment. The representative shall be familiar with the installed items and have a minimum of 3 years of training experience.

Three (3) copies of the operation and maintenance manuals shall be prepared and presented to the Project Manager for reference.

7. Construction Work Area Requirements:

Indicate the location and dimensioned details for any temporary construction barriers for security and/or safety, plastic barriers for dust and dirt containment, and special covers for equipment protection during the removal and installation of the new equipment and system components. The design documents shall describe all salvage items that are to be retained by Client Agencies.

D. EXISTING DOCUMENTATION

Copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- M1423-00: As-Built Drawings, 5/30/12, Joseph B. Callaghan, Inc. – Consulting Engineers
- M1018-00: As-Built Drawings, 7/20/95, Radey & Fuller Architects & Engineers
- A1241-09: Final Drawings Ann Klein Forensic Center ESIP, 2/17/2022, DCO Energy

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

All original documentation shall be returned to the provider at the completion of the project.

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code (NJUCC).

The latest NJUCC Adopted Codes and Standards can be found at:

http://www.state.nj.us/dca/divisions/codes/codreg/

1. NJ Uniform Construction Code (NJUCC) Plan Review

Consultant shall estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled **"Plan Review and Permit Fee Allowance"**, refer to paragraph XI.A.

Upon approval of the Final Design Phase Submission by DPMC, the Consultant shall submit the construction documents to the Department of Community Affairs (DCA), Bureau of Construction Project Review to secure a complete plan release.

Procedures for submission to the DCA Plan Review Unit can be found at:

https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf

Consultant shall complete the "Project Review Application" and include the following on Block 5 as the "Owner's Designated Agent Name":

Joyce Spitale, DPMC
PO Box 235
Trenton, NJ 08625-0235
Joyce.Spitale@treas.nj.gov 609-943-5193

The Consultant shall complete the NJUCC "Plan Review Fee Schedule", determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph X.A.
The NJUCC "Plan Review Fee Schedule" can be found at:

http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJ Uniform Construction Code Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The "Agent Section" of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA approved, signed and sealed construction documents** shall be forwarded to the DPMC Project Manager.

The Consultant may obtain copies of all NJUCC permit applications at the following website:

http://www.state.nj.us/dca/divisions/codes/forms/

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in Paragraph VIII.B.

3. Prior Approval Certification Letters:

The issuance of a construction permit for this project may be contingent upon acquiring various "prior approvals" as defined by N.J.A.C. 5:23-1.4. It is the Consultant's responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a) 5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits:

A project that involves many buildings and/or sites requires that a separate permit shall be issued for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

5. Special Inspections:

In accordance with the requirements of the New Jersey Uniform Construction Code N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition:

Special inspections are defined as an independent verification by a certified Special Inspector for **Class I buildings and smoke control systems in any class building**. The special inspector is to be independent from the Contractor and responsible to the Consultant so that there is no possible conflict of interest.

Special inspectors shall be certified in accordance with the requirements in the New Jersey Uniform Construction Code.

b. Responsibilities:

The Consultant shall submit with the permit application, a list of special inspections and the agencies or special inspectors that will be responsible to carry out the inspections required for the project. The list shall be a separate document, on letter head, signed and sealed.

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant's Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, **"Permit Fee Allowance."**

The Consultant may refer to the Division of Property Management and Construction "Procedures for Architects and Engineers Manual", Paragraph "**9. REGULATORY AGENCY APPROVALS"** which presents a compendium of State permits, certificates, and approvals that may be required for this project.

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

IX. ENERGY INCENTIVE PROGRAM

The Consultant shall review the programs available on the "New Jersey's Clean Energy Program" website at: http://www.njcleanenergy.com as well as New Jersey electric and gas utility websites to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for "New Jersey Clean Energy Program" or utility approved rebates and incentives.

Consultant shall identify all rebates and incentives in their technical proposal.

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer's specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.

All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of its fee proposal.

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below.

1. Permits:

The Consultant shall determine the various permits, certificates, and approvals required to complete this project.

2. Permit Costs:

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include

that amount in its fee proposal line item entitled **"Plan Review and Permit Fee Allowance"**, refer to Paragraph IX.A. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

3. Applications:

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant's permit fee allowance. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee:

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal under the "Permit Phase" column.

Any funds remaining in the permit allowance will be returned to the State at the close of the project.

B. ADDITIONAL GENERATOR OR TAP ALLOWANCE

Guided by the results of the Investigation Phase, the Consultant shall estimate the costs associated with the potential requirement to provide design and construction administration services necessary to add a second generator or a tap for a rental generator and enter that amount in the fee proposal line item entitled **"Additional Generator or Tap Allowance"**. Consideration can be given to using the existing generator as the secondary generator.

A detailed cost breakdown sheet shall be attached to the fee proposal that identifies the amounts proposed for the various activities associated with the allowance and may be used by DPMC during the proposal review and potential fee negotiations.

Any funds remaining in the Allowance shall be returned to the State at the end of the project.

SOW PREPARED BY: 8-24-2023

GREGORY SYMCAK, PROJECT MANAGER — DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: 08/24/2023

CHRISTIAN CASTEEL, PROJECT MANAGER — DATE
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: Sean P. Meehan 09/06/2023

SEAN MEEHAN, DESIGN PROJECT MANAGER — DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: 9/7/2023

RICHARD FLODMAND, DEPUTY DIRECTOR — DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

The following are checklists listing the Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled "Procedures for Architects and Engineers," 3.0 Edition, dated September 2022 available at https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf for a detailed description of the deliverables required for each submission item listed. References to the applicable paragraphs of the "Procedures for Architects and Engineers" are provided.

Note that the Deliverables Checklist may include submission items that are "S.O.W. Specific Requirements". These requirements will be defined in the project specific scope of work and included on the deliverables checklist.

This project includes the following phases with the deliverables noted as "Required by S.O.W" on the Deliverables Checklist:

- **INVESTIGATION PHASE**
- **SCHEMATIC DESIGN PHASE**
- **DESIGN DEVELOPMENT PHASE**
- **FINAL DESIGN PHASE**
- **PERMIT APPLICATION PHASE**
- **BIDDING AND CONTRACT AWARD**
- **CONSTRUCTION PHASE**
- **PROJECT CLOSE-OUT PHASE**

XIII. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION
C. ANN KLEIN FORENSIC CENTER
D. PROJECT SITE MAP
E. AKFC POLICIES AND PROCEDURES
F. PHOTOS

END OF SCOPE OF WORK

DPMC Project No.: M1554-00

Deliverables Checklist
Investigation Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Outline Specifications						
12.3.16.	Current Working Estimate/Cost Analysis						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Program Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						
VII.A.5	Generator Size/Capacity, Electrical Bus Upgrade and ATS Capacity Investigation Report						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: M1554-00

Deliverables Checklist
Schematic Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Diagrammatic Sketches/Drawings (6 Sets)						
13.4.15.	Outline Specifications						
13.4.16.	Current Working Estimate/Cost Analysis						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic Design Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: M1554-00

Deliverables Checklist
Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Diagrammatic Sketches/Drawings (6 Sets)						
14.4.15.	Outline Specifications						
14.4.16.	Current Working Estimate/Cost Analysis						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: M1554-00

Deliverables Checklist
Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Diagrammatic Sketches/Drawings (6 Sets)						
15.4.15.	Outline Specifications						
15.4.16.	Current Working Estimate/Cost Analysis						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: M1554-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed						
16.6.	Current Working Estimate/Cost Analysis						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC Project Manager the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: M1554-00

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
17.1.1.	Notice of Advertising						
17.1.2.	Bid Proposal Form						
17.1.3.	Bid Clearance Form						
17.1.4.	Drawings (6 Sets)						
17.1.5.	Specifications						
17.1.6.	Construction Schedule						
17.3	Pre-Bid Conference/Mandatory Site Visit						
17.3.1.	Meeting Minutes						
17.4	Bulletins						
17.5	Post Bid Meeting						
17.6.	Contract Award "Letter of Recommendation"						
17.8.	Bid Protests - Hearings						
17.9.	Bidding and Contract Award Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: M1554-00

Deliverables Checklist
Construction Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
18.2.	Pre-Construction Meeting						
18.3.	Submittal Log						
18.4.	Construction Schedule						
18.5.	Project Progress Meetings						
18.7.	Contractor's Invoicing and Payment Process						
18.8.	Contractor Submittals						
18.10.	Testing						
18.11.	Shop Drawings (6 Sets)						
18.12.	As-Built & Record Set Drawings (6 Sets)						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.17.	Construction Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: M1554-00

Deliverables Checklist
Project Close-Out Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

February 7, 1997
Rev.: January 29, 2002

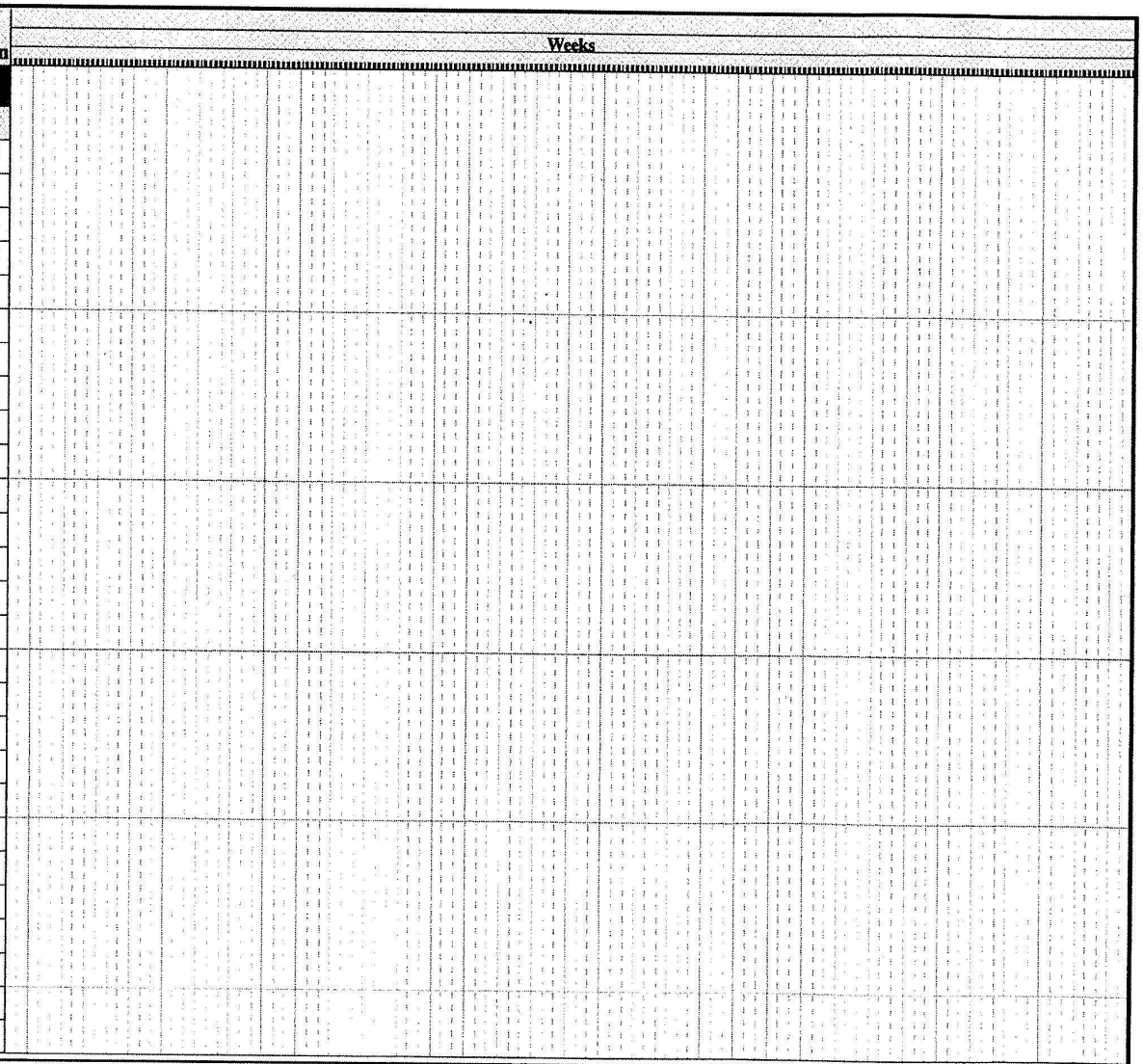
Responsible Group Code Table

The codes below are used in the schedule field "GRP" that identifies the group responsible for the activity. The table consists of groups in the Division of Property Management & Construction (DPMC), as well as groups outside of the DPMC that have responsibility for specific activities on a project that could delay the project if not completed in the time specified. For reporting purposes, the groups within the DPMC have been defined to the supervisory level of management (i.e., third level of management, the level below the Associate Director) to identify the "functional group" responsible for the activity.

CODE	DESCRIPTION	REPORTS TO ASSOCIATE DIRECTOR OF:
CM	Contract Management Group	Contract Management
CA	Client Agency	N/A
CSP	Consultant Selection and Prequalification Group	Technical Services
A/E	Architect/Engineer	N/A
PR	Plan Review Group	Technical Services
CP	Construction Procurement	Planning & Administration
CON	Construction Contractor	N/A
FM	Financial Management Group	Planning & Administration
OEU	Office of Energy and Utility Management	N/A
PD	Project Development Group	Planning & Administration

EXHIBIT 'A'

Activity ID	Description	Rspn
<PROJ>		
Design		
CV3001	Schedule/Conduct Predesign/Project Kick-Off Mtg.	CM
CV3020	Prepare Program Phase Submittal	AE
CV3021	Distribute Program Submittal for Review	CM
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3022	Review & Approve Program Submittal	CA
CV3023	Review & Approve Program Submittal	PR
CV3024	Review & Approve Program Submittal	CM
CV3025	Consolidate & Return Program Submittal Comments	CM
CV3030	Prepare Schematic Phase Submittal	AE
CV3031	Distribute Schematic Submittal for Review	CM
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3032	Review & Approve Schematic Submittal	CA
CV3033	Review & Approve Schematic Submittal	PR
CV3034	Review & Approve Schematic Submittal	CM
CV3035	Consolidate & Return Schematic Submittal Comment	CM
CV3040	Prepare Design Development Phase Submittal	AE
CV3041	Distribute D. D. Submittal for Review	CM
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3042	Review & Approve Design Development Submittal	CA
CV3043	Review & Approve Design Development Submittal	PR
CV3044	Review & Approve Design Development Submittal	CM
CV3045	Consolidate & Return D.D. Submittal Comments	CM
CV3050	Prepare Final Design Phase Submittal	AE
CV3051	Distribute Final Design Submittal for Review	CM
CV3052	Review & Approve Final Design Submittal	CA
CV3053	Review & Approve Final Design Submittal	PR
CV3054	Review Final Design Submitl for Constructability	OCS



NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

Activity ID	Description	Rspn	Weeks
CV3055	Review & Approve Final Design Submittal	CM	
CV3056	Consolidate & Return Final Design Comments	CM	
CV3060	Prepare & Submit Permit Application Documents	AE	
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM	
Plan Review-Permit Acquisition			
CV4001	Review Constr. Documents & Secure UCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
Advertise-Bid-Award			
CV5001	Advertise Project & Bid Construction Contracts	CP	
CV5010	Open Construction Bids	CP	
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV5014	Complete Recommendation for Award	CP	
CV5020	Award Construction Contracts/Issue NTP	CP	
Construction			
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	CON	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals	CON	
CV6004	Longest Lead Procurement Item Ordered	CON	
CV6005	Lead Time for Longest Lead Procurement Item	CON	
CV6006	Prepare & Submit Shop Drawings	CON	
CV6007	Complete Construction Submittals	CON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete	CON	
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete	CON	

NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

Bureau of Design & Construction Services

EXHIBIT 'A'

Activity ID	Description	Rspn	Weeks
CV6014	Roughing Work Complete	CON	
CV6021	Interior Finishes Start	CON	
CV6022	Install Interior Finishes	CON	
CV6030	Contract Work to Substantial Completion	CON	
CV6031	Substantial Completion Declared	CM	
CV6075	Complete Deferred Punch List/Seasonal Activities	CON	
CV6079	Project Construction Complete	CM	
CV6080	Close Out Construction Contracts	CM	
CV6089	Construction Contracts Complete	CM	
CV6090	Close Out A/E Contract	CM	
CV6092	Project Completion Declared	CM	

NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

DBCA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

Site Location Map
DPMC Project M1554-00

Trenton Psychiatric Hospital
101 Sullivan Way, Trenton, NJ 08628

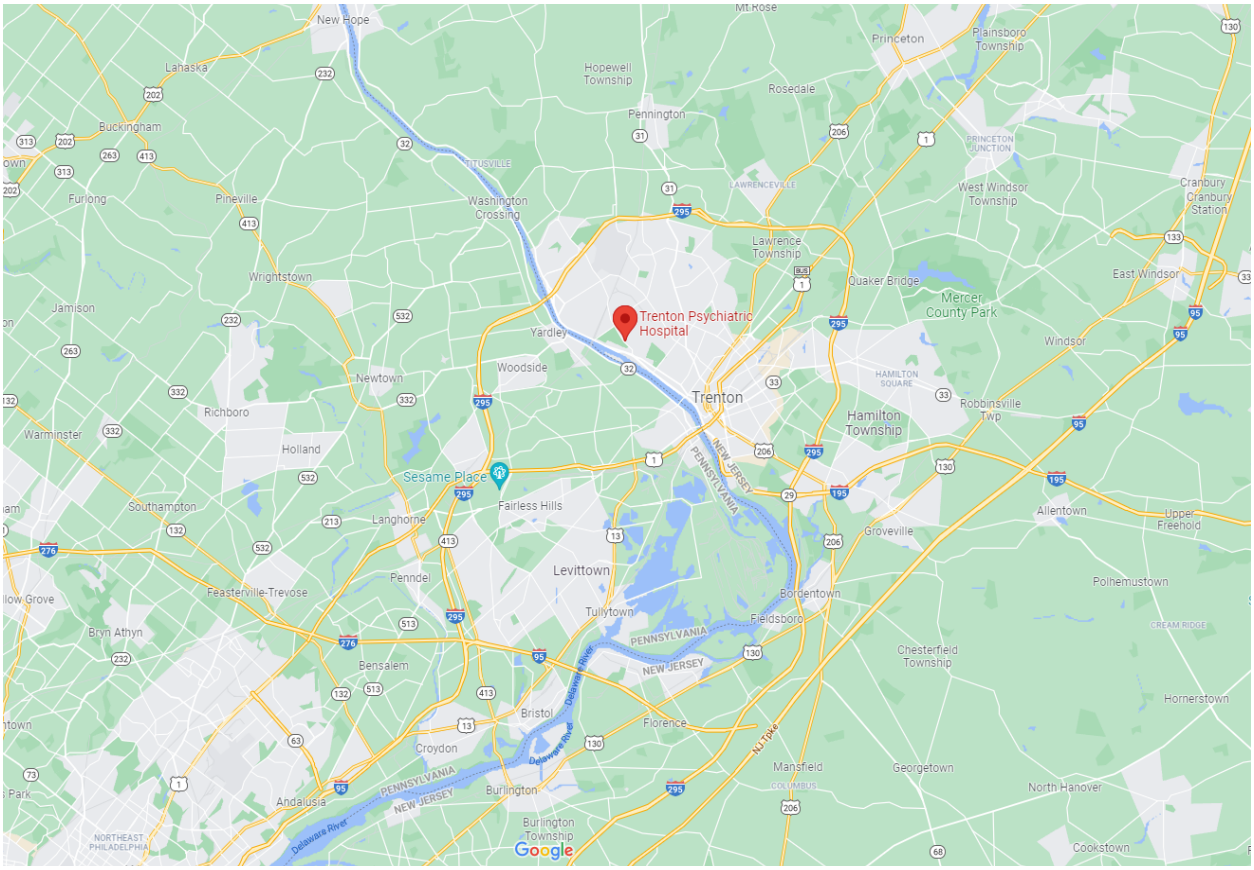
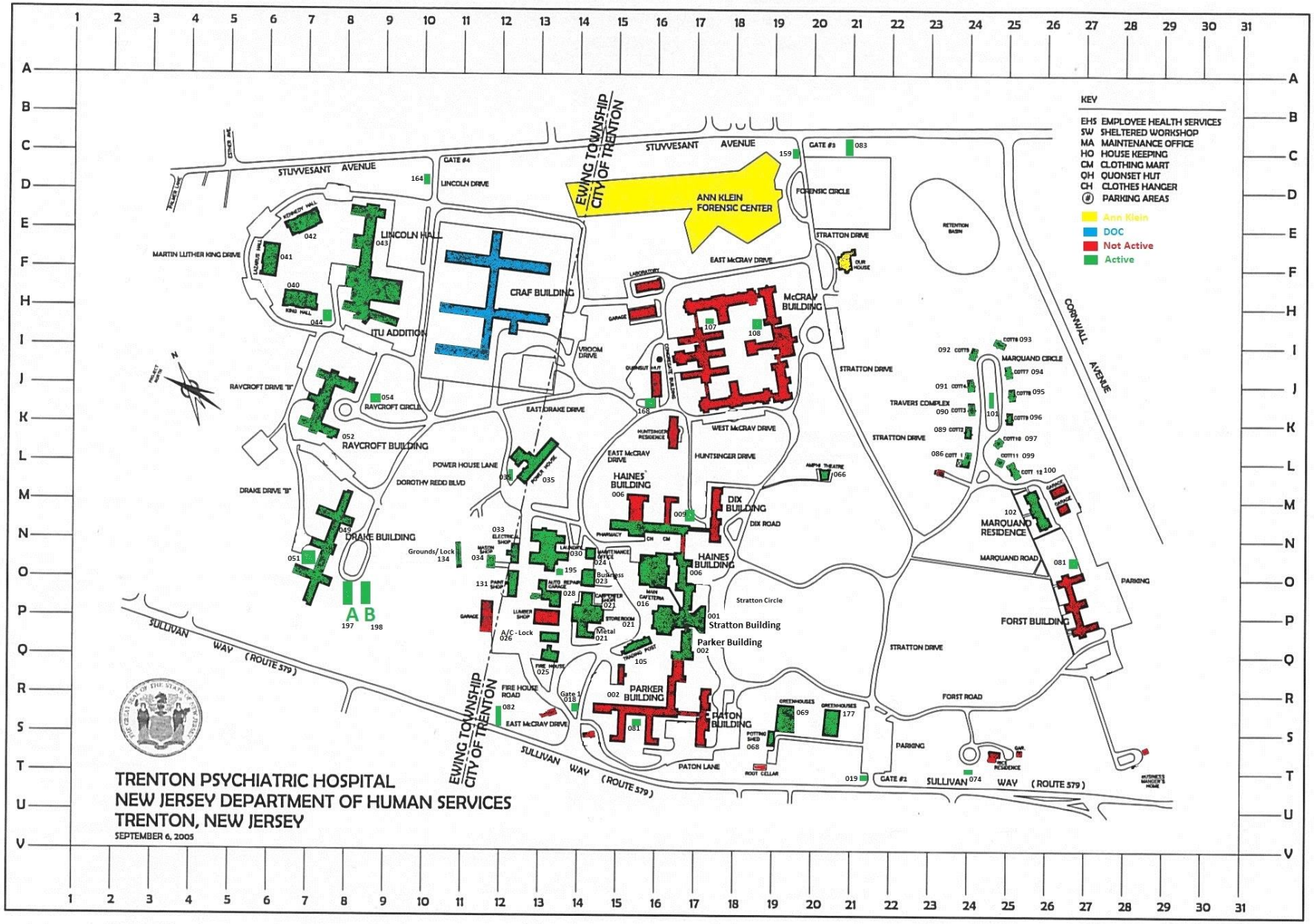


EXHIBIT ‘B’
PROJECT SITE LOCATION

EXHIBIT 'C'
ANN KLEIN FORENSIC CENTER



EXHIBIT'D'

TRENTON PSYCHIATRIC HOSPITAL SITE MAP

ANN KLEIN	**SAFETY MANUAL**	**Number:**	**807**
FORENSIC	**POLICY AND PROCEDURE**	**Page:**	**1 of 2**
CENTER	**Approved:** _____		
		Effective:	**11/95**
		Reviewed:	**4/22**
		Next Review:	**4/24**

TITLE: OUTSIDE CONTRACTORS

OBJECTIVE

To outline procedures to be followed by "outside" contractors to ensure that they are familiar with hospital safety issues.

RATIONALE

The safety of patients, staff, visitors & state property is of the highest importance. It is imperative that all contractors entering and working at Ann Klein Forensic Center shall make every attempt to protect all persons & state property from injury & damage arising from their work and shall take all precautions necessary to provide a maximum level of safety & protections in their work areas.

NOTICE

Executive Order No. 283 requires covered healthcare settings, which include psychiatric hospitals, to mandate primary and booster series COVID-19 vaccinations for all of their employees, contractors, vendors, consultants, temporary workers, trainees, volunteers, students, vendors, union representatives, nonemployee personnel and other individuals providing services in the covered settings. To comply with Executive Order No. 283, DBHS mandates all individuals working and/or providing services in Ann Klein Forensic Center, Greystone Park Psychiatric Hospital, Ancora Psychiatric Hospital, Trenton Psychiatric Hospital or the Special Treatment Unit be vaccinated and boosted. It shall be the responsibility of the "hiring/onboarding" department head to verify vaccination status prior to the provision of services.

PROCEDURES

1. The contractor must sign in at the loading dock and request the Engineer in Charge of Maintenance or his designee; then check out/sign out with Engineer in Charge of Maintenance at the end of the workday.

2. The contractor must abide by all PEOSHA/OSHA regulations, Life Safety Codes, NJ State Fire Codes and Workers' Compensation Bureau safety requirements.

EXHIBIT 'E'

TITLE: OUTSIDE CONTRACTORS

3. The Engineer in Charge of Maintenance will ensure that all contractual workers receive and don the appropriate visitor's badge and receive a contractor Parking Permit for their vehicles.

4. The contractor will be responsible to secure all tools and equipment and to check them with the Medical Security Officer Escort and the rear Sally Port Officer. (See Safety Policy #806).

5. The contractor will be escorted by a Medical Security Officer or secured in a work area by a Medical Security Officer. If an Officer is not available and there is no concern of a security risk then a Maintenance person or the Building Management Specialist will escort the Contractor. Assigned escort shall be responsible for monitoring the location of tools at all times.

6. Should there be the need to penetrate firewalls, partitions, or any type of fire assembly then the Contractor must notify the Engineer in Charge of Maintenance prior to the penetration and the appropriate Fire Assembly Penetration Permit must be completed and implemented as per policy.

7. The contractors are responsible for operating all vehicles in a safe manner and abide by all state and local traffic and parking regulations.

8. The contractor is responsible for securing all vehicles and tools.

9. The contractor, workers, their vehicles, toolboxes, and lunch containers may be searched as deemed appropriate by Medical Security Staff.

10. The contractor or workers must immediately report any loss of tools or broken tools to the Medical Security Officer Escort and the Engineer in Charge of Maintenance.

11. Any contractor bringing in job specific chemicals must supply the Building Management Specialist with the appropriate Safety Data Sheet for the chemical containing product prior to use or storage at the hospital.

12. At the end of the contractor's workday, a representative from the maintenance department and the safety office will conduct an inspection of the work area using the Construction Project Contractors Checklist. The inspection will consist of but not limited to fire wall penetrations, electrical panel boxes locked, cleanliness of the job site, tools left behind.

See attachment form.

EXHIBIT 'E'

ANN KLEIN	**SAFETY MANUAL**	**Number:**	**806**
FORENSIC	**POLICY AND PROCEDURE**	**Page:**	**1 of 2**
CENTER	**Approved: _____**		
		Effective:	**12/95**
		Reviewed:	**2/22**
		Next Review:	**2/24**

TITLE: CONTROL OF TOOLS

OBJECTIVE

To outline a procedure to ensure that tools entering the secured part of the Ann Klein Forensic Center are accounted for.

RATIONALE

It is essential in a secured psychiatric facility to be able to account for all tools entering and leaving the secured part of the building. Tools are potential weapons and contraband; they must be accounted for at all times.

PROCEDURE

1. All persons entering the hospital with working tools cannot enter through the main entrance with tools as this is a breach of security. They must use the loading dock entrance, unless pre-approved by Medical Security.

2. Persons bringing tools through the rear sally port at the loading dock will inform the loading dock officer that they are carrying tools and shall sign the logbook.

3. The assigned Maintenance staff shall be responsible for monitoring the location of tools at all times and for ensuring that all tools leave the work area with the contractor(s). Medical Security Officer, and the Safety Office will be responsible to ensure the area is contraband free after work is completed.

4. The name of the persons carrying the tools, worksite destination, time in and time out, and the escort's name will be entered on the maintenance signature sheet. (Please see attached copy.)

5. Any discrepancies, such as lost tools, must be reported to the Engineer in Charge and the Supervisor of Medical Security immediately. Programs will be closed, and areas checked until the missing tools are located.

EXHIBIT 'E'

Maintenance Signature sheet

Date	Loading Dock Officer's Name	Contractor's Name	Number of tools/types	Time-In	Work Site	Time-Out	Escort and Department

[Rev.5/06/08 EJ]

EXHIBIT 'E'

Approved:_____

Effective: 6/18
Reviewed: 6/20
Next Review: 6/22

TITLE: Construction Projects and Pre-Construction Risk Assessments

OBJECTIVES

The safety of the patients, staff and visitors are always a priority at Ann Klein Forensic Center, even during construction and renovation projects. Ann Klein strives to reduce the risk of nosocomial infections by taking precautions to decrease the risk of air and water pathogen transmission during routine maintenance, renovation and construction of the environment.

RATIONALE

This policy describes construction actives and barrier precautions. Infection Control, Maintenance, Housekeeping and the Safety Department will assess all project prior to its start for the potential risk to patients, staff and visitors during general maintenance, construction and renovation projects at the facility. It also outlines the necessary interventions to be taken after an initial pre-construction risk assessment is performed. As a routine precaution, patients should be removed from constructions areas (1) to protect them from dust and other airborne impurities, (2) contact with tools, cables and other articles of potential harm, and (3) possible accidental injuries.

PROCEDURE

1. **Construction Activity Types**: Are defined by the amount of dust, vibration and noise which is generated, the duration of time the project will take and the amount of shared HVAC systems for the area of construction.

Type A: Inspections and Non-Invasive Activities

Includes, but is not limited to:

- removal of ceiling tiles for visual inspection, and repair of fire breeches in the absence of observable mold limited to 1 tile per 50 square feet
- painting (but not sanding)
- wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection or repair of fire breeches in the absence of observable mold

Type B: Small scale, short duration activities which create minimal dust

EXHIBIT 'E'

Includes, but is not limited to:
- ❖ installation of telephone and computer cabling
- ❖ access to chase spaces
- ❖ cutting of walls or ceiling where dust migration can be controlled

Type C: Any work which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies

Includes, but is not limited to:
- ❖ sanding of wall for painting or wallcovering
- ❖ removal of floorcoverings, ceiling tiles and casework, new wall construction, minor ductwork or electrical work above ceilings
- ❖ major cabling activities, and any activity which cannot be completed within a single work-shift

Type D: Major demolition and construction projects

Includes, but is not limited to:
- ❖ activities which require consecutive work shifts
- ❖ require heavy demolition or removal of a complete cabling system
- ❖ New construction.

2. **Barrier Precautions**

Class I:
- ❖ Execute work by methods to minimize raising dust from construction operations.
- ❖ Immediately replace any ceiling tile displaced for visual inspection/fire breech repair.

Class II.
- ❖ Provide active means to prevent air-borne dust from dispersing into atmosphere.
- ❖ Water mist work surfaces to control dust while cutting.
- ❖ Seal unused doors with masking tape.
- ❖ Block off and seal air vents.
- ❖ Wipe work surfaces with disinfectant.

Class III
- ❖ Isolate HVAC system in area where work is being done to prevent contamination of duct system.
- ❖ Complete all critical barriers i.e., sheetrock, plywood, plastic, to seal area from non-work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins.
- ❖ Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.

- Contain construction waste before transport in tightly covered containers
- Cover transport receptacles or carts; Tape covers unless solid lid.
- Wet mop and/or vacuum with HEPA filtered vacuum before leaving work areas.
- Place dust mat at entrance and exit of work area.
- Remove isolation of HVAC system in areas where work is being performed.

Class IV.

- Isolate HVAC system in area where work is being done to prevent contamination of duct system.
- Complete all critical barriers or implement control cube method before construction begins.
- Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.
- Seal holes, pipes, conduits, and punctures appropriately.
- Construct anteroom and require all personnel to pass through this room so they can be vacuumed using an HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.
- All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exits the work area.
- Provide adhesive walk-off mats at entrance to work area within the anteroom. Replace used mats with new mats in accordance with manufacturer's recommendations.
- Do not remove barriers from work area until completed project is inspected by APH's Safety Department, Plant Services, and Infection Control Department and thoroughly cleaned by the APH's Housekeeping Department.
- Vacuum work area with HEPA filtered vacuums.
- Wet mop area with disinfectant.
- Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
- Contain construction waste before transport in tightly covered containers.
- Cover transport receptacle or carts. Tape covering unless solid lid.
- Remove isolation of HVAC system in areas where work is being performed.

Refer to corresponding Safety Manual Policies:
Interim Life Safety Measures # 606 and the Life Safety Matrix, Fire Wall and Floor Penetration Program # 607, Indoor Air Quality Standard # 504.

EXHIBIT 'E'

ANN KLEIN	SAFETY MANUAL	Number:	801
FORENSIC	POLICY AND PROCEDURE	Page:	1 of 3
CENTER	Approved: _____		
		Effective:	1/91
		Reviewed:	6/21
		Next Review:	6/23

TITLE: ELECTRICAL SAFETY

OBJECTIVE

To define the use of electrical equipment, to include extension cords, flexible wiring, electrical panels, appliances and to detail a system for its safe use.

RATIONALE

A procedure that clearly defines the use, maintenance, and monitoring of electrical equipment and extension cords which will provide an environment for patients and staff which reduces the risk of fire and other safety hazards.

PROCEDURE

1. The Maintenance Department shall review and approve all electrical equipment, appliances, extension cords and power strips prior to purchase, installation, and/or brought into the facility.

2. All electrical equipment and appliances shall be taken to the Maintenance Department for an inspection prior to being used by the employee/patient. The Maintenance Department shall determine its appropriateness as per National Electrical Code (New Jersey Edition), NFPA 70-2011: 400-8; 590.3 (D), NFPA 99-2012: 10.2.3.63; 10.2.4. If approved, the Maintenance Department shall apply a "Safety Check" label to the appliance/equipment.

3. Employees are required to obtain a UL approved power strip with a built-in circuit breaker from the AKFC Stockroom or Maintenance Department only. These power strips will have various lengths on the cords to meet the needs of the employee, they will need to be directly plugged into a wall outlet only. No personal powee/strips and extension cords shall be permitted at the facility at any time. If a power strip is needed to be mounted to a wall or a desk, then a work order request will be filled out and sent into the maintenance department so the job can be completed properly. If power strips are used in any manner, precautions required by NFPA 101: Life Safety Code® and referenced documents must be undertaken. Staff using power strips shall ensure that power strips are used appropriately, including but not limited to the following:

    A. Installation of internal ground fault and over-current protection devices
    B. Prevention of cords becoming tripping hazards
    C. Connection of devices so that tension is not transmitted to joints or terminals
    D. No "daisy chaining" of power strips

EXHIBIT 'E'

E. Proper insertion of plugs into receptacles so that no part of the metal prongs is exposed
F. Use of power strips that are adequate for the number and types of devices
G. No overloading of power strips with high-load devices
H. Power strips are properly routed without cords going through walls, ceilings, floors, or similar openings
I. Power strips are not used in areas where air circulation is limited as this may lead to overheating
J. Power strips that are damaged, i.e., melted, burned, frayed, discolored, or hot to touch, shall be removed from use
K. In locations near water sources, use of ground fault circuit interrupters (GFCIs) may be required

4. Electrical extension cords are prohibited in the office spaces of AKFC for everyday use. The Maintenance and Housekeeping departments can utilize extension cords for hand help power tools, vacuums, buffers, and fans. The extension cords will be proper rated for the tools being used. The cords will be inspected daily prior to use checking for cracks in the casing, frayed wiring, and missing ground prongs. If the extension cord is damaged it will be taken out of service immediately and replaced with another cord. The extension cords also need to be directly plugged into a wall outlet or an outlet on our portable generator. These extension cords must be removed when finished using the tools.

5. The Maintenance Department and Safety Department shall remove all appliances, electrical extension cords or power strips that are considered unsafe or that have not been approved by the Maintenance Department. Electrical cords and power strips will not run under closed doors, carpets, under patrician walls or used in any manner that will damage the outside insulation of the wire/cord.

6. All electrical panels throughout the facility shall always remain locked. The electrical panels are inspected by the Safety Department on a monthly to make sure they are locked. During the inspection, all breakers that are marked as spares should be in the off position, tripped breakers, missing breakers, holes, and missing parts shall be reported to our Maintenance Department for repairs. Also, during the inspection, the breakers for the fire alarm system is checked for the proper labeling and to make sure the locking mechanism is intact. These panels # EEP-2 is located in the switch gear room, ERP-1 located in CE-11, ERPU-3 located in E-4 and ERPU-7 located in E-7. The monthly testing report is filed in the safety office.

7. Emergency lights and Exit signs that have battery backup will be tested monthly by our Maintenance Department. The monthly test will be conducted by holding the test button for a minimum of 30 seconds for each unit, the test will be documented on the Battery Powered lighting and exit sign log. Once a year the emergency lights and exit signs will be tested for 90 minutes and the results will be documented on the Battery Powered lighting and exit sign log also. Any deficiencies will need to be repaired, emergency lights and exit signs will be written up under a Life Safety workorder and will need to be repaired in 30 days. The monthly testing report is filed in the safety office.

EXHIBIT 'E'

TITLE: ELECTRICAL SAFETY

8. In the event of a power failure, AKFC has an Emergency Generator that will automatically start supplying power to key areas of our hospital. To make sure our generator is ready for this task AKFC is required to conduct testing and maintenance of our generator following NFPA 110 Standard for Emergency and Standby Power System 2010 edition. All testing and maintenance reports are forwarded to the Safety Department for filing.

EXHIBIT 'E'

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CENTER	Approved: _____		
		Effective:	8/91
		Reviewed:	11/21
		Next Review:	11/23

TITLE: CONTROL OF HAZARDOUS ENERGY SOURCE – LOCKOUT/TAGOUT

OBJECTIVE

To clearly define the necessary steps for the control of hazardous energy sources, in accordance with 29 CFR 1910.147, the Control of Hazardous Energy Sources (lockout/tagout).

To establish safe practices required for the servicing and maintenance of machines/equipment in which the "unexpected" energization or start up of the machines/equipment, or release of stored energy could cause injury to employees. Refer to OSHA 1910.147 for the complete standard and list of definitions.

RATIONALE

The establishment of minimum performance standards for the control of hazardous energy sources will minimize the potential for employee injury.

Statement: It is the responsibility of the Engineer in Charge (EIC) or designee to identify all machinery or equipment in which the potential for the unexpected release of energy is possible. The EIC is responsible for implementing the procedure components and monitoring their compliance by the designated authorized employees.

APPLICATION:

This standard applies to the control of energy during servicing and/or maintenance of machines and equipment. Normal production operations are not covered by this standard. Servicing/maintenance which takes place during normal production operations is covered by this standard only if an employee is required to remove or bypass a guard or other safety device, or and employee is required to place any part of his body into an area on a machine or piece of equipment where work is actually performed upon the material being processed or where an associated danger zone exists during a machine operating cycle.

Exception: Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection. This standard does not apply to work on cord and plug connected electric equipment as long as the plug is under exclusive control of the employee performing the work; and, on hot tap operations involving transmission and distribution systems for gas, steam, water or petroleum products.

EXHIBIT 'E'

TITLE: CONTROL OF HAZARDOUS ENERGY SOURCE – LOCKOUT/TAGOUT

ENERGY CONTROL PROCEDURES

A. Notification

1. Employees whose work may be directly affected by the procedure shall be verbally notified of the purpose and duration of the shutdown prior to implementation.

2. Employees shall be notified after completion of the shutdown.

B. Lockout/Tagout Permit (appendix A)

1. Lockout/Tagout Permit needs to be completed prior to the work being started by the authorizing EIC or authorizing Employee of maintenance.
2. The Locking devices, isolation points, hazards, date of when the lock was installed and initials of who installed the lock must be filled out prior to the work being started.
3. Were all employees notified that the certain piece of equipment was taken out of Service.
4. Both the Authorized employee and the EIC of maintenance needs to sign the permit upon completion of the job and after the affected employees were notified that the equipment was put back on line.

C. Application of Control

1. Shutdown - Machines or equipment shall be turned off or shut down by an Authorized Employee using appropriate stopping procedures (depress stop button, toggle switch to off, shut valve).

2. Isolation and Device Application - The Authorized Employee shall operate the switch valve or other energy isolation device needed to control the energy involved in a manner that will isolate the machine or equipment from the energy source or ensure that devices are physically located to accomplish isolation.

3. The Authorized Employee shall affix appropriate lockout devices to each energy isolation device (switch, panel, control or valve). The devices shall prevent or inhibit reactivation of energy isolation devices and shall be used as follows:

   a. The lockout devices shall be affixed in a manner that will hold the energy isolation devices in a "safe" or "off" position.

   b. The tagout devices shall be affixed in a manner that clearly indicates that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

EXHIBIT 'E'

c. Sign and date the tag with the time to include the shop working on equipment and emergency phone numbers.

d. If a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as is safely possible to the device and in a position that will be immediately obvious to anyone attempting to operate the device.

e. All employees required to lockout/tagout equipment shall place a lockout or Tagout device on the energy isolating device and maintain the key on the person until the job is completed. The lock can only be removed by that person.

Following the application of lockout/tagout devices to energy isolation devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained and/or otherwise rendered safe.

The Authorized Employee shall dissipate or restrain stored energy (such as that in springs, elevated machine members, rotating fly wheels, hydraulic systems, and air gas steam or water pressure, etc.) by repositioning, blocking, capping, bleeding down, etc.

Exception: If an energy isolating device is not capable of being locked out, a tagout system shall be utilized. The tagout device shall be attached at the same location that the lockout device would have been attached. The level of safety shall be equivalent to that obtained by using a lockout program.

D. Verification of Isolation

Before starting any work on equipment or processes that have been locked out and tagged out, an Authorized Employee shall test the system and verify that isolation and de-energization of the machine or equipment has been accomplished.

1. Verification may be made that:

a. The lockout/tagout devices are positioned or located in a way that isolates and de-energizes the equipment or process effectively as required by the Shutdown and Isolation steps.

b. Stored energy has been rendered safe in accordance with the Stored Energy step.

EXHIBIT 'E'

2. Means of Testing:

   a. Clear the machine or equipment of tools and materials and clear employees from the area.

   b. Clear the control of locks and tags.

   c. Energize and proceed with testing or positioning.

   d. De-energize all systems and re-apply energy control measures to continue the work.

   e. De-energize: steam, water or compressed air lines, by slowly releasing pressure on area to be serviced, such as: blow-down valves on strainers, drain valves on tanks, etc.

   Verification of isolation shall be continued until the activity is completed or until the possibility of any accumulation or re-accumulation of stored energy no longer exists.

E. Release from Control – Start Up

1. After servicing or maintenance is completed, removal of the lockout/tagout devices shall occur only after:

   a. The work area is inspected for removal of nonessential items, tools, loose equipment.

   b. The machine or equipment components are operationally intact and machine or equipment guards are reinstalled.

   c. All employees have been safely positioned or removed.

   d. Notification to affected employees and work areas that equipment will be started up or a utility put back on line.

2. Lockout/tagout devices shall be removed from each energy isolating device by the employee who applied the device, except:

   a. When the employee who applied a personal lockout/tagout device is not available to remove the device; or

   b. If the authorized person can demonstrate that it is not feasible to do otherwise because unique operating conditions involving complex systems exist.

3. After lockout and tagout devices have been removed and all of the above steps have been followed, energy shall be restored to the machines or equipment by operating the energy isolating devices to "on" position.

4. Check for proper line voltage, rotation, proper speed, etc.

F. Group Devices

When lockout/tagout devices are used by a crew, craft, department or other group, the affected employees shall be afforded the same level of protection as that provided to personal lockout/tagout devices.

1. Group devices shall be used in accordance with all appropriate provisions of this procedure.

2. An Authorized Person shall have primary responsibility to ascertain the exposure status of individual group members.

3. The Authorized Person shall have responsibility for control of the overall job-associated lockout/tagout procedure and the coordination of affected work forces to assure continuity of protection.

G. Shift or Personnel Changes

Transfer of lockout/tagout devices between off-going and oncoming employees shall include:

1. The incoming employees shall secure their personal lockout/tagout devices and join the off-going employees at the lockout/tagout location.

2. One off-going employee at a time shall remove his/her device while one incoming employee shall affix his/her device to the vacated location.

3. Verification shall be repeated by the oncoming employees to ensure that isolation and de-energization of the machine or equipment remained effective after the changeover is accomplished.

4. This verification shall be noted on the lock out tag or permit by both the oncoming parties.

H. Outside Servicing Personnel

When outside servicing personnel are engaged in activities covered by the scope of this Procedure, the EIC of maintenance shall:

1. Inform outside servicing personnel of the facility's lockout/tagout procedure.

2. Assure that the lockout/tagout procedures used by outside servicing personnel are compatible with the facility's procedure.

I. Specific Equipment Energy Control Procedures

1. The maintenance department and safety department maintain instructions on the specific lockout procedures for the types of equipment maintained at (this facility Appendix C)

Protective Materials and Hardware/Location of Isolating Devices

Locks, tags, chains, and other hardware shall be provided by the Maintenance Department for securing or blocking energy sources where necessary and appropriate.

The lockout and tagout devices shall be singularly identified shall be the only authorized device(s) used for locking out and tagging energy sources, shall not be used for other purposes and shall meet the following requirements:

- Durability: The devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Standardized: The devices shall be standardized in at least one of the following criteria; color, shape, size type or format.
- Substantial: Locks shall be of such key code complexity that removal by any other means than the regular key would require excessive force or unusual techniques, such as metal cutting tools. Tags and attachment mechanisms shall be of such design that the possibility of accidental removal is minimized.
- Identifying: The devices shall include provisions for the identification of employee(s) applying or authorizing the application of the device.

Energizing isolating devices that are used for the control of potentially hazardous energy sources, including valves, shall be marked or labeled to identify the equipment supplied and the type and magnitude of the energy being controlled, unless they are so positioned and arranged that those elements are evident.

- Valves for machines or equipment shall be permanently marked or labeled; and,

- Valves for pipeline network process operations shall be permanently marked or labeled, or temporarily marked or labeled prior to each instances of initiation of work.

Energy isolating devices shall be operated only by authorized employees or under the direct supervision of authorized employees.

Tagout devices or danger tags shall warn against hazardous conditions if the equipment is re-energized. They shall include the legends: Do Not Use; Do Not Open; Do Not Close; Do Not Energize; or other similar language.

The EIC or designee is required to list all isolating devices, switches, valves, etc. that apply to equipment to be locked or tagged.

Devices for securing or blocking energy sources shall be identified and listed on a lockout/tagout Permit. Refer to Appendix "A".

Communication and Education

The Training Department shall provide training for all authorized and affected employees to ensure that the purpose and functions of these procedures are understood and that the knowledge and skills required for the safe application and removal of energy controls are available as needed.

Training shall include: "Authorized" employees will receive training in the recognition of applicable hazardous energy sources and in the use of adequate methods and means for energy isolation and control. "Affected" employees will be instructed in the purpose and use of the energy control procedure. All other employees whose work operations are or may be affected by the energy control procedure shall be instructed about the procedure and how it affects their work operations.

Periodic re-training shall be provided by the EIC and/or Training Department to introduce new or revised control methods; to reestablish employee proficiency; and, if there is reason to believe that deviations from procedures exist. Documentation of training shall include the names of employees, date of training, and purpose, i.e., initial or periodic.

Inspections

As per NJAC 12:100-11, a representative of the Safety Office and/or the EIC shall conduct an annual inspection to ensure that the lockout/tagout procedure is being properly implemented. This inspection shall be designed to result in the correction of any deviations or inadequacies observed. Documentation shall be verified by recording the following information: (Appendix B)

EXHIBIT 'E'

TITLE: CONTROL OF HAZARDOUS ENERGY SOURCE – LOCKOUT/TAGOUT

1. The machine or equipment inspected.
2. The date of the inspection.
3. Name of inspector.
4. Notation of any deviations or inadequacies observed.
5. Type of lockout/tagout devices applied during process.

The EIC shall provide a copy of the log-in sheets to the Safety Office during time of this inspection.

EXHIBIT 'E'

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CENTER	**Approved:_____**		
		Effective:	**6/91**
		Reviewed:	**1/21**
		Next Review:	**1/23**

TITLE: HAZARDOUS SUBSTANCE WASTE DISPOSAL

OBJECTIVE

To define a hazardous material waste program which is designed to provide the physical environment with a minimum of hazards and thus reduce the risk of human injury.

RATIONALE

An appropriate hazardous waste management program assures that Ann Klein Forensic Center complies with applicable Federal and State regulations that address the identification and control of hazardous materials and wastes (N.J.A.C. 7:26-7:4), Solid Waste Regulations.

PROCEDURE

1. As per the WRTK and Hazard Communication standards, an inventory of hazardous materials and their respective Safety Data Sheets/Hazardous Substance Fact Sheets shall be maintained in the Central File located in the Administration Wing.

2. The Safety Data Sheet and Hazardous Substance Fact Sheet contain information regarding the storage and disposal of hazardous waste substances.

3. Hazardous waste substances shall be identified, stored and disposed of in accordance with N.J.A.C. 7:26 solid and hazardous waste rules.

4. The Safety Office shall provide technical assistance for the appropriate storage and disposal of hazardous wastes.

5. Quality Assurance Monitoring:

   The Safety Office shall provide a report to the Environment of Care Committee which includes the type of chemical/material and the manner of its disposal. The Environment of Care Committee shall review the process and, if necessary, provide recommendations for remedial action.

6. Resources:

   A. Trenton Psychiatric Hospital Fire Department (609-633-1932).

   B. New Jersey Department of Environmental Protection Division of Solid and Hazardous Waste (609-633-1418).

EXHIBIT 'E'

Approved:_____

Effective: 6/91
Reviewed: 2/22
Next Review: 2/24

TITLE: SMALL SPILL CONTAINMENT

OBJECTIVE

To outline the required steps necessary to confine/abate small hazardous substance spills.

RATIONALE

Employees who appropriately respond to hazardous spills will assure that patients and staff in Ann Klein Forensic Center will be provided with a physical environment that minimizes the risk of injury.

PROCEDURE

A. Pursuant to the Hazard Communication Standard and the NJRTK Act, an inventory of chemical-containing products, Safety Data Sheets (SDS), and Hazardous Substance Fact Sheets (HSFS) shall be maintained in the Central File, located in the Administration area.

B. The Safety Data Sheets and Hazardous Substance Fact Sheets provide specific information and instructions regarding health and environmental hazards, first aid, required personal protective equipment, management of spills/leaks, and proper hazardous waste disposal.

   Safety Data Sheet binders are maintained throughout the hospital where chemical-containing products are stored and/or used.

C. Each department in the Ann Klein Forensic Center has a WRTK coordinator who is responsible for maintaining the hazardous substances used in their area and be available for technical assistance during containment and abatement of spills.

D. The Safety Office shall maintain, and make available for use, spill containment and clean-up kits located in the storage closet on the loading dock.

E. The following are the steps an initial observer or first responder shall take in the event of a small spill:

   1. Depending on the material involved spills less than one gallon or slow leak may be cleaned up by the employee at his/her discretion, following instructions outlined in the appropriate Safety Data Sheet and using appropriate clean-up materials and personal protective equipment. Notification must be made to the department supervisor.

EXHIBIT 'E'

TITLE: SMALL SPILL CONTAINMENT

2. Any leak or spill greater than one gallon should be brought to the attention of the Safety Office and/or department supervisor.

3. Alert staff in the immediate area and determine the amount of substance spilled. Identify the hazardous substances via the SDS and/or HSFS. Review the health hazards associated with the substance and follow instructions necessary to prevent injury. Follow instructions for spill containment and storage.

4. If the spill is greater than 4 gallons and poses a potential threat to human health and/or environment it must be reported to the Safety Office during regular working hours, after hours refer to the Emergency Operations Plan.

E. Resources:

A. Trenton Fire Department / Hazmat 111
B. New Jersey DEP hotline 1-877-WARNDEP.
C. New Jersey Department of Hazardous Waste Management – 609-584-4150.
D. Office of Administrative Service – D.O.H. (609) 376-8680

F. Reports:

A. Department of Environmental Protection (for spills in excess of two gallons).
B. Safety Office.
C. Environment of Care Committee.

G. Education:

As mandated by the Hazard Communication Standard and Worker Right to Know Act, all employees who may be exposed to hazardous chemicals under normal operating conditions or during foreseeable emergency situations are required to receive HazCom training at the time of Orientation, whenever a new physical or health hazard is introduced into their work area and annual refresher training.

EXHIBIT 'E'

ANN KLEIN	SAFETY MANUAL	Number:	501
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CENTER	Approved:_____		
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		Next Review:	1/23

TITLE: CONFINED SPACE ENTRY

OBJECTIVE

To outline procedures to be followed in the event Ann Klein Forensic Center staff would have to enter confined space to evaluate or make repairs on electrical or plumbing systems.

RATIONALE

Although the number of confined spaces into which Ann Klein Forensic Center maintenance staff would have to enter is very limited, electrical or plumbing repairs may have to be made in a confined space. It is therefore necessary to develop the following procedures if such circumstances arise.

PROCEDURES

1. The Engineer-in-Charge of Maintenance at the Ann Klein Forensic Center is the designated confined space entry coordinator for the hospital.

2. It is the responsibility of the Engineer-in-Charge of Maintenance to anticipate, recognize and evaluate exposure to hazardous substances or other unsafe conditions in a confined space.

3. The Engineer-in-Charge of Maintenance will specify necessary control and/or protective action to insure worker safety.

4. The Maintenance staff at the Ann Klein Forensic Center will not enter into identified confined spaces either to evaluate the situation or to make necessary repairs.

5. If it becomes necessary to have personnel enter a confined space this will be accomplished by using outside contractors who will be responsible for performing confined space entry work in accordance with 29 CRF 1910.146 Permit Required Confined Space Entry & 29CFR Subpart AA 1926.1200 confined space standard for construction.

6. Compliance activities and work procedures questions shall be directed to the Safety Office.

EXHIBIT 'E'

ANN KLEIN	**SAFETY MANUAL**	**Number:**	**607**
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CENTER	**Approved:**_____		
		Effective:	**2/11**
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		Next Review:	**2/23**

TITLE: FIRE WALL AND FLOOR PENETRATION PROGRAM

OBJECTIVE

To establish a uniform policy / procedure regarding penetrations in floors, walls, and ceilings to ensure the facility's fire and smoke protection profile remains compliant with NFPA 101, Chapter 8, of the 2012 Edition.

RATIONALE

The facility is periodically required to conduct repair or new installation activities that may require systems to traverse functional spaces within the building and may require the penetration of floors, walls or roofing fire and smoke protection systems to accomplish the task. This permit system is established to ensure uniform tracking to any planned activity that may reduce the facility's fire and smoke protection profile.

DEFINITIONS

1. Penetrations – Any hole, opening or faults created in a fire or smoke barrier partition that compromises the integrity or fire rating of the penetrated structure.

2. Fire Stopping Materials – Any approved fire stopping material used to replace or repair any penetrations. Materials used must meet established specifications that ensure the original integrity and rating of the penetrated surface will be restored.

3. Fire Barriers – Floor, ceiling and wall assemblies, including supporting construction that meets the conditions of acceptance of NFPA 251. Fire Barriers are designed to form fire compartments and are constructed to be continuous from outside wall to outside wall, from one fire barrier to another, or a combination thereof, including continuity through concealed spaces.

4. Smoke Barrier – A continuous membrane designed and constructed to restrict the movement of smoke.

PROCEDURE

1. Prior to commencing any work that will require the penetration of an existing facility floor, wall or ceiling assembly, contractors / facility personnel shall contact the facility Maintenance Department and execute the following:

    a. Maintenance Work Order;

EXHIBIT 'E'

TITLE: FIRE WALL AND FLOOR PENETRATION PROGRAM

b. Life Safety Program Fire Assembly Penetration Permit.

2. The Life Safety Program Fire Assembly Penetration Permit must be secured and posted at the work location prior to disturbing the integrity of the subject barrier. The permit must be available for inspection at the subject work location.

3. If the work is being performed by an outside contractor the contractor is responsible for coordinating the selection of the appropriate resealing / intumescent material with the Ann Klein Forensic Center Engineer in Charge or designee. Contractors shall be responsible for providing their own sealant material and only upon the approval of the by Ann Klein Forensic Center Engineer in Charge or designee.

   If the work is being performed by in-house staff, the Engineer in Charge shall approve the material.

4. To the greatest extent practicable, work shall be conducted in a manner that does not impact hospital clinical operations or patient care.

5. Upon completion of the scheduled work activity, the penetration shall be repaired / sealed in accordance with accepted practice and utilizing materials including UL / FM listed fire penetration stop / intumescent materials. All penetrations and miscellaneous openings are required to be protected in accordance with NFPA 101, Chapter 8, 2012 Edition.

7. Upon completion of any fire assembly penetration repair, a visual inspection request must be made by the Ann Klein Forensic Center Maintenance Department or Safety Department.

8 Upon inspection and confirmation by the Ann Klein Forensic Center Maintenance Department / Safety Department representative that all penetrations have been appropriately sealed the Life Safety Program Fire Assembly Penetration Permit shall be closed.

9. The completed permit shall be signed by the Ann Klein Forensic Center Maintenance Department / Safety Department representative, filed with both departments and considered the official document of record.

10. The contractor/maintenance staff may also be required to have a Pre-Construction Risk Assessment and Interim Life Safety Measure paperwork completed prior to the maintenance / construction project being performed.

11. Failure to comply with this policy and procedures may result in disciplinary action for Ann Klein Forensic Center employees or termination of contractors.

RESPONSIBILITIES

1. The Maintenance Department shall become familiar with the requirements of this procedure and ensure Maintenance Department personnel comply with the elements of the permitting system.

EXHIBIT 'E'

TITLE: FIRE WALL AND FLOOR PENETRATION PROGRAM

2. The Maintenance Department shall coordinate activities with non facility contract employees and ensure contract employee's staff complies with the elements of the permitting system.

3. The Maintenance Department will maintain a stock of intumescent / firestop sealant and other approved materials for internal / departmental use. The Firestop Sealant shall have a minimum rating of 3 hours.

4. The Engineer in Charge shall ensure penetration permits are issued when required and prior to commencement of work.

5. The Maintenance Department / Safety Department shall provide guidance to other services with respect to barriers for which a penetration must conform to this procedure.

6. Contractors are responsible for assuring that they properly seal any penetration created in facility floor, wall or ceiling fire and smoke barriers.

7. The Engineer in Charge is responsible for ensuring all contractors are familiar with the provisions of this procedure.

IMPORTANT NOTES REGARDING FIRESTOP / INTUMESCENT SEALANTS

- Due to the variety of construction materials used in smoke / fire barrier construction at Ann Klein forensic Center (e.g. reinforced concrete floor / ceiling slabs, cement block, drywall, tile block, reinforced concrete vertical walls) various products may be required to reestablish appropriate smoke / fire barrier integrity in different locations.

- Most sealants labeled "firestop" are actually "smoke" sealants, for use only as a part of a multi-component firestop system. When in doubt, check the listed system design to ensure that proper materials are being used.

- Firestop sealants are NOT GENERIC. Each manufacturer has a proprietary formula that has undergone third party testing; meaning one sealant cannot be substituted for another sealant.

- Ensure chemical compatibility with different substrates and penetrating items.

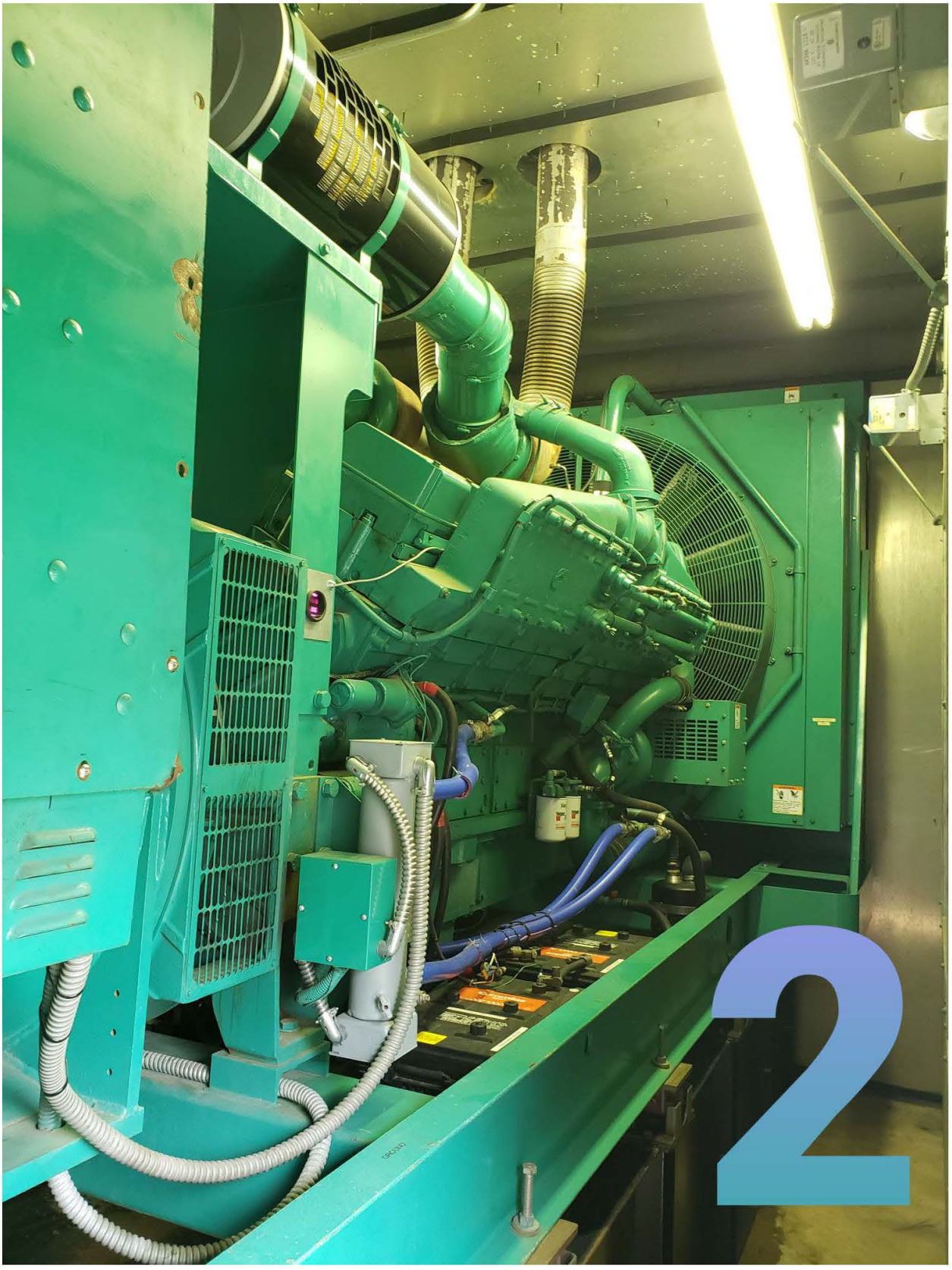
- Ensure adhesion capability with different substrates and penetrating items.

- Ensure adhesion capability to "actual" job site conditions of damp, dirty surfaces.

- Ensure elasticity to withstand building settling and penetrating item movement.

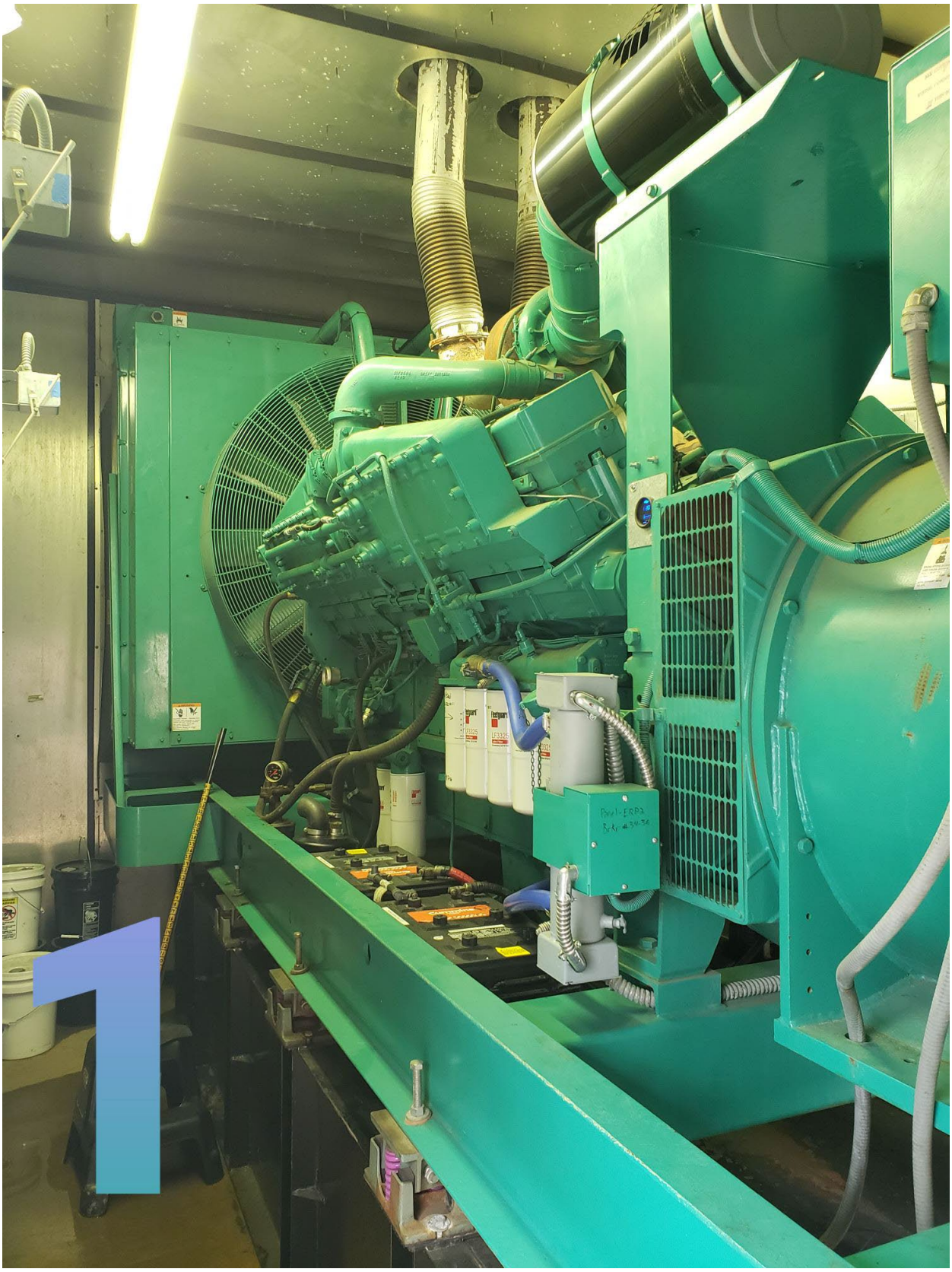
Attachment: Life Safety Program – Fire Assembly Penetration Permit System

EXHIBIT 'E'



EXISTING GENERATOR

EXHIBIT 'F'



EXISTING
GENERATOR

EXHIBIT 'F'

EXISTING GENERATOR ENCLOSURE

EXHIBIT 'F'